



## MEMBERSHIP INFORMATION

Every day, ABA member coaches transport their passengers to destinations across North America and bring their groups to ABA member hotels, dinner theaters, riverboats, restaurants, casinos, and amusement parks. Every day, the travel industry solicits business from ABA member coach companies--companies that want to bring their groups to the best destinations, attractions, and accommodations. And every day, ABA member coaches call upon member suppliers to equip and maintain their fleets.

Membership in ABA is for the company or organization. However, an individual is listed as the member of record, and all ABA contact will be through the designated person. Should that person change, please notify ABA in writing so that membership records may be updated.

### Types of Membership

- **Motorcoach/Bus Operator:** Motorcoach/bus operator membership is for private companies that own motorcoaches and perform a variety of transportation services such as charters, retail tours, scheduled service, sightseeing, local receptive operations, school bus, package express and special operations. Some also own travel agencies. Bus operator membership requests are placed in a pending status for 30 days, allowing for comment by ABA operators to insure credibility of the pending operator. After that period, the membership becomes fully active.
- **Tour Operator:** Tour operator membership is for companies that organize tours but do not own buses. Tour operator members' primary business is organizing and selling outbound (as opposed to local area) tours for groups and frequently booking motorcoaches for their groups. Some also act as receptive operators for their local area, and some own travel agencies. Tour companies wishing to join ABA must provide the Association with:
  - proof that the company has been in business for at least two years prior to the date of application and does outbound tours (current and past tour brochures/itineraries substantiating the requirements) and
  - a copy of current certificates of insurance showing at least \$1 million (U.S. dollars) coverage in both general liability and professional liability, errors & omissions insurance.Companies that do little or no outbound tours and provide only receptive services for their local area may join ABA in the travel industry category under Tour Planner/Local Receptive Operator. No tour operator affiliated with a bus operator is eligible for membership unless the affiliated carrier is a bus operator member of ABA.
- **Travel Industry:** Travel Industry membership is available to travel/tourism/destination marketing organizations, tourism service/transportation companies, accommodations, attractions, and food service companies
- **Associate:** Associate/Service Provider membership is available to companies that supply goods and services to the motorcoach and tour operator industry.

### Member Benefits

Connections to the Industry, Connections to Services, Connections to Marketing and Outreach Opportunities

When you're traveling, making your connections is critical for your business. When you're in the travel business, making your connections is your business. The American Bus Association is the only industry organization that connects motorcoach and tour operators with the people who can help them grow their business - the destinations and attractions that cater to the group travel market, and the product and service suppliers who can maximize their offerings to customers.

ABA connects its members from all segments in the motorcoach, tour and travel industry with their most important resource - other people who want to be their business partners. And ABA also connects the motorcoach, tour and travel industry with the best resources to grow their business: tools provided exclusively to ABA members, designed to help boost their bottom line.

ABA provides innovative strategic solutions customized to meet the precise goals of its individual members. ABA knows how diverse audiences think and how to appeal to them. By putting ABA's expertise to work, members receive exemplary personal attention, superior benefits unmatched among other associations, and tailored services for their specific needs.

## Dues and Payment Information

### Initial Investment

Bus Operators Introductory Offer	Membership thru June 30, 2010	\$195
Tour Operator Introductory Offer	Membership thru June 30, 2010	\$195
Travel Industry Single Entity Mid-Year Special	Membership thru December 31, 2009	\$475
Travel Industry 2-5 Properties Mid-Year Special	Membership thru December 31, 2009	\$775
Travel Industry 6-24 Properties Mid-Year Special	Membership thru December 31, 2009	\$1095
Travel Industry 25+ Properties Mid-Year Special	Membership thru December 31, 2009	\$1250
Associate Service and Hardware Supplier Mid-Year Special	Membership thru December 31, 2009	\$475
Associate Bus Manufacturer Mid-Year Special	Membership thru December 31, 2009	Varies
Associate Service and Hardware Supplier Mid-Year Special	Membership thru December 31, 2009	\$250 PP rate

All fees are in U.S. Dollars

There is no initiation fee for joining ABA.

ABA's dues are not transferable.

