

State of Connecticut
Town of Greenwich
Contract

Town Department: **Greenwich Public Schools**

Division: **Board of Education
Selectmen's Office**

Name and Address of
**Student Transportation of America, Inc.
106 Commerce Road
Stamford, CT 06902**

Contractor

This Agreement made this 1st day of July 2017 between Town of Greenwich hereafter called the Town and Student Transportation of America, Inc. of Connecticut, hereafter called the Contractor witnessed as follows:

1. The Contractor agrees to furnish materials and perform services as shown in specifications and contract documents hereto attached and made a part hereof, and consisting of numbered pages from 1 to 423
2. The Town agrees to pay the price designated for such materials and services upon certification by the proper agent of the Town.
3. This contract shall not be valid until approved by the Town Counsel and countersigned by the Town Comptroller.

TOWN OF GREENWICH

By Peter J. Tesei
Its First Selectman Peter J. Tesei

TOWN OF GREENWICH

By James F. Hricay
Its Managing Director of Operations James F. Hricay

CONTRACTOR

By Ronald E. Tymula
Its Area General Manager Ronald E. Tymula

CORPORATE ACKNOWLEDGEMENT

STATE OF CONNECTICUT }
COUNTY OF FAIRFIELD } ss: Greenwich

February 28, 2017

Personally appeared Ronald E. Tymula of Student Transportation of America, Inc.
(Name and title of Officer) (Corporation)

signer and sealer of the foregoing instrument, who being duly authorized and appointed by the Board of Directors of said Corporation, acknowledged the foregoing instrument to be his free act and deed and the free act and deed of said Student Transportation of America, Inc., before me
(Corporation)

Notary Public (seal)

INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGEMENT

(delete words in parenthesis if not a partnership)

STATE OF _____ }
COUNTY OF _____ } ss:

EUGENE H. WATTS
Notary Public

State of Connecticut, 2017
My Commission Expires on
January 31, 2020

Personally appeared _____, (one of the members of the partnership of) _____, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed (and the free act and deed of said partnership), before me.

Approved as to legal sufficiency
Date 6-28-17

I hereby certify that the estimated amount of this contract does not exceed the unencumbered balances of amount duly appropriated and against which this contract is chargeable as indicated hereon.

Date 2/6/17

Notary Public (seal)

Town Counsel

Comptroller

PERSONAL SERVICE CONTRACT

Contract No. 6459

THIS AGREEMENT made and entered into this 1st day of July 2017, by and between the TOWN OF GREENWICH (hereinafter referred to as "Town"), acting herein by the undersigned official, and Student Transportation of America, Inc (hereinafter referred to as "Contractor"), whose principal office is located at 106 Commerce Road, Stamford, CT 06902, acting herein by Gene Kowalczewski its Senior Vice President of Operations / Northeast Region, hereunto duly authorized,

W I T N E S S E T H:

WHEREAS, the Town contemplates:

WHEREAS, the Town desires to retain the services of the Contractor to perform the following work: Student Transportation for Greenwich Public Schools / Town of Greenwich, CT

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Describe services to be performed: Student Transportation for Greenwich Public Schools / Town of Greenwich, CT

2. Describe method and terms of payment: As per invoice

This agreement consists of:

Personal Service Contract form (pp. 1- 10);

Exhibit A, Insurance Requirements & Certificate of Insurance (pp. 11 -19);

Other exhibit(s) (yes/no) entitled (pp. 20 -311);

Other attachment(s) (yes/no) entitled (pp. 312 -423);

for a total number of numbered pages (hereinafter collectively referred to as "Contract")

3. Any conflict between this Contract and any invitation to bid, request for proposal, exception that any provision of an invitation to bid, request for proposal, bid or response to request for proposal, that is attached as an Exhibit to this Contract, which Exhibit provides bid or response to request for proposal shall be resolved in favor of this Contract, with the for a higher standard of obligation or service by Contractor, shall control as to the standard of obligation and service required of the Contractor and shall thereby supplement this Contract.

4. The Town may at any time, and for any reason, direct the discontinuance of the services and work contemplated under this Contract for a period of time. Such direction shall be in writing and shall specify the period during which the work shall be discontinued. The work shall be resumed on the dates specified in such direction, or upon such other date as the Town may thereafter specify in writing. The period during which such work shall have been discontinued shall be deemed added to the time for performance. Stoppage of work under this article shall not give rise to any claim against the Town.

5. The service and work contemplated under this Contract shall be for a five-year (5 year) contract starting July 1, 2017 extending through June 30, 2022 with one year options if agreed by both parties to extend for the 2022-2023, 2023-2024, 2024-2025, 2025-2026 and 2026-2027 school years.

6. The Town may at any time and for any reason terminate this Contract by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, services shall be paid for in such amount as shall compensate for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the Town after consultation with the Contractor and shall be subject to audit by the Town Comptroller. Termination under this section shall not give rise to any claim against the Town for damages for compensation in addition to that provided hereunder.

7. It is the intent of this Contract to secure the personal services of the Contractor or a duly authorized and competent representative(s) of the Contractor acceptable to the Town. Failure of the Contractor for any reason to make the personal service of such a person available to the Town to the extent necessary to perform the services required skillfully and promptly shall be cause for termination of this Contract.

8. The Contractor shall not assign this Contract without prior consent of the Town in writing.

9. In the event of death or disability of the principal of the Contractor, any qualified partner or associate of the Contractor may be authorized, at the option of the Town, to continue to perform and complete all the terms, covenants and provisions contained in this Contract.

10. If the Contractor has been delayed and as a result will be unable, in the opinion of the Town, to complete performance fully and satisfactorily within the time allowed therefore, the Contractor, upon submission of evidence of the cause of the delay, satisfactory to the Town, shall at the discretion of the Town, be granted an extension of time for performance equal to the period that the Contractor was actually and necessarily delayed.

11. When the Town shall have reasonable grounds for believing that a) the Contractor will be unable to perform this Contract fully and satisfactorily within the time fixed for performance, or b) a meritorious claim exists or will exist against the Contractor or the Town arising out of the negligence of the Contractor or the Contractor's breach of any provision of this Contract, then the Town may withhold payment of any amount otherwise due and payable to the Contractor hereunder. Any amount so withheld may be retained by the Town for such period as it may deem advisable to protect the Town against any loss and may, after written notice to the Contractor, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the Town. No person shall have any right against the Town or claim against the Town by reason of the Town's failure or refusal to withhold monies. No interest shall be payable by the Town on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the Town.

12. The acceptance by the Contractor, his successors or assigns, of any payment made on the final requisition under this Contract, or of any final payment due on termination of this Contract, shall constitute a full and complete release of the Town from any and all claims, demands and causes of action whatsoever which the Contractor, his successors or assigns, have or may have against the Town under the provisions of this Contract.

13. The Contractor shall not assert any claim arising out of any supervisory act or omission by any agent, officer or employee of the Town in the execution or performance of this Contract against any such agent, officer or employee. The Contractor shall require each person supplying labor or materials to the Contractor to agree in writing to the Contractor not to make any claim against the Town, its officers, agents or employees by reason of such labor or materials, or by reason of any acts or omissions of the Contractor.

14. The Contractor shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the Contract, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault, or contractual default of the Contractor, its officers, agents, servants or employees, any of its subcontractors, the Town, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Town, its officers, agents, servants or employees, other than supervisory acts or omissions of the Town, its officers, agents, servants, or employees, in connection with the work called for in the Contract.

15. The Contractor shall take out and maintain during the life of this Contract the types and amounts of insurance as are set forth in the attached Exhibit B. Before commencing the work called for in this Contract, the Contractor shall furnish the Town with a completed certificate of insurance on the Acord form that is referenced in the attached Exhibit B evidencing such coverage.

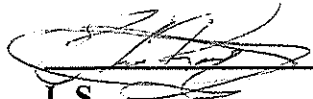
16. Contractor agrees to comply in every respect with applicable State and Town laws, regulations and ordinances.

17. Contractor shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Contract. Nothing herein contained shall be construed as creating the relationship of employer and employee or principal and agent, between the Town, its agencies, employees, agents and Contractor, its employees and agents. Contractor assumes exclusively the responsibility for the acts of its employees and agents as they relate to the services to be provided during the course and scope of their employment. Contractor, its agents and employees shall not be entitled to any rights and privileges of Town employees and shall not be considered in any manner to be Town employees.

18. The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

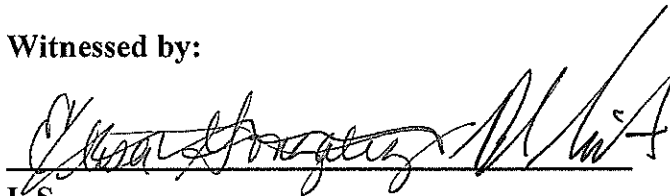
Dated at Greenwich, Connecticut,
this _____ day of _____ 2017.

Witnessed by:


L.S. _____

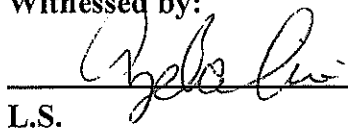


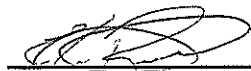
Witnessed by:


L.S. _____



Witnessed by:


L.S. _____



**THE TOWN OF GREENWICH
BOARD OF EDUCATION**

By 
James F. Hricay

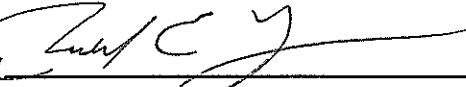
Its _____ Managing Director of Operations _____

THE TOWN OF GREENWICH

By 
Peter J. Tesei

Its _____ First Selectman _____

THE CONTRACTOR

By 
Ronald E. Cynula

Its _____ Area General Manager _____

STATUTORY SHORT FORMS OF ACKNOWLEDGMENT

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT:

STATE OF _____)
) ss: _____
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, by _____
(name of person acknowledged)

Notary Public
My Commission Expires:

FOR A CORPORATION:

STATE OF CONNECTICUT)
) ss: GREENWICH
COUNTY OF FAIRFIELD)

The foregoing instrument was acknowledged before me this 28th day of February 2017 by Ronald E. Tymula, Area General Manager
name and title of officer/agent
of Student Transportation of America, Inc. a Connecticut
name of corporation State or place of incorporation
corporation, on behalf of the corporation.



Notary Public
My Commission Expires:
EUGENE H. WATTS
Notary Public
State of Connecticut
My Commission Expires on
January 31, 2020

FOR A PARTNERSHIP:

STATE OF _____)
) ss: _____
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, by _____
acknowledging partner or agent
partner (or agent) on behalf of _____, a partnership.
name of partnership

Notary Public
My Commission Expires:

BY ANY PUBLIC OFFICER, TRUSTEE, OR PERSONAL REPRESENTATIVE:

STATE OF _____)
) ss: _____
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, by _____
name and title of position

Notary Public
My Commission Expires:

(SAMPLE ENDORSEMENT LETTER)

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Re: Town of Greenwich/Board of Education / **Contract # 6459**

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich has been endorsed as an additional insured under the general liability policy no. **[insert policy number]**, issued by **[insert company affording coverage]** to **[name of insured]**;
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days' notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form

ACORD**CERTIFICATE OF LIABILITY INSURANCE**

INSURER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.											
		INSUREERS AFFORDING COVERAGE											
INSURED		INSURER A:											
		INSURER B:											
		INSURER C:											
		INSURER D:											
		INSURER E:											
COVERAGES													
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.													
INS R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS								
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES _____ ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG								
	AUTOMOBILE LIABILITY ☐ ANY AUTO ALL OWNED AUTOS ☐ SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS ☐ _____ ☐ _____				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)								
	GARAGE LIABILITY ☐ ANY AUTO ☐ _____				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG								
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION \$				EACH OCCURENCE AGGREGATE _____ _____ _____								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width:30%; text-align: center;">WC STATU-</td><td style="width:70%; text-align: center;">OTH- ER</td></tr><tr><td colspan="2">E.L. EACH ACCIDENT</td></tr><tr><td colspan="2">E.L. DISEASE-EA EMPLOYEE</td></tr><tr><td colspan="2">E.L. DISEASE - POLICY LIMIT</td></tr></table>	WC STATU-	OTH- ER	E.L. EACH ACCIDENT		E.L. DISEASE-EA EMPLOYEE		E.L. DISEASE - POLICY LIMIT	
WC STATU-	OTH- ER												
E.L. EACH ACCIDENT													
E.L. DISEASE-EA EMPLOYEE													
E.L. DISEASE - POLICY LIMIT													
	Professional Liability												
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS													
Additional Insured: Town of Greenwich/Board of Ed. for Contract #6459													
CERTIFICATE HOLDER		☒ ADDITIONAL INSURED; INSURER LETTER: __		CANCELLATION									
Certificate Holder: Town of Greenwich Board of Education 101 Field Point Road Greenwich, CT 06830		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS											
		AUTHORIZED REPRESENTATIVE											

North American Specialty Insurance Company

PERFORMANCE BOND

Bond No. 2250533

KNOW ALL MEN BY THESE PRESENTS, That we, Student Transportation of America, Inc. of Connecticut as Principal, and the North American Specialty Insurance Company a New Hampshire corporation, as Surety, subject to the Conditions, Limitations and Exclusions of this Performance Bond, are firmly held bound unto Greenwich Public Schools/Town of Greenwich hereinafter referred to as the Obligee, for such monetary amount as incurred by the Obligee, not to exceed the penal sum of Eight Million Eight Hundred Ninety Nine Thousand Four Hundred Seventy One and 00/100 Dollars (\$8,899,471.00) as may be required to remedy any contractual default by the Principal in the performance of that certain written contract between Principal and Obligee dated July 1, 2017 for Bid 2116-16 Student Transportation 2017-2022 - Contract No. 6459 hereinafter referred to as the Contract; for the payment hereof, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally.

CONDITIONS

The obligation of this Performance Bond shall be null and void unless: (1) the above Contract is in writing, and has been fully executed by both the Principal and the Obligee; (2) the Principal is actually in default under the above Contract, and is declared by the Obligee hereafter to be in default; (3) the Obligee has performed all of the obligations of the Obligee under the above Contract; and (4) the Obligee has provided written notice of the default to the Surety as promptly as possible, and in any event, within ten (10) days after such default.

LIMITATIONS AND EXCLUSIONS

The Surety, as the sole election and discretion of the Surety, may take any of the following actions:

- (1) With notice to the Obligee, provide financial assistance to the Principal to remedy any contractual default by the Principal; or,
- (2) Undertake the completion of the above Contract by the Surety, through its agents or through independent contractors; or,
- (3) Determine the amount for which the Surety may be liable to the Obligee, and as soon as a practicable thereafter, tender payment thereof to the Obligee; or
- (4) Pay the full amount of the above penal sum in complete discharge and exoneration of this Performance Bond, and all liabilities of the Surety relating thereto.

If the Surety so elects to act, all payments and expenditures by the Surety shall be applied against the above penal sum and in reduction of the limit of liability of the Surety.

67Y 16 524 1 1



North American Specialty
y
Rachael Hurley, Aftron

North American Specialty Insurance Company

Rachael Hurley
Rachael Hurley, Attorney-in-Fact

CORPORATE ACKNOWLEDGMENT

State of _____

County of _____

On this 1st day of July, 2017,

before me personally came _____ to me known, who
being by me duly sworn, did depose and say that he/she is the _____
of **Student Transportation of America, Inc. of Connecticut** the corporation
described in and which executed the above instrument; that he/she knows the
seal of said corporation; that the seal affixed to said instrument is such corporate
seal; that it was so affixed by order of the Board of Directors of said corporation
and that he/she signed his/her name thereto by like order.

My commission expires _____
Notary Public

SURETY ACKNOWLEDGMENT

State of **New Jersey**

County of **Union**

On this **1st** day of **July, 2017**

Before me personally came **Rachel Hurley** to me known, who being by me duly sworn, did depose and say that he/she is an Attorney-in-Fact of **North American Specialty Insurance Company** the corporation described in and which executed the within instrument; that he/she knows the corporate seal of said corporation; that the seal affixed to the within instrument is such corporate seal, and that he/she signed the said instrument and affixed the said seal as Attorney-in-Fact by authority of the Board of Directors of said corporation and by authority of this office under the Standing Resolutions thereof.

JAMI A. KING
NOTARY PUBLIC OF NEW JERSEY
Comm. # 50045935
My Commission Expires 9/16/2021

My commission expires _____

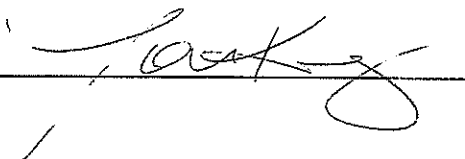


EXHIBIT A

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

THOMAS M. TRUE, MARC J. MICHALEWSKY, SANDRA A. PACE, MARY J. DAMATO,

LISA A. ANDERSON, CHERYL R. COLEMAN and RACHAEL HURLEY

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By

Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By

Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 29th day of July, 2016.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook

ss:

On this 29th day of July, 2016, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 1st day of July, 2017.

Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

15



**NORTH AMERICAN
SPECIALTY INSURANCE COMPANY**

**NORTH AMERICAN SPECIALTY INSURANCE COMPANY
A New Hampshire Corporation**

**BALANCE SHEET AS OF DECEMBER 31, 2015
(Statutory Basis)**

Valuation of securities on National Association of Insurance Commissioner Basis

ASSETS

Cash	105,812,888
Bonds	319,869,966
Other Invested Assets	76,969,460
Other Admitted Assets	74,096,571
TOTAL ADMITTED ASSETS	576,748,885

LIABILITIES

Reserve for Unearned Premiums	50,927
Reserve for Losses and Loss Adjustment Expenses	35,111,039
Funds Withheld	10,419,706
Taxes and Other Liabilities	135,821,222
Surplus	395,345,991
TOTAL LIABILITIES & POLICYHOLDERS' SURPLUS	576,748,885

The undersigned, being duly sworn, says: That he is Senior Vice President of North American Specialty Insurance Company, Schaumburg, Illinois that said company is a corporation duly organized, existing by virtue of the Laws of the State of New Hampshire and that said Company has also complied with and is duly qualified to act as Surety under the Act of Congress approved; July 1947 6 U.S.C. sec. 6-13; and that to the best of his knowledge and belief the above statement is a full, true and correct statement of the financial condition of the said Company on the 31st day of December, 2015



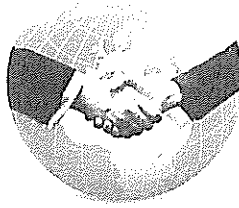
Michael A. Ito
North American Specialty Insurance Company

Subscribed and sworn before me,
the 19 day of March, 2016



Notary Public





April 12, 2017

Franklin Case Agency LLC

"Above and Beyond"

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/ Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

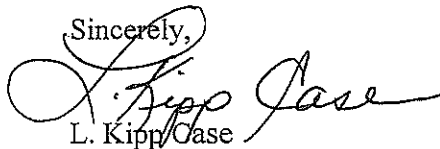
RE: Student Transportation of America
Town of Greenwich – Contract No#6459

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of Connecticut and an authorized representative of all companies affording coverage under the Accord form submitted herewith;
- (2) The Town of Greenwich has been endorsed as an additional insured under the general liability policy no. STA 0000001-11, issued by National Interstate Insurance Co., to Student Transportation of America, Inc.
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Accord form submitted to the Town of Greenwich in connection with the above referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Accord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Accord form.

Sincerely,


L. Kipp Case

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/12/2017

7 CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME FRANKLIN CASE AGENCY LLC 5 WALTER FORAN BLVD SUITE 2010 FLEMINGTON, NJ 08822	PHONE (A/C, No, Ext): 908-806-2531 FAX (A/C, No): E-MAIL ADDRESS:
INSURED	STUDENT TRANSPORTATION OF AMERICA, INC. 125 S. MAIN ST NAUGATUCK, CT 06810	INSURER(S) AFFORDING COVERAGE INSURER A: NATIONAL INTERSTATE INS CO INSURER B: RSUI INDEMNITY INSURANCE CO INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 138676 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	X		STA 0000001-11	7/1/16	7/1/17	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
A	TOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☒ COMP DED			STA 0000001-11	7/1/16	7/1/17	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR			STX 0000001-11	7/1/16	7/1/17	EACH OCCURRENCE \$ 10,000,000
B	EXCESS LIAB ☐ CLAIMS-MADE			NHA082416			AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	SWC 0341497-13	7/1/16	7/1/17	☒ WC STATU-TORY LIMITS ☐ OTH-ER E.I. EACH ACCIDENT \$ 1,000,000 E.I. DISEASE - EA EMPLOYEE \$ 1,000,000 E.I. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: CONTRACT #6459

TOWN OF GREENWICH/BOARD OF EDUCATION ARE LISTED AS ADDITIONAL INSURED FOR CONTRACT NO 6459

CERTIFICATE HOLDER

CANCELLATION

TOWN OF GREENWICH /
BOARD OF EDUCATION
101 FIELD POINT RD
GREENWICH, CT 06830

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CONTRACT No. 6459**A.M. BEST****KEY RATING GUIDE FORM**

The following insurance companies are licensed in the State of Connecticut per the 2016 edition of the A.M. Best Key Rating Guide for Property & Casualty.

	Company	Page No.	Rating
1.	National Interstate Insurance Co.	392	A
2.	RSUI Indemnity Insurance Co.	496	A+

Insurance Requirements and Waiver Form

(Use whenever a Department Head is requesting a waiver for a reduction from the standard insurance requirements or when an addition to the standard requirement is recommended by the Department Head or the Risk Manager. This Form is not necessary if the Town's standard requirement is met)

DATE: June 26, 2017

TO: Megan Damato, Risk Manager

FROM: Eugene H. Watts
c/o Elisa Gonzalez

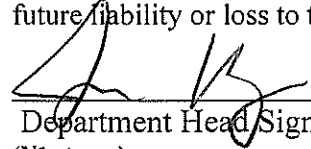
SUBJECT: Request for Waiver (reduction from or addition to) from the Town's Standard Insurance Requirements for **Student Transportation of America, Inc., 125 S. Main Street, Naugatuck, CT 06810 – Contract No. 6459.**

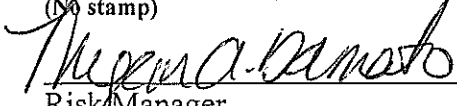
In regard to the above-referenced document contract, I request that the Town change the following recommended insurance requirements.

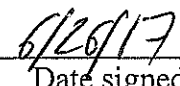
Type of Insurance**Type of Waiver or Addition Requested**

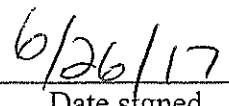
General Liability	(A)	No Waiver
Automobile Liability	(B)	No Waiver
Excess Liability	(C)	No Waiver
Worker's Compensation and Employers Liability	(D)	No Waiver
Other (including Professional Liability)	(E)	Waiver for Employers Liability, Maintenance & Performance Bond. <i>Payment</i>

Any reduction from or addition to the Town Standard requires the operational department to submit in writing on Form "Justification of Request for Waiver for a Reduction or Addition to the Town's Standard Insurance Requirement" the reasons why it is the department's opinion that the standard insurance levels are not necessary. Requested additions in Section (E) "Other" should also be documented on the form. A waiver requesting lower than the standard requirement, should not be requested to avoid paperwork requirements or to expedite non-emergency activities, but rather because the requested contractor's work is of such a nature that it is not likely that the waiver will result in future liability or loss to the Town.


Department Head Signature
(No stamp)


Risk Manager
(No stamp)


Date signed


Date signed

Justification of Request for Waiver for a Reduction or Addition to the Town's Standard Insurance Requirement.

**Student Transportation of America, Inc., 125 S. Main Street, Naugatuck, CT 06810
Contract No. 6459**

(This Form does not need to be completed if the only change from the standard requirement is an additional coverage as specified by Risk Management)

Explanation of Request for Reduction from the Town's Standard Requirement

Type of Insurance

Justification for Waiver or Addition Requested

General Liability (A)

No Waiver

Automobile Liability (B)

No Waiver

Excess Liability (C)

No Waiver

Worker's Compensation & Employers Liability (D)

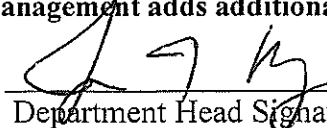
No Waiver

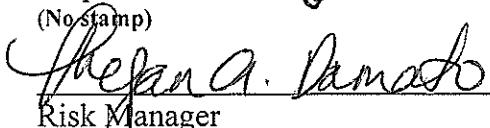
Other:
(Including Professional Liability) (E)

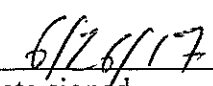
Request Waiver of Employers Liability, Maintenance & Payment Bonds – coverage is not required.

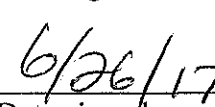
Justification is only required in Section (E) if the request for added insurance coverage is requested by the operational department)

If more space is needed to record justification please attach document(s) to this Form. Justification should address facts that you believe reduce the Town's risk for the contractor's scope of activities. If Risk Management adds additional insurance requirements justification does not need to be added.


Department Head Signature
(No stamp)


Risk Manager
(No stamp)


Date signed


Date signed



Previous Experience in School Transportation

While STA as a company is a relatively young 17 years old, the industry knowledge and experience of management staff is a staggering 1,000+ years. We are family of companies. We have extensive state of Connecticut school bus experience as well as national experience.

Also included in this section is an overview of STA, introducing you to our history, our philosophy and vision. We highlight our North American footprint, outlining our service and span of control.

In addition, we have provided the following in this section:

- Listing of all Connecticut customers including contracts comparable to Greenwich, such as Danbury as well as our remaining customers
- Summary of our staffing levels in Connecticut, including our proposed Greenwich operation, our statewide structure and an overview of key personnel with responsibility for a successful Greenwich start up on an annual basis
- Job descriptions for roles in the successful performance of the Greenwich contract where personnel have not yet been identified to fill
- Reference letters from our customers across Connecticut





Previous Experience in School Transportation

Founded in 1997, Student Transportation of America ("STA") is one of the fastest growing and most progressive providers of school bus transportation services in North America. With a longstanding culture of compassion and caring, and a focus on safety and customer service, we have steadily grown through the acquisitions of private companies, successfully obtaining contracts through school district bids and the Request for Proposal process, and the conversion of publicly-operated fleets into STA-operated transportation systems.

STA joined the NASDAQ Global Select Market in September of 2011, and we recently provided our **100th** consecutive monthly cash dividend to our shareholders. We have seen a 20% growth over the last two years and strongly maintain a 97% contract renewal rate, company-wide. We currently partner with more than 200 school districts and operate over 9,000 vehicles, providing safe, on-time transportation to our customers, while ensuring the workplace satisfaction and happiness of our team members.

At STA, we view the school bus as an extension of the classroom, and believe that a student's first and last class of the day is their ride on the bus. With this in mind, we pride ourselves on outstanding customer service while providing the safest, most efficient school transportation available. Our experienced team takes away the headaches of managing a transportation system, thereby allowing your district to focus on its number one priority – the education of your school children.

Our local managers have full autonomy to make decisions and are encouraged to develop professional, localized relationships with their customer base, rooted in open and honest two-way communication. They are not burdened by many corporate rules and internal reporting, thereby allowing them to focus solely on customer service and operational efficiencies. Our managers are provided an avenue from which they have the opportunity to become an active part in the community, to interact with and be approachable by our employees, and to represent STA and the school district. We are a family of local companies, with services delivered by drivers, dispatchers, mechanics and others who are caring members of their local communities.



"I highly recommend Student Transportation of America. Their attention to the customer is excellent and they focus on providing safe, quality service to the students of your district."

- John Thomas,
Transportation
Dept
Carver County
Schools,
Minnesota





Previous Experience in School Transportation

Community Involvement

Over the past two years, we have raised nearly \$300,000 for area charities through our STA Education Foundation, the philanthropic arm of STA created to advance the educational opportunities available to students in the school districts we serve. Through our Education Foundation, we have awarded nearly 125 scholarships to deserving high school seniors across North America.

In 2011, we donated one of our school buses to Carolina Studios, a South Carolina-based media arts organization. We had it converted it into a mobile recording studio, equipped with Apple iMac computers, digital recording consoles and a cutting-edge recording booth. This \$40,000 gift was designed to help underprivileged children learn how to write, produce and record their own music.

Volunteer Work

Our employees are caring members of their community, and many participate in local volunteer and charity work that gives back to and enriches their communities. STA employees have raised money for charities including the Susan G. Komen Race for the Cure and Relay for Life, and have coordinated blood drives and bone marrow registrations with local Red Cross organizations. We also organize "Stuff the Bus" campaigns to collect school supplies, volunteer at local soup kitchens and Boys and Girls Clubs, and donate toys and clothing to families in need.



Green Initiatives

As a company, we have made a strong commitment to the environment. Across North America, we are utilizing new, renewable, environmentally-friendly fuels. This alternative fuel expansion represents our strategy to reduce our carbon footprint throughout the areas we serve, and is part of the larger company-wide "Think Green" initiative. We respect and strive to improve the environments in which we work and live, and have resources that recycle our waste oil, filters, printer cartridges and other waste materials.

We remain at the forefront of industry initiatives related to Bio-Fuel technology, and have seen our clean fleet grow by seven-fold in recent years. Our eco-friendly initiatives include 80 propane-fueled buses in Los Angeles, a Bio-Fuel program in Florida, Compressed Natural Gas vehicles across California and a \$3 Million investment in liquefied petroleum gas in Minnesota. GPS technology helps to monitor idling, reducing emissions and providing a healthier environment for our passengers, employees and the communities in which we serve.





Providing Exceptional Service in School Transportation

Our management support network includes extensive annual training and updating of personal skills such as providing relevant program enhancements in Safety & Training, Vehicle Maintenance and Customer Service.

We presently operate over 9,000 vehicles in North America, servicing over 200 school districts from operating locations ranging from under 30 vehicles to over 200.

Our Vision

Compassion is Key – STA is built upon a longstanding culture of compassion, caring and customer service. We believe that a positive experience on the school bus carries into the classroom, and nurtures a positive experience at school. Our drivers understand they can make a difference in the life of a child. Starting each day with a smile and familiar face is an important step in the education process.



STA currently operates 9,000+ vehicles in New York, California, Illinois, Florida, Minnesota, Pennsylvania, New Jersey, Connecticut, Vermont, Maine, Massachusetts, New Hampshire, Texas, Nebraska, Washington, Wisconsin and in Ontario, Canada



● STA Locations





Current Connecticut Operations

Student Transportation of America of Connecticut has been providing professional school bus service across the state of Connecticut for over 15 years. Our current operating sites are listed below, referencing the customers we service and our managers experience at that site:

Greenwich

106 Commerce Road
Greenwich, Connecticut 06902

Customer: Greenwich Public Schools
Operation: 100+ Routes
Manager: Maribel Anita (5+ years)

Danbury

5 Shelter Rock Road
Danbury, Connecticut 06810

Customer: Danbury Public Schools
Operation: 130 Routes
Manager: Marge Tymula (5+ years)

Griswold

36 Old Bethel Road
Jewett City, Connecticut 06351

Customer: Griswold Public Schools
Operation: 28 Routes
Manager: Louis Shuler (5+ years)

Groton

80 Tower Avenue
Groton, Connecticut 06340

Customer: Groton Public Schools
Operation: 60 Routes
Manager: Christine Jessup (3+ years)

Guilford

130 Hubbard Road
Guilford, Connecticut 06437

Customer: Guilford Public Schools
Operation: 67 Routes
Manager: Marie Illingworth (4+ years)

Ledyard

1350 Baldwin Hill Road
Gales Ferry, Connecticut 06335

Customer: Ledyard Public Schools
Operation: 59 Routes
Manager: Donna Zosa (3+ years)

Naugatuck

125 South Main Street
Naugatuck, Connecticut 06770

Customer: Naugatuck Public Schools
Operation: 44 Routes
Manager: Tasha Priar (5+ years)

New London and Waterford

41 Walbach Street
New London, Connecticut 06320

Customer: New London Public Schools
Operation: 29 Routes
Manager: Barbara Brigham (10+ years)

Regional School District 17

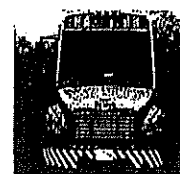
95 Little City Road
Higganum, Connecticut 06441-2817

Customer: Haddam-Killingworth Public Schools
Operation: 62 Routes
Manager: Cathy Luisi (5+ years)

Wilton

130 School Rd
Wilton, CT 06897

Customer: Wilton Schools
Operation: 50 Routes
Manager: Wendy Nieman (5 years)



"It was an excellent start-up in terms of the number of routes they had to prepare for, the set up of two facilities and all the drivers they had to hire and train, STA has been there for us every step of the way."

- Ms. Leslee Russell
Transportation Director, Duvall County School District on STA
August 2009
275 new bus start up





Current Connecticut Customers

CUSTOMER NAME	EXPIRY DATE	VEHICLES
<u>Guilford Public Schools</u> 380 Church Street Naugatuck, CT 06770 (203) 458-6666	2018	40+ Vehicles
<u>Griswold Public Schools</u> 2 North Main Street Griswold, CT 06351 (860) 376-7600	2017	20+ Vehicles
<u>Danbury Public Schools</u> 63 Beaver Brook Road Danbury, CT 06810 (203) 797-4703	2022	125+ Vehicles
<u>Ledyard Public Schools</u> 4 Blonder Boulevard Ledyard, CT 06339 (860) 464-9255	2019	40+ Vehicles
<u>Naugatuck School District</u> 380 Church Street Naugatuck, CT 06770 (203) 720-5265	2020	40+ Vehicles
<u>Greenwich Public Schools</u> Greenwich, CT 06830 (203) 625-7448	2017	100+ Vehicles
<u>Groton Public Schools</u> Mystic, CT 06355 (860) 572-2135	2020	50+ Vehicles
<u>New London Public Schools</u> New London, CT 06320 (860) 447-6000	2022	50+ Vehicles
<u>Region 17</u> 57 Little City Road Higganum, CT 06441-0568 (860) 345-4534	2021	50+ Vehicles
<u>Wilton Public Schools</u> 130 School Rd Wilton, CT 06897 203-417-1154	2019	50+ Vehicles





Key Personnel (Summary)

Identified below is a partial list of Student Transportation of America personnel who will be actively involved in the operation of our Greenwich contract. This network of support is in addition to our already existent state of Connecticut and Greenwich location operating teams identified on the previous pages.

Denis Gallagher

Founder, Chairman, and CEO of Student Transportation of America. Has invested his entire 30+ year career in the student transportation industry. Formerly with Laidlaw Transit, Inc., where he served as Senior vice-President of East Coast Operations, with direct responsibility for over 200 operating locations at the time of his departure.

Patrick Vaughan

Chief Operating Officer, responsible for all STA operating locations across North America. Has a career spanning over 25 years in the transportation industry, including 20 years with Laidlaw Transit, Inc. as Senior Vice President and Chief Operating Officer.

Gene Kowalczewski

Senior Vice President of Operations, Eastern Business Group for Student Transportation of America. Has a career of over 20+ years in the school bus transportation industry. Formerly with Laidlaw Transit, Inc./First Student where he served in the capacity of Senior Vice President of Operations for the Northeastern US.

Tony Murgo

Vice President of Operations, Connecticut & Rhode Island for Student Transportation of America. Has a career of over 20+ years in the school bus transportation industry. Formerly with Ocean State Transit where he served in the capacity of President and recently joined STA via acquisition of Ocean State Transit.

The above referenced people are directly responsible for the annual start up and operation of all future state of Connecticut contracts and will coordinate any transition planning, work with local management on deadlines and bus deliveries and make available any additional corporate resources necessary to ensure a detailed operating plan.



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Maribel E. Antia
33 West Washington Ave. Stamford, Ct 06902
203 360 6971

Objective:

To acquire a position as an office member that will help me to further my experience as well to apply my skills and exceed in the company.

Work Experience:

July 2008 - Present S.T.A., Greenwich, CT
Terminal Manager

- Data entry
- Payroll Entry
- Assisted dispatch/ communicating with the Greenwich Board of Education and parents on the phone
- Assisted the Safety supervisor/ Back Grounds checks / Fingerprinting/Interviewing new candidates
- Bus operator (when necessary)
- Answering telephones
- Monitoring Student counts
- Car seat Inventory
- Mileage keeper of entire fleet
- Ordering and maintaining inventory of supplies and equipment
- Monitoring Fuel consumption and usage
- Booking Charters and posting assignments
- Assisted conflict resolutions among employees, staff and Union Membership
- Filing and maintaining personnel files
- Assisted with Random drug testing
- Scheduling Medical Exams
- Supervised Snow removal and lawn Maintenance
- Public Notary

May 2002 - July 2008 S.T.A., Greenwich, CT
Assistant Manager

- Data entry

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- Payroll Entry
- Assisted dispatch/ communicating with the Greenwich Board of Education and parents on the phone

- Assisted the Safety supervisor/ Back Grounds checks / Fingerprinting/Interviewing new candidates

- Bus operator (when necessary)

- Answering telephones

- Monitoring Student counts

- Car seat Inventory

- Mileage keeper of entire fleet

- Updated and maintaining Employee Seniority List

- Ordering and maintaining inventory of supplies and equipment

- Monitoring Fuel consumption and usage

- Booking Charters and posting assignments

- Inspection of the school bus for the beginning of the school year

- Assisted conflict resolutions among employees, staff and Union Membership

- Filing and maintaining personnel files

- Assisted with Random drug testing

- Scheduling Medical Exams

- Supervised Snow removal and lawn Maintenance

- Public Notary

2001 T.A.G Riverside , Ct

- Bus operator

- Assisted clients on and off the vehicle

2001 Bauman and Sons, New Canaan, Ct

- Dispatcher

- Reorganized the entire fleet files

- Answering telephones

- Assisted communicating with the Greenwich Board of Education and parents on the phone

1998-1999 White Plains Bus Company DBA of Suburban Bus Company White Plains , N.Y.

- Assisted the Safety Department/ Back Grounds checks / Fingerprinting/Interviewing new candidates

- Reorganized the entire fleet files

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- Assisted with Random drug testing

- Scheduling Medical Exams

- Answering telephones

- Bus operator (when necessary)

- Public Notary

1996-1998 Suburban Bus Company, Greenwich, CT

- Dispatcher

- Answering telephones

- Assisted communicating with the Greenwich Board of Education and parents on the phone

- Booking Charters and posting assignments

- Payroll Entry

1995 Suburban Bus Company, Greenwich, CT

- Bus operator

Education:

2000 - NCCC, Norwalk, CT

Certified Nurse Assistant

1988 - Graduated from a Business School (translated to English)
Liceo San Antonio, Cali- Colombia, South America

Languages:

Spanish and English

References:

Up on request

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Gene Kowalczewski

From: Brad Rumble
Sent: Thursday, June 02, 2011 11:40 AM
To: Gene Kowalczewski
Subject: Brad' resume

Bradley Rumble

177 Myano Lane Apt. 206
 Stamford CT 06902
 203-327-9473
brumble@ridesta.com
humble@sbcglobal.net

Objective

Provide safe and qualified Operators for school district.

Skills

- State certified school bus trainer
- Certified in reasonable suspicion
- Trained and authorized in finger printing procedure
- Complete knowledge of the town of Greenwich
- A great communicator
- Member of school bus watch
- Accident scene investigations

Experience

Barn: Loss Prevention 1990-96

22 Dunnigan Drive
 Suffern NY

*Dress

Supervisor; Larry Senn

Duties; Supervised Security Staff, Payroll, and Card Access System

*Laidlaw 1992-1996 Part time

Brown House Rd.
 Stamford CT.

Supervisor; Scott Shilling

Duties; Operates school buses in the town of Greenwich

*Suburban Bus Company 1996-2002

Fisher Lane
 White Plains NY

Supervisor; Tracey Hill

Duties: Operates and train school bus drivers in the town of Greenwich

*STA 2002- Present

106 Commerce rd
 Stamford CT.06902

Asst. Manager/ Safety Supervisor

Duties: Daily operations; training, applications

6/2/2011

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Education

*Comprehensive School	General studies	Cambridge Jamaica
*Bible Training Institute	Theology	Kingston Jamaica
*GED		State of Connecticut

6/2/2011

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Gene Kowalczewski

From: meuse edmond [kooled74@gmail.com]
Sent: Friday, June 03, 2011 2:26 AM
To: Gene Kowalczewski
Subject: Edmond's resume

Meuse Edward Edmond

457 Blohm Street
 530-9535

(203)

West Haven Ct 06516kooled74@gmail.com**OBJECTIVE**

A capable, enthusiastic psychologist major-undergraduate with child care counseling experience and with practical professional driver training as well. My skills have prepared me to work in the related field and to rise to the occasion to excel

PROFILE SUMMARY

- *Quick Learner, eye for motivated and dedicated to "getting the job done"
- *Speak, write and read Spanish and French fluently
- *Good Interpersonal skills, courteous and professional, able to multitask
- *Effective negotiator, work well with others at all level of management
- *Good sense of humor, and visionary of excellence

EDUCATION and TRAINING

1990-1994 Wilbur Cross High (graduated) New Haven CT
 GATEWAY COMMUNITY COLLEGE- NEW HAVEN- CT
 1997-1998 Travel agent certificate
 2006-2008 Associate degree in General studies (graduated)

COMMUNICATION QUALIFICATION SUMMARY

Sociology, MASS Communication, Criminal Justice, Psychology.
 Applications: Computerized communication (powerpoint, Internet and e-mail)
 Microsoft office, excel, word perfect9

WORK EXPERIENCE

Customer service & cashier	1993-1995	Mc Crory-New-Haven CT
Salesman	1995-1997	Colonial Toyota-Milford
School Bus Driver	1997-2000	Dattco Inc- New-Haven CT
Program Instructor	2000-2002	Lake Grove @ Durahm, CT

*counseling, interacting, and teaching adolescent with problems

S.T.A (Driving, Training& office staff) 2003 to present Stamford CT

6/3/2011

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Gene Kowalczewski**From:** meuse edmond [kooled74@gmail.com]**Sent:** Friday, June 03, 2011 3:55 AM**To:** Gene Kowalczewski**Subject:** Jim Quine' Resume

25 MEADOWBROOK RD

JIM QUINE

DANBURY CT 06811

(203) 770-9256

OBJECTIVE

A Capable, enthusiastic person with profound knowledge and experience in the school bus industry, whatever it takes to get the job done is my motivation and goal.

PROFILE SUMMARY

- *Demonstrate my professionalism in the work environment
- *Good sense of humor, and achieve my goals
- *understanding the work force and work with others at all levels
- *dependability, punctuality, desirability, is what I am all about

EDUCATION and TRAINING

1966-1969 Danbury high school (graduated)

1969-1971 US NAVY

WORK EXPERIENCE

1973-1976 Bus Driver for country school bus service

1976-1986 Dispatch for Danbury Public School

1986-1988 Manage Laidlaw Transit in Ridgefield

1993-2001 Manage White Plains Bus running New Canaan buses

2001-2002 Transfer from White Plains bus to Greenwich to help out

6/3/2011

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2002-2008	Manage STA in Greenwich
2008-2009	Transfer to Danbury from Greenwich
2009-to present	Dispatching for STA in Greenwich
1988-1993	Transfer to manage New Canaan by Laidlaw transit

6/3/2011



Job Descriptions

Included in this section of our submission:

Job Descriptions of the key positions associated with the functional fulfillment of the contract with the school district

Safety Manager/Director
Terminal Manager
Shop Manager
Dispatcher



We have very experienced and seasoned staff already in place. Our staffing exceeds the normal levels of most contract in order to insure the highest quality of service and we will not waver from this approach.





Job Descriptions

JOB TITLE:	Area Manager of Passenger Safety & Compliance	DATE:	February 2011
REPORTS TO:	Regional Director of Passenger Safety & Compliance	JOB CODE:	
GRADE:	13	FSLA:	Exempt

ROLE:

Design and implement safety programs to ensure safe operation of vehicles throughout the region.

Major Responsibilities:

1. Increase safety awareness and reduce accident occurrences through direct consultation with all branches. Meet regularly with Terminal Managers, Safety Managers/Supervisors, and General Managers to promote commitment to accident reduction.
2. Analyze and document vehicular and employee accidents to determine cause, solution, and action items for preventing reoccurrence.
3. Enforce OSHA and Company policies related to safety, conduct safety inspections, and make recommendations for ongoing safety efforts.
4. Conduct safety meetings with drivers and other employees, conduct feedback sessions, and hold safety meetings on a monthly basis. Coordinate retraining of drivers with Training Manager.
5. Complete special projects as assigned.

Direct Reports Include:

None

Qualifications/Skills:

- Knowledge of Department of Transportation, OSHA, and/or Workers' Compensation law and procedures.
- Defensive driving techniques and training skills.
- Proper certification and licensing required.
- Human Resources training or safety supervisory experience, preferably in the bus industry.

Education:

High school diploma or equivalent. College degree preferred.

Working Conditions:

Office/Branch environment with occasional accident scene visits.





Job Descriptions

JOB TITLE:	Dispatcher	DATE:	February 2011
REPORTS TO:	Terminal Manager	JOB CODE:	
GRADE:	08	FSLA:	Non-Exempt

ROLE:

Under limited supervision, dispatch all buses to ensure on-time performance of service within an assigned geographical area.

Major Responsibilities:

1. Oversee all routing and scheduling of buses; dispatch buses and provide timely information to drivers on the streets.
2. Take all scheduling and driver complaints, reporting to Terminal Manager or resolving problems directly with the customer.
3. May handle charter reservations, billing or driver payroll. May monitor licensing and participate in hiring.
4. May provide solutions to drop-off and pick-up problems may assist with no shows or lost child reports to police; assist in providing information in any and all emergency weather or vehicle breakdown situations.
5. May handle back up driver duties or perform miscellaneous clerical duties while buses are in route.
6. Complete special projects as assigned.

Direct Reports Include:

None

Qualifications/Skills:

- Basic knowledge of radio dispatch equipment
- Excellent communications and customer service skills.
- Ability to work under time constraints and deadlines.
- Previous driver experience helpful

Education:

High school diploma or equivalent. Appropriate vehicle licenses as required

Working Conditions:

Office, vehicle environment.





Job Descriptions

JOB TITLE:	Safety Supervisor	DATE:	February 2011
REPORTS TO:	Terminal Manager	JOB CODE:	
GRADE:	10	FSLA:	Exempt

ROLE:

Under limited supervision, investigate and document accidents and ensure employee and vehicular safety within Terminals of over 75 vehicles/routes.

Major Responsibilities:

1. Investigate and document employee accidents to determine cause. May interview employees who have injured themselves or have witnessed an accident. Document investigation and file reports.
2. File workers compensation claims with internal and external organizations. Follow up with doctors, clinics, employees, and insurance company to track claims for assigned locations.
3. Enforce OSHA and Company Policies related to safety, conduct safety inspections, and make recommendations for ongoing safety efforts.
4. Conduct safety meetings with drivers and other employees. Coordinate retraining of drivers with Training Manager.
5. Complete special projects as assigned.

Direct Reports Include:

None

Qualifications/Skills:

- Knowledge of Department of Transportation, OSHA, and/or Workers' Compensation law and procedures.
- Technical aptitude helpful with MS Office.
- Safety and workers compensation experience, preferably in the bus industry.

Education:

High school diploma or equivalent. Appropriate vehicle license required.

Working Conditions:

Office/Vehicle environment.





Job Descriptions

JOB TITLE:	Shop Supervisor	DATE:	February 2011
REPORTS TO:	Terminal Manager, Shop Manager	JOB CODE:	
GRADE:	10	FSLA:	Exempt

ROLE:

Under limited direction, supervise mechanics and yard personnel to maintain and repair vehicles. Scope of responsibility is in locations with less than 50 vehicles or as the second shop manager in a larger division.

Major Responsibilities:

1. Maintain shop schedule, check repair orders, inspect completed work of mechanics/fuelers, file completed repair orders, and communicate with Dispatch on the availability of vehicles.
2. Assist in the troubleshooting and repair of mechanical problems. May train mechanics, recommend, and maintain correct mechanical procedures.
3. May arrange services and grounds keeping for building.
4. Ensure environmental and safety compliance on a day-to-day basis with State, Federal, and Company requirements.
5. May order fuel and parts, maintain parts inventory and subcontract repair work.
6. Complete special projects as assigned.

Direct Reports Include:

None

Qualifications/Skills:

- Basic mechanics through major overhauls.
- Purchasing knowledge helpful.
- Ability to lead others.
- Three years of hands-on mechanical lead experience.

Education:

High school diploma, Trade school, or mechanical courses preferred.

Working Conditions:

Office, branch and yard environment. May require lifting of 20 to 50 lbs., at least once a day.



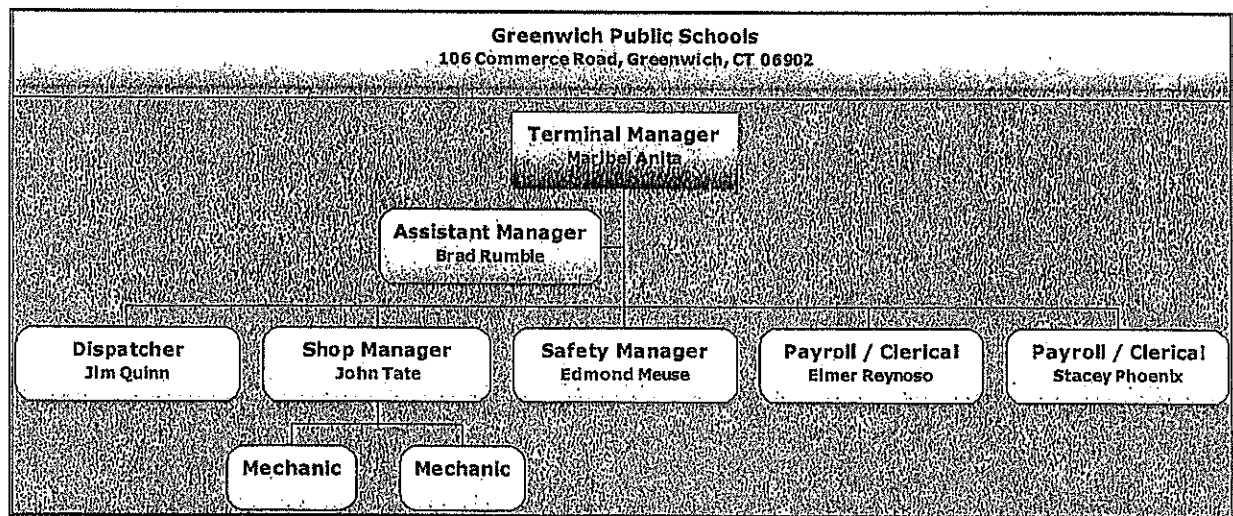


Organization Chart(3)

Greenwich

Our staffing projections for Greenwich is depicted below. With over 100 years of collective state of Connecticut school bus knowledge on staff, we have identified a strategic operating structure that is both customer and employee centric. Our structure is anchored by a Terminal Manager responsible for all operations and logistics and supported by an Experienced team of school bus professionals.

The terminal level is supported by seasoned dispatch, dedicated safety personnel, dedicated payroll & benefits and a strong maintenance staff of school bus technicians familiar with Connecticut operations and all state requirements.





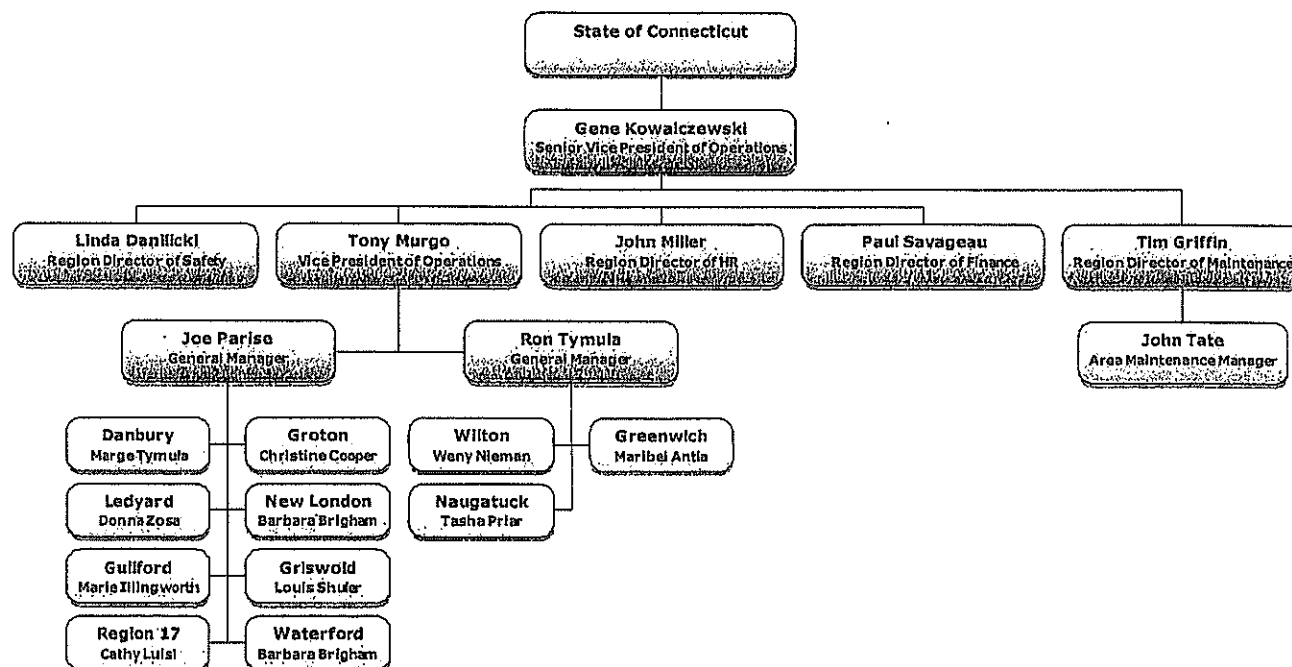
Organization Chart(s)

Connecticut

The Greenwich operation will also be supported by a network of Regional support including Operations, Safety and Maintenance.

With combined school bus experience exceeding 125 years, our Northeast Regional team is well positioned to provide guidance, support and direction on all matters relating to fulfillment of our service commitments.

The below chart outlines the levels of support that exist to all of our locations across the northeast, including the Greenwich terminal:





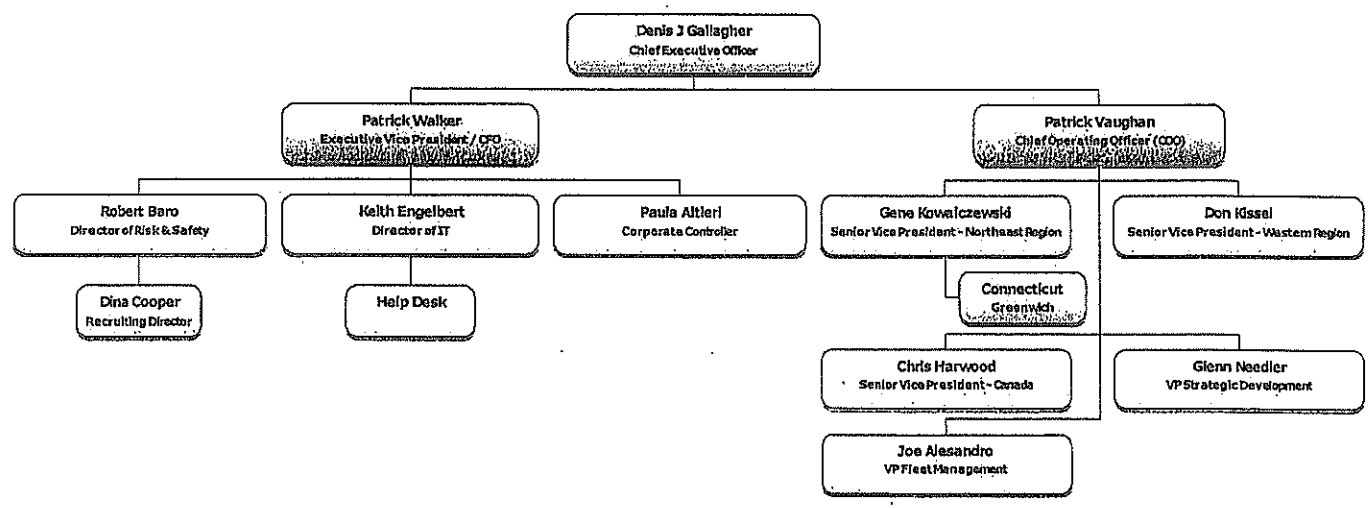
Organization Chart(3)

Student Transportation of America, Inc.

Student Transportation of America provides a network of support for all of its operating locations. Below is a senior level organizational chart explaining the relationship of the executive team and its interaction with all levels of the organization.

Our Greenwich operation is part of the Eastern Business Group which currently supports New York, Connecticut, Rhode Island, Massachusetts, Maine, Vermont, New Jersey, South Carolina, Florida and New Hampshire.

Senior Management Organizational Chart



OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Regional School District No. 17

HOWARD J. THIERY, III
Superintendent of Schools

CHAELE DISTEFANO
Director of Facilities

MARTHA R. VAUGHN
Director of Fiscal Operations

57 LITTLE CITY ROAD, P.O. BOX 568
HIGGANUM, CONNECTICUT 06441-0568
TEL: (860) 345-4534 / FAX (860) 345-2817



SCOTT BUTSON
District Technology Manager

TRACY WHAPLES
Director of Pupil Services

SHARON SHEYTTLEWORTH
Director of Food Services

6/13/2013

To Whom It May Concern,

It is without reservation that I offer this letter of reference for STA Transportation Services. I came to Region 17 as Superintendent of Schools in April of 2011 and found STA and the school district navigating the difficult road of the first year this school system has had an outside private vendor run its transportation system. There was a great amount of anxiety in the community about the implications of this and STA and the district were truly under the microscope. During my first month I met with both the local and regional management of STA and we mutually identified the work that we would need to do to gain public trust in this new system. STA came to the table committed to making this transition a success. I told STA management that I had high expectations that their performance be above the public expectation. I further stated that for this to be successful the communication between the District and STA had to be seamless at all moments. Eight months later I can honestly say that STA has met and exceeded my expectations.

They have embraced a partnership with the District and the community that has won both the public trust as well as the trust of my administrators and Board of Education.

STA has worked tirelessly in every aspect of the RSD 17 transportation system. From working to make routes more efficient, to developing better billing practices that allow our district to better track and plan for our transportation expenses STA management has risen to every need we have presented. Communication with STA is easy at all levels from the local manager all the way to the state and regional management we have found STA to be responsive to the needs of our district. STA's transportation work on behalf of Region 17 has been excellent. Above and beyond this STA has worked to show that they are more than a vendor that our school district does business with. STA has worked hard to establish itself as a community partner. Recently STA ran a bus safety poster contest in our elementary schools and offered \$2000 worth of field trip vouchers to the schools of the winners. In addition STA joined the Superintendents Pumpkin Run Challenge, a charity event for Haddam-Killingworth Youth and Family Services, as a Platinum Sponsor. To me this just shows STA's commitment to supporting Regional School District 17 and community.

The safe and effective transportation of school children is one of the most complex and important tasks each and every day. STA has approached this task with a high level of skill and professionalism. I am deeply appreciative of their efforts on behalf of my schools and recommend them highly to anyone looking for a transportation service. Please feel free to contact me if you have any questions.

Sincerely,

Howard Thiery
Superintendent
Regional School District 17



GRISWOLD PUBLIC SCHOOLS

Paul K. Smith, Superintendent of Schools

July 22, 2013

I am honored to endorse both STA transportation and our Transportation Coordinator for the Griswold Public Schools, Sheila Beckwith.

Sheila and STA are an outstanding team supporting the Griswold Public Schools. Sheila is easy to reach any time of day for any concern, last minute bus need, or transportation issue. On snowy mornings, Sheila is my first call between 4:00 – 5:00 AM. During that time, she has often already been on the roads and is making sure the buses are ready whether we end up going in or not. During Hurricane Sandy, she worked with me and local officials to have buses on standby for emergency transport to shelters if power was lost for an extended period of time. She made sure buses were in both the bus lot and the high school lot in case certain roads were closed due to fallen trees.

Sheila works with the staff and is able to coordinate the daily runs, the Special Education runs to area schools for our out-placed students, as well as all the required buses field trips and sporting events. She is extremely organized and efficient, as well as being meticulous with timing and details of bus runs.

She worked this year to adapt the daily runs to accommodate a reduction in buses and considering all the changes that resulted, there were minor concerns with parents and students. With any concern presented, she worked with my office and the principals, resulting in any decision being made done in the best interest of the safety of the students.

What I appreciate most in Sheila is how well she knows this community and our students and families. If I mention a stop by street and number, she knows exactly who gets picked up there. If I mention a student by name, she knows the bus number, the street and house number, as well which stop in the route that student is scheduled to be released. She can even tell me in the case of a young child the name and relation of the adult that is supposed to be greeting that student when the bus stops.

It is easy to work with Sheila on any concern or request. Because of her ability to work directly with parents, the vast majority of bus questions, requests, or issues never come to the principals or to me. She saves us hours of work because she is so efficient.

The bus drivers employed by STA are first rate as well. They are the first and last adults our children see every day. They are caring guardians of our children and they are proud of their work. Sheila and STA have set a high bar for their employees and their efforts clearly show in the relationships our students have with the drivers.

Everything about STA is first rate!

Paul K. Smith

Paul K. Smith

211 Slater Avenue Griswold, Connecticut 06351 Phone: (860) 376-7600 Fax: (860) 376-7607 www.griswold.k12.ct.us



Mr. Jerome R. Belair
Superintendent of Schools

Mr. Craig C. Powers
Assistant Superintendent

May 30, 2013

To Whom This May Concern:

In my capacity as Director of Finance and Operations for the Waterford Public Schools, I work closely with the staff from Student Transportation of America (STA) and it is my pleasure to recommend them as an excellent company to deal with.

The STA operation in Waterford provides over thirty vehicles (Type I and Type II buses), including spares, which provides student transportation to our five public schools, one in-district pre-school magnet, two vocational technical schools, one vocational agricultural school, and seven out-of-town magnet schools. In addition, they provide field trips to Project Oceanology, grade level field trips, and athletic field trips.

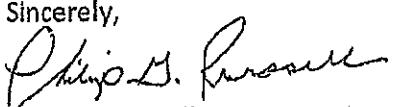
In spite of the many different starting and ending times at the various schools, the staff and drivers have provided efficient and timely delivery of our students to and from their respective destination schools.

More importantly, the staff has been great to work with. Their can do attitude and problem solving skills are two of the reasons why transportation at the central office level is easy to administer.

On a regional level, the operational and financial arms of the company are very responsive to our needs. Their national approach to safe buses is well thought out and executed.

With all things considered, I would highly recommend that you seriously look at Student Transportation of America as your next transportation service provider.

If you should have any questions regarding the above, please call me at 860-444-5849.

Sincerely,


Phillip G. Russell
Director of Finance and Operations
Waterford Public Schools

15 Rope Ferry Road • P.O. Box 284 • Waterford, CT 06385
Phone: 860-444-5801 • Fax: 860-444-5870 • www.waterfordschools.org

THORNTONS FERRY ELEMENTARY SCHOOL

BRIDEY BELLEMARE
Principal

SHARON E. PUTNEY
Assistant Principal

134 Camp Sargent Road
Merrimack, New Hampshire 03054
Tel. (603) 889-1577

May 31, 2013

Pat Bailey, Manager
STA – Merrimack
14 Star Drive
Merrimack, NH 03054

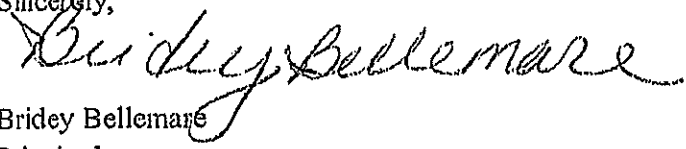
Dear Pat,

We are writing this letter to compliment Student Transportation of America (STA) and thank them for their excellent service this year. This has been our first year with STA and we have been extremely satisfied with the tremendous cooperation and performance of the administrative team, office staff and bus drivers alike.

We have received an overwhelming amount of positive feedback from members of the Thorntons Ferry staff in terms of the high standards and professionalism of STA. This is due to the fact that the buses are very well maintained mechanically and are always neat and clean. Radio communication has been very reliable and bus evacuation drills have run very smoothly. Additionally, STA played an integral role in coordinating and assisting with our recent off site evacuation drill at the school, which highly attributed to its success. This year, communication between our District Bus Coordinator, STA and Thorntons Ferry School has been outstanding.

In summary, Thorntons Ferry School has had a very positive partnership with STA this past school year and we hope to continue that partnership for many more years to come.

Sincerely,


Bridey Bellemare
Principal

May 9, 2013

To whom it may concern:

My name is Michelle Cyr and I am the child care director at Daisy Garden Child Care in Lewiston. I have been in the child care business for thirty years. My roles during these years have included being; a Pre-k teacher, teacher's assistant in the public school system and a child care director. Consequently, I have spent a great deal of time on bus duty and worked with many bus drivers. Heather is by far the best bus driver I have ever worked with. She exemplifies all the qualities of a good bus driver. Heather drives safely, greets her students as they board the bus, says goodbye as they leave and does the same for those of us on duty. She is always patient with the children and with us if we are not right there on time. Heather is always pleasant and it is obvious she loves her job.

I wanted to take time to tell her this since it seems that employees and their supervisors often only get feedback if it is negative. I feel that it is extremely important to let people know the "good stuff." You should be proud to have Heather as an employee because I can guarantee that her students are safe and happy.

Sincerely,

Michelle Cyr

Michelle Cyr
Daisy Garden Y Care – Site Coordinator
96 Campus Avenue
Lewiston, Me 04240
Tel. 207-753-4832
MichelleCyr@dmarmysmaine.com



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

King Street Nursery School

201 South King Street, Danbury, CT 06811

(203) 743-5427

June 6, 2013

Student Transportation of America
5 Shelter Rock Road
Danbury, CT 06810

Dear Marge,

We wanted to take a moment to sincerely thank you for donating the use of the bus for our final field trip. Our field trips are such big and exciting events for the children that we try to provide as many as possible while trying to keep costs low for our families. Your generosity helped to bridge that gap. It was extremely appreciated.

Each of our field trips this year were a huge success with the bus ride often being the favorite part! Thank you for all you do throughout the year for the children and families in the area. We look forward to working with you again in the following years.

Sincerely,

Charisa Hannan
Secretary
King Street Nursery School Board of Directors

A decorative graphic with a wavy, scalloped border. Inside the border, the words "EMPLOYEE of the MONTH" are written in a bold, serif font. Below this, the words "JUNE 2013" are written in a large, bold, serif font.

EMPLOYEE of the MONTH JUNE 2013

I am honored to introduce the Griswold Board of Education and our guests this evening to our June Employee of the Month, Sheila Beckwith, Transportation Coordinator for the Griswold Public Schools.

Sheila is technically not our employee; however, her work as the Transportation Coordinator has been absolutely outstanding. She is very deserving of our recognition and appreciation.

Sheila works for STA our bus contractors, but she is all "ours." She is easy to reach any time of day for any concern, last minute bus need, or transportation issue. On snowy mornings, Sheila is my first call between 4:00 – 5:00 AM. During that time, she has often already been on the roads and is making sure the buses are ready whether we end up going in or not. During the hurricane last year, she worked with me and local officials to have buses on standby for emergency transport to shelters if power was lost for an extended period of time. She made sure buses were in both the bus lot and the high school lot in case certain roads were closed due to fallen trees.

Sheila works with the staff and is able to coordinate the daily runs, the Special Education runs to area schools for our out-placed students, as well as all the required buses field trips and sporting events. She is extremely organized and efficient, as well as being meticulous with timing and details of bus runs.

She worked this year to adapt the daily runs to accommodate a reduction in buses and considering all the changes that resulted, there were minor concerns with parents and students. With any concern presented, she worked with my office and the principals, resulting in any decision being made done in the best interest of the safety of the students.

What I appreciate most in Sheila is how well she knows this community and our students and families. If I mention a stop by street and number, she knows exactly who gets picked up there. If I mention a student by name, she knows the bus number, the street and house

number, as well which stop in the route that student is scheduled to be released. She can even tell me in the case of a young child the name and relation of the adult that is supposed to be greeting that student when the bus stops.

She's that good. Go ahead and test her.

She knows every road in town and the specific safety issues associated with that road and every stop on that road. She probably could tell you the house colors on the road in order as well!

It is easy to work with Sheila on any concern or request. Because of her ability to work directly with parents, the vast majority of bus questions, requests, or issues never come to the principals or to me. She saves us hours of work because she is so efficient. STA is fortunate to have an employee like Sheila who is an independent and reliable worker. Our community is grateful that she oversees the Griswold station. And, our schools not only have a wonderful Employee of the Month, we have the best Transportation Coordinator in the state of Connecticut.



CONNECTICUT COLLEGE

HOLLERAN CENTER FOR COMMUNITY ACTION AND PUBLIC POLICY

My name is Kiesha Henry and I am the Administrative Assistant for Connecticut College Holleran Center and the Office of Volunteers for Community Service. It is with pleasure that I write this letter of recognition for the great teamwork between our office and STA.

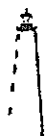
On many occasions, due to our heavy involvement with the New London Public Schools I have had to work with Roberta McVicker.

Throughout the academic year we host on our campus mentor programs with the mentees (for the most part) being the students from Bennie Dover Jackson Middle School. As part of the program we have several field trips. To set up these trips there are many things that become extremely important. To list a few here is what I look for:

- **Quality service** – It is important that the person to whom I am speaking with acknowledges me as a customer and a community partner.
- **Readiness to assist** – I try really hard to ensure that we plan way ahead, however it is inevitable that there will be times when a trip will come up last minute. When I call STA we work together to make it feasible for both the bus company and the College's mentor program. In other words we are working as a team.
- **Quotes and invoices** – At the college all departments accounts payable/receivable comes from a central accounting office on campus. In order to adhere to my departments budgeting plans and analysis, quotes for trips, in writing, are essential. This is not just for my department but also to see to it that STA is paid on time. Roberta works with me on that and I in turn work hard to make sure our invoices are paid in a timely manner.
- **On Time service** – "time is of the essence" That holds so true for OVCS. Times for field trips are strategic. We can only keep the middle school students for a limited time. Our trips are planned around those times. Therefore it is very important that STA provide on time service. Since Roberta has begun to manage the trips for New London I am no longer fearful that the bus won't show up. **THIS IS HUGE!**

This is a great opportunity for me to express on behalf of my department how thankful we are to STA, management and the dispatchers for their great efforts. STA is not just a vendor we use- they are our community partners. **Together we make it work!**

270 Mohegan Avenue, New London, CT 06320-4196
Phone: 860-439-2596 | www.connecticutcollege.edu

 **NEW LONDON**
Adult & Continuing Education
Shaw's Cove Three phone: 860-437-2385
New London CT 06320 fax: 860-447-4025

June 10, 2013

Student Transportation of America
C/O R. McVicker
New London CT 06320

To Whom It May Concern:

This is a letter in support of STA, New London. In my current position I am responsible for booking field trips and requesting pricing for various summer programs that we run. I receive the information I request in a timely fashion. Buses arrive on time for field trips and I can always call the office to change a time or location or to get a verbal confirmation, the staff answers any questions that I may have.

I am satisfied with the current service that we are receiving from STA, New London.

If you have any further questions, please do not hesitate to contact me.

Sincerely,

Jeanne Mercado
Secretary to the Director

**CITY OF DANBURY
DEPARTMENT OF PUBLIC WORKS**



**155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810
(203) 797-4537 FAX (203) 796-1586**

MAYOR
Honorable Mark D. Boughton

PUBLIC WORKS DIRECTOR
Antonio Iadarola, P.E.

June 4, 2013

STA
Ms. Marge Tymula
5 Shelter Rock Rd.
Danbury, CT 06810

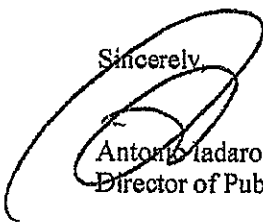
Dear Marge:

The 6th Annual Public Works Awareness Day in Danbury was, once again, a huge success and I would like to take this opportunity to thank you for your donation of the buses to transport the students to the Public Works Complex.

My goal for the event was to educate the public about how public works affects them in their everyday lives. The students from Great Plain and St. Joseph Schools were a fantastic audience and proved to be eager to learn about what we do at public works. I am grateful for your support for the event.

Our vendors and contractors made this possible and we appreciate the part you and your organization played in helping with the event.

Sincerely,


Antonio Iadarola, P.E.
Director of Public Works

Paul A. Berkel
Principal

Sarah Cary
Assistant Principal

Griswold Middle School

211 Slater Avenue

Griswold, CT 06351

Phone 860 376-7630 / Fax 860 376-7631

www.griswoldpublicschools.org

Paula F. Milkut
Guidance Counselor

John Howe
Psychologist

Elaine M. Mahanke
Social Worker

Ms. Shelia Beckwith
Bus/Transportation Manager
Griswold Public Schools

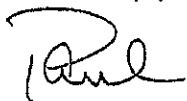
June 17, 2013

Dear Sheila,

Again congratulations on being selected as the Employee of the Month for the Griswold Public Schools. All the administrators agreed that even though you are not a direct employee of the schools, we needed to honor you with the recognition. We felt strongly about it because of all that you have done for the system, especially in the past two years. As you know the budget situation has been challenging. Your efforts last year to set up the system in use this year has saved money, but more importantly it is working perfectly! In addition to that your availability and your willingness to deal with issues have made the lives of the administrative staff much easier.

I have been the interim principal this year at the middle school. I have served as principal in two states and in three schools. Never have I experienced the attention to detail and the level of cooperation that you bring to the job. Allow me to take this moment to thank you for all you have done and express my deepest hope that you continue to serve the students and staff of the Griswold Schools for some time to come. Thank you.

Sincerely yours,



Paul A. Berkel
Principal



Ownership Information
 (primary ownership of the company has been in place since
 inception - 1992/3)

CORPORATE STRUCTURE STA

Student Transportation of America Ltd. was incorporated on September 22, 2004 under the *Business Corporations Act* (Ontario). STA's registered head office is located at 160 Saunders Road, Unit 6, Barrie, Ontario, L4N 9A4. STA currently holds all of the issued and outstanding class A common shares of STA Holdings, representing a 98.9% voting interest, and 100% of the issued and outstanding common shares of Parkview Transit.

STA ULC

Student Transportation of America ULC was incorporated on September 29, 2004 as an unlimited liability corporation pursuant to the *Companies Act* (Nova Scotia). The head office of STA ULC is located at Suite 2400, 250 Yonge Street, Toronto, Ontario, M5B 2M6. STA ULC currently holds all of the issued and outstanding preferred shares of STA Holdings.

STA Holdings

Student Transportation of America Holdings, Inc. is a Delaware corporation with its registered and head office located at 3349 Highway 138, Building B, Suite D, Wall, NJ 07719. STA Holdings owns all of the issued and outstanding shares of Student Transportation of America, Inc. ("**STA Inc.**") and all of the issued and outstanding common shares of STA ULC.

Parkview Transit

Parkview Transit Inc. was incorporated by Articles of Amalgamation on March 3, 2008 under the *Business Corporations Act* (Ontario). Parkview Transit's registered head office is located at 5191 Fountain Street North, Breslau, Ontario, N0B 1M0

NASDAQ Listed

Student Transportation, Inc was officially listed on NASDAQ and became a publicly traded company in September of 2011.

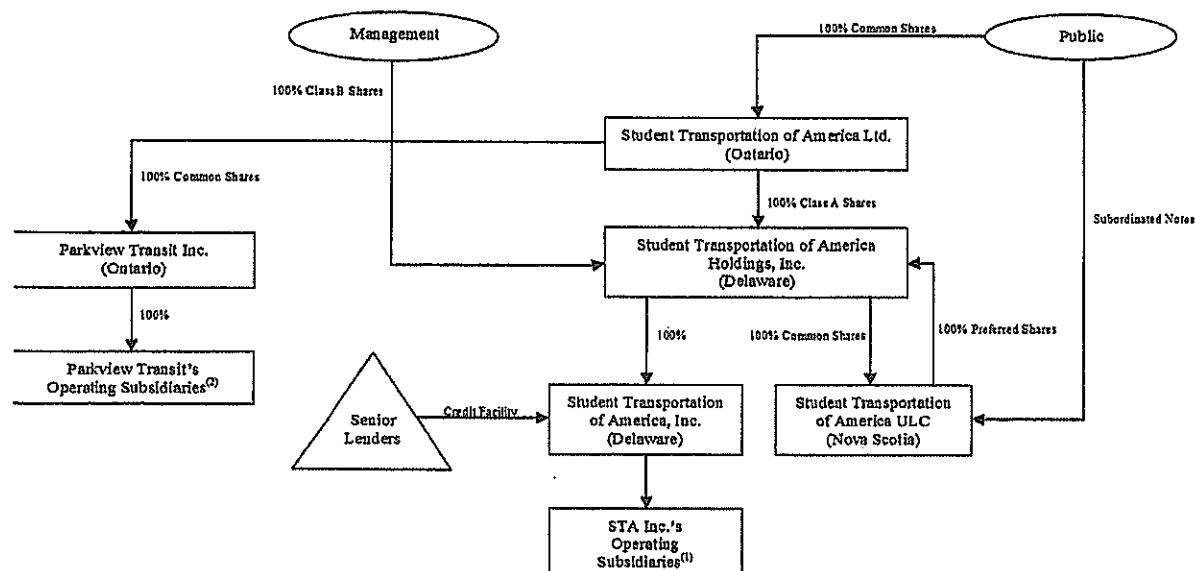




Ownership Information

(primary ownership of the company has been in place since inception - 1992)

The following chart illustrates the ownership structure of the Issuer and STA Holdings:



- (1) STA Inc. has 20+ wholly-owned operating subsidiaries, including: (i) Santa Barbara Transportation Corp., a California corporation; (ii) Krise Bus Service, Inc., a Pennsylvania corporation; (iii) STA of Pennsylvania, Inc., a Pennsylvania corporation; (iv) Rick Bus Co., a New Jersey corporation; (v) Goffstown Truck Center, Inc., a New Hampshire corporation; (vi) STA of Connecticut, Inc., a Connecticut corporation; (vii) Positive Connections Inc., an Illinois corporation; (viii) Positive Connections Evanston, Inc., an Illinois corporation; (ix) STA of New York, Inc., a New York corporation; (x) Ledgemere Transportation, Inc., a Maine corporation; (xi) Student Transportation of Canada Inc., an Ontario Corporation; (xii) Fred Elliott Coach Lines Limited, an Ontario Corporation; (xiii) Elliott Coach Lines (Fergus) Ltd., an Ontario Corporation; (xiv) Altoona Student Transportation, Inc., a Delaware corporation; (xv) Student Transportation of Vermont, Inc., a Vermont corporation; (xvi) 1767110 Ontario Inc., an Ontario corporation; and (xvii) Elgie Bus Lines Limited, an Ontario corporation.
- (2) Parkview Transit Inc. has two wholly-owned operating subsidiaries: (i) Canadex Resources Inc., an Alberta corporation; and (ii) Grady-Canadian Ltd, an Oklahoma corporation;
- (3) Ridge Road Express and Grand Tours of Lockport, NY became wholly owned subsidiaries in 2009.





Safety & Training Programs

In this section, we provide an in depth overview of our core safety and training programs as well as referencing our supplemental training, audit procedures, approach to hiring and retention, the recruitment process and highlight where we exceed state requirements for training.

While this is a detailed overview and description, our comprehensive safety program, including the specific DVD's and learning materials we use will be available for review at the Greenwich school district office.





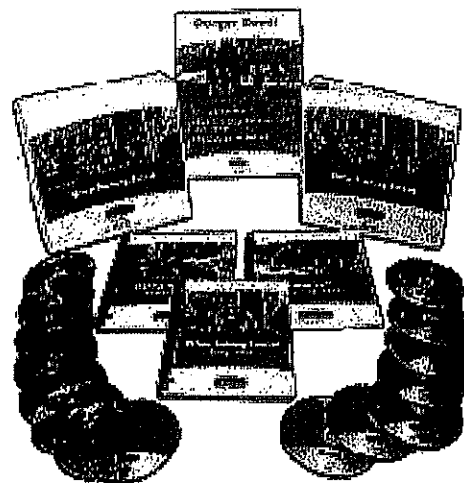
Safety & Training Programs

STA is committed to the safety of the students we transport, and we believe that the driver's knowledge is the groundwork for safe and dependable service. We continually provide our drivers with up-to-date training, ensuring they are the safest drivers on the road. We remain at the forefront of the industry with our safety and training materials, as reflected by our drivers consistently ranking among the top finalists at the Annual NSTA International Safety Competition. Our safety and training programs often exceed Federal and State regulations, and will observe all rules and policies of the District.

Each driver will be required to attend the annual mandatory driver training provided by the State Department of Education. Additionally, we require all drivers to complete annual training using the NAPT-recommended program, The Driver Training Course, comprised of 15 instructional DVDs with accompanying study guides and posters that are designed to help drivers become safer and more professional in their duties. We require all newly hired drivers to complete a minimum 35 hours of training; experienced, licensed drivers will be required to complete a minimum of 10 hours.

Behind-the-Wheel Instruction

- Understanding the driver's area, controls and gauges
- Pre-trip and post-trip inspection procedures and requirements
- Smooth starting and stopping / pedal application
- Turning techniques and tail swing observation
- Proper use of signals, hazard lights and school bus lights
- Proper adjustment and use of mirrors
- Proper use of clutch and gearshift (or automatic transmission)
- Proper procedures for crossing railroad tracks
- Proper procedures for loading and unloading students
- Proper procedures for wheelchair securement and other Special Needs equipment, as needed
- Proper backing procedures and techniques
- Proper procedures for emergency evacuation drills
- Knowledge in defensive driving techniques





Safety & Training Programs

Classroom Instruction

- Understanding and application of Federal and State laws, rules and regulations that govern the proper operation of a commercial vehicle
- Necessary knowledge and skill to apply basic First-Aid measures
- Be prepared to handle emergencies such as breakdowns, fires, accidents, adverse weather and poor road conditions
- Perform basic pre-trip and post-trip safety inspections
- Basic concepts of student management, including student loading and unloading, and checking for students on the bus at the completion of each route
- Familiarization with the necessary forms and record keeping procedures
- Familiarization with all Federal regulations regarding controlled substances, alcohol use, testing procedures and STA's policies and procedures with respect to meeting these requirements
- Principles in defensive driving

In-Service Training

Every driver will be required to participate in a minimum of ten (10) hours of In-Service Classroom and/or Behind-the-Wheel training throughout the school year, devoted to improving skills, knowledge and attitude. This instruction will include, but not be limited to:

- Review and further discussion of all pre-service topics
- Government or STA-approved defensive driving course
- First-Aid procedures and blood-borne pathogens
- Special driving conditions, specific to area and region
- Field trip/activity trip procedures
- Vehicle handling procedures in all weather and road conditions
- Emergency equipment use
- Harassment, including all District and STA policies
- Transportation procedures for Special Needs students
- Railroad track crossing procedures
- Student loading and unloading procedures
- Student management and violence/bullying prevention
- Fuel-efficient driving practices
- Anti-idling policy
- Health issues and stress management
- Checking for students on the bus at the completion of each route





Safety & Training Programs

Bus Monitor Training Program

All of our bus monitors must complete a minimum of 10 hours of training prior to working on any bus operated by STA. These minimum requirements include, but are not limited to:

- Loading and unloading procedures, including Danger Zones
- Post-trip walkthroughs
- Student management
- Sensitivity training, with respect to Special Needs students
- Drawstring warning and awareness
- First-Aid and precaution training
- Bus evacuation procedures
- Company operational policies
- Accident and incident procedures
- Use of two-way radio system
- Securement of wheelchairs and other devices
- District policies and procedures



Manager Training

Throughout the school year, our managers are brought together for a series of development workshops. They are gathered to discuss topics that relate to operational functions as well as effectiveness. These workshops may cover a variety of topics, including but not limited to:

- Morale and Team Building
- Driver Retention and Recruiting
- Business Development
- Safety Policies and Procedures
- Interview Techniques

Additionally, STA selects five managers each year to attend the Annual NAPT Summit and sponsors their enrollment in the NAPT Special Needs Transportation Training Program. The program has a core curriculum that consists of six Special Needs courses in a variety of settings, including two courses of instruction from the NAPT Professional Development series. As managers complete the rigorous training program, they receive the NAPT Special Needs Transportation Training Certification Endorsement, a highly respected certification across the school transportation industry.





Safety & Training Programs

Supplemental Training

Launched in 2011 with great success, ST University ("STU") is STA's interactive training supplement to our more traditional Behind-the-Wheel and Classroom training methods, with a web-based platform that can be accessed from any computer with Internet capability. Employees can login to the learning system with a unique user name and password to view training courses that consist of videos and presentation styled material, covering a wide variety of topics.

These courses are created in part with STA's Councils, groups of managers and regional directors selected for their expertise in specific areas including Communications, Safety, Maintenance and Special Needs, to deliver a new and innovative approach to employee training. Teaching leadership, safety and interpersonal skills, STU continues to grow and new courses are constantly being developed for the STU Catalog throughout the year.

Courses currently being viewed by employees across the country include:

- Autism Spectrum Disorder
- Behavior-Based Safety Training
- Seizure Disorder Awareness
- Special Needs Bus Evacuation
- Anti-Bullying Workshops
- Slips, Trips and Falls
- Fire Prevention and Safety
- Essential Eight Safety Reference Guide



Safety Training

Safety is critical to the services that we provide, and it is STA's policy to hold monthly safety meetings with all of our employees. The information from these meetings will be shared with your district on a regular basis, and we are open to accepting advice and acknowledging past experiences with the District in order to avoid the repeat of any past problem or unsafe situation. We will never compromise the care or safety of our passengers.

Potential discussion items during these monthly meetings may include hazardous materials, accident awareness and prevention, slips and falls in the workplace, issues concerning Special Needs or wheelchair students, medical concerns aboard the bus and defensive driving techniques. All drivers and bus monitors will be **paid** to attend these **mandatory** monthly meetings.





Safety & Training Programs

Anti-Bullying Awareness and School Bus Safety

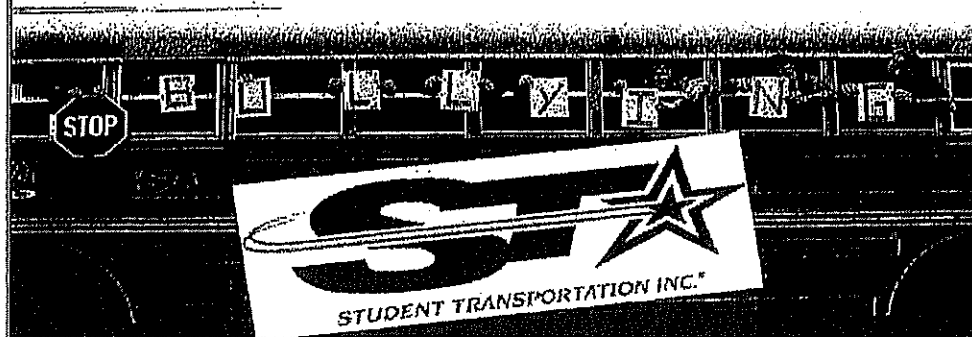
STA was nationally recognized by *Hey U.G.L.Y. (Unique Gifted Lovable You)*, a non-profit organization that teaches children about peer pressure and bullying, as Company of the Year in 2011 for our company-wide anti-bullying awareness and prevention initiative, "Bullying Stops Here". Each year on the first Monday of October, we ask all of our employees to wear a light or dark blue shirt to work in recognition of it being Bullying Awareness Month. Signs with anti-bullying messages are posted in all of our buses, and drivers are encouraged to have conversations with their passengers about peer pressure and anti-bullying awareness and prevention. Bullying, or harassment of any kind, will not be tolerated.

Later in the month of October, we celebrate School Bus Safety Week across the company. Our managers often schedule their monthly safety meeting to be coordinated with Safety Week, and use this opportunity to invite members of their local School Board and other district officials to attend the meeting. Managers can also invite police officers or members of the Highway Patrol to attend and share additional information about road safety. Other events throughout the week include poster contests with local schools and award ceremonies for accident-free and safe driving records. Recipients of such awards can be nominated by their managers and fellow drivers to receive a spot on STA's "Wall of Fame" in our Corporate Executive Office, where their photo and list of achievements will be viewed by the senior leaders of our company.

STUDENT TRANSPORTATION, INC. NAMED U.G.L.Y. COMPANY OF 2011

Everyone at Hey U.G.L.Y. is always on the look out for companies that are doing cool things to benefit teens and tweens. We recently discovered Student Transportation Inc. (STI), a bus company that is doing something about bullying. One of the places bullying happens is on the bus and STI has implemented in-depth bullying prevention training programs that include having their drivers establish a "positive bus environment" which mitigates bullying on their buses. They train drivers to interact with youth and build trust, encourage students to be good citizens while also having their drivers establish rules and behavior expectations.

They have started to post "Anti-Bullying Rules" on their buses which include phrases such as "Students on this bus do not tolerate bullying", "We will not bully others", "We will tell bus drivers if someone is getting bullied", etc. With school buses serving as the first and last school function for millions of school children every school day, STI's efforts to restore and maintain safe, calm environments on the school buses sets the stage for restoring everything in between. Maybe that's why they are North America's third largest, fastest growing school bus transportation company.





Safety & Training Programs

Student Safety

Our student safety program is based on compassion. We believe that a positive experience on the school bus carries into the classroom and nurtures a positive experience at school. Our drivers must be compassionate in their management of the students on their bus, while also exhibiting confidence in their control of all aspects of the bus.

We understand that each school district has specialized and unique disciplinary situations and we will work closely with your district to create a constructive program that is in line with your vision. Drivers can make a positive difference in the lives of the students they transport, and we help prepare drivers to be able to manage any disciplinary situation they may face on the bus by effectively and positively guide students towards behaving safely.

Upon approval from your district, we will offer an in-class educational program to students led by STA bus drivers and school officials to teach the students about school bus safety. Our 1-hour program covers topics such as safety outside the bus, Danger Zones, safely crossing the street, evacuation plans and much more. We distribute activity books, have a Question and Answer session, and also provide the students with a letter that they can take home to their parents to share all of the information covered in our program.





Safety & Training Programs

Essential Eight Safety Reference Guide

STA is dedicated, above all else, to the safety of our passengers, our employees and the communities with whom we share the road each day. Our approach to safety is based on behavior and results rather than regulations, alone. Therefore, we are encouraged to collectively raise the bar beyond local regulatory requirements when it will serve the best interests of safety. In summary, the "strictly local" aspects of any branch or regional safety program should always serve to enhance common best practices, rather than dilute them.

1. A current employment application must be completely filled out and reviewed by the manager along with a properly documented interview form.
2. Before a driver is allowed to transport students, they must have acceptable clearances. This may include: a) negative drug test results; b) criminal record check; c) physical; d) references; e) Motor Vehicle Record Review.
3. Every driver applicant must meet the following requirements: a) be at least 21 years of age with a minimum of 3 years driving experience; b) be free from causing any preventable accident for the past 3 years; c) have had no more than 2 moving violations within the past 3 years; d) never have been convicted of an offense involving the operation of a motor vehicle while impaired or under the influence of alcohol or any controlled substance.
4. Every driver trainee will complete the New Driver Training Course consisting of: a) minimum of Classroom hours; b) minimum Behind-the-Wheel hours; c) all additional State requirements.
5. Applicants with a current CDL and appropriate endorsements will be required to complete training as such: a) minimum Classroom hours; b) minimum Behind-the-Wheel hours. Any applicant holding a current license who has not driven a school vehicle in excess of 365 days must undergo STA's complete 35-hour New Driver Training Course.
6. Each driver will be required to participate in 10 hours of in-service training within each school year. This may include branch pre-season start-up meetings, safety meetings, driver evaluations and District and State required programs.
7. Drivers involved in a preventable accident must complete post-accident retraining prior to resuming their driving responsibilities.
8. Every lighted school vehicle must be equipped with a working passenger reminder system.





Safety & Training Programs

Safety Review and Compliance Audits

We have implemented a unique program to monitor the safety compliance set forth in our *Safety Policy and Procedure Manual*. This manual and the review process were developed through a collaborative effort between STA's Safety Council, a team of the company's most experienced safety and operations professionals, and STA's insurance provider, National Interstate. Reviews are conducted on-site by National Interstate personnel, STA Safety Directors and third-party contractors who inspect company safety practices, as well as the safety culture of each location.

This extensive audit covers nearly 100 items, including the application process, driver qualification files, training records, accident files, vehicle safety and maintenance records, safety equipment, overall terminal conditions, driver retention and manager involvement in safety practices. Reviewers conduct interviews with the managers, drivers, dispatchers and other transportation personnel to evaluate their knowledge of the *Safety Policy and Procedure Manual*, and to see the practices at work. All files are inspected and measured to ensure that company policies are being followed, many of which are more comprehensive than State regulations.

Each General Manager is present at the conclusion of the review for a summary of the terminal's strengths and weaknesses. Collectively, the General Manager and the reviewers create an action plan to address and correct any areas that are in need of improvement.





Hiring and Retention

Student Transportation of America understands that school transportation is a unique service industry. We realize that we are providing a service to our most precious asset; our children. We, therefore strive to develop programs that will enhance our ability to transport these children safely.

Student Transportation of America also realizes that the basis for our service is people. It is our goal to hire and train people that are committed to the task. We ask our employees to maintain the type of professional attitude that will reflect positively on themselves, as well as, the company. The management of STA will continually motivate the employees to maintain this high level of service.

Throughout the year, performance evaluations will take place. We will evaluate the employees on a series of tasks and accomplishments. These evaluations are the basis for employee awards, both monetary and non-monetary. At the same time, any negative performance evaluations, any disregard for company or safety policies will be grounds for reprimand and/or dismissal.

The management team will also strive to have an "open door" policy. It is our commitment to receive input on any function at any level of the company. We will conduct one on one meeting as well as, group meetings. We will distribute employee surveys and install an anonymous suggestion box to keep on top of all employees needs and concerns.

STA offers our staff and drivers an excellent benefit package. We offer excellent health and dental insurance at an affordable rate. Following the probationary period, new hires are eligible for our insurance and benefit package immediately. Retention of drivers is important to STA and our track record proves it. Employees are our company.



At STA, our commitment is to customer and employee satisfaction and operational excellence.





Hiring and Retention

A positive, rewarding work environment stimulates positive, safe work habits. Rewarding safe behavior and practices promotes growth and encourages continued success. STA is proud of the service provided by our employees across the country, and each spring we sponsor a company-wide "Employee Appreciation Week" where drivers and other transportation personnel are celebrated for their dedication to safety and customer service. Local managers are encouraged to coordinate events such as cook-outs, ice cream parties and award ceremonies throughout the week. Photos and stories from these events are then gathered at the end of the week and shared with all of our locations across North America in a special edition of our company-wide newsletter, *ST News and Views*.



The most common type of driver incentive program provides for the recognition of accident-free performance. Other recognition ideas may be developed from the following:

- **Placing the same driver on the same daily route is beneficial to operations.**

Starting each day with a smile and a familiar face is an important step in the education process for our passengers. Managers can encourage daily attendance with an incentive program that rewards drivers for perfect attendance.

- **Rewarding daily vehicle checks reduces breakdowns and maintenance costs.**

Managers can place a unique tag on each driver's bus before their daily inspections. As the tags are discovered during the successful completion of their pre-trip and post-trip inspections, driver names are placed into a prize drawing.

- **Workplace injuries can be a huge company expense.**

Rewarding employees for safe work habits and avoiding injury while on the job provides a safe working environment, while boosting team morale.





Driver Staffing

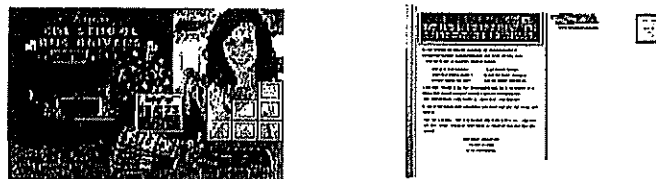
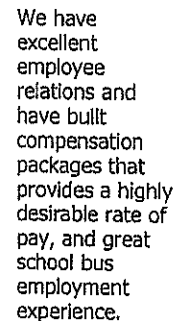
At STA, we monitor every location in every state on a daily basis for potential shortages. On a weekly basis, as depicted below, we prepare a driver staffing report that specifically zeros in on number of drivers needed, number of drivers assigned, any potential shortages, how far we are from our goal of 10% driver spares and how many people are currently in training for that location.

This is an incredibly important tool in selecting methodology with respect to recruitment, training, advertising and pooling resources across the state.

Friday, September 23, 2016	HTS Routes	Route Drivers Assigned	Route Drivers Deficit	Dedicated Spares / Stand By	Needed For Contract	10% Spare Factor	Total Drivers Needed	Total Drivers in Training
Connecticut	542	537	3	45	6	47	20	17
Griswold	25	25	0	3	0	3	0	0
New London	37	36	1	1	0	4	4	6
Ledyard	33	33	0	2	1	3	1	2
Danbury	106	106	0	6	0	4	4	2
Groton	61	61	0	6	0	6	0	2
Naugatuck	42	42	0	7	0	4	0	1
Higganum	44	44	0	3	0	4	1	0
Guilford	43	41	2	0	5	4	6	3
Greenwich	80	78	0	4	0	8	4	0
Waterford	33	33	0	8	0	3	0	0
Wilton	38	38	0	5	0	4	0	1



We draw upon the expertise of professional advertising partners and experienced third party media buyers to assist us in researching the labor pool from which we are drawing and develop an aggressive campaign to recruit from within that 'defined' group.



Advertisement

CDL SCHOOL BUS DRIVERS

One Year Training School of Excellence, for Schoolbuses & Private School Buses. We teach you how to drive the New & Old School Buses & how to pass the CDL School Bus Driver Exam.

\$15.75/Hr for CDL Drivers!

Immediate Openings!

Apply/Interview This Friday!

Driver's Salary: **\$15.75/Hr** (See below)

- 40 Hrs./Week (40 Hrs./Month)
- School & Private School Buses
- 100% Paid Tuition & Expenses
- 60 Hrs./Week (60 Hrs./Month)
- School & Private School Buses
- 100% Paid Tuition & Expenses

Sign Up for the Special 100% Paid Tuition & Expenses School Bus Driver Training School. We teach you how to drive the New & Old School Buses & how to pass the CDL School Bus Driver Exam. We teach you how to drive the New & Old School Buses & how to pass the CDL School Bus Driver Exam. We teach you how to drive the New & Old School Buses & how to pass the CDL School Bus Driver Exam.

We are now accepting applications for the following positions:

- School Bus Drivers (40 Hrs./Week)
- School Bus Drivers (60 Hrs./Week)
- Private School Bus Drivers (40 Hrs./Week)
- Private School Bus Drivers (60 Hrs./Week)

For more information, please call us at 1-800-222-2222 or visit our website at www.cdl-school-bus-drivers.com. We are now accepting applications for the following positions:

Call Us Today!
1-800-222-2222
www.cdl-school-bus-drivers.com

(SEE LISTING ON PAGE 10)

Attention
**CDF, School Bus
Drivers and Monitors**

Join the STA Family!

Student Transportation of America is currently accepting applications for School Bus Drivers (both Certified and Trainees) and School Bus Monitors for the 2012 - 2013 school year.

District County, State

- Competitive Wages
- Immediate Openings
- Paid Time for Classroom and Behind-the-Wheel Training
- Reward Incentives
- Health & Dental Benefits

We are committed to our drivers and monitors, and strive to create a workplace that promotes teamwork in a family atmosphere. To learn more, please contact our local Job Hotline at (888) 725-1867. To apply online, please send us your application at www.RideSTAus.com.


STUDENT TRANSPORTATION OF AMERICA

STA is an Equal Opportunity Employer

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In addition, we advertise on-line, coordinate, sponsor and attend job fairs, hold open houses, employ a referral program, partner with work force programs like unemployment, post at county agencies, and provide regional placement ads.



