



ANOKA-HENNEPIN
SCHOOLS
A future without limit

Request for Quote

#24002Q

Type III Pupil Transportation Services

School Year: 2023-24

Due:

Wednesday, June 28, 2023

by 2:00 p.m. Local Time

Issued by:

Anoka-Hennepin ISD 11
Purchasing Department
2727 North Ferry Street
Anoka, Minnesota 55303
Phone: 763-506-1300
Fax: 763-506-1333

ANOKA-HENNEPIN SCHOOLS

Request for Quote

Request for Quotation 24002Q - Pupil Transportation Services – Type III Vehicles

By order of the School Board of Anoka-Hennepin School District, quotes for Type III school pupil transportation services will be received in accordance with the specifications prepared by Anoka-Hennepin School District until 2:00 p.m. local time, on Wednesday, June 28, 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 Door #1.

The following quote dates have been established:

Quote Process	Dates
Legal Quotation Notice Published	Thursday, June 1, 2023
Request for Quotation Issued	Thursday, June 1, 2023
Pre-Quote Meeting	Tuesday, June 13, 2023, at 2:00 p.m. CST
Quote Questions Due to A-H Schools	Wednesday, June 14, 2023, at 4:00 p.m. CST
Quote Questions Response to All	Thursday, June 15, 2023,
Quote Deadline to A-H Schools	Wednesday, June 28, 2023, at 2:00 p.m. CST

Specification documents and forms may be examined or obtained at the Anoka-Hennepin School District, Purchasing Department, 2727 North Ferry Street, Anoka, MN, 55303 between the hours of 7:30 a.m. and 4:00 p.m. LT or by calling the Purchasing Department at 763-506-1300 or by email at PurchQuotes@ahschools.us. Email subject line should read, *"Request for Quotation Documents – Type III Pupil Transportation Services"*.

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 quotes and to waive informalities in the quotes.

Recommendations for awards will be submitted to the School Board for their consideration at a later public meeting, tentatively July 10, 2023.

ANOKA-HENNEPIN SCHOOL DISTRICT
CLERK OF THE SCHOOL BOARD

Jeff Simon

To be published in Sun Post Newspaper on June 1, and June 8, 2023

To be published in ABC Newspapers on June 2, and June 9, 2023

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EXHIBIT 1: General Instructions and Contracting Specifications

1.01 INVITATION

Quotes will be received at the Purchasing Department of Anoka-Hennepin School District, 2727 North Ferry Street, Anoka, MN, 55303 until **2:00 p.m. LT on Wednesday, June 28, 2023**, to provide **School Pupil Transportation Services - Type III Vehicles** in accordance with the specifications included in this document.

1.02 BACKGROUND AND OBJECTIVE

The Anoka-Hennepin School District welcomes qualified Vendors for School Pupil Transportation Services for Type III Vehicles. The District's goal is to select providers that will provide safe and reliable transportation services to the students of the District using Minnesota Type III School Bus Vehicles.

1.03 DEFINITION

- **District** and **A-H Schools** are used interchangeably to refer to the Anoka-Hennepin School District
- **LT** means Local Time
- **Vendor** means the company submitting a quote in response to this RFQ.
- **RFQ** means Request for Quotation
- **Contracted Vendor** means a company awarded a district contract.

1.04 INSTRUCTIONS

A. Submission

Vendor to submit one (1) loose-leaf original of the quote, printed on standard copy paper, for reproduction for evaluation team, clearly labeled with:

Vendor Name

"24002Q" – School Pupil Transportation Services - Type III Vehicles

Attn: Tiffany Audette, CPPB / Purchasing

and a notation "Quote Enclosed – Do Not Open until at 2:00 p.m. LT on Wednesday, June 28, 2023

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

Acceptable delivery methods are listed below:

US Postal Service

FedEx, Courier, UPS

Personally, hand delivered***

*** The vendor assumes the risk of any delay in the mail or on the handling of mail by employees of the school district.

B. Quote Documents

Quotations must include all referenced items within these specifications, including copies of all pages from both Exhibit 1 and Exhibit 2, as well as all signature pages and the completed fee schedules (Attachments A and B). Pages must include the Vendor initials and date in the designated area at the bottom of the page. A checklist of all required documents to be submitted is included on page:

Any written quote containing an alteration or erasure of any piece contained in the quote may be rejected unless the alteration or erasure is corrected as follows:

An alteration or erasure may be crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the officer of the vendors's company who is signing the proposal.

An officer of the vendor's company must initial and date each page of the specifications and quote.

C. Delivery

Quotations must be received at the following address:

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

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

D. Opening

Quotes will be opened and read on **Wednesday, June 28, 2023, at 2:00 p.m. local time**. Quotes will be opened and read aloud immediately after the specified time of closure for the bidding period. This will be conducted live through the use of the google meet platform. Those interested in attending the quote opening, may do so virtually utilizing the link provided below or calling in.

Google Meet joining info: Video call link:

Video call link: <https://meet.google.com/qpp-vxia-zqs>

Or dial: (US) +1 409-422-5294 PIN: 199 049 309#

In the event of an unforeseen closure at the Anoka-Hennepin School District site, that is designated in the solicitation for the receipt and opening of bids and/or proposals, at the date and time of the scheduled opening, the Procurement Department postpones the receipt and opening of bids and/or proposals as scheduled. The due date and time, specified for the receipt of bids and/or proposals is deemed to be extended, to the same time of day specified in the solicitation and on the first subsequent operational business day, unless otherwise amended prior to the due date and time.

E. Late Submissions

The Vendor assumes the risk of any delay in the delivery of their quote. 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 and at the location specified above. All quotations received after the quote opening time identified in Section 1.04 will remain unopened and be rejected.

Facsimile responses will not be accepted.

F. Editing of This Document

Modifications, additions, or changes to the terms and conditions of this document may cause to reject the quotation. Vendors must submit all quotations on the District issued forms included in this solicitation document. Quotations submitted on company forms may 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 quote may be withdrawn for a period of

sixty (60) days from the opening thereof. Once documents have been received by the District all documents become the property of the District.

Vendors must submit all bids on the District's forms. Bids submitted on company forms may be rejected.

H. Vendor Responsibility

It is the obligation of each Vendor to examine instructions, requirements, and specifications before submitting a quote. 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 or not it is the successful Vendor. 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
Quote issued	Thursday, June 1, 2023
Pre-Quote Meeting	Tuesday, June 13, 2023, at 2:00 p.m. LT
Closing date for vendor questions	Wednesday, June 14, 2023, by 4:00 p.m. LT
Responses issued to vendor questions	Thursday, June 15, 2023, at 4:00 p.m. LT
Quote opening - Virtual	Wednesday, June 28, 2023, at 2:00 p.m. LT
Follow up meeting with vendors (if needed)	June 29-30, 2023
School Board Meeting (Tentative)	Monday, July 10, 2023,

L. Quotation Security – Not Applicable

M. Affidavit of Non-Collusion

The Vendor is required to include a completed Affidavit of Non-Collusion, provided in Attachment A. Collusion of Vendors is cause for rejection of those Vendors involved.

N. Pre-Quote Meeting

A Pre-Quote meeting will be held on June 13, 2023, at 2:00 p.m. local time, at 2727 North Ferry Street Anoka, MN 55303, Room 111. Vendors are strongly encouraged to attend. All vendors must fully inform themselves of A-H School's needs, with regards to transportation, through site and information verification prior to the submission of a quote. Vendors may examine any maps, schedules, and other necessary information in the office of the Director of Transportation.

O. Inquiries

All inquiries concerning this quote must be submitted via email to PurchQuotes@ahschools.us **by 4:00 p.m. LT on Wednesday, June 14, 2023. Please enter "24002Q Questions" in the subject line of your email.** 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. LT on Thursday, June 15, 2023.**

P. References

Vendors are required to list ALL school district customers that your company provided transportation service during the last ten years. This must include information for districts who have discontinued a contract with your company within the last three years.

Q. Uniformity

To provide uniformity and to facilitate comparison of quotations, all information submitted must clearly refer to the page number, section, or other identifying reference in this RFQ. All information submitted must be noted in the same sequence as it appears in this RFQ.

R. 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 RFQ will be sent by the District to each vendor. These addenda will become part of the RFQ and will be included by reference in the final contracts between the vendor(s) and the District.

1.05 EVALUATION AND AWARD

A. Vendor Qualifications

The District may make reasonable investigations to determine the ability of the Vendor to perform the services 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 quote 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. The District reserves the right to consider all relevant and reasonable criteria, which may or may not be described in this general specification, in selecting the successful Contracted Vendor(s).

B. Right to Negotiate

The District reserves the right to negotiate on any or all components of each quote submitted. The negotiation discussions will also be held as confidential until such time as the award is completed.

C. Award

Award(s) shall be made to the lowest cost, qualified and responsible pupil transportation vendor(s) whose quote 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 quote in the best interest of the District.
- Select the next best responsive quote.
- 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 for Type III school bus work. Utilization of Type III services is variable and based solely on individual student need. No Vendor will be awarded more than 70 routes under the Route Service Contract (Attachment A).

1.06 CONTRACTS

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 August 1, 2023, and continue through July 31, 2024.

B. Contract Pricing

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. Contract pricing must include all costs associated with the purchase of these items or services. No additional fees will be allowed.

C. Escalation

Vendors must provide the maximum escalation percentage for each year of the contract. Price increases must be accompanied by the manufacturer documentation and CPI reference for this industry and region.

D. Contract Review

The District and Contract Vendor may meet annually, or as needed, to review the contract resulting from this quotation. Specifications outlined in Exhibit 1 and corresponding appendices will be assessed annually through a comprehensive transportation audit. The Contracted Vendor(s) will be required to meet and review annually with The District to address the audit. During this review The District and the Contracted Vendor(s) will work to remedy any performance deficiencies. Contracted vendors will be required to create and execute an action plan to correct contract deficiencies to meet The District's expectations annually. See Appendix 8 for more details.

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. Change of Service

Cancellation, interruption or change of established service shall be made only with the authorization of the School District.

H. Vendor Performance

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 modification or cancelation of the contract.

I. Reimbursement of Liquidated Damages

Time is an essential element of the quote 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 quote 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.

J. Vendor Financial Stability

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

K. Facility Purchase Clause

Vendors understand that A-H Schools may renegotiate or terminate the agreement if A-H Schools obtains a bus garage storage facility.

1.07 ADDITIONAL TERMS

A. Bonds and Insurance

1. Performance Bond:

All vendors entering into a contract with the District for \$10,000.00 or more may be required to provide a Performance Bond for 100% of the contract. Performance Bond must be furnished within 10 days of award notice of the contract.

2. Insurance Coverages:

The Vendor agrees at its own expense to procure and keep in force during the entire period of this agreement, business auto liability, property damage liability insurance and worker's compensation insurance meeting state and national requirements. The insurance will also

protect the pupils during loading and unloading. The vendor shall provide a certificate of insurance naming the School District as an "Additional Insured" to the District before the start of school. Copies of insurance policies showing issuance date, coverage, and period in force shall be immediately furnished to Anoka-Hennepin School District.

The sum of Automobile Liability must total at least \$4,000,000 but can be accomplished by totaling the amount of the Automobile Liability Combined Single Limit and adding any additional coverage amount for Umbrella/Excess.

Required Coverage Minimum limits of insurance shall be no less than:

- Commercial General Liability:

General Aggregate Limit –	
Other than Products-Completed Operations	\$ 2,000,000
Products-Completed Operations Aggregate	\$ 2,000,000
Each Occurrence	\$ 1,000,000
Personal and Advertising Injury	\$ 1,000,000
Damage to Premises Rented to You	\$ 200,000
Medical Expense	\$ 10,000
Abuse or Molestation (Each Occurrence)	\$1,000,000
- Automobile Liability Combined Single Limit:

Each Occurrence	\$1,000,000
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- Workers Compensation:

Statutory Coverage

- Umbrella/Excess Coverage (over primary coverages listed above):

Each Occurrence	\$ 3,000,000
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The Vendor shall provide the District with a certificate of insurance in a form acceptable to the District prior to commencement of the contract. The certificates and insurance policies required in the above paragraphs shall contain a provision that coverage afforded under the policies cannot be canceled, materially altered, or allowed to expire until at least 30 days prior written notice has been given to the District.

