



***Krise Transportation, Inc.***

**Business Office**  
1325 Scotland Ave. Ext.  
Punxsutawney, PA 15767  
Office: (814) 938-6200  
Cell: (814) 590-9443  
Fax: (814) 938-7545  
[tkrise@krisetran.com](mailto:tkrise@krisetran.com)

## **HISTORY**

In July 2016, Tim Krise rejuvenated Krise Transportation, Inc. With his leadership and direct involvement, this company is ready and able to provide student transportation services to school districts across Pennsylvania.

Tim has over 35 years of experience in the passenger transportation industry. He started his career in 1981 as a school bus driver when he was a senior in high school. In 1987 he purchased two school buses and began transporting for a school district in northeastern Pennsylvania. He began Krise Bus Service, Inc. in 1990 when he was awarded the company's first significant contract, providing transportation for the Punxsutawney Area School District. Krise Bus Service experienced major growth over the years. Throughout a 14 year span, the company grew to just under 500 school buses and vans servicing 13 school districts. The company's growth was based not only on cost, and of course, safety, but on loyalty, trust and commitment. The focus was on creating and maintaining individual business relationships with each of its customers.

In 2004 Student Transportation of America, a national school bus contractor, acquired Krise Bus Service, Inc. To maintain the service level the schools under contract were accustomed to, Tim Krise continued with the company for over 12 years, first as a consultant, then as Vice President of Operations in Pennsylvania. However, during that time period a different philosophy emerged and Tim Krise left the school bus transportation business that he had been a part of for over 30 years.

After sitting on the sidelines for a year, Tim Krise has reemerged by creating a school bus company under the name of Krise Transportation, Inc. After observing the large national companies, he realized that we have so much more to offer a school district. Student transportation has always been a demanding industry; however, in today's society, it is even more demanding. This company believes in establishing a good working relationship with the school districts to create and maintain a reliable, efficient and safe transportation program. Districts need to know who the owner is and that he is always going to be there when needed. We are "hands on" and do whatever it takes to meet and exceed district expectations. In addition, we always make sure there are ample, qualified drivers for the job needed and at the same time compensate those drivers fairly and treat them as team players.

## OUR MISSION

Our mission is to provide school districts in Pennsylvania with safe, reliable and efficient student transportation services using the best qualified drivers, equipment and technology, while controlling costs, resulting in establishing long term relationships.

## OUR PEOPLE

We recognize the importance of our employees, especially our drivers that are the heart of the operation. Our drivers receive excellent training and have good moral character. All of our employees are treated as equals and are exposed daily to a welcoming and supportive work environment. We want our employees to "want to come to work", not dread it.

We pride ourselves by keeping our door open to employee input, supporting them and working alongside them in their jobs. Our objective is to minimize driver turnover by recognizing long term employees through seniority rights and compensation.

## SAFETY

Our focus is, and always will be, on SAFETY. Supporting this statement is our continuous safety programs throughout every school year, which all employees must attend. To further promote safety awareness, drivers receive safety rewards for not having any preventable accidents.

## GOING GREEN

This company is always researching ways to reduce emissions by operating a late model fleet equipped with emission reduction devices, reducing idling time, and looking at reliable and cost-effective alternate fuel vehicles.

# **Scranton School District**

425 N. Washington Ave., Scranton, PA 18503, 570-348-3474

## **REQUEST FOR PROPOSAL (RFP) DATED April 28, 2022**

The Scranton School District (SSD) invites qualified proposers to submit proposals for:

### **CONTRACTED PUPIL TRANSPORTATION**

#### **SUBMISSION OF PROPOSALS**

The proposer shall submit two (2) copies of the completed proposal in a sealed envelope clearly marked:

“SCRANTON SCHOOL DISTRICT TRANSPORTATION PROPOSAL 2022.”

**Proposals are due by 12 p.m., prevailing time, on May 20, 2022. Proposals will be publicly opened May 20, 2022 at 1 p.m. prevailing time.**

Mail or deliver proposals to the following address:

Scranton School District  
c/o King, Spry, Herman, Freund and Faul, LLC  
Attention: John E. Freund, Esq.  
1 West Broad Street, Suite. 700  
Bethlehem, PA 18018

#### **SCHEDULE**

Pre-Proposal Conferences – May 11, 2022

Proposal Due – May 20, 2022

Contract Awarded– By June 15 2022

## 2022 Revised Transportation RFP

---

Scranton School District  
425 N. Washington Ave., Scranton, PA 18503

The undersigned hereby proposes to furnish school bus transportation for the Scranton School District as per the prices quoted on the attached proposal pages (the "Proposal"). The undersigned certifies to have read and fully understand the specifications and, based upon such, offers to furnish the services in exact accordance with the specifications and at the prices quoted. The undersigned further certifies that all information provided as part of the Proposal is true and correct.

SIGNER'S NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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

US DOT - Federal Motor Carrier Safety Administration Number: \_\_\_\_\_

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

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

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

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

CONTACT: \_\_\_\_\_

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

DATE: \_\_\_\_\_



# 2022 Revised Transportation RFP

---

## **PROPOSAL PRICING PAGES**

The District will consider a single contractor for all its transportation needs or multiple contracts, should a contractor wish to only propose a portion of the routes. If any routes are to be excluded in the proposal, a list of excluded routes must be listed in the Exceptions section of the Proposal Pricing Pages. Further, the District retains the right to award all of its transportation services to a single contractor or to multiple contractors if determined, in the District's sole discretion, to be in the best interest of the District.

**OPTION 1: FULL PROPOSAL** – Proposer is offering to handle all of the District's transportation needs.

Schedule A1: Home to School Transportation Rates

Schedule B1: After School Activity Runs, Mid-day Runs & Summer Run Rates

Schedule C1: Athletic Trips, Band Trips and Field Trips Rates

Schedule D1: Monitor Rates

**OPTION 2: PARTIAL PROPOSAL** – Proposer is offering to handle a portion of the District's transportation needs. A clear description of what the Proposer is offering must be clearly indicated in the Exception section of the Proposal Pricing Pages.

Schedule A2: Home to School Transportation Rates

Schedule B2: After School Activity Runs, Mid-day Runs & Summer Run Rates

Schedule C2: Athletic Trips, Band Trips and Field Trips Rates

Schedule D2: Monitor Rates

## 2022 Revised Transportation RFP

**"DAILY RATE" means a cost per day per bus to transport to and from all Scranton School District school buildings and to non-public schools and charter school within the School District and up to 10 miles beyond the District's boundaries. The various special education schools are the exception to the 10-mile limitation, and the special education students are transported wherever deemed necessary per their IEP's. The time allotted will be based to and from the terminal and will include a maximum of fifteen (15) minutes per day for pre and post trip inspections.**

### OPTION 1: SCHEDULE A1: COST BREAKDOWN OF "DAILY RUNS"

	YEAR 1 (2022- 2023)	YEAR 2 (2023- 2024)	YEAR 3 (2024- 2025)	YEAR 4 (2025- 2026)	YEAR 5 (2026- 2027)
<b>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</b>					
DAILY RATE: Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</b>					
DAILY RATE: Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b>MINI-BUS 24-30 PSGR:</b>					
DAILY RATE, Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b>VAN - (Unlit), NON-CDL 7-10 PSGR:</b>					
DAILY RATE, Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b>VAN - (Unlit), NON-CDL Wheelchair:</b>					
DAILY RATE, Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					

# 2022 Revised Transportation RFP

Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charge thirty (30) minutes.

## **OPTION 1: SCHEDULE B1: COST FOR AFTER SCHOOL ACTIVITY RUNS (IF REQUIRED), MID-DAY RUNS AND SUMMER SCHOOL RUNS**

	YEAR 1 (2022- 2023)	YEAR 2 (2023- 2024)	YEAR 3 (2024- 2025)	YEAR 4 (2025- 2026)	YEAR 5 (2026- 2027)
<b><u>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b><u>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b><u>MINI-BUS 24-30 PSGR:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b><u>VAN - (Unlit), NON-CDL 7-10 PSGR:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					

## 2022 Revised Transportation RFP

HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b><u>VAN - (Unlit), NON-CDL Wheelchair:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					

The price per day allows for pre and post trip inspections. The hourly rate shall begin and end at the terminal. Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.

### **OPTION 1: SCHEDULE C1: COST FOR ATHLETIC TRIPS, BAND TRIPS, AND FIELD TRIPS (MONDAY - SUNDAY)**

	YEAR 1 (2022-2023)	YEAR 2 (2023-2024)	YEAR 3 (2024-2025)	YEAR 4 (2025-2026)	YEAR 5 (2026-2027)
<b><u>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</u></b>					
PER HOUR					
MINIMUM TRIP RATE					
<b><u>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</u></b>					
PER HOUR					
MINIMUM TRIP RATE					
<b><u>MINI-BUS 24-30 PSGR:</u></b>					
PER HOUR					
MINIMUM TRIP RATE					
<b><u>VAN - (Unlit), NON-CDL 7-10 PSGR:</u></b>					

## 2022 Revised Transportation RFP

PER HOUR					
MINIMUM TRIP RATE					
<b><u>VAN - (Unlit), NON-CDL Wheelchair:</u></b>					
PER HOUR					
MINIMUM TRIP RATE					

Fifteen (15) minutes shall be added for each trip, allowing for pre/post trip inspections. The hourly rate shall begin and end at the terminal. The bus will report to the designated pickup point fifteen (15) minutes prior to the report time. All trips shall be billed in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.

### **OPTION 1: SCHEDULE D1: COST BREAKDOWN OF MONITORS**

	YEAR 1 (2022- 2023)	YEAR 2 (2023- 2024)	YEAR 3 (2024- 2025)	YEAR 4 (2025- 2026)	YEAR 5 (2026- 2027)
MONITOR - minimum of 4 hours per am/pm run					
EXCESS RATE - Exceeding 4 hours - shown and billed in 15-minute increments					
MID-DAY MONITOR minimum of 1.5 hours					
EXCESS RATE - Exceeding 1 hour - shown and billed in 15-minute increments					

Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.

#### **Exceptions:**

- Identify any routes, sections or requirements of the RFP with which Proposer cannot comply or submits an alternative Proposal. Proposer must identify specific paragraphs or terms.

## 2022 Revised Transportation RFP

---

---

---

---

---

Attach additional sheet(s) if necessary

## 2022 Revised Transportation RFP

**"DAILY RATE" means a cost per day per bus to transport to and from all Scranton School District school buildings and to non-public schools and charter school within the School District and up to 10 miles beyond the District's boundaries. The various special education schools are the exception to the 10-mile limitation, and the special education students are transported wherever deemed necessary per their IEP's. The time allotted will be based to and from the terminal and will include a maximum of fifteen (15) minutes per day for pre and post trip inspections.**

### OPTION 2: SCHEDULE A2: COST BREAKDOWN OF "DAILY RUNS"

	YEAR 1 (2022- 2023)	YEAR 2 (2023- 2024)	YEAR 3 (2024- 2025)	YEAR 4 (2025- 2026)	YEAR 5 (2026- 2027)
<b>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</b>					
DAILY RATE: Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</b>					
DAILY RATE: Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b>MINI-BUS 24-30 PSGR:</b>					
DAILY RATE, Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b>VAN - (Unlit), NON-CDL 7-10 PSGR:</b>					
DAILY RATE, Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b>VAN - (Unlit), NON-CDL Wheelchair:</b>					
DAILY RATE, Up to and including 4.0 hours per day					
AM OR PM ONLY					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					

Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

## 2022 Revised Transportation RFP

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charge thirty (30) minutes.

### **OPTION 2: SCHEDULE B2: COST FOR AFTER SCHOOL ACTIVITY RUNS (IF REQUIRED), MID-DAY RUNS AND SUMMER SCHOOL RUNS**

	<b>YEAR 1 (2022- 2023)</b>	<b>YEAR 2 (2023- 2024)</b>	<b>YEAR 3 (2024- 2025)</b>	<b>YEAR 4 (2025- 2026)</b>	<b>YEAR 5 (2026- 2027)</b>
<b><u>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b><u>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b><u>MINI-BUS 24-30 PSGR:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b><u>VAN - (Unlit), NON-CDL 7-10 PSGR:</u></b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					
<b><u>VAN - (Unlit), NON-CDL Wheelchair:</u></b>					



## 2022 Revised Transportation RFP

ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.					
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.					
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments					

The price per day allows for pre and post trip inspections. The hourly rate shall begin and end at the terminal. Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.

### OPTION 2: SCHEDULE C2: COST FOR ATHLETIC TRIPS, BAND TRIPS, AND FIELD TRIPS (MONDAY - SUNDAY)

	YEAR 1 (2022-2023)	YEAR 2 (2023-2024)	YEAR 3 (2024-2025)	YEAR 4 (2025-2026)	YEAR 5 (2026-2027)
<b>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</b>					
PER HOUR					
MINIMUM TRIP RATE					
<b>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</b>					
PER HOUR					
MINIMUM TRIP RATE					
<b>MINI-BUS 24-30 PSGR:</b>					
PER HOUR					
MINIMUM TRIP RATE					
<b><u>VAN - (Unlit), NON-CDL 7-10 PSGR:</u></b>					
PER HOUR					
MINIMUM TRIP RATE					

## 2022 Revised Transportation RFP

### VAN - (Unlit), NON-CDL Wheelchair:

PER HOUR					
MINIMUM TRIP RATE					

Fifteen (15) minutes shall be added for each trip, allowing for pre/post trip inspections. The hourly rate shall begin and end at the terminal. The bus will report to the designated pickup point fifteen (15) minutes prior to the report time. All trips shall be billed in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.

### OPTION 2: SCHEDULE D2: COST BREAKDOWN OF MONITORS

	YEAR 1 (2022- 2023)	YEAR 2 (2023- 2024)	YEAR 3 (2024- 2025)	YEAR 4 (2025- 2026)	YEAR 5 (2026- 2027)
MONITOR - minimum of 4 hours per am/pm run					
EXCESS RATE - Exceeding 4 hours - shown and billed in 15-minute increments					
MID-DAY MONITOR minimum of 1.5 hours					
EXCESS RATE - Exceeding 1 hour - shown and billed in 15-minute increments					

Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.

### **Exceptions:**

- Identify any sections or requirements of the RFP with which Proposer cannot comply or submits an alternative Proposal. Proposer must identify specific paragraphs or terms.

---



---



---



---

## 2022 Revised Transportation RFP

Attach additional sheet(s) if necessary

# 2022 Revised Transportation RFP

## SPECIFICATIONS

### SCOPE

The RFP requests transportation services for public school students, non-public school students, charter school students, and special needs students from all schools in Scranton School District. A five-year contract is proposed. **The District retains the right to award all of its transportation services to a single contractor or to multiple contractors if determined, in the District sole discretion, to be in the best interest of the District. Further, the District is not required to make an award entirely on the basis of the lowest price proposal in dollars and reserves the right to reject any and all Proposals, waive any irregularities, or to modify the terms of the Proposals to protect the interests of the District. The District also reserves the right to award only those areas of the Proposal that offers the District the best value. For example, the District may award the public and non-public transportation to one Contractor while offering the special needs transportation component to another Contractor.**

The Scranton School District (the “District”) is located in Northeastern Pennsylvania in Lackawanna County. The District encompasses approximately 25 square miles, and the District’s boundaries are coterminous with the city of Scranton. The city of Scranton is the hub of a metropolitan area and the regional center of finance, transportation, commerce, recreation, special events, entertainment, history, arts and government.

The Scranton School District population is mobile and at times can be difficult to predict. Thus, the District continually refines its transportation system to provide better service as cost-effectively as possible. This includes adding and/or removing service for public high school students. It includes assigning more than one run to each vehicle every morning or afternoon. It also includes clarifying walking zones and reviewing stop locations. These efforts will continue and may affect the number of vehicles required over the life of the contract. The District shall only be obligated under this RFP and any subsequent contract to pay for the vehicles actually used and necessary in the District’s sole discretion. At this time, the transportation system utilizes vehicles as follows:

#### Regular Education Transportation Services

72 Passenger	48 Passenger	Van/Car	TOTAL
40	5	13	58

#### Special Education Transportation Services

<u>7-10</u> <u>Passenger</u> <u>Van</u>	<u>24-30</u> <u>Passenger</u> <u>Mini-Bus</u>	<u>TOTAL</u>
---	---	--------------

# 2022 Revised Transportation RFP

44	5	49
----	---	----

## **STATEMENT OF PURPOSE**

The Proposer that is selected by the District will enter into a contract to supply the transportation services for a period of five years with options to extend for another one or two years.

