



# BOISE STATE UNIVERSITY

## CERTIFICATE OF INSURANCE REQUIREMENTS FOR BUS/SHUTTLE COMPANIES

**Bus/Shuttle Company: Give this form to your insurance agent/broker.**  
**\*\*Incomplete Certificates will not be accepted\*\***

The 3<sup>rd</sup> Party Bus/Shuttle company (“Insured”) providing transportation services to Boise State University (“Certificate Holder”) is required to carry the types and limits of insurance shown in this request, and to immediately provide Certificate Holder with a Certificate of Insurance. Certificate shall be executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

All insurers shall have an “AM Best” rating (or equivalent) of A- or better and be licensed and admitted in Idaho. All policies required shall be written as primary policies and not contributing to nor in excess of any coverage Certificate Holder may choose to maintain.

**Required Insurance Coverage** - Insured shall obtain insurance of the types and amounts described below. \*

- **Commercial General Liability Insurance.** Insured shall maintain commercial general liability (CGL) with a limit of not less than **\$1,000,000** each occurrence and **\$2,000,000** aggregate.
- **Automobile Liability.** Insured shall maintain Automobile Liability in the amount of **\$5,000,000** Combined Single Limit. Coverage shall include Non-Owned & Hired automobile liability coverage.
- **Uninsured/Underinsured Motorist coverage.** Insured shall maintain UM/UIM coverage.
- **Automobile Medical Payments.** Insured shall maintain Automobile Medical Payments coverage.
- **Workers’ Compensation.** Insured shall maintain all statutorily required Workers’ Compensation coverages and Employer’s Liability limits **\$1,000,000** Ea. Accident / **\$1,000,000** Ea. Employee / **\$1,000,000** Policy Limit.
- **Certificate Holder and Additional Insured shall read:**
  - State of Idaho and Boise State University**
  - Attn: Risk Management**
  - 1910 University Drive**
  - Boise, ID 83725**
- **All policies, except Workers’ Compensation, shall name Certificate Holder as an additional insured. A copy of the Additional Insured Endorsement must be attached to the Certificate verifying that the Insured’s policy(s) has been endorsed as required.** (otherwise the certificate will be considered incomplete)
- All certificates shall provide for thirty (30) days’ **written notice** to Certificate Holder prior to cancellation or material change of any insurance referred to in the certificate.  
(\* Boise State University Risk Management reserves the right to modify coverages and/or limits.)

Failure of Certificate Holder to demand a certificate or other evidence of full compliance with these insurance requirements or failure of Certificate Holder to identify a deficiency from evidence that is provided shall not be construed as a waiver of Insured’s obligation to maintain such insurance.

Failure to maintain the required insurance may result in termination of the 3<sup>rd</sup> party contract at the Certificate Holder’s option.

By requiring this insurance, Certificate Holder does not represent that coverage and limits will necessarily be adequate to protect the Insured, and such coverage and limits shall not be deemed as a limitation on Insured’s liability.

In no event shall Certificate Holder be liable for any damage to or loss of Insured’s **personal property**.

Please email the Certificate of Insurance and accompanying documentation to: [RMI@boisesate.edu](mailto:RMI@boisesate.edu)

Please direct any additional questions to: Boise State University Risk Management & Insurance at [RMI@boisestate.edu](mailto:RMI@boisestate.edu)