Waiver of Subrogation: The Contracted Vendor(s) waives all rights against A-H Schools, 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.

B. 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 16B.06, subd. 4. 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.

C. District Support

The District is looking for a Vendor that would act as a committed partner wanting to work with the District.

D. Independent Contractors

Contracted Vendor(s), in performing these services, will be acting in the capacity of an independent contractor, and will not be an agent, servant, partner, or employee of the District. Vendor will have control over the performance of the services and will be solely responsible for payment of its federal and local taxes, salary for its employees, social security payments, and any and all other expenses incurred by Vendor in the performance of the Contract. None of the benefits provided by the District to its employees, including, but not limited to, workers' compensation insurance, disability insurance, medical insurance, and employment insurance would be provided by the District to any of Vendor's employees. Vendor will not have authority to assume or create any obligation or responsibility, expressed or implied, on behalf or in the name of the District or to bind the District in any way whatsoever.

E. OSHA

All Vendors must comply with OSHA regulations where applicable to this quote 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).

F. Safety

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

G. District Policy 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. The Contracted Vendor(s) shall be responsible for compliance with any additions, changes, or deletions to A-H Schools policies, procedures and protocols implemented during the contract period.

Please refer to Appendix 7 for additional information.

H. Security Compliance on District Property

All services performed on District property shall be in compliance with District security policies, e.g., each person who needs to enter a District building shall sign in on the designated visitor log in the building office. The log shall include a date of entry, employee name, Contracted Vendor(s) name, time entering the building and time leaving the building.

I. Hold Harmless

The vendor shall 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.

J. 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.

K. 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 Quote to enforce any of its terms (including all component parts of the quote 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.

L. 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, sexual orientation, disability, age, marital status, 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 Ch. 363
- 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

M. 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 Districts Department of Public Relations.

N. Prohibition Against Conflicts of Interest, Gratuities, and Kickbacks

Any employee or official of the District, elected or appointed, who 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.

O. 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.

P. Criminal Records

The vendor shall not utilize, in the performance of the resulting contract, any laborer or employee who has been convicted of a violent crime or a crime of such nature (such as child-related offenses) categorize the person being unsuitable for working around school children or has engaged in such conduct as to be similarly categorized.

Q. Third Party Acquisition of Company

The Contracted Vendor(s) shall notify the District in writing should the Contracted Vendor(s)'s business or all its assets be acquired by a third party. The Contracted Vendor(s) further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the Contracted Vendor(s) shall obtain for the District's benefit and deliver thereto the assignee's agreement to fully honor the terms of the contract.

1.08 ORDERING AND PAYMENT PROCESS

A. Compliance with Laws

The Vendor certifies that all goods or services furnished under this Contract shall comply with all applicable federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Vendor's performance of the provisions of this Agreement, as well as District policies and procedures, regardless of whether such laws and regulations are specifically set forth in this Contract. It shall be the obligation of the Vendor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

Vendor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Vendor shall notify District if it becomes debarred or suspended during the term of this Contract. District may immediately terminate this Contract in the event of such termination or suspension and Vendor shall be responsible for any costs incurred by District in connection therewith.

B. Contract Vendor Personnel

All Contract Vendor personnel performing work 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.

C. 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.

D. 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.

Referring to 3.6 Billing for additional details and requirements.

E. Non-Appropriation

The District reasonably believes that budgeted funds will be obtained sufficient to make all payments. Continuation of any agreements beyond June 30th of any year is contingent upon appropriation of budgeted funds for payment of that contract. In the event that adequate funds are not so appropriated, the District shall notify the vendor as soon as possible prior to the necessary cancellation and no penalty in any form shall be levied against the District because cancellation of any part or all of the equipment required by failure of appropriation.

F. Data Privacy

Vendor agrees that any information it creates, collects, receives, stores, uses, or disseminates during the course of its performance, which concerns the personal, financial, or other affairs of the District, its Board, officers, employees or students shall be kept confidential and in conformance with all state and federal laws relating to data privacy, including, without limitation, the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13. Vendor must comply with any applicable requirements as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contracted Vendor(s). The Contracted Vendor(s) will report immediately to the District any requests from third parties for information related to this Contract. The District will respond to such data requests. All subcontracts, if allowed, shall contain the same or similar data practices compliance requirements.

G. Return of Data

Within fifteen (15) days of the completion or earlier termination of this Contract, or upon earlier request of the District, Vendor shall return all documents, data and other information provided by the District to Vendor, or Vendor's employees or agents in connection with this Contract. Additionally, the Vendor, upon the request of the District, shall destroy all copies of such District provided data, documents, or information in Vendor's possession or control, and provide District with proof of such destruction.

1.09 JOINT PURCHASING – Not Applicable

1.10 FEDERAL TERMS

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(2 C.F.R. SEC. 200.326; APPENDIX II TO PART 200)

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where Contracted Vendor(s) violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

EXHIBIT 2: Detailed Type III Pupil Transportation Specifications

Section 1. INTRODUCTION

- 1.1 The District welcomes all prospective Type III school bus providers the opportunity to participate in this solicitation. The following information provides an overview of our school district and the transportation system.
- 1.2 A-H Schools serves approximately 40,000 students enrolled in programs from birth to age 22. A-H Schools provides school transportation for approximately 32,000 students to and from school each day. Type III vehicles are utilized to assist in transporting student receiving special education services, students experiencing homelessness, students residing in foster care, students receiving care and treatment services, students with short-term disabilities, and other transportation services as needed.
- 1.3 Geographically, our school district comprises 172 square miles of suburban and rural communities. A-H Schools encompass all or part of the following 13 municipalities: Andover, Anoka, Blaine, Brooklyn Center, Brooklyn Park, Champlin Park, Coon Rapids, Dayton, Fridley, Ham Lake, Nowthen, Oak Grove, and Ramsey. However, Type III school bus Contracted Vendor(s) often transport outside district boundaries.
- 1.4 Currently, A-H Schools provides transportation for approximately 47 public school sites and ten non-public sites. Our public schools consist of five high schools, seven middle school sites, twenty-five elementary schools, three early child education centers, three special education sites, three alternative learning centers, and one career and technical site. In addition, special transportation services to special education students are provided as required by their individualized education plan (IEP).

See Appendix 1 for start and end times by facility and their location.

1.5 MISSION AND CORE VALUES

It is required that the Contracted Vendor(s), awarded all or part of the Type III services contract, fully ascribe to the A-H Schools mission and core values. As an integral part of the transportation service, it is imperative that all employees of the Contracted Vendor(s) are familiar with the mission and core values and conduct their work, make decisions, and interact with all stakeholders in ways that are consistent with our mission and core values.

District Mission Statement:

It is the primary mission of the Anoka-Hennepin School District to effectively educate each of our students for success.

To fulfill this mission, the school district is accountable for:

- Providing caring, highly trained, and effective staff who use research-based best practices.
- Providing learning opportunities that meet the individual learning needs of each student.
- Monitoring student achievement to maximize each student's learning.
- Promoting high achievement for all students.
- Acknowledging parents' roles as their children's primary educators and partnering with them to increase student success.
- Improving connections with the community to foster public involvement with and understanding of our educational programs.
- Providing a safe and respectful learning environment.
- Using all resources efficiently and effectively.

Transportation Department Mission Statement:

Our mission is to provide safe, reliable, and efficient transportation services, so when students arrive at school, they are ready to learn.

Section 2. SERVICES REQUIRED

- 2.1 Routing: A-H Schools intends to provide routing for contracted type III school bus services; however, A-H Schools may require the contracted vendor to provide some routing functions occasionally.
 - 2.1.1 Contracted Vendor will be required to provide routing software and have staff fully trained in the use of routing software and all subsequent software and electronic programs to successfully conduct daily business.
 - 2.1.2 A-H Schools assume full responsibility for transportation routes. A-H Schools reserves the right to change or alter the route of travel, bus stop location, or route times. In the event such changes become necessary, A-H Schools will give Contracted Vendor(s) reasonable notice of such change.
- 2.2 Route Elimination/Consolidation: A-H Schools reserves the right to increase, decrease, consolidate, or eliminate routes when it is in the best interest of A-H Schools. All routes will be reviewed by A-H Schools staff during the school year to ensure efficient routing. Passenger volume is subject to change throughout the contract period.
- 2.3 General Education Type III Bus Service: Regular Education routes carry students to/from their schools of attendance. Students may range in age from 3 to 22 years old.
 - 2.3.1 A-H Schools serves general education students at 25 elementary sites, 7 middle school sites, 5 high schools, 3 alternative schools, 1 career and technical site, 10 non-public sites, and is part of the Northwest Suburban Integration School District (NWSISD).
 - 2.3.2 A-H Schools operates a three (3) tier system. See Appendix 1 for bell times and school locations.
 - 2.3.3 A-H Schools Type III routing is based on utilization of 7 and 10 passenger vans. All routes should be designed to maximize utilization of each vehicle.
 - 2.3.4 Vehicle cost will be quoted by capacity and features, if applicable. (ex. 7 passenger, 10 passenger, wheelchair lift, etc.)
 - 2.3.5 The Contracted Vendor(s) may be responsible for notifying all students of their daily transportation schedule, including pick-up time and location, at the start of service, or when a change to the routing may impact their current pick-up time by more than five (5) minutes.
 - 2.3.6 Contracted Vendor(s) will allow the cancellation of any scheduled ride without penalty to A-H Schools, provided the cancellation is made sixty (60) minutes prior to the scheduled pick-up time. This includes calls where the family was unable to reach a live person.
 - 2.3.7 Refer to Attachments A and B for cost information, and Appendix 2 for Driver's Route procedures.

- 2.4 Mid-day Type III Service: Mid-day routes may include trips for Early Childhood Family Education (ECFE), special education services, PreK ½ day classes, as well as other partial-day programs. These routes typically occur after 10:00 A.M. but before 1:30 P.M.
- 2.4.1 A-H Schools midday schedules may include service to all sites utilized by A-H Schools students.
- 2.4.2 The Contracted Vendor(s) may be responsible for notifying all students of their daily transportation schedule, including pick-up time and location, at the start of service, or when a change to the routing may impact their current pick-up time by more than five (5) minutes.
- 2.4.3 Contracted Vendor(s) will allow the cancellation of any scheduled ride without penalty to A-H Schools, provided the cancellation is made sixty (60) minutes prior to the scheduled pick-up time. This includes calls where the family was unable to reach a live person.
- 2.4.4 Refer to Attachments A and B for costing information.
- 2.5 Special Education Type III Bus Service: Special Education routes carry students to specialized programs both inside and outside the A-H Schools boundaries. Students may range in age from birth to 22 years old.
- 2.5.1 A-H Schools serves special education students at 25 elementary sites, 7 middle school sites, 5 high schools, 3 alternative schools, several special education program sites, and at 3 early childhood special education centers. Additionally, A-H Schools has many students attending special education programming and facilities outside the district.
- 2.5.2 There may be specialized equipment, services or staffing required on the bus in order to serve the needs of the students.
- a. Drivers must be certified annually on knowledge and operation of all specialized equipment according to A-H Schools safety protocol. [Wheelchair, Safety Vests, and Booster Seats]
- b. Contracted Vendor(s) will provide bus para/aide/monitor support as directed by A-H Schools. This service will be billed as an additional per hour rate, charged in quarter hour increments.
- c. A-H Schools may assign a district paraeducator to any route. There will be no cost to the district for the addition of a district employee riding the vehicle.
- d. All vehicles used in service of this contract will be required to have air conditioning.
- e. Contracted Vendor(s) will consult A-H Schools regarding the desired specifications for all new vehicle purchases.
- 2.5.3 The Contracted Vendor(s) may be responsible for notifying all students of their daily transportation schedule, including pick-up time and location, at the start of service, or when a change to the routing may impact their current pick-up time by more than five (5) minutes.
- 2.5.4 Contracted Vendor(s) will allow the cancellation of any scheduled ride without penalty to A-H Schools, provided the cancellation is made sixty (60) minutes prior to the scheduled pick-up time. This includes calls where the family was unable to reach a live person.
- 2.5.5 Refer to Attachments A and B for costing information.

