



ANOKA-HENNEPIN  
SCHOOLS  
*A future without limit*

**Request for Quotations**  
**#24015Q**  
**School Bus Transportation Services**

**Due:**  
**Tuesday, October 3, 2023**  
**at 2:00 p.m. Local Time**

**Issued by:**

Anoka-Hennepin School District  
Purchasing Department  
2727 North Ferry Street  
Anoka, Minnesota 55303  
Phone: 763-506-1300

**ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT #11  
REQUEST FOR QUOTE**

**School Bus Transportation Services by Routes #24015Q**

Quotes due by 2:00 p.m. Local Time (LT) on Tuesday, October 3, 2023.

By order of the School Board of Anoka-Hennepin Independent School District #11, sealed quotes for school bus transportation services will be received in accordance with the specifications prepared by the Anoka-Hennepin Independent School District #11 until 2:00 p.m. LT, on Tuesday, October 3, 2023 at the District Purchasing Department, 2727 North Ferry Street, Anoka, MN 55303. Hand delivered quotes must be checked in at the reception desk located at Entrance #1.

The following project dates have been established: Quotes issued Thursday, September 14, 2023. Closing date for vendor questions is Thursday, September 21, 2023, by 4:00 p.m. LT, responses to vendor questions issued by Monday, September 25, 2023 at 4:00 p.m. LT, Quotes due on Tuesday, October 3, 2023 at 2:00 p.m. LT.

Specifications may be examined or obtained at the Anoka-Hennepin Independent School District #11, Purchasing Department, 2727 North Ferry Street, Anoka, Minnesota 55303 between the hours of 7:30 a.m. and 4:00 p.m. LT or by emailing the Purchasing Department at [purquotes@ahschools.us](mailto:purquotes@ahschools.us) to request the document.

No vendor may withdraw their quote within sixty (60 days) after the scheduled closing time for the receipt of quotes.

The School Board reserves the right to reject any or all quotes or parts of quote and to waive informalities in the quotes.

ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT #11

CLERK OF THE SCHOOL BOARD

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Jeff Simon

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## SECTION 1 – GENERAL INSTRUCTIONS AND DISTRICT REQUIREMENTS

### 1. INVITATION

Quotations will be received at the Purchasing Department of Anoka-Hennepin Independent School District #11, 2727 North Ferry Street, Entrance #1, Anoka, MN, 55303 until **2:00 p.m. LT on Tuesday, October 3, 2023**, for School Transportation Services, in accordance with the specifications included in this document.

### 2. BACKGROUND AND OBJECTIVE

Anoka-Hennepin Independent School District #11 is requesting quotations from vendors interested in providing contracted services for school bus transportation (November 1, 2023, through July 31, 2024). The District holds multiyear established contracts for Transportation Services but based on growing and changing needs will utilize this solicitation to add three additional routes and provide the opportunity for future additional routes based on transportation coverage needs.

School transportation is an integral part of our educational system. Our primary concern is for the well-being and safety of our students, therefore, throughout all components of these specifications you will find references to safety including the areas of equipment, drivers, and reporting procedures.

Anoka-Hennepin Independent School District #11 is one of the larger school districts in Minnesota with approximately 40,000 students enrolled in programs from birth to age 22. The vast majority of our students are in conventional K-12 programs; however, we provide services for special needs students in early childhood programs and adult transition programs until they are 22 years of age.

Geographically, our school district comprises 176 miles of urban, suburban, and rural communities. We encompass all or part of the following municipalities: Andover, Anoka, Blaine, Brooklyn Park, Brooklyn Center, Burns Township, Coon Rapids, Champlin, Dayton, Fridley, Ham Lake, Oak Grove and Ramsey. Anoka-Hennepin Independent District #11 is divided by the Mississippi River and the Rum River and extends into both Hennepin and Anoka counties.

Currently, Anoka-Hennepin Independent School District #11 has 46 public school sites and 10 non-public and charter school sites. Our public schools consist of five high schools, six middle schools, twenty-five elementary schools, 5 specialty programs at current sites, an EBD center, two post-secondary special ed. programs (18-22 yr. old), and 3 alternative learning centers. (See attached Exhibit I, school sites and bell times, of these Specifications).

School transportation is provided for approximately 32,000 total students to and from school each day on approximately 380 Regular Education and Special Education routes.

For more information about Anoka-Hennepin Schools, please view our website at [www.ahschools.us](http://www.ahschools.us).

### 3. DEFINITIONS

- **District** means Anoka-Hennepin Independent School District #11
- **LT** means Local Time
- **Vendor** means the company submitting a quote in response to this RFQ
- **Contract Vendor** refers to the Vendor that has been awarded a contract as a result of this quote.
- **RFQ** means Request for Quotation
- **Bus or school bus** means refer to a motor vehicle operated by a licensed school bus driver for the purpose of transporting students.

### 4. INSTRUCTIONS

#### A. Response Preparation

Vendor to submit one (1) original response printed on standard copy paper, for reproduction for evaluation team, clearly labeled with:

Vendor Name

"24015Q" School Transportation Services

Attn: Tiffany Audette, CPPB / Purchasing

and a notation "Quotation Enclosed – Do Not Open until **Tuesday, October 3, 2023, at 2:00 p.m. LT.**

The quote must be signed by an officer or other employee authorized to submit the quotation. Proof of authority of the person submitting the quotation must be made available upon request from the District.

**B. Multiple Submissions – Not Applicable**

**C. Delivery Response**

Sealed Quotations must be received at the following address:

Anoka-Hennepin Independent School District #11  
Purchasing Department, Entrance #1  
Attn: Tiffany Audette, CPPB  
2727 North Ferry Street  
Anoka, MN 55303

If delivering in person, please check in with receptionist at Entrance #1.

**D. Opening**

Quotations will be due on **Tuesday, October 3, 2023, by 2:00 p.m. local time**. From the time the response is submitted until a contract is in place, each response is considered a working document and, as such, will be kept confidential.

**E. Late Submissions**

The Vendor assumes the risk of any delay in the delivery of their quotation. Whether the quotation is sent by mail, or by means of personal delivery, the Vendor assumes responsibility for having their quotation clocked in on time at the location specified above. Any Quotations received after the quotation opening time identified in Section 1.04 will be rejected.

**F. Editing of this Document**

This document must be submitted without any alterations or edits to the terms and conditions. If your response submission is found to have any modifications, additions, or changes to the originally sent documents, your response may be considered fraudulent and be rejected.

Vendors must submit all quotations on the District's forms. Quotations submitted on company forms will be rejected.

**G. Withdrawal of Submission**

A quotation, once delivered to the formal custody of the District, may not be withdrawn until after the quotations are opened and acknowledged; and no response may be withdrawn for a period of sixty days from the opening. Once the District has received a quotation, that document becomes property of the District.

**H. Vendor Responsibility**

It is the obligation of each Vendor to examine instructions, requirements, and specifications before submitting a quotation. Submission of a quotation shall be proof that such examination has been made and that each vendor has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.

**I. Incurring Costs**

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a quotation, whether it is the successful Vendor, or not. These costs include but are not limited to:

- bonding
- legal costs for any reason
- visitation costs
- reproduction
- postage and mailing

**J. Disclosure of Data**

According to state law, the content of all quotations and related correspondence, which discloses any aspect of the quotation process, will be considered public information when the award decision is announced. This includes all documents received in response to this RFQ, both the selected quotation and the quotation(s) not selected. Therefore, the District makes no representation that it can or will maintain the confidentiality of such information.

**K. Timeline**

Listed below are the required dates and times by which actions must be completed and, where applicable, locations. If the District determines that it is necessary to change a date, time, or location it will issue an addendum to this RFQ.

| Description                | Date                         | Time         |
|----------------------------|------------------------------|--------------|
| Quotation #24015Q Released | Thursday, September 14, 2023 | 4:00 p.m. LT |
| Questions due from Vendors | Thursday, September 21, 2023 | 4:00 p.m. LT |
| Responses due to Vendors   | Monday, September 25, 2023   | 4:00 p.m. LT |
| Quotation #24015Q Due      | Tuesday, October 3, 2023     | 2:00 p.m. LT |

**L. Quotation Security/Performance Bond**

A. *Quotation Security*: Each vendor must deposit with his/her sealed quotation, a certified or cashier's check in the amount of \$5,000 (five thousand dollars), or a bond in the amount of \$5,000 (five thousand dollars). This amount shall be forfeited to the Anoka-Hennepin Independent School District #11 and be treated as liquidated damages if the vendor to whom a contract is awarded fails to execute the contract.

B. *Performance Bond*: Successful Vendor(s) must furnish a performance bond satisfactory to the District in the amount of 100% (one hundred percent) of the first year of the contract price as security for the faithful performance of the contract and for the payment of all persons performing labor and furnishing materials in connection with this contract, in accordance with the terms of MN Statutes Section 574.26, annotated as amended. Performance bond may be required for the duration of the contract and extensions thereof.

\*Cost of the performance bond should be included separately in the quotation on the appropriate line, and if later waived by the District, the cost would be deducted from the quotation price. At the District's option, the performance bond requirement may be waived after the quotation process is complete. If the District chooses to waive the bond, the NON-PERFORMANCE RESERVE DEDUCT SYSTEM will be enacted in place of the bond requirement. (See Section 8.)

**M. Affidavit of Non-Collusion**

Collusion of Vendors is cause for rejection of Vendors involved. A completed Affidavit of Non-Collusion must be submitted with each quotation. Please refer to Attachment C.

**N. Pre-Quotation Meeting - Not applicable****O. Inquiries Regarding Quotation**

All inquiries concerning this RFQ must be submitted via email to [PurchQuotes@ahschools.us](mailto:PurchQuotes@ahschools.us) by **4:00 p.m. on Thursday, September 21, 2023**. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention. Responses to inquiries will be emailed to Vendors by **4:00 p.m. on Monday, September 25, 2023**.

**P. Deviation from Specifications**

The use of approved manufacturer, brand and/or catalog description in specifying any item does not restrict vendors to that manufacturer, brand, or catalog description identification. This is used simply to indicate the character, quality, or performance equivalence of the commodity desired, and the commodity on which bids are submitted must be of such character, quality, or equivalence that it will serve the purpose for which it is to be used equally well as that specified, and be acceptable to the using department.

All substitution requests must be submitted through 7 days prior to the quote due date for review. A complete description of the proposed substitution including packing and shipping quantities and color samples for the manufacturer, which it is to be substituted, must be included in the substitution requests.

**Q. Samples – Not Applicable****R. References – Not Applicable**

**S. Uniformity**

To provide uniformity and to facilitate comparison of responses, all submissions must be printed in ink, signed, and submitted on the forms provided. When additional sheets are necessary, they must be submitted clearly referring to the page number, section, or other identifying reference in this document. All information submitted must be noted in the same sequence as it appears in this document.

**T. Interpretations and/or Clarifications**

Interpretations and/or clarifications shall not be binding on Vendors unless repeated in writing and distributed as an addendum. Any changes, clarifications, or other interpretations regarding this document will be sent by the District to each Vendor. These addenda will become part of the quotation and will be included by reference in the final contract(s) between the Vendor(s) and the District.

**U. Vendor Interviews – Not Applicable**

**5. EVALUATION AND AWARD**

**A. Vendor Qualifications**

The District may make reasonable investigations to determine the ability of the Vendor to perform the services and/or furnish the products as detailed in this RFQ. The Vendor will furnish all information and data for this purpose, as may be requested. The District reserves the right to inspect Vendor's physical facilities prior to award to satisfy questions regarding the Vendor's capabilities. The District further reserves the right to reject any quotation if the evidence submitted by, or investigations of, such Vendor fails to satisfy the District that the Vendor is properly qualified to carry out the obligations of the contract. Past performance with the District will be taken into consideration.

**B. Evaluation Criteria**

In evaluating quotes, the District will consider whether the quotes comply with prescribed requirements and such alternates being offered. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

All quote pricing must include freight and all other costs associated with the purchase of these items or services. No additional fees will be allowed.

**C. Right to Negotiate**

The District reserves the right to negotiate on any or all components of each quotation submitted. From the time the quotations are submitted until the formal award of a contract, each quotation is considered a working document and, as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

In evaluating quotations received, Anoka Hennepin Schools reserves the right to consider past service to the District, and ask for and lend credence to testimonies received from other school districts presently being serviced by the Vendors, when considering the award of this contract, and will be based on the best interest of the District. The District will be the sole and final authority in determining the successful Vendor.

Anoka Hennepin Independent School District #11 reserves the right to accept or reject any or all quotations, based on the best interest of the School District, to waive formalities, and to reject nonconforming, nonresponsive, or conditional quotations.

**D. Award**

Award(s) shall be made to the qualified and responsible pupil transportation vendor(s) whose quotation is responsive to this request. The District reserves the right to:

- Accept or reject any and all quotations or portions thereof, or to waive any irregularities or informalities in quotations
- Select a quotation in the best interest of the District
- Select the next best responsive quotation
- Award to more than one Vendor
- Release a new RFQ
- Take other action, as the District deems appropriate

The District reserves the right to accept or reject any or all quotations, based on the best interest of the School District, to waive formalities, and to reject nonconforming, nonresponsive, or conditional Quotations. The District will be the sole and final authority in determining the successful Vendor.

A-H Schools reserves the right to negotiate and enter into agreements with multiple vendors that submit quote(s) through this process.

Right to Release a new RFQ – A-H Schools reserves the right to release a new request for quote if necessary.

Award Volume: A-H Schools does not guarantee service volumes. Utilization of pupil transportation services is variable and based solely on individual student needs.

## **6. CONTRACT**

### **A. Contract Period**

The Contracts resulting from this quotation will be for a one-year term, with the option to renew for three (3) additional years, in twelve-month increments. The initial Contract period will start on November 1, 2023, and continue through July 31, 2024. All prospective Vendors need to be aware that the District has the option to reduce the contract for performance issues that may impact service to students.

### **B. Contract Pricing**

Vendors must provide quoted prices according to the instructions provided in Attachment A.

Contract pricing resulting from this request must remain firm for the full contract period. During the contract term, the successful Vendor must pass on to the District all discounts and price reductions made available to other customers using similar services. At no point will the Vendor be allowed to raise cost above the stated contract price. All contract pricing must include freight and all other costs associated with the purchase of these items or services. No additional fees will be allowed.

### **C. Escalation Clause - Not Applicable**

### **D. Contract Review - Not Applicable**

### **E. Contract Renewal**

The District reserves the right to renew the contract for three (3) additional years (12-month increments) at the same terms and conditions upon mutual agreement of the contracting parties.

### **F. Contract Assignment**

The Vendor shall not assign this contract, in whole or in part, or any monies due or that would become due hereunder, without written consent of the District. If the District consents to the Vendor assigning this contract, in whole or in part, or any monies due or that would become due, the instrument of assignment shall contain a clause that states what the right of assignee is and that any monies due to the Vendor shall be subject to prior liens of all persons, firms and corporations for the services rendered or materials supplied for the performance of this contract.

### **G. Inability to Perform**

The Vendor shall make every reasonable effort to maintain staff to deliver the solution purchased by the District. The Vendor shall immediately notify the District in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed-upon quality and quantity of services. Upon such notification, the District shall determine whether such inability requires a modification or cancelation of the contract.

### **H. Reimbursement of Liquidated Damages**

Time is an essential element of the quotation documents and contract. If the successful Vendor fails to meet the delivery deadline as set forth above or fails to supply in accordance with the specifications, terms and conditions of the quotation documents, for any reason, the District may deduct as liquidated damages from any money due or coming due to the Vendor the cost of purchase by the District on the open market. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional costs and inconvenience incurred by the District.

### **I. Vendor Financial Stability**

The District may request a copy of the Vendor's financial records prior to contract award or during the contract period.

### **J. Contract Reports – Not Applicable**

## **7. ADDITIONAL TERMS**

### **A. Insurance Requirements**

The Vendor shall purchase and maintain, at its expense, from a company or companies licensed or authorized to do business in the state in which the transportation services are provided insurance policies containing the following types of coverage



and minimum limits of liability protecting from claims which may arise out of or result from the performance or non-performance of transportation services under this Contract or by anyone directly or indirectly employed by the Vendor, or by anyone for whose acts the Vendor may be liable.

1. Claims under workers compensation, disability benefit and other similar employee benefit acts, which are applicable to the services to be performed
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the Vendor's employees
3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Vendor's employees
4. Claims for damages insured by usual personal injury and advertising injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Vendor, or (2) by another person
5. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom
6. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle
7. Claims involving contractual liability insurance applicable to the Vendor's obligations under Section 2, below. The insurance required by this section shall be written for not less than the following, or greater if required by law:
  1. Workers' Compensation
    - a. State: Statutory
    - b. Employer's Liability:
      - \$ 1,000,000 Each accident
      - \$ 1,000,000 Disease, Policy Limit
      - \$ 1,000,000 Disease, Each Employee;
  2. Commercial General Liability Occurrence Form
    - a. Bodily and Property Damage (Combined Single Limit):
      - \$1,000,000 Each Occurrence
      - \$2,000,000 General Aggregate
      - \$1,000,000 Personal Injury and Advertising Liability
      - \$1,000,000 Abuse or Molestation Each Occurrence**
      - \$1,000,000 Products/Completed Operations
    - b. Products and Completed Operations Insurance shall be maintained for a minimum period of two years after the final term of the Contract and the Vendor shall continue to provide evidence of such coverage to the District on an annual basis during the aforementioned period.
    - c. Coverage shall be written using ISO CG0001 or its equivalent.
  3. Automobile Liability (owned, non-owned, hired):
    - Bodily and Property Damage (Combined Single Limit):
      - \$5,000,000 Each Occurrence
    - Personal Injury Protection (no fault) as required by statute.
  4. Umbrella Liability or Umbrella Excess:
    - \$5,000,000 Over Primary Insurance for both auto and general liability.

Prior to commencing transportation services under this contract, the Vendor shall furnish to the District a certificate of insurance, in a form acceptable to the District, for each of the above coverage's which shall specifically set forth evidence of the required coverage and provide that the coverage evidenced thereby shall not be substantially modified or canceled without thirty (30) days' prior written notice to the District. Such certifications and/or cancellation notices shall be provided to Anoka-Hennepin Schools, c/o B.J. Ison, Director of Transportation, 2727 N. Ferry Street, Anoka, MN 55303. The Vendor shall also furnish to the District copies of endorsements that are subsequently issued amending coverage or limits.

Anoka Hennepin Independent School District #11 shall be listed as Additional Insured with respect to all policies excluding workers' compensation as per contract or agreement. Vendor shall ensure that endorsements are promptly issued and provided to the District reflecting such additional insured coverage.

Contract Vendor shall procure insurance coverage to the fullest extent of the indemnification requirement.

#### **B. Waiver of Subrogation**

The Vendor waives all rights against the District, its officials, volunteers and employees for damages to the extent covered by insurance required by this Contract, the policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest.

**C. Access to Records and Audit**

Vendor's books, records, documents, and accounting procedures and practices relevant to the contract are subject to examination by the District and either the Legislative or State Auditor, as authorized by Minnesota Statute 16A.055. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under the contract. The vendor agrees to maintain such data for a period of 3 years from the date services or payment was last provided or made, or longer if any audit in progress requires a longer retention period.

**D. District Support**

The Vendor must provide their company contact information for key personnel providing support under this quotation. The Contract Vendor must notify the District immediately of any changes in support staff.

**E. Permission to Proceed – Not Applicable**

**F. Independent Contractors**

The Vendor or its employees will not be considered employees of the District while engaged in the performance of any services required herein and shall be independent contractors. Any and all claims that may arise under the Workers Compensation Act of Minnesota on behalf of said employees, and any and all claims made by any third party as a consequence of any act of omission on the part of the work or service provided to be rendered herein, shall in no way be the obligation or responsibility of the District.

**G. Responsible Contractor – Not Applicable**

**H. Prevailing Wage – Not Applicable**

**I. OSHA**

All Vendors must comply with OSHA regulations where applicable to this quotation in that the seller warrants that the product sold, or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29V.X.C. 651, PL 91-596).

**J. Safety**

The Vendor will comply with all state and federal laws as they relate to employee safety.

**K. District Policies and Procedures**

The Vendor will follow the District's policies and procedures while providing services in the school setting. District policies may be found on the District's website.

**L. Security Compliance on District Property**

The vendor will keep personnel screening records on file for any personnel under the resulting quotation. This will include records of Criminal Background Screening.

**M. Hold Harmless**

The Vendor must indemnify, hold harmless, and defend the District and its employees against any and all liability, loss, Costs, damages, expenses, claims, or actions, including attorney fees that the District and its employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Vendor or its agents, servants, or employees, in execution, performance, or failure to adequately perform the Vendor's obligations pursuant to this contract. The District shall also be indemnified for any attorney's fees it incurs to enforce this indemnification provision or any other indemnification provision in the contract. Vendors must procure insurance coverage to the fullest extent of the indemnification requirement.

**N. Force Majeure**

Neither party shall be held responsible for delay, nor could failure, to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action have been taken to prevent the delay or failure:

- Fire, Flood, or Epidemic
- Strikes
- Wars
- Acts of God
- Unusually severe weather

- Acts of public authorities
- Delays of defaults caused by public carriers

Provided the defaulting party to give notice as soon as possible to the other party regarding the inability to perform.

**O. Duties to Mitigate**

The contract between the District and the successful Vendor shall be governed by the laws of the State of Minnesota. Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event-giving rise to remedy hereunder. Attorney's fees If suit is brought by either party to this quotation to enforce any of its terms (including all component parts of the Quotation documents), and the District prevails in such suit, the Vendor shall pay all litigation expenses incurred by the District, including attorney's fees, court costs, expert witness fees, and investigation expenses.