The transportation of District students is a specialized function. The essence of any student transportation contracted service is that the students be transported to and from school regularly, promptly, safely, and without interruption or incident. The children's interest in transportation takes precedence over the interest of either the Contractor and its drivers or the District. The primary obligation of the Contractor is to operate so that the District shall be assured of continuous, reliable, and safe service. For the protection of our children, drivers and all other persons coming in contact with the children must be of stable personality and of high moral character. The District places, and the Contractor accepts, full responsibility of assuring such qualities in personnel. Therefore, all required security clearances and background checks shall be satisfactorily completed, and thereafter updated, in accordance with law and provided to the District upon request.

Under the proposed service agreement (the "Contract"), the Contractor shall be responsible for all aspects of pupil transportation service, subject to the approval of the District. As such, the Contractor must have the management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses, spare vehicles and other vehicles; offices, vehicle maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet these Specifications. By submitting a Proposal and accepting a contract, the contractor represents that it has such management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses, spare vehicles and other vehicles; offices, vehicle maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet these specifications.

## **GENERAL INSTRUCTIONS TO PROSPECTIVE CONTRACTORS**

The following instructions describe the conduct of the Proposal process and assumptions that the Contractor is expected to and shall have made in the preparation of its Proposal.

### **A. FORM OF PROPOSAL**

All Cost Proposals must be submitted on forms that are supplied with this Request for Proposal (RFP) or a facsimile of the supplied forms. Alternate submissions of cost data will be returned to the Contractor for proper completion and will be considered as irregular. It is understood that the District may, at its discretion, reject a proposal on these grounds.

### **B. PRE-SUBMISSION INQUIRIES**

## 2022 Revised Transportation RFP

---

Prospective contractors may submit questions or requests for information by email by May 9, 2022.

In the case of communications outlined in this subsection, E-mail communications will be accepted at jef@kingspry.com. Telephone conversations will not be considered as a communication within the meaning of this paragraph.

Written responses to any Proposer questions or requests will be distributed to all prospective contractors by May 10, 2022. The District will make a good faith effort to provide all relevant information but reserves the right to reject any request if considered to be extraneous or burdensome.

### C. SUBMISSION DATE AND TIME

All Proposals submitted in response to this RFP must be sealed in an envelope clearly marked "SCRANTON SCHOOL DISTRICT TRANSPORTATION PROPOSAL 2022" and addressed to Pat Laffey, Business Office Deadline for receipt is May 20, 2022, at noon prevailing time at the law offices of King, Spry, Herman, Freund & Faul, One West Broad Street, Suite 700, Bethlehem, PA 18018. Proposals will be publicly opened May 20, 2022, at 1p.m. prevailing time.

Proposals will also be accepted by mail, private delivery services, Fed Ex or UPS, or hand delivery at any time prior to the opening. Deliveries of Proposals after the opening begins will not be accepted. Within the context of this paragraph a postmark is of no consequence. Submission of a proposal by facsimile, email or phone will NOT be accepted at any time.

### D. PUBLIC READING OF COST DATA

Cost proposals will be opened and read in public at the submission date and time. Upon request, copies of the completed Cost Proposal forms will be made and distributed following the opening. It is understood that the opening will be public and that members of the public and the press may be present. Copies of Cost Proposal will be mailed upon written request. Copies will be provided at a cost of \$.25 per page.

### E. REVIEW AND AWARD

It is the intention of the Scranton School District School Board to announce an award at a regular meeting of the School Board in June 2022. Submitted Cost Proposals must be valid for a minimum of 60 days following the submission date.

### F. ADDITIONAL SUBMISSIONS

As a public entity concerned with the responsible disbursement of taxpayer funds, cost will be an important consideration in making the award. It is understood, however, that this will not be the only consideration. Many other factors will contribute to a decision about a transportation

## 2022 Revised Transportation RFP

Contractor, including, but not limited to: experience, skill, reputation, and successful performance for nearby school districts. Award will not necessarily be made to the lowest quote. So that the District can make an informed judgment and evaluation about each contractor, submissions other than the Cost Proposal form are required. Submission requirements and dates are the same as for the Cost Proposals. This category of information will not be routinely copied and given to participants. Requests for copies of supplemental information will be treated as request for information under Board Policy and will require a specific written request. Copies will be provided at a cost of \$.25 per page. Supplemental material may be inspected in the District Office at no charge following a specific written request and the arrangement of an appointment.

It is understood that all contractor submissions will be a part of the public record unless clearly marked otherwise and legally permissible. In the latter circumstance, the School District will respect the wishes of the prospective contractor and the material will not be distributed unless the School District is advised in writing by the District Solicitor that release of such information is a requirement of law. It is understood that prospective contractors accept this right to know on the part of the public and the District's responsibility to comply. In any case, it is the right of the public to inspect all supporting submission of the awarded Contractor, except for matters not subject to disclosure under the Right to Know Law.

### G. AMBIGUOUS LANGUAGE OR CLARIFICATION

As noted in General Instructions, there is opportunity for each contractor to request clarification of specific items in the RFP or of general conditions and expectations. If a contractor does not request clarification, it shall be assumed that it clearly understood the requirements of the Specifications and shall accept the District's interpretation of the Specifications after the submission date and signing of the Contract.

H. It is understood that the District is not responsible for the Proposal or preparation cost incurred by any contractor associated with the development of a response to this RFP.

I. Each Contractor submitting a Proposal should understand that the nature of the School District's student transportation operations are so complex that each and every facet of the operation may not be detailed in this RFP and the Contract. The Contractor must document their expertise, experience, and approach based on their understanding of the School District's requirements. The Mandatory Pre-Proposal Conference will give the Contractor an opportunity to ask the necessary questions regarding this RFP and the School District's current student transportation operations. The Proposal must be complete, clear and concise.

J. This is a Request For Proposals only. Proposals will be treated as offers to enter into a Contract with the School District. The School District and successful Contractor shall memorialize their contractual relationship and obligations using a form of Contract substantially similar to that attached as Schedule D. In addition to the terms expressed in the RFP, the Contract contains many details relative to the transportation operations of the School District, as well as the terms and conditions under which the Transportation Services and Maintenance Services (if applicable) shall be provided by the successful Contractor. The Contract should be

## 2022 Revised Transportation RFP

---

reviewed carefully by each Contractor prior to submitting a Proposal. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Contractor relative to this RFP or the Contract shall be enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met. Following the selection of the successful Contractor by the School District, the Contract will be finalized by the parties. The final Contract shall be subject to the review and approval by the School District's legal counsel.



# 2022 Revised Transportation RFP

## **GENERAL SPECIFICATIONS FOR STUDENT TRANSPORTATION**

### **1) SCOPE OF SERVICES**

The District intends to have provided transportation for students by the use of contracted services. The schedule for services will be as established by the school calendars of the respective entities, which may vary from year to year. The District reserves the right to provide services or contract with other parties for additional needs if it is economically beneficial to do so.

### **2) BASIS OF QUOTATION**

The basis of this proposal is to provide transportation services for public, non-public, and charter school students as well as for special education students. The contractor must meet all legal requirements and comply with relevant District policies. For additional reference, the following documents are relevant to the quotation and are provided/noted as appendices.

- i) This Request for Proposals (RFP)
- ii) Invitation to Respond to the RFP
- iii) Schedule A - Current, approved 2021-2022 School Calendar
- iv) Schedule B - Non-Collusion Affidavit
- v) Schedule C - The current relevant policies of the School District including, but not limited to:
  - (1) 206 – Assignment Within District
  - (2) 207 – Confidential Communication With Students
  - (3) 806 – Child/Student Abuse Reporting Requirement
  - (4) 810 – Transportation
  - (5) 810.1 – Drug/Alcohol Testing – Covered Drivers
  - (6) 810.2 – Transportation – Video/Audio Recording
  - (7) 810.3 – School Vehicle Drivers
  - (8) 818 – Contracted Services
- vi) Schedule D – Form Contract

### **3) EFFECT OF SUBSEQUENT LEGISLATION**

Financial and operational implications of legislation that becomes effective subsequent to submission of the Proposal involving the operation of equipment, site, or relating to employee matters shall be the sole operational and financial responsibility of the Contractor. Matters that affect the level (e.g., number of vehicles and mileage to be paid for) of required student transportation service will be responsibility of the District.

### **4) FAMILIARIZATION**

Contractor is required to examine the entire RFP, including the Specifications and attachments, and to become familiar with the routes, schedules, bus stops, traffic conditions, topography, road conditions, locations of Schools (including entrance driveways and exits), and with all other facts pertinent to the performance of the transportation services. When making a Proposal, it shall be deemed that Contractor understands all aspects of the services to be provided, based upon the documents, its independent investigation, and its experience.

### **5) OFFICE SPACE AND TERMINAL FACILITIES**

Contractor must provide vehicle parking and space for drivers and the contractor's staff.

### **6) MANAGEMENT OF EMPLOYEES**

Personnel furnished by the Contractor to perform the functions specified in the Contract shall be employees of the Contractor. The Contractor shall pay all salary, wages, Social Security taxes, federal and state unemployment insurance, healthcare, and any other taxes and benefits relating to the employment of such employees as may be required by law. The Contractor shall provide all other required management services, including personnel services, such as licensing, training, supervision, and evaluation, necessary to carry out the terms of the Contract.

Contractor is fully and solely responsible as an employer for its compliance with all local, state, and federal laws and regulations, including but not limited, to the Patient Protection and Affordable Care Act.

### **7) SUPERVISION**

- a) Contractor shall provide a qualified supervisor, dispatcher, and other office staff. The supervisor shall be trained and experienced in the supervision of school bus and van drivers. The Contractor's supervisor shall cooperate fully with the District, including working with the school board and any related committees.
- b) Contractor shall make the supervisor and staff available to the District for community related inquiries and upon request and advance notice of the District.
- c) Contractor shall furnish such reports as may be required and at the times designated by the School District or its designated representative. The Contractor agrees to provide the District's Transportation Coordinator with verification of every requirement for buses and bus drivers, as outlined by the Pennsylvania Department of Transportation,

## 2022 Revised Transportation RFP

Pennsylvania Department of Education, and this contract prior to the opening of school, or whenever new drivers are used, i.e., but not limited to valid school bus driver licenses, physical examination cards, and criminal background checks.

- d) The school transportation Contractor is responsible for the behavior and actions of its employees, particularly with regard to adherence to the transportation policies and regulations of the District. Violations of those policies or regulations by drivers shall be considered violation of those policies or regulations by the Contractor who employs the driver. Such violations of policies or regulations may, at the option of the District, serve as cause for the termination of the Contract.
- e) Contractor shall provide a mechanism acceptable to the School District with which to receive complaints and concerns regarding its provision of service to students in the District. Contractor shall respond to all such concerns and complaints within 48 hours of receipt, shall take reasonable action to address such concerns and complaints, and shall copy the School District on all responses. If the District prefers that such responses be directed to only the District, it shall notify the Contractor of such procedure.
- f) The Contractor will immediately investigate all accidents involving school vehicles under contract to the District and immediately notify school personnel. Every accident report shall include the name and seating location of every person on the vehicle at the time of the accident including information about any possible injuries and information requested by law enforcement personnel. Contractor shall submit a detailed written report to the Superintendent or designee within 24 hours of an accident. The Contractor shall also submit all other requested reports in a timely fashion.
- g) The Contractor will inform school administrators whenever a bus is running more than 10 minutes behind schedule so that the school administrators can decide whether to notify parents.

### 8) DRIVERS

It is the intention of the District to contract for the transportation of public, private, charter and special needs school students on each School day as established by their respective calendars. The Contractor shall be responsible for providing drivers, for managing drivers, and for furnishing the required number of drivers to transport students to and from school on a daily basis and for assigned athletic and field trips.

Every school bus driver shall be approved by the School Board after properly being listed and submitted to the School District as required in paragraph (d) below, along with Contractor's certification of compliance with the requirements herein and recommendation for approval.

- a) Every school bus driver provided by the Contractor shall meet all regulations, presently in existence or implemented over the term of this Contract, of the Bureau of Traffic Safety of the Pennsylvania Department of Transportation with regard to application, age, fitness, competence, conduct, licensing, physical examination, and continuing eligibility. Drivers must pass periodically administered physical examinations, which may be

## 2022 Revised Transportation RFP

---

required by the Public Utility Commission, the Interstate Commerce Commission and/or the Pennsylvania Department of Transportation.

- b) Drivers will have physical examinations provided at the expense of the driver or Contractor.
- c) Mandatory drug testing and approved random testing programs, as specified by state and federal laws, are required to be performed by the School District-approved provider at the expense of the Contractor. Drivers shall be required to undergo mandatory drug and alcohol testing at the expense of the Contractor when a school bus or van accident occurs. Contractors are responsible to comply with all federal laws, state laws, local laws, and School District policies pertaining to drug and alcohol testing of drivers and related personnel who provide student transportation services for the District.
- d) The Contractor agrees to submit a list of certified drivers and copies of driver licenses (with CDL Endorsement if required), physical examination cards, and certificates of school bus instruction to the School District before **August 1** of each school year under the Contract, throughout the school year as drivers' cards and certificates are renewed, and **prior to the start of service by new drivers**. Additionally, the Contractor must provide proof of current (within one (x1) calendar year or five (x5) if employed without any break in service with the Contractor) Act 34 (PA Criminal History Background Check), Act 151 (Child Abuse History Clearance), and Act 114 (FBI Fingerprint Report) and Act 168 (Sexual Misconduct/Abuse Disclosure Report) and any other necessary clearances to the School District for all personnel involved in the Contract, including but not limited to all drivers, **before drivers are allowed to transport students**. Any loss of driver licenses, traffic violations, arrest of or criminal charges against a driver (including, but not limited to, DUI) shall be reported to the School District immediately.
- e) Both regular and substitute drivers shall be assigned as **consistently** as possible to the same bus run for the purpose of route familiarization and pupil control. It is the express desire of the District that the rate of driver turnover be minimized to the fullest extent possible.
- f) The District retains the right to evaluate the drivers and all other personnel employed by the Contractor for the performance of the Contract by any and all reasonable means.
- g) The Contractor shall comply promptly with a request by the District to remove any school bus driver who, in the District's opinion, is not qualified to operate a school bus, cannot properly manage students or is otherwise unacceptable, or remove any other personnel employed by the Contractor who is not performing up to District expectations.
- h) It shall be mandatory that the vendor will not discriminate against any person upon any grounds prohibited by federal or state law. The vendor will, in all solicitation or advertisements for employees placed by or on behalf of the vendor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, ancestry, marital status, sex, national origin, handicap, or unfavorable discharge from military service. The vendor will comply with all provisions of Executive Order

## 2022 Revised Transportation RFP

No. 11246 of September 24, 1965, concerning equal employment opportunity as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations and relevant orders of the Secretary of Labor. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

### 9) **LICENSES**

The Contractor and its employees shall acquire and maintain valid permits and licenses required by law. All costs and fees for such licenses shall be the sole responsibility of the Contractor or the drivers under its employ.

### 10) **VEHICLES PROVIDED**

- a) School buses and all other vehicles used in the performance of the Contract (collectively the "Vehicles") shall at all times conform to the standards for school transportation vehicles approved by the Department of Transportation, Public Utility Commission and Mass Transit Authority, as applicable. School buses (Type A vehicles) shall meet the minimum standards of the Bureau of Traffic Safety and shall pass annual inspection by the Pennsylvania State Police. Type B and C school Vehicles shall conform to the standards of the Bureau of Traffic Safety. All Vehicles shall conform to the provision of the laws of the Commonwealth of Pennsylvania, shall pass state required inspections, and be in good mechanical and sanitary condition.
- b) The Contractor shall provide a sufficient amount of spare buses and vans on its facility in the amount of 10% of the regular bus and van fleets for breakdowns, preventative maintenance, accident-damaged Vehicles, athletic trips and field trips. Under no circumstances shall the number of spare buses be less than four and number of spare vans be less than two.
- c) The Contractor agrees to provide all Vehicle maintenance and repairs on all buses, cars, and vans utilized under the Contract at its own cost.
- d) The Contractor shall furnish daily interior cleaning of the Vehicles including all provisions of the active COVID-19 Health and Safety Plan. Exterior cleaning shall be done at least twice a month, beginning in August and continuing through June. Vehicle windows must be clean and clear and Vehicle numbering must be visible at all times, including when utilizing a spare bus. The Contractor shall also perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicles or equipment to be utilized under the Contract. Under no circumstances may an unsafe Vehicle be used to transport students. The Contractor shall maintain on file the completed inspection sheets and submit copies of the sheets on demand to officials of the District when requested.

