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 the certificate of insurance to the Risk Management Office.