Policy No	Unit No	InsLine	EffDate	ExpDate	DOL	Reported	Closed	File#	Occ	Location	Accs	Sta	LossRes	LossPd	ExpRes	ExpPd	Total
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	7/5/2013	7/5/2013	11/20/2013	000001144445					\$0.00	\$509.49	\$0.00	\$12.57	\$522.61
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	7/25/2013	7/25/2013	9/3/2013	000001143710	OTHER				\$0.00	\$509.49	\$0.00	\$12.57	\$522.61
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	8/6/2013	8/6/2013	3/3/2014	000001144504	BI	GROTON, CT	CT	C	\$0.00	\$449.25	\$0.00	\$287.89	\$737.14
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	8/27/2013	8/27/2013	3/5/2014	000001146128	FALL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	8/27/2013	8/27/2013	9/30/2013	000001146430	MISC				\$0.00	\$662.48	\$0.00	\$47.96	\$710.44
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	8/28/2013	8/30/2013	2/18/2014	000001146443	PD	MONTOUK AVE N - U, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	8/28/2013	8/30/2013	8/25/2014	000001146443	BI	MONTOUK AVE N - U, CT	CT	C	\$0.00	\$576.72	\$0.00	\$0.00	\$576.72
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	8/30/2013	8/30/2013	2/21/2014	000001146532	MISC				\$0.00	\$386.09	\$0.00	\$156.77	\$542.86
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/4/2013	9/12/2013	10/2/2013	000001147573	PD	200 N MAPLE AVE -	CT	C	\$0.00	\$3,431.77	\$0.00	\$85.00	\$3,516.77
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/9/2013	9/12/2013	10/14/2013	000001147502	PD	ROBERTSON LN & E PUTNAM POST - GREENWICH, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	9/9/2013	9/9/2013	6/13/2016	000001158464	COLLIS				\$0.00	\$1,141.79	\$0.00	\$5,819.69	\$6,961.48
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/17/2013	9/18/2013	9/19/2013	000001148064	PD	INDIAN FIELD RD & PUTNAM AVE - GREENWICH, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/17/2013	9/25/2013	9/18/2014	000001148791	BI	U - DANBURY, CT	CT	C	\$0.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/18/2013	9/25/2013	12/9/2013	000001148827	PD	LEEMAC AVE - DANBURY, CT	CT	C	\$0.00	\$412.84	\$0.00	\$85.00	\$497.84
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/19/2013	9/19/2013	10/21/2013	000001148261	PD	31 LEWIS ST - N LONDON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/30/2013	10/1/2013	9/16/2014	000001149254	BI	RT 12 - U, CT	CT	C	\$0.00	\$1,998.19	\$0.00	\$0.00	\$1,998.19
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/30/2013	10/1/2013	12/6/2013	000001149254	BI	RT 12 - U, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/30/2013	10/1/2013	1/8/2014	000001149254	BI	RT 12 - U, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/30/2013	10/1/2013	12/6/2013	000001149254	PD	RT 12 - U, CT	CT	C	\$0.00	\$12,062.09	\$0.00	\$0.00	\$12,062.09
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/30/2013	10/1/2013	7/25/2014	000001149254	BI	RT 12 - U, CT	CT	C	\$0.00	\$968.09	\$0.00	\$0.00	\$968.09
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/30/2013	10/1/2013	10/24/2013	000001151328	MEDPAY	RT 12 - U, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	9/30/2013	10/1/2013	10/30/2013	000001151328	MEDPAY	RT 12 - U, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	9/30/2013	9/30/2013	6/30/2014	000001149476	MISC				\$0.00	\$600.30	\$0.00	\$18.28	\$618.58
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	10/16/2013	10/17/2013	11/5/2013	000001150942	PD	SURF CLUB PKG LOT - MADISON, CT	CT	C	\$0.00	\$230.00	\$0.00	\$0.00	\$230.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	10/21/2013	10/21/2013	4/22/2014	000001151736	MISC				\$0.00	\$706.17	\$0.00	\$33.33	\$739.50
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	10/22/2013	10/22/2013	3/5/2014	000001151342	OTHER				\$0.00	\$663.71	\$0.00	\$64.44	\$728.15
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	10/22/2013	10/23/2013	5/30/2014	000001151547	MISC				\$0.00	\$0.00	\$0.00	\$1,051.76	\$1,051.76
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	10/24/2013	10/28/2013	10/15/2015	000001151812	BI	GHS - STAMFORD, CT	CT	C	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	10/24/2013	10/28/2013	2/28/2014	000001151812	BI	GHS - STAMFORD, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	10/24/2013	10/28/2013	2/9/2016	000001151826	MISC				\$0.00	\$4,054.83	\$0.00	\$7,628.60	\$11,683.43
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	10/28/2013	10/28/2013	2/13/2014	000001151861	FALL				\$0.00	\$396.00	\$0.00	\$72.12	\$468.12
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	10/29/2013	10/29/2013	1/29/2014	000001151984	FALLSL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	10/31/2013	10/31/2013	8/20/2014	000001152222	PD	MONTOUK AVE - NEW	CT	C	\$0.00	\$2,604.65	\$0.00	\$0.00	\$2,604.65
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	10/31/2013	12/2/2013	8/18/2015	000001154731	MISC				\$0.00	\$31,850.45	\$0.00	\$2,248.38	\$34,098.83
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	11/4/2013	11/7/2013		000001152880	MISC				\$5,000.00	\$29,821.67	\$2,000.00	\$2,348.62	\$39,170.29
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	11/5/2013	11/6/2013		000001152684	BI	KENOSIA & BACKUS AVE -	CT	O	\$0.00	\$22,000.00	\$625.87	\$9,374.13	\$32,000.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	11/5/2013	11/6/2013	12/23/2013	000001152694	PD	KENOSIA & BACKUS AVE -	CT	O	\$0.00	\$5,883.23	\$0.00	\$85.00	\$5,968.23
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	11/7/2013	11/8/2013	11/25/2013	000001152993	PD	ROPE FERRY RD -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	11/12/2013	11/13/2013	1/10/2014	000001153348	PD	POST ROAD - RIVERSIDE, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	11/12/2013	11/13/2013		000001153337	COLLIS				(\$1.00)	\$33,944.06	\$510.13	\$6,160.32	\$40,613.51
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	11/13/2013	11/18/2013	10/15/2014	000001153695	PD	PATRIOT DRIVE@LIBERTY ST	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	11/18/2013	11/20/2013	12/6/2013	000001153993	PD	SHERWOOD/ALEC TEMPLETON LANE -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	11/25/2013	11/26/2013	4/29/2014	000001154412	HAND				\$0.00	\$385.42	\$0.00	\$99.49	\$484.91
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	12/2/2013	12/5/2013	3/10/2014	000001155105	PD	BURR ELEMENTARY -	CT	C	\$0.00	\$4,369.98	\$0.00	\$0.00	\$4,369.98
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	12/6/2013	12/6/2013	4/29/2014	000001155217	FALLSL				\$0.00	\$152.20	\$0.00	\$10.51	\$162.71
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	12/11/2013	12/12/2013	12/13/2013	000001155791	PD	MAPLE AVE - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	12/13/2013	12/16/2013	1/10/2014	000001156037	PD	TOWN HILL AVE & CLARK ST -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	12/16/2013	12/19/2013	3/21/2014	000001156465	PD	UNION ST@ - N LONDON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$8.50	\$8.50
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	12/18/2013	12/19/2013	12/24/2013	000001156439	PD	MILITARY HIGHWAY -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	12/18/2013	12/19/2013	1/15/2014	000001156439	BI	MILITARY HIGHWAY -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	1/2/2014	1/2/2014	2/12/2014	000001157259	FALLSL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	1/10/2014	1/17/2014	2/6/2014	000001158592	PD	RUBBER AVE - NAUGATUCK,	CT	C	\$0.00	\$1,486.64	\$0.00	\$85.00	\$1,571.64
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	1/15/2014	1/16/2014	2/19/2014	000001158586	BI	RT 77 - GUILFORD, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	1/15/2014	1/15/2014	3/13/2014	000001158356	FALLSL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	1/15/2014	1/15/2014	3/14/2016	000001158593	MOTOR				\$0.00	\$10,888.96	\$0.00	\$9,213.83	\$20,102.79
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	1/15/2014	1/15/2014	5/26/2015	000001158594	COLLIS				\$0.00	\$1,057.45	\$0.00	\$285.27	\$1,342.72
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	1/16/2014	1/17/2014	1/21/2014	000001158691	BI	RUBBER AVE - NAUGATUCK,	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	1/17/2014	1/17/2014	5/5/2014	000001158610	MISC				\$0.00	\$33.32	\$0.00	\$7.21	\$40.53
SWC034149710	STUDENT	2101351497	7/1/2013	7/1/2014	1/17/2014	1/23/2014	9/3/2014	000001159155	FALL				\$0.00	\$749.70	\$0.00	\$36.33	\$786.03
STA000000108	STUDENT	2101351497	7/1/2013	7/1/2014	1/21/2014	1/23/2014	3/19/2014	000001159166	PD	MAPLE HILL SCHOOL							

STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	1/24/2014	4/23/2014	4/23/2014	000001167490		2 EVERGREEN - DANBURY, CT	CT	C	\$0.00	\$181.00	\$0.00	\$0.00	\$181.00
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	1/28/2014	2/17/2014	4/29/2014	000001161330			CT	C	\$0.00	\$272.00	\$0.00	\$19.90	\$291.90
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/6/2014	2/6/2014	3/25/2014	000001160409		GREENWICH HS 10 HILLSIDE RD - GREENWICH, CT	CT	C	\$0.00	\$1,515.93	\$0.00	\$85.00	\$1,600.93
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/6/2014	2/6/2014	2/22/2014	000001160472		CITY HALL ST/UNION ST -	CT	C	\$0.00	\$580.62	\$0.00	\$85.00	\$665.62
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/7/2014	2/11/2014	4/10/2014	000001160875		NEW LONDON BUS LOT - NEW	CT	C	\$0.00	\$0.00	\$0.00	\$340.00	\$340.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/7/2014	7/1/2014	8/4/2014	000001173864		HOOP POLE RD - GUILFORD,	CT	C	\$0.00	\$1,892.08	\$0.00	\$0.00	\$1,892.08
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	2/10/2014	2/17/2014	10/14/2014	000001161328		FALLS	CT	C	\$0.00	\$335.06	\$0.00	\$22.61	\$357.67
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/11/2014	3/7/2014	3/13/2014	000001161090		STURGES RIDGE RD/LARGER LANE - WILTON, CT	CT	C	\$0.00	\$1,590.91	\$0.00	\$127.17	\$1,718.08
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/11/2014	2/17/2014	7/10/2014	000001161439		SCHOOL PARKING LOT - U, CT	CT	C	\$0.00	\$1,925.65	\$0.00	\$85.00	\$2,010.65
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/12/2014	2/13/2014	5/7/2014	000001161092		116 WHIPSTIK RD & WOLFPIT RD - WILTON, CT	CT	C	\$0.00	\$13,369.20	\$0.00	\$85.00	\$13,454.20
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/14/2014	2/21/2014	4/22/2014	000001161985		20 ORCHARD ST - NEW	CT	C	\$0.00	\$2,224.27	\$0.00	\$131.00	\$2,355.27
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	2/14/2014	2/19/2014	9/3/2014	000001161631		MISC	CT	C	\$0.00	\$1,370.41	\$0.00	\$408.86	\$1,779.27
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/19/2014	2/26/2014	2/28/2014	000001162410		85 WEDGEWOOD -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/24/2014	2/25/2014	2/28/2014	000001162246		WEST ST - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	2/24/2014	3/5/2014	11/17/2014	000001163037		MISC	CT	C	\$0.00	\$5,836.77	\$0.00	\$151.84	\$5,988.61
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	2/25/2014	3/3/2014	9/29/2014	000001162762		FALL	CT	C	\$0.00	\$1,336.71	\$0.00	\$51.06	\$1,387.77
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/28/2014	2/28/2014	3/13/2014	000001162644		BANK ST - NEW LONDON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	2/28/2014	2/28/2014	3/31/2014	000001162672		STANWICH SCHOOL -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/3/2014	3/19/2014	4/24/2014	000001164301		79 TRIANGLE ST - DANBURY,	CT	C	\$0.00	\$1,505.99	\$0.00	\$0.00	\$1,505.99
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/6/2014	3/7/2014	3/10/2014	000001163333		NASSAU FL @ VALLEY RD - U,	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/11/2014	3/11/2014	3/11/2014	000001163585		MATHEWSON MILL RD -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/14/2014	3/18/2014	5/20/2014	000001164167		KELLER ST & MAIN ST -	CT	C	\$0.00	\$740.41	\$0.00	\$0.00	\$740.41
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/18/2014	3/19/2014	4/4/2014	000001164298		5 SHELTER ROCK RD -	CT	C	\$0.00	\$2,307.49	\$0.00	\$0.00	\$2,307.49
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/19/2014	3/20/2014	3/24/2014	000001164490		510 N CHURCH ST - NAUGATUCK, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/25/2014	7/1/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$1,092.00	\$0.00	\$0.00	\$1,092.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/25/2014	12/15/2015	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$847.00	\$0.00	\$0.00	\$847.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/26/2014	4/29/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$760.00	\$0.00	\$0.00	\$760.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/26/2014	9/5/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/26/2014	5/20/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$760.00	\$0.00	\$0.00	\$760.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/26/2014	9/5/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/26/2014	9/5/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$592.00	\$0.00	\$0.00	\$592.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/26/2014	5/20/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$760.00	\$0.00	\$0.00	\$760.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/26/2014	5/5/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$1,515.00	\$0.00	\$0.00	\$1,515.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	3/26/2014	9/5/2014	000001164923	000001164923	U - DANBURY, CT	CT	C	\$0.00	\$75.00	\$0.00	\$0.00	\$75.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/25/2014	4/11/2014	4/16/2014	000001166462		BIRCH - DANBURY, CT	CT	C	\$0.00	\$1,329.99	\$0.00	\$0.00	\$1,329.99
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	3/25/2014	3/26/2014	9/3/2014	000001164922	000001164923	OTHER	CT	C	\$0.00	\$494.00	\$0.00	\$57.14	\$551.14
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	3/26/2014	3/28/2014	4/30/2014	000001165142		PINE ST - WATERFORD, CT	CT	C	\$0.00	\$725.52	\$0.00	\$131.00	\$856.52
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	4/1/2014	4/1/2014	10/23/2014	000001165829		DURHAM ST@WILDMAN ST - DANBURY, CT	CT	C	\$0.00	\$1,203.08	\$0.00	\$526.40	\$1,729.48
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	4/2/2014	4/2/2014	4/10/2014	000001165626		RT 7 S/B AT PIMPEWAUG RD -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	4/8/2014	4/11/2014	10/20/2014	000001166475		MISC	CT	C	\$0.00	\$366.53	\$0.00	\$20.86	\$387.39
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	4/10/2014	4/10/2014	4/14/2014	000001166398		POCONO RD - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	4/10/2014	4/11/2014	4/14/2014	000001166418		GREENWICH HIGH SCHOOL	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	4/22/2014	4/25/2014	4/28/2014	000001167694		GOLDEN HILL & FARM ST -	CT	C	\$0.00	\$695.53	\$0.00	\$0.00	\$695.53
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	4/25/2014	4/26/2014	5/15/2014	000001167807		W PUTNAM AVE & BRYAN RD -	CT	C	\$0.00	\$660.51	\$0.00	\$89.00	\$749.51
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	4/28/2014	4/30/2014	6/30/2014	000001168132		FALL	CT	C	\$0.00	\$937.78	\$0.00	\$38.35	\$976.13
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	5/9/2014	7/1/2014	10/27/2014	000001173958		MEADOW ST - NAUGATUCK,	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	5/12/2014	5/13/2014	6/13/2014	000001169347		145 OIL MILL RD -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	5/12/2014	5/14/2014	5/27/2014	000001169511		ACRE DR - DANBURY, CT	CT	C	\$0.00	\$2,513.52	\$0.00	\$0.00	\$2,513.52
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	5/13/2014	5/16/2014	8/1/2014	000001169770		RT 05N WEAR EXIT 22 -	CT	C	\$0.00	\$5,474.79	\$0.00	\$142.17	\$5,616.96
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	5/14/2014	5/23/2014	9/9/2014	000001170433		OBJECT	CT	C	\$0.00	\$577.43	\$0.00	\$142.64	\$720.07
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	5/15/2014	5/16/2014	7/19/2016	000001169746		PUSH-P	CT	C	\$0.00	\$26,276.22	\$0.00	\$2,421.44	\$28,697.66
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	5/19/2014	5/19/2014	9/19/2014	000001169889		MISC	CT	C	\$0.00	\$1,088.25	\$0.00	\$184.74	\$1,272.99
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	5/20/2014	5/22/2014	5/23/2014	000001170317	000001170317	MONTAUK/TINKER - U, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	5/20/2014	5/22/2014	10/13/2014	000001170317	000001170317	MONTAUK/TINKER - U, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	5/20/2014	5/22/2014	7/8/2015	000001170202		OTHER	CT	C	\$0.00	\$6,019.87	\$0.00	\$1,540.25	\$7,560.12
SWC034149710	STUDENT	2101351497	WCV	7/1/2013	7/1/2014	5/20/2014	5/30/2014	7/1/2015	000001170986	000001170317	COLLIS	CT	C	\$0.00	\$973.68	\$0.00	\$507.66	\$1,481.34
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	5/21/2014	5/29/2014	11/4/2014	000001170807		EN ROUTE - DANBURY, CT	CT	C	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00
STA000000108	STUDENT	2101351497	CA	7/1/2013	7/1/2014	5/28/2014												

STA00000000	STUDENT	2101351497	CA	7/1/2014	7/1/2015	10/2/2014	10/9/2014	10/13/2014	000001182630		RT 7 & SCHOOL RD - WILTON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	10/6/2014	10/7/2014	1/13/2015	000001182258		62 RANGE RD - WILTON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000002	STUDENT	2101351497	CA	7/1/2014	7/1/2015	10/6/2014	10/7/2014	10/7/2014	000001182258		62 RANGE RD - WILTON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000003	STUDENT	2101351497	CA	7/1/2014	7/1/2015	10/8/2014	10/8/2014	10/8/2014	000001182495		ENTRANCE RAMP EXIT 3, I-95 NB - MIDDLETOWN, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000004	STUDENT	2101351497	CA	7/1/2014	7/1/2015	10/10/2014	10/15/2014	10/16/2014	000001183104		395 DANBURY RD - WILTON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	10/13/2014	10/13/2014	10/29/2014	000001182879			CT	C	\$0.00	\$489.22	\$0.00	\$13.94	\$503.16
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	10/16/2014	10/16/2014	1/8/2015	000001183236			CT	C	\$0.00	\$623.43	\$0.00	\$13.02	\$636.45
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	11/8/2014	1/5/2015		000001189798			CT	O	\$0.00	\$29,614.62	\$547.07	\$10,261.88	\$10,423.57
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	11/7/2014	11/14/2014	5/6/2015	000001186074			CT	C	\$0.00	\$960.65	\$0.00	\$369.59	\$1,330.24
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	11/10/2014	12/22/2014	2/16/2015	000001189095			CT	C	\$0.00	\$740.39	\$0.00	\$76.81	\$817.20
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/12/2014	11/13/2014	1/2/2015	000001185941			CT	C	\$0.00	\$1,591.60	\$0.00	\$95.00	\$1,686.60
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	11/12/2014	11/13/2014		000001185901		HILLSIDE AVE - NAUGATUCK, CT	CT	O	\$1,256.91	\$15,234.14	\$307.79	\$1,264.24	\$18,063.08
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	11/17/2014	11/24/2014	8/21/2015	000001186810			CT	C	\$0.00	\$117.26	\$0.00	\$20.43	\$137.69
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/18/2014	11/19/2014	8/31/2015	000001186444	000001186414	FARM ST - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/18/2014	11/19/2014	12/2/2014	000001187003	000001186414	FARM ST - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/19/2014	11/19/2014	11/21/2014	000001186431		HEMPSTEAD & BROAD ST -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/19/2014	12/1/2014	12/1/2014	000001187071		PALMER RD - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/24/2014	12/8/2014	3/18/2015	000001187807		MULBERRY ST - NAUGATUCK, CT	CT	C	\$0.00	\$1,774.48	\$0.00	\$132.59	\$1,907.07
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/25/2014	11/26/2014		000001187015		BROAD & ?	CT	O	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/25/2014	11/26/2014	4/19/2015	000001187015		BROAD & ?	CT	O	\$0.00	\$31,693.92	\$0.00	\$297.80	\$31,991.72
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	11/26/2014	11/26/2014	3/30/2015	000001187015		BROAD & ?	CT	C	\$0.00	\$7,414.75	\$0.00	\$145.60	\$7,560.35
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	12/8/2014	12/9/2014	8/21/2015	000001187968	000001187968	DESHON ST - NEW LONDON, CT	CT	C	\$0.00	\$2,353.49	\$0.00	\$0.00	\$2,353.49
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	12/8/2014	12/9/2014	6/23/2015	000001187947	000001187968		CT	C	\$0.00	\$6,463.54	\$0.00	\$1,327.51	\$7,791.05
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	12/9/2014	12/9/2014	3/30/2015	000001187941		E PUTNAM AVE & P STORE GREENWICH, CT	CT	C	\$0.00	\$2,591.75	\$0.00	\$0.00	\$2,591.75
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	12/11/2014	12/11/2014	12/18/2014	000001188249		WHITE ST - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$159.60	\$159.60
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	12/11/2014	2/18/2015	2/26/2015	000001193922		47 MAY ST - NAUGATUCK, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	12/11/2014	2/18/2015	5/27/2015	000001193922		47 MAY ST - NAUGATUCK, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	12/12/2014	3/25/2015	4/30/2015	000001197497		NAUGATUCK, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	12/17/2014	12/18/2014	12/18/2014	000001188786		NORTH ST - GREENWICH, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	12/22/2014	12/23/2014	4/23/2015	000001189218			CT	C	\$0.00	\$111.15	\$0.00	\$16.36	\$127.51
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	1/13/2015	1/13/2015	9/3/2015	000001190506		FALLS	CT	C	\$0.00	\$78.64	\$0.00	\$15.68	\$94.32
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	1/13/2015	1/14/2015		000001190670			CT	O	(\$1.00)	\$8,478.85	\$0.00	\$890.11	\$9,367.96
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	1/14/2015	1/20/2015	2/19/2015	000001191141		FALLS	CT	C	\$0.00	\$1,046.72	\$0.00	\$32.32	\$1,079.04
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	1/14/2015	1/20/2015	4/13/2015	000001191182			CT	C	\$0.00	\$164.75	\$0.00	\$13.90	\$178.65
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	1/16/2015	1/21/2015	1/15/2015	000001191249		FALLS	CT	C	\$0.00	\$41,342.10	\$0.00	\$998.84	\$42,340.94
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	1/21/2015	1/22/2015	2/13/2015	000001191415		5TH AVE & OSBORN -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	1/22/2015	1/22/2015	2/4/2015	000001191407		BALMFORTH AVE - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	1/23/2015	1/23/2015	1/26/2015	000001191516		ROLP'S DR - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	1/26/2015	1/26/2015	6/17/2015	000001191630		FALLS	CT	C	\$0.00	\$2,831.55	\$0.00	\$154.86	\$2,986.41
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	1/28/2015	1/29/2015	4/22/2015	000001191988		CLAPBOARD RIDGE RD -	CT	C	\$0.00	\$1,820.89	\$0.00	\$0.00	\$1,820.89
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/3/2015	2/4/2015	2/12/2015	000001192575		LONG HILL RD - GUILFORD, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/3/2015	3/17/2015	5/19/2015	000001196788		PARKING LOT - RICHFIELD, CT	CT	C	\$0.00	\$967.06	\$0.00	\$0.00	\$967.06
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	2/3/2015	2/3/2015	3/26/2015	000001192372			CT	C	\$0.00	\$216.80	\$0.00	\$26.00	\$242.80
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/5/2015	2/6/2015	2/26/2015	000001192827		BURNINGTREE & DRIFTWOOD CIRCLE - GROTON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/5/2015	2/10/2015	3/30/2015	000001193153		NEW LONDON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/7/2015	2/9/2015	4/3/2015	000001192940		WATERFORD HIGH SCHOOL - WATERFORD, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/7/2015	3/11/2015	3/31/2015	000001196250		WALLER ST - NEW LONDON, CT	CT	C	\$0.00	\$2,141.35	\$0.00	\$95.00	\$2,236.35
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/10/2015	2/11/2015	3/9/2015	000001193209		DANBURY HIGH SCHOOL -	CT	C	\$0.00	\$242.25	\$0.00	\$172.00	\$414.25
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/10/2015	2/11/2015	4/20/2015	000001193210		MIDFIELD - DANBURY, CT	CT	C	\$0.00	\$3,706.12	\$0.00	\$147.80	\$3,853.92
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/11/2015	2/12/2015	3/30/2015	000001193392		MAIN ST - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	2/11/2015	2/17/2015		000001193878		FALLS	CT	O	\$33,424.75	\$55,405.20	\$588.86	\$5,772.85	\$95,192.66
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	2/12/2015	2/18/2015		000001194018		FALLS	CT	O	\$5,696.72	\$59,499.92	\$1,399.59	\$6,896.34	\$73,452.57
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/17/2015	2/19/2015	2/20/2015	000001194129		HUBBARD RD & SAW MILL RD -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	2/18/2015	2/19/2015	6/11/2015	000001194029			CT	C	\$0.00	\$991.15	\$0.00	\$16.36	\$1,007.51
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/24/2015	2/25/2015	2/26/2015	000001194754		RIVERVIEW & WILLIETS - U,	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	2/24/2015	2/25/2015	8/26/2015	000001194868		FALLS	CT	C	\$0.00	\$2,971.26	\$0.00	\$784.28	\$3,755.54
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/25/2015	2/25/2015	3/16/2015	000001194666	000001194666	KILLINGWORTH ELEMENTARY SCHOOL - KILLINGWORTH, CT	CT	C	\$0.00	\$2,987.76	\$0.00	\$132.23	\$3,119.99
STA00000001	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/25/2015	2/25/2015	3/9/2015	000001194680		PRISON HILL RD - HADDAM, CT	CT	C	\$0.00	\$370.10	\$0.00	\$95.00	\$465.10
STA00000001	STUDENT	2101351497	CA	7/1/2014														

STA000000	STUDENT	2101351497	CA	7/1/2014	7/1/2015	2/27/2015	2/27/2015	4/23/2015	000001194984		RTE 81 - HIGGANUM, CT	CT	C	\$0.00	\$1,314.67	\$0.00	\$95.00	\$1.00	
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	3/6/2015	3/6/2015	4/6/2015	000001195765		POWDER HORN HILL & RT 7 -	CT	C	\$0.00	\$5,412.77	\$0.00	\$95.00	\$5,507.77	
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	3/9/2015	3/11/2015	3/11/2015	000001196223		ROCKWELL - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	3/12/2015	3/18/2015	5/28/2015	000001196952		FALLS	CT	C	\$0.00	\$782.03	\$0.00	\$160.45	\$942.48	
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	3/16/2015	3/20/2015		000001197145		FALLS	CT	O	\$442.66	\$57.34	\$788.90	\$4,849.31	\$6,138.21	
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	3/17/2015	3/19/2015	3/30/2015	000001197038		REACH	CT	C	\$0.00	\$3,315.50	\$0.00	\$816.90	\$4,132.40	
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	3/18/2015	3/18/2015	5/9/2016	000001196904		FALLS	CT	C	\$0.00	\$8,359.72	\$0.00	\$187.55	\$8,547.27	
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	3/20/2015	3/26/2015	9/25/2015	000001197677		PD	HILLSIDE ST - GREENWICH, CT	CT	C	\$0.00	\$0.00	\$0.00	\$297.53	\$297.53
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	3/24/2015	3/26/2015	3/26/2015	000001197631		PD	195	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	3/25/2015	3/25/2015	4/30/2015	000001197581		CUMULA		CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	3/31/2015	3/31/2015		000001198075	000001198075	BI	UNKNOWN - GREENWICH, CT	CT	O	\$500,000.00	\$0.00	\$12,892.16	\$7,107.84	\$520,000.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	3/31/2015	3/31/2015	9/3/2015	000001198075	000001198075	PD	UNKNOWN - GREENWICH, CT	CT	O	\$0.00	\$8,779.94	\$0.00	\$0.00	\$8,779.94
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	3/31/2015	4/24/2015	6/22/2015	000001200282	000001198075	COLLIS		CT	C	\$0.00	\$4,615.76	\$0.00	\$213.24	\$4,829.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	4/8/2015	8/10/2015	8/31/2015	000001208627		MISC		CT	C	\$0.00	\$420.04	\$0.00	\$12.21	\$432.25
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	4/15/2015	4/16/2015	6/11/2015	000001199427		PD	OWEN BELL PARK -	CT	C	\$0.00	\$917.27	\$0.00	\$143.40	\$1,060.67
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	4/21/2015	4/21/2015	4/24/2015	000001199935		PD	U - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	4/22/2015	4/22/2015	4/5/2016	000001200036	000001200036	UIMBI	BANK ST/BLINMAN ST - NEW	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	4/22/2015	4/22/2015	4/22/2015	000001200036	000001200036	PD	BANK ST/BLINMAN ST - NEW	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	4/22/2015	5/6/2015		000001201319		BI	RT 7 - WILTON, CT	CT	O	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	4/22/2015	5/6/2015	7/28/2015	000001201319		PD	RT 7 - WILTON, CT	CT	O	\$0.00	\$957.52	\$0.00	\$97.20	\$1,054.72
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	4/22/2015	4/23/2015		000001200184	000001200036	COLLIS		CT	O	\$29,264.18	\$56,337.93	\$2,442.47	\$5,752.13	\$83,796.71
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	4/27/2015	4/29/2015	5/1/2015	000001200585		PD	CITY HILL MIDDLE SCHOOL -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	4/27/2015	4/30/2015	6/9/2015	000001200766		OBJECT		CT	C	\$0.00	\$787.39	\$0.00	\$184.61	\$972.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	4/28/2015	5/20/2015	1/6/2016	000001202892		BI	WHITE ST & HOMESTEAD AVE	CT	C	\$0.00	\$1,000.00	\$0.00	\$350.85	\$1,350.85
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	5/5/2015	5/7/2015	6/24/2015	000001201549		PD	PRIVATE DRIVEWAY -	CT	C	\$0.00	\$2,509.82	\$0.00	\$0.00	\$2,509.82
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	5/8/2015	5/8/2015	5/8/2015	000001201616	000001201616	PD	SANDY HOLLOW/ALLEN ST -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	5/7/2015	5/8/2015	1/13/2016	000001201663	000001201616	COLLIS		CT	C	\$0.00	\$0.00	\$0.00	\$71.11	\$71.11
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	5/14/2015	5/14/2015	5/27/2015	000001202200	000001202200	PD	LONG HILL RD/CHRISTOPHER	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	5/14/2015	5/14/2015		000001202322	000001202200	COLLIS	IN - GUILFORD, CT	CT	O	\$327.54	\$271.46	\$3,000.00	\$2,634.75	\$6,233.75
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	5/19/2015	4/19/2016		000001231550		BI	641 CITYHILL ST -	CT	O	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	5/19/2015	5/20/2015	11/9/2015	000001202691		FALL		CT	C	\$0.00	\$820.62	\$0.00	\$71.62	\$892.24
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	5/19/2015	5/22/2015		000001202949		MISC		CT	O	\$2,105.90	\$11,118.18	\$1,055.30	\$567.34	\$14,847.72
STA000000109	STUDENT	2101351497	APD	7/1/2014	7/1/2015	5/21/2015	5/22/2015	5/22/2015	000001202952		COLL	PINELOCK/LONG COVE RD -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	5/26/2015	5/27/2015	9/11/2015	000001203299		PD	CRYSTAL AVE & WILLIAMS -	CT	C	\$0.00	\$2,376.71	\$0.00	\$0.00	\$2,376.71
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	5/28/2015	5/29/2015	6/30/2015	000001203588		PD	NEW LONDON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	5/28/2015	2/24/2016		000001226707		CUMULA		CT	O	\$100.00	\$0.00	\$2,000.00	\$0.00	\$2,100.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	5/29/2015	6/2/2015	6/2/2015	000001203904		PD	ARCH ST - GREENWICH, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	6/1/2015	11/20/2015		000001219061		CUMULA		CT	O	\$4,264.30	\$750.00	\$2,184.05	\$2,990.81	\$10,189.16
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/3/2015	6/4/2015	6/23/2015	000001204133		PD	ALLEN ST AND RT 95 -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/3/2015	6/4/2015	6/8/2016	000001204133		BI	ALLEN ST AND RT 95 -	CT	C	\$0.00	\$1,875.04	\$0.00	\$0.00	\$1,875.04
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/3/2015	6/4/2015	10/15/2015	000001204133		BI	ALLEN ST AND RT 95 -	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/5/2015	7/1/2015	11/9/2015	000001206517	000001206517	BI	I-95 - NORWALK, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/5/2015	7/1/2015	11/9/2015	000001206517	000001206517	BI	I-95 - NORWALK, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/5/2015	7/1/2015	7/1/2015	000001206517	000001206517	PD	I-95 - NORWALK, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/5/2015	7/1/2015	7/24/2015	000001207616	000001206517	MEDRAY	I-95 - NORWALK, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	6/5/2015	7/31/2015		000001208810		COLLIS		CT	O	(\$2.00)	\$1,443.07	\$0.00	\$63.07	\$1,504.14
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	6/5/2015	8/5/2015	2/24/2016	000001209255		COLLIS		CT	C	\$0.00	\$6,171.00	\$0.00	\$84.15	\$6,255.15
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/5/2015	6/15/2015	7/15/2015	000001209202		PD	5TH ST - DANBURY, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	6/16/2015	6/17/2015	9/25/2015	000001205220		FALLS		CT	C	\$0.00	\$277.33	\$0.00	\$13.40	\$290.73
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	6/16/2015	6/18/2015	1/26/2016	000001205375		COLLIS		CT	C	\$0.00	\$0.00	\$0.00	\$67.81	\$67.81
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/17/2015	6/17/2015	6/24/2015	000001205284		BI	U - GUILFORD, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STA000000109	STUDENT	2101351497	CA	7/1/2014	7/1/2015	6/17/2015	6/17/2015	6/24/2015	000001205284		PD	U - GUILFORD, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149711	STUDENT	2101351497	WCV	7/1/2014	7/1/2015	6/23/2015	6/23/2015	8/5/2015	000001205798		OTHER		CT	C	\$0.00	\$647.92	\$0.00	\$18.39	\$666.31
STA000000110	STUDENT	2101351497	CA	7/1/2015	7/1/2016	7/16/2015	7/17/2015	8/12/2015	000001207666		PD	WILLIAM ST & CATHERINE ST	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWC034149712	STUDENT	2101351497	WCV	7/1/2015	7/1/2016	8/7/2015	8/7/2015	9/11/2015	000001209431		SANDIN	NEW LONDON, CT	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SWH034149712	STUDENT	2101351497	WCV	7/1/2015	7/1/2016	8/18/2015	8/20/2015	9/14/2015	000001210383		EYE		CT	C	\$0.00	\$957.80	\$0.00	\$24.94	\$982.74
SWC034149712	STUDENT	2101351497	WCV	7/1/2015	7/1/2016	8/21/2015	8/21/2015	7/12/2016	000001210516		MISC		CT	C	\$0.00	\$1,378.83	\$0.		

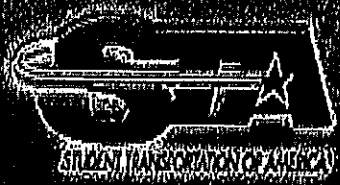
[illegible]

STAD000000011	TRANSORNT	STAD000000011	1/13/1497	CA	7/1/2015	7/1/2016	2/26/2016	3/3/2016	00000122549		00000122549	CT	O	\$0.00	\$30.84	\$0.00	\$131.97	\$162.
STAD000000011	TRANSORNT	STAD000000011	1/13/1497	WCV	7/1/2015	7/1/2016	3/3/2016	4/29/2016	00000122628		00000122628	CT	O	\$1,200.00	\$0.00	\$1,597.59	\$1,188.53	\$5,986.
STAD000000011	TRANSORNT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	3/7/2016	3/8/2016	000001227815		000001227815	CT	R	\$62.27	\$1,330.02	\$10.00	\$315.85	\$1,718.14
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	3/8/2016	3/8/2016	000001227922		000001227922	CT	C	\$0.00	\$157.77	\$0.00	\$0.00	\$157.77
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	3/8/2016	3/8/2016	000001227925		000001227925	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	3/15/2016	3/15/2016	000001228492		000001228492	CT	C	\$0.00	\$1,075.98	\$0.00	\$131.97	\$1,207.95
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	3/15/2016	3/15/2016	000001228492		000001228492	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	3/15/2016	3/15/2016	000001228621		000001228621	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	3/21/2016	3/21/2016	000001229003		000001229003	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	3/31/2016	4/1/2016	000001229977		000001229977	CT	O	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	4/4/2016	4/4/2016	000001230090		000001230090	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	4/4/2016	4/4/2016	000001230125		000001230125	CT	C	\$0.00	\$3,865.09	\$0.00	\$132.26	\$3,997.35
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	4/4/2016	4/4/2016	000001230242		000001230242	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	4/5/2016	4/5/2016	000001230236		000001230236	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	4/5/2016	4/5/2016	000001230195		000001230195	CT	O	\$23,271.91	\$24,982.79	\$2,444.43	\$3,049.51	\$35,548.64
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	4/5/2016	4/11/2016	000001230725		000001230725	CT	O	\$5,481.02	\$14,260.52	\$432.34	\$1,024.91	\$21,998.79
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	4/6/2016	4/7/2016	000001230522		000001230522	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	4/7/2016	4/7/2016	000001230524		000001230524	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	4/7/2016	4/7/2016	000001232184		000001232184	CT	C	\$0.00	\$1,146.18	\$0.00	\$373.31	\$1,521.49
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	4/7/2016	4/7/2016	000001232187		000001232187	CT	C	\$0.00	\$923.99	\$0.00	\$97.00	\$1,020.99
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	4/7/2016	4/7/2016	000001231980		000001231980	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/4/2016	5/4/2016	000001233130		000001233130	CT	C	\$0.00	\$14,712.86	\$0.00	\$363.25	\$15,076.11
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/4/2016	5/4/2016	000001233130		000001233130	CT	C	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/4/2016	5/4/2016	000001233536		000001233536	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/4/2016	5/4/2016	000001233556		000001233556	CT	C	\$0.00	\$2,061.88	\$0.00	\$0.00	\$1,061.88
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	5/12/2016	5/12/2016	000001233789		000001233789	CT	O	\$150.00	\$0.00	\$0.00	\$0.00	\$200.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/13/2016	5/13/2016	000001233980		000001233980	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/13/2016	5/13/2016	000001233980		000001233980	CT	C	\$0.00	\$12,816.12	\$0.00	\$332.41	\$12,750.55
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/13/2016	5/13/2016	000001234104		000001234104	CT	O	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/16/2016	5/16/2016	000001234082		000001234082	CT	C	\$0.00	\$6,771.40	\$0.00	\$135.91	\$6,908.31
STAD000000011	STUDENT	STAD000000011	2/10/151497	APD	7/1/2015	7/1/2016	5/16/2016	5/17/2016	000001234171		000001234171	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	APD	7/1/2015	7/1/2016	5/16/2016	5/17/2016	000001234171		000001234171	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	5/16/2016	5/17/2016	000001234184		000001234184	CT	O	\$3,950.02	\$17,399.82	\$691.11	\$508.74	\$22,449.69
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/20/2016	5/20/2016	000001234754		000001234754	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	5/21/2016	5/21/2016	000001235285		000001235285	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	6/2/2016	6/2/2016	000001235222		000001235222	CT	C	\$0.00	\$4,068.84	\$0.00	\$100.30	\$4,169.14
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	6/2/2016	6/2/2016	000001235710		000001235710	CT	C	\$0.00	\$1,000	\$0.00	\$0.00	\$1,000
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	6/2/2016	6/2/2016	000001235755		000001235755	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	6/2/2016	6/2/2016	000001235818		000001235818	CT	C	\$0.00	\$902.24	\$0.00	\$0.00	\$902.24
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	6/4/2016	6/4/2016	000001236631		000001236631	CT	C	\$0.00	\$116.62	\$0.00	\$23.51	\$140.13
STAD000000011	STUDENT	STAD000000011	2/10/151497	APD	7/1/2015	7/1/2016	7/13/2016	7/13/2016	000001239016		000001239016	CT	C	\$0.00	\$0.00	\$0.00	\$4.59	\$4.59
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	8/24/2016	8/24/2016	000001242159		000001242159	CT	O	\$300.00	\$195.97	\$33.08	\$16.92	\$550.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	8/25/2016	8/25/2016	000001242200		000001242200	CT	O	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	8/30/2016	8/30/2016	000001242487		000001242487	CT	O	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001242616		000001242616	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001242634		000001242634	CT	C	\$0.00	\$1,799.54	\$0.00	\$60.00	\$1,859.54
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001243022		000001243022	CT	O	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001243024		000001243024	CT	O	\$916.83	\$583.17	\$44.73	\$5.27	\$1,550.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001243299		000001243299	CT	O	\$900.00	\$371.34	\$50.00	\$0.00	\$921.34
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001243161		000001243161	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	APD	7/1/2015	7/1/2016	9/9/2016	9/9/2016	000001243536		000001243536	CT	O	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001243536		000001243536	CT	O	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001243750		000001243750	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001243754		000001243754	CT	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	CA	7/1/2015	7/1/2016	9/12/2016	9/12/2016	000001244544		000001244544	CT	O	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
STAD000000011	STUDENT	STAD000000011	2/10/151497	WCV	7/1/2015	7/1/2016	9/22/2016	9/22/2016	000001244944		000001244944	CT	O	\$1,500.00	\$0.00	\$500.00	\$0.00	\$2,000.00
STAD000000011	STUDENT	STAD000000011</																



All of our Driver Abstracts are available for review by district personnel upon request.





Inspection Records

Included in this section is the Connecticut School Bus Out Of Service Report for Companies and Municipalities. STA of CT continues to rank in the top 1% with an out of service rate of under 5%.

In comparison to other large companies in Connecticut, we are clearly leading field:

<u>Company</u>	<u>Out Of Service</u>
First Student	17%
Durham	13%
STA	4%



Department of Motor Vehicles

School Bus Out-of-Service Reports for Companies and Municipalities

The following is a list of school bus companies and municipalities that operate more than 20 school buses with Connecticut vehicle registrations. Each year by state law DMV does an annual inspection of the vehicles.

This list below shows the number of inspections, the number of vehicles put out of service, and the percentage of those vehicles that were put out of service as a result of DMV's annual inspection.

The period covers September 1, 2015 through August 31, 2016.

N/A = Reflects carriers with less than 21 vehicles registered the previous year.

Carrier Name	Number of Inspections (9/1/15 to 8/31/16)	Number of Taken OOS	OOS Percentage Rate	Previous Listed Vehicle OOS Percentage Rate
Access Transportation Solutions LLC	33	5	15.15%	15.79%
All Star Transportation	677	7	1.03%	0.58%
Autumn Transportation	82	8	9.76%	15.38%
B and B Transportation	73	0	0.00%	0.00%
Dattco	1,393	63	4.52%	3.23%
Durham School Services	699	91	13.02%	15.93%
Eastconn	40	3	7.50%	10.71%
F.E. Edwin Smyth & Son	52	2	3.85%	5.88%
First Student	2,450	411	16.78%	14.50%
Glastonbury Town Of	60	0	0.00%	12.70%
Killingly Board of Ed.	31	1	3.23%	32.35%
Landmark Student Transportation Inc	62	9	14.52%	16.39%
M & J Bus Co.	464	23	4.96%	2.52%
Martel Transportation	23	2	8.70%	27.27%
Montville Board of Ed.	39	1	2.56%	17.07%
Newington Board of Ed.	54	1	1.85%	7.27%
Rainbow Bus Lines	56	7	12.50%	37.50%
Rainbow Transportation Services Inc	28	3	10.71%	27.50%
Salter's Express Co Inc	47	0	0.00%	2.17%
Smyth Bus Inc	111	3	2.70%	0.93%
Specialty Transportation	236	5	2.12%	9.28%
Student Transp. Of America, GI STA of Connecticut Inc	673	28	4.16%	3.61%
The New Britain Transportation	271	34	12.55%	15.12%
Thompson Board of Ed.	22	10	45.45%	8.70%
We Transport LLC	264	10	3.79%	18.68%
Winkle Bus Co.	96	2	2.08%	3.23%



Maintenance Schedules

Our new policies and Procedures manual, published in January 2013, provides comprehensive maintenance direction for our many operational areas. All of our vehicles are inspected and undergo a full Preventative Maintenance regimen every 60 calendar days or 6,000 miles.

State and Federal DOT regulations, OSHA and EPA compliance and meeting or exceeding manufacturer's specifications are at the core of our training program.

As an example, IC Navistar has multiple Lubrication and Maintenance intervals. Their "A" interval is 10,000 miles or 6 months and their "B" interval is 20,000 miles or 12 months. A copy of IC's recommendations are included in this section.

In both cases, **we exceed manufacturer's recommendation.**





Maintenance Program

STA has a dedicated Maintenance Council, comprised of managers and regional directors with expertise in the areas of preventive maintenance, repair and manufacturer recommendations. The Council's objective is to provide our customers with the safest, most reliable and cost-efficient fleet possible through the development, implementation and monitoring of best practices related to fleet maintenance. The Council is committed to these tasks, and to preserving the health and environment of our passengers, employees and the communities in which we operate.

Pre-Trip and Post-Trip Inspections

Each vehicle will undergo a thorough daily pre-trip inspection, performed by a driver prior to in-service operation of the bus. Any defects or non-operational items which do not directly effect the safe operation of the bus at the time will be documented in a Daily Bus Report. If a defect is found that will jeopardize the operation of the bus or the safety of the driver and/or passengers, another pre-check bus will be immediately be dispatched and assigned to the driver, and the defective bus will be reported to the maintenance department. If needed, the bus will be replaced; if the bus can continue to operate safely, the problem will be reported on the Defect Report.

We will implement our well-tested and proven preventive maintenance program in our operation with your district; as such, these procedures will be open to modification, as needed, to conform to the technology of the vehicles in use. Our program will, at all times, be compliant with all OSHA and State requirements and regulations, including our AM and PM inspection procedures and intervals. It is not subject to suspension at any time, and will be fully enforced at all levels of management.

Bus Sanitation and Cleaning

Sanitation and health are important elements of a student's ride on the school bus. All drivers are required to keep their bus in a clean and sanitary condition at all times. This includes sweeping the interior and cleaning the seats, floor and driver area on a daily basis. As needed, the exterior and windows will be washed.

Scheduled Inspection Intervals

At prescribed intervals of time and mileage, vehicles will be removed from service and assigned to their applicable inspection, with each interval focusing on specific operational and safety components of the bus. Comprehensive lists of items to be checked and repairs to be completed can be reviewed in STA's complete maintenance manual, available to the district upon request.





Maintenance Program

Below is a schedule of several of the major inspections that our maintenance team performs:

- A or Safety Inspection: 1.25 hours - 3,000 miles or 45 days *
- L or Oil and Filter Change: 0.9 hours - based on engine manufacturer's recommendation
- B or Brake Inspection: 2.0 hours - 15,000 miles or 1 year
- T or Transmission Service: 1.0 hours - based on manufacturer's recommendation
- AC System Service: Once per year, or as needed

**** The A Safety Inspection is performed in conjunction when all other services are required. If an L service is required, a full AL service will be scheduled.***

Policies & Procedures

It is our policy to maintain vehicle equipment according to the following company and manufacturer-directed standards:

- In general, conform with the manufacturer's suggested maintenance intervals, or such revised intervals as may be dictated by unusual operating conditions (for example: unusually low mileage, dusty operating conditions, extreme cold weather, etc.);
- In strict conformity with the commercial vehicle or school bus inspection laws of the particular state in which the equipment is being operated;
- In such a way, at all times, protect the Company's equipment investment. This requires prompt response to ensure that repairs are done at the point where they will require the lease expenditure.

Examples of this may include:

- Repairing an engine miss promptly to avoid a dropped valve, or severely scorched cylinder wall
- Routine oil sampling of diesel engines to avoid catastrophic failures;
- Replacing kingpins promptly to avoid expensive machine work to resize the axle;
- Keeping cowls and bodies well-attached to avoid expensive damage at the cowl/body joint.
- Keeping the lowest-cost parts and other materials consistent with reasonable quality standards
- Using a comprehensive vehicle records system to ensure that critical equipment issues are planned for.

Examples of this may include:

- Ensuring thorough record-keeping and projection that the maintenance budgets are continually adjusted to effect upcoming repair trends (for example: brake drums, engines, etc.)
- Identifying and responding to trends which affect vehicle reliability.
- Prior to the start of the contract, we will update and implement our computerized maintenance system for all vehicles operating for the District.





Mechanic Training Programs

ASE Program

- Payment for the applicable school bus tests regardless of pass or fail
- Payment of \$150 per successful certification test for the first two tests
- Payment of \$250 per successful certification test for the third, fourth and fifth tests
- Upon attaining Master Mechanic status of six successful school bus tests, a bonus of \$2,080 will be paid per year to retain the status of Master Mechanic. A Master Mechanic will not be repeatedly reimbursed on a per test basis, only the bonus of the Master Mechanic will apply for the re-certifications
- A certificate from the Vice President, Fleet and Facilities upon attaining Master Mechanic status, and inclusion in the Master Mechanic Roundtable.

Additional opportunities

- Consideration on an individual basis for tests outside the program for payment. Must be applicable to our fleet and agreed to in advance by the Vice President, Fleet and Facilities
- Upon achievement of Master School Bus Technician, consideration for membership on the STA Maintenance Council
- The opportunity to participate in a mentoring program to assist other mechanics in achieving ASE Certification status
- Classes on Student Transportation University web-site to help prepare for ASE testing and mentoring of technicians

Required ASE Tests for Master Technician Status

- S1- Body Systems and Special Equipment
- S2- Diesel Engines
- S3- Drive Train
- S4- Brakes
- S5- Suspension and Steering
- S6- Electrical/Electronic Systems

Optional ASE Tests- Requires advance approval, VP Fleet and Facilities

- S7- Air Conditioning Systems and Controls
- F1- Alternative Fuels Certification Test
- L2- Electric Diesel Engine Diagnosis Specialist Certification Test
- T8- Preventative Maintenance Inspection





Maintenance Program

Mechanic Certification

It is our commitment to provide our customers with a highly trained and professional maintenance department, which leads to a safer fleet and lower maintenance costs. Therefore, it is also our goal to assist and compensate those mechanics who are willing to take the time and effort to participate in programs that will increase their knowledge and proficiency. STA sponsors maintenance employees who take advantage of our Advancement Through Commitment Program, which financially assists mechanics with obtaining their ASE certifications. Currently, more than 85% of our Maintenance Team across North America has received their ASE Master School Bus Technician Certification.

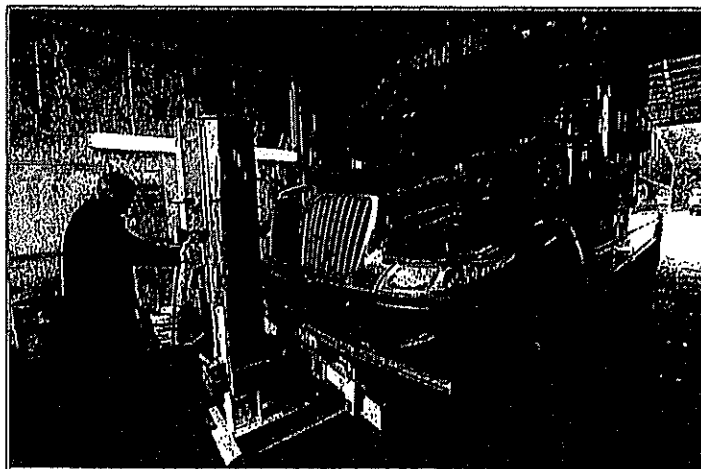
Equipment Usage

Machine safety and equipment usage procedures establish guidelines to be followed whenever any employee works with machines or equipment. The established rules will be followed in order to:

- Provide a safe working environment
- Govern operator use of machines and equipment
- Ensure proper care and maintenance of machines and equipment

These procedures establish uniform requirements designed to ensure that equipment safety training and operation/maintenance practices are communicated to and understood by all employees. These requirements are also designed to ensure that procedures are in place to safeguard the health and safety of all employees.

STA permits only trained and authorized employees to operate machinery and equipment at any time. This policy is applicable to both daily operations and to those who occasionally have cause to use machinery or equipment. Operating manuals and specific instructions will be kept on file in a readily available, on-site location for those authorized employees to review.



SOUND EDGE



SCHOOL BUS DRIVER'S INSPECTION FORM

 School District/
Contractor's Name _____

BUS #:	_____	Date:	_____
Driver Signature 1:	_____	Driver Signature 2:	_____
Begin Miles:	_____	Begin Miles:	_____
End Miles:	_____	End Miles:	_____
Begin Time:	_____	Begin Time:	_____
End Time:	_____	End Time:	_____

Driver Enters Bus and Checks:

1	2	3	1	2	3	1	2	3
☐	☐	☐	☐	☐	☐	☐	☐	☐
Steps			Windows			Fire Extinguisher		
Cleanliness			Warning Devices			Pry Bar (if applicable)		
Seals			Fuses/Triangles					
Seat Belts (if applicable)			First Aid Kit/Body Fluid Kit					

Driver Activates All Exterior Lights, Walks Around the Bus and Checks:

1	2	3	1	2	3	1	2	3
☐	☐	☐	☐	☐	☐	☐	☐	☐
R/L Front Wheel, Tire, Lug Nuts			R/R Identification/Cluster Lights			R/L Rear Wheel(s), Tire(s), Lug Nuts		
R/L Side Marker and Turn Signal Lights			R/R Eight Light Flashing System			Exhaust System (all pipe clear?)		
R/L Side Reflectors			R/R Reflectors			Rear Tail/Brake Lights		
R/L Side Rear View and Safety Mirrors			Windshield			Strobe Light (if applicable)		
Crossing Control Arm (if applicable)			Underside of Chassis (check ground for fluid leaks)			Rear Emer. Door (open and close) (if applicable)		
Headlights (high/low beams)			Crossover Mirror(s)			Fuel Tank Filler Cap		
R/R Turn Signal Lights			Driver's Side Window			Emergency Exit Reflective Tape (if applicable)		
R/R Clearance Lights			Stop Arm Panel			Check Labels		
			Side Emer. Door (open and close) (if applicable)					

Driver Starts Engine, Activates All Interior Lights and Checks:

1	2	3	1	2	3	1	2	3
☐	☐	☐	☐	☐	☐	☐	☐	☐
Steering Wheel			Backing Warning Alarm			Driver's Seat Belt		
Windshield Wipers/Washers			Ammeter (voltage)			Two-Way Radio		
Heater and Defroster			Gear Shift Lever			Video Recording System		
All Interior Lights			Neutral Safety Switch			Working Property		
Horn			Water Temperature Gauge			Wheelchair Lift (if applicable)		
Service Door (open and close)			Fuel Gauge			Child Checkmate System		
All Mirrors (adjustments)			Air Pressure Gauge			State Inspect Valid (if applicable)		
Sun Visor			Odometer			Insurance and Registration Cards		
Emergency Exit (windows and doors) and Alarms			Switches					

Hyd. Brakes

1	2	3	1	2	3
☐	☐	☐	☐	☐	☐
Brake Pedal Height (applied)			Parking Brakes Light (hyd.)		

Drive Bus Forward and Apply Brakes

1	2	3	1	2	3
☐	☐	☐	☐	☐	☐
Service and Emer. Brake Operation			Static Pressure P/B On		
Air Brakes			Applied Pressure Loss		
Cut In Pressure _____ PSI			Low Pressure Warning		
Cut Out Pressure _____ PSI-120 PSI			Auto Pop Out (park brake)		
Static Press. Loss P/B On _____ PSI-Less Than 2 Lbs. Minute			Park Brake Held		

REMARKS: _____

Signature of Mechanic Making Repairs/Adjustments: _____	Date Repairs/Adjustments Completed: _____
Driver Reviewing Repairs Signature: _____	Date: _____
Post Trip Inspection 1. ☐ Satisfactory ☐ Unsatisfactory	
Post Trip Inspection 2. ☐ Satisfactory ☐ Unsatisfactory	
Post Trip Inspection 3. ☐ Satisfactory ☐ Unsatisfactory	

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Mechanic Ratio

In Greenwich, our bus to mechanic ratio is 26 route vehicles per mechanic which exceeds state and national average. This is particular impressive given the young age of the fleet.





Dun & Bradstreet Number

Student Transportation is pleased to provide our registered Dun & Bradstreet Number:

00-960-6281





111 West Monroe Street
5 East
Chicago, IL 60603

September 30, 2016

Greenwich Public Schools
Havemeyer Building
290 Greenwich Avenue
Greenwich, CT 06830

RE: Student Transportation of America

To Whom It May Concern:

For the past eighteen years, BMO Harris Bank (the "Bank") has been the Administrative Agent in regards to borrowing arrangements with Student Transportation Inc. ("STI") and its group of companies, including Student Transportation of America.

STI's credit facility started out at \$60,000,000 and has increased to its current amount of \$325,000,000. The credit facility is provided to the STI for its general working capital needs, bid in opportunities and acquisitions. Throughout our relationship with STI, the Company has performed as agreed to the terms of our borrowing agreements.

Additionally, members of the STI group of companies also maintain depository relationships with the Bank. These accounts also have performed as agreed.

Sincerely,

A handwritten signature in black ink, appearing to read "William Thomson", written over a horizontal line.

William Thomson
Director



Vendor References

Midwest Transit Equipment
 Jim Bridgewater, Jr., Vice President
 145 West Issert Drive
 P O Box 582
 Kankakee, Illinois 60901

(800) 933-2412



Wolflington Body Company
 David P. Fitzgerald, Executive Vice
 President
 P O Box 218
 Exton, PA 19431

(610) 458-0293



Thomas Built Buses
 Joe Craver, Manager
 P O Box 2450
 1408 Courtesy road
 High Point, NC 27260

(336) 471-1563



Collins Bus Corporation
 John Doswell, Vice President Sales &
 Marketing
 415 West 6th Street
 South Hutchinson, KS 67504

(620) 662-9000



Navistar International
 Dan Coughlin, Bus Marketing
 Manager
 1000 Atrium Way
 Suite 301
 Mt. Laurel, NJ 08054

(978) 808-0771





Pending Lawsuits, Outstanding Judgments
and Liens, Bankruptcy Filings & Bond Denials

Student Transportation is pleased to provide the district with the following:

***Information identifying any pending lawsuits as well as
outstanding judgments and liens in which it is involved***

Student Transportation of America is proud to stipulate that we:

- 1.) **DO NOT** have any Pending Lawsuits
- 2.) **DO NOT** have any Outstanding Judgments
- 3.) **DO NOT** have any Outstanding Liens
- 4.) **DO NOT** have any Outstanding Legal Proceedings
- 5.) **HAVE NEVER** filed for Bankruptcy
- 6.) **HAVE NEVER** been denied a Bond or Insurance
- 7.) **HAS NOT** had any Connecticut contracts terminated ever; nor has it lost any Connecticut school bus contracts to competitive bid



AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)

STA of CT, Inc.
5 Shelter Rock Rd.
Danbury, CT 06810

SURETY:
(Name, legal status and principal place of business)

North American Specialty Insurance Company
650 Elm Street
Manchester, NH 03101

OWNER:
(Name, legal status and address)

Greenwich Public Schools/Town of Greenwich
290 Greenwich Ave.
Greenwich, CT 06830

BOND AMOUNT: Ten Percent of the Amount Bid (10%)

PROJECT: Student Transportation, RFP Number #2116-16

(Name, location or address, and Project number, if any)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

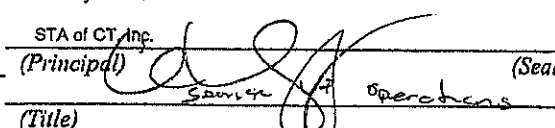
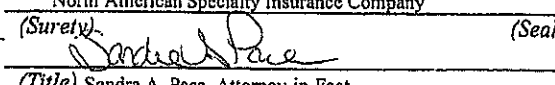
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 12th day of January 2017

(Witness)  (Witness) Cheryl R. Coleman, As to Surety	STA of CT, Inc. (Principal)  (Seal) (Title)  North American Specialty Insurance Company (Surety)  (Seal) (Title) Sandra A. Pace, Attorney-in-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Int.

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CONSENT OF SURETY

KNOW ALL MEN BY THESE PRESENTS, that for and in consideration of the sum of \$1.00, lawful money of the United States of America, the receipt whereof is hereby acknowledged, paid the undersigned corporation, and for other valuable consideration, the

NORTH AMERICAN SPECIALTY INSURANCE COMPANY

Incorporated, organized and existing under the laws of the State of NEW HAMPSHIRE

and licensed to do business in the State of CONNECTICUT certifies and agrees, that if contract for STUDENT TRANSPORTATION, RFP NUMBER #2116-16

for: GREENWICH PUBLIC SCHOOLS/TOWN OF GREENWICH

is awarded to STA OF CT, INC.

the undersigned Corporation will execute the bond or bonds as required of the contract documents and will become Surety in the full amount set forth in the contract documents for the faithful performance of all obligations of the Contractor, provided however, that this commitment shall expire ninety (90) days from the bid opening.

DATE: JANUARY 12, 2017

NORTH AMERICAN SPECIALTY INSURANCE COMPANY

BY:



SANDRA A. PACE Attorney-in-Fact

WITNESS:



CHERYL R. COLEMAN

(To be accompanied by the usual proof of Authority of officers of the Surety Company to execute same.)

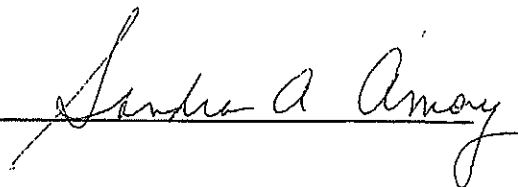
SURETY ACKNOWLEDGMENT

State of **New Jersey**County of **Union**On this **12th** day of **January, 2017**

Before me personally came **Sandra A. Pace** to me known, who being by me duly sworn, did depose and say that he/she is an Attorney-in-Fact of **North American Specialty Insurance Company** the corporation described in and which executed the within instrument; that he/she knows the corporate seal of said corporation; that the seal affixed to the within instrument is such corporate seal, and that he/she signed the said instrument and affixed the said seal as Attorney-in-Fact by authority of the Board of Directors of said corporation and by authority of this office under the Standing Resolutions thereof.

SANDRA A. AMORY
NOTARY PUBLIC OF NEW JERSEY

My commission expires _____
My Commission Expires
August 31, 2021



NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

THOMAS M. TRUE, MARC J. MICHALEWSKY, SANDRA A. PACE, MARY J. DAMATO,

LISA A. ANDERSON, CHERYL R. COLEMAN and RACHAEL HURLEY

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By

Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By

Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 29th day of July, 2016.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook

ss:

On this 29th day of July, 2016, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 12th day of January, 2017.

Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company



NORTH AMERICAN SPECIALTY INSURANCE COMPANY
A New Hampshire Corporation

BALANCE SHEET AS OF DECEMBER 31, 2015
(Statutory Basis)

Valuation of securities on National Association of Insurance Commissioners Basis

ASSETS

Cash	105,812,888
Bonds	319,869,966
Other Invested Assets	76,969,460
Other Admitted Assets	74,098,571
TOTAL ADMITTED ASSETS	576,748,885

LIABILITIES

Reserve for Unearned Premiums	50,927
Reserve for Losses and Loss Adjustment Expenses	35,111,039
Funds Withheld	10,419,706
Taxes and Other Liabilities	135,821,222
Surplus	395,345,991
TOTAL LIABILITIES & POLICYHOLDERS' SURPLUS	576,748,885

The undersigned, being duly sworn, says: That he is Senior Vice President of North American Specialty Insurance Company, Schaumburg, Illinois that said company is a corporation duly organized, existing by virtue of the Laws of the State of New Hampshire and that said Company has also complied with and is duly qualified to act as Surety under the Act of Congress approved; July 1947 6 U.S.C. sec. 6-13; and that to the best of his knowledge and belief the above statement is a full, true and correct statement of the financial condition of the said Company on the 31st day of December, 2015.



Michael A. Ito
North American Specialty Insurance Company

Subscribed and sworn before me,
this 19 day of March, 2016



Notary Public





SURETY DISCLOSURE STATEMENT AND CERTIFICATION
Pursuant to N.J.S.A. 2A:44-143

North American Specialty Insurance Company, (hereinafter called "Surety"), the Surety on the attached bond, hereby certifies the following:

- 1) The Surety meets the applicable surplus requirements of R.S.17:17-6 OR R.S.17:17-7 as of the Surety's most current annual filing with the New Jersey Department of Insurance.
- 2) The surplus of North American Specialty Insurance Company as determined in accordance with the applicable laws of this State, totals \$395,345,991 as of the calendar year ended December 31, 2015, which amount has been certified by Pricewaterhouse Coopers, Boston, MA, and is included in the Annual Statement on file with the New Jersey Department of Insurance, 20 West State Street CN-325, Trenton, New Jersey 08625-0325
- 3) North American Specialty Insurance Company has received from the United States Secretary of the Treasury a certificate of authority pursuant to 31 U.S.C. Section 9305, with an underwriting limitation established therein on July 1, 2016 in the amount of \$31, 838,000.
- 4) The amount of the bond to which this statement and certification is attached is \$ The Amount Bid
- 5) If, by virtue of one or more contracts of reinsurance, the amount of the bond indicated under item (4) above exceeds the total underwriting limitation of all sureties on the bond as set forth in item (3) above, then for each such contract of reinsurance:

- (a) The name and address of each such reinsurer under that contract and the amount of the reinsurer's participation in the contract is as follows:

<u>Reinsurer</u>	<u>Address</u>	<u>Amount</u>
North American Specialty Insurance Company	650 Elm Street Manchester, NH 03101	100%

- (b) Each surety that is party to any such contract of reinsurance certifies that each reinsurer listed under item (5)(a) satisfies the credit for reinsurance requirement established under P.L. 1993, c.243 (C.17:51B-1 et seq.) and any applicable regulations in effect as of the date on which the bond to which this statement and certification is attached shall have been filed with the appropriate public agency.

CERTIFICATE

I, Gerald L. Jagrowski, Vice President for North American Specialty Insurance Company, an insurance company domiciled in the State of New Hampshire, DO HEREBY CERTIFY that, to the best of my knowledge, the foregoing statements made by me on behalf of North American Specialty Insurance Company are true, and ACKNOWLEDGE that, if any of those statements made by me on behalf of North American Specialty Insurance Company are false, this bond is VOIDABLE.

NORTH AMERICAN SPECIALTY INSURANCE COMPANY

Dated: January 12, 2017

By: Gerald L. Jagrowski
Gerald L. Jagrowski, Vice President

Sandra A. Pace
Sandra A. Pace, Attorney in Fact



NATIONAL
INTERSTATE

3250 Interstate Drive
Richfield, Ohio 44286-9000

phone 330-658-8900
800-929-1500
fax 330-658-8901
www.nail.com

GREENWICH PUBLIC SCHOOLS
HAVEMEYER BUILDING
290 GREENWICH AVENUE
GREENWICH, CT 06830

To Whom It May Concern,

Please accept this letter as a summary of our insureds (Student Transportation of America, Inc.) current insurance coverages.

- The insured has an auto liability policy covering any auto with an underlying policy limit of \$5,000,000 with a following form excess policy offering an additional \$5,000,000 in coverage.
- The insured has a general liability policy with limits of \$5,000,000 per occurrence/\$5,000,000 aggregate with a following form excess policy offering an additional \$5,000,000 in coverage.

Sincerely,

Michael Heramb

National Interstate Insurance Company

AN **INSURANCE** **EXPERIENCE** BUILT AROUND **YOU.**

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National Interstate Group

A.M. Best #: 018848

This company is a data record that A.M. Best utilizes to represent the A.M. Best Consolidated financials for the Property/Casualty business of 010829 National Interstate Insurance Company.

010829 National Interstate Insurance Company has been assigned as the AMB Group Lead for this consolidation and should be used to access name, address, or other contact information for this A.M. Best Consolidated Group.

Best's Credit Ratings

View all of the [related companies](#) assigned this rating as a single entity.

This data record represents an AMB Rating Unit. The Best's Credit Ratings for the following members of this rating unit are based on the consolidated financials assigned to this record.

AMB #	Company Name	Best's FSR	Best's ICR
010829	<u>National Interstate Insurance Company</u>	A	a+
012423	<u>National Interstate Insurance Company HI</u>	A	a+
002810	<u>Triumche Casualty Company</u>	A	a+
002794	<u>Vanline Insurance Company</u>	A	a+

Best's Credit Rating Analyst

Office: A.M. Best Company
 Senior Financial Analyst: Gordon McLean
 Managing Senior Financial Analyst: Jennifer Marshall,
 CPCU, ARM

Reports and News

Visit Best's News and Analysis site for the latest [news and press releases](#) for this company and its A.M. Best Group.

AMB Credit Report - Insurance Professional - includes Best's Financial Strength Rating and rationale along with comprehensive analytical commentary, detailed business overview and key financial data.
 Report Revision Date: 8/3/2012 (represents the latest significant change).

Historical Reports are available in [AMB Credit Report - Insurance Professional Archive](#).

Best's Executive Summary Reports (Financial Overview) - available in three versions, these presentation style reports feature balance sheet, income statement, key financial performance tests including profitability, liquidity and reserve analysis.
 Data Status: 2012 Best's Statement File - P/C, US Contains data compiled as of 8/11/2012 Quarterly Cross Checked.

- » **Single Company** - five years of financial data specifically on this company.
- » **Comparison** - side-by-side financial analysis of this company with a peer group of up to five other companies you select.
- » **Composite** - evaluate this company's financials against a peer group composite. Report displays both the average and total composite of your selected peer group.

AMB Credit Report - Business Professional - provides three years of key financial data presented with colorful charts and tables. Each report also features the latest Best's Ratings, Rating Rationale and an excerpt from our Business Review commentary.

Data Status: Contains data compiled as of 8/11/2012 Quarterly Cross Checked.

Financial and Analytical Products

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European Union Disclosures

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Australian Disclosures

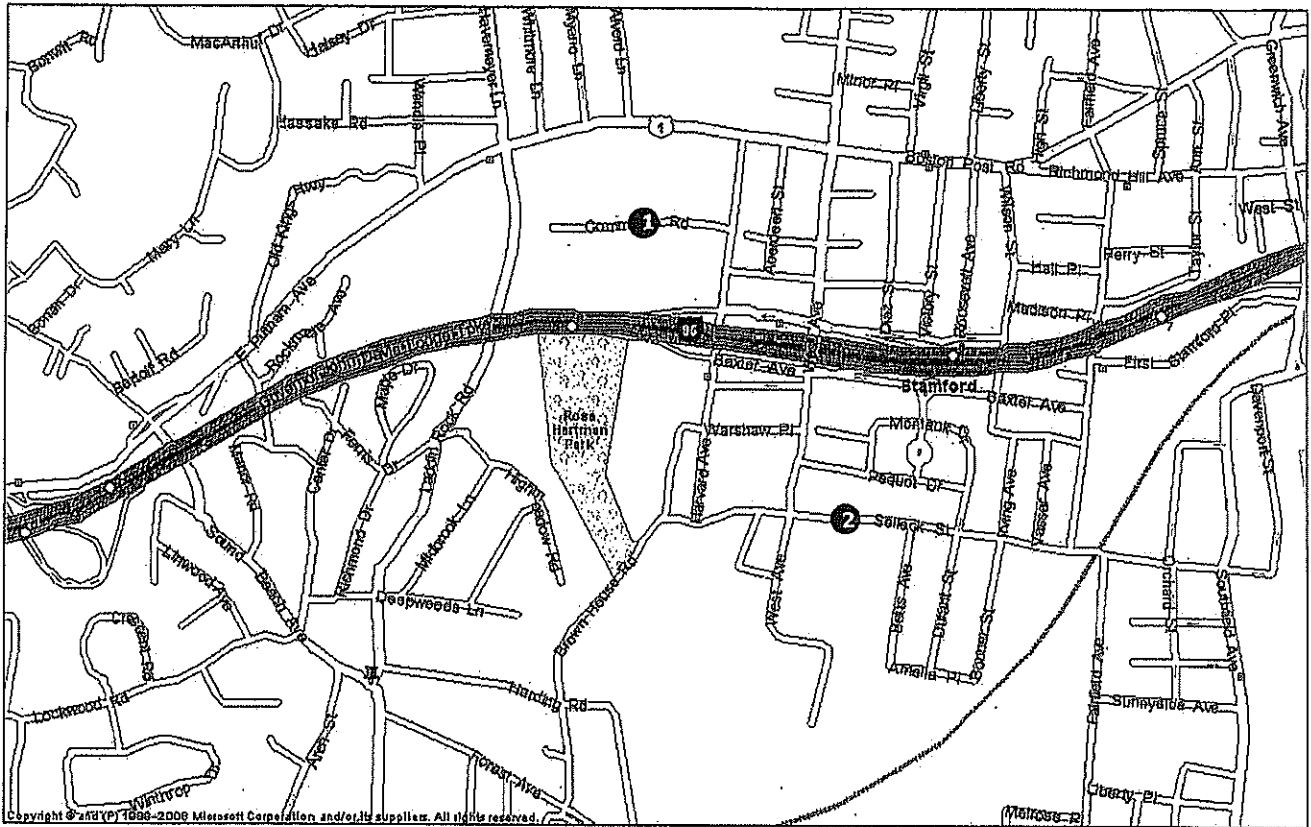
A.M. Best Credit Ratings are statements of opinion and not statements of fact. They are not recommendations to buy, hold or sell any securities or any other form of financial product, including insurance policies and are not a recommendation to be used to make investment/purchasing decisions. A.M. Best Asia-Pacific Ltd is registered as a Credit Rating Agency in Australia and holds a Financial Services Licence number 411055 under the Corporations Act of 2001.

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Operating Location(s)

The map below depicts existing locations on Commerce Road and Selleck Street from where we have successfully operated the Greenwich school bus contract for the last 14 Years. This property is secured for an additional 5 years providing for seamless continuation.



- ① 106 Commerce Road
House up to 90 vehicles
Maintenance off-site

- ② Selleck Street
House up to 30 vehicles
Maintenance on-site

It is very important to note that while our administrative office has a physical address of Commerce Road, our vehicles are housed in the back corner of this location along side Laddin Rock in Old Greenwich and ALL personal property taxes on our vehicles are paid to Greenwich and will continue to be paid to Greenwich.





The snapshots below illustrate the footprint of our Commerce Road Property and Selleck Street Property:

Commerce Road
Admin space

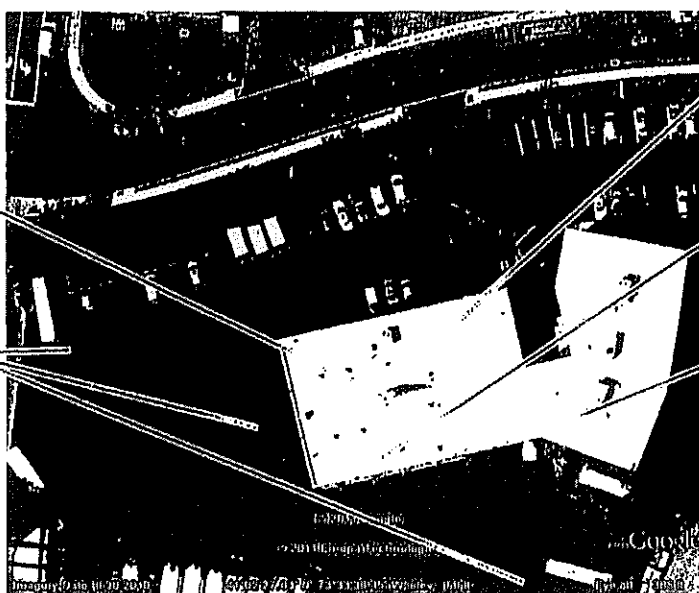
Bus Parking



Training Center

Selleck Street

Bus Parking



Training Center

On Site
Maintenance

Fueling





106 Commerce Road

The property located at 106 Commerce Road is presently under lease by Student Transportation of America.

The lease term began on June 27th, 2002 and has been extended for a duration of 5 years with a tenant option to renew for another 5 year term. The current lease expiry is June 20th, 2023. The lease is held by Stampar Associates, LLC of Connecticut.

Specifically covered in the lease is Student Transportation of America's right to an administrative office space, driver training area, dispatch area, drivers room, private office space, storage and more than adequate restroom facilities.

In addition, Student Transportation of America has the contractual ability to sufficiently park the motor vehicles of our employees as well as house over 90 school buses safe and effectively on property.

The present site has undergone renovations in the last 20 months and is well equipped to meet the needs of a growing operation. The facility has been pre-wired and re-built from the ground up to provide a professional atmosphere for our employees and an environment conducive to operations excellence.

The lease is available for review by any member of the Greenwich Public Schools upon request.





Fleet

Student Transportation of America will purchase new Type I buses and also use some Type I buses from the current fleet in conjunction and compliance with the bid specifications.

In addition, Type II vehicles at the start of the contract will range in age from 2010 to 2013

The current fleet available to utilize in this contract is listed below.

<u>DESCRIPTION</u>	<u>YEAR</u>	<u>MAKE / MODEL</u>	<u>QTY</u>
TYPE I			
72 passenger	2013	Thomas	60
72 passenger	2010	Thomas	5
77 passenger	2015	Bluebird	2
71 passenger FE	2011	Thomas	6
54 passenger & 3 W/C	2014	Freightliner	1
84 passenger	2013	Thomas	2
TYPE II			
7 passenger	2010	Chevy	3
7 passenger	2012	Chevy	4
16 passenger	2010	GMC	3
20 passenger	2011	Chevy	5
29 passenger	2010	Chevy	1
8 passenger & 3 W/C	2011	Chevy	4





GPS Information

GPS

All Vehicles are equipped with state-of-the-art GPS Systems

We will provide any necessary GPS software and training to district personnel.





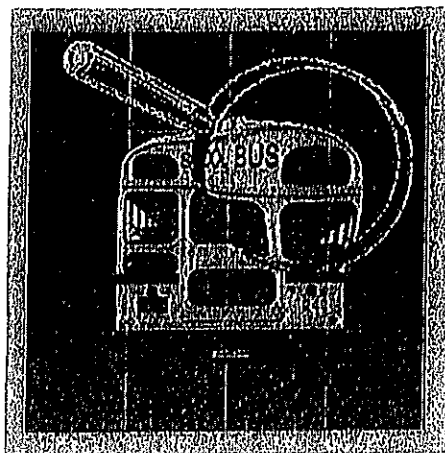
Camera Information

Angel Trax/SEON

All Vehicles are equipped with multi head digital recording devices (cameras).

Any training necessary for district personnel to utilize viewing capabilities will be provided by STA





DESCRIPTION OF AN EDULOG GPS/AVL/STUDENT TRACKING SYSTEM

Presented by:



EXECUTIVE SUMMARY

The effect of GPS (Global Positioning System) and AVL (Automatic Vehicle Location) technology on the pupil transportation industry is greater than anything since the initial introduction of computerization to pupil transportation routing. Implementation decisions for a GPS system can be quite costly, and without a complete understanding of the issues and available options, the potential for mistakes is amplified.

Since 1977 EDULOG has been the undisputed market leader and supplier of transportation software solutions to school districts throughout North America, with a proven track record of working with our clients to meet changing transportation demands while also reducing total expenditures. No other company has the experience to ensure that requirements are met in the areas of vehicle tracking, route optimization, GIS mapping, student identification, data integration, and reporting.

For the past few years, EDULOG has been working with various school districts and hardware vendors to gain a better understanding of how to create a GPS/AVL solution for our customers that would provide true value. Other vendors of GPS/AVL solutions chose to use a single type of GPS hardware and one communication method to form a "cookie cutter" solution, just as other transportation software companies chose to pursue one particular segment of the market.

In our opinion, there is no "one size fits all" solution.

During the past six years EDULOG has:

- Become the leading expert in GPS technology as it applies to the student busing
- Worked with dozens of vendors having years of experience
- Integrated our AVL software with several of these vendors

What we have found is:

- Different districts have different needs and requirements for GPS
- Physical environments, overall system expectations, and budgets all determine the best choice for communication options
- A single "cookie cutter" type solution simply won't work!

GPS/AVL System Components

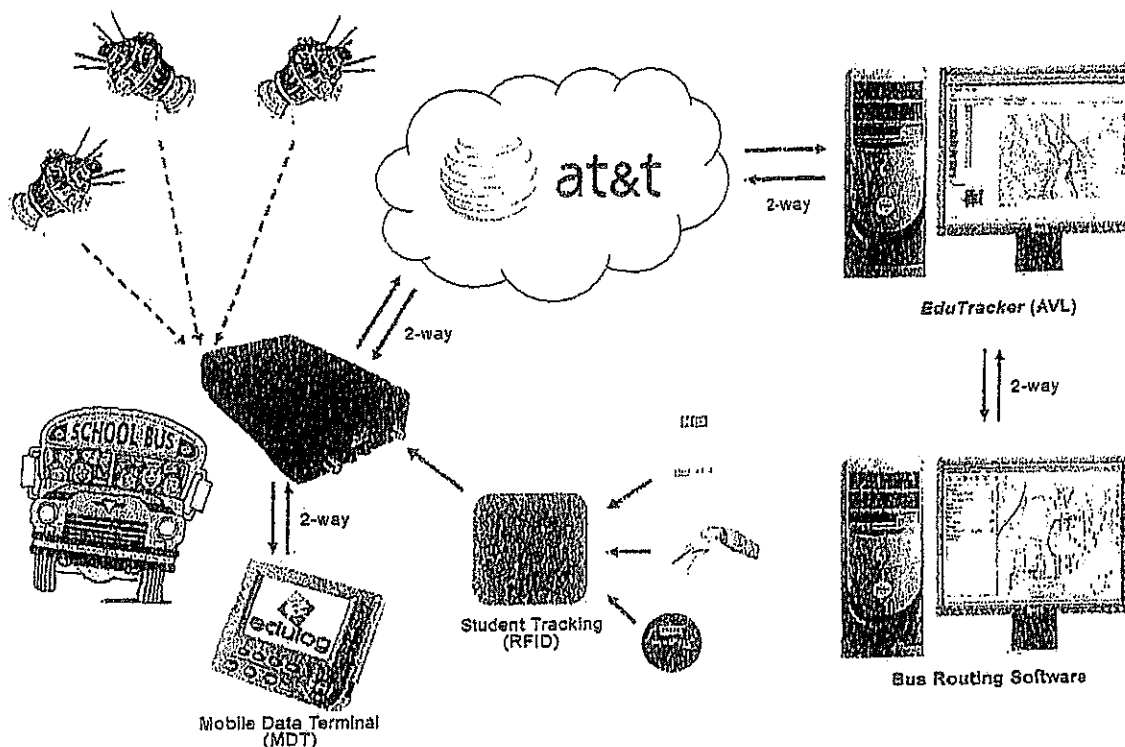
At the most basic level, all Global Positioning Systems (GPS)/Automatic Vehicle Location (AVL) systems are comprised of three components:

- The GPS unit itself (the "Black Box");
- A communication platform;
- AVL software to store and display the data.

This proposal addresses the three components (hardware, communications, and software) and the associated services required to implement the entire system.

1) GPS Hardware

This is the hardware device that is physically installed on the bus. It consists of a GPS chip, input/output ports, and varying levels of memory and processing power. EDULOG offers several hardware options, each designed to fulfill the specific needs for each of the levels of increasing requirements associated with GPS systems:



One of the considerations for hardware selection is scalability: how easily can capabilities be added in the future? For example, your district might be only interested in AVL now, but may want to engage in student tracking in the future. Does your selected hardware have the ability to process this additional information?

Also, different types of vehicles have different needs: the requirements for special education vehicles may be far greater than for regular yellow school buses, Field trip and activity buses might have a separate set of needs, and non-bus vehicles (such as district police cars or administrators' vehicles) might have lesser requirements. Again, a single hardware type may not be the best choice to meet all of your district's varying needs.

All GPS units have one thing in common: they will receive signals from GPS satellites in orbit around the earth and determine the actual latitude and longitude of the vehicle. After the requirement for positional location has been fulfilled, the capabilities of GPS units vary dramatically: sensor support and the number of inputs vary for each type of GPS unit. Typical sensors required for a school bus include: ignition on/off, door open, stop arm down, four-way flashers, eight-way flashers, emergency door, and panic button.

We believe that multiple sensors are necessary to gain the full value of GPS school bus tracking. For example, by having the appropriate physical sensors installed, the system can identify and track proper bus stop procedures (i.e. where the eight-way flashers, stop arm, and bus door are activated in the correct sequence) compared to improper stops (e.g. maybe the stop arm was not used). This also allows for the system to differentiate between when a bus is at a stop picking up students instead of a railroad crossing by comparing the physical events that occur and their sequence.

2) Data Communication Options

There are currently three primary options for your data "pipe:"

- Radio (RF)
- Cellular
- Satellite

Choosing Between the Communication Options

For most districts, the choice for data communications is between radio (RF) and cellular. At first consideration, simply piggybacking on the district's existing voice radio system would seem to be a very feasible solution. It has the advantage of not needing any additional infrastructure and not requiring a monthly cellular cost. The buses already have radios, the district owns the frequenc(ies), and the necessary antennas and repeaters are in place.

But many districts' current radio bandwidth is near saturation. Data will also be competing for time slices with voice communication. The amount of transmitted data may also be limited because there is only a fixed amount of traffic available in any frequency. The frequency of each data transmission may be longer because of the competition for available time slices. In some cases, radios may need to be updated in order to actually transmit the GPS data. Coverage for GPS will be as limited as it is with the current voice radio. Dead zones that exist will still be dead for the GPS data transmission.

A better option for GPS radio communication is to use separate frequenc(ies) that are specifically reserved for data communication. This model removes the conflict of voice vs. data, but will still be subject to the same coverage limitations as the voice radio. New infrastructure will be required for this option, and the district will be responsible for the maintenance of the radio network and all associated costs. As with any radio communication option, tracking buses outside of the district's radio range will be impossible.

The cellular option provides the greatest coverage, but it is not available in all areas. One great advantage of cellular is the fact that where there is coverage, the bus can be tracked. So in the case of a field trip, the bus can be tracked to and from a location far outside the district's boundaries: something that radio solu-

tions cannot do. With cellular communication, no new infrastructure is necessary. And the cellular carrier, not the district, is responsible for maintaining the network. However, as with any cellular device, a monthly communication fee is required. This operational cost for cellular coverage may be something the district cannot afford, thus making this option difficult to implement strictly from a funding standpoint. Options that some districts have used to address the issue of monthly cost include:

- Incorporating the monthly fee into the district's overall communication or IT budget (thus removing it as an expense specific to transportation and making it a district expense).
- Government discounts available from some carriers to reduce the total monthly amount.
- Using state and or federal grants to cover all or part of the cost (e.g. eRate funding).

An additional benefit provided by the cellular option is bandwidth capabilities. Radio communication offers limited bandwidth and cannot easily handle changes or spikes in bandwidth. Radio bandwidth is fixed, and in fact, additional frequencies may be required to carry the amount of data associated with a GPS project. Each frequency requires government clearance and must be purchased (the purchase usually is for an eight year period). Spikes in the data stream need to be addressed by establishing the necessary infrastructure at the outset. Cellular does not have this limitation.

Cellular can handle future growth without the need to upgrade the existing system. Spikes are just that: spikes, and the bandwidth is virtually unlimited. The addition of streaming video would not adversely affect cellular communication except for possibly some addition in monthly costs to transport the additional data, which could occur immediately. Both radio and cellular communication can be used for GPS and related data transfer. But only cellular can handle it easily.

EDULOG proposes that a cellular solution be implemented by your district. This communication option has been selected because it will meet the GPS needs of your district: it will allow you to track your buses inside and out of your district boundaries, provide instant access to real time information, provide the highest level of safety and security, and offer you the flexibility to expand the system in the future with additional technologies such as student tracking, vehicle reporting, digital video recording, etc.

3) AVL Software: *EduTracker*

EDULOG provides school transportation operations with a cost-effective method of tracking bus locations at all times. With this innovative technology, not only can you have the exact location of any bus displayed on the EDULOG raster map, but the time and location of each pick-up and drop-off can be recorded for route analysis, emergency notification, and accident reporting. Because of the EDULOG system interface capabilities, uses of the GPS interface are almost endless. Enhanced productivity, maximized fleet utilization, improved safety and security, and increased community service can all result from the EDULOG GPS interface.

The combination of appropriate GPS equipment, EDULOG's photo-like raster map display, and our new *EduTracker* software lets you go far beyond just locating a bus. Because EDULOG *EduTracker* is connected both to a feature-rich map and textual databases, you can quickly and easily find out not only where the bus is, but also where it has been and where it is scheduled to be if planned information has been entered into the databases.

For example, you can display a single run or all of the runs serving a particular school, and the system will show on the detailed map where each vehicle is at the current time, the stops that have already been

- **Knowledge:** Now you can track, store, and report on real times and real miles, for an entire fleet during the whole year, or just one bus one day. With this information you can justify expenditures, calculate savings, and track efficiencies.
- **Integration:** because of EDULOG's open system design, information collected by *EduTracker* can be interfaced with alarm systems, student databases, financial software, maintenance schedulers, etc. Data entry duplication is eliminated, information is spread throughout the district, and your technology investment is leveraged for greatest return.

SMART STUDENT TRACKING

No topic related to school bus GPS/AVL has received more attention in recent years than student tracking. The motivations for automatic student tracking range from: increasing student safety and security; improving the efficiency of special needs routing; meeting state/provincial reporting requirements; securing Medicaid reimbursement.

The options for student tracking technology are as diverse as the motivations to implement them. Hardware products include RFID, swipe cards, bar coding, mobile data terminals (MDT), biometrics, and more. The only clear conclusion is that there is no perfect answer to student tracking. Every option has advantages and disadvantages that clients must consider when making an informed decision.

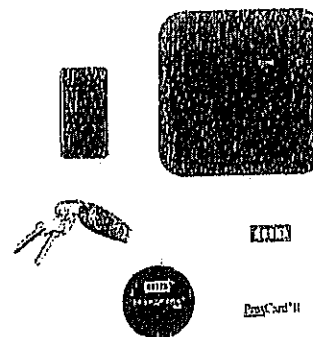
In keeping with the "one size does not fit all" philosophy, EDULOG's approach to student tracking has been to design its GPS solutions to offer clients the ability to select from the complete range of student tracking options. For many clients, a combination of student tracking technologies will provide the best fit.

But being a true solution provider means going far beyond simply selling a variety of hardware options. There needs to be accountability and responsibility for the operational success of the overall system—which is directly affected by the selected technology. Therefore, EDULOG works with each individual client to understand and define the unique requirements and expectations for the student tracking system. Only then can meaningful, objective recommendations be made, and subsequent operational experiences be evaluated with the client.

Student Tracking Hardware

While a variety of student tracking options are available, many clients have selected the following technology.

Radio Frequency Identification (RFID) – Widely used in other industries, RFID technology offers clients an effective way to accurately identify students as they board and exit the bus. The type, size, and costs vary based on the range or proximity required by the client for both the RFID reader and the student credential being scanned. The smaller the range, the less passive the system is—thus requiring physical participation from each student to ensure a successful scan. EDULOG works with clients to adapt the installation of this equipment to fit with the models of school buses in a client's fleet.



Student Tracking Software

As with GPS/AVL, the value of a student tracking system can be exponentially increased when it is integrated with planned routing data. Rather than simply tracking which students board and exit the bus, clients can compare this information to a list of students assigned to a given bus stop. Not only can dispatch know when a child has exited at an unassigned stop, the driver will know when someone boards the bus who isn't supposed to.

A true dispatch tool, *EduTracker* allows operators to better manage phone calls from parents and determine with detailed accuracy where their child is located, if/when they were picked up or dropped off, and exactly what time this occurred. Beyond daily operations, further routing efficiencies can occur because the system gives you a better understanding of exactly how many students are actually riding the bus compared to the total number eligible for transportation.

School System Management

In order for student tracking to work, clients need much more than student tracking hardware and software—they need a cohesive management system. Many clients underestimate the resources needed to successfully maintain and operate a student tracking system—especially when individual credentials are assigned to students. Questions such as: Who will assign cards to students? Where will this occur? What happens when a card is lost? How will all of this integrate with the existing student database?

Stop	Name	Status
Stop 111	John	Boarded
Stop 112	John	Boarded
Stop 112	John	Boarded
Stop 112	John	Boarded
Stop 112	John	Boarded
Stop 112	John	Boarded
Stop 112	John	Boarded
Stop 112	John	Boarded
Stop 112	John	Boarded
Stop 112	John	Boarded

Fortunately, EDULOG has developed software tools within *EduTracker* to help clients manage these challenges. Card assignments are as simple as scanning an ID and then the system instantly connects this card number to both the transportation assignment for that student and the student record within the client's student information system.



Maintenance System

Included in this section is specific detail about Maintenance System – Truck Tracker. The System, formerly On – Command through International has been redesigned and custom fit to our school bus operation.



Truck Tracker[®]



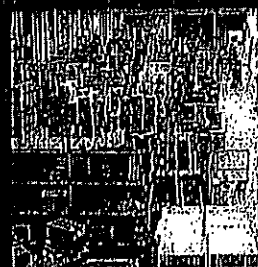
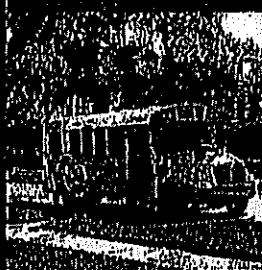
Tracker

by FleetSoft

Fleet Maintenance & Inventory
Management Software

- Extend Unit Life
- Track Unit Warranties
- Maximize Inventory Investment
- Improve Parts Warranty Recovery
- Save Money by Reducing Fuel and Tire Costs
- Increase Mechanic Productivity
- Boost Unit Uptime
- Centralize Control of Fleet Costs

Gaining control over rising fleet costs is essential for success in today's economic climate. Since 1992, Truck Tracker Software has been assisting organizations in efficiently managing their fleet, optimizing its performance, and reducing operating costs. Truck Tracker is a complete fleet management solution that utilizes the power of Microsoft SQL Server to provide a secure, dependable, networking environment. With Truck Tracker you gain a scalable solution that can grow with your needs.



Affordable Packages : Truck Tracker offers three packages structured to meet the demands of any type of fleet maintenance facility: Standard, Professional and Plus.

Standard is a perfect solution for those who do not keep an extensive parts inventory or outsource all maintenance and keep records of the repair made and operating costs. Work Orders, Preventive Maintenance, Service and Parts history, Email reminders, and other key features assist in maintaining an efficient operation.

Professional is an ideal solution if services are performed in-house and an extensive parts inventory is kept on location. If optimizing your inventory is vital to your operation, the Professional package is the solution to fit your needs. The Professional package offers all the features included in the Standard with the addition of a complete Parts Inventory Management and Invoicing system.

Plus contains eight additional modules to be added to the core package: Fuel, Fuel Interface, Vehicle Expenses, Reported Problems, Licensing & Permits, Tire, Drivers Log, and Enhanced Employee Records providing you with more details to manage your fleet operations effectively.

Manage your fleet **with confidence.**



"During the last 13 years, FleetSoft has added modules to their fully functional maintenance software package that allows a fleet of mobile equipment or any other types of equipment prepare reports and export data to spreadsheets to formulate costs associated with running a fleet of over 700 pieces of equipment. Fuel, GPS, Parts, Equipment and Employee Training/Licensing are just a few of the many areas FleetSoft has benefited the County's Fleet Maintenance Division operation. Truck Tracker can provide up to minute costs to evaluate the need for equipment replacement or adjusting parts inventory levels to help make good business decisions."

FleetSoft customer since 2000



Additional Features:

Fuel – manage and control fuel costs by closely monitoring fuel consumption and efficiency.

Vehicle Warranties – manage and warn when a service to be performed or parts to be replaced are under warranty.

Vehicle Expenses – organize and manage depreciation, insurance and other miscellaneous costs more efficiently.

Vehicle Licensing and Permits – avoid costly penalties and keep your vehicles on the road longer by not receiving violations for expirations.

Tire Tracking and Lifetime Analysis – keep tire costs as low as possible while receiving optimal performance and reliability.

Reported Problems – prevent mechanical problems from going unattended and keep vehicle downtime to a minimum.

Daily Logs – record detailed log information needed for DOT/FMCSA Hours of Service regulations and IFTA reporting.

Fuel Interface – easily import your fleet's fuel system data into Truck Tracker software.

Optional Interface:

QuickBooks® Interface – effortlessly transform customer repair orders into QuickBooks' invoices.

Vehicle ID	Name	Year	Make	Model	Status
11003	2004 Ford F350	2004	Ford	F350	Active
11004	2004 Ford F350	2004	Ford	F350	Active
11005	2004 Ford F350	2004	Ford	F350	Active
11006	2004 Ford F350	2004	Ford	F350	Active
11007	2004 Ford F350	2004	Ford	F350	Active
11008	2004 Ford F350	2004	Ford	F350	Active
11009	2004 Ford F350	2004	Ford	F350	Active
11010	2004 Ford F350	2004	Ford	F350	Active
11011	2004 Ford F350	2004	Ford	F350	Active
11012	2004 Ford F350	2004	Ford	F350	Active
11013	2004 Ford F350	2004	Ford	F350	Active
11014	2004 Ford F350	2004	Ford	F350	Active
11015	2004 Ford F350	2004	Ford	F350	Active
11016	2004 Ford F350	2004	Ford	F350	Active
11017	2004 Ford F350	2004	Ford	F350	Active
11018	2004 Ford F350	2004	Ford	F350	Active
11019	2004 Ford F350	2004	Ford	F350	Active
11020	2004 Ford F350	2004	Ford	F350	Active

Truck Tracker Professional Plus Vehicle Screen Displayed



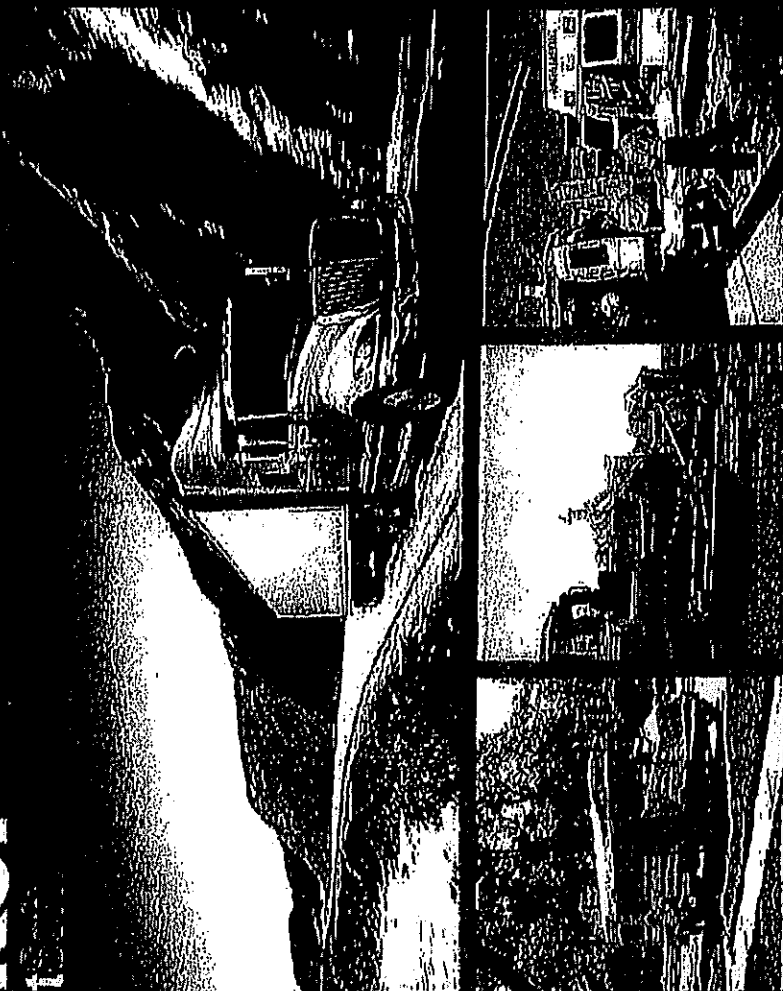
For more information call:
800.980.2555 or 469.200.4522
or visit: www.fleetsoft.com

Tracker

by FleetSoft

Fleet Maintenance & Inventory
Management Software

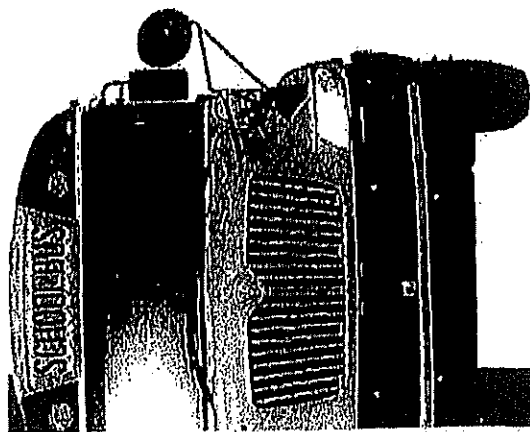
- Extend Unit Life
- Track Unit Warranties
- Maximize Inventory Investment
- Improve Parts Warranty Recovery
- Save Money by Reducing Fuel and Tire Costs
- Increase Mechanic Productivity
- Boost Unit Uptime
- Centralize Control of Fleet Costs



What is **Truck Tracker** ?

Truck Tracker is designed to assist fleet managers in reducing maintenance costs through the use of a simple, easy-to-use, yet powerful software package consisting of:

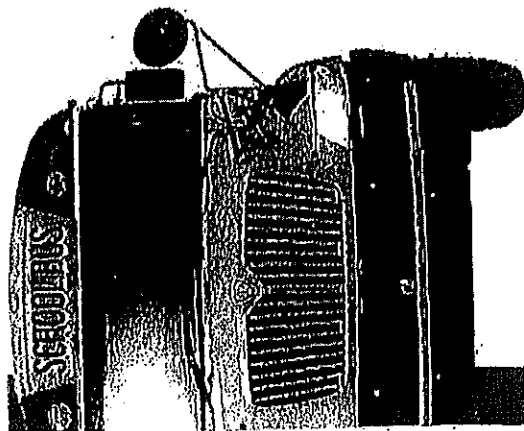
- Inventory Management
- Preventive Maintenance
- Work Orders, Labor/Parts capture
- Warranty, OEM and Parts Replacement
- Vehicle History, Total Cost of Ownership
- Custom Reporting



Truck Tracker®

Why Truck Tracker ?

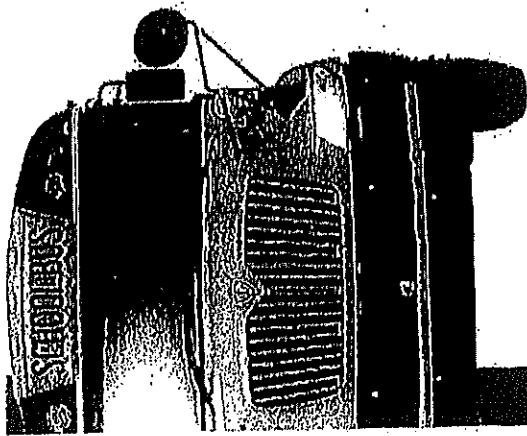
- Low Learning Curve - Consistent screen design makes using Truck Tracker quick and easy to use and learn.
- Manage Multiple Sites Efficiently - Truck Tracker is engineered to work with multiple sites efficiently and intuitively to keep you in control of your entire fleet at all times.
- Instantly Know What Parts are in Stock - Truck Tracker's "state of the art" inventory tracking system give you real time inventory levels by location.
- Proven Technology - Since 1997, over 2,000 organizations have benefitted from our fleet management solutions.
- Fast Access to Vehicle History - Simply highlight the vehicle, click the Parts and Service button and instantly see all parts used and work performed.
- Data Entry is Quick and Easy - Simply click the icon from the tool bar and click "Add" ... that's it!
- Fast Response Times - Truck Tracker is optimized for Microsoft SQL Server which provides extremely rapid data access even with extremely large data sets.



Truck Tracker®

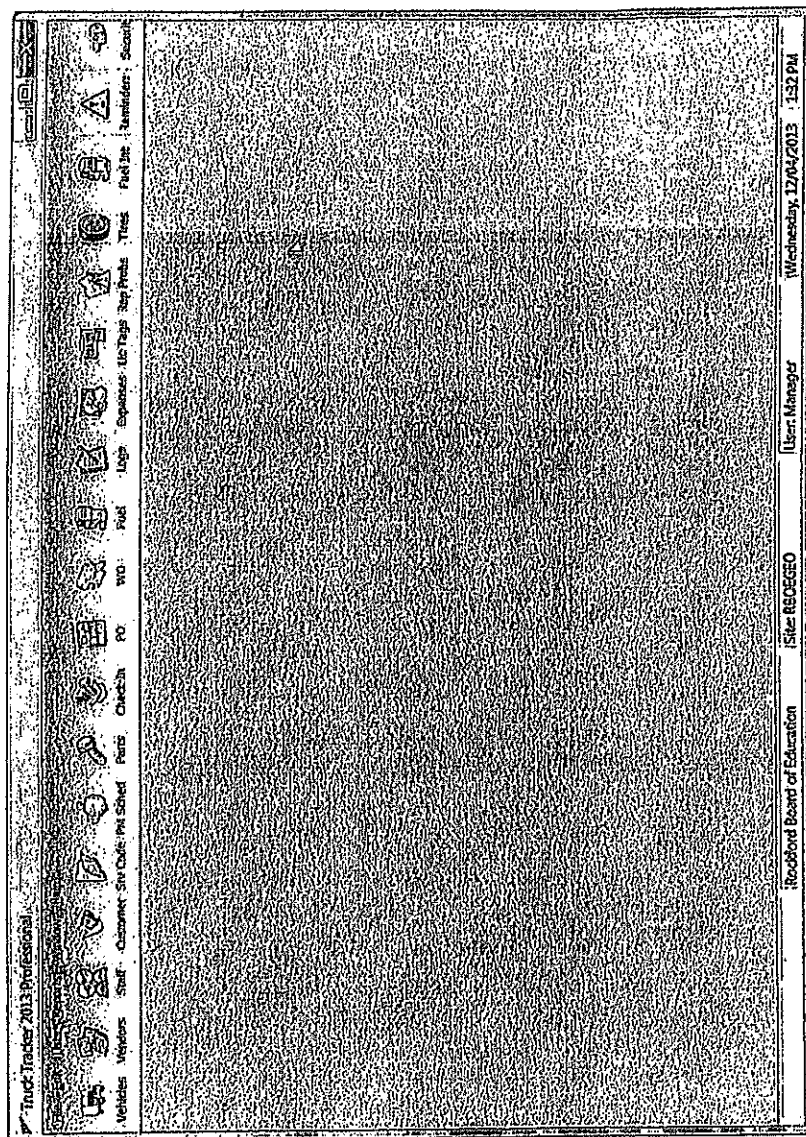
Why Truck Tracker ?

- No Hassel Upgrades- Application updates are downloaded automatically keeping you current with the latest release.
- PMs are a Breeze- Creating and maintaining PM schedules have never been easier with new PM Group feature.
- Problems Won't Slip Through the Cracks- A warning button displays on a work order if problems exist.
- No Surprises- With the new E-mail notification system you will be alerted instantly on KPIs (key performance indicators).
- Know your Fleet with one Click- The Reminders dashboard gives you real-time critical information on screen data about your fleet.
- Quickly Generate Reports – Use the Truck Tracker reporting, Report Wizard and query feature to run specific reports needed.
- Customized User Security – With the security setting feature, a user only sees what is allowed to be seen; making everything less complicated.



