

# Transportation Common Carrier List for Field Trips



When booking with a **COMMON CARRIER** refer to common carrier guidelines for trip cancellation, deposits and other various agreement information before booking your trip.

## 1 COMMON CARRIER A CANDIE'S COACHWORKS, INC.

operations@candiesmotorcoaches.com or admin@candiesmotorcoaches.com

Contact: JAMES HENRY OR ERIKA HALPIN

Phone No: 352-332-4334 or 904-475-2150 or 386-451-7146 cell

Address: 5764 LENOX AVENUE, JACKSONVILLE, FL 32205 or 6916 W. UNIVERSITY AVE., GAINESVILLE, FL 32607

**INSURANCE EXP: 06/21/2024**

**W/C EXP: 01/01/2024**

**Number of Available Buses:**

**21 @ 56 PASSENGER; 2 @ 28 PASSENGER; 7 @ 52 PASSENGER; ALL W/AC**

Number of Available Wheelchair Buses 7

## 2 COMMON CARRIER ACADEMY BUS LLC

clafauci@academybus.com or JVargas@academybus.com

Contact: CHRIS LAFAUCI or JENNIFER VARGAS

Phone No: 904-355-9999; SELECT 2 for CHARTER SALES DEPT.

Address: 3501 W BEAVER ST., JAX, FL 32254

**INSURANCE EXP: 07/01/2024**

**W/C EXP: 07/01/2024**

**Number of Available Buses:**

**15 QTY 54 PASSENGER; 15 QTY 54 PASSENGER AC BUSES;**

Number of Available Wheelchair Buses 5

## 3 COMMON CARRIER ASTRO TRAVEL & TOURS, INC

mevans@astrotravel.com or info@astrotravel.com

Contact: MELANIE EVANS

Phone No: 850-514-1793

Address: 4876 WOODLANE CIR., TALLAHASSEE, FL 32303

**INSURANCE EXP: 04/17/2024**

**W/C EXP: 06/01/2024**

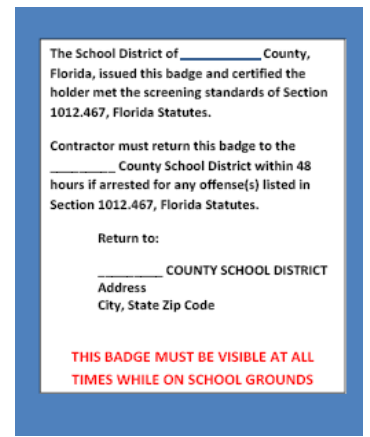
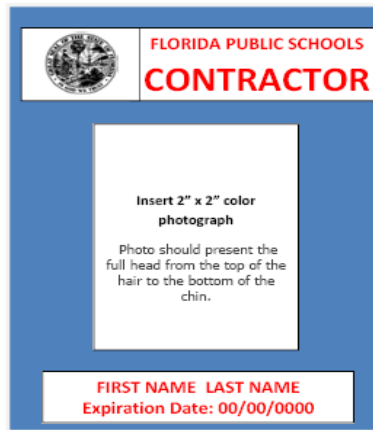
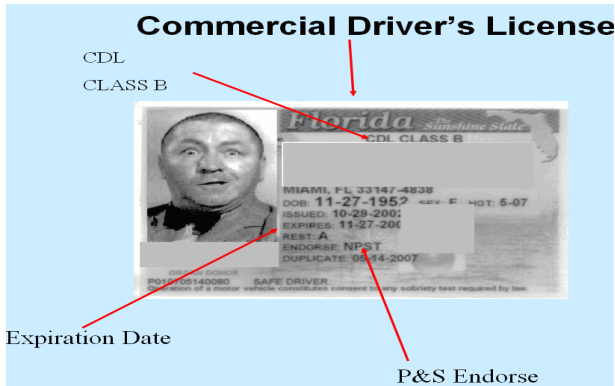
**Number of Available Buses:**

