

EXHIBIT 1

Charter Bus Transportation Services Procedures

The following information will assist you in scheduling your bus trip. Listed below are some important points and guidelines. If you have any questions or concerns that are not addressed by this form, please contact Mr. Freddy Conde, Buyer, at 713-718-5006, freddy.conde@hccs.edu.

Important Points

1. **Reserve as early as possible.**
Charter bus service is very popular and it is not always possible to make a reservation when you need it. During the Houston Livestock Rodeo, Weekends and holidays, in particular, are extremely busy.
2. **Know your details.**
You must be able to provide specific information about your trip in order to get a price and to reserve a bus. Missing or incomplete information will delay the charter process.

Please Note:

1. The charter transportation services company needs a completed itinerary in order to price the trip. The date and time of the trip, the destination, the number of stops, the distance, etc., are the factors used to calculate price. For overnight trips, a College unit's funding must include the bus driver's lodging.
2. The charter transportation company must calculate the number of hours needed to perform the trip to ensure compliance with the law. In order to fully comply with U.S. DOT regulations regarding driver-service hours, the charter transportation company must have the itinerary 10 days prior to departure, especially on multi-day trips. A driver can drive up to 10 hours, and then must have 8 hours off-duty before driving again. A driver may work up to 15 hours, which includes both driving and non-driving duties. Once the 15-hour limit is reached, the driver must have 8 hours off-duty before driving again.

Procedures

1. Complete the travel itinerary with the details/information about your trip (see attachment). It is important to note any **contingencies**, such as the trip is subject to a minimum number of participants or for athletic events that the trip is subject to weather conditions or dependent upon the team winning a game. Policies vary from company to company regarding contingency reservations and cancellations, and the College (i.e., your department may be subject to penalty fees for cancellations not made within stated vendor timeframes).
2. Send via e-mail your itinerary to the charter bus companies to obtain pricing to ensure availability.
3. If the price of the trip is over \$10,000, the College requires a minimum of three (3) written quotes from the pool of charter transportation companies. After obtaining a quote (if under

- \$10,000) or three quotes (if \$10,000 or greater), you will receive the pricing information, tabulate the price quotes, at which time you may submit a PeopleSoft purchase requisition.
4. Enter into PeopleSoft a completed purchase requisition. You must attach, where multiple quotes are required, \$10,000 or more) a completed bid tabulation; copies of each bidders quotation or response and a current copy of the transportation company's insurance form which will go through PeopleSoft workflow. Once all approvals are received the requisition will be finally routed to the Procurement Office.
 5. The Procurement Office will charter the trip and issue the purchase order. Procurement will e-mail a copy of the purchase order to you and the charter transportation company for confirmation.

Customer Option

1. The Procurement Operations Office is here to serve and support HCC's Students, Faculty and Staff. Therefore client departments or programs may at their option, elect to have the Procurement Office handle and manage all of the procedure identified above.
2. The only exceptions are the client department will need to comply with number 2 above and send well in advance of the trip, your itinerary in order for the sourcing team to obtain pricing.
3. Once pricing is completed, the Buyer will provide the tabulation and supporting documentation to the client department for review, confirmation with the recommended award and entering of the PeopleSoft purchase requisition.

EXHIBIT 1 CONTINUED

CHARTER BUS TRANSPORTATION SERVICES REQUEST FORM DAY OR OVERNIGHT TRIPS

This form is used to organize the logistics of reserving a charter bus. Refer to HCC's list of Approved Charter Bus Companies for vendor selection. ([link for bus charters goes here](#))

Instructions: Fill out all fields completely with accurate information. All destination and pick-up locations must include a physical address. Submit this template to charter companies to obtain a quote. When you receive the quote, submit this form and the quote with your purchase request to Procurement Operations.

DO NOT SIGN ANY AGREEMENT PAPERWORK FROM ANY BUS COMPANY

Program: _____ HCC Contact Person: _____

Student Trip Leader (On the Bus): _____

Leader Cell Number: _____ Leader Email: _____

Will multiple drivers be required? Yes No If Yes, how many? _____

Are ADA Accommodations Required? Yes No

If yes, indicate need for Ramp (w/Maximum lbs.) or Lift: _____

Does Driver have a valid CDL? Yes No

INL BOUND ITINERARY/TO HCC

Departure Date: _____ Departure Time: _____ Max Number of Travelers: _____

Leg 1- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Leg 2- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Leg 3- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Leg 4- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Leg 5- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Total Time Traveled: _____ Arrival Time: _____ Total Cost (INBOUND): _____

OUTBOUD ITINERARY/FROM HCC

Departure Date: _____ Departure Time: _____ Max Number of Travelers: _____

Leg 1- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Leg 2- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Leg 3- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Leg 4- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Leg 5- Departure (From): _____ Arrival (To): _____ Wait Time: _____

Total Time Traveled: _____ Arrival Time: _____ Total Cost (OUTBOUND): _____

*Maximum Driver Accommodation Cost, if any: _____

Grand Total (*All inclusive): _____