




RICHMOND CITY PUBLIC SCHOOLS
Risk Management Department
301 N. 9th Street, Richmond, VA 23219
Phone: 804-780-4120 Fax: 804-780-8279

Memorandum

TO: ALL PRINCIPALS AND DIRECTORS
FROM: ELSIE JARMON, RISK MANAGER 
DATE: AUGUST 30, 2018
SUBJECT: CHARTER BUS SERVICES APPROVED FOR FIELD TRIPS

Attached is a list of charter bus companies approved for your use in planning field trips. The Department of Purchasing requests that you obtain at least three competitive quotes before hiring a bus company. All approved bus companies have Certificates of Insurance on file with Richmond Public Schools, which demonstrate that appropriate coverage is in force.

Risk Management receives renewed certificates from these companies, when applicable. However, when using charter bus services, please refer to the charter bus link on the RPS Intranet to ensure that the charter bus company you have selected has a current Certificate of Insurance on file. The charter bus link will be updated as new certificates are received.

If you have any questions regarding a charter bus company's eligibility to provide service, please call the Risk Management Department at 780-4120. Please refer non-approved charter bus companies to the Department of Purchasing, if they are seeking to be on the approved list.

Thank you for your cooperation.

ERJ/syh