**14 QTY 56 passenger Prevost Motorcoaches – including 1 ADA w WC lift**

**1 QTY 52 passenger prevost Motorcoach**

Number of Available Wheelchair Buses 1

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Front of Badge

Back of Badge

**TRIP SPONSORS NEED TO CHECK BOTH ITEMS BEFORE BOARDING THE BUS**

**1. COMMERCIAL DRIVER'S LICENSE**

**2. FL STATEWIDE BADGE (MUST BE CURRENT)**

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## 4 COMMON CARRIER BTM COACHES, INC

sales@btmcoach.com or a lucas@btmcoach.com  
 Contact: ANDREA LUCAS OR ASHLEY LIGHTHOLDER **INSURANCE EXP:** 11/08/2024  
 Phone No: 386-256-3939, 321-423-4004 OR 321-848-1036 **W/C EXP:** 01/01/2024  
 Address: 347 WILLIAMS POINT BLVD., COCOA, FL 32927 AND DAYTONA BEACH OFFICE AS WELL

**Number of Available Buses:**  
 24 QTY 56 PASSANGER AC BUSES W/DVD/WIFI/POWER OUTLETS, 6 QTY 20-28 PASSENGER

Number of Available Wheelchair Buses 0

## 5 COMMON CARRIER CYNTHIA TRANSPORTATION LLC

cynthiagetis1@aol.com  
 Contact: Cynthia Gettis **INSURANCE EXP:** 07/06/2024  
 Phone No: 904-226-7172 **W/C EXP:** 01/01/2024  
 Address: 4458 March Hawk Dr., Jacksonville, FL 32218

**Number of Available Buses:**  
 1 - 12 PASSENGER VAN

Number of Available Wheelchair Buses 0

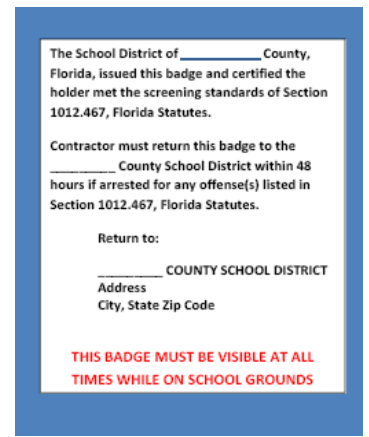
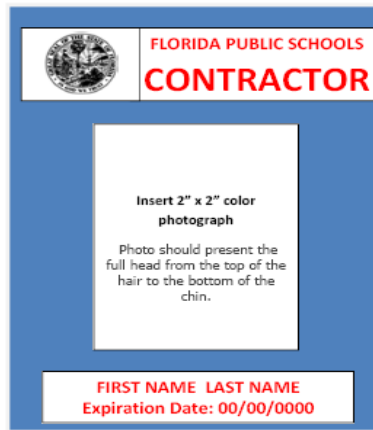
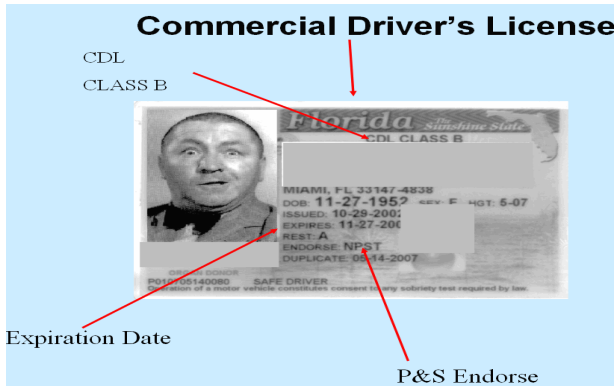
## 6 COMMON CARRIER DEANS FAMILY DAYCARE

rose2013twin@gmail.com  
 Contact: Rosemary Deans **INSURANCE EXP:** 06/27/2024  
 Phone No: 904-434-7795 **W/C EXP:** 01/01/2024  
 Address: 7216 Boxelder Ct., Jacksonville, FL 32244

**Number of Available Buses:**  
 1 - 15 Passenger van **\*\*CONFIRM W/REGIONAL IF ALLOWED, AS PASSENGER COUNT IS 15, TYP. NON-ALLOWABLE**