Truck Tracker®

Home Page Overview



Each icon on the home page represents the systems unique functionality



Truck Tracker

Vehicle Summary

Truck Tracker 2013 Professional

Vehicle: 812

2013 IC CE300
VIN: D82355Z

18,165 Miles

Vehicle List

Active Inactive All Records

Quick Filter

RM	RP	LP	TL	Vehicle Code	Year	Make	Model	VIN	Miles	Miles-2
				811	2013	IC	CE300	D82355Z	18,165	0
				813	2013	IC	CE300	D82355Z	18,165	0
				814	2013	IC	CE300	D82355Z	18,165	0
				815	2013	IC	CE300	D82355Z	18,165	0
				816	2013	IC	CE300	D82355Z	18,165	0
				817	2013	IC	CE300	D82355Z	18,165	0
				818	2013	IC	CE300	D82355Z	18,165	0
				819	2013	IC	CE300	D82355Z	18,165	0
				820	2013	IC	CE300	D82355Z	18,165	0
				821	2013	IC	CE300	D82355Z	18,165	0
				822	2013	IC	CE300	D82355Z	18,165	0
				823	2013	IC	CE300	D82355Z	18,165	0
				824	2013	IC	CE300	D82355Z	18,165	0
				825	2013	IC	CE300	D82355Z	18,165	0
				826	2013	IC	CE300	D82355Z	18,165	0
				827	2013	IC	CE300	D82355Z	18,165	0
				828	2013	IC	CE300	D82355Z	18,165	0
				829	2013	IC	CE300	D82355Z	18,165	0
				830	2013	IC	CE300	D82355Z	18,165	0
				831	2013	IC	CE300	D82355Z	18,165	0
				832	2013	IC	CE300	D82355Z	18,165	0
				833	2013	IC	CE300	D82355Z	18,165	0
				834	2013	IC	CE300	D82355Z	18,165	0
				835	2013	IC	CE300	D82355Z	18,165	0
				836	2013	IC	CE300	D82355Z	18,165	0
				837	2013	IC	CE300	D82355Z	18,165	0
				838	2013	IC	CE300	D82355Z	18,165	0
				839	2013	IC	CE300	D82355Z	18,165	0
				840	2013	IC	CE300	D82355Z	18,165	0
				841	2013	IC	CE300	D82355Z	18,165	0
				842	2013	IC	CE300	D82355Z	18,165	0
				843	2013	IC	CE300	D82355Z	18,165	0
				844	2013	IC	CE300	D82355Z	18,165	0
				845	2013	IC	CE300	D82355Z	18,165	0
				846	2013	IC	CE300	D82355Z	18,165	0
				847	2013	IC	CE300	D82355Z	18,165	0
				848	2013	IC	CE300	D82355Z	18,165	0
				849	2013	IC	CE300	D82355Z	18,165	0
				850	2013	IC	CE300	D82355Z	18,165	0
				851	2013	IC	CE300	D82355Z	18,165	0
				852	2013	IC	CE300	D82355Z	18,165	0
				853	2013	IC	CE300	D82355Z	18,165	0
				854	2013	IC	CE300	D82355Z	18,165	0
				855	2013	IC	CE300	D82355Z	18,165	0
				856	2013	IC	CE300	D82355Z	18,165	0
				857	2013	IC	CE300	D82355Z	18,165	0
				858	2013	IC	CE300	D82355Z	18,165	0
				859	2013	IC	CE300	D82355Z	18,165	0
				860	2013	IC	CE300	D82355Z	18,165	0
				861	2013	IC	CE300	D82355Z	18,165	0
				862	2013	IC	CE300	D82355Z	18,165	0
				863	2013	IC	CE300	D82355Z	18,165	0
				864	2013	IC	CE300	D82355Z	18,165	0
				865	2013	IC	CE300	D82355Z	18,165	0
				866	2013	IC	CE300	D82355Z	18,165	0
				867	2013	IC	CE300	D82355Z	18,165	0
				868	2013	IC	CE300	D82355Z	18,165	0
				869	2013	IC	CE300	D82355Z	18,165	0
				870	2013	IC	CE300	D82355Z	18,165	0
				871	2013	IC	CE300	D82355Z	18,165	0
				872	2013	IC	CE300	D82355Z	18,165	0

Send To: Add Copy Change Defaults

Batch: Master Update Month: End Users: Clear Batched: User Manager: Wednesday, 12/04/2013 1:56 PM

Size: 800x600

A simple double click on a highlighted line opens the individual vehicle record



Truck Tracker

[illegible]

All attributes of the vehicle are retained here, whatever level of detail you need



Track Tracker[®]

Inventory Summary

Truck Tracker 2013 Professional - (Parts Inventory)

Part: 1693479C91

SOLENOID SWITCH

On Hand: 5.00 Units 0 Primary Ecn: C13

Active: ☒ Active ☐ Inactive

Custom Query:

Part List

Part Number	Description	Vendor Cn Status	On Hand	Last Cost	Primary Bn	UCM
1691024C39	CHUCKERMASTER	Active	1.00	20.00	10	EA
1691024C34	ICUP	Active	5.00	\$30.25	10	EA
169112C31	IC-HH	Active	5.00	\$5.00	10	EA
169114C32	SEAL	Active	3.00	\$17.87	10	EA
1691210C3	PINS	Active	1.00	\$10.00	10	EA
169251C32	BACASSY NAV	Active	4.00	\$33.17	10	EA
169374C31	SHIFTER HANDLE KIT	Active	4.00	\$12.50	10	EA
1693314C31	HORN KIT	Active	1.00	\$15.52	10	EA
169429C31	SWITCH	Active	2.00	\$7.55	10	EA

On Hand Inventory

Date Received	Time	Quantity	Actual Cost	Total Cost	Vendor Code	Vendor Name	Warranty
11/13/2008		2.00	\$31.85	\$63.70	IC-HH	Local International Dealer	
5/11/2012		3.00	\$23.63	\$75.09	IC-HH	Local International Dealer	

Overall Value: \$256.35

Adjust Quantity

Send To

Overall Value: \$256.35

Browser All

Rockford Board of Education Site: 18005020 User Manager (Wednesday, 12/04/2013 2:42 PM)

The inventory can be quickly searched to identify if needed parts are on hand



Truck Tracker®

Part Detail

Truck Tracker 2013 Professional

Vehicle: Vendors: Staff: Customer: By Order: PM Sched: Parts: Check In: NO: YTD: Fuel: Logs: Expenses: Lic Tags: Rep: Probl: Taxes: Fuel Int: Rep: Ind: Stock:

Part: 1693479C91 SOLENOIDSWITCH On Hand: 528 Unit: 0 Primary Bkt: C19

Changing Part:

General Other Documents Part Assembly Notes

Details

Part Number: 1693479C91 Status: ☐ Active ☒ Inactive

Description: SOLENOIDSWITCH Created On: 2/23/2001

Vendor Code: C19H ☐ Local International Dealer Quantity On Hand: 600 0

Alt Part No: Quantity On Order: 0.00

Unit of Measure: 0 C19 Costing: Average Cost: \$48.770

Primary Bkt: C19 Lost Field Cost: \$55.71

Secondary Bkt: Category: Electrical Markup Percent: 0.09

Sub Category: ☐ Retail Price: \$0.00

Classification: ☐ Tax Exempt

Reorder Information: ☐ Don't Reorder ☐ Or Max/Min Minimum On Hand: 300

Reorder Option: Formula Lead Time: 0 Maximum On Hand: 600

Formula Traced: 0.00

* Required Field ☐ Part Information ☐ OK ☐ Cancel

Overall Val:

Maximum On Hand: Show All Close

Maximum On Hand: User Manager: Wednesday, 12/04/2013 1:43 PM

Stocking levels, cost, supplier, bin location, warranty... just to name a few



Truck Tracker

Work Order Summary

Truck Tracker 2013 Professional

Vehicles Vendors State Customer Site Code PM Sched Parts Check-In PO WO Fuel Logs Expenses Lic Tags Rep Prints Times Fuel Int. Reminder Security

Work Orders

Open Completed Closed All

Work Order No. Vehicle Code Status Opened Completed Closed Meter1 Type Meter1 Meter2 Type Meter2 Reference

4751	128	Open	10/04/2013		72,110.0 Miles	0.0 Hours	
4752	116	Open	10/02/2013		82,410.0 Miles	0.0 Hours	
4753	327	Open	10/02/2013		112,851.0 Miles	0.0 Hours	
4754	328	Open	10/02/2013		195,225.0 Miles	0.0 Hours	
4755	891	Open	10/02/2013		201,741.0 Miles	0.0 Hours	
4756	938	Open	10/02/2013		187,640.0 Miles	0.0 Hours	
4757	918	Open	10/02/2013		188,540.0 Miles	0.0 Hours	
4758	811	Open	10/02/2013		20,335.0 Miles	0.0 Hours	
4759	328	Open	10/02/2013		72,182.0 Miles	0.0 Hours	
4760	302	Open	10/02/2013		175,767.0 Miles	0.0 Hours	
4761	205	Open	10/02/2013		181,588.0 Miles	0.0 Hours	
4762	883	Open	10/02/2013		203,246.0 Miles	0.0 Hours	
4763	316	Open	10/01/2013		195,338.0 Miles	0.0 Hours	
4764	302	Open	9/28/2013		107,521.0 Miles	0.0 Hours	

Send To WO: Invoice: QuickBooks Export

Print/Export

Close

Wednesday, 12/04/2013 1:55 PM

User Manager Site: R905G50

Technicians can easily access work orders, regardless of their status



Truck Tracker

Work Order Detail

Truck Tracker 2013 Professional

Work Orders

Open Completed Closed All

Changing a Work Order

General Other Documents

Vehicle Information

WO Number: 47615

Vehicle Code: 46

3005 K1 FIE 3000

Miles: 125000

Miles: 0.0

Hours: 0.0

Work Performed By

Outside

Mechanic: 1

Mechanic: 1

Plus Date

Plus Date

Parts Used (Non Part Number)

Part # Description Quantity

2555633 ISOLENOC-DON OFF 1.00

Service Performed Parts Assembly

Service Code Description

Home Mechanic: Var

Total Service: \$0.00

% Fee: \$0.00

Total Cost: \$0.00

Platoon OK Work Order Invoice

OK Cancel

Rockford Board of Education

Size: 800x600

User: Manager

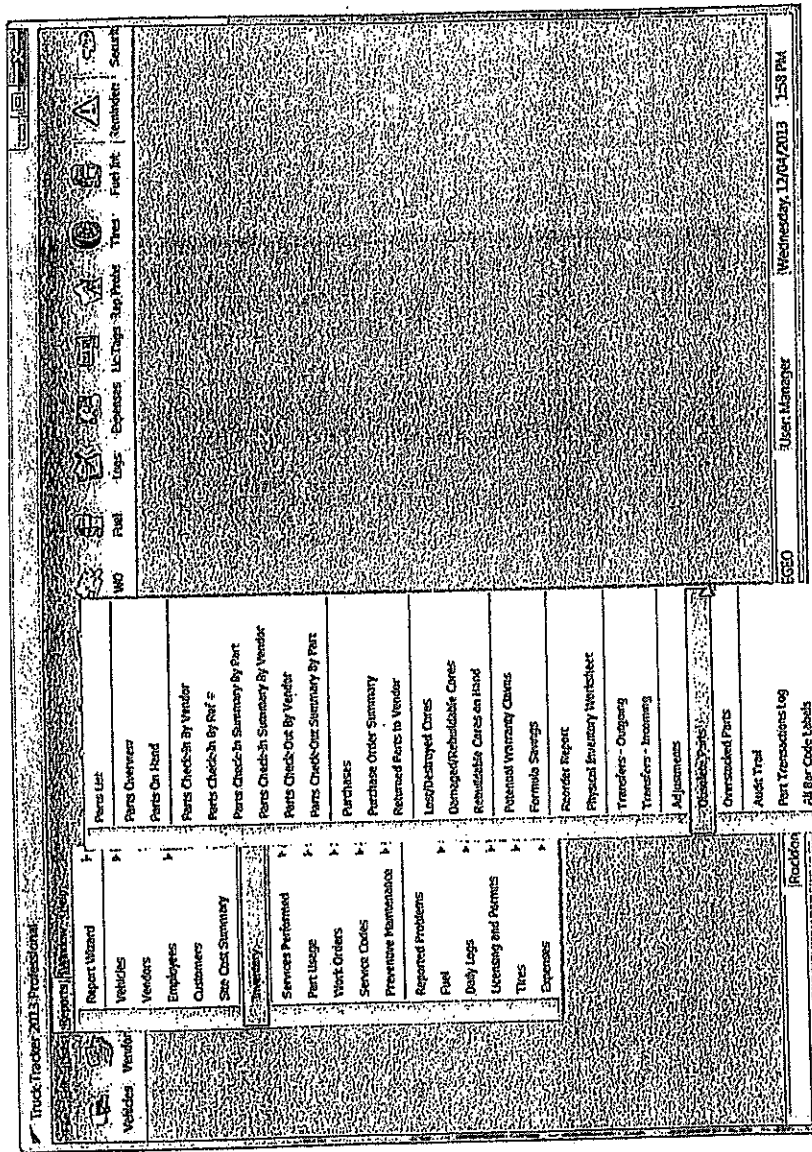
Wednesday, 12/04/2013 1:57 PM

Parts and labor easily expensed to a vehicle, PM reminders quite visible



Truck Tracker

Reports



Reports can be easily customized to support the users needs

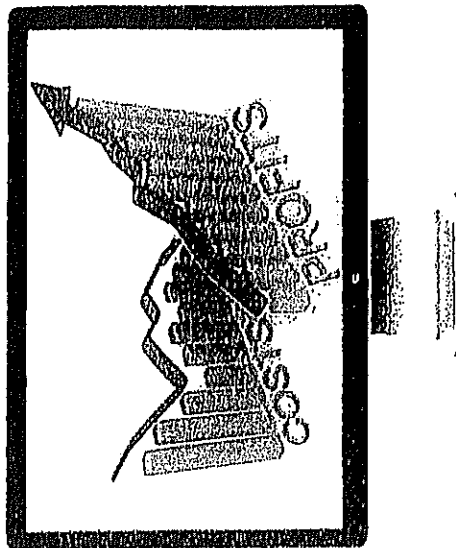


Truck Tracker®

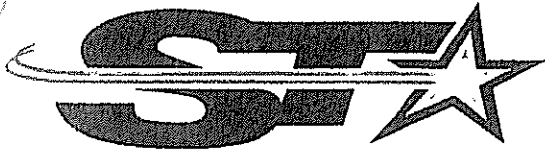
Benefits

Manage Costs and Improve Up-Time

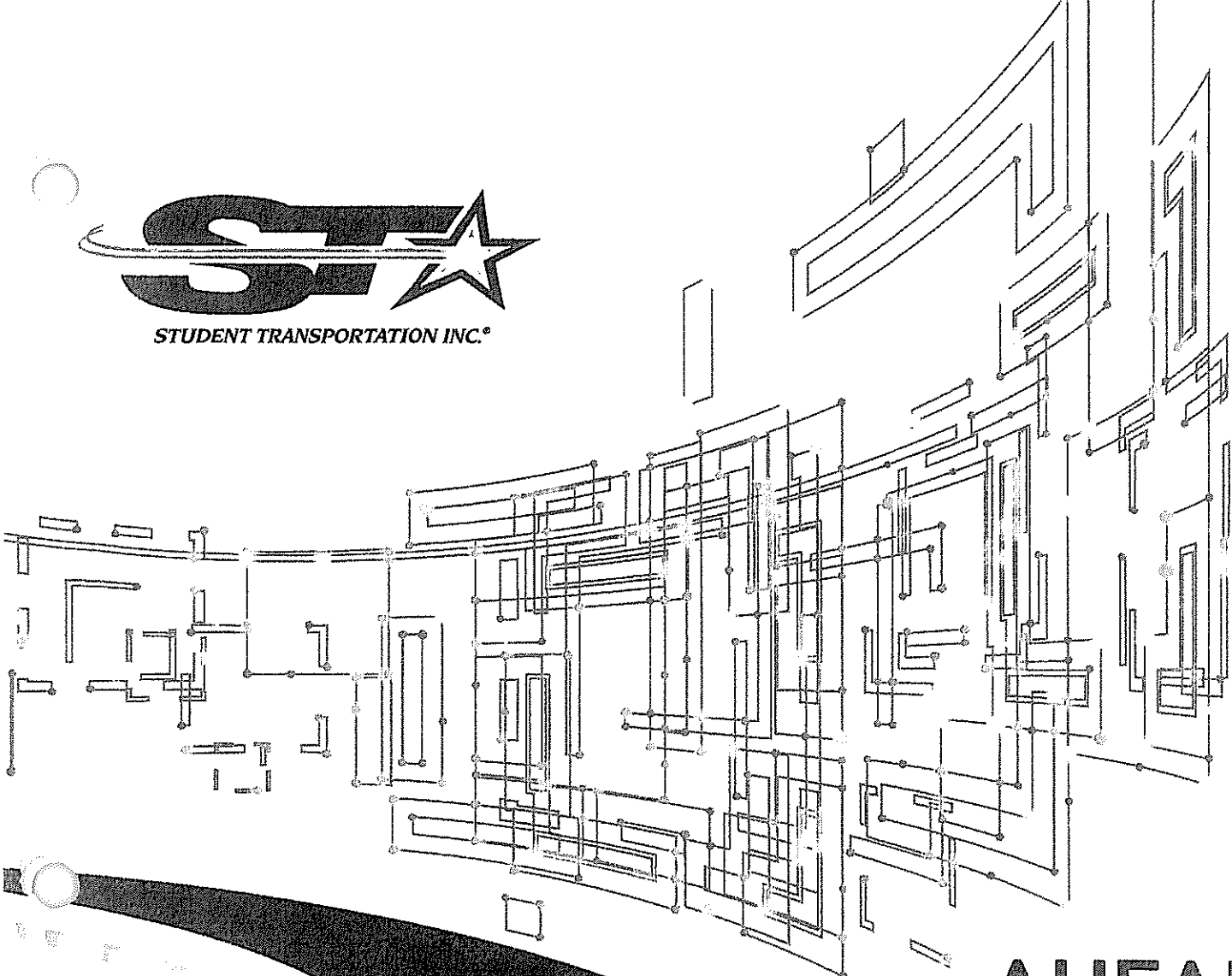
- Track and schedule vehicle maintenance
- Increase labor productivity
- Track fuel and oil usage
- Track tire life, cradle to grave
- Automated parts replenishment
- Obsolete parts identification
- Improve warranty recovery



Truck Tracker®



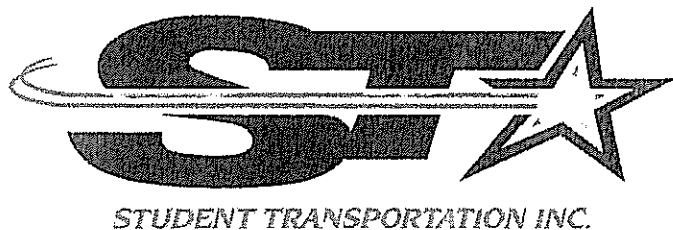
STUDENT TRANSPORTATION INC.®



AHEAD OF THE CURVE

2016 ANNUAL REPORT

2016 HIGHLIGHTS



Founded in 1997, Student Transportation, Inc. (STI) is North America's largest and most trusted independent provider of student transportation solutions, operating nearly 13,500 vehicles. STI's family of local companies delivers safe, reliable and cost-effective transportation, management, logistics and technology solutions to a wide range of customers throughout the U.S. and Canada. Services are delivered by drivers, dispatchers, maintenance technicians, terminal managers, information technology professionals and others, who are caring members of their local communities. For more information, please visit www.RideSTBus.com.

CHAIRMAN'S MESSAGE

YEAR IN REVIEW

CORPORATE GOVERNANCE

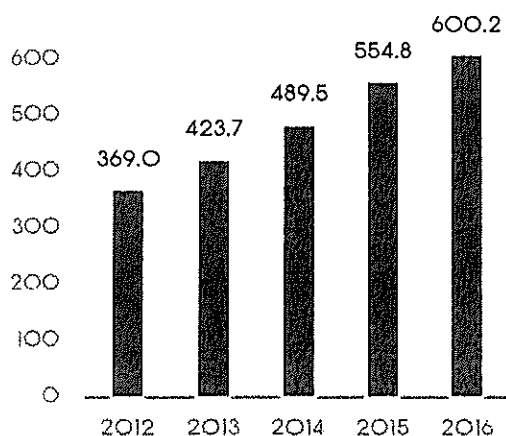
MANAGEMENT DISCUSSION & ANALYSIS

AUDITOR'S REPORT

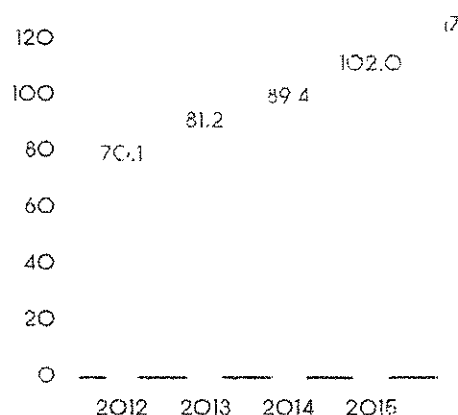
FINANCIAL STATEMENT & NOTES

CORPORATE DIRECTORY

VALUE (millions of US\$)



ADJUSTED EBITDA* (millions of US\$)



*Net income or (loss) for the fiscal years ending June 30, 2012, 2013, 2014, 2015 and 2016 amounted to \$2.3M, \$3.9M, \$1.4, \$3.7M and \$6M respectively. Student Transportation Inc. (the "Company") reported under US GAAP for fiscal years 2012, 2013, 2014, 2015 and 2016. Management has used Adjusted EBITDA as a useful measure for tracking performance. Adjusted EBITDA is a non-GAAP measure and is not an alternative to net income or loss or other comparable measures determined in accordance with US GAAP as an indicator of the Company's performance or as a measure of its liquidity and cash flow. A reconciliation of net income or loss to Adjusted EBITDA is included in the Company's fiscal year-end press releases, which can be found at www.sedar.com or at the Company's website www.rideSTBus.com.


8.2%

 Revenue Up
Year Over Year

\$6.0M

Net Income

\$.06

Earning Per Share



STUDENT TRANSPORTATION INC.*

68.2%

Payout Ratio

19.5%

 Adjusted EBITDA
Margin

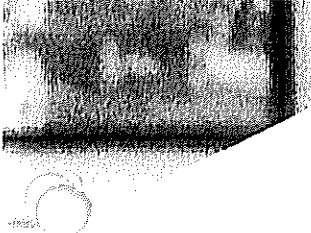
\$117.1M

Adjusted EBITDA



A MESSAGE FROM THE CHAIRMAN & CEO

From all outward appearances, the school bus you see traveling down the road each morning looks pretty much the same as it has since my grandfather went into this business more than 90 years ago. It's still yellow and its main purpose is to deliver children to and from school each day. What's happening on the inside, however, has been nothing short of transformational. Today's buses are smarter, more connected and environmentally cleaner than ever before. GPS, telematics and video systems now provide actionable data that can enhance safety, increase efficiencies and reduce costs.



AHEAD OF THE CURVE

But it's not just the buses that are different; school districts are changing, too. The 10,000 school districts that own and manage their own fleets are under increasing pressure to replace aging buses and they're looking for creative solutions to staffing, training and maintenance challenges.

The expectations of hyper-connected parents have changed as well. They're putting increased pressure on school boards to upgrade fleets with increased safety in mind, cleaner alternative fuels and new technology for added security. They also want to know on their smart phones where the bus is and what time it is coming to their stops.



STI is the leader in the school transportation industry and remains ahead of the curve in responding to these changing needs. We view the challenges faced by school districts

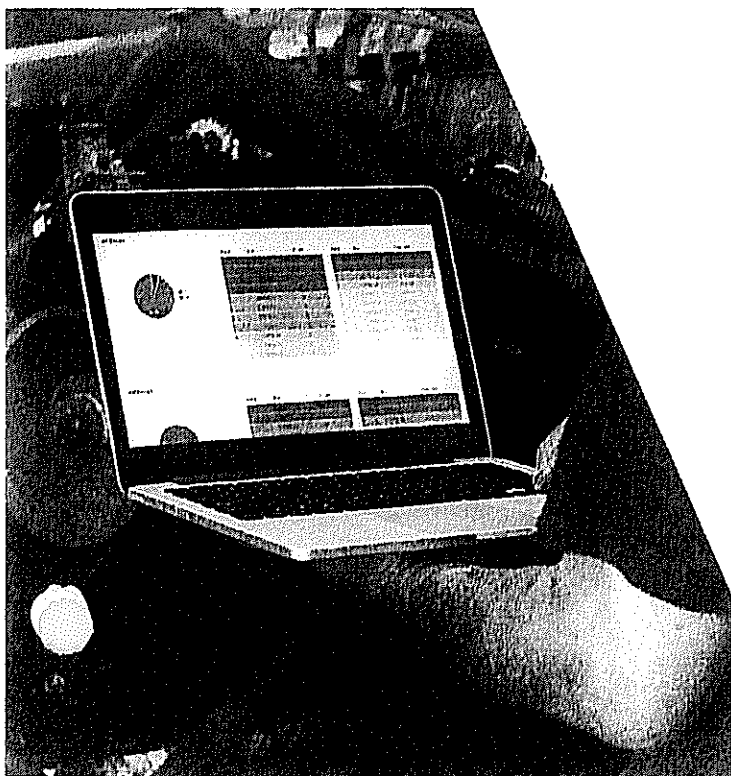
and increased consumer expectations as opportunities to leverage our reputation and expertise to broaden our customer base.

Lowering Costs Through Technology & Innovation

In fiscal 2016 we began to see the positive impact of our strategic investments in our people, new technologies and innovative programs. As a result, it was one of our best years yet. We achieved 8.2 percent growth in revenue, posted impressive gains in cost reduction and operational efficiencies that increased our margins, doubled our net income and continued to lower our payout ratio.

Lower fuel and interest costs have created a tailwind, which will continue to have a positive impact on our business. Smart fuel management, from forward purchasing to anti-idling strategies, and the growing number of customer-paid fuel contracts have reduced our expense. We've even started locking in lower fuel prices for fiscal 2018. We also took advantage of 2016's low interest rate environment to reset some of our debt structure with lower rates and extended maturities.

In April 2016, our Company purchased the remaining five million shares held by our then largest shareholder SNCF-P, a subsidiary of the French National Railway. SNCF-P had been a great friend and investor for over eight years; however, they changed their priorities due to world events. We were able to negotiate with them to purchase their remaining shares at a discount to the market-trading price at the time. We cancelled those shares, effectively reducing the total shares outstanding by 5 percent for fiscal 2017 and reducing annual cash paid dividends by \$2.2 million on those cancelled shares.



Culture Counts

As the economy improves, an industry-wide driver shortage becomes a headwind. Our competitive advantage here is our STI culture. Employees want to be respected and treated fairly, and they enjoy working in our family culture. We support each other and our communities and that helps us gain new business.

Guided by our targeted and strategic approach to growth, we added nearly \$30 million in new long-term agreements for fiscal 2017 in California, Maine, New Hampshire, Iowa, Nebraska, New York, Oregon, Texas and Ontario, increasing regional density in eight markets and adding a new one.

We completed a new conversion of a district-owned operation to ours and started some new strategic businesses. As we opened new locations we closed some that didn't perform to our standards either operationally or financially. We are renewing and bidding on new contracts at higher prices and will continue to exit others if we feel there are options to redeploy those vehicles in better markets. I have often said this business is based on public-private partnerships and we will continue to make sure those partnerships work both ways.

At the end of the day, it's all about getting kids to school safely. Our reputation for safety and service is built one customer at a time, one day at a time. When we make mistakes, we take responsibility and fix them right away. When we receive praise we rejoice in that as well. This is a long road with a lot of bends.

We're Leveraging Our Technology

There is no more "business as usual." From training and procurement to maintenance and routing, technology is impacting everything we do. We've expanded our online learning management system for driver training, fine-tuned our procurement processes and are using newly installed telematics on our vehicles and in our offices to track, store and analyze driver and vehicle data.

But that data only becomes useful information when it is digested and applied in ways that benefit our employees, our operations and our customers. Small changes can add up to big savings and we've only just begun to unlock the value of this kind of vehicle and driver information.

Local operations teams now can see ways to improve their operations and lower costs. By operating more efficiently they create savings that can be used for improving their operations and wages. Drivers and vehicles are essentially "talking to" operations through technology. We're using this information to provide feedback and training on route logistics and driving techniques that lower maintenance costs and improve fuel economy.

We're also reducing capital costs by eliminating underutilized vehicles through route optimization and newly negotiated procurement programs. Running routes and vehicles more efficiently is the key to reducing our costs and lowering them for our customers as well. Additionally, we continue to expand the use of alternative fuels, which have proven to lower our operating costs and reduce our carbon footprint in and around schools. We continue to be the industry leaders in this area and it has become a strategic competitive advantage for us.

Managed Services Group 2.0

While our contracted yellow school bus operations will always be our core business, we continue to see where we can impact and potentially help the 10,000 school districts that own and operate their fleets with our newly structured Managed Services Group (MSG). This asset-light side of our business made great strides this year under new leadership. More school districts have asked us how we can provide options and opportunities to enhance their transportation systems. We're putting ourselves in the mindset of these customers and making it simple for them to understand all that we offer. We have the expertise, the products and the services to unbundle our technology, logistics and management services to create new revenues and opportunities in this \$16 billion market.

We recently expanded our MSG sales team and service capabilities while completing small but key strategic acquisitions and investments. Our portfolio of services now includes a complete fleet management system, operations consulting, innovative online training programs, driver staffing and, of course, SafeStop, our industry-leading school bus tracking app for parents and school officials. The contribution this group will make will have a positive impact on our revenues and earnings as we move forward.

The Road Ahead

We will continue to grow and improve our business in fiscal 2017. We remain focused on the opportunities inside our operations to lower costs and improve margins. We must continue to invest in our people and grow the business more efficiently and with less equity capital when possible. Last year I said we would improve operating cash flow per share by 5-7 percent for fiscal 2016. Well, we demonstrated that by improving net cash provided by operations by 25 percent on a weighted average share count, which is a huge improvement.

We will continue to promote and create new ideas like SafeStop, which lets us talk to our parents directly. It also allows us to share the great things we're doing within their communities and to introduce who we are – the drivers behind the wheel, their extensive training and what goes

into a safe operation. Millennial parents want to know much more than my Mom did. The world is a different place and we can provide the safety, security and real-time information for today's parents to build local, regional and even national customer loyalty.

I have never been more confident in our business and our 14,000 employees. Our senior management team is the best in the business. These are volatile times in the world and the financial markets, but the fundamentals of our business remain strong and recession resistant. I always have said, "Kids are going to school and will continue to do so."

We are approaching our 12th year as a public company since our listing on the TSX in December 2004 and our 5th year on the NASDAQ. We are proudly serving our communities with outstanding, safe service. We are building on our new vision and are excited about the opportunities it brings. We are always mindful of the public trust, not only of our passengers but also our shareholders as "investors." We value those that have valued us. It takes time to build a great company like ours and quick, temporary fixes are not good for the long road ahead.

Make no mistake about it; we are good at what we do. We have high standards and make investment decisions like many of you; we are careful where and how we invest, and we invest in what we know. We have solid businesses and long-term contracted revenues. From the days of oil at \$140 a barrel and double digit interest rates to competitive pricing and wild currency fluctuations, we have stood the test of time and beat the cynics. As I said, it's a long road with a lot of bends but we are "ahead of the curve" in our industry and the good news is we're just getting started.



Denis J. Gallagher

Chairman of the Board & Chief Executive Officer

YEAR

IN REVIEW



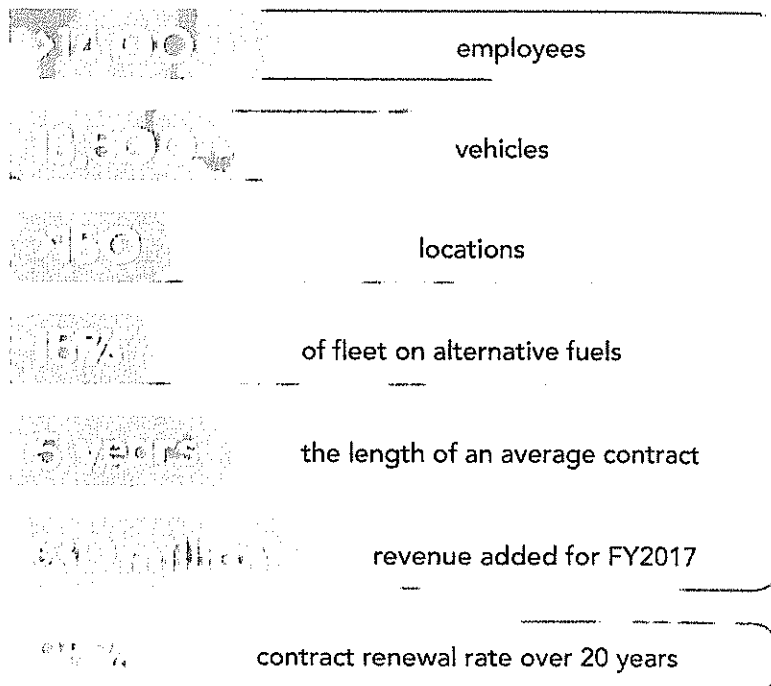


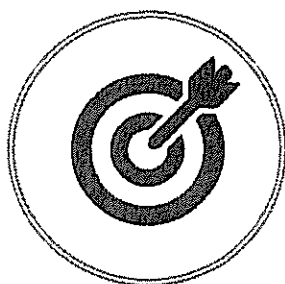
The “New” Yellow: Controlling Costs, Changing Behavior

STI's contracted school transportation business provides the revenue visibility and financial stability that attract investors, customers and employees. Add innovative programs and cutting-edge technology that lowers our operating costs and improves service and it is clear that our yellow school bus business has never been stronger.

- Awarded 13 new long-term contracts where we were selected for outstanding service, safety and advanced technology.
- Led the industry in reliable, clean alternative-fueled vehicles, training and compliance programs, and above all, safety.
- New training programs heightened employee awareness of how we can cut costs behind the wheel and in our maintenance centers.

Company Profile





STRATEGY MEMO

"We had great success this year winning long-term contracts from forward-thinking school districts looking for creative ideas to improve student transportation. They clearly liked what we had to offer - new solutions with clean alternative fuels, innovative on-board technology and our unique company culture, which benefits entire communities. Our reputation for innovation, technology, safety and outstanding customer service continues to spread and open doors to new opportunities. As a result, we are achieving greater regional density and stronger pricing, both of which contribute to increasing profitability and cash flow."

– Don Kissell

Senior VP, STA Western Region



[CONNECTIONS]

PARENTS & GUARDIANS

- Estimated Arrival & Departure Times
- Real-Time Bus Location
- Alerts & Messages
- Child Scans On/Off Bus

SCHOOL DISTRICT OFFICES, ADMINISTRATORS & STAFF

- Ridership
- GPS Data
- SafeStop Analytics

STI TECHNOLOGY/ROUTING OPTIMIZATION TEAMS

- Vehicle Maintenance Reminders
- Driver Behavior
 - Idling Trends
 - Harsh Braking
 - Posted vs. Actual Road Speed
- Plan vs. Actual Routes
- Trip History
- SafeStop Analytics
- Ridership

STI LOCAL TERMINALS

 Student Scanning

 WIFI

 Video Systems

 Enhanced Safety Features

 SafeStop™ App

 GPS Tracking

 Two-Way Radios

 Professional,
Certified Drivers

 Students

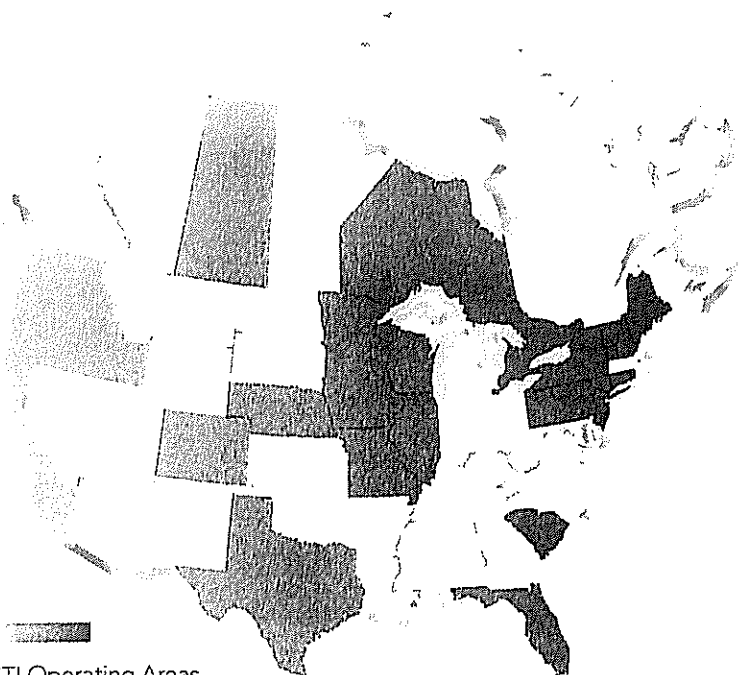
 Aides,
Trainers,
Monitors



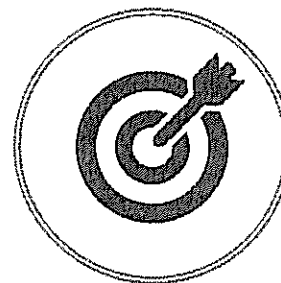
Connected Buses: Innovation & Technology Drive Safety, Savings

The impact of technology is far reaching. It reverberates across all aspects of our business to enhance services, improve operations and lower costs. From the innovative safety and communications equipment on our buses to cutting-edge routing systems and sophisticated cloud IT services that keep our employees connected, STI remains ahead of the curve.

- New six-camera video surveillance systems and driver training reduced on-board disciplinary problems in Mesa County (CO) School District by 65 percent in one year.
- Deployed cloud workspace technology that delivers complete desktop solutions to 1,400+ employees across North America, saving more than \$20,000 each month.
- GPS tracking systems now installed in the majority of our fleet, well above the industry average.



STI Operating Areas



STRATEGY MEMO

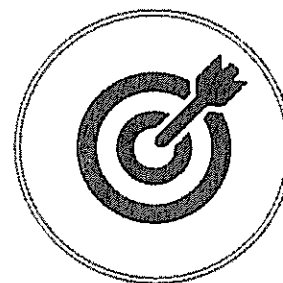
"2016 was a breakthrough year for technology acceptance across STI. Our team of developers and routing specialists worked hard over the past few years on systems, processes and applications that give our terminal managers the data they need to cut costs, improve performance and make them better operators overall. It involves much more than simply putting GPS in yellow buses. We've introduced new maintenance software, training systems, telematics, and time and attendance programs utilizing cloud computing and mobile-first strategies. STI's commitment to putting the right people in the right positions to make the most of our new technology is producing impressive results."

– **Keith Engelbert**
Chief Technology Officer

New Business Model: Leveraging Our Core Expertise, Thinking Differently

Our Managed Services Group has just begun to tap opportunities to serve the more than 10,000 school districts that own, operate and manage their own school bus fleets. Leading with our innovative management consulting services, we are expanding the conversation with these clients to introduce them to our new product and service portfolio, which includes fleet strategy, route optimization, driver and management staffing, and safety training via our learning management system. We are thought leaders, providing integrated solutions across our business lines that are totally new to the industry.

- In fiscal 2016, our Managed Services Group delivered services to clients in 22 U.S. states and four Canadian provinces.
- We joined forces with one of North America's leading school transportation consulting and management firms gaining entry to its roster of more than 300 school district clients.
- Boosted safety and training portfolio with acquisition of industry-leading developer of school bus safety videos and study guides.



STRATEGY MEMO

"Our Managed Services Group gives us deeper and better entry into a number of markets, including the \$16 billion in transportation services owned and managed by school districts, and 3,000 mom-and-pop contractors who lack scale and access to technology. We are still in the early stages, but the platform and team are in place. We made great strides this year by adding new partners, capabilities and reach. Our strategy is clear: Leverage our existing expertise, multiple points of distribution and our partners' best-in-class services and relationships to serve school districts and private contractors who are challenged to manage transportation costs while maintaining safety and service levels. This is a non-asset business model with the potential to generate significant free cash flow. The top-line impact when compared to our core contracted business will always be small but, as we increase scale, this group will have a big impact on our overall financial profile. We posted some very nice wins in 2016 and expect this portfolio of businesses to be a growth engine in fiscal 2017 and beyond."

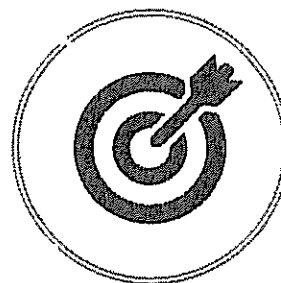
— **Thomas Kominsky**
Chief Growth Officer



Connected Parents: Redefining our Customers

SafeStop, our school bus tracking app that connects parents and school officials with the vehicles transporting their students, launched in a record number of school districts in fiscal 2016, making it the fastest growing app of its kind. More than 36 million North American parents have children riding a school bus and every one of them is a prospect for SafeStop. SafeStop is available throughout the U.S. and Canada and is compatible with any transportation provider, any GPS hardware and any routing software. SafeStop partners include local and regional school bus contractors who provided the app to their customers in 2016, including those in highly visible markets like Chicago and LA.

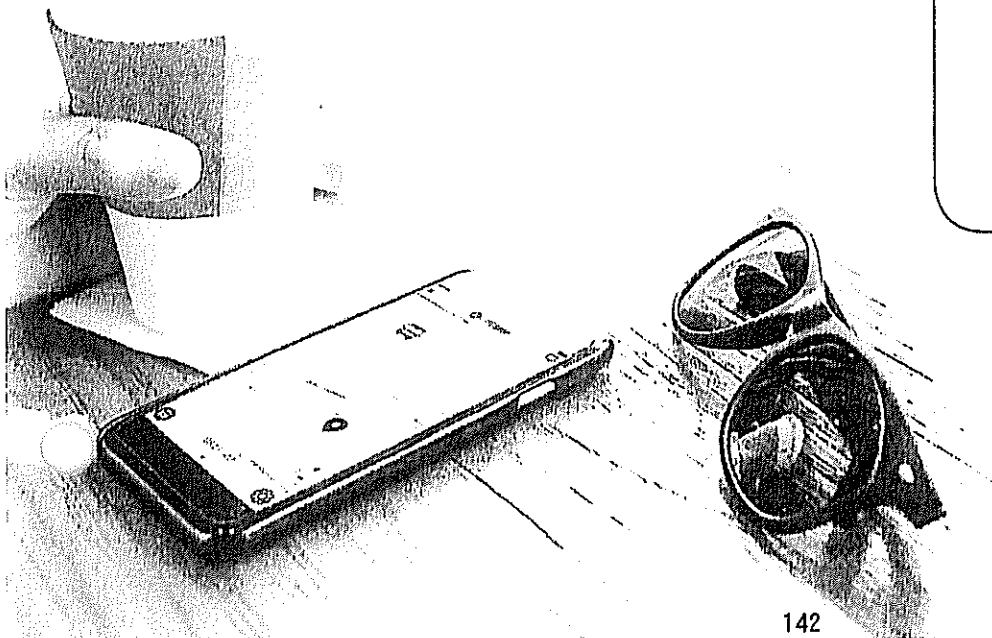
- At the end of fiscal 2016, SafeStop had more than 10,000 users.
- SafeStop partnered with a local transportation system to launch the app in four suburban Chicago school districts in January 2016.
- School officials are using the data provided by SafeStop to establish and review Key Performance Indicators (KPI's) and provide ridership reports for their transportation system so they can compare, evaluate and optimize on-time performance.



STRATEGY MEMO

"Our historical definition of 'customer' has broadened to include today's hyper-connected parents who are accustomed to having detailed data at their fingertips. SafeStop is a great example of the confluence between this new customer and technology. It was developed with millennial parents in mind, but we learned very quickly that this school bus tracking app is also a powerful analytics tool for school districts. It's easy to use and provides reliable data that can save money, identify areas for transportation improvement and ultimately create smoother running operations. SafeStop is now North America's fastest growing school bus tracking app, with new school districts and contractors signing up every week."

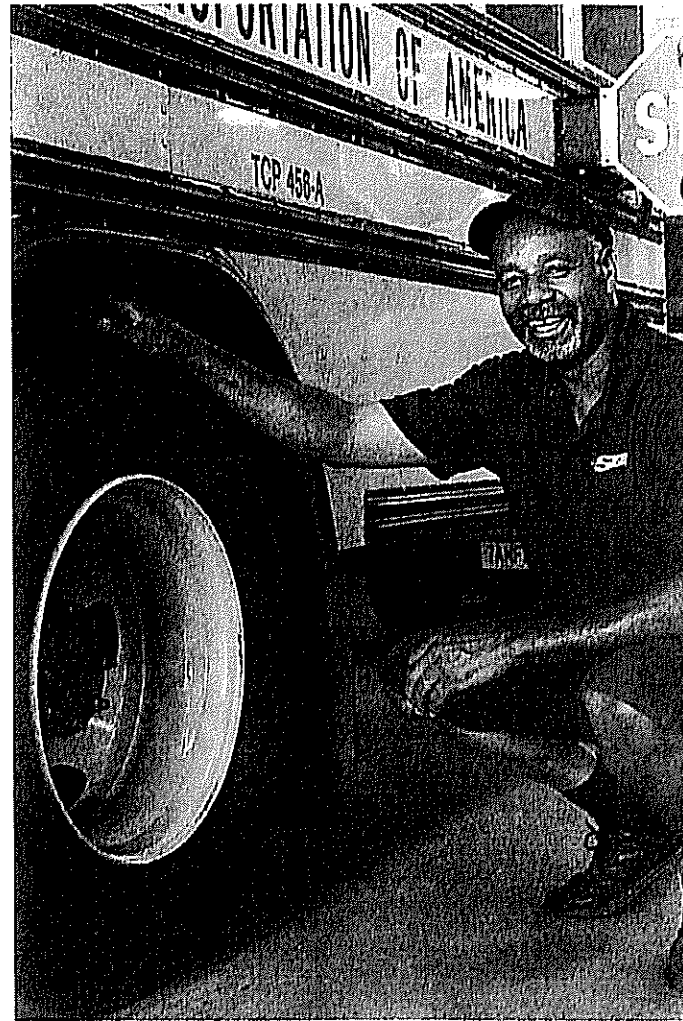
— **Patrick Gallagher**
Director of Sales, SafeStop

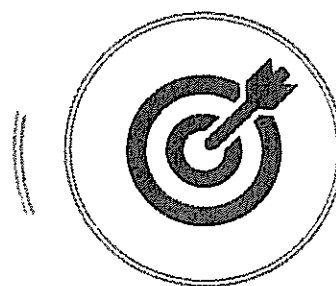
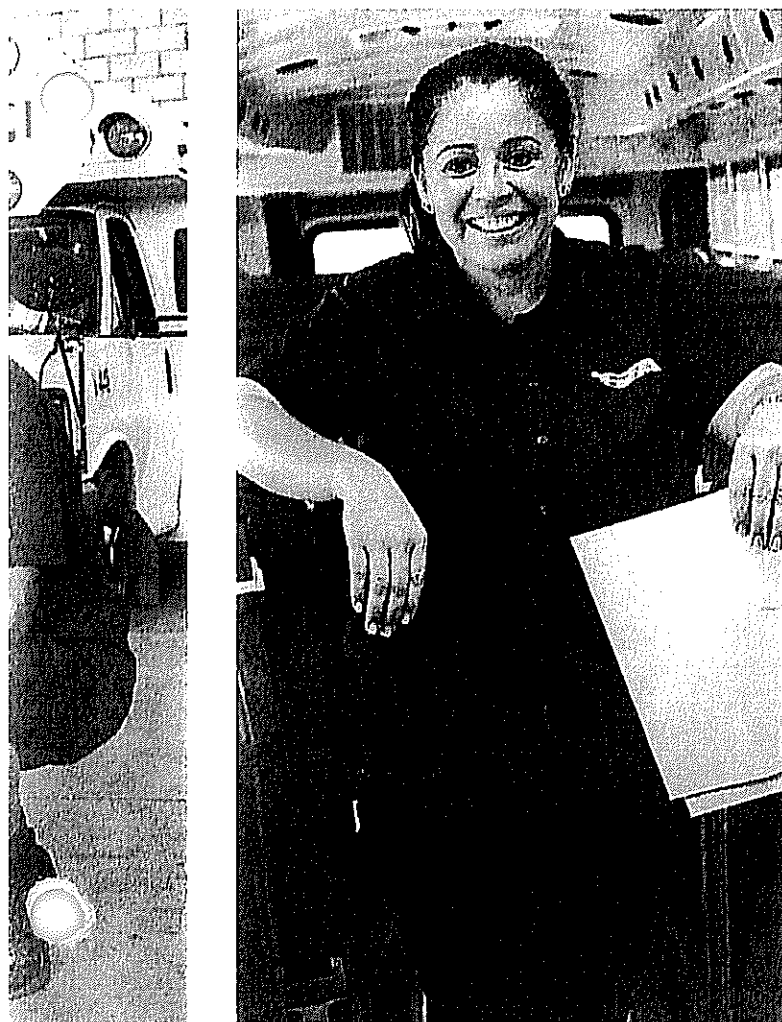


Culture Counts: Safety, Service & Community

Good people are what make this business a success and in fiscal 2016 we continued to invest in the professional and personal development of our employees. Our family culture remains our competitive advantage – prospective employees look for it, customers love it and our communities benefit from it. Safety and service begin on the front lines with our well-trained, caring and professional drivers and terminal managers. Equally important is what goes on behind the scenes where trainers, routing specialists, developers and management consultants keep the wheels turning.

- The Student Transportation University (STU) course catalog grew to 129 modules and learning opportunities ranging from leadership development and routing to pedestrian safety and managing student behavior.
- Our charitable foundations answered the call to support communities and families across North America this year. We awarded a record-breaking 222 college scholarships, collected and donated nearly 40,000 items in our annual holiday drive, and spent countless hours providing transportation and elbow grease to improve the quality of life in our communities.
- We collaborated with *The Today Show's* "Pay It Forward" series to celebrate veteran STI driver Catherine Brutzman, who has served generations of children and the Higganum, Conn. community for 40 years.
- We inducted 13 employees into our Safety "Wall of Fame," created the Hero Recognition Pin for actions above and beyond the call of duty, and lauded each and every STI family member during Employee Appreciation Week.





STRATEGY MEMO

"I could not be more proud of our regional and local managers this year. In addition to their primary focus on delivering students to and from school safely and on-time, they are the **frontline transformers** charged with integrating new programs, systems and technologies that enhance performance, drive efficiencies and reduce costs. Technology is changing the way we operate, but this remains a highly personalized 'people' business. Our family culture and commitment to communities continue to fuel the success of our employee recruiting and retention, as well as our business development."

– **Patrick Vaughan**
Chief Operating Officer

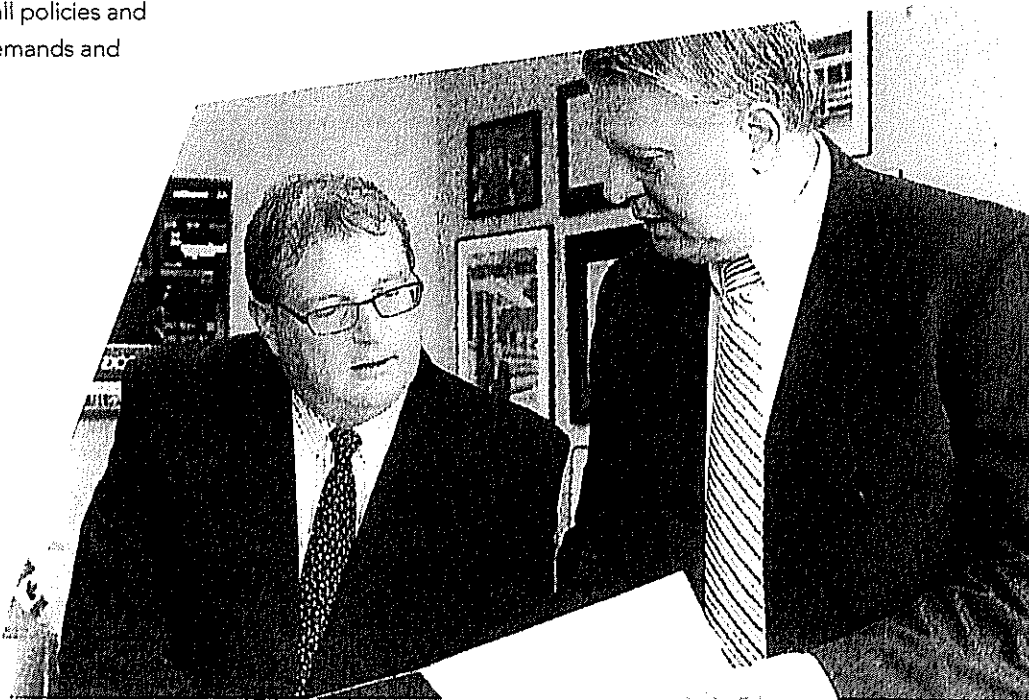
CORPORATE GOVERNANCE

Student Transportation, Inc.'s (STI) Board of Directors is dedicated to the highest standards of corporate governance. Our Board believes that sound corporate governance practices are in the interest of shareholders and contribute to prudent and effective decision-making.

The Board understands that earning the trust of investors comes from demonstrated honesty and transparency. As such, the Board is fully committed to a comprehensive corporate governance strategy that promotes the Company's long-term well-being and sustainability for the benefit of the shareholders.

The corporate governance policies and practices are substantially compliant with National Policy 58-201, the guidelines of the Canadian Securities Administrators. The Board has monitored ongoing developments in the area of corporate governance best practices and is committed to proactively reviewing and updating all policies and practices to stay ahead of regulatory demands and investor expectations.

STI's Board consists of nine directors; eight are independent of management. The Board follows a mandate that clearly defines its roles and responsibilities in overseeing the Company's strategy, management team, financial reporting and governance. The remaining information about our Corporate Governance Policies and Board members can be found on our website at <http://www.ridestbus.com/governance.cfm>.

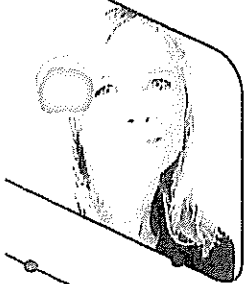


BOARD OF DIRECTORS



Irving R. Gerstein
Lead Independent Director,
CNCG Chair

"Denis has been able to maintain the culture of a family-operated business to what has now become a multi-national organization. It's grown to a very substantial size from literally nothing."



Barbara Basney
Independent Director

"STI's management and leadership is very progressive and visionary in growing the business in exciting and strategic ways. The establishment of the Innovation and Technology Committee is really sending a clear signal about the direction of the company and how it's embracing technology, innovation and emerging media, and using them to help fuel progressive growth in the company."



Kenneth Needler
Independent Director

"I've been involved in nearly every aspect of the school bus industry over the past 40 years. From my grassroots operational perspective, the opportunities from the core school bus business just never seem to end, and the ability to leverage non-core revenue is something that's very exciting."



Grace Palombo
Independent Director

"What makes STI special is the great combination of strong leadership, a focus on safety and quality, talented employees, personal commitment and a vested interest in the organization and in the work everyone does every day."



David Scopelliti
Independent Director

"From senior management right down to the bus driver that drives my children to and from school every day, it's a family culture. Everyone is concerned first and foremost with the safety and security of every child on the bus. For a company that has over 14,000 employees across North America, our ability to innovate at a moment's notice, adapt to changes and look ahead is unparalleled within the industry."



Wendi Sturgis
Independent Director, ITC Chair

"The student transportation industry is an old industry; what's exciting is Denis has an incredible vision to leverage technology. There are huge opportunities to use technology to make the industry safer, to enable parents to have information about their children, and to really look at and partner with cities and school systems to think of new ways to use this technology to enable everyone to have a better experience."



George Rossi
Independent Director,
Audit Committee Chair

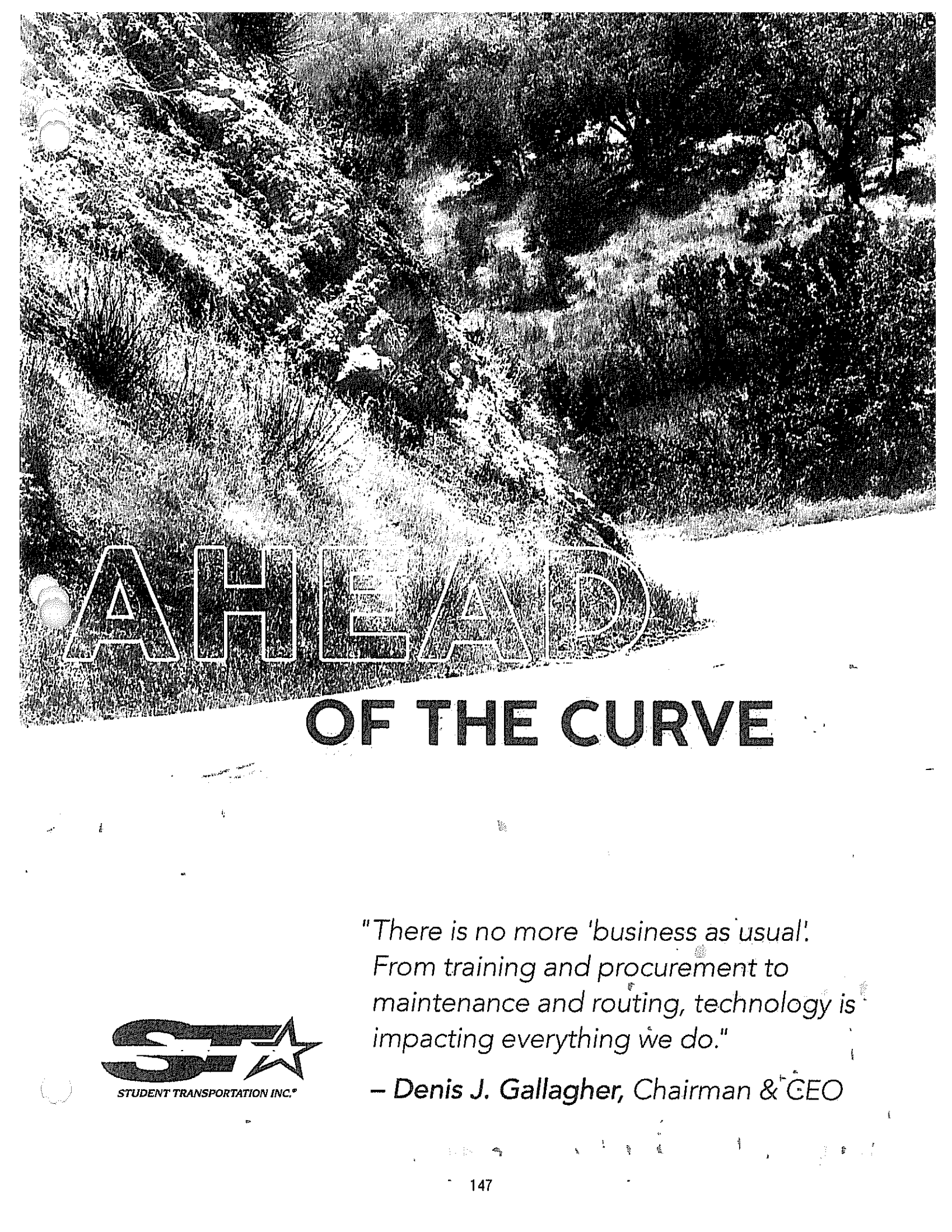
"You have to realize that two-thirds of the industry is operated by the school boards, so the business is not contracted out. And because of the qualities that we have, we can provide lots of services to school districts that will diversify and increase our revenues."



Victor Wells
Independent Director

"I've enjoyed talking to the employees at the site who are very, very happy in their work and very proud of the company they work for. The culture is absolutely amazing, unique and extremely important to the success of the organization."

For full Board biographies, please visit <http://www.ridestbus.com/directors.cfm>



AHEAD

OF THE CURVE



*"There is no more 'business as usual'.
From training and procurement to
maintenance and routing, technology is
impacting everything we do."*

– Denis J. Gallagher, Chairman & CEO

STUDENT TRANSPORTATION INC.

MANAGEMENT'S DISCUSSION AND ANALYSIS OF
FINANCIAL CONDITION AND RESULTS OF OPERATIONS

The following Management's Discussion and Analysis of the Financial Condition and Results of Operations of Student Transportation Inc., is supplemental to, and should be read in conjunction with, the financial statements and footnotes for the period ended June 30, 2016. These financial statements can be found on SEDAR at www.sedar.com. As an SEC issuer (as defined under applicable Canadian securities laws), Student Transportation Inc.'s financial statements are prepared in accordance with United States generally accepted accounting principles ("US GAAP"). The information in this Management's Discussion and Analysis of the Financial Condition and Results of Operations is effective September 14, 2016. Additional information about, and the Annual Information Form filed by, Student Transportation Inc., is also available on SEDAR at www.sedar.com.

All references to "\$" or "US\$" are to U.S. dollars and all references to "Cdn \$" are to Canadian dollars. All references to the Company are to either Student Transportation Inc. or to STI and its subsidiaries, as the context requires. Unless the context requires otherwise, references to years are to the Company's fiscal year ended June 30.

Forward-Looking Statements

Certain statements in this Management's Discussion and Analysis ("MD&A"), including without limitation in the sections of this MD&A entitled "Results of Operations", "Liquidity and Capital Resources" and "Subsequent Events" are "forward-looking statements" within the meaning of applicable securities laws, which reflect the expectations of management regarding the Company's revenues, expense levels, seasonality, liquidity, profitability of new business acquired or secured through bids, borrowing availability, ability to renew or refinance various loan facilities as they become due, ability to execute the Company's growth strategy and cash distributions, as well as their future growth, results of operations, performance and business prospects and opportunities. Forward-looking statements generally can be identified by the use of forward-looking terminology such as "may", "will", "expect", "intend", "estimate", "anticipate", "believe", "should", "plans" or "continue" or similar expressions, and negative forms thereof, suggesting future outcomes or events.

These forward-looking statements reflect the Company's current expectations regarding future events and operating performance and speak only as of the date of this Management Discussion and Analysis. Actual results may vary from the forward-looking statements. Specifically, forward-looking statements involve significant risks and uncertainties, should not be read as guarantees of future performance or results, and will not necessarily be accurate indications of whether or not or the times at or by which such performance or results will be achieved. A number of factors could cause actual results to differ materially from the results discussed in the forward-looking statements, including, but not limited to, the factors referred to and incorporated by reference under the heading "Risk Factors" such as an inability to control the Company's operating expenses, significant capital expenditures, the Company's ability to retain or renew its customer contracts, find suitable business for acquisition and identify conversion opportunities and win bid contracts on profitable terms, the Company's consolidated indebtedness and restrictive covenants related thereto, the Company's ability to make payments on its convertible debentures, the Company's acquisition strategy, increased industry competition and consolidation, reliance on certain key personnel, the possibility that a greater number of employees will join unions, rising insurance costs, a lack of insurance coverage for certain losses, new governmental laws and regulations, environmental requirements, seasonality of the industry in which the Company operates, any inability to maintain letters of credit and performance bonds, the termination of certain of the Company's contracts for reasons beyond management's control, uncertain risks associated with the Company's oil and gas operations, the Company's status as a public company, foreign private issuer and emerging growth company status for U.S. federal securities law purposes, reduced spending by school districts and governmental agencies, terrorism attacks, man-made or natural disasters, cyber terrorism and data security breaches and risks related to the Company's capital structure. Material factors and assumptions that were relied upon in making the forward-looking statements include contract and customer retention, current and future expense levels, availability of quality acquisition, bid and conversion opportunities, current borrowing availability and financial ratios, as well as current and historical results of operations and performance. Although the forward-looking statements contained in this Management Discussion and Analysis are based upon what the Company believes to be reasonable assumptions, investors cannot be assured that actual results will be consistent with these forward-looking statements, and the differences may be

material. These forward-looking statements are made as of the date of this Management Discussion and Analysis and the Company assumes no obligation to update or revise them to reflect new events or circumstances, except as specifically required by applicable law.

General

Student Transportation Inc. ("STI" or the "Company") is a corporation established under the laws of the Province of Ontario. STI, together with its indirect subsidiary Student Transportation of America ULC ("STA ULC" and together with STI, the "Issuer"), initially issued income participating securities ("IPSs") pursuant to the Issuer's initial public offering in December 2004 (the "IPS Offering"). Each IPS consisted of one common share of STI and Cdn \$3.847 principal amount of 14% subordinated notes of STA ULC. On December 21, 2009, the Company redeemed the remaining 14% subordinated notes, originally issued as a component of the IPSs, as the final step in the process of converting from the IPS structure to a traditional common share structure.

STI owns 100% of the Class A common shares of Student Transportation of America Holdings, Inc. ("STA Holdings"). Management owns 100% of the Class B Series Three common shares (collectively the "Class B common shares") of STA Holdings pursuant to the grant of shares under the STA Holdings Equity Incentive Plan. Following the redemption of the Subordinated Notes, STA ULC has been inactive. STI currently holds a 97.5% interest in STA Holdings as at June 30, 2016, through its ownership of the Class A shares of STA Holdings. The Company also owns 100% of the outstanding shares of Parkview Transit Inc. ("Parkview Transit"). STA Holdings, through its wholly owned subsidiary, Student Transportation of America, Inc. ("STA, Inc."), combined with Parkview Transit, is the third largest provider of school bus transportation services in North America.

On July 13, 2011, the Company filed a Form 40-F registration statement with the United States Securities and Exchange Commission (the "SEC") and a listing application with the NASDAQ-OMX, both in connection with the Company's initial US listing of its common stock on the NASDAQ Global Select Market.

On September 1, 2011 the NASDAQ-OMX formally approved the Company's listing application, and on September 2, 2011, the SEC formally declared effective the Company's Form 40-F registration statement. As such, the Company became a "foreign private issuer" under applicable U.S. federal securities laws. On September 6, 2011, the Company's common shares commenced trading on the NASDAQ Global Select Market under the trading symbol STB. The Company's common stock and convertible debentures continue to be listed on the Toronto Stock Exchange.

Convertible Debentures

On June 21, 2010, STI closed its offering of Cdn\$ 6.75% convertible subordinated unsecured debentures (the "Cdn\$ 6.75% Convertible Debentures") due June 30, 2015, at a price of Cdn \$1,000 per debenture, for total gross proceeds of \$48.2 million (Cdn \$50.0 million) (see "Liquidity and Capital Resource-Convertible Debentures"). The Company repaid the remaining Cdn\$ 6.75% Convertible Debentures at June 30, 2015, as discussed below.

On June 7, 2011, the Company issued US\$ 6.25% convertible subordinated unsecured debentures (the "US\$ 6.25% Convertible Debentures") due June 30, 2018, at a price of US \$1,000 per debenture, for total gross proceeds of \$60.0 million. Subsequent to June 30, 2016, the Company exercised its right to redeem the US\$ 6.25% Convertible Debentures in their entirety, (see Subsequent Events).

On November 12, 2013, the Company closed its offering of Cdn\$ 6.25% convertible subordinated unsecured debentures due June 30, 2019 (the "Cdn\$ 6.25% Convertible Debentures"), at a price of Cdn \$1,000 per debenture, for total gross proceeds of \$71.4 million (Cdn \$75.0 million).

The Cdn\$ 6.75% Convertible Debentures, which were repaid June 30, 2015, the US\$ 6.25% Convertible Debentures and the Cdn\$ 6.25% Convertible Debentures are collectively referred to as the "Convertible Debentures". During fiscal year 2015, Cdn\$ 0.1 million of the Company's Cdn\$ 6.75% Convertible Debentures were converted into 18,342 shares of common stock. The remaining Cdn\$ 6.75% Convertible Debentures were repaid on June 30, 2015, (see "Liquidity and

Capital Resource-Convertible Debentures"). The net proceeds from the issuances of the Convertible Debentures were used to repay indebtedness under the senior credit facilities, which provided additional borrowing capacity, and for general corporate purposes.

Each outstanding Convertible Debenture is convertible into common shares of the Company at the option of the holder at any time prior to the close of business on the earlier of the business day immediately preceding the maturity date or, if called for redemption, on the business day immediately preceding the date fixed for redemption, at a conversion price of US \$9.50 per common share (the "US\$ 6.25% Convertible Debenture Conversion Price") which is equivalent to 105.2632 common shares for each US \$1,000 principal amount of US\$ 6.25% Convertible Debentures and at a conversion price of Cdn \$9.05 per common share (the "Cdn\$ 6.25% Convertible Debenture Conversion Price") which is equivalent to 110.4972 common shares for each Cdn \$1,000 principal amount of Cdn\$ 6.25% Convertible Debentures.

The US\$ 6.25% Convertible Debentures were not redeemable prior to June 30, 2014. The Company has the right, at its option, to redeem the US\$ 6.25% Convertible Debentures in whole or in part, from time to time, after July 1, 2014, but prior to June 30, 2016, on at least 30 days' prior notice at a redemption price equal to par plus accrued and unpaid interest, provided that the weighted average trading price of the common shares on a recognized exchange for the 20 consecutive trading days ending five trading days prior to the date on which the redemption notice is given is at least 125% of the US\$ 6.25% Convertible Debenture Conversion Price. After June 30, 2016 and prior to maturity, the Company will have the right, at its option, to redeem the US\$ 6.25% Convertible Debentures in whole or in part, from time to time, on at least 30 days prior notice at a redemption price equal to par plus accrued and unpaid interest. Subsequent to June 30, 2016, the Company exercised its right to redeem the US\$ 6.25% Convertible Debentures in their entirety, (see Subsequent Events).

The Cdn\$ 6.25% Convertible Debentures are not redeemable prior to June 30, 2017. The Company will have the right, at its option, to redeem the Cdn\$ 6.25% Convertible Debentures in whole or in part, from time to time, on or after June 30, 2017 but prior to June 30, 2018, on at least 30 days prior notice at a redemption price equal to par plus accrued and unpaid interest, provided that the weighted average trading price of the common shares on a recognized exchange for the 20 consecutive trading days ending five trading days prior to the date on which the redemption notice is given is at least 125% of the Cdn\$ 6.25% Convertible Debenture Conversion Price. After June 30, 2018 and prior to maturity the Company will have the right, at its option to redeem the Cdn\$ 6.25% Convertible Debentures in whole or in part, from time to time, on at least 30 days prior notice at a redemption price equal to par plus accrued and unpaid interest.

The Company may at its option, subject to applicable regulatory approval, elect to satisfy its obligation to pay the outstanding principal amount of the Convertible Debentures in whole by issuing and delivering common shares for each US \$1,000 principal amount of the US\$ 6.25% Convertible Debentures and for each Cdn \$1,000 principal amount of the Cdn\$ 6.25% Convertible Debentures. The amount of common shares delivered is obtained by dividing each principal amount of Convertible Debentures by 95% of the current market price of the common shares on the date set for redemption or the maturity date.

The Company may elect, subject to applicable regulatory approval, to issue and deliver common stock of the Company to the indenture trustee under the Convertible Debenture indentures, to sell in the open market, to satisfy the Company's obligation to pay interest on the Convertible Debentures on each interest payment date. The Convertible Debenture holders will receive a cash payment in satisfaction of the interest obligation equal to the interest payable from the sale of such common shares.

The Company must commence, within 30 days of a Change of Control (as defined in the Convertible Debentures indentures), an offer to purchase all of the Convertible Debentures then outstanding at a purchase price equal to 101% of the principal amount of the Convertible Debentures, plus accrued and unpaid interest thereon.

STI Common Shares

The Company renewed its normal course issuer bid ("NCIB") on October 21, 2015. Pursuant to the notice, the Company is permitted to acquire up to a maximum amount of Common Shares equal to 8,403,185 Common Shares in the twelve month period commencing October 26, 2015 and ending on October 26, 2016, subject to the Company's senior

debt agreement requirements. During the 2016 and 2015 fiscal years, the Company purchased and cancelled 575,226 and 161,415 common shares, respectively, having a value of \$2.3 million and \$0.8 million, respectively, pursuant to the NCIB that was in effect at the time.

On April 11, 2016, pursuant to a block trade, the Company acquired and cancelled the remaining 5.0 million shares held by SNCF-Participations ("SNCF-P"), formerly the Company's largest shareholder, for approximately \$23.5 million. SNCF-P had originally invested in the Company in 2008, and had sold four million shares in August 2015. In April 2016, SNCF-P sold an additional 6.4 million shares through a combination of a private transaction and a separate sale to a bank syndicate. The disposal of shares by SNCF-P was part of their previously announced strategy to divest a group of transportation and logistics companies considered as "non-core assets" in their investment portfolio.

During the 2016 fiscal year, the Company issued a total of 309,161 shares having an approximate value of \$1.0 million in connection with the acquisition of the two transportation consulting and management services firms (see Liquidity and Capital Resources).

On March 6, 2015, the Company issued 11,983,000 common shares pursuant to a bought deal for total gross cash proceeds of \$69.1 million (Cdn \$86.3 million) (the "2015 Bought Deal"). The net proceeds of \$66.7 million (Cdn \$ 83.2 million) after commission and fees, were used to redeem the remaining \$40.1 million in principal amount of Cdn\$ 6.75% Convertible Debentures, with the balance used to pay down debt on the Company's senior credit facility.

On May 8, 2015, the Board of Directors of the Company approved a change in the currency of the monthly dividend from Canadian dollars to U.S. dollars, effective July 1, 2015, with the first U.S. dollar dividend payable August 17, 2015 to shareholders of record on July 31, 2015.

During fiscal year 2015, Cdn\$ 0.1 million of the Company's Cdn\$ 6.75% Convertible Debentures were converted into 18,342 shares of common stock. The remaining Cdn\$ 6.75% Convertible Debentures were repaid on June 30, 2015, as discussed above (see "Liquidity and Capital Resource-Convertible Debentures").

Dividend Reinvestment Plan

The Company established a dividend reinvestment plan (the "Plan") in May 2009 to enable eligible shareholders of the Company to reinvest dividends on their common shares to acquire additional common shares of the Company. The common shares issued under the Plan are issued directly from the treasury of STI at a price based on the volume weighted average of the Canadian dollar closing price of the common shares for the five trading days immediately preceding the relevant dividend date, less a 3% discount and converted into U.S. dollars at the daily Bank of Canada noon exchange rate posted on the last trading day of such 5 trading day period. Pursuant to the Plan, the Company issued 1,028,064 common shares during the twelve months ended June 30, 2016, which represent non-cash dividends having a value of \$4.2 million. The Plan can be amended, suspended or terminated at any time, but such action would have no retroactive effect that would prejudice the interests of any participants.

Equity Incentive Plan – Class B Shares

The shareholders of the Company approved the adoption by STA Holdings of the Equity Incentive Plan ("EIP"), at the annual general meeting held on December 8, 2005. As part of the 2005 EIP plan formation, the shareholders of STI approved an initial allotment of 717,747 Class B Series Two common shares of STA Holdings. On November 13, 2008, an additional allotment of 1,446,291 Class B Series Two common shares was approved by the shareholders. All of these shares have been granted to management. These shares are accounted for as a liability upon issuance, as a result of a put option they contain.

On March 5, 2010, STA Holdings amended its Certificate of Incorporation in order to differentiate those Class B common shares issued pursuant to the EIP while the Company was under the IPS structure from those issued subsequent to the end of the IPS structure. Pursuant to the amendment, the authorized Class B Series Two common shares were split into Class B Series Two common shares, which had been issued pursuant to the EIP during the period the IPS structure

was in place, and Class B Series Three common shares, which have been utilized for all share grants under the EIP subsequent to March 5, 2010. On November 8, 2012, an additional allotment of 2,265,000 Class B Series Three common shares was approved by the shareholders.

In May 2015, the Company exchanged all of the remaining Class B Series Two common shares for Class B Series Three common shares, based on the fair market value of each class of shares. This non-cash exchange resulted in approximately 1.57 Class B Series Three common shares being issued for each Class B Series Two common share outstanding.

The holders of the Class B Series Three common shares are entitled to receive dividends, as and when declared by the board of directors of STA Holdings, approximately equivalent to the dividends paid to the holders of STI common shares. These shares are accounted for as a liability upon issuance, as a result of a put option they contain. Pursuant to the liquidity provisions of the EIP the holders of Class B Series Three common shares have an option to "put" up to one third of the shares awarded each year back to the Company, one year immediately following the grant.

The Class B common shares granted are fully vested at the grant date. These shares are classified as a liability and re-measured at fair value at the end of each reporting period. Changes in fair value and dividends on the Class B common shares are recorded as a component of other income, net in the consolidated statement of operations. The Company recorded an expense of \$1.4 million and income of \$3.3 million for the years ended June 30, 2016 and 2015, respectively, associated with the change in fair value on the Class B common shares. The Company recorded \$0.9 million in dividend payments on the Class B common shares for both of the years ended June 30, 2016 and 2015, which are recorded as a component of other income, net in the consolidated statement of operations.

During the twelve months ended June 30, 2016, STA Holdings granted 1,023,008 Class B Series Three common shares pursuant to the EIP. The Company recognized \$4.0 million in non-cash stock-based compensation expense related to these grants during the twelve months ended June 30, 2016. In connection with these grants, 417,536 shares were withheld at the election of the participants to satisfy income tax withholdings. Pursuant to the liquidity provision of the EIP plan, 139,912 Class B Series Three common shares were "put" back to the Company, having a fair value of \$0.7 million during the twelve months ended June 30, 2016. The total number of Class B Series Three common shares outstanding as at June 30, 2016 was 2,056,771. The fair value of the Class B Series Three common shares outstanding at June 30, 2016 represents a liability of \$10.5 million, of which \$7.7 million is recorded in other current liabilities and represents the current value of those shares eligible to be put in the next twelve months pursuant to the EIP plan. The remaining balance is recorded in Class B Series Three common share liability.

The Company entered into an equity hedge in April 2016 with a major Canadian bank to partially mitigate changes in the liability associated with the Class B shares outstanding pursuant to the Company's EIP plan. The equity hedge has not been designated as a hedge for accounting purposes, therefore the changes in fair value of the equity hedge are recorded in the consolidated statement of operations. The Company recorded a non cash gain for the year ended June 30, 2016, of \$1.1 million in connection with the changes in fair value of the hedge, which is included in the consolidated statement of operations as a component of other income. The value of the equity hedge at June 30, 2016 represents an asset of \$1.1 million all of which is recorded in other assets.

During the twelve month ended June 30, 2015, there were 10,777 Class B Series Two shares "put" back to the Company, for which the Company paid \$0.1 million. The remaining 50,689 Class B Series Two common shares were exchanged for 80,009 Class B Series Three common shares as discussed above. There are no Class B Series Two common shares outstanding at June 30, 2015 (or subsequently thereafter).

During the twelve months ended June 30, 2015, STA Holdings granted 663,620 Class B Series Three common shares pursuant to the EIP. The Company recognized \$4.2 million in non-cash stock-based compensation expense related to these grants during the twelve months ended June 30, 2015. In connection with these grants, 236,241 shares were withheld at the election of the participants to satisfy income tax withholdings. An additional 80,009 Class B Series Three common shares were issued in exchange for the remaining Class B Series Two common shares outstanding as discussed above. Pursuant to the liquidity provision of the EIP plan, 322,019 Class B Series Three common shares were "put" back to the Company,

having a fair value of \$1.9 million during the twelve months ended June 30, 2015. The total number of Class B Series Three common shares outstanding as at June 30, 2015 was 1,591,211. The fair value of the Class B Series Three common shares outstanding at June 30, 2015 represents a liability of \$7.3 million, of which \$5.4 million is recorded in other current liabilities and represents the current value of those shares eligible to be put in the next twelve months pursuant to the EIP plan. The remaining balance is recorded in Class B Series Three common share liability.

Results of Operations (\$ in 000's, except per share data)

As noted in the cautionary language concerning forward-looking disclosures under the heading "Forward-Looking Statements" in this management discussion and analysis, this section contains forward-looking statements, including with respect to the Company's seasonality, fuel prices, currency and leasing alternatives. Such statements involve known and unknown risks, uncertainties and other factors outside of management's control, including the risk factors set forth in this management discussion and analysis that could cause results to differ materially from those described or anticipated in the forward-looking statements.

	Three Months Ended June 30		Twelve Months Ended June 30	
	2016	2015	2016	2015
Revenues	\$166,190	\$152,454	\$600,194	\$554,751
Costs and expenses				
Cost of operations	122,971	113,107	457,743	427,536
General and administrative	15,772	13,532	61,897	54,749
Non-cash stock compensation	—	—	3,967	4,170
Acquisition expense	—	—	192	3
Depreciation and depletion expense	14,281	14,303	48,008	47,757
Amortization expense	793	943	3,153	3,374
Impairment of oil and gas assets	438	—	1,638	—
Total operating expenses	154,255	141,885	576,598	537,589
Income from operations	11,935	10,569	23,596	17,162
Interest expense	3,692	4,247	14,513	17,412
Foreign currency (gain) loss	(140)	242	1,147	(136)
Unrealized gain on foreign currency exchange contracts	—	(2,053)	—	(83)
Non-cash (gain) loss on US\$ 6.25% Convertible Debentures conversion feature	(109)	(12)	177	(231)
Other income, net	(797)	(736)	(1,127)	(3,481)
Income before income taxes and equity in net income (loss) of unconsolidated investment	9,289	8,881	8,886	3,681
Equity in net income (loss) of unconsolidated investment	—	33	(11)	58
Income tax provision	3,011	1,934	2,838	84
Net income	<u>\$ 6,278</u>	<u>\$ 6,980</u>	<u>\$ 6,037</u>	<u>\$ 3,655</u>
Basic and diluted net income per common share	\$ 0.07	\$ 0.07	\$ 0.06	\$ 0.04

Seasonality

The Company's operations are seasonal and follow the school calendars of the public and private schools it serves. During the summer school break, revenue is derived primarily from summer camps and private charter services. Since schools are not in session, there is minimal school bus transportation revenue. Thus, the Company incurs operating losses during the first three months of the fiscal year, which encompass the summer school break. Depreciation of fixed assets occurs in the months during which schools are in session, which is generally September through June. A full year's worth of depreciation is recorded in these ten months to correspond with the vehicles' usage. In addition, the Company purchases a majority of its replacement capital expenditures, along with investment capital spending for new bids and contracts awarded for the upcoming school year in the same time period. These purchases have historically been funded by borrowings on the Company's senior credit facility and through operating lease financings.

Recent Market Fuel Price Trends

There has been a significant decrease in market fuel prices over the last twelve to twenty-four months in North America. The price of fuel in June 2016 was approximately \$48 per barrel compared to approximately \$60 per barrel in June 2015. In connection with the fuel exposure under the school district contracts, approximately 60% of such contracts include some form of fuel mitigation in connection with market fuel price increases, with approximately half of that reflecting the outright purchase of fuel by school district customers, while we look to lock in an additional 20% of total fuel exposure with fixed price contracts. The final 20% of total fuel exposure is fully subject to market price variations.

The Company is exposed to changes in the market price of fuel on our school transportation contracts in the ordinary course of business. The Company continues to have fuel mitigation features in approximately 60% of its school transportation revenue contracts that provide some measure of protection against market fuel price increases, ranging from the outright purchase of fuel by school districts to fuel reimbursements associated with fuel price caps / collars and fuel escalators. So while the Company is still exposed to some price risk under some of these fuel mitigation features when market fuel prices increase, it also benefits to some extent with a decline in market fuel prices as well.

In addition to the contract mitigation features related to fuel in the revenue contracts, over the last several years the Company also endeavored to lock in an approximate 20% of its fuel exposure by entering into fixed price contracts with its fuel vendors on an annual basis, with the final approximate 20% of fuel exposure at risk and fully subject to market price fluctuations. The Company started to lock in the 20% of fuel exposure for fiscal 2016 in October through December 2014, when the price of fuel was approximately \$60 per barrel. Those lock-ins under fixed price contracts have lowered the diesel price per gallon by approximately 21% and the propane price per gallon by approximately 25%, compared to fiscal 2015, for the portion of the Company's fuel that was locked in. In August 2014, the Company entered into fixed price contracts with fuel vendors to cover the approximate 20% of fuel exposure for fiscal year 2015. As such, the fixed price contracts for fiscal year 2015 reflected lock-in prices from the August 2014 time period, prior to the substantial market fuel price declines experienced in the November 2014 and December 2014 time periods. The Company has benefited from the continued market fuel price declines on the final 20% of fuel exposure fully subject to market price fluctuations.

In connection with the annual fixed price contracts for approximately 20% of the fuel exposure the Company endeavors to lock in annually, based on the continued decline in market fuel prices through the current date discussed above, the Company has secured fixed price contracts for fiscal year 2017. In August and November 2015 the Company locked in approximately 15% of fuel exposure for the 2017 fiscal year. In July 2016, the Company locked in one third of the approximately 20% of its fuel exposure for the 2018 fiscal year.

Foreign Currency Translation Impacts on Financial Reporting

The Company's financial statements are reported in U.S. dollars, as the principal operations and cash flows of its subsidiaries are conducted in U.S. dollars. The Company's reported results have been negatively impacted by the recent weakening of the Canadian dollar in connection with the translation of the Canadian operations into U.S. dollar. These negative impacts are purely financial statement reporting impacts and have no effect on the Company's Canadian dollar operating results. The results of the Company's Canadian operations (revenues and expenses) are translated into U.S. dollars using the average exchange rate during the period. The average Canadian dollar / U.S. dollar exchange rates for the twelve months ended June 30, 2016 and 2015 were 1.3258 and 1.1738, respectively. Revenue for the twelve months ended June 30, 2016 was negatively impacted by approximately \$7.7 million as compared to the twelve months ended June 30, 2015 and operating income was negatively impacted by \$0.3 million for the twelve months ended June 30, 2016 as compared to the twelve month ended June 30, 2015 related to the change in exchange rates between the Canadian dollar and the U.S. dollar.

Managed and Leased Fleet Business

The Company's school transportation services have historically included managed services contracts. These transportation services are structured as management services contracts under which the Company manages the transportation for the school district and the school district continues to own the school bus fleet. In addition, since the

fiscal year 2007 the Company has financed a portion of its growth and replacement school vehicles through operating leases. Such managed services contracts and leased vehicles require lower up front capital investment (as the school district maintains ownership of the managed fleet and the lessor maintains ownership of the leased fleet) and thus results in lower annual depreciation expense on an ongoing basis. Currently, leased and managed buses account for approximately 31% and 5%, respectively, of the Company's fleet. The Company intends to review leasing alternatives on an annual basis based on the economics of the lease financing.

During the fiscal year ended June 30, 2015, the Company entered into additional operating leases with seven major financial institutions to lease approximately \$38.7 million in replacement school vehicles and \$38.3 million in growth school vehicles for the 2014-2015 school year. The term of these leases is six years at effective fixed rates in the range of 2.7% to 4.4%. Annual lease payments on these additional leases will approximate \$11.2 million per year for the term of the leases.

During the fiscal year ended June 30, 2016, the Company entered into additional operating leases with ten major financial institutions to lease approximately \$58.3 million in replacement school vehicles and \$22.0 million in growth school vehicles for the 2015-2016 school year. The term of these leases is six years at effective fixed rates in the range of 2.6% to 4.2%. Annual lease payments on these additional leases will approximate \$11.3 million per year for the term of the leases.

Oil and Gas Interests

In January 2008, the Company closed the acquisition (the "Canadex Acquisition") of all of the outstanding stock of Canadex Resources Limited ("Canadex"). Canadex was a transportation and energy company consisting of two separate business segments. The transportation segment represented school bus operations in Ontario, while the energy division held non-operating positions in oil and gas investments in the United States. The interests in oil and gas properties are held through Canadex's wholly owned subsidiary, Canadex Resources Inc. ("CRI"). CRI invests as a non-operator in properties for the exploration and upstream production of crude oil, natural gas and condensates. It holds junior participations in approximately 500 wells primarily in Texas and Oklahoma, with a few located in Louisiana and Kansas in the United States. CRI's co-investments with a range of operators provide flexibility to exploit a variety of exploration and development opportunities. The financial statements reflect the Company's proportionate interest in the oil and gas activities as a non-operator. Canadex, through a series of amalgamations subsequent to the Canadex Acquisition, was renamed Parkview Transit Inc., which is a direct subsidiary of the Company.

The Company's oil and gas revenues, on an annual basis, are approximately one quarter of one percent of consolidated Company revenues.

Three months ended June 30, 2016 Compared to Three months ended June 30, 2015

The Company's core business is school bus transportation. As a result of the Canadex Acquisition, the Company has two reportable segments, school bus transportation and an oil and gas portfolio. The oil and gas portfolio represents approximately one-quarter of one percent of the Company's revenue on an annual basis.

The consolidated results for the fourth quarter of fiscal year 2016 include \$0.3 million in oil and gas revenue, \$0.5 million in related cost of operations, \$0.1 million in depletion expense, \$0.1 million gain on sale of wells and a \$0.4 million non-cash impairment charge on the oil and gas assets as a result of the continued decline in fuel market prices. The consolidated results for the fourth quarter of fiscal year 2015 include \$0.5 million in oil and gas revenue, \$0.4 million in related cost of operations and \$0.3 million in depletion expense. The revenue reduction for the fourth quarter of fiscal year 2016 compared to the fourth quarter of fiscal year 2015 was due to a reduction in both price and production, primarily related to the recent decline in fuel market prices.

The remaining discussion of the Company's operating results through "Income from Operations" is related to the Company's core school bus transportation segment. Discussion of items below "Income from Operations" reflects the consolidated results of the Company as these items are unallocated between the two reporting segments.

Revenues: Revenues for school bus transportation for the fourth quarter of fiscal year 2016 were \$165.9 million compared to \$152.0 million for the fourth quarter of fiscal year 2015, representing an increase of \$13.9 million, or 9.1%.

Revenue for the fourth quarter of fiscal year 2016 was negatively impacted by approximately \$1.1 million related to the change in exchange rates between the Canadian dollar and the U.S. dollar from the fourth quarter of fiscal year 2015 to the fourth quarter of fiscal year 2016 in connection with the translation of the Company's Canadian operations into U.S. dollars. In the first quarter of fiscal year 2016, the Company started operations on eleven new bid contracts (three of which were tuck-ins to existing locations) and completed the acquisitions of two transportation consulting and management services firms in the third quarter of fiscal year 2016. The Company did not renew four contracts for the fiscal year 2016.

The new bid-in contracts for fiscal year 2016 and the two acquisitions completed in third quarter of fiscal year 2016, accounted for \$11.5 million in new business growth in the fourth quarter of fiscal year 2016, which was partially offset by a \$0.7 million revenue reduction resulting from the four contracts not renewed. The remaining \$4.2 million increase in revenues resulted primarily from net increases in service requirements of existing contracts and contract rate increases.

Cost of Operations: Cost of operations for school bus transportation for the fourth quarter of fiscal year 2016 was \$122.5 million as compared to \$112.8 million for the fourth quarter of fiscal year 2015, representing an increase of \$9.7 million or 8.6%. The new bid-in contracts for fiscal year 2016 along with the two acquisitions completed in the third quarter of fiscal year 2016, accounted for \$7.6 million of the total increase in cost of operations which was partially offset by a \$0.6 million reduction resulting from the four contracts not renewed. The remaining \$2.7 million increase in cost of operations, net of new business and contracts not renewed for the fourth quarter of fiscal year 2016, resulted primarily from an increase in salaries and wages and operating costs, partially offset by a decrease fuel expense, fringe benefits and insurance costs. Salaries and wages, net of new business for the fourth quarter of fiscal year 2016, increased by \$2.5 million primarily related to higher driver wages, maintenance wages and operations wages. As a percentage of revenue, driver wages increased to 34.4% in the fourth quarter of fiscal year 2016 from 34.0% in the fourth quarter of fiscal year 2015. Maintenance wages increased to 3.9% from 3.7%, and operations wages increased to 4.2% from 4.1% both in the fourth quarter of fiscal year 2016 compared to the fourth quarter of fiscal year 2015. Operating expenses, net of new business for the fourth quarter of fiscal year 2016, increased \$2.2 million due primarily to an additional year of vehicle leasing costs. Fuel expense, net of new business for the fourth quarter of fiscal year 2016, decreased \$1.8 million, primarily related to lower market prices. As a percentage of revenue, fuel decreased to 5.5% in the fourth quarter of fiscal year 2016 from 6.8% in the fourth quarter of fiscal 2015. Fringe benefits net of new business for the fourth quarter of fiscal year 2016 decreased \$0.1 million due primarily to favorable claims experience in workers compensation, partially offset by higher employment taxes associated with higher rates and the wage increases noted above. As a percentage of revenue, fringe benefits decreased to 9.1% in the fourth quarter of fiscal year 2016 from 9.3% in the fourth quarter of fiscal year 2015. Insurance costs, net of new business for the fourth quarter of fiscal year 2016, decreased \$0.1 million primarily due to favorable liability insurance claims development. As a percentage of revenue, insurance costs decreased to 3.1% from 3.2% in the fourth quarter of fiscal year 2016 compared to the fourth quarter of fiscal year 2015.

General and Administrative Expense: General and administrative expense for school bus transportation for the fourth quarter of fiscal year 2016 was \$15.7 million compared to \$13.5 million for the fourth quarter of fiscal year 2015, an increase of \$2.2 million or 16.3%. As a percentage of revenue, total general and administrative expense increased to 9.5% of revenue in the fourth quarter of fiscal year 2016 from 8.9% in the fourth quarter of fiscal year 2015. The increase in general and administrative expenses is primarily due to the bid-in contracts completed during the fiscal year 2016, as well as higher administrative compensation and professional fees.

Depreciation Expense: Depreciation expense for school bus transportation for the fourth quarter of fiscal year 2016 was \$14.2 million compared to \$14.0 million for the fourth quarter of fiscal year 2015, an increase of \$0.2 million. As a percentage of revenue, depreciation expense decreased to 8.6% for the fourth quarter of fiscal year 2016 from 9.2% for the fourth quarter of fiscal year 2015.

Amortization Expense: Amortization expense for school bus transportation was \$0.8 million for the fourth quarter of fiscal year 2015 compared to \$0.9 million for the fourth quarter of fiscal year 2015, a decrease of \$0.1 million. As a percentage of revenue, amortization expense decreased to 0.5% for the fourth quarter of fiscal year 2016 from 0.6% for the fourth quarter of fiscal year 2015.

Income from Operations: Income from operations for school bus transportation was \$12.7 million for the fourth quarter of fiscal year 2016 compared to \$10.8 million for the fourth quarter of fiscal year 2015. The increase in income from

operations of \$1.9 million resulted from the operating line items discussed above and reflects a negative impact of \$0.2 million in exchange rates between the Canadian dollar and the US dollar from the fourth quarter of fiscal year 2015 compared to the fourth quarter of fiscal year 2016 in connection with the translation of the Company's Canadian operations into US dollars.

Interest Expense: Interest expense for the fourth quarter of fiscal year 2016 was \$3.7 million compared to \$4.2 million for the fourth quarter of fiscal year 2015. The decrease in interest expense of \$0.5 million was due to a decrease in the weighted average interest rate, partially offset by an increase in the average debt outstanding, for the fourth quarter of fiscal year 2016, compared to the fourth quarter of fiscal year 2015.

Foreign Currency Gain (Loss): Foreign currency gain for the fourth quarter of fiscal year 2016 totaled \$0.1 million compared to a foreign currency loss \$0.3 million for the fourth quarter of fiscal year 2015. The increase in the foreign currency gain of \$0.4 million results primarily from the gains realized upon the translation of the Company's dividends into US dollars for the fourth quarter of fiscal year 2016.

Unrealized Gain on Foreign Currency Exchange Contracts: The Company liquidated the outstanding foreign currency exchange contracts in the fourth quarter of fiscal 2015 in connection with the change in currency of the dividend payment to U.S. dollars. The unrealized gain on foreign currency exchange contracts was \$2.1 million for the fourth quarter of fiscal year 2015.

Non-cash Gain on US\$ 6.25% Convertible Debentures Conversion Feature: Non-cash gain on the US\$ 6.25% Convertible Debentures conversion feature was \$0.1 million for the fourth quarter of fiscal year 2016 compared to a non-cash gain of twelve thousand dollars for the fourth quarter of fiscal year 2015. The increase in the gain of \$0.1 million was related to the change in fair value of the embedded conversion feature derivative associated with STI's issuance of the U.S. dollar denominated US\$ 6.25% Convertible Debentures. The conversion feature on STI's US\$ 6.25% Convertible Debentures provides that the U.S. dollar denominated debentures can be converted at a U.S. dollar denominated strike price into common shares of the Issuer, a Canadian functional currency entity. Therefore, the conversion feature represents an embedded derivative that must be bifurcated and accounted for separately. The embedded conversion feature is recorded at fair value in other liabilities at each reporting period end with changes in fair value included in the consolidated statement of operations.

Other Income, Net: Other income totaled \$0.7 million in both the fourth quarter of fiscal year 2016 and the fourth quarter of fiscal year 2015. Other income consists primarily of the change in the Class B share value, gain and loss on disposal of assets and unrealized foreign currency gains and losses.

Income before Income Taxes and Equity in Net Income of Unconsolidated Investment: Income before income taxes and Equity in Net Income of Unconsolidated Investment was \$9.3 million for the fourth quarter of fiscal year 2016 compared to \$8.9 million for the fourth quarter of fiscal year 2015. The increase in income of \$0.4 million resulted primarily from, an increase in income from the school bus transportation segment of \$1.9 million, a decrease in interest expense of \$0.5 million, an increase in the foreign currency gain of \$0.4 million and an increase in the gain on the US\$ 6.25% Convertible Debenture conversion feature of \$0.1 million, partially offset by a decrease in unrealized gains on foreign currency exchange contracts of \$2.1 million, and a increase in the operating loss from the Company's oil and gas portfolio of \$0.4 million.

Equity in Net Income of Unconsolidated Investment: The Equity in Net Income of unconsolidated investment of thirty-three thousand dollars, in the fourth quarter of fiscal 2015, represents the Company's share of the earnings of a consulting and management services firm, an investment which the Company completed in the third quarter of fiscal year 2015 (see "Liquidity and Capital Resource-Acquisitions and Investments"). The Company purchased the remaining portion of the transportation consulting and management service firm during the third quarter of fiscal year 2016.

Net Income: Net income for the Company for the fourth quarter of fiscal year 2016 totaled \$6.3 million, which included an income tax expense of \$3.0 million. Net income for the fourth quarter of fiscal year 2015 amounted to \$7.0 million, which included an income tax expense of \$1.9 million. The effective tax rates for the fourth quarter of fiscal year

2016 and the fourth quarter of fiscal year 2015 were 32.4% and 21.7%, respectively. The increase in the effective tax rate quarter over quarter was due primarily the mix of the statutory Canadian and U.S. tax rates and the apportionment of the Company's income before income taxes resulting from the operations in each country and the prior year change in the state apportionment factors resulting from the transition to unitary filing in several states. Basic and diluted net income per common share was \$0.07 for both the fourth quarter of fiscal year 2016 and the fourth quarter of fiscal year 2015.

Twelve months ended June 30, 2016 Compared to Twelve months ended June 30, 2015

The Company's core business is school bus transportation. As a result of the Canadex Acquisition, the Company has two reportable segments, school bus transportation and an oil and gas portfolio. The oil and gas portfolio represents approximately one-quarter of one percent of the Company's revenue on an annual basis.

The consolidated results for the fiscal year 2016 include \$1.4 million in oil and gas revenue, \$1.7 million in related cost of operations, \$0.2 million in general and administrative expense, \$1.0 million in depletion expense and \$1.6 million non-cash impairment charge on the oil and gas assets as a result of the continued decline in fuel market prices. The consolidated results for the fiscal year 2015 include \$2.9 million in oil and gas revenue, \$2.0 million in related cost of operations, \$0.2 million in general and administrative expense and \$1.2 million in depletion expense. The revenue reduction for the fiscal year 2016 compared to the fiscal year 2015 was due to a reduction in both price and production, primarily related to the recent decline in fuel market prices.

The remaining discussion of the Company's operating results through "Loss from Operations" is related to the Company's core school bus transportation segment. Discussion of items below "Loss from Operations" reflects the consolidated results of the Company as these items are unallocated between the two reporting segments.

Revenues: Revenues for school bus transportation for the fiscal year 2016 were \$598.8 million compared to \$551.9 million for the fiscal year 2015, representing an increase of \$46.9 million, or 8.5%. Revenue for the fiscal year 2016 was negatively impacted by approximately \$7.7 million related to the change in exchange rates between the Canadian dollar and the U.S. dollar from the fiscal year 2015 to the fiscal year 2016 in connection with the translation of the Company's Canadian operations into U.S. dollars. In the first quarter of fiscal year 2016, the Company started operations on eleven new bid contracts (three of which were tuck-ins to existing locations) and completed the acquisitions of two transportation consulting and management services firms in the third quarter of fiscal year 2016. The Company did not renew four contracts for the fiscal year 2016.

The new bid-in contracts for fiscal year 2016, the two acquisitions completed in the third quarter of fiscal year 2016 and a bid in contract which started in the third quarter of fiscal year 2015 accounted for \$42.2 million in new business growth in fiscal year 2016, which was partially offset by a \$2.3 million revenue reduction resulting from the four contracts not renewed. The remaining \$14.7 million increase in revenues resulted primarily from net increases in service requirements of existing contracts and contract rate increases.

Cost of Operations: Cost of operations for school bus transportation for the fiscal year 2016 was \$456.0 million as compared to \$425.5 million for the fiscal year 2015, representing an increase of \$30.5 million or 7.2%. The new bid-in contracts for fiscal year 2016, the two acquisitions completed in the third quarter of fiscal year 2016 and a bid in contract which started in the third quarter of fiscal year 2015 accounted for \$27.7 million of the total increase in cost of operations, which was partially offset by a \$2.2 million reduction resulting from the four contracts not renewed. The remaining \$5.0 million increase in cost of operations, net of new business and contracts not renewed for fiscal year 2016, resulted primarily from an increase in salaries and wages, operating costs, higher insurance costs and higher fringe benefit costs, partially offset by lower fuel costs and lower maintenance costs. Salaries and wages, net of new business and contracts not renewed for fiscal year 2016, increased by \$6.7 million due primarily to higher driver, maintenance, operations and safety wages. As a percentage of revenue, driver wages increased to 35.0% in fiscal year 2016 from 34.8% in fiscal year 2015. Maintenance wages increased to 4.2% from 4.0%, operations wages increased to 4.6% from 4.5% and safety wages increased to 1.0% from 0.8% in fiscal year 2016 compared to fiscal year 2015. Operating cost, net of new business and contracts not renewed for fiscal year 2016 increased \$6.2 million primarily due to an additional year of vehicle leasing costs. As a percentage of revenue, operating costs increased to 8.2% in fiscal year 2016 from 7.2% in fiscal year 2015. Insurance costs,

net of new business for fiscal year 2016, increased \$2.5 million primarily due to unfavorable liability insurance claims development. As a percentage of revenue, insurance costs increased to 3.8% in fiscal year 2016 from 3.4% in fiscal year 2015. Fringe benefit costs net of new business and contracts not renewed for fiscal year 2016, increased \$1.0 million due to higher employment taxes associated with higher rates and the wage increases noted above. Fringe benefit costs increased as a percentage of revenue to 9.6% in fiscal year 2016 from 9.5% in fiscal year 2015. Fuel expense, net of new business and contracts not renewed for fiscal year 2016, decreased \$9.9 million due primarily to lower fuel market prices. Fuel expense decreased as a percentage of revenue to 5.4% in fiscal year 2016 from 7.3% in fiscal year 2015. Maintenance expense, net of new business and contracts not renewed for fiscal year 2016, decreased \$1.6 million due primarily to lower net parts expense and a reduction in outside repair expense. Maintenance expense decreased as a percentage of revenue to 4.4% in fiscal year 2016 from 4.8% in fiscal year 2015.

General and Administrative Expense: General and administrative expense for school bus transportation for the fiscal year 2016 was \$61.7 million compared to \$54.5 million for the fiscal year 2015, an increase of \$7.2 million or 13.2%. As a percentage of revenue, total general and administrative expense increased to 10.3% for the fiscal year 2016 compared to 9.9% for the fiscal year 2015. The increase in general and administrative expenses is primarily due to the bid in contracts and the two acquisitions completed during the fiscal year 2016 and increased administrative compensation.

Acquisition Expense: Acquisition expense for the fiscal year 2016 was \$0.2 million. Acquisition expense for the fiscal year 2015 was three thousand dollars. Acquisition expenses related to transaction costs associated with acquisitions are expensed as incurred under US GAAP.

Non-Cash Stock Compensation: Non-cash stock compensation expense for school bus transportation for the fiscal year 2016 was \$4.0 million. The non-cash compensation expense was related to the issuance of 1,023,008 Class B Series Three common shares of STA Holdings in the fiscal year 2016. Non-cash stock compensation expense for school bus transportation for the fiscal year 2015 was \$4.2 million. The non-cash compensation expense was related to the issuance of 663,620 Class B Series Three common shares of STA Holdings in the fiscal year 2015.

Depreciation Expense: Depreciation expense for school bus transportation for the fiscal year 2016 was \$47.0 million compared to \$46.6 million for the fiscal year 2015, an increase of \$0.4 million. The increase was primarily related to the vehicles associated with the new bid in contracts that started operations in fiscal year 2016, partially offset by the depreciation savings due to the additional vehicles leased in fiscal 2016. As a percentage of revenue, depreciation expense decreased to 7.8% for the fiscal year 2016 from 8.4% for the fiscal year 2015.

Amortization Expense: Amortization expense for school bus transportation was \$3.2 million for the fiscal year 2016 compared to \$3.4 million in the fiscal year 2015. As a percentage of revenue, amortization expense decreased to 0.5% in the fiscal year 2016 from 0.6% in the fiscal year 2015.

Income from Operations: Income from operations for school bus transportation was \$26.7 million for the fiscal year 2016 compared to \$17.7 million for the fiscal year 2015. The increase in income from operations of \$9.0 million resulted from the operating line items discussed above and reflects a negative impact of \$0.3 million in exchange rates between the Canadian dollar and the US dollar from the fiscal 2015 compared to the fiscal 2016 in connection with the translation of the Company's Canadian operations into US dollars.

Interest Expense: Interest expense for the fiscal year 2016 was \$14.5 million compared to \$17.4 million for the fiscal year 2015. An approximate \$2.9 million decrease in interest expense was due to both a decrease in the average debt outstanding and a decrease in average interest rates in the fiscal year 2016 as compared to the fiscal year 2015.

Foreign Currency Loss (Gain): Foreign currency loss for the fiscal year 2016 totaled \$1.1 million compared to a foreign currency gain of \$0.1 million for the fiscal year 2015. The increase in the foreign currency loss of \$1.2 million results primarily from the losses realized upon the translation of the Company's dividends into US dollars for the 2016 fiscal year.

Unrealized Gain on Foreign Currency Exchange Contracts: The Company liquidated the outstanding foreign currency exchange contracts in the fourth quarter of fiscal 2015 in connection with the change in currency of the dividend payment to U.S. dollars. The unrealized gain on foreign currency exchange contracts was \$0.1 million for fiscal year 2015.

Non-cash Loss (Gain) on US\$ 6.25% Convertible Debentures Conversion Feature: Non-cash loss on the US\$ 6.25% Convertible Debentures conversion feature was \$0.2 million for the fiscal year 2016 compared to a non-cash gain of \$0.2 million in the fiscal year 2015. The increase in the non-cash loss of \$0.4 million was related to the change in fair value of the embedded conversion feature derivative associated with STI's issuance of the U.S. dollar denominated US\$ 6.25% Convertible Debentures. The conversion feature on STI's US\$ 6.25% Convertible Debentures provides that the U.S. dollar denominated debentures can be converted at a U.S. dollar denominated strike price into common shares of the issuer, a Canadian functional currency entity. Therefore, the conversion feature represents an embedded derivative that must be bifurcated and accounted for separately. The embedded conversion feature is recorded at fair value in other liabilities at each reporting period end with changes in fair value included in the consolidated statement of operations.

Other Income, net: Other income totaled \$1.1 million in the fiscal year 2016 compared to other income of \$3.5 million in the fiscal year 2015. The decrease in income of \$2.4 million was due to an increase in the Class B Series Three share expense of \$3.9 million, partially offset by an increase in unrealized gains on foreign currency translations of \$0.5 million and an increase in the gain on disposal of assets of \$0.9 million in the fiscal year 2016 compared to the fiscal year 2015.

Income before Income Taxes and Equity in Net (Loss) Income of Unconsolidated Investment: Income before income taxes and Equity in Net (Loss) Income of Unconsolidated Investment was \$8.9 million for the fiscal year 2016 compared to income of \$3.7 million for the fiscal year 2015. The increase in the income of \$5.2 million resulted primarily from an increase in the operating income for school bus operations of \$9.0 million as discussed above and a decrease in interest expense of \$2.9 million, partially offset by a decrease in other income of \$2.4 million, an increase in the operating loss from the oil and gas segment of \$2.6 million, a increase in foreign currency loss of \$1.2 million, an increase in the non-cash loss on the US\$ 6.25% Convertible Debenture conversion feature of \$0.4 million and a decrease in gains on unrealized foreign currency exchange contracts of \$0.1 million.

Equity in Net (Loss) Income of Unconsolidated Investment: The Equity in Net (Loss) of unconsolidated investments was eleven thousand dollars in fiscal year 2016. The Equity in Net income of unconsolidated investments was fifty eight thousand dollars in fiscal year 2015. These amounts represent the Company's share of the earnings of a consulting and management services firm, an investment which the Company completed in fiscal year 2015. (see "Liquidity and Capital Resource-Acquisitions and Investments"). The Company purchased the remaining portion of the transportation consulting and management service firm during the third quarter of fiscal year 2016.

Net Income: Net income for the Company for the fiscal year 2016 totaled \$6.0 million, which included an income tax expense of \$2.8 million. Net income for the fiscal year 2015 amounted to \$3.7 million, which included an income tax expense of \$0.1 million. The effective tax rates for the fiscal year 2016 and the fiscal year 2015 were 32.0% and 2.2%, respectively. The increase in the full year effective income tax rate year over year was primarily due to the mix of the statutory Canadian and U.S. tax rates, the apportionment of the Company's income before income taxes resulting from the operations in each country, as well as the change in the state apportionment factors resulting from the transition to unitary filing in several states recorded in the prior year. Basic and diluted net income per common share was \$0.06 for the fiscal year 2016 compared to basic and diluted net income per share of \$0.04 for the fiscal year 2015.

Liquidity and Capital Resources

As noted in the cautionary language concerning forward-looking disclosures under the heading "Forward-Looking Statements" in this management discussion and analysis, this section contains forward-looking statements, including with respect to the Company's ability to renew or refinance its various loan facilities as they become due. Such statements involve known and unknown risks, uncertainties and other factors outside of management's control, including the risk factors set forth in this management discussion and analysis that could cause results to differ materially from those described or anticipated in the forward-looking statements.

General

School bus transportation revenue has historically been seasonal, based on the school calendar and holiday schedule. During the summer school break, revenue is derived primarily from summer camps and private charter services. As schools are not in session, there is no school bus transportation revenue during this period. The operations of the Company

historically generate negative cash flow in the first quarter of the fiscal year reflecting the seasonality of the school bus transportation industry during the school summer break combined with a majority of replacement capital expenditures along with investment capital spending for new bids and contracts awarded for the upcoming school year occurring in the same time period. Replacement capital expenditures have historically been funded by a combination of borrowings on the Company's senior credit facility and through operating lease financings. Investment capital spending for new bid and contract awards has historically been funded with proceeds from debt and equity financings along with operating lease financing and cash flow from operations. As the Company incurs operating losses during the first three months of the fiscal year, distributions are funded with non-operating cash flows for the first interim quarter of the fiscal year. The subsequent quarters of the fiscal year typically generate excess cash, as schools are in session and the majority of replacement capital expenditures and investment capital spending having occurred in the first quarter. Due to this seasonality, the Company views available cash flow on an annualized basis. The Company has historically funded its distributions with cash from operations on an annual basis.