**P. Discrimination**

During the performance of this contract, the Vendor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute 363A.37
- The Equal Employment Opportunity Act of 1972
- Executive Order 11246
- The Rehabilitation Act of 1973
- The Age Discrimination in Employment Act of 1967
- The Equal Pay Act of 1963
- Minnesota Statute 181.59
- The Job Training Partnership Act of 1982
- OSHA Requirements

**Q. Infringement on Adjoining Property - Not Applicable**

**R. Temporary Facilities - Not Applicable**

**S. Utility Clearances - Not Applicable**

**T. Use of the District Facilities - Not Applicable**

**U. Cleanup - Not Applicable**

**V. Special Controls - Not Applicable**

**W. Publicity and Advertising**

Vendor shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of the District except on the specific, written authorization, in advance, of the District's Department of Public Relations.

**X. Prohibition against conflicts of interest, gratuities, and kickbacks**

Any employee or any official of the District, elected or appointed, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.

**Y. Damage to District Property**

Any damage done to District property by the Contract Vendor's staff or equipment will be repaired at the expense of the Contract Vendor.

**Z. Quality of Work – Not Applicable**

**8. PAYMENT PROCESS**

**A. Quantities – Not Applicable**

**B Compliance with Laws**

All items and services provided must comply in quality, type of materials, and methods of manufacture with all applicable Local, State, and Federal laws pertaining thereof.

**C. Contract Vendor Personnel**

All Contract Vendor personnel performing work or services on District property must wear a clearly visible company name badge that is easily recognizable by school/site staff, and have a criminal background screening that clearly shows no crimes have been committed against children. The Contract Vendor will keep Employee Screening records on file for any personnel delivering merchandise or performing service under this contract. The District reserves the right to audit these records at any time.

**D. Taxes**

Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd. 1, Para. (J).

Telecommunication Excise Tax: The district falls under the category of State and Local Governments thus under regulations prescribed by the IRS, no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by the successful Vendor to reclaim such charges.

**E. Payment**

The District will pay undisputed invoices within 35 days of receipt. "Date of Receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly, or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425).

Invoices should be mailed (email preferred) directly to the Transportation Department at the Educational Service Center, 2727 North Ferry Street, Anoka, Minnesota, 55303.

Refer to 3.8 for additional details and requirements for billing and invoicing.

**F. Progress payments**

In accordance with Minnesota Statutes 471.42, Contractor shall, within 10 days of receipt of a progress payment, pay all Subcontractors and suppliers having an interest in the Contract their pro-rated share of the payment for all undisputed services provided by the Subcontractors and suppliers.

If the Contractor does not pay any Subcontractor or supplier on time, the Contractor must pay interest of 1 -1/2 percent per month or any part of a month. The minimum monthly interest payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual amount due to the Subcontractor. Any Subcontractor who prevails in a civil action to collect interest from a Contractor must be awarded its costs and disbursements, including attorney's fees incurred in bringing the action.

The enforcement of these conditions shall be the responsibility of the Subcontractor working through the Contractor and the Contractor's surety. To facilitate the resolution of any problems relating to these provisions, the Contractor shall furnish the Subcontractor with the name, address, and telephone number of the Contractor's surety within ten (10) days of the date on which the Contractor signs a Contract with the Owner.

**SECTION 2 - GENERAL INFORMATION**

1. The Anoka-Hennepin Independent District #11 shall provide for the transportation of students within its attendance area and boundaries previously described in **Section 5 PROJECTED REGULAR BUS UTILIZATION**, as well as boundaries described in **Section 6 PROJECTED SPECIAL EDUCATION BUS UTILIZATION**. Service provided to all students will include to/from school, between school buildings, athletics, and field trips.

2. Any costs involved in operation of the bus, such as insurance, fuel, driver wages and benefits, drug testing, driver training and certifications, vehicle maintenance, etc., which is not identified in these specifications shall be considered to be included as part of all parts of this quotation.
3. Please note that the number of passengers who may be transported in any school bus shall not exceed the body manufacturer's rated seating capacity. Since the actual number of students transported will vary from week to week, the Director of Transportation will determine the capacity needs for all school buses and reserves the right to change buses to meet the needs of the District.
4. Route Elimination/Consolidation. The Anoka-Hennepin Independent School District #11 Transportation Department reserves the right to increase, decrease, consolidate, or eliminate routes when it is in the best interest of the school district.
5. If there are "inclement weather days," the school district will withhold payment for the first 2 days. Any additional days will be reimbursed under the normal contract rates.
6. These Specifications, Exhibits, and Appendices are the quotation guidelines and the operating sections of the contract for transportation services. Contractors are expected to be familiar with the provisions contained in these Specifications, Exhibits, and Appendices both in preparation of the quotation and in all subsequent transportation operations for the District resulting from award of service under these Specifications.

### SECTION 3 - SPECIFIC CONTRACT CONSIDERATIONS

1. As part of preparation for submitting a quotation, Vendors shall fully inform themselves of school district needs in regard to transportation by conferences prior to the submission of a quotation, coordinated by the District Purchasing Manager. Vendors may examine any maps, schedules and other necessary information in the office of the Director of Transportation, as well as familiarizing themselves with the computerized routing system that is used in creating and maintaining all student data and bus routes.
2. *If the Vendors have no previous experience in the Anoka-Hennepin Independent District #11,* they will provide, in addition to their quotation, a written biography and statement indicating the type and extent of their experience in school transportation, references, and a complete list of names of school districts (public, private or parochial) previously or presently served, including dates of service. A financial statement with bank references may be required and shall be submitted to the School Board if requested.
3. If the Vendor has no previous experience in the Anoka-Hennepin Independent District #11, Vendor(s) must include with their quote the following additional information and lists:
  - a. *Equipment list:* as specified in Section 13, EQUIPMENT REQUIREMENTS.
  - b. *Driver list:* including names, addresses and school bus drivers' license numbers of all route drivers and substitute drivers currently employed at terminals within 20 minutes driving time of the Anoka-Hennepin district boundary. In lieu of submitting such a list, the Vendor will include a statement of their plan for recruiting and retaining drivers for this contract.
  - c. *Physical description of facilities:* Include address, acreage, number of buildings on property, number of buses to be housed on property, and fuel storage capacities. If the property has not been secured and/or the facilities are inadequate to meet the requirements of this contract, Vendors must show evidence of acquisition/lease agreements prior to the award of the Contract.
  - d. *Copy of company's handbook:* Include a copy of your driver's employee handbook.
4. Route Elimination/Consolidation. The Anoka-Hennepin Independent District #11 Transportation Department reserves the right to increase, decrease, consolidate, or eliminate routes when it is in the best interest of the school district.
5. If there are "inclement weather days," the school district will withhold payment for the first 2 days. Any additional days will be reimbursed under the normal contract rates.
6. These Specifications, Exhibits, and Appendices are the quotation guidelines and the operating sections of the contract for transportation services. Vendors are expected to be familiar with the provisions contained in these Specifications, Exhibits, and Appendices both in preparation of the quotation and in all subsequent transportation operations for the District resulting from award of service under these specifications.

## 7. Other Contract Requirements

The contract awarded to the successful Vendor shall be in full force and effect commencing on the first day of November, 2023 and ending in accordance with the terms and conditions included in these Specifications. The number of students transported on each bus by the Vendor shall as nearly as possible conform to the guidelines adopted by the School Board. In the event that other unusual situations develop that are not covered in these specifications, the District or Vendor may request modification to the contract upon receipt of written request from either party. These unusual situations may include, but are not limited to, the following: fire, riots, war, picketing, civil commotion, labor disputes, school strikes, split session, early dismissals or four-day weeks.

The District reserves the right to take whatever action is deemed necessary under the above listed situations to continue safe transportation for its students. The Vendor shall provide the District with prompt, efficient and quality transportation services at all times. Failure to provide this service shall be considered non-performance. Issues of non-performance will be determined by the Director of Transportation and dealt with in accordance with SECTION 8. of the Specifications.

The Vendor(s) will be familiar with all transportation policies and keep up to date if there are any policy changes.

8. **Billing and Invoicing.** Contracted Vendor(s) shall invoice A-H Schools for all services rendered during the previous half-month period (or weekly if desired) within thirty (30) days of the period ending. First half-month invoices will include service from the 1<sup>st</sup> to the 15<sup>th</sup> of each month and the second half-month invoice will include the 16<sup>th</sup> to the final day of the month. A-H Schools will process undisputed invoices for payment within thirty-five (35) days of receipt. The bills and invoices will be in a format and media type as approved by A-H Schools. All invoices must be submitted for payment within thirty (30) days of the actual date of service or non-performance penalties may be assessed.

A-H Schools requires the Contracted Vendor(s) to invoice A-H Schools twice in the month of June for all year-end services. The Contracted Vendor(s) will invoice all outstanding transportation services for the current fiscal year no later than the end of the week of the last day of school before the summer break. Invoicing will include home-to-school, field trips, activities, and all other transportation-related services. A final cleanup invoice for the month of June will be submitted no later than seven (7) days following the last day of June. This will include all summer school routes for the month of June and any field trip work completed by Contracted Vendor(s) for the school year.

A-H Schools requests that the Contracted Vendor(s) sends a preliminary month-end invoice. A-H Schools will review the preliminary invoice and work together with the Contracted Vendor(s) to finalize a final invoice to be submitted to A-H Schools.

All hourly charges will be invoiced in quarter-hour increments. For rounding purposes, all incremental live time will be rounded up to the closest quarter hour based on established route schedules.

## SECTION 4 – SUBCONTRACTING

Any Vendor desiring to subcontract work under this contract must obtain the written permission of Anoka-Hennepin District #11 prior to the implementation of the subcontracting agreement. The Director of Transportation of Anoka-Hennepin Independent District #11 must approve the subcontract agreement before approval by the School Board. The Vendor requesting the subcontracting of service under this quotation must include in the subcontract the requirement that the subcontractor follow the Specifications for Pupil Transportation of Anoka-Hennepin Independent District #11. This requirement must be stated on the subcontractor's contract forms before approval by the Director of Transportation of Anoka-Hennepin Independent District #11. All standards contained in these Specifications, including the insurance requirements under Section 1, 7A, will apply to all subcontractors.

## SECTION 5 - PROJECTED REGULAR BUS UTILIZATION

**No specific routes are open at the time of this RFQ. The Anoka-Hennepin School District is seeking to add alternate quotes for routes that could operate anywhere within the Anoka-Hennepin School District should our current vendors be unable perform currently contracted or new routes that could be developed over the remaining life of the contract due to student population growth demands.**

**NOTE:** Decisions about changes in the routes will be discussed in advance with the Vendors involved; however, the final decision will rest with the Director of Transportation.

## SECTION 6 - PROJECTED SPECIAL EDUCATION BUS UTILIZATION

**For the purposes of this specific RFQ the 3 special education routes are up for quote that will operate starting on November 1, 2023. We are also seeking quotes for additional routes that could operate within the Anoka-Hennepin School District should our current vendors be unable perform currently contracted or new routes that could be developed over the remaining life of the contract due to student population growth demands.**

\*\*\*Vendors are hereby notified that in the event a lift bus or other specialized equipment is requested for the purpose of inclusion (i.e., to mainstream a special needs student on the neighborhood bus) for a route, it will be the decision of the Transportation Department to request that Vendor to install a lift and/or purchase the necessary equipment or to assign that route to the successful Vendor for Route. The school district reserves the right to cross areas when needed to create efficient bus routes when dealing with district-wide systems, such as busing for Integration, ESL, Pre-K routes, and other programs. This may include buses serving different “routes” (not in their quote) or combining routes to be more efficient with AM/PM bus routes. If this becomes necessary, the transportation director will meet with the affected companies.

#### **SECTION 7- QUOTATION BY ROUTES**

The awarded contract vendor will be based on the lowest price quotation of all three existing routes, as well as a comprehensive review of the contract vendor’s ability to successfully perform the service. The District reserves the right to reject any partial quotations, or quotations that attempt to cap the number of buses to be provided, or those with stipulations of a minimum number of buses that must be used.

- A. Bus routes may include students who vary in age from birth to 22 years of age, attending public and non-public schools. All schools in regular to/from school bus routes are within the District; however, some schools for special needs students (Section 6 PROJECTED SPECIAL EDUCATION BUS UTILIZATION) are located outside the District.
- B. Vendors shall submit a quote on the daily rate per route sequence, listing the daily rate for the route sequence in the column provided. If the Vendor does not wish to submit a quote in a specific category, Vendor shall enter “NO QUOTATION” or “N/A” in the corresponding column.
- C. The daily rate shall include all costs associated with the transportation to and from school for each bus within 4 hours of assigned usage (see Section A). Overtime will be paid for time exceeding 4 hours of assigned use in rounded up quarter-hour increments.
- D. The rates in this section are for existing routes and new services, which are added during the contract. These rates apply to all school bus vehicles. It is further understood that the rates are applicable to all services in each of the geographic areas that are included in the quotation, including but not limited to, to/from school, mid-day, high school or alternative program shuttles, shared-time services, field trips and activity buses.
- E. Quotation sheet for Quoting by Route is located within these Specifications. (Attachment A – Fee Schedule)

#### **SECTION 8 - NON-PERFORMANCE RESERVE DEDUCT SYSTEM**

\*Cost of the performance bond should be included separately in the quotation on the appropriate line, and if later waived by the District, the cost would be deducted from the quotation price. At the District’s option, the performance bond requirement may be waived after the quotation process is complete. If the District chooses to waive the bond, the NON-PERFORMANCE RESERVE DEDUCT SYSTEM will be enacted in place of the bond requirement.

If the performance bond is waived, the District will withhold 5% (five percent) of the total contract payment per month for the first four months (September-December) of the school year as security for the successful performance of the contract. It is understood that should the reserve be depleted due to non-performance, as defined in this section, the District reserves the right to replenish the reserve by extending the number of months. This money will be retained by the District until the completion of the school year. Monies withheld from the Contract by the District under the terms of this section will not accrue interest.

Violations of the contract items will be subject to monetary deductions from the reserve on a monthly basis. Following the successful completion of each school year the remaining balance of the reserve will be returned to the Vendor. The amount of the deduction for non-performance incidents shall be proportionately equal to the rate for service to be provided. (E.g. If only one trip of a three-trip route is successfully completed, the District will deduct 2/3rds of the cost for service on the route.) Failure to run a route or a trip will result in the greatest deductions.

Conditions of non-performance include, but are not limited to, the following list of items. These incidents will result in a \$150 (One hundred and fifty dollars) deduction per occurrence:

1. Failure of the driver to arrive at stops or schools at the appointed time, in either the morning or afternoon. Driver must never run a trip ahead of the district-approved time schedule. A system will be implemented to account for the arrival time of buses at schools.

2. Failure of the driver to follow the established bus route as approved by the Director of Transportation or designee. This includes the arrival times at schools scheduled by the Transportation Department.
3. Failure of the Vendor to perform any or all portions of the route.
4. Failure to immediately notify the school affected and the Transportation Department of vehicle breakdowns or late buses.
5. Failure to immediately notify the school affected and the Transportation Department of school bus accidents.
6. Failure of the driver to have in his/her bus the following items:
  - a. A route copy and map of the routes they are driving.
  - b. Bus emergency plans and/or health plans for students on board.
  - c. Emergency evacuation plans for each run of each route.
7. Failure of the driver to have a watch/clock and follow the Transportation Department-approved time schedule for the route.
8. Failure of the driver to display the correct window/magnetic route number on the door side of the bus, as required by these Specifications. Only one route sign will be displayed at a time.
9. Failure of the driver to turn on and monitor the two-way radio whenever transporting District students or staff, on all to/from school routes, field trips, activity routes or athletic trips.
10. Failure of the driver to stop at a railroad crossing (unless marked exempt) and open the driver's window and the right service door. This procedure is to be followed whether loaded or empty. If failure to follow this procedure in any way jeopardizes the safety of students, the Director of Transportation may request that the driver be restricted from driving any routes or activities in the District.
11. Failure of the driver to maintain confidentiality of personal student information, for all students transported by the driver, whether regular or special education students.
12. Failure of the Vendor to assign vehicles of proper capacity as needed and determined by the Transportation Department.
13. Failure to run a route on time because the driver is unfamiliar with the area.
14. Failure to have stand-by drivers who are familiar with the routes in which they drive.
15. Failure to have all drivers pre-run their bus routes prior to the first day of school (including summer school).
16. Failure of drivers to obey the District NO SMOKING OR TOBACCO USE POLICY while on board their buses (loaded or empty).
17. Failure to use appropriate language by any Vendor employee when dealing with the public, students, school staff, or district transportation staff.
18. Failure of a driver to properly display his/her district identification badge, on their outer garment, when entering a school or other district facility.
19. Unauthorized route changes, which is any route change made by a Vendor or by a driver employed by a Vendor, without authorization from the Transportation Department. Repeated violations may result in the suspension or removal of the violating driver from further service with the District and/or loss of route by the violating Contract.
20. Unauthorized passengers including but not limited to driver's friends or family.
21. Failure to perform guidelines as determined in these Specifications.
22. Repeated violations of the District-established policies and procedures.

The Transportation Department shall provide the Vendor a written report of all incidents on non-performance that occurred in the preceding month. The Vendor will have 5 (five) working days in which to offer a written appeal to any of the incidents.



The Transportation Department shall, at its sole discretion, make a determination as to whether the non-performance occurred and, if so, whether or not there are extenuating or mitigating circumstances which eliminate the need for a deduction.

It is understood by the Contract that payment of any non-performance incidents does not preclude the Transportation Department from seeking additional remedies to the problems, including but not limited to, further monetary penalties and/or assignment of the route to another Vendor.

## **SECTION 9 - TERMINAL FACILITIES**

1. *Terminal Facilities:* To operate Anoka-Hennepin Independent District #11 routes, successful Vendors must have facilities within the boundaries of the district or within 10 minutes driving time of the school district boundary. Terminal facilities shall include administrative offices, dispatch facilities with two-way radio capabilities, fuel storage tanks and pumps with a minimum capacity of 10,000 gallons of fuel, storage facilities for the number of buses required to fulfill their contract (including spare vehicles). All buses will be stored in the protection of a garage with power plug-ins and/or diesel-fuel-powered engine heaters for all buses. Provide data access for time clock and computer systems for bus Para-educator located at the reporting facility.
2. *Communications:* Facilities will also include one plain paper facsimile machine for the purpose of communicating route changes, problem reports and other operational matters. Vendor will provide at least two incoming phone lines to the terminal and one of the following for emergency communication: a cellular phone or an unpublished phone number. Company must respond to customer calls in a timely fashion. Working e-mail addresses for all office and dispatch staff. Access to Google Shared Drive.
3. *Computerized Routing:* Facilities will be adequate to perform computerized routing online/real time with the Transportation Department. Vendor will provide hardware that meets the District specifications for the performance of the Transportation Department computer systems. Hardware and data lines will need periodic upgrades and the Vendor is aware that these upgrades will be his/her responsibility. Vendor will provide staff that is knowledgeable in the use of software utilized by the Transportation Department.
4. *GPS:* The Vendor must provide a GPS connection to interact with our Transfinder routing software. GPS must be able to “ping” at least every 5 seconds in order to provide accurate locations and to provide accurate plan vs. actual route performance.

## **SECTION 10 - GENERAL OPERATIONS**

1. Vendor shall transport public and non-public Anoka-Hennepin Independent District #11 resident students and open-enrolled public-school non-resident students who meet the eligibility criteria of the Minnesota Department of Education. On occasion, it may be necessary to transport a resident student to a program or school outside the geographic boundary of the school district. The Director of Transportation will authorize all eligible students and bus routes. Vendor agrees to implement changes within three working days from the initial request and sooner than three days when possible to safely accommodate the change.
2. The Anoka-Hennepin Independent District #11 shall have exclusive use of all vehicles while those vehicles are performing to and from school routes, field trips, activity trips, or any other school-related services. This paragraph prohibits the Vendor from using contracted vehicles to provide service to any other group or organization. This paragraph shall not prohibit the school district from assigning various school groups to routes. This clause shall not prohibit the Vendor from chartering vehicles to outside groups or organizations when vehicles are not under service to the school district.
3. Vendor to furnish school buses that meet or exceed the “National Standards for School Buses and Operations” adopted by the 2010 Fifteenth National Conference on School Transportation and comply with the unique requirements of the Anoka-Hennepin Independent District #11 as established in these Specifications. Buses will comply with all Federal and State of Minnesota regulations, laws, and rules at the time of original purchase in the State of Minnesota. (See Appendix VI, Definitions and Types of School Buses of these Specifications.)
4. Vendor shall keep the buses properly housed to ensure warmth and comfort for students transported therein. All buses that are not stored inside shall be plugged in or have engine heaters activated to insure starts in sub-zero weather. To ensure that all buses can be started in cold weather, Vendor will provide a backup system of mechanics to start buses and/or an alarm system to notify key personnel in the event of a power failure.
5. Vendor is required to have the buses maintained by qualified mechanics so that they are always in excellent mechanical condition. The Vendor will demonstrate a preventative maintenance program that involves the bus drivers, mechanics, and all staff in insuring that only safe school buses always operate in the Anoka-Hennepin Independent District #11.