Number of Available Wheelchair Buses 0

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## 7 COMMON CARRIER DYNAMIC TOURS & TRANSPORTATION

edakkak@dynamicbuslines.com  
 Contact: EDNA DAKKAK **INSURANCE EXP:** 11/17/2024  
 Phone No: 800-777-7009 or 407-888-3500 **W/C EXP:** 01/01/2024  
 Address: 10360 GENERAL DRIVE, ORLANDO, FL 32824  
**Number of Available Buses:**  
 50 AC BUSES, 52 AVG PASSENGER CAPACITY  
 Number of Available Wheelchair Buses 3

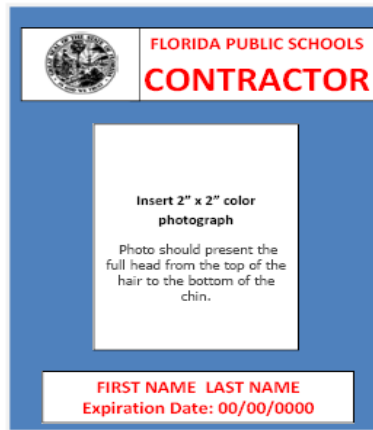
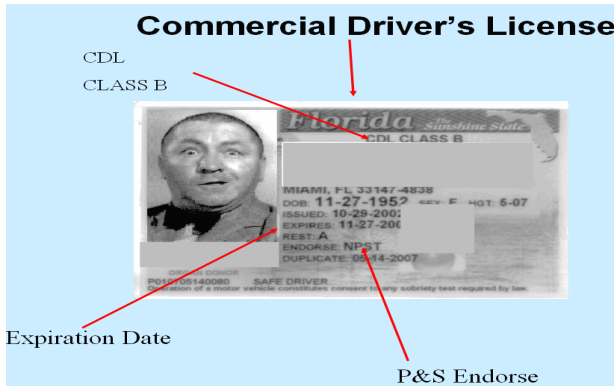
## 8 COMMON CARRIER ECHO TOURS AND CHARTER L.P. DBA ECHO TRANSPORTATION

luis@echoafc.com Quote Link: <https://quote.echobuses.com/>  
 Contact: LUIS SENIOR, JR. **INSURANCE EXP:** 08/21/2024  
 Phone No: 904-631-5466 **W/C EXP:** 01/01/2024  
 Address: 8 UNF DRIVE SUITE 177, JACKSONVILLE, FL 32224 OR 9314 W. JEFFERSON BLVD., BLDG 295, GRAND PRAIRIE, TX 75  
**Number of Available Buses:**  
 3 QTY 56 PASSENGER AC COACH BUSES; 1 QTY ADA CAP 54 PASSENGER AC COACH BUS; 1 QTY 40 PASSENGER AC COACH BUSES  
 Number of Available Wheelchair Buses 1 **JOHN FERRARI, CEO/PRESIDENT**

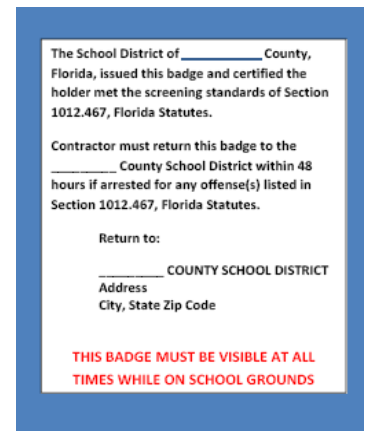
## 9 COMMON CARRIER FLORIDA TRAILS dba ANNETT BUS LINES

sales@annettbuslines.com  
 Contact: SCOTT BRYANT **INSURANCE EXP:** 07/01/2024  
 Phone No: 800-282-3655 **W/C EXP:** 04/01/2024  
 Address: 7451 WILSON BLVD., JACKSONVILLE, FL 32210  
**Number of Available Buses:**  
 30 QTY 56 PASSENGER AC BUSES, 1 QTY 48 PASSENGER AC BUSES  
 Number of Available Wheelchair Buses 6

