

SMU Preferred Providers – BUSES and GROUND TRANSPORTATION

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OVERVIEW

- **Ground Transportation:** When non-SMU employees drive vehicles for **SMU trips**. **Trip booking requires a PO for payment** so booking/purchase is covered by SMU Terms and Conditions. Payment with credit card is not allowed. Insurance coverage follows company insurance. Ground transportation policies include buses, vans, and other vehicles. **Exception: Airport shuttles and guest limo services do not require PO.**
- **Car/Van Rental:** When SMU employees rent and drive vehicles (car and vans). SMU insurance covers vehicle rentals.

DEPARTMENT RESPONSIBILITY

- Departments are responsible for contacting Exclusive Vendors first to check availability before booking a trip/transportation with non-exclusive vendor.
- When Exclusive Vendors cannot provide services when and where needed, the department can hire another transportation company **after receiving COI (Certificate of Insurance) approval from Risk Management.**
- Send the COI for non-exclusive vendors to Jonathan Dowd in Risk Management for review and approval.
- Transportation company insurance must meet SMU Insurance Requirements.
- After COI approval, enter a purchase requisition for PO and attach approved COI to purchase req.

PROCEDURE

- 1) *****SMU Requester must receive a RESERVATION # from the transportation company for the trip to be 'BOOKED'. The trip is not BOOKED (placed on the schedule) until the reservation process is completed. *Note: a confirmation email DOES NOT reserve the bus.**
- 2) **A Purchase Order is required for all BUS and GROUND TRANSPORTATION services. Purchasing will email the Purchase Order (PO) to the ground transportation company.**
*****EXCLUSION: Airport shuttles and guest limo services DO NOT REQUIRE PO.**
- 3) **SMU eProcurement requisitions must include the RESERVATION #, RESERVATION FORM, AGREEMENT/CONTRACT, ITINERARY AND ESTIMATE RECEIVED.**
- 4) **Only SMU employees can request and reserve ground transportation services. Non-SMU employees, independent contractors, and students are not allowed to reserve or book bus services. Exceptions must be approved by Purchasing prior to booking the rental.**
- 5) Ground Transportation services paid with SMU funds must be associated to a university department.
- 6) Ground Transportation companies will issue a Net30 invoice for services rendered. **Credit card or SMU Card payments are not allowed.**

7) **SMU REQUESTERS must provide the following information to the vendor for billing purposes**

- Vendor Supplier ID #
- TRIP NAME OR PURPOSE
- Requester name, phone and email address *(must give SMU email address)*
- Requesting department *(i.e. MBA Office)*
- Requesting school or division *(i.e. Cox School of Business)*
- Invoice approver(s)
- ORG#

Trip accommodations made based on fleet availability and booking schedule.

REFER TO VENDOR WEB SITES FOR SERVICES AND FLEET ACCOMMODATIONS

Avalon Motor Coaches LLC *USE Supplier ID 109267*****

<https://avalonbus.com/>

dba as Wynne Transportation (DO NOT USE Wynne Supplier ID# 60456)

Offices in Irving, Austin, San Antonio, Houston, Los Angeles, Phoenix, and San Francisco

Email quote request with proposed itinerary to Primary Contact

Primary Contact:

Michelle Sandoval

msandoval@avalonmotorcoaches.com

972.915.7310 direct

Secondary Contact:

Leslie Ortiz

lortiz@avalonmotorcoaches.com

972.915.7314 direct

Texas Office Address

7650 Esters Boulevard

Irving, Texas 75063

Main office line 972.915.7300

Remit-To Address

Avalon Motor Coaches LLC

1000 Corporate Pointe, Suite 150

Culver City, CA 90230

POs go to accounting@avalontrans.com

Echo AFC Transportation (Supplier ID# 78565)

<https://echotransportation.com/>

Email quote requests with proposed itinerary to Reservations:

Reservations: sales@echoafc.com

713-988-5466

Secondary Contact:

Carole Sharapata, Sales Account Manager

713-988-5466 x2031

carole@echoafc.com

Local DFW Address:

1505 Skyline Rd.

Grand Prairie, TX 75051

Corporate & REMIT TO address (Purchase Order address)

15734 Aldine Westfield Rd.

Houston, TX 77032