During the twelve months ended June 30, 2016, net cash provided by operations totaled \$68.2 million, which reflects a \$3.8 million source of cash from net working capital. Net cash taxes refunded during the twelve months ended June 30, 2016 amounted to \$0.2 million, which includes refunds of prior year's tax payments. The Company's investing activities for the twelve months ended June 30, 2016 resulted in a use of cash of \$71.0 million. Included in these investing activities were, (i) capital expenditures related to the new bid contracts for fiscal year 2016 of \$58.6 million (which includes \$0.4 million for oil & gas investments in new wells), (ii) \$8.4 million in capital expenditures related to replacement capital spending, (iii) \$2.2 million in proceeds from sale of equipment and (iv) \$6.2 million in funding for the two acquisitions that closed in the third quarter of the fiscal year. The Company's financing activities for the twelve months ended June 30, 2016 represented a source of cash of \$5.5 million. Included in these financing activities were (i) \$220.5 million in credit agreement borrowings and \$150.5 million in credit agreement repayments, (ii) \$37.9 million in dividend payments made, (iii) \$0.7 million in payments to repurchase Class B common shares, (iv) \$2.3 million in NCIB payments to repurchase common shares and \$23.5 million in a block trade payment to repurchase the SNCF-P common shares and (v) \$0.1 million in financing fees.

Loan Facilities

Subsequent to June 30, 2016, the Company amended the Credit Agreement to further increase commitments and extend the maturity date (see Subsequent Events). On August 19, 2014, the Company amended its Third Amended and Restated Credit Agreement (as amended the "Credit Agreement"). The amendment increased commitments to \$225.0 million from \$165.0 million, extended the \$100.0 million accordion feature and extended the maturity date of the Credit Agreement to August 19, 2019, or if earlier, 90 days prior to the maturity of the Senior Secured Notes, as defined below. The increase in the size of the facility resulted from the addition of two new lenders to the bank group and certain existing lenders increasing their commitments. The current commitments at June 30, 2016 include a US \$180.0 million loan facility and a Cdn \$45.0 million loan facility, both of which are available to fund working capital requirements and to fund acquisitions and investment requirements for new revenue and bid-in contracts.

Borrowings under the Credit Agreement may be Base Rate Loans or Eurodollar Loans, as defined in the Credit Agreement. Base Rate Loans bear interest at the base rate, as defined in the Credit Agreement (3.50% at June 30, 2016), plus the applicable margin, which ranges from 0.50% to 1.25% depending on STA Holdings' senior leverage ratio on the pricing date. Eurodollar Loans bear interest at the adjusted LIBOR rate, as defined in the Credit Agreement (0.638350% at June 30, 2016), plus the applicable margin, which ranges from 1.75% to 2.50% depending on STA Holdings' senior leverage ratio on the pricing date.

On November 10, 2011, the Company rolled over and extended the maturity of the \$35 million Senior Secured Notes (as defined below) for a five year term. The Senior Secured Notes now reflect a fixed coupon of 4.246% and a maturity date of November 10, 2016. In December 2006, the Company initially issued the senior secured notes (the "Senior Secured Notes") under a note purchase agreement (the "Note Purchase Agreement") with two Canadian insurance companies. The Senior Secured Notes consisted of \$35.0 million of five year, fixed rate senior secured notes at an original coupon of 5.941%. The Senior Secured Notes rank *pari passu* with borrowings under the Credit Agreement. Subsequent to June 30, 2016, the Company redeemed the Senior Notes prior to their maturity date of November 10, 2016, (see Subsequent Events).

Borrowings under the Credit Agreement are collateralized by the unencumbered assets of Parkview Transit, STA Holdings and its subsidiaries, and certain shares of the capital stock of STA Holdings and the capital stock of each of its subsidiaries. In addition, payment and performance of the obligations under the Credit Agreement are guaranteed by each of STA Holdings' subsidiaries and by Parkview Transit. Borrowings under the Senior Secured Notes are collateralized by the unencumbered assets of STA Holdings and its U.S. subsidiaries, and certain shares of the capital stock of STA Holdings and the capital stock of each of its U.S. subsidiaries. In addition, payment and performance of the obligations under the Senior Secured Notes are guaranteed by each of STA Holdings' U.S. subsidiaries.

At June 30, 2016, debt outstanding under the Credit Agreement and Senior Secured Notes totaled \$120.1 million and \$35.0 million, respectively. At June 30, 2016, the Company had approximately \$102.8 million in borrowing availability under the loan facilities, subject to continued covenant compliance, of the Credit Agreement (excluding the \$100.0 million accordion feature in additional commitments the Company may request under the Credit Agreement). In addition, at June 30, 2016, outstanding debt included approximately \$117.7 million in Convertible Debentures.

Convertible Debentures

During the fiscal years ended June 30, 2010, 2011 and 2014, STI closed the Convertible Debentures offerings and on December 21, 2009, the Company redeemed for cash all of the outstanding 14% subordinated notes of STA ULC as discussed above under the heading "General".

The Cdn\$ 6.75% Convertible Debentures had a five year term, were denominated in Canadian dollars, and were due and payable on June 30, 2015. During fiscal year 2015, Cdn \$0.1 million of the Company's Cdn\$ 6.75% Convertible Debentures were converted into 18,342 shares of common stock. On June 30, 2015, the Company repaid upon maturity the remaining Cdn \$49.9 million in principal amount of Cdn\$ 6.75% Convertible Debentures for US\$ 40.1 million in cash. The US\$ 6.25% Convertible Debentures have a seven year term, are denominated in U.S. dollars, are due and payable on June 30, 2018, and are callable by the Company beginning in July 2014 if certain conditions noted above, are met. The Company did not redeem and none of the holders have converted any of the US\$ 6.25% Convertible Debentures as of June 30, 2016. The Cdn\$ 6.25% Convertible Debentures have a five and a half year term, are denominated in Canadian dollars, are due and payable on June 30, 2019, and are callable by the Company beginning in July 2017, if certain conditions noted above, are met. None of the holders have converted any of the Cdn\$ 6.25% Convertible Debentures as of June 30, 2016. Subsequent to June 30, 2016, the Company exercised its right to redeem the US\$ 6.25% Convertible Notes in their entirety (see Subsequent Events).

The functional currency of STI is the Canadian dollar. The Cdn\$ 6.75% Convertible Debentures were and the Cdn\$ 6.25% Convertible Debentures of STI are denominated in Canadian dollars. As the functional currency of STI is the Canadian dollar, exchange gains or losses related to the Cdn\$ 6.75% Convertible Debentures and the Cdn\$ 6.25% Convertible Debentures on the translation of the STI financial statements into U.S. dollars, the reporting currency, are deferred as a separate component of shareholders' equity. The US\$ 6.25% Convertible Debentures of STI are denominated in U.S. dollars. As the functional currency of STI is the Canadian dollar, unrealized gains or losses on re-measurement of the US\$ 6.25% Convertible Debentures into Canadian dollars are considered transaction gains and losses, at the STI level, and are included in the consolidated statement of operations. On April 1, 2013, the Company put in place an intercompany loan associated with the payments of proceeds on the US\$ 6.25% Convertible Debentures by STI to STA Holdings. This intercompany loan is denominated in U.S. dollars, bears interest at a rate of 6.25% per annum and has a set maturity date of June 30, 2018. As such, this intercompany loan is considered a short-term intercompany loan (as the loan is for a definite term), and unrealized gains or losses on re-measurement of the STI intercompany loan receivable are considered transaction gains or losses as STI's functional currency is the Canadian dollar and are included in the consolidated statement of operations. The re-measurement gains and losses resulting from this intercompany loan offset re-measurement gains and losses resulting from the US\$ 6.25% Convertible Debentures in the consolidated statement of operations.

The Company expects to be able to repay, renew or refinance its various loan facilities and Convertible Debentures as they become due with other long term financing options (see "Forward-Looking Statements").

Leasing Arrangements

During the fiscal year ended June 30, 2015, the Company entered into additional operating leases with seven major financial institutions to lease approximately \$38.7 million in replacement school vehicles and \$38.3 million in growth school vehicles for the 2014-2015 school year. The term of these leases is six years at effective fixed rates in the range of 2.7% to 4.4%. Annual lease payments on these additional leases will approximate \$11.2 million per year for the term of the leases.

During the fiscal year ended June 30, 2016, the Company entered into additional operating leases with ten major financial institutions to lease approximately \$58.3 million in replacement school vehicles and \$22.0 million in growth school vehicles for the 2015-2016 school year. The term of these leases is six years at effective fixed rates in the range of 2.6% to 4.2%. Annual lease payments on these additional leases will approximate \$11.3 million per year for the term of the leases.

During July and August 2016, the Company entered into additional operating leases with nine major financial institutions to lease approximately \$34.8 million in replacement school vehicles and \$10.0 million in growth school vehicles for the upcoming 2016-2017 school year. The term of these leases is six years at effective fixed rates in the range of 2.0% to 3.6%. Annual lease payments on these additional leases will approximate \$6.0 million per year for the term of the leases.

Acquisitions and Investments

On December 5, 2014 the Company acquired certain assets and a contract of Dalton Bus Lines in Ontario, Canada, for approximately \$0.4 million. Earnings of the acquired company were included in the Company's results of operations from the acquisition date.

On March 11, 2015 a wholly-owned subsidiary of the Company made a non-controlling investment in a consulting and management services firm for cash consideration of \$1.7 million. The Company has accounted for this investment under the equity method, in accordance with ASC- 323, Investments-Equity Method and Joint Ventures.

During January and February 2016, a wholly-owned subsidiary of the Company purchased the remaining interest in the transportation consulting and management services firm and acquired a second consulting services firm. Combined, total consideration for both firms approximated \$7.2 million, consisting of \$6.2 million in cash and \$1.0 million in common stock. The Company had previously invested \$1.7 million in March 2015, to acquire a non-controlling interest in the first transportation consulting and management service firm as discussed above. Earnings of the acquired companies were included in the Company's results of operations from the acquisition dates.

The Company intends to selectively acquire contracts through new bids and conversions and to pursue additional acquisitions to the extent that it is able to finance these from operating cash flows, available financing under our Credit Facility and the potential additional issuance of common shares and debt securities (see "Forward-Looking Statements").

Fuel Prices

The Company operates a fleet of approximately 13,000 vehicles as at June 30, 2016 and consumes substantial amounts of fuel for its operations. While the Company currently has fuel mitigation features in approximately 60% of its contracts that provide some measure of fuel protection against price increases, ranging from reimbursement by the school district to outright purchase of fuel by school districts, there is no assurance that it will be able to adequately protect itself from increases in such costs other than those contractually obligated. The Company is still exposed to some market price fluctuations under some of these fuel mitigation features. As noted above, the Company also endeavors to lock in an additional 20% of its fuel exposure with fixed rate contracts, while the final 20% of fuel exposure is fully subject to market price variations. The Company, for fiscal year 2015, entered into fixed price contracts, in August of that fiscal year with fuel suppliers to cover the approximately 20% of its fuel exposure, prior to the decline in market prices that occurred in the October through December period of fiscal year 2015. For fiscal year 2016, the Company entered into fixed price contracts with fuel vendors starting in October 2014 (the period of fiscal 2015 when market prices started to decline), for the approximately 20% of its fuel exposure locked in for fiscal year 2016. In August and November 2015, the Company locked in approximately 15% of its fuel exposure for fiscal year 2017. In July 2016, the Company locked in one third of the approximately 20% of its fuel exposure for the 2018 fiscal year.

Segment Information (\$ in 000's)

As a result of the Canadex Acquisition, the Company has two reportable segments, a transportation segment and an oil and gas segment. The transportation segment provides school bus and management services to public and private schools in North America. The oil and gas segment represents the Company's investments as a non-operator in oil and gas interests in the United States.

	For the three months ended June 30, 2016	For the three months ended June 30, 2015	For the twelve months ended June 30, 2016	For the twelve months ended June 30, 2015
Revenue				
Transportation	\$165,860	\$151,973	\$598,807	\$551,861
Oil and gas	330	481	1,387	2,890
	<u>\$166,190</u>	<u>\$152,454</u>	<u>\$600,194</u>	<u>\$554,751</u>
Operating earnings (losses)				
Transportation	\$ 12,652	\$ 10,788	\$ 26,733	17,702
*Oil and gas	(717)	(219)	(3,137)	(540)
	11,935	10,569	23,596	17,162
Unallocated expenses	2,646	1,655	14,721	13,423
Income tax expense	3,011	1,934	2,838	84
Net income	<u>\$ 6,278</u>	<u>\$ 6,980</u>	<u>\$ 6,037</u>	<u>\$ 3,655</u>

* The oil and gas operating results include an impairment charge of \$0.4 million dollars and \$1.6 million dollars for the quarter ended and fiscal year ended June 30, 2016, respectively.

	As at June 30, 2016	As at June 30, 2015
Total Assets		
Transportation	\$542,221	\$527,291
Oil and gas	6,108	8,636
	<u>\$548,329</u>	<u>\$535,927</u>

Commitments and Contractual Obligations

Commitments and contractual obligations primarily include obligations associated with outstanding indebtedness and lease obligations. The following table shows contractual obligations and commitments related to the outstanding indebtedness as of June 30, 2016 and the related payment by period due.

Maturities of long-term debt are as follows (\$ in 000's) (see Subsequent Events):

	Third Amended Credit Facility	Convertible Debentures	Senior Secured Notes	Total
Year ending June 30,				
2017	\$ —	\$ —	\$35,000	\$ 35,000
2018	—	59,633	—	59,633
2019	—	58,063	—	58,063
2020	120,129	—	—	120,129
2021	—	—	—	—
thereafter	—	—	—	—
	<u>\$120,129</u>	<u>\$117,696</u>	<u>\$35,000</u>	<u>\$272,825</u>

The maturity date of the Credit Agreement was extended by amendment in August 2014 to August 19, 2019 or if earlier, 90 days prior to the maturity of the Senior Secured Notes. Subsequent to June 30, 2016, the Company amended the Credit Agreement to increase commitments and extend the maturity date back to five years (see Subsequent Events).

The following table represents future minimum rental payments and operating lease payments under non-cancelable operating leases as at June 30, 2016 (\$ in 000's):

	Facility Leases	Vehicle Leases	Total
Year ending June 30,			
2017	\$15,039	\$ 36,296	\$ 51,335
2018	9,523	33,101	42,624
2019	7,232	28,825	36,057
2020	3,613	22,617	26,230
2021	1,883	11,531	13,414
2022 and thereafter	1,846	1,215	3,061
Total minimum payments	<u>\$39,136</u>	<u>\$133,585</u>	<u>\$172,721</u>

If the operating leases for vehicles were treated as capital leases, the senior debt and total debt would approximate \$345.3 million and \$463.0 million, respectively as at June 30, 2016. Further, the senior debt to EBITDA ratio (as defined in the Credit Agreement and adjusted for capitalization of vehicle leases) would increase 0.6:1, and the total debt to EBITDA ratio would increase 1.1:1.

Outstanding Share Data

As at June 30, 2016, the Company had 91,903,515 issued and outstanding common shares, US \$60.0 million principal amount of US\$ 6.25% Convertible Debentures convertible into approximately 6.3 million common shares and Cdn \$75.0 million principal amount of Cdn\$ 6.25% Convertible Debentures convertible into approximately 8.3 million common shares. There are no preferred shares issued and outstanding. (see "Liquidity and Capital Resource-Convertible Debentures" and "Subsequent Events").

Quantitative and Qualitative Disclosures About Market Risk

As noted in the cautionary language concerning forward-looking disclosures under the heading "Forward-Looking Statements" in this management discussion and analysis, this section contains forward-looking statements, including with respect to the Company's anticipated dividends. Such statements involve known and unknown risks, uncertainties and other factors outside of management's control, including the risk factors set forth in this management discussion and analysis that could cause results to differ materially from those described or anticipated in the forward-looking statements.

In the normal course of business, the Company is exposed to market risks arising from adverse changes in interest rates and the Cdn\$/US\$ foreign currency exchange rate. Market risk is defined for these purposes as the potential change in the fair market value of financial assets and liabilities resulting from an adverse movement in these rates. Except for the changes in the Cdn\$/US\$ foreign currency exchange rate during the fiscal year 2016, there have been no other material changes to the Company's exposure to the above-mentioned market risks during the fiscal year 2016.

As at June 30, 2016, the Company's material variable rate borrowings included the outstanding borrowings under the Credit Agreement. As at June 30, 2016, the Company had \$120.1 million in outstanding indebtedness under the Credit Agreement. The Company has an interest rate swap in place for a notional amount of \$50.0 million to swap the variable rate to a fixed rate for \$50.0 million in borrowings under the Credit Agreement. (see "Liquidity and Capital Resource-Convertible Debentures"). A 100 basis point change in interest rates, applied to these net borrowings as at June 30, 2016 would result in approximately a \$0.7 million annual change in interest expense and a corresponding change in cash flow.

In connection with the dividends on the common shares issued, the Company was exposed to fluctuations in the exchange rate between the Canadian dollar and the U.S. dollar because the anticipated dividends from STA, Inc. to STA

Holdings are in U.S. dollars and the currently anticipated dividends on common shares were paid in Canadian dollars. The Company used foreign currency exchange contracts ("Forward Contracts") to partially mitigate this exchange rate risk. Given that the majority of the Company's cash flows continue to be denominated in U.S. dollars, in May 2015, the Board of Directors of the Company approved a change in the currency of the monthly dividend to U.S. dollars, effective July 1, 2015. At that time the Forward Contracts outstanding, which had been used to mitigate the exchange risk, were liquidated.

The Cdn\$ 6.25% Convertible Debentures due June 30, 2019 are denominated and payable, upon maturity, in Canadian dollars. The Company has not entered into any hedge arrangement with respect to the payment of the Cdn\$ 6.25% Convertible Debentures upon maturity. The Company uses its cash flows from its Canadian operations to partially mitigate the exchange risk on the Convertible Debenture interest payments.

The Company is also exposed to changes in the market price of fuel in the ordinary course of business. As a partial mitigation of the impact of fuel price volatility on the Company's results, approximately 60% of the Company's revenue contracts have some form of mitigation against fuel price increase, ranging from reimbursement by the school district to outright purchase of fuel by school districts. The Company is still exposed to some market price fluctuations under some of these fuel mitigation features. The Company, for fiscal year 2015, entered into fixed price contracts, in August of that fiscal year with fuel suppliers to cover the approximately 20% of its fuel exposure, prior to the decline in market prices that occurred in the October through December period of fiscal year 2015. For fiscal year 2016, the Company entered into fixed price contracts with fuel vendors starting in October 2014 (the period of fiscal 2015 when market prices started to decline), for the approximately 20% of its fuel exposure locked in for fiscal year 2016. In August and November 2015, the Company locked in approximately 15% of its fuel exposure for fiscal year 2017. In July 2016, the Company locked in one third of the approximately 20% of its fuel exposure for the 2018 fiscal year.

Summary of Quarterly Results (\$ in 000's, except per share data)

	1st Qtr 2015	2nd Qtr 2015	3rd Qtr 2015	4th Qtr 2015	1st Qtr 2016	2nd Qtr 2016	3rd Qtr 2016	4th Qtr 2016
Revenues	\$88,532	\$157,451	\$156,314	\$152,454	\$93,383	\$167,380	\$173,241	\$166,190
Net income (loss)	\$(8,755)	\$ 3,537	\$ 1,893	\$ 6,480	\$(9,543)	\$ 6,017	\$ 3,769	\$ 6,278
Net income (loss) per share	\$ (0.11)	\$ 0.04	\$ 0.02	\$ 0.07	\$ (0.10)	\$ 0.06	\$ 0.04	\$ 0.07

Seasonality

School bus transportation revenue has historically been seasonal, based on the school calendar and holiday schedule. During the summer school break, revenue is derived primarily from summer camps and private charter services. As schools are not in session, there is minimal school bus transportation revenue during this period. Thus, the Company incurs operating losses during the first three months of the fiscal year, which encompass the summer school break. Depreciation of fixed assets occurs in the months during which schools are in session, which is generally September through June. A full year's worth of depreciation is recorded in these ten months to correspond to the vehicle's usage.

Disclosure Controls and Procedures and Internal Controls over Financial Reporting

Under the supervision of, and with the participation of the CEO and the CFO, management performed an evaluation of the effectiveness of the Company's disclosure controls and procedures, which are designed to provide reasonable assurance that material information relating to the Company (including its subsidiaries) is made known to the CEO and the CFO by others within the Company. Based on that evaluation, the CEO and the CFO have concluded that the design and operation of these disclosure controls and procedures as of June 30, 2016 were effective.

Under the supervision of, and with the participation of, the CEO and the CFO of the Company, management performed an evaluation of the effectiveness of the Company's internal controls over financial reporting in order to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with GAAP. Based on that evaluation, the CEO and the CFO have concluded that the design and operation of the internal controls over financial reporting as of June 30, 2016 were effective.

In addition, we have evaluated our internal controls over financial reporting and determined that no changes were made in the Company's internal controls over financial reporting during the twelve months ended June 30, 2016, that have materially affected, or are reasonably likely to materially affect, its internal control over financial reporting. Management is, however, continually monitoring and seeking to improve the Company's infrastructure and controls.

Transactions with Related Parties

The Company utilized a transportation equipment dealer, primarily to assist in procurement and disposal of the Company's fleet under the direction of the Company's CFO. The transportation equipment dealer also provided consulting services to the Company, assisting with fleet valuations in its acquisition efforts. The transportation equipment dealer was a company controlled by a family member of the Company's Chairman and CEO. Beginning in fiscal year 2015, the fleet procurement and disposal services were provided for an annual fee including a retainer amount plus a commission per vehicle amount not to exceed \$0.5 million per annum. Prior to fiscal year 2015, these services were provided on a non-contractual basis. The Company paid the transportation equipment dealer \$0.5 million for the ended June 30, 2015. In April 2015, the Company terminated the agreement and began to perform these services directly with internal resources.

These transactions were measured at the exchange amount which is the amount of consideration established and agreed to by the related parties.

Subsequent Events

As noted in the cautionary language concerning forward-looking disclosures under the heading "Forward-Looking Statements" in this management discussion and analysis, this section contains forward-looking statements, including with respect to the Company's EIP and lease payments. Such statements involve known and unknown risks, uncertainties and other factors outside of management's control, including the risk factors set forth in this management discussion and analysis that could cause results to differ materially from those described or anticipated in the forward-looking statements.

On July 2, 2016, STA Holdings granted 147,596 Class B Series Three common shares pursuant to the EIP. The Company will recognize non-cash stock-based expense related to these grants during the quarter ending September 30, 2016.

On July 27, 2016 the Company entered into a Fourth Amended and Restated Credit Agreement. The new amended credit facility increased the commitments to \$340.0 million (US \$290.0 million and Canadian \$50.0 million), from the previous commitments of \$225.0 million and extended the maturity date to July 27, 2021. The increase in the size of the facility resulted from the addition of two new lenders to the bank group and certain existing lenders increasing their commitments. The new amended facility also provides for a US\$100 million "accordion feature", which provides access to a larger facility should it be needed in the future. The Company used drawings under the credit agreement in part to repurchase the US \$35 million Senior Secured Notes due November 10, 2016.

On August 1, 2016, the Company provided notice for the early redemption and settlement of the Senior Secured Notes due November 10, 2016. On September 1, 2016, the Company redeemed the Senior Secured Notes for \$35.0 million in cash in accordance with the Note Purchase Agreement dated December 14, 2006, between the Company, Sun Life Assurance Company of Canada, London Life Insurance Company and Computershare Trust Company, N.A., governing the Senior Secured Notes.

On August 16, 2016, the Company issued the Cdn\$ 5.25% convertible unsecured subordinated debentures due September 30, 2021 at a price of \$1,000 per debenture, for total gross proceeds of \$65.8 million (Cdn \$85.0 million). The net proceeds of the 5.25% convertible unsecured subordinated debentures will primarily be used pay off existing long term debt and for general corporate purposes.

On August 23, 2016, the Company announced that it called for the early redemption and settlement of the 6.25% US convertible unsecured subordinated debentures due June 30, 2018. On September 19, 2016 the Company will redeem the \$60.0 million of 6.25% US convertible unsecured subordinated debentures for \$60.0 million in cash in accordance with the Trust Indenture dated June 7, 2011, between STI and Computershare Trust Company of Canada governing the 6.25% US convertible unsecured debentures.

During July and August 2016, the Company entered into additional operating leases with nine major financial institutions to lease approximately \$44.8 million in growth and replacement school vehicles for the upcoming 2016-2017 school year. The term of these leases is six years at effective fixed rates in the range of 2.0% to 3.6%. Annual lease payments on these additional leases will approximate \$6.0 million per year for the term of the leases.

Critical Accounting Policies and Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Some of the estimates and assumptions management is required to make relate to matters that are inherently uncertain as they may pertain to future events. Management bases these estimates on historical experience and on various other assumptions that it believes to be reasonable and appropriate. Actual results may differ significantly from these estimates. The following is a description of our accounting policies that we believe require subjective and complex judgments, and could potentially have a material effect on reported financial condition and results of operations.

Goodwill and Indefinite Lived- Intangibles. Goodwill represents the excess of cost over fair value of net assets acquired in business combinations accounted for under the purchase method. Goodwill and trade names are not amortized but rather assessed for impairment annually or more frequently if circumstances change and indicators of impairment are present. The annual impairment testing is performed in the fourth quarter.

When assessing goodwill impairment, the Company may at its option perform a qualitative assessment to first assess whether the fair value of a reporting unit is less than its carrying value. If the Company does not choose to perform a qualitative assessment, a two step impairment test is required. The Company first compares the fair value of the reporting unit with its carrying value, including goodwill. If the carrying value exceeds the fair value, the carrying value is then compared to the implied fair value of goodwill. If the implied fair value of goodwill is less than the carrying value of goodwill, an impairment loss will be recognized in the statement of earnings in an amount equal to the difference and the implied fair value of goodwill becomes the new carrying value of goodwill for that reporting unit which is then used in future impairment tests.

When assessing the impairment for trade names, if the carrying value exceeds the fair value, an impairment loss will be recognized in the statement of earnings in an amount equal to the excess.

Fair values are derived by using discounted cash flow analyses which requires, among other factors, estimates of the amount and timing of projected cash flows and the appropriate discount rate.

Other identifiable intangible assets consist of contract rights and covenants not to compete. Contract rights, which include customer relationships, are amortized on a straight-line basis over an estimated useful life of 20 to 23 years. The useful life for contract rights was determined based on third party valuation reports prepared for the Company. The valuations took into account the average length of the contracts, the expected renewal periods and assumptions regarding future renewals based upon historical customers lives. Covenants not to compete are amortized on a straight-line basis over an estimated useful life of two to five years.

Impairment of Long-Lived Assets. Management continually evaluates whether events or circumstances have occurred that indicate that the remaining estimated useful lives of property and equipment, contract rights and covenants not to compete may warrant revision or that the remaining balances may not be recoverable. Events or circumstances that would trigger testing for impairment include, but are not limited to, the loss of a significant school district customer contract, a significant increase in the Company's expense levels absent a corresponding increase in revenue that causes operating or cash flow losses or projected operating or cash flow losses, significant adverse changes in legal factors or the business climate in which the Company operates that could affect the value of long-lived assets, or the expectation that a long-lived asset will be sold or otherwise disposed of at a loss before the end of its previously estimated useful life. If this review indicates that the assets will not be recoverable, as determined based on the undiscounted future cash flows from the use of the assets, the carrying value of the assets will be reduced to their estimated fair value.

Insurance Reserves. The Company's insurance reserves reflect the estimated deductible amounts the Company is responsible for under the workers' compensation and vehicle liability insurance programs. Our insurance expense for these

items is largely dependent on our claims experience and our ability to control such claims, the actuarial development of claims to their select ultimate, in addition to third party premiums/expenses associated with this coverage. We have recorded estimated insurance reserves for the anticipated losses on open claims under the workers' compensation and vehicle liability programs based upon actuarial analysis prepared by an independent third party actuary. Although the estimates of these accrued liabilities are based on the factors mentioned above, it is possible that future cash flows and results of operations could be materially affected by changes in our assumptions or changes in claims experience and development.

Stock Based Compensation. The Company accounts for stock-based compensation and other stock-based payments using the fair value method. Under the fair value method, the fair value of the stock based compensation and other stock-based payments are estimated at the grant date and the total fair value is amortized over the vesting schedule of the awards as compensation expense. The Class B common shares issued by STA Holdings are fully vested on the grant date, and, as such, the Company recognizes compensation expense when the shares are issued. These shares are accounted for as a liability upon issuance and re-measured at fair value on a quarterly basis. Changes in fair value are recorded in the Consolidated Statement of Operations.

The Class B common shares are not traded in an active market and have certain restrictions on their transferability. These shares are accounted for as a liability upon issuance, as a result of a put option they contain. The put option provides for a fair market value of Class B Series Three common shares put at an amount equal to the weighted average trading price of the STI common shares for the ten consecutive trading days immediately prior to the date of put. Stock based compensation expense associated with the issuance of Class B Series Three common shares is based on the trading value of the STI common shares at the date of grant, similar to the fair value of such common shares in connection with the put option values described above.

Income Taxes. Income taxes have been computed utilizing the asset and liability approach, under which deferred tax assets and liabilities are recognized for the expected future tax consequences of temporary differences between the financial reporting and tax bases of assets and liabilities. Deferred tax assets and liabilities are measured using the currently enacted tax rates expected to be in effect for the years in which those taxes are expected to be realized or settled. A valuation allowance is recorded to reduce deferred tax assets to the amount that is believed to be more likely than not to be realized. The recorded deferred income tax liability results from a difference between the book and tax basis of certain transportation equipment, other equipment and intangible assets.

The Company uses judgment in determining income tax provisions and in evaluating its tax positions under the accounting guidance for income taxes. Additional provisions for income taxes are established when, despite the belief that tax positions are fully supportable, there remain certain positions that do not meet the minimum probability threshold, which is a tax position that is more-likely-than-not to be sustained upon examination by the applicable taxing authority. The Company and its subsidiaries are examined by various federal and state tax authorities. The Company regularly assesses the potential outcomes of these examinations and any future examinations for the current or prior years in determining the adequacy of its provision for income taxes. The Company continually assesses the likelihood and amount of potential adjustments and adjusts the income tax provision, the current tax liability and deferred taxes in the period in which the facts that give rise to a revision become known.

Accounting for Derivatives and Hedging Activities. The Company records its derivatives at fair value on the balance sheet, which requires that a company take into account its own credit risk and the credit risk of the counterparty when determining the fair value of financial assets and financial liabilities, including derivative instruments. Changes in fair value will be recorded in the statement of operations or through other comprehensive income depending on the nature of the derivative instrument. The Company did not elect hedge accounting for any of its derivative financial instruments and therefore records all changes in fair value in the income statement. The Company has offset the fair value amounts recorded on its forward foreign currency contracts executed with the same counterparty under an executed master netting arrangement.

Foreign Currency Translation: Monetary assets and liabilities denominated in a currency other than the functional currency are translated at the rate of exchange prevailing at the balance sheet date. Transactions denominated in a currency other than the functional currency are translated at the rate of exchange prevailing on the transaction date. Gains and losses on translation of these items are considered transaction gain and losses and are included in the consolidated statements of operations in foreign currency (gain) loss.

The functional currency of STI and the Company's Canadian operations is the Canadian dollar. The functional currency of the Company's operations in the United States is the U.S. dollar. The Company's financial statements are reported in U.S. dollars, as the principal operations and cash flows of its subsidiaries are conducted in U.S. dollars. As a result, the assets and liabilities of the Company, and the Company's Canadian operations are translated into U.S. dollars using the exchange rate in effect at the period end and revenues and expenses are translated at the average rate during the period. Exchange gains or losses on translation are deferred as a separate component of shareholders' equity. The Cdn\$ 6.75% Convertible Debentures were and the Cdn\$ 6.25% Convertible Debentures of STI are denominated in Canadian dollars. As the functional currency of STI is the Canadian dollar, exchange gains or losses related to the Cdn\$ 6.75% Convertible Debentures and the Cdn\$ 6.25% Convertible Debentures on the translation of the STI financial statements into U.S. dollars, the reporting currency, are deferred as a separate component of shareholders' equity. The US\$ 6.25% Convertible Debentures of STI are denominated in U.S. dollars. As the functional currency of STI is the Canadian dollar, unrealized gains or losses on re-measurement of the US\$ 6.25% Convertible Debentures into Canadian dollars are considered transaction gains and losses, at the STI level, and are included in the consolidated statement of operations.

Foreign currency transactions gains and losses, related to short-term related intercompany loans are recorded in the Consolidated Statement of Operations as incurred. Foreign currency transaction gains and losses for intercompany loans that are considered long-term in nature are recorded in Accumulated Other Comprehensive Loss as incurred.

Oil and Gas Reserve Estimates. Estimates of oil and gas reserves in the consolidated financial statements are prepared through reserve engineering, which is a subjective process of estimating underground accumulations of oil and natural gas that cannot be measured in an exact manner. The process relies on interpretations of available geographical, geophysical, engineering and production data. The accuracy of a reserve estimate is a function of the quality and quantity of available data, the interpretation of that data, the accuracy of various mandated economic assumptions and the judgment of the persons preparing the estimate.

The Company's reserve information is based on estimates prepared by independent oil and gas industry consultants. Estimates prepared by others may be different than these estimates. Because these estimates depend on many assumptions such as projected future rates of production, estimated commodity price forecasts and the timing of future expenditures, all of which may differ from actual results, reserve estimates may be different from the quantities of oil and gas that are ultimately recovered. In addition, the results of drilling, testing and production after the date of an estimate may justify revisions to the estimate.

The present value of future net oil and gas revenues should not be assumed to be the current market value of the Company's estimated oil and gas reserves. Actual future prices, costs and reserves may be materially higher or lower than the prices, costs and reserves used for the future net revenue calculations. Reserve estimates can have a significant impact on earnings, as they are a key component in the calculation of oil and gas depreciation and depletion.

A downward revision in the reserve estimate could result in a higher depreciation and depletion charge to earnings. In addition, if the net capitalized costs are determined to be in excess of the calculated ceiling, which is based largely on reserve estimates, the excess must be written off as an expense charged against earnings.

Asset Retirement Obligations. The asset retirement obligation provision recorded in the consolidated financial statements is based on estimates of total costs for future restoration and abandonment of oil and natural gas wells and facilities, as well as estimates of when these costs will occur. The estimates are based on the Company's net ownership interest in the wells. Estimating these future costs requires management to make estimates and judgments that are subject to future revisions based on numerous factors, including changing technology and political and regulatory environments.

Risk Factors

The following section describes both general and specific risks that could affect our financial performance. The risks described below are not the only risks facing the Company. Additional risks and uncertainties that are not currently known or that are currently considered to be immaterial may also materially and adversely affect the Company and our business operations. If any of these risks actually occur, the Company's business, financial conditions, results of operations and cash flow could be adversely affected, in which case the trading prices of the Common Shares and the Convertible Debentures would decline.

Risks Related to our Business

We cannot control certain of our operating expenses

The price of fuel, insurance costs and maintenance costs are operating expenses over which we have little or no control. Although certain of our customer contracts provide for automatic price increases or other forms of protection against fuel price and/or insurance cost increases, significant increases in the price of fuel, insurance or maintenance could affect our costs as well as the affordability of our services to our customers of our services. Similarly, depending on the availability of qualified drivers and the level of competition with other businesses for their services, we may have little control over the labour costs for our drivers. Any difficulties in attracting and retaining qualified drivers could affect our costs and, ultimately, result in the loss of customer contracts due to the inability to service the contract. Accordingly, a significant escalation in our operating expenses or in the inability to attract and retain qualified drivers could have a material adverse effect on us, our financial condition, results of operations and cash flows.

We have significant capital expenditure requirements

In order to maintain our school bus fleet, and to expand our business pursuant to our business strategy, we are required to make significant capital expenditures. There can be no assurance that cash flow from operations will enable us to acquire a sufficient number of new vehicles or make capital expenditures necessary to implement any expansion of service. If we are required to obtain additional financing, there can be no assurance that we can obtain financing on terms acceptable to us. Our inability to have sufficient cash flows or procure the financing necessary to acquire additional school buses or make needed capital improvements could delay or prevent us from implementing our business strategy and would have a material adverse effect on us. Future maintenance capital expenditures are dependent on a number of future events. The future replacement of school vehicles will be dependent on contract retention and renewal and will also be dependent on the number of new contracts secured through acquisitions, new bids and conversions and the renewal of current contracts. If current contracts are not renewed, or only a portion are renewed, i.e. the number of net new contracts is higher or lower than expected, the assumed level of maintenance capital expenditures will be significantly different from the level currently anticipated. In addition, future expenditures will also depend on future vehicle pricing, negotiating ability with regard to future vehicles pricing, and future vehicle specifications.

The Company's consolidated indebtedness could negatively impact the business

On June 30, 2016, the Company had total indebtedness of \$272.8 million (including \$117.7 million indebtedness to holders of Debentures).

The degree to which the Company is leveraged on a consolidated basis could have important consequences to the holders of Common Shares and Debentures, including:

- the Company's ability in the future to obtain additional financing for working capital, capital expenditures or other purposes may be limited;
- the Company may be unable to refinance indebtedness on terms acceptable to it or at all;
- a significant portion of the Issuer's cash flow (on a consolidated basis) is likely to be dedicated to the payment of the principal of and interest on the Company's indebtedness, including the Convertible Debentures, thereby reducing funds available for future operations, capital expenditures and/or dividends on the Common Shares;
- the Company may be more vulnerable to economic downturns and be limited in our ability to withstand competitive pressures;
- the Company may be limited in its ability to plan for or react to changes in its business or the industry in which it operates; and
- the Company may be at a competitive disadvantage to its competitors that have less indebtedness.

The restrictive covenants in the Credit Agreement could impact the Company's business and affect its ability to pursue its business strategies

The Credit Agreement features restrictive covenants that limit the Company's ability, among other things, to:

- incur additional indebtedness;
- pay dividends and make distributions in respect of the Company's equity or to make certain other restrictive payments or investments;
- sell assets;
- consolidate, merge, sell or otherwise dispose of all or substantially all of the Company's assets;
- enter into transactions with the Company's and/or the Issuer's affiliates;
- create liens; and
- enter into new lines of businesses.

In addition, the Credit Agreement also includes other and more restrictive covenants and prohibits the Company and certain of its affiliates from prepaying its other indebtedness, while debt under the Credit Agreement is outstanding. The Credit Agreement also requires the Company to achieve specified financial and operating results and maintain compliance with specified financial ratios. The Company's ability to comply with these ratios may be affected by events beyond its control.

A breach of any of the restrictive covenants in the Credit Agreement or in the Company's ability to comply with the required financial ratios could result in a default under the Credit Agreement. If a default occurs, the lenders under the Credit Agreement may elect to declare all borrowings outstanding under the facility, together with accrued interest and other fees, to be immediately due and payable.

We may not be able to make all principal payments on the Convertible Debentures

The Cdn\$ 6.25% Convertible Debentures will mature on June 30, 2019 and the Cdn\$ 5.25% Convertible Debentures will mature on September 30, 2021. STI may not be able to refinance the principal amount of the Convertible Debentures in order to repay the principal outstanding or may not have generated enough cash from operations to meet this obligation. There is no guarantee that STI will be able to repay the outstanding principal amount upon maturity of the Convertible Debentures.

As a result of the subordinated nature of the guarantees of the Debentures, upon any distribution to creditors of the Company in a bankruptcy, liquidation or reorganization or similar proceeding relating to the Company or its property or assets, the holders of the Company's senior indebtedness will be entitled to be paid in full in cash before any payment may be made with respect to the Debentures.

On August 23, 2016, the Company called for the redemption and settlement of the US\$ 6.25% Convertible Debentures, which is scheduled to occur on September 19, 2016. To the extent the US\$ 6.25% Convertible Debentures are not so redeemed and settled, references to the Convertible Debentures in these Risk Factors shall be deemed to also include the US\$ 6.25% Convertible Debentures.

Our business objectives and growth strategy may be affected by factors outside of our control

Some of the factors that may affect our ability to successfully achieve our business objectives are the following:

- notwithstanding our high retention rate of renewable contracts, we may be unable to retain certain of our existing customer contracts, or we may only be able to renew them at minimal or no price increase, or price reductions, reducing profitability. Specifically, the decision to renew contracts is not made solely by us and may be based upon factors beyond our control. Accordingly, there can be no assurance that any of our current or future contracts will be extended, or if extended, that the rates of compensation for such extensions will be acceptable to us. Moreover, there can be no assurance that the school districts that currently employ our services will not seek to satisfy their transportation needs in the future by alternative means, including reducing or eliminating

transportation services. We had 114 contracts that were up for renewal for fiscal year 2016. The approximate percentages of fiscal year 2016 revenue that are up for renewal (including annual contract renewals in New Jersey) for fiscal years 2017 and 2018 are 28% and 29%, respectively.

- we may be unable to find suitable businesses to acquire or to successfully complete acquisitions on profitable terms or to successfully integrate acquired businesses; and
- we may be unable to identify conversion opportunities or win bid contracts on profitable terms or to find adequate facilities to operate conversion or bid contracts won.

Please see “We face a number of risks in connection with our acquisition strategy” and “Some of our customer contracts may be terminated due to factors beyond our control” in these Risk Factors for a fuller discussion of these matters.

We face a number of risks in connection with our acquisition strategy

As part of our business strategy, we have expanded through acquisitions and will likely acquire additional businesses in the future. The acquisition and development of existing businesses to be operated by us will be dependent on our ability to identify, acquire and develop suitable acquisition targets in both new and existing markets. While we are careful in selecting the businesses that we acquire, and while the sellers of these businesses routinely execute indemnities in our favour relating to pre-closing liabilities, acquisitions involve a number of risks, including (i) the possibility that we, as successor owner, may be legally and financially responsible for liabilities of prior owners if the indemnities are inapplicable or the former owner has limited assets; (ii) the possibility that we pay more than the acquired company or assets are worth; (iii) the additional expense associated with completing an acquisition and amortizing any acquired intangible assets; (iv) the difficulty of assimilating the operations and personnel of the acquired business; (v) the challenge of implementing uniform standards, controls, procedures and policies throughout the acquired business; (vi) the inability to integrate, train, retain and motivate key personnel of the acquired business; (vii) the potential disruption of our ongoing business and the distraction of management from its day-to-day operations; and (viii) the inability to incorporate the acquired business successfully into our operations. Such risks, if they materialize, could have a material adverse effect on us, our financial condition, results of operations and cash flows.

In addition, we may not be able to maintain the levels of operating efficiency that any of the acquired businesses had achieved or might have achieved separately. Successful integration of each of their operations would depend upon our ability to manage those operations and to eliminate redundant and excess costs. As a result of difficulties associated with combining operations, we may not be able to achieve the cost savings and other benefits that we would hope to achieve with these acquisitions. Any difficulties in this process could disrupt our ongoing business, distract management, result in the loss of key personnel, increase our expenses and otherwise have a material adverse effect on our business, financial condition, results of operations and cash flows. There can be no assurance that the acquired businesses will achieve anticipated levels of profitability.

We may be adversely affected by substantial competition in the school bus transportation industry and increased consolidation within the industry

The school bus transportation industry is highly competitive and we expect that there will continue to be substantial competition for contract bidding and for prospective acquisitions. Such competition may decrease the profitability associated with any contract and increase the cost of acquisitions. Contracts are generally awarded pursuant to public bidding, where price is the primary criteria for a contract award. We have many competitors in the school bus transportation business, including transportation companies with resources and facilities substantially greater than ours and school districts that operate their own buses. There can be no assurance that we will be able to identify, acquire or profitably manage additional contracts or that the assumptions underlying the contract price and / or expense levels included in the bid process will be realized. Although we have historically been competitive in the market for new contracts as well as for acquisitions of other companies, there can be no assurance that we will be able to compete effectively in the future.

In particular, the school bus transportation industry is undergoing significant consolidation, which has intensified the competition for contracts and acquisitions. From time to time, we make unsolicited inquiries with respect to possible acquisitions. Whether such inquiries will result in further communications or, ultimately, an acquisition, has depended, and

will continue to depend upon the facts and circumstances in each case, including whether our competitors make bids for such contracts and acquisitions. Any failure to compete effectively could have a material adverse effect on our company, our financial condition, results of operations and cash flows.

Our business depends on certain key personnel

We believe that our success depends, in part, on the retention of senior executive and regional management. There can be no assurance that we would be able to find qualified replacements for the individuals who make up our senior management team if their services were no longer available. The loss of services of one or more members of the senior management team could adversely affect our business, results of operations and our ability to effectively pursue our business strategy. We do not maintain key-man life insurance for any of our employees.

A greater number of our employees may join unions

Although some of our employees are subject to collective bargaining agreements, there are no assurances that the number of our employees who are members of unions will not increase in the future. A significant increase in the number of our employees becoming members of unions could result in increased labour costs and have a material adverse effect on us, our financial condition, results of operations and cash flows.

We may be adversely affected by rising insurance costs

Our cost of maintaining vehicle liability, personal injury, property damage and workers' compensation insurance is significant. We could experience higher insurance premiums as a result of adverse claims experience or because of general increases in premiums by insurance carriers for reasons unrelated to our own claims experience. As an operator of school buses, we are exposed to claims for personal injury or death and property damage as a result of accidents. Generally, our insurance policies must be renewed annually. Our ability to continue to obtain insurance at affordable premiums also depends upon our ability to continue to operate with an acceptable safety record. A significant increase in the number of claims against us, the assertion of one or more claims in excess of our policy limits or the inability to obtain adequate insurance coverage at acceptable rates, or at all, could have a material adverse effect on us. In addition, the running of statutes of limitations for personal injuries to minor children typically is suspended during the children's legal minority. Therefore, it is possible that accidents causing injuries to minors on school buses may not give rise to lawsuits until a number of years later, which could also have a material adverse effect on us.

We may not be insured for certain losses

We may become subject to liabilities for claims for which insurance is not normally obtained, hazards that we cannot or may not elect to insure because of high premium costs or other reasons or for occurrences that exceed maximum coverage under our policies. For example, we do not have insurance to guard against claims for breach of contract. The occurrence of any liability for which we are not insured, any liability for a claim that exceeds our maximum coverage under our policies, or a multiplicity of otherwise insured claims for amounts within the deductible levels in our policies, could have a material adverse effect on us, our financial condition, results of operations and cash flows.

We may be adversely affected by current and new governmental laws and regulations

We are required to comply with laws and regulations relating to safety, driver qualifications, insurance, worker overtime and other matters promulgated by various federal, state, provincial and local regulatory agencies including, among others, state motor vehicle agencies, state departments of education, the Federal Highway and Safety Administration, the National Highway Traffic Safety Administration and the Occupational Safety and Health Administration. We are also required to comply with certain statutes, such as the Americans with Disabilities Act. We have incurred, and expect to incur, costs for our operations to comply with these legal requirements, and these costs could increase in the future. Many of these legal requirements provide for substantial fines, orders, including orders to cease operations, and criminal sanctions for violations. Although we believe that we are in material compliance with applicable safety laws and regulations, it is difficult to predict the future development of such laws and regulations or their impact on our business or results of operations. We anticipate that standards under these types of laws and regulations will continue to tighten and that

compliance will require increased capital and other expenditures. Furthermore, we cannot predict whether new laws or regulations will be adopted and, if adopted, no assurance can be given that the implementation of such laws or regulations and any additional compliance costs associated therewith will not have a material adverse effect on us. Also, a significant order or judgment against us, the loss of a significant permit or license or the imposition of a significant fine or any other liability in excess of, or not covered by, our reserves or our insurance could adversely affect our business, financial condition and results of operations.

We may be adversely affected by environmental requirements

Our facilities and operations are subject to extensive and constantly evolving federal, state, provincial and local environmental and occupational health and safety laws and regulations, including laws and regulations governing air emissions, wastewater discharges, the storage and handling of chemicals and hazardous substances and cleanup of contaminated soil and groundwater. Additional expenditures, beyond those currently included in capital and operating budgets, may be incurred in order to comply with either new environmental legislation and regulations, new interpretations of existing laws and regulations or more rigorous enforcement of such laws and regulations, most of which are difficult to pass on to the customer. It is not possible to predict whether these new expenditures will be material. We are also subject to liability for the investigation and remediation of environmental contamination (including contamination caused by other parties) at properties that we own or operate and at other properties where we or our predecessors liabilities or environmental compliance or cleanup obligations will have a material adverse effect on our business or operations, there can be no assurance that such liabilities or compliance or cleanup obligations will not increase in the future or will not have a material adverse effect on us.

The school bus transportation industry is highly seasonal

The school bus transportation industry is subject to seasonal variations in operations. As a result, school bus contractors, including us, historically experience a significant decline in operating income during the summer months. Specifically, because customers often pay for the annual amount due under a contract in 10 installments ending in June, our revenues and cash flows sharply decrease in July and August. Additionally, many school districts have dramatically cut back on summer programs in recent years, including summer camp and charter programs, compounding this effect. Our quarterly operating results have also fluctuated due to a variety of factors, including variation in the number of school days in each quarter (which is affected by the timing of the first and last days of the school year, holidays, the month in which spring break occurs and adverse weather conditions, which can close schools). Consequently, interim results are not necessarily indicative of the full fiscal year and quarterly results may vary substantially, both within a fiscal year and between comparable fiscal years.

We may not be able to maintain letters of credit or performance bonds required by our transportation contracts

Our school bus transportation contracts generally provide for performance security in one or more of the following forms: performance bonds, letters of credit or cash retainages. The contracts also require the maintenance of minimum amounts of insurance coverage, the maintenance of appropriate facilities and transportation equipment, and the implementation of various operating rules and regulations. There can be no assurance that either letters of credit or performance bonds will continue to be available to us as security for our contracts or, if available, at a cost that does not adversely affect our margins or cash flow. If adequate performance security is not available or if the terms of such security are too onerous, our company, our financial condition, results of operations and cash flows could be materially adversely affected.

Some of our customer contracts may be terminated due to factors beyond our control

Some of our school bus transportation contracts may be terminated due to factors beyond our control, such as decreases in funding for our customers. All school bus contracts can also be terminated by school districts for not meeting certain performance criteria. Although we believe we have established strong relationships with our customers, there can be no assurance that our contracts will not be affected by circumstances beyond our control. The number of school buses to be provided under our contracts generally may decrease, and hence the revenues generated under such contracts may decrease based on the requirements of our customers.

We face uncertain risks associated with the Company's oil and gas operations

The exploration of oil and gas involves risk that exploration efforts may not find oil and natural gas resources and even when they have been discovered, they may not be economically extracted. Factors affecting economic extraction of oil and natural gas include fluctuations in the price of oil and natural gas, technical extraction difficulties, the ability to bring the oil and natural gas to market, the quality of the oil and natural gas resources, the availability of water used in the extraction process, and the ability to dispose of water associated with the extraction process in an environmentally acceptable manner. In addition, other related uncertainties include and are not limited to geopolitical maneuvering on an international level, terrorist activities, governmental regulations and restrictions, functional obsolescence through widespread migration to alternative non petroleum based fuels, such as those that are hydrogen or nuclear based environmental and other considerations that are hypothetically possible. Oil and gas revenues are dependent on the commodity prices of oil and natural gas. Market changes in the price of these commodities will have a corresponding effect on the revenues and cash flows of the Company's oil and gas segment.

As a foreign private issuer, we are subject to different U.S. securities laws and rules than a domestic U.S. issuer, which may limit the information publicly available to our shareholders

STI is a "foreign private issuer" under applicable U.S. federal securities laws and, therefore, we are not required to comply with all the periodic disclosure and current reporting requirements of the Exchange Act and related rules and regulations. As a result, we do not file the same reports that a U.S. domestic issuer would file with the SEC, although we are required to file or furnish to the SEC the continuous disclosure documents that we are required to file in Canada under Canadian securities laws. In addition, our officers, directors, and principal shareholders are exempt from the reporting and "short swing" profit recovery provisions of Section 16 of the Exchange Act. Therefore, our shareholders may not know on as timely a basis when our officers, directors and principal shareholders purchase or sell their Common Shares, as the reporting deadlines under the corresponding Canadian insider reporting requirements are longer and filing thresholds differ. In addition, as a foreign private issuer, we are exempt from the proxy rules under the Exchange Act.

We may lose our foreign private issuer status in the future, which could result in significant additional costs and expenses to us

We may in the future lose our foreign private issuer status if a majority of our Common Shares are held in the U.S. and we fail to meet the additional requirements necessary to avoid loss of foreign private issuer status. The regulatory and compliance costs to us under U.S. securities laws as a U.S. domestic issuer may be significantly more than the costs incurred as a Canadian foreign private issuer eligible to use the Multi-Jurisdictional Disclosure System ("MJDS") adopted by the United States and Canada. If we are not a foreign private issuer, we would not be eligible to use the MJDS or other foreign issuer forms and would be required to file periodic and current reports and registration statements on U.S. domestic issuer forms with the SEC, which are generally more detailed and extensive than the forms available to a foreign private issuer.

We are an "emerging growth company" under the JOBS Act, and we cannot be certain if the reduced disclosure requirements applicable to emerging growth companies will make our Common Shares less attractive to investors

We are an "emerging growth company," as defined in the Jumpstart Our Business Start-ups Act of 2012 ("JOBS Act"), and we may take advantage of certain exemptions from various reporting requirements that are applicable to other public companies that are not "emerging growth companies" including, but not limited to, not being required to comply with the auditor attestation requirements of section 404 of the Sarbanes-Oxley Act. In addition, should we remain an emerging growth company at a time we are no longer eligible to use the MJDS, we would be able to take advantage of reduced disclosure obligations regarding executive compensation in our periodic reports and proxy statements, and exemptions from the requirements of holding a nonbinding advisory vote on executive compensation and shareholder approval of any golden parachute payments not previously approved. We cannot predict if investors will find our Common Shares less attractive because we rely or decide in the future to rely on these exemptions. If some investors find our Common Shares less attractive as a result, there may be a less active trading market for our Common Shares and our stock price may be more volatile.

We will remain an "emerging growth company" until June 30, 2017 (the last day of our fiscal year following the fifth anniversary of the first registered US public sale of our Common Stock), although we would lose that status sooner if our

revenues exceed \$1 billion, if we issue more than \$1 billion in non-convertible debt in a three year period, or if the market value of our common stock that is held by non-affiliates exceeds \$700 million as of May 30 of any year.

The financial reporting obligations of being a public company in the U.S. are expensive and time consuming, and place significant additional demands on our management

With the listing of our Common Shares on the NASDAQ Global Select Market in September 2011, we became subject to public company reporting obligations in the United States. The additional obligations of being a public company in the United States require significant additional expenditures and place additional demands on our management. In particular, at such time we are no longer an “emerging growth company” under the JOBS Act, section 404 of the Sarbanes-Oxley Act of 2002 and the SEC rules and regulations implementing section 404 will require an annual evaluation of our internal controls over financial reporting to be attested to by an independent auditing firm. If an independent auditing firm is unable to provide us with an attestation and an unqualified report as to the effectiveness of our internal controls, investors could lose confidence in the reliability of our financial statements, which could result in a decrease in the value of our Common Shares. In addition, future acquisitions of companies by us may create challenges in implementing the required processes, procedures and controls in the acquired operations, as acquired companies (in particular, privately held companies) may not have disclosure controls and procedures or internal control over financial reporting that are as thorough or effective as those required under the securities law applicable to STI.

Economic and financial market conditions have resulted in reduced spending by school districts and other governmental agencies

The 2008 global economic crisis and continuing economic instability resulted in a reduction in revenues to various state and local governmental entities, including school districts and other purchasers of our services. This reduction in revenues to our customers may negatively affect the revenues received by the Company in connection with annual rate increases on its school district customer contracts and non contracted ancillary revenues due to potential cutbacks by customers in these spending areas. If the Company's financial condition is materially impacted, then impairment charges with respect to the Company's goodwill and other long-lived assets could be necessary.

We may be adversely affected by terrorism attacks and, man-made or natural disasters

The potential for terrorism exists in the countries in which we operate. Public transportation has previously been subject to terrorist attacks and may be the target of future attacks, which could have a negative impact on our operations. Man-made and natural disasters, including adverse weather conditions, from which we are experiencing greater and more frequent disruptions, could negatively impact our operations through, among other things, increased costs, business disruptions and increased accidents. The occurrence of any of these events could have a material adverse effect on us, our financial condition, results of operations and cash flows.

We may be adversely affected by cyber terrorism or other data security breaches and are subject to data privacy risks

In the normal course of our business we rely on information technology systems. These systems, among other things, collect and safeguard confidential information regarding our employees, customers and the users of our services, including information collected through our SafeStop™ application. Cyber terrorists, hackers and data thieves have become increasingly sophisticated and have the ability to operate large-scale and complex data attacks that could lead to breaches of our systems and the security of our data and information. These attacks could also lead to other significant disruptions. Such breaches and disruptions may result in service interruptions or the loss of confidential information and could give rise to unwanted media attention, material damage to our customer relationships and reputation and fines or lawsuits. The occurrence of any of these events could have a material adverse effect on us, our financial condition, results of operations and cash flows.

Risks Related to the Capital Structure

The Company is dependent on STA Holdings and Parkview Transit for all cash available for dividends and interest

STI is dependent on the operations and assets of STA Holdings and Parkview Transit the ownership of common shares. Cash distributions to the holders of Common Shares and the Convertible Debentures will be dependent on the ability of STA Holdings and Parkview Transit to make dividend payments on its Common Shares held by STI. The actual

amount of cash available for payments to holders of Common Shares and the Convertible Debentures will depend upon numerous factors relating to the business of STA Holdings and Parkview Transit, including profitability, changes in revenue, fluctuations in working capital, capital expenditure levels, applicable laws, compliance with contracts and contractual restrictions contained in the instruments governing any indebtedness. Any reduction in the amount of cash available for distribution, or actually distributed, by the Company will reduce the amount of cash available to STI for dividends to holders of Common Shares. Cash dividends by STI on the Common Shares are not guaranteed and will fluctuate with the performance of the business of STA Holdings and Parkview Transit. Cash available for distribution is not intended to be representative of cash flow or results of operations determined in accordance with generally accepted accounting principles in the United States and does not have a standardized meaning prescribed by US GAAP.

A significant amount of our cash is distributed, which may restrict potential growth

The payout of substantially all of our operating cash flow will make additional capital and operating expenditures dependent on increased cash flow or additional financing in the future. Lack of these funds could limit the Company's future growth and its cash flow. In addition, the Company may be precluded from pursuing otherwise attractive acquisitions or investments because they may not be accretive on a short-term basis.

STI may not receive dividends from STA Holdings and Parkview Transit provided for in the dividend policy adopted by the board of directors of the Company, or any dividends at all

STI's only source of cash flow for payment of dividends on the Common Shares and interest payments on the Convertible Debentures is distributions on its equity ownership of STA Holdings and Parkview Transit. The board of directors of STI may, in its discretion, amend or repeal the dividend policy. STI's board of directors may decrease the level of dividends provided for in this dividend policy or entirely discontinue the payment of dividends. Future dividends with respect to the common shares of STI, if any, will depend on, among other things, the results of operations, cash requirements, financial condition, contractual restrictions, business opportunities, provisions of applicable law and other factors that the board of directors of STI may deem relevant. The Credit Agreement contains significant restrictions on the Company's ability to make dividend payments.

Fluctuations in the exchange rate may impact the amount of cash available to the Company for distribution and the Company's results of operations

The Cdn\$ 6.25% Convertible Debentures and the Cdn\$ 5.25% Convertible Debentures are denominated in Canadian dollars, and payment of these Debentures upon maturity will be payable in Canadian dollars. The Company has not entered into any hedge arrangement with respect to the payment of these Debentures upon maturity in 2019 and 2021, respectively. Interest payments on the Cdn\$ 6.25% Convertible Debentures and the Cdn\$ 5.25% Convertible Debentures are denominated in Canadian dollars. Conversely, approximately 82.5% of the Company's revenue and expenses for fiscal year 2016, together with distributions received from the Company's subsidiaries are denominated in U.S. dollars. As a result, the Company is exposed to currency exchange rate risks.

Although the Company intends to fund the interest payment on the Cdn\$ 6.25% Convertible Debentures and Cdn\$ 5.25% Convertible Debentures with cash flows from the Company's Canadian operations to mitigate the exchange rate risk with respect to the total amount of currently anticipated interest payments on those Convertible Debentures, there can be no assurance that these arrangements will be sufficient to fully protect against this risk. If the Canadian dollar cash flow do not fully protect against this risk, changes in the currency exchange rate between U.S. and Canadian dollars could have a material adverse effect on the Company's financial condition, results of operations and cash flow, and may adversely affect the Company's cash distributions.

In addition, the Company prepares its financial statements in U.S. dollars. In connection with the Company's Canadian operations, approximately 17.5% of the Company's consolidated income before taxes for fiscal year 2016 is incurred in Canadian dollars. The results of the Canadian operations are translated into U.S. dollars for financial statement reporting purposes. Changes in the Canadian dollar / U.S. dollar currency exchange rate from period to period will impact the translated U.S. dollar equivalent results of the Canadian operations. A weakening Canadian dollar will have a negative

impact on the translation of the results of the Canadian operations in U.S. dollars for financial reporting purposes. Conversely, a strengthening Canadian dollar will have a positive impact on the translation of the results of the Canadian operations in U.S. dollars for financial reporting purposes.

Changes in the Company's creditworthiness may affect the value of the Common Shares and Convertible Debentures

The perceived creditworthiness of the Issuer, the Company and their respective subsidiaries may affect the market price or value and the liquidity of the Common Shares and the Convertible Debentures.

Future sales or the possibility of future sales of a substantial amount of Common Shares may impact the price of the Common Shares and could result in dilution

Future sales or the possibility of future sales of a substantial amount of Common Shares in the public market by the Company or an existing shareholder could adversely affect the prevailing market price of the Company's Common Shares, and could impair the Issuer's ability to raise capital through future sales of those securities.

For example, SNCF Participations S.A. ("SNCF-P"), which held approximately 15.0 million of the Company's Common Shares on June 30, 2015, sold 4.0 million of those shares on August 6, 2015 in market transactions at a discount to the market trading price at that time. On April 11, 2016, the Company announced that SNCF-P had sold approximately 6.4 million of its remaining Common Shares, and following those sales, the Company acquired SNCF-P's remaining Common Shares, which were subsequently cancelled. We believe SNCF-P's sale transactions had an adverse impact on the price of the Common Shares.

Additionally, the issuance of additional Common Shares may dilute an investor's investment in the Issuer and reduce distributable cash per Common Share. The Company may issue Common Shares or other securities from time to time, in order to raise capital or as consideration for future acquisitions and investments. If an acquisition or investment is significant, the number of Common Shares or the number or aggregate principal amount, as the case may be, of other securities that may be issued may in turn be significant. In addition, the Issuer may also grant registration rights covering those Common Shares or other securities in connection with any acquisitions or investments.

Further, the Company may determine to redeem outstanding Debentures for Common Shares or to repay outstanding principal amounts thereunder at maturity of the Convertible Debentures by issuing additional Common Shares. The issuance of additional Common Shares may have a dilutive effect on shareholders and an adverse impact on the price of Common Shares.

Investment eligibility

There can be no assurance that the Common Shares will continue to be qualified investments for trusts governed by registered retirement savings plans, registered retirement income funds, registered disability savings plans, deferred profit sharing plans and registered education savings plans and for arrangements that are tax-free savings accounts.

The Company may not be able to make all interest payments on the Convertible Debentures

The likelihood that holders of the Convertible Debentures will receive the payments owing to them in connection with the Convertible Debentures will be dependent upon the financial health and creditworthiness of the Company and the ability of the Company to earn revenues.

The Company may not be able to purchase the Convertible Debentures on a change of control

The Company will be required to offer to purchase all outstanding Convertible Debentures upon the occurrence of a change of control. However, it is possible that following a change of control, the Company will not have sufficient funds at that time to make the required purchase of outstanding Convertible Debentures or that restrictions contained in other indebtedness will restrict those purchases.

Redemption prior to maturity

The Convertible Debentures may be redeemed in accordance with their respective terms, upon payment of the principal, together with any accrued and unpaid interest. Holders of Convertible Debentures should assume that this redemption option will be exercised if the Company is able to refinance at a lower interest rate or it is otherwise in the interest of the Company to redeem the Convertible Debentures.

Conversion following certain transactions

In the case of certain transactions, each Convertible Debenture will become convertible into securities, cash or property receivable by a holder of Convertible Debentures in the kind and amount of securities, cash or property into which the Convertible Debenture was convertible immediately prior to the transaction. This change could substantially lessen or eliminate the value of the conversion privilege associated with the Convertible Debentures in the future.

Prevailing yields on similar securities

Prevailing yield on similar securities will affect the market value of the Convertible Debentures. Assuming all other factors remain unchanged, the market value of the Convertible Debentures will decline as prevailing yields for similar securities rise, and will increase as prevailing yields for similar securities decline.

There is a limited active public market for the Common Shares and Convertible Debentures and holders may have limited liquidity

Although the Common Shares and Convertible Debentures are listed and posted for trading on the TSX and the Common Shares also trade on the NASDAQ Global Select Market, they trade in markets with modest trading volumes. Although the Issuer has taken a number of steps to increase the liquidity of the Common Shares through additional common share offerings and debt to equity exchanges, there is no guarantee that an active trading market will further emerge and/or continue.

The market price for the Common Shares or Convertible Debentures may be volatile

Factors such as variations in the Company's financial results, announcements by the Company or others, developments affecting the Company's business or the North America school bus transportation industry, general interest rate levels, general fuel price levels, the market price of the Common Shares and general market volatility could cause the market price of the Common Shares or the Convertible Debentures to fluctuate significantly.

Our status as an "emerging growth company" under the JOBS Act may make it more difficult to raise capital as and when we need it

Because of the exemptions from various reporting requirements provided to us as an "emerging growth company" under the JOBS Act, we may be less attractive to investors, which may make it more difficult for us to raise additional capital as and when we need it. If we are unable to raise additional capital as and when we need it, our financial condition and results of operations may be materially and adversely affected.

STA Holdings' interest deductions on the 14% subordinated notes originally issued by STA ULC in connection with the IPS Offering were likely "dual consolidated losses" for U.S. federal income tax purposes and may result in disallowance of interest deductions under U.S. tax law if certain "triggering events" occur

Pursuant to Section 1503(d) of the Code and the Treasury Regulations thereunder, the interest deductions generated on the 14% subordinated notes (the last of which were redeemed in December 2009) likely generated a "dual consolidated loss" ("DCL") for U.S. federal income tax purposes and therefore were deductible by STA Holdings only if STA Holdings and STA ULC made the appropriate election and complied with all applicable requirements, including annual reporting and certification requirements. STA Holdings and STA ULC made, and intend to continue to make, such election and have complied with all applicable requirements to date. Even though such an election was made, however, if any of several

“triggering events” occurs (e.g., the use of such losses to offset the income of any other non-U.S. person, or, in certain circumstances, a disposition of STA ULC stock or assets), STA Holdings will generally be required to report the amount of any prior interest deductions on the Notes (plus interest thereon) as gross income in the year of the triggering event. STA Holdings and STA ULC intend to comply with all of the DCL reporting and certification requirements and to conduct their affairs such that no DCL triggering event occurs. However, if STA Holdings and STA ULC fail to satisfy such reporting and certification requirements, or if a DCL triggering event occurs and no exception applies, STA Holdings’ taxable income may be increased and if so, its U.S. federal income tax liability would be increased, perhaps materially. This would adversely affect the Company’s financial position, cash flow, and liquidity, and could affect the Issuer’s ability to make interest or dividend payments on the Debentures and the Common Shares and the Company’s ability to continue as a going concern.

Application of U.S. federal income tax corporate “inversion” rules is uncertain

U.S. federal income tax legislation enacted in October 2004 dealing with corporate “inversions” (e.g., certain transactions in which a non-U.S. corporation acquires substantially all of the equity interests in, or the assets of, a U.S. corporation or partnership, if, after the transaction, former equity owners of the U.S. corporation or partnership own a specified level of stock in the non-U.S. corporation) provides in certain cases that a non-U.S. corporation may be treated as a U.S. corporation for U.S. federal income tax purposes. As enacted, this legislation does not appear to apply to STI, because the Existing Investors did not own any stock in STI as a result of the original offering and related transactions or subsequent IPS or Common Share offerings. The legislation grants authority to the U.S. Treasury, however, to write implementing regulations, which could, if exercised broadly and retroactively, cause the inversion provisions to apply to STI and result in, among other things, U.S. withholding taxes being imposed on dividends paid on the Common Shares to non-U.S. Holders, and the potential inability of U.S. holders to claim a foreign tax credit for Canadian withholding tax on dividends paid on the Common Shares to them. The Internal Revenue Service subsequently issued regulations to provide further guidance on when a non-U.S. corporation may be treated as a U.S. corporation for U.S. federal income tax. Those regulations would not cause STI to be treated as a U.S. corporation for U.S. federal income tax purposes, but there can be no assurance such regulation may not be modified in the future.

Application of possible new related party debt rules is uncertain

The Internal Revenue Service recently issued proposed regulations regarding intercompany cross-border debt held by related parties. The proposed regulations primarily affect: (i) issuances of debt for cash between related parties, (ii) distributions of debt instruments by corporations to their related corporate shareholders, (iii) certain issuances of debt instruments as consideration in an exchange involving an intragroup asset reorganization and (iv) issuances of debt instruments by corporations to related parties in exchange for stock of an affiliated corporation. The proposed regulations would permit the Internal Revenue Service to treat an instrument as part debt and part equity, in any of the foregoing situations, which could have an adverse tax effect on both the creditor and the debtor. However, in the case of issuances of debt for cash between related parties, as the proposed regulations are currently contemplated, it is unlikely there would be a recharacterization of the debt if it is properly documented and the parties can demonstrate the financial ability of the debtor to repay the creditor. In general, the proposed regulations would not be effective until issued in final form. At this point, pending issuance of the final regulations, it is not possible to determine whether the regulations, if finalized in their current form, would have any adverse U.S. (or foreign) tax effect on STI or STA Holdings or any of their related U.S. and non-U.S. affiliates.

Report of Independent Registered Public Accounting Firm

To the Board of Directors and Shareholders of Student Transportation Inc.:

We have audited the accompanying consolidated balance sheets of Student Transportation Inc. as of June 30, 2016 and 2015, and the related consolidated statements of operations, comprehensive income, shareholders' equity and cash flows for the years then ended. These financial statements are the responsibility of the Company's management.

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with the standards of the Public Company Accounting Oversight Board (United States). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. We were not engaged to perform an audit of the Company's internal control over financial reporting. Our audits included consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the consolidated financial position of Student Transportation Inc. as at June 30, 2016 and 2015 and the consolidated results of its operations and its cash flows for the years then ended in accordance with U.S. generally accepted accounting principles.

/s/ Ernst & Young LLP
Independent Registered Public Accounting Firm
MetroPark, New Jersey USA
September 14, 2016

Student Transportation Inc.
Consolidated Balance Sheets
(000's of U.S. dollars)

	As at June 30, 2016	As at June 30, 2015
Assets		
Current assets:		
Cash and cash equivalents	\$ 7,759	\$ 5,333
Accounts receivable, net of allowance for doubtful accounts of \$109 and \$126 at June 30, 2016 and 2015, respectively	63,018	55,275
Inventory	4,415	4,148
Prepaid expenses	14,330	9,721
Other current assets	3,216	3,443
Total current assets	92,738	77,920
Investment in investee	—	1,776
Other assets	21,218	20,384
Property and equipment, net	228,572	231,296
Oil and gas interests, net	5,398	7,713
Other intangible assets, net	58,734	61,899
Goodwill	141,669	134,939
Total assets	<u>\$ 548,329</u>	<u>\$ 535,927</u>
Liabilities and shareholders' equity		
Current liabilities:		
Accounts payable	\$ 8,946	\$ 2,230
Accrued expenses and other current liabilities	55,264	67,396
Total current liabilities	64,210	69,626
Long-term debt	272,825	204,936
Asset retirement obligation	527	575
Deferred income tax liability	42,083	41,558
Class B Series Three common share liability	2,768	1,993
Other liabilities	20,021	17,432
Total liabilities	402,434	336,120
Shareholders' equity		
Paid in Share Capital	496,990	517,560
Accumulated deficit	(351,108)	(315,633)
Accumulated other comprehensive income (loss)	13	(2,120)
Total shareholders' equity	145,895	199,807
Total liabilities and shareholders' equity	<u>\$ 548,329</u>	<u>\$ 535,927</u>



Irving R. Gerstein



George Rossi

See accompanying notes.

Student Transportation Inc.
Consolidated Statements of Operations
(000's of U.S. dollars, unless specified, except share and per share amounts)

	Twelve months ended June 30, 2016	Twelve months ended June 30, 2015
Revenues	\$ 600,194	\$ 554,751
Costs and expenses:		
Cost of operations	457,743	427,536
General and administrative	61,897	54,749
Non-cash stock compensation	3,967	4,170
Acquisition expenses	192	3
Depreciation and depletion expense	48,008	47,757
Amortization expense	3,153	3,374
Impairment of oil and gas assets	1,638	—
Total operating expenses	576,598	537,589
Income from operations	23,596	17,162
Interest expense	14,513	17,412
Foreign currency loss (gain)	1,147	(136)
Unrealized gain on foreign currency exchange contracts	—	(83)
Non-cash loss (gain) on US\$ 6.25% Convertible Debentures conversion feature	177	(231)
Other income, net	(1,127)	(3,481)
Income before income taxes and equity in net (loss) income of unconsolidated investment	8,886	3,681
Equity in net (loss) income of unconsolidated investment	(11)	58
Income tax provision	2,838	84
Net income	\$ 6,037	\$ 3,655
Weighted average number of shares outstanding-basic	95,495,357	87,345,708
Weighted average number of shares outstanding-diluted	110,098,439	108,824,430
Basic and diluted net income per common share	\$ 0.06	\$ 0.04
Dividends declared per common share (US\$)	\$ 0.44	\$ 0.11
Dividends declared per common share (Cdn\$)	\$ —	\$ 0.42

See accompanying notes.

Student Transportation Inc.
Consolidated Statements of Comprehensive Income
(000's of U.S. Dollars)

	Twelve months ended June 30, 2016	Twelve months ended June 30, 2015
Net income:	\$6,037	\$3,655
Other comprehensive income:		
Unrealized gain on currency translation adjustments	<u>2,133</u>	<u>5,002</u>
Other comprehensive income:	<u>2,133</u>	<u>5,002</u>
Comprehensive income	<u><u>\$8,170</u></u>	<u><u>\$8,657</u></u>

See accompanying notes.

Student Transportation Inc.
Consolidated Statements of Shareholders' Equity
(000's of U.S. Dollars)

	Share Capital		Accumulated Other Comprehensive Income (loss)	Accumulated Deficit	Shareholders' Equity
	Shares	Amount			
Balance at June 30, 2014	82,816,549	\$443,100	\$ (7,122)	\$ (276,938)	\$ 159,040
Net income	—	—	—	3,655	3,655
Dividends	—	—	—	(42,350)	(42,350)
Common stock issuance	13,468,040	75,200	—	—	75,200
Conversion of debt to common stock	18,342	108	—	—	108
Repurchase of common stock	(161,415)	(848)	—	—	(848)
Other comprehensive income	—	—	5,002	—	5,002
Balance at June 30, 2015	96,141,516	\$517,560	\$ (2,120)	\$ (315,633)	\$ 199,807
Net income	—	—	—	6,037	6,037
Dividends	—	—	—	(41,512)	(41,512)
Common stock issuance	1,337,225	5,227	—	—	5,227
Repurchase of common stock	(5,575,226)	(25,797)	—	—	(25,797)
Other comprehensive income	—	—	2,133	—	2,133
Balance at June 30, 2016	91,903,515	\$496,990	\$ 13	\$ (351,108)	\$ 145,895

See accompanying notes.

Student Transportation Inc.
Consolidated Statements of Cash Flows
(000's of U.S. Dollars)

	Twelve months ended June 30, 2016	Twelve months ended June 30, 2015
Operating activities		
Net income	\$ 6,037	\$ 3,655
Adjustments to reconcile net income to net cash provided by operating activities:		
Deferred income taxes	2,279	282
Unrealized gain on forward contracts	—	(83)
Non-cash loss (gain) on US\$ 6.25% Convertible Debentures conversion feature	177	(231)
Unrealized foreign currency (gain) loss	(431)	79
Amortization of deferred financing costs	1,448	1,866
Non-cash stock compensation	3,967	4,170
Equity in net loss (income) from unconsolidated investment	11	(58)
Gain on disposal of fixed assets	(1,925)	(1,036)
Depreciation and depletion expense	48,008	47,757
Amortization expense	3,153	3,374
Impairment of oil and gas assets	1,638	—
Changes in current assets and liabilities:		
Accounts receivable	(7,805)	(11,879)
Prepaid expenses, inventory and other current assets	(4,954)	3,576
Accounts payable	6,743	673
Accrued expenses and other current liabilities	9,862	(4,177)
Changes in other assets and liabilities	(37)	1,751
Net cash provided by operating activities	<u>68,171</u>	<u>49,719</u>
Investing activities		
Business acquisitions, net of cash acquired	(6,182)	(391)
Equity investment	—	(1,718)
Payments on seller debt	—	(200)
Purchases of property and equipment	(67,017)	(33,470)
Proceeds on sale of equipment	2,247	2,081
Net cash used in investing activities	<u>(70,952)</u>	<u>(33,698)</u>
Financing activities		
Offering of common shares, net of expenses	—	65,743
Redemption of Cdn\$ 6.75% Convertible Debentures	—	(40,083)
Redemption of Class B Series Two and Three common shares	(651)	(2,014)
Repurchase of common stock	(25,797)	(848)
Financing fees	(134)	(618)
Common stock dividends	(37,873)	(33,657)
Borrowings on credit facility	220,520	181,505
Payments on credit facility	(150,529)	(190,448)
Net cash provided by (used in) financing activities	<u>5,536</u>	<u>(20,420)</u>
Effect of exchange rate changes on cash	(329)	(1,126)
Net increase (decrease) in cash and cash equivalents	2,426	(5,525)
Cash and cash equivalents at beginning of period	5,333	10,858
Cash and cash equivalents at end of period	<u>\$ 7,759</u>	<u>\$ 5,333</u>
Supplemental information:		
Cash paid for interest	\$ 13,538	\$ 15,586
Cash paid for income taxes	\$ 1,038	\$ 1,082

See accompanying notes.

Student Transportation Inc.
Notes to Consolidated Financial Statements
For the years ended June 30, 2016 and 2015
(000's of U.S. Dollars, unless specified, except share and per share amounts)

I. General

Student Transportation Inc. ("STI" or the "Company") is a corporation established under the laws of the Province of Ontario. STI together with its indirect subsidiary Student Transportation of America ULC ("STA ULC" and together with STI the "Issuer"), completed an Initial Public Offering (the "IPS Offering") on December 21, 2004 through the issuance of income participating securities ("IPSs"). Each IPS consisted of one common share of STI and Cdn \$3.847 principal amount of 14% subordinated notes of STA ULC (the "Subordinated Notes"). On December 21, 2009, the Company redeemed the remaining Subordinated Notes, originally issued as a component of the IPSs, as the final step in the process of converting from the IPS structure to a traditional common share structure. Following the redemption of the Subordinated Notes, STA ULC has been inactive. STI owns 100% of the Class A common shares of Student Transportation of America Holdings, Inc. ("STA Holdings"). Management owns 100% of the Class B Series Two and Class B Series Three common shares (collectively the "Class B" common shares) of STA Holdings pursuant to the grant of shares under the STA Holdings Equity Incentive Plan ("EIP") (see Note 12). STI currently holds a 97.5% interest in STA Holdings, through its ownership of the Class A shares of STA Holdings. STI also owns 100% of the outstanding shares of Parkview Transit.

STA Holdings owns 100% of the outstanding shares of Student Transportation of America, Inc. ("STA, Inc."). The Company, through its ownership of STA Holdings and Parkview Transit, is the third largest provider of school bus transportation services in North America.

2. Basis of Presentation

These consolidated financial statements have been prepared by management in accordance with accounting principles generally accepted in the United States ("US GAAP"). The accompanying consolidated financial statements include the accounts of the Company and all of its subsidiaries. All significant intercompany accounts and transactions have been eliminated in consolidation.

The significant accounting policies used to prepare the financial statements are described below:

Foreign Currency Translation

Monetary assets and liabilities denominated in a currency other than the functional currency are translated at the rate of exchange prevailing at the balance sheet date. Transactions denominated in a currency other than the functional currency are translated at the rate of exchange prevailing on the transaction date. Gains and losses on translation of these items are considered transaction gain and losses and are included in the consolidated statements of operations in foreign currency (gain) loss.

The functional currency of STI, the parent, and the Company's Canadian operations, is the Canadian dollar. The functional currency of STA Holdings and the Company's operations in the United States is the U.S. dollar. The Company's financial statements are reported in U.S. dollars, as the principal operations and cash flows of its subsidiaries are conducted in U.S. dollars.

As a result, the assets and liabilities of the STI and the Company's Canadian operations are translated into U.S. dollars using the exchange rate in effect at the period end and revenues and expenses are translated at the average rate during the period. Exchange gains or losses on translation are deferred as a separate component of shareholders' equity. The Company's Cdn\$ 6.75% convertible subordinated unsecured debentures (the "Cdn\$ 6.75% Convertible Debentures") and the Cdn\$ 6.25% convertible subordinated unsecured debentures (the "Cdn\$ 6.25% Convertible Debentures"), as described in Note 8, of STI are denominated in Canadian dollars. As the functional currency of STI is the Canadian dollar, exchange gains or losses related to the Cdn\$ 6.75% Convertible Debentures and the Cdn\$ 6.25% Convertible Debentures on the

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2. Basis of Presentation (continued)

translation of the STI financial statements into U.S. dollars, the reporting currency, are deferred as a separate component of shareholders' equity. The US\$ 6.25% convertible subordinated unsecured debentures (the "6.25% Convertible Debentures") of STI as described in Note 8 are denominated in U.S. dollars. As the functional currency of STI is the Canadian dollar, unrealized gains or losses on re-measurement of the US\$ 6.25% Convertible Debentures into Canadian dollars are considered transaction gains and losses, at the STI level, and are included in the consolidated statement of operations.

Foreign currency transactions gains and losses, related to short-term related intercompany loans are recorded in the Consolidated Statement of Operations as incurred. Foreign currency transaction gains and losses for intercompany loans that are considered long-term in nature are recorded in Accumulated Other Comprehensive Income (Loss) as incurred.

Cash and Cash Equivalents

Cash and cash equivalents include all cash balances and highly liquid investments with maturities of three months or less from the date of purchase. At June 30, 2016 and June 30, 2015 there were no cash equivalents.

Use of Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

The Company bases its estimates on historical experience, actuarial evaluations and on various other assumptions that it believes are reasonable under the circumstances.

Amounts reported based upon these estimates include, but are not limited to, insurance reserves, income taxes, goodwill and intangible assets, derivatives, certain components of long term debt, Class B common share liability and impairment testing of long-lived assets.

Allowance for Doubtful Accounts

The Company establishes provisions for losses on accounts receivable if it is determined that all or part of the outstanding balance is not collectable. Collectability is reviewed regularly and an allowance is established or adjusted, as necessary, using the specific identification method.

Concentration of Credit Risk

Credit is extended based on an evaluation of the customer's financial condition and, generally, advance payment is not required. The Company has no individual customers which account for more than 10% of its revenues.

Anticipated credit losses are provided for in the financial statements. Management monitors the financial condition of its customers to reduce the risk of loss.

Inventories

Inventories, consisting primarily of repair parts and vehicle accessories, are valued at the lower of cost or market determined on a first-in, first-out (FIFO) method.

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2. Basis of Presentation (continued)

Property and Equipment

Property and equipment is recorded at cost or at fair value if obtained as part of a business acquisition, less accumulated depreciation. Ordinary maintenance and repairs are expensed as costs are incurred. Depreciation on transportation equipment is computed on a usage basis over the estimated useful lives of the assets, which approximate a range from seven to eleven years.

Leasehold improvements are amortized over the shorter of the lease term or the estimated useful lives of the assets. Buildings are depreciated on a straight line basis over 40 years. Other property and equipment is depreciated on a straight line basis over three to five years.

The Company recorded depreciation expense of \$47.0 million and \$46.6 million for the years ended June 30, 2016 and 2015, respectively.

Goodwill and Indefinite Lived Intangibles

Goodwill represents the excess of cost over fair value of net assets acquired in business combinations accounted for under the purchase method. Goodwill and trade names are not amortized but rather assessed for impairment annually or more frequently if circumstances change and indicators of impairment are present. The annual impairment testing is performed in the fourth quarter.

The annual assessment of goodwill impairment, may be performed either on a quantitative or qualitative basis. The quantitative assessment is a two step impairment test. The Company first compares the fair value of the reporting unit with its carrying value, including goodwill. If the carrying value exceeds the fair value, the carrying value is then compared to the implied fair value of goodwill. If the implied fair value of goodwill is less than the carrying value of goodwill, an impairment loss will be recognized in the statement of earnings in an amount equal to the difference and the implied fair value of goodwill becomes the new carrying value of goodwill for that reporting unit which is then used in future impairment tests.

The Company also has the option to perform a qualitative assessment for goodwill impairment. Under the qualitative assessment, consideration is given to both external factors (including the macroeconomic and industry conditions) and the Company's own internal factors (including internal costs, recent financial performance, management, business strategy, customers, and stock price). Facts and circumstances are evaluated each year to determine whether to use the qualitative or quantitative assessment. We performed a qualitative assessment during the fourth quarter of 2016, and there was no indication of impairment for goodwill.

Other Identifiable Intangible Assets

When assessing the impairment for indefinite-lived trade names, the Company performs the assessment to determine if the carrying value exceeds the fair value at which time an impairment loss would be recognized in the statement of earnings in an amount equal to the excess. Fair values are derived by using discounted cash flow analyses which requires, among other factors, estimates of the amount and timing of projected cash flows and the appropriate discount rate. The Company also has the option to first assess qualitative factors to determine if a quantitative impairment test of the indefinite-live intangible asset is necessary. If the qualitative assessment reveals that it's more likely than not that the asset is impaired, a calculation of the assets' fair value is required. Otherwise, no quantitative calculation is necessary. The Company performed the quantitative assessment of trade names and there was no indication of impairment.

Definite-lived intangible assets consist of contract rights and covenants not to compete. Contract rights, which include customer relationships, are amortized on a straight-line basis over an estimated useful life of 20 to 23 years. The useful life

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2. Basis of Presentation (continued)

for contract rights was determined based on third party valuation reports prepared for the Company. The valuations took into account the average length of the contracts, the expected renewal periods and assumptions regarding future renewals based upon historical customers lives. Covenants not-to-compete are amortized on a straight-line basis over an estimated useful life of two to five years. The Company recorded amortization expense associated with its intangible assets of \$3.2 million and \$3.4 million for the years ended June 30, 2016 and 2015, respectively.

Convertible Debentures

The principal amount of the Cdn\$ 6.25% Convertible Debentures is convertible into common shares of the Company at the option of the holders and the Company under certain conditions. The Company has determined that the debenture is not required to be bifurcated into separate debt and equity components. In accordance with ASC 470-20, *Debt with Conversion and Other Options*, if the conversion feature of the debenture is non-beneficial (i.e. "out of the money") upon issuance and the Company cannot settle conversions in cash, the full proceeds from these debentures should be recorded as a liability with no value attributed to the conversion feature. As such, the Company has recorded the full amount of the debentures as a liability.

In accordance with ASC 815, *Derivatives and Hedging*, as the conversion feature on STI's US\$ 6.25% Convertible Debentures provides that the US dollar denominated notes can be converted at a US dollar denominated strike price into common shares of STI, a Canadian dollar functional currency entity, the conversion feature represents an embedded derivative that must be bifurcated and accounted for separately. The embedded conversion feature is recorded at fair value in other liabilities at each reporting period end with the non-cash changes in fair value included in the consolidated statement of operations. The Company recorded a non-cash loss of \$0.2 million and a non-cash gain of \$0.2 million in connection with the change in fair value of the embedded conversion feature for the years ended June 30, 2016 and 2015, respectively. The value of the embedded conversion feature represents a liability of \$0.2 million and nine thousand dollars as at June 30, 2016 and 2015, respectively, which are included within other liabilities in the consolidated balance sheet.

Deferred Financing Costs

The Company incurred costs related to obtaining debt financing. The Company capitalized costs associated with its Credit Agreement, Senior Secured Notes and costs related to the issuances of the Convertible Debentures. These costs have been capitalized and are being amortized to interest expense over the term of the related debt using the effective interest rate method. The carrying value of the deferred financing costs was \$4.3 million and \$5.8 million as of June 30, 2016 and 2015 respectively. Amortization expense totaled \$1.4 million and \$1.9 million for the years ended June 30, 2016 and 2015, respectively. Deferred financing costs are included in other assets in the consolidated balance sheet.

Impairment of Long-Lived Assets

Management continually evaluates whether events or circumstances have occurred that indicate that the remaining estimated useful lives of property and equipment, contract rights and covenants not to compete may warrant revision or that the remaining balances may not be recoverable. Events or circumstances that would trigger testing for impairment include, but are not limited to, the loss of a significant school district customer contract, a significant increase in the Company's expense levels absent a corresponding increase in revenue that causes operating or cash flow losses or projected operating or cash flow losses, significant adverse changes in legal factors or the business climate in which the Company operates that could affect the value of long-lived assets, or the expectation that a long-lived asset will be sold or otherwise disposed of at a loss before the end of its previously estimated useful life. If this review indicates that the assets will not be recoverable, as determined based on the undiscounted future cash flows from the use of the assets, the carrying value of the assets will be reduced to their estimated fair value. There were no indicators of impairment during the years ended June 30, 2016 and 2015.

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2. Basis of Presentation (continued)

Business Combinations

The Company accounts for business combinations under the principles codified in ASC 805, *Business Combinations*. The principles set forth how an acquirer recognizes and measures assets acquired, liabilities assumed, non-controlling interest and goodwill in a business combination. Key components include: (i) recognition of transaction costs in current period earnings and included in the consolidated statement of operations in acquisition expense; (ii) recognition of the estimated fair value of all contingent consideration at the acquisition date and an adjustment to fair value at each reporting date with an offset to current period earnings included in the consolidated statement of operations in other (income) expense; (iii) adjustments to deferred tax asset valuation allowances and income tax uncertainties recorded at the acquisition date to be recognized in current period earnings; (iv) acquisition method accounting is applied on the date that control is obtained in step acquisitions; (v) re-measurement of previously acquired non-controlling equity investments at fair value as at the acquisition date with an offset to current period earnings; and (vi) any excess of fair value of acquired net assets over the acquisition consideration results in a bargain purchase which is recognized in the statement of operations.

Income Taxes

Income taxes have been computed utilizing the asset and liability approach, under which deferred tax assets and liabilities are recognized for the expected future tax consequences of temporary differences between the financial reporting and tax bases of assets and liabilities. Deferred tax assets and liabilities are measured using the currently enacted tax rates expected to be in effect for the years in which those taxes are expected to be realized or settled. A valuation allowance is recorded to reduce deferred tax assets to the amount that is believed to be more likely than not to be realized. The recorded deferred income tax liability results from a difference between the book and tax basis of certain transportation equipment, other equipment and intangible assets.

The Company uses judgment in determining income tax provisions and in evaluating its tax positions under the accounting guidance for income taxes. Additional provisions for income taxes are established when, despite the belief that tax positions are fully supportable, there remain certain positions that do not meet the minimum probability threshold, which is a tax position that is more-likely-than-not to be sustained upon examination by the applicable taxing authority. The Company and its subsidiaries are examined by various federal and state tax authorities. The Company regularly assesses the potential outcomes of these examinations and any future examinations for the current or prior years in determining the adequacy of its provision for income taxes. The Company continually assesses the likelihood and amount of potential adjustments and adjusts the income tax provision, the current tax liability and deferred taxes in the period in which the facts that give rise to a revision become known. The Company recognizes interest and penalties related to underpayment of income taxes in income tax provision (see Note 7).

Revenue Recognition

Revenue from the Company's school bus operations is recognized when the following criteria are met: persuasive evidence of an arrangement exists, services have been rendered, the price to the buyer is fixed and determinable, and collectability is reasonably assured. The Company bills customers on a monthly basis upon the completion of school bus routes, which are based on contracts or extension agreements with customers.

Revenue from oil and gas interests is derived from the Company's partial ownership in various oil and gas wells. As a non-operator, the Company records revenue from its oil and gas interests based on its share of the sales value of production from producing wells. Revenue is received from the well operators and is recognized when the commodities are delivered to customers, the price is fixed or determinable and collectability is assured.

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2. Basis of Presentation (continued)

Insurance Reserves

The Company had approximately \$30.1 million and \$25.9 million in recorded insurance reserves at June 30, 2016 and 2015, respectively. These reserves reflect the estimated deductible amounts the Company is responsible for under its workers' compensation and vehicle liability insurance programs. Insurance expense for these items is largely dependent on the Company's claims experience and the Company's ability to control such claims, in addition to third party premiums/expenses associated with this coverage. The Company has recorded estimated insurance reserves for the anticipated losses on open claims and estimated reserves for incurred but not recorded claims under the workers' compensation and vehicle liability programs based upon actuarial analysis prepared by an independent third party actuary. Although the estimates of these accrued liabilities are based on the factors mentioned above; it is possible that future cash flows and results of operations could be materially affected by changes in our assumptions or changes in claims experience. Insurance reserves are included in accrued expenses and other current liabilities and other liabilities on the consolidated balance sheet.

Stock-Based Compensation

The Company accounts for stock-based compensation and other stock-based payments using the fair value method. Under the fair value method, the fair value of stock-based compensation and other stock-based payments are estimated at the grant date and the total fair value is amortized over the vesting schedule of the awards as compensation expense. The Class B Series Three common shares issued by STA Holdings are fully vested on the grant date, and, as such, the Company recognizes compensation expense when the shares are issued. STA Holdings has issued only Class B Series Three common shares pursuant to the EIP during fiscal year 2016 and fiscal year 2015. In May 2015 the Company redeemed all of the remaining Class B Series Two common shares by exchanging them for Class B Series Three common shares, based on the fair market value of each class of shares. Subsequent to March 2010, all share awards under the EIP have only been in the form of grants of Class B Series Three common shares. These shares are accounted for as a liability upon issuance and remeasured at fair value on a quarterly basis (see Notes 12 and 13). The Company recognized \$4.0 million and \$4.2 million in non-cash stock-based compensation expense based on the estimated fair value on the date of grant of the shares issued, for the years ended June 30, 2016 and 2015, respectively.

The Class B common shares are not traded in an active market and have certain restrictions on their transferability. These shares are accounted for as a liability upon issuance, as a result of a put option they contain.

The put option provides for a fair market value of Class B Series Three common shares put at an amount equal to the weighted average trading price of the STI common shares for the ten consecutive trading days immediately prior to the date of put.

Stock-based compensation expense associated with the issuance of Class B Series Three common shares is based on the trading value of the STI common shares at the date of grant, similar to the fair value of such common shares in connection with the put option values described above.

Accounting for Derivatives and Hedging Activities

Derivatives are recorded at fair value on the balance sheet, which, in accordance with ASC 820, *Fair Value Measurements and Disclosure*, requires that a company take into account its own credit risk and the credit risk of the counterparty when determining the fair value of financial assets and financial liabilities, including derivative instruments. Changes in fair value will be recorded in the income statement or through other comprehensive income depending on the nature of the derivative instrument. The Company did not elect hedge accounting for any of its derivative financial instruments and therefore records all changes in fair value in the income statement. The Company has offset the fair value amounts recorded on its forward foreign currency contracts executed with the same counterparty under an executed master netting arrangement.

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2. Basis of Presentation (continued)

Segment Reporting

The Company has two reportable segments, a transportation segment and an oil and gas segment. The transportation segment provides school bus and management services to public and private schools in North America. The oil and gas segment represents the Company's investments as a non-operator in oil and gas interests.

Oil and Gas Interests

The Company holds non-operating interests in oil and gas properties, which are jointly owned with others. The financial statements reflect the Company's proportionate interest in the oil and gas activities as a non-operator.

The Company uses the full-cost method of accounting for oil and gas interests to determine the capitalized cost, whereby certain expenditures related to the acquisition, exploration and development of oil and gas properties are capitalized. Capitalized costs include the cost of land acquired or leased, intangible drilling costs such as those for equipment, casing and attachments on both productive and non-productive wells. These costs, net of salvage values, are accumulated in a single cost center and are depleted and amortized using the units-of production method. Natural gas reserves and production are converted, at a ratio of six thousand cubic feet of natural gas to one barrel of oil, for depletion and depreciation purposes.

In connection with the oil and gas interests, the Company has an asset retirement obligation which represents the liability associated with the retirement of long-lived assets that arise from the acquisition, construction, development or normal operation of such assets.

Under US GAAP, the impairment test for oil and gas assets (the "ceiling test") requires the Company to use tax effected discounted cash flow using a present value technique. Under ASC 932, *Extractive Industries – Oil and Gas*, the pricing assumption to be used in the ceiling test calculation is defined as the twelve month average of realized prices.

Earnings per Share

Basic and diluted earnings per share are calculated by dividing the net income for the period by the weighted number of shares outstanding during each period. The shares used in the calculation of basic earnings per share are based on the weighted average number of shares outstanding. Shares used in the calculation of diluted earnings per share are based on the weighted average number of shares outstanding plus an adjustment for the incremental shares that would be outstanding assuming the exercise of the Company's Convertible Debentures. The net income for basic earnings per share is net earnings available to common stockholders. The net income for diluted earnings per share is net earnings available to common stockholders with interest expense associated with the Convertible Debentures added back (net of tax) for the assumed conversion of the Convertible Debentures into common stock.

Seasonality

The Company's operations are seasonal and follow the school calendars of the public and private schools it serves. During the summer school break, revenue is derived primarily from summer camps and private charter services. Since schools are not in session, there is no school bus transportation revenue. Depreciation of fixed assets occurs in the months during which schools are in session, which is generally September through June. A full year's worth of depreciation is recorded in these ten months to match the vehicles' usage.

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2. Basis of Presentation (continued)

Recently Adopted Accounting Standards

In January 2014, the FASB issued ASU 2014-05, Service Concession Arrangements. This ASU applies to an operating entity of a service concession arrangement entered into with a public-sector entity grantor when the arrangement meets both of the following conditions: (i) the grantor controls or has the ability to modify or approve the services that the operating entity must provide with the infrastructure, to whom it must provide them and at what price and (ii) the grantor controls, through ownership, beneficial entitlement, or otherwise, any residual interest in the infrastructure at the end of the term of the arrangement. This is effective for annual periods beginning after December 15, 2014 (including interim periods within those fiscal years) and should be applied on a modified retrospective basis to service concession arrangements in existence at the beginning of the fiscal year of adoption. The Company adopted this standard for the first quarter of fiscal 2016. The adoption of this standard did not have any impact on the Company's consolidated financial statements.

In April 2014, the FASB issued ASU 2014-08, an update modifying the criteria under which asset disposal activities qualify for presentation as a discontinued operation. The amendment restricts presentation as a discontinued operation to disposals that represent a strategic shift that has, or will have a major effect on an entity's operations and financial results. The amendments in this update are to be applied prospectively to all disposals or classifications as held for sale of components of an entity. The Company adopted this standard for the first quarter of fiscal 2016. The adoption of this standard did not have a material impact on the Company's consolidated financial statements.

In November 2015, FASB issued ASU 2015-17 Balance Sheet Classification of Deferred Taxes, which simplifies the presentation of deferred taxes by requiring that deferred tax assets and liabilities, along with any valuation allowance, be classified as non current on the balance sheet. The Company adopted this standard for the first quarter of fiscal 2016. The adoption of this standard did not have a material impact on the Company's consolidated financial statements.

Recently Issued Accounting Standards

In April 2015, the FASB issued ASU 2015-03, Interest-Imputation of Interest (Subtopic 835-30)-Simplifying the Presentation of Debt Issuance Costs, which simplifies the presentation of debt issuance costs by requiring debt issuance costs to be presented as a deduction from the corresponding debt liability. The guidance is effective for the annual period beginning after December 15, 2015 and for annual and interim periods thereafter, with early adoption permitted. The Company is in the process of evaluating the impact of this guidance on its consolidated financial statements.

In September 2015, FASB issued ASU 2015-16 Business Combinations-Simplifying the Accounting for Measurement-Period Adjustment. This ASU eliminates the requirement to retrospectively account for measurement-period adjustment resulting from business combinations. Instead, these adjustments will be recognized in the period the adjustment amount is determined. The Company is required to adopt this standard for the first quarter of fiscal 2017. The Company is currently evaluating the requirements of this ASU to determine the impact on its consolidated financial statements, but currently does not anticipate this standard having a material impact on its consolidated financial statements.

In January 2016, FASB issued ASU 2016-01 Financial Instruments-Recognition and Measurement of Financial Assets and Financial Liabilities. This guidance requires all equity investments to be measured at fair value with changes in the fair value recognized through net income (except those accounted for under the equity method of accounting or those that result in consolidation of the investee). The guidance also requires an entity to present separately in other comprehensive income the portion of the total change in the fair value of a liability resulting from a change in the instrument specific credit risk when the entity has elected to measure the liability at fair value in accordance with the fair value option for financial instruments. In addition, the guidance eliminates the need for the entity to disclose the method and significant assumptions used to estimate the fair value that is required to be disclosed for financial instruments measured at amortized cost on the

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2. Basis of Presentation (continued)

balance sheet and requires separate presentation of financial assets and financial liabilities by measurement category and form of financial asset. The Company is required to adopt this standard for the first quarter of fiscal 2018. The Company is currently evaluating the requirements of this ASU to determine the impact on its consolidated financial statements, but currently does not anticipate this standard having a material impact on its consolidated financial statements.

In February 2016, FASB issued ASU 2016-02 Leases (Topic 842). This guidance requires lessees to reflect most leases on their balance sheets. All entities will classify leases to determine how to recognize lease-related revenue and expenses. The Company is required to adopt this standard for the first quarter of fiscal 2020, with early adoption permitted. This standard must be adopted using a modified retrospective approach for leases that existed or are entered into after the beginning of the earliest comparative period presented. The Company is currently evaluating the requirements of this ASU to determine the impact on its consolidated financial statements.

3. Business Combinations

2016 Acquisitions

During January and February 2016, a wholly-owned subsidiary of the Company purchased the remaining interest in a transportation consulting and management services firm and acquired a second transportation consulting services firm. Earnings of the acquired companies were included in the Company's results of operations from the acquisition dates. Total consideration for both firms approximated \$7.2 million consisting of \$6.2 million in cash and \$1.0 million in common stock. The Company had previously invested \$1.7 million in March 2015, to acquire a non-controlling interest in the first transportation consulting and management service firm. The preliminary purchase price allocation consists of net working capital of \$0.8 million, equipment of \$0.2 million and goodwill of \$7.9 million. The allocation of purchase price is preliminary and may change upon the final determination of working capital and the allocation of intangibles. Approximately \$0.1 million of acquisition related costs have been recognized as an expense in the statement of operations during fiscal year 2016. The goodwill attributable to these acquisitions includes the opportunity to expand within the market place and other key competitive advantages. None of the goodwill related to these acquisitions is deductible for tax purposes.

2015 Acquisition

On December 5, 2014 the Company acquired certain assets and a contract of Dalton Bus Lines in Ontario, Canada. Earnings of the acquired company were included in the Company's results of operations from the acquisition date. The aggregate purchase price of these assets was approximately \$0.4 million.

The purchase price consisted of \$0.4 million in cash. Identifiable intangible assets consisted primarily of a non compete agreement that will be amortized over 3 years. The fair value of the assets acquired was greater than the purchase price; therefore the Company recognized a gain of approximately \$0.1 million which is included in the statement of operations for fiscal year 2015. Approximately three thousand dollars of acquisition-related costs were recognized as an expense in the statement of operations during fiscal year 2015.

The proforma impact of these acquisitions was immaterial to the Company's consolidated financial statements.

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4. Property and Equipment

Property and equipment consist of the following:

<u>June 30, 2016</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>	<u>Useful Life in years</u>
Land	\$ 5,471	\$ —	\$ 5,471	
Buildings	5,978	(1,469)	4,509	40
Transportation equipment	435,339	(231,392)	203,947	7 to 11
Leasehold improvements	8,886	(4,809)	4,077	The shorter of the life of lease or the useful life of the asset
Other machinery and equipment ...	33,535	(22,967)	10,568	3 to 5
	<u>\$489,209</u>	<u>\$(260,637)</u>	<u>\$228,572</u>	
<u>June 30, 2015</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>	<u>Useful Life in years</u>
Land	\$ 5,629	\$ —	\$ 5,629	
Buildings	5,982	(1,086)	4,896	40
Transportation equipment	432,826	(226,513)	206,313	7 to 11
Leasehold improvements	7,826	(3,702)	4,124	The shorter of the life of lease or the useful life of the asset
Other machinery and equipment ...	29,674	(19,340)	10,334	3 to 5
	<u>\$481,937</u>	<u>\$(250,641)</u>	<u>\$231,296</u>	

5. Oil and Gas Interests

Oil and gas interests consist of the following:

	<u>2016</u>	<u>2015</u>
Oil and gas interests	\$ 18,388	\$ 18,098
Less: accumulated depletion	(11,352)	(10,385)
impairment charge	(1,638)	—
	<u>\$ 5,398</u>	<u>\$ 7,713</u>

The Company does not capitalize any of its own administrative or interest costs and accounts for these costs as expenses during the year. There were no costs excluded from costs subject to depletion and depreciation at the balance sheet dates.

Under full cost accounting many costs incurred will be capitalized even though they have not resulted in an increase in the future revenue generating capacity of the enterprise. Accordingly, it is widely recognized that there should be a limit on the aggregate costs that may be carried forward for amortization against revenue of future periods (the "ceiling test"). The Company has performed a ceiling test calculation at various periods during years ended June 30, 2016 and 2015. The ceiling test requires the Company to use tax effected discounted cash flows using a present value technique. The sales prices used for the ceiling test at June 30, 2016 were \$40.19 per barrel for oil and \$2.41 per thousand cubic feet of natural gas. Based on the calculations performed during the year ended June 30, 2016, the Company has recorded an impairment charge of \$1.6 million during fiscal year 2016 due to the decline in oil and gas prices. Additional impairments could be recorded in future periods if oil and gas prices do not recover or continue to decline.