- 2.6 Summer School Type III Bus Service: A-H Schools provides transportation for regular education and special education summer programs.
- 2.6.1 A-H Schools has historically served students for summer school programming at approximately 4 elementary sites, 6 middle school sites, 1 alternative high school site, and 1 career and technical high school site for General Education Summer programs. Special Education programming consists of 4 elementary sites, 2 high school/middle school sites, and three or more specialty or early childhood sites. (Programming and sites subject to change annually). Type III vehicles may be used to provide transportation for summer school programming. The location and number of school sites is subject to change by A-H Schools.
- 2.6.2 A-H Schools summer routes are typically designed to have two (2) tier and/or three (3) tier schedules. Some routes may be single trips due to long distances and time.
- 2.6.3 The Contracted Vendor(s) may be responsible for notifying all students of their daily transportation schedule, including pick-up time and location, at the start of service, or when a change to the routing will impact their current pick-up time by more than five (5) minutes.
- 2.6.4 Contracted Vendor(s) will allow the cancellation of any scheduled ride without penalty to A-H Schools, provided the cancellation is made sixty (60) minutes prior to the scheduled pick-up time. This includes calls where the family was unable to reach a live person.
- 2.6.5 Refer to Attachments A and B for costing information.
- 2.7 Charter/Field Trip Services:
- 2.7.1 Type III vehicles may be utilized for the execution of extra-curricular or co-curricular activities. Rates for this use will be quoted separately from home to school service. If quoting by hourly rate, the basic charter rate will be based on a minimum of two (2) hours of live time. Additional live time will be billed in quarter hour increments. If vehicles are required to wait with a student or group, a per hour wait charge will be billed in quarter hour increments.
- 2.7.2 All charters shall be based on "live time" or "live mileage". "Live time" or "live mileage" is from assigned pickup time or location to last passenger discharged at destination. All deadhead charges must be agreed upon before the charter is run. If directed to wait for the charter group, wait time will be billed as an hourly rate invoiced in quarter hour increments.
- 2.7.3 Field Trips and Athletic Charters running anywhere in the eleven (11) county metro areas (Hennepin, Sherburne, Ramsey, Anoka, Isanti, Chisago, Dakota, Carver, Scott, Washington, and Wright) will be quoted and billed by time or mileage only. Trips running outside the above nine counties will be quoted individually.
- 2.7.4 A-H Schools reserves the right to solicit charter quotations from Vendor(s) that are not currently under contract.
- 2.7.5 Ordering Charters: Contracted Vendor(s) will receive field trip information via email.
- Contracted Vendor(s) shall expect at least one weeks' notice for charter/field trip orders. There will be a minimum of two (2) hour notice for cancellations.
 - A-H Schools will not pay for any late cancellations caused by weather conditions.
 - Confirmation or denial of service will be submitted electronically via email.
 - The Contracted Vendor(s) responsible for executing all confirmed field trips.

- e. The Contracted Vendor(s) is required to receive permission for subcontracting field trips.
- f. The Contracted Vendor(s) is required to have drivers trained to properly operate school charters, including accommodation(s) for special needs.
- g. The Contracted Vendor(s) is required to have someone staffed to manage all charters, including on-call weekend support staff.

2.7.6 Extra-Curricular & Field Trip Vehicles:

- a. Vehicles and drivers used for charter service must meet the same specifications as home to school service, defined in this contract.

2.7.7 Overnight Trips: Overnight trips shall be quoted on a vehicle per diem basis. Food and lodging expenses for the driver must be included in the quote, providing the driver stays with the charter group.

2.7.8 Outside Eleven County Trips - Trips outside the eleven-county metro area will be quoted separately, giving consideration for mileage, travel time, and length of stay.

2.7.9 Refer to Attachments A and B for costing information.

2.8 Late Activity Routes: Activity routes generally run Monday through Thursday, with some variations depending on the school calendar. Activity routes may include both secondary and some elementary sites. Some activity routes may require multiple school pickups before the take home commences.

2.8.1 The Contracted Vendor(s) is responsible for notifying all students of their daily transportation schedule, including pick-up time and location, at the start of service, or when a change to the routing will impact their current pick-up time by more than five (5) minutes.

2.8.2 Contracted Vendor(s) will allow the cancellation of any scheduled ride without penalty to A-H Schools, provided the cancellation is made sixty (60) minutes prior to the scheduled pick-up time. This includes calls where the family was unable to reach a live person.

2.8.3 Refer to Attachments A and B for costing information.

2.9 Vocational and Work Routes: A-H Schools may contract vehicles for the purpose of transporting students from school or home to their respective job sites. A-H Schools has the option to assign vehicle(s) to the programs.

2.9.1 Rates for this service will be quoted on an hourly basis.

2.9.2 All-day Work & Vocational Routes will be set up as needed per student assignments.

2.9.3 Site leaders will provide schedules to the transportation department. The school or the transportation department will build schedules which may include a.m. and p.m. routes at the beginning and end of the work and vocational schedules without any additional charges incurred.

2.9.4 The Contracted Vendor(s) is responsible for notifying all students of their daily transportation schedule, including pick-up time and location, at the start of service, or when a change to the routing will impact their current pick-up time by more than five (5) minutes.

- 2.9.5 Contracted Vendor(s) will allow the cancellation of any scheduled ride without penalty to A-H Schools, provided the cancellation is made sixty (60) minutes prior to the scheduled pick-up time. This includes calls where the family was unable to reach a live person.
- 2.9.6 Refer to Attachments A and B for costing information.

Section 3. GENERAL CONTRACT REQUIREMENTS

A-H Schools will provide transportation for students in accordance with state and federal laws. Service provided to all students will include to/from school, between school buildings, athletics, shuttles to approved alternate sites, late activity, and field trips.

- 3.1 Contracted Vendor(s) will furnish equipment and personnel sufficient to provide daily transportation for the duration of the contract according to the time schedule and the route configuration determined by A-H Schools. Any changes to routes must be requested of A-H Schools in writing and approved by A-H Schools prior to making changes.
- 3.2 All Type III school bus routes will be billed in a manner consistent with the quotation and award.
- 3.3 At this time A-H Schools does not own any property for school bus storage and does not own property that can be converted into a school bus storage facility.
- 3.4 Other Contract Requirements:
 - 3.4.1 A-H Schools reserves the right to take whatever action is deemed necessary under the above-listed situations to continue safe transportation for its students. The Contracted Vendor(s) will provide A-H Schools with prompt, efficient and quality transportation services always. Failure to provide this service will be considered non-performance.
 - 3.4.2 A-H Schools reserves the right to modify its daily transportation schedule for services to accommodate severe weather and other events that are out of its control in order to allow students the opportunity to attend school. This may include delayed start time schedules and early dismissal time schedules. The Contracted Vendor(s) must have a clear communication plan to inform drivers and staff in order to execute these changes as they occur.
 - 3.4.3 In the event of an emergency, crisis, or other highly important event the Contracted Vendor(s) must be willing to quickly recruit drivers and dispatch vehicles to a location within A-H Schools to safely evacuate students, staff, and community members to other designated sites within A-H Schools at a moment's notice. The Contracted Vendor(s) must demonstrate the ability to respond to these incidents within 20 minutes.
- 3.5 Non-Performance Deductions/Process: A-H Schools reserves the right to assess non-performance corrective action directives.
 - 3.5.1 Violations of contract items will be subject to monetary penalty. These penalties will be reconciled on a monthly basis. Monetary fines will be deducted from invoiced totals.
 - 3.5.2 A-H Schools may levy an additional non-performance deduction(s) for single and/or multiple non-performance violations of the contract. The amount of the deduction will be a minimum of \$150.00 (one hundred dollars) per incident. A-H Schools reserves the right to issue higher non-performance deductions when necessary.

- 3.5.3 A-H Schools reserves the right to issue non-performance fines for varying issues such as service issues, mechanical issues, performance issues, staffing issues, field trip and charter issues, contractual issues, equipment purchases delays, and safety issues.
- 3.5.4 A-H Schools will provide the Contracted Vendor(s) with a written electronic report of all incidents of non-performance within ten (10) business days of occurrence or when the incident is made present to A-H Schools. Contracted Vendor(s) will have five (5) business days, upon notification, to respond in writing to explain the incidents. A-H Schools will, at its sole discretion, decide as to whether the non-performance occurred and, if so, whether there are extenuating or mitigating circumstances which eliminate the need for a deduction. Failure to respond to the non-performance will result in the levy being assessed without further appeal.
- 3.5.5 It is understood by Contracted Vendor(s) that payment of any non-performance incident does not preclude A-H Schools from seeking additional remedies to the problems, including but not limited to, further monetary deductions, assignment of the route to another Contracted Vendor, and/or termination of the transportation contract.
- 3.5.6 The non-performance program is designed to be an interactive tool to report, respond, and mitigate performance-based issues. The goal behind this tool is to work in collaboration between Contracted Vendor(s) and A-H Schools. The non-performance tool is used annually during the audit process to measure the success of the Contracted Vendor(s). Please refer to Appendix 8 for additional information.
- 3.6 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 1st to the 15th of each month and the second half-month invoice will include the 16th 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. The standard invoicing structure will include basic information such as passenger name, pickup address, destination address, mileage, number of days served. All invoices must be submitted for payment within thirty (30) days of the actual date of service or non-performance penalties may be assessed.
- 3.6.1 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.
- 3.6.2 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.
- 3.6.3 Incremental Billing: 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.
- 3.6.4 No Load Charges: Consistent with contract section 8.6, Contracted Vendor(s) will record "no loads". A "no load" is defined as a rider that does not load the vehicle and does not cancel the ride within 60 minutes of the scheduled pick-up time. A-H Schools will not incur charges for unreported no loads, nor will A-H Schools incur charges beginning with the fourth consecutive no load. This provision will be implemented retroactively from the date of the

discovery or first reporting, if beyond the fourth consecutive no load. No Loads should be recorded and reported to A-H Schools.

- 3.6.5 Service Cancellation: A-H Schools will not incur charges for any home to school, midday, late activity or work route if the scheduled student cancels their ride with the Contracted Vendor(s), or A-H Schools notifies the Contracted Vendor(s) of the cancellation, one (1) hour prior to the scheduled pick-up time. This includes cancellations where the family is not able to reach a live voice at the Contracted Vendor(s)'s offices. For charter service cancellations must be made two (2) hours prior to the scheduled pick-up time.

3.7 Vendors Informational Detail:

- 3.7.1 All Vendors will provide a written company history and description indicating the type and extent of their experience in school pupil transportation. It is required that the Contractor must have at minimum 5 years of experience in the pupil transportation services industry.
- 3.7.2 All quotations will include a list of school districts that the contractor has served during the past ten years. The list must include the date of service and contact names and telephone numbers for each reference.
- 3.7.4 Vendor shall provide the company's DOT number and an explanation of any negative reports listed under the DOT number.
- 3.7.5 Vendor shall provide a detailed spreadsheet that meets A-H Schools requirements that detail the results from the most recent State of Minnesota or state of doing business in vehicle safety inspections for three (3) years. For Minnesota, this report must include detailed points summary for each vehicle that falls under MN Administrative Rule 747.0700.
- 3.7.6 Vendor shall provide a detailed maintenance program that explains how vehicles will be maintained and serviced throughout the service agreement with A-H Schools.
- 3.7.8 Staff lists of all mechanics/drivers, office staff, supervisory staff, driver trainers and drivers presently on staff who would work under this contract.
- 3.7.9 List each employee, the years of service, current job title, licensures, and special training.
- 3.7.10 Vendor will provide a copy of the written employee handbook that is issued to each driver annually.

3.8 Fuel Escalator Clause:

- 3.8.1 Gasoline – If the average price of gasoline exceeds the base rate, established at \$4.25 for August 1, 2023, to July 31, 2025, A-H Schools will reimburse the Contracted Vendor(s) for fifty percent (50%) of the per gallon cost over the established base rate. Price shall be calculated without Federal tax.
- 3.8.2 Diesel – If the average price of diesel exceeds the base rate, established at \$4.75 for August 1, 2023, to July 31, 2025, A-H Schools will reimburse the Contracted Vendor(s) for fifty percent (50%) of the per gallon cost over the established base rate. Price shall be calculated without Federal tax.
- 3.8.3 Propane – If the average price of propane exceeds the base rate, established at \$2.25 for August 1, 2023, to July 31, 2025, A-H Schools 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.