6. Vendor shall keep the bus fleet clean and neat in appearance. Buses will be washed, and interiors cleaned, when weather permits for the purpose of insuring the high visibility of the school bus's yellow color and reflectorizing on the bus, and to provide a clean environment for bus passengers.
7. The Vendor is required to employ at least one (1) person, approved by the Director of Transportation and Transportation Safety Coordinator, in the capacity of Safety Director/Manager/Coordinator, who is assigned exclusively to service the safety needs of this contract. The Safety Director/Manager/Coordinator must be assigned full-time to school bus driver training, safety, and route supervision. The Safety Director/Manager/Coordinator **may not** be a school bus driver performing safety duties on a part-time basis. If a Vendor has multiple locations serving multiple contract routes within the district, there will be one Safety Director/Manager/Coordinator at each location.
8. The Vendor is required to have safety/route supervisory personnel monitor the performance of contract drivers providing District service through route observation and ride-along observations. Vendor is required to have safety/route supervisory personnel available to respond to specific requests and problems related to route safety and non-performance. It is expected that the amount of time spend on street safety/route supervision will correspond to the number of buses under contract to the District.
9. Vendor staff members involved in safety activities are required to attend monthly District Transportation Safety Meetings to review District policies and procedures, discuss existing or potential problems or conflicts, and to review routes of concern either to the Vendor or to the District. Further, Vendor agrees to assign at least one driver to attend the monthly meetings, to be a participant in the monthly accident review session, which ends each monthly meeting.
10. Vendor staff involved in utilizing the Transportation Department's computerized routing system is required to attend monthly Users' meetings with District staff, to review policies and procedures, to attend all scheduled meetings for software training, and to be involved in setting standards for the use and implementation of the routing system.
11. Vendor staff involved in utilizing the Transportation Department's computerized routing system will be responsible for reviewing and correcting overload situations on routes in their contract area.
12. The Vendor is responsible for ensuring that management, dispatch, safety, and supervisory personnel are familiar with the contents and requirements of these Specifications regarding their area of responsibility.
13. The Vendor agrees to add the Appendices of these contract specifications to their company's driver handbook to ensure that drivers are aware of their responsibilities under this contract.
14. The Vendor agrees to adopt a formal written policy and procedure for checking all school buses operating under this contract for sleeping students. This policy and procedure shall be based upon the "placard system" and must include mandatory disciplinary actions for failure of the driver to check the school bus, whether a sleeping student is actually on board or not.

The policy shall, at a minimum, require the driver to walk the full length of the school bus and check for any remaining students whenever:

- a. The driver finishes a school run
- b. The driver returns to the terminal
- c. The driver leaves the vehicle

The policy shall further require that the driver place a magnetic placard, which says EMPTY, in the rear window the school bus indicating that the bus has been checked in any of the above situations. Upon returning to the vehicle, or leaving the terminal, the driver shall remove the placard and return it to the driver's area of the bus.

15. The Vendor will provide Anoka-Hennepin independent School District #11 with 4 hand-held two-way radios and chargers for the district to monitor and radio buses serving the school district.

## **SECTION 11 - DRIVER REQUIREMENTS**

1. Each Vendor shall hold each driver responsible for complying with the provisions of these Specifications.
2. Each Vendor shall screen, hire, train and employ only the most qualified and caring bus drivers.

3. Pre-employment: Vendor will require at least a five-year employment history on all new hires. Vendor agrees to make appropriate criminal background checks and motor vehicle license checks on all new drivers as required by law. The Transportation Department will audit driver files at least twice during the school year on a random selection process at the Vendor's facility.
4. Vendor will ensure to the best of his/her ability that all drivers are free from the influence of alcohol or mood/mind-altering substances, legally or illegally obtained, during their duty day as a school bus driver. In accordance with MN Statue 169A.31, no driver shall operate or have physical control of a school bus under contract to the District with **any presence of alcohol in their system**.

Further, no driver operating a school bus under contract with the District shall consume any beverage with alcoholic content within 10 (ten) hours of going on duty, operating, or having physical control of a school bus. Nor shall any driver operating a school bus under contract with the District consume a beverage with any alcoholic content while on duty, operating, or having physical control of a school bus.

Any driver found in violation of these provisions shall be immediately removed from any further driving in the District. The Transportation Department will immediately notify the police about any driver found to be operating a school bus in an alcohol-impaired condition and shall pursue the full prosecution of such a driver.

Vendor will submit a copy of their drug and alcohol-testing program prior to the start of the school year, pursuant to the requirements of the Federal Motor Safety Regulations as contained in Section 49, Code of Federal regulations, Part 40, effective January 1, 1995. The program must contain pre-employment, incident, post-accident, and random testing for alcohol and controlled substances.

5. Drivers will obtain a school bus physical exam and at all times meet the physical requirements of law to perform their duties. Drivers will at all times meet the health standards imposed by the State of Minnesota. The school district may request an additional physical exam if deemed necessary.
6. Drivers will have in their possession a valid Minnesota Commercial Driver's License for the class of vehicle, which they are operating, or the equivalent out-of-state Commercial Driver's License with a school bus and passenger endorsement. Drivers are required to carry their license with them while on duty and submit it for inspection upon request of a District Transportation staff member.
7. Further details regarding Bus Driver Qualifications can be found in Appendix III, of these Specifications.
8. Drivers will be required to wear a District I.D. Badge at all times while on duty. The Transportation Department will provide the badges and the Vendor agrees to schedule drivers to have their picture taken prior to the start of each new school year.
9. Driver Disqualification: It is the policy of Anoka-Hennepin Independent District #11 to follow the school bus driver disqualification conditions outlined in the Minnesota Department of Public Safety Rules section 7414.0400. No Vendor shall place a driver in service, in the Anoka-Hennepin Independent District #11, who has been reinstated from disqualification under section 7414.0400 by a letter from the Vendor who employs them or by any other employer.
10. Driver Discipline: It is the responsibility of the Vendor to insure that his/her drivers operate their school buses safely at all times and provide an atmosphere on the bus which is comfortable, free of harassment and safe for all students. In addition to the terms of employment with the Vendor, the drivers are bound by Transportation Department expectations for service and failure to meet those expectations may result in the Transportation Department suspending or terminating the service of the offending driver within the District under the terms of this contract.

The following are examples of violations that may result in the Transportation Department removing a driver from service. The violations include, but are not limited to:

- a. Speeding
- b. Traveling too fast or following too close for conditions or in residential areas
- c. Failing to obey traffic laws
- d. Traveling at an unsafe speed in a school loading zone
- e. Backing up a bus in a school loading zone
- f. Using the 8-light system in an unsafe, improper, or illegal manner
- g. Making unauthorized or "sweetheart" bus stops
- h. Failure to report accident or incidents as required by law and student transportation policy
- i. Use of alcohol or controlled substance(s) while on duty

- j. Any sexually inappropriate actions or suggestions toward students, staff, or parents
- k. Any racially inappropriate actions or suggestions toward students, staff, or parents
- l. Failure to check bus for sleeping students at the completion of each trip
- m. Possession of any weapon while on duty (defined in district weapons policy, see App. XI)
- n. Any contact between driver and student outside of work that is not approved by an immediate supervisor or the student's family
- o. Provision of alcohol or controlled substance(s) to a student
- p. Failure to secure areas around the bus "danger zone" before moving the bus, resulting in the potential for, or actual injury to, the students outside the bus
- q. Failure to complete a pre-trip inspection/safety check before the beginning of each route or field trip
- r. Use of the public address system in the bus in an abusive manner toward students or the public
- s. Inappropriate use of the brakes, swerving or other use of the school bus as a disciplinary tool
- t. Failure of the driver to verify students' bus passes which permit them to ride the bus
- u. Refusal to transport any particular students without prior supervisory approval
- v. Displaying multiple route signs on the bus while driving an a.m., noon, or p.m. route
- w. Inappropriate use of a cell phone (call, photo, video, or text)
- x. Failure to properly operate wheelchair lift or secure wheelchair/student
- y. Having unauthorized passengers (not pre-approved by school district) on the bus (drivers' family, friends, or children)
- z. Failure to follow the route copy

11. Driver Training:

- a. Pre-Service Training: Vendor agrees to provide pre-service and in-service training as prescribed by Minnesota Statute 171.321 subdivision 4. Anoka-Hennepin requires pre-service training of 40 hours, which will consist of a minimum of 24 hours behind the wheel and 16 hours of classroom instruction. Training for drivers of special education routes will include proper handling and securement of wheelchairs, operation of lift equipment (including instruction and practice in the operation of the lift in the manual mode in the event of an electrical or control unit failure), information about disabling conditions, and behavior management for students with special needs.
- b. In-Service Training: Vendor agrees to conduct one safety meeting every month of the school year beginning in August with required attendance by all drivers employed for service under this contract. Minutes of each meeting will be sent to the Transportation Department. Topics of the safety meetings will vary to include, but not be limited to, the following areas:
  - 1. Defensive Driving
  - 2. Human Relations/Customer Service
  - 3. Behavior Management
  - 4. Basic first aid knowledge
  - 5. District policies, state laws and federal regulations pertaining to school buses
  - 6. Accident preparedness and emergency procedures
  - 7. Winter driving techniques
  - 8. Railroad crossing procedures
  - 9. Local district issues and policies regarding harassment, bullying, weapons and bus discipline
  - 10. Blood-borne pathogens and body fluid clean-up procedures
  - 11. Understanding of and behavior management for students in ESL (English as a Second Language) programs
  - 12. Bullying and harassment on the bus
  - 13. Traffic Watch Program
- c. Special education transportation topics, which include:
  - 1. Early Childhood/Special Ed
  - 2. Wheelchair/lift and car seat securement in a school bus
  - 3. Special needs bus evacuation
  - 4. Disability information, including recognizing and managing seizures
  - 5. Understanding the concept of confidentiality (of student information)

Minnesota Statute 171.321 subdivision 5 specifies that drivers will receive a driving evaluation at least once a year. The Vendor agrees to forward a copy of certification of the evaluation on all drivers to the Transportation Department.

## SECTION 12 - DRIVER'S ROUTE PROCEDURES

The school bus driver shall be alert and comply with all Minnesota Statutes pertaining to the operation of a motor vehicle (Highway Traffic Regulations Act) while driving a school bus. The driver shall also comply with all rules and regulations of the Minnesota

Department of Public Safety (DPS) covering the operation of a school bus. Each driver will be responsible to understand and comply fully with the obligations, operating rules and special procedures as stated in these Specifications and Appendices.

Drivers shall transport students on routes and make stops according to the timetable designated by the School Board and/or Director of Transportation, and in accordance with the rules and procedures for to and from school routes and all school-related activities as outlined in Appendix I of these Specifications.

### **SECTION 13 - EQUIPMENT REQUIREMENTS**

If the Vendor owns, or currently leases, less than 80% of the school buses required in their quotation, they will provide the District an irrevocable letter of credit issued by a financial institution acceptable to the district, in favor of the manufacturer in the full amount of the purchase price. The Vendor must certify that the letter of credit is a true and correct copy of the original letter of credit.

#### **1. NEW EQUIPMENT**

- a. A certification from the manufacturer or the manufacturer's authorized representative that such equipment will be provided for service prior to the commencement date of performance.
- b. A certification from the manufacturer or the manufacturer's authorized representative of the purchase price.

#### **2. USED EQUIPMENT**

- a. A certificate from the present owner of the equipment stating that the equipment will be provided for service prior to the commencement date for performance.
- b. Certification of ownership by the owner of the equipment with a representation that the amount of liens or encumbrances are less than the purchase price.
- c. A fully executed purchase agreement for the sale of said equipment.

#### **3. LEASED EQUIPMENT**

- a. A certificate from the present owner of the equipment that the equipment will be provided for service prior to the commencement date of performance.
- b. Certification of ownership by the owner of the equipment.
- c. A fully executed copy of the lease for said equipment.

The agreement for lease or the purchase of equipment must be unconditional except that any purchase agreement or lease may include a contingency in favor of the Vendor, which would permit termination of the said purchase agreement or lease in the event the Vendor is not awarded the contract pursuant to these specifications.

The Vendor agrees to provide school buses for this contract that are safe, clean in appearance, and meet all the State of Minnesota, Federal and District laws, rules, and requirements. All vehicles used in the District for the purpose of transporting students to and from school and school-related activities must meet the following District requirements in addition to all requirements in current law and regulation:

1. All vehicles transporting all students to and from school, on field trips, activity trips, or on between-building programs, must be equipped with working two-way radio equipment. The radio equipment must be turned on and monitored by the driver whenever transporting District students or staff. The radio system must be adequate to provide effective communication between the Vendor's operational office and any route vehicle anywhere within the areas of the school district where the Vendor receives route assignments. Any situation in which the radio is required and found to be not functional will result in a non-performance deduction under the terms of these specifications and will result in a \$150 fine per occurrence.
2. Vendor agrees to provide spare buses at the rate of 10% of the route buses awarded under the terms of this contract.
3. Age Requirements:
  - a. All regular route buses operating under this contract will have an average age of six (6) years old. No route bus will be more than twelve (12) years old during each year of the contract or subsequent contracts. Example: In the 2015-16 school year, the oldest regular duty bus will be a 2004 model bus. The age of the bus is determined by the manufacturer plate on the interior of the bus body.
  - b. All spare buses operating under this contract will be fifteen (15) years old or newer during each year of the contract and any or all extensions of this contract. Example: In the 2015-16 school year, the oldest spare bus allowed under this contract will be a 2001 model bus. The age of the bus is determined by the manufacturer plate in the interior of the bus body.
4. Capacity – Vendor agrees to provide 77-passenger buses for regular ed. routes, unless requested otherwise.

5. Identification: All buses will be identified by the name of the Vendor operating the bus. All buses will be identified by a coordinated numbering system upon consultation with the District Transportation Office. The numbers located under the front window behind the front service door are the numbers most students refer to in the Anoka-Hennepin Independent District #11 when they look for their bus. Vendor agrees that when spare buses are used to replace a regular route bus, the driver will place a magnetized sign over the spare bus number with the number of the bus it replaced. This system eliminates the confusion of window signs and students missing their bus. Route numbers and bus numbers are synonymous in Anoka-Hennepin.

NOTE: Special education route buses will at all times use a window or magnetized route number sign, to be displayed to the left of the front service door. If a driver uses the same bus all day for routes with different numbers, only one (1) route number will be displayed at a time.

6. Trailers: Vendor agrees to provide at least 4 (four) trailers per location for use with field trip and charter buses as needed.
7. Student Securement/Restrain Systems: The Transportation Department will provide car seats, infant seats, booster seats, restraints and any other necessary student securement/restraint systems that are needed under the terms of the contract and the laws pertaining to special education. Vendor agrees to store these items at their facility, maintain them, inventory them at the close of each school year, and forward the inventory to the District Transportation Office.

The Vendor will purchase “integrated” seats (that include a something similar to a star-seat) in the first three rows of special education buses and the first two rows of big buses.

8. P.A. Systems: Vendor agrees that all newly purchased equipment (Type A, B, C, D) will include a public address system with a minimum of two interior speakers and one exterior speaker for the purposes of communicating with students inside and around the “danger zones” outside of the school bus.
9. Stop Arms: Vendor agrees that all newly purchased equipment (Type A, B, C, D) will include a stop arm that utilizes an LED system OR a flashing lighted stop arm.
10. Video Student Monitoring: The Vendor agrees to purchase and install a digital video surveillance system for the buses operating under this contract. The system will be specified by the Transportation Department to assure one district-wide system that is consistent. Seon is the current system. Any other system would require approval from the Transportation Department. The system will include three (3) on-board day/night cameras for Types A & B buses, and four (4) on-board day/night cameras for Types C & D. The system will also have a large enough storage capacity for 30 days of data. The Vendor further agrees to maintain the system and replace components as necessary. The Vendor further agrees to provide at least one “reader” at the bus facility and provide 5 “readers” per quotation route for school district use. The Vendor will follow the Anoka-Hennepin Digital Video Camera Policy (see Appendix IX of these Specifications). Any new video equipment will download data over WIFI to provide video access to district and school staff. Finally, the Vendor agrees to properly maintain the equipment and replace any defective systems before returning to route. Wide-angle side view camera on new buses is preferred. Note - the video data is the property of the Anoka-Hennepin Independent District #11.
11. Student Crossing Gates: The Vendor agrees to provide crossing gates for all Type A, B, C and D buses used in this contract. Vendor agrees to install the crossing gates, maintain them, and train drivers in the proper use of the gates.
12. A school bus of any type operating under this contract with Anoka-Hennepin, transporting students and/or staff on any to/from school routes, field trip or activity trip will not be allowed to display any type of advertising signage on the inside or outside of the bus. This does not include the Vendor’s name, address, bus number, or other legally required letters such as common carrier identification numbers.
13. No Type A, B, C or D school bus operating under this contract shall be equipped with overhead book racks.
14. All Type A, B, C or D school buses transporting students to or from school must have the number of the individual seats clearly displayed above the seats on the area above the inside roof line.
15. Required Safety Equipment: Vendor agrees to install the following safety equipment in each Type A, B, C, and D school buses operating under this contract:
  - a. Body Fluid Clean-Up Kit: Kit must be located in the front driver’s compartment or bulkhead of the school bus. Vendor will provide kits for all buses under this contract.
  - b. School Bus Discipline Rules: Vendor agrees to locate District rules poster on bulkhead of bus. District will provide copies for each bus.

- c. Sleeping Children Sticker: Vendor agrees to place “Always check your bus for sleeping children” sticker on the dash of bus near the driver’s steering wheel. Vendor will supply stickers for all buses operating under this contract.
  - d. Magnetized “EMPTY” Placard: Vendor agrees to provide a magnetized EMPTY placard which is intended to be displayed in the rear window of the bus after the driver has check the bus children, at the end of each to or from school route, field trip or activity trip.
  - e. Crossing Directions for Students: Vendor agrees to place an “Always cross ten feet in front of the bus” sticker ton the bulkhead of the bus. Vendor will supply stickers for all buses operating under this contract.
  - f. Seatbelt Cutters: Vendor agrees to provide and install 2 (two) seatbelt cutters on each school bus equipped with seatbelts, child securement devices, and/or wheelchair tie-down straps.
  - g. Vinyl Gloves: Vendor will include vinyl gloves in first aid kid and body fluid clean-up kit for the purpose of cleaning up body fluids.
16. Wheelchair Lift Equipment: Successful Vendors agree to equip wheelchair lift equipment that meets all A.D.A. requirements, other Federal requirements, and State of Minnesota rules and laws. In the event the Transportation Department opts to include lift equipment in the Routes A, B and C of this contract, the successful Vendor(s) will either provide the necessary equipment or relinquish those routes to the District for assignment to another Vendor.\*
- \*An example where this may happen: Due to the “least restrictive environment” requirements and goals of the District for special needs students, the parent/guardian requests that their child (who uses a wheelchair) ride the “regular” route bus in the neighborhood. If the Transportation Department’s analysis of costs and other factors determines that this is a reasonable request, the Vendor will be asked to install a lift, and/or purchase the necessary equipment to fulfill the request. The rate of pay will change to the appropriate level for the added equipment.
17. All lift buses operating under this contract must be equipped with an emergency fire blanket for use in an emergency “drag type” of evacuation of students who use wheelchairs. The blanket must be at least 62” x 80”, must be of a wool or wool/nylon composition (such as those commonly called an “Army blanket”) and must be contained in a covered protective case.
18. All lift buses will meet the following criteria in regard to the placement of the lift and wheelchair securement area: On Type C and D buses the lift door, lift, and wheelchair securement area will be located in front of the rear axle. Lift doors, lifts and wheelchair securement areas located behind the rear axle are only acceptable if the bus is purchased with an air brake system and rear air suspension.
19. All lift buses operating under this contract must be equipped with an emergency blanket, made of aluminum-laminated polyethylene (sometimes called “space blankets”) to provide an extra layer of protection during emergency evacuation situations for students who use wheelchairs or others who would be particularly sensitive to the cold. Emergency blankets will be provided by the District to Vendor upon request. Drivers are urged to carry one blanket for each student who uses a wheelchair. These blankets may also be used to provide additional warmth for students during to and from school routes in non-emergency situations.
20. Inspection(s) by District: The condition of each school bus and the safety/emergency equipment on the bus shall be subject to inspection at all times by Transportation Department personnel. Buses will be subject to the inspection criteria as is contained in the Minnesota State School Bus Inspection Manual and all additional equipment and requirements contained in these specifications.
21. Alternative Fuels: No school bus operated on route, field trip or activity trip service under this contract may be fueled by compressed natural gas (CNG). The School District IS interested in Vendors using Propane to reduce emissions and costs for operating buses.
22. Idling buses: Vendor will be cognizant of concerns with fuel emissions and instruct their drivers to limit idling time at school when appropriate or recommended by the Transportation Department. In addition, buses will not be parked near fresh air intakes at school locations whenever possible. (See Appendix XIII - Policy for School Bus Idling for further information.)
23. Repair of Critical Safety Systems: All repairs to the brake, steering, or other critical safety systems on school buses operating under this contract shall be made with parts made by, or approved by, the manufacturer of the chassis or the original equipment manufacturer of the chassis component.

24. Preventative Maintenance Program: Each Vendor shall conduct a preventative maintenance program covering all vehicles operated under this contract. This program shall operate throughout the year and shall be structured to maintain equipment in safe and reliable operating condition with major emphasis on preventing failures on the road.

As part of the program, each Vendor shall systematically inspect and maintain all vehicles operating under this contract to ensure that they are in safe and proper operating condition. All Vendors shall follow or exceed the manufacturer's recommended maintenance schedules for all maintenance areas including, but not limited to, oil changes, lubrication, coolant additives, belt and hose replacement, component replacement, etc.