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6. Goodwill and Other Intangible Assets

Intangible assets consist of the following:

	2016			Weighted Average Remaining Life Years
	Gross Carrying Amount	Accumulated Amortization	Net Book Value	
Contract rights	\$ 65,113	\$(28,449)	\$36,664	12
Covenants not to compete	14,760	(14,750)	10	1
Tradenames	22,060	—	22,060	None (Indefinite Life)
Total	<u>\$101,933</u>	<u>\$(43,199)</u>	<u>\$58,734</u>	

	2015			Weighted Average Remaining Life Years
	Gross Carrying Amount	Accumulated Amortization	Net Book Value	
Contract rights	\$ 65,102	\$(25,428)	\$39,674	12
Covenants not to compete	14,800	(14,774)	26	1
Trade names	22,199	—	22,199	None (Indefinite Life)
Total	<u>\$102,101</u>	<u>\$(40,202)</u>	<u>\$61,899</u>	

Estimated annual amortization expense for intangibles assets is as follows:

Year ending June 30,	
2017	\$ 3,161
2018	3,156
2019	3,155
2020	3,155
2021	3,155
	<u>\$15,782</u>

The following table represents the changes in the carrying amount of goodwill for the years ended June 30, 2016 and 2015:

Balance as of June 30, 2014	<u>\$139,158</u>
Goodwill additions related to prior acquisitions	\$ 1,826
Foreign currency effects on Goodwill	<u>\$ (6,045)</u>
Balance as of June 30, 2015	<u>\$134,939</u>
Goodwill related to acquisitions	\$ 7,902
Foreign currency effects on Goodwill	<u>\$ (1,172)</u>
Balance as of June 30, 2016	<u>\$141,669</u>

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7. Income Taxes

The components of the expense for income taxes are as follows:

	<u>2016</u>	<u>2015</u>
Federal: Canada		
Current	\$ 203	\$(432)
Deferred	(57)	(21)
	<u>146</u>	<u>(453)</u>
Provincial :Canada		
Current	156	(332)
Deferred	(44)	(16)
	<u>112</u>	<u>(348)</u>
Foreign:		
Current	200	566
Deferred	2,380	319
	<u>2,580</u>	<u>885</u>
Total provision	<u>\$2,838</u>	<u>\$ 84</u>

The components of income before income tax expense for income taxes are as follows:

	<u>2016</u>	<u>2015</u>
Domestic	\$3,111	\$(1,065)
Foreign	5,764	4,804
Total	<u>\$8,875</u>	<u>\$ 3,739</u>

The difference between the effective rate reflected in the income tax expense for income taxes and the amount determined by applying the Canadian statutory rate to income before income taxes for the fiscal year ended June 30, 2016 and June 30, 2015 is analyzed below:

	<u>2016</u>	<u>2015</u>
Provision for income taxes at statutory rate	\$1,331	\$ 561
Provincial taxes	1,020	(332)
Foreign rate differential	574	1,097
Canadian rate difference	(324)	(59)
Effect of U.S. state rate changes	—	(1,268)
Permanent items	572	121
Prior Year adjustments	(453)	—
Uncertain tax position	143	(192)
Other	(25)	156
	<u>\$2,838</u>	<u>\$ 84</u>

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7. Income Taxes (continued)

Deferred taxes arise because of the differences in the book and tax basis of certain assets and liabilities. Significant components of deferred tax assets and (liabilities) are as follows:

	<u>2016</u>	<u>2015</u>
Deferred tax liabilities		
Intangibles	\$(24,340)	\$(24,873)
Property and equipment	(56,517)	(55,588)
Total deferred tax liabilities	<u>(80,857)</u>	<u>(80,461)</u>
Deferred tax assets:		
Net operating loss carry forward	22,053	25,779
Other	17,058	13,461
Total deferred tax assets	<u>39,111</u>	<u>39,240</u>
Valuation allowance	(337)	(337)
Net deferred tax assets	<u>38,774</u>	<u>38,903</u>
Net deferred tax liabilities	<u>\$(42,083)</u>	<u>\$(41,558)</u>

In fiscal 2015, the Company increased goodwill and net non-current deferred income tax liabilities by \$1.9 million to correct the adjustment for purchase price allocation associated with the acquisition of the school bus division of Ayr Coach Lines in July 2006 that was recorded in the fourth quarter of 2014.

It is the Company's intention to reinvest the undistributed earnings of its foreign subsidiaries and thereby indefinitely postpone their remittance. As a result, deferred income taxes have not been provided on undistributed earnings of foreign subsidiaries of the Company. It is not practical to compute the deferred tax liability and as such is not recorded.

The following table summarizes the gross amounts of unrecognized tax benefits without regard to reduction in tax liabilities if such unrecognized tax benefits were settled.

	<u>2016</u>	<u>2015</u>
Balance at July 1, ...	\$ 455	\$ 1,704
Additions for tax position related to prior year	253	190
Lapse of Statute of Limitation	(180)	—
Effective settlements with tax authorities	—	(1,439)
Balance at June 30, ...	<u>\$ 528</u>	<u>\$ 455</u>

The total amount of the unrecognized tax benefits, if recognized would favorably impact the effective tax rate by \$0.5 million. Not reflected in the amounts above are approximately seventy thousand dollars of interest and penalties for the fiscal years ended June 30, 2016 and 2015, respectively, which are included as a component of the income tax benefit on the consolidated statement of operations.

The Company's income taxes are subject to review by taxing authorities in both the United States and Canada. The Company's U. S taxes have been examined through the tax year ended June 30, 2014 and the Company's Canadian taxes have been examined through the tax year ended June 30, 2012.

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7. Income Taxes (continued)

At June 30, 2016, the Company has available U.S. net operating loss carry forwards of approximately \$54.3 million expiring in the years 2022 through 2034 and Canadian non-capital loss carry forwards of approximately \$1.0 million expiring in the years 2025 through 2035. These deferred tax assets are offset by a valuation allowance of approximately \$0.3 million.

8. Debt

Indebtedness of the Company includes the following:

	Amounts Outstanding at June 30, 2016		June 30, 2015	
	Current	Long Term	Current	Long Term
Third Amended and Restated Credit Agreement Revolving credit facility	\$ —	\$120,129	\$ —	\$ 50,421
Convertible Debentures	—	117,696	—	119,515
Senior Secured Notes	—	35,000	—	35,000
	<u>\$ —</u>	<u>\$272,825</u>	<u>\$ —</u>	<u>\$204,936</u>

Maturities of long-term debt are as follows (see Note 20):

	Third Amended Credit Facility	Convertible Debentures	Senior Secured Notes	Total
Year ending June 30,				
2017	\$ —	\$ —	\$35,000	\$ 35,000
2018	—	59,633	—	59,633
2019	—	58,063	—	58,063
2020	120,129	—	—	120,129
2021	—	—	—	—
Thereafter	—	—	—	—
	<u>\$120,129</u>	<u>\$117,696</u>	<u>\$35,000</u>	<u>\$272,825</u>

Third Amended and Restated Credit Agreement and Senior Secured Notes

Subsequent to June 30, 2016, the Company amended the Credit Agreement (as defined below) to increase commitments and extend the maturity date (see Note 20).

On August 19, 2014, the Company amended its Third Amended and Restated Credit Agreement (the "Credit Agreement"). The amendment extended the maturity date (previously due February 27, 2018) to August 19, 2019, or if earlier, 90 days prior to the maturity of the Senior Secured Notes, extended the \$100.0 million accordion feature and increased the commitments to \$225.0 million, from the previous commitments of \$165.0 million. The increase in the size of the facility resulted from the addition of two new lenders to the bank group and certain existing lenders increasing their commitments. The extension was accounted for as a modification of debt, and as such, transaction costs related to the modification have been recorded in other assets in the consolidated balance sheet and are being amortized over the term of the Credit Agreement. The current commitments at June 30, 2016, include a US \$180.0 million loan facility and a Canadian \$45.0 million loan facility both of which are available to fund working capital requirements and to fund acquisitions and investment requirements for new revenue and bid-in contracts.

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8. Debt (continued)

The Company may request an increase to the \$225.0 million in commitments for up to an additional \$100.0 million in additional commitments (the "Accordion Feature"), so long as no default or event of default has occurred and is continuing. Each lender under the Credit Agreement shall have the option to subscribe for a portion of the remaining Accordion Feature and any portion not so subscribed may be assumed by one or more of the existing lenders or by another financial institution as agreed by the Company and the Agent under the agreement. At June 30, 2016 the Company had approximately \$102.8 million in borrowing availability under the Credit Agreement.

On November 10, 2011, the Company rolled over and extended the maturity of its \$35.0 million of fixed rate Senior Secured Notes (previously due December 14, 2011), for an additional five year term, carrying a fixed coupon of 4.246% (the previous fixed coupon was 5.941%). The Senior Secured Notes rank pari-passu with borrowings under the Credit Agreement and have a maturity date of November 10, 2016. The extension was accounted for as a modification of debt, and as such, transaction costs related to the modification have been recorded in other assets in the consolidated balance sheet and are being amortized over the term of the notes. Subsequent to June 30, 2016, the Company redeemed the Senior Notes prior to their maturity date of November 10, 2016 (see Note 20).

Borrowings under the Credit Agreement are collateralized by (i) the unencumbered assets of STA Holdings and its subsidiaries, and certain shares of the capital stock of STA Holdings and the capital stock of each of its subsidiaries and (ii) by the unencumbered assets of Parkview Transit and its subsidiaries and the capital stock of Parkview Transit and the capital stock of each of its subsidiaries. In addition, payment and performance of the obligations under the Credit Agreement are guaranteed by each of STA Holdings' subsidiaries. Borrowings under the Senior Secured Notes are collateralized by the unencumbered assets of STA Holdings and its US subsidiaries, and certain shares of the capital stock of STA Holdings and the capital stock of each of its US subsidiaries. In addition, payment and performance of the obligations under the Senior Secured Notes are guaranteed by each of STA Holdings US subsidiaries.

Borrowings under the Credit Agreement may be Base Rate Loans or Eurodollar Loans, as defined in the Credit Agreement. Base Rate Loans bear interest at the base rate, as defined in the Credit Agreement (3.50% at June 30, 2016), plus the applicable margin, which ranges from 0.50% to 1.25% depending on STA Holdings' senior leverage ratio on the pricing date. Eurodollar Loans bear interest at the adjusted LIBOR rate, as defined in the Credit Agreement (0.638350% at June 30, 2016), plus the applicable margin, which ranges from 1.75% to 2.50% depending on STA Holdings' senior leverage ratio on the pricing date. The effective interest rate on the Credit Agreement was 3.75% for the year ended June 30, 2016.

The Company was in compliance with all debt covenants related to both the Third Amended and Restated Credit Agreement and the Senior Secured Notes at June 30, 2016.

Convertible Debentures

Subsequent to June 30, 2016, the Company issued the Cdn\$ 5.25% convertible unsecured subordinated debentures due September 30, 2021 at a price of \$1,000 per debenture, for total gross proceeds of \$65.8 million (Cdn \$85.0 million) (see Note 20).

On November 12, 2013, the Company issued the Cdn\$ 6.25% Convertible Debentures due June 30, 2019 at a price of \$1,000 per debenture, for total gross proceeds of \$71.4 million (Cdn \$75.0 million). The issue costs of approximately \$3.5 million (Cdn \$3.6 million) have been recorded in other assets in the consolidated balance sheet and are being amortized over the term of the Cdn\$ 6.25% Convertible Debentures due June 30, 2019, using the effective interest method.

Interest on the Cdn\$ 6.25% Convertible Debentures due June 30, 2019 is payable semi-annually, in arrears, on June 30 and December 31 of each year.

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8. Debt (continued)

Each Cdn\$ 6.25% Convertible Debenture due June 30, 2019 is convertible into common shares of the Company at the option of the holder at any time prior to the close of business on the earlier of the business day immediately preceding the maturity date or, if called for redemption, on the business day immediately preceding the date fixed for redemption, at a conversion price of Cdn \$9.05 per common share (the "Cdn\$ 6.25% Convertible Debenture Conversion Price") which is equivalent to 110.4972 common shares for each Cdn \$1,000 principal amount of the Cdn\$ 6.25% Convertible Debentures due June 30, 2019.

The Cdn\$ 6.25% Convertible Debentures due June 30, 2019 are not redeemable prior to June 30, 2017. The Company will have the right, at its option, to redeem the Cdn\$ 6.25% Convertible Debentures due June 30, 2019 in whole or in part, from time to time, on or after June 30, 2017 but prior to June 30, 2018, on at least 30 days prior notice at a redemption price equal to par plus accrued and unpaid interest, provided that the weighted average trading price of the common shares on a recognized exchange for the 20 consecutive trading days ending five trading days prior to the date on which the redemption notice is given is at least 125% of the Cdn\$ 6.25% Convertible Debenture Conversion Price. After June 30, 2018 and prior to maturity the Company will have the right, at its option to redeem the Cdn\$ 6.25% Convertible Debentures due June 30, 2019 in whole or in part, from time to time, on at least 30 days prior notice at a redemption price equal to par plus accrued and unpaid interest.

On June 7, 2011, the Company issued the US\$ 6.25% Convertible Debentures due June 30, 2018 at a price of \$1,000 per debenture, for total gross proceeds of \$60.0 million. The issue costs of approximately \$3.0 million have been recorded in other assets in the consolidated balance sheet and are being amortized over the term of the US\$ 6.25% Convertible Debentures due June 30, 2018, using the effective interest method. The conversion feature of this debenture provides that these US dollar denominated notes can be converted into Canadian denominated common shares of the Company. As such, the conversion feature represents an embedded derivative that is required to be bifurcated and accounted for separately.

The Company recorded the embedded derivative liability as a component of other liabilities in the consolidated balance sheet. The embedded conversion liability is recorded at fair value in other liabilities at each reporting period end with the non-cash changes in fair value included in the consolidated statement of operations. In addition, as the functional currency of STI is the Canadian dollar, unrealized gains or losses on re-measurement of the US\$ 6.25% Convertible Debentures into Canadian dollars are considered transaction gains and losses, at the STI level, and are also included in the consolidated statement of operations.

Interest on the US\$ 6.25% Convertible Debentures is payable semi-annually, in arrears, on June 30 and December 31 of each year.

Each US\$ 6.25% Convertible Debenture is convertible into common shares of the Company at the option of the holder at any time prior to the close of business on the earlier of the business day immediately preceding the maturity date or, if called for redemption, on the business day immediately preceding the date fixed for redemption, at a conversion price of \$9.50 per common share (the "US\$ 6.25% Convertible Debenture Conversion Price") which is equivalent to 105.2632 common shares for each \$1,000 principal amount of the US\$ 6.25% Convertible Debenture.

The US\$ 6.25% Convertible Debentures were not redeemable prior to June 30, 2014. The Company had the right, at its option, to redeem the US\$ 6.25% Convertible Debentures in whole or in part, from time to time, on or after July 1, 2014 but prior to June 30, 2016, on at least 30 days prior notice at a redemption price equal to par plus accrued and unpaid interest, provided that the weighted average trading price of the common shares on a recognized exchange for the 20 consecutive trading days ending five trading days prior to the date on which the redemption notice is given is at least 125% of the US\$ 6.25% Convertible Debenture Conversion Price. After June 30, 2016 and prior to maturity the Company will have the right, at its option to redeem the US\$ 6.25% Convertible Debentures in whole or in part, from time to time, on at

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8. Debt (continued)

least 30 days prior notice at a redemption price equal to par plus accrued and unpaid interest. Subsequent to June 30, 2016, the Company exercised its right to redeem the US\$ 6.25% Convertible Debentures in their entirety (see Note 20).

On June 21, 2010, the Company issued the Cdn\$ 6.75% Convertible Debentures which were due June 30, 2015 at a price of Cdn \$1,000 per debenture, for total gross proceeds of \$48.2 million (Cdn \$50 million). The Cdn\$ 6.75% Convertible Debentures matured on June 30, 2015, at which time the Company redeemed the remaining balance of Cdn\$ 6.75% Convertible Debentures for cash, as discussed below. The Cdn\$ 6.75% Convertible Debentures of STI were denominated in Canadian dollars, and as such, they were not required to be bifurcated into separate debt and equity components.

Interest on the Cdn\$ 6.75% Convertible Debentures was payable semi-annually, in arrears, on June 30 and December 30 of each year.

The Cdn\$ 6.75% Convertible Debentures were convertible into common shares of the Company at the option of the holder at any time prior to the close of business on the earlier of the business day immediately preceding the maturity date or, if called for redemption, on the business day immediately preceding the date fixed for redemption, at a conversion price of Cdn \$7.25 per common share (the "Cdn\$ 6.75% Convertible Debenture Conversion Price") which is equivalent to 137.9310 common shares for each Cdn \$1,000 principal amount of the Cdn\$ 6.75% Convertible Debenture.

The Company redeemed the Cdn\$ 6.75% Convertible Debentures at June 30, 2015 as discussed below. The Cdn\$ 6.75% Convertible Debentures were not redeemable prior to June 30, 2013. The Company had the right, at its option, to redeem the Cdn\$ 6.75% Convertible Debentures in whole or in part, from time to time, after July 1, 2013, on at least 30 days prior notice at a redemption price equal to par plus accrued and unpaid interest, provided that the weighted average trading price of the common shares on a recognized exchange for the 20 consecutive trading days ending five trading days prior to the date on which the redemption notice is given is at least 125% of the Cdn\$ 6.75% Convertible Debenture Conversion Price.

During fiscal year 2015, Cdn \$0.1 million of the Company's Cdn\$ 6.75% Convertible Debentures were converted into 18,342 shares of common stock. On June 30, 2015, the Company redeemed the remaining Cdn \$49.9 million in principal amount of Cdn\$ 6.75% Convertible Debentures for US\$ 40.1 million in cash, in accordance with the terms of the trust indenture dated as of June 21, 2010 between STI and Computershare Trust Company of Canada governing the Cdn\$ 6.75% Convertible Debentures.

The Cdn\$ 6.75% Convertible Debentures, the US\$ 6.25% Convertible Debentures and the Cdn\$ 6.25% Convertible Debentures are collectively referred to as the "Convertible Debentures". The Convertible Debentures are subordinate to both the Third Amended and Restated Credit Agreement and the Senior Secured Notes.

The Company may at its option, subject to applicable regulatory approval, elect to satisfy its obligation to pay the outstanding principal amount of the Convertible Debentures in whole, by issuing and delivering common shares for each US \$1,000 principal amount of the US\$ 6.25% Convertible Debentures and Cdn \$1,000 principal amount of the Cdn\$ 6.25% Convertible Debentures. The amount of common shares delivered is obtained by dividing each principal amount of Convertible Debentures by 95% of the current market price of the common shares on the date set for redemption or the maturity date.

The Company may elect, subject to applicable regulatory approval, to issue and deliver common stock of the Company to the indenture trustee under the Convertible Debentures indentures, to sell in the open market, to satisfy the Company's obligation to pay interest on the Convertible Debentures on each interest payment date. The Convertible Debenture holders will receive a cash payment in satisfaction of the interest obligation equal to the interest payable from the sale of such common shares.

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8. Debt (continued)

The Company must commence, within 30 days of a Change in Control (as defined in the Convertible Debenture indentures), an offer to purchase all of the Convertible Debentures then outstanding at a purchase price equal to 101% of the principal amount of the Convertible Debentures, plus accrued and unpaid interest thereon.

The Company expects to be able to repay, renew or refinance its various loan facilities and Convertible Debentures as they become due with other long term financing options.

9. Asset Retirement Obligation

ASC 410-20, *Asset Retirement Obligation*, establishes standards for the recognition, measurement and disclosure of liabilities for asset retirement obligations and the associated asset retirement costs. The standards apply to legal obligations associated with the retirement of long-lived tangible assets that arise from the acquisition, construction, development or normal operation of such assets. The standards require that a liability for an asset retirement obligation be recognized in the period in which it is incurred and when a reasonable estimate of the fair value of the liability can be made. Furthermore, a corresponding asset retirement cost should be recognized by increasing the carrying amount of the long lived asset. The asset retirement cost is subsequently allocated in a rational and systematic method over the underlying asset's useful life. The initial fair value of the liability is accreted, by charges to operations, to its estimated normal fair value. The obligation relates to the cost associated with shutting down oil and gas wells. The Company recorded accretion expense of thirty seven thousand dollars and twenty seven thousand dollars for the years ended June 30, 2016 and 2015, respectively.

At June 30, 2016, the present value of the Company's asset retirement obligation was \$0.5 million. The Company expects the discounted obligation to become payable over the next 50 years. A discount rate of 7.4% was used to calculate the present value of the asset retirement obligation. If the Company had estimated the asset retirement obligation using undiscounted cash flows it would amount to approximately \$0.9 million.

10. Common Shares

The authorized share capital of the Company consists of an unlimited number of no par value common and preferred shares. At June 30, 2016 there are no preferred shares issued and outstanding.

Pursuant to its Dividend Reinvestment Plan (the "Plan"), the Company issued 1,028,064 and 1,485,040 common shares during the fiscal years ended June 30, 2016 and 2015, respectively. The shares issued pursuant to the plan represent non-cash dividends with values of \$4.2 million and \$8.5 million, for the fiscal years ended June 30, 2016 and 2015, respectively, which have been recorded as a non-cash financing activity in each year. The Plan was established to enable eligible shareholders of the Company to reinvest dividends paid on their common shares to acquire additional common shares of the Company. The common shares issued under the Plan are issued at a price based on the volume weighted average of the closing price of the common shares for the five trading days immediately preceding the relevant dividend date, less a 3% discount.

The Company renewed its normal course issuer bid ("NCIB") on October 21, 2015. Pursuant to the notice, the Company is permitted to acquire up to a maximum amount of Common Shares equal to 8,403,185 Common Shares in the twelve month period commencing October 26, 2015 and ending on October 26, 2016, subject to the Company's senior debt agreement requirements. During the 2016 and 2015 fiscal years, the Company purchased and cancelled 575,226 and 161,415 common shares, respectively, having a value of \$2.3 million and \$0.8 million, respectively, pursuant to the NCIB that was in effect at the time.

On April 11, 2016, pursuant to a block trade, the Company acquired and cancelled the remaining 5.0 million shares held by SNCF-Participations ("SNCF-P"), formerly the Company's largest shareholder, for approximately \$23.5 million. SNCF-P

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10. Common Shares (continued)

had originally invested in the Company in 2008, and had sold four million shares in August 2015. In April 2016, SNCF-P sold an additional 6.4 million shares through a combination of a private transaction and a separate sale to a bank syndicate. The disposal of shares by SNCF-P was part of their previously announced strategy to divest a group of transportation and logistics companies considered as "non-core assets" in their investment portfolio.

During the 2016 fiscal year, the Company issued a total of 309,161 shares having an approximate value of \$1.0 million in connection with the acquisition of the two transportation consulting and management services firms, which were recorded as a non-cash investing activity (see Note 3).

During the 2015 fiscal year, the Company issued 18,342 common shares, having an approximate value of \$0.1 million in connection with the conversion of the Company's Cdn\$ 6.75% Convertible Debentures, which were recorded as a non-cash financing activity (see Note 8).

On March 6, 2015, the Company issued 11,983,000 common shares for total gross cash proceeds of \$69.1 million (Cdn \$86.3 million) pursuant to the 2015 Bought Deal. The net proceeds of \$65.7 million (Cdn \$83.2 million) after commission and fees, were used to redeem the remaining \$40.1 million in principal amount of Cdn\$ 6.75% Convertible Debentures, with the balance used to pay down debt on the Company's senior credit facility.

On May 8, 2015, the Board of Directors of the Company approved a change in the currency of the monthly dividend to U.S. dollars, effective July 1, 2015, with the first U.S. dollar dividend payable August 17, 2015 to shareholders of record on July 31, 2015.

Common shares issued and outstanding are 91,903,515 and 96,141,516 million at June 30, 2016 and 2015, respectively.

The changes in accumulated other comprehensive income for foreign currency translation is as follows:

	2016	2015
Balance at June 30, ...	\$(2,120)	\$(7,122)
Foreign currency translation	2,133	5,002
Current period comprehensive income	2,133	5,002
Balance at June 30, ...	<u>\$ 13</u>	<u>\$(2,120)</u>

There were no reclassifications out of accumulated other comprehensive loss.

11. Earnings Per Share

The following table sets forth the basic and diluted weighted average share amounts:

	Twelve months ended June 30, 2016	Twelve months ended June 30, 2015
Weighted-average shares outstanding-basic	95,495,357	87,345,708
Potential dilutive effect of shares to be issued to settle the debentures	14,603,082	21,478,722
Weighted-average shares outstanding-diluted	<u>110,098,439</u>	<u>108,824,430</u>

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11. Earnings Per Share (continued)

The computations for basic and diluted income per common share are as follows:

	Twelve months ended June 30, 2016	Twelve months ended June 30, 2015
Net income –basic	\$ 6,037	\$ 3,655
Add back: Interest expense on debentures (net of tax) ..	4,472	6,541
Net income used for diluted earnings per share	10,509	10,196
Basic income per share	\$ 0.06	\$ 0.04
Diluted income per share	\$ 0.06	\$ 0.04

The conversion of the convertible debentures is anti-dilutive for both years ended June 30, 2016 and 2015.

12. Stock-Based Compensation

The shareholders of the Company approved the adoption by STA Holdings of the EIP, at the annual general meeting held on December 8, 2005. As part of the 2005 EIP formation, the shareholders approved an initial allotment of 717,747 Class B Series Two common shares of STA Holdings. On November 13, 2008, an additional allotment of 1,446,291 Class B Series Two common shares was approved by the shareholders, which have been granted to management. These shares are accounted for as a liability upon issuance, as a result of a put option they contain, which may be granted to management.

On March 5, 2010, STA Holdings amended its Certificate of Incorporation in order to differentiate those Class B common shares issued pursuant to the EIP while the Company was under the IPS structure from those issued and those to be issued subsequent to the end of the IPS structure. Pursuant to the amendment, the authorized Class B Series Two common shares were split into Class B Series Two common shares, which have been issued pursuant to the EIP during the period the IPS structure was in place, and Class B Series Three common shares, which will be utilized for all future share grants under the EIP, subsequent to March 5, 2010. On November 8, 2012, an additional allotment of 2,265,000 Class B Series Three common shares was approved by the shareholders. In May 2015, the Company redeemed all of the remaining Class B Series Two common shares by exchanging the outstanding Class B Series Two common shares for Class B Series Three common shares, based on the fair market value of each class of shares. This non-cash exchange resulted in approximately 1.57 Class B Series Three common shares being issued for each Class B Series Two common share outstanding. The holders of the Class B Series Two common shares were entitled to receive dividends, as and when declared by the board of directors of STA Holdings, approximately equivalent to the distributions per IPS that were paid historically to the holders of IPS's. The holders of the Class B Series Three common shares are entitled to receive dividends, as and when declared by the board of directors of STA Holdings, approximately equivalent to the dividends received by the holders of STI common shares.

Pursuant to the liquidity provisions of the EIP, the holders of Class B Series Three common shares will have an option to "put" up to one third of the shares awarded each year back to the Company, starting one year immediately following the grant.

Class B common shares granted are fully vested on the grant date. These shares are classified as a liability and re-measured at fair value at the end of each reporting period. Changes in fair value and dividends on the Class B common shares are recorded as a component of other income, in the consolidated statement of operations. The Company recorded an expense of \$1.4 million and income of \$3.3 million for the years ended June 30, 2016 and 2015, respectively, associated with the change in fair value on the Class B common shares, which are recorded as a component of other income, in the

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12. Stock-Based Compensation (continued)

consolidated statement of operations. The Company recorded \$0.9 million in dividend payments for both of the years ended June 30, 2016 and 2015, which are recorded as a component of other income, in the consolidated statement of operations.

The following tables summarize the Class B Series Three common shares granted, shares withheld for income tax withholdings at the election of the participants, shares redeemed and shares outstanding pursuant to the EIP:

	For the year ended June 30, 2016		
	Shares	Taxes	Total outstanding
Shares outstanding at June 30, 2015	2,493,603	(902,392)	1,591,211
Grants	1,023,008	(417,536)	605,472
Redemptions	(139,912)	—	(139,912)
Shares outstanding at June 30, 2016	<u>3,376,699</u>	<u>(1,319,928)</u>	<u>2,056,771</u>

The Company recognized \$4.0 million in non-cash stock based compensation expense related to the above grants during the year ended June 30, 2016, based on the estimated fair value of these shares on the grant date. Pursuant to the liquidity provision of the EIP plan, 139,912 shares were "put" back to the Company during the year ended June 30, 2016 for which the Company paid \$0.7 million. The fair value of the Class B Series Three common shares outstanding at June 30, 2016 represents a liability of \$10.5 million, of which \$7.7 million is recorded in other current liabilities and represents the current value of those shares eligible to be put in the next twelve months pursuant to the EIP plan. The remaining balance is recorded in Class B Series Three common share liability.

	For the year ended June 30, 2015		
	Shares	Taxes	Total outstanding
Shares outstanding at June 30, 2014	2,071,993	(666,151)	1,405,842
Grants	663,620	(236,241)	427,379
Redemptions	(322,019)	—	(322,019)
B2/B3 Share exchange	80,009	—	80,009
Shares outstanding at June 30, 2015	<u>2,493,603</u>	<u>(902,392)</u>	<u>1,591,211</u>

The Company recognized \$4.2 million in non-cash stock based compensation expense related to the above grants during the year ended June 30, 2015, based on the estimated fair value of these shares on the grant date. The additional 80,009 Class B Series Three common shares were issued in exchange for the remaining Class B Series Two common shares outstanding as discussed above. Pursuant to the liquidity provision of the EIP plan, 322,019 shares were "put" back to the Company during the year ended June 30, 2015 for which the Company paid \$1.9 million. The fair value of the Class B Series Three common shares outstanding at June 30, 2015 represents a liability of \$7.3 million, of which \$5.4 million is recorded in other current liabilities and represents the current value of those shares eligible to be put in the next twelve months pursuant to the EIP plan. The remaining balance is recorded in Class B Series Three common share liability.

Student Transportation Inc.
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12. Stock-Based Compensation (continued)

The following tables summarize the Class B Series Two common shares redeemed and shares outstanding pursuant to the EIP:

	For the year ended June 30, 2015 Net shares outstanding
Shares outstanding at June 30, 2014	61,466
Redemptions	(10,777)
B2/B3 Share exchange	(50,689)
Shares outstanding at June 30, 2015	<u>—</u>

Pursuant to the liquidity provision of the EIP plan, 10,777 shares were “put” back to the Company during the year ended June 30, 2015 for which the Company paid \$0.1 million. The remaining Class B Series Two common shares were exchanged for Class B Series Three common shares as discussed above.

13. Financial Instruments

The Company's financial assets and financial liabilities are as follow:

	As at June 30, 2016	As at June 30, 2015
Cash	\$ 7,759	\$ 5,333
Accounts receivable	63,018	55,275
Equity hedge	1,114	—
	<u>\$ 71,891</u>	<u>\$ 60,608</u>
Accounts payable	\$ 8,946	\$ 2,230
Other accrued liabilities	47,583	62,040
Class B Series Two and Three share liability	10,449	7,349
Long-term debt (including portion due within one year)	272,825	204,936
Conversion right on 6.25% Convertible Debentures	190	9
Other long term liabilities	19,831	17,423
	<u>\$359,824</u>	<u>\$293,987</u>

The carrying amounts of cash, accounts receivable, accounts payable, and other accrued liabilities approximate fair value because of the short-term maturity of these items. The carrying amount of long-term debt, which bears interest at both fixed and floating rates, also approximates fair value.

The equity hedge was measured at fair value using appropriate valuation methodologies which includes using the forward price on the Company's stock. The fair value of the Class B Series Three common share liability is based upon an amount equal to the weighted average trading price of the STI common shares for the 10 consecutive trading days immediately prior to the date of valuation. Other long term liabilities consist primarily of insurance reserves which are valued upon actuarial analysis.

The fair value of a financial instrument is the amount of consideration that could be agreed upon in an arm's length transaction between knowledgeable willing parties who are under no compulsion to act. In certain circumstances, however, the initial fair value may be based upon other observable current market transactions in the same instrument, without modification or on a valuation technique using market-based inputs.

Student Transportation Inc.
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13. Financial Instruments (continued)

Fair value measurements are categorized using a fair value hierarchy that reflects the significance of inputs used in determining the fair values:

Level 1: Quoted prices in active markets for identical assets or liabilities.

Level 2: Quoted prices in active markets for similar assets or liabilities or valuation techniques where significant inputs are based on observable market data.

Level 3: Valuation techniques for which any significant input is not based on observable market data.

Each type of fair value is categorized based on the lowest level input that is significant to the fair value measurement in its entirety.

The fair values of the Company's financial assets and liabilities measured on a recurring basis were categorized as follows:

As at June 30, 2016

	Level 1	Level 2	Level 3	Total
Interest rate swap	\$ —	\$ 216	\$ —	\$ 216
Equity hedge asset	—	(1,114)	—	(1,114)
Class B Series Three common share liability	—	10,449	—	10,449
Conversion right on US\$ 6.25% Convertible Debentures	—	—	190	190
Net liabilities	<u>\$ —</u>	<u>\$ 9,551</u>	<u>\$ 190</u>	<u>\$ 9,741</u>

As at June 30, 2015

	Level 1	Level 2	Level 3	Total
Interest rate swap	\$ —	\$ 337	\$ —	\$ 337
Class B Series Three common share liability	—	7,349	—	7,349
Conversion right on US\$ 6.25% Convertible Debentures	—	—	9	9
	<u>\$ —</u>	<u>\$7,686</u>	<u>\$ 9</u>	<u>\$7,695</u>

The following tables summarize the changes in the Company's level 3 financial instrument for the twelve months ended June 30, 2016 and 2015, respectively.

Conversion rights on US\$ 6.25% Convertible Debentures For the twelve months ended June 30,	2016	2015
Balance at June 30, ...	\$ 9	\$ 236
Total unrealized loss (gain):		
Non-cash loss (gain) on conversion feature	177	(231)
FX impact on conversion feature	4	4
Balance at June 30, ...	<u>\$190</u>	<u>\$ 9</u>

The increase in the fair value of the conversion rights was driven largely by the change in the Company's stock price volatility which increased to 26.5% from 17.0% in the twelve months ended June 30, 2016. The decrease in fair value of the conversion rights was driven by an increase in the bond yield from 2.83% to 6.01% in the twelve months ended June 30, 2015.

The Company uses a binomial model to fair value the conversion rights on the 6.25% Convertible Debentures which takes into account the Company's stock price volatility, the bond yield and other market factors. This is considered a level 3

Student Transportation Inc.
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13. Financial Instruments (continued)

value due to the sensitivity of the model to movements in volatility which is not directly observable. The change in fair value of the conversion rights led to a loss of \$0.2 million in the consolidated statement of operations for the year ended June 30, 2016.

The Company has exposure to interest rate risk, foreign currency exchange risk, equity risk and credit risk. The Company's management has overall responsibility for the establishment of the Company's risk management framework, with oversight provided by the Board of Directors.

Interest Rate Risk

The Company's interest rate risk primarily arises from its variable rate borrowings under the senior credit facility, which bears a floating rate of interest. The Company manages its interest rate exposure by using a combination of fixed and variable rate debt as well as through an interest rate swap that the Company has in place for a notional amount of \$50.0 million of credit facility borrowings. The swap has not been designated as a hedge for accounting purposes therefore the changes in fair value of the interest rate swap are recorded in the condensed consolidated statement of operations. The Company recorded a non cash gain of \$0.1 million for both years ended June 30 2016 and 2015, in connection with the changes in fair value of the swap, which is included in the consolidated statement of operations as a component of interest expense. The value of the interest rate swap at June 30, 2016 represents a liability of \$0.2 million all of which is recorded in other current liabilities. The value of the interest rate swap at June 30, 2015 represented a liability of \$0.3 million of which \$0.2 million is recorded in other current liabilities and the remaining is recorded in other liabilities. The Company has secured fixed rate financing in the form of its Senior Secured Notes and its Convertible Debentures.

At June 30, 2016, the Company had \$155.1 million in outstanding senior indebtedness (comprised of \$120.1 million in revolving credit facility borrowings and \$35.0 million in fixed rate Senior Secured Notes) as well as \$117.7 million in fixed rate Convertible Debentures.

A 100 basis point change in interest rates, with all other variables held constant, applied to the outstanding credit facility borrowings as at June 30, 2016, would result in an annual change in interest expense and a corresponding change in cash flows of approximately \$0.7 million.

Foreign Currency Exchange Risk

The Company managed its exposure to currency fluctuations through foreign currency exchange contracts ("Forward Contracts") primarily to mitigate the exchange rate risk on the common share dividends. In May 2015, the Company announced that the Board of Directors had approved a change in the currency of the monthly dividend to U.S dollars, effective July 1, 2015. Effective with the announcement, the Company liquidated all of the Forwards Contracts that were outstanding, which had a notional value of \$17.5 million. This liquidation resulted in a realized loss of \$0.4 million which was recorded in foreign currency loss (gain) in the consolidated statement of operations for the year ended June 30, 2015.

In June 2015, the Company liquidated the foreign exchange forward contract it had in place to cover the principal amount of the Cdn\$ 6.75% Convertible Debentures that matured on June 30, 2015. This liquidation resulted in a realized gain of \$0.1 million which was recorded in foreign currency loss (gain) in the consolidated statement of operations for the year ended June 30, 2015.

The Company uses cash flows from its Canadian operations to partially mitigate the exchange rate risk on the Convertible Debentures interest payments.

Student Transportation Inc.
Notes to Consolidated Financial Statements
For the years ended June 30, 2016 and 2015
(000's of U.S. Dollars, unless specified, except share and per share amounts)

13. Financial Instruments (continued)

The Company prepares its financial statements in U.S. dollars. In connection with the Company's Canadian operations, approximately 17.1% of the Company's consolidated income before taxes are incurred in Canadian dollars. The results of the Canadian operations are translated into U.S. dollars for financial statement reporting purposes.

Changes in the Canadian dollar / U.S. dollar currency exchange rate from period to period will impact the translated U.S. dollar equivalent results of the Canadian operations. The Company recorded a loss of \$0.3 million on the translation of the Canadian operations into U.S. dollars for the year ended June 30, 2016. The Company recorded a loss of \$0.8 million for the year ended June 30, 2016 on the translation of its monthly dividends into U.S. dollars. Both of these transactions are recorded in foreign currency loss (gain) in the consolidated statements of operations.

Equity Risk

In April 2016, the Company entered into an equity hedge with a major Canadian bank to partially mitigate changes in the liability associated with the Class B shares outstanding pursuant to the Company's EIP plan. The equity hedge has not been designated as a hedge for accounting purposes, therefore the changes in fair value of the equity hedge are recorded in the consolidated statement of operations. The Company recorded a non cash gain for the year ended June 30, 2016, of \$1.1 million in connection with the changes in fair value of the hedge, which is included in the consolidated statement of operations as a component of other income. The value of the equity hedge at June 30, 2016 represents an asset of \$1.1 million all of which is recorded in other assets.

Credit Risk

The Company is exposed to credit risk in its cash and cash equivalents, accounts receivable and to the credit risk of its derivative financial instrument counterparties if they do not meet their obligations. The Company minimizes the credit risk of cash by depositing such with only reputable financial institutions with federally insured backing. The Company minimizes the credit risk of its derivative financial instruments by dealing only with reputable financial institutions and monitoring the credit risk of these financial institutions. As the Company does not utilize credit derivatives or similar instruments, the maximum exposure to credit risk is the full carrying value of the financial instrument or face value of open derivative financial instruments.

Receivables from the transportation segment are secured by the creditworthiness of local municipalities and agencies. The majority of the customers are local school districts that are funded through a combination of local taxes and funding from state/provincial and federal governments. The Company has historically had excellent collections experience with these customers and believes that these receivables are collectable. Receivables from the oil and gas segment are due from reputable general partners operating large partnerships in the oil and gas industry. Consistent with the Company's history there were minimal write-offs of accounts receivable during the fiscal years ended June 30, 2016 and 2015.

14. Segment Information

The Company has two reportable segments, a transportation segment and an oil and gas segment. The Company reassesses its reportable segments at least annually. The transportation segment provides school transportation and management services to public and private schools in both the United States and Canada.

Student Transportation Inc.
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For the years ended June 30, 2016 and 2015
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14. Segment Information (continued)

The table below summarizes revenue and assets by geographical area for the transportation segment for the years ended June 30, 2016 and 2015:

2016			
	Revenues	Property and Equipment (net)	Goodwill
United States	\$534,098	\$202,055	\$107,386
Canada	64,709	26,517	34,283
Total	<u>\$598,807</u>	<u>\$228,572</u>	<u>\$141,669</u>

For the year ended June 30, 2016, the oil and gas segment, which is located in the United States, had revenues of \$1.4 million and net oil and gas interests of \$5.4 million. There is no goodwill associated with this segment.

2015			
	Revenues	Property and Equipment (net)	Goodwill
United States	\$480,936	\$198,135	\$ 99,484
Canada	70,925	33,161	35,455
Total	<u>\$551,861</u>	<u>\$231,296</u>	<u>\$134,939</u>

For the year ended June 30, 2015, the oil and gas segment, which is located in the United States, had revenues of \$2.9 million and net oil and gas interests of \$7.7 million. There is no goodwill associated with this segment.

The accounting policies of the segments are the same as those described in the basis of presentation. There are no inter-segment sales.

Student Transportation Inc.
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14. Segment Information (continued)

Reportable operating segments:

	2016	2015
Revenue		
Transportation	\$598,807	\$551,861
Oil and gas	1,387	2,890
	<u>\$600,194</u>	<u>\$554,751</u>
Operating earnings (losses)		
Transportation	\$ 26,733	\$ 17,702
* Oil and gas	(3,137)	(540)
	23,596	17,162
Unallocated expenses	14,721	13,423
Tax expense	2,838	84
Net Income	<u>\$ 6,037</u>	<u>\$ 3,655</u>
Capital Expenditures		
Transportation	\$ 66,642	\$ 32,467
Oil and gas	375	1,003
	<u>\$ 67,017</u>	<u>\$ 33,470</u>
Depreciation, depletion and amortization		
Transportation	\$ 50,194	\$ 49,969
Oil and gas	967	1,162
	<u>\$ 51,161</u>	<u>\$ 51,131</u>
Total Assets		
Transportation	\$542,221	\$527,291
Oil and gas	6,108	8,636
	<u>\$548,329</u>	<u>\$535,927</u>
Total Liabilities		
Transportation	\$398,766	\$334,333
Oil and gas	3,668	1,787
	<u>\$402,434</u>	<u>\$336,120</u>

* The oil and gas operating results include an impairment charge of \$1.6 million dollars for fiscal year 2016

15. Lease Commitments

The Company leases certain facilities under non-cancelable operating leases. Rent expense associated with the leases facilities totaled \$14.8 million and \$13.8 million for the years ended June 30, 2016 and 2015, respectively. The Company also leases certain school vehicles under non-cancelable operating leases. Operating lease expense associated with these leased school vehicles totaled \$36.8 million and \$29.6 million for the years ended June 30, 2016 and 2015, respectively. The terms of these and other leases expire at various times through 2024.

Student Transportation Inc.
Notes to Consolidated Financial Statements
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(000's of U.S. Dollars, unless specified, except share and per share amounts)

15. Lease Commitments (continued)

The following represent future minimum rental payments and operating lease payments under non cancelable operating leases:

	<u>Facility Leases</u>	<u>Vehicle Leases</u>	<u>Total</u>
Year ending June 30,			
2017	\$15,039	\$ 36,296	\$ 51,335
2018	9,523	33,101	42,624
2019	7,232	28,825	36,057
2020	3,613	22,617	26,230
2021	1,883	11,531	13,414
2022 and thereafter	1,846	1,215	3,061
Total minimum payments	<u>\$39,136</u>	<u>\$133,585</u>	<u>\$172,721</u>

16. Employee Benefit Plans

The Company has a qualified defined contribution benefit plan, which allows for voluntary pre-tax contributions by the employees. The Company makes a matching contribution on behalf of the employees. The Company incurred \$0.6 million in expenses related to the plan for both of the years ended June 30, 2016 and 2015.

17. Related Party Transactions

The Company utilized a transportation equipment dealer, primarily to assist in procurement and disposal of the Company's fleet under the direction of the Company's CFO. The transportation equipment dealer also provided consulting services to the Company, assisting with fleet valuations in its acquisition efforts. The transportation equipment dealer was a company controlled by a family member of the Company's Chairman and CEO. Beginning in fiscal year 2015, the fleet procurement and disposal services were provided for an annual fee including a retainer amount plus a commission per vehicle amount not to exceed \$0.5 million per annum. Prior to fiscal year 2015, these services were provided on a non-contractual basis. The Company paid the transportation equipment dealer \$0.5 million for the year ended June 30, 2015. In April 2015, the Company terminated the agreement and began to perform these services directly with internal resources.

These transactions were measured at the exchange amount which is the amount of consideration established and agreed to by the related parties.

18. Commitments and Contingencies

The Company is subject to certain claims and lawsuits arising in the normal course of business, most of which involve claims for personal injury and property damage incurred in connection with its operations. The Company maintains automobile, workers' compensation and general liability insurance coverage with deductible amounts for each incident that is the financial responsibility of the Company. The Company accrues for estimated deductible amounts when the incident occurs. The Company's insurance program is designed to minimize the financial risk associated with claims. The primary risks in the Company's operations are bodily injury and property damage to third parties.

In the opinion of management, uninsured losses related to deductible amounts resulting from the ultimate resolution of these matters will not have a material effect on the Company's financial position, results of operations or cash flows.

Student Transportation Inc.
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18. Commitments and Contingencies (continued)

As part of collateral agreements supporting its insurance programs, the Company had \$1.0 million and \$0.7 million of letters of credit outstanding at June 30, 2016 and 2015, respectively and \$0.9 million of cash deposits at both June 30, 2016 and 2015, respectively which are included in other assets in the consolidated balance sheet.

Certain of the Company's contracts contain performance or surety bond requirements. These bonds are written by certified surety underwriters. For the most recent fiscal year, outstanding performance bonds aggregated \$104.8 million. There are no collateral requirements for these surety bonds.

19. Additional Financial Information

Select additional financial information consists of the following:

<u>At June 30</u>	<u>2016</u>	<u>2015</u>
Prepaid Expenses		
Prepaid Insurance	\$10,069	\$ 7,098
Other	4,261	2,623
	<u>\$14,330</u>	<u>\$ 9,721</u>
Other Current Assets		
Fuel Tax Receivable	\$ 2,152	\$ 1,799
Other	1,064	1,644
	<u>\$ 3,216</u>	<u>\$ 3,443</u>
Accrued Expenses and Accounts Payable		
Accrued Accounts Payable	\$ 8,914	\$ 8,483
Dividends Payable	13,480	14,096
Insurance	11,630	9,111
Wages and Benefits	8,729	5,175
Class B Shares	7,681	5,356
Taxes Payable	1,586	1,259
Deferred Revenue	621	655
Accrued Fixed Assets	306	20,983
Other	2,317	2,278
	<u>\$55,264</u>	<u>\$67,396</u>
Other Liabilities		
Insurance	\$18,522	\$16,756
Other	1,499	676
	<u>\$20,021</u>	<u>\$17,432</u>

20. Subsequent Events

On July 2, 2016, STA Holdings granted 147,596 Class B Series Three common shares pursuant to the EIP. The Company will recognize non-cash stock-based expense related to these grants during the quarter ending September 30, 2016.

On July 27, 2016 the Company entered into a Fourth Amended and Restated Credit Agreement. The new amended credit facility increased the commitments to \$340.0 million (US \$290.0 million and Canadian \$50.0 million), from the previous

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20. Subsequent Events (continued)

commitments of \$225.0 million and extended the maturity date to July 27, 2021. The increase in the size of the facility resulted from the addition of two new lenders to the bank group and certain existing lenders increasing their commitments. The new amended facility also provides for a US\$100 million "accordion feature", which provides access to a larger facility should it be needed in the future. The Company used drawings under the credit agreement in part to repurchase the US \$35 million Senior Secured Notes due November 10, 2016.

On August 1, 2016, the Company provided notice for the early redemption and settlement of the Senior Secured Notes due November 10, 2016. On September 1, 2016, the Company redeemed the Senior Secured Notes for \$35.0 million in cash in accordance with the Note Purchase Agreement dated December 14, 2006, between the Company, Sun Life Assurance Company of Canada, London Life Insurance Company and Computershare Trust Company, N.A., governing the Senior Secured Notes.

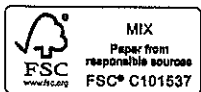
On August 16, 2016, the Company issued the Cdn\$ 5.25% convertible unsecured subordinated debentures due September 30, 2021 at a price of \$1,000 per debenture, for total gross proceeds of \$65.8 million (Cdn \$85.0 million). The net proceeds of the 5.25% convertible unsecured subordinated debentures will primarily be used to pay off existing long-term debt and for general corporate purposes.

On August 23, 2016, the Company announced that it called for the early redemption and settlement of the 6.25% US convertible unsecured subordinated debentures due June 30, 2018. On September 19, 2016 the Company is expected to redeem the \$60.0 million of 6.25% US convertible unsecured subordinated debentures for \$60.0 million in cash in accordance with the Trust Indenture dated June 7, 2011, between STI and Computershare Trust Company of Canada governing the 6.25% US convertible unsecured debentures.

During July and August 2016, the Company entered into additional operating leases with nine major financial institutions to lease approximately \$44.8 million in growth and replacement school vehicles for the upcoming 2016-2017 school year. The term of these leases is six years at effective fixed rates in the range of 2.0% to 3.6%. Annual lease payments on these additional leases will approximate \$6.0 million per year for the term of the leases.

CORPORATE DIRECTORY

STUDENT TRANSPORTATION INC.



CARD OF DIRECTORS

Denis J. Gallagher
Chairman & CEO
Student Transportation, Inc.

Irving R. Gerstein
Lead Independent Director, CNG Chair
Corporate Director

Victor Wells
Independent Director
Corporate Director

Kenneth B. Needler
Independent Director
Former President & COO, STA Holdings

George Rossi
Independent Director, Audit Committee Chair
Corporate Director

David Scopelliti
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Wendi Sturgis
Independent Director, ITC Chair
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Yext, Inc.

Barbara Basney
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Chairman of the Board and
Chief Executive Officer

Patrick J. Walker
Executive Vice President and
Chief Financial Officer

Patrick Vaughan
Chief Operating Officer

Thomas Kominsky
Chief Growth Officer

John DiMaiolo
Chief Accounting Officer

Paula Altieri
Vice President and
Corporate Controller

Keith Engelbert
Chief Technology Officer

INDEPENDENT REGISTERED PUBLIC ACCOUNTING FIRM

Ernst & Young LLP
MetroPark, New Jersey

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LEGAL COUNSEL

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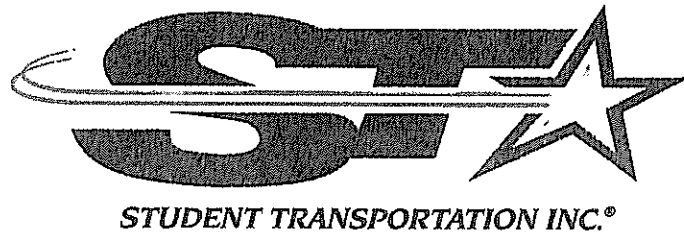
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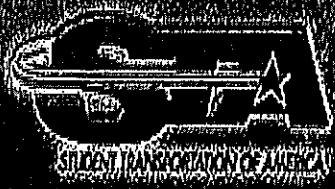
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ANNUAL MEETING

Tuesday, November 8, 2016
2:00 p.m. ET
TSX Broadcast & Conference Centre
130 King Street West
Toronto, Ontario



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Driver Credential System

Included in this section is specific detail about Easy Bus – the software program we utilize in every location to ensure compliance with internal and external regulations.

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EasyDriver Personnel/Driver Management

Since 1997, EasyBus has been the only provider for a comprehensive personnel and driver training program that can stand-on its own as an industry leading solution. Many operators are using a mix for file folders, spreadsheets, websites, and other programs to bring everything associated with driver record-keeping together.

Features

- Fully Customizable Interface
- Customize and track any type of testing or training or requirements (e.g. accident, employee review)
- Customize "Employee Types" and make requirements specific to different types (e.g. CDL Driver or Non-CDL Driver)
- Track instructors or hours for any of customized requirement
- Customize warnings and notification for upcoming requirements (e.g. license expiration, physical)
- Customize "Personnel" types and specify requirements to employee type (Bus Drivers)
- Track/Report License Info and Personnel Info
- Track/Report Driver Infractions
- Track/Report requirement history, birthdays, and much more
- Print Federal Physical form filled in!

New York State 19-A

- 19-A Prints New York State 19-A Forms – Blank or Filled In
- 19-A Allows for merging of Instructor, SPDI, Testing Location, Vehicle Type etc based on 19-A Form
- 19-A Allows for "Batch" Printing of 19-A forms. (i.e. print PPT Physicals for multiple drivers at once)
- 19-A Leading provider of 19-A software in NYS. Forms are updated immediately upon change from DMV

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- T-0-Done: Track all T-02 Information – In-service, BTW, Classroom
- T-0-Done: Update T-02 Information for multiple drivers (and instructor) simultaneously!
- T-0-Done: Automatically tracks proficiency for T-03
- T-0-Done: Customize Testing Codes
- T-0-Done: Allows you to take original T-01 card, select years and print onto original T-01!
- T-0-Done: Splits makeup hours, hours after birthday etc automatically.
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Support:

- One-one-One Implementation and Training
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- 13+ years of experience with over 500 installations

*Limitations apply. Ask your sales representative for details.



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The #1 Training and Compliance Solution...

EasyDriver™: Generation²



Sneak Preview!

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SQL EasyDriver is Here!

Fast, intuitive, and fully integrated with EasyTrip Enterprise, SQL-based EasyDriver is a sea change in driver management software.

Add / Edit Person	
Personal Information	
First Name: Lucy	Date Of Birth: 4/6/1963
Middle Name:	Application Date: 4/3/2008
Last Name: Smith	Hire Date: 4/23/2008
Title: Head Driver	Tenure: 0
☐ Male ☐ Female	Start Date: 4/23/2008
PIN ID:	Leave Of Absence:
SS / SIN ID: 999-99-9999	Date Left Employment:
Assigned Bus: 108	Reinstatement Date:
Requirement Group: MOTORIST	
Division: Johns Bus - New York Terminal	
Address Info	
Address: 123 Minnow Ave	
Address 2:	
City: Shoreville	
State: NY Postal Code: 12312	
County: Suffolk	
Contact Info	
☒ Active	
☒ Trip Driver	

Driver's license expiration dates, 'one time only' requirements, and recurring events are all maintained in one comprehensive list, condensing all information for a given driver down to one intuitive screen.

Additional Fields		Text Fields		Personnel Records	
Filter: <ALL>				☒ Only Show Most Recent ☐ Show All History	
History Date	Due Date	Description	Alert		
23-Oct-11		Hold Training	TRAINING FALLING BEHIND		
26-Oct-11	08-Nov-11	State Abstract	OVERDUE BY 36 DAYS		
02-Sep-10	02-Sep-11	Fall Refresher	OVERDUE BY 7 DAYS		
03-May-07	01-Oct-11	License Expiration	LICENSE EXPIRES IN 22 DAY		
01-Feb-11	14-Aug-11	Accident			
01-Apr-11	01-Sep-11	Road Test			
12-May-11	12-May-12	Blood Pressure			
		Spring Release			
Add Due Date Add Record View Del					



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Enhanced 'warn if empty' alerts, main screen field selection, and age-based requirement changes are just a few of the many benefits of SQL EasyDriver!

For sites that currently use old EasyDriver, stay tuned! We will be contacting you to discuss seamlessly converting your old EasyDriver data into the new system. Don't own EasyDriver? Now is the best time to find out what our new solution has to offer!

SQL EasyDriver and Infractions

With New EasyDriver comes a new home for infractions. Infraction records have never been easier to create, edit and manage.

From the Drivers function, simply click the Infractions radio choice to access the feature. Infraction records can be added, edited, deleted or viewed with just one click off the main screen.

Infraction Date	Description	Alert	Infraction
02-Aug-09	driver missed		Warning

From here, adding an infraction, making changes, or applying due dates works just like classic EasyDriver!

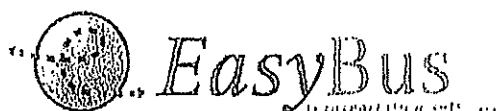
Recurring Events and SQL EasyDriver

EasyDriver has always had two modes for handling recurring events. There is the standard, consistent recurrence (driver's DMV records are reviewed once per year) and non-standard recurrences (physicals are yearly, but diabetic drivers are called back at the doctor's discretion). Classic EasyDriver handled the latter by supplying date fields on the Other Info screen. The user could supply any due date that is required, and replace it once the event had taken place. History was then stored in a standard grid.

With SQL EasyDriver the concept is the same, but all dates are now added in one comprehensive area.

Simply set the requirement itself to the maximum timeframe that it could occur, and the system, as always, will track this recurrence automatically.

To handle deviations from the standard schedule, simply add a due date that falls before the automatic 'next due' date.



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Set Due Date

Due Date must be between 04-Oct-2011 AND 08-Mar-2013

Requirement / Training Description:

Due Date: Warning Days:

Insert any due date that comes before the standard due date

Save Changes

Cancel

There is no longer any need to store any dates in a separate area; everything is maintained and updated in one unified list.

SQL EasyDriver Now Has a Tickler

When hiring a new driver, safety directors must put new hires through a battery of testing, certification and general compliance checking before allowing them to pick up a single passenger. Be the business a school district, private operator, motor coach, or limo service, Every facility has a series of initial driver requirements. A list of these requirements is referred to by many as a 'tickler'; a checklist designed to assist operators in putting all of the paperwork for making a new driver roadworthy together.

SQL EasyDriver now inherently creates an electronic version of the tickler that your organization uses.

Additional Fields		Text Fields		Personal
Filter: ALL		☒ Show Most Recent ☐ Show All History		
History Date	Due Date	Description	Alert	
		Driver Abstract	EMPTY EDIT TO ADD NEW	
		Full Refresher	EMPTY EDIT TO ADD NEW	
		First Training	EMPTY EDIT TO ADD NEW	
		License Expiration	NO LICENSE EXPIRATION D	
		Medical Refresher	EMPTY EDIT TO ADD NEW	
		Recertification	EMPTY EDIT TO ADD NEW	
		State Refresher	EMPTY EDIT TO ADD NEW	

Each requirement that a driver must meet can now be set with a 'warn if empty' checkbox. Be it a recurring compliance or a one-time-only background check, the requirement can be set to 'warn if empty' if the event must occur before the driver is considered ready to work.



Maintenance Policies & Procedures

Included in this section are all the forms we utilize in our maintenance program and inspections.

Our complete Maintenance Policy & Procedure Manual is several hundred pages and is available for review upon request.





APMI - STI-MP-1F

DATE	1	BUS NO.	1	CURRENT ODOMETER	1	BUS TERMINAL	1	R.O. #	2
MAKE	1	MODEL	1	VIN	1	YEAR	1	TIRE SIZE F	1
								TIRE SIZE R	1

Technician must initial all boxes - Note item number and discrepancies on reverse. Full signature of qualified inspecting Technician and Supervisor.

A. SAFETY RECALL

1. Check VIN for recall information. If recall is noted, repair and document.

B. INTERIOR OF BUS

State/Provincial inspection Date _____
certificate _____ Miles/Km _____

1. Safety door operation and seals
2. Temperature and oil warning devices
3. Neutral safety system
4. Horn, gauges, dash lights, and ABS light
5. Interior floor mats and floor plates - check for blockage
6. Dash wiring and electrical panel
7. Windshield wipers and washer operation
8. Indicator lamps
9. Clutch operation
10. Clutch and brake pedal play and operation
11. Steering wheel play and steering function
12. Applied/Unapplied brake test for air loss
13. Road warning devices
14. Air governor setting - Low 90 lbs. High 120 lbs.
15. Throttle operation
16. Interior lights
17. Window mechanism and seals
18. Window mechanism and seals
19. Seats and seat belts - condition and mounting
20. Interior body, floor and stanchions
21. Fire extinguisher - condition and mounting
22. Road warning devices and mounting
23. Fire extinguisher - condition and mounting
24. Body fluid kit, contents and mounting
25. Emergency exit - operation and warning devices and mounting
26. Child Check system - Test
27. Interior clean
28. Backup alarms

C. UNDER HOOD

1. Any visible leakage, clean area as needed
2. Engine oil level and condition
3. Auto transmission fluid level and condition
4. Brake fluid level and condition
5. Power steering fluid
6. Air filter - condition and tension
7. Component and accessory mounting and connections
8. All hoses and lines - condition and routing
9. Coolant level, protection: _____ °F
10. Water pump, fan, clutch play
11. Water pump, fan, clutch play
12. Water pump, fan, clutch play
13. Throttle and transmission linkage
14. Distributor cap, coil and ignition wires (gas engines)
15. PCV system, emission pump
16. Exhaust system and muffler/turbosupercharger
17. Battery, cables, condition, mounting and routing

D. EXTERIOR

1. All exterior lights, exterior panel (if applicable)
2. Stop arm, pads, condition and operation
3. Crossing Gate - operation & condition
4. Mirror condition and mounting
5. Record body damage (be specific)
6. Bumper bolts
7. Paint, lettering, reflective tape and appearance
8. Push door window operation - condition and mounting
9. Emergency exits - operation and signage
10. Check door hinge and latch operation
11. Lubricate all external hinges and latches

E. TIRES & WHEELS

1. Axle flange and hub, retorque lug nuts
 2. Tire tread depth and condition - minimum tread depth 4/32"
 3. Tread depth/Tire Pressure
- | | DEPTH | PRESSURE | | DEPTH | PRESSURE |
|----|-------|----------|-----|-------|----------|
| RF | /32 | PSI | RRO | /32 | PSI |
| | | | RRI | /32 | PSI |
| LF | /32 | PSI | LRI | /32 | PSI |
| | | | LRO | /32 | PSI |

F. UNDER BUS

1. Front suspension and wheel bearing play
2. Front suspension bushings and shocks
3. Leakage at backing plates and wheel seals
4. Steering box mounting, linkage, looseness and leaks
5. Front shock and mounting
6. Engine leaks, lines, filters, hoses-mounts
7. Starter mounting and connections
8. Exhaust system and mounting, DOC, DPF
9. Transmission mounting and linkage
10. Transmission leaks/standard transmission fluid level - mounts
11. Output shaft
12. Driveshaft, guards, U-joints and center support
13. Body hold downs and insulators
14. Wiring along frame, condition and securement
15. Differential, axle, fluid level

F Continued...



BRAKE MAINTENANCE INSPECTION STI-MP-2AF (Air Brakes) FRONT AXLE

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O. #
1	1	1	1	2
MAKE	MODEL	VIN	YEAR	
1	1	1	1	

DESCRIPTION OF INSPECTION

1) Road test vehicle with attention to noises, uneven braking, pulsation and anti-lock operation and note findings.

2) Inspect with diagnostic equipment and retrieve any ABS brake codes

3) PAT 165 - 511 (2 PSI per min) Passes: YES (Initial boxes) NO

4) Air Loss - Applied (3 PSI per min). Passes: YES

5) Check Governor (Settings) OK (Initial boxes) NO (Record Travel) Left Front

6) Slack Adjuster Travel (before @80-90 PSI). Right Front (Record Travel) Left Front

7) Check Air Lines for Leaks Repair OK

8) Drain Air Tanks/Check for Oil/Excessive Moisture. Repair OK

9) Check one way valves Repair OK

10) Service Air Dryer annually.

Date Last Serviced

DO NOT BLOW OUT COMPONENTS WITH AIR

FILL OUT INFORMATION FOR THE WHEEL POSITION BEING INSPECTED

R. FRONT

L. FRONT

11) Measure Drum Dia./Rotor thickness before turning. Inspect for Heat Cracks. OK REP.

12) Inspect Spider Control Valve Cracks Bent Right Front OK REP.

13) Inspect Camshafts, Rollers - Worn, Flat, Free. Record Size. Left Front OK REP.

14) Inspect Chamber Brackets - Cracks, bent. Right Front OK REP.

15) Inspect Chamber Brackets - Cracks, bent. Left Front OK REP.

16) Inspect Brake Chambers/Cylinders/Slack Adjusters. Rods, Filings. Right Front OK REP.

17) Inspect Brake Return Springs Repairs and Replacements. Left Front OK REP.

18) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

19) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

20) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

21) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

22) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

23) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

24) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

25) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

26) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

27) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

28) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

29) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

30) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

31) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

32) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

33) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

34) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

35) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

36) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

37) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

38) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

39) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

40) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

41) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

42) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

43) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

44) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

45) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

46) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

47) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

48) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

49) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

50) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

51) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

52) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

53) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

54) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

55) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Left Front OK REP.

56) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front OK REP.

STI-MP-2AF (3/13)

PAGE 1 OF 2



BRAKE MAINTENANCE INSPECTION STI-MP-2AF (Air Brakes) REAR AXLE

DATE	1	BUS NO.	1	CURRENT ODOMETER	1	BUS TERMINAL	1	R.O.#	2

DESCRIPTION OF INSPECTION

1) Road test vehicle with attention to noises, uneven braking, pulsation and anti-lock operation and note findings.

2) Inspect with proper equipment and relieve any ABS Brake Codes			
3) Air Loss - Static (2 PSI per/min).	Passes: YES	(Initial boxes) NO	
4) Air Loss Applied (3 PSI per/min)	Passes: YES	(Initial boxes) NO	
5) Check Governor (Settings).	Cut-in Setting	(Record Settings) Cut-out Setting	
6) Slack Adjuster (Rear @ 80-90 PSI)	Right Rear	(Record Travel) Left Rear	
7) Remove and Clean Tank Top Valve	Repair OK		
8) Air Tanks/Check for Oil/Check for Moisture	Repair OK		
9) Check One Way Valve	Repair OK		
10) Service Air Dryer Annually.		Date Last Serviced	

DOING FLOW OUT COMPONENTS WITH AIR

FILL OUT INFORMATION FOR THE WHEEL POSITION BEING INSPECTED

R. REAR

L. REAR

11) Measure Drum Dia/Record thickness	R. Rear Drum Dia	(Record Dia) L. Rear Drum Dia	

Inspect for Heat Cracks.

		OK	REP.		OK	REP.
12) Inspect Brake/Condition/Crack/Bolt	Right Rear			Left Rear		
13) Inspect Camshafts, Rollers - Worn, Flat, Free. Mark Roller size (in box).	Right Rear			Left Rear		
14) Inspect Slack Adjuster - Excess Travel	Right Rear			Left Rear		
15) Inspect Chamber Brackets - Cracks, bent	Right Front			Left Front		
16) Inspect Brake Chamber/Cylinders/Slack Adjusters Rods, Fittings.	Right Rear			Left Rear		
17) Inspect Brake Bottom Springs/Replaces and Tighten	Right Rear			Left Rear		
18) Inspect Brake Shoes - Distorted/Cracked/Wear Points.	Right Rear			Left Rear		
19) All brake hardware when hubs are removed inspect Wheel Bearings for Pits and Grooves. Clean and lubricate prior to assembly.	R. Rear Outer			Left Rear Outer		

20) Replace Wreck Seal			

21) Write in Lining Brand Name (at retine)	Right Rear	(Lining Size) Left Rear	

22) Measure Lining thickness at 10 test point and record	Right Rear	(Record thickness) Left Rear	

23) Measure Brake Drum Dia/Record thickness	R. Rear Drum Dia	(Record Dia) L. Rear Drum Dia	

(If new or turned).

24) Before installing drums work MUST BE INSPECTED AND APPROVED

SIGNATURE OF APPROVAL (Supervisor or Designate)

25) Adjust Slack Adjuster (Measure Slack Adjuster Travel)	Right Rear	(Record Travel) Left Rear	

(@ 80-90 PSI).

26) When repaired check air pressure delivery to chambers	R. Rear Pressure	L. Rear Pressure	

front and rear. (Air pressure must be the same as dash gauge pressure).

27) ROAD TEST - Service Air Brake			

28) Retorque all wheels post road test	INITIAL		

29) Clear all Codes	INITIAL		

5

PRINT NAME

Signature of Qualified Technician

6

PRINT NAME

Signature of Inspector



BMI INSPECTION STI-MP-2BF (Hydraulic Brakes) FRONT AXLE

DATE	1	BUS NO.	1	CURRENT ODOMETER	1	BUS TERMINAL	1	R.O.#	2
MAKE	1	MODEL	1	VIN	1			YEAR	1

DESCRIPTION OF INSPECTION

- 1) Road test vehicle with attention to noises, uneven braking, pulsation and anti-lock operation and note findings. Check Powerhead for operation and leaks, inside and outside of vehicle. Check operation of hydraulic parking brake/air release parking brake, if so equipped. Note comments below.

3

2) Inspect all hydraulic equipment and remove any brake code codes.

3) **DO NOT BLOW OUT COMPONENTS WITH AIR**

FILL OUT INFORMATION FOR THE WHEEL POSITION BEING INSPECTED

R. FRONT

L. FRONT

4) Measure Drum Diameter (Thickness) 0.000

Record Diameter Left Front

— before turning. Inspect for heat cracks.

	OK	REP.		OK	REP.
5) Inspect Brake Linings/Pads for wear, cracking, chipping, separation, or contamination, etc.			Right Front		
6) Record Linings/Thickness (measure to the nearest 1/32" with a tread depth gauge - 1/32")			Left Front		

7) Inspect All Brake Components for wear, cracks, etc.

Record Diameter Left Front

With a tread depth gauge - 1/32"

8) Lubricate all necessary brake components

Record Diameter Left Front

(All pumps, Lines, Fittings, All Hydraulic Cylinders/Actuators)

9) At Brake Reline, Inspect Wheel Bearings for pits and grooves. Clean and repack with MP grease.

R. Front Inner

L. Front Inner

Replace wheel seals.

R. Front Outer

L. Front Outer

10) Measure Drum Diameter (Thickness) 0.000

Record Diameter Left Front

(after turning, if machining/resurfacing was required).

11) Record All Findings on the Inspection Report

Record Diameter Left Front

MUST BE INSPECTED AND APPROVED

4

SIGNATURE OF APPROVAL (Supervisor or Designate)

12) Steer Tire Rotation - RF to LF, LF to RF

INITIAL

	OK	REP.		OK	REP.
13) Reinstall Brakes/Brake Wheels			Right Front		
14) Torque Wheels per wheel torquing policy			Left Front		
15) Reinstall Brake and Release System Linkage			Right Front		
16) Check for vacuum leakage at booster, tank and hose connections.			Left Front		

17) ROAD TEST - Service - Park Brake (Must Hold in Gear)

18) Retorque all wheels post road test

INITIAL

19) Check and clear all codes

INITIAL

5

PRINT NAME

Signature of Qualified Inspecting Technician

6

PRINT NAME

Signature of Inspector



BMI BRAKE MAINTENANCE INSPECTION STI-MP-2BF (Hydraulic Brakes) REAR AXLE

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	RO.#
1	1	1	1	2

DESCRIPTION OF INSPECTION

- Road test vehicle with attention to noises, uneven braking, pulsation and anti-lock operation and note findings. Check Powerhead for operation and leaks, inside and outside of vehicle. Check operation of hydraulic parking brake/air release parking brake, if so equipped. Note comments below.

3

2) Inspect with depth gauge equipment and remove any brake codes.

3)

DO NOT BLOW OUT COMPONENTS WITH AIR

FILL OUT INFORMATION FOR THE WHEEL POSITION BEING INSPECTED

R. REAR

L. REAR

4) Measure Drum/Rotor Thickness - O.D. - 1/32" - 1/32" (Record Deviation) L. REAR

- before turning. Inspect for heat cracks.

OK REP.

OK REP.

5) Inspect Brake Linings for wear or cracking, chipping, separation, or contamination, etc.

6) Record lining thickness (measure 3 places) Right Rear 1/32 1/32

with a tread depth gauge - 1/32"

7) Inspect Air Brake Components for wear/leaks (All pumps, Lines, Fittings, All Hydraulic Cylinders/Actuators)

8) Inspect all lines and hydraulic components

9) At Brake Reline, Inspect Wheel Bearings for pits and grooves. Clean and repack with MP grease. Replace wheel seals.

R. Rear Inner
R. Rear Outer

L. Rear Inner
L. Rear Outer

10) Measure Drum/Rotor Thickness - O.D. - 1/32" - 1/32" (Record Deviation) L. REAR

(after turning, if machining/resurfacing was required).

4

11) Before installing Drum/Rotor/Wheel, all work must be inspected and approved.

SIGNATURE OF APPROVAL (Supervisor or Designate)

12) Steer Tire Rotation - RF to LF, LF to RF INITIAL

OK REP.

OK REP.

13) Measure Drum/Rotor/Wheel

14) Torque Wheels per wheel torquing policy

15) Adjust Brakes and Bleed System (if necessary)

16) Check for vacuum leakage at booster, tank and hose connections.

17) ROAD TEST - Apply & Release Parking Brake (if so equipped)

18) Retorque all wheels post road test INITIAL

19) Check and clear all codes INITIAL

5

PRINT NAME

Signature of Qualified Inspecting Technician

6

PRINT NAME

Signature of Inspector



G.E.T. ENGINE TUNE-UP STI-MP-3 GASOLINE ENGINES

DATE	1	BUS NO.	1	CURRENT ODOMETER	1	BUS TERMINAL	1	R.O. #	2
MAKE	1	MODEL	1	VIN	1	YEAR	1	TIRE SIZE F	1
								TIRE SIZE R	1

Employee must
Initial all boxes

	OK	Rep Req'd
1. CLEAN ENGINE IF NECESSARY.		
2. PERFORM COMPRESSION TEST IF NECESSARY.		
#1		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
NOTE: IF ANY CYLINDER HAS A LOW READING, PERFORM "WET" COMPRESSION TEST. POWER BALANCE CHECK WITH SCOPE MAY BE SUBSTITUTED.		
3. INSPECT SPARK PLUGS. REPLACE IF NECESSARY.		
4. ADJUST AIR GAP.		
5. CHECK DISTRIBUTOR. REPLACE CAP AND ROTOR IF NECESSARY.		
6. INSPECT PLUG WIRES (OHM METER CHECK). REPLACE IF NECESSARY.		
7. INSPECT ALL CONNECTIONS FROM CONTROL BOX TO DISTRIBUTOR.		
8. REPLACE FUEL FILTERS.		
9. CHECK ENGINE IDLE SPEED.		
10. CHECK IGNITION TIMING - RECORD SETTING _____ DEGREES.		
11. INSPECT AIR CLEANER. REPLACE IF NECESSARY.		
12. SCAN/RECORD AND CLEAR ALL CODES		
13. ROAD TEST		

ALL TUNE-UP SPECIFICATIONS MUST COMPLY WITH STATE/PROVINCIAL VEHICLE EMISSIONS STANDARDS.

TRANSFER ALL DEFICIENCIES TO A R.O.

R.O. #

4

COMMENTS:

5

6

PRINT NAME

Signature of Inspecting Technician

7

PRINT NAME

Signature of Supervisor

STUDENT TRANSPORTATION OF AMERICA				
DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O. #
1	1	1	1	2
MAKE	MODEL	VIN	YEAR	
1	1	1	1	

Employee must
initial all boxes

1. VISUAL		OK	Req
a.	Check fuel level and condition.		
b.	Check for oil leaks.		
c.	Check all transmission mechanical controls (linkages & cables) for wear, operation and adjustment.		
	-- Deflector clevis pin should be free.		
	-- Check cable adjustment (if applicable) for full range of cable motion.		
	-- Check Vacuum modulator (if applicable) for vacuum supply and internal oil leak.		
	-- Inspect parking brake assembly and application (where applicable).		
d.	Check Neutral Safety Switch for proper operation.		
e.	Check modulator cable.		
f.	Check cooler lines for leaks, cracks, restrictions.		
g.	Check transmission input (I).		
h.	Record serial No. Inspect boots on linkage.		

2. SERVICE

a. AS REQUIRED, Change

- Fluid, as required (drain torque converter where applicable).

b. AS REQUIRED, (remove any material from drain pan)

- External filter, as required.

c. Check that vent is clean and free.

d. Check all wiring for chaffing, and connections.

e. Check operation of brake light, if applicable.

f. Check throttle position sensor per OEM specs.

Notes: 98 and up does not use a F.I.F.I. Accelerator Pedal Switch.

g. Check T.R.S. for proper adjustment and operation (note: Belts - Bad Black - Good)

h. Scan system with PRO LINK or equivalent and record all fault codes.

i. Complete Diagnostic Checks. Perform any necessary repairs.

j. Codes prior to repairs.

k. *Ensure vehicle has Deep Pan and External Filter, if not, install where applicable.

Ensure proper Deep Pan Filter and External Filter with Deep Pan

3. OPERATIONS
 - a. Road test vehicle.
 1. Check automatic up and downshifts.
 2. Check full up and downshifts including O/P cancel button.
 3. Check converter engagement and disengagement (lock-up converter only).
 4. Check slippage on lock-up (if applicable).

REPORT Condition of Transmission or Repair Needed

TRANSFER ALL DEFICIENCIES TO A R.O.

R.O. # _____

15

6

PRINT NAME _____

Signature of Inspecting Technician

7

PRINT NAME

Signature of Inspector or Designate



STARTER & ALTERNATOR CIRCUIT TEST SHEET

STI-MP-9F

DATE	1	BUS NO.	1	CURRENT OOMETER	1	BUS TERMINAL	1	R.O.#	2
MAKE	1	MODEL	1	VIN	1	YEAR	1	TIRE SIZE F	1
								TIRE SIZE R	1

DESCRIPTION OF INSPECTION		YES	NO	REQUIRED
1	CLEAN BATTERY TERMINALS	☐	☐	
2	LOAD TEST BATTERY	☐	☐	
3	CHECK ALL GROUND CONNECTIONS	☐	☐	
4	CHECK ALL POWER CONNECTIONS	☐	☐	
5	CHECK FAN BELTS AND TENSION	☐	☐	
6	STARTER DRAW	☐	☐	
7	ALTERNATOR FULL OUTPUT	☐	☐	

THE FOLLOWING TESTS ARE TO BE PERFORMED AGAIN IF THE STARTER, ALTERNATOR OR VOLTAGE REGULATOR ARE REPLACED

1. STARTER DRAW **6** AMPS
2. ALTERNATOR FULL OUTPUT **7** AMPS _____ VOLTS
9. TRANSFER ALL DEFICIENCIES TO A R.O. # _____ R.O. # _____

COMMENTS:

10

PRINT NAME

Signature of Inspecting Technician

11

PRINT NAME

Signature of Supervisor



INTERCITY COACHES STI-MP-20F

2

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	TYPE OF SERVICE
1	1	1	1	APMI APMI-1

Technician must initial all boxes - Note item number and discrepancies on reverse. Full signature of Qualified Inspecting Technician and Supervisor.

A. DETERMINE MILES SINCE LAST APMI-1	OK	Rep Req'd
1. Check with Supervisor for OK of Interval		

B. CLEAR ANY OPEN DEFECTS ON BUS

C. INTERIOR	OK	Rep Req'd
1. State/Prov. Inspection certificate - Date _____ Miles/KM _____		
2. Entry doors operation and seals		
3. Temperature and oil warning devices		
4. Neutral safety system		
5. Horn, gauges and dash lights		
6. Heater defroster fan and electrical pump		
7. Windshield wipers and washer		
8. Indicator lamps		
9. Throttle operation		
10. Brake pedal play and operation		
11. Steering free play _____ inches		
12. Applied/Unapplied brakes for air/vacuum loss		
13. Low air/vacuum warning buzzer		
14. Air governor setting - Low 90 PSI High 20 PSI		
15. Interior lights		
16. Windshield and window glass condition		
17. Window mechanism and seals		
18. Seats condition and mounting		
19. Interior body, floor and stanchions		
20. Floor surface condition and mounting		
21. Road warning devices and mounting		
22. First aid kit contents and mounting		
23. Emergency exits - operation, warning devices and signage		
24. Interior clean		
25. Backup alarms		
26. Emergency engine stop		

D. EXTERIOR	OK	Rep Req'd
1. All exterior lights and signals		
2. Headlamps and wipers		
3. Mirror condition and mounting		
4. Record any damage (to be signed)		
5. Bumper bolts		
6. Paint lettering and appearance		
7. Emergency exits - operation and signage		
8. Axle frame and drive shafts		
9. Tire side wall condition, cracked wheels, valve stem, valve stem caps, alignment on rear duals		
10. Battery oil level and connections condition and condition		

E. ENGINE COMPARTMENT	OK	Rep Req'd
1. Any visible leakage, identify repair clean area as needed		
2. Engine oil level		
3. Transmission oil level and condition		
4. Lubricate motor and test		
5. Power steering fluid/hydraulic fluid		
6. All belts condition tension and alignment		
7. Components and accessory mounting and connections		
8. All hoses and lines condition and routing		
9. Coolant level, protection and protection		
10. Water pump leak		
11. Air filter condition - per restriction gauge clean oil bath		
12. Throttle operation		
13. Check rear start		
14. Exhaust system		
15. Check fan gear box and oil level		
16. Check engine mount		
17. Clutch and transmission linkage-adjustment		
18. Wash compartment and vent		
19. Reset emergency engine stop		

F. UNDER BUS	OK	Rep Req'd
1. Kingpin and wheel bearing play		
2. Check drag link, tie rod ends, idler arm		
3. Leakage at backing plates and wheel seals (front)		
4. Steering box, mounting, linkages, and u-joints for		
5. Front shocks and mounting		
6. All air lines level and valves		
7. Engine leaks, lines, filters, hose-mounts		
8. Starter mounting and connections		
9. Lateral rods and rod bushings		
10. Transmissions leaks/mounts/pan condition/breather		
11. Computer play		
12. Driveshaft, guards, u-joints		
13. Wiring along frame, condition, and securement		
14. Differential seals fluid level/breather		
15. Pinion play		
16. Rear shocks and mounting		
17. Panhard rod mountings		
18. Leakage at backing plates and wheel seals (rear)		
19. Fuel tank straps and lines		
20. Rear heater screens		
21. Lube entire chassis and engine compartment		

G. BRAKES		OK	Rep Req'd
1. Visible/audible leaks			
2. Check air line connections			
3. Air chambers, relay valves and lines			
4. Check adjuster, slide and bushings			
5. Air tanks and lines			
6. Visually check brake lines for leaks and air doors			
7. Adjust all brakes, wheels off ground			
8. Parking and emergency brake system			
9. Two-way check valves in dual air system. Alternately drain primary and secondary			
10. Drain air tanks			

H. BUS LIFT INSPECTION		OK	Rep Req'd
1. Check lift for proper operation			
2. Inspect for stress cracks, mounting or alignment			
3. Check for worn or missing pins, hinges, latches, pivots and bushings			
4. Inspect air lines, hoses and unions for leaks			
5. Inspect all electrical connections and micro switches			
6. All system covers, instructions and warning signs in place			
7. Impact test safety barrier			
8. Complete cleaning and operation procedure			
9. Check wheelchair securement tracks for correct mounting			
10. Condition and securement of control and cable			
11. Additional fire extinguisher if required			
12. W/C tie downs stored in compartment			
13. W/C securement device operating properly			

Group "APMI-1" SERVICE
Includes all items in Group "A" plus:

- 5
- 6
- 1. Change engine oil and filters
 - 2. Change fuel filters
 - 3. Grease anchor pins, 1 stroke of hand grease gun
 - 4. Check steering box oil level
 - 5. Change transmission filter only on GM's

TIRES - (every APMI Service)

LF	105/	Visual/	
RF	105/	Visual/	
LRO	95/	3/32 min/	
LRI	95/	3/32 min/	7
RRO	95/	3/32 min/	
RRI	95/	3/32 min/	
LT	80/	3/32 min/	
RT	80/	3/32 min/	
SPARE	105/	Visual/	

ADDITIONAL - Every 12 months

- 8
- 9
- 1. Change air dryer desiccant
 - 2. Change water filter

1. ROAD TEST WHEN NECESSARY
2. DISCUSS MAJOR REPAIRS WITH SUPERVISOR
3. NOTED REPAIRS REQUIRED:

1

2

3

PRINT NAME

SIGNATURE OF QUALIFIED INSPECTING TECHNICIAN

4

PRINT NAME

SIGNATURE OF SUPERVISOR



APMI - STI-MP-1F

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O. #
MAKE	MODEL	VIN	YEAR	TIRE SIZE F
				TIRE SIZE R

Technician must initial all boxes - Note item number and discrepancies on reverse. Full signature of qualified inspecting Technician and Supervisor.

A. SAFETY/RECALL

1. Any visible leaks, clean area as needed

B. INTERIOR OF BUS

State/Provincial Inspection Date _____
certificate Miles/Km

2. Temperature and oil warning devices

3. Fuel gauge, dash lights, and ABS light

4. Horn, gauges, dash lights, and ABS light

5. Heater, defroster and fan heater operation and condition

6. Dash wiring and electrical panel

7. Windshield wipers and washer operation

8. Indicator lamps

9. Clutch pedal play

10. Clutch and brake pedal play and operation

11. Steering pedal play

12. Applied/Unapplied brake test for air loss

13. Low air warning buzzer

14. Air governor setting - Low 90 lbs. High 120 lbs.

15. Throttle operation

16. Interior lights

17. Windshield and window glass condition

18. Window mechanism and seals

19. Seats, seat belts, condition and mounting

20. Interior body, floor and stanchions

21. Fire extinguisher, date, charge and mounting

22. Road warning devices and mounting

23. Fire extinguishers, date, charge and mounting

24. Body fluid kit, contents and mounting

25. Emergency exits - operation and warning devices and signage

26. Child Check system - Test

27. Interior mirrors

28. Backup alarms

C. UNDER HOOD

1. Any visible leakage, clean area as needed

2. Engine oil level

3. Auto transmission fluid level and condition

4. Brake fluid level and condition

5. Power steering fluid

6. Air filter condition, restriction gauge/visual inspection

7. Component and accessory mounting and connections

8. All hoses and lines - condition and routing

9. Coolant level, protection _____ °F

10. Pressure cooling system

11. Water pump, fan clutch play

12. Air filter condition, restriction gauge/visual inspection

13. Throttle and transmission linkage

14. Fuel filter, condition and mounting

15. PCV system, emission pump

16. Exhaust system, generator, turbochargers

17. Battery, cables, condition, mounting and routing

C. UNDER HOOD (Continued)

18. Clean battery and connections

19. Drain radiator, separator

20. Tilt hood mounts and cables

21. Engine compartment wiring properly routed and secured

22. Check cold climate starting equipment

D. EXTERIOR

1. All exterior lights, exterior panel (if applicable)

2. Stop arm, door, condition and operation

3. Crossing Gate - operation & condition

4. Mirror condition and mounting

5. Record body damage (be specific)

6. Bumper(s)

7. Paint, lettering, reflective tape and appearance

8. Rust on body, door, and floor pan condition

9. Emergency exits - operation and signage

10. Check body clearance, door rounding and securement

11. Lubricate all external hinges and latches

E. TIRES & WHEELS

1. Axle flange and hub, retorque lug nuts

2. Tire wear, condition and mounting

3. Tread depth/Tire Pressure

DEPTH PRESSURE

RF /32 PSI

RR /32 PSI

LF /32 PSI

LRI /32 PSI

LRO /32 PSI

F. UNDER BUS

1. Front suspension and wheel bearing play

2. Front end bushings and shims

3. Leakage at backing plates and wheel seals

4. Steering knuckle mounting linkage

looseness and leaks

5. Front shock absorbers and mounting

6. Engine leaks, lines, filters, hoses-mounts

7. Starter mounting and connections

8. Exhaust system and mounting, DOC, DPF

9. Transmission mounting, parking brake

10. Transmission leaks/standard transmission

fluid level - mounts

11. Drive shaft, drive

12. Driveshaft, guards, U-joints and

center support

13. Rear shock absorbers and mounting

14. Wiring along frame, condition and securement

15. Differential leaks, fluid level

F Continued...

F. UNDER BUS (Continued)		OK	Rep Req'd
16. Pinion play			
17. Breather Valve			
18. Rear shocks and mounting, air bags (if equipped)			
19. Rear springs, bushings and U-bolts			
20. Leakage at backing plates and wheel seals			
21. Wheel hub nuts, caps and lines			
22. Tail pipe and hangers, condition and securement			
23. Line and chassis			

G. BRAKES		OK	Rep Req'd
1. Visually inspect brakes			
2. Check all lines along chassis			
3. Vacuum/Hydraulic booster hoses, mounting, leakage			
4. Hydraulic lines, wheel cylinders, calipers			
5. Air chamber, relay valves and lines			
6. Check Automatic slack adjusters, operation, linkage, bushings, and travel			
Indicate Pushrod Travel			
Right Front		Right Rear	
Left Front		Left Rear	
7. Air lines, hoses, mounting brackets and valves			
8. Visually inspect linings, drums and rotors			
9. Adjust all brakes wheel off ground			
10. Parking and emergency brake system			
11. Two-way check valves in dual air system			
Alternately drain primary and secondary			
12. Drain all 2 tanks			

H. WHEEL CHAIR AND CHAIR SECUREMENT		OK	Rep Req'd
1. Check lift for proper electrical operation			
2. Check lift for manual operation (B/C system)			
3. Check for worn or missing pins, hinges, latches, pivots, bushings, springs and cables			
4. Inspect all hydraulic lines and cylinders for leaks			
5. Inspect all electrical connections and micro switches			
6. All system covers, instructions, labels and warning signs in place and in good condition			
7. Complete lubrication of all pivots and springs			
8. Check wheelchair securement tracks on			
9. Condition and securement of hand control and cable			
10. W/C tie downs stored in compartments			
11. W/C tie downs stored in compartments			
12. W/C tie downs stored in compartments			
13. W/C securement device condition and operation			
14. W/C tie downs stored in compartments			
15. Only replace or top up fluid with Manufacturer's specific fluid			
16. W/C tie downs stored in compartments			
17. Seat belt cutter available for emergencies			

ROAD TEST

NOTE DEFICIENCIES AND REVIEW WITH SUPERVISOR

TRANSFER ALL DEFICIENCIES TO A R.O.

R.O. # _____

PRINT NAME

PRINT NAME

SIGNATURE OF QUALIFIED INSPECTING TECHNICIAN

SIGNATURE OF SUPERVISOR



BRAKE MAINTENANCE INSPECTION STI-MP-2AF (Air Brakes) FRONT AXLE

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O.#
MAKE	MODEL	VIN	YEAR	

DESCRIPTION OF INSPECTION

1) Road test vehicle with attention to noises, uneven braking, pulsation and anti-lock operation and note findings.

2) Inspect with diagnostic equipment and retrieve any ABS brake codes

CODES

3) Air Pressure (2 PSI per min) Passes: YES (Initial boxes) NO

4) Air Loss - Applied (3 PSI per min). Passes: YES (Initial boxes) NO

5) Check Governor (Settings) (Record Settings) (Initial boxes) NO

6) Slack Adjuster Travel (before @ 80-90 PSI). Right Front (Record Travel) Left Front

7) Check Tank Pop Off Valve Repair OK

8) Drain Air Tanks/Check for Oil/Excessive Moisture. Repair OK

9) Check One Way Valves Repair OK

10) Service Air Dryer annually.

Date Last Serviced

DO NOT BLOW OUT COMPONENTS WITH AIR

FILL OUT INFORMATION FOR THE WHEEL POSITION BEING INSPECTED

R. FRONT

L. FRONT

11) Measure Drum Dia./Rotor Thickness (Record Dia./Rotor Thickness)

before turning. Inspect for Heat Cracks.

OK REP.

OK REP.

12) Inspect Brake Rotor/Drum - Check for Bores Right Front Left Front

13) Inspect Camshafts, Rollers - Worn, Flat, Free. Right Front Left Front

Record Size.

14) Inspect Brake Shoes - Excessive Play Right Front Left Front

15) Inspect Chamber Brackets - Cracks, bent. Right Front Left Front

16) Inspect Brake Chambers/Cables/Slack Adjusters Right Front Left Front

Rods, Fittings.

17) Inspect Brake Return Springs Replace as needed Right Front Left Front

18) Inspect Brake Shoes - Distorted/Cracked/Wear Points. Right Front Left Front

19) Adjust and inspect Wheel Bearings for Play and Right Front Left Front

grooves. Clean and repack with MP Grease.

R. Front Outer

Left Front Outer

20) Replace Wheel Bolts at same torque as original Right Front Left Front

21) Write in Lining Brand Name (at retline) Lining Brand Name Lining Size

22) Measure Lining thickness at lowest point and record Right Front /32 (Record inches in) Left Front /32

23) Measure Brake Drum Dia./Rotor thickness R. Front Drum Dia./ (Record Dia./Rotor) L. Fr. Drum Dia./

(after turning).

24) Record maximum air pressure (PSI) MUST BE

25) INSPECTED AND APPROVED

SIGNATURE OF APPROVAL (Supervisor or Designate)

26) Section for Initials (Initials)

27) Adjust Brake (Measure Slack Adjuster Travel) Right Front (Record Travel) Left Front

(@ 80-90 PSI)

28) When adjusted check air pressure delivery to service Right Front Pressure Left Front Pressure

chambers, front and rear. (Air pressure must be

the same as dash gauge pressure).

29) ROAD TEST - Service Park Brake

30) Retorque all wheels post road test INITIAL

31) Check and clear all codes INITIAL

PRINT NAME

PRINT NAME

Signature of Qualified Inspecting Technician

Signature of Inspector



BRAKE MAINTENANCE INSPECTION STI-MP-2AF **(Air Brakes) REAR AXLE**

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O. #

DESCRIPTION OF INSPECTION

1) Road test vehicle with attention to noises, uneven braking, pulsation and anti-lock operation and note findings.

2) Inspect Wind Up Pressure and release any ABS brake codes. CODES			
3) Air Loss - Static (2 PSI per/min).	Passes: YES	(Initial boxes) NO	
4) Air Loss - Applied (3 PSI per/min).	Passes: YES	(Initial boxes) NO	
5) Check Governor (Settings).	Cut-in Setting	(Record Settings) Cut-out Setting	
6) Slack Adjuster Travel (bars @ 80-90 PSI)	Right Rear	(Record Travel) Left Rear	
7) Remove and clean tank top of Valve	Repair OK		
8) Air Tanks/Check for Oil/Check for Moisture.	Repair OK		
9) Check Retard Valve	Repair OK		
10) Service Air Dryer Annually.		Date Last Serviced	

DO NOT BLOW OUT COMPONENTS WITH AIR

FILL OUT INFORMATION FOR THE WHEEL POSITION BEING INSPECTED
R. REAR
L. REAR

11) Measure Drum Dia/Record thickness	R. Rear Drum Dia	(Record Dia)	L. Rear Drum Dia
Inspect for Heat Cracks.			
12) Inspect Spider Coils for Cracks/Bolt	Right Rear	OK	REP.
13) Inspect Camshafts, Rollers - Worn, Flat, Free.	Right Rear		
Mark Roller size (in box).			
14) Inspect S-Cam Bushings - Excess Play	Right Rear		
15) Inspect Chamber Brackets - Cracks, bent.	Right Front		
16) Inspect Brake Chambers/Gas Ports/Slack Adjusters	Right Rear		
Rods, Fittings.			
17) Inspect Brake Return Springs/Replaces as needed	Right Rear		
18) Inspect Brake Shoes - Distorted/Cracked/Wear Points.	Right Rear		
19) At brake removal when hubs are removed inspect	Right Rear		
Wheel Bearings for Pits and Grooves. Clean and lubricate prior to assembly.	R. Rear Outer		
20) Replace Wheel Seals.			
21) Write in Lining Brand Name (at fellow)	Right Rear	(Lining Size)	Left Rear
22) Measure Lining thickness at 6 o'clock and record	Right Rear	(Record thickness)	Left Rear
23) Measure Brake Drum Dia/Record thickness	R. Rear Drum Dia	(Record Dia)	L. Rear Drum Dia
(If new or turned).			
24) Before handling drums, work MUST BE INSPECTED AND APPROVED			
SIGNATURE OF APPROVAL (Supervisor or Designate)			
25) Adjust Brakes (Measure Slack Adjuster Travel)	Right Rear	(Slack Travel)	Left Rear
(@ 80-90 PSI)			
26) When finished check air pressure delivery to service	R. Rear Pressure		L. Rear Pressure
chambers, front and rear. (Air pressure must be the same as dash gauge pressure).			
27) ROAD TEST - 3000 RPM - 5 MPH			
28) Retorque all wheels post road test	INITIAL		
29) Overall Codes	INITIAL		

PRINT NAME
PRINT NAME
Signature of Qualified Technician
Signature of Inspector



BMI INSPECTION STI-MP-2BF (Hydraulic Brakes) FRONT AXLE

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O.#
MAKE	MODEL	VIN	YEAR	

DESCRIPTION OF INSPECTION

- 1) Road test vehicle with attention to noises, uneven braking, pulsation and anti-lock operation and note findings. Check Powerhead for operation and leaks, inside and outside of vehicle. Check operation of hydraulic parking brake/air release parking brake, if so equipped. Note comments below.

2) Inspect with flashlight equipment and remove any brake code codes.

3) **DO NOT BLOW OUT COMPONENTS WITH AIR**

FILL OUT INFORMATION FOR THE WHEEL POSITION BEING INSPECTED

R. FRONT

L. FRONT

4) Measure Drum Dia/Pad Thickness - 0.000
- before turning. Inspect for heat cracks.

	OK	REP.		OK	REP.
5) Inspect Brake Linings/Pads for wear, cracking, chipping, separation, or contamination, etc.					

	OK	REP.		OK	REP.
6) Record Tire Tread (measure at the highest level with a tread depth gauge - 1/32")	/32	/32		/32	/32

	OK	REP.		OK	REP.
7) Inspect All Brake Components for wear/leakage (All pumps, Lines, Fittings, All Hydraulic Cylinders/Actuators)					

	OK	REP.		OK	REP.
8) Indicate all necessary brake components					

	OK	REP.		OK	REP.
9) At Brake Recline, Inspect Wheel Bearings for pits and grooves. Clean and repack with MP grease. Replace wheel seals.					

	OK	REP.		OK	REP.
10) Measure Drum Dia/Pad Thickness - 0.000 (after turning, if machining/resurfacing was required).					

11) Before installing Drum/Rotor/Wheel Seal Work, MUST BE INSPECTED AND APPROVED

SIGNATURE OF APPROVAL (Supervisor or Designate)

12) Steer Tire Rotation - RF to LF, LF to RF INITIAL

	OK	REP.		OK	REP.
13) Measure Drum/Rotor/Wheel					

	OK	REP.		OK	REP.
14) Torque Wheels per wheel torquing policy					

	OK	REP.		OK	REP.
15) Adjust Brake and Release Valve Line Pressure					

	OK	REP.		OK	REP.
16) Check for vacuum leakage at booster, tank and hose connections.					

17) Road Test - Service Park Brake (With Hold in Gear)

18) Retorque all wheels post road test INITIAL

19) Check and clear all codes INITIAL

PRINT NAME

PRINT NAME

Signature of Qualified Inspecting Technician

Signature of Inspector



BMI BRAKE MAINTENANCE INSPECTION STI-MP-2BF (Hydraulic Brakes) REAR AXLE

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O. #

DESCRIPTION OF INSPECTION

- 1) Road test vehicle with attention to noises, uneven braking, pulsation and anti-lock operation and note findings. Check Powerhead for operation and leaks, inside and outside of vehicle. Check operation of hydraulic parking brake/air release parking brake, if so equipped. Note comments below.

2) Inspect with proper equipment and remove any air code 7 CODES

FILL OUT INFORMATION FOR THE WHEEL POSITION BEING INSPECTED

3) **DO NOT FLOW/OUT GOV. COMPONENTS WITH AIR**

R. REAR

L. REAR

4) Measure Drum Thickness (Record Thickness) R. REAR L. REAR
— before turning. Inspect for heat cracks.

5) Inspect Brake Pads (Record Wear) R. REAR L. REAR
separation, or contamination, etc.

6) Record Tire Tread (Measure at the highest point) R. REAR L. REAR
with a tread depth gauge - 1/32".

7) Inspect Brake Components (Leaks) R. REAR L. REAR
(All pumps, Lines, Fittings, All Hydraulic Cylinders/Actuators)

8) At Brake Reline, Inspect Wheel Bearings for pits and grooves. Clean and repack with MP grease. Replace wheel seals.
R. Rear Inner R. Rear Outer L. Rear Inner L. Rear Outer

9) Measure Drum Thickness (Record Thickness) R. REAR L. REAR
(after turning, if machining/resurfacing was required).

10) Inspect Brake Components (Leaks) R. REAR L. REAR
(All pumps, Lines, Fittings, All Hydraulic Cylinders/Actuators)

SIGNATURE OF APPROVAL (Supervisor or Designate)

12) Steer Tire Rotation - RF to LF, LF to RF INITIAL

	OK	REP.		OK	REP.
13) Torque Wheels per wheel torquing policy			(Initial Boxes) Right Front		
14) Check for vacuum leakage at booster, tank and hose connections.			(Initial Boxes) Left Front		
15) Check for vacuum leakage at booster, tank and hose connections.			(Initial Boxes) Left Front		

16) Road Test - Service Brakes (Machining/Grind)
17) Retorque all wheels post road test INITIAL
18) Check and correct air lines INITIAL

PRINT NAME

PRINT NAME

Signature of Qualified Inspecting Technician

Signature of Inspector



G.E.T. ENGINE TUNE-UP STI-MP-3 GASOLINE ENGINES

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O. #
MAKE	MODEL	VIN	YEAR	TIRE SIZE F TIRE SIZE R

Employee must
Initial all boxes

1. CLEAN ENGINE IF NECESSARY.

2. PERFORM COMPRESSION TEST IF NECESSARY.

#1	#2	#3	#4	#5	#6	#7	#8

NOTE: IF ANY CYLINDER HAS A LOW READING, PERFORM "WET" COMPRESSION TEST.
POWER BALANCE CHECK WITH SCOPE MAY BE SUBSTITUTED.

3. INSPECT SPARK PLUGS. REPLACE IF NECESSARY.

4. ADJUST AIR GAP.

5. CHECK DISTRIBUTOR. REPLACE GAP AND ROTOR IF NECESSARY.

6. INSPECT PLUG WIRES (OHM METER CHECK). REPLACE IF NECESSARY.

7. INSPECT ALL CONNECTIONS FROM CONTROL BOX TO DISTRIBUTOR.

8. REPLACE FUEL FILTERS.

9. CHECK ENGINE IDLE SPEED.

10. CHECK IGNITION TIMING - RECORD SETTING _____ DEGREES.

11. INSPECT AIR CLEANER. REPLACE IF NECESSARY.

12. SCAN/RECORD AND CLEAR ALL CODES

13. ROAD TEST

ALL TUNE-UP SPECIFICATIONS MUST COMPLY WITH STATE/PROVINCIAL VEHICLE EMISSIONS STANDARDS.

TRANSFER ALL DEFICIENCIES TO A R.O. R.O. # _____

COMMENTS:

PRINT NAME

PRINT NAME

Signature of Inspecting Technician

Signature of Supervisor



AUTOMATIC TRANSMISSION SERVICE - STI-MP-4F

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O. #
MAKE	MODEL	VIN	YEAR	

Employee must
Initial all boxes

VISUAL	OK	Rep Req'd
a. Check for oil leaks.		
b. Check for oil leaks.		
c. Check all transmission mechanical controls (linkages & cables) for wear, operation and adjustment.		
- detente clevis pin should be free.		
- modulator cable adjustment (if applicable) & oil modulator cable position.		
- check vacuum modulator (if applicable) for vacuum supply and internal oil leak.		
- inspect for brake assembly and application (where applicable).		
d. Check Neutral Safety Switch for proper operation.		
e. Check modulator cable.		
f. Check cooler lines for leaks, cracks, restrictions.		
g. Check transmission noise.		
h. Record serial No. Inspect boots on linkage.		

SERVICE	OK	Rep Req'd
a. Add/Remove Fluid		
- Fluid, as required (drain torque converter where applicable).		
- If metal shavings required (report by material on drain pan).		
- External filter, as required.		
b. Check Filter & Seal and Rec.		
c. Check all wiring for chafing, and connections.		
d. Check operation of overdrive (if applicable).		
e. Check throttle position sensor per OEM spec.		
f. Note and Up/Down Shifts & Full Acceleration Payal Switch		
g. Check T.R.S. for proper adjustment and operation (note: Belge - Bad. Black - Good)		
h. Scan system with trouble code reader and record all DTC codes.		
i. Complete Diagnostic Checks. Perform any necessary repairs.		
Code & provide repairs.		
j. Ensure vehicle has Deep Pan and External Filter. If not, install where applicable.		
Ensure proper deep pan installation and with Deep Pan		

OPERATIONS	OK	Rep Req'd
Check automatic up and downshifts.		
Check manual up and downshifts (no downshift button).		
Check converter engagement and disengagement (lock-up converter only).		
Check retarder operation (if applicable).		

REPORT: Condition of Transmission or Repairs Needed

TRANSFER ALL DEFICIENCIES TO A R.O. R.O. # _____

PRINT NAME

Signature of Inspecting Technician

PRINT NAME

Signature of Inspector or Designate



STARTER & ALTERNATOR CIRCUIT TEST SHEET

STI-MP-9F

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	R.O. #
MAKE	MODEL	VIN	YEAR	TIRE SIZE F TIRE SIZE R

DESCRIPTION OF INSPECTION

1. CLEAN BATTERY TERMINALS	☐	☐
2. LOAD TEST BATTERY	☐	☐
3. CHECK ALL GROUND CONNECTIONS	☐	☐
4. CHECK ALL POWER CONNECTIONS	☐	☐
5. CHECK FAN BELTS AND TENSION	☐	☐
6. STARTER DRAW _____ AMPS	☐	☐
7. ALTERNATOR FULL OUTPUT _____ AMPS _____ VOLTS	☐	☐

THE FOLLOWING TESTS ARE TO BE PERFORMED AGAIN IF THE STARTER, ALTERNATOR OR VOLTAGE REGULATOR ARE REPLACED

1. STARTER DRAW _____ AMPS
2. ALTERNATOR FULL OUTPUT _____ AMPS _____ VOLTS
3. TRANSFER ALL DEFICIENCIES TO A R.O. # _____ R.O. # _____

COMMENTS:

PRINT NAME

PRINT NAME

Signature of Inspecting Technician

Signature of Supervisor

STI-MP-9F (3/13)

BUS NO.	BUS TYPE (CIRCLE)	NOTIFY OPERATIONS	TECHNICIAN NAME	LOCATION	DATE
	A, AWC, C, D	Y: N:			

Indicate where the damage is by circling the damaged area on the drawings above.

Description of Damage in as much detail as possible:



INTERCITY COACHES STI-MP-20F

DATE	BUS NO.	CURRENT ODOMETER	BUS TERMINAL	TYPE OF SERVICE APMI APMI-1

Technician must initial all boxes - Note item number and discrepancies on reverse. Full signature of Qualified Inspecting Technician and Supervisor.