- 3.8.4 Calculation of the number of gallons will be based on the actual gallons used for service provided to A-H Schools from August 1 through July 31. Vendors will submit to A-H Schools monthly reports on the fuel purchased and the per gallon price of fuel. If necessary, the district will use the U.S. Energy Information Administration (EIA.gov) for the Minnesota area monthly fuel cost averages and apply this rate to the calculated live service miles from the district's routing program for the Contracted Vendor(s), divided by 15 miles per gallon (mpg).
- 3.8.5 After August 1, 2025, the fuel base rate may be adjusted for subsequent fiscal years of the contract, including any contract extensions.
- 3.8.6 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 vehicles under the terms of this contract for Live-Time Route Service. On-Demand Contract(s), company services vehicles, vehicles not transporting students, and vehicles contracted by other districts, businesses or organizations are not included in this clause.
- 3.8.7 If there are any government rebates on fuels for pupil transportation, the school district will receive the rebate.

Section 4. GENERAL OPERATIONS

- 4.1 Contracted Vendor(s) shall transport public and non-public students deemed eligible by A-H Schools. Students may reside, and destinations may be inside or outside the geographic boundaries of A-H Schools. A-H Schools will determine student eligibility. Contracted Vendor(s) shall implement route changes in accordance with A-H Schools's route change process.
- 4.2 A-H Schools will have exclusive use of all vehicles while those vehicles are performing school-related services to A-H Schools. This clause prohibits the Contracted Vendor(s) from using contracted vehicles to provide service to any other group or organization. This clause will not prohibit Contracted Vendor(s) from chartering vehicles to outside groups or organizations when vehicles are not under service to A-H Schools.
- 4.3 The contract(s) are for "Live Time" route service (Contract A), or mileage-based "On-Demand" service (Contract B). Live time or mileage begins at the first pick up on the first run of a route and ends at the last drop off point of the last run on a route. Live time or mileage for mid-day runs will be from the first stop until the last student is discharged. Live time or mileage for charters and field trips commences when the vehicle arrives or is scheduled to arrive, whichever is later, at the pick-up location and ends when the charter is unloaded at destination. Deadhead time or mileage to be billed on charter trips must be preapproved by A-H Schools before the initiation of the route.
- 4.4 Contracted Vendor(s) shall comply with A-H Schools guidelines for idling parked vehicles on school property. Idling shall be kept to a minimum during all hours of operation to promote and protect the environment. A no idling policy supports sustainable and efficient fuel savings for A-H Schools and is required.
- 4.5 Contracted Vendor(s) shall furnish vehicles that meet or exceed the current "National Standards for School Buses and Operations" as adopted by the National Conference on School Transportation and comply with the unique requirements of A-H Schools as established in these Specifications and Appendices. Vehicles will comply with all Federal and State of Minnesota regulations, laws, and rules for Type III school bus operations.
- 4.6 To ensure that all vehicles start in cold weather, the Contracted Vendor(s) shall provide a backup procedure to start vehicles and/or an alarm system to notify key personnel in the event of a power failure.

- 4.7 Contracted Vendor(s) shall have a spare vehicle procedure in place to minimize vehicle breakdown times during the daily operation of services. This procedure must include pre-tripped vehicles ready to dispatch with little notice, to ensure drivers are on time to begin their routes. This procedure must also support delivering spare vehicles that are out on route during route time within 20 minutes on site or less.
- 4.8 It is strongly encouraged that contracted vendors have vehicles maintained by ASE Certified mechanics, to operate an efficient dependable and safe fleet. Contracted Vendor(s) will demonstrate a preventative maintenance program that involves the drivers, mechanics, and all staff as to ensuring that all vehicles are safe.
- 4.9 Contracted Vendors shall keep the fleet clean. Vehicles will be washed monthly when weather permits, and interiors cleaned daily to provide a clean environment for passengers. District may require more frequent cleaning of the vehicle interior as reasonably required to protect students and other passengers from public health concerns.
- 4.10 Child Check: Contracted Vendor(s) shall adopt a formal written child check procedure for checking all vehicles operating under this contract. Upon the award of the contract, the Contracted Vendor(s) shall provide the written child check procedure for review by A-H Schools. Annual training regarding child check procedures must be provided to all drivers. The Contracted Vendor(s) must immediately report and notify to the Director of Transportation and/or Safety Coordinator any incidents of students being left on vehicles after students scheduled drop off or when a student is left unattended on a vehicle. Failure to follow formal written child check procedure may result in the driver being removed from driving A-H Schools routes.

The policy shall, at a minimum, require the driver to physically check each seat area 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.

Section 5. STAFFING & SUPPORT SERVICES

- 5.1 Substitute drivers: Contracted Vendor(s) shall have available substitute drivers sufficient to cover their assigned routes. Substitute drivers must have knowledge of the geographic area they are serving.
- 5.1.1 Contracted Vendor(s) shall work diligently to have available substitute drivers to avoid having office staff and leadership from needing to drive regularly.
- 5.1.2 All substitute drivers must be provided with clear and informative route copies along with basic knowledge about A-H Schools contract obligations (i.e., Late Alerts, Schedules, etc.), and student-specific needs (IEP) and requirements.
- 5.2 Staffing and Training responsibilities: Training and staffing are required by A-H Schools for safety and efficient school bus operations.
- 5.2.1 Dispatcher(s): Contracted Vendor(s) shall employ at least one (1) full-time dispatcher per 40 vehicles. Dispatcher(s) must always be present in the dispatch office during vehicle operation times.
- 5.2.2 Safety Supervisor: Contracted Vendor(s) shall employ at least one (1) full-time Safety Supervisor and add staff as needed to manage safety-related issues.

- a. The Safety Supervisor will be responsible for the training, monitoring, and interoffice communication concerning the implementation of A-H Schools bus safety policies and procedures.
 - b. Safety Supervisors will work in conjunction with A-H Schools staff to perform route audits, driver and vehicle complaint investigations, safety-related issues, and all other field safety-related challenges.
 - c. Safety Supervisors will review and watch in-vehicle videos at the discretion of A-H Schools as needed and ongoing to investigate and review vehicle issues and drivers driving habits.
- 5.2.3 Location Manager: Contracted Vendor(s) shall staff a minimum of one full-time manager position and one full-time assistant manager. One Manager must be present in the office during vehicle operations. The manager must have a cellphone available to answer calls and emails 24 hours per day.
 - 5.2.3.1 The Location Manager will work closely with the A-H Schools Director and his/her team in the Transportation Department. The Location Manager will have the authority to make personnel and equipment related decisions that will ensure uninterrupted service and safe operation of all the assigned transportation routes.
 - 5.2.3.2 With input from the Location Manager, A-H Schools reserves the right to remove drivers who do not meet A-H Schools performance standards for the safe and efficient operation of a Type III school bus.
 - 5.2.3.3 A-H Schools reserves the right to remove drivers temporarily when an investigation or other concern arises out of the normal operation of the contract.
 - 5.2.3.4 The Contracted Vendor(s) are encouraged to include A-H Schools in the interview and hiring process of the Location Manager(s) as needed. The Contracted Vendor(s) is required to present the location manager that will serve A-H Schools for final approval to serve A-H Schools.
- 5.2.4 Contracted Vendor(s) is responsible for ensuring that all staff, (including substitute drivers) working under the A-H Schools contract know and understand the service expectations in their area of responsibility. All new staff hired must be provided with a copy of the contract and be required to read and follow its contents.
- 5.2.5 A-H Schools has the authority to observe and evaluate driver performance and conduct at any time.
- 5.3 A-H Schools has the authority to assign paraprofessionals and other appropriate A-H Schools staff to ride on vehicles in order to promote safety, order, and provide support to students. District staff may ride on vehicles for training, driver support, or student observation and behavior management.
- 5.4 Office Communications: Contracted Vendor(s) shall provide direct telephone lines to all managers, dispatchers and safety staff. Contracted Vendor(s) shall provide at least two incoming phone lines to the terminal and cell phone numbers for staff who are operating in the field or supervising staff.
 - 5.4.1 Contracted Vendor(s) will provide one dedicated emergency nonpublished land line for A-H Schools use that allows A-H Schools to reach terminal staff during normal and peak business hours. This phone must not be used for regular phone usage during business hours.

- 5.4.2 Contracted Vendor(s) will provide after-hours contact number and names for evening and weekend field trip and charter work.
- 5.5.3 Computer requirement: Contracted Vendor(s) shall supply computers and the necessary software and network infrastructure to support A-H Schools routing needs, GPS playback, e-mail communications, camera system review, and data sharing software such as Google Documents, Drop Box, etc. All staff must have access to these essentials in order to perform their duties effectively.
- 5.6 Driver Requirements:
 - 5.6.1 Pre-employment: Contracted Vendor(s) shall obtain at least a three-year employment history on all new hires prior to assigning them to an A-H Schools route. If candidates have a CDL history, they shall obtain a ten-year employee history. Contracted Vendor(s) shall make appropriate criminal background checks and motor vehicle license checks on all new drivers as required by law.
 - 5.6.2 Contracted Vendor(s) shall perform criminal background checks annually with all employees servicing A-H Schools.
 - 5.6.3 Contracted Vendor(s) shall perform and provide motor vehicle records checks at least twice during the school year on all drivers serving A-H Schools.
 - 5.6.4 In accordance with MN Statute 169A.31, no driver will operate or have physical control of a Type III school bus under contract to A-H Schools with any presence of alcohol in their system.
 - 5.6.4.1 Drivers under suspicion of driving impaired or post-accident shall submit to a drug/alcohol test upon request by A-H Schools staff or law enforcement staff. Failure to comply with this request shall result in immediate exclusion of this driver from A-H Schools routes or school bus services.
 - 5.6.5 Drivers will obtain a Type III school bus compliant physical exam and always meet the physical requirements of the State of Minnesota law to perform their duties. Drivers will always meet the health standards imposed by the State of Minnesota. Driver must have physical exam certificate while operating a Type III school bus.
 - 5.6.6 Pursuant to Minnesota Statute 171.02, drivers will have in their possession a valid Minnesota Driver's License for the class of vehicle operated. Drivers are required to carry their license with them while on duty and submit it upon request of an A-H Schools District Transportation staff member.
 - 5.6.7 Contracted Vendor(s) will design and implement a training program that aligns with the Minnesota Model School Bus Driver Training Program, where applicable. This model includes but is not limited to: driving skills, human relations, crash and emergency preparedness, vehicle care, inspection & use, laws and regulations, special needs, and ride safe – wheelchairs.
 - 5.6.8 Drivers will be required to wear a Contracted Vendor(s) supplied I.D. badge while performing service for A-H Schools. Employees must wear a badge when on A-H Schools property and while transporting students. This badge must be displayed at the mid-level of their body, above their waist and identify the employee by name and Contracted Vendor(s).
 - 5.6.9 The Type III school bus driver will be alert and comply with all Minnesota Statutes pertaining to the operation of a motor vehicle (Highway Traffic Regulations Act) while driving a school

vehicle. The driver will also comply with all rules and regulations of the Minnesota Department of Education covering the operation of a school vehicle.

5.6.10 Driver Disqualification: It is the protocol of A-H Schools to follow the school bus driver disqualification conditions outlined in the Minnesota Department of Public Safety Rules Section 7414.0400.

5.6.11 All Drivers must meet the Minnesota Statutory Requirements for Drivers of Type II Vehicles included as Appendix 9.

5.7 Driver Training Minimum Requirements:

5.7.1 *Pre-Service Training:* Contracted Vendor(s) shall provide pre-service training as prescribed by Minnesota Statute 171.02, subd. 2b. paragraph (c).

5.7.2 *In-Service Training:* Contracted Vendor(s) shall conduct a mandatory monthly safety meeting(s) attended by all drivers and support staff. Minutes of each meeting along with the attendance roster will be sent to A-H Schools monthly. Failure to attend a monthly safety meeting is a violation of A-H Schools protocol. A-H Schools shall be allowed to provide training in conjunction with Contracted Vendor(s) to provide training topics and materials to all drivers serving A-H Schools. Contracted Vendor(s) will require all employees serving A-H Schools to attend an annual back to school in-service training in August of each school year. All training must comply with Minnesota statute 171.02.

