

UCSC RISK SERVICES

Boat Charter Questionnaire

About This Form and CruzBuy

Charter companies cannot always meet the university's insurance requirements. The information returned through this questionnaire will enable Risk Services to consider reducing the insurance requirements for the charter. It also provides information for mandatory quarterly reporting of charters.

Charters are purchased through CruzBuy. Please submit the CruzBuy requisition and documents as soon as possible. See end of form for information about required documents.

FORM COMPLETED BY		
Your Name	Email	Phone
Department Chartering the Boat		
For Physical and Biological Sciences: Has the Diving and Boating Safety Officer reviewed this charter? <input type="checkbox"/> Yes <input type="checkbox"/> No		
For Office of Physical Education, Recreation and Sports: Have either the Head of Recreational Scuba or the Boating Supervisor reviewed this charter? <input type="checkbox"/> Yes <input type="checkbox"/> No		
ABOUT YOUR TRIP		
Purpose of Trip		
Dates of the Charter	Where will the boat be traveling from and to?	
How far offshore will the boat be traveling?	Will passengers sleep on the boat? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the boat return to shore daily or otherwise throughout the trip? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe		
Number of Passengers (not including charter company employees)	Who is going on the trip? Include affiliation – for example: UCSC, other UC campus, non-UC personnel	
Will there be any passengers who are not affiliated with the UC use of the charter? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain		Are any minors going on the trip? <input type="checkbox"/> Yes <input type="checkbox"/> No
ABOUT THE CHARTER COMPANY		
Name of Charter Company		
Name of contact at charter company	Email	Phone
Website Address (URL) of Charter Company		

ABOUT THE CHARTER BOAT		
Name of Vessel		Type of Boat
Length	Cruising Speed	Maximum Speed
Maximum Passenger Capacity	Number of Guest Accommodations Available	Is there a satellite phone on the boat? <input type="checkbox"/> Yes <input type="checkbox"/> No
CHARTER COMPANY STAFFING AND SERVICES FOR YOUR TRIP		
Name of the Boat Captain (during trip)		Is the captain an employee of the charter boat company? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, who is hiring this person?
What are this person's credentials?		
How many other (besides the captain) charter company staff will be on the boat?	What are their roles?	
Are any of the crew UC personnel or provided by someone other than the charter company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain		
Will food be provided by the charter company? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe any food service – for example, is the food packaged or cooked on board, etc.		
SAFETY		
Is the boat in US waters? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are all Coast Guard standards adhered to? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the charter traveling in foreign waters? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will local or international standards apply? <input type="checkbox"/> Local Standards <input type="checkbox"/> International Standards Have we confirmed that the applicable standards are adhered to? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will the boat be out at night? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how does the company handle night safety? Please include information about: (1) how night duty is handled, (2) whether the fog lights are left on, and (3) if the horn is on automatic		
List all life boats, life rafts, skiffs, etc. and their capacities		
At the start of the voyage, will there be a mandated formal drill and/or training for abandoning the ship? <input type="checkbox"/> Yes <input type="checkbox"/> No Does it cover abandonment for explosion and fire, running aground, collision, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be any diving during the charter? <input type="checkbox"/> Yes <input type="checkbox"/> No If this is a diving trip, then a diving proposal must be submitted and approved by the campus Diving Safety Officer prior to departure.		

ADDITIONAL INFORMATION

Use this space for any additional comments you would like to offer, and to continue responses from elsewhere in the form

CHECKLIST AND SUBMITTAL

The charter company will need to supply the following documents. Please check the box associated with any documents you already have and attach the documents to the CruzBuy requisition. Procurement will obtain the insurance documents.

Insurance documents:

- Certificate of insurance for Protection and Indemnity
- Certificate of insurance for Hull
- Certificate of insurance for General Liability
- Certificate of insurance for Workers Compensation or marine equivalent
- Additional insured endorsement showing the Regents of the University of California as an additional insured

Other documents:

- Copy of captain's license, including information about vessels that the captain is licensed to charter
- Copy of last Coast Guard inspection

Other documents, only if presented by charter company as required:

- Copy of any terms and conditions or agreements
- Any waivers

SUBMIT TO: CruzBuy Requisition, as attachment