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## 10 COMMON CARRIER GO PEGASUS

claudia@gopegasus.com;jimmy@gopegasus.com  
 Contact: BRANDY HASTINGS  
 Phone No: 407-812-8812  
 Address: 10747 ROCKET BLVD., ORLANDO, FL 32824

**INSURANCE EXP:** 11/25/2024  
**W/C EXP:** 10/01/2024

**Number of Available Buses:**  
 30 QTY 61 PASSENGER AC BUSES

Number of Available Wheelchair Buses 5

## 11 COMMON CARRIER GRAHAM TOURS

grahamstours@gmail.com  
 Contact: EARL Lowman or James Graham Sr.  
 Phone No: 904-766-0064  
 Address: 3631 MONCRIEF RD., JAX, FL 32209

**INSURANCE EXP:** 06/15/2024  
**W/C EXP:** 04/14/2024

**Number of Available Buses:**  
 3 QTY 56 PASSENGER AC BUSES

Number of Available Wheelchair Buses 0

## 12 COMMON CARRIER HOLIDAY COACH LINES

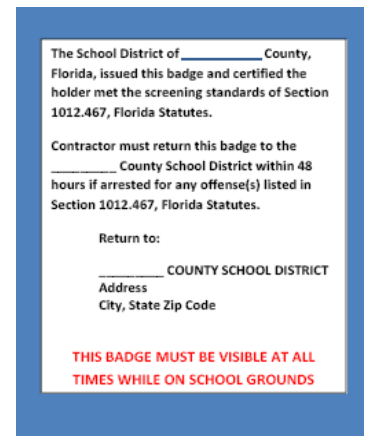
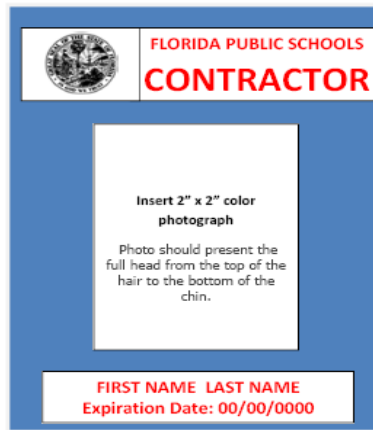
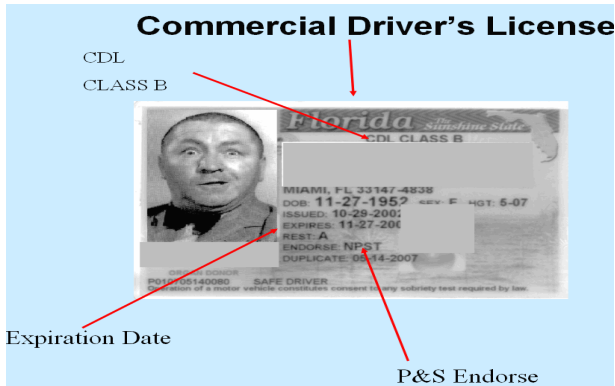
holidayline@aol.com  
 Contact: MIKE KANAGO  
 Phone No: 800-270-9093  
 Address: P.O.BOX 548

**INSURANCE EXP:** 12/13/2024  
**W/C EXP:** 08/02/2024

**Number of Available Buses:**  
 9 QTY 55 PASSENGER AC BUSES

Number of Available Wheelchair Buses 0

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## 13 COMMON CARRIER KELLY TOURS

David@kellytours.com  
 Contact: David Chason **INSURANCE EXP: 09/28/2024**  
 Phone No: 912-964-2010 x107 or 800-442-6152 **W/C EXP: 01/01/2024**  
 Address: 2788 US HWY 80 W, GARDEN CITY, GA 31408-2930  
**Number of Available Buses:**  
 5 QTY 38-43 PASSENGER AC BUSES ; 15 QTY 14-23 PASSENGER AC BUSES; 40 QTY 47-56 PASSENGER BUSES  
 Number of Available Wheelchair Buses 9 888-442-6142