5.7.3 All new drivers are required to be trained on the actual route they are assigned or bid onto prior to driving the route solo. Each driver will be certified by a driver trainer or designee certifying their knowledge and ability to perform the tasks necessary to perform the route safely and efficiently. A certification process for each driver will be presented to A-H Schools as the driver comes on board and annually.

5.7.4 All drivers are required to be trained and participate in A-H Schools behavior management strategies. Annual and ongoing training will be provided to drivers by the Contracted Vendor(s) and A-H Schools in collaboration. Please see Appendix 3 and 4 for more information.

5.7.5 All drivers are required to support and receive training regarding district policies. This includes racial equity training designed and delivered by A-H Schools staff annually.

5.7.6 Contracted Vendor(s) shall provide annual training and certification for drivers who transport students with special needs. This training must include specialized training on proper techniques for securing wheelchairs, cam straps, safety vests, and other IEP compliance. This training must be recorded and provided to A-H Schools annually.

5.7.7 Type III drivers are prohibited from bringing their own child with them on the route.

5.7.8 Annual Evaluation: Minnesota Statute 171.321 Subd. 5 specifies that drivers will receive a driving evaluation annually. Contracted Vendor(s) shall forward a copy of the certification of the evaluation on all drivers to the A-H Schools Transportation Department.

Section 6. EQUIPMENT

6.1 New Equipment Information:

6.1.1 Contracted Vendors are strongly encouraged to include A-H Schools consultation to allow input regarding purchase specifications.

6.2 The Contracted Vendor(s) shall provide vehicles for this contract that are safe, and meet all the State of Minnesota laws, Federal laws, and A-H Schools rules and requirements. All vehicles used in A-H Schools for the purpose of transporting students to and from school and school-related activities must meet the following A-H Schools requirements in addition to all requirements in current law and regulation:

6.2.1 Bodily fluid clean up kit, First Aid Kits, and Seat Belt Cutters.

6.2.2 Two-Way Radio Communications: All vehicles transporting any students on “Route Service Contracts” (Attachment A), must be equipped with working two-way radio communication equipment that allows immediate contact between the driver and Contracted Vendors. The radio device must be turned on and monitored by the driver whenever transporting A-H Schools students or staff. Cellphones will not be allowed for use under this requirement, other than those with push-to-talk, direct radio-like features. The communication system must be adequate to provide timely and reliable communication between the Contracted Vendor(s) operational office and any vehicle.

6.2.3 All new vehicles purchased during the term of the contract must be purchased with tether mounts in the rear seats, to facilitate the installation of safety vests and child safety seats.

6.2.4 All newly specified vehicles must have air conditioning as standard equipment included in each vehicle.

6.2.5 Audio/Video Recording Systems: A-H Schools requires all vehicles to be equipped with a digital video & audio recording system. Type III school buses shall carry at minimum a two (2) camera system; supporting at least one camera showing the interior of the vehicle facing the rear to capture driver and student interactions, and a second camera facing forward out the vehicle’s windshield. Systems on vehicles that are currently owned by the Contracted Vendor(s) must be approved by A-H Schools for meeting minimum standards for data retention, camera resolution, and audio recording quality. If the Contracted Vendor(s) is purchasing or leasing new or used vehicles, they must be equipped with a new DVR mobile surveillance system approved in advance by A-H Schools.

The Contracted Vendor(s) will implement all **new** equipment purchases to include:

1. Full High Definition (HD) resolution
2. Hard drive storage capacity that provides a **minimum** of 30 days' (Approx. 500 gig) worth of video storage
3. The Contracted Vendor(s) will provide A-H Schools with playback devices, direct electronic access to all data, and any necessary software as needed for transportation staff and school site staff.
4. The Contracted Vendor(s) will have a reliable system that allows A-H Schools to access and download camera feed as necessary for all vehicles used in the service of A-H Schools. If there are multiple terminals/sites, the Contracted Vendor(s) will need to equip each site with the equipment necessary to meet these requirements.
5. It is the preference of A-H Schools to have video recording systems with Wi-Fi downloading enabled and system health monitoring technology.

The Contracted Vendor(s) will implement all **existing** equipment to include:

1. Hard drive storage capacity that provides a **minimum** of 15 days' (Approx. 250 gig) worth of video storage
2. The Contracted Vendor(s) will provide A-H Schools with playback devices, direct electronic access to all Wi-Fi data, and any necessary software as needed for transportation staff and school site staff.
3. Replacement of existing equipment as it ages out at seven years of service with Full HD digital camera systems.

Full High Definition (HD) digital camera systems are expected to have an average life cycle of (7) seven years. Because this is shorter than the vehicle replacement schedule, the Contracted Vendor(s) will likely need to replace camera systems more frequently than the physical retirement age of the vehicle.

The position and angles of the camera systems will be determined in conjunction with A-H Schools design and specifications.

The Contracted Vendor(s) will maintain a stringent preventive maintenance protocol that requires the Contracted Vendor(s) to perform an annual inspection, cleaning, re-formatting of hard drives, and testing of each camera system during the preventive maintenance compliance process of the vehicle. Any equipment not working will be required to be repaired or replaced before returning to service.

Audio/Video Confidentiality: The Contracted Vendor(s) shall follow A-H Schools's Video & Audio security procedures for recordings of students. All recordings are the property of A-H Schools and are confidential student data. No one may view these videos without the express permission of A-H Schools.

Please refer to appendix 6 for additional information.

6.2.6 GPS System: All vehicles providing service under this contract must be equipped with a GPS system that conforms to the needs and specifications of A-H Schools. The system must be equivalent in capability to systems used in school buses from manufacturers like; Zonar, Synovia, Samsara, and GeoTab. In the future, A-H Schools may require a standard system to be used by all Contracted Vendor(s), but at this time, the system of choice is up to the provider with the following requirements:

- i. The GPS system must be accessible via an internet browser with the ability to map historical locations and paths as well bus stop times, travel speeds, etc.
- ii. The GPS system must be capable of automating a live, real-time export of data to routing software like TransFinder's BusFinder, or VersaTrans' Onscreen programs through their defined collector services.
- iii. User accounts will be set up for requested district staff as well as a dedicated single administrative account to be used by the district's server for the above-mentioned collector services.
- iv. Prior to the earliest morning, midday, or afternoon departure, the Contracted Vendor(s) shall provide the Transportation Department, or within an application site provided by the District, with data on which vehicle is actually being utilized on each specific assigned route. This data must be continuously updated as substitutions occur due to breakdowns or other causes.

Failure to comply with this section shall be regarded as non-performance and may result in the loss of some or all routes assigned to the Contracted Vendor(s) or daily monetary fees.

6.2.6.1 The Contracted Vendor(s) will be required to provide GPS data to third-party vendors such as routing software, parent applications, and other vendors under this agreement with A-H Schools. GPS connection to interact with routing software with a "ping" rate of at least every 5 seconds is required in order to provide accurate locations and provide accurate plan vs. actual route performance.

6.2.7 "Barrier Vehicle" and Enclosed Vehicles:

- a. When requested by the District or required by the student's IEP, the Contractor may be asked to provide a "barrier vehicle" which is one that presents a divider between the student passenger(s) and the driver. A "barrier vehicle" is used to ensure the student

cannot gain access to the driver or the cockpit at any time. Typically, the barriers are made of plexiglass. These items, when installed, must conform to all state laws and regulations.

- b. When requested by the District or required by the student's IEP, the Contractor may be asked to provide an "enclosed vehicle" which is one that presents a divider between the student passenger(s) and the driver, another between the student and any rear access to the vehicle, as well as between the student and each side passenger doors and windows. The "enclosed vehicle" is used to ensure the student is fully surrounded with no means of escaping the vehicle where they could pose harm to themselves or others. Typically, the barriers are made of plexiglass. These items, when installed, must conform to all state laws and regulations.

6.3 Age Requirements:

- 6.3.1 All Type III school buses operating daily service under this contract will not be more than 10 years old, and spare vehicles not more than 12 years old, without the written approval of the Director of Transportation. Exceptions must be requested in writing for vehicles meeting the new Minnesota requirement for Type III school buses being no older than a 2008 model year with a current MN State Patrol Type III School Bus inspection sticker.
- 6.3.2 For the purpose of determining the fleet age A-H Schools will review the age of the fleet as of September 1 of each school year. The year of the vehicle will be the manufacture date appearing on the vehicle's manufacturer installed body sticker inside the driver's door.

6.4 Vehicle Identification:

- 6.4.1 All vehicles must be identified on both the right and left side of the vehicle with the name of the Contracted Vendor(s), large enough for students and families to read from a reasonable distance.
- 6.4.2 All vehicles will be identified by a coordinated numbering system upon consultation with A-H Schools. The specifications of the numbering, including size and location, will be at the discretion of A-H Schools.
- 6.4.3 The Contracted Vendor(s) shall post a sign in the front window when loading students identifying the route number/letter.

6.5 Student Securement/Restraint Systems:

- 6.5.1 The Contracted Vendor(s) must provide and replace, when expired or involved in a severe collision, all car and booster seats for students, as needed. A-H Schools will provide other necessary student securement/restraint systems (safety vests and cam straps) that are needed under the terms of the contract and the laws pertaining to special education.
- 6.5.2 The Contracted Vendor(s) shall return all A-H Schools securement systems to A-H Schools at the conclusion of each school year or upon request. Any unreturned items will be charged to the Contracted Vendor(s) at full replacement value.
- 6.5.3 The Contracted Vendor(s) shall use wheelchair securement systems (ratchet type tie-downs) as approved by A-H Schools and the driver will follow A-H Schools prescribed tie-down procedure.

6.6 Other Equipment Requirements:

- 6.6.1 Advertising – A vehicles operating under this contract with A-H Schools, transporting students and/or staff on any to/from school routes, field trip or activity trip may not display

any type of advertising signage on the inside or outside of the Type III school bus. This does not include the Contracted Vendor(s)'s name, address, vehicle number or other legally required letters such as common carrier identification numbers.

- 6.6.2 Wheelchair Lift Equipment: Type III school buses with wheelchair lift equipment must meet all A.D.A. requirements, other Federal requirements, and State of Minnesota rules and laws.
- 6.6.3 All lift vehicles operating under this contract shall be equipped with an emergency fire blanket for use in an emergency "drag type" evacuation of students who use wheelchairs or students that may require a lift vehicle.
- 6.6.4 Contracted Vendor(s) shall provide a "space blanket" for each student who uses a wheelchair and/or is medically fragile that is assigned to a vehicle.

Section 7. REGULAR REPORTING REQUIREMENTS

- 7.1 Contracted Vendor(s) shall keep a current updated list of drivers and all pertinent driver data and ensure it is made available to A-H Schools upon request.
- 7.2 Contracted Vendor(s) shall provide twice annually on October 1st and again on February 1st to A-H Schools the MVRs from the MN Department of Public Safety for all drivers.
- 7.3 Contracted Vendor(s) shall perform comprehensive criminal records checks on all new drivers upon hire and every four years thereafter.
- 7.4 Vehicle Inspection Reports: After the MN Department of Public Safety school bus annual inspection, or after any random inspections which may occur, Contracted Vendor(s) shall forward a copy of the inspection results to A-H Schools.
- 7.5 Accident/Incident Reports: Contracted Vendor(s) shall immediately call A-H Schools to report all accidents/incidents involving A-H Schools students or vehicles. The Contracted Vendor(s) shall follow accident reporting protocol as described in Appendix 5. It is further provided that the accident reports herein are subject to all applicable data privacy statutes.
- 7.6 Ridership Reporting: Contracted Vendor(s) will submit daily ridership reports detailing students that did not ride. Students that have not ridden for 3 or more consecutive days will be automatically placed on hold. All costs invoiced for students not riding on the fourth day and beyond will be credited to A-H Schools. Additionally, non-performance fines may be levied for failure to report ridership.
- 7.7 Late Vehicles/Vehicle Breakdowns: Contracted Vendor(s) shall report immediately all late bus situations (10 minutes or greater) and vehicle breakdowns, to both the school involved and to the A-H Schools Transportation Department.
- 7.8 Safety/Discipline Reports: Contracted Vendor(s) shall work with A-H Schools and the individual schools in the completion of the Student Conduct Reports that are fundamental to the School Bus Conduct Policy of A-H Schools. The Contracted Vendor(s) shall enter completed reports into the A-H Schools computerized student disciplinary system within 18 hours to ensure timely conduct review.
- 7.9 Drug and Alcohol Testing Program: Contracted Vendor(s) shall provide documentation on pre-employment, reasonable suspicion, post-accident and random testing procedures, practices, and results for alcohol and controlled substances of all Type III school bus drivers in their employ.

