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.**

| info@candiesmotorcoaches.com or admin@candiesmotorcoaches.com | INSURANCE EXP: 06/21/2020 |
| Contact: JAMES HENRY OR GINA BRITTON | W/C EXP: 01/01/2020 |
| Phone No: 352-332-4334 | |
| Address: 6916 W. UNIVERSITY AVE., GAINESVILLE, FL 32607 | |

**Number of Available Buses:**

- **27 QTY 56 PASSENGER BUSES, 4 QTY 52 PASSENGER BUSES; 2 QTY 28 PASSENGER BUSES, ALL AC**

| Number of Available Wheelchair Buses | 4 |

### 2 COMMON CARRIER

**ACADEMY BUS LLC**

| mansolega@academybus.com | |
| Contact: MANNY ANSOLEGA | INSURANCE EXP: 03/01/2020 |
| Phone No: 904-355-9999 | W/C EXP: 03/01/2020 |
| Address: 3501 W BEAVER ST., JAX, FL 32254 | |

**Number of Available Buses:**

- **2 QTY 38 PASSENGER AC BUSES; 20 QTY 56 PASSENGER AC BUSES**

| Number of Available Wheelchair Buses | 2 |

### 3 COMMON CARRIER

**ASTRO TRAVEL & TOURS, INC**

| mevans@astrotravel.com or info@astrotravel.com | |
| Contact: MELANIE EVANS | INSURANCE EXP: 04/17/2020 |
| Phone No: 850-514-1793 | W/C EXP: 06/01/2020 |
| Address: 4876 WOODLANE CIR., TALLAHASSEE, FL 32303 | |

**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 |

If a company does not appear on the above list, then it is **not** approved to provide bus transportation to DCPS students at this time. Do **not** contract with companies which do not appear on this list. Principals are responsible to ensure that any and all field trips or activity trips which require the use of contracted buses are operated only by approved companies. **Check Insurance or W/C dates are not expired on report.** Please make certain that all persons at your location who make arrangements for contracted buses receive this list. Questions concerning this list should be directed to Transportation at 904-858-6200

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

1. COMMERCIAL DRIVER’S LICENSE
2. FL STATEWIDE BADGE (MUST BE CURRENT)
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.

4 COMMON CARRIER

<table>
<thead>
<tr>
<th>BTM COACHES, INC</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:sales@btmcoach.com">sales@btmcoach.com</a> or a <a href="mailto:lucas@btmcoach.com">lucas@btmcoach.com</a></td>
</tr>
<tr>
<td>Contact: ANDREA LUCAS OR SANDY BURROUGHS</td>
</tr>
<tr>
<td>Phone No: 386-256-3939 OR 321-848-1036</td>
</tr>
<tr>
<td>Address: 347 WILLIAMS POINT BLVD., COCOA, FL 32927 AND DAYTONA BEACH OFFICE AS WELL</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>CHICKEN HEAD TRANSPORTATION LLC DBA CHICKEN LIMO</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:sgnearn@hotmail.com">sgnearn@hotmail.com</a></td>
</tr>
<tr>
<td>Contact: STEVEN G. Neal</td>
</tr>
<tr>
<td>Phone No: 317-513-0350</td>
</tr>
<tr>
<td>Address: 4028 MIZNER CT., JACKSONVILLE, FL 32217</td>
</tr>
</tbody>
</table>

**Number of Available Buses:**
- 2 LIMOS

Number of Available Wheelchair Buses: 0

6 COMMON CARRIER

<table>
<thead>
<tr>
<th>CLK CHARTERS, INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:clkcharters@gmail.com">clkcharters@gmail.com</a></td>
</tr>
<tr>
<td>Contact: JUAN SPULVEDA</td>
</tr>
<tr>
<td>Phone No: 407-756-5002</td>
</tr>
<tr>
<td>Address: 4409 HOFFNER AVE #303, ORLANDO, FL 32812</td>
</tr>
</tbody>
</table>