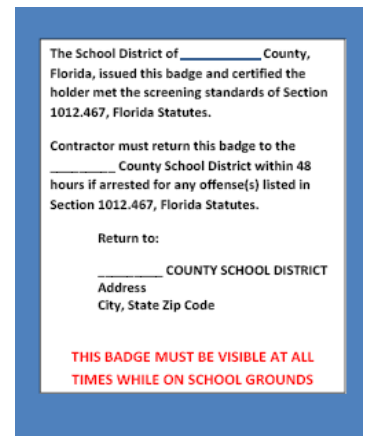
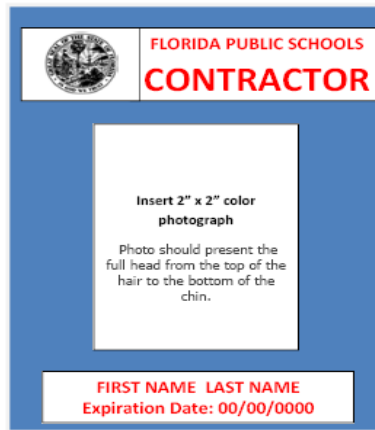
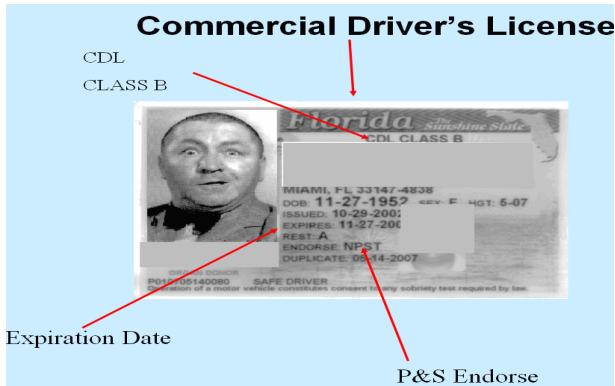
## 14 COMMON CARRIER PHOENIX BUS INC.

contact@phoenixbusorlando.com  
 Contact: WAGNER TRISKA JR. OR BRYAN OR MIKE **INSURANCE EXP: 01/18/2024**  
 Phone No: 888-755-5398 OR 407-409-2276 **W/C EXP: 01/01/2024**  
 Address: 5387 L.B. MCLEOD RD, ORLANDO, FL 32811  
**Number of Available Buses:**  
 8 QTY 56/57/58 PASSENGER AC COACH BUSES  
 Number of Available Wheelchair Buses 2

## 15 COMMON CARRIER PICO BROS COMPANY

Sales@picobros.com  
 Contact: Alex Garcia **INSURANCE EXP: 08/12/2024**  
 Phone No: 877-777-0045 **W/C EXP: 06/29/2024**  
 Address: 428 Ring Rd., Orlando, FL 32811  
**Number of Available Buses:**  
 13 Buses - Up to 55 passengers, All A/C  
 Number of Available Wheelchair Buses 2

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## 16 COMMON CARRIER RANDALL TRANSPORTATION LLC DBA RANDALL BUS SERVICE

Fieldtrips@randallbus.com  
 Contact: TRACY GOODMAN, VELDA  
 Phone No: 904-683-6024  
 Address: 5854 W. 5TH ST., JACKSONVILLE, FL 32254

**INSURANCE EXP: 08/18/2024**  
**W/C EXP: 01/01/2024**

**Number of Available Buses:**  
**22 QTY 77 PASSENGER SCHOOL BUSES**

Number of Available Wheelchair Buses 0

## 17 COMMON CARRIER ROBBINS CHARTER COACH

robbinschartercoach@yahoo.com  
 Contact: SAMUEL or TAMMY ROBBINS  
 Phone No: 904-225-2379  
 Address: PO BOX 117, YULEE, FL 32041