25. Pre-Service and In-Service Training for Mechanics and Maintenance Personnel: The Vendor shall ensure that all mechanics and other maintenance personnel are properly trained and qualified to maintain the equipment utilized under this contract. The Vendor shall also ensure that all mechanics and maintenance personnel have timely knowledge of changes in laws, regulations, equipment specifications and repair procedures necessary to safely maintain transportation equipment.
26. Vehicle Service Records: Each Vendor shall maintain records of each vehicle serviced for mechanical failure, normal preventative maintenance or manufacturer's recall or advisory. The maintenance records of all vehicles operating under this contract shall be retained for a minimum of three (3) years following the end of the term of this contract and shall be subject to inspection by District transportation safety staff at any time upon request.
27. Inspection of Maintenance Records: The contract shall make the vehicle service records required under item 26 above in these Specifications available to District transportation administrative and safety staff at any time and shall supply copies of specific records upon request.
28. Any bus purchase grant awards (like the Volkswagen grant) will offset an equal dollar amount of the total overall contracted amount for the school district. If grants are awarded through a Minnesota agency, the buses must be used to serve Minnesota students, until the contract has expired.
29. The bus companies must provide a parent app and district dashboard that tracks buses in live time as specified by the school district. This includes dashboards for district staff to monitor on time performance, facilitate communication with families and on time performance notifications through an app for parents. The system must be compatible with Transfinder and must be approved by the school district. We currently use the Firstview app. Any change from this system must be approved by the school district. The app must be compatible and consistent throughout the entire yellow bus fleet (and various bus companies).
30. The District is seeking an option for and onboard bus tablets be used to assist drivers doing routes by verbally providing driver directions. This system must be compatible with Transfinder and usable with all bus company's providing service.
31. The District is seeking an option for a technology-based system that counts students and collects the data. This could be similar to "Z-pass" or a simple method that counts passengers as they enter and exit the bus.

#### **SECTION 14 - REPORTING REQUIREMENTS**

The Vendor agrees to provide (if requested) the following reports to the District:

1. Upon Submitting Quotation:
  - a. Equipment List: List of all vehicles by bus number, bus type, registration number, age, chassis, body, engine type in addition, size, capacity, mileage, two-way radio type and wheelchair lift if so equipped.
  - b. Drivers' List: Includes all route and substitute drivers, listed by name, address and driver's license number.
  - c. Staff List: Indicate the names, years of experience and positions of all support, safety, and management staff.
  - d. Physical Description of Facilities: Address, number of buildings, shop facilities, total square footage of shop, storage, dispatch, and drivers' routes. Description of bus washing procedures/facilities. If the property has not been secured, the Vendor must show evidence of acquisition/lease agreements for the facilities that meet the terms and conditions of these specifications prior to award of the contract.
2. Upon Award of Contract:
  - a. Motor Vehicle Records (MVR): At least two times during each school year the school district will conduct a random audit of selected drivers currently employed to drive any school-related trips for the District. The Vendor will obtain the MVRs from the MN Department of Public Safety at least two times a year (October 31<sup>st</sup> and January 31<sup>st</sup>). Vendor further agrees to provide to the District a written statement of their company criteria for accepting rejecting an applicant or driver based on the individual's MVR.



- b. Vehicle Inspection Reports: After the MN Department of Public Safety school bus annual inspection, or after any random inspections, which may occur, the Vendor agrees obtain a copy of inspection results from DPS and forward it to the district (electronically or on paper) within 10 days of inspection.
- c. Accident Reports: The Vendor will immediately e-mail and may call both the school involved and the Transportation Department to report any and all accidents that occur in the District. This same stipulation regarding notification will apply if a school bus is involved in an accident outside the District on field trips or activity trips. The Vendor agrees to submit a written report within 48 hours of the accident and supply any police reports to the District as well. It is further provided that the accident reports herein are subject to all applicable data privacy statutes.
- d. Monthly Load Analysis: The Vendor will submit monthly load counts on each school bus trip – a.m., midday, p.m., and activity. The report format will include the bus number, school served, capacity of the bus and actual ridership. Load counts can also be entered within the routing software.
- e. Late Buses/Vehicle Breakdowns: The Vendor agrees to report all late bus situations or vehicle breakdowns, at the time of the occurrence, to both the school involved and to the Transportation Department via e-mail in a timely fashion (Within the same route time AM, Noon or PM). Reports must be made first to the school, so they can respond to request for information about a late bus.
- f. Fuel Reports: Vendor agrees to maintain records documenting the quantity and cost of all fuels purchased under this contract and submit this documentation with all payments or invoice associated with the fuel clause in this contract.
- g. Discipline Reports: Vendor agrees to work with the Transportation Department and the individual schools in the completion of student discipline forms that are fundamental to the School Bus Discipline Policy of the District. Vendor will provide a form for drivers to complete with incident information. The driver will complete the form at the end of the route, turn the form in to the safety office, and the safety staff will input the information into the Bus Conduct computerized discipline system. Vendor will strive to input the data and forward the information to the school prior to the next school day so that appropriate and timely discipline for infractions may occur.
- h. Stop Arm Violations: Vendor will keep track of all stop arm violations on a computer database and turn in this information to the District whenever it is requested or necessary. While not required, it is desired that buses have a stop-arm camera.
- i. Drug and Alcohol Testing Program: Vendor will provide documentation on pre-employment, reasonable suspicions, post-accident and random testing procedures and practices for alcohol and controlled substances of all school bus drivers in their employ.
- j. Insurance Certificates: Vendor will provide proof of insurance that meets the criteria of Section R of these Specifications by August 1<sup>st</sup> preceding each school year of this contract.
- k. Route time changes: Vendor to notify school about route time changes of more than 5 minutes on regular ed. bus routes.
- l. Vendor to deliver a copy of their company driver's manual to the District prior to the beginning of each school year.
- m. Miscellaneous: Vendor agrees to cooperate with the Transportation Department in formulating, maintaining, and submitting any and all reports the Transportation Department deems necessary for the purpose of safely and efficiently transporting students.

#### **SECTION 15 - AM/PM BUS QUOTATION SCHEDULE**

Rates indicated on the quotation sheet for this section will be for the school year(s) specified. Any extensions of this contract will be based on the quotations provided, negotiations or a quote process. The quotation sheet for AM/PM daily rates can be found in these Specifications. (Attachment A – Fee Schedule)

#### **SECTION 16 – BUS MONITORS/AIDES/PARAS**

If applicable, routes could require a paraprofessional to ride along and assist. The Transportation Department reserves the right to add, remove, or change trips that may or may not require this additional support person. The quotation sheet for Monitors/Aides/Paras can be found in these Specifications. (Attachment A – Fee Schedule)

#### **SECTION 17 - EXTRA-CURRICULAR TRIPS**

Between the hours of 2:30 p.m. and 4:00 p.m., Monday through Friday, Vendor agrees to provide extra-curricular buses and drivers to the District in the amount of seven (7%) percent of the total to/from school routes quoted in this contract. Example: A quotation of 125 route buses is a guarantee of 9 (nine) extra-curricular buses per day. (Attachment A – Fee Schedule)

Mileage rates will apply to all extra-curricular trips (trips arranged to take athletic, music and other school groups) to include inter-district travel. Vendor will submit mileage rates for local trips within 50 miles round trip and out of town trips that exceed

50 miles round trip. Vendor will also submit rates for buses with trailers for both in and out of district trips. The quotation sheets for Local Trips and Out of Town Trips can be found in these Specifications. (Attachment A – Fee Schedule)

#### **SECTION 18 - ACTIVITY ROUTES**

Activity routes generally run Monday through Thursday, with some variations depending on the school calendar. The early activity routes leave schools at approximately 4:15 p.m., while the later routes begin at approximately 5:15 p.m. Service requires a Type C or D 77-pass. School bus. The quotation sheet for Activity Routes can be found in these Specifications. (Attachment A – Fee Schedule)

#### **SECTION 19 - MID-DAY ROUTES**

Mid-day routes may include trips for kindergarten, shared time, vocational programs, job sites or EC/SE. These routes will generally occur between 10:00 a.m. and 2:00 p.m. The quotation sheet for Section Mid-Day Routes can be found in these Specifications. (Attachment A – Fee Schedule)

#### **SECTION 20 - SUMMER SCHOOL ROUTES**

The District provides transportation for targeted services programs, special education summer programs, EC/SE programs, learning year programs, and Summer Academy. Typically, the Transportation Department contracts for approximately 160 total buses during the summer for these programs. The quotation sheet for Section Summer School Routes can be found in these Specifications.

#### **SECTION 21 - FUEL CLAUSE**

##### **Gas, Diesel and Propane**

Each fuel will be calculated independently of the other – for the purposes of setting the peg for the last 4 years of the contract.

**Gasoline** – If the average price of diesel fuel exceeds the base rate, established at \$2.20 for July 1, 2021-June 30, 2022, Anoka-Hennepin Independent School District # 11 will reimburse the Vendor for fifty percent (50%) of the per gallon cost over the established base rate. Price shall be calculated without Federal tax.

Calculation of the number of gallons will be based on the actual gallons used for service provided to Anoka-Hennepin Independent School District #11 from July 1 through June 30. Vendors will submit to Anoka-Hennepin Independent School District #11 monthly reports on the fuel purchased and the per gallon price of fuel.

After July 1, 2022, the fuel base rate will be adjusted for each subsequent fiscal year of the contract, including any contract extensions, by taking the previous 12 months average of the cost per gallon calculated without federal tax.

The Vendor agrees to make every reasonable effort to purchase fuel in bulk at the lowest price. This fuel clause affects only fuel consumed in the operations of buses under the terms of this contract. Services vehicles, company vehicles not transporting students, and buses contracted by other districts, business or organizations are not included in this clause.

If there are any government rebates on propane the school district will receive the rebate.

**Diesel Fuel** – If the average price of diesel fuel exceeds the base rate, established at \$2.20 for July 1, 2021-June 30, 2022, Anoka-Hennepin Independent School District #11 will reimburse the Vendor for fifty percent (50%) of the per gallon cost over the established base rate. Price shall be calculated without Federal tax.

Calculation of the number of gallons will be based on the actual gallons used for service provided to Anoka-Hennepin Independent School District #11 from July 1 through June 30. Vendors will submit to Anoka-Hennepin Independent School District #11 monthly reports on the fuel purchased and the per gallon price of fuel.

After July 1, 2022, the fuel base rate shall be adjusted for each subsequent fiscal year of the contract, including any contract extensions, by taking the previous 12 months average of the cost per gallon calculated without federal tax.

The Vendor agrees to make every reasonable effort to purchase fuel in bulk at the lowest price. This fuel clause affects only fuel consumed in the operations of buses under the terms of this contract. Services vehicles, company vehicles not transporting students, and buses contracted by other districts, business or organizations are not included in this clause.

**Propane** – If the average price of diesel fuel exceeds the base rate, established at \$1.39 for July 1, 2021-June 30, 2022, Anoka-Hennepin Independent School District #11 will reimburse the Vendor for fifty percent (50%) of the per gallon cost over the established base rate. Price shall be calculated without Federal tax.

Calculation of the number of gallons will be based on the actual gallons used for service provided to Anoka-Hennepin Independent School District #11 from July 1 through June 30. Vendors will submit to Anoka-Hennepin Independent School District #11 monthly reports on the fuel purchased and the per gallon price of fuel.

After July 1, 2022, the fuel base rate will be adjusted for each subsequent fiscal year of the contract, including any contract extensions, by taking the previous 12 months average of the cost per gallon calculated without federal tax.

The Vendor agrees to make every reasonable effort to purchase fuel in bulk at the lowest price. This fuel clause affects only fuel consumed in the operations of buses under the terms of this contract. Services vehicles, company vehicles not transporting students, and buses contracted by other districts, business or organizations are not included in this clause.

If there are any government rebates on propane the school district will receive the rebate.

**EXHIBIT #1****SCHOOL SITES AND BELL TIMES (times subject to change)**

| <b>Elementary (PreK/K-5)</b>          |             |   |
|---------------------------------------|-------------|---|
| Adams                                 | 9:30 – 4:00 | 8987 Sycamore ST NW, Coon Rapids, MN 55433            |
| Andover                               | 9:30 – 4:00 | 14950 Hanson Blvd NW, Andover, MN 55304               |
| Brookside                             | 9:30 – 4:00 | 17003 Nowthen Blvd, Ramsey, MN 55303                  |
| CBPA                                  | 9:25 – 3:55 | 6100 109 <sup>th</sup> Ave. N, Champlin, MN 55316     |
| Crooked Lake                          | 9:00 – 3:30 | 2939 Bunker Lake Blvd NW, Andover, MN 55304           |
| Dayton                                | 9:30 – 4:00 | 12000 S. Diamond Lk RD, Dayton, MN 55327              |
| Eisenhower                            | 9:30 – 4:00 | 151 Northdale Blvd, Coon Rapids, MN 554448            |
| Evergreen Park                        | 9:30 – 4:00 | 7020 Dupont Ave N, Brooklyn Center, MN 55430          |
| Hamilton                              | 9:00 – 3:30 | 1374 111 Ave NW, Coon Rapids, MN 55433                |
| Hoover                                | 9:30 – 4:00 | 2369 109 <sup>th</sup> AVE. NW, Coon Rapids, MN 55433 |
| Jefferson                             | 8:50 – 3:20 | 11331 Jefferson ST, NE, Blaine, MN 555434             |
| Johnsville                            | 9:30 – 4:00 | 991 125 <sup>th</sup> Ave. NE, Blaine 55434           |
| Lincoln                               | 9:00 – 3:30 | 540 South ST, Anoka, MN 55303                         |
| Madison                               | 8:45 – 3:15 | 650 Territorial RD NE, Blaine, MN 55434               |
| McKinley                              | 9:30 – 4:00 | 1740 Constance BLVD. NE, Ham Lake, MN 55304           |
| Mississippi                           | 9:15 – 3:45 | 10620 Direct River DR. NW, Coon Rapids 55433          |
| Monroe                                | 9:20 – 3:50 | 901 Brookdale DR. N, Brooklyn Park, MN 55444          |
| Morris Bye                            | 9:30 – 4:00 | 11931 Crooked Lk Blvd, Coon Rapids, MN 55433          |
| Oxbow Creek                           | 9:30 – 4:00 | 6505 109 <sup>th</sup> Ave. NW Champlin, MN 55316     |
| Ramsey                                | 9:30 – 4:00 | 15000 Nowthen Blvd. Ramsey, MN 55303                  |
| Rum River                             | 9:30 – 4:00 | 16950 Verdin St NW, Andover, MN 55304                 |
| Sand Creek                            | 9:15 – 3:45 | 12156 Olive ST. NW, Coon Rapids, MN 55448             |
| Sunrise                               | 9:30 – 4:00 | 12576 Lever ST NE, Blaine, MN 55449                   |
| University Ave                        | 9:30 – 4:00 | 9901 University Ave. NE, Blaine, MN 55434             |
| Wilson                                | 9:30 – 4:00 | 1025 Sunny Lane, Anoka, MN 55303                      |
| <b>Middle School (6-8)</b>            |             |   |
| Anoka MS (Fred Moore)                 | 8:25 – 3:05 | 1523 5 <sup>th</sup> Ave S, Anoka, Mn 55303           |
| Anoka MS (Washington)                 | 8:25 – 2:55 | 2171 6 <sup>th</sup> Ave N, Anoka, MN 55303           |
| Coon Rapids                           | 8:25 – 3:05 | 11600 Raven ST NW, Coon Rapids, Mn 55433              |
| Jackson                               | 8:25 – 3:05 | 6000 109 <sup>th</sup> Ave N, Champlin, MN 55316      |
| Northdale                             | 8:25 – 3:05 | 11301 Dogwood ST NW, Coon Rapids, MN 55448            |
| Oak View                              | 8:25 – 3:05 | 15400 Hanson BLVD, Andover, MN 55304                  |
| Roosevelt                             | 8:25 – 3:05 | 650 125 <sup>th</sup> AVE. NE, Blaine, MN 55434       |
| <b>High School (9-12)</b>             |             |   |
| Andover                               | 7:40 – 2:20 | 2115 Andover Blvd NW, Andover, MN 55304               |
| Anoka                                 | 7:40 – 2:20 | 3939 7 <sup>th</sup> Ave N, Anoka, MN 55303           |
| Blaine                                | 7:40 – 2:20 | 12555 University Ave NE, Blaine, MN 55434             |
| Champlin Park                         | 7:40 – 2:20 | 6025 109 <sup>th</sup> Ave N, Champlin, MN 55316      |
| Coon Rapids                           | 7:40 – 2:20 | 2340 Northdale Blvd NW, Coon Rapids, MN 55433         |
|                                       |             |   |
|                                       |             |   |
| <b>Alternative Secondary Programs</b> |             |   |

|                                |             |   |
|--------------------------------|-------------|---|
| Anoka Hennepin Regional        | 7:55 – 1:55 | 1313 Coon Rapids Blvd NW, Coon Rapids, MN 55433                                     |
| Anoka Hennepin Technical       | 8:00 – 1:50 | 1355 W Highway 1, Anoka, MN 55303   |
| Compass                        | 8:00 – 2:00 | 1374 Northdale Blvd NW, Coon Rapids, MN 55448<br>2727 N. Ferry St., Anoka, MN 55303 |
| <b>Early Childhood Centers</b> |             |   |
| Riverview ECSE (AM Session)    | 8:15-10:50  | 1400 93 <sup>rd</sup> Ave N, Brooklyn Park, MN 55444                                |
| (PM Session)                   | 11:50-2:25  |   |
| Sorteberg ECSE (AM Session)    | 8:15-10:50  | 11400 Magnolia St NW, Coon Rapids, MN 55448   |
| (PM Session)                   | 11:50-2:25  |   |
| Blaine ECSE (AM Session)       | 8:15-10:50  | 13001 Central Ave NE, Blaine, MN 55434  |
| (PM Session)                   | 11:50-2:25  |   |
| <b>Private/Charter Schools</b> |             |   |
| Anoka Adventist                | 7:40 – 2:10 | 1035 Lincoln ST. Anoka. MN 55303  |
| Cross of Christ                | 7:40 – 2:10 | 9931 Foley Blvd, Coon Rapids, MN 55433  |
| Epiphany Catholic School       | 7:40 – 2:10 | 11001 Hanson Blvd, Coon Rapids, MN 55433  |
| Legacy Christian Academy       | 7:40 – 2:10 | 3037 Bunker Lake Blvd NW, Andover, MN 55304   |
| Minnesota Renaissance          | 7:40 – 2:10 | 1333 5 <sup>th</sup> Ave. S, Anoka, MN 55303  |
| Northside Christian            | 7:40 – 2:10 | 804 131 <sup>st</sup> Ave NW, Blaine, MN 55434                                      |
| St. Stephens Catholic          | 7:40 – 2:10 | 506 Jackson ST, Anoka, MN 55304   |
| Way of the Shepherd            | 7:40 – 2:10 | 13200 Central Ave NE, Blaine, MN 55434  |
| Modern Montessori Charter      | 7:55 – 2:25 | 111 Dean Ave W, Champlin, MN 55316  |
| <b>Other Specialty Sites</b>   |             |   |
| Bridges                        | 7:40 – 1:40 | 13735 Round Lake Blvd NW, Andover, MN 55304   |
| Cape                           | 7:15 – 2:40 | 13001 Central Ave NE, Blaine, MN 55434  |
| Pathways                       | 8:00 – 1:45 | 11238 Crooked Lake Blvd NW, Coon Rapids 55433                                       |
| River Trail Learning Center    | 8:00 – 2:00 | 1700 Coon Rapids Blvd NW, Coon Rapids 55433   |
| STEP                           | 7:40 – 2:20 | 1353 W Highway 10, Anoka, MN 55303  |
| Teen Pregnancy Program         | 8:00 – 1:00 | 13001 Central Ave NE, Blaine, MN 55434  |