Section 8. COMPANY OPERATIONAL PROFILE & SUBMISSION QUESTIONS

8.1 Transportation Company Reference Data:

Company Information	Details
Name of Company:	
Company Address:	
Telephone Number:	
Email Address:	
Company Website:	
Company D.O.T. Number: (Attach explanations of any negative reports listed under this DOT number.)	
The Vendor is one of the following: (Circle all that apply)	MN Corporation, Out-of-State Corporation, Corporation, Partnership, Sole Proprietorship
Terminal Locations: (Used in determining response time)	
How many pupil transportation vehicles do you own?	
How many years conducting pupil transportation?	
GPS Vehicle Tracking Software System:	
Audio/Visual Camera Systems Installed:	

NOTE: If accepted, the information submitted in this quotation shall be considered an addendum to the contract negotiated between the Contracted Vendor(s) and the School Board and shall be binding between both parties. Contracted Vendor(s) will notify A-H Schools in writing of changes in these areas.

8.2 List names, contacts, dates, and volumes for school districts or other schools that your company provided pupil transportation services to during the past ten years:

Name of District/School	Contact Person	Phone #	Dates of Services	Current Volumes: (Vehicles, Students Transported, Invoiced Annual Costs)

8.3 Data relative to the number of personnel employed by your company in Minnesota:

Personnel	Quantity	Personnel	Quantity
Regular Drivers		Substitute/Part Time Drivers	
Dispatchers		Supervisory Personnel	
Office "Customer Service" Personnel		Mechanics	
Others		Total Personnel	

8.4 Key employees to operate A-H Schools Type III services:

Personnel	Name(s)	Dedicated to AH Service? (Yes/No)
General Manager		
Assistant Manager		
Safety Supervisor / Manager		
Dispatcher(s)		
Customer Service Representative(s)		
Shop/Fleet/Mechanic Manager		
Accounting/Invoicing Representative		

8.6 Additional Information Requested:

Required Documents to Include:	Check to Acknowledge Included
Records detailing the past three (3) years of state inspection results of your fleet (Minnesota vehicles), this report must include average points lost per vehicle, number of vehicles placed out of service, vehicles receiving temporary permits, and any major defects found.	<input type="checkbox"/>
Brief description of our preventative maintenance and mechanical repair program.	<input type="checkbox"/>
Describe the daily pre-trip inspections made of all vehicles.	<input type="checkbox"/>
Describe what written reports are required of drivers on the vehicle, road conditions, etc.	<input type="checkbox"/>
Describe the preventative maintenance and inspection services performed and how often they are performed.	<input type="checkbox"/>
The method in use to assure starting of engines in cold weather to maintain route schedules.	<input type="checkbox"/>
Location of garage and maintenance facilities for vehicles contracted under this quote and how you will meet the 20-minute response time.	<input type="checkbox"/>

Other information relative to equipment (i.e., GPS, Child Checkmate, Cameras, Two-Way Radios, etc.)	<input type="checkbox"/>
Provide a detailed description of any value-added services or products that would be included in the services provided to A-H Schools free of charge.	<input type="checkbox"/>

8.7 Contracted Vendor(s) shall provide Equipment list as specified below.

8.7.1 Existing vehicles with equipment features, list of all vehicles by VIN number, Department of Transportation number, make, model, license plate number, age, capacity, mileage, and wheelchair lift if so equipped. Note which vehicles would be exclusively used for A-H services.

8.7.2 New vehicle list with a full description of equipment and features.

8.8 Additional Information Requested if final consideration is given:

If your quotation is given final consideration, will you supply the following information, upon request by the School Board?	Yes	No
Name and address of our current insurance carrier and agent from whom a certificate of insurance will be obtained for the School Board.	<input type="checkbox"/>	<input type="checkbox"/>
Allow an A-H Schools representative or committee to conduct periodic inspections to determine whether specifications are met.	<input type="checkbox"/>	<input type="checkbox"/>
Supply a list of names of regular drivers to be used in A-H Schools with their Motor Vehicle Department and records both in October and January of each contract year.	<input type="checkbox"/>	<input type="checkbox"/>
Request and authorize designated state and local officials to furnish the School Board information relative to our operations record.	<input type="checkbox"/>	<input type="checkbox"/>

8.9 Service Approach & Methodolgy Questions:

(Attach and submit written answers to these following questions.)

1. Provide a written history and description of your company. How and when did you start? Specifically indicate the type, extent, and years of your experience in school pupil transportation services.
2. What qualities does your company have that make you an exceptional and standout provider of pupil transportation?
3. How many vehicles and drivers are you willing to commit to service in A-H Schools under this agreement?
 - a. Of these, how many are 7-passenger and how many are 10-passenger?
 - b. How many monitors/aides/paras do you have available?
4. Describe in detail how your company will comply with ensuring response times are 20 minutes or less for A-H school sites?

5. What steps do you take to make sure the individual needs of students are met from the time you pick them up to the time you drop them off each day? Take into account and address students who have special needs, temporary disability conditions, and/or are living in homeless situations.

Section 9. ACCEPTANCE & SIGNATURES

9.1 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 Quote 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 quotations; and

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

Authorized Signature: _____ Date: _____

Title: _____ Company Name: _____

9.2 SIGNATURE

I, the undersigned, hereby certify that I am a duly authorized agent of _____ to submit this quote for consideration and acknowledge that all pages of have been received and agree to the terms contained therein.

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

Document No. _____ Received _____ (date)

Document No. _____ Received _____ (date)

SIGNED: _____

NAME: _____
(print or type name)

VENDOR NAME: _____

ADDRESS: _____

E-MAIL ADDRESS OF SIGNER: _____

PHONE NO. _____ FAX NO. _____

INCORPORATED IN STATE OF: _____

9.3 CHECKLIST FOR VENDORS

CHECKLIST FOR VENDORS

The following documents must be completed and submitted to be accepted as a complete RFQ package:

- _____ Quotation documents pages 1-58 initialed and dated.
- _____ Company Profile Information (9)
- _____ Service & Methodology Questions (9.8)
- _____ Affidavit of Non-Collusion (10.1)
- _____ Receipt of Amendments & RFQ Signature (10.2)
- _____ Attachment A – Route Service Contract Fee Schedule
- _____ Attachment B – OnDemand Contract Fee Schedule
- _____ Equipment list of all vehicles owned (5.11.7)
- _____ Vehicle Inspection Summary (5.11.5)
- _____ Company's financial statement and bank references (5.11.3)
- _____ Staff lists of all who would work under this contract (5.11.8)
- _____ Facility Description (5.11.10)
- _____ Copy of Company's Employee Handbook (5.11.11)

Appendix 1. SCHOOL SITES AND BELL TIMES

Elementary (PreK/K-5)		
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 th 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 th 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 th 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 th 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
Middle School (6-8)		
Anoka MS (Fred Moore)	8:25 – 3:05	1523 5 th Ave S, Anoka, Mn 55303
Anoka MS (Washington)	8:25 – 2:55	2171 6 th 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 th 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 th AVE. NE, Blaine, MN 55434
High School (9-12)		
Andover	7:40 – 2:20	2115 Andover Blvd NW, Andover, MN 55304
Anoka	7:40 – 2:20	3939 7 th 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 th Ave N, Champlin, MN 55316
Coon Rapids	7:40 – 2:20	2340 Northdale Blvd NW, Coon Rapids, MN 55433

Alternative Secondary Programs		
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 2727 N. Ferry St., Anoka, MN 55303
Early Childhood Centers		
Riverview ECSE (AM Session)	8:15-10:50	1400 93 rd 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	
Private/Charter Schools		
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 th Ave. S, Anoka, MN 55303
Northside Christian	7:40 – 2:10	804 131 st 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
Other Specialty Sites		
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

Appendix 2. DRIVER'S ROUTE PROCEDURES

The Type III school bus driver will be alert and comply with all Minnesota Statutes pertaining to the operation of a motor vehicle while driving a Type III school bus. The driver will also comply with all rules and regulations of the Minnesota Department of Education (DOE) covering the operation of a Type III 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 will transport students on routes and make stops according to the timetable designated by A-H Schools in accordance with the following rules to and school and on all school related activities:

1. Only students assigned by A-H Schools will be transported on school vehicles under contract with A-H Schools. Students are to be released from the vehicle only at school or at the designated school destination location. The driver does not have the authority to suspend transportation service for a student or to remove a student from the vehicle enroute.
2. No student will be allowed to stand or sit in the lap of another student while being transported. Drivers will notify dispatchers if an overload situation exists, and the Transportation Department will make a vehicle or run adjustment.
3. Routes will be traveled, and pickups and discharges made in accordance with the student transportation policies, which include the following:
 - a. The driver will load and unload students in a manner where they do not cross the street or highway before entering or after leaving the vehicle.
 - b. Stops are to be made only at the location specified on the route copy. Drivers who are approaching 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.
4. The driver will always wear a lap/shoulder seat belt when the vehicle is in motion.
5. The driver shall have the communication system configured so that the driver will hear when called. The driver will respond when dispatcher calls. If, in an emergency, and a cellphone must be used, the driver must stop motion and remove themselves from traffic flow before communicating.
6. The driver will not operate a vehicle under this contract while wearing headphones or earphones. This 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.
7. The driver will take reasonable precautions to protect students from injury.
8. The driver will 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 vehicle. 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.
9. The driver will observe the following procedures, which apply to all types of school buses (including Type III), when backing the vehicle:
 - a. Never run a vehicle in reverse on school property.

- b. While loading at stops, where turning the vehicle around is required, pick up the students before backing up.
 - c. While unloading at stops, where turning the vehicle around is required, complete the turn-around before discharging the students from inside the vehicle.
- 10. The driver will obey all posted speed limits while operating a Type III school bus. The driver will adjust the speed of the vehicle when conditions (road, traffic, vehicle, light or weather) warrant reduced speeds.
- 11. Drivers will not distribute, or allow distribution on the vehicle, of any written, printed, or electronic materials unless directed by the Contracted Vendor(s) or Transportation Department staff.
- 12. The driver will follow A-H Schools's protocol on smoking and tobacco products, which means no smoking, electronic cigarettes, or other tobacco use while on the vehicle or on school grounds. Cigarette smoke resides in clothing and on the body. Avoid smoking prior to beginning your shift or while on break.
- 13. The driver will never use a Type III 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.
- 14. The driver will stay in the driver's seat of the vehicle when students are in the area, unless leaving to address student needs during loading and unloading. Whenever the driver leaves their seat, the driver will stop the engine, remove the ignition key, and set the brakes.
- 15. The driver will always keep the doors closed when the vehicle is in motion.
- 16. There will be no students in the vehicle when the vehicle is being fueled.
- 17. The driver will immediately report all accidents or incidents to the Dispatcher or the Safety Manager.
- 18. In case of an accident or mechanical breakdown of the vehicle, the driver will not leave the vehicle but will send two responsible students to the nearest house or business to summon help if the two-way radio is inoperable and no other means of communication are available.
- 19. No vehicle will pull a trailer when students are being transported to or from school.
- 20. The driver will conduct a pre-trip safety inspection on the Type III school bus before all trips.
- 21. Twice during each school year, all students will be instructed in safe riding practices and will participate in emergency evacuation drills. All drivers will participate and educate students on the proper procedure to perform an emergency evacuation. This includes how to shut off the vehicle engine, how to communicate with dispatch, where the seat belt cutter is located, and how to properly evacuate with multiple exit points. The driver will instruct all students of the drill in advance and inform them that all personal items will remain in the vehicle while performing the drill. Each student will be directed of the chosen procedure and demonstrate competency while performing the drill.
- 22. The driver will not use a cellular telephone at any time when the Type III school bus is a part of traffic or there are students on board or about to board. If required for business purposes under MN State Statute 169.443, a driver is to pull over in a safe location, shift into neutral or park and set parking brake. This includes texting while driving.
- 23. The driver must not use a personal video recording device on their vehicle to record any type of student interaction or activity.

