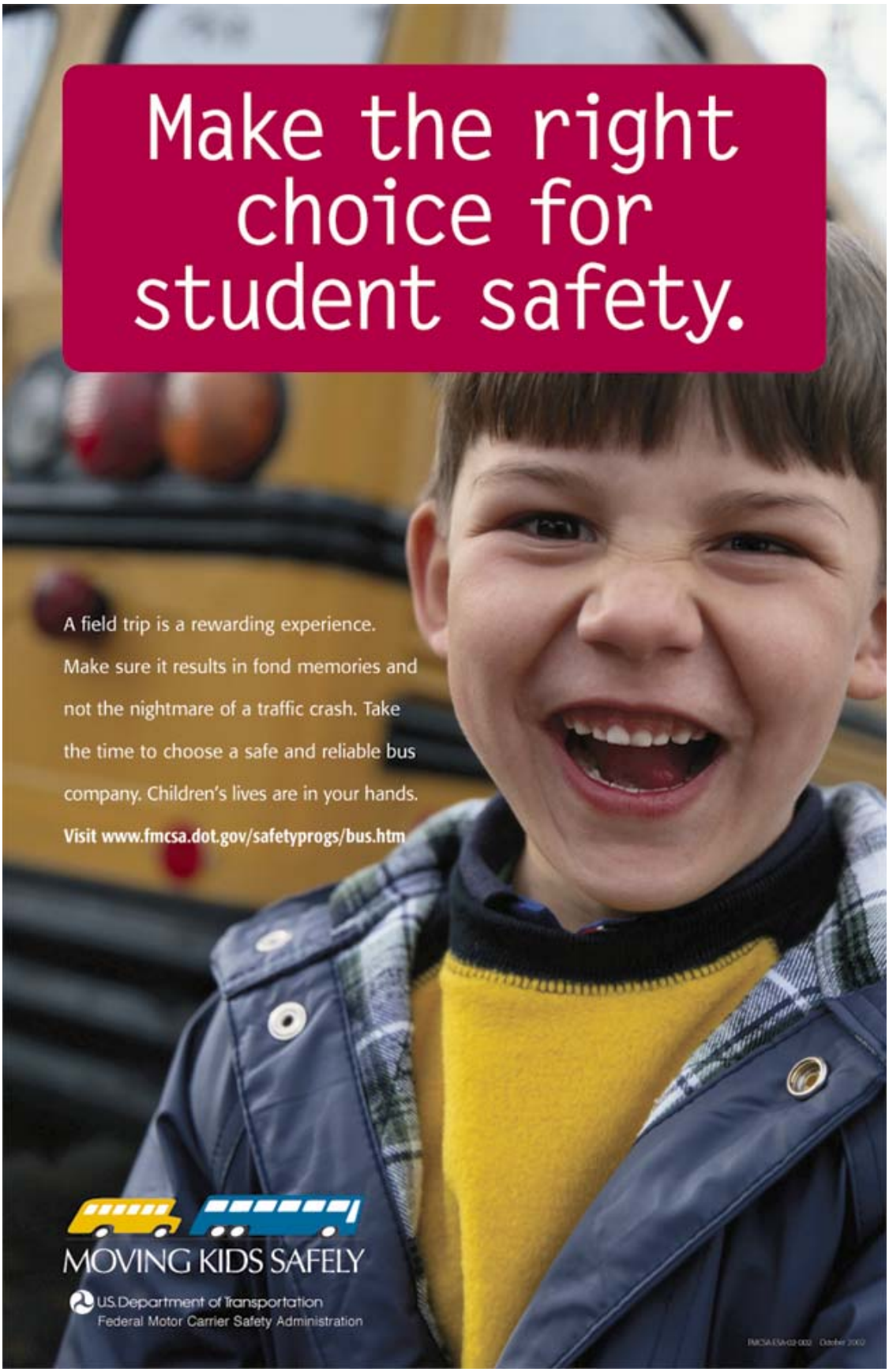

Make the right choice for student safety.
A field trip is a rewarding experience. Make sure it results in fond memories and not the nightmare of a traffic crash. Take the time to choose a safe and reliable bus company. Children's lives are in your hands.
Visit www.fmcsa.dot.gov/safetyprogs/bus.htm
MOVING KIDS SAFELY
U.S. Department of Transportation
Federal Motor Carrier Safety Administration

Purpose of This Document

Thanks to the efforts of various State, Local, and Federal agencies and organizations, as well as bus operators themselves, Michigan school buses and Michigan's motor coach industry have an excellent safety record- bus passengers are much safer on a bus than in the average passenger car.

However, bus accidents do happen- the purpose of the Moving Kids Safely campaign and this guide is to encourage the use of safe bus companies to transport schoolchildren to and from sporting events, field trips and extracurricular activities.

Deciding Between a School Bus or a Motor Coach

You have planned a school activity trip, and now you need to find the most appropriate means of transportation. Safety must be you first concern. According to a 2002 study by the National Research Council of the National Academy of Sciences, schoolchildren are safest in buses – school buses or motorcoaches. Any of these is significantly safer than transporting school children in vans or other passenger motor vehicles.

There are a number of important points to consider in making your decision. While cost is an important issue, it should not be the primary consideration. We have listed some questions and information to help you decide the type of bus that could meet your needs.

