

**DIRECTORATE OF LOGISTICS
TRANSPORTATION DIVISION
PERSONNEL MOVEMENTS SECTION**

29 Jan 07

SUBJECT: **TRANSPORTING INFANTS ON CHARTER BUSES**

1. **PURPOSE:** To provide information to Units requiring movement of personnel on commercial charter buses.
2. **REFERENCE:**
 - Defense Transportation Regulation, DOD 4500.9-R Part I, Passenger Movement
 - Military Surface Deployment and Distribution Command (SDDC) Military Bus Program Approved Passenger Carriers
3. **FACTS:** There is nothing in the DOD Regulation that states that dependents of DOD Personnel can not be transported on commercial charter buses. It does however only refer to movement of DOD personnel.
4. The General Provisions Part II of the Military Bus Agreement (effective 1 Oct 1997) entered into by the Military Traffic Management Command on behalf of the Department of Defense and the Motor Coach (Bus), Van & Limo Carrier states under the **Scope of Agreement:** The Surface Deployment and Distribution Command (SDDC) is the executive agent for surface transportation within the Continental United States. The Military Bus Agreement maintained by SDDC establishes the terms, conditions and safety standards which the carrier will meet when providing bus transportation for **Department of Defense passengers.** This agreement applies to the **movement of DOD passengers,** baggage and impedimenta between points within the Continental United States (CONUS), or as otherwise agreed by both parties, and will remain in effect until terminated in writing by the carrier or canceled in whole or in part by SDDC.
5. **Part II-13. Safety & quality Assurance:** The carrier is obligated to comply with generally accepted standards for motor coach operation and maintenance practices. As a minimum, the Carrier shall comply with all provisions of applicable statutes and agreements which may affect safety, and with all Department of Transportation and State regulations, directives, orders, rules and standards.
6. **Part IV- 10. Passengers: Passengers** will become the responsibility of the Carrier at load time/boarding time as shown on the Rate and Service Proposal or as agreed between the Transportation Office (TO) and the carrier. The Carrier's responsibility will terminate when passengers, baggage, and impedimenta are off loaded at destination.

7. Information on the Request for Group Movements can be obtained from the Fort Bragg web site: <https://airborne.bragg.army.mil/ito/default.htm> Click Official Travel, then Group Moves Installation Request Form. Requests should include the following information:

- Unit/Organization name
- Exercise name or purpose of trip
- Pick up address (Include Building number) and street address
- Delivery Address (Include Building number) and street address
- If meal tickets are requested, any excess baggage, and if bus is to remain with unit.
- Requested move dates, mode of travel
- Point of Contact; telephone number, fax number and email address

8. Upon receipt of the request, the Transportation Office, Group Movement Section will contact at least three commercial charter bus companies for estimates and will select the lowest cost charter bus company.

9. The TO, Personnel Movement Section will inform the requesting unit of lowest cost estimate and the **Unit/organization must provide funding**. A memorandum containing fund-cite along with a manifest stating exact number of PAX to be moved must be submitted to the Transportation Office, Personnel Movement Section, Upon receipt of obligated funds, the Transportation Office will order the charter bus.

10. Move dates may be coordinated directly between Unit/Organization and the Group Movement Specialist once funds have been obligated and ITT SBG Form TR 90-20 has been received by the Transportation Office/Personnel Movement Section the bus will be reserved for the unit. Any changes to the original request must then be made in writing by requesting unit at least 72 hours prior to travel. On cancellations a substantial fee (as high as the full cost of the travel) may be imposed by the carrier once it has been accepted and scheduled by the carrier.

11. Once move has been completed an invoice for payment will be submitted by the Commercial Charter Bus Company to the TO and a GTR SF Form 1169 will be typed for payment and sent to the bus company with the invoice. The bus company will then submit GTR to the appropriate DFAS for payment.

12. PERSONNEL PASSENGER MOVEMENT/GROUP TRAVEL SECTION

Transportation Division

PH: 910-396-2468/432-9995

Email: <https://airborne.bragg.army.mil/ito/cto.htm>

ADDITIONAL INFORMATION:

Commercial motor coaches are not equipped with seat belts and according to the NC Child Passenger Safety Law – General Statute 20-137.1 Summary of Law states “that there is an exemption on vehicles not required to have belts “such as cars made before 1968 and SUVs, and vans made before 1972”, and “**LARGE BUSES.**” Web link: buckleupnc.org

Legal requirements can be considered to be “minimum standards” for motor vehicles occupants. What is allowed under the law is not necessarily what is recommended and provided the best protection for a child or adult.

NC Child Passenger Safety Law - G.S. 20-137.1 **Differences between what is legal and what is recommended**

updated 09-2-06

Legal requirements can be considered to be "minimum standards" for motor vehicle occupants. What is allowed under the law is not necessarily what is recommended to provide the best protection for a child or adult. For instance, switching a child to a safety belt at 80 pounds is legal in North Carolina, but safety belts still do not fit many children even at 80 pounds. Belt-positioning booster seats are recommended for children until safety belts fit well as described below.

Recommendations are that for best protection:

- » A child less than one year of age, OR less than 20 pounds, should ride in a rear-facing infant-only or convertible safety seat. Many convertible seats are rated to at least 30 pounds rear-facing so that almost all children can be kept facing to the rear as long as possible.
- » Children at least one year old AND who weigh at least 20 pounds should ride in a front-facing seat with a full harness or harness-shield until it is outgrown, usually at about 40 pounds. Several models may be used with their harnesses to weights heavier than 40 pounds.
- » Children should switch to a belt-positioning booster seat when the full harness seat is outgrown and should continue riding in the booster seat until the safety belt fits correctly without the booster seat. Belt-positioning boosters are designed to make the lap/shoulder belt fit correctly on the child and should be used until the child is really big enough for a safety belt. Add-on shoulder belt adjusters are not recommended since they are not covered by any Federal standards and May, in fact, do more harm than good.
- » Children should not be switched to a safety belt until the child is big enough for a correct fit of the belt and is mature enough to sit reasonably still. This may not be until the child is 80 pounds or more and about 4' 9" or taller. When wearing a lap and shoulder belt, it is important that both the lap and shoulder belts be worn and positioned correctly. Never tuck the shoulder belt under the arm or behind the back. Lap belts alone should be used if nothing else is available.

[SafetyBeltSafe U.S.A.](http://SafetyBeltSafeU.S.A.) has developed a simple "5-Step Test" to see if a child is big enough to ride in a lap and shoulder belt combination:

1. Does the child sit all the way back against the auto seat?
2. Do the child's knees bend comfortably at the edge of the auto seat?
3. Does the belt cross the shoulder between the neck and arm?
4. Is the lap belt as low as possible, touching the thighs?
5. Can the child stay seated like this for the whole trip?

If the answer is "no" to any of these questions, your child needs a booster seat to ride safely in the car.

» Currently there are no booster seats on the market that are certified for use over 40 pounds in a lap belt only-equipped position, so options for larger children are limited. Refer to [how do you protect the larger child? Are booster seats really needed?](#) For additional information on boosters and for information on other options for children over 40 pounds.

WARNING: Belt-positioning booster seats can only be used with lap and shoulder combination safety belts. Belt-positioning booster seats must NEVER be used with just a lap belt