24. Information about individual student(s) pertaining to discipline problems, juvenile corrections, family situations, health conditions or disabling conditions is considered confidential 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.
25. Confidential information regarding specific students may be supplied to a Contracted Vendor(s) or contract driver, for the protection of the student or to facilitate safe transportation due to the student's unique needs. The Type III school bus driver may not discuss this information with any person other than an authorized A-H Schools staff member. This information may not be released to any individual or organization. Restricted data includes information on medical or handicapping conditions provided to the driver under state regulations.
26. No news media, including reporters and/or photographers for any radio or television station or any newspaper will be allowed on any Type III school bus operating under this contract or to interview any A-H Schools students while on the vehicle, without the knowledge and permission of the Executive Director of Communications and the Transportation Department. Further, no news media will be allowed to photograph students on school property, including A-H Schools contracted Type III school buses, without the permission of the parent or guardian in the form of a signed release to A-H Schools on file for the school year. Any news organization seeking permission to ride on an A-H Schools route must be referred to A-H Schools.
27. The Type III school bus driver will not use profane or indecent language with the public, students, school staff or A-H Schools transportation staff.
28. Drivers will take appropriate action to maintain order among the students when they are transported. Drivers will report all incidents of student misconduct or any other violation of the A-H Schools Discipline Protocol to the Dispatcher/Manager.
29. If an emergency occurs, the Type III school bus driver must immediately radio the dispatcher. The dispatcher must immediately notify the Transportation Department of an emergency after contacting the 911 emergency system dispatcher.
30.

Special	Needs	Transportation:
a. The Type III 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:		
<ol style="list-style-type: none">1. Inspect the securement straps and the occupant restraint belts prior to use.2. Report any worn straps to their dispatcher and ensure that worn parts are replaced.3. 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.4. Check to ensure that the student is wearing the mobility device seat belt.5. If the system is attached to the wheelchair by a Para, the driver must check each attachment to ensure the system has been properly applied.6. Keep straps and belts off the vehicle floor, as much as possible, when not in use.		
b. Bus	Paraprofessional	Guidelines:
<ol style="list-style-type: none">1. Para pick up locations are designated by A-H Schools.2. A-H Schools may assign a Para to any vehicle.3. Drivers may not refuse a Para assignment.		
31. Drivers may not refuse to transport any student without prior approval of A-H Schools.

32. The Type III school bus driver must report to their dispatcher any instance in which he/she is requested to transport an unusual or unsafe wheelchair. The dispatcher must immediately forward this concern to A-H Schools.
33. All medical devices, such as suction machines, oxygen cylinders, ventilators or respirator units will be securely attached to the wheelchair. Adaptive devices such as walkers or collapsible wheelchairs must be secured whenever the vehicle is in motion. Booster seats must be restrained whenever they are not occupied by a student.
34. All Type III school bus drivers are mandated reporters. If a driver witnesses or is made aware of a student being maltreated by staff or others, they must report all incidents when they have reason to believe that a student is being abused, neglected, or financially exploited. Maltreatments reports must be submitted directly to the Minnesota Department of Education and A-H Schools transportation must be informed as well.
35. The Type III school bus driver will observe all other operating rules and procedures (not listed above) as directed by A-H Schools.
36. The A-H Schools 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.

Appendix 3. LOADING AND UNLOADING PROCEDURES

The Type III 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.

Type III school bus drivers must comply with Minnesota State laws, Minnesota Department of Education regulations as well as A-H Schools Policies and Procedures when loading and unloading students. At the school, the vehicle will load and unload only at the right side of the curb or at designated places on school grounds. Upon leaving school grounds, the vehicle(s) will maintain a safe interval.

All drivers need to know the following:

- The Danger Zones around a Type III school bus
- What areas around the vehicle are most dangerous?
- Risk factors for younger students and vulnerable students
- After-school routes are more dangerous than before school
- Students must always walk 10 feet in front of the vehicle, never behind the vehicle.
- Students must always wait at least 10 steps away from the side of the vehicle.
- If a child drops something, he or she must tell the driver and Never try to pick it up.
- Students must never run to catch the vehicle.
- If a student needs to cross the road to get onto the vehicle, they must wait for the driver's signal.
- Students must stay seated until the vehicle stops.
- Students must not push or play on their way off the vehicle.
- Students must always remain seat belted until the vehicle stops at the destination.
- Students must move 10 feet away from the vehicle at once.
- If a student needs to cross a street after exiting the vehicle, they must make physical eye contact with the driver and wait for the driver's signal.
- Don't rush the process, take your time and make sure students are safe.

If drivers feel that an A-H Schools designated stop is unsafe, they must notify their dispatchers and management team as soon as possible and inform them of any concerns or hazards that are present. A-H Schools staff will work with the Contracted Vendor(s) to address these concerns.

Maintaining an orderly and safe environment in the vehicle is the responsibility of the school bus driver.

A driver who observes a student engaging in inappropriate behavior will verbally warn the student that his/her actions are improper. If the student continues to engage in this behavior, the driver will report the student's behavior on a Transportation Incident/Conduct Report form and return it to their dispatcher. All reports must be entered into the A-H Schools Bus Conduct reporting software system within 18 hours of occurring.

A Type III school bus driver must be cautious in the actions he/she takes to achieve a safe environment on the vehicle. Inappropriate behavior must be reported, in writing, to the Contracted Vendor(s). The driver may assign seats if necessary.

A. Actions a Type III Driver Should Take:

1. With assistance from the District Transportation Dept., plan to meet with the school's administration at the beginning of each school year.
2. Learn the names of students on the route. A student will respond more positively to a request if the driver calls out his/her/their name. A name is also essential to the Contracted Vendor(s) in taking disciplinary action.
3. Give reasons for what you request a student to do.
4. Verbally try to stop students who are involved in a fight. If this fails, physically separate the students in order to prevent them from injuring one another. Exercise discretion when considering whether to physically intervene when older and larger students are fighting. It may be prudent to radio for help (**911**) and then try to keep other students from becoming involved.
5. You may safely pull over to the side of the road to restore order (immediately notify the dispatcher).

B. Actions a Type III Driver Must Never Engage In:

1. Do not confront students in a showdown of authority. A driver must avoid flexing or demonstrating his/her/their authority at the expense of the student. The driver must realize that peer pressures are very powerful and many students, if pressured, will challenge a driver's authority rather than be ridiculed in the presence of their peer group. If a student questions a protocol or bus-riding rule, the driver must warn the student of the inappropriate behavior, but the driver must not attempt to physically force the student to comply with the rule or protocol. Again, the driver will report the incident immediately to the Contracted Vendor(s), so it can be reported to the district.
2. Do not threaten a student who disobeys a bus safety rule. The driver must refrain from indicating to a student what form of consequences will be administered. It is the responsibility of the administration of a school to determine the form of consequences.
3. Do not put a student off the vehicle. If a student insists on leaving the vehicle, the driver must instruct the student that he/she/they are not allowed to leave the vehicle except at the assigned stops.
4. Do not grab, hit, push, or use force toward any student on the vehicle. Conditions under which a driver is 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.
6. Drivers will never use the brakes as a form of discipline.

C. Discipline Reporting Procedures:

1. The Type III school bus driver will report all inappropriate behavior to their dispatcher by means of the Transportation Incident/Conduct Report form. Discipline problems that are not reported in writing by the driver may result in disciplinary action against the driver.

2. Type III Contracted Vendor(s)s will enter a bus conduct/discipline report into the Transportation Bus Conduct Reporting System within 18 hours of the time of the incident.
3. The driver may check with their Dispatcher/Manager to review the school's actions and follow-up concerning the discipline problem.

Appendix 5. ACCIDENT AND EMERGENCY REPORTING

The purpose of an accident or emergency reporting protocol is to have an action plan in place to respond and facilitate a safe recovery response for our students and employees of A-H Schools and our Type III school bus Contracted Vendor(s). The transportation team which includes the Contracted Vendor(s) and transportation department will follow the Accident & Emergency Reporting Protocol whenever there is an incident involving A-H Schools students or vehicles.

Incidents include, but are not limited to:

Collisions	Weapons on or around vehicles	Explosives
Thermal Incidents (Fires)	Harassment	Unauthorized Passengers
Parent or Motorist Confrontations	Unauthorized Student Egress	911 Calls
Medical Emergencies	Child Abuse/Neglect	Disabled Vehicle
Student Injuries	Complaints against Drivers & Paras	Alcohol/Drugs
Major Weather Delays	Student Threats (Self or Others)	

The affected school or schools and A-H Schools will be better informed and better able to assist in any potential emergencies. The goal is to improve communication with schools, parents, and A-H Schools.

**** All collisions with or without students on board will be reported immediately ****

The Type III school bus Contracted Vendor(s) will execute steps 1 through 9 within five (5) minutes of receiving a collision report.

1. The Contracted Vendor(s) must determine the parameters and severity of the situation.
2. Ask the driver if there are injuries to passengers or non-passengers.
3. Call 911 for police, fire, or medical assistance if the safety of any individual is at risk.
4. Instruct the driver to secure the vehicle and make sure that vehicle is safe.
5. Call the A-H Schools Transportation Department via **763-506-1225** and report the accident/incident. If after hours, contact the Safety Coordinator or the Director of Transportation.
6. Send out a collision incident alert via email with as much information as possible.
7. The following information is necessary to access the collision:
 - a. Vehicle/Route Number & Driver's Name
 - b. The school and number of students onboard
 - c. Location & time of collision
 - d. The severity of the collision (Minor, Significant, Total Loss)
 - e. Any reports of injuries to passengers and/or bystanders (Ask and Observe)
 - f. Has 911 been called?
 - g. Have parents of onboard students been contacted?
8. The Contracted Vendor(s) will determine based on severity and injury status if they will send a staff member to the collision site. It always preferred that you send someone.

9. A-H Schools will determine based on severity, injury status, and location if they will send a staff member to the collision site. Attendance is required when passengers are injured, or the collision is significant or greater.
10. Call the affected school(s) and notify the administrator, or next person in charge of the building, of the emergency.
11. Any time we have a student who cannot communicate or is medically fragile we will take necessary action to inform paramedics and/or school nurses so that they can evaluate the student.
12. Students will not be released at the scene of a collision. Students can only be released at designated stops and school sites.
13. Transportation will relay collision information to the following people:
 - a. Transportation Route Coordinator(s)
 - b. Transportation Safety Coordinator
 - c. Director of Transportation
 - d. Chief Operations Officer
 - e. Director/Assistant Director of Communications
14. The driver must compile a passenger seating chart manifest.
15. Pass out parent **ACCIDENT NOTIFICATION CARD** to all passengers.
16. An accident report (in a format approved by A-H Schools) will be forwarded to the Director of Transportation and the Transportation Safety Coordinator within one business day (18 hours). This report will include collision details, driver and witness statements, any and all video backup, and a detailed student seating manifest. Police reports must be forwarded when received.
17. A-H Schools may request the Type III bus driver to submit to a drug/alcohol test.
18. Each collision will be tracked and reviewed for preventability to support our mission of providing safe transportation to eligible students.