The decision as to whether you use a school bus or a motorcoach should be made after a full review and understanding of a wide variety of factors. This includes issues relating to time, distance, comfort, geography, and several other issues. What follows are specific questions and information about motorcoaches and school buses that you should consider.

1. What are your current Federal/State/Local regulations/policies/guidelines concerning the types of buses to be used for school activity trips?

   Read, understand and follow any applicable regulations, policies or guidelines.

2. How long is the trip in terms of hours? Will the driver be able to complete the trip within a normal workday (no more than 10 hours of driving or 15 hours of duty, including any non-driving responsibilities)? Will you need to arrange for relief drivers at locations along the trip?

   If a trip is interstate, commercial carriers are typically more familiar with shuttling drivers for longer distances.

3. Will the trip require students to have baggage or equipment? Where will this baggage be stored during the trip? (It should not be kept in the aisles or stacked in empty seats -- both of those practices are unsafe).

   Many school buses have no external storage capacity. Motorcoaches generally have larger storage capacities for luggage and equipment than school buses. External storage capacity may, or may not, be better than transporting luggage or equipment in a separate vehicle.

4. Is the trip of such a time length that plans need to be made for rest stops and meal stops? What is the range of motorcoaches and school buses? Will the bus have to refuel en route? Are safe/clean facilities available along the planned route for rest stops?

Many motorcoaches are equipped with rest room facilities that can be used while the vehicle is in operation. School buses do not have such facilities.

In either type of vehicle, plans for meal stops may have to be considered. If a meal stop is necessary, passengers could use available rest room facilities, and school buses could also be refueled.

5. Is the bus properly equipped for the intended trip? A highway trip over mountains requires different transmission ratios than local routes over flat terrain. A longer trip may suggest more comfortably designed passenger seats, air ride seat for the driver, and air ride suspension for the vehicle.

   Generally, motorcoaches are more comfortable for drivers and passengers on long trips. The performance capacity (hill climbing and braking) of the vehicle must be appropriate for the terrain. Importantly, all safety equipment must be in proper operating condition.

6. While at the destination, will the bus (and its contents) be in an area where it will be secure from theft or vandalism?

   External storage areas on a motorcoach or on a school bus are usually lockable.

7. Passenger comfort- school buses generally do not have air conditioning, restrooms, or baggage compartments to store luggage and band equipment beneath the bus.

8. Michigan School bus speed limits are generally lower than motorcoaches- 50 mph vs. 70 mph.

9. Is the school adequately insured for this activity trip?

   This question deals with the school, not the carrier. In the event of a crash, where the bus driver is "at fault", it is in your best interest to know you are adequately insured. If a district school bus is used, the school district will have insurance. For a motorcoach or school bus company, definitely determine their level of insurance coverage before hiring them. Interstate motor carriers are required to maintain $5 million of liability coverage.

If you choose a motorcoach, use the information in FMCSA's "Keeping Kids Safe" brochure. Please visit their website at www.fmcsa.dot.gov.

If you choose a school bus, check with your local school transportation director to make arrangements. Be sure to raise all of the questions above.

Interstate and Intrastate Bus Companies

The Federal Motor Carrier Safety Administration exercises jurisdiction over the interstate operations of for-hire motorcoach companies and contractor school bus fleets, when those buses are used for extracurricular activities. Interstate companies must register for a USDOT number and if for-hire, for interstate authority. The Safersys.org web site, and other FMCSA web based resources, supply information only for interstate companies.

Michigan has adopted the Federal Motor Carrier Safety Regulations by reference, so intrastate only operations must comply with the same basic set of safety regulations. However, intrastate companies are not required to obtain a USDOT number, or federal for-hire authority. Interstate companies based in Michigan, and intrastate companies must register for passenger transportation with the Michigan Department of Transportation.

Non Profit Organizations and Private Buses

Churches are not required to obtain authority and licensing if they are used solely to transport church members or for uncompensated transportation of passengers. However, if the church collects fees or donations for transportation services, then the church bus is subject to the same registration, licensing and safety regulatory requirements as for-hire motorcoach operations.

There are many individuals who illegally offer charter bus services using privately owned buses. Any bus transportation that involves any type of payment must be registered and authorized with the Federal Motor Carrier Safety Administration (in interstate commerce), and the Michigan Department of Transportation (Michigan based companies in interstate or intrastate commerce).

Hiring Bus Companies for Extracurricular Trips

Using a list of pre-qualified bus companies for transporting students to and from extracurricular activities is the simplest way to assure uniformity throughout a State, county, or school. Check with transportation coordinators to see if such a list has been developed. Whether or not you are working from a list of pre-qualified bus companies, the FMCSA also recommends that you verify the following information:

Bus Company Checklist

☐ Does the company have legal Federal and State authority to operate a charter bus service? Federal authority may be verified by checking a USDOT or MC authority number at www.safersys.org. Carriers authorized for interstate travel must have an MC number, the status of which can be verified from the "Licensing and Insurance" link on the company's Safersys summary information page. Additionally, the State of Michigan, Michigan Department of Transportation, issues "Certificates of Authority to Operate" to bus companies offering charter service (See Attachment A1). Michigan authorized companies are listed at:

http://www.mdot.state.mi.us/ptd/licensedcarriers/carriers.cfm?type=B

Note that valid licensing to operate does not necessarily mean that a company's operations are in compliance with safety regulations.

