



MILITARY BUS PROGRAM

OVERVIEW

The Military Bus Program ensures that commercial bus, van and limousine companies offering charter service provide safe vehicles that consistently meet DoD-prescribed standards of service. Over 500 carriers participate in the program, offering ground transportation to all DoD travelers from individual passengers to groups, including troop movement and recruit travel requests.

The Defense Travel Management Office (DTMO) manages the program through an agreement with carriers that establishes specific terms, conditions and standards that must be met when providing transportation for DoD passengers. The agreement and a list of DoD approved carriers is available at www.defensetravel.dod.mil/site/bus.cfm.

For information regarding routing authority for bus moves, procurement and payment procedures, and the process for requesting a bus movement, reference the Defense Transportation Regulation (DTR) Part 1, Chapter 104 - Buses at www.transcom.mil/dtr/part-i/dtr_part_i_104.pdf

CARRIERS SEEKING DOD APPROVAL

Prospective carriers must have one year of passenger transportation experience, in addition to meeting the following requirements:

- Successful pre-qualification inspection
- Signed Military Bus Agreement
- Copy of Operating Authority
- Certificate of Insurance
- Copy of carrier personnel and complete inventory list of equipment
- Signed copies of Statement of Common Financial or Administrative Control Sheet and Drug/Alcohol-Free Workplace Certificate
- Standard Carrier Alpha Code
- Certified financial statement
- Central Contractor Registration at www.ccr.gov or (888) 227-2423
- Satisfactory fitness rating

Booking Bus Transportation

- Transportation Offices may solicit bids using the DTMO approved carrier list
- To submit a movement request, login to GOPAX, <https://eta.sddc.army.mil/ETASSOPortal/default.aspx>, or send your request to DTMO at milbus@dtmo.pentagon.mil or fax: 571-372-1301
- Forward completed DD Form 1341 after all movements via fax to DTMO at: 571-372-1301
- Report all locally arranged moves to the DTMO for inspection via email at: milbus@dtmo.pentagon.mil
- Report any problems to DTMO in writing via fax at: 571-372-1301

For more information on participating in this program, go to the *Military Bus Program* page on the DTMO website at <http://www.defensetravel.dod.mil/site/bus.cfm> or email milbus@dtmo.pentagon.mil

*Information current as of 3/2016



DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

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