## 2022 Revised Transportation RFP

---

- e) The District retains the right to inspect at any time any of the Vehicles to ensure safety and contractual compliance.
- f) All school buses assigned to regular daily routes by the Contractor shall be no older than ten (10) years, with the average fleet age not to exceed five (5) years at any time. All vans to be utilized by the Contractor shall be no older than five (5) years from the date of manufacture. Buses older than ten (10) years may be retained for use as spare buses, if designated as such at the start of the school year. The Contractor is to provide a minimum of 10% of the regular bus and van fleets as spare buses/vans as backup units for breakdown, preventative maintenance and accident-damaged buses. The Contractor will also supply a reasonable number of additional buses to provide for special services, such as District School activities, athletic trips, and field trips. Daily use of spare buses will be kept to a minimum and the District's Transportation Coordinator will be notified by e-mail or telephone. Age of bus will be calculated from date of manufacture of chassis to last year of academic year.
- g) If the funding formula for transportation reimbursement from Pennsylvania Department of Education (PDE) is significantly changed, including examples where bus age becomes irrelevant to the formula, the Contract may be opened between the District and Contractor for the sole purpose of renegotiating rates based on bus age or any other significant change to the PDE transportation reimbursement formula.
- h) It is understood and agreed by both parties that the Contractor, when engaged in one or two hour delays for the start of classes, shall use the extra time to prepare the Vehicles for service. School bus engines will be started earlier so that alternate vehicles can be used in the case of failed starts.
- i) All buses will be parked overnight at the Contractor's bus terminal facility. No buses will be permitted to park overnight at a driver's residence without previous permission from the District and only if additional miles are not incurred. Buses may be parked, with previous permission from the District, at safe locations between morning and afternoon runs only if the location does not add additional miles. The Contractor's supervisor shall be responsible for all buses to be on time at the first stop of each route each school day.
- j) The Contractor shall be required to provide buses and drivers to any or all Schools of the District in the event of an emergency evacuation. As much notice as possible will be given to the Contractor to assemble staff for the provision of evacuation transportation.

### **11) SAFETY PRECAUTIONS**

The Contractor shall require all drivers to comply with the following safety precautions:

- a) All traffic regulations shall be observed at all times.
- b) Each driver is expected to remain with the bus at all times when the bus engine is running, whether at a School building or stopped elsewhere.

## 2022 Revised Transportation RFP

---

- c) The speed of a vehicle shall at all times be consistent with the safety of the passengers and shall at no time exceed the speed limit as set forth in the minimum standards of the Bureau of Traffic Safety, PA Department of Transportation, as promulgated from the Motor Vehicle Code, or a reasonable speed for road conditions. It shall be the duty of each driver to operate the bus at a reasonable rate of speed, with proper control, at all times.
- d) Each driver shall use the greatest care to guard the children, prevent overcrowding, and maintain order in the bus at all times. Any child refusing to obey the driver shall be reported to the building principal using the Bus Conduct Report form provided by the District.
- e) All children riding on the buses must be transported to their designated stops.
- f) No school bus shall be loaded beyond the seating capacity as set forth in the minimum standards as indicated on the "Approved School Bus Sticker." Each vehicle shall have adequate seating for each student with no standing permitted.
- g) There shall be no eating (food or drinks) in any of the Vehicles used to transport students. Use of tobacco, drugs or alcoholic beverages in the buses or on School property is prohibited at all times. Contractors will enforce District policies, including the requirement that there is no smoking or other use of tobacco products allowed at any time on school buses, used in the District.
- h) Each driver is expected to use a systematic method, at the Contractor's expense, to ensure that no children are left on the bus.
- i) Contractor agrees to routinely perform vehicle mirror checks to optimize bus safety.
- j) In the event the District would institute any additional safety standards for the transportation of students, the successful Contractor agrees to install or implement such safety enhancements, at the Contractor's expense.

### 12) FUEL

The Contractor shall provide motor fuel for their vehicles.

### 13) BUS ROUTES AND BUS STOPS

- a) Bus routes shall maximize the state transportation reimbursement formula including ridership, vehicle age, and minimal empty mileage, while being mindful of student ride time.
- b) Bus routes and bus stops will be prepared by the District's router/scheduler in consultation with the Contractor, and may be modified at the sole discretion of the School District. The Contractor shall not deviate from the designated routes or stops except with prior written or verbal consent of the School District, or in an emergency.

## 2022 Revised Transportation RFP

---

### 14) OTHER PROVISIONS

- a) If this contract is more than \$150,000, the District and vendor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970, as amended
- b) Debarment and Suspension (Executive Orders 12549 and 12689): No contract will be awarded to any vendor (see 2 CFR 180.220) listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), "Debarment and Suspension."
- c) Contractor agrees to comply with Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). An affirms that the contractor has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.
- d) Operating time schedules shall be carried in the bus and shall be provided by the School District. The time schedule may be modified by the School District as the occasion demands, but only after due notice has been given to parents and contractor.
- e) When the same vehicle is serving more than one school, the School District shall, without any obligation to do so, make every effort to reconcile the school Calendars of the schools served
- f) In the case of an emergency, any deviation of established routes shall be reported promptly to the Transportation Coordinator for the School District.
- g) If the District finds it necessary to delete a bus run from the system during the school term, the Contractor shall be given as much advance notice as possible. The Contractor may elect to remove any bus from service and reassign buses as necessary upon notifying the Transportation Office. Generally, one of the oldest units will be removed from the system, regardless of the route actually eliminated. The Contract price will be reduced as determined by the approved daily rate as proposed for the particular run involved times the number of school days remaining.
- h) Schedule A provides the currently approved 2021-22 school calendar.
- i) The School Board reserves the right to revise any and all routes to suit the educational program at any time and such revision shall be deemed an ordinary part of the contract.
- j) With the uncertainty of the pandemic, the District will not pay for vehicles that are not needed either in total or by the day.



### **15) TWO-WAY COMMUNICATIONS**

The Contractor agrees to utilize and to maintain its own two-way radios in each Vehicle. All buses purchased during the term of this Contract must be equipped with said radios. The radio system will remain the personal property of the Contractor and any licensing renewal fees will be paid by the Contractor. Use of the radio system must be in compliance with Federal Communication Commission (FCC) regulations and is strictly intended for the requirements of this Contract. The Contractor will assume the ongoing maintenance of the radio system and purchase of additional radios as it deems necessary.

Contractor agrees to provide at least one (1) base unit at the District Office for use by the District's Transportation Coordinator, at no expense to the District.

### **16) DIGITAL AUDIO VIDEO MONITORS**

The Contractor will provide every Vehicle with a digital audio and video recording device so that all activity on each vehicle can be recorded for use by the District. The recording device should be interoperable with existing equipment that is owned by the School District. All digital recordings shall be maintained for at least thirty days for District viewing purposes. Upon request by District staff, a video must be uploaded immediately, if urgent, and no longer than 24 hours of said request. Contractor shall ensure that any use of audio and video recording devices is in accordance with law and District policy.

### **17) GPS SYSTEM**

The Contractor will provide all Vehicles with a GPS system so that the Contractor and District can monitor the location of vehicles at any time and to provide directions to drivers while in route. In addition, this system must provide accurate bus run times in order to calibrate the map in the transportation software. Reports of bus runs and times from the GPS system will be made available to the District.

### **18) TRANSPORTATION SOFTWARE**

The District shall retain full ownership of the transportation software and be responsible for establishing bus routes. The District will provide accurate bus routes with lists of each student at each stop at least two weeks prior to the start of the school year to allow the Contractor to have drivers perform a trial run. These bus route lists will be updated and distributed to drivers as necessary.

### **19) PUPIL SUPERVISION**

- a) The District delegates to the Contractor the necessary authority to supervise and to control students on Vehicles in accordance with District rules. Authorization shall not include corporal punishment, or the right to eject any offender under circumstances other than those which present an immediate danger likely to result in injury. The Bus Conduct Report form must be completed by the driver and forwarded to the District Transportation Office.

## 2022 Revised Transportation RFP

---

- b) The Contractor will utilize digital video and audio monitoring equipment as a means to supervise bus students and to augment the written student discipline referral.
- c) The Contractor will provide a pricing option (add or deduct alternate) so that every vehicle is equipped with a student rider verification system. The system should be able to verify that each riding student is an assigned rider to that vehicle. The system should be interoperable with existing District systems.
- d) Pupils are to be received onto and discharged from the bus only at the designated stops and at the extreme right of the road or other location as designated by the District. No pupils will be permitted to get on or off the bus while it is in motion. No school bus operator shall start the bus, or signal the driver of any vehicle, who has stopped in compliance with the provision of Section 3345 of the Pennsylvania Motor Vehicle Code, to proceed, until after each child on the Vehicle has been safely seated, or when exiting, has reached a place of safety.
- e) No person other than a school pupil shall be transported in a Vehicle except in an emergency or when designated by the Superintendent or designee. Nothing except approved passengers and their belongings shall be transported in the Vehicle while it is engaged in transporting pupils to and from school.

### **20) STUDENTS WITH SPECIAL NEEDS**

Drivers assigned to transport disabled, special education, and early intervention program students shall be given special training, at Contractor's expense, concerning the techniques of handling such children. The District reserves the right to place its own personnel on these vehicles to assist these students for physical, emotional, or disciplinary reasons.

### **21) RIGHT TO CONTRACT WITH OTHERS**

The District reserves the right to contract with parents, guardians, and others for the transportation of pupils.

### **22) SCHOOL CANCELLATION OR DELAYED START OF SCHOOL**

The Superintendent, or designee, shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The Contractor agrees to gather all relevant information, including contacting local police and road masters, to advise the District of road conditions. The Contractor further agrees to abide by the decision of the Superintendent, or designee, and operate on the assigned schedules and routes.

### **23) EMERGENCY AND OTHER SERVICES**

Contractor agrees to make vehicles and drivers available to the District in the event of emergency transportation requirements for events that include, but are not limited to, weather conditions, civic emergencies, safety evacuations, etc.

### **24) REGULATIONS AND COMPLIANCE**

The Contractor shall comply with the regulations of the Pennsylvania Department of Education, the laws of the Commonwealth of Pennsylvania, the regulations of the

## 2022 Revised Transportation RFP

---

Pennsylvania Department of Transportation, all federal laws, and the policies, rules and regulations of the District.

### 25) **INDEPENDENT CONTRACTOR**

It is understood that the Contractor is an independent contractor and not an officer, agent or employee of the District while engaged in carrying out and complying with any of the terms and conditions of the Contract.

### 26) **NON-TRANSFERABLE CONTRACT**

The Contract shall not be transferred, subcontracted or assigned without the prior approval of the School Directors and the written consent of the District, which may be withheld in its sole discretion.

### 27) **TERM**

- a) The Contract will be awarded for a five year term with an option by the District to extend the Contract for two additional one-year terms at its discretion. The Contract will commence on July 1, 2022.
- b) The transportation services provided shall be performed in compliance with the terms and conditions of this Contract and its attached Schedules and shall commence on the first day of classes as stipulated by the District and shall run for a period of 180 days or less for each of the school years of the Contract. Should the District extend the school year beyond 180 days, additional days will be charged at the same rate as the current contract. Refer to Schedule A for the District's 2021-2022 School Calendar.

### 28) **PRE-AWARD BOND**

- a) Prior to award of a Contract, the Contractor shall provide security in the nature of a Pre-Award Bond in the amount of five percent (5%) of the first-year Contract price. (For the first year of the Contract, the Pre-Award Bond would guarantee 100% of the Contract price as stated in the proposal for Year 1 – 2022-2023.) The form and provider of such Bond shall be subject to review and must receive approval from the District or its Solicitor.

### 29) **PERFORMANCE BOND**

- a) Upon award of a Contract, the Contractor shall provide, annually, a Performance Bond in the amount of one-hundred percent (100%) of the current-year Contract price. (For the first year of the Contract, the Performance Bond would guarantee 100% of the Contract price as stated in the proposal for Year 1 – 2022-2023. The form and provider of such Performance Bond shall be subject to review and must receive approval from the District or its Solicitor.
- b) For the first year of the Contract, the contractor shall deliver the required bond to the School District not later than forty-five days following the date the Contract is awarded. Annually thereafter, the Contractor shall deliver the required bond not later than sixty days before the commencement of the start of the next year of the Contract.

## 2022 Revised Transportation RFP

---

- c) The Contractor shall require the attorney-in-fact, who executes the required bond on behalf of the surety, to affix a certified and current copy of the power of attorney to the bond.
- d) The cost of the bond furnished hereunder shall be included in the Contract sum.
- e) Upon the request of any person or entity appearing to be a potential beneficiary of the bond covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bond or shall permit a copy to be made.
- f) If any Surety hereunder makes any assignment for the benefit of creditors, commits any act of bankruptcy, is declared bankrupt, files a voluntary petition for bankruptcy, or in the reasonable opinion of the District is insolvent, the Contractor shall immediately furnish and maintain another Surety, satisfactory to the School District, in addition to insurance or bond required by this Contract. If the Contractor fails to do so, then the District may purchase or maintain such insurance or bond, with expenses and costs thereof being the liability of the Contractor, including, but not limited to, reasonable attorney's fees.

### **30) DEFAULT AND FORFEITURE**

- a) If the Contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the Contract (each a "Default"), including home to school transportation, athletic/ band trips, and field trips, and additional routes, the District may cancel the contract without prior notice and procure services elsewhere. The District may procure services elsewhere and the Contractor shall be liable for any increased costs (beyond the Cost Proposal) in obtaining such alternative transportation services, plus District incurred personnel time when obtaining transportation coverage. The District may also call for the forfeiture of the Performance Bond and requirement payment thereof by the Surety. In addition, the District shall be entitled to pursue all remedies available at law or in equity, and further, it shall be entitled to recover all costs and expenses incurred, including reasonable attorneys' fees. Any disputes arising pursuant to this Contract shall be brought before the Court of Common Pleas of Lackawanna County, Pennsylvania, and the parties hereby submit to the exclusive jurisdiction and venue of that Court.
- b) If the Contractor fails to perform satisfactorily any of the transportation services required under the provisions of proposal and Contract, the Contractor shall not be paid for those days in which it fails to provide transportation services or continuously fails to meet the required time schedule, and should the District be able to obtain such transportation services elsewhere, the contractor shall additionally be liable and, upon submission of an invoice by the District, pay the additional cost to the School District of obtaining the transportation services above the contractual rate in effect between the Contractor and the District. In the event the District should be unable to obtain such transportation services elsewhere, or in lieu thereof at the option of the District, the Contractor shall pay to the School District, in addition to any other accounts payable hereunder, additional administrative costs in the amount of one thousand (\$1,000.00) dollars per day to be

## 2022 Revised Transportation RFP

deducted from the next payment to the Contractor.

### 31) PAYMENT

The School District agrees to pay the Contractor by the 10<sup>th</sup> of the month following the month of service at the agreed upon daily rate per run per day... Contractors shall invoice for the monthly performed runs per day at the agreed upon rate. .

Supplementary trips will be invoiced and paid separately based upon the timeliness of invoices submitted by the contractor to the Transportation Office. All invoices for the school year must be received in the Transportation Office by June 25<sup>th</sup> of that school year. Supplementary bills not submitted by that date shall be paid at the discretion of the District.

### 32) INSURANCE

- a) Contractor will provide a certificate of insurance in the minimum amounts specified prior to the effective date of the Contract. The certificates on insurance shall be issued by a company or companies legally authorized to conduct business in the Commonwealth of Pennsylvania and carrying a Best rating of A or better. Policies shall name the School District and the Board of School Directors as an additional insured and shall not be cancelable except upon thirty (30) days prior written notice to the School District. A certificate will be delivered to Virginia Orr, School Board Secretary on an annual basis each year thereafter. The District shall be named additional insured on all policies except for the Worker's Compensation Policy.
- b) General Liability  
\$3,000,000 – per occurrence  
\$3,000,000 – general aggregate
- c) Comprehensive Automobile Liability  
\$1,000,000 – combined single limit  
\$1,000,000 – uninsured/underinsured motorist
- d) Abuse & Molestation  
\$1,000,000 – per occurrence  
\$1,000,000 – general aggregate
- e) Umbrella coverage - \$10,000,000
- f) Worker's Compensation – Per statutory requirements. Included in worker compensation coverage will be employer liability insurance with a limit of at least \$100,000 for each occurrence and will cover disease and injuries excluded under applicable worker compensation law.
- g) These insurance certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the School District.

- h) The District shall be immediately informed of all accidents or potential claims against the liability or umbrella policies. In the event the accident, a verbal report is to be made at once by telephone immediately after notifying the police and rendering assistance to the injured. The written report will follow. The Contractor shall make a verbal or other notice of all accidents in which its equipment becomes involved within twenty-four (24) hours of occurrence and said report should be promptly submitted to the Transportation Coordinator. A written report to the District of the accident/incident will be required within 48 hours of the occurrence. The Contractor will notify the District of traffic violations incurred by a driver while driving a Vehicle.
- i) Each party will immediately notify the other of any accident or condition that arises out of or relates to the services performed by the Contractor for the District, so as to handle potential problems on a timely basis and in the best interest of both parties.