☐ Has the company received a Safety Compliance Review? If yes, what is the company's current Safety Rating? Carrier review histories and Safety Ratings can be checked at: http://www.safersys.org. (See Attachment A2)

☐ Does the company have a poor SAFESTAT ranking? A score of 75 or higher in any of the Safety Evaluation Areas indicates a poor record of compliance for that factor. Select the "Safestat Results" link from the company's Safersys carrier snapshot to get detailed SAFESTAT information. (See Attachment A3)

☐ Does the company have a driver drug and alcohol testing program that complies with USDOT regulations? Carriers must conduct pre-employment drug tests on all drivers, and random, post-accident and reasonable cause drug and alcohol tests. Note that access to individual test results is restricted for privacy reasons- ask for a description of the carrier's programs, policy statements, and written certification of compliance with the USDOT rules.

☐ Does the company obtain a motor vehicle records check for new drivers, and for each of its current drivers annually? This report indicates the driver's current license status, and lists traffic convictions. While access to these records is restricted due to privacy reasons, ask for the company's policies on obtaining and reviewing the license status reports, and the intervals at which they are obtained.

☐ Can the carrier produce proof of the required $5 million of public liability insurance? (See Attachment A4). Verify active insurance at the FMCSA or MDOT websites mentioned above.

☐ Does the company subcontract with others for equipment and/or drivers? If so, what is the name of the second bus company and its USDOT number?

☐ Does the company have notification procedures for roadside emergencies and breakdowns? Is the driver equipped with a wireless communications device?

☐ Can the company provide references for previous charters?

Bus Driver Checklist

The best defense against a life-endangering incident is a well-qualified, healthy, and rested driver. While motor coach operations, and contract school bus companies that engage in extracurricular trips must maintain an extensive set of driver qualification documents, drivers are also required to carry certain proofs of qualification and compliance with hours of service limits at all times when operating a bus for-hire.

- ☐ A current Commercial Drivers License, with a "P" endorsement for passenger transportation. (See Attachment B1)
- ☐ A current valid medical certificate. Medical certificates are marked with an expiration date. (See Attachment B2)
- ☐ The driver's logbook updated to his most recent change of duty status (if operating more than 100 miles from the driver's normal work location). (See Attachment B3)
- ☐ Will your trip be completed within the legal limit of 10 driving hours (since the driver's last 8 consecutive hours off-duty)? If not, will there be a second driver or overnight rest stop scheduled to legally complete the trip?
- ☐ In addition to the 10 hour limit, a bus driver may not drive after working (driving or other on-duty time) 15 hours since his last 8 consecutive hours off duty. A bus driver cannot legally drive after working 60 hours in a 7 consecutive day period, or 70 hours in an 8 consecutive day period. Ask the driver for his "available hours" to ensure sufficient legal time to complete your trip.
- ☐ Is the driver knowledgeable of company notification procedures for roadside emergencies and breakdowns? Is the driver equipped with a cell phone or other means of communications in the event of an incident?

Vehicle Checklist

Verify that the bus that arrives to pick up passengers is from the company that was contracted for the trip. If the vehicle is not from that company, ensure that the vehicle is from a valid subcontractor of the originally contracted motorcoach operator.

- ☐ A bus operated by an interstate for-hire operator should be marked with the company name, and USDOT number. Intrastate only for-hire buses should display a company name. Both interstate and intrastate for-hire motorcoaches must display a "Registered Motor Bus" decal (See Attachment C1).

- ☐ Has the bus received an annual inspection by the Michigan Department of Transportation, or the Michigan State Police? All for-hire motorcoaches based in Michigan must receive an annual inspection by the Michigan Department of Transportation. Buses that pass the annual inspection receive the "Registered Motor Bus" decal. (See Attachment C1). The Michigan State Police inspects all school buses, including those of fleet contractors, and has it's own decal for buses that have passed inspection.

- ☐ Have the bus driver explain the safety equipment and features of the bus, including the standee line (line painted on the bus aisle, just to the right and rear of the driver's seat) and emergency exits.

- ☐ Does the bus that comes to meet the trip have any obvious mechanical problems such as burned out lights, bald tires, obvious leaks, broken glass, broken seats, or inoperative heating, air conditioning, or toilets?

- ☐ Is the aisle clear of bags and equipment at all times, so that evacuation would not be hindered in an emergency?

This document is not intended to be a comprehensive guide to all of the considerations that should be taken into account when selecting transportation for extracurricular activities. For further information, consult the list of contacts and organization websites below.

