

Royal Coach Tours
S.P.A.B. Terms and Conditions

S.P.A.B. Is an acronym for School Pupil Activity Bus. This certification is required in the state of California to carry California-based school students in a commercial motor vehicle.

Hours of Service Drivers cannot drive more than 10 hours within a work period. Drivers cannot be on-duty more than 16 consecutive hours in a work period, which begins from the report time at the yard. It is RCT Company Policy that drivers be provided a private room for any service exceeding 14 hours, and must be left uninterrupted for not less than 8.5 hours before reporting back to on-duty status. The chartering party is responsible for securing and paying for this room. (1) room per driver. Room must be within (5) miles of where the group is staying. Additional charges may apply if the driver's room is further than (5) miles away. Rooms must be of average quality, include private restroom, and are subject to the approval of RCT (no cabins). A per diem of \$200 per night, per driver will apply if requirement is not met.

Chaperones RCT Company Policy requires a minimum of (2) chaperones over the age of 18 years old on all SPAB moves. (1) chaperone is to be seated in front, and (1) chaperone is to be seated in the rear while coach is in motion. In the case of an unruly pupil, the pupil must be given into the custody of a parent or any person designated by the parent or school. It is at the driver's discretion whether or not to involve the CHP if a problem persists.

Standing on Coach Vehicle cannot be put in motion until all passengers are seated and all passengers must remain seated while coach is in motion. Students may not use the restroom on board the coach unless the vehicle can pull into an area deemed safe by the driver.

Idling Vehicles Vehicles cannot be running while passengers are loading or unloading. In addition, vehicles cannot idle when passengers are on board unless the driver is seated.

Stops Only pre-designated stops can be allowed on SPAB moves. All stops must be designated by the school district's superintendent, or a person representing the superintendent. These stops **must** be included in a complete itinerary and **must** be submitted in writing prior to the trip. All itineraries are subject to the approval of the RCT Safety Manager prior to trip departure.

Cleaning/Damage A cleaning deposit of \$300.00 will be required on any charter service where food/beverage will be served on the vehicle. This deposit may be held on any major credit card and will not be billed unless the vehicle requires anything more than normal cleaning upon return. It is the chartering party's responsibility to notify RCT in advance that there will be food/beverage brought on board the coach and to find out what is acceptable/not acceptable. No glass containers are allowed on the coach at any time. RCT Company Policy does not allow food/beverage to be served or eaten while coach is in motion. No ice chests, trash cans, or other objects may be placed in the aisle while the coach is in motion.

There is no smoking allowed on any RCT vehicle at any time.

It is agreed and understood that the students, school and/or booking agent will be fully responsible for damages incurred to the vehicle caused by the school, any individual from the school, or any other party that the school is involved with in any way. A walk-through will be conducted by the driver and teacher (or chaperone) to assess the condition of the coach at the conclusion of the trip. All repairs made to the coach for damages incurred will be performed by RCT maintenance department at the current outside shop rate, or by an agent selected by RCT to perform the needed repairs.

Payment Policy Full payment or copy of purchase order is due (3) weeks prior to the service date. For your convenience we accept cash, checks or VISA, MasterCard, American Express, and Discover Card credit cards. Original trip confirmations do not necessarily reflect actual charges. Customers will be billed for the amount of time the coach was booked regardless if the trip returns early. Any changes, additions, or deletions may change the cost of the trip. RCT will not be responsible for delays due to heavy traffic, accidents, or severe weather. Customers will be billed for any overtime incurred on the charter after the service is performed.

DEPOSITS: Orders of 3 or more vehicles on overnight/multi-day trips require \$500 deposit (per vehicle). Deposit is due within 30 days of booking to secure equipment. Deposit is required to guarantee order and is refundable (minus \$50 per bus administrative fee) if order is cancelled at least 90 days prior to service date, or if service must be cxld due to no fault of client (ie: severe weather). If service is booked within 90 days of service date, the non-refundable deposit is due within 7 days of booking.

Orders of 5 or more vehicles on day trips require \$300 deposit (per vehicle). Deposit is due within 30 days of booking to secure equipment. Deposit is required to guarantee order and is refundable (minus \$50 per bus administrative fee) if order is cxld at least 30 days prior to service date, or if service must be cxld due to no fault of client (ie: severe weather). If service is booked within 30 days of service date, the non-refundable deposit is due within 7 days of booking.

Cancellations made within (3) working days of service date are subject to being charged the full rate of the charter.

RCT will not be held responsible for any losses other than the cost of the charter should an appointed time or event scheduled by the group be missed due to any fault of RCT.

All legal fees incurred by RCT in collecting for any part of this contract are the responsibility of the chartering party and/or booking agent.

Lost and Found RCT is not responsible for any lost items. The chartering party should check for any items left on the vehicle before exiting. If RCT finds an item at conclusion of trip, client is responsible for cost of shipping to return item (if applicable).

Emergency Contact Information A RCT representative is available (24) hours/day for emergencies by calling 408-279-4801 and choosing Option (4). Our office hours are 8:00am to 5:00pm Monday through Friday. The office is closed for lunch 12:00pm to 1:00pm daily.

I have read and understand these Terms and Conditions.

Name

Company

Date

Royal Coach Tours S.P.A.B.Itinerary

Schedule

Date	_____	Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____
Date	_____	Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____
Date	_____	Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____
		Times	_____	Stop	_____

Rest Stops (List all stops - On way To destination and return From - If not listed, we Cannot stop)

Location _____

Location _____

Location _____

Location _____

Hotel Information (Where Group is Staying and Where Driver is Staying (if Different)

Date	_____	Hotel	_____	Date	_____	Hotel	_____
			_____				_____
Date	_____	Hotel	_____	Date	_____	Hotel	_____
			_____				_____

Contact Name/Cell (For Lead Chaperone(s) or Teacher(s) Traveling with Group)