### **33) SAFETY AND OPERATIONS REPORTING**

The Contractor shall provide the following reports to the District at the frequency indicated in the list. Reports shall be transmitted electronically as indicated and be immediately available to the District's personnel upon request for review. The reports are to include, but are not limited to the following:

Daily	Line-up of driver/routes
Weekly	Maintenance log: use of spare buses
Monthly	Mileage reports, compliance report for preventive maintenance and safety checks
Quarterly	Buses out of service, pre- and post- inspection reports with deficiencies, accident logs
Semi-Annually	Log of State inspection report
Yearly (August)	Log of State inspection reports

The District may request additional reports compromised of data arising from or related to the provision of these services. Contractor must submit sample reports currently used in other operations or proposed to be used for this Contract.

### **34) INDEMNIFICATION**

In addition to the insurance requirements included as part of the specifications, the Contractor shall defend, indemnify and hold harmless the School District and its Chief Recovery Officer, members, officers, agents, employees and representatives from and against any and all claims, suits, judgments and demands whatsoever, including without limitation, costs, litigation expenses, counsel fees and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or relating to or caused or claimed to have been caused, in whole or in part, by the acts or omissions of the Contractor, its agents, subcontractors and employees.

## 2022 Revised Transportation RFP

### 35) **DISCRIMINATION PROHIBITED**

Discrimination Prohibited – According to Title 62 P.S. § 3701, the Contractor agrees that:

- a) In the hiring of employees for the performance of work under this Contract, no Contractor, or any person acting on behalf of the Contractor, shall by reason of gender, race, creed or color discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates. No Contractor, or any person on their behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this Contract on account of gender, race, creed or color;
- b) This Contract may be cancelled or terminated by the District and all money due or to become due hereunder may be forfeited for a violation of the terms or conditions of this discrimination portion of the Contract.

### 36) **HUMAN RELATIONS ACT**

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, religious creed, ancestry, age, sex, national origin, handicap or disability by employers, employment agencies, labor organizations, contractors and others. The Contractor shall agree to comply with the provisions of the Act as amended that is made part of this Specification.

### 37) **AWARD**

The School District School Board will not be required to make an award entirely on the basis of the lowest price proposal in dollars and reserves the right to reject any and all Proposals, waive any irregularities, or to modify the terms of the Proposals to protect the interests of the District. The School District also reserves to the right to award only those areas of the Proposal that offers the District the best value. For example, the School District may award the public and non-public transportation to one Contractor while offering the special needs transportation component to another Contractor.

### 38) **SUPPLEMENTAL INFORMATION**

Each prospective contractor is **required** to submit the following information and/or responses along with its Proposal:

- a) Client list comprised of Pennsylvania school districts; include name of school district, contact information, student enrollment, number of buses, number of bus routes, and years of service to that school district.
- b) Proof that the Contractor is financially solvent: submit three most recent annual financial statements with comparison statements from previous years.
- c) Average daily salary and average years of employment for bus drivers with current company.

## 2022 Revised Transportation RFP

---

- d) Safety Record for the last five years, indicating all bus and van accidents.
- e) Customer service procedures relating to parent bus or van transportation complaints.
- f) Listing of training topics that are required of every driver.
- g) Description of customary communication between the Contractor and parents of special needs students. Description of any additional training that drivers of special needs students obtain.
- h) Description of the Contractor's methods utilized to recruit and to retain highly qualified drivers.
- i) Describe the protocol used to respond in the event of a bus or van accident.
- j) Indicate if the Contractor is currently involved in any litigation with a current or former customer. Also indicate any litigation issues involved in the last three fiscal years.
- k) Indicate if Contractor is currently involved in any labor relation issues with current or former employees. Also indicate any labor issues involved in the last three fiscal years.
- l) Indicate ability to consider the deployment and use of vehicles with alternative fuels (i.e. Compressed Natural Gas – CNG, propane).
- m) Non-collusion affidavit

### **39) ADDITIONAL REQUIREMENTS**

The District reserves the right to require Contractor to comply with additional requirements or procedures, as may be reasonably necessary to effect transportation services as envisioned herein.



# 2022 Revised Transportation RFP

---

## LIST OF SCHEDULES

Schedule A –Current approved 2022-2023 School Calendar

Schedule B – Non Collusion Affidavit

Schedule C – Relevant Board Policies (non-exhaustive)

Schedule D – Form of Contract

## SCRANTON SCHOOL DISTRICT | 2022-2023 CALENDAR



4 Independence Day (district closed)  
ALL SSD STAFF ON SUMMER 4 DAY  
WORK WEEK SCHEDULE EFFECTIVE  
7/4/22.

INSTRUCTIONAL DAYS	
0	0

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4-18 Winter Keystone Exam-WAVE 2  
(window)  
13 BP #2-Early Release  
16 M.L. King Day (district closed)  
23-31 Keystone Benchmark #2  
27 Quarter 2 ends/End, semester 1-90  
day mark.

INSTRUCTIONAL DAYS	
21	92

2-3 Principals' Leadership Retreat  
5 DAY WORK WEEK EFFECTIVE  
8/29/22-9/2/22

INSTRUCTIONAL DAYS	
0	0

AUGUST '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1-3 Keystone Benchmark #2  
17 Professional Development Day  
#3 (PDD #3-no school for students)  
20 Presidents' Day (district closed)

INSTRUCTIONAL DAYS	
18	110

2 Professional Development Day  
#1 (PDD #1-no school for students)  
5 Labor Day (district closed)  
6 First Day of School  
26-30 PSSA & Keystone  
Benchmark #1

INSTRUCTIONAL DAYS	
19	19

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Interim Progress Reports (IPR)-qtr.  
3  
10 BP #3-Early Release  
20-31 PSSA Benchmark #3

INSTRUCTIONAL DAYS	
23	133

3-6 PSSA & Keystone Benchmark #1  
7 Professional Development Day #2 (PDD #2-  
no school for students)  
10 Columbus Day (district closed)  
11 Interim Progress Reports (IPR)-qtr. 1  
12 PSAT  
21 BP #1-Early Release

INSTRUCTIONAL DAYS	
19	38

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4 Quarter 3 ends/Midpoint semester 2  
5 Early Release  
6-11 Spring Break (no school for students-  
6th & 11th /district closed 7th & 10th)  
14 Early Release for PSSA building  
plan/security meeting, K-8  
17-28 Keystone Benchmark #3  
24-28 PSSA ELA Assessment window

INSTRUCTIONAL DAYS	
16	149

8 Election Day (district closed)  
10 District 1 and 11 district 2  
11 Veterans Day (district closed)  
14 Remembrance Parent Conference (Early Release)  
15 Remembrance Parent Conference (afternoon/evering)  
Early Release  
16 Early Release for Remembrance only  
17 Remembrance Parent Conference (afternoon/evering)  
Early Release  
18 Early Release for Intermediate only  
22 Early Release  
23-24-25 Thanksgiving Break (no school for students)  
23/24-25 28 district closed

INSTRUCTIONAL DAYS	
16	54

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-12 PSSA Math/Science & Make-up Assessment  
window  
5 Early Release for Keystone building  
plan/security meeting 9-12  
9 Interim Progress Reports (IPR)-qtr. 4  
13-26 Keystone Exam-End of course (window)  
14 Professional Development Day #4 (PDD #4-no  
school for students)/Primary Election Day  
19 BP #4-Early Release  
26-29 Memorial Day weekend (no school for  
students-26th/district closed 29th)

INSTRUCTIONAL DAYS	
20	169

2 Early Release (prep rally schedule) for  
Keystone building plan/security meeting 9-12  
5-16 Winter Keystone Exam-WAVE 1 (window)  
5-14 PSSA Benchmark #2  
19 Interim Progress Reports (IPR)-qtr. 2  
23 Early Release  
24-31 Winter Break (no school for students-27th &  
28th/district closed 26th-29th & 30th)

INSTRUCTIONAL DAYS	
17	71

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 Graduation #1 5:55 PM/Graduation #2:  
5:55 PM. Last day of school for students (early  
release) Quarter 4 ends/End, semester 2-180 day  
mark.  
18 Professional Development Day #5 (PDD #5-no  
school for students)  
ALL SSD STAFF ON SUMMER 4 DAY WORK  
SCHEDULE EFFECTIVE 6/19/23.

INSTRUCTIONAL DAYS	
11	180

### NONCOLLUSION AFFIDAVIT

State of \_\_\_\_\_:  
County of \_\_\_\_\_:  
S.S. \_\_\_\_\_

#### Scranton School District Request for Proposal for Contracted Pupil Transportation

I state that I am the \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of Firm) and that I am 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 prices(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the proposal submission date.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal 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 proposal.
5. \_\_\_\_\_ (Name of Firm) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three 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 proposing and/or bidding on any public contract, except as follows:  
\_\_\_\_\_

I state that \_\_\_\_\_ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied upon by the School District of the City of Scranton in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the School District of the City of Scranton of the true facts relating to the submission of this proposal. I declare under penalty of perjury under the law of the Commonwealth of Pennsylvania that the foregoing is true and correct, and I am authorized to sign this Affidavit.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signatory's Printed Name)

\_\_\_\_\_  
(Signatory's Title)

\_\_\_\_\_  
(Date)

SWORN TO AND SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public My  
Commission Expires:



Book	Policy Manual
Section	200 Pupils
Title	Assignment Within District
Code	206
Status	Active
Legal	1. 24 P.S. 1310 2. Pol. 113 3. Pol. 144 4. Pol. 251 24 P.S. 1310.1 Pol. 103 Pol. 103.1 Pol. 906
Adopted	June 15, 2015
Last Revised	December 23, 2019

### **Purpose**

The purpose of this policy is to maximize the ability of the Scranton School District to provide a quality education to all its students.

### **Authority**

The boundaries of school attendance areas shall be established by the Scranton School District Board upon recommendation of the Superintendent. Students will attend the schools serving their designated areas.<sup>[1]</sup>

### **Guidelines**

Regularly enrolled students of a school who move from one attendance area to another within the district during the school year may, upon written request, complete the school year in the school of initial entry.

#### **Student Transfers Within District**

Transfer of a student from a school in the home attendance area to a school in another attendance area may be accomplished only under the following conditions:

1. When recommended by the Superintendent or Superintendent's designee, a non-exceptional student may transfer for the emotional well-being and clear educational benefit of the student. This provision requires an interview by the counselor and letters of recommendation to

accompany the parent/guardian request. Transfers shall not be granted for reasons of athletics, convenience, extracurricular activities, employment, friends, or other conditions of a less significant nature. Examples of well-being are, including but not limited to,

- a. Victims of violent crimes;[3]
- b. Trauma; or
- c. Homeless students.[4]

(Note: For students who transfer to another school and intend to participate in interscholastic athletics, all Pennsylvania Interscholastic Athletic Association (P.I.A.A) by-laws apply.)

3. If the receiving school has adequate space to accommodate the incoming student as determined by the building's operational capacity and overall class-size guidelines. If class size increases beyond contract limit or state law or teachers are added, transfer is disallowed.
4. Requests for attendance exceptions are to be filed with the Chief Compliance Officer.
5. Transfers will be on a first come, first serve basis.
6. No transfer will be considered if:
  - a. If the student has twenty (20) or more unexcused absences in two (2) years; or
  - b. If there are greater than two (2) serious disciplines in the previous two (2) years.
7. If you are currently under a boundary exception you may remain, however, all new applicants are governed by this policy.
8. Children transferring under this new policy may have their transfer revoked if:
  - a. Population growth exceeds contract class size or state law; or
  - b. Teachers must be added; or
  - c. If the student has accumulated ten (10) or more unexcused absences from class, or tardiness; or
  - d. If the student has four (4) in school suspension of one (1) - three (3) days; or
  - e. Two (2) or more suspension of greater than three (3) days or any expulsion.



Book	Policy Manual
Section	200 Pupils
Title	Confidential Communications of Students
Code	207
Status	Active
Legal	1. 22 PA Code 12.12 2. 42 Pa. C.S.A. 5945 3. 42 Pa. C.S.A. 8337
Adopted	May 5, 2014

**Purpose**

The Board recognizes that certain written and oral communications between students and school personnel must be confidential.

**Authority**

The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.

**Guidelines**

Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.[\[1\]](#)

Use of a student's confidential communications to school personnel in legal proceedings is governed by laws and regulations appropriate to the proceedings.[\[1\]](#)[\[2\]](#)[\[3\]](#)

**Delegation of Responsibility**

In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities.

In qualifying circumstances, the designated administrator may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel.



Cathy DelPrete <cathy.delprete@ssdedu.org>

---

## Scranton Electric

1 message

---

**Pat Laffey** <pat.laffey@ssdedu.org>

Tue, Sep 21, 2021 at 11:57 PM

To: Cathy DelPrete <cathy.delprete@ssdedu.org>

I need to look into those Scranton Electrics that we pulled at one point because we were missing sign offs on the work.

Please remind me in the morning.

Thanks

Pat



Book	Policy Manual
Section	800 Operations
Title	Child Abuse
Code	806
Status	Active
Legal	<ol style="list-style-type: none"> <li>1. 24 P.S. 1205.6</li> <li>2. 23 Pa. C.S.A. 6301 et seq</li> <li>3. Pol. 333</li> <li>4. Pol. 818</li> <li>5. 23 Pa. C.S.A. 6303</li> <li>6. 24 P.S. 111</li> <li>7. 23 Pa. C.S.A. 6344</li> <li>8. 18 Pa. C.S.A. 7508.2</li> <li>9. 42 Pa. C.S.A. 9799.12</li> <li>10. 42 Pa. C.S.A. 9799.24</li> <li>11. 23 Pa. C.S.A. 6311</li> <li>12. Pol. 302</li> <li>13. Pol. 304</li> <li>14. Pol. 305</li> <li>15. Pol. 306</li> <li>16. 23 Pa. C.S.A. 6344.3</li> <li>17. 23 Pa. C.S.A. 6344.4</li> <li>18. Pol. 309</li> <li>19. Pol. 916</li> <li>20. Pol. 317.1</li> <li>21. 24 P.S. 2070.1a</li> <li>22. Pol. 824</li> <li>23. 23 Pa. C.S.A. 6318</li> <li>24. 23 Pa. C.S.A. 6319</li> <li>25. 18 Pa. C.S.A. 4906.1</li> <li>26. 18 Pa. C.S.A. 4958</li> <li>27. 23 Pa. C.S.A. 6320</li> <li>28. 23 Pa. C.S.A. 6305</li> <li>29. 23 Pa. C.S.A. 6313</li> </ol>



30. 23 Pa. C.S.A. 6314  
 31. 24 P.S. 1302.1-A  
 32. 24 P.S. 1303-A  
 33. 22 PA Code 10.2  
 34. 22 PA Code 10.21  
 35. 22 PA Code 10.22  
 36. Pol. 805.1  
 37. 23 Pa. C.S.A. 6346  
 38. 23 Pa. C.S.A. 6368  
 39. 42 Pa. C.S.A. 9799.55  
 40. 42 Pa. C.S.A. 9799.58  
 41. 22 U.S.C. 7102  
 42. 23 Pa. C.S.A. 6332  
 43. 20 U.S.C. 7926  
 44. 24 P.S. 111.1  
 24 P.S. 1301-A et seq  
 22 PA Code 10.1 et seq  
 24 P.S. 1527  
 24 P.S. 2070.1a et seq  
 18 Pa. C.S.A. 4304  
 Pol. 317

Adopted June 1, 2015  
 Last Revised December 19, 2018

### **Authority**

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[1][2][3][4]

### **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Adult** - an individual eighteen (18) years of age or older.[5]

**Bodily injury** - impairment of physical condition or substantial pain.[5]

**Certifications** - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[6][7]

**Child** - an individual under eighteen (18) years of age.[5]

**Child abuse** - intentionally, knowingly or recklessly doing any of the following:[5]

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
  - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - c. Forcefully shaking a child under one (1) year of age.
  - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
  - e. Interfering with the breathing of a child.
  - f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.[8]
  - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life or has been determined to be a sexually violent predator or sexually violent delinquent.[9][10][39][40]
9. Causing the death of the child through any act or failure to act.
10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.[41]

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or

5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

**Direct contact with children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

**Independent contractor** - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5][11]

**Perpetrator** - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.[5][41]

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[5]

**Program, activity or service** - any of the following in which children participate and which is sponsored by a school or a public or private organization:[5]

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

**Recent act or failure to act** - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.[5]

**Routine interaction** - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[5]

**School employee** - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5]

**Serious mental injury** - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[5]

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.