Contacts:

Federal Motor Carrier Safety Administration, Michigan Division……..517-377-1866
Attn: Jon Dierberger jon.dierberger@fmcsa.dot.gov

Michigan Department of Transportation, Passenger Transportation Division…….517-335-2565
Attn: David Sucha suchad@michigan.gov

Michigan State Police, Motor Carrier Division Bus Inspection Unit……..517-336-6417
Attn: Sgt. Sharron VanCampen vancamps@michigan.gov

Useful Websites:

Visit the FMCSA website for additional safety information.
http://www.fmcsa.dot.gov

The Safer system website can be used to check a company's Safety Rating, Federal authority status, and detailed safety history.
http://www.safersys.org

The Michigan Department of Education:
http://www.michigan.gov/mde

Michigan Department of Transportation "live" listing of Michigan Current Authorized Bus Carriers:
http://www.mdot.state.mi.us/ptd/licensedcarriers/carriers.cfm?type=B

Michigan State Police, Motor Carrier Division Bus Inspection Unit:
http://www.michigan.gov/msp (search for "bus inspection unit")

Michigan Association for Pupil Transportation's website:
http://www.mapt.org

United Motorcoach Association- Student Motorcoach Safety Guide
http://www.uma.org/consumerhelp/studentguide.asp

Military Traffic Management Command- List of DOD approved bus operators
http://www.mtmc.army.mil/CONTENT/504/approvedlist.pdf

National Association for Pupil Transportation
http://www.napt.org

National Association of State Directors of Pupil Transportation Services
http://www.nasdpts.org

National School Transportation Association
http://www.schooltrans.com

Pupil Transportation Safety Institute
http://www.ptsi.org

School Bus Information Council
http://schoolbusinfo.org

State Motor Coach Guides:
North Carolina: http://www.ncbussafety.org/download/motorcoach.pdf
South Carolina: http://ideanet.doe.state.in.us/safety/pdf/SCMotorCoachGuide.pdf
New York: http://www.nyapt.org/charterbus.htm

ATTACHMENT A1

CERTIFICATE OF AUTHORITY

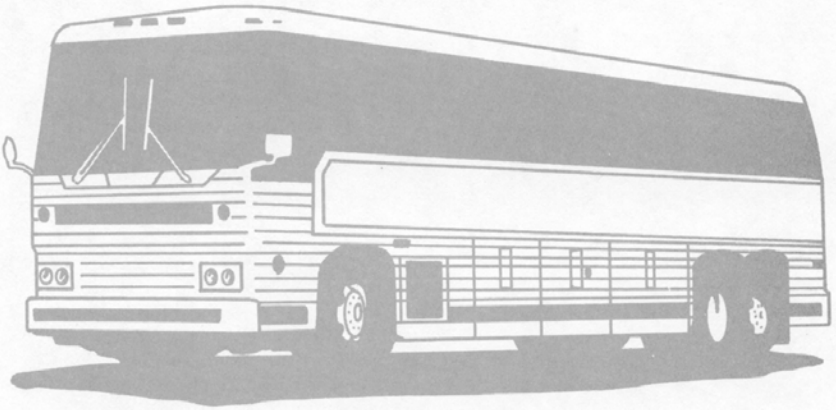
ABC BUS COMPANY
123 Any Road
Any Town, Michigan 48888

MDOT PA-0000
Page 1 of 1

Pursuant to Public Act 432 of 1982, authority is granted to transport passengers by motor bus between the following points in Michigan:

INTRASTATE - Charter

To operate as a passenger carrier, by motor bus, transporting passengers and their baggage in the same bus, in charter operations, beginning and ending at all points in Michigan.



By:_____

Department Authorized Signer
Regulatory Unit
Technical Assistance and Regulatory Section
Passenger Transportation Division
Date

This authority is renewable annually per Sections 9 and 17 of Public Act 432.

Note: **A copy of this certificate is to be carried with each motor bus operated under authority of this Department.**

MICHIGAN DEPARTMENT OF TRANSPORTATION

Attachment A2

Carrier Snapshot ----

XXXXXXXXXXXXX INC-----
USDOT Number: XXXXXX-----

ID/Operations | Inspections/Crashes | Safety Rating | Insurance

Other Information for this Carrier

- SafeStat Results
- Licensing & Insurance

Carriers: If you would like to update the following ID/Operations information, please complete and submit form MCS-150 which can be obtained online or from your State FMCSA office.

Carriers and other users: If you would like to request more detailed information in the form of a MCMIS Carrier Profile please call (800)832-5660 or (703)280-4001 (Fee Required).

For help on the explanation of individual data fields, click on any field name or for help of a general nature click **here**.

The information below reflects the content of the FMCSA management information systems as of 05/28/2003.

Entity Type:	**Carrier**	**Status:**	**Active**
Legal Name:	**XXXXXXXXXX INC**		
DBA Name:			
Physical Address:	**XXX MICHIGAN AVENUE XXXXXXXXX, MI 49XXX**		
Phone:	**(XXX) XXX-XXXX**		
Mailing Address:	**XXX MICHIGAN AVENUE XXXXXXXXX, MI 49XXX**		
USDOT Number:	**XXXXXX**	**State Carrier ID Number:**	
MC or MX Number:	**XXXXXX**	**DUNS Number:**	**--**
Power Units:	**10**	**Drivers:**	**24**
MCS-150 Form Date:		**MCS-150 Mileage (Year):**	

Operation Classification:

X Auth. For Hire	Priv. Pass.(Non-business)	State Gov't
Exempt For Hire	Migrant	Local Gov't
Private(Property)	U.S. Mail	Indian Nation
Priv. Pass. (Business)	Fed. Gov't	

Carrier Operation:

X Interstate	Intrastate Only (HM)	Intrastate Only (Non-HM)

HM Shipper Operation:

Interstate	Intrastate

Cargo Carried:

General Freight	Liquids/Gases	Chemicals
Household Goods	Intermodal Cont.	Commodities Dry Bulk
Metal: sheets, coils, rolls	X Passengers	Refrigerated Food

Motor Vehicles	Oilfield Equipment	Beverages
Drive/Tow away	Livestock	Paper Products
Logs, Poles, Beams, Lumber	Grain, Feed, Hay	Utilities
Building Materials	Coal/Coke	Agricultural/Farm Supplies
Mobile Homes	Meat	Construction
Machinery, Large Objects	Garbage/Refuse	Water Well
Fresh Produce	US Mail	

ID/Operations | Inspections/Crashes | Safety Rating | Insurance

Inspection results for 24 months prior to: 05/28/2003

Total inspections: 18
Note: Total inspections may be less than the sum of vehicle, driver, and hazmat inspections. Click here for further information.

