**Motor Coach Vendor Qualification Form – Sample**

This form is intended to be used by schools to vet motor coach vendors prior to using their services.

(Insert name of motor coach vendor):

(Insert name of district/charter school here) is considering using your motor coach services for an upcoming trip(s) for our students. In order to consider you as a potential vendor, please supply the information requested on this form, and return by mail/fax/email to the contact information below. Thanks for your help in this matter.

(Insert name of transportation supervisor)

(Insert transportation supervisor contact information including phone, address, email, and fax)

|  |  |
| --- | --- |
| Name of Business |  |
| Name of Contact |  |
| Phone |  |
| Fax |  |
| Email |  |
| After-hours Emergency Contact and Phone |  |
| USDOT Number |  |
| What is your current safety rating with the FCMSA? (Satisfactory, Conditional, or Unsatisfactory) |  |
| Do you perform criminal background checks on drivers that will serve us? |  |
| Do you perform motor vehicle record checks on drivers that will serve us?  |  |
| Is there a possibility that our trip(s) will be sub-leased to another charter company?  |  |
| Are you Department of Defense qualified? (Not mandatory) |  |
| Have you attached or previously sent us a copy of Certificate of Insurance coverage showing a minimum of $5,000,000 in coverage?  |  |

Schools should additionally use the USDOT number supplied by the vendor to check the vendor’s standing through the FMCSA website at <https://csa.fmcsa.dot.gov/>.

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| --- | --- |
| Date this form was received: |  |
| Name of school employee who verified the motor coach’s standing with the FMCSA:  |  |