2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

**Serious physical neglect** - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[5]

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

**Sexual abuse or exploitation** - any of the following:[5]

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Student** - an individual enrolled in a district school under eighteen (18) years of age.[5]

**Volunteer** - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[11]

### **Delegation of Responsibility**

In accordance with Board policy, the Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[6][7][12][13][14][15]
2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.[16][17][18]

School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.[17]

Certification requirements for volunteers are addressed separately in Board Policy 916.[19]

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.[42]

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

### **Guidelines**

#### **Aiding and Abetting Sexual Abuse**

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.[12][13][14][15][18][20][22][43][44]

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:[43]

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

### **Training**

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1][3][4][20]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[20][21]
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.[22]

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[1]

### Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances: [\[11\]](#)

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse. [\[11\]](#)

A report of suspected child abuse does not require the identification of the person responsible for the child abuse. [\[11\]](#)

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions. [\[23\]](#)

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution. [\[24\]](#)

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution. [\[25\]](#)

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution. [\[26\]](#)

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse. [\[27\]](#)

### Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report. [\[11\]](#)[\[28\]](#)[\[29\]](#)

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The building principal or administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation. [\[11\]](#)[\[28\]](#)[\[29\]](#)

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.[11][28][29]

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The building principal or administrator shall be notified whenever such photographs are taken.[30]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[31][32][33][34][35][36]

#### Investigation

The building principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[11][37]

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[38]



Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Active
Legal	<ol style="list-style-type: none"> <li>1. 24 P.S. 1361</li> <li>2. 24 P.S. 1362</li> <li>3. 67 PA Code 447.1 et seq</li> <li>4. 24 P.S. 1374</li> <li>5. 22 PA Code 23.3</li> <li>6. Pol. 103</li> <li>7. Pol. 103.1</li> <li>8. 35 P.S. 4601 et seq</li> <li>9. 67 PA Code 212.101</li> <li>10. 22 PA Code 23.4</li> <li>11. Pol. 121</li> <li>12. 22 PA Code 23.1</li> <li>13. 35 P.S. 4608</li> <li>14. 75 Pa. C.S.A. 102</li> <li>15. 24 P.S. 1726-A</li> <li>16. Pol. 113</li> <li>17. Pol. 140</li> <li>18. 20 U.S.C. 6312</li> <li>19. Pol. 251</li> <li>20. 42 U.S.C. 11432</li> <li>21. Pol. 209.1</li> <li>22. Pol. 209.2</li> <li>23. Pol. 210</li> <li>24. Pol. 210.1</li> <li>25. Pol. 113.4</li> <li>26. Pol. 216</li> <li>27. 24 P.S. 1517</li> <li>28. 75 Pa. C.S.A. 4552</li> <li>29. Pol. 805</li> </ol>



24 P.S. 1331  
 24 P.S. 1365  
 24 P.S. 1366  
 24 P.S. 2541  
 24 P.S. 2542  
 22 PA Code 15.1 et seq  
 22 PA Code 23.2  
 22 PA Code 23.6  
 75 Pa. C.S.A. 4551-4553  
 49 CFR Part 37  
 49 CFR Part 38  
 42 U.S.C. 11431 et seq  
 20 U.S.C. 6301 et seq  
 Pol. 610  
 Pol. 611  
 Pol. 810.1  
 Pol. 818

Adopted

June 1, 2015

Last Revised

September 10, 2018

### **Purpose**

Transportation for students shall be provided in accordance with law and Board policy.

### **Definitions**

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.  
[14]

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[14]

### **Authority**

The Board shall provide transportation for resident students in grades kindergarten through 8 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[1][2][15]

The contractors shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[2][3]

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[4][5][6][7][16]

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[1][15][17]

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[18]

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[19][20]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[8]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[9][13]

### **Delegation of Responsibility**

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[10]

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[10][12]
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[10]
3. The contractor provides each school bus/school vehicle driver with:
  - a. The Pennsylvania School Bus Driver's Manual;
  - b. The written rules for student conduct on buses/vehicles;
  - c. The procedures for evacuation drills; and
  - d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.

4. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.  
[10][11]
5. Prepare a district map or schedule indicating each bus stop and bus route.[10]

### **Guidelines**

#### **Student Health Information**

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][21][22][23][24]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[25][26]

#### **Evacuation Drills**

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[27][28][29]



Book	Policy Manual
Section	800 Operations
Title	School Bus/School Vehicle Incident Information Form
Code	810.1
Status	Active
Legal	<ol style="list-style-type: none"> <li>1. 49 CFR 382.107</li> <li>2. 49 CFR 392.80</li> <li>3. 75 Pa. C.S.A. 1621</li> <li>4. 75 Pa. C.S.A. 1622</li> <li>5. 75 Pa. C.S.A. 102</li> <li>6. 49 CFR Part 382</li> <li>7. 49 CFR Part 40</li> <li>8. 49 U.S.C. 31306</li> <li>9. 67 PA Code 229.14</li> <li>10. Pol. 818</li> <li>11. 49 CFR 392.82</li> <li>12. 75 Pa. C.S.A. 3316</li> <li>13. 49 CFR 40.15</li> <li>14. 49 CFR 382.105</li> <li>15. 49 CFR 382.701</li> <li>16. 49 CFR 40.3</li> <li>17. 49 CFR 382.401</li> <li>18. 49 CFR 382.601</li> <li>19. 23 Pa. C.S.A. 6344</li> <li>20. 23 Pa. C.S.A. 6344.3</li> <li>21. 24 P.S. 111</li> <li>22. 24 P.S. 111.1</li> <li>23. Pol. 304</li> <li>24. 49 CFR 382.413</li> <li>25. 49 CFR 382.703</li> <li>26. 49 CFR 40.25</li> <li>27. 49 U.S.C. 31303</li> <li>28. 75 Pa. C.S.A. 1604</li> <li>29. 75 Pa. C.S.A. 1606</li> </ol>

50. b/ PA Code 71.3  
31. 49 CFR 391.25  
32. 49 U.S.C. 31304  
33. 49 CFR 391.41  
34. Pol. 317  
35. 49 CFR 382.213  
36. 75 Pa. C.S.A. 1613  
37. 49 CFR 382.205  
38. 75 Pa. C.S.A. 1612  
39. 75 Pa. C.S.A. 1603  
40. 75 Pa. C.S.A. 3802  
41. 49 CFR 382.207  
42. 49 CFR 382.209  
43. 49 CFR 382.211  
44. 49 CFR 40.191  
45. 49 CFR 382.215  
46. 49 CFR 40.23  
47. 49 CFR 382.201  
48. 49 CFR 382.505  
49. 49 CFR 40.289  
50. 49 CFR 382.705  
51. 49 CFR 40.333  
52. Pol. 800  
53. 49 CFR 382.405  
54. 49 CFR 382.723  
55. 49 CFR 40.321  
56. 49 CFR 382.403  
57. 24 P.S. 1517  
58. 49 CFR 382.603  
24 P.S. 510  
75 Pa. C.S.A. 1601 et seq  
Pol. 351

Adopted June 1, 2015

Last Revised May 3, 2021

***Note: This policy refers to school bus and commercial motor vehicle drivers only. Policy 810.3 applies to drivers of school vehicles used to transport students which do not qualify as a school bus or commercial motor vehicle.***

### **Purpose**

The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

### **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

A **covered driver** shall include any district employee who drives, operates, or is in the actual physical control or movement of a school bus or commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the district.[1]

**Commercial motor vehicle** - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:[1]

1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;
2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
3. Is designed to transport sixteen (16) or more passengers, including the driver; or
4. Is transporting hazardous materials and is required to be placarded.

**Driving** - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.[2][3][4]

**Electronic device** - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.[3]

**Mobile telephone** - a mobile communication device which uses a commercial mobile radio service.[4]

**Safety-sensitive functions** include all on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.[1]

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[5]

**Texting** - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:[3]

1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to

initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.

2. The term does not include:

- a. Inputting, selecting or reading information on a global positioning system or navigation system.
- b. Pressing a single button to initiate or terminate a voice communication using a mobile telephone.
- c. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.

#### **Use a handheld mobile telephone or other electronic device -[4]**

1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.
2. Dialing or answering a mobile telephone by pressing more than a single button.
3. Reaching for mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

#### **Authority**

The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.[6][7][8][9]

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.[10]

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[2][3][11][12]

#### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:

1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.[13]
2. Establishment of procedures for required testing of covered drivers.[14]
3. Maintenance of the confidentiality of all aspects of the testing process.[8]
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration's Commercial Driver's License Drug and Alcohol Clearinghouse.[15]
5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.[16]
6. Implementation of procedures for the query, preparation, maintenance, reporting, retention and disclosure of records, as required by law.[15][17]

7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.[18]
8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and its accompanying administrative regulations; and[18]
2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.[18]

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.[18]

The Board designates the Superintendent and Director of Transportation to be the contact person for questions about the drug use and alcohol misuse program.[18]

### **Guidelines**

#### **Employment Requirements**

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[10][19][20][21][22][23]

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:

1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent.[15][24][25][26]
2. Commercial motor vehicle employment information for the past ten (10) years.[27][28]

#### **Additional Documentation -**

Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, or authorize the applicable legal exemption in cases of emergency;[29]
2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver;[30]
3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;[30]
4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.[31][32]

Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable.[33]



### *Reporting Requirements -*

Covered drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[10][20][21][34]

Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.[35]

Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery." [35]

A covered driver arrested, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the business day following the driver's arrest, charge or receipt of citation. Notice is required no matter what type of vehicle the driver was driving.[28]

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district or contract carrier based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.[10][28][34]

A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within fifteen (15) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.[27][28]

Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification. [27][28]

Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, in accordance with applicable law, regulations and Board policy.[10][34]

### Controlled Substances and Alcohol

#### *Drug and Alcohol Testing -*

The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.[6][7][8][14][36]

#### *Prohibited Conduct -*

Covered drivers shall not use medical marijuana products.

Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[30][37][38]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[35][39][40]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.[30][41]

An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.[35]

A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident test, whichever occurs first.[42]

A covered driver shall not refuse to submit to a required test for drugs or alcohol.[1][36][43][44]

#### *Consequences/Discipline -*

The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:

1. A verified positive drug test result;[45][46]
2. A verified adulterated or substituted drug test result;[45][46]
3. An alcohol test result of 0.04 or higher; or[46][47]
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[43]

The district shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in their system.[36][38]

The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.[48]

A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.[46][49]

### Maintenance of Records

The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations and in accordance with the district's records retention schedule.[15][17][50][51][52]

Drug and alcohol records shall be confidential, and shall only be released in accordance with applicable law.[53][54][55]

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[53][56]

### Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that they have received a copy of this policy and its accompanying administrative regulations.[18]

The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.[18]

### Training

Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.[57]

The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.[58]



Book	Policy Manual
Section	800 Operations
Title	Transportation - Video/Audio Recording
Code	810.2
Status	Active
Legal	1. 75 Pa. C.S.A. 102 2. 18 Pa. C.S.A. 5704 3. 24 P.S. 510.2 4. Pol. 113.4 5. Pol. 216 24 P.S. 510 Pol. 218 Pol. 805.1 Pol. 810
Adopted	September 13, 2016
Last Revised	February 6, 2017

### **Purpose**

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

### **Definitions**

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

### **Authority**

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[2]

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[2]

### **Delegation of Responsibility**

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[2]
2. This policy is posted on the district's publicly accessible website.[2][3]
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.[2]

### **Guidelines**

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.[4][5]



Book	Policy Manual
Section	800 Operations
Title	School Vehicle Drivers
Code	810.3
Status	Active
Legal	1. 75 Pa. C.S.A. 102 2. Pol. 818 3. 75 Pa. C.S.A. 3316 4. 75 Pa. C.S.A. 1606 5. 23 Pa. C.S.A. 6344 6. 23 Pa. C.S.A. 6344.3 7. 24 P.S. 111 8. 24 P.S. 111.1 9. Pol. 304 10. Pol. 317 11. 49 CFR 40.13 12. 75 Pa. C.S.A. 1612 13. 75 Pa. C.S.A. 3802 14. 49 CFR 40.191 15. 49 CFR 40.261 24 P.S. 510 23 Pa. C.S.A. 6301 et seq 67 PA Code 71.3 75 Pa. C.S.A. 1601 et seq 49 CFR Part 40 Pol. 351
Adopted	May 3, 2021

***Note: This policy only refers to drivers of school vehicles which do not qualify as a school bus or commercial motor vehicle. Policy 810.1 applies to school bus and commercial motor vehicle drivers.***

### **Purpose**

The Board recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

### **Definition**

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a "school bus" or "commercial motor vehicle."<sup>[1]</sup>

### **Authority**

The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.<sup>[2]</sup>

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.<sup>[3]</sup>

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing of school vehicle drivers.
2. Establishment of procedures for obtaining and reviewing each school vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.<sup>[4]</sup>

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and
2. Educational materials related to misuse of alcohol and use of controlled substances.

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.

### **Guidelines**

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.<sup>[2][5][6][7][8][9]</sup>

Prior to employment and at least once each school year, school vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.<sup>[4]</sup>

### **Reporting Requirements**

School vehicle drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][10]

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver arrested, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the next business day following the driver's arrest, charge or receipt of citation. Notice is required no matter what type of vehicle the driver was driving.

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district or contract carrier based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.[2][10]

A school vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within fifteen (15) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[4]

#### Controlled Substances and Alcohol

##### *Drug and Alcohol Testing -*

The district shall require school vehicle drivers to submit to the following drug and alcohol tests:

1. Pre-employment.
2. Random.

The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The district shall not use the *Federal Drug Testing Custody and Control Form* or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.[11]

##### *Prohibited Conduct -*

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.



A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[12]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[13]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

#### *Consequences/Discipline -*

The district shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:[4][12]

1. Has any detectable amount of alcohol in their system; or
2. Refuses to take a test to determine their alcohol content.

A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.[14][15]

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action, up to and including termination, for a school vehicle driver who violates applicable law and regulations, Board policy or administrative regulations.[2][10]

#### Maintenance of Records

Drug and alcohol test information for school vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law.[11]

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

#### Acknowledgment of Receipt

Each school vehicle driver shall sign a statement certifying that they have received a copy of this policy and its accompanying administrative regulations.

The district shall keep the original signed statement in the school vehicle driver's personnel file and provide a copy to the driver.

#### Training

School vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school vehicle drivers should also receive that training.



Book	Policy Manual
Section	800 Operations
Title	Contracted Services
Code	818
Status	Active
Legal	<ol style="list-style-type: none"> <li>1. 24 P.S. 1205.6</li> <li>2. 24 P.S. 111</li> <li>3. Pol. 806</li> <li>4. 24 P.S. 2070.1a et seq</li> <li>5. 23 Pa. C.S.A. 6344</li> <li>6. 24 P.S. 111.1</li> <li>7. 23 Pa. C.S.A. 6344.3</li> <li>8. 55 PA Code 3490.132</li> <li>9. 49 CFR Part 382</li> <li>10. 67 PA Code 71.3</li> <li>11. 75 Pa. C.S.A. 1612</li> <li>12. 75 Pa. C.S.A. 3802</li> <li>13. Pol. 810.1</li> <li>14. 24 P.S. 1418</li> <li>15. 28 PA Code 23.44</li> <li>16. 75 Pa. C.S.A. 1606</li> <li>17. 24 P.S. 2070.9a</li> <li>18. Pol. 317.1</li> <li>19. 23 Pa. C.S.A. 6311</li> <li>20. Pol. 113.4</li> <li>21. Pol. 216</li> <li>24 P.S. 1362</li> <li>22 PA Code 8.1 et seq</li> <li>23 Pa. C.S.A. 6301 et seq</li> <li>75 Pa. C.S.A. 1601 et seq</li> <li>Pol. 610</li> <li>Pol. 810</li> </ol>
Adopted	June 1, 2015

Last Revised

September 10, 2018

### **Purpose**

In its effort to provide cost-effective programs, the Board uses outside independent contractors for a variety of purposes. The district is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the district. This policy is adopted to outline those requirements and the manner in which the district shall direct and monitor contractor compliance.

### **Definitions**

For purposes of this policy, **contractor employee** shall include an individual who:

1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and
2. Has or will have direct contact with children.

**Direct Contact with Children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

For purposes of this policy, **independent contractor** shall mean an individual or entity that contracts with the district to provide services.

### **Authority**

The district is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirement, and the arrest and conviction reporting requirements.[2][5][6]

### **Guidelines**

Prior to using contracted services, a written contractual agreement shall be entered into between the district and the independent contractor and maintained centrally by the district in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:

1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.[8]
2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school district services.[9][10][11][12][13]
3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.

The Superintendent or designee shall review all information provided pursuant to this policy and determine if the information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[2][5][6][7][8]

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

### Pre-Employment Requirements

#### *Employment History Review -*

Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the district in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.[6]

Independent contractors shall inform the district, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the district objects to the assignment, the independent contractor may not assign the contractor employee to the district.[6]

Independent contractors shall, upon request, provide the district to which a contractor employee is assigned access to the employee's employment history review records.

