



INSURANCE OFFICE
ARCHDIOCESE OF NEW YORK

MEMORANDUM

To: Participants in the Archdiocesan PIP Insurance Plan

From: Frank Napolitano, Director 

Date: Augusts 1, 2017

Re: *Approved Bus Transportation for Archdiocesan/parish/school events*

The transportation of students, parishioners and groups sponsored through your church/organization by a private, independent bus operator can present a potential liability risk to your church/organization and the archdiocesan property and casualty insurance program. This liability risk can be minimized if you ensure that only an Archdiocesan-approved bus vendor is hired for your transportation needs.

Attached please find a list of approved bus vendors for your use in making your transportation plans. All of these vendors provide the required insurance coverages and have agreed to indemnify the archdiocese and its organizations in the event of claims for damages involving archdiocesan passengers.

If there is a bus vendor not on this list that you would like to use for an event, the archdiocesan insurance division and Catholic Mutual Group should be consulted to determine if the vendor can meet archdiocesan insurance requirements and be placed on the list of approved bus vendors. A Vendor Service/Hold Harmless Contract is attached which contains terms that protect you and all archdiocesan entities from exposure to liability. This form should be used with any agreement with a bus vendor you wish to consider hiring for transportation service. **Please note that a bus vendor that is not on the approved list cannot be used until the archdiocesan insurance division notifies you in writing that the bus vendor has been approved.**

All agreements relating to transporting students, parishioners and/or groups must be sent directly to the Archdiocesan Insurance Division/Catholic Mutual Group for review and approval. Each transportation or bus service contractor must maintain a minimum of \$10,000,000 in combined primary and excess automobile liability insurance coverage per accident. The policy must name the parish, school or agency, the Archdiocese of New York, and the Archbishop of New York as additional insureds. **Please note that 10-15 passenger vans cannot be leased to transport any age group including Pre-K thru 12th Grade students.**

Please remember to contact the Archdiocesan Insurance Division (Frank Napolitano 646-794-3024) or Catholic Mutual Group (Kevin Quinn 646-794-2602 or Jennifer Bonerbo 646-794-3020) **no later than seven business days before any scheduled event** to ensure that bus transportation is in compliance with archdiocesan policies.

APPROVED BUS LIST
of the
Archdiocese of NY

Please be advised that although the following companies may not be in your area, they may have branches near you or may subcontract with companies in your region.

Academy Bus

29 Hudson Street
Yonkers, NY 10701

Phone: 914- 476-8840
914- 963-3622

Contact: Dina Bianci
Email: dina@academybusco.com

Contact: Debbie Baker
Email: dbaker@academybusco.com

Area Served: Bronx, Manhattan
Fleet: 60 Yellow Buses
(1) 55 Passenger Coach Bus

Academy Express

111 Patterson Ave.
Hoboken, NJ 07030

Phone: 201-420-7000

Contact: Monika Harmulowicz Ext. 2245
Email: monika@academybus.com

Contact: Marsella Guzman Ext. 2244
Email: mguzman@academybus.com

Area Served: Rhode Island to Florida (East Coast)
Fleet: 500+ Coach Buses

Beverly Hills Limo

(A Division of Royal Coach Lines))

1010 Nepperhan Ave.
Yonkers, NY 10703

Phone: 914-733-7011

Contact: Maribel Velazquez
Email: Maribel@royalcoachlines.com

Area Served: Westchester, Putnam and Dutchess
Counties & NYC Boroughs

Fleet: Variety of Transportation Style Vehicles

Chappaqua Transportation, Inc.

130 Hunts Lane
Chappaqua, NY 10514

Phone: 914-238-4404

Contact: Seth Corwin
Email: seth.corwin@chappaquatransportation.com

Area Served: Chappaqua and Surrounding Area

Fleet: 100 Yellow Buses

Chestnut Ridge Transportation

56 W Church St.
Spring Valley, NY 10977

Phone: 845-425-2200

Contact: William Agosto - Ext. 162
Email: williamagosto@thetransgroup.com

Area Served: Rockland County with L.I. Affiliates

Fleet: 160 Yellow Buses

Coach Tours

475 Federal Rd.
Brookfield, CT 06804

Phone No. 800-822-6224

Contact: Trent Dwyer
Email: info@coachtour.com

Area Served: Metropolitan area up to Montgomery, NY
Fleet: 20 Coach Buses

Corporate Coach

(A Division of Royal Coach Lines)
1010 Nepperhan Ave.
Yonkers, NY 10703

Phone: 914-733-7011

Contact: Maribel Velazquez
Email: Maribel@royalcoachlines.com

Area Served: Westchester, Putnam and Dutchess
Counties & NYC Boroughs
Fleet: Variety of Transportation Style Vehicles

DeCamp Bus Lines

P.O. Box 581
Montclair, NJ 07042

Phone: 800-631-1281

Contact: Linda King
Email: ro@decamp.com

Contact: Bobby Wright
Email: Bwright@decamp.com

Area Served: Tri-State Area
Fleet: 30 Coach Buses

Frank Martz Coach Co.

