

Buying Manual

Subject: Purchases with Special Procedures

Title: Charter Buses and Limousines

Number: 627

Issued: November 20, 2019

Revised: October 30, 2023

Charter Buses and Limousines

Environment, Health & Safety (EHS) has defined the following process to ensure that hiring transportation for groups of nine (9) or more passengers, including the driver, is both safe and efficient. To ensure that the selected vendor is in compliance with [Federal Motor Carrier Safety Administration \(FMCSA\) standards](#), **all requests must be processed on a purchase order and routed to Procurement Services** by marking the requisition as line-item restricted. Please note that if you are working with a [preferred, contract, or pricing agreement supplier for charter buses and limousines](#) it is not necessary to route the order to Procurement Services for review as they have insurance on file and have agreed to Cornell's terms and conditions.

Vendor Selection

EHS's approval is required in addition to Procurement Services vendor approval and proof of insurance requirements. When making your travel arrangements, please allow time for the approval process.

When selecting a provider for transport of nine (9) or more passengers (not operated by Cornell drivers), refer to Environment, Health and Safety's (EHS) [Passenger Transport Compliance Data Sheet](#). The list is limited to recently used companies reviewed for compliance by EHS. **If your selected provider is not listed on the Data Sheet or is listed in red, contact Bill Leonard (255-5616 or w168@cornell.edu) for review before proceeding with the requested provider.**

Additionally, transportation network companies (TNCs) must identify the passenger transport company that will be operating the vehicle in their quote, proposal or contract to be considered for review.

Payment Options

Charter buses and limousines for 9 or more passengers are not eligible for procurement card or travel and meal card use – a purchase order is required.

Hiring Drivers

You may not hire individuals to drive Cornell faculty, staff, students, visitors, or groups of 7 or less. You may utilize a limousine service, Uber or Lyft business accounts, or taxi services. Contact Risk Management and Insurance for guidance.