



A Certificate of Insurance must be issued as follows:

The Certificate Holder shown as:

A) **The Pennsylvania State University**
c/o Risk Management Office
103 Rider Building
227 West Beaver Avenue
State College, PA 16801

B) The minimum general liability insurance required to be evidenced is \$1,000,000 per occurrence, written on an occurrence basis, including contractual liability.

C) The Certificate of Insurance must evidence a minimum of \$5,000,000 per occurrence of Auto Liability.

D) The Pennsylvania State University must be shown as an Additional Insured. **NOTE:** If the Certificate includes a second page with the standard ACORD language that shows two paragraphs under the heading "IMPORTANT" followed by a paragraph labeled "DISCLAIMER", a copy of the ENDORSEMENT must be attached.

E) The certificate should provide for thirty day (30) notice of cancellation.

Any Certificate of Insurance limited to a specific event or date is not acceptable.

Notes:

1. Acceptance will be for all locations and operations of the University.
2. Charter bus companies that have met our insurance requirements will be listed on the Risk Management Web Page at [Charter Bus Lines](#)
3. In order for the charter bus company to remain in our listing, a new Certificate of Insurance must be supplied to The Risk Management Office whenever the insurance is renewed, which normally occurs on an annual basis. The University will not contact the bus company before deleting it from the listing due to an expired certificate.
4. Any notice from the Insurance Company that bus company insurance has been cancelled for any reason will result in the deletion from the listing.

Any questions regarding these instructions should be directed to the University's Risk Management Office, (814) 865-6307 or Fax (814) 865-4029.