**Number of Available Buses:**
- 6 QTY 57 PASSENGER AC BUSES

Number of Available Wheelchair Buses: 1

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**1. COMMERCIAL DRIVER’S LICENSE**

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

7 COMMON CARRIER

Coach and Carriage

Contact: MARK STEPHENS / RICHARD GROSS
Phone No: 904-268-3555
Address: 6261 POWERS AVENUE, JACKSONVILLE, FL 32217

Number of Available Buses:
8 QTY 56 PASSENGER BUS, 1 QTY 35 PASSENGER BUS, 1 QTY 28 PASSENGER BUS (ALL AC)

Number of Available Wheelchair Buses: 1

INSURANCE EXP: 06/26/2020
W/C EXP: 04/27/2020

8 COMMON CARRIER

Dynamic Tours & Transportation

Contact: EDNA DAKKAK
Phone No: 800-777-7009 or 407-888-3500
Address: 10360 GENERAL DRIVE, ORLANDO, FL 32824

Number of Available Buses:
50 AC BUSES, 52 AVG PASSENGER CAPACITY

Number of Available Wheelchair Buses: 3

INSURANCE EXP: 02/13/2020
W/C EXP: 12/31/2019

9 COMMON CARRIER

Express Transportation

Contact: MIMI VIELHAUER
Phone No: 407-351-8868
Address: 9572 SIDNEY HAYES RD, SUITE 103, ORLANDO, FL 32824

Number of Available Buses:
8 QTY 56 PASSENGER BUSES; 2 QTY 57 PASSENGER; 4 QTY PASSENGER BUSES; ALL AC, WIFI, MONITORS, AV/PA SYSTEMS; 8 WITH POWER OUTLETS

Number of Available Wheelchair Buses: 2

INSURANCE EXP: 05/01/2020
W/C EXP: 05/01/2020

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TRIP SPONSORS NEED TO CHECK BOTH ITEMS BEFORE BOARDING THE BUS

1. COMMERCIAL DRIVER’S LICENSE
2. FL STATEWIDE BADGE (MUST BE CURRENT)
## 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.

### 10 COMMON CARRIER

<table>
<thead>
<tr>
<th>FLORIDA TRAILS dba ANNETT BUS LINES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong> SCOTT BRYANT</td>
</tr>
<tr>
<td><strong>Phone No:</strong> 800-282-3655</td>
</tr>
<tr>
<td><strong>Address:</strong> 7451 WILSON BLVD., JACKSONVILLE, FL 32210</td>
</tr>
<tr>
<td><strong>Number of Available Buses:</strong></td>
</tr>
<tr>
<td><strong>30 QTY 56 PASSENGER AC BUSES, 1 QTY 48 PASSENGER AC BUSES</strong></td>
</tr>
</tbody>
</table>

| Number of Available Wheelchair Buses | 6 |

### 11 COMMON CARRIER

<table>
<thead>
<tr>
<th>GRAHAM TOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong> TRACY WILKINSON</td>
</tr>
<tr>
<td><strong>Phone No:</strong> 904-766-0064</td>
</tr>
<tr>
<td><strong>Address:</strong> 3631 MONCRIEF RD., JAX, FL 32209</td>
</tr>
<tr>
<td><strong>Number of Available Buses:</strong></td>
</tr>
<tr>
<td><strong>3 QTY 56 PASSENGER AC BUSES</strong></td>
</tr>
</tbody>
</table>

| Number of Available Wheelchair Buses | 0 |

### 12 COMMON CARRIER

<table>
<thead>
<tr>
<th>HOLIDAY COACH LINES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong> MIKE KANAGO</td>
</tr>
<tr>
<td><strong>Phone No:</strong> 800-270-9093</td>
</tr>
<tr>
<td><strong>Address:</strong> P.O.BOX 548</td>
</tr>
<tr>
<td><strong>Number of Available Buses:</strong></td>
</tr>
<tr>
<td><strong>10 QTY 55 PASSENGER AC BUSES</strong></td>
</tr>
</tbody>
</table>

| Number of Available Wheelchair Buses | 0 |

If a company does not appear on the above list, then it is **not** approved to provide bus transportation to DCPS students at this time. **Do not** contract with companies which do **not** appear on this list. Principals are responsible to ensure that any and all field trips or activity trips which require the use of contracted buses are operated only by approved companies. Check Insurance or W/C dates are not expired on report. Please make certain that all persons at your location who make arrangements for contracted buses receive this list. Questions concerning this list should be directed to Transportation at 904-858-6200

