Chartered Bus Procedures

All Bus quotes/Reservation requests must be emailed to purchase@kean.edu or faxed to 75055. All Chartered Bus Requests must be received in the University Purchasing Office no later than 5 business days to the departure date.

1 - Obtain a Field Trip Approval Form from Field Trip Approval - To access this form Press CTRL and Click, then press OK in the box, or go to www.kean.edu/purchasing and select Forms. Click on Field Trip Approval to Open, print the form, fill it out, and submit to Purchasing. Please make sure to include name and extension of the contact person.

NOTE: An original Field Trip Approval Form must be delivered to Purchasing before any reservations can be made.

2 - Purchasing will obtain a price quote from University contracted suppliers and advise the requesting department.

3 - After receipt of the price quote, confirm by replying to Purchasing to reserve the bus within 2 business days.

4 - Once Purchasing reserves the bus, department must immediately enter an online requisition.

5 - The Chartered Bus Roster must be completed, listing names of all individuals traveling on the bus. One copy will be submitted to University Purchasing and the original to Campus Police, no later than 3 business days prior to the departure date.

NOTE: A CANCELLATION FEE will be assessed when a chartered bus is cancelled by the requesting department.

6 - University Purchasing maintains a log book for all scheduled trips.

7. On Thursdays a weekly recap is sent to the contracted bus companies to review and to insure that all the buses scheduled reflect the correct time and place of pick up. This also will permit changes before the weekend schedule occurs.
8. In the event the team bus does not arrive at the established time, the Athletic Director will call Purchasing and Purchasing will contact the contracted bus company. In the event it is the weekend, the Athletic Director will directly contact the contracted bus company to cancel or change the bus schedule. The next working day, the Athletic Department will e-mail Purchasing/Patti Bontempo with changes.