Inspections:

Inspection Type	Vehicle	Driver	Hazmat
Inspections	15	4	0
Out of Service	1	1	0
Out of Service %	6.7%	25%	0%
Nat'l Average %(2001)	23.34%	7.62%	6.03%

Crashes reported to FMCSA by states for 24 months prior to: 05/28/2003

Crashes:

Type	Fatal	Injury	Tow	Total
Crashes	0	0	0	0

ID/Operations | Inspections/Crashes | Safety Rating | Insurance

The Federal safety rating does not necessarily reflect the safety of the carrier when operating in intrastate commerce.

Carrier Safety Rating:

The rating below is current as of: 05/28/2003

Review Information:

Rating date:	11/22/2002	Review Date:	09/27/2002
Rating:	Conditional	Type:	Compliance Review

ATTACHMENT A3 - SafeStat Online - Carrier Overview

Carrier Information US DOT #: XXXXXX MC #: XXXXXX Carrier Name: XXXXXXXXXXXXX INC

Carrier Name	XXXXXXXXXXXX INC			DBA	
Address	XXX MICHIGAN AVENUE XXXXXXXXXX, MI 49XXX			Mailing Address	XXX MICHIGAN AVENUE XXXXXXXX, MI 49XXX
Telephone	(XXX) XXX-XXXX			Fax	(XXX) XXX-XXXX
NEW Number of Power Units	10	Number of Drivers	24	Transports HM	No
Date of Last MCS-150 Update				Date of Last FMCSA Compliance Review	9/27/2002

SafeStat Information

Summary of Safety Evaluation Areas (SEAs)

2 Deficient SEAs (>= 75)

A SEA value not displayed on the graph indicates insufficient data available in that SEA, and the SEA value could not be calculated.

Performance vs. Available Data

Performance Groups	Data Groups [1]Extensive	[2]Moderate	[3]Minimal
[1] All SEAs less than 50			
[2] No Deficient SEAs (All Below 75)			
[3] 1 Deficient SEA (One Above 75)			
[4] 2+ Deficient SEAs (SafeStat Score)	●		

SafeStat	
Score	231.15
Category	B
State Rank	105
National Rank	4007.5

SafeStat Calculation

SafeStat Score = 2 x *Accident SEA Value + 1.5 x Driver SEA Value + Vehicle SEA Value + Safety Management SEA Value

PLEASE NOTE * The Accident SEA value represents carrier accident involvement only and is not intended as a means to assess fault. Explanation

231.15	0	**89.7**	14.23	**96.6**

SafeStat calculates a SafeStat score to rank carriers in descending order by their safety status (i.e. a carrier with the highest SafeStat score is the first ranked carrier in terms of poor safety status). SafeStat does not assign SafeStat scores to all carriers. To obtain a SafeStat Score, a carrier must be deficient in at least two different Safety Evaluation Areas (SEAs). SEA values range from 0 (best) to 100 (worst). A SEA with a value from 75 to 100 is defined as deficient (highlighted in **BOLD** type). SEA Values that are less than 75 are not used in the calculation of a SafeStat Score.

ATTACHMENT A4 - Certificate for Interstate Public Liability Insurance

ENDORSEMENT FOR
MOTOR CARRIER POLICIES OF INSURANCE FOR PUBLIC LIABILITY
UNDER SECTION 18 OF THE BUS REGULATORY REFORM ACT OF 1982

Form Approved
OMB No. 2125-0518

Issued to _____ of _____

Dated at _____ this _____ day of _____, 19 _____

Amending Policy No. _____ Effective Date _____

Name of Insurance Company _____

Countersigned by _____
Authorized Company Representative

The policy to which this endorsement is attached provides primary or excess insurance, as indicated by "☒", for the limits shown:

☐ This insurance is primary and the company shall not be liable for amounts in excess of $ _____ for each accident.

☐ This insurance is excess and the company shall not be liable for amounts in excess of $ _____ for each accident in excess of the underlying limit of $ _____ for each accident.

Whenever required by the Federal Highway Administration (FHWA) or the Interstate Commerce Commission (ICC) the company agrees to furnish the FHWA or the ICC a duplicate of said policy and all its endorsements. The company also agrees, upon telephone request by an authorized representative of the FHWA or the ICC, to verify that the policy is in force as of a particular date. The telephone number to call is: _____.

Cancellation of this endorsement may be effected by the company or the insured by giving (1) thirty-five (35) days notice in writing to the other party (said 35 days notice to commence from the date the notice is mailed, proof of mailing shall be sufficient proof of notice), and (2) if the insured is subject to the ICC's jurisdiction, by providing thirty (30) days notice to the ICC (said 30 days notice to commence from the date the notice is received by the ICC at its office in Washington, D.C.).