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

1. COMMERCIAL DRIVER’S LICENSE
2. FL STATEWIDE BADGE (MUST BE CURRENT)
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.

### 13 COMMON CARRIER
**KELLY TOURS INC**

<table>
<thead>
<tr>
<th>Contact: PHILLIP GAMMONS</th>
<th>Phone No: 904-559-8729</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 3609 MYRTLE AVENUE N., JACKSONVILLE, FL 32209</td>
<td></td>
</tr>
</tbody>
</table>

**Number of Available Buses:**
- 12 QTY 56 PASSENGER
- 5 QTY 54 PASSENGER
- 5 QTY 38-52 PASSENGER
- 2 QTY 38 PASSENGER
- 4 QTY 24 PASSENGER

**Number of Available Wheelchair Buses:** 1

**INSURANCE EXP:** 09/28/2020  
**W/C EXP:** 05/07/2020

### 14 COMMON CARRIER
**ROBBINS CHARTER COACH**

<table>
<thead>
<tr>
<th>Contact: SAMUEL or TAMMY ROBBINS</th>
<th>Phone No: 904-225-2379</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: PO BOX 117, YULEE, FL 32041</td>
<td></td>
</tr>
</tbody>
</table>

**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

**INSURANCE EXP:** 05/05/2020  
**W/C EXP:** 05/05/2020

### 15 COMMON CARRIER
**SCHOOLWHEELS DIRECT**

<table>
<thead>
<tr>
<th>Contact: MIKE FLASTER</th>
<th>Phone No: 904-894-8083</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 385 ISLAND PARK DRIVE STE. 210, DANIEL ISLAND, SC 29492</td>
<td></td>
</tr>
</tbody>
</table>

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

**Number of Available Wheelchair Buses:** 0

**INSURANCE EXP:** 07/01/2020  
**W/C EXP:** 07/01/2020

If a company does not appear on the above list, then it is **not** approved to provide bus transportation to DCPS students at this time. Do **not** contract with companies which do not appear on this list. Principals are responsible to ensure that any and all field trips or activity trips which require the use of contracted buses are operated only by approved companies. **Check Insurance or W/C dates are not expired on report.** Please make certain that all persons at your location who make arrangements for contracted buses receive this list. Questions concerning this list should be directed to Transportation at 904-858-6200

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

1. **COMMERCIAL DRIVER'S LICENSE**
2. **FL STATEWIDE BADGE (MUST BE CURRENT)**
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 the 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.

- Continued cancellations may result in the removal of the Contractor from the list of approved contractors.

- All cancellations by either party shall be made in writing.

TARDINESS AND ADDITIONAL EXPENSES

- Should Contractor arrive more than one (1) hour behind schedule, all charges connected with alternate arrangements, if any, either made by District personnel or Contractor, will be the responsibility of the Contractor.

- Contractor agrees to return all monies received, including but not limited to deposits paid in advance of the services, should the alternative arrangements result in a complete cancellation of Contractor’s services or the pro rata costs in the event of a partial cancellation of the Contractor’s services.

- Contractor shall be responsible for any additional costs incurred by the District due to Contractor’s failure to provide the services in accordance with this Agreement, including but not limited to, breach of any warranty or representation in Section 3 Contractor Responsibilities and Representations, mechanical failure, or tardiness.

INSURANCE

Verify insurance coverage is updated on the common carrier list
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”.
Purchase 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.