### Renewal Rates: After your introductory membership period has expired the following rates will apply.

Bus Operators <10 Buses Annual Dues	Membership July 1-June 30 Annually	\$400
Bus Operators 11-20 Buses Annual Dues	Membership July 1-June 30 Annually	\$600
Bus Operators 21-30 Buses Annual Dues	Membership July 1-June 30 Annually	\$800
Bus Operators 31-50 Buses Annual Dues	Membership July 1-June 30 Annually	\$1000
Bus Operators 51-100 Buses Annual Dues	Membership July 1-June 30 Annually	\$2000
Bus Operators 101-500 Buses Annual Dues	Membership July 1-June 30 Annually	\$3000
Bus Operators 501-1000 Buses Annual Dues	Membership July 1-June 30 Annually	\$5000
Bus Operators 1001-1500 Buses Annual Dues	Membership July 1-June 30 Annually	\$12000
Bus Operators 1501-2000 Buses Annual Dues	Membership July 1-June 30 Annually	\$20000
Bus Operators 2001-2500 Buses Annual Dues	Membership July 1-June 30 Annually	\$30000
Bus Operators 2500+ Buses Annual Dues	Membership July 1-June 30 Annually	\$40000
Tour Operator Annual Dues	Membership July 1-June 30 Annually	\$400
Travel Industry Single Entity Annual Dues	Membership Jan. 1-Dec. 31 Annually	\$475
Travel Industry 2-5 Properties Annual Dues	Membership Jan. 1-Dec. 31 Annually	\$775
Travel Industry 6-24 Properties Annual Dues	Membership Jan. 1-Dec. 31 Annually	\$1095
Travel Industry 25+ Properties Annual Dues	Membership Jan. 1-Dec. 31 Annually	\$1250
Associate Service and Hardware Supplier Annual Dues	Membership Jan. 1-Dec. 31 Annually	\$475
Associate Bus Manufacturer Annual Dues	Membership Jan. 1-Dec. 31 Annually	Varies

All fees are in U.S. Dollars

*DESTINATIONS* Magazine—\$25 of the dues is allocated toward a one-year subscription to *Destinations* magazine. The contact person designated to receive mailings will receive the magazine. If you wish other members of your company to receive *Destinations*, submit a list of names and addresses along with \$25 US (\$30 Canadian) for each additional subscription.

### Documentation Required

- Complete Application Form
- Signed Code of Ethics
- Initial Investment Payment
- Past tour brochures that substantiate the outbound tours and two years in business requirements (Tour Operator Only)
- Current tour brochure on North American Tours (Tour Operator Only)
- Copy of current certificate of insurance (Tour Operator Only)

Send above information to: Member Services Department  
 American Bus Association  
 700 13th St. N.W., Suite 575  
 Washington, DC 20005-5923  
 Fax (202) 842-0850

### Questions?

Contact the ABA Member Services Department at (202) 842-1645 or (800) 283-2877.



AMERICAN BUS ASSOCIATION

700 13th St. N.W. ■ Suite 575 ■ Washington, DC 20005-5923  
(800) 283-2877 (U.S. & Canada) ■ (202) 842-1645 ■ Fax (202) 842-0850 ■ abainfo@buses.org ■ www.buses.org

# MEMBERSHIP APPLICATION

(Please print or type-fill in all fields)

## Type of Membership:

- Motorcoach/Bus Operator
- Travel Industry: (Category\*) \_\_\_\_\_
- Tour Operator
- Associate: (Category\*) \_\_\_\_\_

\*Category list is on Membership Application Codes Sheet

Date of Application: \_\_\_\_\_ [Office use only: Rec'd \_\_\_\_\_ Member ID \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: (Mr.  Ms.  \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip+4/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Delivery Address if Different: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Toll Free: \_\_\_\_\_

Email: \_\_\_\_\_ Web site: \_\_\_\_\_

Description of Business \_\_\_\_\_

No. Full-Time Employees \_\_\_\_\_ No. Part-Time Employees \_\_\_\_\_

Owner (if applicable): \_\_\_\_\_ Owner's Official Title: \_\_\_\_\_

General Mgr/Director (if applicable): \_\_\_\_\_

**Bus and Tour Operators: Complete the additional questions on the reverse side of this form.**

If a multiple tourism professional, accommodations, attraction, or food service organization, please briefly describe what is included in this membership. Management Groups - list all properties included in the membership. Application cannot be processed without this information. Use a separate sheet if necessary. *Send only one check.*

## METHOD OF PAYMENT

Enclosed please find my check for \$ \_\_\_\_\_ OR Please charge  VISA or  MASTERCARD or  AmEx \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Card Holder \_\_\_\_\_

Card Holder Address \_\_\_\_\_

Signature \_\_\_\_\_

Note: ABA rents its mailing list to members and includes company e-mail addresses. If you do not wish your address or e-mail address included, please notify ABA at [abamembership@buses.org](mailto:abamembership@buses.org). Use of ABA logo by periodicals does not imply endorsement.