DEFINITIONS AS USED IN THIS ENDORSEMENT

ACCIDENT includes continuous or repeated exposure to conditions which results in Public Liability which the insured neither expected nor intended.

BODILY INJURY means injury to the body, sickness, or disease to any person, including death resulting from any of these.

MOTOR CARRIER means for-hire carrier of pasengers by motor vehicle.

PROPERTY DAMAGE means damage to or loss of use of tangible property.

PUBLIC LIABILITY means liability for bodily injury or property damage.

The insurance policy to which this endorsement is attached provides automobile liability insurance and is amended to assure compliance by the insured, within the limits stated herein, as a for-hire motor carrier of passengers, with Section 18 of the Bus Regulatory Reform Act of 1982 and the rules and regulations of the Federal Highway Administration (FHWA) and the Interstate Commerce Commission (ICC).

In consideration of the premium stated in the policy to which this endorsement is attached, the insurer (the company) agrees to pay, within the limits of liability described herein, any final judgment recovered against the insured for public liability resulting from negligence in operation, maintenance or use of motor vehicles subject to the financial responsibility requirements of Section 18 of the Bus Regulatory and Reform Act of 1982 regardless of whether or not each motor vehicle is specifically described in the policy and whether or not such negligence occurs on any route or in any territory authorized to be served by the insured or elsewhere. Such insurance as is afforded, for public liability, does not apply to injury to or death of the insured's employees while engaged in the course of their employment, or property transported by the insured, designated as cargo. It is understood and agreed that no condition, provision, stipulation, or limitation contained in the policy, this endorsement, or any other endorsement thereon, or violation thereof, shall relieve the company from liability or from the payment of any final judgment, within the limits of liability herein described, irrespective of the financial condition, insolvency or bankruptcy of the insured. However, all terms, conditions, and limitations in the policy to which the endorsement is attached shall remain in full force and effect as binding between the insured and the company. The insured agrees to reimburse the company for any payment made by the company on account of any accident, claim, or suit involving a breach of the terms of the policy, and for any payment that the company would not have been obligated to make under the provisions of the policy except for the agreement contained in this endorsement.

It is further understood and agreed that, upon failure of the company to pay any final judgment recovered against the insured as provided herein, the judgment creditor may maintain an action in any court of competent jurisdiction against the company to compel such payment.

The limits of the company's liability for the amounts prescribed in this endorsement apply separately, to each accident, and any payment under the policy because of any one accident shall not operate to reduce the liability of the company for the payment of final judgments resulting from any other accident.

The Bus Regulatory Reform Act of 1982 requires limits of financial responsibility according to vehicle seating capacity. It is the MOTOR CARRIER'S obligation to obtain the required limits of financial responsibility.
THE SCHEDULE OF LIMITS SHOWN ON THE REVERSE SIDE DOES NOT PROVIDE COVERAGE.
The limits shown in the schedule are for information purposes only.

Form MCS-90B (Over)

ATTACHMENT A4 - Certificate for Intrastate Insurance

Michigan Department of Transportation 3007 (2/97)

CERTIFICATE OF INSURANCE

SAMPLE A

INTRASTATE MOTOR CARRIERS OF PASSENGERS FOR HIRE - BUS

Applicable only to Intrastate Motor Carriers of Passengers as defined in Section 474.103 of the Michigan Compiled Laws.

DISTRIBUTION: WHITE - Michigan Department of Transportation, Passenger Transportation Division, Regulatory Unit, UPTRAN, 425 W. Ottawa, P.O. Box 30050, Lansing, MI 48909; YELLOW - To the Insured; PINK - Retained by Insurer

DATE ISSUED mm/dd/yyyy

This is to certify that the ABC Insurance Company (hereinafter called Company)
Name of Company

at 123 Capitol Lansing, MI 98765 (517) 555-5555 has issued
Complete Address of Company — Phone Number

to Charter Bus Company at 456 W. Pine Lansing, MI 98765
Name of Insured — Complete Address of Insured

the policy of insurance to provide under Terms and Coverages described as follows. Check as applicable:

☒ This insurance is to provide personal and property protection insurance as required by Section 500.3101 of the Michigan Compiled Laws (Michigan No-Fault).

☒ This insurance is to provide liability insurance that is primary and the company shall not be liable for amounts in excess of $ 1,000,000 for each accident.

☐ This insurance is to provide liability insurance that is excess and the company shall not be liable for amounts in excess of $ _____ for each accident in excess of the underlying limit of $ _____ for each accident.

Policy No. DEF 123456 effective from mm/dd/yyyy to mm/dd/yyyy 12:01 a.m., standard time at the address of the insured as stated in said policy.

The receipt of this certificate by the department certifies that a policy or policies of Public Liability (or Automobile Bodily Injury and Property Damage Liability) insurance has been issued by the Company identified on the face of this form to provide the coverage for the protection of the public required under Section 9 of Act No. 432 of the Public Acts of 1982, being Section 474.109 of the Michigan Compiled Laws with respect to the operation, maintenance, or use of any vehicle for which the intrastate motor carrier of passengers authority is required or has been issued by the Department of Transportation of the State of Michigan, regardless of whether or not such motor vehicles are specifically described in the policy or policies or not. Whenever requested by the Michigan Department of Transportation of the State of Michigan, the Company agrees to furnish said department a duplicate original of said policy and all endorsements thereon.

