

## Vendor Insurance Requirements Transportation

### TRANSPORTATION

Ground Transportation Vendors include bus and motor coach companies and taxi, limousine and airport shuttle companies. The College has a roster of preferred providers to provide such services; please consult with the VP and General Counsel.

Transportation Vendors providing hired ground transportation for the Ursinus College community are required to provide the VP and General Counsel and Director of Environmental Health and Safety & Risk Management their US DOT Numbers and/or their Pennsylvania Public Utility Commission (PUC) Numbers. The VP and General Counsel and Director of Environmental Health and Safety & Risk Management will then check the Transportation Vendor's U.S. Department of Transportation safety rating and related safety metrics to determine if the Transportation Vendor meets Ursinus's safety criteria.

If the Transportation Vendor meets Ursinus's safety criteria, the Transportation Vendor is required to provide an insurance certificate evidencing insurance requirements and the signed applicable Agreement prior to providing services to the College.

**Transportation Vendors may not subcontract services to a third-party.**

Review the general requirements for all vendors [here](#).

The following information must be listed on the certificate of insurance (COI):

- Ursinus College listed as the certificate holder as shown below:

Ursinus College 601 E.  
Main Street  
Collegeville, PA 19426

- Ursinus College named as additional insured (the additional insured box on the certificate checked and the words "Ursinus College shall be included as additional insured" in the additional comments section of the COI.

The following insurance coverages must be provided on the COI:

Type of Insurance	Required Coverage	Additional Information
Commercial General Liability	\$1,000,000 each occurrence, \$2,000,000 aggregate	
Automobile Liability	\$2,000,000 each accident	
Workers Compensation	Statutory	
Employers Liability	\$100,000/ \$500,000/ \$100,000	

If the Transportation Vendor is providing services outside of the United States, consult the VP and General Counsel and Director of Environmental Health and Safety & Risk Management for appropriate insurance requirements where services will be provided.

**Note: Transportation Vendors may not subcontract services to a third party.**