A. DETERMINE MILES SINCE LAST APMI-1	OK	Rep Req'd
1. Check with supervisor for APMI-1		

B. CLEAR ANY OPEN DEFECTS ON BUS	OK	Rep Req'd

C. INTERIOR	OK	Rep Req'd
1. State/Prov. inspection certificate - Date _____ Miles/KM _____		
2. Entry doors operation and seals		
3. Temperature and oil warning devices		
4. Neutral safety system		
5. Horn, gauges and dash lights		
6. Heater and/or defroster and circulation pump		
7. Windshield wipers and washer		
8. Indicator lamps		
9. Throttle operation		
10. Brake pedal play and operation		
11. Steering free play _____ inches		
12. Applied/unapplied brakes test for air/vacuum loss		
13. Low air/vacuum warning buzzer		
14. Air governor setting - Low 90-105 High 120-135		
15. Interior lights		
16. Windshield and window glass condition		
17. Window mechanism and seals		
18. Seats condition and mounting		
19. Interior body, floor and stanchions		
20. Floor and interior panels condition and mounting		
21. Road warning devices and mounting		
22. Floor and interior panels condition and mounting		
23. Emergency exits - operation, warning devices and signage		
24. Interior clean		
25. Backup alarms		
26. Emergency engine stop		

D. EXTERIOR	OK	Rep Req'd
1. All exterior lights and signals		
2. Headlights and wipers		
3. Mirror condition and mounting		
4. Rear body damage (be spacing)		
5. Bumper bolts		
6. Paint condition and appearance		
7. Emergency exits - operation and signage		
8. Exterior body damage (be spacing)		
9. Tire side wall condition, cracked wheels, valve stem, valve stem caps, alignment on rear duals		
10. Exhaust, fuel, air and connections mounting and cleaning		

E. ENGINE COMPARTMENT	OK	Rep Req'd
1. Any visible leakage, identify repair clean area as needed		
2. Engine oil level		
3. Transmission oil level and condition		
4. Lubricate pushers and test		
5. Power steering fluid/hydraulic fluid		
6. Air filter condition, tension and alignment		
7. Components and accessory mounting and connections		
8. All hoses and lines condition and routing		
9. Coolant level, protection and protection		
10. Water pump leak		
11. Air filter condition - per restriction gauge clean oil bath		
12. Throttle operation		
13. Check rear start		
14. Exhaust system		
15. Check fan gear box and oil level		
16. Check engine mounts		
17. Clutch and transmission linkage-adjustment		
18. Washroom exhaust fan and vent		
19. Reset emergency engine stop		

F. UNDER BUS	OK	Rep Req'd
1. Kingpin and wheel bearing play		
2. Check drag link, tie rod ends, idler arm		
3. Leaks at back of plates and wheel seals (front)		
4. Steering box, mounting, linkages, and u-joints for		
5. Front shocks and mounting		
6. All air bags, lines, filters, hose-mounts		
7. Engine leaks, lines, filters, hose-mounts		
8. Starter mounting and connections		
9. Lateral frame and subframe		
10. Transmission leaks/mounts/pan condition/breather		
11. Output shaft play		
12. Driveshaft, guards, u-joints		
13. Wiring along frame, condition, and securement		
14. Drive shafts, front axle/bushing		
15. Pinion play		
16. Rear shocks and mounting		
17. Panhard rod mountings		
18. Leaks at back of plates and wheel seals/rear		
19. Fuel tank straps and lines		
20. Clean heater screens		
21. Lube entire chassis and engine compartment		

G. BRAKES	
1. Visible/audible leaks	
2. Check all lines and hoses	
3. Air chambers, relay valves and lines	
4. Slack adjusters, linkages and bushings	
5. Air tanks and lines	
6. Visual inspection of drums and rollers	
7. Adjust all brakes, wheels off ground	
8. Park and emergency brake system	
9. Two-way check valves in dual air system. Alternately drain primary and secondary	
10. Drain air tanks	

OK	Rep Req'd

Group "APMI-1" SERVICE
Includes all items in Group "A" plus:

- ☐ 1. Change engine oil and filters
- ☐ 2. Change fuel filters
- ☐ 3. Grease anchor pins, 1 stroke of hand grease gun
- ☐ 4. Check steering box oil level
- ☐ 5. Change transmission filter only on GM's

TIRES - (every APMI Service)

LF	105/		Visual/	
RF	105/		Visual/	
LRO	95/		3/32 min/	
LRI	95/		3/32 min/	
RRO	95/		3/32 min/	
RRI	95/		3/32 min/	
LT	80/		3/32 min/	
RT	80/		3/32 min/	
SPARE	105/		Visual/	

ADDITIONAL - Every 12 months

- ☐ 1. Change air dryer desiccant
- ☐ 2. Change water filter

H. W/C LIFT INSPECTION	
1. Check lift for proper operation	
2. Inspect for stress cracks/mounting and alignment	
3. Check for worn or missing pins, hinges, latches, pivots and bushings	
4. Inspect all hydraulic lines and lines for leaks	
5. Inspect all electrical connections and micro switches	
6. All system covers, instructions, warnings in place	
7. Impact test safety barrier	
8. Complete cleaning and lubrication including channels/pipes	
9. Check wheelchair securement tracks for correct mounting	
10. Control and securement device control and label	
11. Additional fire extinguisher if required	
12. W/C securement device in combination	
13. W/C securement device operating properly	

OK	Rep Req'd

1. ROAD TEST WHEN NECESSARY
2. DISCUSS MAJOR REPAIRS WITH SUPERVISOR
3. NOTED REPAIRS REQUIRED:

PRINT NAME

SIGNATURE OF QUALIFIED INSPECTING TECHNICIAN

STI-MP-20F (3/13)

PRINT NAME

SIGNATURE OF SUPERVISOR

PAGE 2 OF 2

WHEEL NUT TORQUE SPECIFICATIONS

It is the policy of STI to torque all wheel nuts according to manufacturers' specifications. All wheel nuts and inner capscrews must be installed dry. Do not use lubricant. On all two piece wheel nuts, apply 1 drop of oil between the clamp washer and nut. Do not apply oil to the studs or wheel nut threads. When installing a dual wheel, both inner capscrew and outside nut must be torqued separately, according to the "Nut Tightening Sequence" diagram. Please use torque specifications listed below.

G.M.C. & M.C.I.

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
GM & MCI Bus	Transit	Front & Rear Wheels 7/8" Hub Pinned	2500-3000
GM & MCI Bus	Transit	Front Wheel Nuts and Rear Wheel Inner/Outer Nuts 1 1/8" Front; 3/4" Rear	2500-3000
GM & MCI Bus	Transit	Aluminum Wheels	2500-3000
GM Bus	Highway Coach	Front & Rear Wheels 7/8" Hub Pinned	2500-3000
GM Bus	Highway Coach	Front Wheel Nuts and Rear Wheel Inner/Outer Nuts 1 1/8" Front; 3/4" Rear	2500-3000
GM Bus	Highway Coach	Aluminum Wheels	2500-3000
MCI Bus	Highway Coach	Single Wheel 1 1/8"	2500-3000
MCI Bus	Highway Coach	Dual Wheels 3/4"	2500-3000

PREVOST

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Highway Coach		All Wheel Nuts	2500-3000

ORION

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Bus	Transit	All Wheel Nuts Single Wheel 1 1/8" Dual Wheel 3/4" Stud Pinned	2500-3000

NEOPLAN

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Bus	Transit	Stud 7/8" Nut 1 1/2"	2500-3000

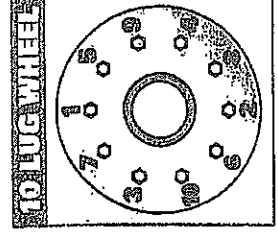
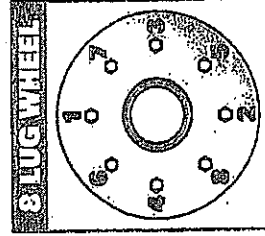
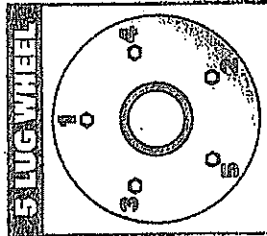
GILLIG/THOMAS

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Bus	Transit	All Wheel Nuts Single Wheel 1 1/8" Dual Wheel 3/4"	2500-3000

NAVISTAR

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Bus	School Bus	5/8" Cast Wheels Rim Clamp	2100-2500
Bus	School Bus	3/4" Cast Wheels Rim Clamp	2200-2400
Bus	School Bus	Hub Pinned	2500-3000
Bus	School Bus	Budd Disc	2500-3000

STUD NUT TIGHTENING SEQUENCE



FORD

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Car	Crown Victoria	5-Lug Wheel	1100
Van or Truck	Transit	5-Lug Wheel 1/2-20	1100
Van or Truck	Transit	8-Lug Wheel 9/16-18	1100
Truck	Super Duty F-Series Super Duty Duty/Stripped	10-Lug Wheel 9/16-18	1100
School Bus	Transit	3/4" Cast Wheels Rim Clamp 20 mm x 1.5 8 Hole Disc Wheel (4 Hand Holes) 22 mm x 1.5 10 Hole Disc Wheel (5 Hand Holes)	2200-2600 2200-2600 2200-2600

FLYER

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Bus	Transit	Single Wheel 1 1/8"	2500-3000
Bus	Transit	Dual Wheels Capscrew 3/4"	2500-3000
Bus	Transit	Dual Wheels Outer Nuts 3/4"	2500-3000

CHEV / GME

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Van	Transit	8-Lug Single Wheel	1120
Van	Transit	8-Lug Dual Wheels	1140
Van	Transit	10-Lug Dual Wheels	1175
Bus	School Bus	5/8" Rim Clamp Nut	1600-1750
Bus	School Bus	3/4" Rim Clamp Nut	1600-2100
Bus	GMC	8 lug 9/16" stud Single Wheels 8 lug 9/16" stud Dual Wheels	1120 1140

DODGE

VEHICLE	SERIES	WHEELS / STUD SIZE	FT/LBS
Van	Stratus	M12 x 1.5mm	1100
Van	Stratus	1/2 inch	1100
Van	Stratus	5/8 inch Flanged Nut 5/8 inch	1025-1275 2300-3300
Sprinter			1600



EEO Statement

Equal Employment Opportunity

STA is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.





EEO Data

Included in our submission, on the next page, is our 2011 Employer Information Report – One Page Consolidated – for all Student Transportation of America employees in the Atlantic region of the United States.

The Equal Employment Opportunity Report on the next page is reflective of the Northeast Region's approximately 5,000 employees.

The total report for the Northeast Region, which includes all operating locations in the region, is over 70 pages and therefore not included in our submission. However, the report is certainly available and upon request. In addition, the nationwide report is several hundred pages, detailing every STA operating location, and is also not included in our submission but it too is immediately available upon request.





January 9, 2017

Greenwich Public Schools
Purchasing Department
Havemeyer Building
290 Greenwich Avenue
Greenwich, Connecticut 06830

RE: EEO Commitment

Dear Greenwich Public Schools,

Please accept this letter as certification that Student Transportation of America is an equal opportunity employer. Our corporation shows no discrimination regarding race, creed, sex, religion or ethnic origin in the conduct of our business.

Student Transportation of America has evidenced in the past to make every effort to utilize minority businesses in the course of normal business operations and it remains the focus of our organization to continue this practice in all future contractual business opportunities.

Sincerely,

A handwritten signature in black ink, appearing to read "Gene Kowalczewski", is written over the printed name and title.

Gene Kowalczewski
Senior Vice President of Operations

Student Transportation of America
398 Olean Road
East Aurora, NY 14052

2015 EMPLOYER INFORMATION REPORT CONSOLIDATED REPORT- TYPE 2

STUDENT TRANSPORTATION OF AMERICA, INC.
3349 HIGHWAY 138
BUILDING B; SUITE D
WALL, NJ 07719

2015 Employer Information Report			
Totals	% of Total	Net Change	
17	0.1%	5	
234	2.0%	93	
86	0.7%	2	
0	0.0%	1	
0	0.0%	0	
286	2.5%	6	
359	3.1%	1	
9010	78.1%	1262	
64	0.6%	19	
1483	12.9%	170	
11539	100.0%	1559	

Hispanic or Latino		Not Hispanic or Latino												Overall Totals	% of Total		
		*****Male*****						*****Female*****									
		White	Black or African American	Native Hawaiian or Pacific Islander	Asian	American Indian or Alaskan Native	Two or More Races	White	Black or African American	Native Hawaiian or Pacific Islander	Asian	American Indian or Alaskan Native	Two or More Races				
Male	Female	0	0	21	0	0	0	0	0	0	1	0	0	0	0	22	0.2%
13	18	112	25	0	1	112	0	1	0	0	123	30	0	1	2	327	2.5%
8	8	28	2	0	2	0	0	2	0	0	33	4	0	0	2	83	0.7%
0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0.0%
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
15	31	43	8	0	0	0	0	0	0	0	160	29	0	1	5	292	2.2%
87	0	221	37	1	2	1	2	1	2	2	7	2	0	0	0	360	2.7%
855	1348	2794	924	5	63	12	48	2914	1217	4	13	10	0	65	10272	78.4%	
12	0	47	9	0	0	0	0	11	4	0	0	0	0	0	83	0.6%	
68	368	197	74	0	2	0	5	560	348	6	5	2	18	1653	12.6%		
1058	1773	3463	1079	6	70	13	58	3809	1635	10	19	13	92	13098	100.0%		
8.1%	13.5%	26.4%	8.2%	0.0%	0.5%	0.1%	0.4%	29.1%	12.5%	0.1%	0.1%	0.1%	0.7%	100.0%	100.0%		

Previous Year	1006	1550	2903	1149	9	33	3315	1422	6	19	9	49
% of Total	8.7%	13.4%	25.2%	10.0%	0.1%	0.3%	28.7%	12.3%	0.1%	0.2%	0.1%	0.4%
Net Change	52	223	560	(70)	(5)	25	494	213	4	0	4	43

Total Male	5747	43.9%
Total Female	7351	56.1%
Total	13098	

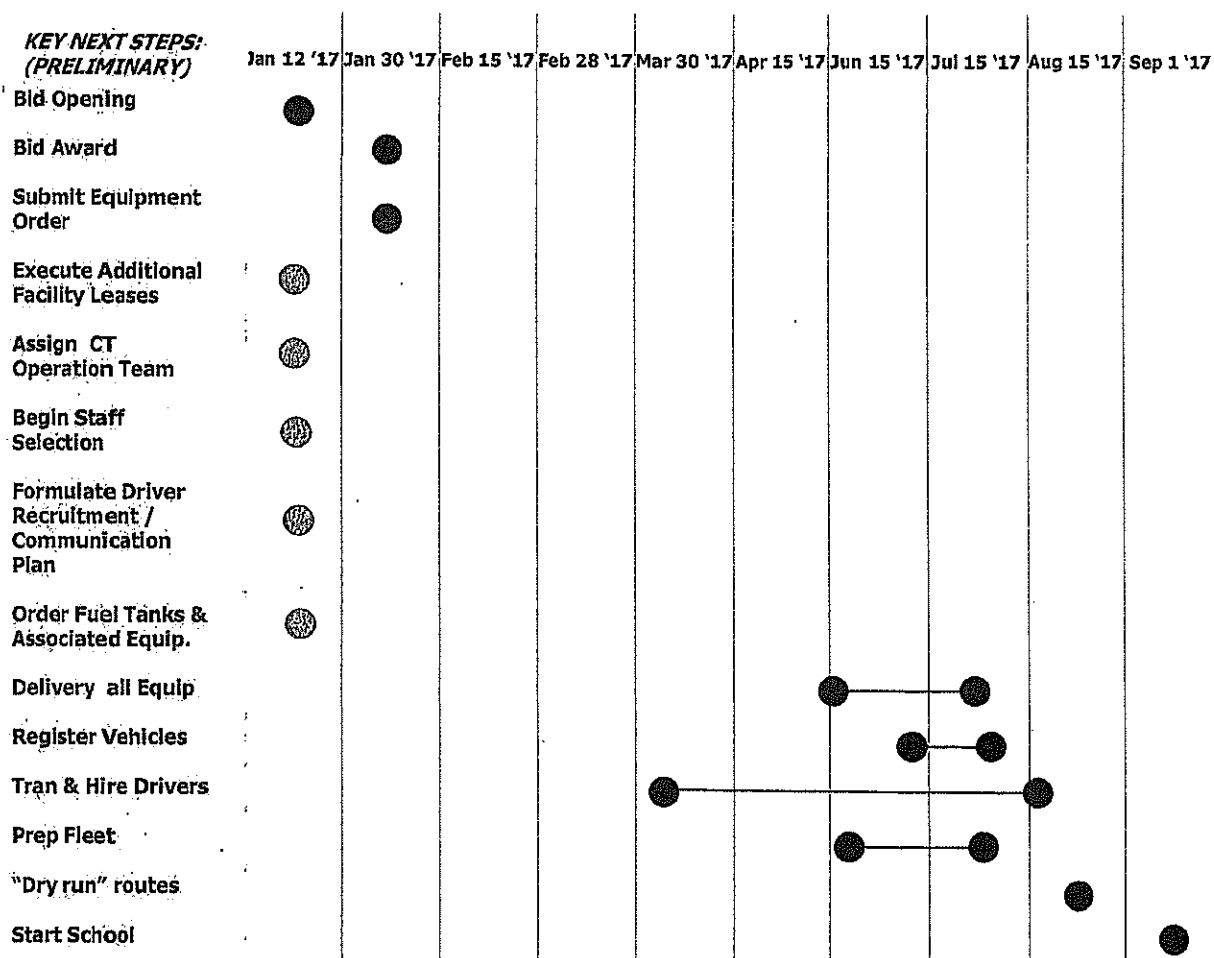
Total Male Management	174	49.9%
Total Female Management	175	50.1%
Total	349	



Implementation Plan

As incumbent, STA does have a significant advantage relative to an implementation plan. Outlined below are key steps with a synchronized achievement of tasks that will help shape completion of a smooth operation plan and support a successful start up for Greenwich.

The implementation plan is task oriented with a focus on completion of time sensitive mile marker assignments as illustration below:



● Estimated Completion

● Already Completed



APPENDIX A

PRICE SCHEDULE

PRICE PER BUS PER DAY

STA of Connecticut, Inc. will furnish all the equipment and render all the services called for in the attached specifications for transportation of school pupils as designated by the Greenwich Public Schools and the Town of Greenwich during the period July 1, 2017 through June 30, 2022, for the following prices:

Transportation Services Non-Charter

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
1. Type I -- 72 passenger Morning and afternoon	436.07	449.15	462.63	474.19	486.05
2. Type I -- 82 passenger Morning and afternoon	436.07	449.15	462.63	474.19	486.05
3. Type II -- 16 Passenger Morning and afternoon	436.07	449.15	462.63	474.19	486.05
4. Type II -- Lift Van Morning and afternoon	436.07	449.15	462.63	474.19	486.05
5. DMV Approved vehicles - Mini Vans Morning and afternoon	436.07	449.15	462.63	474.19	486.05
6. Mid - day buses	75.61	77.88	80.21	82.22	84.28
7. Late Buses	95.84	98.72	101.68	104.22	106.82
8. Bus Monitors - May Prorate	135.00	139.05	143.22	146.80	150.47

Per Addendum #1 Pricing

A Type I-72 passenger 10 vehicles w/lap belts current fleet	436.07	449.15	462.63	474.19	486.05
B Type I-72 passenger ALL vehicles w/lap belts current fleet	436.07	449.15	462.63	474.19	486.05
C Morning and Afternoon ALL vehicles-3 Point Lap Belts Brand New Fleet	457.80	471.53	485.68	497.82	510.27

APPENDIX A1

PRICE SCHEDULE

PRICE PER BUS PER DAY

STA of Connecticut, Inc. will furnish all the equipment and render all the services called for in the attached specifications for transportation of school pupils as designated by the Greenwich Public Schools and the Town of Greenwich during the period July 1, 2022 through June 30, 2027, for the following prices:

Transportation Services Non-Charter

	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
1. Type I -- 72 passenger Morning and afternoon	498.20	510.65	525.97	541.75	558.00
2. Type I -- 82 passenger Morning and afternoon	498.20	510.65	525.97	541.75	558.00
3. Type II -- 16 Passenger Morning and afternoon	498.20	510.65	525.97	541.75	558.00
4. Type II -- Lift Van Morning and afternoon	498.20	510.65	525.97	541.75	558.00
5. DMV Approved vehicles - Mini Vans Morning and afternoon	498.20	510.65	525.97	541.75	558.00
6. Mid - day buses	86.38	88.54	91.20	93.93	96.75
7. Late Buses	109.49	112.23	115.60	119.07	122.64
8. Bus Monitors - May Prorate	154.23	158.09	162.83	167.72	172.75
Per Addendum #1 Pricing					
A Type I-72 passenger 10 vehicles w/lap belts current fleet	498.20	510.65	525.97	541.75	558.00
B Type I-72 passenger ALL vehicles w/lap belts current fleet	498.20	510.65	525.97	541.75	558.00
C Morning and Afternoon ALL vehicles-3 Point Lap Belts	523.02	536.10	552.18	568.75	585.81

APPENDIX B4

STA of Connecticut, Inc.
ATHLETIC AND CHARTER BUS SERVICE
PRICE SCHEDULE 2017-2018

Section Park, NJ	\$888	Lyndhurst, NJ	\$733	Ridgewood, NJ	\$685
Agawam, MA	\$798	Madison, CT	\$633	Riverdale, NY	\$479
Ansonia, CT	\$454	Mamaroneck, NY	\$401	Riverside Park, MA	\$854
Astoria, NY	\$479	Meadowlands, NJ	\$798	Rocky Hill, CT	\$686
Bedford, NY	\$454	Middletown, CT	\$612	Rye, NY	\$356
Bethel, CT	\$422	Milford, CT	\$479	Rye - Playland Park	\$356
Boston, MA	\$1,011	Monroe, CT	\$479	Scarsdale, NY	\$401
Branford, CT	\$561	Monroe, NY	\$750	Sharon, CT	\$716
Brewster, NY	\$577	Moodus, CT	\$633	Shea Stadium, NY	\$566
Bridgeport, CT	\$408	Montclair, NJ	\$765	Shelton, CT	\$454
Bristol, CT	\$655	Morristown, NJ	\$689	Sherman, CT	\$539
Bronx, NY	\$486	Mystic, CT	\$798	Simsbury, CT	\$746
Brookfield, CT	\$500	New Britain, CT	\$689	Somers, NY	\$524
Brooklyn, NY	\$566	New Canaan, CT	\$356	southbury, CT	\$532
Camp Jewell, Colebrook	\$1,022	New Haven, CT	\$523	Southington, CT	\$689
Carmel, NY	\$577	New London, CT	\$778	South Salem, NY	\$465
Central Islip, NY	\$734	New Milford, CT	\$572	Stamford, CT	\$278
Cheshire, CT	\$566	New Paltz, NY	\$577	Statue of Liberty, NY	\$562
Croton Falls, NY	\$532	New Preston, CT	\$632	Storrs, CT	\$854
Danbury, CT	\$454	Nw York City, NY	\$523	Stratford, CT	\$442
Darien, CT	\$278	Newark, NJ	\$1,032	Sturbridge Village, MA	\$798
Deerfield, MA	\$854	Newburgh, NY	\$546	Suffern, NY	\$572
East Chester, NY	\$440	New Rochelle, NY	\$436	Suffield, CT	\$757
East Lyme, CT	\$734	Newtown, CT	\$479	Tarrytown, NY	\$469
Easton, CT	\$422	Niantic, CT	\$709	torrington, CT	\$661
Elmsford, NY	\$401	Northford, CT	\$527	Trumbull, CT	\$454
Essex, CT	\$678	Norwalk, CT	\$356	Tuckahoe, NY	\$438
Exeter, NH	\$1,564	Norwich, CCT	\$818	Texedo Park, NY	\$580
Fairfield, CT	\$408	Nyack, NY	\$476	Wallingford, CT	\$601
Farmingdale, NY	\$678	Ossining, NY	\$440	Waterbury, CT	\$577
Glastonbury, CT	\$716	Paramus, NJ	\$664	Wethersfield, CT	\$699
Great Adventrue, NJ	\$911	Patterson, NY	\$523	Westchester - all other	\$249
Greenwich, CT	\$221	Peekskill, NY	\$465	Weston, CT	\$390
Guilford, CT	\$607	Plattekill, NY	\$601	West Nyack, NY	\$489
Hamden, CT	\$577	Pond Eddy, NY	\$788	West Point, NY	\$718
Harrison, NY	\$401	Port Chester, NY	\$288	Westport, CT	\$356
Hartford, CT	\$722	Port Jefferson, NY	\$733	White Plains, NY	\$377
Hempstead, NY	\$601	Port Washington, NY	\$614	Willamantic, CT	\$722
JFK Airport, NY	\$854	Pound Ridge, NY	\$454	Windsor, CT	\$741
Katonah, NY	\$479	Poughkeepsie, NY	\$577	Wilton, CT	\$397
Kent, CT	\$646	Princeton, NJ	\$845	Wolcott, CT	\$614
Lake Quassapaug, CT	\$556	Purchase, NY	\$278	Woodbury, CT	\$515
Lakeville, CT	\$733	Rahway, NJ	\$788	Yankee Stadium, NY	\$566
Lauwrenceville, NJ	\$741	Redding, CT	\$442	Yorktown Heights, NY	\$500
Liberty Science, Ctr, NJ	\$689	Ridgefield, CT	\$454		

Non-travel wait time in excess of four (4) hours will be billed at 75.71 per hour for 2017-2018

APPENDIX B4

STA of Connecticut, Inc.
ATHLETIC AND CHARTER BUS SERVICE
PRICE SCHEDULE 2018-2019

Action Park, NJ	\$915	Lyndhurst, NJ	\$755	Ridgewood, NJ	\$706
Agawam, MA	\$822	Madison, CT	\$652	Riverdale, NY	\$493
Ansonia, CT	\$468	Mamaroneck, NY	\$413	Riverside Park, MA	\$880
Astoria, NY	\$493	Meadowlands, NJ	\$822	Rocky Hill, CT	\$707
Bedford, NY	\$468	Middletown, CT	\$630	Rye, NY	\$367
Bethel, CT	\$435	Milford, CT	\$493	Rye - Playland Park	\$367
Boston, MA	\$1,041	Monroe, CT	\$493	Scarsdale, NY	\$413
Branford, CT	\$578	Monroe, NY	\$773	Sharon, CT	\$737
Brewster, NY	\$594	Moodus, CT	\$652	Shea Stadium, NY	\$583
Bridgeport, CT	\$420	Montclair, NJ	\$788	Shelton, CT	\$468
Bristol, CT	\$675	Morristown, NJ	\$710	Sherman, CT	\$555
Bronx, NY	\$501	Mystic, CT	\$822	Simsbury, CT	\$768
Brookfield, CT	\$515	New Britain, CT	\$710	Somers, NY	\$540
Brooklyn, NY	\$583	New Canaan, CT	\$367	southbury, CT	\$548
Camp Jewell, Colebrook	\$1,053	New Haven, CT	\$539	Southington, CT	\$710
Carmel, NY	\$594	New London, CT	\$801	South Salem, NY	\$479
Central Islip, NY	\$756	New Milford, CT	\$589	Stamford, CT	\$286
Cheshire, CT	\$583	New Paltz, NY	\$594	Statue of Liberty, NY	\$579
Croton Falls, NY	\$548	New Preston, CT	\$651	Storrs, CT	\$880
Danbury, CT	\$468	Nw York City, NY	\$539	Stratford, CT	\$455
Darien, CT	\$286	Newark, NJ	\$1,063	Sturbridge Village, MA	\$822
Deerfield, MA	\$880	Newburgh, NY	\$562	Suffern, NY	\$589
East Chester, NY	\$453	New Rochelle, NY	\$449	Suffield, CT	\$780
East Lyme, CT	\$756	Newtown, CT	\$493	Tarrytown, NY	\$483
Easton, CT	\$435	Niantic, CT	\$730	torrington, CT	\$681
Elmsford, NY	\$413	Northford, CT	\$543	Trumbull, CT	\$468
Essex, CT	\$698	Norwalk, CT	\$367	Tuckahoe, NY	\$451
Exeter, NH	\$1,611	Norwich, CCT	\$843	Texedo Park, NY	\$597
Fairfield, CT	\$420	Nyack, NY	\$490	Wallingford, CT	\$619
Farmingdale, NY	\$698	Ossining, NY	\$453	Waterbury, CT	\$594
Glastonbury, CT	\$737	Paramus, NJ	\$684	Wethersfield, CT	\$720
Great Adventrue, NJ	\$938	Patterson, NY	\$539	Westchester - all other	\$256
Greenwich, CT	\$228	Peekskill, NY	\$479	Weston, CT	\$402
Guilford, CT	\$625	Plattekill, NY	\$619	West Nyack, NY	\$504
Hamden, CT	\$594	Pond Eddy, NY	\$812	West Point, NY	\$740
Harrison, NY	\$413	Port Chester, NY	\$297	Westport, CT	\$367
Hartford, CT	\$744	Port Jefferson, NY	\$755	White Plains, NY	\$388
Hempstead, NY	\$619	Port Washington, NY	\$632	Willamantic, CT	\$744
JFK Airport, NY	\$880	Pound Ridge, NY	\$468	Windsor, CT	\$763
Katonah, NY	\$493	Poughkeepsie, NY	\$594	Wilton, CT	\$409
Kent, CT	\$665	Princeton, NJ	\$870	Wolcott, CT	\$632
Lake Quassapaug, CT	\$573	Purchase, NY	\$286	Woodbury, CT	\$530
Lakeville, CT	\$755	Rahway, NJ	\$812	Yankee Stadium, NY	\$583
Lauwrenceville, NJ	\$763	Redding, CT	\$455	Yorktown Heights, NY	\$515
Liberty Science, Ctr, NJ	\$710	Ridgefield, CT	\$468		

Non-travel wait time in excess of four (4) hours will be billed at 77.88 per hour for 2018-2019

APPENDIX B4

STA of Connecticut, Inc.
ATHLETIC AND CHARTER BUS SERVICE
PRICE SCHEDULE 2019-2020

Atlantic Park, NJ	\$942	Lyndhurst, NJ	\$778	Ridgewood, NJ	\$727
Augawam, MA	\$847	Madison, CT	\$672	Riverdale, NY	\$508
Ansonia, CT	\$482	Mamaroneck, NY	\$425	Riverside Park, MA	\$906
Astoria, NY	\$508	Meadowlands, NJ	\$847	Rocky Hill, CT	\$728
Bedford, NY	\$482	Middletown, CT	\$649	Rye, NY	\$378
Bethel, CT	\$448	Milford, CT	\$508	Rye - Playland Park	\$378
Boston, MA	\$1,072	Monroe, CT	\$508	Scarsdale, NY	\$425
Branford, CT	\$595	Monroe, NY	\$796	Sharon, CT	\$759
Brewster, NY	\$612	Moodus, CT	\$672	Shea Stadium, NY	\$600
Bridgeport, CT	\$433	Montclair, NJ	\$812	Shelton, CT	\$482
Bristol, CT	\$695	Morristown, NJ	\$731	Sherman, CT	\$572
Bronx, NY	\$516	Mystic, CT	\$847	Simsbury, CT	\$791
Brookfield, CT	\$530	New Britain, CT	\$731	Somers, NY	\$556
Brooklyn, NY	\$600	New Canaan, CT	\$378	Southbury, CT	\$564
Camp Jewell, Colebrook	\$1,085	New Haven, CT	\$555	Southington, CT	\$731
Carmel, NY	\$612	New London, CT	\$825	South Salem, NY	\$493
Central Islip, NY	\$779	New Milford, CT	\$607	Stamford, CT	\$295
Cheshire, CT	\$600	New Paltz, NY	\$612	Statue of Liberty, NY	\$596
Croton Falls, NY	\$564	New Preston, CT	\$671	Storrs, CT	\$906
Danbury, CT	\$482	Nw York City, NY	\$555	Stratford, CT	\$469
Darien, CT	\$295	Newark, NJ	\$1,095	Sturbridge Village, MA	\$847
Deerfield, MA	\$906	Newburgh, NY	\$579	Suffern, NY	\$607
East Chester, NY	\$467	New Rochelle, NY	\$462	Suffield, CT	\$803
East Lyme, CT	\$779	Newtown, CT	\$508	Tarrytown, NY	\$497
Easton, CT	\$448	Niantic, CT	\$752	torrington, CT	\$701
Elmsford, NY	\$425	Northford, CT	\$559	Trumbull, CT	\$482
Essex, CT	\$719	Norwalk, CT	\$378	Tuckahoe, NY	\$465
Exeter, NH	\$1,659	Norwich, CCT	\$868	Texedo Park, NY	\$615
Fairfield, CT	\$433	Nyack, NY	\$505	Wallingford, CT	\$638
Farmingdale, NY	\$719	Ossining, NY	\$467	Waterbury, CT	\$612
Glastonbury, CT	\$759	Paramus, NJ	\$705	Wethersfield, CT	\$742
Great Adventrue, NJ	\$966	Patterson, NY	\$555	Westchester - all other	\$264
Greenwich, CT	\$235	Peekskill, NY	\$493	Weston, CT	\$414
Guilford, CT	\$644	Plattekill, NY	\$638	West Nyack, NY	\$519
Hamden, CT	\$612	Pond Eddy, NY	\$836	West Point, NY	\$762
Harrison, NY	\$425	Port Chester, NY	\$306	Westport, CT	\$378
Hartford, CT	\$766	Port Jefferson, NY	\$778	White Plains, NY	\$400
Hempstead, NY	\$638	Port Washington, NY	\$651	Willamantic, CT	\$766
JFK Airport, NY	\$906	Pound Ridge, NY	\$482	Windsor, CT	\$786
Katonah, NY	\$508	Poughkeepsie, NY	\$612	Wilton, CT	\$421
Kent, CT	\$685	Princeton, NJ	\$896	Wolcott, CT	\$651
Lake Quassapaug, CT	\$590	Purchase, NY	\$295	Woodbury, CT	\$546
Lakeville, CT	\$778	Rahway, NJ	\$836	Yankee Stadium, NY	\$600
Lauwrenceville, NJ	\$786	Redding, CT	\$469	Yorktown Heights, NY	\$530
Liberty Science, Ctr, NJ	\$731	Ridgefield, CT	\$482		

Non-travel wait time in excess of four (4) hours will be billed at 80.21 per hour for 2019-2020

APPENDIX B4

STA of Connecticut, Inc.
ATHLETIC AND CHARTER BUS SERVICE
PRICE SCHEDULE 2020-2021

Acacia Park, NJ	\$966	Lyndhurst, NJ	\$797	Ridgewood, NJ	\$745
Agawam, MA	\$868	Madison, CT	\$689	Riverdale, NY	\$521
Ansonia, CT	\$494	Mamaroneck, NY	\$436	Riverside Park, MA	\$929
Astoria, NY	\$521	Meadowlands, NJ	\$868	Rocky Hill, CT	\$746
Bedford, NY	\$494	Middletown, CT	\$665	Rye, NY	\$387
Bethel, CT	\$459	Milford, CT	\$521	Rye - Playland Park	\$387
Boston, MA	\$1,099	Monroe, CT	\$521	Scarsdale, NY	\$436
Branford, CT	\$610	Monroe, NY	\$816	Sharon, CT	\$778
Brewster, NY	\$627	Moodus, CT	\$689	Shea Stadium, NY	\$615
Bridgeport, CT	\$444	Montclair, NJ	\$832	Shelton, CT	\$494
Bristol, CT	\$712	Morristown, NJ	\$749	Sherman, CT	\$586
Bronx, NY	\$529	Mystic, CT	\$868	Simsbury, CT	\$811
Brookfield, CT	\$543	New Britain, CT	\$749	Somers, NY	\$570
Brooklyn, NY	\$615	New Canaan, CT	\$387	Southbury, CT	\$578
Camp Jewell, Colebrook	\$1,112	New Haven, CT	\$569	Southington, CT	\$749
Carmel, NY	\$627	New London, CT	\$846	South Salem, NY	\$505
Central Islip, NY	\$798	New Milford, CT	\$622	Stamford, CT	\$302
Cheshire, CT	\$615	New Paltz, NY	\$627	Statue of Liberty, NY	\$611
Croton Falls, NY	\$578	New Preston, CT	\$688	Storrs, CT	\$929
Danbury, CT	\$494	Nw York City, NY	\$569	Stratford, CT	\$481
Darien, CT	\$302	Newark, NJ	\$1,122	Sturbridge Village, MA	\$868
Deerfield, MA	\$929	Newburgh, NY	\$593	Suffern, NY	\$622
East Chester, NY	\$479	New Rochelle, NY	\$474	Suffield, CT	\$823
East Lyme, CT	\$798	Newtown, CT	\$521	Tarrytown, NY	\$509
Easton, CT	\$459	Niantic, CT	\$771	torrington, CT	\$719
Elmsford, NY	\$436	Northford, CT	\$573	Trumbull, CT	\$494
Essex, CT	\$737	Norwalk, CT	\$387	Tuckahoe, NY	\$477
Exeter, NH	\$1,700	Norwich, CCT	\$890	Texedo Park, NY	\$630
Fairfield, CT	\$444	Nyack, NY	\$518	Wallingford, CT	\$654
Farmingdale, NY	\$737	Ossining, NY	\$479	Waterbury, CT	\$627
Glastonbury, CT	\$778	Paramus, NJ	\$723	Wethersfield, CT	\$761
Great Adventrue, NJ	\$990	Patterson, NY	\$569	Westchester - all other	\$271
Greenwich, CT	\$241	Peekskill, NY	\$505	Weston, CT	\$424
Guilford, CT	\$660	Plattekill, NY	\$654	West Nyack, NY	\$532
Hamden, CT	\$627	Pond Eddy, NY	\$857	West Point, NY	\$781
Harrison, NY	\$436	Port Chester, NY	\$314	Westport, CT	\$387
Hartford, CT	\$785	Port Jefferson, NY	\$797	White Plains, NY	\$410
Hempstead, NY	\$654	Port Washington, NY	\$667	Willamantic, CT	\$785
JFK Airport, NY	\$929	Pound Ridge, NY	\$494	Windsor, CT	\$806
Katonah, NY	\$521	Poughkeepsie, NY	\$627	Wilton, CT	\$432
Kent, CT	\$702	Princeton, NJ	\$918	Wolcott, CT	\$667
Lake Quassapaug, CT	\$605	Purchase, NY	\$302	Woodbury, CT	\$560
Lakeville, CT	\$797	Rahway, NJ	\$857	Yankee Stadium, NY	\$615
Lauwrenceville, NJ	\$806	Redding, CT	\$481	Yorktown Heights, NY	\$543
Liberty Science, Ctr, NJ	\$749	Ridgefield, CT	\$494		

Non-travel wait time in excess of four (4) hours will be billed at 82.22 per hour for 2020-2021

APPENDIX B4

STA of Connecticut, Inc.
ATHLETIC AND CHARTER BUS SERVICE
PRICE SCHEDULE 2021-2022

Aspen Park, NJ	\$990	Lyndhurst, NJ	\$817	Ridgewood, NJ	\$764
Barnstable, MA	\$890	Madison, CT	\$706	Riverdale, NY	\$534
Ansonia, CT	\$506	Mamaroneck, NY	\$447	Riverside Park, MA	\$952
Astoria, NY	\$534	Meadowlands, NJ	\$890	Rocky Hill, CT	\$765
Bedford, NY	\$506	Middletown, CT	\$682	Rye, NY	\$397
Bethel, CT	\$470	Milford, CT	\$534	Rye - Playland Park	\$397
Boston, MA	\$1,126	Monroe, CT	\$534	Scarsdale, NY	\$447
Branford, CT	\$625	Monroe, NY	\$836	Sharon, CT	\$797
Brewster, NY	\$643	Moodus, CT	\$706	Shea Stadium, NY	\$630
Bridgeport, CT	\$455	Montclair, NJ	\$853	Shelton, CT	\$506
Bristol, CT	\$730	Morristown, NJ	\$768	Sherman, CT	\$601
Bronx, NY	\$542	Mystic, CT	\$890	Simsbury, CT	\$831
Brookfield, CT	\$557	New Britain, CT	\$768	Somers, NY	\$584
Brooklyn, NY	\$630	New Canaan, CT	\$397	Southbury, CT	\$592
Camp Jewell, Colebrook	\$1,140	New Haven, CT	\$583	Southington, CT	\$768
Carmel, NY	\$643	New London, CT	\$867	South Salem, NY	\$518
Central Islip, NY	\$818	New Milford, CT	\$638	Stamford, CT	\$310
Cheshire, CT	\$630	New Paltz, NY	\$643	Statue of Liberty, NY	\$626
Croton Falls, NY	\$592	New Preston, CT	\$705	Storrs, CT	\$952
Danbury, CT	\$506	Nw York City, NY	\$583	Stratford, CT	\$493
Darien, CT	\$310	Newark, NJ	\$1,150	Sturbridge Village, MA	\$890
Deerfield, MA	\$952	Newburgh, NY	\$608	Suffern, NY	\$638
East Chester, NY	\$491	New Rochelle, NY	\$486	Suffield, CT	\$844
East Lyme, CT	\$818	Newtown, CT	\$534	Tarrytown, NY	\$522
Easton, CT	\$470	Niantic, CT	\$790	torrington, CT	\$737
Elmsford, NY	\$447	Northford, CT	\$587	Trumbull, CT	\$506
Essex, CT	\$755	Norwalk, CT	\$397	Tuckahoe, NY	\$489
Exeter, NH	\$1,742	Norwich, CT	\$912	Texedo Park, NY	\$646
Fairfield, CT	\$455	Nyack, NY	\$531	Wallingford, CT	\$670
Farmingdale, NY	\$755	Ossining, NY	\$491	Waterbury, CT	\$643
Glastonbury, CT	\$797	Paramus, NJ	\$741	Wethersfield, CT	\$780
Great Adventrue, NJ	\$1,015	Patterson, NY	\$583	Westchester - all other	\$278
Greenwich, CT	\$247	Peekskill, NY	\$518	Weston, CT	\$435
Guilford, CT	\$676	Plattekill, NY	\$670	West Nyack, NY	\$545
Hamden, CT	\$643	Pond Eddy, NY	\$878	West Point, NY	\$801
Harrison, NY	\$447	Port Chester, NY	\$322	Westport, CT	\$397
Hartford, CT	\$805	Port Jefferson, NY	\$817	White Plains, NY	\$420
Hempstead, NY	\$670	Port Washington, NY	\$684	Willamantic, CT	\$805
JFK Airport, NY	\$952	Pound Ridge, NY	\$506	Windsor, CT	\$826
Katonah, NY	\$534	Poughkeepsie, NY	\$643	Wilton, CT	\$443
Kent, CT	\$720	Princeton, NJ	\$941	Wolcott, CT	\$684
Lake Quassapaug, CT	\$620	Purchase, NY	\$310	Woodbury, CT	\$574
Lakeville, CT	\$817	Rahway, NJ	\$878	Yankee Stadium, NY	\$630
Lauwrenceville, NJ	\$826	Redding, CT	\$493	Yorktown Heights, NY	\$557
Liberty Science, Ctr, NJ	\$768	Ridgefield, CT	\$506		

Non-travel wait time in excess of four (4) hours will be billed at 84.28 per hour for 2021-2022

APPENDIX B4

STA of Connecticut, Inc.
ATHLETIC AND CHARTER BUS SERVICE
PRICE SCHEDULE 2022-2023

Option Park, NJ	\$1,015	Lyndhurst, NJ	\$837	Ridgewood, NJ	\$783
Agawam, MA	\$912	Madison, CT	\$724	Riverdale, NY	\$547
Ansonia, CT	\$519	Mamaroneck, NY	\$458	Riverside Park, MA	\$976
Astoria, NY	\$547	Meadowlands, NJ	\$912	Rocky Hill, CT	\$784
Bedford, NY	\$519	Middletown, CT	\$699	Rye, NY	\$407
Bethel, CT	\$482	Milford, CT	\$547	Rye - Playland Park	\$407
Boston, MA	\$1,154	Monroe, CT	\$547	Scarsdale, NY	\$458
Branford, CT	\$641	Monroe, NY	\$857	Sharon, CT	\$817
Brewster, NY	\$659	Moodus, CT	\$724	Shea Stadium, NY	\$646
Bridgeport, CT	\$466	Montclair, NJ	\$874	Shelton, CT	\$519
Bristol, CT	\$748	Morristown, NJ	\$787	Sherman, CT	\$616
Bronx, NY	\$556	Mystic, CT	\$912	Simsbury, CT	\$852
Brookfield, CT	\$571	New Britain, CT	\$787	Somers, NY	\$599
Brooklyn, NY	\$646	New Canaan, CT	\$407	southbury, CT	\$607
Camp Jewell, Colebrook	\$1,169	New Haven, CT	\$598	Southington, CT	\$787
Carmel, NY	\$659	New London, CT	\$889	South Salem, NY	\$531
Central Islip, NY	\$838	New Milford, CT	\$654	Stamford, CT	\$318
Cheshire, CT	\$646	New Paltz, NY	\$659	Statue of Liberty, NY	\$642
Croton Falls, NY	\$607	New Preston, CT	\$723	Storrs, CT	\$976
Danbury, CT	\$519	Nw York City, NY	\$598	Stratford, CT	\$505
Darien, CT	\$318	Newark, NJ	\$1,179	Sturbridge Village, MA	\$912
Deerfield, MA	\$976	Newburgh, NY	\$623	Suffern, NY	\$654
East Chester, NY	\$503	New Rochelle, NY	\$498	Suffield, CT	\$865
East Lyme, CT	\$838	Newtown, CT	\$547	Tarrytown, NY	\$535
Easton, CT	\$482	Niantic, CT	\$810	torrington, CT	\$755
Elmsford, NY	\$458	Northford, CT	\$602	Trumbull, CT	\$519
Essex, CT	\$774	Norwalk, CT	\$407	Tuckahoe, NY	\$501
Exeter, NH	\$1,786	Norwich, CCT	\$935	Texedo Park, NY	\$662
Fairfield, CT	\$466	Nyack, NY	\$544	Wallingford, CT	\$687
Farmingdale, NY	\$774	Ossining, NY	\$503	Waterbury, CT	\$659
Glastonbury, CT	\$817	Paramus, NJ	\$760	Wethersfield, CT	\$799
Great Adventrue, NJ	\$1,040	Patterson, NY	\$598	Westchester - all other	\$285
Greenwich, CT	\$253	Peekskill, NY	\$531	Weston, CT	\$446
Guilford, CT	\$693	Plattekill, NY	\$687	West Nyack, NY	\$559
Hamden, CT	\$659	Pond Eddy, NY	\$900	West Point, NY	\$821
Harrison, NY	\$458	Port Chester, NY	\$330	Westport, CT	\$407
Hartford, CT	\$825	Port Jefferson, NY	\$837	White Plains, NY	\$430
Hempstead, NY	\$687	Port Washington, NY	\$701	Willamantic, CT	\$825
JFK Airport, NY	\$976	Pound Ridge, NY	\$519	Windsor, CT	\$847
Katonah, NY	\$547	Poughkeepsie, NY	\$659	Wilton, CT	\$454
Kent, CT	\$738	Princeton, NJ	\$965	Wolcott, CT	\$701
Lake Quassapaug, CT	\$636	Purchase, NY	\$318	Woodbury, CT	\$588
Lakeville, CT	\$837	Rahway, NJ	\$900	Yankee Stadium, NY	\$646
Lauwrenceville, NJ	\$847	Redding, CT	\$505	Yorktown Heights, NY	\$571
Liberty Science, Ctr, NJ	\$787	Ridgefield, CT	\$519		

Non-travel wait time in excess of four (4) hours will be billed at 86.38 per hour for 2022-2023

**GREENWICH PUBLIC SCHOOLS
HAVEMEYER BUILDING
290 GREENWICH AVENUE
GREENWICH, CT 06830**

**INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL
FOR
STUDENT TRANSPORTATION 2017-2022**

REENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
Fax (203) 625-0109

EUGENE H. WATTS
Senior Buyer

December 23, 2016

Dear Sir/Madam:

You are invited to submit a proposal for Student Transportation for Greenwich Public Schools/Greenwich Public Schools/Town of Greenwich for the 2017 school year. The attached proposal specifications detail the requirements we are looking for.

Sealed proposals for supplying the attached services will be received by the Purchasing Department, at the above address until 10:00 a.m. on January 13, 2017 at which time they will be opened. All proposers and other interested people are invited to be present at the opening of these proposals.

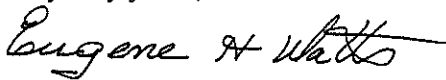
Proposals must be submitted on the schedule form attached hereto. All blank spaces for the proposal prices must be filled in using ink or type. Total prices must also be filled in. Proposals must be submitted on the schedule form attached hereto. Each proposal must be submitted with one (1) original, six (6) copies, and one (1) electronic copy (USD Flash Drive) of the proposal. Proposers must submit proposals in a clear, concise and legible manner so as to permit proper evaluation of responsive proposals.

Each proposal must be submitted in a sealed inner and outer envelope bearing the name of the proposer his/her address, and the Proposal Number for which the proposal is submitted. Envelopes, containing this information and clearly labeled "BID DOCUMENTS" are to be prepared in this manner so as to guard against opening prior to the time set therefore. It is the responsibility of the proposer to ensure that delivery by hand or mail, etc. reaches Greenwich Public Schools Purchasing Department prior to the bid opening time and date

Amendments to, or withdrawals of proposals received later than the time and date set for the Proposal Opening shall not be considered.

Faxed proposals will not be accepted. The original proposal and copy must be in a sealed envelope plainly marked: Student Transportation Bid, Opening Date: October 5, 2016 Opening Time: 10:00 a.m. RFP Number #2116-16 along with a return address. There will be a mandatory pre-bid conference on January 3, 2017 at 10:00 a.m. at the above address.

Very truly yours,



Eugene H. Watts

SECTION 1 / INFORMATION TO PROPOSERS

- 1.1 Proposers are urged to read all documents carefully and fill out all information requested. Proposals which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.
- 1.2 If the Greenwich Public Schools deems it necessary, it may postpone the date for the opening of proposals by notifying each proposer by telephone, mail or the issuing of an addendum.
- 1.3 In addition, proposals shall include lists of available management personnel and equipment to be used during the time of the related contract for transportation services. Proposals will not be accepted from proposers who do not attend or send an authorized representative to the pre-meeting which will be held on January 3, 2017 at 10:00 a.m. Proposers are responsible for submitting proposals to the Purchasing Department on or before the opening date and time.
- 1.4 The submission of a proposal shall be conclusive evidence that the Proposer has satisfied him/her as to the requirements of the proposal specifications and any controlling conditions which may exist. The Greenwich Public Schools/Town of Greenwich is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in proposal prices or added to any items specified. All proposals must remain in effect for a period of ninety (90) days, and may not be withdrawn. It is the responsibility of the Proposer to investigate all conditions to be met, including school opening and closing times, number of vehicles, numbers and lengths of bus routes, and applicable State and Federal equipment and operating regulations.

Proposal Security

- 1.5 Each proposal must be accompanied by a certified Treasurer's or Cashier's check drawn on or issued by a commercial or savings bank, trust company or savings and loan association, payable to the order of the Greenwich Public Schools/Town of Greenwich, Connecticut or by a proposal bond prepared on the form of proposal bond attached hereto duly executed and acknowledged by the Proposer, as Principal, and by a surety satisfactory to the Greenwich Public Schools/Town of Greenwich as surety. The check or proposal bond shall be in the sum of \$30,000 and shall be enclosed in the sealed envelope containing the proposal. Each such check or proposal bond may be held by the Greenwich Public Schools/Town of Greenwich as security for the fulfillment of the Proposer's Agreements as herein above set forth and as set forth in the proposal. Should the Proposer fail to fulfill such Agreements, his proposal check shall become the property of the Greenwich Public Schools/Town of Greenwich or if a proposal bond was furnished, the proposal bond shall become payable to the Greenwich Public Schools/Town of Greenwich as liquidated damages; otherwise, the proposal check shall be returned to the Proposer as hereinafter provided, or if the security is a proposal bond, the proposal bond shall become null and void.
- 1.6 Proposal checks will be returned to all except the three lowest responsible Proposers for each alternative within five (5) business days after the opening of proposals, and to the three (3) lowest responsible Proposers for each alternative within ten (10) business days after the Greenwich Public Schools/Town of Greenwich and the accepted Proposer have executed the Agreement. In the event that both the accepted Proposer and the Greenwich Public Schools/Town of Greenwich have not executed the returned Agreement within 60 consecutive calendar days after the opening of proposals, the proposal check will be returned promptly upon demand of any Proposer who has not been notified of the acceptance of his proposal.

Performance Bond:

- 1.7 Successful Proposer shall be required to furnish a Performance Bond issued by a surety company authorized to do business in the State of Connecticut. Such surety company shall have and maintains an A.M. Best Financial Strength Rating of A-B. The required bond shall be renewed annually and equal to one hundred percent (100%) of the value of the first year's expense and one hundred percent (100%) of each succeeding year thereafter. A letter of intent from the surety company shall be included with the proposal submission. Cost for the Performance shall be listed separately in the proposal respond.

Bid Bond

- 1.8 A bid bond must accompany the sealed proposals in the amount of 10% percent of the proposed annual home-to-school base cost. All security deposits received will be refunded except when a contract offered by the Greenwich Public Schools/Town of Greenwich is rejected by the selected vendor. Cashier's Checks are not acceptable security. The Bid Bond must be issued by an approved surety, duly licensed and authorized to transact business in the State of Connecticut, in a form and content acceptable to the Greenwich Public Schools/Town of Greenwich.
- 1.9 The full name and business or residence address of each individual party to the bond shall be inserted in the space provided therefore, and each party shall sign the bond with his/her usual signature on the line opposite the scroll seal.
- 1.10 The Bid Bond form given on the following pages shall be used.

Bidders to Investigate

- 1.11 Potential Proposers must satisfy themselves by personal investigation of the area served and a study of the opening and closing hours of the classes in various schools as to the length and number of runs necessary and the amount of equipment required to supply the transportation called for in complete and satisfactory accordance with the specifications, and shall not at any time after the submission of proposals claim that there was any misunderstanding in regard to the amount and nature of the services to be rendered. Information may be obtained from the office of the Transportation Manager, Havemeyer Building, 290 Greenwich Ave., Greenwich, Connecticut 06830.
- 1.12 Proposers must study all of the attached documents including the Invitation to Proposers, Instructions to Proposers, Agreement, Form of Proposal/Bid Bond, Proposal Sheets, Affidavit for Final Payment, Equipment Inventory, Parking Site Fact Sheet, Certificate of Insurance in order to satisfy themselves as to the requirements thereof, and all proposals submitted shall be submitted with the understanding that these documents shall form a part of the contract which the successful proposer shall be required to sign upon acceptance of his proposal by the Greenwich Public Schools/Town of Greenwich.
- 1.13 The Greenwich Public Schools /Town of Greenwich reserves the right to reject proposals which in its judgment are incomplete, conditional, obscure or not responsive or which contain additions not called for, erasure not properly initialed, alterations or similar irregularities if deemed in the Greenwich Public Schools/Town of Greenwich's best interest to do so.

The Greenwich Public Schools / Town of Greenwich reserves the right to reject any and all proposals not deemed to be in the best interest of Greenwich Public Schools / Town of Greenwich reserve the right to waive any informality in or, reject any or all proposals, or any part of any proposal.

- 1.14 The Proposer whose proposal is accepted will be required and agrees to duly execute the Agreement and furnish the required bond within such time as seemed reasonable by the Greenwich Public Schools / Town of Greenwich or Contracting Officer. See Appendix J.

Ability and Experience of Proposer

- 1.15 The Greenwich Public Schools / Town of Greenwich shall have the right to take such steps as deemed necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish the Greenwich Public Schools / Town of Greenwich with information and data for this purpose as the Board of Education may request.
- 1.16 No award will be made to any Proposer who cannot satisfy the Greenwich Public Schools / Town of Greenwich that he has sufficient ability and experience in this class of work and sufficient capital and plant to enable him to complete the work successfully. The Greenwich Public Schools / Town of Greenwich decision or judgment on these matters shall be final, conclusive and binding.
- 1.17 The Greenwich Public Schools / Town of Greenwich may make such investigations as it deems necessary, and the Proposer shall furnish to the Greenwich Public Schools / Town of Greenwich, under oath if so required, all such information and data for this purpose as the Greenwich Public Schools/Town of Greenwich may request.

Scope of Work

- 1.18 Proposals must be submitted on the proposal form provided herewith and accompanied by all of the other documents attached hereto.
- 1.19 It is the intent of the specifications to indicate the number of buses, capacity of buses and time involved in order to transport:
- Elementary School pupils living more than one mile from school
 - Middle School pupils living more than one and one-half miles from school
 - High School pupils living more than two miles from school
 - Special Education pupils within Greenwich
 - Special Education pupils to out of Greenwich Public Schools/Town of Greenwich locations

SECTION 2 / NON DISCRIMINATION / AFFIRMATIVE ACTION

- 2.1 Affirmative Action: The Proposer shall submit a copy of their affirmative action plan and agrees not to discriminate in the conduct of this Agreement because of race, color, creed, sex or national origin.
- 2.2 Labor Standards: the Proposer shall at all times comply with all federal, state, regional and local laws, regulations, rules, policies, standards and ordinances in force for Greenwich Public /Town of Greenwich transportation and motor vehicle operations.
- 2.3 Inspection of Documents: Each Proposer receiving forms prepared by the Greenwich Public Schools /Town of Greenwich is responsible for inspection of Greenwich Public Schools / Town of Greenwich documents for missing of illegible pages, or other indication of incomplete information provided to the vendor.
- 2.4 The failure or neglect of Proposer to receive or examine any contract documents, form, instrument, addendum, or other document shall in no way relieve Proposer from

obligations with respect to his/her proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

SECTION 3 / MANDATORY PROPOSAL QUESTIONNAIRE FORM

- 3.1 The questionnaire is a part of this Request for Proposal. The information provided herein will be used for evaluating the qualifications of the Proposer to perform the work and services to be done. The questionnaire must be filled out accurately and completely, and submitted with the other parts of your proposal. Any errors, omissions, or misrepresentation of the information may be considered as a basis for the rejection of the proposal, and may be grounds for the cancellation of any agreement executed as a result of the Request for Proposals.
- 3.2 Where space is not provided for an answer, or your answer will not fit in the space provided, please attach additional sheets marked with the question they address.
- 3.3 When completed, this questionnaire and the responses contained within it or attached to it shall be considered to be a part of the Agreement for Furnishing Pupil Transportation. **(See Appendix D)**

SECTION 4 / PROPOSER TRANSPORTATION INFORMATION

- 4.1 Bidders must satisfy themselves by personal investigations of the areas to be served and the opening and closing hours of classes in the various schools, the length and number of runs necessary and the amount of the equipment required to supply the transportation called for to furnish transportation in complete and satisfactory accordance with specifications. Bidders shall not at any time after the submission of the bid claim that there was any misunderstanding in regard to the amount and nature of the service to be rendered.
- 4.2 Greenwich Public Schools / Town of Greenwich reserves the right, during the life of the resultant contract, to use buses for school transportation, other than those furnished by the Proposer, which may be made available through another private carrier. Based on the starting hours of school, it is anticipated that each bus or other vehicles used will be on the basis of up to three (3) runs in the morning for arrival at school and up to three (3) runs in the afternoon at dismissal of school. Schedules will be based on three (3) runs to a bus or other vehicle whenever possible. However, the Greenwich Public Schools / Town of Greenwich reserve the right to schedule more than three runs if necessary and possible.
- 4.3 The starting time of runs, the arrival time at schools, and the dismissal time of runs will be approved by the Superintendent of Schools or his appointee. The Greenwich Public Schools / Town of Greenwich reserves the right to change the time of opening and closing of schools with the ten-hour period 7:00 a.m. to 5:00 p.m. to be determined by the Greenwich Public Schools / Town of Greenwich. **(See Appendix C)**
- 4.4 This school bus transportation program may encompass transporting pupils to special classes out of Greenwich Public Schools/Town of Greenwich, for example, Foundation School in Orange, Connecticut. While these programs and those noted are currently being serviced, the proposer must be aware that there is no commitment that they will continue nor is there any inference to be made that the outside of Greenwich Public Schools busing is limited. Transportation to contiguous Greenwich Public Schools/Town of Greenwich is to be included in the contract. Greenwich Public Schools/Town of Greenwich reserves the right to transport students in its own vehicles, reimburse students in lieu of transportation and to contract for certain transportation beyond the contiguous

Greenwich Public Schools/Town of Greenwich or to use other vendors for field trips and sporting events as necessary.

- 4.5 Under existing conditions, there are approximately 64 Type I, 10 Type II, (2 are wheelchair), 6 Caravans. The summer schedule has 4 Type I, 7 Type II and 3 Caravans. Greenwich Schools' opening and closing times vary per school. These times and numbers are subject to change depending on the needs of the school system.
- 4.6 Proposer rates for bus transportation for approximately 182 days:
- (Type I) 73 passengers will be priced per day.
 - (Type I) 83 passengers will be priced per day.
 - (Type II) 2 wheelchair van will be priced per day.
 - (Type II) 16 passenger vans will be priced per day.
 - Vehicles complied with all Dept. of Motor Vehicles Regulations for such transportation service to transport Special Education Pupils to locations outside the Greenwich Public Schools/Town of Greenwich.
 - Monitor and / or Aide will be priced per rate
 - Sport Buses will be priced per location.
 - Charter Buses will be priced per location.
 - Late Buses must be priced per run.

SECTION 5 / RFP CONSIDERATIONS / AWARD

- 5.1 An award will be made after a study of each proposal. The Greenwich Public Schools / Town of Greenwich reserves the right to reject any (or all) proposals and related quotations and to waive any requirements, irregularities, or technical defects therein which, in their opinion, is deemed to be in the best interest of the Greenwich Public Schools/Town of Greenwich, respectively. Hence, the resultant contract may be awarded to other than a low bidder if it is deemed to be in the best interest of Greenwich Public Schools/Town of Greenwich. Accordingly, the following items will be among those considered when rendering an award. These items are not necessarily listed in the order of their importance but not limited to:
- A. past safety record
 - B. general qualifications
 - C. prior experience in operation of school buses
 - D. available equipment and personnel
 - E. financial status
 - F. maintenance and support capability
 - G. past performance (Greenwich or elsewhere)
 - H. price and/or overall cost
 - I. training of driving personnel
 - J. driver stability/turnover ratio
 - K. any other pertinent factors
- 5.2 Greenwich Public Schools/Town of Greenwich has high expectations for student transportation services. Below is a list of the criteria the Board expects the Proposer to meet in fulfilling this Agreement.
1. To get the school-aged children of the community to school safely and on time
 2. To provide highly skilled and courteous drivers
 3. To work continuously to maintain and improve an enviable safety record
 4. To keep vehicles in excellent mechanical condition
 5. To work with the school administration to improve service but not necessarily increase cost

6. To work with the School Administration to maintain the best possible parent/community relations with parent relations
7. To understand the relationship between the quality of service and its interdependency with parent relations
8. To at all times, work in an effective and professional manner

SECTION 6 / INSURANCE / INDEMNIFICATION / GENERAL RESPONSIBILITIES

- 6.1 The Greenwich Public Schools / Town of Greenwich may at any time during the term of the resultant contract change the required levels of coverage to be maintained by the bus company. The successful Proposer shall be required; within 30 days of the award to submit written evidence (as subsequently determined by Greenwich Board of Education) substantiating that on the execution date of the resultant contract and before commencing operations, and for the term thereof, such insurance as stipulated above shall be procurable by the successful Proposer. Such proof shall be submitted to the Purchasing Office.
- 6.2 The Proposer further agrees to indemnify, hold harmless, and defend the Greenwich Public Schools / Town of Greenwich and all of their officers, agents, and employees from and against any and all suits, costs, damages, actions, or claims of any nature and all liability for loss or expense, whether by reason of injury, including death, to any person or property damage of any kind, however caused, arising out of or in any manner connected with the operations to be performed under the resultant contract, whether or not due in whole, or in part, to any act, omission or negligence of the Greenwich Public Schools / Town of Greenwich or any of its representatives or employees.
- 6.3 The Proposer shall be held fully responsible for the care and supervision of passengers during their period of transportation. The period of transportation shall begin when the passenger begins to enter the vehicle and shall end when the passenger leaves the right of way of the public road or street after alighting from the vehicle. The backing of buses is not allowed. If an emergency situation arises that makes backing up necessary, the driver must call the terminal office on the two-way radio for permission and directions. Mid-size or Type II buses in the special needs fleet may be required to travel on roads which end in cul-de-sacs. This may include turning without backing up and doing t-turns only when authorized by the school district.
- 6.4 The Proposer, in addition to being fully responsible for the care and supervision of pupils during their period of transportation, shall furnish a complete written report on each accident occurring during the transportation of pupils for the Greenwich Public Schools / Town of Greenwich.
- 6.5 Before commencing operations, the successful Proposer will be required to provide the Greenwich Public Schools / Town of Greenwich with a Certificate of Insurance showing: Commercial Automobile, Commercial General Liability and Worker's Compensation Insurance Coverage's. The Acord Certificate of Insurance shall name the Greenwich Public Schools / Town of Greenwich as additional insured and shall include the following language in the Endorsement letter:
 - (1) I am a duly licensed insurance agent under the laws of the State of [insert state] and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
 - (2) The Town of Greenwich has been endorsed as an additional insured under general liability policy no. [insert policy number], issued by [insert company affording coverage] to [name of insured];

(3)] The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;

(4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and

(5) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Insurance coverage shall be in accordance with Sections: 14-29 and 14-275 of the State of Connecticut General Statutes outlining insurance requirements for public service vehicles. Workers' Compensation limits as required by the State of Connecticut shall also be included.

The fleet liability shall include any bus or vehicle used by the Proposer, whether owned or not by the Proposer's company, in order to fulfill the resultant contractual obligations.

Before starting, and until final completion and acceptance of the work to be performed under the terms of this Agreement, and the expiration of the guarantee period provided for in this Agreement, the Proposer shall procure and maintain insurance of the types and amounts specified in paragraphs a) through e) inclusive, below, and such other insurance as is specified under the terms of this Agreement. All policies shall name the Greenwich Public Schools/Town of Greenwich as an additional insured.

The Proposer shall also carry insurance covering bodily injury and property damage caused by the operation of all motor vehicles owned by the Proposer, or by the use of motor vehicles not owned by the Proposer, while such vehicles are being operated in connection with the prosecution of the work under this Agreement.

The Proposer shall require each of its sub Proposers, if any, to procure and maintain, until the final completion of that sub Proposer's work, insurance of the types and amounts specified in paragraphs a) through e) inclusive, below, and as the Proposer shall secure and maintain at its expense, during the life of this contract, public liability and property damage insurance to protect it, its sub Proposers, if any and the Greenwich Public Schools/Town of Greenwich from claims for bodily injury, accidental death or property damage arising from the operations under this contract whether such operations be by itself or by anyone directly or indirectly employed by it. It shall be the responsibility of the Proposer to ensure that all its sub Proposers comply with all of the insurance requirements contained herein relating to such sub Proposers.

a.	Workmen's compensation as required by law	
b.	Employers' Liability	\$ 1,000,000.00
c.	General Liability:	
	i. Bodily Injury	\$ 5,000, 000, 00 each occurrence
	ii. Property Damage	\$ 150,000.00 per accident
		\$ 1,000,000.00 aggregate
d.	Automobile Liability:	
	i. Bodily Injury	\$ 5,000,000.00 each occurrence
	ii. Property Damage	\$ 150,000.00 per accident
		\$ 1,000,000.00 aggregate
	iii. Medical Payments	\$ 100,000.00 each person

e. Excess Liability (Umbrella) \$ 10,000,000.00

The Proposer shall furnish three (3) certificates to the Greenwich Public Schools/Town of Greenwich of each insurance policy or policies, which certificates shall contain a synopsis of the types and amounts of coverage provided by each policy, a true copy of each policy shall also be attached. All insurance shall be carried in a company or companies authorized to do business within the State of Connecticut. Such certificates of insurance shall be in the form attached hereto.

CONTRACT CANCELLATION POLICY:

- 6.6 Greenwich Public Schools / Town of Greenwich reserves the right to terminate the Agreement or any other agreement with the Proposer if any of the conditions listed below exists but, not limited to:
- A. The Proposer is unable or refuses to fulfill the terms and conditions of the Agreement
 - B. The Proposer breaches the terms and conditions of the Agreement
 - C. The Proposer refuses to provide safe vehicles and/or transportation services to the students of Greenwich
 - D. The Proposer fails to meet the school schedule and/or consistently fails to pick up eligible students
 - E. The Proposer becomes insolvent, makes an assignment for the benefit of creditors, files a voluntary petition in bankruptcy, and is subject to an involuntary petition in bankruptcy not discharged within 30 days
 - F. The Proposer subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under this Agreement other than as provided in this Agreement
 - G. The Proposer fails to comply with all federal, state, regional and local laws, regulations, rules, policies, standards, and ordinances in force for public school transportation and motor vehicle operations
 - H. The yearly allocation of funds for transportation by the Greenwich Public Schools / Town of Greenwich is not appropriated
- 6.7 If in the opinion of the Greenwich Public Schools / Town of Greenwich, the company is not satisfactorily fulfilling the conditions and obligations of the resultant contract, the Board may terminate the resultant contract on five (5) days written notice to the company, employ another bus company to complete said resultant contract, and to hold the company (and the surety) responsible for any extras or added expenses, loss, or damage suffered by the Greenwich Public Schools / Town of Greenwich in carrying out said resultant contract. Notice of termination shall be effective when mailed and termination shall not relieve any party of any rights or obligations which occurred prior to such termination. The rights and obligations set forth in Section 6 (Insurance/Indemnification/General Responsibilities) will survive and continue after any expiration or termination of the resultant contract and shall bind the parties and their legal representatives, successors, heirs and assigns.

SECTION 7 / VEHICLES AND TRANSPORTATION EQUIPMENT

- 7.1 The number of vehicles needed to transport District children is expected to vary. Greenwich Public Schools / Town of Greenwich contracts for the following: Vehicles may be reduced or added to this Agreement each year. The vehicles cannot be more than eight (8) years old during the course of the contract. Greenwich Public Schools / Town of Greenwich required the fleet to include at least the following: **TYPE I:** Two (2) seventy-two passenger buses with under storage. Two (2) seventy-two (72) passenger buses

with wheelchair lifts, (2) 82 passenger buses with under storage. The balance of the buses will be Type I (72) seventy-two passengers. **Type II:** Six (6), 12 passenger vans with wheelchair lifts. The balance of Type II vans will be 16 passengers. DMV approved seating capacity of 7-16 passengers. The Proposer should submit a proposal based on the approximate number of buses, including the above listed equipment (under storage equipment and wheelchair lifts). The approximate number of buses needed will be verified and stipulated in the contract. **(See appendix A)**

- A. All Vans must be equipped with rear window heaters, air conditioners, and seat belts.
- B. All buses shall be equipped with strobe warning lamps, stop arms, crossing gates, and white roofs.
- C. All buses must have an assigned bus route labeling system that is approved by Greenwich Public Schools / Town of Greenwich.
- D. Automatic alarm system in rear of bus that activates if driver does not check interior of bus (Bus Scan Child Finder System or equivalent).
- E. Any vehicle used for the transportation of wheelchair-bound students shall have anchoring devices appropriate to the type of wheelchair utilized by the particular student(s).
- F. If after this bid is awarded, the State of Connecticut or the Federal Government pass laws mandating seat belts on school buses, it will be the responsibility of the awarded bus company to install seat belts on all vehicles used in the fulfillment of the contract. All buses used for out-of-town trips traveling over the highway shall be equipped with seat belts (three per seat).

Please give pricing for the following:

Alternate #1

All Buses shall be equipped with seat belts

Pricing:

Base proposal: _____

Add alternate #2

No buses should be equipped with seat belts other than those specified.

Pricing:

Base proposal: _____

- G. All buses shall be equipped with power steering and automatic transmissions.
- H. All buses shall be equipped with a properly functioning GPS tracking system and student tracking system that is compatible with Edulog and Aspen Student Information Systems (SIS). The hardware will be GPS satellite and communication will be cellular with compatible software to interact with routing software.
- I. Annual training provided by Proposer as needed for transportation software (GPS).
- J. GPS software shall be supplied to the Greenwich Public Schools / Town of Greenwich by the Proposer at no cost.

- K. All buses upon which the resultant contract is to be based shall be reserved for the exclusive use of the Greenwich Public and Non-Public Schools. All buses shall be marked on each side with the words "Greenwich Schools," in 6" lettering.
 - L. Two-way radio communications with each vehicle and the bus dispatcher will be available at all times and the equipment necessary is to be provided at the Proposer's expense.
 - M. All Type I and Type II vehicles shall be equipped with digital video monitoring equipment. Each vehicle shall be equipped with a digital video recorder system, such as Bus Vision (or equivalent to) and a live camera/dummy DVCR. The ratio of live DVCR to each category of vehicles shall be one hundred (100) percent including spare and trip buses.
 - N. GPS reports shall be available for the school system at any time upon request, and shall be kept on file by the Proposer for at least one (1) year.
- 7.2 The Proposer is responsible for any additional equipment required by laws, rules, regulations, policies and standards of the federal government, the State of Connecticut, the Connecticut Department of Motor Vehicles and at no cost to the Greenwich Public Schools / Town of Greenwich during the course of this contract.
- 7.3 The Proposer shall, at all times, during the period of this Agreement, provide spare vehicles at a ratio of ten percent (10%) for the fleet and driving personnel sufficient to satisfy the requirements of this Agreement at all times. The spare vehicles and spare drivers shall be used in the event of any scheduled maintenance, accident, breakdown, delays, emergency, shortages due to athletic or field trips, driver absence, etc.
- 7.4 During the term of this Agreement, the Proposer shall have the right to substitute new or equivalent vehicles, provided prior written notice is given to and such substitution meets the terms and conditions of this proposal.

Greenwich Public Schools / Town of Greenwich reserves the right in the exercise of its sound discretion, to reject equipment proposed to be used, or after the contract shall have been awarded, equipment which may have been in use whether or not such equipment meets the specification of the Commission of Education and the Public Service Commission, which specifications shall be deemed minimal. The age of the bus fleet in use on this contract shall not exceed eight (8) years. Buses must be kept in excellent mechanical condition, and must be kept clean both inside and out, but specification of these items does not exclude other criteria which may be used by the Board of Education to determine acceptability of a bus. In any event, all buses shall be open to inspection by the Greenwich Public Schools/Town of Greenwich or its duly authorized representatives at all times. The Greenwich Public Schools/Town of Greenwich shall have the unrestricted right to reject any bus it deems defective, hazardous, subject to frequent breakdowns or repairs. The Proposer shall maintain a regular maintenance schedule for all buses and make the records of same available to the Board of Education. Any legislation or state guidelines which require modifications to existing equipment the costs associated with this legislation shall be borne by the Proposer.

VEHICLE AND EQUIPMENT MAINTENANCE

- 7.5 The Proposer shall set up a regular inspection program of all vehicle and equipment and shall keep written records showing regular mileage inspections and periodic inspections so that Greenwich Public Schools / Town of Greenwich or its agent may, at any time, request the written record of the inspection made by the Proposer. Such records shall include a specific statement concerning the mechanical condition of each individual vehicle and equipment. As part of the proposal submission, the Proposer shall include a detailed summary of its preventative maintenance program for both, vehicles and equipment.

- 7.6 At any time during this Agreement, Greenwich Public Schools / Town of Greenwich or its agent shall have the right to conduct inspections of the Proposer's vehicles and equipment facility, and to make recommendations concerning changes, repairs or additions to the mechanical equipment of the Proposer's fleet.
- 7.7 The Proposer will arrange for inspection of the Greenwich Public Schools Transportation fleet to comply with the Department of Transportation (State and Federal regulations); any violations will be addressed at once. This inspection will be annually.
- 7.8 The Proposer's planned program of preventive maintenance and safety shall include daily cleaning of the interior of all vehicles and monthly washing of vehicle exterior with washing of interior surfaces every 30 school days.
- 7.9 The successful Proposer is responsible for obtaining as required by State and City authorities building permits, repair license, any other code requirements. The proposed facility for the District's service must be located within the Greenwich Public Schools/Town of Greenwich limits and the facility is large enough to accommodate the fleet needed to transport all students. The building on premises should be large enough to accommodate office space for (1) General Manager, (1) Secretaries, (1) Dispatcher, (1) Safety Instruction. The facility must have adequate space to conduct driver training courses. In addition, fuel tanks must reside on-site. The Proposer must have adequate and sufficient storage for the fuel to be used, and must comply with any and all Federal, State and local laws, regulations and ordinances concerning the storage and use of the fuel. It must also allow inspections of the storage facilities to Greenwich Public Schools / Town of Greenwich as well as other departments, such as Fire, Health, Public Works, and Conservation. The facility must have adequate security at all times, i.e., fencing all around, security cameras, etc.

7.10 Fuel Procurement

Greenwich Public Schools / Town of Greenwich will purchase a specified amount of gallons of diesel fuel required for the servicing of the school student transportation needs and will deduct the amount from the Proposer's monthly billing. The required gallons to be purchased will be determined by consideration of route mileage per day and the estimated miles per gallon (MPG) of the operating fleet. These estimates are expected to be in a range of +-5% of actual use. These amounts will be confirmed and agreed upon by the district. In advance an appropriate refueling facility must be designated. The Proposer may elect annually not to participate. For this contract the approximate fuel usage is 140,000 gallons.

If the price of ULS winter blend Diesel fuel exceeds \$4.00 per gallon (delivered) or falls below \$2.00 per gallon delivered, the parties may reopen contract discussions to negotiate the effect of fuel prices upon the overall cost of operation.

SECTION 8 / FACILITY AND FUEL SITE

- 8.1 The successful Proposer is responsible for obtaining as required by State and City authorities building permits, repair license, and other code requirements. The proposed facility for the District's service must be located within the Greenwich Public Schools/Town of Greenwich limits and the facility is large enough to accommodate 72 buses, 7 vans. The building on premises should be large enough to accommodate office space for (1) General Manager, Secretaries, Dispatcher, and Safety Instruction. It must have a supply room for parts needed for repairs. The facility must have adequate space to conduct driver training courses. In addition, fuel tanks must reside on-site. The Proposer must have adequate and sufficient storage for the fuel to be used, and must comply with any and all Federal, State and local laws, regulations and ordinances concerning the storage and use of the

fuel. It must also allow inspections of the storage facilities to the Board of Education, as well as other Greenwich Public Schools/Town of Greenwich agencies and departments, such as Fire, Health, Public Works, and Conservation. The facility must have adequate security at all times, i.e., fencing all around, security cameras, etc.

SECTION 9 / TRANSPORTATION NEEDS

- 9.1 The website for Greenwich Board of Education can be located at: (<http://www.greenwichschools.org>). This website contains the Greenwich Board of Education Transportation Policy.
- 9.2 Student Behavior and Control: The Proposer is responsible for Students from the period of transportation which begins when the passenger begins to enter the vehicle and shall end when the passenger leaves the right of way of the public road or street after alighting from the vehicle. The Proposer shall require its drivers to report in writing any disturbance, irregularities or disciplinary infractions by students to the proper school authorities.
- 9.3 Children of Drivers: Greenwich Public Schools/Town of Greenwich is aware that many School Bus Proposers attract parents as drivers by allowing offspring to ride as passengers. Greenwich Public Schools/Town of Greenwich is willing to allow this practice as long as the practice does not interfere with the primary function of student transportation and the Proposer/driver complies with all laws and regulations for the transportation of infants and small children. The Proposer bears all liability for this practice.
- 9.4 Passenger Authorization: Only individuals specifically authorized by Greenwich Public Schools/Town of Greenwich shall be allowed to ride the vehicles.
- 9.5 Complaints: The Proposer shall investigate all complaints, keep a log of such complaints, and shall report the action taken to the School Administration, as soon as possible.
- 9.6 Inclement Weather: In the event of inclement weather, the Superintendent of Schools shall determine when schools shall be in session or when the opening of school shall be delayed or the closing accelerated, and the Proposer shall provide transportation in accordance with such determinations. In making such determinations, the Superintendent shall give consideration to the availability of drivers, road conditions, weather forecasts and other factors as it considers relevant, including consultation with the Proposer.
- 9.7 The Proposer shall at all times during the term of the resultant contract keep the required buses in the regular fleet, including spares, available to transport all eligible students. No bus shall be loaded in excess of legal capacity. In the event that a bus reaches its full capacity and students remain to be picked up, the driver shall inform the dispatcher. The dispatcher shall send another bus for the remaining students at no additional charge.
- 9.8 Each of the special needs buses shall be equipped with as many car seats as necessary to transport the designated students. The car seats shall accommodate the individual special needs of the students. The Proposer shall provide harnesses or any other type of restraints necessary for transporting students with special needs including car seats. There shall be no additional cost to the district.
- 9.9 At any time during the term of the resultant contract, the Town shall have the right to conduct inspections of the Proposer equipment and to make reasonable recommendations concerning changes, repairs, or additions to the mechanical equipment of the carrier. The Proposer shall carry out said recommendations at the earliest possible time. No expense shall be borne by the Greenwich Public Schools/Town of Greenwich.

- 9.10 Prior to August 1 of each year, the Proposer shall submit a complete list of all buses to be used during the year to the Greenwich Board of Education Transportation Department. The list shall include the name of the manufacturer, the date of manufacture, serial number, and pupil capacity.
- 9.11 Inspections will be done annually per State of CT statutes/regulations. During the course of the contract, the Proposer will follow all statutes and regulations. The Proposer is required to make any repairs which are directed as a result of State inspections within the time period indicated by the inspector. Reports of each inspection shall be filed with the "Greenwich Public Schools" Transportation Manager within seven (7) days of the completed inspection. Inspections are to be conducted by inspectors from the State Department of Motor Vehicles. The State's inspection form is to be used at all times.
- 9.12 Buses shall not carry any commercial advertisements, nor shall any be distributed to passengers.
- 9.13 The Proposer shall install a dedicated telephone/radio line for the regular daily operation for Greenwich Board of Education use only. All expenses shall be borne by the Proposer.
- 9.14 The Proposer shall provide cell phones on all athletic and field trips. Cell phones may not be used for personal use by drivers, students, or any other passengers so authorized by the Board. All expenses shall be borne by the Proposer.
- 9.15 It is to be agreed by the Board of Education that should any schools included in this contract suspend classes at any time earlier than that provided for in the agreement, reasonable notice of such early dismissal shall be given to the bus Proposer so that it can provide buses for early dismissal. There is to be no charge for this except for the cost of the driver when additional service is required because of irregular scheduling.

SECTION 10 / TRANSPORTATION REQUIREMENT

- 10.1 The Proposer shall as part of pre-employment screening, complete drug and alcohol testing on each and every perspective employee required by the State of Connecticut.
- 10.2 The Proposer shall ensure that all drivers have submitted a complete physical examination prior to the beginning of each school year. A licensed practicing physician shall conduct the physical examination and the physician shall certify that the driver is in good physical condition at no expense to the Greenwich Board of Education. Also
- 10.3 The Bidder is required to do Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.
- 10.4 The Proposer shall provide at least 20 hours of driver training annually. Training shall focus on defensive driving skills, student management, care of special needs students, parent/driver relations and other areas deemed relevant to improving the safety of the service provided to.
- 10.5 A post-accident testing event occurs as defined on the Proposer's Drug Policy if there is reasonable cause to suspect drug or alcohol use. (This policy is based on Federal Regulations and may be subject to change as a result).
- 10.6 Drivers who are tested positive for use of controlled substance and/or alcohol shall be permanently excluded from driving school buses in Greenwich. The Safety Director will be required to maintain all records for the drivers. Drivers will be required to be state certified by the Department of Motor Vehicles and during the course of the year, will be trained by the Proposer for the purpose of meeting all state and federal regulations. The Proposer will bear all costs for training and at no cost to the Greenwich Board of Education.

- 10.7 Evacuation Drills: Required, as part of this Agreement is the utilization of buses and drivers for evacuation drills as required by Connecticut General Statutes with no expense to the Greenwich Board of Education.
- 10.8 Vandalism: The Proposer shall be responsible for the cost of vandalism to the vehicles. Greenwich Board of Education shall cooperate with the Proposer to keep vandalism low and prosecute violators to the full extent of the law. Any remuneration recovered as a result of vandalism on school buses shall become the property of the Proposer. The Greenwich Board of Education supports and encourages the use of technology to enhance safety and behavior on buses.
- 10.9 Accidents: In the event of an accident, the Proposer shall report to the Greenwich Board of Education's Superintendent or designee promptly, but in no case more than the "close of the school day" after the accident occurs. At the request of the School Administration, the Proposer shall promptly prepare a written report of the accident and forward a copy to the Superintendent or Superintendent Designee.

SECTION 11 / ROUTE

- 11.1 Routes and stops are developed by the Transportation Department according to their policies and regulations. All routes shall be available at least 20 days prior to the beginning of school, in order for a copy to be submitted and published in local newspapers. A copy of the route the bus is serving shall be carried in the vehicle at all times. Drivers and spares are expected to be thoroughly familiar with routes prior to the opening of school. Because of late enrollments, routes and loads shall be flexible during the first few weeks of school.
- 11.2 The Proposer shall thoroughly field test all bus routes prior to the opening of school to verify any discrepancies and to familiarize the drivers with unfamiliar routes. Prior to the start of each school year, drivers shall be required to perform two (2) "dry runs" with a bus for each route assigned to that driver.
- 11.3 All routes, numbers of vehicles and numbers of children, and starting and dismissal times are tentative and subject to change at the discretion of the Board of Education. The Proposer must be willing and able to react to emergency situations.
- 11.4 The Proposer's driver will not deviate from the routes assigned by the Proposer and the Greenwich Board of Education.

SECTION 12 / TRANSPORTATION SCHEDULING

- 12.1 It should be noted that non-public and state vocational school calendars may not coincide with public school calendars.
- 12.2 All routes and stops thereon shall be approved by the Superintendent of Schools or designee and any deviation therefore must have prior approval, except in an emergency.
- 12.3 The Proposer will conduct physical counts of each student that is listed on the run sheet. The Proposer will be required to check all bus passes to ensure space availability.

SECTION 13 / PAYMENT SCHEDULE

- 13.1 Payments: The Proposer will be paid only for the number of vehicles actually in operation. Greenwich Board of Education will make payments for School Buses providing regular transportation services monthly payments commencing in the month of September. Greenwich Board of Education will make payment for all other vehicles on a monthly basis

upon receipt of an itemized invoice provided by the Proposer. Terms shall be net 30 days. The Proposer shall maintain a computerized billing system for all Greenwich Board of Education Transportation.

- 13.2 Acceptance by the Proposer of the payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and all liability to the Proposer in connection with this Agreement arising during the period for which the payment is made.
- 13.3 The bus Proposer will be paid for only those days on which transportation is furnished. The bus Proposer will be notified of "no school" due to storms, etc., by the Superintendent or his/her designee.

SECTION 14 MANAGEMENT / SUPPORT PERSONNEL

- 14.1 The Proposer shall employ a qualified General Manager annually, approved by the Board, to supervise the total school transportation program which is established for the purpose of meeting the requirements of the resultant contract. The General Manager shall be available exclusively for the Greenwich Schools and shall not be assigned driving duties. Said General Manager shall be available to the Administration, other representatives of the Board, and shall be present at all times during the school hours of each school day.
- 14.2 The Proposer shall employ a Dispatcher annually, approved by the Board, to direct the regular daily operation. This position shall be exclusively for the Greenwich Schools, and shall involve no regular driving. The Dispatcher shall be available to the Administration, other representatives of the Board and Greenwich Public Schools/Town of Greenwich, and shall be present at all times during school hours or each school day.
- 14.3 The Proposer shall employ a Safety Instructor/Trainer annually, approved by the Board, available exclusively for the Greenwich Schools, who is certified by the State, separate from the General Manager and Dispatchers, to train new drivers, retrain and update veteran drivers, train substitute drivers, conduct safety meetings, monitor video camera tapes and make reports to Greenwich Board of Education, assist drivers to obtain the proper licensing, and prepare drivers for proficiency testing. This person must be familiar with all areas of Greenwich, and may have no driving assignments.
- 14.4 A maintenance crew of qualified mechanics shall be available exclusively for Greenwich Schools, and shall not be assigned driving duties. No vehicles shall be serviced or repaired in the Greenwich facility other than those used exclusively for Greenwich Schools.
- 14.5 If the assigned General Manager, Dispatcher, safety Instructor/Trainer should terminate their employment for any reason, new persons will be hired by the Proposer with the approval of the Greenwich Board of Education's Transportation Manager, and subject to the same CDOT regulations, background checks, and criminal records checks.
- 14.6 The Proposer shall maintain sufficient staff who has knowledge of Microsoft Programs Excel/Word, proficient on Versatrans (or of equal software) and GPS programs. The Administrative Staff should be proficient in communications, correspondence, dispatching of buses, handling of complaints, and other problems normally related to a program of pupil transportation can be efficiently and effectively provided for.

SECTION 15 / BUS DRIVERS

- 15.1 The Greenwich Board of Education requires all Contracting personnel to wear a simple uniform with a picture identification badge. Proposer's personnel shall use extreme caution while driving motor vehicles on school property.

- 15.2 Bus drivers employed by the Proposer must be approved by the Board and properly tested and licensed in accordance with the regulations of the State of Connecticut and the State Department of Motor Vehicles. Each driver shall be familiar with the Greenwich Board of Education's Transportation Policies and Procedures. Bus drivers shall furnish, if requested, proof of good character that is satisfactory to the Greenwich Board of Education, and shall submit to a physical examination and drug test prior to driving for the Greenwich board of Education, and annually thereafter. Random drug testing shall also be required. Costs will be borne by the Proposer. Drivers who test positive for use of controlled substances and/or alcohol shall be permanently excluded from driving school buses for Greenwich Board of Education.
- 15.3 The Greenwich Board of Education shall have the absolute right to require the Proposer to immediately remove a driver from the operation of any vehicle if, in the opinion of the board, said driver does not meet the qualifications specified herein, or otherwise poses a risk to students, and he/she shall not be reinstated without prior approval of the Board. Personnel employed by the Proposer shall be considered employees of the Proposer and shall not, for any purpose, be considered employees or agents of the Board. The Proposer assumes full responsibility for the actions of such personnel while performing services pursuant to the resultant contract, and shall be solely responsible for their tax), unemployment compensation, worker's compensation insurance, and all other requirements of State/Federal labor laws and regulations.
- 15.4 The Proposer shall provide a driving history report for each driver before commencing operations and before the opening of school each subsequent year of the resultant contract. The cost of obtaining such records shall be borne by the Proposer.
- 15.5 The Proposer shall have an annual background check done on each driver. A report shall be available to the school system. Costs shall be borne by the Proposer.
- 15.6 Drivers shall not leave a vehicle unattended at any time when children are on board.
- 15.7 Drivers shall not leave the driver's seat while the motor is running, whether or not there are passengers aboard, except to obtain emergency aid.
- 15.8 Drivers shall not smoke, carry lighted tobacco products, or use other tobacco products when operating a bus or in a bus at any time whether or not children are on board. Smoking is not permitted on school grounds.
- 15.9 Drivers are responsible for limiting passengers only to those eligible to ride. Drivers shall not operate a bus carrying passengers in excess of its rated capacity.
- 15.10 The driver shall perform a pre-check before each morning and afternoon route to determine that the brakes, horns, tires, steering apparatus, emergency lights, and all other equipment is in good working condition. A form approved by the State Motor Vehicle for such pre-check will be completed and turned in to the dispatcher before leaving the garage. The General Manager shall be responsible for initialing and reviewing pre-check records, removing vehicles for maintenance, and retaining all pre-check records for a period of at least one (1) year. These records shall be available upon request by the Greenwich Board of Education.
- 15.11 Any motor vehicle summons or warnings issued to the Proposer or the Proposer employees or any criminal arrests made while the employee was acting in accordance with the duties set forth in the resultant contract, which have occurred while operating a vehicle under contract with the school system, must be reported to the school administration immediately and followed up with a written report on the next working day following the incident. Any motor vehicle summonses, warnings, or criminal arrests issued to the

Proposer or Proposer's employees before or after working hours shall be reported to the Board. Employees may be subject to termination depending on the seriousness of the infraction or violation.

- 15.12 The Proposer shall be responsible for making sure all drivers are familiar with the locations and schedules of all schools as well as any special schedules (holidays, emergency closing, delayed opening, etc.) which may be required during the term of the contract.
- 15.13 The driver is in full charge of his/her vehicle during its operation. The driver is responsible to see that all children are seated and remain seated while the bus is in operation.

SECTION 16 INITIAL DRIVER TRAINING

- 16.1 All drivers are required to have 20 hours of safety training within the 182 days when schools are in session. Drivers shall be trained according to State requirements and Federal guidelines. Each new driver shall practice his assigned route without children on board.
- 16.2 The safety instructor/trainer shall have a checklist for each trainee to insure the following topics are covered.
- A. Motor vehicles laws
 - B. State regulations
 - C. Operation of school buses
 - School bus driver training requirements
 - Minimum physical standards for public service operators
 - Minimum standards for motor vehicles and service buses
 - D. Board policies
 - E. Safeguarding students
 - F. Student road-crossing procedures
 - G. Student discipline procedures
 - H. Driving skills
 - I. Operator attitude
 - J. Accident procedures
 - K. Evacuation drill procedures
 - L. Emergency equipment
 - M. Use of bus radios
- 16.3 The Proposer shall provide educational workshops on transporting students with disabilities to all special needs drivers. Topics shall include, but not be limited to: first aid, emergency care, use of wheelchair tie-downs, use of harnesses and restraints, use of ventilator equipment, emergency evacuation for the handicapped student, handling of fire extinguisher and other safety equipment, precautionary handling of body fluids, and transporting students with visual, hearing, mental, emotional, or physical disabilities.
- 16.4 The schools shall cooperate with the Proposer to insure that students are knowledgeable about rules for riders and are accountable for their behavior. Schools will immediately follow through on discipline complaints, giving due consideration to the driver's suggestions. Schools will notify parents about driver's complaints of misbehavior. Good student behavior is intended to permit the driver to give full attention to the driving task.
- 16.5 Staff members who chaperone field and athletic trips shall assist the driver in maintaining discipline on the bus.
- 16.6 The schools shall assist in bus safety programs, which include evacuation drills and information on the following:
- a. Driver's authority on the vehicle
 - b. On and off-loading procedures
 - c. Pride in and care of the vehicle
 - d. Acceptable behavior on the vehicle

SECTION 17 QUESTIONS

- 17.1 All questions must be directed to: bid_department@greenwich.k12.ct.us. In the subject line of your e-mail, please put "RFP 2107-16 Transportation". All questions must be received no later than noon on September 27, 2016. All Answers will be posted as an addendum to our website, www.greenwichschools.org no later than noon on October 29, 2016. Failure to comply with these conditions will result in the proposer waiving his/her right to dispute the proposal specifications and conditions. It is the proposer's responsibility to check our website for all addenda up to the day before the opening date.

The Board of Education reserves the right to waive any informalities in the proposal or reject any or all proposals or to accept any proposal which appears to be in the best interest of the Board. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.

COLLUSION AMONG BIDDERS

More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer.

Employment discrimination by contractor prohibited. Notices, advertisements, and solicitations place in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

APPENDIX A

PRICE SCHEDULE

PRICE PER BUS PER DAY

The bus company will furnish all the equipment and render all the services called for in the attached specifications for transportation of school pupils as designated by the Greenwich Public Schools and the Town of Greenwich during the period of July 1, 2017 through June 30, 2021, for the following prices:

Transportation Services Non-Charter

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
1. Type I – 72 passenger Morning and afternoon					
2. Type I – 82 passenger Morning and afternoon					
3. Type II - 16 Passenger Morning and afternoon					
4. Type II - Lift Van Morning and afternoon					
5. DMV approved vehicles - Mini Vans Morning and afternoon					
6. Mid - day buses					
7. Late buses					
8. Bus Monitors - May Prorate					

APPENDIX A1

PRICE SCHEDULE

PRICE PER BUS PER DAY

The bus company will furnish all the equipment and render all the services called for in the attached specifications for transportation of school pupils as designated by the Greenwich Public Schools and the Town of Greenwich during the period of July 1, 2022 through June 30, 2027, for the following prices:

Transportation Services Non-Charter

	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
1. Type I – 72 passenger Morning and afternoon					
2. Type I – 82 passenger Morning and afternoon					
3. Type II - 16 Passenger Morning and afternoon					
4. Type II - Lift Van Morning and afternoon					
5. DMV approved vehicles - Mini Vans Morning and afternoon					
6. Mid - day buses					
7. Late buses					
8. Bus Monitors - May Prorate					

The service contemplated under this Contract shall be completed in full on or before June 30, 2022 with one year options if agreed by both parties to extend for the 2022-2023, 2023-2024, 2024-2025, 2025-2026 and 2026-2027 school years.

APPENDIX C

2107-16 Greenwich Schools - Addresses & Bus Times

<u>PRIVATE SCHOOL</u>	<u>ADDRESS</u>	MON-THURS		FRIDAY
		Arrival Time	Depart Time	Depart Time
Brunswick	116 Maple Ave	7:30	4:00	11:45
Brunswick	1252 King St	8:00	4:00	1:00
Greenwich Academy	200 N Maple Av	7:30	4:00	12:00
Greenwich Country Day	401 Old Church Rd	7:45	4:30	12:30
Stanwich	257 Stanwich Rd	8:00	4:00	12:30
Eagle Hill	45 Glenville Rd	8:30	4:00	12:30

**LATE BUS
Depart
Time**

Convent of the Sacred Heart	1177 King St	8:15	3:30	5:15	Mon-Thurs
Whitby	969 Lake Av	8:30	3:00	4:00	Mon-Fri
Greenwich Catholic	471 North St	8:15	3:00		

PUBLIC SCHOOL

Greenwich High	10 Hillside Rd	7:20	2:15	4:00	M/T/Th
Central Middle	9 Indian Rock La	7:35	2:35	4:00	M/T/TH/F
Eastern Middle	51 Hendrie Av	7:35	2:35	4:00	M/T/TH/F
Western Middle	1 Western Junior Highway	7:35	2:35	4:00	M/T/TH/F
Cos Cob	300 East Putnam Av	8:30	3:15		
Glenville	33 Riversville rd	8:30	3:15		
International School @ Dundee	55 Florence Rd	8:30	3:15		
Hamilton Av	181 Hamilton Av	8:00	2:45		
Julian Curtiss	180 East Elm St	8:00	2:45		
New Lebanon	25 Mead Av	8:00	2:45		
North Mianus	309 Palmer Hill Rd	8:30	3:15		
North Street	381 North St	8:30	3:15		
Old Greenwich	285 Sound Beach Av	8:30	3:15		
Parkway	141 Lower Cross Rd	8:30	3:15		
Riverside	90 Hendrie Av	8:30	3:15		
ARCH	Milbank Building-180 E Elm St	8:00	1:15		
CLP	95 Henry St	7:45	1:45	Shuttle To/From GHS	

PRE-K PROGRAM

Cos Cob	300 East Putnam Av	8:30	1:30		
Hamilton Av	181 Hamilton Av	8:30	1:30		
New Lebanon	25 Mead Av	8:30	1:30		
North Street	381 North St	8:30	1:30		

APPENDIX D

The following is the Mandatory Proposal Questionnaire:**SECTION I DESCRIPTION OF PROPOSER'S ORGANIZATION****A. FIRM**

Firm Name: _____

Address: _____

Telephone: _____

Web Page: _____

B. TYPE OF ORGANIZATION

Corporation (List officers and positions):

State in which incorporated: _____

Subsidiary (Give name and address of Parent Corporation):

Is your firm or a parent firm publicly held?

Yes _____ No _____

If not, what private individuals or families own more than 20 percent of your firm, or who is the general partner, or who is the sole proprietor?

C. NATURE OF OPERATIONS

1. Is your firm currently engaged in providing home-to-school transportation services under a contract with a school district, non-public school, or county superintendent of schools?

Yes _____ No _____ Number of years _____

Number of school districts in this state _____

Number of school districts outside this state _____

2. List all transportation permits (City and State) under which you currently operate.

3. Are you currently, or have you ever, contracted to provide pupil transportation services for any school district, non-public school or county superintendent of schools in the state?

Yes _____ No _____

APPENDIX D1

4. Are you currently, or have you ever, provided transportation services, in this state, for special education pupils?

Yes _____ No _____ Number of years _____

5. For every local education agency (LEA) or non-public school in this state to which your firm currently provides, or has provided within the last ten years, pupil transportation under contract, please provide the name and location of the LEA or non-public school, and the name and phone number of a contact person.

a. Name of your firm's current or last terminal manager at the location and the manager's length of service at that location:

b. Types of transportation services your firm provides under the Contract (regular home-to-school, special education, desegregation, other):

c. Number of buses involved:

d. Beginning and ending dates of the current contract term:

e. If employees are covered under a collective bargaining agreement provide:

6. Name and phone number of labor organization, president or business manager:

APPENDIX D2

SECTION II MANAGEMENT AT THE TERMINAL

Greenwich Public Schools/Town of Greenwich strongly believes that the individuals holding the General Manager, Safety Instructor/Trainer, Maintenance Manager and Dispatcher positions are **full time employees** and are critical to the provision of consistent and high quality transportation services. While the Greenwich Public Schools/Town of Greenwich understands that you may not be able to name the specific individuals your firm will assign to these management positions at the Proposer's Terminal, the Greenwich Public Schools/Town of Greenwich requests that for each position, you list no more than three candidates who may be assigned to the Proposer Terminal, who have local experience in providing pupil transportation. If your firm is awarded this contract, you may assign any of the three persons you have proposed for each position to actually take that position under this contract, unless the Greenwich Public Schools/Town of Greenwich has specifically rejected one or more of your proposed candidates. If your firm is awarded this Contract, you may substitute individuals not named in this proposal with the written permission of the Greenwich Public Schools/Town of Greenwich. In any case, you must submit at least two sample resumes of candidates or current managers employed by your firm in each of these positions, so as to provide the Greenwich Public Schools/Town of Greenwich with an understanding of the qualities your management staff members possess.

- A. For every individual you propose as a potential management staff member to be assigned to the Proposer's Terminal, please provide the following information on a separate page:
 1. Name and proposed position the person may be selected to fill:
 2. Tenure with your firm in years:
 3. Experience in related positions within your firm or with other firms in years:
 4. Current and two most recent previous positions, including the location (District) of the position, the position's title, a description of responsibilities and authority, including number of buses and/or drivers, and the dates in which the position was held:
- B. On a separate page, please provide a job description for each terminal management position you propose to assign to this contract.
- C. Where do your corporate resources reside?
- D. How frequently will the President of your organization visit the Greenwich Public Schools/Town of Greenwich?
- E. On a separate page, please provide an organization chart of your firm as it would relate to the Proposer's Terminal (should give a clear understanding of the number of layers in your firm and the lines of accountability).
- F. Please provide the name(s) of those persons within your firm who would have immediate authority over the General Manager you propose in item A above, and those who may play an advisory role to terminal management in the areas of 1) Operations 2) Training and Personnel 3) Safety and 4) Maintenance. Please provide the following information for each of these persons:

APPENDIX D2

1. Name:
 2. Location of staff member's office:
 3. Tenure with your firm in years:
 4. Experience in related position within your firm or with other firms in years:
 5. Current and most recent previous position, including the location of the position, the position's title, a description of responsibilities and authority, and the dates in which the position was held:
- G. Explain the training that is given to your terminal managers:
- H. Number of hours of training by type of training; list components covered:
- I. Does your company have a terminal manager trainee program? If so, how many trainees are presently in the program? Explain in detail.
- J. What type of training do you provide our local office staff?

APPENDIX D3

SECTION III DRIVER PERSONNEL

State the number of regular bus drivers you now have employed in this state:

School _____ Other _____

In other states:

School _____ Other _____

- A. How/where does your firm recruit drivers?
- B. What methods do you use to screen and select drivers from among the applicants?

What information do you use and how do you gather it?

What criteria or standards do you use and for what reasons might you reject an applicant?

Do you require all terminal employees to be drug tested? Explain.

- C. Do you check driver applicant references?

Yes _____ No _____

- D. Do you use any objective qualification and driver testing procedures? If so, briefly describe the procedures or provide samples of your testing material.

- E. What percentage of driver applicants eventually begins your training programs? _____

- F. What percentage of your driver applicants are hired directly as certified school bus drivers? _____%

- G. Are the official driving records of all your applicant drivers evaluated during the selection process?

Yes _____ No _____

- H. What is the current rate of annual turnover among drivers your firm employs? _____

- I. Describe your current or proposed training program for driver applicants who have no experience driving school buses. Please describe the program components and content of your training program. If available, please provide the outline or course of study.

Length of the program:

Number of hours in classroom:

Number of hour's behind-the-wheel:

Describe the components of the program and the number of hours devoted to each component.

Do you evaluate applicants immediately before they are tested for certification?

Yes _____ No _____

J. What qualifications do your driver trainers have?

K. Please describe the student management training your drivers receive.

L. Describe your In-Service driver training and re-training program. If available, please provide the outline or course of study.

How many training sessions are offered each semester at your typical terminal? _____

Are any independent reviews of training quality conducted on your training programs?

Yes _____ No _____

If so, please describe the reviews:

How do you identify those drivers for whom retraining will be required?

M. If you currently have a driver training program, does the program include a section on transportation service for special education pupils? (If available, please provide the outline or course of study.)

Yes _____ No _____

N. Do you have any special needs experts on staff?

O. Describe your current or proposed driver motivation and discipline programs. How do the programs take into account, if at all: safety, absences, tardiness, on-time route performance, unrestricted license, tenure on the job, and complaints (those which can be verified and are deemed serious)?

Do your motivation and discipline programs offer progressive rewards and penalties?

Yes _____ No _____

Can drivers participate in defining and developing standards, rewards and penalties?

Yes _____ No _____

What monetary rewards and penalties are offered?

What *non*-monetary rewards and penalties are offered?

P. Describe the wage and benefit plan you would expect to implement at the Proposer Terminal.

APPENDIX D4**SECTION IV SAFETY PROGRAM AND ACTIVITIES**

- A. If you have an established, continuing safety program, please describe the operation, contents, and requirements of the program. Include the number of hours per year required per employee.
- B. How often are safety meetings held? Please explain some of the topics covered.
- C. Describe any established safety organization activities in which your organization or its key personnel participate.
- D. What have been the school bus accident rates for school buses operated by your firm in each of the three most recent academic years? Provide a description of how you define school bus accidents.
- E. Who in your organization is responsible for your safety and training program and where do they office?
- F. Do you have a certified crisis manager on staff? If so, what is his/her qualifications and how is he/she utilized in your company?
- G. If an accident occurs, how long will it take for seasoned executives to be on scene?

APPENDIX D5

SECTION V PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR

- A. Do you have a formal, scheduled preventive maintenance program for vehicle fleets which your firm manages?
- Yes _____ No _____
- B. Please provide samples of any checklists you use for each type of preventive maintenance program and please describe below your methods of ensuring that each vehicle actually receives preventive maintenance within the scheduled interval.
- C. Do you require any daily regular written reports from your drivers on the condition of their vehicles?
- Yes _____ No _____
- Briefly describe and provide a sample of these reports (including your daily bus checkout report form) and note their frequency.
- D. Do you use any other methods of identifying defects in buses? (If so, please describe.)
- Yes _____ No _____
- E. How do you ensure that serious safety-related or potentially vehicle damaging defects are identified and that the vehicle is immediately removed from service until such defects are corrected?
- How do you ensure that identified defects are generally corrected in a logical order and within a reasonable time?
- F. Do you maintain and evaluate records of road failures?
- Yes _____ No _____
- G. If so, how many road failures, per month, per hundred buses, did the buses your firm maintained experience, on average, during the past year?
- _____ %
- H. For what percentage of time were the buses that you maintained out of service for part or all of each day for inspection, maintenance, repair, or other reasons during the past year?
- _____ %
- I. Do you have a manpower or mechanic allotment schedule (number of buses per mechanic, etc.)?

