

What to Do If There Is No Approved Charter Vendor within Fifty Miles

Units must contract with University-approved charter vehicle vendors whenever possible and financially feasible. However, some units are not located in close proximity to a University-approved vendor, and may suffer financial hardship by complying with this requirement. Exceptions are allowed in cases where no University-approved vendor is located within a 50-mile radius of a unit's location.

To request an exception:

1. Determine that no University-approved vendor is within a 50-mile radius of your unit's location.
2. Obtain three quotes from vendors within the 50-mile radius. If fewer than three vendors fall within the radius, you must document this fact in your exception request or it will be returned to you for additional quotes.

Quotes from non-approved vendors must meet the minimum acceptable limits below. Quotes that do not meet these requirements will not be considered for processing.

3. Contact your campus purchasing office for instruction on how to submit your request and vendor quotes. Purchasing will then either approve your request and issue a P.O., or deny your request.

Vehicle unavailability due to a unit's failure to reserve it far enough in advance does not constitute grounds for an exception to, or non-compliance with, these minimum insurance requirements. Approved exceptions remain in place for the remainder of the fiscal year.

Minimum Acceptable Insurance Limits Exceptions

- Bus (25+ passengers) -- \$10,000,000
- Mini-bus (16-25 passengers) -- \$7,000,000
- Shuttle bus or van (14 passengers + driver) -- \$5,000,000
- Van (8 passengers) -- \$2,000,000
- Sedan -- \$1,000,000

For campus-specific instructions on submitting an exception request, contact your Purchasing office:

- Urbana-Champaign (217) 333-6261
- Chicago (312) 996-2850
- Springfield (217) 206-6607
- College of Medicine at Rockford (815) 395-5882
- College of Medicine at Peoria (309) 671-8520

Additional Resources

[Making Charter Bus Arrangements](#)