

# Newsletter

## Of the Diocesan Pastoral Offices

Risk Management, General Counsel, Human Resources,  
Procurement, Finance and Construction & Renovation

### ***NEW Insurance Requirements for Engaging a Bus Company***

The startup of the new academic year is a time when schools, parishes and other Diocesan entities plan trips, events and retreats which may entail hiring a bus company to provide transportation to and from the event.

In light of the recent news reports of accidents and fatalities involving chartered bus companies and because of our litigious environment, **the Risk Management Department has increased the insurance amount the bus company has to evidence on a certificate of insurance from \$3M to \$5M in general liability coverage.**

The purpose of the Additional Conditions Attachment is to control costs whereby following a loss the financial responsibility can be transferred to the bus company to hold us harmless and indemnify us for claims and law suits that arise from the services they provide. This is based on the understanding that the parishes, schools and entities do not have any control or responsibility for the maintenance of the bus, working condition of the bus and the selection/hiring and supervision of the driver inclusive of his/her driving record.

The Attachment requests the bus company provide insurance documentation by way of a Certificate of Insurance that evidences the insurance requirements in items 2 & 3, as well as, listing as additional insured on the certificate, the parish, school or entity (by name), the Diocese of Rockville Centre and the Bishop there of.

For those parishes, schools and entities that book multiple trips on a direct basis with one bus company, one executed Additional Conditions Attachment, an Addendum listing the trips, dates and destinations and one Certificate of Insurance would be acceptable.

Prior to finalizing the date(s) of the event, you must be sure the contractual requirements including indemnity and insurance documentation are at or above the standard requirements established for the Diocese.

The Additional Conditions Attachment and Addendum forms can be downloaded from the NETINFONOW website. To access these form click on the *Dashboard Tab* and choose the document. If you do not have access to NETINFONOW, contact the Risk Management Department and a copy of the forms can be emailed to you.

Any questions or concerns should be directed to the Risk Management Department.

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