Referred by Name: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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**For Bus/Tour Operators Only**

Tour/Charter Contact: \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_ Year company founded: \_\_\_\_\_ If located in suburb, nearest major metropolitan area: \_\_\_\_\_

Do you or an affiliated company own motorcoaches? \_\_\_\_\_

**Customer Base by Age Group***Provide percentage of all that apply—total should equal 100 percent.*

Adults (26-54) \_\_\_\_\_ % Seniors (55+) \_\_\_\_\_ % Students/School/Youth (under 25) \_\_\_\_\_ %

**Customer Base by Type***Provide percentage of all that apply— total should equal 100 percent for Tour Operator. Total DOES NOT need to equal 100 percent for Bus Operators.*

Corporate/Convention \_\_\_\_\_ % International Outbound \_\_\_\_\_ % International Inbound \_\_\_\_\_ %

**On-Site Services***Provide percentage of all that apply—total should equal 100 percent. (See attached Codes/Keys Page.)***Tour Operator Services**Local Receptive \_\_\_\_\_ %  
Sightseeing \_\_\_\_\_ %  
Travel Agency \_\_\_\_\_ %  
Retail Tours \_\_\_\_\_ %**Bus Operator Services**Airport Shuttle \_\_\_\_\_ %  
Charter \_\_\_\_\_ %  
Commuter \_\_\_\_\_ %  
Local Receptive \_\_\_\_\_ %  
Package Express \_\_\_\_\_ %  
Packaged Tours \_\_\_\_\_ %Scheduled Service \_\_\_\_\_ %  
School Bus \_\_\_\_\_ %  
Sightseeing \_\_\_\_\_ %  
Special Operations \_\_\_\_\_ %  
Travel Agency \_\_\_\_\_ %  
Transit \_\_\_\_\_ %**For Bus Operators Only**

Safety Director: \_\_\_\_\_ E-mail \_\_\_\_\_

Annual revenue (excluding transit and school bus contracts) \$ (U.S.) \_\_\_\_\_ (CONFIDENTIAL)

U.S. Dept. of Transportation Number: \_\_\_\_\_ and/or State/Prov. Certification Number: \_\_\_\_\_ \*

\*If only in state service, operator must provide State/Prov. Certification Number and certificate of insurance

If new company, date USDOT# expected: \_\_\_\_\_ U.S. MC Number \_\_\_\_\_

How many over-the-road buses do you operate?\* OTRBs \_\_\_\_\_ How many of the OTRBs are Executive Coaches? \_\_\_\_\_

How many of the following do you operate? Minibuses\* \_\_\_\_\_ Vans \_\_\_\_\_ Limos/Sedans \_\_\_\_\_ Trolleys \_\_\_\_\_

How many lift-equipped vehicles do you own? OTRBs \_\_\_\_\_ Minibuses \_\_\_\_\_ Vans \_\_\_\_\_ Trolleys \_\_\_\_\_

If you operate school or transit buses, indicate number of each: School buses \_\_\_\_\_ Transit buses \_\_\_\_\_

\*Over-the-road buses (OTRBs) are typically 40-45 feet in length, are designed to carry 30 or more persons, and are used for commuter, intercity, fixed route, charter, and tour services. **Mini-buses** typically seat 13-30 passengers.



**AMERICAN BUS ASSOCIATION**

## **ABA CODE OF ETHICS**

*This Code of Ethics for members of the American Bus Association has been adopted to promote and maintain the highest standards of intercity bus service and personal conduct among its members.*

We, the members of the American Bus Association, in carrying out our role of providing service to the traveling public recognize the need to do so in a professional manner, and to deal with the public and our colleagues with the highest degree of integrity. Therefore, we herewith set forth the following creed which shall govern our endeavors to fulfill our obligations:

- To adhere to the professional standards of the American Bus Association and to work to further its goals and objectives.
- To conduct all business affairs with integrity, sincerity, and accuracy in an open and forthright manner.
- To act with integrity in financial dealing with the public and with entities utilized to help arrange or provide service and accommodations to motorcoach travelers.
- To conduct our business and operations in a safe manner in order to protect the public and to promote the image of the industry.
- To work to instill consumer and public confidence in the industry, avoiding any action conducive to discrediting it or membership in the Association.

In addition, we will avoid committing the following acts:

- Misappropriation of funds deposited with or entrusted to a Member of the Association by another Member or by a person having a business relationship with the bus industry;
- Willful and wrongful refusal to pay for services rendered by another Member or by a person having a business relationship with the bus industry, or a willful refusal to make arrangements for payment of such services;
- Wrongful failure to provide transportation or related services, as promised, and failure to make prompt restitution for any breach of a contractual obligation;
- Willful violation of Federal or State laws pertaining to the regulation of the intercity bus industry, including rules and regulations promulgated by the U.S. Department of Transportation or applicable country laws, or;
- Systematic violation of rules, regulations, or policies of the Association.

