

## CHARTERING A BUS

### Bus Rental

To rent or charter a bus for an activity or event, the California Institute of Technology does not have a particular bus company to use but has used the following bus companies in the past:

- American Transportation Insurance
- COACH USA

#### 1. Process -

- a. You may rent from any reputable bus company and request a certificate of insurance from them with the following insurance requirements:
  - Commercial General Liability insurance with minimum limits of \$1 million dollars per occurrence/\$3, 000,000 aggregate
  - Auto Liability insurance with minimum limits of \$5 million dollars per occurrence/aggregate
  - Add Caltech as an Additional Insured
  
- b. Name Caltech as the Certificate Holder as follows:  
California Institute of Technology  
Attn: Darren Artura, Risk Management  
1200 E. California Blvd., MC 2-42  
Pasadena, CA 91125

Please have the company fax to: 626-449-6853 or email to: [darren.artura@caltech.edu](mailto:darren.artura@caltech.edu) the certificate of insurance to the Risk Management Office.