

Corporate Bus Charter Checklist

Singapore planning guide for events, staff transport & airport runs

Tick each box as you plan. Saves with your checks in any PDF reader.

1 Pre-Booking Essentials

LOGISTICS DETAILS

- Confirm exact headcount with a 5 to 10% buffer
- Flag special needs (wheelchairs, strollers)
- Lock down pickup and drop-off points

TIMING & SCHEDULE

- Build in a 15-minute assembly buffer
- Set dwell durations for each multi-stop leg
- Account for midnight surcharges (trips after 11PM)

PROVIDER COMPLIANCE

- Verify LTA registration
- Confirm commercial passenger insurance is in place
- Check driver holds a Class 4 or 4A vocational license
- Request corporate UEN invoicing

2 Vehicle Capacity Check

23-SEATER MINIBUS

- Note: shared cabin space, no undercarriage hold
- Uses internal cabin racks only
- Plan for 1 cabin bag limit per passenger

45-SEATER COACH

- Has a side-loaded undercarriage hold

- Best fit for airport transfers
- Fits 1 large suitcase per passenger

49-SEATER COACH

- Offers the largest cargo volume
- Right call for heavy luggage logistics

3 Cargo & Storage Strategy

OVERSIZED ITEMS

- Exhibition boxes accounted for
- Golf bags (fully fit 45 and 49-seaters)
- Foldable wheelchairs and prams accounted for

OPTIMIZATION

- Consider upsizing the vehicle tier if tight
- Plan split-load engineering across vehicles
- Run a volume-per-passenger limit check

4 Pricing & Invoicing

CONFIRM PRICE INCLUSIONS

- Driver and fuel included
- ERP, tolls and parking included

B2B PAYMENT TERMS

- PayNow or bank transfer agreed
- 30-day invoicing terms confirmed

WATCH FOR ADDITIONAL CHARGES

- Hourly overtime rate understood

- Excessive waiting-time charges understood

5 Operational Logistics

ON THE DAY

- Dedicated, identified driver assigned for safety
- MICE and large-convention needs scoped
- Multi-bus simultaneous dispatch coordinated

Ready to book?

WhatsApp +65 8065 3479 for a same-day quote, or visit singaporebuscharter.com