**INSURANCE EXP: 05/05/2024**  
**W/C EXP: 05/05/2024**

**Number of Available Buses:**  
**2 QTY 56 PASSENGER AC BUSES; 1 QTY 51 PASSENGER BUS; 1 QTY 72 PASSENGER SCHOOL BUS**

Number of Available Wheelchair Buses 0 ALT #904-583-2826

## 18 COMMON CARRIER SCHOOLWHEELS DIRECT

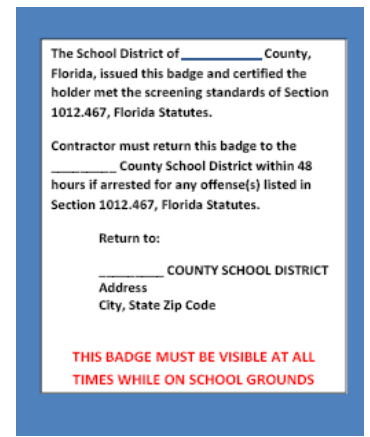
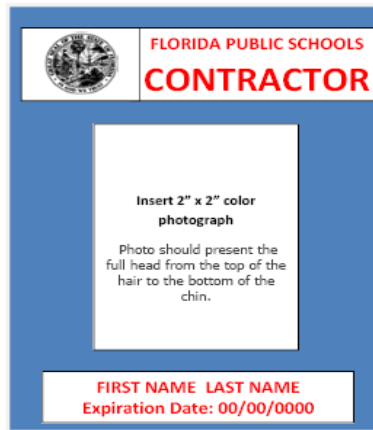
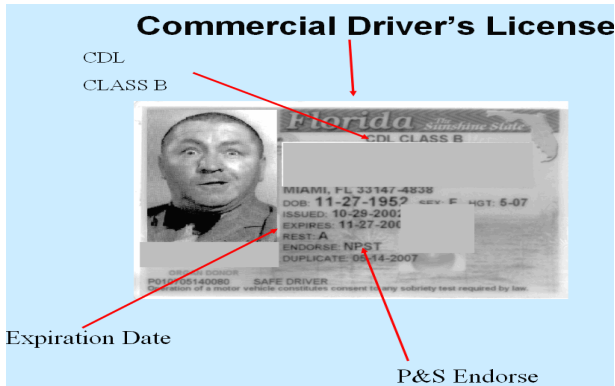
smueller@schoolwheels.com  
 Contact: Stacie Mueller  
 Phone No: JAX # 904-894-8083 or National #843-709-1281  
 Address: JAX Local Yard @ 5703 Commonwealth Ave., Jacksonville, FL 32254

**INSURANCE EXP: 07/01/2024**  
**W/C EXP: 07/01/2024**

**Number of Available Buses:**  
**4 QTY 65 PASSENGER AC SCHOOL BUSES; 8 QTY 77 PASSENGER AC SCHOOL BUSES;**

Number of Available Wheelchair Buses 0 385 ISLAND PARK DRIVE STE. 210, DANIEL ISLAND, SC 29492

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## **TOUR COMPANY GUIDELINES**

### **TOUR COMPANY RESPONSIBILITIES**

- All buses used for trips must be provided by a District Approved Common Carrier. (Approved list is available on DCPS website under Transportation/Field Trips/
- In the event of mechanical breakdown, or accident, the Tour Company shall be responsible to timely provide substitute buses or to subcontract with another approved vendor from the District Approved Common Carrier list.
- Only vendors approved on the list may be used as subcontractor.
- If the school/department has deadlines to meet, the Tour Company will take whatever action necessary to ensure deadlines are met and the destination is reached within the original time required to avoid default. Default may result in the release of any financial obligation the District has with the Contractor for the particular trip.
- A non-approved Contractor may not be used even in an emergency during non-business hours without contacting the Transportation Department for directions.