#### *Criminal History -*

Prior to assignment of contractor employees to perform work for the district in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law. [2][5]

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.[2]

#### *Tuberculosis Test -*

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[14][15]

### Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.[2][7]

If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Superintendent or designee.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[2][7]

Contractor employees who provide transportation services shall immediately notify the independent contractor and the district's transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.[16]

#### Educator Misconduct

If the Superintendent reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Superintendent or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy 317.1.[17][18]

#### Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[4]
3. District policy related to reporting of suspected abuse and sexual misconduct.[3]
4. Maintenance of professional and appropriate relationships with students.

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.[1]

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

#### Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[3][19]

#### Confidentiality

No contractor employee shall be permitted access to confidential student information unless the district has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building principal.[20][21]

## FORM OF STUDENT SERVICES TRANSPORTATION AGREEMENT

### STUDENT TRANSPORTATION SERVICES CONTRACT

THIS STUDENT TRANSPORTATION SERVICES CONTRACT, (the "Contract") entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 (the "Effective Date") by and between **SCRANTON SCHOOL DISTRICT**, a Pennsylvania public school district, whose administrative office address is 425 N. Washington Avenue, Scranton, PA 18503 (hereinafter the "School District") and whose address is (hereafter the "Contractor") (each a "Party" and collectively the "Parties").

#### RECITALS

The School District issued a Request For Proposals for Student Transportation Services dated April 28, 2022 (the "RFP"), the purpose of which was to solicit proposals from qualified vendors with the ability to provide student transportation services and transportation fleet maintenance services for the School District at a cost effective price.

The Contractor submitted to the School District a Proposal in response to the RFP, dated April 28, 2022, to provide the student transportation services and transportation fleet maintenance services to the School District (the "Proposal").

The Parties have, in accordance with the provisions of the RFP, conducted negotiations concerning the Contractor's Proposal.

Pursuant to the terms of the RFP, the Contractor shall be required to enter into a written contract with the School District following written acceptance of the Proposal by the School District.

**NOW THEREFORE**, in consideration of the foregoing and the mutual covenants set forth herein, the Parties agree as follows:

#### **1. THE CONTRACT**

1.1. Incorporation By Reference. The object of this Contract is to formalize in one document the complete agreement between the Parties, and to do so by specifically incorporating by reference into this Contract, the RFP, all Addenda to the RFP, the Proposal and other related documents, and by including certain additional necessary or appropriate Contract terms, particularly where the Contract terms agreed to by the Parties during the RFP negotiation process do not correspond with the RFP.

1.2. Order of Precedence. The Contract Documents, which all are incorporated herein by reference, include the following:

- 1.) Written modifications and addenda to the executed Contract;
- 2.) This Contract;

3.) The RFP;

4.) Exhibit A to this Contract – Contractor's Proposal Pricing Form(s);

1.3. To the extent that the terms and conditions of the Contract are in conflict, the terms and conditions shall be interpreted in the above-referenced order from (1) to (4). However, the Parties also agree that where there is not a conflict between any of the terms and conditions contained in the above-referenced Contract Documents, all of the Contract Documents shall be binding upon both parties, except to the extent exceptions contained in the Contractor's Proposal are not expressly accepted by the School District in writing.

## **2. CONTRACT DURATION**

2.1. **Initial Term.** The term of this Contract shall be for a period of five (5) years, commencing July 1, 2022 (or at a mutually agreed upon date after the Board of Director's final approval) and ending June 30, 2027 (the "Initial Term").

2.2. **Renewal.** The School District and Contractor may renew this Contract upon mutual agreement in writing for 3 three additional one (1) year periods. Nothing in this Contract requires the School District to negotiate for a renewal and Contractor has no expectation of a contract beyond the Initial Term.

## **3. RELATIONSHIP BETWEEN PARTIES.**

The transportation of school students is a highly specialized service function which can only be performed safely, efficiently and effectively by an established, experienced, well organized, safety focused, customer service driven organization. The essence of this Contract is for the students to be transported to and from school consistently, on time, safely and without interruption or incident. Student safety shall always take precedence over the interest of the Contractor, its drivers and other parties. The primary obligation of the Contractor is to operate its affairs under the terms of this Contract so that the School District will be assured of a highly safe and reliable transportation service. For the protection of the School District's students, drivers and all other persons coming in contact with students must be of stable personality and of the highest moral character. Contractor accepts full responsibility for assuring that it provides high quality, well trained personnel to drive and service the school buses, vans and other vehicles under this Contract.

The Contractor will be responsible for all of the aspects of student transportation service outlined in the Contract. The Contractor must have significant management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses and vans, spare vehicles and other vehicles; offices, office equipment, vehicle maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet the specifications of this Contract. By executing this Contract, the Contractor represents that it has, and shall maintain for the term of this contract, such management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses and

vans, spare vehicles and other vehicles; offices, office equipment, vehicle maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet the requirements of this Contract.

- 3.1. Independent Contractor. It is expressly agreed between the Contractor and the School District that the Contractor will act as an independent contractor in the performance of its duties under this Contract and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. It is understood that the Contractor is an independent contractor and not an officer, agent or employee of the School District while engaged in carrying out and complying with any of the terms and conditions of the Contract. Accordingly, Contractor shall meet all of its obligations and responsibilities for payment of all taxes including Federal, State and Local taxes arising out of Contractor's activities in accordance with this Contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, Workers' Compensation Insurance and any other taxes or business license or permits fees as required. This Contract shall not be construed as authority for either party to act for the other party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of, the other party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby. Neither the Contractor nor its employees or agents shall be entitled to participate in any plans, arrangements, or distributions by the School District pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans. Further, the School District will not withhold or pay any State, Federal or Local taxes, FICA, FUTA, Insurance or Workers' Compensation Insurance and Contractor will indemnify, defend and hold the School District harmless for the payment of such sums, interest, penalties, or cost of collection of same, including reasonable attorney fees. No tenure or other rights/benefits typically arising out of an employee-employer relationship shall arise out of this Contract on behalf of Contractor, its employees or agents.
- 3.2. Right to Contract With Others: The School District reserves the right to contract with taxi, public transportation, other vendors, parents, guardians, and others for the transportation of students. Any such School District contracts with parents or other similar contractors shall not be a breach of this Contract. The School District may also continue to use coaches and other School District employees as drivers on small trip runs for athletics or similar activities. The School District may also enter into a consortium or other contracts for in-state or out-of-state transportation as deemed necessary by the School District. The School District further reserves the right to lease other buses or vehicles from other approved providers to transport students to and from field trips, athletic events and/or other special events.
4. **SCOPE OF SERVICES.** The Contractor shall perform all of the services described herein and those services that may not be described but that are necessary to perform the services described herein.



#### 4.1. General Requirements:

Contractor and its employees working in or near where students may be located are required to provide the School District with the required state mandated safety and security clearances; including, but not limited to, Act 34: Pennsylvania State Policy Criminal History Report, Act 114: FBI Background Check, Act 151: Pennsylvania Child Abuse History Clearance, and Act 168: Sexual Misconduct/Abuse Disclosure Release prior to engaging in such work. To maintain compliance with clearances, newly hired employees of the Contractor must provide clearances within one (x1) year. Once employed, employee clearances must be redone every five (x5) years unless there is a break in service.

The Contractor and its employees may not go in any part of school buildings or property not associated with the services.

The School District reserves the right to deny access to School District property to any Contractor, permitted subcontractors, or their employees that have background checks that the School District, in its sole opinion, believes to be noncompliant.

All of the Contractor's onsite employees must have Act 126: Recognizing and Reporting Child Abuse (Mandated Reporter Training) which complies with Pennsylvania Child Protective Services Laws. To maintain compliance, Contractor's employees must complete state approved training every five (x5) years.

4.2. **Transportation Services.** Throughout the Initial Term, and any renewal term, the Contractor shall provide the following student transportation services (collectively the "Transportation Services"):

4.3. **Daily Transportation Services.** The Contractor shall provide safe, efficient and reliable, on-time transportation from designated bus stops approved by the School District to school and school to designated bus stops approved by the School District for general education, special needs students and those other persons eligible or authorized for transportation service (collectively the "Students" or "students") for public and non-public schools (e.g. parochial, private, charter, etc.) on a daily basis in accordance with each school's calendar, the School District's defined parameters and the terms and conditions of this Contract (the "Daily Transportation Services").

4.4. **Other Transportation Services.** The Contractor shall provide safe, efficient and reliable, on-time transportation for Students and authorized School District personnel to and from those curricular and extra-curricular activities as requested by the School District, including, but not limited to, field trips, extra-curricular trips and athletic events, in accordance with the terms and conditions of this Contract (the "Other Transportation Services").

4.5. **Maintenance Services.** Throughout the Initial Term, and any renewal terms, the Contractor shall provide the following "Maintenance Services":

4.5.1. The Contractor shall provide all equipment, vehicles, labor, tools, test equipment,

licenses, certifications, tires, parts, lubrication, maintenance supplies and all other materials and services necessary to maintain the buses, vans and other vehicles serving the School District (collectively, the "Vehicles"). The Contractor agrees to provide all vehicle maintenance and repairs on all Vehicles utilized under this Contract at its own cost.

4.5.2. The Contractor shall maintain all Vehicles serving the School District in a good and safe mechanical and operating condition. All such Vehicles shall be maintained in a clean and sanitary condition and shall have good interior and exterior appearance during the entire Initial Term and any renewal terms of the Contract. The Contractor shall maintain all Vehicles in strict accordance with all State, Federal, and any other local government minimum standards for school buses, school vans and other school vehicles, and such additional requirements as set forth herein. The Contractor shall maintain the Vehicles so that their condition remains equal to or exceeds that condition recorded on the written inspection form provided to School District by the Contractor, normal wear and tear excepted. Mechanically, the Vehicles shall be maintained in a condition approximating that set out by the original manufacturer and as necessary to pass all required school bus, school van and other school vehicle inspections. Failure to maintain the Vehicles in a condition acceptable to the School District will constitute a default of this Contract. The Contractor shall provide, no later than August 1st annually, to the School District a schedule which details all routine and preventative maintenance scheduled for each Vehicle, as well as a monthly report to the School District, detailing all service done to each Vehicle. The contractor shall provide the School District with the monthly detailed Vehicle service reports no later than the 5<sup>th</sup> working day of the month for the previous month's service. Detailed Vehicle Service Reports shall be submitted to the School District's Liaison.

4.5.3. The Contractor shall be responsible for all costs and expenses associated with the maintenance of all Vehicles serving the School District, and such costs shall be included in Contractor's daily/hourly rates for services.

4.6. Routing. Throughout the Initial Term, and any renewal terms, the Contractor shall be responsible for providing the drivers and vehicles required to adequately serve the District's transportation needs based on the established routing and scheduling more specifically detailed in Section 8 below.

4.7. Management. Throughout the Initial Term, and any renewal terms, the Contractor shall select, train, compensate and retain all personnel necessary for the provision of the Transportation Services as more fully set forth herein.

4.7.1. Personnel furnished by the Contractor to perform the functions specified in the Contract shall be employees of the Contractor. The Contractor shall pay all salary, wages, social security taxes, federal and state unemployment insurance, workers' compensation insurance and any other tax or cost relating to the employment of

their employees. The Contractor shall provide all of the required management services, including personnel services, such as recruiting, screening, licensing, drug & alcohol testing, driver and safety training, supervision, and evaluation, etc. as necessary to carry out the terms of the Contract.

4.7.2. The Contractor's management shall produce and furnish in a timely fashion such reports or information as may be required by the School District, including but not limited to information necessary for the School District to complete forms required by the Pennsylvania Department of Education and other agencies having jurisdiction over the services provided under the terms of this Contract.

4.7.3. The costs associated with providing management services shall be reflected in the Contractor's daily/hourly rates for services, and shall be included in Contractor's final proposal and costs.

4.8. Student Discipline. Throughout the Initial Term, and any renewal terms, the Contractor shall cooperate with the School District regarding any Student discipline arising out of the Transportation Services, as requested and as mandated by School District policies, procedures and guidelines, as those may be amended from time to time by the School District's Board of Directors. The Contractor shall comply with the Family Educational Rights and Privacy Act ("FERPA").

4.8.1. The School District hereby delegates to the Contractor the necessary authority to supervise and reasonably control Students on Vehicles in accordance with School District policies, procedures and guidelines. Such authorization does not include corporal punishment, or the right to eject any Student under circumstances other than those which present an immediate danger likely to result in injury. Incidents of student misconduct shall be communicated to dispatch and immediately relayed orally to the District, followed by a written report delivered to the District Liaison within twenty-four (24) hours. Subject to mutual agreement of the parties, the District reserves the right to alter this provision at a later time.

4.8.2. The Contractor will utilize video monitoring equipment as a means to supervise Students and to augment the written Student misconduct report.

4.8.3. The Contractor's employees shall not touch Students except as required to safely assist Students in or out of Vehicles or as required to assist Students in accordance with their Individualized Education Plan (IEP). The Contractor's employees shall address and work with Students in a highly professional, customer service focused manner which is appropriate for the situation and the Students involved without yelling at, abusing, intimidating, or threatening Students. The Contractor's employees assigned to transport disabled, special education, and early intervention program students shall be given special training, at Contractor's expense, concerning the techniques of handling such children. The District reserves the right to lace its own personnel on these vehicles to assist these students for physical, emotional, or disciplinary reasons.

4.8.4. Students shall be taken on and discharged from the Vehicles only at the designated stops and at the extreme right of the road or other location as designated by the School District. No Students shall be permitted to get on or off a Vehicle while it is in motion. No driver shall move the Vehicle, or signal the driver of any vehicle who has stopped in compliance with the provision of the applicable laws of Pennsylvania to proceed, until after each Student on the Vehicle has been safely seated, or when exiting, has reached a place of safety. No persons other than Students shall be permitted on or transported in a Vehicle except in an emergency or when designated by the District Liaison. Only passengers and their belongings shall be transported in the Vehicle while it is engaged in transporting Students.

4.9. Communication. Throughout the Initial Term, and any renewal terms, the Contractor shall provide effective communication with the School District, including, but not limited to, all Contractor personnel, parents, students and the community.

## 5. VEHICLES

5.1. The School District and the Contractor will work cooperatively to develop a written schedule/plan to retire/remove Vehicles from service, and said plan shall be incorporated herein as if more fully set forth at length. Any replacement Vehicles which are necessary for the provision of the Transportation Services for the School District shall be purchased by, and title shall remain with, the Contractor. The School District reserves the right to review and approve any Vehicle proposed to be provided for service to the District by the Contractor.

5.2. Due to tightening budget restrictions, changes in student enrollments, and or fluctuations in demand for services the School District may need to decrease or increase the number of Vehicles required to meet its needs. It is the School District's objective to maximize the number of Student riders up to the limits of the Vehicle certified capacity and shorten runs where ever possible in order to minimize the cost of the Contractor's services and maximize the School District's student transportation reimbursement from the State. Thus, the School District reserves the right, in its sole discretion, to adjust the number and capacity of Vehicles to be provided by the Contractor to best accommodate the School District's regular and special transportation needs on as-needed basis.

5.3. Vehicle Specifications and Equipment. All Vehicles used to provide the Transportation Services shall be operated, equipped and maintained in strict compliance with all applicable federal, state and local laws, rules and regulations, as well as all School District policies, procedures, rules and regulations. All Vehicles used in the performance of the Contract shall at all times conform to the standards for school transportation vehicles approved by the Pennsylvania Department of Transportation. School buses shall meet or surpass the minimum standards of the Bureau of Traffic Safety and shall pass annual inspection by the Pennsylvania State Police during the summer months. Cars, vans and school mini-vans shall conform to the standards of the Bureau of Traffic

Safety. All Vehicles shall conform to the applicable provisions of the laws of the Commonwealth of Pennsylvania, shall pass state required inspections, and be in a good mechanical, clean and sanitary condition at all times.

- 5.3.1. The Contractor shall not place, or allow to be placed, any advertisements or sponsorships in or on any vehicle providing services under this Agreement unless an advertisement or sponsorship agreement is separately negotiated and agreed upon among the District, Contractor, and the third-part.

5.4. Vehicle Inspections.

The District may inspect and/or board any vehicle provided by Contractor at any time.

Pre-Trip. All Vehicles shall be inspected by Contractor on a daily basis for defects (mandatory federal and/or state pre-trip inspections) and Contractor shall cause to be remedied any defects before using said Vehicles. Under no condition whatsoever may an unsafe Vehicle be used to transport Students. The Contractor will keep on file the completed inspection sheets and submit copies of the sheets on-demand to the School District when requested.