Yes _____ No _____

Briefly describe this schedule.

- J. What qualifications and experience requirements do you have for your mechanical personnel?

SECTION VI INSURANCE DATA

If requested, will you authorize your insurance carriers to furnish, in writing, your accident loss ratio and workers' compensation loss ratio for the past three years?

Yes _____ No _____

APPENDIX D6**SECTION VII FINANCIAL AND CREDIT DATA**

- A. Please submit credit references, including at least five trade or industry suppliers with whom you regularly deal.
- B. Please include a copy of your most recent audited financial statements.

SECTION VIII IMPLEMENTATION PLAN

- A. Please provide a plan and schedule for implementing the Agreement for Furnishing Transportation Services should your firm be selected as the successful Proposer. Your schedule and plan should address:

Inspection of vehicles, facility, and equipment;

Acquisition of required vehicles (either from current Proposer or another source);

Occupation of terminal facility;

Recruitment/relocation, if necessary, of management and supervisory personnel;

Selection, any necessary training, and employment of drivers;

Employee orientation; and

Community notification.

APPENDIX D7

SECTION IX OTHER RELEVANT INFORMATION

- A. Do you survey your customers, parents, and/or employees? If so, please describe your survey process and what your company does with the final results. You must provide two (2) examples of how the resulting qualitative data has helped implement new programs, changes in how your company does business, etc.
- B. How does/will your company handle unemployment compensation during Christmas, spring break and summer time for drivers and other staff that are not used during these periods?
- C. Greenwich Public Schools/Town of Greenwich School District expects all Proposer staff to wear a simple uniform with an identification badge or insignia. Explain.

I, the undersigned, hereby certify that I am a representative of the below named firm, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposal/Questionnaire is complete and accurate to the best of my knowledge. I understand that if the Greenwich Public Schools/Town of Greenwich School awards a Contract for transportation services to my firm that the information and commitments made within this questionnaire will become an effective part of the Contract between the Greenwich Public Schools/Town of Greenwich and my firm.

Name of Firm

(Signature of Authorized Agent)

Title

Date

APPENDIX E

GREENWICH PUBLIC SCHOOLS / TOWN OF GREENWICH
APPENDIX E: RFP Specification Submission Sheet
Transportation Proposal Response Form

Vendor Name _____

Vendor Address _____

Vendor Town/State/Zip _____

Vendor Telephone _____

Vendor Representative _____

Vendor's Insurance Carrier _____

Location of existing or proposed bus lot: _____
 *Note: Buses must be garaged and/or maintained in a zoning approved location in the Town of Greenwich or a municipality contiguous to the Town.

Location of Maintenance Facility: _____
 *Note: Maintenance Facility must be garaged and/or maintained in a zoning approved location in the Town of Greenwich or a municipality contiguous to the Town.

Mandatory Proposal Questionnaire Form enclosed: YES _____ NO _____

Has the Authorized Agent completed and signed the questionnaire form? YES _____ NO _____

Affirmative Action Plan copy enclosed: YES _____ NO _____

Bid Bond enclosed: YES _____ NO _____

Letter of Intent from Surety Company enclosed: YES _____ NO _____

Did you attend the Mandatory Meeting? YES _____ NO _____

Signature of Authorized Agent: _____

APPENDIX F

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

***INSTRUCTIONS:** Bidder must sign acknowledgement below and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature

Date

On behalf of:

APPENDIX G

AFFIDAVIT FOR FINAL PAYMENT

The undersigned, being duly sworn, deposes and says:

1. That he is the _____ (Title) of the contractor in the project hereinafter referred to and is authorized to execute this affidavit on behalf of the contractor;
2. In connection with Contract #_____ for _____ (Project Title) it is represented that all payrolls, bills for services, materials, supplies, equipment and other indebtedness have been paid or otherwise satisfied and that there are no outstanding claims against the undersigned by any sub-contractor or material supplier, or no outstanding claims or intent to file a claim against the Town of Greenwich;
3. This Affidavit is made at the request of the Town of Greenwich for the purpose of inducing final payment and knowing that it will rely upon the truth of the representation herein made.

Subscribed and sworn to
before me this day
of 2016

Notary Public

(Type or print name of person
authorized to sign)

APPENDIX H

PERFORMANCE, MAINTENANCE AND PAYMENT BOND

BOND NO. _____ CONTRACT # _____

KNOW ALL MEN BY THESE PRESENTS. That we _____
 _____, as Principal, and

a corporation organized under the laws of the State of _____ and authorized to do business in the State of Connecticut as Surety, are holden and firmly bound jointly and severally unto the TOWN OF GREENWICH, CONNECTICUT, hereafter referred to as the Town, a territorial corporation located in the County of Fairfield, in the penal sum of

_____ Dollars (\$ _____),

to be paid to it or its certain attorney, successors or assigns, to which payment well and truly to be made, we the said Obligors do bind ourselves, and each of us, our heirs, executors, administrators, and successors firmly by these presents.

IN WITNESS WHEREOF we have hereunto set or caused to be set our respective hands, names and seals this _____ day of _____ 2016.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas the above named Principal has entered into a certain written contract with the TOWN OF GREENWICH, CONNECTICUT, dated the ____ day of _____ 2016, for

 _____(Description of work here – Usually the name of the bid) according to the plans and specifications prepared by the TOWN OF GREENWICH, which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, if the said Principal shall well and faithfully perform said contract according to its provisions, and fully indemnify and save harmless the Town from all cost and damages which the Town may suffer by reason of failure so to do, and shall pay for all equipment, appurtenances, materials and labor furnished, used or employed in the execution of said contract, and shall indemnify and save harmless the Town from all suits or claims of any nature or description against the Town by reason of any injuries or damages sustained by any person or persons on account of any act or omission of said Principal, his servants or agents, or his subcontractors in the construction of the work or in guarding the work, or on account of the use of faulty or improper materials, or by reason of claims under the Workmen's Compensation Laws or other laws by any employee of the Principal or his subcontractors, or by reason of the use of any patented material, machinery, device, equipment, process, method of construction or design in any way involved in the work, and shall indemnify the Town against such defective workmanship, material and equipment as may be discovered within one (1) year after completion and final acceptance of the work, and shall make good in such defective workmanship and material as may be discovered within said period of one year, then this obligation shall be void, otherwise to remain in full force and effect.

The Surety hereby stipulates and agrees that any modifications, omissions or additions in or to the terms of the aforesaid contract, or in or to the plans or specifications therefor, or any extension of time, shall in no wise affect the obligation of the Surety under this bond, the Surety hereby waiving any and all right to any notice of any such modifications, omissions, changes, additions or extensions.

CONTRACTOR _____

BY _____

SURETY _____

BY _____

APPENDIX I

INSURANCE PROCEDURE**PLEASE NOTE:**

THIS PAGE MUST BE RETURNED WITH YOUR BID/RFP. FAILURE TO DO SO MAY RESULT IN YOUR BID/RFP BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for BID/RFP. Any BID/RFP with deficient insurance requirements will be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

Signature

Date

APPENDIX J

ADDITIONAL TERMS:

1. The parties to these presents, each in consideration of the undertakings, promises and Agreements on the part of the other herein contained, have undertaken, promised, and agreed and do hereby undertake, promise and agree, the Owner for itself, its successors and assigns, and the Proposer for himself and his heirs, executors, administrators, successors and assigns, as follows:
2. The work under this Proposal shall consist of everything set forth in the Specifications. It shall be understood that the Proposer shall provide complete, functional equipment and all such work shall be in strict compliance with all municipal, state and federal statutes.
3. The Proposer shall be paid upon satisfactory completion of the work upon submission of a monthly bill. Each requisition for payment must be accompanied with a breakdown showing costs for each day. Upon approval by the Public School Transportation Manager and the First Selectman, or its duly authorized representative, such payment shall be made.
4. The term of this Agreement shall be from July 1, 2017 through June 30, 2018 with an option to extend.
5. This Agreement shall consist of the following documents: Invitation to Proposers, Instructions to Proposers, Form of Proposal Bond, Agreement, Specifications, Proposal Sheet, Certificate of Insurance, Performance, Maintenance and Payment Bond submitted by the successful Proposer and accepted by the Greenwich Public Schools/Town of Greenwich as evidenced by the Notice of Award of the Greenwich Public Schools/Town of Greenwich to such Proposer dated, and the Contract Face Sheet. All proposals shall be submitted with the understanding that these documents shall form a part of the contract which the successful proposer should be required to sign upon acceptance of his/her proposal by the Greenwich Public Schools/Town of Greenwich
6. The Proposer shall furnish all transportation service with the equipment specified herein and all such service and equipment necessary to perform all transportation of school students as directed by Greenwich Public Schools/Town of Greenwich.
7. Greenwich Public Schools/Town of Greenwich shall establish details including which students are to be transported, Bus Routes, locations of Bus Stops, time schedules, and recommended operating and safety procedures for the transportation service provided for herein, and such details shall be furnished to the Proposer in writing. Any such details may be changed, withdrawn or amended from time to time by the Greenwich Public Schools/Town of Greenwich by written statement sent to the Proposer. Further, the Greenwich Public Schools/Town of Greenwich reserves the right during the term of this Agreement to require an increase or decrease in the number of buses to be employed by the Proposer in furnishing transportation service hereunder, to vary the number of students to be transported, to determine any variations in routes to be utilized and to determine variations in any other item of transportation service. In the event of any such variation, the Greenwich Public Schools/Town of Greenwich agrees to notify the Proposer in writing of the effective date of such variation. Compensation for any such variation will be adjusted in accordance with the proposal sheet. If there are no students to be transported on any route, it is agreed that there shall be no running of buses on such route and no charge shall be made in connection with such route.

APPENDIX J

8. The Proposer recognizes that safe, efficient and prompt transportation service is essential and that the Proposer agrees that time is of the essence in its performance hereunder. The Proposer further agrees that where such time schedules have been established by the Greenwich Public Schools/Town of Greenwich, students will be transported in strict compliance with such schedules. It shall be the duty of every bus driver to communicate promptly to the traffic control office by the fastest means available any deviation from established operating procedures of schedules. The Proposer further agrees that in the event any school bus arrives at or departs from any route location more than fifteen (15) minutes later than the scheduled time, or if a student(s) is dropped at an unauthorized stop or if a driver fails to make all authorized stops, the Proposer shall not be entitled to payment for that bus on that day. Furthermore, the Proposer agrees to pay the sum of \$75.00 as a fine for each such bus for each day without proof of loss or damage without prejudice to the Greenwich Public Schools/Town of Greenwich or any individual's right to bring a claim for additional damages incurred as a result thereof. In the event the Proposer has been assessed fines for twenty consecutive school days, said Proposer shall be deemed to be in breach of the Agreement.

Loss of payment for deviation from any time schedule may be waived by the Greenwich Public Schools/Town of Greenwich upon the Proposer's establishing in writing that good cause existed for such deviation. If the number of late buses in any week exceeds ten percent (10%) of the routes, the Proposer shall pay an additional penalty for each late route equal to the cost of a bus on a per diem basis without prejudice to the Greenwich Public Schools/Town of Greenwich or any individual's right to bring claim for additional damages incurred as a result thereof.

9. If the Proposer fails for any reason to perform any of its obligations under this Agreement, and if such failure to perform is not remedied to the Greenwich Public Schools/Town of Greenwich satisfaction within ten (10) days after written notice thereof is sent to the Proposer, the Proposer shall be deemed to be in breach of this Agreement. Upon any such breach, the Greenwich Public Schools/Town of Greenwich shall have the option of terminating this Agreement by written notice of termination sent to the Proposer, either entirely or in respect to such item or items as may have been materially adversely affected by such failure to perform. In the event of a termination of any item or items, which termination does not materially adversely affect either the performance of the remainder of the Proposer's obligations under the Agreement or the proper performance of the transportation service contemplated by this Agreement compensation will be adjusted in accordance with the proposal sheet. No termination of this Agreement either partial or complete, shall affect or prejudice any other rights or remedies which the Greenwich Public Schools/Town of Greenwich may have pursuant to this Agreement or otherwise. The provisions of this section shall not apply to failure to perform proximately resulting from Acts of God such as floods, hurricanes or major disaster declared by the First Selectman of the Greenwich Public Schools/Town of Greenwich. Further, the Proposer agrees to report without undue delay any failure to perform any item or items pursuant to this Agreement and any prospective inability to perform any such item or items to the Greenwich Public Schools/Town of Greenwich by such means as will enable the Greenwich Public Schools/Town of Greenwich and the Proposer to expeditiously correct such failure to perform.
10. Subject to the terms of this Agreement, the Greenwich Public Schools/Town of Greenwich agrees to pay and the Proposer agrees to accept as full consideration for the performance of the Proposer's obligations hereunder the amount set forth in the Proposer's proposal sheet. Payment will be made by the Greenwich Public Schools/Town of Greenwich

APPENDIX J

monthly for such transportation service actually performed and for which the Proposer is entitled to payment herein. The Proposer's acceptance of such monthly payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and liability to the Proposer under this Agreement for the period for which such payment was accepted. No payment made or acceptance of such monthly payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and liability to the Proposer under this Agreement for the period for which such payment was accepted. No payment made or accepted, however, shall operate to release the Proposer, its sureties or insurers from any obligation under this Agreement or any bonds or insurance policy required by this Agreement. The acceptance by the Proposer or its successors or assigns of any payment made or final requisition of this contract, or if any final payment due on termination of this Contract, shall constitute full and complete release of the Greenwich Public Schools/Town of Greenwich from any and all claims, demands and causes of action whatsoever which the Proposer, its successors or assigns have or may have against the Greenwich Public Schools/Town of Greenwich under any provision of this Contract.

11. In the event that the Greenwich Public Schools/Town of Greenwich fails at any time during the term of this Agreement to appropriate sufficient funds to pay the agreed costs for transportation service strictly in accordance with this Agreement, the Greenwich Public Schools/Town of Greenwich may, at its sole discretion, terminate this Agreement with respect to any future performance hereunder for such period for which funds have not been provided, or to reduce proportionately so much of the performance of this Agreement or to terminate so many items to be performed pursuant to this Agreement as may be necessary to provide transportation services for the amount of funds appropriated. If insufficient funds have been appropriated, the Greenwich Public Schools/Town of Greenwich may terminate the entire Agreement so that neither the Greenwich Public Schools/Town of Greenwich nor the Proposer shall have any future liability or obligation with respect to each other or the Agreement.
12. The transportation services to be provided by the Proposer pursuant to this Agreement and during the Terms of this Agreement, including, but not limited to the school bus vehicles, the hiring, licensing and training of drivers and the operation of buses shall strictly conform to all applicable federal, state and local laws, rules, regulations and directives.
13. The Proposer agrees to submit any and all buses and related equipment for inspection by the Greenwich Public Schools/Town of Greenwich at any time upon request. Any bus found to be unsafe or not in compliance with the terms of this Agreement shall not be used to transport students until a subsequent inspection by the Greenwich Public Schools/Town of Greenwich confirms that all defects have been remedied.
14. The Proposer shall provide a regular system of inspection and preventative maintenance, and shall keep uninterrupted transportation service in accordance with the performance standards provided hereby.
15. The Proposer shall cooperate fully and participate in all bus safety programs when requested by the Greenwich Public Schools/Town of Greenwich, and shall administer a safety and first-aid program for all bus drivers. A driver supervisor shall ride with each school bus driver prior to the commencement of each school year during the term of this

APPENDIX J

Contract, and at least once during each semester of the school year, for the purpose of observing driving proficiency, safe driving practices and conformance with all applicable laws, rules regulations and directives and the terms of this Agreement. At the request of the Greenwich Public Schools/Town of Greenwich, the Proposer shall submit to the Greenwich Public Schools/Town of Greenwich, a written report of any such observations.

16. Each month when the regular monthly billing is submitted, it shall be accompanied by a report, in the format specified by the Board of education that specifies any safety considerations that should be brought to the attention of the Board of Education. These safety consideration shall include but are not limited to, school site procedures for boarding and disembarking, bus stop locations, or motorist behavior requiring the attention of the Greenwich Police Department such as areas where motorists are inclined to illegally pass a stopped school bus, and any other concerns of safety.
17. Accidents shall be immediately reported to the Board's Transportation Manager by telephone. In the absence of the Transportation Manager, the Assistant Director/Business will be so notified. Within an hour of the initial notification, a subsequent notification shall be made during which any injuries, property damage, or citations shall be described. This action shall be followed by a complete written report from the Proposer to the Transportation Manager not later than 48 hours after the accident has occurred. Accidents shall include without limitation any incident where an automobile, truck, van, or other motor vehicle, or any bicycle, motorcycle, animal, or any other personal or public property comes into contact, no matter how slight, with any bus.
18. Accidents described in the preceding paragraph shall be attended to at the scene of the accident by the Proposer's supervisory personnel. At no time shall a driver who has been involved in any such accident continue driving the same bus until supervisory personnel have attended the scene.
19. The Proposer shall maintain a Traffic Control Office (hereinafter referred to as the "Office"), which shall be adequately, and competently staffed, which shall include a full-time Manager and personnel with primary responsibility for safety and training exclusively for the Greenwich Public Schools/Town of Greenwich whenever buses are in operation. The Greenwich Public Schools/Town of Greenwich reserves the right to reject any applicant prior to actual hire. The manager will serve as the key liaison with the designated Greenwich Public Schools/Town of Greenwich agent for day-to-day operations and overall problem solving.
20. All buses shall be properly heated and ventilated and shall be equipped with an adequate first-aid kit approved by the Greenwich Public Schools/Town of Greenwich. No changes shall be made in the seating arrangement of any bus without the prior written approval of the Greenwich Public Schools/Town of Greenwich.
21. No bus shall carry any commercial advertisements, nor shall any be distributed to passengers.
22. A sign acceptable to the Greenwich Public Schools/Town of Greenwich shall be displayed in the right front seat window of each bus, which can be clearly seen from the outside of the bus, designating the bus number.

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23. The Proposer shall make periodic inspections to be conducted not less than every two thousand miles or not less than once per month whichever is more frequent. Written records showing these inspections shall be kept and be opened to Greenwich Public Schools/Town of Greenwich inspections and shall be completed on forms approved by the Greenwich Public Schools/Town of Greenwich.
24. No retread tires shall be used on any buses.
25. Greenwich school students shall be permitted in any bus without specific permission from the Greenwich Public Schools/Town of Greenwich. The Proposer shall direct bus drivers to check passes of passengers, whenever so requested by the Greenwich Public Schools/Town of Greenwich. The Proposer shall furnish the Greenwich Public Schools/Town of Greenwich at any time when requested the actual number of riders carried on any route, the actual time schedule of any route and such other information as the Greenwich Public Schools/Town of Greenwich may request.
26. The Proposer shall investigate all complaints, keep a log of such complaints, and will report the action taken to the Transportation Manager within 48 hours from the receipt of each complaint.
27. The Proposer shall assign a driver permanently to each route, and except in cases of emergency, the assigned driver may be changed only with the consent of a duly authorized agent of the Greenwich Public Schools/Town of Greenwich not to be unreasonably withheld. Each driver must become thoroughly familiar with assigned runs prior to actually transporting students. The Proposer must provide the Transportation Manager with a roster of bus driver names and primary assignments on or before September 15 of each year.
28. In the event that any bus driver demonstrates unsatisfactory performance in the opinion of the Greenwich Public Schools/Town of Greenwich, the Greenwich Public Schools/Town of Greenwich shall have the right to require the Proposer to replace the driver within 24 hours after notification. The driver shall not be reinstated without prior written approval of the Greenwich Public Schools/Town of Greenwich.
29. All drivers and monitors shall submit at least annually to a complete job related physical examination using standards approved by the Greenwich Public Schools/Town of Greenwich, including tuberculosis screening test and drug screening test, at the expense of the Proposer.
30. Each bus driver and monitor employed by the Proposer to provide transportation service pursuant to this Agreement shall be fully competent to operate a bus transporting students, and shall have a stable personality and high moral character. A complete background check including written record of testimony from five (5) references and a police record review shall be completed prior to hiring and kept on file in the bus company office. No bus driver shall have less than five (5) years of licensed driving experience. The Proposer agrees that the Greenwich Public Schools/Town of Greenwich shall have the right to require dismissal from the Proposer's employ or from the position as bus driver of any driver who, in the opinion of the Greenwich Public Schools/Town of Greenwich, is unqualified to operate a bus pursuant to this Contract. This dismissal shall occur within 24 hours of notification by the Greenwich Public Schools/Town of Greenwich. The driver shall not be reinstated without prior written approval of the Greenwich Public Schools/Town of Greenwich.

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31. In no event shall the driver of a bus leave the bus unattended while it is occupied by any student, nor shall he leave it unattended while unoccupied unless the bus is securely locked. Drivers shall be responsible for the discipline of the students on the buses, and any disciplinary matter, which the driver is unable to handle, shall be reported by him to the Principal of the school in which the student is enrolled, as well as to the Proposer. The Proposer shall promptly report any such matter to the transportation in any way imperil safe operations; the Proposer shall require that operators shall stop the bus and not proceed until discipline is restored. The Proposer's office is to be immediately alerted via radio. The operation shall report all such occurrences to the Proposer and the Proposer shall Notify the principal or the school immediately or as soon thereafter as is possible. The driver shall be in full charge of the bus and shall allow no misbehavior. The names of any pupils who misbehave or who cannot be managed by the bus driver shall be reported to the appropriate school administrator. Smoking by the driver or pupils shall not be allowed on buses at any time. The use of corporal punishment is not permitted.
32. The Greenwich Public Schools/Town of Greenwich will purchase 140,000 gallons of fuel to operate transportation services and will deduct the amount from the Proposer's monthly billing. In advance, an appropriate refueling facility must be designated. The Proposer may elect annually not to participate.
33. The Proposer shall at all times, provide a sufficient number of spare drivers and spare buses equipped as previously specified to be used in the event of any accidents, breakdowns, delay emergencies, etc. The Proposer shall provide in the Manager's office one unlisted telephone for emergency use.
34. If any provision of this Agreement is subsequently found to be illegal or invalid by operation of law; the remaining provisions shall not be affected thereby and shall remain in full force and effect.
35. No assignment of this Agreement or of any of the rights hereunder, by the Proposer, shall be valid without the prior written authorization of the Greenwich Public Schools/Town of Greenwich. If the Proposer does, nonetheless, assign its rights and liabilities under this Agreement without the prior written authorization as specified herein, the Greenwich Public Schools/Town of Greenwich shall have the option to terminate this Agreement immediately, in its entirety, whereupon all of the obligations and responsibilities of the Greenwich Public Schools/Town of Greenwich created pursuant to this Agreement shall be extinguished.
36. As a condition precedent to the right of the Proposer to bring a claim to recover any monies for damages pursuant to this Agreement, the Proposer shall give written notice of its intention to do so within sixty (60) days from the date on which any such claim may have arise. Such written notice shall be sent to the Superintendent of Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, CT 06830, and to the Law Department of the Town of Greenwich, Town Hall 101 Field Point Road, Greenwich, CT 06836. In no event shall any valid suit be instituted if such notice has not been received by the Greenwich Public Schools/Town of Greenwich within the time and manner specified above. It is further agreed that no suit connected herewith, in any form either in law or in equity, shall be brought unless commenced within one year from the date on which such cause of action arises.
37. Strict performance of the terms of this Agreement is deemed to be the essence of this Agreement, and is expressly contracted for by the parties hereto. Substantial performance shall not constitute sufficient performance but, rather shall constitute a breach hereof.

APPENDIX J

38. Strict performance of the terms of this Agreement is deemed to be the essence of this Agreement, and is expressly contracted for by the parties hereto. Substantial performance shall not constitute sufficient performance but, rather shall constitute a breach hereof.
39. This Agreement sets forth the entire understanding and Agreement between the parties concerning the subject matter hereof. No amendment or modification of this Agreement shall be effective unless in writing signed by both parties hereto.
40. This Agreement has been made in, and shall be construed in accordance with the laws of the State of Connecticut.
41. All notices, consents and other communications required to be given hereunder shall, except as otherwise specifically provided herein, be in writing and delivered to the respective addresses of the parties as set forth herein or to such other address as the parties may hereafter designate in writing.

APPENDIX K

NON-COLLUSION AFFIDAVIT

I state that I am the authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder/bidders or potential bidder/bidders.
- (2) Neither the price(s) nor the amount of this BID/RFP, and neither the approximate price(s) nor approximate amount of this BID/RFP, have been disclosed to any other firm or person who is a bidder/bidders or potential bidder/bidders, and they will not be disclosed before BID/RFP opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a BID/RFP higher than this BID/RFP, or to submit any intentionally high or noncompetitive BID/RFP or other form of complementary BID/RFP.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/bidders is interested in more than one BID/RFP for the work contemplated may cause rejection of all bids/rfps in which the bidder/bidders is interested. Any or all bidders/bidders will be rejected if there is any reason for believing that collusion exists among the bidders/bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/bidders by submitting a BID/RFP certifies that it is not a part to any collusive action.
- (5) The BID/RFP of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive BID/RFP.
- (6) Your company and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows: I state that my company understands and acknowledges that the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the BID/RFP for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/bids for this contract.

APPENDIX K

In submitting this BID/RFP, the undersigned declares that this is made without any connection with any persons making another BID/RFP on the same contract; that the BID/RFP is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said BID/RFP or in the supplies or work to which it relates, or in any portion of the profits thereof.

- (8) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (9) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the BID/RFP. If found to be false, the Town of Greenwich retains the right to reject said BID/RFP and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said BID/RFP and contract or purchase order.
- (10) The Greenwich Code of Ethics can be found at www.greenwichct.org. Code of Ethics stated as follows:
 - (2) **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.
 - (3) **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
 - (4) **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

ADDENDUM NO.1
January 6, 2017

Student Transportation 2017-2022 Proposal
Opening Date: 1/12/17
Opening Time: 10:00 A.M.
RFP Number: 2116-16

This Addendum No. 1 is being issued to address questions from the Pre-Bid conference.

QUESTION:

In the release dated December 26, 2016, the opening of the Bid/RFP is listed as both January 12th and January 13th at 10am. Which date is the actual opening?

ANSWER:

To clarify, the bid opening date is January 12, 2017.

QUESTION:

In section 7.9 and then again more pronounced in section 8.1, specs outline the requirement for successful contractor's facility to be located in town of Greenwich. Later in the specs, in Appendix E, as part of location of bus lot and maintenance facility, it is noted that location may be outside of Greenwich town lines. First part of question is, which is accurate, contractor must be in town or can be out of town? And as a follow up, if the contractor can be outside the town, will Greenwich take necessary steps to charge the contractor for the loss of revenue associated with personal property taxes paid in town of Greenwich? For example, since we have been Greenwich contractor, we have paid nearly \$2Million in personal property tax to town of Greenwich by locating our operation in the town of Greenwich – what is the plan for Greenwich here going forward?

ANSWER:

There is no longer a requirement that the buses be parked in Greenwich. Buses can now be parked in Stamford, Greenwich, or Portchester.

Zoning for the site does not need to be obtained prior to the award however, it will need to be maintained prior to performance of contract.

It is the responsibility of the bidder to check with the local tax office where the buses will be garaged.

QUESTION:

In relation to the term of the contract and extension years, the specs, including the pricing pages suggest the contract has an initial term of 5 years plus options to extend. However, the first sentence in the cover letter and page 41 in Appendix J, paragraph 4 states the term of this contract is for one year. Can you clarify the initial term of this contract and define the criteria for extensions at conclusion of initial term?

ANSWER:

The term of the contract is for five (5) years, 2017-2022, with five, 1 year extensions. Bidders must submit pricing for the optional years with their submission in order to be considered for the renewal 5 years.

All buses must be flat nose.

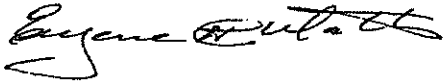
All questions must be submitted by Monday, January 9, 2017 at 12pm. All answers will be posted by 4pm on Tuesday, January 10, 2017.

Base Bid:

72 type 1 buses. Which must include ten (10) with seat belts. _____

Alternate 1: 72 buses all with seat belts _____

All project requirements, except for those that are specifically added or modified by this Addendum, shall remain in full effect.



Eugene H. Watts

END OF ADDENDUM NO. 1

ADDENDUM NO.2

January 10, 2017

Student Transportation 2017-2022 Proposal**Opening Date: 1/12/17****Opening Time: 10:00 A.M.****RFP Number: 2116-16**

This Addendum No. 2 is to add additional information and answer questions.

QUESTION:

Where seat belts are referred to in the specifications, please clarify in writing if they are defined to be three-point belts or lap-belts.

ANSWER:

It can be either.

QUESTION:

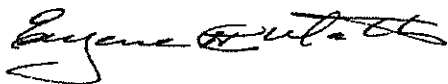
Please clarify in writing if School District and/or Town of Greenwich will seek remedy for the personal property tax dollars it will lose by buses being parked outside the Town of Greenwich as is the case in a number of school districts in Connecticut.

ANSWER:

See Addendum No. 1.

***All Addendums must be attached to the bids.**

All project requirements, except for those that are specifically added or modified by this Addendum, shall remain in full effect.



Eugene H. Watts

END OF ADDENDUM NO.2

**GREENWICH PUBLIC SCHOOLS
HAVEMEYER BUILDING
290 GREENWICH AVENUE
GREENWICH, CT 06830**

**INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL
FOR
STUDENT TRANSPORTATION 2017-2022**

**REENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
Fax (203) 625-0109**

**EUGENE H. WATTS
Senior Buyer**

December 23, 2016

Dear Sir/Madam:

You are invited to submit a proposal for Student Transportation for Greenwich Public Schools/Greenwich Public Schools/Town of Greenwich for the 2017 school year. The attached proposal specifications detail the requirements we are looking for.

Sealed proposals for supplying the attached services will be received by the Purchasing Department, at the above address until 10:00 a.m. on January 13, 2017 at which time they will be opened. All proposers and other interested people are invited to be present at the opening of these proposals.

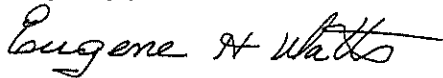
Proposals must be submitted on the schedule form attached hereto. All blank spaces for the proposal prices must be filled in using ink or type. Total prices must also be filled in. Proposals must be submitted on the schedule form attached hereto. Each proposal must be submitted with one (1) original, six (6) copies, and one (1) electronic copy (USD Flash Drive) of the proposal. Proposers must submit proposals in a clear, concise and legible manner so as to permit proper evaluation of responsive proposals.

Each proposal must be submitted in a sealed inner and outer envelope bearing the name of the proposer his/her address, and the Proposal Number for which the proposal is submitted. Envelopes, containing this information and clearly labeled "BID DOCUMENTS" are to be prepared in this manner so as to guard against opening prior to the time set therefore. It is the responsibility of the proposer to ensure that delivery by hand or mail, etc. reaches Greenwich Public Schools Purchasing Department prior to the bid opening time and date

Amendments to, or withdrawals of proposals received later than the time and date set for the Proposal Opening shall not be considered.

Faxed proposals will not be accepted. The original proposal and copy must be in a sealed envelope plainly marked: Student Transportation Bid, Opening Date: October 5, 2016 Opening Time: 10:00 a.m. RFP Number #2116-16 along with a return address. There will be a mandatory pre-bid conference on January 3, 2017 at 10:00 a.m. at the above address.

Very truly yours,



Eugene H. Watts

SECTION 1 / INFORMATION TO PROPOSERS

- 1.1 Proposers are urged to read all documents carefully and fill out all information requested. Proposals which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.
- 1.2 If the Greenwich Public Schools deems it necessary, it may postpone the date for the opening of proposals by notifying each proposer by telephone, mail or the issuing of an addendum.
- 1.3 In addition, proposals shall include lists of available management personnel and equipment to be used during the time of the related contract for transportation services. Proposals will not be accepted from proposers who do not attend or send an authorized representative to the pre-meeting which will be held on January 3, 2017 at 10:00 a.m. Proposers are responsible for submitting proposals to the Purchasing Department on or before the opening date and time.
- 1.4 The submission of a proposal shall be conclusive evidence that the Proposer has satisfied him/her as to the requirements of the proposal specifications and any controlling conditions which may exist. The Greenwich Public Schools/Town of Greenwich is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in proposal prices or added to any items specified. All proposals must remain in effect for a period of ninety (90) days, and may not be withdrawn. It is the responsibility of the Proposer to investigate all conditions to be met, including school opening and closing times, number of vehicles, numbers and lengths of bus routes, and applicable State and Federal equipment and operating regulations.

Proposal Security

- 1.5 Each proposal must be accompanied by a certified Treasurer's or Cashier's check drawn on or issued by a commercial or savings bank, trust company or savings and loan association, payable to the order of the Greenwich Public Schools/Town of Greenwich, Connecticut or by a proposal bond prepared on the form of proposal bond attached hereto duly executed and acknowledged by the Proposer, as Principal, and by a surety satisfactory to the Greenwich Public Schools/Town of Greenwich as surety. The check or proposal bond shall be in the sum of \$30,000 and shall be enclosed in the sealed envelope containing the proposal. Each such check or proposal bond may be held by the Greenwich Public Schools/Town of Greenwich as security for the fulfillment of the Proposer's Agreements as herein above set forth and as set forth in the proposal. Should the Proposer fail to fulfill such Agreements, his proposal check shall become the property of the Greenwich Public Schools/Town of Greenwich or if a proposal bond was furnished, the proposal bond shall become payable to the Greenwich Public Schools/Town of Greenwich as liquidated damages; otherwise, the proposal check shall be returned to the Proposer as hereinafter provided, or if the security is a proposal bond, the proposal bond shall become null and void.
- 1.6 Proposal checks will be returned to all except the three lowest responsible Proposers for each alternative within five (5) business days after the opening of proposals, and to the three (3) lowest responsible Proposers for each alternative within ten (10) business days after the Greenwich Public Schools/Town of Greenwich and the accepted Proposer have executed the Agreement. In the event that both the accepted Proposer and the Greenwich Public Schools/Town of Greenwich have not executed the returned Agreement within 60 consecutive calendar days after the opening of proposals, the proposal check will be returned promptly upon demand of any Proposer who has not been notified of the acceptance of his proposal.

Performance Bond:

- 1.7 Successful Proposer shall be required to furnish a Performance Bond issued by a surety company authorized to do business in the State of Connecticut. Such surety company shall have and maintains an A.M. Best Financial Strength Rating of A-B. The required bond shall be renewed annually and equal to one hundred percent (100%) of the value of the first year's expense and one hundred percent (100%) of each succeeding year thereafter. A letter of intent from the surety company shall be included with the proposal submission. Cost for the Performance shall be listed separately in the proposal respond.

Bid Bond

- 1.8 A bid bond must accompany the sealed proposals in the amount of 10% percent of the proposed annual home-to-school base cost. All security deposits received will be refunded except when a contract offered by the Greenwich Public Schools/Town of Greenwich is rejected by the selected vendor. Cashier's Checks are not acceptable security. The Bid Bond must be issued by an approved surety, duly licensed and authorized to transact business in the State of Connecticut, in a form and content acceptable to the Greenwich Public Schools/Town of Greenwich.
- 1.9 The full name and business or residence address of each individual party to the bond shall be inserted in the space provided therefore, and each party shall sign the bond with his/her usual signature on the line opposite the scroll seal.
- 1.10 The Bid Bond form given on the following pages shall be used.

Bidders to Investigate

- 1.11 Potential Proposers must satisfy themselves by personal investigation of the area served and a study of the opening and closing hours of the classes in various schools as to the length and number of runs necessary and the amount of equipment required to supply the transportation called for in complete and satisfactory accordance with the specifications, and shall not at any time after the submission of proposals claim that there was any misunderstanding in regard to the amount and nature of the services to be rendered. Information may be obtained from the office of the Transportation Manager, Havemeyer Building, 290 Greenwich Ave., Greenwich, Connecticut 06830.
- 1.12 Proposers must study all of the attached documents including the Invitation to Proposers, Instructions to Proposers, Agreement, Form of Proposal/Bid Bond, Proposal Sheets, Affidavit for Final Payment, Equipment Inventory, Parking Site Fact Sheet, Certificate of Insurance in order to satisfy themselves as to the requirements thereof, and all proposals submitted shall be submitted with the understanding that these documents shall form a part of the contract which the successful proposer shall be required to sign upon acceptance of his proposal by the Greenwich Public Schools/Town of Greenwich.
- 1.13 The Greenwich Public Schools /Town of Greenwich reserves the right to reject proposals which in its judgment are incomplete, conditional, obscure or not responsive or which contain additions not called for, erasure not properly initialed, alterations or similar irregularities if deemed in the Greenwich Public Schools/Town of Greenwich's best interest to do so.

The Greenwich Public Schools / Town of Greenwich reserves the right to reject any and all proposals not deemed to be in the best interest of Greenwich Public Schools / Town of Greenwich reserve the right to waive any informality in or, reject any or all proposals, or any part of any proposal.

- 1.14 The Proposer whose proposal is accepted will be required and agrees to duly execute the Agreement and furnish the required bond within such time as seemed reasonable by the Greenwich Public Schools / Town of Greenwich or Contracting Officer. See Appendix J.

Ability and Experience of Proposer

- 1.15 The Greenwich Public Schools / Town of Greenwich shall have the right to take such steps as deemed necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish the Greenwich Public Schools / Town of Greenwich with information and data for this purpose as the Board of Education may request.
- 1.16 No award will be made to any Proposer who cannot satisfy the Greenwich Public Schools / Town of Greenwich that he has sufficient ability and experience in this class of work and sufficient capital and plant to enable him to complete the work successfully. The Greenwich Public Schools / Town of Greenwich decision or judgment on these matters shall be final, conclusive and binding.
- 1.17 The Greenwich Public Schools / Town of Greenwich may make such investigations as it deems necessary, and the Proposer shall furnish to the Greenwich Public Schools / Town of Greenwich, under oath if so required, all such information and data for this purpose as the Greenwich Public Schools/Town of Greenwich may request.

Scope of Work

- 1.18 Proposals must be submitted on the proposal form provided herewith and accompanied by all of the other documents attached hereto.
- 1.19 It is the intent of the specifications to indicate the number of buses, capacity of buses and time involved in order to transport:
- Elementary School pupils living more than one mile from school
 - Middle School pupils living more than one and one-half miles from school
 - High School pupils living more than two miles from school
 - Special Education pupils within Greenwich
 - Special Education pupils to out of Greenwich Public Schools/Town of Greenwich locations

SECTION 2 / NON DISCRIMINATION / AFFIRMATIVE ACTION

- 2.1 Affirmative Action: The Proposer shall submit a copy of their affirmative action plan and agrees not to discriminate in the conduct of this Agreement because of race, color, creed, sex or national origin.
- 2.2 Labor Standards: the Proposer shall at all times comply with all federal, state, regional and local laws, regulations, rules, policies, standards and ordinances in force for Greenwich Public /Town of Greenwich transportation and motor vehicle operations.
- 2.3 Inspection of Documents: Each Proposer receiving forms prepared by the Greenwich Public Schools /Town of Greenwich is responsible for inspection of Greenwich Public Schools / Town of Greenwich documents for missing or illegible pages, or other indication of incomplete information provided to the vendor.
- 2.4 The failure or neglect of Proposer to receive or examine any contract documents, form, instrument, addendum, or other document shall in no way relieve Proposer from

obligations with respect to his/her proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

SECTION 3 / MANDATORY PROPOSAL QUESTIONNAIRE FORM

- 3.1 The questionnaire is a part of this Request for Proposal. The information provided herein will be used for evaluating the qualifications of the Proposer to perform the work and services to be done. The questionnaire must be filled out accurately and completely, and submitted with the other parts of your proposal. Any errors, omissions, or misrepresentation of the information may be considered as a basis for the rejection of the proposal, and may be grounds for the cancellation of any agreement executed as a result of the Request for Proposals.
- 3.2 Where space is not provided for an answer, or your answer will not fit in the space provided, please attach additional sheets marked with the question they address.
- 3.3 When completed, this questionnaire and the responses contained within it or attached to it shall be considered to be a part of the Agreement for Furnishing Pupil Transportation. **(See Appendix D)**

SECTION 4 / PROPOSER TRANSPORTATION INFORMATION

- 4.1 Bidders must satisfy themselves by personal investigations of the areas to be served and the opening and closing hours of classes in the various schools, the length and number of runs necessary and the amount of the equipment required to supply the transportation called for to furnish transportation in complete and satisfactory accordance with specifications. Bidders shall not at any time after the submission of the bid claim that there was any misunderstanding in regard to the amount and nature of the service to be rendered.
- 4.2 Greenwich Public Schools / Town of Greenwich reserves the right, during the life of the resultant contract, to use buses for school transportation, other than those furnished by the Proposer, which may be made available through another private carrier. Based on the starting hours of school, it is anticipated that each bus or other vehicles used will be on the basis of up to three (3) runs in the morning for arrival at school and up to three (3) runs in the afternoon at dismissal of school. Schedules will be based on three (3) runs to a bus or other vehicle whenever possible. However, the Greenwich Public Schools / Town of Greenwich reserve the right to schedule more than three runs if necessary and possible.
- 4.3 The starting time of runs, the arrival time at schools, and the dismissal time of runs will be approved by the Superintendent of Schools or his appointee. The Greenwich Public Schools / Town of Greenwich reserves the right to change the time of opening and closing of schools with the ten-hour period 7:00 a.m. to 5:00 p.m. to be determined by the Greenwich Public Schools / Town of Greenwich. **(See Appendix C)**
- 4.4 This school bus transportation program may encompass transporting pupils to special classes out of Greenwich Public Schools/Town of Greenwich, for example, Foundation School in Orange, Connecticut. While these programs and those noted are currently being serviced, the proposer must be aware that there is no commitment that they will continue nor is there any inference to be made that the outside of Greenwich Public Schools busing is limited. Transportation to contiguous Greenwich Public Schools/Town of Greenwich is to be included in the contract. Greenwich Public Schools/Town of Greenwich reserves the right to transport students in its own vehicles, reimburse students in lieu of transportation and to contract for certain transportation beyond the contiguous

Greenwich Public Schools/Town of Greenwich or to use other vendors for field trips and sporting events as necessary.

- 4.5 Under existing conditions, there are approximately 64 Type I, 10 Type II, (2 are wheelchair), 6 Caravans. The summer schedule has 4 Type I, 7 Type II and 3 Caravans. Greenwich Schools' opening and closing times vary per school. These times and numbers are subject to change depending on the needs of the school system.
- 4.6 Proposer rates for bus transportation for approximately 182 days:
- (Type I) 73 passengers will be priced per day.
 - (Type I) 83 passengers will be priced per day.
 - (Type II) 2 wheelchair van will be priced per day.
 - (Type II) 16 passenger vans will be priced per day.
 - Vehicles complied with all Dept. of Motor Vehicles Regulations for such transportation service to transport Special Education Pupils to locations outside the Greenwich Public Schools/Town of Greenwich.
 - Monitor and / or Aide will be priced per rate
 - Sport Buses will be priced per location.
 - Charter Buses will be priced per location.
 - Late Buses must be priced per run.

SECTION 5 / RFP CONSIDERATIONS / AWARD

- 5.1 An award will be made after a study of each proposal. The Greenwich Public Schools / Town of Greenwich reserves the right to reject any (or all) proposals and related quotations and to waive any requirements, irregularities, or technical defects therein which, in their opinion, is deemed to be in the best interest of the Greenwich Public Schools/Town of Greenwich, respectively. Hence, the resultant contract may be awarded to other than a low bidder if it is deemed to be in the best interest of Greenwich Public Schools/Town of Greenwich. Accordingly, the following items will be among those considered when rendering an award. These items are not necessarily listed in the order of their importance but not limited to:
- A. past safety record
 - B. general qualifications
 - C. prior experience in operation of school buses
 - D. available equipment and personnel
 - E. financial status
 - F. maintenance and support capability
 - G. past performance (Greenwich or elsewhere)
 - H. price and/or overall cost
 - I. training of driving personnel
 - J. driver stability/turnover ratio
 - K. any other pertinent factors
- 5.2 Greenwich Public Schools/Town of Greenwich has high expectations for student transportation services. Below is a list of the criteria the Board expects the Proposer to meet in fulfilling this Agreement.
1. To get the school-aged children of the community to school safely and on time
 2. To provide highly skilled and courteous drivers
 3. To work continuously to maintain and improve an enviable safety record
 4. To keep vehicles in excellent mechanical condition
 5. To work with the school administration to improve service but not necessarily increase cost

6. To work with the School Administration to maintain the best possible parent/community relations with parent relations
7. To understand the relationship between the quality of service and its interdependency with parent relations
8. To at all times, work in an effective and professional manner

SECTION 6 / INSURANCE / INDEMNIFICATION / GENERAL RESPONSIBILITIES

- 6.1 The Greenwich Public Schools / Town of Greenwich may at any time during the term of the resultant contract change the required levels of coverage to be maintained by the bus company. The successful Proposer shall be required; within 30 days of the award to submit written evidence (as subsequently determined by Greenwich Board of Education) substantiating that on the execution date of the resultant contract and before commencing operations, and for the term thereof, such insurance as stipulated above shall be procurable by the successful Proposer. Such proof shall be submitted to the Purchasing Office.
- 6.2 The Proposer further agrees to indemnify, hold harmless, and defend the Greenwich Public Schools / Town of Greenwich and all of their officers, agents, and employees from and against any and all suits, costs, damages, actions, or claims of any nature and all liability for loss or expense, whether by reason of injury, including death, to any person or property damage of any kind, however caused, arising out of or in any manner connected with the operations to be performed under the resultant contract, whether or not due in whole, or in part, to any act, omission or negligence of the Greenwich Public Schools / Town of Greenwich or any of its representatives or employees.
- 6.3 The Proposer shall be held fully responsible for the care and supervision of passengers during their period of transportation. The period of transportation shall begin when the passenger begins to enter the vehicle and shall end when the passenger leaves the right of way of the public road or street after alighting from the vehicle. The backing of buses is not allowed. If an emergency situation arises that makes backing up necessary, the driver must call the terminal office on the two-way radio for permission and directions. Mid-size or Type II buses in the special needs fleet may be required to travel on roads which end in cul-de-sacs. This may include turning without backing up and doing t-turns only when authorized by the school district.
- 6.4 The Proposer, in addition to being fully responsible for the care and supervision of pupils during their period of transportation, shall furnish a complete written report on each accident occurring during the transportation of pupils for the Greenwich Public Schools / Town of Greenwich.
- 6.5 Before commencing operations, the successful Proposer will be required to provide the Greenwich Public Schools / Town of Greenwich with a Certificate of Insurance showing: Commercial Automobile, Commercial General Liability and Worker's Compensation Insurance Coverage's. The Acord Certificate of Insurance shall name the Greenwich Public Schools / Town of Greenwich as additional insured and shall include the following language in the Endorsement letter:
 - (1) I am a duly licensed insurance agent under the laws of the State of [insert state] and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
 - (2) The Town of Greenwich has been endorsed as an additional insured under general liability policy no. [insert policy number], issued by [insert company affording coverage] to [name of insured];

(3)] The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;

(4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and

(5) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Insurance coverage shall be in accordance with Sections: 14-29 and 14-275 of the State of Connecticut General Statutes outlining insurance requirements for public service vehicles. Workers' Compensation limits as required by the State of Connecticut shall also be included.

The fleet liability shall include any bus or vehicle used by the Proposer, whether owned or not by the Proposer's company, in order to fulfill the resultant contractual obligations.

Before starting, and until final completion and acceptance of the work to be performed under the terms of this Agreement, and the expiration of the guarantee period provided for in this Agreement, the Proposer shall procure and maintain insurance of the types and amounts specified in paragraphs a) through e) inclusive, below, and such other insurance as is specified under the terms of this Agreement. All policies shall name the Greenwich Public Schools/Town of Greenwich as an additional insured.

The Proposer shall also carry insurance covering bodily injury and property damage caused by the operation of all motor vehicles owned by the Proposer, or by the use of motor vehicles not owned by the Proposer, while such vehicles are being operated in connection with the prosecution of the work under this Agreement.

The Proposer shall require each of its sub Proposers, if any, to procure and maintain, until the final completion of that sub Proposer's work, insurance of the types and amounts specified in paragraphs a) through e) inclusive, below, and as the Proposer shall secure and maintain at its expense, during the life of this contract, public liability and property damage insurance to protect it, its sub Proposers, if any and the Greenwich Public Schools/Town of Greenwich from claims for bodily injury, accidental death or property damage arising from the operations under this contract whether such operations be by itself or by anyone directly or indirectly employed by it. It shall be the responsibility of the Proposer to ensure that all its sub Proposers comply with all of the insurance requirements contained herein relating to such sub Proposers.

a.	Workmen's compensation as required by law	
b.	Employers' Liability	\$ 1,000,000.00
c.	General Liability:	
	i. Bodily Injury	\$ 5,000, 000, 00 each occurrence
	ii. Property Damage	\$ 150,000.00 per accident
		\$ 1,000,000.00 aggregate
d.	Automobile Liability:	
	i. Bodily Injury	\$ 5,000,000.00 each occurrence
	ii. Property Damage	\$ 150,000.00 per accident
		\$ 1,000,000.00 aggregate
	iii. Medical Payments	\$ 100,000.00 each person

e. Excess Liability (Umbrella) \$ 10,000,000.00

The Proposer shall furnish three (3) certificates to the Greenwich Public Schools/Town of Greenwich of each insurance policy or policies, which certificates shall contain a synopsis of the types and amounts of coverage provided by each policy, a true copy of each policy shall also be attached. All insurance shall be carried in a company or companies authorized to do business within the State of Connecticut. Such certificates of insurance shall be in the form attached hereto.

CONTRACT CANCELLATION POLICY:

- 6.6 Greenwich Public Schools / Town of Greenwich reserves the right to terminate the Agreement or any other agreement with the Proposer if any of the conditions listed below exists but, not limited to:
- A. The Proposer is unable or refuses to fulfill the terms and conditions of the Agreement
 - B. The Proposer breaches the terms and conditions of the Agreement
 - C. The Proposer refuses to provide safe vehicles and/or transportation services to the students of Greenwich
 - D. The Proposer fails to meet the school schedule and/or consistently fails to pick up eligible students
 - E. The Proposer becomes insolvent, makes an assignment for the benefit of creditors, files a voluntary petition in bankruptcy, and is subject to an involuntary petition in bankruptcy not discharged within 30 days
 - F. The Proposer subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under this Agreement other than as provided in this Agreement
 - G. The Proposer fails to comply with all federal, state, regional and local laws, regulations, rules, policies, standards, and ordinances in force for public school transportation and motor vehicle operations
 - H. The yearly allocation of funds for transportation by the Greenwich Public Schools / Town of Greenwich is not appropriated
- 6.7 If in the opinion of the Greenwich Public Schools / Town of Greenwich, the company is not satisfactorily fulfilling the conditions and obligations of the resultant contract, the Board may terminate the resultant contract on five (5) days written notice to the company, employ another bus company to complete said resultant contract, and to hold the company (and the surety) responsible for any extras or added expenses, loss, or damage suffered by the Greenwich Public Schools / Town of Greenwich in carrying out said resultant contract. Notice of termination shall be effective when mailed and termination shall not relieve any party of any rights or obligations which occurred prior to such termination. The rights and obligations set forth in Section 6 (Insurance/Indemnification/General Responsibilities) will survive and continue after any expiration or termination of the resultant contract and shall bind the parties and their legal representatives, successors, heirs and assigns.

SECTION 7 / VEHICLES AND TRANSPORTATION EQUIPMENT

- 7.1 The number of vehicles needed to transport District children is expected to vary. Greenwich Public Schools / Town of Greenwich contracts for the following: Vehicles may be reduced or added to this Agreement each year. The vehicles cannot be more than seven (8) years old during the course of the contract. Greenwich Public Schools / Town of Greenwich required the fleet to include at least the following: **TYPE I:** Two (2) seventy-two passenger buses with under storage. Two (2) seventy-two (72) passenger

buses with wheelchair lifts, (2) 82 passenger buses with under storage. The balance of the buses will be Type I (72) seventy-two passengers. **Type II:** Six (6), 12 passenger vans with wheelchair lifts. The balance of Type II vans will be 16 passengers. DMV approved seating capacity of 7-16 passengers. The Proposer should submit a proposal based on the approximate number of buses, including the above listed equipment (under storage equipment and wheelchair lifts). The approximate number of buses needed will be verified and stipulated in the contract. **(See appendix A)**

- A. All Vans must be equipped with rear window heaters, air conditioners, and seat belts.
- B. All buses shall be equipped with strobe warning lamps, stop arms, crossing gates, and white roofs.
- C. All buses must have an assigned bus route labeling system that is approved by Greenwich Public Schools / Town of Greenwich.
- D. Automatic alarm system in rear of bus that activates if driver does not check interior of bus (Bus Scan Child Finder System or equivalent).
- E. Any vehicle used for the transportation of wheelchair-bound students shall have anchoring devices appropriate to the type of wheelchair utilized by the particular student(s).
- F. If after this bid is awarded, the State of Connecticut or the Federal Government pass laws mandating seat belts on school buses, it will be the responsibility of the awarded bus company to install seat belts on all vehicles used in the fulfillment of the contract. All buses used for out-of-town trips traveling over the highway shall be equipped with seat belts (three per seat).

Please give pricing for the following:

Alternate #1

All Buses shall be equipped with seat belts

Pricing:

Base proposal: _____

Add alternate #2

No buses should be equipped with seat belts other than those specified.

Pricing:

Base proposal: _____

- G. All buses shall be equipped with power steering and automatic transmissions.
- H. All buses shall be equipped with a properly functioning GPS tracking system and student tracking system that is compatible with Edulog and Aspen Student Information Systems (SIS). The hardware will be GPS satellite and communication will be cellular with compatible software to interact with routing software.
- I. Annual training provided by Proposer as needed for transportation software (GPS).
- J. GPS software shall be supplied to the Greenwich Public Schools / Town of Greenwich by the Proposer at no cost.

- K. All buses upon which the resultant contract is to be based shall be reserved for the exclusive use of the Greenwich Public and Non-Public Schools. All buses shall be marked on each side with the words "Greenwich Schools," in 6" lettering.
 - L. Two-way radio communications with each vehicle and the bus dispatcher will be available at all times and the equipment necessary is to be provided at the Proposer's expense.
 - M. All Type I and Type II vehicles shall be equipped with digital video monitoring equipment. Each vehicle shall be equipped with a digital video recorder system, such as Bus Vision (or equivalent to) and a live camera/dummy DVCR. The ratio of live DVCR to each category of vehicles shall be one hundred (100) percent including spare and trip buses.
 - N. GPS reports shall be available for the school system at any time upon request, and shall be kept on file by the Proposer for at least one (1) year.
- 7.2 The Proposer is responsible for any additional equipment required by laws, rules, regulations, policies and standards of the federal government, the State of Connecticut, the Connecticut Department of Motor Vehicles and at no cost to the Greenwich Public Schools / Town of Greenwich during the course of this contract.
- 7.3 The Proposer shall, at all times, during the period of this Agreement, provide spare vehicles at a ratio of ten percent (10%) for the fleet and driving personnel sufficient to satisfy the requirements of this Agreement at all times. The spare vehicles and spare drivers shall be used in the event of any scheduled maintenance, accident, breakdown, delays, emergency, shortages due to athletic or field trips, driver absence, etc.
- 7.4 During the term of this Agreement, the Proposer shall have the right to substitute new or equivalent vehicles, provided prior written notice is given to and such substitution meets the terms and conditions of this proposal.

Greenwich Public Schools / Town of Greenwich reserves the right in the exercise of its sound discretion, to reject equipment proposed to be used, or after the contract shall have been awarded, equipment which may have been in use whether or not such equipment meets the specification of the Commission of Education and the Public Service Commission, which specifications shall be deemed minimal. The age of the bus fleet in use on this contract shall not exceed 8 years. Buses must be kept in excellent mechanical condition, and must be kept clean both inside and out, but specification of these items does not exclude other criteria which may be used by the Board of Education to determine acceptability of a bus. In any event, all buses shall be open to inspection by the Greenwich Public Schools/Town of Greenwich or its duly authorized representatives at all times. The Greenwich Public Schools/Town of Greenwich shall have the unrestricted right to reject any bus it deems defective, hazardous, subject to frequent breakdowns or repairs. The Proposer shall maintain a regular maintenance schedule for all buses and make the records of same available to the Board of Education. Any legislation or state guidelines which require modifications to existing equipment the costs associated with this legislation shall be borne by the Proposer.

VEHICLE AND EQUIPMENT MAINTENANCE

- 7.5 The Proposer shall set up a regular inspection program of all vehicle and equipment and shall keep written records showing regular mileage inspections and periodic inspections so that Greenwich Public Schools / Town of Greenwich or its agent may, at any time, request the written record of the inspection made by the Proposer. Such records shall include a specific statement concerning the mechanical condition of each individual vehicle and equipment. As part of the proposal submission, the Proposer shall include a detailed summary of its preventative maintenance program for both, vehicles and equipment.

- 7.6 At any time during this Agreement, Greenwich Public Schools / Town of Greenwich or its agent shall have the right to conduct inspections of the Proposer's vehicles and equipment facility, and to make recommendations concerning changes, repairs or additions to the mechanical equipment of the Proposer's fleet.
- 7.7 The Proposer will arrange for inspection of the Greenwich Public Schools Transportation fleet to comply with the Department of Transportation (State and Federal regulations); any violations will be addressed at once. This inspection will be annually.
- 7.8 The Proposer's planned program of preventive maintenance and safety shall include daily cleaning of the interior of all vehicles and monthly washing of vehicle exterior with washing of interior surfaces every 30 school days.
- 7.9 The successful Proposer is responsible for obtaining as required by State and City authorities building permits, repair license, any other code requirements. The proposed facility for the District's service must be located within the Greenwich Public Schools/Town of Greenwich limits and the facility is large enough to accommodate the fleet needed to transport all students. The building on premises should be large enough to accommodate office space for (1) General Manager, (1) Secretaries, (1) Dispatcher, (1) Safety Instruction. The facility must have adequate space to conduct driver training courses. In addition, fuel tanks must reside on-site. The Proposer must have adequate and sufficient storage for the fuel to be used, and must comply with any and all Federal, State and local laws, regulations and ordinances concerning the storage and use of the fuel. It must also allow inspections of the storage facilities to Greenwich Public Schools / Town of Greenwich as well as other departments, such as Fire, Health, Public Works, and Conservation. The facility must have adequate security at all times, i.e., fencing all around, security cameras, etc.

7.10 Fuel Procurement

Greenwich Public Schools / Town of Greenwich will purchase a specified amount of gallons of diesel fuel required for the servicing of the school student transportation needs and will deduct the amount from the Proposer's monthly billing. The required gallons to be purchased will be determined by consideration of route mileage per day and the estimated miles per gallon (MPG) of the operating fleet. These estimates are expected to be in a range of +/-5% of actual use. These amounts will be confirmed and agreed upon by the district. In advance an appropriate refueling facility must be designated. The Proposer may elect annually not to participate. For this contract the approximate fuel usage is 140,000 gallons.

If the price of ULS winter blend Diesel fuel exceeds \$4.00 per gallon (delivered) or falls below \$2.00 per gallon delivered, the parties may reopen contract discussions to negotiate the effect of fuel prices upon the overall cost of operation.

SECTION 8 / FACILITY AND FUEL SITE

- 8.1 The successful Proposer is responsible for obtaining as required by State and City authorities building permits, repair license, and other code requirements. The proposed facility for the District's service must be located within the Greenwich Public Schools/Town of Greenwich limits and the facility is large enough to accommodate 72 buses, 7 vans. The building on premises should be large enough to accommodate office space for (1) General Manager, Secretaries, Dispatcher, and Safety Instruction. It must have a supply room for parts needed for repairs. The facility must have adequate space to conduct driver training courses. In addition, fuel tanks must reside on-site. The Proposer must have adequate and sufficient storage for the fuel to be used, and must comply with any and all Federal, State and local laws, regulations and ordinances concerning the storage and use of the

fuel. It must also allow inspections of the storage facilities to the Board of Education, as well as other Greenwich Public Schools/Town of Greenwich agencies and departments, such as Fire, Health, Public Works, and Conservation. The facility must have adequate security at all times, i.e., fencing all around, security cameras, etc.

SECTION 9 / TRANSPORTATION NEEDS

- 9.1 The website for Greenwich Board of Education can be located at: (<http://www.greenwichschools.org>). This website contains the Greenwich Board of Education Transportation Policy.
- 9.2 Student Behavior and Control: The Proposer is responsible for Students from the period of transportation which begins when the passenger begins to enter the vehicle and shall end when the passenger leaves the right of way of the public road or street after alighting from the vehicle. The Proposer shall require its drivers to report in writing any disturbance, irregularities or disciplinary infractions by students to the proper school authorities.
- 9.3 Children of Drivers: Greenwich Public Schools/Town of Greenwich is aware that many School Bus Proposers attract parents as drivers by allowing offspring to ride as passengers. Greenwich Public Schools/Town of Greenwich is willing to allow this practice as long as the practice does not interfere with the primary function of student transportation and the Proposer/driver complies with all laws and regulations for the transportation of infants and small children. The Proposer bears all liability for this practice.
- 9.4 Passenger Authorization: Only individuals specifically authorized by Greenwich Public Schools/Town of Greenwich shall be allowed to ride the vehicles.
- 9.5 Complaints: The Proposer shall investigate all complaints, keep a log of such complaints, and shall report the action taken to the School Administration, as soon as possible.
- 9.6 Inclement Weather: In the event of inclement weather, the Superintendent of Schools shall determine when schools shall be in session or when the opening of school shall be delayed or the closing accelerated, and the Proposer shall provide transportation in accordance with such determinations. In making such determinations, the Superintendent shall give consideration to the availability of drivers, road conditions, weather forecasts and other factors as it considers relevant, including consultation with the Proposer.
- 9.7 The Proposer shall at all times during the term of the resultant contract keep the required buses in the regular fleet, including spares, available to transport all eligible students. No bus shall be loaded in excess of legal capacity. In the event that a bus reaches its full capacity and students remain to be picked up, the driver shall inform the dispatcher. The dispatcher shall send another bus for the remaining students at no additional charge.
- 9.8 Each of the special needs buses shall be equipped with as many car seats as necessary to transport the designated students. The car seats shall accommodate the individual special needs of the students. The Proposer shall provide harnesses or any other type of restraints necessary for transporting students with special needs including car seats. There shall be no additional cost to the district.
- 9.9 At any time during the term of the resultant contract, the Town shall have the right to conduct inspections of the Proposer equipment and to make reasonable recommendations concerning changes, repairs, or additions to the mechanical equipment of the carrier. The Proposer shall carry out said recommendations at the earliest possible time. No expense shall be borne by the Greenwich Public Schools/Town of Greenwich.

- 9.10 Prior to August 1 of each year, the Proposer shall submit a complete list of all buses to be used during the year to the Greenwich Board of Education Transportation Department. The list shall include the name of the manufacturer, the date of manufacture, serial number, and pupil capacity.
- 9.11 Inspections will be done annually per State of CT statutes/regulations. During the course of the contract, the Proposer will follow all statutes and regulations. The Proposer is required to make any repairs which are directed as a result of State inspections within the time period indicated by the inspector. Reports of each inspection shall be filed with the "Greenwich Public Schools" Transportation Manager within seven (7) days of the completed inspection. Inspections are to be conducted by inspectors from the State Department of Motor Vehicles. The State's inspection form is to be used at all times.
- 9.12 Buses shall not carry any commercial advertisements, nor shall any be distributed to passengers.
- 9.13 The Proposer shall install a dedicated telephone/radio line for the regular daily operation for Greenwich Board of Education use only. All expenses shall be borne by the Proposer.
- 9.14 The Proposer shall provide cell phones on all athletic and field trips. Cell phones may not be used for personal use by drivers, students, or any other passengers so authorized by the Board. All expenses shall be borne by the Proposer.
- 9.15 It is to be agreed by the Board of Education that should any schools included in this contract suspend classes at any time earlier than that provided for in the agreement, reasonable notice of such early dismissal shall be given to the bus Proposer so that it can provide buses for early dismissal. There is to be no charge for this except for the cost of the driver when additional service is required because of irregular scheduling.

SECTION 10 / TRANSPORTATION REQUIREMENT

- 10.1 The Proposer shall as part of pre-employment screening, complete drug and alcohol testing on each and every prospective employee required by the State of Connecticut.
- 10.2 The Proposer shall ensure that all drivers have submitted a complete physical examination prior to the beginning of each school year. A licensed practicing physician shall conduct the physical examination and the physician shall certify that the driver is in good physical condition at no expense to the Greenwich Board of Education. Also
- 10.3 The Bidder is required to do Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.
- 10.4 The Proposer shall provide at least 20 hours of driver training annually. Training shall focus on defensive driving skills, student management, care of special needs students, parent/driver relations and other areas deemed relevant to improving the safety of the service provided to.
- 10.5 A post-accident testing event occurs as defined on the Proposer's Drug Policy if there is reasonable cause to suspect drug or alcohol use. (This policy is based on Federal Regulations and may be subject to change as a result).
- 10.6 Drivers who are tested positive for use of controlled substance and/or alcohol shall be permanently excluded from driving school buses in Greenwich. The Safety Director will be required to maintain all records for the drivers. Drivers will be required to be state certified by the Department of Motor Vehicles and during the course of the year, will be trained by the Proposer for the purpose of meeting all state and federal regulations. The Proposer will bear all costs for training and at no cost to the Greenwich Board of Education.

- 10.7 Evacuation Drills: Required, as part of this Agreement is the utilization of buses and drivers for evacuation drills as required by Connecticut General Statutes with no expense to the Greenwich Board of Education.
- 10.8 Vandalism: The Proposer shall be responsible for the cost of vandalism to the vehicles. Greenwich Board of Education shall cooperate with the Proposer to keep vandalism low and prosecute violators to the full extent of the law. Any remuneration recovered as a result of vandalism on school buses shall become the property of the Proposer. The Greenwich Board of Education supports and encourages the use of technology to enhance safety and behavior on buses.
- 10.9 Accidents: In the event of an accident, the Proposer shall report to the Greenwich Board of Education's Superintendent or designee promptly, but in no case more than the "close of the school day" after the accident occurs. At the request of the School Administration, the Proposer shall promptly prepare a written report of the accident and forward a copy to the Superintendent or Superintendent Designee.

SECTION 11 / ROUTE

- 11.1 Routes and stops are developed by the Transportation Department according to their policies and regulations. All routes shall be available at least 20 days prior to the beginning of school, in order for a copy to be submitted and published in local newspapers. A copy of the route the bus is serving shall be carried in the vehicle at all times. Drivers and spares are expected to be thoroughly familiar with routes prior to the opening of school. Because of late enrollments, routes and loads shall be flexible during the first few weeks of school.
- 11.2 The Proposer shall thoroughly field test all bus routes prior to the opening of school to verify any discrepancies and to familiarize the drivers with unfamiliar routes. Prior to the start of each school year, drivers shall be required to perform two (2) "dry runs" with a bus for each route assigned to that driver.
- 11.3 All routes, numbers of vehicles and numbers of children, and starting and dismissal times are tentative and subject to change at the discretion of the Board of Education. The Proposer must be willing and able to react to emergency situations.
- 11.4 The Proposer's driver will not deviate from the routes assigned by the Proposer and the Greenwich Board of Education.

SECTION 12 / TRANSPORTATION SCHEDULING

- 12.1 It should be noted that non-public and state vocational school calendars may not coincide with public school calendars.
- 12.2 All routes and stops thereon shall be approved by the Superintendent of Schools or designee and any deviation therefore must have prior approval, except in an emergency.
- 12.3 The Proposer will conduct physical counts of each student that is listed on the run sheet. The Proposer will be required to check all bus passes to ensure space availability.

SECTION 13 / PAYMENT SCHEDULE

- 13.1 Payments: The Proposer will be paid only for the number of vehicles actually in operation. Greenwich Board of Education will make payments for School Buses providing regular transportation services monthly payments commencing in the month of September. Greenwich Board of Education will make payment for all other vehicles on a monthly basis

upon receipt of an itemized invoice provided by the Proposer. Terms shall be net 30 days. The Proposer shall maintain a computerized billing system for all Greenwich Board of Education Transportation.

- 13.2 Acceptance by the Proposer of the payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and all liability to the Proposer in connection with this Agreement arising during the period for which the payment is made.
- 13.3 The bus Proposer will be paid for only those days on which transportation is furnished. The bus Proposer will be notified of "no school" due to storms, etc., by the Superintendent or his/her designee.

SECTION 14 MANAGEMENT / SUPPORT PERSONNEL

- 14.1 The Proposer shall employ a qualified General Manager annually, approved by the Board, to supervise the total school transportation program which is established for the purpose of meeting the requirements of the resultant contract. The General Manager shall be available exclusively for the Greenwich Schools and shall not be assigned driving duties. Said General Manager shall be available to the Administration, other representatives of the Board, and shall be present at all times during the school hours of each school day.
- 14.2 The Proposer shall employ a Dispatcher annually, approved by the Board, to direct the regular daily operation. This position shall be exclusively for the Greenwich Schools, and shall involve no regular driving. The Dispatcher shall be available to the Administration, other representatives of the Board and Greenwich Public Schools/Town of Greenwich, and shall be present at all times during school hours or each school day.
- 14.3 The Proposer shall employ a Safety Instructor/Trainer annually, approved by the Board, available exclusively for the Greenwich Schools, who is certified by the State, separate from the General Manager and Dispatchers, to train new drivers, retrain and update veteran drivers, train substitute drivers, conduct safety meetings, monitor video camera tapes and make reports to Greenwich Board of Education, assist drivers to obtain the proper licensing, and prepare drivers for proficiency testing. This person must be familiar with all areas of Greenwich, and may have no driving assignments.
- 14.4 A maintenance crew of qualified mechanics shall be available exclusively for Greenwich Schools, and shall not be assigned driving duties. No vehicles shall be serviced or repaired in the Greenwich facility other than those used exclusively for Greenwich Schools.
- 14.5 If the assigned General Manager, Dispatcher, safety Instructor/Trainer should terminate their employment for any reason, new persons will be hired by the Proposer with the approval of the Greenwich Board of Education's Transportation Manager, and subject to the same CDOT regulations, background checks, and criminal records checks.
- 14.6 The Proposer shall maintain sufficient staff who has knowledge of Microsoft Programs Excel/Word, proficient on Versatrans (or of equal software) and GPS programs. The Administrative Staff should be proficient in communications, correspondence, dispatching of buses, handling of complaints, and other problems normally related to a program of pupil transportation can be efficiently and effectively provided for.

SECTION 15 / BUS DRIVERS

- 15.1 The Greenwich Board of Education requires all Contracting personnel to wear a simple uniform with a picture identification badge. Proposer's personnel shall use extreme caution while driving motor vehicles on school property.

- 15.2 Bus drivers employed by the Proposer must be approved by the Board and properly tested and licensed in accordance with the regulations of the State of Connecticut and the State Department of Motor Vehicles. Each driver shall be familiar with the Greenwich Board of Education's Transportation Policies and Procedures. Bus drivers shall furnish, if requested, proof of good character that is satisfactory to the Greenwich Board of Education, and shall submit to a physical examination and drug test prior to driving for the Greenwich board of Education, and annually thereafter. Random drug testing shall also be required. Costs will be borne by the Proposer. Drivers who test positive for use of controlled substances and/or alcohol shall be permanently excluded from driving school buses for Greenwich Board of Education.
- 15.3 The Greenwich Board of Education shall have the absolute right to require the Proposer to immediately remove a driver from the operation of any vehicle if, in the opinion of the board, said driver does not meet the qualifications specified herein, or otherwise poses a risk to students, and he/she shall not be reinstated without prior approval of the Board. Personnel employed by the Proposer shall be considered employees of the Proposer and shall not, for any purpose, be considered employees or agents of the Board. The Proposer assumes full responsibility for the actions of such personnel while performing services pursuant to the resultant contract, and shall be solely responsible for their tax), unemployment compensation, worker's compensation insurance, and all other requirements of State/Federal labor laws and regulations.
- 15.4 The Proposer shall provide a driving history report for each driver before commencing operations and before the opening of school each subsequent year of the resultant contract. The cost of obtaining such records shall be borne by the Proposer.
- 15.5 The Proposer shall have an annual background check done on each driver. A report shall be available to the school system. Costs shall be borne by the Proposer.
- 15.6 Drivers shall not leave a vehicle unattended at any time when children are on board.
- 15.7 Drivers shall not leave the driver's seat while the motor is running, whether or not there are passengers aboard, except to obtain emergency aid.
- 15.8 Drivers shall not smoke, carry lighted tobacco products, or use other tobacco products when operating a bus or in a bus at any time whether or not children are on board. Smoking is not permitted on school grounds.
- 15.9 Drivers are responsible for limiting passengers only to those eligible to ride. Drivers shall not operate a bus carrying passengers in excess of its rated capacity.
- 15.10 The driver shall perform a pre-check before each morning and afternoon route to determine that the brakes, horns, tires, steering apparatus, emergency lights, and all other equipment is in good working condition. A form approved by the State Motor Vehicle for such pre-check will be completed and turned in to the dispatcher before leaving the garage. The General Manager shall be responsible for initialing and reviewing pre-check records, removing vehicles for maintenance, and retaining all pre-check records for a period of at least one (1) year. These records shall be available upon request by the Greenwich Board of Education.
- 15.11 Any motor vehicle summons or warnings issued to the Proposer or the Proposer employees or any criminal arrests made while the employee was acting in accordance with the duties set forth in the resultant contract, which have occurred while operating a vehicle under contract with the school system, must be reported to the school administration immediately and followed up with a written report on the next working day following the incident. Any motor vehicle summonses, warnings, or criminal arrests issued to the

Proposer or Proposer's employees before or after working hours shall be reported to the Board. Employees may be subject to termination depending on the seriousness of the infraction or violation.

- 15.12 The Proposer shall be responsible for making sure all drivers are familiar with the locations and schedules of all schools as well as any special schedules (holidays, emergency closing, delayed opening, etc.) which may be required during the term of the contract.
- 15.13 The driver is in full charge of his/her vehicle during its operation. The driver is responsible to see that all children are seated and remain seated while the bus is in operation.

SECTION 16 INITIAL DRIVER TRAINING

- 16.1 All drivers are required to have 20 hours of safety training within the 182 days when schools are in session. Drivers shall be trained according to State requirements and Federal guidelines. Each new driver shall practice his assigned route without children on board.
- 16.2 The safety instructor/trainer shall have a checklist for each trainee to insure the following topics are covered.
- A. Motor vehicles laws
 - B. State regulations
 - C. Operation of school buses
 - School bus driver training requirements
 - Minimum physical standards for public service operators
 - Minimum standards for motor vehicles and service buses
 - D. Board policies
 - E. Safeguarding students
 - F. Student road-crossing procedures
 - G. Student discipline procedures
 - H. Driving skills
 - I. Operator attitude
 - J. Accident procedures
 - K. Evacuation drill procedures
 - L. Emergency equipment
 - M. Use of bus radios
- 16.3 The Proposer shall provide educational workshops on transporting students with disabilities to all special needs drivers. Topics shall include, but not be limited to: first aid, emergency care, use of wheelchair tie-downs, use of harnesses and restraints, use of ventilator equipment, emergency evacuation for the handicapped student, handling of fire extinguisher and other safety equipment, precautionary handling of body fluids, and transporting students with visual, hearing, mental, emotional, or physical disabilities.
- 16.4 The schools shall cooperate with the Proposer to insure that students are knowledgeable about rules for riders and are accountable for their behavior. Schools will immediately follow through on discipline complaints, giving due consideration to the driver's suggestions. Schools will notify parents about driver's complaints of misbehavior. Good student behavior is intended to permit the driver to give full attention to the driving task.
- 16.5 Staff members who chaperone field and athletic trips shall assist the driver in maintaining discipline on the bus.
- 16.6 The schools shall assist in bus safety programs, which include evacuation drills and information on the following:
- a. Driver's authority on the vehicle
 - b. On and off-loading procedures
 - c. Pride in and care of the vehicle
 - d. Acceptable behavior on the vehicle

SECTION 17 QUESTIONS

- 17.1 All questions must be directed to: bid_department@greenwich.k12.ct.us. In the subject line of your e-mail, please put "RFP 2107-16 Transportation". All questions must be received no later than noon on September 27, 2016. All Answers will be posted as an addendum to our website, www.greenwichschools.org no later than noon on October 29, 2016. Failure to comply with these conditions will result in the proposer waiving his/her right to dispute the proposal specifications and conditions. It is the proposer's responsibility to check our website for all addenda up to the day before the opening date.

The Board of Education reserves the right to waive any informalities in the proposal or reject any or all proposals or to accept any proposal which appears to be in the best interest of the Board. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.

COLLUSION AMONG BIDDERS

More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer.

Employment discrimination by contractor prohibited. Notices, advertisements, and solicitations place in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

APPENDIX A

PRICE SCHEDULE

PRICE PER BUS PER DAY

Student Transportation of America will furnish all the equipment and render all the services called for in the attached specifications for transportation of school pupils as designated by the Greenwich Public Schools and the Town of Greenwich during the period of July 1, 2017 through June 30, 2021, for the following prices:

Transportation Services Non-Charter

2017-18 2018-19 2019-20 2020-21 2021-22

1. Type I – 72 passenger
Morning and afternoon
2. Type I – 82 passenger
Morning and afternoon
3. Type II - 16 Passenger
Morning and afternoon
4. Type II - Lift Van
Morning and afternoon
5. DMV approved vehicles - Mini Vans
Morning and afternoon
6. Mid - day buses
7. Late buses
8. Bus Monitors - May Prorate

APPENDIX A1

PRICE SCHEDULE

PRICE PER BUS PER DAY

Student Transportation of America will furnish all the equipment and render all the services called for in the attached specifications for transportation of school pupils as designated by the Greenwich Public Schools and the Town of Greenwich during the period of July 1, 2022 through June 30, 2027, for the following prices:

Transportation Services Non-Charter

2022-23 2023-24 2024-25 2025-26 2026-27

1. Type I – 72 passenger
Morning and afternoon
2. Type I – 82 passenger
Morning and afternoon
3. Type II - 16 Passenger
Morning and afternoon
4. Type II - Lift Van
Morning and afternoon
5. DMV approved vehicles - Mini Vans
Morning and afternoon
6. Mid - day buses
7. Late buses
8. Bus Monitors - May Prorate

The service contemplated under this Contract shall be completed in full on or before June 30, 2022 with one year options if agreed by both parties to extend for the 2022-2023, 2023-2024, 2024-2025, 2025-2026 and 2026-2027 school years.

APPENDIX C

2107-16 Greenwich Schools - Addresses & Bus Times

<u>PRIVATE SCHOOL</u>	ADDRESS	MON-THURS		FRIDAY
		Arrival Time	Depart Time	Depart Time
Brunswick	116 Maple Ave	7:30	4:00	11:45
Brunswick	1252 King St	8:00	4:00	1:00
Greenwich Academy	200 N Maple Av	7:30	4:00	12:00
Greenwich Country Day	401 Old Church Rd	7:45	4:30	12:30
Stanwich	257 Stanwich Rd	8:00	4:00	12:30
Eagle Hill	45 Glenville Rd	8:30	4:00	12:30

**LATE BUS
Depart
Time**

Convent of the Sacred Heart	1177 King St	8:15	3:30	5:15	Mon-Thurs
Whitby	969 Lake Av	8:30	3:00	4:00	Mon-Fri
Greenwich Catholic	471 North St	8:15	3:00		

PUBLIC SCHOOL

Greenwich High	10 Hillside Rd	7:20	2:15	4:00	M/T/Th
Central Middle	9 Indian Rock La	7:35	2:35	4:00	M/T/TH/F
Eastern Middle	51 Hendrie Av	7:35	2:35	4:00	M/T/TH/F
Western Middle	1 Western Junior Highway	7:35	2:35	4:00	M/T/TH/F
Cos Cob	300 East Putnam Av	8:30	3:15		
Glenville	33 Riversville rd	8:30	3:15		
International School @ Dundee	55 Florence Rd	8:30	3:15		
Hamilton Av	181 Hamilton Av	8:00	2:45		
Julian Curtiss	180 East Elm St	8:00	2:45		
New Lebanon	25 Mead Av	8:00	2:45		
North Mianus	309 Palmer Hill Rd	8:30	3:15		
North Street	381 North St	8:30	3:15		
Old Greenwich	285 Sound Beach Av	8:30	3:15		
Parkway	141 Lower Cross Rd	8:30	3:15		
Riverside	90 Hendrie Av	8:30	3:15		
ARCH	Milbank Building-180 E Elm St	8:00	1:15		
CLP	95 Henry St	7:45	1:45	Shuttle To/From GHS	

PRE-K PROGRAM

Cos Cob	300 East Putnam Av	8:30	1:30		
Hamilton Av	181 Hamilton Av	8:30	1:30		
New Lebanon	25 Mead Av	8:30	1:30		
North Street	381 North St	8:30	1:30		

APPENDIX D

The following is the Mandatory Proposal Questionnaire:**SECTION I DESCRIPTION OF PROPOSER'S ORGANIZATION****A. FIRM**

Firm Name: _____

Address: _____

Telephone: _____

Web Page: _____

B. TYPE OF ORGANIZATION

Corporation (List officers and positions):

State in which incorporated: _____

Subsidiary (Give name and address of Parent Corporation):

Is your firm or a parent firm publicly held?

Yes _____ No _____

If not, what private individuals or families own more than 20 percent of your firm, or who is the general partner, or who is the sole proprietor?

C. NATURE OF OPERATIONS

1. Is your firm currently engaged in providing home-to-school transportation services under a contract with a school district, non-public school, or county superintendent of schools?

Yes _____ No _____ Number of years _____

Number of school districts in this state _____

Number of school districts outside this state _____

2. List all transportation permits (City and State) under which you currently operate.

3. Are you currently, or have you ever, contracted to provide pupil transportation services for any school district, non-public school or county superintendent of schools in the state?

Yes _____ No _____

APPENDIX D1

4. Are you currently, or have you ever, provided transportation services, in this state, for special education pupils?

Yes _____ No _____ Number of years _____

5. For every local education agency (LEA) or non-public school in this state to which your firm currently provides, or has provided within the last ten years, pupil transportation under contract, please provide the name and location of the LEA or non-public school, and the name and phone number of a contact person.

- a. Name of your firm's current or last terminal manager at the location and the manager's length of service at that location:
- b. Types of transportation services your firm provides under the Contract (regular home-to-school, special education, desegregation, other):
- c. Number of buses involved:
- d. Beginning and ending dates of the current contract term:
- e. If employees are covered under a collective bargaining agreement provide:

6. Name and phone number of labor organization, president or business manager:

APPENDIX D2

SECTION II MANAGEMENT AT THE TERMINAL

Greenwich Public Schools/Town of Greenwich strongly believes that the individuals holding the General Manager, Safety Instructor/Trainer, Maintenance Manager and Dispatcher positions are **full time employees** and are critical to the provision of consistent and high quality transportation services. While the Greenwich Public Schools/Town of Greenwich understands that you may not be able to name the specific individuals your firm will assign to these management positions at the Proposer's Terminal, the Greenwich Public Schools/Town of Greenwich requests that for each position, you list no more than three candidates who may be assigned to the Proposer Terminal, who have local experience in providing pupil transportation. If your firm is awarded this contract, you may assign any of the three persons you have proposed for each position to actually take that position under this contract, unless the Greenwich Public Schools/Town of Greenwich has specifically rejected one or more of your proposed candidates. If your firm is awarded this Contract, you may substitute individuals not named in this proposal with the written permission of the Greenwich Public Schools/Town of Greenwich. In any case, you must submit at least two sample resumes of candidates or current managers employed by your firm in each of these positions, so as to provide the Greenwich Public Schools/Town of Greenwich with an understanding of the qualities your management staff members possess.

- A. For every individual you propose as a potential management staff member to be assigned to the Proposer's Terminal, please provide the following information on a separate page:
 1. Name and proposed position the person may be selected to fill:
 2. Tenure with your firm in years:
 3. Experience in related positions within your firm or with other firms in years:
 4. Current and two most recent previous positions, including the location (District) of the position, the position's title, a description of responsibilities and authority, including number of buses and/or drivers, and the dates in which the position was held:
- B. On a separate page, please provide a job description for each terminal management position you propose to assign to this contract.
- C. Where do your corporate resources reside?
- D. How frequently will the President of your organization visit the Greenwich Public Schools/Town of Greenwich?
- E. On a separate page, please provide an organization chart of your firm as it would relate to the Proposer's Terminal (should give a clear understanding of the number of layers in your firm and the lines of accountability).
- F. Please provide the name(s) of those persons within your firm who would have immediate authority over the General Manager you propose in item A above, and those who may play an advisory role to terminal management in the areas of 1) Operations 2) Training and Personnel 3) Safety and 4) Maintenance. Please provide the following information for each of these persons:

APPENDIX D2

1. Name:
 2. Location of staff member's office:
 3. Tenure with your firm in years:
 4. Experience in related position within your firm or with other firms in years:
 5. Current and most recent previous position, including the location of the position, the position's title, a description of responsibilities and authority, and the dates in which the position was held:
- G. Explain the training that is given to your terminal managers:
- H. Number of hours of training by type of training; list components covered:
- I. Does your company have a terminal manager trainee program? If so, how many trainees are presently in the program? Explain in detail.
- J. What type of training do you provide our local office staff?

APPENDIX D3

SECTION III DRIVER PERSONNEL

State the number of regular bus drivers you now have employed in this state:

School _____ Other _____

In other states:

School _____ Other _____

A. How/where does your firm recruit drivers?

B. What methods do you use to screen and select drivers from among the applicants?

What information do you use and how do you gather it?

What criteria or standards do you use and for what reasons might you reject an applicant?

Do you require all terminal employees to be drug tested? Explain.

C. Do you check driver applicant references?

Yes _____ No _____

D. Do you use any objective qualification and driver testing procedures? If so, briefly describe the procedures or provide samples of your testing material.

E. What percentage of driver applicants eventually begins your training programs? _____

F. What percentage of your driver applicants are hired directly as certified school bus drivers? _____%

G. Are the official driving records of all your applicant drivers evaluated during the selection process?

Yes _____ No _____

H. What is the current rate of annual turnover among drivers your firm employs? _____

I. Describe your current or proposed training program for driver applicants who have no experience driving school buses. Please describe the program components and content of your training program. If available, please provide the outline or course of study.

Length of the program:

Number of hours in classroom:

Number of hour's behind-the-wheel:

Describe the components of the program and the number of hours devoted to each component.

Do you evaluate applicants immediately before they are tested for certification?

Yes _____ No _____

J. What qualifications do your driver trainers have?

K. Please describe the student management training your drivers receive.

L. Describe your In-Service driver training and re-training program. If available, please provide the outline or course of study.

How many training sessions are offered each semester at your typical terminal? _____

Are any independent reviews of training quality conducted on your training programs?

Yes _____ No _____

If so, please describe the reviews:

How do you identify those drivers for whom retraining will be required?

M. If you currently have a driver training program, does the program include a section on transportation service for special education pupils? (If available, please provide the outline or course of study.)

Yes _____ No _____

N. Do you have any special needs experts on staff?

O. Describe your current or proposed driver motivation and discipline programs. How do the programs take into account, if at all: safety, absences, tardiness, on-time route performance, unrestricted license, tenure on the job, and complaints (those which can be verified and are deemed serious)?

Do your motivation and discipline programs offer progressive rewards and penalties?

Yes _____ No _____

Can drivers participate in defining and developing standards, rewards and penalties?

Yes _____ No _____

What monetary rewards and penalties are offered?

What *non-monetary* rewards and penalties are offered?

P. Describe the wage and benefit plan you would expect to implement at the Proposer Terminal.

APPENDIX D4

SECTION IV SAFETY PROGRAM AND ACTIVITIES

- A. If you have an established, continuing safety program, please describe the operation, contents, and requirements of the program. Include the number of hours per year required per employee.
- B. How often are safety meetings held? Please explain some of the topics covered.
- C. Describe any established safety organization activities in which your organization or its key personnel participate.
- D. What have been the school bus accident rates for school buses operated by your firm in each of the three most recent academic years? Provide a description of how you define school bus accidents.
- E. Who in your organization is responsible for your safety and training program and where do they office?
- F. Do you have a certified crisis manager on staff? If so, what is his/her qualifications and how is he/she utilized in your company?
- G. If an accident occurs, how long will it take for seasoned executives to be on scene?

APPENDIX D5

SECTION V PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR

- A. Do you have a formal, scheduled preventive maintenance program for vehicle fleets which your firm manages?
- Yes _____ No _____
- B. Please provide samples of any checklists you use for each type of preventive maintenance program and please describe below your methods of ensuring that each vehicle actually receives preventive maintenance within the scheduled interval.
- C. Do you require any daily regular written reports from your drivers on the condition of their vehicles?
- Yes _____ No _____
- Briefly describe and provide a sample of these reports (including your daily bus checkout report form) and note their frequency.
- D. Do you use any other methods of identifying defects in buses? (If so, please describe.)
- Yes _____ No _____
- E. How do you ensure that serious safety-related or potentially vehicle damaging defects are identified and that the vehicle is immediately removed from service until such defects are corrected?
- How do you ensure that identified defects are generally corrected in a logical order and within a reasonable time?
- F. Do you maintain and evaluate records of road failures?
- Yes _____ No _____
- G. If so, how many road failures, per month, per hundred buses, did the buses your firm maintained experience, on average, during the past year?
- _____ %
- H. For what percentage of time were the buses that you maintained out of service for part or all of each day for inspection, maintenance, repair, or other reasons during the past year?
- _____ %
- I. Do you have a manpower or mechanic allotment schedule (number of buses per mechanic, etc.)?

Yes _____ No _____

Briefly describe this schedule.

- J. What qualifications and experience requirements do you have for your mechanical personnel?

SECTION VI INSURANCE DATA

If requested, will you authorize your insurance carriers to furnish, in writing, your accident loss ratio and workers' compensation loss ratio for the past three years?

Yes _____ No _____

APPENDIX D6

SECTION VII FINANCIAL AND CREDIT DATA

- A. Please submit credit references, including at least five trade or industry suppliers with whom you regularly deal.
- B. Please include a copy of your most recent audited financial statements.

SECTION VIII IMPLEMENTATION PLAN

- A. Please provide a plan and schedule for implementing the Agreement for Furnishing Transportation Services should your firm be selected as the successful Proposer. Your schedule and plan should address:
 - Inspection of vehicles, facility, and equipment;
 - Acquisition of required vehicles (either from current Proposer or another source);
 - Occupation of terminal facility;
 - Recruitment/relocation, if necessary, of management and supervisory personnel;
 - Selection, any necessary training, and employment of drivers;
 - Employee orientation; and
 - Community notification.

APPENDIX D7

SECTION IX OTHER RELEVANT INFORMATION

- A. Do you survey your customers, parents, and/or employees? If so, please describe your survey process and what your company does with the final results. You must provide two (2) examples of how the resulting qualitative data has helped implement new programs, changes in how your company does business, etc.

- B. How does/will your company handle unemployment compensation during Christmas, spring break and summer time for drivers and other staff that are not used during these periods?

- C. Greenwich Public Schools/Town of Greenwich School District expects all Proposer staff to wear a simple uniform with an identification badge or insignia. Explain.

I, the undersigned, hereby certify that I am a representative of the below named firm, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposal/Questionnaire is complete and accurate to the best of my knowledge. I understand that if the Greenwich Public Schools/Town of Greenwich School awards a Contract for transportation services to my firm that the information and commitments made within this questionnaire will become an effective part of the Contract between the Greenwich Public Schools/Town of Greenwich and my firm.

Name of Firm

(Signature of Authorized Agent)

Title

Date

APPENDIX E

GREENWICH PUBLIC SCHOOLS / TOWN OF GREENWICH**APPENDIX E: RFP Specification Submission Sheet****Transportation Proposal Response Form**

Vendor Name _____

Vendor Address _____

Vendor Town/State/Zip _____

Vendor Telephone _____

Vendor Representative _____

Vendor's Insurance Carrier _____

Location of existing or proposed bus lot: _____

***Note: Buses must be garaged and/or maintained in a zoning approved location in the Town of Greenwich or a municipality contiguous to the Town.**

Location of Maintenance Facility: _____

***Note: Maintenance Facility must be garaged and/or maintained in a zoning approved location in the Town of Greenwich or a municipality contiguous to the Town.**

Mandatory Proposal Questionnaire Form enclosed: YES _____ NO _____

Has the Authorized Agent completed and signed the questionnaire form? YES _____ NO _____

Affirmative Action Plan copy enclosed: YES _____ NO _____

Bid Bond enclosed: YES _____ NO _____

Letter of Intent from Surety Company enclosed: YES _____ NO _____

Did you attend the Mandatory Meeting? YES _____ NO _____

Signature of Authorized Agent: _____

APPENDIX F

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

***INSTRUCTIONS:** Bidder must sign acknowledgement below and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature

Date

On behalf of:

APPENDIX G

AFFIDAVIT FOR FINAL PAYMENT

The undersigned, being duly sworn, deposes and says:

1. That he is the _____ (Title) of the contractor in the project hereinafter referred to and is authorized to execute this affidavit on behalf of the contractor;
2. In connection with Contract # _____ for _____ (Project Title) it is represented that all payrolls, bills for services, materials, supplies, equipment and other indebtedness have been paid or otherwise satisfied and that there are no outstanding claims against the undersigned by any sub-contractor or material supplier, or no outstanding claims or intent to file a claim against the Town of Greenwich;
3. This Affidavit is made at the request of the Town of Greenwich for the purpose of inducing final payment and knowing that it will rely upon the truth of the representation herein made.

Subscribed and sworn to
before me this _____ day
of _____ 2016

Notary Public

(Type or print name of person
authorized to sign)

APPENDIX H

PERFORMANCE, MAINTENANCE AND PAYMENT BOND

BOND NO. _____ CONTRACT # _____

KNOW ALL MEN BY THESE PRESENTS. That we _____
 _____, as Principal, and

a corporation organized under the laws of the State of _____ and authorized to do business in the State of Connecticut as Surety, are holden and firmly bound jointly and severally unto the TOWN OF GREENWICH, CONNECTICUT, hereafter referred to as the Town, a territorial corporation located in the County of Fairfield, in the penal sum of

_____ Dollars (\$ _____),

to be paid to it or its certain attorney, successors or assigns, to which payment well and truly to be made, we the said Obligors do bind ourselves, and each of us, our heirs, executors, administrators, and successors firmly by these presents.

IN WITNESS WHEREOF we have hereunto set or caused to be set our respective hands, names and seals this _____ day of _____ 2016.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas the above named Principal has entered into a certain written contract with the TOWN OF GREENWICH, CONNECTICUT, dated the ____ day of _____ 2016, for

 _____ (Description of work here – Usually the name of the bid) according to the plans and specifications prepared by the TOWN OF GREENWICH, which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, if the said Principal shall well and faithfully perform said contract according to its provisions, and fully indemnify and save harmless the Town from all cost and damages which the Town may suffer by reason of failure so to do, and shall pay for all equipment, appurtenances, materials and labor furnished, used or employed in the execution of said contract, and shall indemnify and save harmless the Town from all suits or claims of any nature or description against the Town by reason of any injuries or damages sustained by any person or persons on account of any act or omission of said Principal, his servants or agents, or his subcontractors in the construction of the work or in guarding the work, or on account of the use of faulty or improper materials, or by reason of claims under the Workmen's Compensation Laws or other laws by any employee of the Principal or his subcontractors, or by reason of the use of any patented material, machinery, device, equipment, process, method of construction or design in any way involved in the work, and shall indemnify the Town against such defective workmanship, material and equipment as may be discovered within one (1) year after completion and final acceptance of the work, and shall make good in such defective workmanship and material as may be discovered within said period of one year, then this obligation shall be void, otherwise to remain in full force and effect.

The Surety hereby stipulates and agrees that any modifications, omissions or additions in or to the terms of the aforesaid contract, or in or to the plans or specifications therefor, or any extension of time, shall in no wise affect the obligation of the Surety under this bond, the Surety hereby waiving any and all right to any notice of any such modifications, omissions, changes, additions or extensions.

CONTRACTOR _____

BY _____

SURETY _____

BY _____

APPENDIX I

INSURANCE PROCEDUREPLEASE NOTE:

THIS PAGE MUST BE RETURNED WITH YOUR BID/RFP. FAILURE TO DO SO MAY RESULT IN YOUR BID/RFP BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for BID/RFP. Any BID/RFP with deficient insurance requirements will be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

Signature

Date

APPENDIX J

ADDITIONAL TERMS:

1. The parties to these presents, each in consideration of the undertakings, promises and Agreements on the part of the other herein contained, have undertaken, promised, and agreed and do hereby undertake, promise and agree, the Owner for itself, its successors and assigns, and the Proposer for himself and his heirs, executors, administrators, successors and assigns, as follows:
2. The work under this Proposal shall consist of everything set forth in the Specifications. It shall be understood that the Proposer shall provide complete, functional equipment and all such work shall be in strict compliance with all municipal, state and federal statutes.
3. The Proposer shall be paid upon satisfactory completion of the work upon submission of a monthly bill. Each requisition for payment must be accompanied with a breakdown showing costs for each day. Upon approval by the Public School Transportation Manager and the First Selectman, or its duly authorized representative, such payment shall be made.
4. The term of this Agreement shall be from July 1, 2017 through June 30, 2018 with an option to extend.
5. This Agreement shall consist of the following documents: Invitation to Proposers, Instructions to Proposers, Form of Proposal Bond, Agreement, Specifications, Proposal Sheet, Certificate of Insurance, Performance, Maintenance and Payment Bond submitted by the successful Proposer and accepted by the Greenwich Public Schools/Town of Greenwich as evidenced by the Notice of Award of the Greenwich Public Schools/Town of Greenwich to such Proposer dated, and the Contract Face Sheet. All proposals shall be submitted with the understanding that these documents shall form a part of the contract which the successful proposer should be required to sign upon acceptance of his/her proposal by the Greenwich Public Schools/Town of Greenwich
6. The Proposer shall furnish all transportation service with the equipment specified herein and all such service and equipment necessary to perform all transportation of school students as directed by Greenwich Public Schools/Town of Greenwich.
7. Greenwich Public Schools/Town of Greenwich shall establish details including which students are to be transported, Bus Routes, locations of Bus Stops, time schedules, and recommended operating and safety procedures for the transportation service provided for herein, and such details shall be furnished to the Proposer in writing. Any such details may be changed, withdrawn or amended from time to time by the Greenwich Public Schools/Town of Greenwich by written statement sent to the Proposer. Further, the Greenwich Public Schools/Town of Greenwich reserves the right during the term of this Agreement to require an increase or decrease in the number of buses to be employed by the Proposer in furnishing transportation service hereunder, to vary the number of students to be transported, to determine any variations in routes to be utilized and to determine variations in any other item of transportation service. In the event of any such variation, the Greenwich Public Schools/Town of Greenwich agrees to notify the Proposer in writing of the effective date of such variation. Compensation for any such variation will be adjusted in accordance with the proposal sheet. If there are no students to be transported on any route, it is agreed that there shall be no running of buses on such route and no charge shall be made in connection with such route.

APPENDIX J

8. The Proposer recognizes that safe, efficient and prompt transportation service is essential and that the Proposer agrees that time is of the essence in its performance hereunder. The Proposer further agrees that where such time schedules have been established by the Greenwich Public Schools/Town of Greenwich, students will be transported in strict compliance with such schedules. It shall be the duty of every bus driver to communicate promptly to the traffic control office by the fastest means available any deviation from established operating procedures of schedules. The Proposer further agrees that in the event any school bus arrives at or departs from any route location more than fifteen (15) minutes later than the scheduled time, or if a student(s) is dropped at an unauthorized stop or if a driver fails to make all authorized stops, the Proposer shall not be entitled to payment for that bus on that day. Furthermore, the Proposer agrees to pay the sum of \$75.00 as a fine for each such bus for each day without proof of loss or damage without prejudice to the Greenwich Public Schools/Town of Greenwich or any individual's right to bring a claim for additional damages incurred as a result thereof. In the event the Proposer has been assessed fines for twenty consecutive school days, said Proposer shall be deemed to be in breach of the Agreement.

Loss of payment for deviation from any time schedule may be waived by the Greenwich Public Schools//Town of Greenwich upon the Proposer's establishing in writing that good cause existed for such deviation. If the number of late buses in any week exceeds ten percent (10%) of the routes, the Proposer shall pay an additional penalty for each late route equal to the cost of a bus on a per diem basis without prejudice to the Greenwich Public Schools//Town of Greenwich or any individual's right to bring claim for additional damages incurred as a result thereof.

9. If the Proposer fails for any reason to perform any of its obligations under this Agreement, and if such failure to perform is not remedied to the Greenwich Public Schools//Town of Greenwich satisfaction within ten (10) days after written notice thereof is sent to the Proposer, the Proposer shall be deemed to be in breach of this Agreement. Upon any such breach, the Greenwich Public Schools/Greenwich Public Schools/Town of Greenwich shall have the option of terminating this Agreement by written notice of termination sent to the Proposer, either entirely or in respect to such item or items as may have been materially adversely affected by such failure to perform. In the event of a termination of any item or items, which termination does not materially adversely affect either the performance of the remainder of the Proposer's obligations under the Agreement or the proper performance of the transportation service contemplated by this Agreement compensation will be adjusted in accordance with the proposal sheet. No termination of this Agreement either partial or complete, shall affect or prejudice any other rights or remedies which the Greenwich Public Schools//Town of Greenwich may have pursuant to this Agreement or otherwise. The provisions of this section shall not apply to failure to perform proximately resulting from Acts of God such as floods, hurricanes or major disaster declared by the First Selectman of the Greenwich Public Schools/Town of Greenwich. Further, the Proposer agrees to report without undue delay any failure to perform any item or items pursuant to this Agreement and any prospective inability to perform any such item or items to the Greenwich Public Schools//Town of Greenwich by such means as will enable the Greenwich Public Schools//Town of Greenwich and the Proposer to expeditiously correct such failure to perform.
10. Subject to the terms of this Agreement, the Greenwich Public Schools/Town of Greenwich agrees to pay and the Proposer agrees to accept as full consideration for the performance of the Proposer's obligations hereunder the amount set forth in the Proposer's proposal sheet. Payment will be made by the Greenwich Public Schools/Town of Greenwich

APPENDIX J

monthly for such transportation service actually performed and for which the Proposer is entitled to payment herein. The Proposer's acceptance of such monthly payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and liability to the Proposer under this Agreement for the period for which such payment was accepted. No payment made or acceptance of such monthly payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and liability to the Proposer under this Agreement for the period for which such payment was accepted. No payment made or accepted, however, shall operate to release the Proposer, its sureties or insurers from any obligation under this Agreement or any bonds or insurance policy required by this Agreement. The acceptance by the Proposer or its successors or assigns of any payment made or final requisition of this contract, or if any final payment due on termination of this Contract, shall constitute full and complete release of the Greenwich Public Schools/Town of Greenwich from any and all claims, demands and causes of action whatsoever which the Proposer, its successors or assigns have or may have against the Greenwich Public Schools/Town of Greenwich under any provision of this Contract.

11. In the event that the Greenwich Public Schools/Town of Greenwich fails at any time during the term of this Agreement to appropriate sufficient funds to pay the agreed costs for transportation service strictly in accordance with this Agreement, the Greenwich Public Schools/Town of Greenwich may, at its sole discretion, terminate this Agreement with respect to any future performance hereunder for such period for which funds have not been provided, or to reduce proportionately so much of the performance of this Agreement or to terminate so many items to be performed pursuant to this Agreement as may be necessary to provide transportation services for the amount of funds appropriated. If insufficient funds have been appropriated, the Greenwich Public Schools/Town of Greenwich may terminate the entire Agreement so that neither the Greenwich Public Schools/Town of Greenwich nor the Proposer shall have any future liability or obligation with respect to each other or the Agreement.
12. The transportation services to be provided by the Proposer pursuant to this Agreement and during the Terms of this Agreement, including, but not limited to the school bus vehicles, the hiring, licensing and training of drivers and the operation of buses shall strictly conform to all applicable federal, state and local laws, rules, regulations and directives.
13. The Proposer agrees to submit any and all buses and related equipment for inspection by the Greenwich Public Schools/Town of Greenwich at any time upon request. Any bus found to be unsafe or not in compliance with the terms of this Agreement shall not be used to transport students until a subsequent inspection by the Greenwich Public Schools/Town of Greenwich confirms that all defects have been remedied.
14. The Proposer shall provide a regular system of inspection and preventative maintenance, and shall keep uninterrupted transportation service in accordance with the performance standards provided hereby.
15. The Proposer shall cooperate fully and participate in all bus safety programs when requested by the Greenwich Public Schools/Town of Greenwich, and shall administer a safety and first-aid program for all bus drivers. A driver supervisor shall ride with each school bus driver prior to the commencement of each school year during the term of this

APPENDIX J

Contract, and at least once during each semester of the school year, for the purpose of observing driving proficiency, safe driving practices and conformance with all applicable laws, rules regulations and directives and the terms of this Agreement. At the request of the Greenwich Public Schools/Town of Greenwich, the Proposer shall submit to the Greenwich Public Schools/Town of Greenwich, a written report of any such observations.

16. Each month when the regular monthly billing is submitted, it shall be accompanied by a report, in the format specified by the Board of education that specifies any safety considerations that should be brought to the attention of the Board of Education. These safety consideration shall include but are not limited to, school site procedures for boarding and disembarking, bus stop locations, or motorist behavior requiring the attention of the Greenwich Police Department such as areas where motorists are inclined to illegally pass a stopped school bus, and any other concerns of safety.
17. Accidents shall be immediately reported to the Board's Transportation Manager by telephone. In the absence of the Transportation Manager, the Assistant Director/Business will be so notified. Within an hour of the initial notification, a subsequent notification shall be made during which any injuries, property damage, or citations shall be described. This action shall be followed by a complete written report from the Proposer to the Transportation Manager not later than 48 hours after the accident has occurred. Accidents shall include without limitation any incident where an automobile, truck, van, or other motor vehicle, or any bicycle, motorcycle, animal, or any other personal or public property comes into contact, no matter how slight, with any bus.
18. Accidents described in the preceding paragraph shall be attended to at the scene of the accident by the Proposer's supervisory personnel. At no time shall a driver who has been involved in any such accident continue driving the same bus until supervisory personnel have attended the scene.
19. The Proposer shall maintain a Traffic Control Office (hereinafter referred to as the "Office"), which shall be adequately, and competently staffed, which shall include a full-time Manager and personnel with primary responsibility for safety and training exclusively for the Greenwich Public Schools/Town of Greenwich whenever buses are in operation. The Greenwich Public Schools/Town of Greenwich reserves the right to reject any applicant prior to actual hire. The manager will serve as the key liaison with the designated Greenwich Public Schools/Town of Greenwich agent for day-to-day operations and overall problem solving.
20. All buses shall be properly heated and ventilated and shall be equipped with an adequate first-aid kit approved by the Greenwich Public Schools/Town of Greenwich. No changes shall be made in the seating arrangement of any bus without the prior written approval of the Greenwich Public Schools/Town of Greenwich.
21. No bus shall carry any commercial advertisements, nor shall any be distributed to passengers.
22. A sign acceptable to the Greenwich Public Schools/Town of Greenwich shall be displayed in the right front seat window of each bus, which can be clearly seen from the outside of the bus, designating the bus number.