## **COMMON CARRIERS GUIDELINES**

### **CONTRACTOR RESPONSIBILITIES**

- That all buses shall be clean and have operational air conditioning and restrooms, if applicable, and that driving staff are prepared with accurate routing information.
- That in the event of mechanical breakdown, or accident, the Contractor shall be responsible to timely provide substitute buses or to subcontract with another approved vendor from the District approved Common Carrier list.
- Only vendors approved on the list may be used as subcontractor.
- If the school/department has deadlines to meet, the Contractor will take whatever action necessary to ensure deadlines are met and the destination is reached within the original time required to avoid default. Default may result in the release of any financial obligation the District has with the Contractor for the particular trip.
- A non-approved Contractor may not be used even in an emergency during non-business hours without contacting the Transportation Department for directions.
- Contractor shall maintain a record of each driver's CDL number and be able to show proof that each driver is properly licensed.

## DISTRICT (CHARTERING PARTY) RESPONSIBILITIES

- Detailed itineraries will be provided two (2) weeks prior to the trip and a **FINAL** itinerary will be provided seventy-two (72) hours prior to departure and provided to the contractor.
- The school/department will provide the number of approved chaperones per bus in accordance with District policy to accompany students on all trips.
- The school/department shall abide by the Contractor's policy regarding food or drink that is allowed on board. Large coolers shall be stored in cargo areas if applicable. Small coolers may be allowed on board at the discretion of the Contractor.
- The school/department agrees to abide by applicable federal, state and local laws and School Board policies. The trip sponsor shall aid in the enforcement of compliance with applicable laws and policies. Itineraries shall allow for compliance with federal regulations regarding drivers on duty and hours of service.
- The school/department agrees to pay a **deposit of \$300 per bus thirty (30) days prior** to the scheduled date of the trip if required by the Contractor.

## TRIP CANCELLATION

- In cases where cancellation of a trip by the school/department occurs **five (5) "school days"** (school is in session) prior to date of trip there will be **no trip and/or penalty charges** assessed.
- A "school day" is any day where classes are in session for students. Any deposit paid to the Contractor will be returned to the school/department.
- Cancellations made by the school/department **less than five (5) school days** prior to the date of trip, **a penalty payment of \$300.00 per bus** will be paid to the Contractor by retention of deposit unless the cancellation is the result of complaint/removal procedures.
- Cancellations made by the Contractor at least twenty (20) business days prior to the date of trip will be accepted by the school/department with no penalty.
- Any deposit paid to the Contractor will be returned to the school/department.
- Cancellations made by the Contractor less than twenty (20) business days prior to the date of the trip will include a penalty payment to the school/department of **\$300.00 per bus**, in addition to the \$300.00 deposit returned by the Contractor to the school, as set forth above.



# Setup Common Carrier Payment

## **PROCESS:**

Obtain trip approval from Principal/Supervisor

Obtain 3 quotes using the Common Carrier List on the Transportation field trip webpage.

Select the lowest of the 3 quotes.

Obtain a quote/invoice and confirmation with the Common Carrier.

Once funding is received, setup a Purchase Requisition (PR) for the deposit for each trip.

Deposit \$300 per bus up to 30 days in advance of the trip date.

Header text: include the Description "Deposit and the Trip Date".

Short text: include the words "Deposit, Trip Location, and the Trip Date".

Purchasing will create the Purchase Order (PO).

The Bookkeeper will Goods Receipt (GR) the deposit.

The Bookkeeper/Trip Sponsor will need to forward the invoice/confirmation to Accounts Payable for payment of the deposit.

Create a 2nd PR for the remaining amount. If the purchasing deadline is less than 30 days for funding prepare both PR's at the same time (ex. Title One/Federal Project deadlines).

Header text: reference the PR used for the deposit and the trip date.

Short text: include the words "Final Balance, Trip Location, and the Trip Date".

Use the trip date as the delivery date.

Purchasing will create two POs. The first PO is for the deposit and a second PO is for the balance. The vendor has to submit the final invoice.

After services are rendered, the final invoice MUST be forwarded to Accounts Payable. The Bookkeeper will GR the final balance.

The Bookkeeper/Trip Sponsor is to ensure the final invoice has been received by Accounts Payable for final payment.

Because final payments are based on trip dates, separate PRs should be prepared for each trip.

Final payments are issued according to prompt payment act, 30 days.