**EXHIBIT #2**

**ESTIMATED ENROLLMENT (Subject to change)**

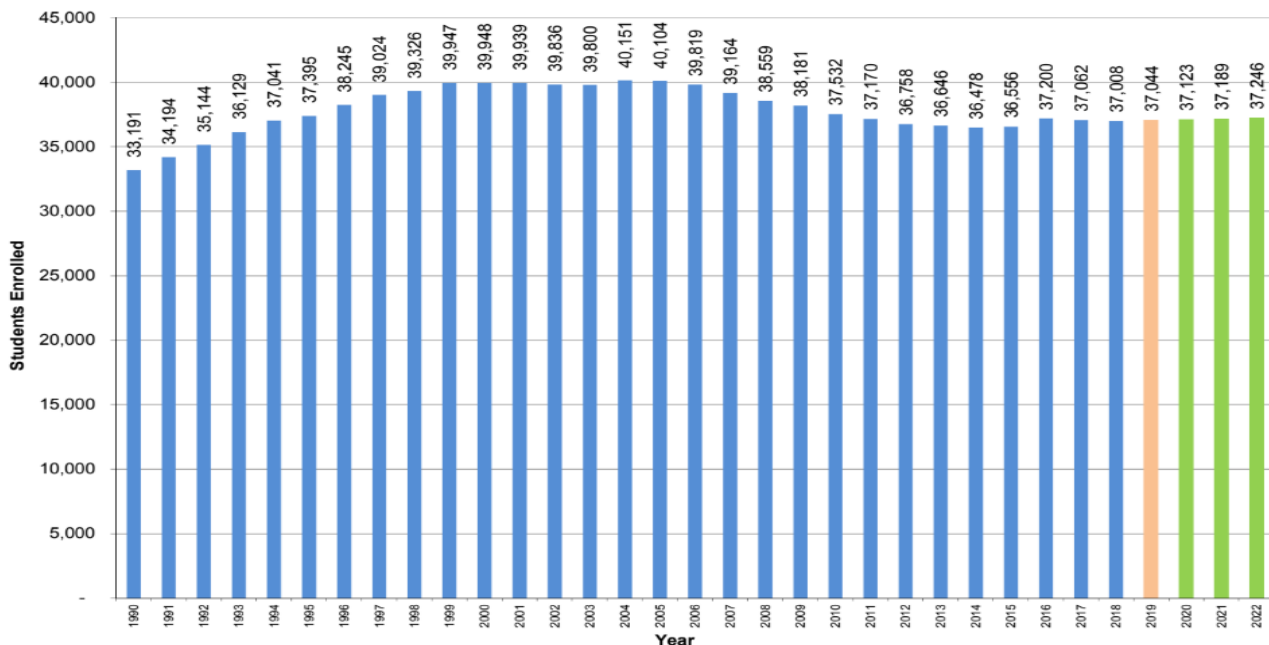
**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**Fall Enrollment Summary  
October 1, 2018**

| Grade Level               | Actual<br>Oct 1, 2014 | Actual<br>Oct 1, 2015 | Actual<br>Oct 1, 2016 | Actual<br>Oct 1, 2017 | Actual<br>Oct 1, 2018 | Actual<br>17 to 18<br>Diff | 2018<br>Projected | Proj<br>Diff | 2017<br>vs<br>2018 |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------|--------------|--------------------|
| K                         | 2,639                 | 2,525                 | 2,595                 | 2,554                 | 2,580                 | 26                         | 2,559             | 21           | -1.58%             |
| 1 - 5                     | 13,633                | 13,685                | 13,847                | 13,620                | 13,425                | -195                       | 13,548            | -123         | -1.64%             |
| Elementary                | 16,272                | 16,210                | 16,442                | 16,174                | 16,005                | -169                       | 16,107            | -102         | -1.63%             |
| 6 - 8                     | 8,556                 | 8,601                 | 8,824                 | 8,958                 | 8,966                 | 8                          | 9,093             | -127         | 1.52%              |
| 9 - 12                    | 11,650                | 11,745                | 11,934                | 11,930                | 12,037                | 107                        | 12,310            | -273         | -0.03%             |
| Secondary                 | 20,206                | 20,346                | 20,758                | 20,888                | 21,003                | 115                        | 21,403            | -400         | 0.63%              |
| <b>K - 12 Totals</b>      | <b>36,478</b>         | <b>36,556</b>         | <b>37,200</b>         | <b>37,062</b>         | <b>37,008</b>         | <b>-54</b>                 | <b>37,510</b>     | <b>-502</b>  | <b>-0.37%</b>      |
| Alternative Day           | 360                   | 379                   | 399                   | 399                   | 409                   | 10                         |                   |              |                    |
| SPED Sites                | 291                   | 297                   | 288                   | 285                   | 238                   | -47                        |                   |              |                    |
| <b>K - 12 Day Totals</b>  | <b>37,129</b>         | <b>37,232</b>         | <b>37,887</b>         | <b>37,746</b>         | <b>37,655</b>         | <b>-91</b>                 |                   |              |                    |
| Alternative Night         | 331                   | 245                   | 271                   | 290                   | 290                   | 0                          |                   |              |                    |
| EC Spec Ed                | 731                   | 815                   | 794                   | 875                   | 897                   | 22                         |                   |              |                    |
| KR Preschool PLUS         |                       |                       | 68                    | 128                   | 146                   | 18                         |                   |              |                    |
| <b>* PreK - 12 Totals</b> | <b>38,191</b>         | <b>38,292</b>         | <b>39,020</b>         | <b>39,039</b>         | <b>38,988</b>         | <b>-51</b>                 |                   |              |                    |

\* Includes full-time, part-time and dual-enrolled students

Anoka-Hennepin ISD11  
Total Enrollment History  
2019 Projected



**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX I.**

**DRIVER'S ROUTE PROCEDURES**

The school bus driver shall be alert and comply with all Minnesota Statutes pertaining to the operation of a motor vehicle (Highway Traffic Regulations Act) while driving a school bus. The driver shall also comply with all rules and regulations of the Minnesota Department of Public Safety (DPS) governing the operation of a school bus. Each driver will be responsible to understand and comply fully with the obligations, operating rules and special procedures as states in these Specifications and Appendices.

Drivers shall transport students on routes and make stops according to the timetable designated by the School Board and/or Director of Transportation, in accordance with the following rules to and school and on all school related activities:

1. Only students assigned by the Director of Transportation shall be transported on school buses under contract with the Anoka-Hennepin Independent District #11. Principals or Transportation Department staff may issue passes for unauthorized students on an emergency basis. Students are to be released from the bus only at school or at the designated school bus stop. **The school bus driver does not have the authority to suspend transportation service** for a disruptive student or to remove a student from the school bus en-route.
2. Drivers are required to check the route copy or radio their dispatcher, to ensure that riders are onboard the correct bus. However, drivers are not allowed to refuse any student without supervisory approval.
3. No student shall be allowed to stand or sit in the lap of another student while being transported. Drivers will notify bus company dispatchers if an overload situation exists.
4. Routes shall be traveled, and pick-ups and discharges made in accordance with the student transportation policies, which include the following:
  - a. For Type A, B, C and D buses – Drivers shall be responsible to safely load and unload students only in the right lane of the roadway, at bus stops on bus routes approved by the Transportation Department.
  - b. The school bus driver shall supervise the safety of the students when they cross the Street or highway before entering or leaving the bus, by activating the 8-way light system, stop arm and crossing gate.
  - c. School bus stops are to be made only at the location specified on the route copy. Except for stops, which are specifically listed on the route copy as house stops, the school bus is to stop only at the designated corner, approximately ten (10) feet back from the intersection. Drivers who are approaching school bus stops where students are standing in the street, are pushing or shoving on the curb line or are exhibiting some other type of unsafe behavior must come to a complete stop at least ten (10) feet back from the students and may not finish approaching the students until the unsafe behavior has ceased.
  - d. Loading and/or unloading in a turn lane or in a lane immediately adjacent to a designated turn lane is prohibited, unless the turn lane is a designated school bus stop at which pupils are not required to cross the road. Under these circumstances, the bus must stop at the extreme right-hand side of the turn lane and the eight-light system and stop arms must not be used.
  - e. For other bus stops: In Type A, B C or D buses, drivers will use the 8-light system, stop arm and crossing gate simultaneously to offer the students the best protection available. These devices will be used at all Transportation Department-approved stops. The only exceptions are:
    1. Special education curb pick-ups.
    2. Any bus stops, which must be on hazardous highway or right turn lane, will use the 4-way lights only and must be approved in writing each school year by the Director of Transportation. The proper procedure for making a bus stop on a highway with 4-way lights is as follows:
      - a. The bus driver shall use the appropriate turn signal to indicate the Driver's intention to move onto the shoulder of the highway.
      - b. Once the bus is completely on the shoulder, the driver shall turn off the turn signal and activate the 4-way hazard lights.
      - c. The 4-way hazard lights will remain in use until the loading or unload-ing area is secure and the bus stop is complete.
      - d. After the bus stop is completed, the driver shall use the appropriate turn signal to move back into the highway's traffic lane.
      - e. Type A, B, C and D buses will load and unload on the shoulder of 4-lane highways per Vendor and Transportation Department directive, using the 8-way light system, stop arm and crossing gate unless directed otherwise.

- f. Further procedures for loading and unloading shall be found in Appendix II at the end of these Specifications.
- g. A list of hazardous roadways is attached to these Specifications (see Appendix XIV).
- h. A complete list of bus stop locations where 4-way lights are used is attached to these Specifications (see Appendix XVI).

5. The school bus driver shall wear a 3-point lap/shoulder restraint (commonly known as a seat belt) at all times when the vehicle is in motion, whether or not students are on board.
6. The school bus driver shall not operate a vehicle under this contract while wearing headphones or earphones, either single or dual, which are worn for the purposes of listening to radios, cell phones or other personal electronic devices. This clause does not prohibit the use of hearing aid devices worn by drivers who qualify with these devices under Minnesota Department of Public Safety Rule 7414.1200. Drivers are to be aware of and obey the current cell-phone laws regarding school bus driving.
7. The school bus driver shall take reasonable precautions to protect students from injury or exposure to the elements.
8. The school bus driver shall stop the bus at all railroad crossings unless such crossings are marked “exempt”. The stop is required whether or not students are on board the bus. The school bus driver must use both the 4-way hazard lights and the brake lights to warn traffic behind the bus when preparing to stop for a railroad crossing. The 8-light system shall NOT be used. The driver shall make sure the master switch for the 8-light system is OFF.

Department of Transportation regulations require that school buses stop at least fifteen (15) feet back from the nearest rail and no further back than fifty (50) feet. The procedures for checking railroad tracks include the following:

- a. Shift the bus transmission into neutral gear. Activate the 4-way hazard lights.
- b. Check to make sure the master switch for the 8-light system is off.
- c. Open the service door and the driver’s side window.
- d. Look and listen in both directions.
- e. Check both directions again and close the service door before proceeding across the tracks.
- f. Before proceeding across the tracks, the driver will determine that the roadway is clear of traffic so the that the bus can proceed without stopping until the rear of the bus is at least 10 feet past the farthest railroad track.
- g. Cross the tracks completely without shifting gears.
- h. After the crossing is completed, turn off the 4-way hazard lights.

Drivers will control the behavior of students to maintain quiet on the bus during this maneuver. If students refuse to listen, the driver will immediately report this behavior to the company safety office on a written form to be sent to the school through the TIRES System (see Appendix IV).

9. The school bus driver shall not transport dangerous materials such as firearms or gasoline cans. Animals (except service or companion animals for students with disabilities) are not allowed on the bus. Musical instruments, encased sports equipment (uncased not allowed) or other items must fit between the student’s legs and not extend above the student’s waist. Objects that might endanger the safety of the driver or passengers are also forbidden.
10. The school bus driver shall observe the following procedures, which apply to all types of school buses (including Type 3), when backing a school bus:
- a. Never run a school bus in reverse in a school loading/unloading zone.
  - b. During loading at bus stops where turning the bus around is required, pick up the students before backing up.
  - c. During unloading at bus stops where turning the bus around is required, complete the turn-around before discharging the students from inside the bus.
11. The school bus driver shall observe all posted speed limits while operating a school bus and never exceed the post speed limit on any to/from school route, field trip, or activity trip. The driver shall adjust the speed of the school bus when conditions (road, traffic, vehicle, light or weather) warrant reduced speeds.
12. The school bus driver shall not distribute, or allow distribution on the bus, of any written materials unless directed by the Vendor, School Administrative Staff or Transportation Department staff.
13. The school bus driver shall follow Anoka-Hennepin Independent District #11’s policy on smoking and tobacco products, which means NO SMOKING, Use of Electronic Smoking Devices, OR OTHER TOBACCO USE while on the school bus or on school grounds.



14. The school bus driver shall never use a school bus or any other related property for any other purpose than the transportation of students on to/from routes or on school-related activities.
15. The school bus driver shall stay in the driver's seat of the school bus or at the front door entrance of the bus when students are in the area. The school bus driver shall not allow another person to drive the vehicle without the proper license and without special permission from the School Board and/or the Director of Transportation. When conducting business with school or Transportation Department staff, the driver shall take the bus keys with him/her. On leaving the vehicle when students are on the bus, the driver shall stop the engine, remove the ignition key, set the brakes and otherwise render the bus immobile.
16. The school bus driver shall keep the entrance door closed at all times when transporting students or staff and when the bus is in motion.
17. There shall be no students in the school bus when the bus is being fueled.
18. The school bus driver shall immediately report all accidents or incidents, however slight, to the Vendor's Safety Director/Coordinator and to such other authorities as required by law, rules or regulations. The driver shall prepare all accident/incident reports as required by the Director of Transportation (see Appendix V).
19. In case of an accident or mechanical breakdown of the bus, the driver shall not leave the bus but may send two responsible students to the nearest house or business to summon help, if no other option is available.
20. School buses are not allowed to pull any trailers when students are being transported to or from school.
21. The school bus driver shall conduct a pre-trip safety inspection on the school bus before all trips including to and from school routes, activity trips or field trips. Any defects or deficiencies that may affect the vehicle's safe operation or may result in a mechanical breakdown shall be promptly reported in writing to the appropriate supervisor.
22. At least twice during each school year, all students shall be instructed in safe riding practices and shall participate in emergency evacuation drills. The Transportation Department, at the request of the student's parent or guardian may excuse students with disabilities from the evacuation drills.
23. On field trips, the driver shall explain the location of emergency exits and equipment to the passengers before leaving the school.
24. The school bus driver shall check the school bus for any remaining students at the end of each school run and place the EMPTY placard in the rear window of the bus. The driver must follow the District's policy whenever finishing a trip, returning to the terminal or leaving the vehicle.
25. The school bus driver shall not answer, or utilize, a cellular telephone at any time when the school bus is in motion or making a student pick up or drop off utilizing the 8-way light system. Drivers violating this section may be subject to suspension or removal from District service. Drivers are to be aware of any cell phone laws related to driving school buses.
26. Information about individual student(s) pertaining to discipline problems, juvenile corrections, family situations, health conditions or disabling conditions is considered to be classified information and is restricted under the provision of Section 34 of the Code of Federal Regulations and Chapter 13 of Minnesota Statutes, more commonly referred to as the Minnesota Data Practices Act.  
  
Confidential information regarding specific students may, in certain instances, be supplied to a Vendor or contract driver, for the protection of the student or to facilitate safe transportation due to the student's unique physical problems, disabling conditions, or other special needs. The school bus driver will not discuss this information with any person other than an authorized School District staff member or bus company safety coordinator/director. This information will not be released to any individual, or organization, including parents of other students attending the same school or programs. Restricted data includes information on medical or handicapping conditions provided to the driver under state regulations.
27. No news media, including reporters and/or photographers for any radio or television station or any newspaper shall be allowed to ride on any school bus operating under this contract or to interview any District students while on the school bus, without the knowledge and permission of the Transportation Department. Further, no news media shall be allowed to photograph students on school property, including District-contracted school buses, without the permission of the parent or guardian in the form of a signed release to the School District on file for the school year. Any news organization seeking permission to ride on a District route must be referred to the Director of Transportation or the Transportation Safety Coordinator.

28. The school bus driver shall not use profane or indecent language in any conversations with the public, students, school staff or district transportation staff.

29. Drivers shall take reasonable and appropriate action to maintain order among the students when they are transported. Drivers will report all incidents of student disobedience, improper conduct, inappropriate language, or any other violation of the School Bus Discipline Policy of the District to the school the student attends on the Student Discipline Form provided by the Vendor. The building principal will be charged with the responsibility of disciplining the student, with the appeal process to go through the Director of Transportation. Further policies and procedures regarding school bus discipline can be found in Appendix II and Appendix IV of these Specifications.

30. In the event that a medical emergency occurs on a regular or special education route which involves choking, severe seizures, difficulty breathing, severe allergic reaction, or any situation which the school bus driver and/or bus para-educator regard as serious, the driver must immediately radio the dispatcher and request emergency medical assistance. The dispatcher must immediately contact the 911 emergency system dispatcher and then notify the Transportation Department of the emergency situation.

31. The school bus driver is responsible for the proper use of the wheelchair securement system and for ensuring that the system is in proper condition for use. The driver must:

- a. Inspect the securement straps and, if appropriate, the occupant restraint belts, prior to use.
- b. Report any worn straps to their dispatcher and ensure that worn parts are replaced.
- c. Properly secure the system to the wheelchair according to the system manufacturer's operating instructions and pull on each strap and belt assembly to ensure proper attachment and adequate tension.
- d. Check to ensure that the student is wearing the mobility device seat belt.
- e. If the system is attached to the wheelchair by a bus para, the driver must check each attachment to ensure the system has been properly applied.
- f. Keep straps and belts off the vehicle floor, as much as possible, when not in use.

32. The school bus driver must report to their dispatcher or safety director/coordinator any instance in which he/she is requested to transport an unusual or unsafe wheelchair. The dispatcher or safety director/coordinator must immediately forward this concern to the District Transportation Safety Coordinator.

An unusual wheelchair includes chairs of unusual design, chair which cause the school bus driver concern for attachment points, or chairs which present problems in transportation.

An unsafe wheelchair includes chairs with defective brakes, loose parts, unstable frame, under-inflated or flat tires, or other problems that make the chair unsafe to transport. A motorized wheelchair with an unsecured battery will not be transported at any time.

33. All medical devices, such as suction machines, ventilators or respirator units shall be securely attached to the wheelchair. Oxygen cylinders must either be securely attached to the wheelchair or be able to be securely attached to the wall of the bus during transport. Adaptive devices such as walkers or collapsible wheelchairs must be secured whenever the bus is in motion. These items can be securely to the floor or the bar behind driver's seat with extra wheelchair securement straps or with extra restraints or seatbelts.

34. Each driver of a route serving special education students (with home bus stops) is responsible for verifying that a parent, guardian or other responsible person is available to receive the special education student, unless the student is specifically exempted from this procedure. In the event that a responsible person is not available to receive the student, the driver will follow the procedure outlined in Appendix XIII, page, of these Specifications.

35. Each driver of a route serving special education students who use District-owned car seats and booster seats during transport will be responsible for inspecting the equipment and properly securing it to the bus seat. Car seats and boosters seats shall be no more than 6 years old. The driver shall report any older car seats to their immediate supervisor and ask for a replacement unit before beginning the route.

36. The school bus driver shall observe all other operating rules and procedures (not listed above) as directed by the Director of Transportation or his/her designee.

37. The Anoka-Hennepin School Board may adopt such additional operating rules as deemed necessary to meet local conditions and needs, providing they do not conflict with state laws and regulations.

**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX II.**

**LOADING & UNLOADING PROCEDURES**

The school bus is the only non-emergency vehicle which, by law, can stop in the middle of a traffic lane and stop the flow of traffic to permit children to enter and exit. Because this is a unique maneuver and is contrary to the purpose of the roadway, school bus drivers must use extreme caution and sound judgment when loading and unloading students. A school bus driver is legally responsible; he/she must never assume that another vehicle will stop to allow students to cross the roadway.

THE SCHOOL BUS DRIVER'S SUPERVISION OF A STUDENT DOES NOT END UNTIL THAT STUDENT IS SAFELY ON THE CURB ON EITHER THE RIGHT OR LEFT SIDE OF THE ROADWAY.

School bus drivers must observe Minnesota Law, Minnesota Department of Public Safety regulations as well as local school district regulations when activating the 8-light system to load and unload students. At the school, the bus shall load and unload only at the right side of the curb or at designated places on school grounds. Upon leaving school grounds the buses shall maintain a 50-foot interval. Wherever possible, loading and unloading zones shall have a 500-foot unobstructed view for motorists coming from either direction.

**A. A School Bus Driver on a Regular Route Shall Observe the Following Procedures:**

**1. When loading at curbside:**

- a. Activate the amber pre-warning flashing light system 300 feet (at 35 mph or over) or 100 feet (at 0-35 mph) before stopping, as a warning to all motorists that the bus is about to stop in the traffic lane.
- b. Disengage the gears by shifting the gear selector to neutral position and hold the foot brake.
- c. Activate the red flashing light system, extend the stop arm and crossing gate once the bus is stopped. Avoid activating the red lights if a vehicle is in the process of passing the bus.
- d. Instruct the students to remain on the curb, ten feet from the bus until the door is opened.
- e. Supervise the students boarding the bus and attempt to maintain an orderly, single file boarding procedure.
- f. Close the door and put the bus in motion only after all students are properly seated.
- g. Loading on a 4-lane highway is only permitted when pre-approved in writing by the school district transportation office. In this unique situation, the driver may be required to unload students on the shoulder of the road with only the right turn signal activated.

**2. When loading where students **must cross** the street:**

- a. Activate the amber pre-warning flashing light system approximately 300 feet (35 mph and over) or 100 feet (at 0-35 mph) before stopping, as a warning to all motorists that the bus is about to stop in the traffic lane.
- b. Disengage the gears by shifting the gear selector to neutral position and hold the foot brake.
- c. Activate the red flashing light system, extend the stop arm and crossing gate once the bus is stopped. Avoid activating the red lights if a vehicle is in the process of passing the bus.
- d. Watch your mirrors and make a visual check that all traffic has stopped, and it is safe for students to cross the street.
- e. Motion to the students on the opposite side of the street to cross the street. Warn the students not to cross in front of the bus until the driver signals them to do so.
- f. Supervise the students crossing the street and instruct them to stay 10 feet from the front of the bus, until they reach the right curb area and then walk to the bus door (in front of the crossing gate arm) and board the bus.
- g. Supervise the students boarding the bus and attempt to maintain an orderly, single file boarding procedure.
- h. Close the door and put the bus in motion only after all students are properly seated.

**3. When unloading at curbside:**

- a. Activate the amber pre-warning flashing light system 300 feet (at 35 mph and over) or 100 feet (at 0-35 mph) before stopping, as a warning to all motorists that the bus is about to stop in the traffic lane.
- b. Disengage the gears by shifting the gear selector to neutral position and hold the foot brake.
- c. Activate the red flashing light system and extend the stop arm and crossing gate once the bus is stopped. Avoid activating the red lights if a vehicle is in process of passing the bus.
- d. Watch your mirrors and make a visual check that all traffic has stopped before allowing students to exit the school bus. Students should remain seated until the bus stops. Count the students at each stop as they exit.
- e. Instruct the students to walk 10 feet away from the bus and from the rear wheels of the bus.

