



Spelman College

## **MOTOR COACH POLICY**

Spelman College has partnered with and identified motor coach vendors and ground transportation vendors (Limousine, mini bus, etc.) that meet or exceed all insurance requirements of our insurance carrier and the offices of the Vice President of Financial Affairs and Treasurer and Administrative Services.

It is Spelman's policy that all Spelman departments and Spelman student groups use licensed motor coach vendors for transportation. Anyone that is not a Spelman College student or Spelman College employee is NOT covered under the Spelman College insurance policy.

It is policy to generate a requisition and acquire a purchase order before the trip. Vendors on the attached list will not proceed with the travel without a Spelman College purchase order. The only exception to this policy is travel via rentals.

If you should have any questions regarding Spelman's Motor Coach Policy, please call **Administrative Services at (404) 270-5115.**