The School District shall have the right, but not the obligation, to inspect, at any time, any and all vehicles used for the provision of the Transportation Services for purposes of ensuring compliance with all applicable laws and the terms and conditions of this Contract. The School District further retains the right to inspect any Vehicle used in service under this Contract, at any time, to ensure safety and cleanliness compliance, and remove from service any Vehicle which is not satisfactory to the School District.

Any violation of this subparagraph may result in an automatic and immediate termination of this Contract.

- 5.5. Spare Vehicles. The Contractor shall keep and maintain, in strict accordance with all applicable laws and this Contract, spare Vehicles to perform the Transportation Services in accordance with the terms and conditions of this Contract. The Contractor shall provide a sufficient amount of spare buses and vans on its facility in the amount of 10% of the regular bus and van fleets. The Contractor is to provide sufficient spare Vehicles as backup units for breakdowns, preventative maintenance, and accident-damaged Vehicles. The Contractor will also supply additional Vehicles to provide for special services, such as athletic trips, band trips and field trips. Under no circumstances shall the number of spare buses be less than four and number of spare vans be less than two.

- 5.6. Removal From Service. A Vehicle shall be declared unfit for service and removed from service if the Vehicle:

- Does not comply with the legal requirements;
- Is defective in a way that threatens the safety of Students or of persons near

or around the Vehicle;

- Is defective in a way that, if the Vehicle were operated, it may damage the Vehicle or damage the School District's property; or
- Exceeds the parameters developed in the Parties written schedule/plan for retirement/removal, unless explicitly approved in advance by the School District in writing.
- Such Vehicles shall not be returned to service until the defect or cause of non-compliance has been corrected and a re-inspection, satisfactory to the District, in its sole discretion, is complete.

5.7. Hazardous Material and Use Disposal: The Contractor shall be responsible for all cost associated with the proper and lawful disposal of all hazardous materials associated with maintaining and repairing the Vehicles. Such costs to include any and all fines, and penalties, fees, interest, and/or damages associated with Contractor's non-compliance. The Contractor shall maintain and constantly update Material Safety Data sheets for all chemicals used or stored on-site at the Facility. The Contractor may not use any asbestos based, highly toxic or hazardous chemicals or materials on-site at the Facility. Used motor oil from the Vehicles assigned to the School District may be burned in the existing waste oil heater in the bus garage at the Facility.

5.8. Bio-Hazards. All Vehicles operated by Contractor for any School District function shall contain proper equipment and supplies to enable Contractor's drivers to immediately and safely cleanup infectious wastes and bodily fluid discharges. All drivers shall be trained in the proper handling and disposition of said infectious waste and bodily fluid discharges.

5.9. Cleaning. The Contractor shall provide for daily routine interior cleaning of all operating Vehicles, including compliance with all provisions of the active COVID-19 Health and Safety Plan, to remove trash, and clean up dirt, spills and graffiti. Exterior washing and cleaning will be done just prior the start of school, at least twice a month beginning in August and continuing through June, and as necessary to remove salt build up during the winter. Vehicle windows must be clean and clear and Vehicle numbering must be visible at all times, including when utilizing a spare bus.

5.10. Cold Weather. The Contractor shall routinely check to ensure that the batteries in its Vehicles permit them to start on cold days. On cold days Vehicle engines will be started reasonably earlier than normal and left running to warm up before the assigned drivers arrive so that the Vehicle is ready to go on its assigned route on time. Any Vehicle which repeatedly fails to start in cold weather shall have its batteries replaced or other repairs made so that it can be relied upon to start in cold weather without needing to be jumped-off. Vehicles which cannot be repaired to ensure reliable starting in cold weather shall be removed from service to the School District. Excessive idling just to warm up the interior of a Vehicle is not permitted.

5.11. Snow Removal. The Contractor shall be responsible, at their own expense to remove snow and ice from Vehicles and from between them as required to operate the Vehicles

safely, and shall ensure this is done before the next school day.

- 5.12. Delayed Openings and Early Dismissals. The Contractor acknowledges that it is common occurrence for the School District to have delayed openings and early dismissals for evacuations, building emergencies, snow or other weather events, and teacher in-service days. The Contractor shall be sufficiently staffed and have sufficient Vehicles to very quickly and flexibly accommodate the School District's delayed openings and early dismissals needs at the standard hourly and mileage rates offered in this Contract. The Contractor shall have in place a mass notification system that can rapidly alert its drivers about delayed openings and early dismissals. The Superintendent shall have the sole responsibility for altering, delaying or canceling bus service. The School District will make every reasonable effort to give the Contractor as much notice as possible regarding delayed openings and early dismissals. Contractor agrees to advise the School District of road conditions when requested. In the instance of an early dismissal, Contractor shall ensure transportation services are available at the District within forty-five (45) minutes from the time of notice of said early dismissal. If the School District cancels any Transportation services because of weather or other calamity(ies), the School District shall not be charged for said cancelled Services.
- 5.13. The District will not be required to pay for vehicles that are not needed either in total or by the day, particularly in light of the current uncertainty of the pandemic.
- 5.14. Idling. The Contractor shall strictly comply with Pennsylvania's laws and regulations regarding idling vehicles. The Contractor shall also strongly support and promote the US EPA's Clean School Bus Anti Idling program to its drivers.  
<http://www.epa.gov/cleanschoolbus/antiidling.htm>
- 5.15. Digital Audio Video Monitors. The Contractor will provide every Vehicle with a digital audio and video recording device so that all activity on each vehicle can be recorded for use by the District. The recording device should be interoperable with existing equipment that is owned by the School District. All digital recordings shall be maintained for at least thirty days for District viewing purposes. Upon request by District staff, a video must be uploaded immediately, if urgent, and no longer than 24 hours of said request. Contractor shall ensure that any use of audio and video recording devices is in accordance with law and District policy.
- 5.16. Two-Way Communications. The Contractor agrees to utilize and to maintain its own two-way radios in each Vehicle. All buses purchased during the term of this Contract must be equipped with said radios. The radio system will remain the personal property of the Contractor and any licensing renewal fees will be paid by the Contractor. Use of the radio system must be in compliance with Federal Communication Commission (FCC) regulations and is strictly intended for the requirements of this Contract. The Contractor will assume the ongoing maintenance of the radio system and purchase of additional radios as it deems necessary.
- 5.17. GPS System. The Contractor will provide all Vehicles with a GPS system so that the

Contractor and District can monitor the location of vehicles at any time and to provide directions to drivers while in route. In addition, this system must provide accurate bus run times in order to calibrate the map in the transportation software. Reports of bus runs and times from the GPS system will be made available to the District.

6. CONTRACTOR PERSONNEL. The Contractor shall provide all personnel for the provision of the Transportation Services and Maintenance Services under this Contract. The School District may, but is not obligated to, review all pre-employment and other records regarding any prospective or actual employee or agent of the Contractor assigned to work under this Contract. The School District shall have the right to reject any prospective employee or agent identified by Contractor to provide services under this Agreement. Upon rejection of any employee by the District, Contractor shall submit additional names to the District to review and approve. Provided that the request does not violate any anti-discrimination laws, the School District may also request orally or in writing the removal of any employee or agent of the Contractor from working under this Contract as it deems necessary and appropriate to ensure the safety, security and well-being of its students, employees, and real property. Except as it relates to the removal of bus drivers, the Contractor shall comply with any such request within three (3) business days following notification of same. With regard to removal of bus drivers, Contractor shall comply with reasonable, lawful requests by the School District to immediately remove from service to the School District any driver who, in the School District's sole opinion, is not qualified under the School District's reasonable interpretation of the law to safely or professionally operate a school vehicle and or cannot properly control students. Contractor shall keep the District's rejection or request for removal of any employee confidential. All Contractor personnel shall wear a Contractor issued picture identification badge, at all times and said badge shall be visible worn above the waist.

- 6.1. Management Personnel. The Contractor will provide a dedicated qualified manager, supervisor and staff of employees. The terminal manager and supervisor will be trained and experienced in the supervision of school bus and van drivers. The Contractor's manager and supervisor shall cooperate closely with the School District's Liaison to ensure a safe and efficient transportation system. It is understood that management and clerical personnel will be entitled to annual vacations, provided such vacations do not conflict with School District operations during the school year.

- 6.1.1. The Contractor will provide a highly qualified on-site supervisor that is thoroughly trained and experienced in the supervision of school bus and van drivers and is authorized to take immediate positive action to resolve issues on behalf of the Contractor. The Contractor's supervisor shall cooperate fully with the School District's Liaison to ensure a safe and efficient transportation system. The Contractor agrees to make its supervisor reasonably available at no additional cost to the School District to attend School Board and other student transportation related meetings upon request of the School District.

- 6.1.2. The Contractor agrees to furnish accurate and timely reports as required and at



the times designated by the School District. The Contractor agrees to provide the District Liaison with verification of every requirement for buses and drivers, as outlined by the Pennsylvania Department of Transportation, Pennsylvania Department of Education and prior to the opening of school, or whenever new drivers are used, including but not limited to valid school bus driver licenses, physical examination cards, and criminal and child abuse background checks. Nothing herein shall prevent the District from requesting additional reports to ensure compliance.

6.1.3. The Contractor shall be responsible for the behavior and actions of its employees, particularly with regard to adherence to all School District policies, practices, regulations, and/or procedures. Violations of School District policies, practices, regulations and/or procedures by Contractor or its employees, agents, or assigns may serve as cause for the termination of this Contract.

6.1.4. The costs associated with providing supervision shall be included in the Contractor's daily/hourly rates for drivers.

6.1.5. The Contractor agrees to obtain directions in a timely manner to destinations for field trips, athletic, band or special trips from the School District, and at least 24 hours before the scheduled departure. Last minute requests of the District Liaison seeking directions are unacceptable and will be limited to trips rescheduled due to the School District's request.

6.2. Maintenance Personnel. The Contractor shall provide throughout the Initial Term and any renewal terms of this Contract, all mechanics as required by the School District, to maintain the Transportation Fleet contemplated herein.

6.3. Bus Driver Personnel. The Contractor shall provide throughout the Initial Term and any renewal terms of this Contract, all drivers and/or paraprofessionals/transportation aides, as required by the School District, to perform the Transportation Services contemplated herein. The Contractor will be responsible for managing and supervising drivers and furnishing the required number of drivers to transport Students to and from school on a daily basis and for field trips, athletic trips, band, and other special trips as requested by the District.

6.4. School District's Philosophy: It is the School District's intent to provide high-quality Transportation Services and to ensure the safety and comfort of the School District's Students. The Contractor hereby recognizes and agrees to uphold the following standards for its personnel.

6.4.1. For the protection of Students, all employees must be of stable personality good moral character, and shall meet or exceed all certifications and requirements mandated by all applicable federal, state and local laws, rules and regulations.

6.4.2. The Contractor shall not employ any person who's conduct might in any way

expose Students to any impropriety of word or conduct, nor any person who is not, at any time, in a condition of mental and emotional stability.

6.4.3. The use of tobacco and the possession or use by any person of alcohol, controlled substances, illegal drugs, firearms, knives, or other weapons are prohibited on Vehicles, or School District property, or while providing services to the District under this Contract. Contractor and its employees, agents, and assigns will observe and enforce all School District policies, procedures, and regulations related to the use of tobacco products, alcoholic beverages, drugs, or prescription drugs.

6.4.4. All drivers and paraprofessionals/bus aides shall adhere to all School District policies, practices, regulations, and/or procedures concerning Student management and discipline, including, but not limited to, non-discrimination and corporal punishment of Students.

6.5. Pre-Employment Screening: The Contractor shall develop and implement a pre-employment interview and/or screening program for all candidates for employment in driving a Vehicle and/or working on School District property or in a School District facility. The screening program shall be designed to assist the Contractor in determining the candidates' qualifications for work with Students in the transportation setting. This procedure must be in compliance with any and all applicable federal and state laws, rules, ordinances, School District policies and regulations and licensing and permitting requirements applicable to providing the Transportation Services contemplated in this Contract, including, but not limited to:

6.5.1. **Providing training for all drivers, regardless of whether they are full-time, temporary or substitute drivers** - All drivers shall be adequately trained to ensure proficiency in operating the Vehicle to which the driver will be assigned. Personnel who are assigned to transport special needs Students shall be adequately trained and physically able to carry out the transportation of the special needs Students. The District shall not be charged separately for any training provided to bus drivers.

6.5.2. **Establishing and administering tests acceptable to, and approved by, the School District that are designed to determine the presence of illegal drugs, controlled substances, or alcohol** - The Contractor shall conduct random and reasonable suspicion drug and alcohol testing for all safety sensitive employees according to Federal and State law, rules and regulations and School District policy. The Contractor shall have a zero tolerance policy for testing positive to drugs and alcohol and shall immediately remove a driver or other personnel if they refuse to submit to a drug test, tests positive for illegal drugs, controlled substances or alcohol or violates the law, possesses, sells or consumes illegal drugs, controlled substances or alcohol on School District property or while in the performance of duties under this Contract.

6.6. Contractor shall also not provide any drivers under this Contract who have been convicted at any time of driving under the influence of intoxicating liquor or an illegal substance. All drivers shall be carefully selected as to character and ability and must meet and pass all requirements and tests provided under federal and state laws, rules and regulations.

6.7. Driver Information. In addition to the requirements stated below, and prior to providing transportation services to District students, the Contractor agrees that it has performed background checks sufficient to satisfy the requirements of the Pennsylvania Public School Code and the Pennsylvania Child Protective Services Law on all current and prospective employees. 24 P.S. §§ 1-111 and 1-111.1 and 23 Pa.C.S.A. §§ 6344, 6344.2, and 6344.4. The Contracting Party further agrees that it will immediately notify the school district if it knows or has reasonable reason to know that one of its employees / agents / assigns is the subject of a criminal or civil investigation, action, or charges.

6.7.1. The Contractor shall annually in August provide the School District with driver files containing copies of current Pennsylvania drivers license, physical exam certificate, current Pennsylvania school bus drivers license, certificate of completion of school bus drivers training, bus drivers physical exam form, Act 34 Request for Criminal Record Check, Act 151 Criminal Record and Act 114 (FBI Fingerprint Report) clearances to the School District for all personnel involved in the performance of this Contract, including but not limited to all drivers, before they are allowed to perform under this Contract. As required pursuant to 24 P.S. § 1-111, Contractor shall cause its employees and independent contractors to provide written notice of any subsequent arrests or convictions for an enumerated offense with 72 hours after an arrest or conviction. Contractor shall comply with § 1-111, and any and all amendments thereto at Contractor's sole cost and expense.

6.7.2. Annually in August and as requested throughout the year, the Contractor shall submit a list of all persons who may or will operate a Vehicle under the terms of this Contract. Any individual not listed may not operate a Vehicle in service to the School District. The list must be accompanied by an affidavit of the Contractor that each and every driver on the list has met, and presently meets, all of the qualifications for school bus driver as set forth by current Pennsylvania and Federal laws and regulations and that no grounds exist for denying assignment of any of the named drivers to the School District.

6.7.3. Contractor's personnel files shall be maintained on-site at the District-owned Facility. To the extent that the contents are not protected by privacy laws, the District shall have the right to inspect the Contractor's personnel files during business hours following one (1) business day prior notice of inspection, except where such notice is impossible due to exigent circumstances. Such inspection shall be for the sole purpose of assuring compliance with this Agreement.