- f. Visually check that all students are at least 10 feet away and in a safe location before closing the door and setting the bus in motion.
  - g. Unloading the bus on a 4-lane highway is only permitted when pre-approved in writing by the school district transportation office. In this unique situation, the driver may be required to unload students on the shoulder of the road with only the right turn signal activated.
4. When **unloading** where students **must cross** the street:
- a. Activate the amber pre-warning flashing light system approximately 300 feet (at 35 mph and over) or 100 feet (at 0-35 mph) before stopping, as a warning to all motorists that the bus is about to stop in the traffic lane.
  - b. Activate the red flashing light system and extend the stop arm once the bus is stopped. Avoid activating the red lights if a vehicle is in the process of passing the bus.
  - c. Disengage the gears by shifting the gear selector to neutral position and hold the foot brake.
  - d. Watch your mirrors and make a visual check that all traffic has stopped, and it is safe for students to cross the street before allowing students to leave the bus. Students should remain seated until the bus stops. Count the students as they exit.
  - e. Instruct the students to walk ten feet out in front of the bus (in front of the crossing gate arm) and to wait there for a signal to cross the street.
  - f. Check the traffic and motion the students to cross the street when it is safe to do so.
  - g. Supervise the students until they are safely on the other side of the street before closing the door, which will retract the stop arm and extinguish the red-light system.

**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APENDIX III.**

**BUS DRIVER QUALIFICATIONS**

The following school bus driver qualifications are based on Minnesota Department of Public Safety Rules and Regulations, Chapter 7414, Qualifications for School Bus Drivers.

**Physical Requirements**

A school bus driver shall submit to a physical examination by a reputable physician every 24 months. The examination must show that the person:

1. Is in good physical and mental health, be able-bodied, free from communicable disease and strong enough physically to operate the bus with ease.
2. Has adequate hearing with both ears.
3. Has proper vision, either without glasses, or by correction with glasses.
4. Is free from mental, nervous, organic, and functional disease that impairs safe driving.
5. Has possession of full and normal use of both arms and hands and both legs and feet.

As evidence that the driver meets the physical requirements, a physician's certificate of examination shall be presented to the Minnesota Department of Public Safety every 2 years with the appropriate fee.

**Character Requirements**

A school bus driver shall:

1. Be free from addiction to narcotics, habit-forming drugs or alcohol.
2. Demonstrate initiative, self-reliance, and leadership.
3. Be able to get along with others.
4. Be reliable, punctual, and honest.
5. Possess personal habits of cleanliness.
6. Refrain from the use of profanity.
7. Be a person with good moral character who will conduct himself/herself in such a manner as to command the respect of the pupils.

**Driver Background Check**

Before issuing or renewing a driver's license with a school bus driver's endorsement, the commissioner shall conduct an investigation to determine whether the applicant has been convicted of committing a disqualifying offense, a violation of section 171.321. The commissioner shall not issue a new bus driver's endorsement and shall not renew an existing bus driver's endorsement if the applicant has been convicted of committing a disqualifying offense. The commissioner shall not issue a new bus driver's endorsement and shall not renew an existing bus driver's endorsement if, within the previous five years, the applicant has been revoked under section 171.321. An applicant who has been convicted of violating section 171.321 within the previous ten years must show proof of successful completion of an alcohol or controlled substance treatment program in order to receive a bus driver's endorsement. *"Disqualifying offense" includes any felony offense, any misdemeanor, gross misdemeanor or felony violation of chapter 152, any violation under section 609.3451, 609.746, subdivision 1, or 617.23, or a fourth moving violation in the previous three years.*

**D. License and Driving Requirements**

A school bus driver shall:

1. Be at least 18 years of age.
2. Possess and maintain a Minnesota school bus driver's endorsement with a valid commercial driver's license (C.D.L.) class B or a Minnesota driver's license and Federal I.D. number (C.D.L.I.S.)
3. Carry his/her license at all times while driving a school bus.
4. Have an acceptable driving record for the past three years.
5. Have a general knowledge of Minnesota traffic laws and rules and regulations of Minnesota Department of Public Safety.

**Test Requirements**

A school bus driver shall:

1. Demonstrate his/her knowledge of school bus laws, rules, and regulations by satisfactorily passing a written test prepared and administered by the Minnesota Department of Public Safety.

2. Demonstrate his/her driving skills by satisfactorily passing a driving test in a school bus administered by a certified licensed examiner.

### **Training Competencies**

No person shall drive a Type A, B, C, or D school bus when transporting school children to or from school or upon a school-related trip or activity without having demonstrated sufficient skills and knowledge to transport students in a safe and legal manner. A bus driver must have training or experience that allows the driver to meet at least the following competencies:

1. Safely operate the type of school bus the driver will be driving.
2. Understand student behavior, including issues relating to students with disabilities.
3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately.
4. Know and understand relevant laws, rules of the road, and local school bus safety policies.
5. Handle emergency situations.
6. Safely load and unload students.

**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX IV.**

**DISCIPLINE ON THE SCHOOL BUS**

Maintaining an orderly and safe environment on the school bus for the student passengers is the responsibility of the school bus driver. The actions a school bus driver may take to achieve a safe environment on a school bus are limited. Except under unusual circumstances, the bus driver is confined to using verbal commands or reprimands and reporting the misbehavior to the school.

A driver, who observes a student engaging in inappropriate behavior, Class I offense, shall:

- 1.) Verbally warn the student** that his/her actions are improper. If the student continues to engage in this behavior, the bus driver shall, on the second occasion for K-5<sup>th</sup> grade students
- 2.) Report the student's behavior on a Pupil Transportation Incident Report** and return it to the safety office at the bus company and the safety coordinator/director will input the information into TIRES (Transportation Incident Reporting System).

For students in 6<sup>th</sup>-12<sup>th</sup> grade, a warning for a Class I offense, while not necessary, could be very beneficial to driver/student relationships. If the inappropriate behavior continues after a second warning, the driver shall fill out the Pupil Transportation Incident Report form and let the principal of the school take appropriate measures to correct the student's behavior.

A school bus driver must be cautious in the actions he/she takes to achieve a safe environment on the bus. Inappropriate behavior must be reported, in writing, to the bus company until it ceases. The driver may temporarily assign seats if necessary.

**A. Actions a Bus Driver May Take:**

1. Meet with the principal as soon as each school year begins. Many schools will invite drivers in when their schedule allows it. Remember that the driver and the principal must work together in maintaining discipline.
2. Learn the names of students on the bus. A student will respond more positively to a request if you call out his/her name. A name is also essential to the principal in taking disciplinary action.
3. Give reasons for what you request a student to do. If you cannot do so at the time of the reprimand, when the student is leaving the bus at a later time a few words of explanation will go a long way in getting the student to comply in the future.
4. If students are fighting, try to stop them verbally. If this does not succeed, physically separate the students in order to prevent them from injuring one another.
5. Avoid the word "don't". Instead of saying, "Don't do that", driver must attempt to stimulate action in the student by requesting that the student do something positive. For example, if a student is standing, you should request him/her to "please sit down". Watch your language. Do not use words such as "shut up"; keep your comments positive to get better results.
6. Drivers have the right to temporarily assign seats to the bus riders in an attempt to resolve a discipline problem.
7. If you are in danger of losing control of the bus because of discipline problems, you may pull the bus over to the curb or the side of the road and refuse to go any further until order is restored. Report the incident to your supervisor immediately upon returning to the garage. You should use the two-way radio or telephone to call your dispatcher if a serious problem arises on the route.

**B. Actions a Bus Driver Should Never Engage In:**

1. Do not confront students in a showdown of authority. You should avoid flexing or demonstrating your authority at the expense of the student. You must realize that peer pressures are very powerful and many students, if pressured, will challenge your authority rather than be ridiculed in the presence of their peer group. If a student questions a policy or bus riding rule, you should warn the student of the inappropriate behavior, but you should not attempt to physically force the student to comply with the rule or policy. Again, you must report the incident immediately to your supervisor upon returning to the garage.
2. Do not threaten a student who disobeys a bus safety rule. You should refrain from indicating to a student what form of punishment will be administered. It is the policy of Anoka-Hennepin School that the principal of a school should determine the form and substance of punishment. You may be called upon by the principal for advice in the determination of punishment, but you do not determine or administer punishment.
3. Do not evict a student from the school bus along the route for a breach of discipline. If a student insists on leaving the bus, you should caution the student that he/she is not to leave the bus except at the designated unloading place. If a student is leaving on his/her own initiative, you must report the incident to your supervisor upon returning to the garage.
4. **DO NOT GRAB, HIT, OR USE FORCE TO DISCIPLINE ANY STUDENT ON THE SCHOOL BUS.** You must remember that you are often the only adult present on the bus and the most harmless action can be misconstrued or misinterpreted by a parent of

a child. Conditions under which you are allowed to touch a student are to prevent a student from harming another student or harming himself/herself, or to assist a student.

5. Do not make statements to students that imply racial or social prejudices. If you display prejudice against a student's race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age, you may be dismissed as a school bus driver for Anoka-Hennepin Independent District #11 #11.
6. Do not use the brakes as a form of discipline. "Dynamiting" the brakes may cause serious injury and would result in disciplinary action for you the driver.

### **C. Discipline Reporting Procedures**

The school bus driver shall report all inappropriate behavior to their supervisor by means of a written student discipline form.

Discipline problems that are not reported in writing by the bus driver may result in disciplinary action against the driver.

1. Any time a school bus driver witnesses a Class 1 infraction of the School Bus Discipline Policy they will warn the student. Drivers are instructed to give 1 – 3 verbal warnings. If the driver verbally warns a student but the behavior does not change, the driver will immediately report this behavior to the company safety office on a written form, which will be sent to the school through the TIRES System. It is the principal's responsibility to take the necessary action.

2. Any time a driver witnesses a Class 2 infraction of the School Bus Discipline Policy, the driver will immediately report the offense to the company safety office on a written form, which will be sent to the school through the Student Discipline System and the building principal will take the necessary action.

3. It is also the principal's responsibility to report criminal conduct to the appropriate law enforcement agency and report the incident on the appropriate State of Minnesota Education forms.

4. The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures.



**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX V.**

**ACCIDENTS & INJURIES**

A school bus accident, because it could involve students, is always considered an extremely serious and potentially tragic event. For this reason, it is imperative that the school bus driver conscientiously fulfill his/her responsibilities to the passengers, the school district and the bus vendor after an accident.

Supplying information accurately and objectively and following the procedural routine (as outlined) will help relieve anxiety associated with an accident.

All accidents and injuries, regardless of severity, must be reported verbally and in writing to the supervisor. If an accident occurs, a school bus driver should attempt to:

1. Remain as calm as possible.
2. Follow a procedural routine as outlined by company policy.
3. Use your reflective triangles to protect the scene of the accident from further accidents and injuries.
4. Contact the policy if necessary.
5. Locate witnesses to the accident.
6. Report all facts concerning the accident to the supervisor.

**A. Procedures if an accident occurs en-route**

If an accident occurs on the route or on a charter trip, the bus driver must fulfill his/her responsibilities by making certain immediate steps are taken. These steps include the following

1. Notify the dispatcher and/or the police.
2. Do not move the vehicle until a law enforcement official advises you to do so. If you are ordered to move the vehicle before a company representative arrives, ask the police officer to make the position of your bus tires on the pavement and have one of the witnesses make a note of this.
3. Turn off the ignition and setting the parking brake.
4. Activate the 4-way hazard lamps.
5. Check the student passengers for injury. Those requiring immediate medical care should be assisted. If necessary, summon an ambulance.
6. Determine whether to evacuate or keep the students on the bus. The driver should ask himself/herself, "Are the students safer where they are or are they safer outside the bus?". If the driver smells fuel, if the bus is overturned, if a fire danger is present, or if a potential traffic hazard is evident, he/she should evacuate the students to a safe area at least 100 feet away from the scene of the accident following the bus evacuation procedures.
7. Check to see if there are injuries in the other vehicle(s). If school buses are involved, do not let students leave the bus or transfer to another bus unless necessary.
8. Protect the scene of the accident by placing reflective triangles in their proper placement (an older student may do this while the driver is administering first aid.)
9. Do not discuss the facts of the accident with anyone other than investigating law enforcement officers or representatives of the company. You are required to give your name, address, driver's license number, and insurance information. Do not make speculation statements as to how the accident occurred. Such statements could be considered an admission of guilt on your part.
10. Remain patient during the investigation at the scene. Evaluate questions and give clear and concise answers. **MAKE NO ADMISSION OF GUILT OR FAULT.**
11. Write down all pertinent information supplied by the other party, such as name, address, license number, insurance information and vehicle information. Do not trust it to memory.
12. Remain at the accident scene. Do not, under any circumstances, leave the scene of the accident even to seek help. Stay with your vehicle until officially release by police or relieved by a company official.
13. Obtain names of all students on the bus, along with a student count.
14. Give Accident Information Cards to each student to notify parent/guardian that an accident occurred and they should watch their child's medical condition.

**B. Sending for assistance with passengers on board**

In situations where outside assistance is necessary, the following procedures should be followed:

1. If possible, stop an adult and ask him/her to make the necessary call for help.
2. If it is necessary to use a pupil passenger as a messenger, follow this procedure:
  - a. Send two reliable students.
  - b. Instruct them to go to the nearest house or business and ask the occupant to make the phone call. The pupils are to return immediately to the bus. They are **NOT** to enter a private home at any time.

ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT

SCHOOL BUS CONTRACT SPECIFICATIONS

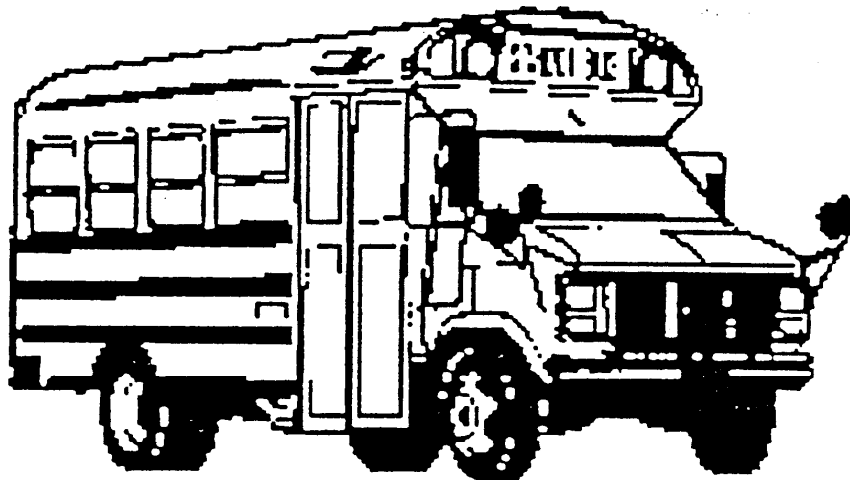
APPENDIX VI.

DEFINITIONS AND TYPES OF SCHOOL BUSES

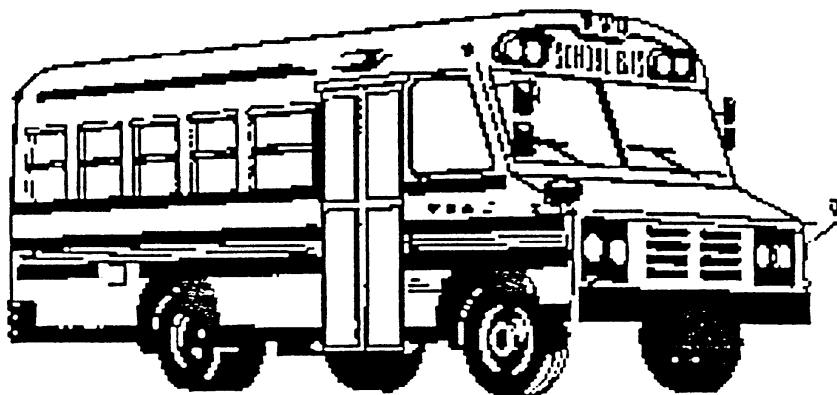
"School bus" means a motor vehicle used to transport pupils to-or-from a school (defined in Minnesota statutes section 169.441), or to-or-from school-related activities, by the school or a school district, or by someone under an agreement with the school or a school district. A school bus does not include a motor vehicle transporting children to or from school for which parents or guardians receive direct compensation from a school district, a motor coach operating under charter carrier authority, or a transit bus providing services as defined in Minnesota statutes section 174.22, subdivision 7.

TYPES OF SCHOOL BUSES

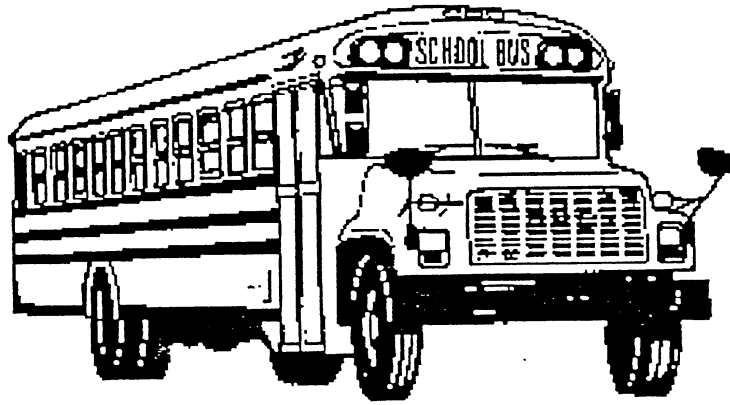
A **Type "A"** school bus is a conversion or body constructed upon a van-type or cutaway front section vehicle with a left side driver's door, designed for carrying more than 10 persons. This definition shall include two classifications: Type A-I, with a Gross Vehicle Weight Rating (GVWR) over 10,000 pounds; and Type A-II, with a (GVWR) of 10,000 pounds and under.



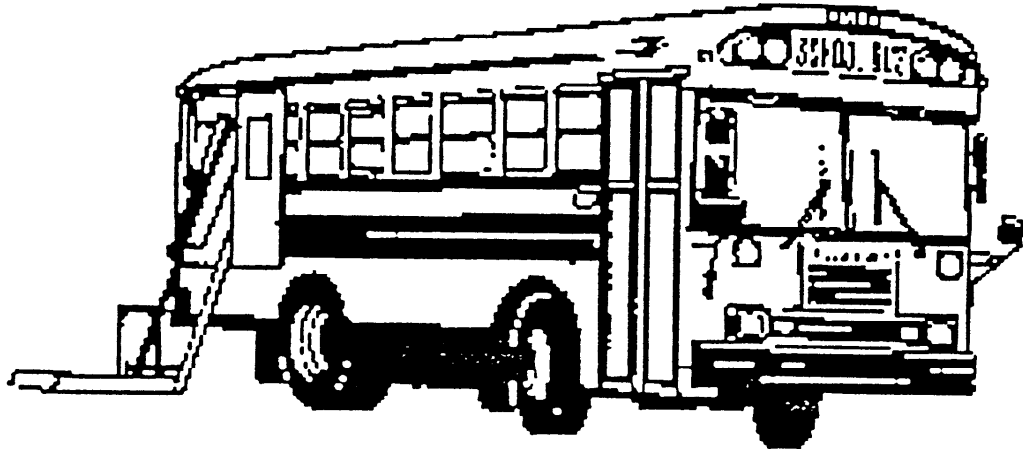
A **Type "B"** school bus is a conversion or body constructed and installed upon a van or front section vehicle chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.



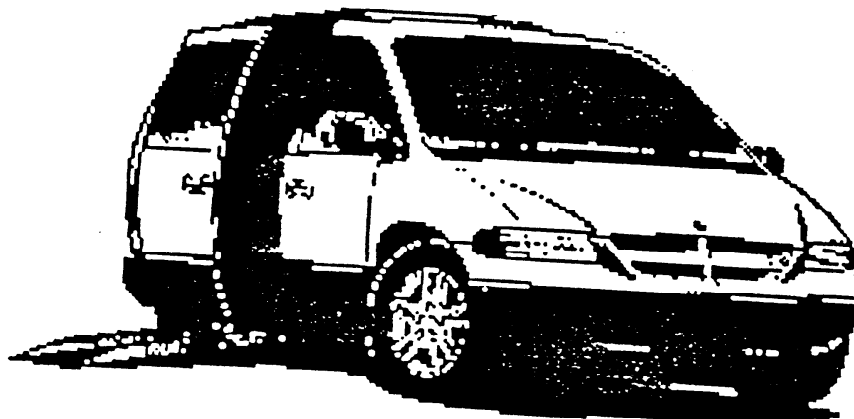
A **Type "C"** school bus is a body installed upon a flat-backed cowl chassis with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. The entire engine is in front of the windshield and the entrance door is behind the front wheels.



A **Type "D"** school bus is a body installed upon a chassis, with the engine mounted in the front, amidships, or rear with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. The engine may be behind the windshield and beside the driver's seat; it may be at the rear of the bus, behind the rear wheels; or amidships between the front and rear axles. The entrance door is ahead of the front wheels.



**TYPE III school** buses are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten people, including the driver, and a gross vehicle weight rating of 10,000 pounds or less. In this subdivision, "gross vehicle weight rating" means the value specified by the manufacturer as the loaded weight of a single vehicle. A type III school bus" must not be outwardly equipped and identified as a type A, B, C, or D school bus.