The policy may not be cancelled, except by the expiration of the term for which it is written, until the Company shall have given thirty (30) days notice on authorized form to the Department of Transportation of the State of Michigan at its office, Lansing, Michigan, said thirty (30) days to commence to run from the date the notice is actually received in the office of said department.

NAME OF AGENT (Please Print or Type)	PHONE NO.	NAME OF AUTHORIZED REPRESENTATIVE (Please Print or Type)
John SMith	(555) 555-5555	Jan Smith
AGENT SIGNATURE		REPRESENTATIVE SIGNATURE

Michigan Department of Transportation 3007 (2/97)

CERTIFICATE OF INSURANCE

SAMPLE B

INTRASTATE MOTOR CARRIERS OF PASSENGERS FOR HIRE - BUS

Applicable only to Intrastate Motor Carriers of Passengers as defined in Section 474.103 of the Michigan Compiled Laws.

DISTRIBUTION: WHITE - Michigan Department of Transportation, Passenger Transportation Division, Regulatory Unit, UPTRAN, 425 W. Ottawa, P.O. Box 30050, Lansing, MI 48909; YELLOW - To the Insured; PINK - Retained by Insurer

DATE ISSUED mm/dd/yyyy

This is to certify that the XYZ Insurance Company (hereinafter called Company)
Name of Company

at 321 Kalamazoo Lansing, MI 98765 (517) 555-5555 has issued
Complete Address of Company — Phone Number

to Charter Bus Company at 456 W. Pine Lansing, MI 98765
Name of Insured — Complete Address of Insured

the policy of insurance to provide under Terms and Coverages described as follows. Check as applicable:

☐ This insurance is to provide personal and property protection insurance as required by Section 500.3101 of the Michigan Compiled Laws (Michigan No-Fault).

☐ This insurance is to provide liability insurance that is primary and the company shall not be liable for amounts in excess of $ _____ for each accident.

☒ This insurance is to provide liability insurance that is excess and the company shall not be liable for amounts in excess of $ 4,000,000 for each accident in excess of the underlying limit of $ 1,000,000 for each accident.

Policy No. UVW 987654 effective from mm/dd/yyyy to mm/dd/yyyy 12:01 a.m., standard time at the address of the insured as stated in said policy.

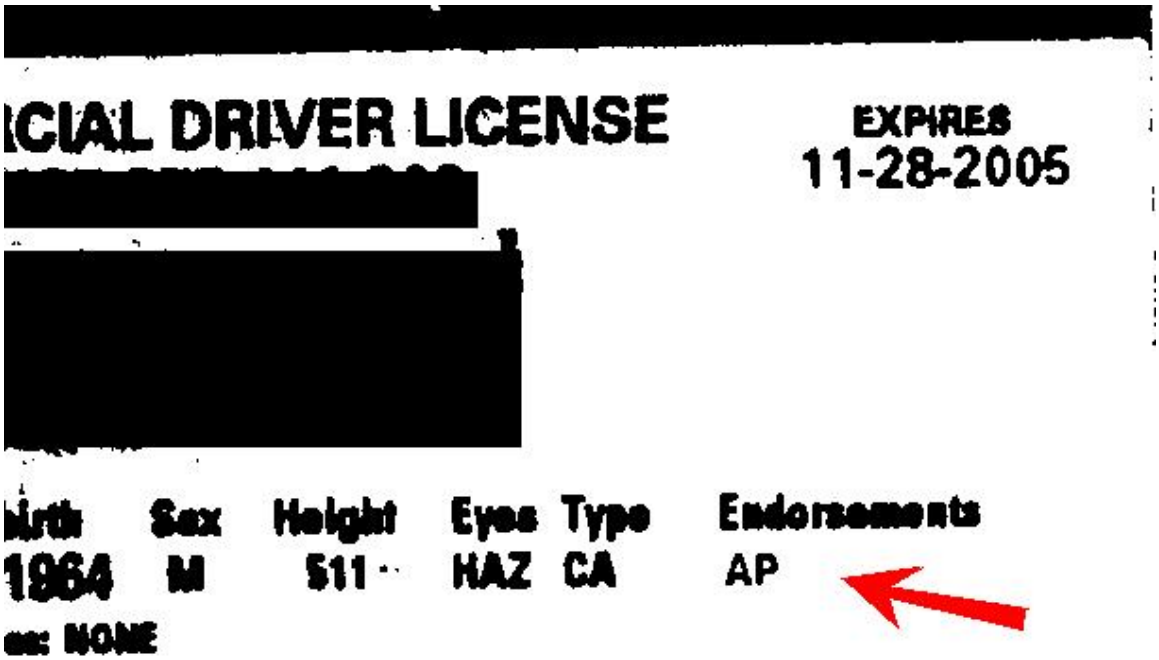
The receipt of this certificate by the department certifies that a policy or policies of Public Liability (or Automobile Bodily Injury and Property Damage Liability) insurance has been issued by the Company identified on the face of this form to provide the coverage for the protection of the public required under Section 9 of Act No. 432 of the Public Acts of 1982, being Section 474.109 of the Michigan Compiled Laws with respect to the operation, maintenance, or use of any vehicle for which the intrastate motor carrier of passengers authority is required or has been issued by the Department of Transportation of the State of Michigan, regardless of whether or not such motor vehicles are specifically described in the policy or policies or not. Whenever requested by the Michigan Department of Transportation of the State of Michigan, the Company agrees to furnish said department a duplicate original of said policy and all endorsements thereon.

