

CONTRACTED SERVICES

A. Purpose and Scope

The Transportation Department has been contacted by several surrounding feeder school districts asking for assistance in maintaining their small fleets of buses and vehicles. In the past, the Transportation Department has repaired vehicles for other non-profit agencies. The Transportation Department could provide repair service to other non-profit agencies to help offset the cost of the Transportation Department and provide a valuable service to our community.

Annually, the District would negotiate a written contract to determine costs to be charged.

B. General

1. This policy affects staff parents, and students of Tracy Unified School District.
2. The Assistance Superintendent for Business Services will annually review costs associated with this program and adjust if necessary.

C. Forms used and Additional References

1. Vehicle Inspection Report
2. Repair Request Form

D. Procedure

Annually the Transportation Department would enter into a written contract to provide vehicle repair service to non-profit agencies. The Transportation Department would schedule these vehicles as it does all district vehicles on a routine schedule.

**E. Reports Required
District Vehicle List**

**F. Record Retention
Transportation Office**

**G. Responsible Administrative Unit
Business Services**

**H. Approved By
Assistant Superintendent for Business Services**

Approved: 5/9/06