**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX VII.**

**SCHOOL BUS DISCIPLINE POLICY**

**SCHOOL BUS DISCIPLINE POLICY**

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine the consequences of misbehavior, and the reinstatement of bus service for the offending student(s) should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day, or until released to the parent/guardian in a manner consistent with guidelines on release of students.

**TRANSPORTING OF SCHOOL RELATED/NON-RELATED ITEMS**

Under the Laws and Rules for the Operation of School Buses in the State of Minnesota, it is stated "...no materials, including guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported." Cell phone use, along with the use of digital or video photography is strictly prohibited on the bus.

Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student. Hockey sticks, lacrosse sticks, golf clubs, sleds, or any other unacceptable recreational equipment will not be allowed on regular buses. Ice skates, skate shoes, skateboards, roller blades, and bats will not be allowed in the bus unless **enclosed** in an athletic-type canvas bag or are otherwise inaccessible. Damage to personal items is not covered by the bus vendor's/district's insurance coverage.

**ASSIGNED BUSES ONLY**

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without change in either bus or stop is permitted without transportation department authorization. Temporary changes may be made by school administrators for authorized emergencies only.

Failure to ride the assigned bus to/from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

**PRE-K – 5<sup>TH</sup> GRADES BEHAVIOR GUIDELINES AND CONSEQUENCES**

***CLASS I OFFENSES***

1. Spitting
2. Excessive noise
3. Horseplay/mischief/distracting behavior
4. Eating/drinking/littering on the bus
5. Leaving seat/standing without permission from driver
6. Use of liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. False identification/refusal to identify oneself
9. Riding unassigned bus or using unassigned bus stop

***CLASS I OFFENSES continued***

10. Opening window past safety line
11. Riding or attempting to ride any bus during a bus suspension
12. Disobedient to the driver/para-educator/bus patrol
13. Cell phone use
14. Other offenses as reported by the driver or principal

***CLASS II OFFENSES***

1. Hanging out of window
2. Throwing/shooting of any object
3. Bullying and/or physical aggression against any person

4. Profanity/threats directed toward driver/paraprofessional
5. Possession/use of tobacco or any controlled substance
6. Vandalism to bus (restitution will be made)
7. Holding onto/or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement.
8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency exit/tampering with bus equipment
10. Possession or threat of weapons/explosives/flammables
11. Other offenses as reported by the driver or principal
12. Possession/use of laser pens or pointers
13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II first offense.

**CONSEQUENCES (Bus Driver has the authority to assign seats at any time)**

| <b>CLASS I</b>  | <b>1<sup>st</sup> Offense</b>                         | <b>2<sup>nd</sup> Offense</b>                          | <b>3<sup>rd</sup> Offense</b>  | <b>4<sup>th</sup> Offense</b>                        |
|-----------------|---|--|--|--|
|                 | Warning or<br>1-5 days<br>suspension                  | Warning or<br>1-10 days<br>suspension                  | 1.5-10 days<br>suspension<br>2. Possible loss<br>of all bus service<br>3. Parent/Principal<br>meeting/optional                                     | Loss of bus service                                  |
| <b>CLASS II</b> | <b>1<sup>st</sup> Offense</b><br>5 days<br>suspension | <b>2<sup>nd</sup> Offense</b><br>10 days<br>suspension | <b>3<sup>rd</sup> Offense</b><br>1. 10 day<br>min. suspension<br>2. Possible loss of<br>all bus service<br>3. Parent/Principal<br>meeting/optional | <b>4<sup>th</sup> Offense</b><br>Loss of bus service |

**6<sup>th</sup> – 12<sup>th</sup> GRADES BEHAVIOR GUIDELINES AND CONSEQUENCES**

**CLASS I OFFENSES**

1. Spitting
2. Excessive noise
3. Horseplay/Mischief/distracting behavior
4. Eating/drinking/littering on bus
5. Leaving seat/standing without permission from driver
6. Use of liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. False identification/refusal to identify oneself
9. Riding unassigned bus or using unassigned bus stop
10. Opening window past safety line
11. Riding or attempting to ride any bus during a bus suspension
12. Disobedient to the driver/para-educator/bus patrol
13. Cell phone use
14. Other offenses as reported by the driver or principal

**CLASS II OFFENSES**

1. Hanging out of windows
2. Throwing/shooting of any object
3. Bullying and/or physical aggression any person
4. Profanity/threats directed toward bus driver/paraprofessional
5. Possession/use of tobacco or any controlled substance
6. Vandalism to bus (restitution will be made)
7. Holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement
8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency exit/tampering with the bus equipment
10. Possession or threat of weapons/explosives/flammables
11. Other offenses as reported by the driver or principal

12. Possession/use of laser pens or pointers
13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc) will carry a minimum penalty of a Class II 1<sup>st</sup> offense.

**CONSEQUENCES (Bus Driver has the authority to assign seats at any time)**

| <b>CLASS I</b>  | <b>1<sup>st</sup> Offense</b>        | <b>2<sup>nd</sup> Offense</b> | <b>3<sup>rd</sup> Offense</b>   | <b>4<sup>th</sup> Offense</b> |
|-----------------|--------------------------------------|-------------------------------|---|-------------------------------|
|                 | Warning or<br>1-5 days<br>suspension | 1-10 days<br>suspension       | 1. 5-10 day min.<br>suspension<br>2. Possible loss<br>of bus service<br>3. Parent/Principal<br>meeting/optional   | Loss of bus service           |
| <b>CLASS II</b> | 5 days<br>suspension                 | 10 days                       | 1. 10-day min.<br>suspension<br>2. Possible loss<br>of all bus service<br>3. Parent/Principal<br>Meeting/optional | Loss of bus service           |

The bus and the bus stop are extension of the school day. Bus and bus stop consequences may be superseded by Anoka-Hennepin Independent School District #11 policy. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy, the weapons policy, and bullying policy of Anoka-Hennepin Independent School District #11 will be strictly enforced on the school bus as well as at school. Video cameras may be used on school buses.

**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS SPECIFICATIONS**

**APPENDIX VIII.**

**DIGITAL VIDEO SURVEILLANCE POLICY**

1. Anoka-Hennepin Independent School District #11 and the vendors under contract for transportation services will use digital video surveillance equipment in school buses for the purpose of monitoring the behavior of students. The data recorded is the property of the school district and is confidential.
2. The bus vendors will purchase and install a digital video surveillance system for all the buses operating under the transportation contract. The system will be specified by the Transportation Department to assure one district-wide system that is consistent. The digital video surveillance will be used to support the bus driver's report and to enforce the consequences of the School Bus Discipline Policy, established and School Board approved each year.
3. The digital recordings will be viewed only by the School Transportation Safety Director (and/or designee), the principal of the school building (and/or designee), bus company safety director, bus driver, and school police liaison officer or other appropriate law enforcement agencies. Any digital recordings that reveal unlawful actions may be brought to the attention of law enforcement agencies. Whenever a parent or guardian disputes or challenges a bus discipline report, and their child was recorded, it will be the responsibility of the school principal to review the recording.  
  
The recording will be used by the building principal to assist in determining whether or not the incident actually occurred and if so, the severity of the incident. Neither the student nor the parent/guardian of the student that has been recorded will be allowed to view the recording, in accordance with data privacy laws, unless the student is the only subject on the recording or the building principal has obtained written permission from the parents/guardians of all other students on the recording in question. Upon written request, the school district will provide a written summary of the recorded incident(s) to a student pictured on a recording or to the student's parents/guardians.
4. Each bus company will be responsible for the security of the digital video equipment and for the handling of recordings.
5. Recordings will not be release to any other entity (including law enforcement) unless approved with the school district Transportation Department and they have signed the "Confidentiality, Non-Disclosure and Non-use Agreement".



**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX IX.**

**HARASSMENT/VIOLENCE POLICY**

It is the policy of the Anoka-Hennepin Independent District #11 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence or discrimination from other protected classifications set forth in the District Equal Employment Opportunity Policy. The school district prohibits any form of discrimination including but not limited to religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any teacher, administrator, or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy, or harassment of other protected classifications set forth in the District's Equal Employment Opportunity Policy. For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, Vendors or persons subject to the supervision and control of the district.

It shall be a violation of the policy for any teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence or violence due to other protected classifications upon any pupil, teacher, administrator or other school personnel.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, or discrimination regarding other protected classifications set forth in the District's Equal Employment Opportunity Policy and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

(For further definitions of harassment or the reporting and investigating procedures, please request a copy of this policy from the Human Resource Manager-Performance Management.)

**SEXUAL/RACIAL/RELIGIOUS HARASSMENT/VIOLENCE:**

**STUDENT POLICY AND PROCEDURE**

It is the policy of the Anoka-Hennepin Independent District #11 to strive for a learning environment for students that is free from sexual, racial, and religious harassment and violence. This policy will be enforced before, during and after school hours on all school property, including the school bus, and at school functions and events held at other locations. Any action toward or by a student of the District to harass through conduct or communications of a sexual, racial, or religious nature or to inflict, threaten to inflict or attempt to inflict sexual, racial, or religious violence as defined herein shall be a violation of this policy.

Sexual, racial or religious violence is a physical act of aggression that includes a sexual act or purpose or a physical act, or aggression based on a person's race, gender, religious, or sexual orientation.

In carrying out this policy, the School District recognizes that sexual, racial, and religious harassment are subject to School District Equal Education Opportunity policies and applicable state and federal laws. Sexual, racial, and religious violence is criminal activity subject to civil penalties under Minnesota Statutes 609.341.

The school district will act to investigate all complaints, formal or informal, verbal or written, of sexual, racial, religious harassment/violence, and take appropriate action against any person who is found to have violated this policy.

Any student who believes that she or he has experienced sexual, racial, religious harassment/violence by a student or an employee of the School District or any agency contracted by the School District, or any third person with knowledge or belief of conduct which may constitute harassment/violence should report the alleged acts immediately to a counselor, dean, student services advocate, building administrator or directly to the Student Services Coordinator.

Any adult School District personnel (which includes **contracted school bus drivers**) who witness student sexual, racial, religious harassment/violence shall inform the building principal, dean, counselor or student services advocate.

**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX X.**

**BULLYING PROHIBITION POLICY  
INCLUDING CYBERBULLYING**

**I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Anoka-Hennepin Independent District #11 cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the Anoka-Hennepin schools and the rights and welfare of its students and is within the control of the School District in its normal operations, it is Anoka-Hennepin's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. Appropriate administrative and staff follow-up will be provided for victims of bullying. The purpose of this policy is to assist Anoka-Hennepin in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

**II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on Anoka-Hennepin Independent District #11 property, at school related functions, or in electronic form otherwise known as cyber bullying. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the School District or the safety or welfare of the student, other students, volunteers, or employees.
- B. No teacher, administrator, other employee of Anoka-Hennepin Independent District #11, volunteer, **vendor, or bus driver** shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the School District's policies and procedures. The School District may take into account the following factors:
  - 1. The age, developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature and severity of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. Anoka-Hennepin Independent School #11 will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, other employee of the School District, volunteer, vendor, or bus driver who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means any written, verbal, or electronic expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student;
2. Damaging a student’s property;
3. Placing a student in reasonable fear of harm to his or her person or property;
4. Creating a hostile educational environment for a student; or
5. Subjecting a student to ridicule, embarrassment or social isolation.

“Bullying” may also include the misuse of technology in any form including, but not limited to, teasing, intimidating, humiliating, defaming, threatening, harassing, stalking, or terrorizing another student, teacher, administrator, other employee of the School District, volunteer, **vendor, or bus driver** by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, regardless of whether such acts are committed on or off School District property and/or with or without the use of School District resources.

Bullying based on a protected classification set forth in the District’s Equal Educational Opportunity Policy (race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age) may also constitute a violation of the District’s Harassment, Violence, and Discrimination Policy.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On Anoka-Hennepin Independent District #11 property, at school-related functions, or in electronic form” means all School District buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for School District purposes, the area of entrance or departure from school grounds, premises, or events, all school-related functions, school-sponsored activities, events, or trips, the use of any School District technology equipment or system on or off-campus, the use of a personal digital device on campus, or off campus electronic communication that causes or threatens to cause a substantial and material disruption at school or interference with the rights of students or employees to be secure.

Anoka-Hennepin Independent District #11 property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations or events or through use of School District technology resources, Anoka-Hennepin Independent District #11 does not represent that, it will provide supervision or assume liability at these locations or events, or through use of School District technology resources.

### IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate School District official designated by this policy. A student may report bullying anonymously. However, the School District’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. Anoka-Hennepin Independent District #11 encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral and electronic reports shall be considered complaints as well.

C. The building principal or the principal’s designee is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to an assistant principal, principal, associate superintendent, assistant superintendent, or the Superintendent or designee.

D. A teacher, school administrator, other school employee, volunteer, Vendor, or bus driver shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal or designee immediately.

- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. Anoka-Hennepin Independent District #11 will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of bullying, the School District shall undertake or authorize an investigation by school district officials, or a third party designated by the School District.
- B. The School District may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the School District will take appropriate action pursuant to the School Discipline Policy. Such action may include, but is not limited to, warning, suspension, exclusion, loss of privilege, expulsion, transfer, remediation, termination, or discharge. The School District may also contact law enforcement if the behavior is criminal in nature. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School District action taken for violation of this policy will be consistent with the requirements if applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations. Appropriate administrative and staff follow-up will be provided for victims of bullying.
- D. Anoka-Hennepin Independent District #11 is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the School District. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, Vendor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

**VII.** The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

## **VIII. NOTICE**

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX XI.**

**DISTRICT WEAPONS POLICY**

Taken from VII. STUDENT DISCIPLINE: POLICIES AND PROCEDURES, Anoka-Hennepin Independent District #11, Student Discipline Policy:

**Weapons Policy**

1. It is the policy of the Anoka-Hennepin Independent District #11 to maintain a positive, safe and secure learning and working environment. Therefore, the District will not tolerate weapons as defined in this policy at any time on school property or in the school zone\*, including district-owned buildings and grounds; leased or rented facilities; school-sponsored activities; field trips; school buses and other school vehicles; and school bus loading and unloading areas. Students and visitors may not possess, store, handle, transmit, or use any weapons in any of the school environments listed above. Any student found to possess, store, handle, transmit, or use any weapon before, during or after school hours will be subject to administrative and/or legal action.

\*School zone: The area surrounding school property to a distance of 300 feet or one city block, whichever distance is greater, beyond school property.

Students who become aware of a weapon (this is not subject to an exception listed in this policy) being brought to school or on school property must immediately notify an adult staff member. A student who becomes aware that he/she is in possession of a weapon and who immediately notifies an adult staff member, may avoid, depending on the circumstances, being considered to be in possession of a weapon; students should not, however, pick up or transport the weapons.

2. Definition of Weapon

A weapon is defined as: a knife, firearm or an item which looks like a firearm, whether loaded or unloaded, in working or non-working condition; destructive explosives, any incendiary device or look-alike and/or the threatened intent to cause an explosion; or any other device or instrument which is utilized in such manner so as to threaten, intimidate or produce bodily harm or the fear of such. Weapons include, but are not limited to, the following:

- a. All firearms, loaded, unloaded, working or not working
- b. Other firearms of all type, including pellet, BB, stun, splat, starter pistols, and/or look-alikes, or replica firearms which include facsimile or toy versions of firearms and reasonably appear to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher or any other firearm
- c. Knives including switchblade or automatically opening blades, butterfly knives, Swiss army knives, box cutters/utility knives, pocket knives, hunting knives, daggers, sword, or razors
- d. Artificial knuckles or other similar objects designed to be worn over or inside the fist or knuckles
- e. Blackjacks, clubs, numchucks, or throwing stars
- f. Explosives and/or similar devices with threatened intent to cause an explosion
- g. Poisons, chemicals, combustible or flammable liquids, or substances capable of causing bodily harm
- h. Slingshots, bows and arrows
- i. Chemical irritant\*\* (i.e. pepper spray, mace)
- j. Any other device or instrument used to intimidate, threaten or inflict bodily harm or fear

\*\* Chemical irritants are considered a weapon under this policy; however, the parent(s)/guardian(s) or a student may make special arrangements with the building principal that the student may carry a chemical irritant for defensive purposes outside the school setting. The student must check the chemical irritant into the school office during the time he/she is on school property.

3. Exceptions

This policy, in accordance with Minnesota law, provides for the following exceptions:

- a. Licensed police officers, military personnel, licensed security personnel
- b. Instructors of school district-approved firearm safety courses or activities conducted on school property.
- c. School district-approved possession and use of weapons by ceremonial color guards
- d. School district-approved possession and use of starter guns for athletic contests
- e. School district-approved equipment and tools used and stored appropriately on school property for instructional or work-related purposes by workers and students
- f. Other exceptions as granted by the superintendent

**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
ANOKA-HENNEPIN TRANSPORTATION DEPARTMENT  
SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX XII.**

**Policy for School Bus Idling**

**Purpose:** This policy seeks to reduce student and driver exposure to diesel exhaust particulate matter by limiting unnecessary idling of school buses pursuant to Minnesota Statue 123B.885 (Diesel school buses: operation of engine: parking).

**Applicability:** This policy applies to district owned school buses and contracted school buses while being operated for the purpose of transporting the school district's students at public expense to and from school programs.

**I. Idling Control Measure:**

- (1) The school district shall:
  - (A) Relocate school building air intake systems further than 100 feet of school bus parking areas when practical, economical, and feasible.
- (2) A driver of a diesel school bus:
  - (A) must turn off the bus upon reaching a school or other destination and must not turn on the engine until necessary to depart from the school or destination; and
  - (B) must park the bus at least 100 feet from a known and active school air intake system; unless the school district has determined that alternative, locations block traffic, impair student safety or are not cost-effective.
- (3) The employer of the school bus driver must ensure that:
  - (A) the bus or vehicle driver upon employment, and as necessary thereafter, is informed of the requirements of this policy and the reasons therefore; and
  - (B) all complaints of noncompliance are reviewed and remedial action is taken as necessary.

**II. Exemptions:** The requirement that a driver of a diesel school bus must turn off the bus and must refrain from idling does not apply for the period or periods during which idling is necessary under the following circumstances:

- (1) Turbo-diesel Engine Cool Down or Warm Up
  - (A.)To cool down a turbo-charged diesel engine for a period not to exceed 5 minutes before turning off the engine. (The cool down should be in accordance with the bus manufacturer's specifications); or
  - (B.)To warm up a turbo-charged diesel engine for a period not to exceed 3 minutes. (The warm up should be in accordance with the bus manufacturer's specifications).
- (2) Cold Weather
  - (A) If the outside temperature is between 32 degrees and -10 degrees, idling to operate heaters is allowed for up to 15 minutes per stop; or
  - (B) If the outside temperature is below -10, there is no time restriction on idling to use heating equipment.
  - (C) In cold weather, if bus drivers will be at a location for more than 15 minutes, an indoor waiting area is encourage.
- (3) Safety of Children and Emergencies
  - (A) Use of lift equipment during loading or unloading of children with one or more disabilities;
  - (B) Use of a heater or an air conditioner of a bus during loading, unloading or transport of children with exceptional needs;
  - (C) Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations;
  - (D) Use of the bus headlights or four-way flasher warning lights for visibility purposes; or
  - (E) For other traffic, safety, or emergency situations.
  - (F) In any of the above cases, if equipment can be run from the battery then the drivers should refrain from idling, unless there is a significant concern of draining the battery.
  - (G)
- (4) Maintenance of Transportation
  - (A) To charge of a battery of a school bus, if needed; or
  - (B) For testing to verify that the bus is in safe operating condition as part of the daily pre-trip vehicle inspection, or as otherwise required, including to measure vehicle emissions.

**III. Limitations:** This policy is subject to adjustment based upon technical improvements in engines, electronics, or exhaust systems; or for the use of bio-diesel fuel in school bus diesel engines.