The policy may not be cancelled, except by the expiration of the term for which it is written, until the Company shall have given thirty (30) days notice on authorized form to the Department of Transportation of the State of Michigan at its office, Lansing, Michigan, said thirty (30) days to commence to run from the date the notice is actually received in the office of said department.

NAME OF AGENT (Please Print or Type)	PHONE NO.	NAME OF AUTHORIZED REPRESENTATIVE (Please Print or Type)
James Doe	(555) 555-5555	Joanne Smith
AGENT SIGNATURE		REPRESENTATIVE SIGNATURE

★ You must carry a minimum of $5,000,000 in liability insurance. This is typically done through a primary policy (Sample A) and an excess or secondary policy (Sample B). Please note the boxes that are marked on each policy. It is possible that you may only have one policy for the entire $5,000,000 amount, in which case your certificate would resemble Sample A with the $5,000,0000 amount reflected.

ATTACHMENT B1 - "P" Passenger Endorsement



[redacted]

ICIAL DRIVER LICENSE

EXPIRES
11-28-2005

[redacted]

irth	Sex	Height	Eyes	Type	Endorsements
1964	M	511	HAZ	CA	AP

ex: NONE

ATTACHMENT B2 - Medical Examination Certificate

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined _____ in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, I find this person is qualified; and, if applicable, only when:

- ☐ wearing corrective lenses
- ☐ wearing hearing aid
- ☐ accompanied by a _____ waiver/exemption
- ☐ driving within an exempt intracity zone (49 CFR 391.62)
- ☐ accompanied by a Skill Performance Evaluation Certificate (SPE)
- ☐ Qualified by operation of 49 CFR 391.64

The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.

SIGNATURE OF MEDICAL EXAMINER	TELEPHONE	DATE

MEDICAL EXAMINER'S NAME (PRINT)	☐ MD ☐ DO ☐ Physician Assistant	☐ Chiropractor ☐ Advanced Practice Nurse

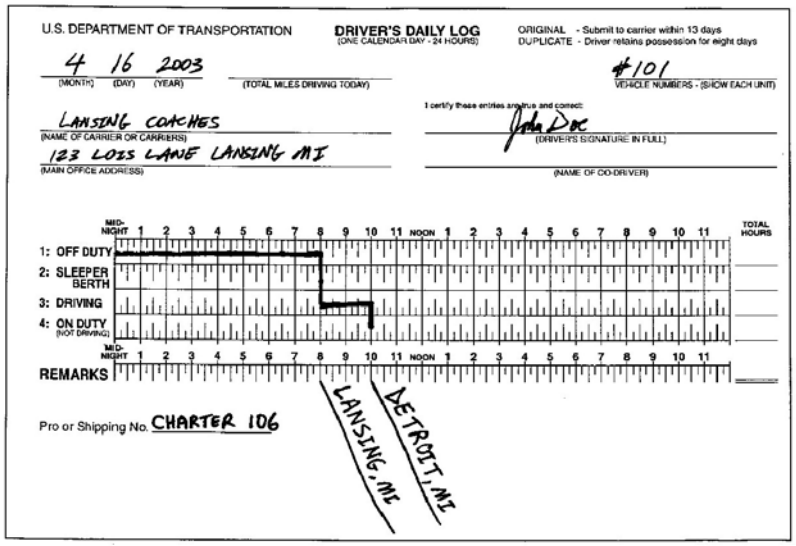
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO. / ISSUING STATE

SIGNATURE OF DRIVER	DRIVER'S LICENSE NO.	STATE

ADDRESS OF DRIVER

MEDICAL CERTIFICATE EXPIRATION DATE

ATTACHMENT B3 - Driver's Record of Duty Status (Logbook)



U.S. DEPARTMENT OF TRANSPORTATION

DRIVER'S DAILY LOG
(ONE CALENDAR DAY - 24 HOURS)

ORIGINAL - Submit to carrier within 13 days
DUPLICATE - Driver retains possession for eight days

4 16 2003
(MONTH) (DAY) (YEAR)

(TOTAL MILES DRIVING TODAY)

#101
VEHICLE NUMBERS - (SHOW EACH UNIT)

LANSING COACHES
(NAME OF CARRIER OR CARRIERS)

I certify these entries are true and correct:
John Doe
(DRIVER'S SIGNATURE IN FULL)

123 LOIS LANE LANSING MI
(MAIN OFFICE ADDRESS)

(NAME OF CO-DRIVER)

MID-NIGHT 1 2 3 4 5 6 7 8 9 10 11 NOON 1 2 3 4 5 6 7 8 9 10 11 — TOTAL HOURS

1: OFF DUTY
2: SLEEPER BERTH
3: DRIVING
4: ON DUTY (NOT DRIVING)

REMARKS

Pro or Shipping No. CHARTER 106

LANSING, MI

DETROIT, MI

In this example, the driver has driven two hours, leaving him 8 hours driving time before he must take an eight hour off duty break.

ATTACHMENT C1 - Michigan Registered Motor Bus Decal