Appendix 6. VIDEO/AUDIO DIGITAL RECORDING

1. A-H Schools and the companies that contract for transportation services will use video/audio recording equipment in all Type III school buses for the purpose of monitoring behavior and assuring the safety of students.
2. The video/audio recordings will be used to support the driver's report and enforce the consequences of the A-H Schools Disciplinary Policies and Procedures.
3. Contracted Vendor(s) shall post a notification in each vehicle to inform all riders that they may be audio-video recorded while riding on that vehicle.
4. Whenever a disciplinary infraction or other incident requires that a video/audio recording be reviewed, the Contracted Vendor(s) will first contact the Transportation Safety Coordinator or Transportation Director, who will either review the video/audio recording or designate an appropriate person to review the recorded information. Employees of transportation Contracted Vendor(s) will not listen to or view digital recordings without prior authorization from the Transportation Director or Coordinator.
5. To comply with State data privacy laws, video/audio recordings will be viewed only by the A-H Schools Transportation Director or Safety Coordinator (and/or designee), the Contracted Vendor(s), designated staff members and appropriate law enforcement agencies. Video/audio recordings that reveal unlawful action may be brought to the attention of law enforcement agencies. Due to data privacy laws, neither the student nor the parent/guardian will be allowed to view or listen to the recording.
6. The Contracted Vendor(s) will be responsible for the security and maintenance of the electronic recording equipment and for the handling of digital recording media. The Contracted Vendor(s) will provide access for A-H Schools staff to digital recording equipment located on vehicles whenever requested by A-H Schools administrators.
7. Video/audio recordings are confidential data and are the property of A-H Schools. Copies of video/audio digital information cannot be made without the prior authorization of A-H Schools.
8. Video/audio data will not be shared with the public, news media, students, parents, or police, without authorization from A-H Schools.

Appendix 7. POLICIES AND PROCEDURES

For the period that Type III school buses are operated under contract with A-H Schools, District Policies and Procedures where applicable and appropriate shall apply to students, staff and any authorized riders. The policies below must be reviewed with all Contracted Vendor(s) employees as they will be responsible for compliance with these policies. The most recent policy in effect shall be the applicable policy at any time during the duration of the contract. A-H Schools shall provide new policies to the Contracted Vendor(s) when a policy has been amended or updated.

- ❖ A-H Schools Policy on Equal Educational and Employment Opportunity -102
Shall apply to all transportation service providers.
- ❖ A-H Schools Policy on Harassment and violence – 413
Shall apply to all transportation service providers.
- ❖ A-H Schools Policy on Mandated Reporting of Maltreatment of Children or Vulnerable Adults – 415
All contracted employees are mandated to report suspected neglect or abuse (physical or sexual) of vulnerable adults or children in the home, school, and community settings. Any employee having reasonable cause to suspect that a student is being physically, emotionally or sexually abused, or neglected must immediately report this information to the appropriate authorities (Minnesota Department of Education), local welfare agency, police department, or the county sheriff.
- ❖ A-H Schools Policy on Contracted Vendor(s)/Employee-Student Relationships
Contracted employees must maintain professional relationships and appropriate boundaries with students in all their interactions whether on or off duty and on or off A-H Schools locations, including in the use of personal social media.
- ❖ A-H Schools Policy on Student Discipline – 506
Shall apply to all transportation service providers.
- ❖ A-H Schools Policy on Bullying Prohibition – 514
Bullying and cyberbullying are prohibited conduct amongst and with students.
- ❖ A-H Schools Policy on Protection and Privacy of Educational Records and Data - 515
- ❖ A-H Schools Policy on Pupil Transportation – 707
Contracted employees must familiarize themselves with the governance of student pupil transportation. Appendix B defines the Transportation Discipline Policy. All school bus Contracted Vendor(s)s shall conform to these policies.

The Transportation Contract for Services Audit fits within the framework of continuous improvement plans. It is an example of accountability that leads to continuous improvements and operational efficiency. Through a series of information requests, random audits and compliance checks the contract audit compiles a comprehensive set of data points that document the transportation Contracted Vendor(s)'s compliance within A-H Schools's rigorous contract expectations. The audit provides data that holds the transportation Contracted Vendor(s) accountable while providing transparency to develop, deepen, and sustain trust with the overall aim to remove barriers and increase student achievement. Lastly, this audit aims to provide rigorous accountability and documentation for a crucial area of student safety.

The scope of the audit includes:

- General Contract
 - Insurance Requirements
 - State Safety Inspection Results on all vehicles
 - Equipment
 - Staffing
 - Description of Facilities
 - Equal Employment Opportunities
- General Operations
 - Idling Policy
 - Cold Weather Procedure
 - ASE Certified Mechanics
 - Vehicle Cleanliness
 - Sleeping Child Procedure
 - Driver Training
 - Pre-trip Process
- Equipment
 - Bodily Fluid Clean-up Kit, First Aid Kit, Seatbelt Cutter
 - Two-way radio equipment
 - Audio and video recording system
 - GPS
 - Age requirements
 - Spare equipment factor 10% of fleet
 - Contractor identification
 - Coordinated numbering system
 - Heated and remote-controlled mirrors
 - Tinted passenger windows
 - Fire blanket
 - Space blanket
- Reporting
 - Motor Vehicle Reports
 - Collision, late vehicle, and mechanical breakdowns
 - Safety/Discipline Conduct Reports
 - Seating Charts
 - Drug and Alcohol Testing

How to Read Audit Results:

- The auditor rates the Contracted Vendor(s) on all indicators in each of the contract specification domains above.

Step 1: Rate each indicator in each of the 4 contract specification domains

Step 2: Assign one rating for each domain based on the criteria below

Exemplary	Two or more indicators rated Exemplary, and No indicators rated as Developing or Unsatisfactory
Accomplished	Two or more indicators Accomplished or above, and No more than one indicator rated as Developing, and No indicators rated as Unsatisfactory
Developing	Three or more indicators rated as Developing, and No more than two indicators rated as Unsatisfactory
Unsatisfactory	Two or more indicators rated as Unsatisfactory

The Contracted Vendor(s) will be required to create and execute an action plan to correct contract deficiencies to meet A-H Schools's expectations annually.

171.02	LICENSES;	TYPES,	ENDORSEMENTS,	RESTRICTIONS.
Subd. 2b. Exception for type III vehicle drivers.				
(a)	Notwithstanding subdivision 2, the holder of a class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle described in section 169.011, subdivision 71, paragraph (h), under the conditions in paragraphs (b) through (o).			
(b)	The operator is an employee of the entity that owns, leases, or contracts for the school bus.			
(c)	The operator's employer has adopted and implemented a policy that provides for annual training and certification of the operator in: <ul style="list-style-type: none"> (1) safe operation of a type III vehicle; (2) understanding student behavior, including issues relating to students with disabilities; (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately; (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies; (5) handling emergency situations; (6) proper use of seat belts and child safety restraints; (7) performance of pre-trip vehicle inspections; (8) safe loading and unloading of students, including, but not limited to: <ul style="list-style-type: none"> (i) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions; (ii) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane; (iii) avoiding a loading or unloading location that would require a pupil to cross a road, or ensuring that the driver or an aide personally escort the pupil across the road if it is not reasonably feasible to avoid such a location; and (iv) placing the type III vehicle in "park" during loading and unloading; and (9) compliance with paragraph (k), concerning reporting certain convictions to the employer within ten days of the date of conviction. 			
(d)	A background check or background investigation of the operator has been conducted that meets the requirements under section 122A.18, subdivision 8, or 123B.03 for school district employees; section 144.057 or chapter 245C for day care employees; or section 171.321, subdivision 3, for all other persons operating a type A or type III vehicle under this subdivision.			
(e)	Operators shall submit to a physical examination as required by section 171.321, subdivision 2.			
(f)	The operator's employer requires pre-employment drug and alcohol testing of applicants for operator positions. Current operators must comply with the employer's policy under section 181.951, subdivisions 2, 4, and 5.			
(g)	The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the school bus.			
(h)	A person who sustains a conviction, as defined under section 609.02, of violating section 169A.25, 169A.26, 169A.27, or 169A.31, or whose driver's license is revoked under sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.			
(i)	A person who has ever been convicted of a disqualifying offense as defined in section 171.3215, subdivision 1, paragraph (c), may not operate a type III vehicle under this subdivision.			
(j)	A person who sustains a conviction, as defined under section 609.02, of a moving offense in violation of chapter 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.			
(k)	An operator who sustains a conviction as described in paragraph (h), (i), or (j) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the employer			

- within ten days of the date of the conviction.
- (l) Students riding the type III vehicle must have training required under section 123B.90, subdivision 2.
 - (m) Documentation of meeting the requirements listed in this subdivision must be maintained under separate file at the business location for each type III vehicle operator. The business manager, school board, governing body of a nonpublic school, or any other entity that owns, leases, or contracts for the type III vehicle operating under this subdivision is responsible for maintaining these files for inspection.
 - (n) The type III vehicle must bear a current certificate of inspection issued under section 169.451.
 - (o) An employee of a school or of a school district, who is not employed for the sole purpose of operating a type III vehicle, is exempt from paragraphs (e) and (f).

ATTACHMENTS

A. Route Service Contract Fee Schedule - Type III Pupil Transportation Services

B. On-Demand Service Contract Fee Schedule – Type III Pupil Transportation Services

ATTACHMENT A Route Service Contract Fee Schedule – Type III Pupil Transportation Services

A. To/From Route Service

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 5-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 60% the Daily Vehicle Rate and will be based on 2.5-hour live-time minimum.

To and From School Routes	Daily Vehicle Cost (5 Hour Base*)	Cost Per Extra ¼ Hour	Daily Upcharge Cost
7-Passenger Minivan	\$	\$	
10-Passenger Van Upcharge			\$
Wheelchair Lift Upcharge			\$
Barrier/Enclosed Vehicle Upcharge			\$
Number of Vehicles Requested: (Minimum and/or 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 III Van	\$	\$

*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**

ATTACHMENT A Route Service Contract Fee Schedule – Type III Pupil Transportation Services

C. Monitor/Aide/Para Live-Time Assistant

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* (5hr 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

Charter Trips	Minimum Charge* (includes 2hrs of drive time)	Excess Cost Per Extra ¼ Hour	Cancellation Fee (within 2hrs of trip)
7-Passenger Minivan	\$	\$	\$
10-Passenger Van	\$	\$	\$

*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. Vehicle Leases (Optional)

Van Leases	Can you supply vehicles to the district for leasing? Y/N	Cost Per Day Fee	Cost Per Mile
7-Passenger Minivan		\$	\$
10-Passenger Van		\$	\$

Please state Yes or No for your company's ability to lease vans to the district for staff to rent and drive for various activities. If yes, please complete the cost per day rental fee and any additional cost per mile for daily usage. The ability to lease vans will not factor in on contract awards.

ATTACHMENT A
Route Service Contract Fee Schedule – Type III Pupil Transportation Services

G. Costs for Future Year Transportation Services

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 this Attachment, that it has had an opportunity to review this Attachment, that it understands this Attachment.

CONTRACTOR

Name of Company: _____

Address: _____

Phone: _____ **Email:** _____

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

ATTACHMENT B

On Demand Contract Fee Schedule – Type III Pupil Transportation Services

A. On-Demand Services

Per live-mile* cost for all on-demand service used on any day and at any time. “On-Demand” or taxi-like service will be used at the discretion of A-H Schools if and when Route Service is not available, appropriate, or advantageous to the district. Include a trip minimum fee if one will apply.

If additional stops are included on the trip, the “Per Added Stop” fee will apply to stops made after the initial stop but will not apply to the destination. If the vehicle is required, by order of A-H Schools, to sit and wait for an extended period, the “Per Quarter-Hour Waiting” fee will apply.

Please write N/A if you are unable or unwilling to provide the listed service.

On-Demand Services	Cost Per Live-Mile	Trip Minimum (if applicable)	Cost Per Added Stop	Cost Per ¼ Hour Waiting
Small Passenger Vehicle (1-7 passengers)	\$	\$	\$	\$
Large Passenger Vehicle (8-10 passengers)	\$	\$	\$	\$
Wheelchair Lift Vehicle	\$	\$	\$	\$

*Live-Miles are calculated between the first pick up and last drop off of each run/trip made.

B. Monitor/Aide/Para Live-Time Assistant

Per live hour cost for bus monitor/aide/para who rides along with any trip. The hours paid will be calculated from the first pick up to the last drop off. The base will be a 1-hour minimum.

On-Demand Services	Live 1-Hour Cost*	Cost Per Extra ¼ Hour
Monitor/Aide/Para	\$	\$

C. Summer School Transportation Services

Vehicles and/or Paras operating for summer programming will be paid at 100% of the listed rates in previous sections A and B.

D. Costs for Future Year Transportation Services

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

ATTACHMENT B
On Demand Contract Fee Schedule – Type III Pupil Transportation Services

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

CONTRACTOR

Name of Company:_____

Address:_____

Phone:_____ **Email:**_____

Name:_____ **Title:**_____

Signature:_____ **Date:**_____