239 Old River Road
P.O. Box 1007
Wilkes-Barre, PA 28773

Phone: 570-817-1246
Contact: Kim Peeples
Email: kpeeples@artzgroup.com
Area Served: Tri-State Area
Fleet: 200 Vehicles - Yellow School Buses and
70 Coach Buses

Haverstraw Transit, Inc.

P.O. Box 350
Haverstraw, NY 10927

Phone: 845-429-3407
Contact: John Pinto
Email: tjbsafety@yahoo.com
Area Served: Strictly Rockland County
Fleet: 200 Vehicles - School and Coach Buses

Hendrick Hudson Bus Corp.

(A Division of Leprechaun Lines)
P.O. Box 2628
Newburgh, NY 12550

Phone: 845-565-7900
Contacts: Marilyn Horaz Ext. 353
Email: mhoraz@leprechaunlines.com
Area Served: Tri-State Area
Fleet: 24 Coach Buses

J & R Tours

80 Edison Avenue
Mount Vernon, NY 10550-5004

Phone: 914-668-5050 Ext. 232

Contact: Rayna Castro
Email: raynac@jrbuses.com

Area Served: 3 NYC Boroughs and 7 Counties
Fleet: 17 Coach Buses; (15) 25 Passenger Buses;
(10) 32 Passenger Buses
Wheelchair Accessible

JTR Transportation

192 Cottage Street
Poughkeepsie, NY 12601

Phone: 800-433-7444
845-367-4635

Contact: Robert Delventhal
Email: robert@seeyouonthebus.com

Area Served: Dutchess, Putnam, Westchester, Orange
and Ulster Counties
Fleet: 20 Coach Buses

Leprechaun Lines, Inc.

100 Leprechaun Lane
New Windsor, NY 12553

Affiliates: Newburgh Beacon Bus Corp. and Hendrick Hudson Bus Corp.

Phone: 845-565-7900

Contact: Marilyn Horaz Ext. 353
Email: mhoraz@leprechaunlines.com

Area Served: Tri-State Area
Fleet: 24 Coach Buses

Newburgh Beacon Bus Corp.

(A Division of Leprechaun Lines)

P.O. Box 2628

Newburgh, NY 12550

Affiliates: Newburgh Beacon Bus Corp. and Hendrick Hudson Bus Corp.

Phone: 845-565-7900
Contact: Marilyn Horaz Ext. 353
Email: mhoraz@leprechaunlines.com
Area Served: Tri-State Area
Fleet: 24 Coach Buses

Royal Coach Lines, Inc.

1010 Nepperhan Ave

Yonkers, NY 10703

(Affiliates: Beverly Hills Limo, Corporate Coach)

Phone: 914-733-7011
Contact: Maribel Velazquez
Email: Maribel@royalcoachlines.com
Area Served: Westchester, Putnam and Dutchess
Counties & NYC Boroughs
Fleet: Variety of Transportation Style Vehicles

Student Bus Co.

125 S. Greenbush Road

Orangeburg, NY 10962

Phone: 845-371-0800
Contact: District Manager
Fax: 845-371-0559
Area Served: Orange and Rockland Counties
Fleet: School Buses

US Coachways, Inc.

Bus Division

Phone: 877- 550-7536
Fax: 718- 873-1070
Contact: Joseph Jacovino, V.P. Sales Ext. 2016
Email: josephjacovino@uscoachwaysinc.com
Area Served: Tri-State Area
Fleet: Coach Buses

West Point Tours

1047 - 1049 Rte 94
New Windsor, NY 12553
Mailing Address
P.O. Box 125
Vails Gate, N.Y. 12584

Phone: 845-561-2671 ext:103
Fax: 845-561-6948
Contact: Julianna Cotthaus
E-mail: Julie@westpointtours.com
Areas Serviced: Orange County, Westchester, Rockland,
Putnam, Manhattan, Albany, NY
(2) hr. travel radius
Fleet: 200 Yellow Buses; 16 Full Sized Motor
Coaches--(5) 49 Passenger & (11) 55
Passenger; (2) 23 Passenger - 1 w.
Bathroom; 1 w/o; (1) 12 Passenger
Sprinter Van

Yankee Lines via Spirit Tours – Part of Pioneer Bus part of NYC School Transportation Services.
Okay to use without procuring insurance docs from 9 to 1:30 -- Can travel off S.I. so long as adhere to time constraints. After that time window, must get insurance docs.

For Use of School Transportation Buses for Entities that are not part of NYC – Insurance documents are not required if the transportation is being provided free of charge. If the company is being paid by the school, then the blanket insurance documents are mandatory.

**Institutional Commodity Services – Maggie Messeiha Ext. 2615.
Maggie can procure the buses and insurance documents for you,
if you prefer.**