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23. The Proposer shall make periodic inspections to be conducted not less than every two thousand miles or not less than once per month whichever is more frequent. Written records showing these inspections shall be kept and be opened to Greenwich Public Schools/Town of Greenwich inspections and shall be completed on forms approved by the Greenwich Public Schools/Town of Greenwich.
24. No retread tires shall be used on any buses.
25. Greenwich school students shall be permitted in any bus without specific permission from the Greenwich Public Schools/Town of Greenwich. The Proposer shall direct bus drivers to check passes of passengers, whenever so requested by the Greenwich Public Schools/Town of Greenwich. The Proposer shall furnish the Greenwich Public Schools/Town of Greenwich at any time when requested the actual number of riders carried on any route, the actual time schedule of any route and such other information as the Greenwich Public Schools/Town of Greenwich may request.
26. The Proposer shall investigate all complaints, keep a log of such complaints, and will report the action taken to the Transportation Manager within 48 hours from the receipt of each complaint.
27. The Proposer shall assign a driver permanently to each route, and except in cases of emergency, the assigned driver may be changed only with the consent of a duly authorized agent of the Greenwich Public Schools/Town of Greenwich not to be unreasonably withheld. Each driver must become thoroughly familiar with assigned runs prior to actually transporting students. The Proposer must provide the Transportation Manager with a roster of bus driver names and primary assignments on or before September 15 of each year.
28. In the event that any bus driver demonstrates unsatisfactory performance in the opinion of the Greenwich Public Schools/Town of Greenwich, the Greenwich Public Schools/Town of Greenwich shall have the right to require the Proposer to replace the driver within 24 hours after notification. The driver shall not be reinstated without prior written approval of the Greenwich Public Schools/Town of Greenwich.
29. All drivers and monitors shall submit at least annually to a complete job related physical examination using standards approved by the Greenwich Public Schools/Town of Greenwich, including tuberculosis screening test and drug screening test, at the expense of the Proposer.
30. Each bus driver and monitor employed by the Proposer to provide transportation service pursuant to this Agreement shall be fully competent to operate a bus transporting students, and shall have a stable personality and high moral character. A complete background check including written record of testimony from five (5) references and a police record review shall be completed prior to hiring and kept on file in the bus company office. No bus driver shall have less than five (5) years of licensed driving experience. The Proposer agrees that the Greenwich Public Schools/Town of Greenwich shall have the right to require dismissal from the Proposer's employ or from the position as bus driver of any driver who, in the opinion of the Greenwich Public Schools/Town of Greenwich, is unqualified to operate a bus pursuant to this Contract. This dismissal shall occur within 24 hours of notification by the Greenwich Public Schools/Town of Greenwich. The driver shall not be reinstated without prior written approval of the Greenwich Public Schools/Town of Greenwich.

APPENDIX J

31. In no event shall the driver of a bus leave the bus unattended while it is occupied by any student, nor shall he leave it unattended while unoccupied unless the bus is securely locked. Drivers shall be responsible for the discipline of the students on the buses, and any disciplinary matter, which the driver is unable to handle, shall be reported by him to the Principal of the school in which the student is enrolled, as well as to the Proposer. The Proposer shall promptly report any such matter to the transportation in any way imperil safe operations; the Proposer shall require that operators shall stop the bus and not proceed until discipline is restored. The Proposer's office is to be immediately alerted via radio. The operation shall report all such occurrences to the Proposer and the Proposer shall Notify the principal or the school immediately or as soon thereafter as is possible. The driver shall be in full charge of the bus and shall allow no misbehavior. The names of any pupils who misbehave or who cannot be managed by the bus driver shall be reported to the appropriate school administrator. Smoking by the driver or pupils shall not be allowed on buses at any time. The use of corporal punishment is not permitted.
32. The Greenwich Public Schools/Town of Greenwich will purchase 140,000 gallons of fuel to operate transportation services and will deduct the amount from the Proposer's monthly billing. In advance, an appropriate refueling facility must be designated. The Proposer may elect annually not to participate.
33. The Proposer shall at all times, provide a sufficient number of spare drivers and spare buses equipped as previously specified to be used in the event of any accidents, breakdowns, delay emergencies, etc. The Proposer shall provide in the Manager's office one unlisted telephone for emergency use.
34. If any provision of this Agreement is subsequently found to be illegal or invalid by operation of law; the remaining provisions shall not be affected thereby and shall remain in full force and effect.
35. No assignment of this Agreement or of any of the rights hereunder, by the Proposer, shall be valid without the prior written authorization of the Greenwich Public Schools/Town of Greenwich. If the Proposer does, nonetheless, assign its rights and liabilities under this Agreement without the prior written authorization as specified herein, the Greenwich Public Schools/Town of Greenwich shall have the option to terminate this Agreement immediately, in its entirety, whereupon all of the obligations and responsibilities of the Greenwich Public Schools/Town of Greenwich created pursuant to this Agreement shall be extinguished.
36. As a condition precedent to the right of the Proposer to bring a claim to recover any monies for damages pursuant to this Agreement, the Proposer shall give written notice of its intention to do so within sixty (60) days from the date on which any such claim may have arise. Such written notice shall be sent to the Superintendent of Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, CT 06830, and to the Law Department of the Town of Greenwich, Town Hall 101 Field Point Road, Greenwich, CT 06836. In no event shall any valid suit be instituted if such notice has not been received by the Greenwich Public Schools/Town of Greenwich within the time and manner specified above. It is further agreed that no suit connected herewith, in any form either in law or in equity, shall be brought unless commenced within one year from the date on which such cause of action arises.
37. Strict performance of the terms of this Agreement is deemed to be the essence of this Agreement, and is expressly contracted for by the parties hereto. Substantial performance shall not constitute sufficient performance but, rather shall constitute a breach hereof.

APPENDIX J

38. Strict performance of the terms of this Agreement is deemed to be the essence of this Agreement, and is expressly contracted for by the parties hereto. Substantial performance shall not constitute sufficient performance but, rather shall constitute a breach hereof.
39. This Agreement sets forth the entire understanding and Agreement between the parties concerning the subject matter hereof. No amendment or modification of this Agreement shall be effective unless in writing signed by both parties hereto.
40. This Agreement has been made in, and shall be construed in accordance with the laws of the State of Connecticut.
41. All notices, consents and other communications required to be given hereunder shall, except as otherwise specifically provided herein, be in writing and delivered to the respective addresses of the parties as set forth herein or to such other address as the parties may hereafter designate in writing.

APPENDIX K

NON-COLLUSION AFFIDAVIT

I state that I am the authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder/bidders or potential bidder/bidders.
- (2) Neither the price(s) nor the amount of this BID/RFP, and neither the approximate price(s) nor approximate amount of this BID/RFP, have been disclosed to any other firm or person who is a bidder/bidders or potential bidder/bidders, and they will not be disclosed before BID/RFP opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a BID/RFP higher than this BID/RFP, or to submit any intentionally high or noncompetitive BID/RFP or other form of complementary BID/RFP.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/bidders is interested in more than one BID/RFP for the work contemplated may cause rejection of all bids/rfps in which the bidder/bidders is interested. Any or all bidders/bidders will be rejected if there is any reason for believing that collusion exists among the bidders/bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/bidders by submitting a BID/RFP certifies that it is not a part to any collusive action.
- (5) The BID/RFP of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive BID/RFP.
- (6) Your company and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows: I state that my company understands and acknowledges that the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the BID/RFP for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/bids for this contract.

APPENDIX K

In submitting this BID/RFP, the undersigned declares that this is made without any connection with any persons making another BID/RFP on the same contract; that the BID/RFP is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said BID/RFP or in the supplies or work to which it relates, or in any portion of the profits thereof.

- (8) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (9) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the BID/RFP. If found to be false, the Town of Greenwich retains the right to reject said BID/RFP and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said BID/RFP and contract or purchase order.
- (10) The Greenwich Code of Ethics can be found at www.greenwichct.org. Code of Ethics stated as follows:
 - (2) DEFINITION. (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.
 - (3) GIFTS AND FAVORS. No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
 - (4) IMPROPER INFLUENCE. No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

Changes/Additions

Location of existing or proposed bus lot: _____

*Note: Buses must be garaged and/or maintained in an zoning approved location in the Town of Greenwich or a municipality contiguous to the Town.

Location of Maintenance Facility: _____

*Note: Maintenance Facility must be garaged and/or maintained in an zoning approved location in the Town of Greenwich or a municipality contiguous to the Town.

- 6.1 The number of vehicles needed to transport District children is expected to vary. Greenwich Public Schools / Town of Greenwich contracts for the following: Vehicles may be reduced or added to this Agreement each year. The vehicles cannot be more than seven (8) years old during the course of the contract

- A. If after this bid is awarded, the State of Connecticut or the Federal Government pass laws mandating seat belts on school buses, it will be the responsibility of the awarded bus company to install seat belts on all vehicles used in the fulfillment of the contract. All buses used for out-of-town trips traveling over the highway shall be equipped with seat belts (three per seat).

Please give pricing for the following:

Alternate # 2

All Buses shall be equipped with seat belts

Pricing:

Base proposal: _____

Add alternate # 2 ⁽¹⁾

No buses should be equipped with seat belts other than those specified.

Pricing:

Base proposal: _____

COLLUSION AMONG BIDDERS

More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer.

Employment discrimination by contractor prohibited. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

Transportation Services Non-Charter

2022-23 2023-24 2024-25 2025-26 2026-27

1. Type I – 72 passenger
Morning and afternoon
2. Type I – 82 passenger
Morning and afternoon
3. Type II - 16 Passenger
Morning and afternoon
4. Type II - Lift Van
Morning and afternoon
5. DMV approved vehicles - Mini Vans
Morning and afternoon
6. Mid - day buses
7. Late buses
8. Bus Monitors - May Prorate

The service contemplated under this Contract shall be completed in full on or before June 30, 2022 with one year option if agreed by both parties to extend for the 2022-2023, 2023-2024, 2024-2025, 2025-2026 and 2026-2027 school years.

The Board of Education reserves the right to waive any informalities in the proposal or reject any or all proposals or to accept any proposal which appears to be in the best interest of the Board. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.

ADDENDUM NO.1
January 6, 2017

Student Transportation 2017-2022 Proposal
Opening Date: 1/12/17
Opening Time: 10:00 A.M.
RFP Number: 2116-16

This Addendum No. 1 is being issued to address questions from the Pre-Bid conference.

QUESTION:

In the release dated December 26, 2016, the opening of the Bid/RFP is listed as both January 12th and January 13th at 10am. Which date is the actual opening?

ANSWER:

To clarify, the bid opening date is January 12, 2017.

QUESTION:

In section 7.9 and then again more pronounced in section 8.1, specs outline the requirement for successful contractor's facility to be located in town of Greenwich. Later in the specs, in Appendix E, as part of location of bus lot and maintenance facility, it is noted that location may be outside of Greenwich town lines. First part of question is, which is accurate, contractor must be in town or can be out of town? And as a follow up, if the contractor can be outside the town, will Greenwich take necessary steps to charge the contractor for the loss of revenue associated with personal property taxes paid in town of Greenwich? For example, since we have been Greenwich contractor, we have paid nearly \$2Million in personal property tax to town of Greenwich by locating our operation in the town of Greenwich – what is the plan for Greenwich here going forward?

ANSWER:

There is no longer a requirement that the buses be parked in Greenwich. Buses can now be parked in Stamford, Greenwich, or Portchester.

Zoning for the site does not need to be obtained prior to the award however, it will need to be maintained prior to performance of contract.

It is the responsibility of the bidder to check with the local tax office where the buses will be garaged.

QUESTION:

In relation to the term of the contract and extension years, the specs, including the pricing pages suggest the contract has an initial term of 5 years plus options to extend. However, the first sentence in the cover letter and page 41 in Appendix J, paragraph 4 states the term of this contract is for one year. Can you clarify the initial term of this contract and define the criteria for extensions at conclusion of initial term?

ANSWER:

The term of the contract is for five (5) years, 2017-2022, with five, 1 year extensions. Bidders must submit pricing for the optional years with their submission in order to be considered for the renewal 5 years.

All buses must be flat nose.

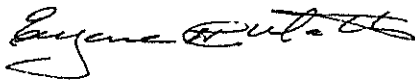
All questions must be submitted by Monday, January 9, 2017 at 12pm. All answers will be posted by 4pm on Tuesday, January 10, 2017.

Base Bid:

72 type 1 buses. Which must include ten (10) with seat belts. _____

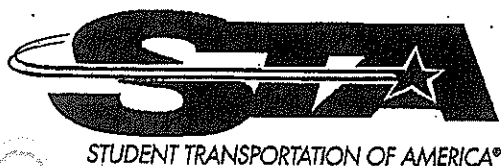
Alternate 1: 72 buses all with seat belts _____

All project requirements, except for those that are specifically added or modified by this Addendum, shall remain in full effect.



Eugene H. Watts

END OF ADDENDUM NO. 1



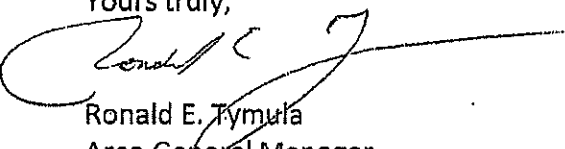
January 18, 2017

Eugene Watts
Greenwich Public Schools
290 Greenwich Avenue
Greenwich, CT 06830

Dear Mr. Watts,

Pursuant to our discussion this morning, under the transportation contract commencing July 1, 2017, Student Transportation of America will provide, as part of its fleet of Type I buses, ten (10) buses to be designated for out-of-town transportation, for field and/or sports trips, to be equipped with three-point seat belts according to the requirement set forth in Article 7.1, section F. These buses will be priced at the rates listed in Appendix A, Section C of our January 12, 2017 bid submission.

Yours truly,



Ronald E. Tymula
Area General Manager

GREENWICH PUBLIC SCHOOLS

EUGENE H. WATTS
Senior Buyer

February 28, 2017

Mr. Gene Kowalczewski
Senior Vice President – Operations
Student Transportation of America
106 Commerce Street
Stamford, CT 06902

Re: Bid 2116-16 Student Transportation 2017-2022

Dear Mr. Kowalczewski:

We have completed our evaluation of Student Transportation 2017-2022 Proposal for Greenwich Public Schools, Bid 2116-16, which opened on January 12, 2017.

I am pleased to inform you that your company, Student Transportation of America, has been selected to provide this service. The award is for 2017/18 – 2021/22 school years with the option to extend contract upon agreement of both parties. The award is in the amount of \$8,899,471.

Your contact will be Eugene Watts in the Purchasing Department (203) 625-7411. If you have any questions or require further assistance, please feel free to contact me.

On behalf of Greenwich Public Schools, congratulations on your proposal win for this service.

Very truly yours,

Eugene H. Watts
Senior Buyer

cc: Jim Hricay
Pat Maranan

Enclosure (1)

EW/eg

Havemeyer Building, 290 Greenwich Avenue, Greenwich Connecticut 06830-6521
Tel. (203) 625-7411 eugene_watts@greenwich.k12.ct.us Fax (203) 625-7677
www.greenwichschools.org
An Equal Opportunity Employer

**GREENWICH PUBLIC SCHOOLS
HAVEMEYER BUILDING
290 GREENWICH AVENUE
GREENWICH, CT 06830**

**INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL
FOR
STUDENT TRANSPORTATION 2017-2022**

REENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
Fax (203) 625-0109

EUGENE H. WATTS
Senior Buyer

December 23, 2016

Dear Sir/Madam:

You are invited to submit a proposal for Student Transportation for Greenwich Public Schools/Greenwich Public Schools/Town of Greenwich for the 2017 school year. The attached proposal specifications detail the requirements we are looking for.

Sealed proposals for supplying the attached services will be received by the Purchasing Department, at the above address until 10:00 a.m. on January 13, 2017 at which time they will be opened. All proposers and other interested people are invited to be present at the opening of these proposals.

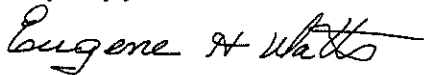
Proposals must be submitted on the schedule form attached hereto. All blank spaces for the proposal prices must be filled in using ink or type. Total prices must also be filled in. Proposals must be submitted on the schedule form attached hereto. Each proposal must be submitted with one (1) original, six (6) copies, and one (1) electronic copy (USD Flash Drive) of the proposal. Proposers must submit proposals in a clear, concise and legible manner so as to permit proper evaluation of responsive proposals.

Each proposal must be submitted in a sealed inner and outer envelope bearing the name of the proposer his/her address, and the Proposal Number for which the proposal is submitted. Envelopes, containing this information and clearly labeled "BID DOCUMENTS" are to be prepared in this manner so as to guard against opening prior to the time set therefore. It is the responsibility of the proposer to ensure that delivery by hand or mail, etc. reaches Greenwich Public Schools Purchasing Department prior to the bid opening time and date

Amendments to, or withdrawals of proposals received later than the time and date set for the Proposal Opening shall not be considered.

Faxed proposals will not be accepted. The original proposal and copy must be in a sealed envelope plainly marked: Student Transportation Bid, Opening Date: October 5, 2016 Opening Time: 10:00 a.m. RFP Number #2116-16 along with a return address. There will be a mandatory pre-bid conference on January 3, 2017 at 10:00 a.m. at the above address.

Very truly yours,



Eugene H. Watts

SECTION 1 / INFORMATION TO PROPOSERS

- 1.1 Proposers are urged to read all documents carefully and fill out all information requested. Proposals which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.
- 1.2 If the Greenwich Public Schools deems it necessary, it may postpone the date for the opening of proposals by notifying each proposer by telephone, mail or the issuing of an addendum.
- 1.3 In addition, proposals shall include lists of available management personnel and equipment to be used during the time of the related contract for transportation services. Proposals will not be accepted from proposers who do not attend or send an authorized representative to the pre-meeting which will be held on January 3, 2017 at 10:00 a.m. Proposers are responsible for submitting proposals to the Purchasing Department on or before the opening date and time.
- 1.4 The submission of a proposal shall be conclusive evidence that the Proposer has satisfied him/her as to the requirements of the proposal specifications and any controlling conditions which may exist. The Greenwich Public Schools/Town of Greenwich is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in proposal prices or added to any items specified. All proposals must remain in effect for a period of ninety (90) days, and may not be withdrawn. It is the responsibility of the Proposer to investigate all conditions to be met, including school opening and closing times, number of vehicles, numbers and lengths of bus routes, and applicable State and Federal equipment and operating regulations.

Proposal Security

- 1.5 Each proposal must be accompanied by a certified Treasurer's or Cashier's check drawn on or issued by a commercial or savings bank, trust company or savings and loan association, payable to the order of the Greenwich Public Schools/Town of Greenwich, Connecticut or by a proposal bond prepared on the form of proposal bond attached hereto duly executed and acknowledged by the Proposer, as Principal, and by a surety satisfactory to the Greenwich Public Schools/Town of Greenwich as surety. The check or proposal bond shall be in the sum of \$30,000 and shall be enclosed in the sealed envelope containing the proposal. Each such check or proposal bond may be held by the Greenwich Public Schools/Town of Greenwich as security for the fulfillment of the Proposer's Agreements as herein above set forth and as set forth in the proposal. Should the Proposer fail to fulfill such Agreements, his proposal check shall become the property of the Greenwich Public Schools/Town of Greenwich or if a proposal bond was furnished, the proposal bond shall become payable to the Greenwich Public Schools/Town of Greenwich as liquidated damages; otherwise, the proposal check shall be returned to the Proposer as hereinafter provided, or if the security is a proposal bond, the proposal bond shall become null and void.
- 1.6 Proposal checks will be returned to all except the three lowest responsible Proposers for each alternative within five (5) business days after the opening of proposals, and to the three (3) lowest responsible Proposers for each alternative within ten (10) business days after the Greenwich Public Schools/Town of Greenwich and the accepted Proposer have executed the Agreement. In the event that both the accepted Proposer and the Greenwich Public Schools/Town of Greenwich have not executed the returned Agreement within 60 consecutive calendar days after the opening of proposals, the proposal check will be returned promptly upon demand of any Proposer who has not been notified of the acceptance of his proposal.

Performance Bond:

- 1.7 Successful Proposer shall be required to furnish a Performance Bond issued by a surety company authorized to do business in the State of Connecticut. Such surety company shall have and maintains an A.M. Best Financial Strength Rating of A-B. The required bond shall be renewed annually and equal to one hundred percent (100%) of the value of the first year's expense and one hundred percent (100%) of each succeeding year thereafter. A letter of intent from the surety company shall be included with the proposal submission. Cost for the Performance shall be listed separately in the proposal respond.

Bid Bond

- 1.8 A bid bond must accompany the sealed proposals in the amount of 10% percent of the proposed annual home-to-school base cost. All security deposits received will be refunded except when a contract offered by the Greenwich Public Schools/Town of Greenwich is rejected by the selected vendor. Cashier's Checks are not acceptable security. The Bid Bond must be issued by an approved surety, duly licensed and authorized to transact business in the State of Connecticut, in a form and content acceptable to the Greenwich Public Schools/Town of Greenwich.
- 1.9 The full name and business or residence address of each individual party to the bond shall be inserted in the space provided therefore, and each party shall sign the bond with his/her usual signature on the line opposite the scroll seal.
- 1.10 The Bid Bond form given on the following pages shall be used.

Bidders to Investigate

- 1.11 Potential Proposers must satisfy themselves by personal investigation of the area served and a study of the opening and closing hours of the classes in various schools as to the length and number of runs necessary and the amount of equipment required to supply the transportation called for in complete and satisfactory accordance with the specifications, and shall not at any time after the submission of proposals claim that there was any misunderstanding in regard to the amount and nature of the services to be rendered. Information may be obtained from the office of the Transportation Manager, Havemeyer Building, 290 Greenwich Ave., Greenwich, Connecticut 06830.
- 1.12 Proposers must study all of the attached documents including the Invitation to Proposers, Instructions to Proposers, Agreement, Form of Proposal/Bid Bond, Proposal Sheets, Affidavit for Final Payment, Equipment Inventory, Parking Site Fact Sheet, Certificate of Insurance in order to satisfy themselves as to the requirements thereof, and all proposals submitted shall be submitted with the understanding that these documents shall form a part of the contract which the successful proposer shall be required to sign upon acceptance of his proposal by the Greenwich Public Schools/Town of Greenwich.
- 1.13 The Greenwich Public Schools /Town of Greenwich reserves the right to reject proposals which in its judgment are incomplete, conditional, obscure or not responsive or which contain additions not called for, erasure not properly initialed, alterations or similar irregularities if deemed in the Greenwich Public Schools/Town of Greenwich's best interest to do so.

The Greenwich Public Schools / Town of Greenwich reserves the right to reject any and all proposals not deemed to be in the best interest of Greenwich Public Schools / Town of Greenwich reserve the right to waive any informality in or, reject any or all proposals, or any part of any proposal.

- 1.14 The Proposer whose proposal is accepted will be required and agrees to duly execute the Agreement and furnish the required bond within such time as seemed reasonable by the Greenwich Public Schools / Town of Greenwich or Contracting Officer. See Appendix J.

Ability and Experience of Proposer

- 1.15 The Greenwich Public Schools / Town of Greenwich shall have the right to take such steps as deemed necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish the Greenwich Public Schools / Town of Greenwich with information and data for this purpose as the Board of Education may request.
- 1.16 No award will be made to any Proposer who cannot satisfy the Greenwich Public Schools / Town of Greenwich that he has sufficient ability and experience in this class of work and sufficient capital and plant to enable him to complete the work successfully. The Greenwich Public Schools / Town of Greenwich decision or judgment on these matters shall be final, conclusive and binding.
- 1.17 The Greenwich Public Schools / Town of Greenwich may make such investigations as it deems necessary, and the Proposer shall furnish to the Greenwich Public Schools / Town of Greenwich, under oath if so required, all such information and data for this purpose as the Greenwich Public Schools/Town of Greenwich may request.

Scope of Work

- 1.18 Proposals must be submitted on the proposal form provided herewith and accompanied by all of the other documents attached hereto.
- 1.19 It is the intent of the specifications to indicate the number of buses, capacity of buses and time involved in order to transport:
- Elementary School pupils living more than one mile from school
 - Middle School pupils living more than one and one-half miles from school
 - High School pupils living more than two miles from school
 - Special Education pupils within Greenwich
 - Special Education pupils to out of Greenwich Public Schools/Town of Greenwich locations

SECTION 2 / NON DISCRIMINATION / AFFIRMATIVE ACTION

- 2.1 Affirmative Action: The Proposer shall submit a copy of their affirmative action plan and agrees not to discriminate in the conduct of this Agreement because of race, color, creed, sex or national origin.
- 2.2 Labor Standards: the Proposer shall at all times comply with all federal, state, regional and local laws, regulations, rules, policies, standards and ordinances in force for Greenwich Public /Town of Greenwich transportation and motor vehicle operations.
- 2.3 Inspection of Documents: Each Proposer receiving forms prepared by the Greenwich Public Schools /Town of Greenwich is responsible for inspection of Greenwich Public Schools / Town of Greenwich documents for missing or illegible pages, or other indication of incomplete information provided to the vendor.
- 2.4 The failure or neglect of Proposer to receive or examine any contract documents, form, instrument, addendum, or other document shall in no way relieve Proposer from

obligations with respect to his/her proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

SECTION 3 / MANDATORY PROPOSAL QUESTIONNAIRE FORM

- 3.1 The questionnaire is a part of this Request for Proposal. The information provided herein will be used for evaluating the qualifications of the Proposer to perform the work and services to be done. The questionnaire must be filled out accurately and completely, and submitted with the other parts of your proposal. Any errors, omissions, or misrepresentation of the information may be considered as a basis for the rejection of the proposal, and may be grounds for the cancellation of any agreement executed as a result of the Request for Proposals.
- 3.2 Where space is not provided for an answer, or your answer will not fit in the space provided, please attach additional sheets marked with the question they address.
- 3.3 When completed, this questionnaire and the responses contained within it or attached to it shall be considered to be a part of the Agreement for Furnishing Pupil Transportation. **(See Appendix D)**

SECTION 4 / PROPOSER TRANSPORTATION INFORMATION

- 4.1 Bidders must satisfy themselves by personal investigations of the areas to be served and the opening and closing hours of classes in the various schools, the length and number of runs necessary and the amount of the equipment required to supply the transportation called for to furnish transportation in complete and satisfactory accordance with specifications. Bidders shall not at any time after the submission of the bid claim that there was any misunderstanding in regard to the amount and nature of the service to be rendered.
- 4.2 Greenwich Public Schools / Town of Greenwich reserves the right, during the life of the resultant contract, to use buses for school transportation, other than those furnished by the Proposer, which may be made available through another private carrier. Based on the starting hours of school, it is anticipated that each bus or other vehicles used will be on the basis of up to three (3) runs in the morning for arrival at school and up to three (3) runs in the afternoon at dismissal of school. Schedules will be based on three (3) runs to a bus or other vehicle whenever possible. However, the Greenwich Public Schools / Town of Greenwich reserve the right to schedule more than three runs if necessary and possible.
- 4.3 The starting time of runs, the arrival time at schools, and the dismissal time of runs will be approved by the Superintendent of Schools or his appointee. The Greenwich Public Schools / Town of Greenwich reserves the right to change the time of opening and closing of schools with the ten-hour period 7:00 a.m. to 5:00 p.m. to be determined by the Greenwich Public Schools / Town of Greenwich. **(See Appendix C)**
- 4.4 This school bus transportation program may encompass transporting pupils to special classes out of Greenwich Public Schools/Town of Greenwich, for example, Foundation School in Orange, Connecticut. While these programs and those noted are currently being serviced, the proposer must be aware that there is no commitment that they will continue nor is there any inference to be made that the outside of Greenwich Public Schools busing is limited. Transportation to contiguous Greenwich Public Schools/Town of Greenwich is to be included in the contract. Greenwich Public Schools/Town of Greenwich reserves the right to transport students in its own vehicles, reimburse students in lieu of transportation and to contract for certain transportation beyond the contiguous

Greenwich Public Schools/Town of Greenwich or to use other vendors for field trips and sporting events as necessary.

- 4.5 Under existing conditions, there are approximately 64 Type I, 10 Type II, (2 are wheelchair), 6 Caravans. The summer schedule has 4 Type I, 7 Type II and 3 Caravans. Greenwich Schools' opening and closing times vary per school. These times and numbers are subject to change depending on the needs of the school system.
- 4.6 Proposer rates for bus transportation for approximately 182 days:
- (Type I) 73 passengers will be priced per day.
 - (Type I) 83 passengers will be priced per day.
 - (Type II) 2 wheelchair van will be priced per day.
 - (Type II) 16 passenger vans will be priced per day.
 - Vehicles complied with all Dept. of Motor Vehicles Regulations for such transportation service to transport Special Education Pupils to locations outside the Greenwich Public Schools/Town of Greenwich.
 - Monitor and / or Aide will be priced per rate
 - Sport Buses will be priced per location.
 - Charter Buses will be priced per location.
 - Late Buses must be priced per run.

SECTION 5 / RFP CONSIDERATIONS / AWARD

- 5.1 An award will be made after a study of each proposal. The Greenwich Public Schools / Town of Greenwich reserves the right to reject any (or all) proposals and related quotations and to waive any requirements, irregularities, or technical defects therein which, in their opinion, is deemed to be in the best interest of the Greenwich Public Schools/Town of Greenwich, respectively. Hence, the resultant contract may be awarded to other than a low bidder if it is deemed to be in the best interest of Greenwich Public Schools/Town of Greenwich. Accordingly, the following items will be among those considered when rendering an award. These items are not necessarily listed in the order of their importance but not limited to:

- A. past safety record
- B. general qualifications
- C. prior experience in operation of school buses
- D. available equipment and personnel
- E. financial status
- F. maintenance and support capability
- G. past performance (Greenwich or elsewhere)
- H. price and/or overall cost
- I. training of driving personnel
- J. driver stability/turnover ratio
- K. any other pertinent factors

- 5.2 Greenwich Public Schools/Town of Greenwich has high expectations for student transportation services. Below is a list of the criteria the Board expects the Proposer to meet in fulfilling this Agreement.

1. To get the school-aged children of the community to school safely and on time
2. To provide highly skilled and courteous drivers
3. To work continuously to maintain and improve an enviable safety record
4. To keep vehicles in excellent mechanical condition
5. To work with the school administration to improve service but not necessarily increase cost

6. To work with the School Administration to maintain the best possible parent/community relations with parent relations
7. To understand the relationship between the quality of service and its interdependency with parent relations
8. To at all times, work in an effective and professional manner

SECTION 6 / INSURANCE / INDEMNIFICATION / GENERAL RESPONSIBILITIES

- 6.1 The Greenwich Public Schools / Town of Greenwich may at any time during the term of the resultant contract change the required levels of coverage to be maintained by the bus company. The successful Proposer shall be required; within 30 days of the award to submit written evidence (as subsequently determined by Greenwich Board of Education) substantiating that on the execution date of the resultant contract and before commencing operations, and for the term thereof, such insurance as stipulated above shall be procurable by the successful Proposer. Such proof shall be submitted to the Purchasing Office.
- 6.2 The Proposer further agrees to indemnify, hold harmless, and defend the Greenwich Public Schools / Town of Greenwich and all of their officers, agents, and employees from and against any and all suits, costs, damages, actions, or claims of any nature and all liability for loss or expense, whether by reason of injury, including death, to any person or property damage of any kind, however caused, arising out of or in any manner connected with the operations to be performed under the resultant contract, whether or not due in whole, or in part, to any act, omission or negligence of the Greenwich Public Schools / Town of Greenwich or any of its representatives or employees.
- 6.3 The Proposer shall be held fully responsible for the care and supervision of passengers during their period of transportation. The period of transportation shall begin when the passenger begins to enter the vehicle and shall end when the passenger leaves the right of way of the public road or street after alighting from the vehicle. The backing of buses is not allowed. If an emergency situation arises that makes backing up necessary, the driver must call the terminal office on the two-way radio for permission and directions. Mid-size or Type II buses in the special needs fleet may be required to travel on roads which end in cul-de-sacs. This may include turning without backing up and doing t-turns only when authorized by the school district.
- 6.4 The Proposer, in addition to being fully responsible for the care and supervision of pupils during their period of transportation, shall furnish a complete written report on each accident occurring during the transportation of pupils for the Greenwich Public Schools / Town of Greenwich.
- 6.5 Before commencing operations, the successful Proposer will be required to provide the Greenwich Public Schools / Town of Greenwich with a Certificate of Insurance showing: Commercial Automobile, Commercial General Liability and Worker's Compensation Insurance Coverage's. The Acord Certificate of Insurance shall name the Greenwich Public Schools / Town of Greenwich as additional insured and shall include the following language in the Endorsement letter:
 - (1) I am a duly licensed insurance agent under the laws of the State of [insert state] and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
 - (2) The Town of Greenwich has been endorsed as an additional insured under general liability policy no. [insert policy number], issued by [insert company affording coverage] to [name of insured];

(3)] The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;

(4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and

(5) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Insurance coverage shall be in accordance with Sections: 14-29 and 14-275 of the State of Connecticut General Statutes outlining insurance requirements for public service vehicles. Workers' Compensation limits as required by the State of Connecticut shall also be included.

The fleet liability shall include any bus or vehicle used by the Proposer, whether owned or not by the Proposer's company, in order to fulfill the resultant contractual obligations.

Before starting, and until final completion and acceptance of the work to be performed under the terms of this Agreement, and the expiration of the guarantee period provided for in this Agreement, the Proposer shall procure and maintain insurance of the types and amounts specified in paragraphs a) through e) inclusive, below, and such other insurance as is specified under the terms of this Agreement. All policies shall name the Greenwich Public Schools/Town of Greenwich as an additional insured.

The Proposer shall also carry insurance covering bodily injury and property damage caused by the operation of all motor vehicles owned by the Proposer, or by the use of motor vehicles not owned by the Proposer, while such vehicles are being operated in connection with the prosecution of the work under this Agreement.

The Proposer shall require each of its sub Proposers, if any, to procure and maintain, until the final completion of that sub Proposer's work, insurance of the types and amounts specified in paragraphs a) through e) inclusive, below, and as the Proposer shall secure and maintain at its expense, during the life of this contract, public liability and property damage insurance to protect it, its sub Proposers, if any and the Greenwich Public Schools/Town of Greenwich from claims for bodily injury, accidental death or property damage arising from the operations under this contract whether such operations be by itself or by anyone directly or indirectly employed by it. It shall be the responsibility of the Proposer to ensure that all its sub Proposers comply with all of the insurance requirements contained herein relating to such sub Proposers.

a.	Workmen's compensation as required by law	
b.	Employers' Liability	\$ 1,000,000.00
c.	General Liability:	
	i. Bodily Injury	\$ 5,000, 000, 00 each occurrence
	ii. Property Damage	\$ 150,000.00 per accident
		\$ 1,000,000.00 aggregate
d.	Automobile Liability:	
	i. Bodily Injury	\$ 5,000,000.00 each occurrence
	ii. Property Damage	\$ 150,000.00 per accident
		\$ 1,000,000.00 aggregate
	iii. Medical Payments	\$ 100,000.00 each person

- e. Excess Liability (Umbrella) \$ 10,000,000.00

The Proposer shall furnish three (3) certificates to the Greenwich Public Schools/Town of Greenwich of each insurance policy or policies, which certificates shall contain a synopsis of the types and amounts of coverage provided by each policy, a true copy of each policy shall also be attached. All insurance shall be carried in a company or companies authorized to do business within the State of Connecticut. Such certificates of insurance shall be in the form attached hereto.

CONTRACT CANCELLATION POLICY:

- 6.6 Greenwich Public Schools / Town of Greenwich reserves the right to terminate the Agreement or any other agreement with the Proposer if any of the conditions listed below exists but, not limited to:
- A. The Proposer is unable or refuses to fulfill the terms and conditions of the Agreement
 - B. The Proposer breaches the terms and conditions of the Agreement
 - C. The Proposer refuses to provide safe vehicles and/or transportation services to the students of Greenwich
 - D. The Proposer fails to meet the school schedule and/or consistently fails to pick up eligible students
 - E. The Proposer becomes insolvent, makes an assignment for the benefit of creditors, files a voluntary petition in bankruptcy, and is subject to an involuntary petition in bankruptcy not discharged within 30 days
 - F. The Proposer subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under this Agreement other than as provided in this Agreement
 - G. The Proposer fails to comply with all federal, state, regional and local laws, regulations, rules, policies, standards, and ordinances in force for public school transportation and motor vehicle operations
 - H. The yearly allocation of funds for transportation by the Greenwich Public Schools / Town of Greenwich is not appropriated
- 6.7 If in the opinion of the Greenwich Public Schools / Town of Greenwich, the company is not satisfactorily fulfilling the conditions and obligations of the resultant contract, the Board may terminate the resultant contract on five (5) days written notice to the company, employ another bus company to complete said resultant contract, and to hold the company (and the surety) responsible for any extras or added expenses, loss, or damage suffered by the Greenwich Public Schools / Town of Greenwich in carrying out said resultant contract. Notice of termination shall be effective when mailed and termination shall not relieve any party of any rights or obligations which occurred prior to such termination. The rights and obligations set forth in Section 6 (Insurance/Indemnification/General Responsibilities) will survive and continue after any expiration or termination of the resultant contract and shall bind the parties and their legal representatives, successors, heirs and assigns.

SECTION 7 / VEHICLES AND TRANSPORTATION EQUIPMENT

- 7.1 The number of vehicles needed to transport District children is expected to vary. Greenwich Public Schools / Town of Greenwich contracts for the following: Vehicles may be reduced or added to this Agreement each year. The vehicles cannot be more than eight (8) years old during the course of the contract. Greenwich Public Schools / Town of Greenwich required the fleet to include at least the following: **TYPE I:** Two (2) seventy-two passenger buses with under storage. Two (2) seventy-two (72) passenger buses

with wheelchair lifts, (2) 82 passenger buses with under storage. The balance of the buses will be Type I (72) seventy-two passengers. **Type II:** Six (6), 12 passenger vans with wheelchair lifts. The balance of Type II vans will be 16 passengers. DMV approved seating capacity of 7-16 passengers. The Proposer should submit a proposal based on the approximate number of buses, including the above listed equipment (under storage equipment and wheelchair lifts). The approximate number of buses needed will be verified and stipulated in the contract. **(See appendix A)**

- A. All Vans must be equipped with rear window heaters, air conditioners, and seat belts.
- B. All buses shall be equipped with strobe warning lamps, stop arms, crossing gates, and white roofs.
- C. All buses must have an assigned bus route labeling system that is approved by Greenwich Public Schools / Town of Greenwich.
- D. Automatic alarm system in rear of bus that activates if driver does not check interior of bus (Bus Scan Child Finder System or equivalent).
- E. Any vehicle used for the transportation of wheelchair-bound students shall have anchoring devices appropriate to the type of wheelchair utilized by the particular student(s).
- F. If after this bid is awarded, the State of Connecticut or the Federal Government pass laws mandating seat belts on school buses, it will be the responsibility of the awarded bus company to install seat belts on all vehicles used in the fulfillment of the contract. All buses used for out-of-town trips traveling over the highway shall be equipped with seat belts (three per seat).

Please give pricing for the following:

Alternate #1

All Buses shall be equipped with seat belts

Pricing:

Base proposal: _____

Add alternate #2

No buses should be equipped with seat belts other than those specified.

Pricing:

Base proposal: _____

- G. All buses shall be equipped with power steering and automatic transmissions.
- H. All buses shall be equipped with a properly functioning GPS tracking system and student tracking system that is compatible with Edulog and Aspen Student Information Systems (SIS). The hardware will be GPS satellite and communication will be cellular with compatible software to interact with routing software.
- I. Annual training provided by Proposer as needed for transportation software (GPS).
- J. GPS software shall be supplied to the Greenwich Public Schools / Town of Greenwich by the Proposer at no cost.

- K. All buses upon which the resultant contract is to be based shall be reserved for the exclusive use of the Greenwich Public and Non-Public Schools. All buses shall be marked on each side with the words "Greenwich Schools," in 6" lettering.
 - L. Two-way radio communications with each vehicle and the bus dispatcher will be available at all times and the equipment necessary is to be provided at the Proposer's expense.
 - M. All Type I and Type II vehicles shall be equipped with digital video monitoring equipment. Each vehicle shall be equipped with a digital video recorder system, such as Bus Vision (or equivalent to) and a live camera/dummy DVCR. The ratio of live DVCR to each category of vehicles shall be one hundred (100) percent including spare and trip buses.
 - N. GPS reports shall be available for the school system at any time upon request, and shall be kept on file by the Proposer for at least one (1) year.
- 7.2 The Proposer is responsible for any additional equipment required by laws, rules, regulations, policies and standards of the federal government, the State of Connecticut, the Connecticut Department of Motor Vehicles and at no cost to the Greenwich Public Schools / Town of Greenwich during the course of this contract.
- 7.3 The Proposer shall, at all times, during the period of this Agreement, provide spare vehicles at a ratio of ten percent (10%) for the fleet and driving personnel sufficient to satisfy the requirements of this Agreement at all times. The spare vehicles and spare drivers shall be used in the event of any scheduled maintenance, accident, breakdown, delays, emergency, shortages due to athletic or field trips, driver absence, etc.
- 7.4 During the term of this Agreement, the Proposer shall have the right to substitute new or equivalent vehicles, provided prior written notice is given to and such substitution meets the terms and conditions of this proposal.

Greenwich Public Schools / Town of Greenwich reserves the right in the exercise of its sound discretion, to reject equipment proposed to be used, or after the contract shall have been awarded, equipment which may have been in use whether or not such equipment meets the specification of the Commission of Education and the Public Service Commission, which specifications shall be deemed minimal. The age of the bus fleet in use on this contract shall not exceed eight (8) years. Buses must be kept in excellent mechanical condition, and must be kept clean both inside and out, but specification of these items does not exclude other criteria which may be used by the Board of Education to determine acceptability of a bus. In any event, all buses shall be open to inspection by the Greenwich Public Schools/Town of Greenwich or its duly authorized representatives at all times. The Greenwich Public Schools/Town of Greenwich shall have the unrestricted right to reject any bus it deems defective, hazardous, subject to frequent breakdowns or repairs. The Proposer shall maintain a regular maintenance schedule for all buses and make the records of same available to the Board of Education. Any legislation or state guidelines which require modifications to existing equipment the costs associated with this legislation shall be borne by the Proposer.

VEHICLE AND EQUIPMENT MAINTENANCE

- 7.5 The Proposer shall set up a regular inspection program of all vehicle and equipment and shall keep written records showing regular mileage inspections and periodic inspections so that Greenwich Public Schools / Town of Greenwich or its agent may, at any time, request the written record of the inspection made by the Proposer. Such records shall include a specific statement concerning the mechanical condition of each individual vehicle and equipment. As part of the proposal submission, the Proposer shall include a detailed summary of its preventative maintenance program for both, vehicles and equipment.

- 7.6 At any time during this Agreement, Greenwich Public Schools / Town of Greenwich or its agent shall have the right to conduct inspections of the Proposer's vehicles and equipment facility, and to make recommendations concerning changes, repairs or additions to the mechanical equipment of the Proposer's fleet.
- 7.7 The Proposer will arrange for inspection of the Greenwich Public Schools Transportation fleet to comply with the Department of Transportation (State and Federal regulations); any violations will be addressed at once. This inspection will be annually.
- 7.8 The Proposer's planned program of preventive maintenance and safety shall include daily cleaning of the interior of all vehicles and monthly washing of vehicle exterior with washing of interior surfaces every 30 school days.
- 7.9 The successful Proposer is responsible for obtaining as required by State and City authorities building permits, repair license, any other code requirements. The proposed facility for the District's service must be located within the Greenwich Public Schools/Town of Greenwich limits and the facility is large enough to accommodate the fleet needed to transport all students. The building on premises should be large enough to accommodate office space for (1) General Manager, (1) Secretaries, (1) Dispatcher, (1) Safety Instruction. The facility must have adequate space to conduct driver training courses. In addition, fuel tanks must reside on-site. The Proposer must have adequate and sufficient storage for the fuel to be used, and must comply with any and all Federal, State and local laws, regulations and ordinances concerning the storage and use of the fuel. It must also allow inspections of the storage facilities to Greenwich Public Schools / Town of Greenwich as well as other departments, such as Fire, Health, Public Works, and Conservation. The facility must have adequate security at all times, i.e., fencing all around, security cameras, etc.

7.10 Fuel Procurement

Greenwich Public Schools / Town of Greenwich will purchase a specified amount of gallons of diesel fuel required for the servicing of the school student transportation needs and will deduct the amount from the Proposer's monthly billing. The required gallons to be purchased will be determined by consideration of route mileage per day and the estimated miles per gallon (MPG) of the operating fleet. These estimates are expected to be in a range of +/-5% of actual use. These amounts will be confirmed and agreed upon by the district. In advance an appropriate refueling facility must be designated. The Proposer may elect annually not to participate. For this contract the approximate fuel usage is 140,000 gallons.

If the price of ULS winter blend Diesel fuel exceeds \$4.00 per gallon (delivered) or falls below \$2.00 per gallon delivered, the parties may reopen contract discussions to negotiate the effect of fuel prices upon the overall cost of operation.

SECTION 8 / FACILITY AND FUEL SITE

- 8.1 The successful Proposer is responsible for obtaining as required by State and City authorities building permits, repair license, and other code requirements. The proposed facility for the District's service must be located within the Greenwich Public Schools/Town of Greenwich limits and the facility is large enough to accommodate 72 buses, 7 vans. The building on premises should be large enough to accommodate office space for (1) General Manager, Secretaries, Dispatcher, and Safety Instruction. It must have a supply room for parts needed for repairs. The facility must have adequate space to conduct driver training courses. In addition, fuel tanks must reside on-site. The Proposer must have adequate and sufficient storage for the fuel to be used, and must comply with any and all Federal, State and local laws, regulations and ordinances concerning the storage and use of the

fuel. It must also allow inspections of the storage facilities to the Board of Education, as well as other Greenwich Public Schools/Town of Greenwich agencies and departments, such as Fire, Health, Public Works, and Conservation. The facility must have adequate security at all times, i.e., fencing all around, security cameras, etc.

SECTION 9 / TRANSPORTATION NEEDS

- 9.1 The website for Greenwich Board of Education can be located at: (<http://www.greenwichschools.org>). This website contains the Greenwich Board of Education Transportation Policy.
- 9.2 Student Behavior and Control: The Proposer is responsible for Students from the period of transportation which begins when the passenger begins to enter the vehicle and shall end when the passenger leaves the right of way of the public road or street after alighting from the vehicle. The Proposer shall require its drivers to report in writing any disturbance, irregularities or disciplinary infractions by students to the proper school authorities.
- 9.3 Children of Drivers: Greenwich Public Schools/Town of Greenwich is aware that many School Bus Proposers attract parents as drivers by allowing offspring to ride as passengers. Greenwich Public Schools/Town of Greenwich is willing to allow this practice as long as the practice does not interfere with the primary function of student transportation and the Proposer/driver complies with all laws and regulations for the transportation of infants and small children. The Proposer bears all liability for this practice.
- 9.4 Passenger Authorization: Only individuals specifically authorized by Greenwich Public Schools/Town of Greenwich shall be allowed to ride the vehicles.
- 9.5 Complaints: The Proposer shall investigate all complaints, keep a log of such complaints, and shall report the action taken to the School Administration, as soon as possible.
- 9.6 Inclement Weather: In the event of inclement weather, the Superintendent of Schools shall determine when schools shall be in session or when the opening of school shall be delayed or the closing accelerated, and the Proposer shall provide transportation in accordance with such determinations. In making such determinations, the Superintendent shall give consideration to the availability of drivers, road conditions, weather forecasts and other factors as it considers relevant, including consultation with the Proposer.
- 9.7 The Proposer shall at all times during the term of the resultant contract keep the required buses in the regular fleet, including spares, available to transport all eligible students. No bus shall be loaded in excess of legal capacity. In the event that a bus reaches its full capacity and students remain to be picked up, the driver shall inform the dispatcher. The dispatcher shall send another bus for the remaining students at no additional charge.
- 9.8 Each of the special needs buses shall be equipped with as many car seats as necessary to transport the designated students. The car seats shall accommodate the individual special needs of the students. The Proposer shall provide harnesses or any other type of restraints necessary for transporting students with special needs including car seats. There shall be no additional cost to the district.
- 9.9 At any time during the term of the resultant contract, the Town shall have the right to conduct inspections of the Proposer equipment and to make reasonable recommendations concerning changes, repairs, or additions to the mechanical equipment of the carrier. The Proposer shall carry out said recommendations at the earliest possible time. No expense shall be borne by the Greenwich Public Schools/Town of Greenwich.

- 9.10 Prior to August 1 of each year, the Proposer shall submit a complete list of all buses to be used during the year to the Greenwich Board of Education Transportation Department. The list shall include the name of the manufacturer, the date of manufacture, serial number, and pupil capacity.
- 9.11 Inspections will be done annually per State of CT statutes/regulations. During the course of the contract, the Proposer will follow all statutes and regulations. The Proposer is required to make any repairs which are directed as a result of State inspections within the time period indicated by the inspector. Reports of each inspection shall be filed with the "Greenwich Public Schools" Transportation Manager within seven (7) days of the completed inspection. Inspections are to be conducted by inspectors from the State Department of Motor Vehicles. The State's inspection form is to be used at all times.
- 9.12 Buses shall not carry any commercial advertisements, nor shall any be distributed to passengers.
- 9.13 The Proposer shall install a dedicated telephone/radio line for the regular daily operation for Greenwich Board of Education use only. All expenses shall be borne by the Proposer.
- 9.14 The Proposer shall provide cell phones on all athletic and field trips. Cell phones may not be used for personal use by drivers, students, or any other passengers so authorized by the Board. All expenses shall be borne by the Proposer.
- 9.15 It is to be agreed by the Board of Education that should any schools included in this contract suspend classes at any time earlier than that provided for in the agreement, reasonable notice of such early dismissal shall be given to the bus Proposer so that it can provide buses for early dismissal. There is to be no charge for this except for the cost of the driver when additional service is required because of irregular scheduling.

SECTION 10 / TRANSPORTATION REQUIREMENT

- 10.1 The Proposer shall as part of pre-employment screening, complete drug and alcohol testing on each and every perspective employee required by the State of Connecticut.
- 10.2 The Proposer shall ensure that all drivers have submitted a complete physical examination prior to the beginning of each school year. A licensed practicing physician shall conduct the physical examination and the physician shall certify that the driver is in good physical condition at no expense to the Greenwich Board of Education. Also
- 10.3 The Bidder is required to do Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.
- 10.4 The Proposer shall provide at least 20 hours of driver training annually. Training shall focus on defensive driving skills, student management, care of special needs students, parent/driver relations and other areas deemed relevant to improving the safety of the service provided to.
- 10.5 A post-accident testing event occurs as defined on the Proposer's Drug Policy if there is reasonable cause to suspect drug or alcohol use. (This policy is based on Federal Regulations and may be subject to change as a result).
- 10.6 Drivers who are tested positive for use of controlled substance and/or alcohol shall be permanently excluded from driving school buses in Greenwich. The Safety Director will be required to maintain all records for the drivers. Drivers will be required to be state certified by the Department of Motor Vehicles and during the course of the year, will be trained by the Proposer for the purpose of meeting all state and federal regulations. The Proposer will bear all costs for training and at no cost to the Greenwich Board of Education.

- 10.7 Evacuation Drills: Required, as part of this Agreement is the utilization of buses and drivers for evacuation drills as required by Connecticut General Statutes with no expense to the Greenwich Board of Education.
- 10.8 Vandalism: The Proposer shall be responsible for the cost of vandalism to the vehicles. Greenwich Board of Education shall cooperate with the Proposer to keep vandalism low and prosecute violators to the full extent of the law. Any remuneration recovered as a result of vandalism on school buses shall become the property of the Proposer. The Greenwich Board of Education supports and encourages the use of technology to enhance safety and behavior on buses.
- 10.9 Accidents: In the event of an accident, the Proposer shall report to the Greenwich Board of Education's Superintendent or designee promptly, but in no case more than the "close of the school day" after the accident occurs. At the request of the School Administration, the Proposer shall promptly prepare a written report of the accident and forward a copy to the Superintendent or Superintendent Designee.

SECTION 11 / ROUTE

- 11.1 Routes and stops are developed by the Transportation Department according to their policies and regulations. All routes shall be available at least 20 days prior to the beginning of school, in order for a copy to be submitted and published in local newspapers. A copy of the route the bus is serving shall be carried in the vehicle at all times. Drivers and spares are expected to be thoroughly familiar with routes prior to the opening of school. Because of late enrollments, routes and loads shall be flexible during the first few weeks of school.
- 11.2 The Proposer shall thoroughly field test all bus routes prior to the opening of school to verify any discrepancies and to familiarize the drivers with unfamiliar routes. Prior to the start of each school year, drivers shall be required to perform two (2) "dry runs" with a bus for each route assigned to that driver.
- 11.3 All routes, numbers of vehicles and numbers of children, and starting and dismissal times are tentative and subject to change at the discretion of the Board of Education. The Proposer must be willing and able to react to emergency situations.
- 11.4 The Proposer's driver will not deviate from the routes assigned by the Proposer and the Greenwich Board of Education.

SECTION 12 / TRANSPORTATION SCHEDULING

- 12.1 It should be noted that non-public and state vocational school calendars may not coincide with public school calendars.
- 12.2 All routes and stops thereon shall be approved by the Superintendent of Schools or designee and any deviation therefore must have prior approval, except in an emergency.
- 12.3 The Proposer will conduct physical counts of each student that is listed on the run sheet. The Proposer will be required to check all bus passes to ensure space availability.

SECTION 13 / PAYMENT SCHEDULE

- 13.1 Payments: The Proposer will be paid only for the number of vehicles actually in operation. Greenwich Board of Education will make payments for School Buses providing regular transportation services monthly payments commencing in the month of September. Greenwich Board of Education will make payment for all other vehicles on a monthly basis

upon receipt of an itemized invoice provided by the Proposer. Terms shall be net 30 days. The Proposer shall maintain a computerized billing system for all Greenwich Board of Education Transportation.

- 13.2 Acceptance by the Proposer of the payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and all liability to the Proposer in connection with this Agreement arising during the period for which the payment is made.
- 13.3 The bus Proposer will be paid for only those days on which transportation is furnished. The bus Proposer will be notified of "no school" due to storms, etc., by the Superintendent or his/her designee.

SECTION 14 MANAGEMENT / SUPPORT PERSONNEL

- 14.1 The Proposer shall employ a qualified General Manager annually, approved by the Board, to supervise the total school transportation program which is established for the purpose of meeting the requirements of the resultant contract. The General Manager shall be available exclusively for the Greenwich Schools and shall not be assigned driving duties. Said General Manager shall be available to the Administration, other representatives of the Board, and shall be present at all times during the school hours of each school day.
- 14.2 The Proposer shall employ a Dispatcher annually, approved by the Board, to direct the regular daily operation. This position shall be exclusively for the Greenwich Schools, and shall involve no regular driving. The Dispatcher shall be available to the Administration, other representatives of the Board and Greenwich Public Schools/Town of Greenwich, and shall be present at all times during school hours or each school day.
- 14.3 The Proposer shall employ a Safety Instructor/Trainer annually, approved by the Board, available exclusively for the Greenwich Schools, who is certified by the State, separate from the General Manager and Dispatchers, to train new drivers, retrain and update veteran drivers, train substitute drivers, conduct safety meetings, monitor video camera tapes and make reports to Greenwich Board of Education, assist drivers to obtain the proper licensing, and prepare drivers for proficiency testing. This person must be familiar with all areas of Greenwich, and may have no driving assignments.
- 14.4 A maintenance crew of qualified mechanics shall be available exclusively for Greenwich Schools, and shall not be assigned driving duties. No vehicles shall be serviced or repaired in the Greenwich facility other than those used exclusively for Greenwich Schools.
- 14.5 If the assigned General Manager, Dispatcher, safety Instructor/Trainer should terminate their employment for any reason, new persons will be hired by the Proposer with the approval of the Greenwich Board of Education's Transportation Manager, and subject to the same CDOT regulations, background checks, and criminal records checks.
- 14.6 The Proposer shall maintain sufficient staff who has knowledge of Microsoft Programs Excel/Word, proficient on Versatrans (or of equal software) and GPS programs. The Administrative Staff should be proficient in communications, correspondence, dispatching of buses, handling of complaints, and other problems normally related to a program of pupil transportation can be efficiently and effectively provided for.

SECTION 15 / BUS DRIVERS

- 15.1 The Greenwich Board of Education requires all Contracting personnel to wear a simple uniform with a picture identification badge. Proposer's personnel shall use extreme caution while driving motor vehicles on school property.

- 15.2 Bus drivers employed by the Proposer must be approved by the Board and properly tested and licensed in accordance with the regulations of the State of Connecticut and the State Department of Motor Vehicles. Each driver shall be familiar with the Greenwich Board of Education's Transportation Policies and Procedures. Bus drivers shall furnish, if requested, proof of good character that is satisfactory to the Greenwich Board of Education, and shall submit to a physical examination and drug test prior to driving for the Greenwich board of Education, and annually thereafter. Random drug testing shall also be required. Costs will be borne by the Proposer. Drivers who test positive for use of controlled substances and/or alcohol shall be permanently excluded from driving school buses for Greenwich Board of Education.
- 15.3 The Greenwich Board of Education shall have the absolute right to require the Proposer to immediately remove a driver from the operation of any vehicle if, in the opinion of the board, said driver does not meet the qualifications specified herein, or otherwise poses a risk to students, and he/she shall not be reinstated without prior approval of the Board. Personnel employed by the Proposer shall be considered employees of the Proposer and shall not, for any purpose, be considered employees or agents of the Board. The Proposer assumes full responsibility for the actions of such personnel while performing services pursuant to the resultant contract, and shall be solely responsible for their tax), unemployment compensation, worker's compensation insurance, and all other requirements of State/Federal labor laws and regulations.
- 15.4 The Proposer shall provide a driving history report for each driver before commencing operations and before the opening of school each subsequent year of the resultant contract. The cost of obtaining such records shall be borne by the Proposer.
- 15.5 The Proposer shall have an annual background check done on each driver. A report shall be available to the school system. Costs shall be borne by the Proposer.
- 15.6 Drivers shall not leave a vehicle unattended at any time when children are on board.
- 15.7 Drivers shall not leave the driver's seat while the motor is running, whether or not there are passengers aboard, except to obtain emergency aid.
- 15.8 Drivers shall not smoke, carry lighted tobacco products, or use other tobacco products when operating a bus or in a bus at any time whether or not children are on board. Smoking is not permitted on school grounds.
- 15.9 Drivers are responsible for limiting passengers only to those eligible to ride. Drivers shall not operate a bus carrying passengers in excess of its rated capacity.
- 15.10 The driver shall perform a pre-check before each morning and afternoon route to determine that the brakes, horns, tires, steering apparatus, emergency lights, and all other equipment is in good working condition. A form approved by the State Motor Vehicle for such pre-check will be completed and turned in to the dispatcher before leaving the garage. The General Manager shall be responsible for initialing and reviewing pre-check records, removing vehicles for maintenance, and retaining all pre-check records for a period of at least one (1) year. These records shall be available upon request by the Greenwich Board of Education.
- 15.11 Any motor vehicle summons or warnings issued to the Proposer or the Proposer employees or any criminal arrests made while the employee was acting in accordance with the duties set forth in the resultant contract, which have occurred while operating a vehicle under contract with the school system, must be reported to the school administration immediately and followed up with a written report on the next working day following the incident. Any motor vehicle summonses, warnings, or criminal arrests issued to the

Proposer or Proposer's employees before or after working hours shall be reported to the Board. Employees may be subject to termination depending on the seriousness of the infraction or violation.

- 15.12 The Proposer shall be responsible for making sure all drivers are familiar with the locations and schedules of all schools as well as any special schedules (holidays, emergency closing, delayed opening, etc.) which may be required during the term of the contract.
- 15.13 The driver is in full charge of his/her vehicle during its operation. The driver is responsible to see that all children are seated and remain seated while the bus is in operation.

SECTION 16 INITIAL DRIVER TRAINING

- 16.1 All drivers are required to have 20 hours of safety training within the 182 days when schools are in session. Drivers shall be trained according to State requirements and Federal guidelines. Each new driver shall practice his assigned route without children on board.
- 16.2 The safety instructor/trainer shall have a checklist for each trainee to insure the following topics are covered.
- A. Motor vehicles laws
 - B. State regulations
 - C. Operation of school buses
 - School bus driver training requirements
 - Minimum physical standards for public service operators
 - Minimum standards for motor vehicles and service buses
 - D. Board policies
 - E. Safeguarding students
 - F. Student road-crossing procedures
 - G. Student discipline procedures
 - H. Driving skills
 - I. Operator attitude
 - J. Accident procedures
 - K. Evacuation drill procedures
 - L. Emergency equipment
 - M. Use of bus radios
- 16.3 The Proposer shall provide educational workshops on transporting students with disabilities to all special needs drivers. Topics shall include, but not be limited to: first aid, emergency care, use of wheelchair tie-downs, use of harnesses and restraints, use of ventilator equipment, emergency evacuation for the handicapped student, handling of fire extinguisher and other safety equipment, precautionary handling of body fluids, and transporting students with visual, hearing, mental, emotional, or physical disabilities.
- 16.4 The schools shall cooperate with the Proposer to insure that students are knowledgeable about rules for riders and are accountable for their behavior. Schools will immediately follow through on discipline complaints, giving due consideration to the driver's suggestions. Schools will notify parents about driver's complaints of misbehavior. Good student behavior is intended to permit the driver to give full attention to the driving task.
- 16.5 Staff members who chaperone field and athletic trips shall assist the driver in maintaining discipline on the bus.
- 16.6 The schools shall assist in bus safety programs, which include evacuation drills and information on the following:
- a. Driver's authority on the vehicle
 - b. On and off-loading procedures
 - c. Pride in and care of the vehicle
 - d. Acceptable behavior on the vehicle

SECTION 17 QUESTIONS

- 17.1 All questions must be directed to: bid_department@greenwich.k12.ct.us. In the subject line of your e-mail, please put "RFP 2107-16 Transportation". All questions must be received no later than noon on September 27, 2016. All Answers will be posted as an addendum to our website, www.greenwichschools.org no later than noon on October 29, 2016. Failure to comply with these conditions will result in the proposer waiving his/her right to dispute the proposal specifications and conditions. It is the proposer's responsibility to check our website for all addenda up to the day before the opening date.

The Board of Education reserves the right to waive any informalities in the proposal or reject any or all proposals or to accept any proposal which appears to be in the best interest of the Board. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.

COLLUSION AMONG BIDDERS

More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer.

Employment discrimination by contractor prohibited. Notices, advertisements, and solicitations place in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

APPENDIX A

PRICE SCHEDULE

PRICE PER BUS PER DAY

The bus company will furnish all the equipment and render all the services called for in the attached specifications for transportation of school pupils as designated by the Greenwich Public Schools and the Town of Greenwich during the period of July 1, 2017 through June 30, 2021, for the following prices:

Transportation Services Non-Charter

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
1. Type I – 72 passenger Morning and afternoon					
2. Type I – 82 passenger Morning and afternoon					
3. Type II - 16 Passenger Morning and afternoon					
4. Type II - Lift Van Morning and afternoon					
5. DMV approved vehicles - Mini Vans Morning and afternoon					
6. Mid - day buses					
7. Late buses					
8. Bus Monitors - May Prorate					

APPENDIX A1

PRICE SCHEDULE

PRICE PER BUS PER DAY

The bus company will furnish all the equipment and render all the services called for in the attached specifications for transportation of school pupils as designated by the Greenwich Public Schools and the Town of Greenwich during the period of July 1, 2022 through June 30, 2027, for the following prices:

Transportation Services Non-Charter

2022-23 2023-24 2024-25 2025-26 2026-27

1. Type I – 72 passenger
Morning and afternoon
2. Type I – 82 passenger
Morning and afternoon
3. Type II - 16 Passenger
Morning and afternoon
4. Type II - Lift Van
Morning and afternoon
5. DMV approved vehicles - Mini Vans
Morning and afternoon
6. Mid - day buses
7. Late buses
8. Bus Monitors - May Prorate

The service contemplated under this Contract shall be completed in full on or before June 30, 2022 with one year options if agreed by both parties to extend for the 2022-2023, 2023-2024, 2024-2025, 2025-2026 and 2026-2027 school years.

APPENDIX C

2107-16 Greenwich Schools - Addresses & Bus Times

<u>PRIVATE SCHOOL</u>	ADDRESS	MON-THURS		FRIDAY
		Arrival Time	Depart Time	Depart Time
Brunswick	116 Maple Ave	7:30	4:00	11:45
Brunswick	1252 King St	8:00	4:00	1:00
Greenwich Academy	200 N Maple Av	7:30	4:00	12:00
Greenwich Country Day	401 Old Church Rd	7:45	4:30	12:30
Stanwich	257 Stanwich Rd	8:00	4:00	12:30
Eagle Hill	45 Glenville Rd	8:30	4:00	12:30

**LATE BUS
Depart
Time**

Convent of the Sacred Heart	1177 King St	8:15	3:30	5:15	Mon-Thurs
Whitby	969 Lake Av	8:30	3:00	4:00	Mon-Fri
Greenwich Catholic	471 North St	8:15	3:00		

PUBLIC SCHOOL

Greenwich High	10 Hillside Rd	7:20	2:15	4:00	M/T/Th
Central Middle	9 Indian Rock La	7:35	2:35	4:00	M/T/TH/F
Eastern Middle	51 Hendrie Av	7:35	2:35	4:00	M/T/TH/F
Western Middle	1 Western Junior Highway	7:35	2:35	4:00	M/T/TH/F
Cos Cob	300 East Putnam Av	8:30	3:15		
Glenville	33 Riversville rd	8:30	3:15		
International School @ Dundee	55 Florence Rd	8:30	3:15		
Hamilton Av	181 Hamilton Av	8:00	2:45		
Julian Curtiss	180 East Elm St	8:00	2:45		
New Lebanon	25 Mead Av	8:00	2:45		
North Mianus	309 Palmer Hill Rd	8:30	3:15		
North Street	381 North St	8:30	3:15		
Old Greenwich	285 Sound Beach Av	8:30	3:15		
Parkway	141 Lower Cross Rd	8:30	3:15		
Riverside	90 Hendrie Av	8:30	3:15		
ARCH	Milbank Building-180 E Elm St	8:00	1:15		
CLP	95 Henry St	7:45	1:45	Shuttle To/From GHS	

PRE-K PROGRAM

Cos Cob	300 East Putnam Av	8:30	1:30		
Hamilton Av	181 Hamilton Av	8:30	1:30		
New Lebanon	25 Mead Av	8:30	1:30		
North Street	381 North St	8:30	1:30		

APPENDIX D

The following is the Mandatory Proposal Questionnaire:**SECTION I DESCRIPTION OF PROPOSER'S ORGANIZATION****A. FIRM**

Firm Name: _____

Address: _____

Telephone: _____

Web Page: _____

B. TYPE OF ORGANIZATION

Corporation (List officers and positions):

State in which incorporated: _____

Subsidiary (Give name and address of Parent Corporation):

Is your firm or a parent firm publicly held?

Yes _____ No _____

If not, what private individuals or families own more than 20 percent of your firm, or who is the general partner, or who is the sole proprietor?

C. NATURE OF OPERATIONS

1. Is your firm currently engaged in providing home-to-school transportation services under a contract with a school district, non-public school, or county superintendent of schools?

Yes _____ No _____ Number of years _____

Number of school districts in this state _____

Number of school districts outside this state _____

2. List all transportation permits (City and State) under which you currently operate.

3. Are you currently, or have you ever, contracted to provide pupil transportation services for any school district, non-public school or county superintendent of schools in the state?

Yes _____ No _____

APPENDIX D1

4. Are you currently, or have you ever, provided transportation services, in this state, for special education pupils?

Yes _____ No _____ Number of years _____

5. For every local education agency (LEA) or non-public school in this state to which your firm currently provides, or has provided within the last ten years, pupil transportation under contract, please provide the name and location of the LEA or non-public school, and the name and phone number of a contact person.

- a. Name of your firm's current or last terminal manager at the location and the manager's length of service at that location:
- b. Types of transportation services your firm provides under the Contract (regular home-to-school, special education, desegregation, other):
- c. Number of buses involved:
- d. Beginning and ending dates of the current contract term:
- e. If employees are covered under a collective bargaining agreement provide:

6. Name and phone number of labor organization, president or business manager:

APPENDIX D2

SECTION II MANAGEMENT AT THE TERMINAL

Greenwich Public Schools/Town of Greenwich strongly believes that the individuals holding the General Manager, Safety Instructor/Trainer, Maintenance Manager and Dispatcher positions are **full time employees** and are critical to the provision of consistent and high quality transportation services. While the Greenwich Public Schools/Town of Greenwich understands that you may not be able to name the specific individuals your firm will assign to these management positions at the Proposer's Terminal, the Greenwich Public Schools/Town of Greenwich requests that for each position, you list no more than three candidates who may be assigned to the Proposer Terminal, who have local experience in providing pupil transportation. If your firm is awarded this contract, you may assign any of the three persons you have proposed for each position to actually take that position under this contract, unless the Greenwich Public Schools/Town of Greenwich has specifically rejected one or more of your proposed candidates. If your firm is awarded this Contract, you may substitute individuals not named in this proposal with the written permission of the Greenwich Public Schools/Town of Greenwich. In any case, you must submit at least two sample resumes of candidates or current managers employed by your firm in each of these positions, so as to provide the Greenwich Public Schools/Town of Greenwich with an understanding of the qualities your management staff members possess.

- A. For every individual you propose as a potential management staff member to be assigned to the Proposer's Terminal, please provide the following information on a separate page:
 1. Name and proposed position the person may be selected to fill:
 2. Tenure with your firm in years:
 3. Experience in related positions within your firm or with other firms in years:
 4. Current and two most recent previous positions, including the location (District) of the position, the position's title, a description of responsibilities and authority, including number of buses and/or drivers, and the dates in which the position was held:
- B. On a separate page, please provide a job description for each terminal management position you propose to assign to this contract.
- C. Where do your corporate resources reside?
- D. How frequently will the President of your organization visit the Greenwich Public Schools/Town of Greenwich?
- E. On a separate page, please provide an organization chart of your firm as it would relate to the Proposer's Terminal (should give a clear understanding of the number of layers in your firm and the lines of accountability).
- F. Please provide the name(s) of those persons within your firm who would have immediate authority over the General Manager you propose in item A above, and those who may play an advisory role to terminal management in the areas of 1) Operations 2) Training and Personnel 3) Safety and 4) Maintenance. Please provide the following information for each of these persons:

APPENDIX D2

1. Name:
 2. Location of staff member's office:
 3. Tenure with your firm in years:
 4. Experience in related position within your firm or with other firms in years:
 5. Current and most recent previous position, including the location of the position, the position's title, a description of responsibilities and authority, and the dates in which the position was held:
- G. Explain the training that is given to your terminal managers:
- H. Number of hours of training by type of training; list components covered:
- I. Does your company have a terminal manager trainee program? If so, how many trainees are presently in the program? Explain in detail.
- J. What type of training do you provide our local office staff?

APPENDIX D3

SECTION III DRIVER PERSONNEL

State the number of regular bus drivers you now have employed in this state:

School _____ Other _____

In other states:

School _____ Other _____

- A. How/where does your firm recruit drivers?
- B. What methods do you use to screen and select drivers from among the applicants?

What information do you use and how do you gather it?

What criteria or standards do you use and for what reasons might you reject an applicant?

Do you require all terminal employees to be drug tested? Explain.

- C. Do you check driver applicant references?

Yes _____ No _____

- D. Do you use any objective qualification and driver testing procedures? If so, briefly describe the procedures or provide samples of your testing material.

- E. What percentage of driver applicants eventually begins your training programs? _____

- F. What percentage of your driver applicants are hired directly as certified school bus drivers? _____%

- G. Are the official driving records of all your applicant drivers evaluated during the selection process?

Yes _____ No _____

- H. What is the current rate of annual turnover among drivers your firm employs? _____

- I. Describe your current or proposed training program for driver applicants who have no experience driving school buses. Please describe the program components and content of your training program. If available, please provide the outline or course of study.

Length of the program:

Number of hours in classroom:

Number of hour's behind-the-wheel:

Describe the components of the program and the number of hours devoted to each component.

Do you evaluate applicants immediately before they are tested for certification?

Yes _____ No _____

J. What qualifications do your driver trainers have?

K. Please describe the student management training your drivers receive.

L. Describe your In-Service driver training and re-training program. If available, please provide the outline or course of study.

How many training sessions are offered each semester at your typical terminal? _____

Are any independent reviews of training quality conducted on your training programs?

Yes _____ No _____

If so, please describe the reviews:

How do you identify those drivers for whom retraining will be required?

M. If you currently have a driver training program, does the program include a section on transportation service for special education pupils? (If available, please provide the outline or course of study.)

Yes _____ No _____

N. Do you have any special needs experts on staff?

O. Describe your current or proposed driver motivation and discipline programs. How do the programs take into account, if at all: safety, absences, tardiness, on-time route performance, unrestricted license, tenure on the job, and complaints (those which can be verified and are deemed serious)?

Do your motivation and discipline programs offer progressive rewards and penalties?

Yes _____ No _____

Can drivers participate in defining and developing standards, rewards and penalties?

Yes _____ No _____

What monetary rewards and penalties are offered?

What *non*-monetary rewards and penalties are offered?

P. Describe the wage and benefit plan you would expect to implement at the Proposer Terminal.

APPENDIX D4

SECTION IV SAFETY PROGRAM AND ACTIVITIES

- A. If you have an established, continuing safety program, please describe the operation, contents, and requirements of the program. Include the number of hours per year required per employee.
- B. How often are safety meetings held? Please explain some of the topics covered.
- C. Describe any established safety organization activities in which your organization or its key personnel participate.
- D. What have been the school bus accident rates for school buses operated by your firm in each of the three most recent academic years? Provide a description of how you define school bus accidents.
- E. Who in your organization is responsible for your safety and training program and where do they office?
- F. Do you have a certified crisis manager on staff? If so, what is his/her qualifications and how is he/she utilized in your company?
- G. If an accident occurs, how long will it take for seasoned executives to be on scene?

APPENDIX D5

SECTION V PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR

- A. Do you have a formal, scheduled preventive maintenance program for vehicle fleets which your firm manages?

Yes _____ No _____

- B. Please provide samples of any checklists you use for each type of preventive maintenance program and please describe below your methods of ensuring that each vehicle actually receives preventive maintenance within the scheduled interval.

- C. Do you require any daily regular written reports from your drivers on the condition of their vehicles?

Yes _____ No _____

Briefly describe and provide a sample of these reports (including your daily bus checkout report form) and note their frequency.

- D. Do you use any other methods of identifying defects in buses? (If so, please describe.)

Yes _____ No _____

- E. How do you ensure that serious safety-related or potentially vehicle damaging defects are identified and that the vehicle is immediately removed from service until such defects are corrected?

How do you ensure that identified defects are generally corrected in a logical order and within a reasonable time?

- F. Do you maintain and evaluate records of road failures?

Yes _____ No _____

- G. If so, how many road failures, per month, per hundred buses, did the buses your firm maintained experience, on average, during the past year?
_____ %

- H. For what percentage of time were the buses that you maintained out of service for part or all of each day for inspection, maintenance, repair, or other reasons during the past year?

_____ %

- I. Do you have a manpower or mechanic allotment schedule (number of buses per mechanic, etc.)?

Yes _____ No _____

Briefly describe this schedule.

- J. What qualifications and experience requirements do you have for your mechanical personnel?

SECTION VI INSURANCE DATA

If requested, will you authorize your insurance carriers to furnish, in writing, your accident loss ratio and workers' compensation loss ratio for the past three years?

Yes _____ No _____

APPENDIX D6

SECTION VII FINANCIAL AND CREDIT DATA

- A. Please submit credit references, including at least five trade or industry suppliers with whom you regularly deal.
- B. Please include a copy of your most recent audited financial statements.

SECTION VIII IMPLEMENTATION PLAN

- A. Please provide a plan and schedule for implementing the Agreement for Furnishing Transportation Services should your firm be selected as the successful Proposer. Your schedule and plan should address:
 - Inspection of vehicles, facility, and equipment;
 - Acquisition of required vehicles (either from current Proposer or another source);
 - Occupation of terminal facility;
 - Recruitment/relocation, if necessary, of management and supervisory personnel;
 - Selection, any necessary training, and employment of drivers;
 - Employee orientation; and
 - Community notification.

APPENDIX D7

SECTION IX OTHER RELEVANT INFORMATION

- A. Do you survey your customers, parents, and/or employees? If so, please describe your survey process and what your company does with the final results. You must provide two (2) examples of how the resulting qualitative data has helped implement new programs, changes in how your company does business, etc.
- B. How does/will your company handle unemployment compensation during Christmas, spring break and summer time for drivers and other staff that are not used during these periods?
- C. Greenwich Public Schools/Town of Greenwich School District expects all Proposer staff to wear a simple uniform with an identification badge or insignia. Explain.

I, the undersigned, hereby certify that I am a representative of the below named firm, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposal/Questionnaire is complete and accurate to the best of my knowledge. I understand that if the Greenwich Public Schools/Town of Greenwich School awards a Contract for transportation services to my firm that the information and commitments made within this questionnaire will become an effective part of the Contract between the Greenwich Public Schools/Town of Greenwich and my firm.

Name of Firm

(Signature of Authorized Agent)

Title

Date

APPENDIX E

GREENWICH PUBLIC SCHOOLS / TOWN OF GREENWICH
APPENDIX E: RFP Specification Submission Sheet
Transportation Proposal Response Form

Vendor Name _____

Vendor Address _____

Vendor Town/State/Zip _____

Vendor Telephone _____

Vendor Representative _____

Vendor's Insurance Carrier _____

Location of existing or proposed bus lot: _____
 *Note: Buses must be garaged and/or maintained in a zoning approved location in the Town of Greenwich or a municipality contiguous to the Town.

Location of Maintenance Facility: _____
 *Note: Maintenance Facility must be garaged and/or maintained in a zoning approved location in the Town of Greenwich or a municipality contiguous to the Town.

Mandatory Proposal Questionnaire Form enclosed: YES _____ NO _____

Has the Authorized Agent completed and signed the questionnaire form? YES _____ NO _____

Affirmative Action Plan copy enclosed: YES _____ NO _____

Bid Bond enclosed: YES _____ NO _____

Letter of Intent from Surety Company enclosed: YES _____ NO _____

Did you attend the Mandatory Meeting? YES _____ NO _____

Signature of Authorized Agent: _____

APPENDIX F

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

***INSTRUCTIONS:** Bidder must sign acknowledgement below and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature

Date

On behalf of:

APPENDIX G

AFFIDAVIT FOR FINAL PAYMENT

The undersigned, being duly sworn, deposes and says:

1. That he is the _____ (Title) of the contractor in the project hereinafter referred to and is authorized to execute this affidavit on behalf of the contractor;

2. In connection with Contract # _____ for _____ (Project Title) it is represented that all payrolls, bills for services, materials, supplies, equipment and other indebtedness have been paid or otherwise satisfied and that there are no outstanding claims against the undersigned by any sub-contractor or material supplier, or no outstanding claims or intent to file a claim against the Town of Greenwich;

3. This Affidavit is made at the request of the Town of Greenwich for the purpose of inducing final payment and knowing that it will rely upon the truth of the representation herein made.

Subscribed and sworn to
before me this day
of 2016

Notary Public

(Type or print name of person
authorized to sign)

APPENDIX H

PERFORMANCE, MAINTENANCE AND PAYMENT BOND

BOND NO. _____ CONTRACT # _____

KNOW ALL MEN BY THESE PRESENTS. That we _____
 _____, as Principal, and

_____ a corporation organized under the laws of the State of _____ and authorized to do business in the State of Connecticut as Surety, are holden and firmly bound jointly and severally unto the TOWN OF GREENWICH, CONNECTICUT, hereafter referred to as the Town, a territorial corporation located in the County of Fairfield, in the penal sum of

_____ Dollars (\$ _____),

to be paid to it or its certain attorney, successors or assigns, to which payment well and truly to be made, we the said Obligors do bind ourselves, and each of us, our heirs, executors, administrators, and successors firmly by these presents.

IN WITNESS WHEREOF we have hereunto set or caused to be set our respective hands, names and seals this _____ day of _____ 2016.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas the above named Principal has entered into a certain written contract with the TOWN OF GREENWICH, CONNECTICUT, dated the ____ day of _____ 2016, for

 _____ (Description of work here – Usually the name of the bid) according to the plans and specifications prepared by the TOWN OF GREENWICH, which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, if the said Principal shall well and faithfully perform said contract according to its provisions, and fully indemnify and save harmless the Town from all cost and damages which the Town may suffer by reason of failure so to do, and shall pay for all equipment, appurtenances, materials and labor furnished, used or employed in the execution of said contract, and shall indemnify and save harmless the Town from all suits or claims of any nature or description against the Town by reason of any injuries or damages sustained by any person or persons on account of any act or omission of said Principal, his servants or agents, or his subcontractors in the construction of the work or in guarding the work, or on account of the use of faulty or improper materials, or by reason of claims under the Workmen's Compensation Laws or other laws by any employee of the Principal or his subcontractors, or by reason of the use of any patented material, machinery, device, equipment, process, method of construction or design in any way involved in the work, and shall indemnify the Town against such defective workmanship, material and equipment as may be discovered within one (1) year after completion and final acceptance of the work, and shall make good in such defective workmanship and material as may be discovered within said period of one year, then this obligation shall be void, otherwise to remain in full force and effect.

The Surety hereby stipulates and agrees that any modifications, omissions or additions in or to the terms of the aforesaid contract, or in or to the plans or specifications therefor, or any extension of time, shall in no wise affect the obligation of the Surety under this bond, the Surety hereby waiving any and all right to any notice of any such modifications, omissions, changes, additions or extensions.

CONTRACTOR _____

BY _____

SURETY _____

BY _____

APPENDIX I

INSURANCE PROCEDUREPLEASE NOTE:

THIS PAGE MUST BE RETURNED WITH YOUR BID/RFP. FAILURE TO DO SO MAY RESULT IN YOUR BID/RFP BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for BID/RFP. Any BID/RFP with deficient insurance requirements will be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

Signature

Date

APPENDIX J

ADDITIONAL TERMS:

1. The parties to these presents, each in consideration of the undertakings, promises and Agreements on the part of the other herein contained, have undertaken, promised, and agreed and do hereby undertake, promise and agree, the Owner for itself, its successors and assigns, and the Proposer for himself and his heirs, executors, administrators, successors and assigns, as follows:
2. The work under this Proposal shall consist of everything set forth in the Specifications. It shall be understood that the Proposer shall provide complete, functional equipment and all such work shall be in strict compliance with all municipal, state and federal statutes.
3. The Proposer shall be paid upon satisfactory completion of the work upon submission of a monthly bill. Each requisition for payment must be accompanied with a breakdown showing costs for each day. Upon approval by the Public School Transportation Manager and the First Selectman, or its duly authorized representative, such payment shall be made.
4. The term of this Agreement shall be from July 1, 2017 through June 30, 2018 with an option to extend.
5. This Agreement shall consist of the following documents: Invitation to Proposers, Instructions to Proposers, Form of Proposal Bond, Agreement, Specifications, Proposal Sheet, Certificate of Insurance, Performance, Maintenance and Payment Bond submitted by the successful Proposer and accepted by the Greenwich Public Schools/Town of Greenwich as evidenced by the Notice of Award of the Greenwich Public Schools/Town of Greenwich to such Proposer dated, and the Contract Face Sheet. All proposals shall be submitted with the understanding that these documents shall form a part of the contract which the successful proposer should be required to sign upon acceptance of his/her proposal by the Greenwich Public Schools/Town of Greenwich
6. The Proposer shall furnish all transportation service with the equipment specified herein and all such service and equipment necessary to perform all transportation of school students as directed by Greenwich Public Schools/Town of Greenwich.
7. Greenwich Public Schools/Town of Greenwich shall establish details including which students are to be transported, Bus Routes, locations of Bus Stops, time schedules, and recommended operating and safety procedures for the transportation service provided for herein, and such details shall be furnished to the Proposer in writing. Any such details may be changed, withdrawn or amended from time to time by the Greenwich Public Schools/Town of Greenwich by written statement sent to the Proposer. Further, the Greenwich Public Schools/Town of Greenwich reserves the right during the term of this Agreement to require an increase or decrease in the number of buses to be employed by the Proposer in furnishing transportation service hereunder, to vary the number of students to be transported, to determine any variations in routes to be utilized and to determine variations in any other item of transportation service. In the event of any such variation, the Greenwich Public Schools/Town of Greenwich agrees to notify the Proposer in writing of the effective date of such variation. Compensation for any such variation will be adjusted in accordance with the proposal sheet. If there are no students to be transported on any route, it is agreed that there shall be no running of buses on such route and no charge shall be made in connection with such route.

APPENDIX J

8. The Proposer recognizes that safe, efficient and prompt transportation service is essential and that the Proposer agrees that time is of the essence in its performance hereunder. The Proposer further agrees that where such time schedules have been established by the Greenwich Public Schools/Town of Greenwich, students will be transported in strict compliance with such schedules. It shall be the duty of every bus driver to communicate promptly to the traffic control office by the fastest means available any deviation from established operating procedures of schedules. The Proposer further agrees that in the event any school bus arrives at or departs from any route location more than fifteen (15) minutes later than the scheduled time, or if a student(s) is dropped at an unauthorized stop or if a driver fails to make all authorized stops, the Proposer shall not be entitled to payment for that bus on that day. Furthermore, the Proposer agrees to pay the sum of \$75.00 as a fine for each such bus for each day without proof of loss or damage without prejudice to the Greenwich Public Schools/Town of Greenwich or any individual's right to bring a claim for additional damages incurred as a result thereof. In the event the Proposer has been assessed fines for twenty consecutive school days, said Proposer shall be deemed to be in breach of the Agreement.

Loss of payment for deviation from any time schedule may be waived by the Greenwich Public Schools//Town of Greenwich upon the Proposer's establishing in writing that good cause existed for such deviation. If the number of late buses in any week exceeds ten percent (10%) of the routes, the Proposer shall pay an additional penalty for each late route equal to the cost of a bus on a per diem basis without prejudice to the Greenwich Public Schools//Town of Greenwich or any individual's right to bring claim for additional damages incurred as a result thereof.

9. If the Proposer fails for any reason to perform any of its obligations under this Agreement, and if such failure to perform is not remedied to the Greenwich Public Schools//Town of Greenwich satisfaction within ten (10) days after written notice thereof is sent to the Proposer, the Proposer shall be deemed to be in breach of this Agreement. Upon any such breach, the Greenwich Public Schools/Greenwich Public Schools/Town of Greenwich shall have the option of terminating this Agreement by written notice of termination sent to the Proposer, either entirely or in respect to such item or items as may have been materially adversely affected by such failure to perform. In the event of a termination of any item or items, which termination does not materially adversely affect either the performance of the remainder of the Proposer's obligations under the Agreement or the proper performance of the transportation service contemplated by this Agreement compensation will be adjusted in accordance with the proposal sheet. No termination of this Agreement either partial or complete, shall affect or prejudice any other rights or remedies which the Greenwich Public Schools//Town of Greenwich may have pursuant to this Agreement or otherwise. The provisions of this section shall not apply to failure to perform proximately resulting from Acts of God such as floods, hurricanes or major disaster declared by the First Selectman of the Greenwich Public Schools/Town of Greenwich. Further, the Proposer agrees to report without undue delay any failure to perform any item or items pursuant to this Agreement and any prospective inability to perform any such item or items to the Greenwich Public Schools//Town of Greenwich by such means as will enable the Greenwich Public Schools//Town of Greenwich and the Proposer to expeditiously correct such failure to perform.
10. Subject to the terms of this Agreement, the Greenwich Public Schools/Town of Greenwich agrees to pay and the Proposer agrees to accept as full consideration for the performance of the Proposer's obligations hereunder the amount set forth in the Proposer's proposal sheet. Payment will be made by the Greenwich Public Schools/Town of Greenwich

APPENDIX J

monthly for such transportation service actually performed and for which the Proposer is entitled to payment herein. The Proposer's acceptance of such monthly payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and liability to the Proposer under this Agreement for the period for which such payment was accepted. No payment made or acceptance of such monthly payments shall release the Greenwich Public Schools/Town of Greenwich from all claims and liability to the Proposer under this Agreement for the period for which such payment was accepted. No payment made or accepted, however, shall operate to release the Proposer, its sureties or insurers from any obligation under this Agreement or any bonds or insurance policy required by this Agreement. The acceptance by the Proposer or its successors or assigns of any payment made or final requisition of this contract, or if any final payment due on termination of this Contract, shall constitute full and complete release of the Greenwich Public Schools/Town of Greenwich from any and all claims, demands and causes of action whatsoever which the Proposer, its successors or assigns have or may have against the Greenwich Public Schools/Town of Greenwich under any provision of this Contract.

11. In the event that the Greenwich Public Schools/Town of Greenwich fails at any time during the term of this Agreement to appropriate sufficient funds to pay the agreed costs for transportation service strictly in accordance with this Agreement, the Greenwich Public Schools/Town of Greenwich may, at its sole discretion, terminate this Agreement with respect to any future performance hereunder for such period for which funds have not been provided, or to reduce proportionately so much of the performance of this Agreement or to terminate so many items to be performed pursuant to this Agreement as may be necessary to provide transportation services for the amount of funds appropriated. If insufficient funds have been appropriated, the Greenwich Public Schools/Town of Greenwich may terminate the entire Agreement so that neither the Greenwich Public Schools/Town of Greenwich nor the Proposer shall have any future liability or obligation with respect to each other or the Agreement.
12. The transportation services to be provided by the Proposer pursuant to this Agreement and during the Terms of this Agreement, including, but not limited to the school bus vehicles, the hiring, licensing and training of drivers and the operation of buses shall strictly conform to all applicable federal, state and local laws, rules, regulations and directives.
13. The Proposer agrees to submit any and all buses and related equipment for inspection by the Greenwich Public Schools/Town of Greenwich at any time upon request. Any bus found to be unsafe or not in compliance with the terms of this Agreement shall not be used to transport students until a subsequent inspection by the Greenwich Public Schools/Town of Greenwich confirms that all defects have been remedied.
14. The Proposer shall provide a regular system of inspection and preventative maintenance, and shall keep uninterrupted transportation service in accordance with the performance standards provided hereby.
15. The Proposer shall cooperate fully and participate in all bus safety programs when requested by the Greenwich Public Schools/Town of Greenwich, and shall administer a safety and first-aid program for all bus drivers. A driver supervisor shall ride with each school bus driver prior to the commencement of each school year during the term of this

APPENDIX J

Contract, and at least once during each semester of the school year, for the purpose of observing driving proficiency, safe driving practices and conformance with all applicable laws, rules regulations and directives and the terms of this Agreement. At the request of the Greenwich Public Schools/Town of Greenwich, the Proposer shall submit to the Greenwich Public Schools/Town of Greenwich, a written report of any such observations.

16. Each month when the regular monthly billing is submitted, it shall be accompanied by a report, in the format specified by the Board of education that specifies any safety considerations that should be brought to the attention of the Board of Education. These safety consideration shall include but are not limited to, school site procedures for boarding and disembarking, bus stop locations, or motorist behavior requiring the attention of the Greenwich Police Department such as areas where motorists are inclined to illegally pass a stopped school bus, and any other concerns of safety.
17. Accidents shall be immediately reported to the Board's Transportation Manager by telephone. In the absence of the Transportation Manager, the Assistant Director/Business will be so notified. Within an hour of the initial notification, a subsequent notification shall be made during which any injuries, property damage, or citations shall be described. This action shall be followed by a complete written report from the Proposer to the Transportation Manager not later than 48 hours after the accident has occurred. Accidents shall include without limitation any incident where an automobile, truck, van, or other motor vehicle, or any bicycle, motorcycle, animal, or any other personal or public property comes into contact, no matter how slight, with any bus.
18. Accidents described in the preceding paragraph shall be attended to at the scene of the accident by the Proposer's supervisory personnel. At no time shall a driver who has been involved in any such accident continue driving the same bus until supervisory personnel have attended the scene.
19. The Proposer shall maintain a Traffic Control Office (hereinafter referred to as the "Office"), which shall be adequately, and competently staffed, which shall include a full-time Manager and personnel with primary responsibility for safety and training exclusively for the Greenwich Public Schools/Town of Greenwich whenever buses are in operation. The Greenwich Public Schools/Town of Greenwich reserves the right to reject any applicant prior to actual hire. The manager will serve as the key liaison with the designated Greenwich Public Schools/Town of Greenwich agent for day-to-day operations and overall problem solving.
20. All buses shall be properly heated and ventilated and shall be equipped with an adequate first-aid kit approved by the Greenwich Public Schools/Town of Greenwich. No changes shall be made in the seating arrangement of any bus without the prior written approval of the Greenwich Public Schools/Town of Greenwich.
21. No bus shall carry any commercial advertisements, nor shall any be distributed to passengers.
22. A sign acceptable to the Greenwich Public Schools/Town of Greenwich shall be displayed in the right front seat window of each bus, which can be clearly seen from the outside of the bus, designating the bus number.

APPENDIX J

23. The Proposer shall make periodic inspections to be conducted not less than every two thousand miles or not less than once per month whichever is more frequent. Written records showing these inspections shall be kept and be opened to Greenwich Public Schools/Town of Greenwich inspections and shall be completed on forms approved by the Greenwich Public Schools/Town of Greenwich.
24. No retread tires shall be used on any buses.
25. Greenwich school students shall be permitted in any bus without specific permission from the Greenwich Public Schools/Town of Greenwich. The Proposer shall direct bus drivers to check passes of passengers, whenever so requested by the Greenwich Public Schools/Town of Greenwich. The Proposer shall furnish the Greenwich Public Schools/Town of Greenwich at any time when requested the actual number of riders carried on any route, the actual time schedule of any route and such other information as the Greenwich Public Schools/Town of Greenwich may request.
26. The Proposer shall investigate all complaints, keep a log of such complaints, and will report the action taken to the Transportation Manager within 48 hours from the receipt of each complaint.
27. The Proposer shall assign a driver permanently to each route, and except in cases of emergency, the assigned driver may be changed only with the consent of a duly authorized agent of the Greenwich Public Schools/Town of Greenwich not to be unreasonably withheld. Each driver must become thoroughly familiar with assigned runs prior to actually transporting students. The Proposer must provide the Transportation Manager with a roster of bus driver names and primary assignments on or before September 15 of each year.
28. In the event that any bus driver demonstrates unsatisfactory performance in the opinion of the Greenwich Public Schools/Town of Greenwich, the Greenwich Public Schools/Town of Greenwich shall have the right to require the Proposer to replace the driver within 24 hours after notification. The driver shall not be reinstated without prior written approval of the Greenwich Public Schools/Town of Greenwich.
29. All drivers and monitors shall submit at least annually to a complete job related physical examination using standards approved by the Greenwich Public Schools/Town of Greenwich, including tuberculosis screening test and drug screening test, at the expense of the Proposer.
30. Each bus driver and monitor employed by the Proposer to provide transportation service pursuant to this Agreement shall be fully competent to operate a bus transporting students, and shall have a stable personality and high moral character. A complete background check including written record of testimony from five (5) references and a police record review shall be completed prior to hiring and kept on file in the bus company office. No bus driver shall have less than five (5) years of licensed driving experience. The Proposer agrees that the Greenwich Public Schools/Town of Greenwich shall have the right to require dismissal from the Proposer's employ or from the position as bus driver of any driver who, in the opinion of the Greenwich Public Schools/Town of Greenwich, is unqualified to operate a bus pursuant to this Contract. This dismissal shall occur within 24 hours of notification by the Greenwich Public Schools/Town of Greenwich. The driver shall not be reinstated without prior written approval of the Greenwich Public Schools/Town of Greenwich.

APPENDIX J

31. In no event shall the driver of a bus leave the bus unattended while it is occupied by any student, nor shall he leave it unattended while unoccupied unless the bus is securely locked. Drivers shall be responsible for the discipline of the students on the buses, and any disciplinary matter, which the driver is unable to handle, shall be reported by him to the Principal of the school in which the student is enrolled, as well as to the Proposer. The Proposer shall promptly report any such matter to the transportation in any way imperil safe operations; the Proposer shall require that operators shall stop the bus and not proceed until discipline is restored. The Proposer's office is to be immediately alerted via radio. The operation shall report all such occurrences to the Proposer and the Proposer shall Notify the principal or the school immediately or as soon thereafter as is possible. The driver shall be in full charge of the bus and shall allow no misbehavior. The names of any pupils who misbehave or who cannot be managed by the bus driver shall be reported to the appropriate school administrator. Smoking by the driver or pupils shall not be allowed on buses at any time. The use of corporal punishment is not permitted.
32. The Greenwich Public Schools/Town of Greenwich will purchase 140,000 gallons of fuel to operate transportation services and will deduct the amount from the Proposer's monthly billing. In advance, an appropriate refueling facility must be designated. The Proposer may elect annually not to participate.
33. The Proposer shall at all times, provide a sufficient number of spare drivers and spare buses equipped as previously specified to be used in the event of any accidents, breakdowns, delay emergencies, etc. The Proposer shall provide in the Manager's office one unlisted telephone for emergency use.
34. If any provision of this Agreement is subsequently found to be illegal or invalid by operation of law; the remaining provisions shall not be affected thereby and shall remain in full force and effect.
35. No assignment of this Agreement or of any of the rights hereunder, by the Proposer, shall be valid without the prior written authorization of the Greenwich Public Schools/Town of Greenwich. If the Proposer does, nonetheless, assign its rights and liabilities under this Agreement without the prior written authorization as specified herein, the Greenwich Public Schools/Town of Greenwich shall have the option to terminate this Agreement immediately, in its entirety, whereupon all of the obligations and responsibilities of the Greenwich Public Schools/Town of Greenwich created pursuant to this Agreement shall be extinguished.
36. As a condition precedent to the right of the Proposer to bring a claim to recover any monies for damages pursuant to this Agreement, the Proposer shall give written notice of its intention to do so within sixty (60) days from the date on which any such claim may have arise. Such written notice shall be sent to the Superintendent of Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, CT 06830, and to the Law Department of the Town of Greenwich, Town Hall 101 Field Point Road, Greenwich, CT 06836. In no event shall any valid suit be instituted if such notice has not been received by the Greenwich Public Schools/Town of Greenwich within the time and manner specified above. It is further agreed that no suit connected herewith, in any form either in law or in equity, shall be brought unless commenced within one year from the date on which such cause of action arises.
37. Strict performance of the terms of this Agreement is deemed to be the essence of this Agreement, and is expressly contracted for by the parties hereto. Substantial performance shall not constitute sufficient performance but, rather shall constitute a breach hereof.

APPENDIX J

38. Strict performance of the terms of this Agreement is deemed to be the essence of this Agreement, and is expressly contracted for by the parties hereto. Substantial performance shall not constitute sufficient performance but, rather shall constitute a breach hereof.
39. This Agreement sets forth the entire understanding and Agreement between the parties concerning the subject matter hereof. No amendment or modification of this Agreement shall be effective unless in writing signed by both parties hereto.
40. This Agreement has been made in, and shall be construed in accordance with the laws of the State of Connecticut.
41. All notices, consents and other communications required to be given hereunder shall, except as otherwise specifically provided herein, be in writing and delivered to the respective addresses of the parties as set forth herein or to such other address as the parties may hereafter designate in writing.

APPENDIX K

NON-COLLUSION AFFIDAVIT

I state that I am the authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder/bidders or potential bidder/bidders.
- (2) Neither the price(s) nor the amount of this BID/RFP, and neither the approximate price(s) nor approximate amount of this BID/RFP, have been disclosed to any other firm or person who is a bidder/bidders or potential bidder/bidders, and they will not be disclosed before BID/RFP opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a BID/RFP higher than this BID/RFP, or to submit any intentionally high or noncompetitive BID/RFP or other form of complementary BID/RFP.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/bidders is interested in more than one BID/RFP for the work contemplated may cause rejection of all bids/rfps in which the bidder/bidders is interested. Any or all bidders/bidders will be rejected if there is any reason for believing that collusion exists among the bidders/bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/bidders by submitting a BID/RFP certifies that it is not a part to any collusive action.
- (5) The BID/RFP of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive BID/RFP.
- (6) Your company and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows: I state that my company understands and acknowledges that the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the BID/RFP for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/bids for this contract.

APPENDIX K

In submitting this BID/RFP, the undersigned declares that this is made without any connection with any persons making another BID/RFP on the same contract; that the BID/RFP is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said BID/RFP or in the supplies or work to which it relates, or in any portion of the profits thereof.

- (8) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (9) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the BID/RFP. If found to be false, the Town of Greenwich retains the right to reject said BID/RFP and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said BID/RFP and contract or purchase order.
- (10) The Greenwich Code of Ethics can be found at www.greenwichct.org. Code of Ethics stated as follows:
 - (2) **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.
 - (3) **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
 - (4) **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

ADDENDUM NO.1
January 6, 2017**Student Transportation 2017-2022 Proposal****Opening Date: 1/12/17****Opening Time: 10:00 A.M.****RFP Number: 2116-16**

This Addendum No. 1 is being issued to address questions from the Pre-Bid conference.

QUESTION:

In the release dated December 26, 2016, the opening of the Bid/RFP is listed as both January 12th and January 13th at 10am. Which date is the actual opening?

ANSWER:

To clarify, the bid opening date is January 12, 2017.

QUESTION:

In section 7.9 and then again more pronounced in section 8.1, specs outline the requirement for successful contractor's facility to be located in town of Greenwich. Later in the specs, in Appendix E, as part of location of bus lot and maintenance facility, it is noted that location may be outside of Greenwich town lines. First part of question is, which is accurate, contractor must be in town or can be out of town? And as a follow up, if the contractor can be outside the town, will Greenwich take necessary steps to charge the contractor for the loss of revenue associated with personal property taxes paid in town of Greenwich? For example, since we have been Greenwich contractor, we have paid nearly \$2Million in personal property tax to town of Greenwich by locating our operation in the town of Greenwich – what is the plan for Greenwich here going forward?

ANSWER:

There is no longer a requirement that the buses be parked in Greenwich. Buses can now be parked in Stamford, Greenwich, or Portchester.

Zoning for the site does not need to be obtained prior to the award however, it will need to be maintained prior to performance of contract.

It is the responsibility of the bidder to check with the local tax office where the buses will be garaged.

QUESTION:

In relation to the term of the contract and extension years, the specs, including the pricing pages suggest the contract has an initial term of 5 years plus options to extend. However, the first sentence in the cover letter and page 41 in Appendix J, paragraph 4 states the term of this contract is for one year. Can you clarify the initial term of this contract and define the criteria for extensions at conclusion of initial term?

ANSWER:

The term of the contract is for five (5) years, 2017-2022, with five, 1 year extensions. Bidders must submit pricing for the optional years with their submission in order to be considered for the renewal 5 years.

All buses must be flat nose.

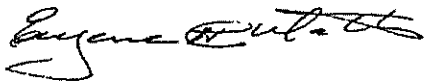
All questions must be submitted by Monday, January 9, 2017 at 12pm. All answers will be posted by 4pm on Tuesday, January 10, 2017.

Base Bid:

72 type 1 buses. Which must include ten (10) with seat belts. _____

Alternate 1: 72 buses all with seat belts _____

All project requirements, except for those that are specifically added or modified by this Addendum, shall remain in full effect.



Eugene H. Watts

END OF ADDENDUM NO. 1

ADDENDUM NO.2
January 10, 2017

Student Transportation 2017-2022 Proposal
Opening Date: 1/12/17
Opening Time: 10:00 A.M.
RFP Number: 2116-16

This Addendum No. 2 is to add additional information and answer questions.

QUESTION:

Where seat belts are referred to in the specifications, please clarify in writing if they are defined to be three-point belts or lap-belts.

ANSWER:

It can be either.

QUESTION:

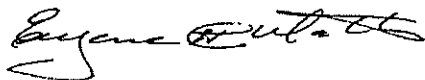
Please clarify in writing if School District and/or Town of Greenwich will seek remedy for the personal property tax dollars it will lose by buses being parked outside the Town of Greenwich as is the case in a number of school districts in Connecticut.

ANSWER:

See Addendum No. 1.

***All Addendums must be attached to the bids.**

All project requirements, except for those that are specifically added or modified by this Addendum, shall remain in full effect.



Eugene H. Watts

END OF ADDENDUM NO.2

GREENWICH PUBLIC SCHOOLS

Purchasing Department

290 Greenwich Ave
Greenwich, CT 06830
(203) 625-7412 Tel
(203) 625-7677 Fax
Elisa_Gonzalez@greenwich.k12.ct.us

Date: June 16, 2017

To: Town Hall, Law Department

From: Elisa Gonzalez

Subject: Contract No. 6459 – STA Transportation

Please review for legal sufficiency.

Thank you,





Elisa Gonzalez <elisa_gonzalez@greenwich.k12.ct.us>

STA Sec Bd

1 message

Damato, Megan Megan.Damato@greenwichct.org
To: "eugene_watts@greenwich.k12.ct.us" <eugene_watts@greenwich.k12.ct.us>
Cc: "elisa_gonzalez@greenwich.k12.ct.us" <elisa_gonzalez@greenwich.k12.ct.us>

Thu, Jun 15, 2017 at 10:21 AM

Good morn Eugene,

As we discussed earlier this morning, I reached out to Anthony Spina, AFSB/CRIS, Vice President, Bond Surety, Frenkel & Co. to discuss your concern with the bonding associated with the upcoming bus transportation contract. He indicated that it is not a concern to only have a performance bond and not a payment or maintenance bond in addition if there is a right to subcontract under the contract. You indicated that there is no such right and so a performance bond only is acceptable. Should the Law Department have any questions regarding this, please let them know they should feel free to contact me.

Also, as a reminder, Frenkel & Co. offers free reviews of bonds for the Town and BOE as a service since the Town and BOE are clients.

Thank you.

Best,
Megan

Megan A. Damato

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