**ANOKA-HENNEPIN INDEPENDENT DISTRICT #11  
ANOKA-HENNEPIN TRANSPORTATION DEPARTMENT**

**SCHOOL BUS CONTRACT SPECIFICATIONS**

**APPENDIX XIV.**

**Hazardous Roadways (Students do not cross)**

The following streets in the city of **Andover** are deemed to be hazardous: Refer to policy.

| <b>Description</b>  | <b>Speed</b> |
|---|--------------|
| 7 <sup>th</sup> Av NW   | 55           |
| 133rd Av NW   | 35 - 40      |
| 157 <sup>th</sup> Av NW   | 55           |
| 161 <sup>st</sup> NW between Crosstown Blvd & Round Lake Blvd     | 55           |
| **165 <sup>th</sup> Av NW between Valley Dr. & 7 <sup>th</sup> Av | 55           |
| Andover Blvd NW   | 55           |
| Bunker Lake Blvd NW   | 50 – 55      |
| Constance Blvd NW   | 50 – 55      |
| **Crooked Lake Blvd NW from 133rd Av NW to Bunker Lk Blvd         | 30           |
| Crosstown Blvd NW from Hanson Blvd to Bunker Lk Blvd              | 40 – 50      |
| Crosstown Blvd NW from Hanson Blvd to Prairie Rd                  | 50           |
| Crosstown Blvd NW north of Prairie Road                           | 55           |
| Hanson Blvd north of 161 <sup>st</sup> Av NW                      | 55           |
| Hanson Blvd south of 161 <sup>st</sup> Av NW                      | 55           |
| Nightingale St NW   | 55           |
| Prairie Rd  | 35 – 50      |
| Round Lake Blvd NW  | 45 – 55      |
| **South Coon Creek Dr   | 35 – 40      |
| Tulip St NW from 157 <sup>th</sup> Av to 161 <sup>st</sup> Av     | 35           |
| Tulip St NW from Valley Dr. to district boundary                  | 50           |
| **Tulip St from Valley Dr. to 161 <sup>st</sup> Av NW             | 30           |
| University Av NW  | 40           |
| Valley Dr. NW   | 55           |
| Verdin St. NW   | 55           |

The following streets in the city of **Anoka** are deemed to be hazardous:

| <b>Description</b>                    | <b>Speed</b> |
|---------------------------------------|--------------|
| 7 <sup>th</sup> Av north of Main St   | 35           |
| **7 <sup>th</sup> Av south of Main St | 35           |
| East River Rd                         | 45           |
| Highway 10 in the city of Anoka       | 55           |
| Main St                               | 30           |
| St. Francis Blvd NW                   | 55           |

The following streets in the city of **Blaine** are deemed to be hazardous:

| <b>Description</b>               | <b>Speed</b> |
|----------------------------------|--------------|
| 109 <sup>th</sup> Av NE          | 35 – 55      |
| County Rd 14                     | 55           |
| Highway 242                      | 55           |
| Highway 65 in the city of Blaine | 55 – 60      |

**\*\*secondary students allowed to cross, elementary students are not.**

The following streets in the city of **Blaine** are deemed to be hazardous:

| <b>Description</b>                   | <b>Speed</b> |
|--------------------------------------|--------------|
| Jefferson St NE north of Highway 242 | 40           |
| Lexington Av                         | 55           |
| Oak Park Blvd NE                     | 30           |
| Paul Parkway NE                      | 30           |
| Radisson Rd NE                       | 50 – 55      |
| University Av NE                     | 45 – 50      |

The following streets in the city of **Brooklyn Center** are deemed to be hazardous:

| <b>Description</b>                         | <b>Speed</b> |
|--|--------------|
| 73 <sup>rd</sup> Av N                      | 30           |
| Highway 252 in the city of Brooklyn Center | 55           |
| Humboldt Av N                              | 30           |
| **West River Rd                            | 30           |

The following streets in the city of **Brooklyn Park** are deemed to be hazardous:

| <b>Description</b>                                      | <b>Speed</b> |
|---|--------------|
| 73 <sup>rd</sup> Av N                                   | 30           |
| 85 <sup>th</sup> Av N from Highway 252 to West River Rd | 30           |
| 85 <sup>th</sup> Av N from Highway 252 to Noble Av N    | 50           |
| 109 <sup>th</sup> Av N                                  | 40           |
| Brookdale Dr N  | 30           |
| Highway 252 in the city of Brooklyn Park                | 55           |
| Highway 610 in the city of Brooklyn Park                | 65           |
| Humboldt Av N   | 30           |
| **Noble Av N  | 40           |
| Noble Parkway   | 45           |
| Russell Av N north of 97 <sup>th</sup> Av N             | 40           |
| **Russell Av N south of 97 <sup>th</sup> Av N           | 40           |
| West River Rd   | 30 - 50      |

The following streets in **Burns Township/Oak Grove** are deemed to be hazardous:

| <b>Description</b>                          | <b>Speed</b> |
|---|--------------|
| **185 <sup>th</sup> Av N                    | not posted   |
| **187 <sup>th</sup> Av NW west of Cleary Rd | not posted   |
| **Clifton Rd NW                             | not posted   |
| St. Francis Blvd NW                         | 55           |

The following streets in the city of **Champlin** are deemed to be hazardous:

| <b>Description</b>   | <b>Speed</b> |
|--|--------------|
| 109 <sup>th</sup> Av N                                       | 40           |
| 114 <sup>th</sup> Av N from Highway 169 to Winnetka Av N     | 30           |
| 117 <sup>th</sup> Av N from Highway 169 to Winnetka Av N     | 30           |
| 117 <sup>th</sup> Av N from Kentucky Av N to West River Rd   | 30           |
| **117 <sup>th</sup> Av N from Winnetka Av N to Kentucky Av N | 30           |
| Dayton Rd  | 30 – 50      |

**\*\*Secondary students allowed to cross, elementary students are not.**

The following streets in the city of **Champlin** are deemed to be hazardous:

| <b>Description</b>   | <b>Speed</b> |
|--|--------------|
| Diamond Lake Rd N  | 40 – 55      |
| **Douglas Dr N from 117 <sup>th</sup> Av N to West River Rd            | 45           |
| Douglas Dr N south of 117 <sup>th</sup> Av N to 109 <sup>th</sup> Av N | 45           |
| Douglas Dr N south of 109 <sup>th</sup> Av N                           | 50           |
| Elm Creek Parkway  | 30           |
| French Lake Rd   | 30 – 55      |
| Jefferson Highway  | 45           |
| West River Rd  | 30 – 50      |



|  |    |
|--|----|
| **Winnetka Av N north of 117 <sup>th</sup> Av N                      | 40 |
| Winnetka Av N south 117 <sup>th</sup> Av N to 114 <sup>th</sup> Av N | 40 |
| Winnetka Av N south of 114 <sup>th</sup> Av N                        | 45 |

The following streets in the city of **Coon Rapids** are deemed to be hazardous:

| <b>Description</b>   | <b>Speed</b> |
|--|--------------|
| 121st Av NW  | 30 – 40      |
| 133 <sup>rd</sup> Av NW  | 35 - 40      |
| Coon Creek Blvd NW   | 45           |
| Coon Rapids Blvd NW  | 45 – 50      |
| Crooked Lake Blvd NW south of Highway 10                                       | 35           |
| **Crooked Lake Blvd NW from 128 <sup>th</sup> Av NW to 133 <sup>rd</sup> Av NW | 30           |
| East River Rd  | 45           |
| Egret Blvd NW  | 30 – 45      |
| Foley Blvd NW  | 40           |
| Hanson Blvd NW north of Coon Rapids Blvd NW                                    | 40 – 50      |
| Hanson Blvd NW south of Coon Rapids Blvd NW                                    | 30           |
| Highway 242 in the city of Coon Rapids   | 55           |
| Highway 10 in the city of Coon Rapids  | 60 – 65      |
| Highway 610 in the city of Coon Rapids   | 65           |
| Northdale Blvd NW west of Hanson Blvd NW                                       | 35           |
| Robinson Dr NW from 111 <sup>th</sup> Av NW to Egret Blvd NW                   | 30           |
| Robinson Dr NW from 113 <sup>th</sup> Av NW to 111 <sup>th</sup> Av NW         | 40           |
| Robinson Dr NW from Hanson Blvd NW to 113 <sup>th</sup> Av NW                  | 40           |
| Round Lake Blvd NW   | 40 – 45      |
| Shenandoah Blvd NW from 131 <sup>st</sup> Av NW to Main St NW                  | 40           |
| Shenandoah Blvd NW from Main St NW to 131 <sup>st</sup> Av NW                  | 30           |
| **Xeon St NW from 121st Av NW to Northdale Blvd NW                             | 30           |

The following streets in the city of **Dayton** are deemed to be hazardous:

| <b>Description</b>     | <b>Speed</b> |
|------------------------|--------------|
| 129 <sup>th</sup> Av N | 50           |
| Dayton River Rd        | 30 – 50      |
| Diamond Lake Rd N      | 30 – 50      |
| Diamond Lake Rd S      | 30 – 50      |

**\*\*Secondary students allowed to cross, elementary students are not.**

The following streets in the city of **Ham Lake** are deemed to be hazardous:

| <b>Description</b>   | <b>Speed</b> |
|--|--------------|
| 149 <sup>th</sup> Av NE from Naples St NE to Lexington Av NE | 45           |
| 149 <sup>th</sup> Av NE from Naples St NE to Xylite St NE    | 40           |
| 157 <sup>th</sup> Av NE                                      | 50           |
| **169 <sup>th</sup> Av NE                                    | 40           |
| 181 <sup>st</sup> Av NE                                      | 50           |
| Andover Blvd NE  | 50           |
| Bunker Lake Blvd NE from Highway 65 to Radisson Rd NE        | 55           |
| Bunker Lake Blvd NE east of Radisson Rd NE                   | 50           |
| Bunker Lake Blvd NE west of Highway 65                       | 50           |
| Constance Blvd NE east of Highway 65                         | 50 – 55      |
| Constance Blvd NE west of Highway 65                         | 50           |
| County Rd 58   | 55           |
| **Concord Dr NE  | 40           |
| Crosstown Blvd NE east of Highway 65                         | 55           |
| Crosstown Blvd NE west of Highway 65                         | 55           |
| East Lake Netta Drive south of 171 <sup>st</sup> Av NE       | 45           |
| Jefferson St NE south of Bunker Lake Blvd NE                 | 40           |
| Highway 65 in the city of Ham Lake                           | 65           |
| Lexington Av NE  | 55           |

|  |    |
|--|----|
| **Naples St NE north of 149 <sup>th</sup> Av NE                      | 40 |
| Naples St NE south of 149 <sup>th</sup> Av NE                        | 40 |
| Radisson Rd NE   | 55 |
| University Av NE   | 40 |
| Westlund Dr NE   | 30 |
| Xylite St NE from 153 <sup>rd</sup> Av NE to 149 <sup>th</sup> Av NE | 30 |
| Xylite St NE from 153 <sup>rd</sup> Av NE to Constance Blvd NE       | 55 |
| **Xylite St NE from 169 <sup>th</sup> Av NE to Crosstown Blvd NE     | 35 |
| Xylite St NE north of Crosstown Blvd NE                              | 55 |

The following streets in the city of **Ramsey** are deemed to be hazardous:

| <b>Description</b>  | <b>Speed</b> |
|---|--------------|
| 167 <sup>th</sup> Av NW   | 50           |
| 175 <sup>th</sup> Av NW from Nowthen Blvd NW to Variolite St NW   | 55           |
| 179 <sup>th</sup> Av NW   | 45 – 55      |
| Alpine Dr NW from 153 <sup>rd</sup> Ct NW to Sunfish Lake Blvd NW | 50           |
| Alpine Dr NW from Andrie St NW to Highway 10                      | 40           |
| Alpine Dr NW from Armstrong Blvd NW to Puma St NW                 | 40           |
| Alpine Dr NW from Nowthen Blvd NW to Sunfish Lake Blvd NW         | 50           |
| Alpine Dr NW from Puma St NW to Andrie St NW                      | 40           |
| Alpine Dr NW from Ramsey Blvd NW to 153 <sup>rd</sup> Ct NW       | 35           |
| Alpine Dr NW from Ramsey Blvd NW to Armstrong Blvd NW             | 50           |
| Alpine Dr NW from St. Francis Blvd NW to 153 <sup>rd</sup> Av NW  | 40           |
| Armstrong Blvd NW   | 55           |
| (continued on next page)  |              |

**\*\*Secondary students allowed to cross, elementary students are not.**

The following streets in the city of **Ramsey** are deemed to be hazardous:

| <b>Description</b>   | <b>Speed</b> |
|----------------------|--------------|
| Green Valley Rd NW   | 55           |
| Nowthen Blvd NW      | 55           |
| Ramsey Blvd NW       | 50           |
| Sunfish Lake Blvd NW | 55           |
| Variolite St NW      | 50           |

**\*\*Secondary students allowed to cross, elementary students are not.**

**ANOKA-HENNEPIN DISTRICT #11**  
**ANOKA-HENNEPIN TRANSPORTATION DEPARTMENT**  
**SCHOOL BUS CONTRACT SPECIFICATIONS**  
**APPENDIX XV.**

Some of the locations listed below are exact bus stops, while others delineate how stops are made on certain streets. If a bus stop is located within the street area listed below, then the stop will be made using 4-way lights and not 8-way lights, stop arm and crossing gate. All bus stops made with 4-way lights will be right-hand stops, i.e., students will not have to cross the road to board or disembark. This list is a snapshot in time and is subject to change – depending on the change in student population.

**Coon Rapids**

10632 Hanson Blvd NW

108<sup>th</sup> Av NW & Hanson Blvd NW

110<sup>th</sup> Av NW & Hanson Blvd NW

9338 Foley Blvd NW

94<sup>th</sup> Cir NW & University Av NW

On East River Road – On any corner that has a right turn lane, the bus stop will be made using 4-way lights, including stops at:

86<sup>th</sup> Av NW, 86<sup>th</sup> Ln NW, 89<sup>th</sup> Av NW, 90<sup>th</sup> Av NW, 93<sup>rd</sup> Av NW, 95<sup>th</sup> Av NW and Mississippi Blvd NW.

**Andover**

139<sup>th</sup> Av NW & Prairie Rd NW

14018 Crosstown Blvd NW

142<sup>nd</sup> Av NW & Prairie Rd NW

142<sup>nd</sup> Ln NW & Round Lake Blvd NW

14649 – 7<sup>th</sup> Av N

149<sup>th</sup> Av NW & 7<sup>th</sup> Av

16029 Round Lake Blvd NW

Bunker Lake Blvd NW & Eidelweiss St NW

Round Lake Blvd NW & 141<sup>st</sup> Ln NW

Round Lake Blvd NW & 143<sup>rd</sup> Av NW

Round Lake Blvd NW & 153<sup>rd</sup> Av NW

Round Lake Blvd NW & 154<sup>th</sup> Ln NW

**Blaine**

109<sup>th</sup> Av NE & Johnson St NE

3101 Main St NE

Harpers St NE & Main St NE

**Ham Lake**

159<sup>th</sup> Av NE & Highway 65 NE

16021 Highway 65 NE

16611 Highway 65 NE

167<sup>th</sup> Av NE & Highway 65 NE

Crosstown Blvd NE & Kenyon St NE

Step & Go Daycare, 17565 Central Av NE

Crosstown Blvd NE & Owatonna St NE

Crosstown Blvd NE & Staples St NE

**Fridley**

On East River Road – On any corner that has a right turn lane, the bus stop will be made using 4-way lights, including stops at:

Liberty St NE, 79<sup>th</sup> Way NE and Ironston St NE.

**Ramsey**

Any and all bus stops on Highway 10 NW

On Armstrong Blvd, Ramsey Blvd & Sunfish Lake Blvd - On any corner that has a right turn lane, the bus stop will be made using 4-way lights.

**Champlin, Brooklyn Park & Brooklyn Center**

West River Rd - On any corner that has a right turn lane, the bus stop will be made using 4-way lights.

**ANOKA-HENNEPIN DISTRICT #11  
ANOKA-HENNEPIN TRANSPORTATION DEPARTMENT  
SCHOOL BUS CONTRACT SPECIFICATIONS  
APPENDIX XVV**

**A COMPLETE RESPONSE SUBMISSION MUST INCLUDE THE FOLLOWING:**

- \_\_\_ Company Profile Information, Section 3.2
- \_\_\_ Vehicle Equipment Lists, Section 3.3a
- \_\_\_ Staff Employee Lists, Section 3.3b
- \_\_\_ Facility Description, Section 3.3c
- \_\_\_ Copy of Company's Employee Handbook, Section 3.3d
- \_\_\_ Fee Schedule (Attachment A) Page 60
- \_\_\_ Signed Acceptance (Attachment B) Page 63
- \_\_\_ Affidavit of Non-Collusion (Attachment C) Page 63
- \_\_\_ Quotation Security (\$5000), Section 1.4L

## A. To/From Route Service – 4hour base

Per vehicle cost for all “to and from” routes, home-to-school/school-to-home/school-to-school transportation, for the days of school operation. General hours of operation for to/from routes will be from approximately 5:30-9:30 AM and 1:30-5:30 PM. (Based on 4-hour live-time\* daily minimum.) Please write N/A if you are unable to provide the listed service.

**Note: AM or PM Only vehicles will be paid at 70% the Daily Vehicle Rate and will be based on 2-hour live-time minimum.**

| To and From School Routes                           | Daily Vehicle Cost (4 Hour Base*) | Cost Per Extra ¼ Hour | Daily Upcharge Cost |
|---|-----------------------------------|-----------------------|---------------------|
| Type A Bus  | \$                                | \$                    |                     |
| Type C Bus  | \$                                | \$                    |                     |
| Wheelchair Lift Upcharge                            |                                   |                       | \$                  |
|   |                                   |                       |                     |
| Number of Vehicles Requested: (Minimum and Maximum) |                                   |                       |                     |

\*Live-Time is calculated by adding the morning (AM) scheduled time, between first pick up to last drop off, to the afternoon (PM) scheduled time, between first pick up and last drop off; then rounding the daily total time to the next quarter hour.

Example:

AM Route 6:56am to 9:15am = 2hr:19min

PM Route 2:00pm to 4:51pm = 2hr:51min

AM + PM = 5hr:10min

5hr:10min rounded up to next quarter hour is **5hr:15min or 5.25 hours live-time**

## B. Mid-day, Vocational, or Late Activity Live-Time Service

Per vehicle cost for all mid-day, vocational, or late activity route services, for the days of school operation. General hours of approximate operation for mid-day service will be 10:00 AM-1:30 PM and Late Activity Routes could be 4:45 PM and later. Typically, routes starting prior to 4:45 PM are added to to/from routes, but discretion of costing is up to the district. (Based on a 1-hour live-time daily minimum)

**Note: You must provide costs and service in Section A above to quote costs for Section B. Upcharge costs cannot be applied again on Mid-day services.**

| Mid-day, Vocational, Late Activity Services | Daily Vehicle Cost (1 Hour Base*) | Cost Per Extra ¼ Hour |
|---|-----------------------------------|-----------------------|
| Type A Bus                                  | \$                                | \$                    |
| Type C Bus                                  | \$                                | \$                    |

\*Live-Time is calculated from first pick up to last drop off, including multiple runs if packaged together; then rounding the daily total time to the next quarter hour.

Example: 11:00am to 12:25pm = 1hr:25min, rounds up to **1hr:30min or 1.5 hours live-time**

### C. Monitor/Aide/Para Live-Time Assistant (optional)

Per day cost for bus monitor/aide/para who rides along with To/From, Mid-day, Vocational, Charter, or Late Activity Routes. Hours paid will be identical to route hours calculated in Section A or B. If the monitor/aide/para only rides AM or PM for a To/From route, the base will be a 2.5-hour minimum. A 2-hour minimum applies to all other routes.

| All Service Categories | AM/PM Route Daily Para Cost* (4hr Base) | Mid/Act/Other Route Daily Para Cost* (2hr Base) | Cost Per Extra ¼ Hour |
|------------------------|---|---|-----------------------|
| Monitor/Aide/Para      | \$                                      | \$  | \$                    |

\*Live-Time for Monitors/Aides is calculated to match the route's live-time. For To/From routes where the aide is required for both the AM and PM runs, the aides time will match the AM+PM time of the route and be based on a 5-hour minimum. For routes only needing the aide in the AM or PM only, the base will be calculated on a 2.5-hour minimum. For Mid-day, Vocational, Charter, and Late Activities, the aide will be paid based on a 2-hour minimum.

### D. Summer School Transportation Services

Vehicles and/or Paras operating for summer programming will be paid at **80%** of the listed rates in all previous sections A, B, and C. Base hours remain as listed.

### E. Charter Trip Services (optional)

| Charter Trips | Minimum Charge* (includes 2hrs of drive time) | Excess Cost Per Extra ¼ Hour | Cancellation Fee (within 2hrs of trip) |
|---------------|---|------------------------------|--|
| Type A Bus    | \$  | \$                           | \$                                     |
| Type C Bus    | \$  | \$                           | \$                                     |

\*Charter trips, when scheduled, will be based on live-time from the pick-up location to the destination and back again. If the total duration of the trip is under 4-hours live-time, the calculated live-time will be used. If the trip is over 4-hours and the vehicle is required to stay with the group, or the distance is far enough to warrant not sending the vehicle back for other services, the total time will include the sit-time at the destination. If the vehicle is not required to stay, but over 4-hour live-time, the trip will be charged as two one-ways, or two minimums. Costing should be the most advantageous to the district. Also include calcination fees for trips not canceled prior to at least 2 hours before the scheduled pick up.

### F. Costs for Future Year Transportation Services (optional)

A-H Schools, in its sole discretion, will reserve the option, consistent with applicable statutes, to extend the contract for possible additional years. Rates listed above will be used for the 2023-24 School Year and services in Summer 2024. Please quote proposed percentage (%) increases, if any, for additional school years and their subsequent summers.

\_\_\_\_\_ % increase for 2024-25 School Year/Summer 2025

\_\_\_\_\_ % increase for 2025-26 School Year/Summer 2026

\_\_\_\_\_ % increase for 2026-27 School Year/Summer 2027

By signing below, CONTRACTOR specifically acknowledges that it has read Attachment A, that it has had an opportunity to review Attachment A, that it understands Attachment A.

**CONTRACTOR**

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT B**  
**ACCEPTANCE**

I, the undersigned, hereby certify that I am a duly authorized agent of \_\_\_\_\_ to submit this quote for consideration and acknowledge that all 64 pages of the **Request for Quote 24015Q for the School Bus Transportation Services** have been received and agree to the terms contained therein.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Type or print)

TITLE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**ADDENDA**

Receipt of the following Addenda to the Quote documents and their costs being incorporated in the quote is acknowledged:

|                    |            |
|--------------------|------------|
| Addendum No. _____ | Date _____ |
| Addendum No. _____ | Date _____ |
| Addendum No. _____ | Date _____ |

**ATTACHMENT C**

**AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under the penalty of perjury:

That I am the vendor (if the vendor is an individual), a partner in the company (if the vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the vendor is a corporation);

That the attached response has been arrived at by the vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair or open competition;

That the contents of the Request for Quotation response have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor and will not be communicated to any such persons prior to the official opening of the Quotation; and

I certify that the statements in this affidavit are true and accurate.

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_