**I have read and agree to adhere to this Code of Ethics.**

Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
(please print) (please print)

Organization \_\_\_\_\_ Date \_\_\_\_\_

**Please complete all sections of this application and return the form with your payment to:**

Member Services Department  
American Bus Association  
700 13th St., N.W., Suite 575 • Washington, DC 20005-5923  
(800) 283-2877 (U.S. & Canada) • (202) 842-1645 • Fax (202) 842-0850  
abainfo@buses.org • [www.buses.org](http://www.buses.org)

# Membership Application Codes

## Travel and Associate Membership Categories

Within each membership type there are membership categories. Select **ONE** category from below and enter category on appropriate line on member application. Choice of category affects coverage in *Destinations* magazine.

### **TRAVEL INDUSTRY**

#### **Destination Marketing**

##### **Organizations**

Federal Government Agency  
 Official State/Provincial Tourism Agency  
 (Government Designated)  
 State/Provincial/Regional Promotion Agency  
 (Private)  
 Convention & Visitors Bureau/Local Promotion Agency

#### **Tourism/Transportation**

##### **Organizations**

Event Ticket Company (theater, sports, etc.)  
 Sightseeing Company/Step-On Guide Service  
 Travel Marketing & Communications Co.  
 Tour Planner/Local Receptive Operator  
 Transportation Company (air/rail/ferry)

### **ASSOCIATE**

#### **Bus Manufacturer**

Bus Manufacturer

#### **Hardware Supplier**

Audio/Video Systems  
 Brakes  
 Bus Dealer-New & Used  
 Chemicals  
 Computer Hardware  
 Electronics  
 Engines  
 Fabric  
 Fuel  
 Glass/Mirrors/Windows  
 Heating/Cooling  
 Oil & Gas Company  
 Paint  
 Parts

Travel Agency  
 Online Travel Booking/Internet Service

#### **Accommodations-**

##### **Hotel/Motel/Inn/Resort**

Individual Hotel  
 Hotel Management Group  
 Hotel Chain/Corporate Headquarters

#### **Attractions**

Adventure Tour (rafting, canoeing, hiking, etc.)  
 Agricultural/Farm Attraction  
 Amusement/Theme/Water Park  
 Brewery/Distillery/Winery  
 Casino/Gaming Attraction/Horse or Dog Race Track  
 (includes floating and permanently docked casinos)  
 Cavern/Cave  
 Dinner Cruise/Cruise  
 Ship/Ferry/Riverboat

Power Train  
 Seating Manufacturer  
 Tires  
 Uniforms  
 Wheelchair Lifts  
 Other Hardware Supplier (specify on application)

#### **Service Supplier**

Computer/Internet Service/Software  
 Consultants (Education & Training, Personnel,  
 Research, Safety, Management)  
 Drug Screening/Testing  
 Forms/Manuals  
 Financial  
 (Accounting/Banking/Financing/  
 Leasing)  
 Government

(excludes permanently docked casinos)  
 Entertainment Complex  
 (multiple types of attractions in one location)  
 Factory Tour  
 Festival/Event  
 Garden/Arboretum  
 Historic Attraction/Site  
 IMAX/Large Format Theater  
 Museum  
 Shopping Center/Retail Outlet  
 Sports Complex/Arena/Auto Race Track  
 Theater/Live Performance  
 Train  
 Travel Plaza/Truck Stop  
 Zoo/Aquarium/Animal Park/Wildlife Refuge  
 Other Type Attraction (specify on application)

#### **Dining/Food Service**

Restaurant  
 Dinner Theatre  
 Insurance  
 Legal  
 Maintenance/Repair/Garage/Towing/Parking  
 Marketing & Communications (Advertising/  
 Advertising Specialty/Printing/Public Relations/  
 Publications\*)  
 Onboard Entertainment/Amenities  
 Refurbishing/Remanufacturing/Upholstering  
 Training Facility/School  
 Other Service Supplier (specify on application)

## **Bus and Tour Operator Description for Description for On-site Services Provided**

**Airport Shuttle:** Private motorcoaches used to enhance public transportation system service from airports.

**Charter :** Preformed group (organization, association, church, school, etc.) who hires a motorcoach for exclusive use.

**Commuter:** Private motorcoaches used to enhance public transportation systems providing commuter service.

**Package Express:** Provides regular, point-to-point package delivery service.

**Packaged/Retail Tour:** Planned or prearranged trip offered for sale by a motorcoach or tour company at a fixed price to leisure travelers.  
 Price usually includes lodging, meals, sightseeing, and transportation.

**School Bus:** Primary vehicle for transporting students between home and school.

**Scheduled Service:** Specified, predetermined regular-route service between cities or terminals.

**Special Operations:** Published, regular-route service to special events, such as fairs, casinos, and sporting events or service for employees to work sites.

**Sightseeing:** Service offered by motorcoach or tour companies to view points of interest within a specified area.

### **Transit**

**Travel Agency:** Provides retail travel agency services to the public and has IATA number.