- 6.8. Physicals. Every employee provided by the Contractor shall meet all regulations, presently in existence or implemented over the term of this Contract by the Bureau of Traffic Safety of the Pennsylvania Department of Transportation with regard to application, age, mental and physical fitness, competence, conduct, licensing, and continuing eligibility. The Contractor's drivers shall annually submit to, and must pass, all physical examinations which may be required by the state or federal agency having jurisdiction over the services provided under this Contract. All required driver physical examinations must be performed by a School District approved medical facility at the expense of the driver or Contractor. Physical examinations by a driver's personal physician are not acceptable. This provisions shall not only apply to drivers, but any Contractor employee that is required to obtain a physical examination in order to provide their services.
- 6.9. Driver Consistency. Both regular and substitute drivers shall be assigned to the School District as consistently as possible to the same bus run for the purpose of route familiarization and Student control. It is the express desire of the School District that the turnover rate of drivers be as absolutely minimal as possible. Having a high turnover rate which affects the School District's operations shall be considered grounds for the termination of this Contract.
- 6.10. Driver Reassignment and Removal. The School District may request that the Contractor reassign a driver to a different route within the School District, or to be removed entirely from driving duties within the School District as it deems necessary and appropriate to ensure the safety, security and well-being of its students and employees. The Contractor will comply with reasonable, lawful requests by the School District to immediately remove from service to the School District any driver who, in the School District's sole opinion, is not qualified under the School District's reasonable interpretation of the law to safely or professionally operate a school vehicle and or cannot properly control students. The Contractor's refusal to immediately comply with reasonable driver reassignment and removal requests shall constitute a material breach of this Contract.
- 6.11. Daily Work Hours. The Contractor's drivers shall not exceed any daily driving hour limitations that are or may in the future be imposed by ay any federal or state laws or regulations.
- 6.12. Students with Special Needs. Personnel assigned to transport disabled, special education, and early intervention program students shall be given specific and sufficiently detailed training concerning the techniques of handling such students. The School District reserves the right to place its own personnel or other contractors in vehicles to assist students with special physical, emotional, or disciplinary needs. The District also reserves the right to require individual Contractor drivers to obtain specialized training, provided by the District, at no additional cost to the District, to administer certain prescribed drugs approved by the District.
- 6.13. Safety Rules and Regulations. The Contractor shall require all drivers to comply with

the following safety requirements:

- 6.13.1. Except in emergency situations or with the prior written consent of School District, Contractor shall not deviate from the designated route. Any emergency situation shall be reported promptly to the District Liaison.
  - 6.13.2. An operating time schedule shall be prepared by the School District for each route in cooperation with Contractor. This schedule shall designate the time and place of all bus stops and shall be posted in the Vehicle and at each location to which Students are transported. The time schedule may be modified only by the School District.
  - 6.13.3. Vehicles shall come to a complete stop immediately before traversing railway or trolley grade crossings and shall make a complete stop at all highway intersections protected by a "stop" sign.
  - 6.13.4. Vehicles shall not be loaded beyond the seating capacity as set forth in manufacturer's standards and as indicated on the "Approved School Bus Sticker". Each Vehicle shall have adequate seating for each Student with no standing permitted.
  - 6.13.5. The speed of a Vehicle shall at all times be consistent with the safety of the passengers and shall at no time exceed the posted speed limit or the speed limit in the minimum standards of the Bureau of Traffic Safety, Pennsylvania Department of Transportation, as promulgated pursuant to the Vehicle Code, whichever is less.
  - 6.13.6. The Contractor shall handle all Student disciplinary matters in strict accordance with School District's policies and guidelines.
  - 6.13.7. Contractor shall not under any circumstances leave unattended a Vehicle that contains students.
  - 6.13.8. The School District has the right to refuse a driver supplied by the Contractor as it deems necessary and appropriate to ensure the safety, security and well-being of its students and employees.
  - 6.13.9. Copies of seating assignments and bus rosters shall be submitted to the School District as requested.
  - 6.13.10. Each driver is expected to remain with the Vehicle at all times whether at a school building, special event, or on the route.
  - 6.13.11. Each driver is expected to use a systematic method, at the Contractor's expense, to ensure that no children are left on the bus.
  - 6.13.12. There shall be no eating (food or drinks) in any of the Vehicles used to transport Students, unless authorized by the School District.
  - 6.13.13. Contractor and its employees, agents, and assigns will observe and enforce all School District policies, procedures, and regulations related to the use of tobacco products, alcoholic beverages, drugs, or prescription drugs.
  - 6.13.14. In the event the State or Federal safety standards change, or the School District institutes any additional safety standards for the transportation of Students, the Contractor agrees to install and/or implement such safety enhancements, at the Contractor's expense.
- 6.14. Driver Evaluation. The Contractor shall evaluate drivers on their routes at least once each academic year for the purpose of observing their driving practices with respect to

safety, mechanical operation, conformance with laws, policies, and regulations, adherence to established routes and schedules, handling of Students, and other factors inherent in the Transportation Services and the transportation of Students. All drivers assigned to perform Transportation Services under this Contract shall maintain a minimum evaluation rating of "satisfactory" in all evaluation categories. Mandatory retraining shall be assigned as appropriate.

6.15. Conflicts of Interest: The Contractor shall not knowingly employ, during the Initial Term or any renewal terms of this Contract, any professional personnel who are also in the employ of the School District and who are providing services involving this Contract or services similar in nature to the scope of this Contract to the School District. Furthermore, the Contractor shall not knowingly employ, during the Initial Term or any renewal terms of this Contract, any School District employee who has participated in the making of this Contract until at least two years after his/her termination of employment with the School District. No board member, officer, or other employee of School District, during their tenure and for one year thereafter shall have any direct or indirect financial interest in Contractor, this Contract, or the proceeds thereof.

7. CONTRACTOR RECORDS AND REPORTING REQUIREMENTS. The Contractor shall make available to the School District at any time all operating, personnel and maintenance records that the School District may request. Additionally, the Contractor will provide certain regular reports to the School District as specified by the School District. The Contractor agrees to furnish such reports as may be required and at the times designated by the District Liaison. The Contractor agrees to provide the District Liaison with verification of every requirement for Vehicles as outlined by the Pennsylvania Department of Transportation, Pennsylvania Department of Education, and this Contract prior to the opening of school and on an ongoing as need basis.

7.1. The Contractor agrees to provide to the District all information, data and reports requested by the District on a timely basis, including, by way of example and not limitation, the following:

- Information, data, and reports necessary for the District to obtain state and/or federal subsidies;
- Information necessary to complete the PDE-1043 Forms to be provided to the District's Business manager no later than thirty (30) calendar days after the first day of school in the school year; and
- The year of manufacture, VIN number, mileage and the seating capacity for all vehicles that Contractor intends to use under this Agreement.

7.2. Records To Be Maintained By The Contractor:

Records: The Contractor, during the Initial Term and any renewal term of this Contract, shall maintain, and permit the inspection of by the School District at its request, records indicating route numbers, bus numbers, the name and number of Students transported to each school site, the number of miles and hours driven, programs to which the Students are assigned (being

either regular education or special education), accident and/or incident reports, and contract performance reports. These operating records shall contain all information necessary for the School District to completely fulfill all reporting requirements mandated by the Commonwealth of Pennsylvania. These records must be provided to the School District so that the School District may timely file all of the necessary aforementioned reports. The Contractor shall furnish, as necessary, all data in order that the School District can accurately meet State reporting requirements, specifically, the mileage sheets used with form PDE1043C must be submitted to the School District by the end of the third week of school.

7.3. Personnel Records: The Contractor, during the Initial Term and any renewal term of this Contract, shall maintain, and permit the inspection of by the School District at its request, records that include documentation of all drivers, management, and support staff compliance with all legal requirements and with all standards and requirements set forth in the Contract or requested by the School District. The Contractor shall furnish to the School District the following information semi-annually relative to each driver, and Contractor shall be responsible for keeping such information current:

- Name of driver (last, first and middle initial);
- Driver's address;
- Proof of proper licensure, including the driver's driving permit and driver's license number;
- Bus Driver Certification status and schedules;
- Normal routing assignment; and
- Normal Vehicle assignment.

7.4. Vehicle Records: The Contractor, during the Initial Term and any renewal term of this Contract, shall maintain, and provide the School District the following records monthly, by the 10<sup>th</sup> of each month:

- The number of Vehicles unavailable for service during each school bus operating shift (morning run, midday run, or afternoon run) due to inspection, repair, or other reason;
- The number and details of any roadway breakdown or halt of service suffered by Vehicles that serve the School District;
- Details of Other Transportation Services, including hours and mileage of each run performed;
- All pre-trip inspection sheets completed by drivers transporting the School District's Students;
- The VIN number, model, year, body type and odometer reading of each Vehicles and the Contractor shall provide this information annually to the School District Liaison.

7.5. Maintenance Records. The Contractor, during the Initial Term and any renewal term of this Contract, shall maintain, and permit the inspection of by the School District at its request, the following records:

- Bus and vehicle owners' manuals that include documentation of compliance

with all legal requirements and with all standards and requirements set forth in this Contract; and

- All records necessary to indicate all maintenance or repairs completed on any Vehicle or District Owned Vehicle, the reason for the repair, the number of hours to complete the maintenance or repair and the cost of the repair. These records shall be provided to the School District on a monthly basis during the first year of the Initial Term. After the Initial Term, these records will be available upon request.

7.6. Reports to Be Submitted Regularly to The School District By The Contractor: If any of the following events occur during the Contractor's performance of the Contract, the Contractor shall immediately make a verbal report to the School District, and follow-up in writing with said information within twenty-four (24) hours:

- If permanent route driver assignments change, the Contractor shall provide an updated list of routes and drivers assigned to those routes.
- If a Student is cited for behavior or other reason(s) while riding a bus, the Contractor shall report in writing to the School District the nature, time, and date of the incident(s). Every driver shall at all times adhere to the School District's established Student disciplinary policies.
- If the Pennsylvania State Police inspects any vehicles serving the School District or inspects the facility where the buses are parked and maintained, the Contractor shall provide to the School District a copy of the inspection report.
- At the request of the School District, the Contractor shall immediately remove from service any and all Vehicles that are determined unfit for service by the School District or by the Pennsylvania State Police. The School District shall provide specific reasons to the Contractor for such requests to remove buses from service.
- If any runs were late or missed during a week, Contractor shall immediately notify the District. Additionally, the Contractor shall submit a written summary for the week of all late or missed trips, including the cause of the problem and any corrective action taken.

7.7. Accident Reports. All accidents or incidents involving the School District's Students, personnel, and equipment shall be verbally reported to the School District immediately. The driver involved in any accident shall at the discretion of the School District's District Liaison, submit to Drug and Alcohol Testing immediately following the accident or upon return to transportation facility after completion of the run, unless otherwise required by law. A written report shall be submitted to the School District by the Contractor within 24 hours of the time of the accident. Accident reports shall make clear or provide at a minimum the following:

- Whether Students were on the Vehicle or loading or unloading from the Vehicle at the time of the accident;
- Whether any injury occurred;
- A seating chart identifying the location of each student on the Vehicle;
- The driver, location, involvement of other vehicles, and nature and extent of any property damage; and



- A list of all known witnesses.

The Contractor shall provide to the School District any accident reports obtained from the Pennsylvania State Police or from any other law enforcement agency as soon after the accident as they become available. The Contractor shall use the Pennsylvania Department of Education form as mandated by the Commonwealth of Pennsylvania.

7.8. Record Retention. The Contractor shall maintain all records in accordance with applicable law and the School District's records retention policy. All reports and other documentation shall be provided by the Contractor, at no additional expense to the School District.

## 8. ROUTING

8.1. Establishment of Routes. Bus routes and bus stops will be prepared by the District's router/scheduler in consultation with the Contractor, and may be modified at the sole discretion of the School District. The Contractor will evaluate current School District routes, making any necessary recommendations/modifications and submit final route recommendations for School District review/approval on or before August 1<sup>st</sup>. Contractor agrees to work in cooperation with the School District to determine the most advantageous routing plan for the safety of students. If routes need to be modified during the school year (i.e., new schools added, schools realigned, schools closed, new student is added or an Individual Education Plan ("IEP") is modified), the Contractor shall implement any routing change, unless required sooner in the sole discretion of the district, within seventy-two (72) hours following notice from the School District. Contractor agrees to work in cooperation with the School District to establish the most efficient routing plan for the safety of Students within the guidelines provided for in this Contract and the School District's policies. Contractor agrees to work with School District designees regarding necessary Individual Education Plan (IEP) transportation requirements. Contractor shall pick-up Students identified by the School District at any location, at the standard rates set in the Contract, and at times approved by the School District to transport to the classes/facilities set by the School District. Contractor shall transport designated Students to such locations, arriving at times approved by the School District and return them to their stops, using routes approved by School District. All pick-ups of Students may be curb-to-curb, door-to-door or in groups as specified by School District policies. Contractor shall not deviate from the designated routes or stops except with prior written consent of the District, or in an emergency.

8.2. Other Transportation Service Routes/Scheduling. The School District shall use its best efforts to provide the Contractor with three (3) days prior notice, whenever possible, of any scheduled Other Transportation Services, including, but not limited to, field trip, extra-curricular or athletic route, identifying the destination and the number of buses required. The School District may cancel any scheduled Other Transportation Services with less than three days' notice to the Contractor due to unforeseen weather conditions, and circumstances beyond District's control.

8.3. Notification to Students. Contractor shall notify Students/ Parents/School District Liaison as to any changes in time of pick up, location, or route.

8.4. Complaints. Contractor agrees to promptly, courteously and continuously address any and all complaints or concerns brought to its attention by guardians, family members, School District staff, or other parties representing the interests of any Students and shall immediately notify the School District of any such complaints or concerns. For purposes of this provision, promptly shall mean a same-day telephone call, followed by continued return calls until such time as the matter is resolved. Contractor shall submit a summary of all complaints and concerns brought to its attention by guardians, family members, School District staff, or other parties representing the interests of any Students, along with a summary of the resolution of such complaint or concern, on a weekly basis to the School District.

8.5. Miscellaneous Routing Issues. Contractor shall permit authorized School District representative(s) to ride all Vehicles on all routes for the purpose of determining bus stop, route scheduling, or parent/community complaints, the mechanical conditions and cleanliness of buses, driver evaluation, discipline, whether the schedules are being met, and similar matters. No persons other than Students, Contractor employees, School District authorized personnel or employees, or drivers in training, are to ride the buses without the written approval of the School District's District Liaison. No Vehicle will be loaded with Students such as to transport more than 100% of the number of Students for which the bus has a rated seating capacity; however, more students may be scheduled for practical reasons. In the event more than 100% of capacity is required, Contractor will immediately make provisions for another vehicle to transport students in excess of 100% capacity.

8.6. Mechanical Break-down. In the event of a mechanical failure or breakdown of any Vehicle providing Transportation Services required hereunder, Contractor agrees that a spare vehicle and driver shall respond to the site of the breakdown, as quickly as possible, for transfer of Students for delivery to their destination in accordance with this Contract. The Contractor shall also provide road side assistance and service calls for all Vehicles. In no event shall the District be charged for services rendered above the normal scheduled route charge. Further, in the event of a mechanical breakdown, Contractor shall immediately notify District.

## 9. RATES, INVOICING AND PAYMENT.

9.1. Unless otherwise stated herein, rates are as follows:

9.1.1. Rates. Rates for Transportation Services shall be in accordance with Contractor's rate schedule, attached hereto and incorporated herein by reference as Exhibit A. Maintenance Services, management services, communication equipment, and all

other costs and expenses of the Contractor under this Contract are included within these specified rates. The School District shall not be charged for any Transportation Services that are not rendered. Contractor agrees to abide by the School District's closing of schools, delay of schools and early dismissal of schools for weather-related or other calamity(ies).

- 9.2. Invoices. Contractor shall invoice the School District on a once-per-month basis for all Transportation Services and Maintenance Services rendered under this Contract. The Contractor shall provide the School District with monthly invoices for actual services no later than the 5<sup>th</sup> working day of the month for the previous month's service. Invoices shall be submitted to the School District's Liaison. The Contractor shall invoice for the monthly scheduled payment and any adjustments to the base Contract on a monthly basis and include all supportive data. Invoices shall itemize charges as requested by the School District. All invoices for the school year must be received by the District Liaison by June 30<sup>th</sup> of that school year. Supplementary bills not submitted by that date shall be paid at the discretion of the School District.
- 9.3. Payments. Payment of undisputed amounts in each invoice shall be made within forty-five (45) calendar days of receipt of the invoice. The School District will issue one payment per month. Disputes regarding amounts contained in any invoice will be communicated to Contractor by the School District, in writing, within ten (10) business days of the receipt of the disputed invoice. Payments of disputed amounts will be delayed unless Contractor is able to resolve the matter to the School District's satisfaction within ten (10) business days prior to payment due date. The School District will not be assessed any late payment penalties, fines or charges for disputed amounts not timely paid due to Contractor's failure to timely resolve the matter as set forth above. Final reconciliation of the actual service will be calculated by the School District based upon the information provided to complete the PDE 1043, and will be paid no later than June 30<sup>th</sup> of the ending school year.
10. INSURANCE. The Contractor shall maintain the following insurance in force at all times during the Initial Term and any renewal term(s) of this Contract, with an "A" rated AM Best insurance carrier acceptable to the School District. The School District and the Contractor agree that the Contractor shall maintain such insurance scheduled below as primary insurance to any insurance available to the School District and that the School District's insurance shall not contribute to any liabilities covered under the scheduled insurance below, but shall be considered excess of all such insurance. Contractor agrees to convey the presence of such insurance, as well as other relevant insurance information, to the parents of any students injured in an accident while receiving transportation services from Contractor, and assist in resolution of any claim or loss arising therefrom. The Contractor and/or its insurer/claim administrator will be responsible for claim investigation and claim payments for all losses covered by its policies. It is further agreed that, for claims arising specifically under or relating to this Contract, the Contractor shall name the School District and the Board of School Directors as an "Additional Insured" under each separate policy of insurance scheduled below, in a form of endorsement to the policies approved by the School

District in writing. The Contractor agrees that each vehicle used to provide Transportation Services with respect to this Contract will be scheduled on any Automobile Insurance as required by the agreed upon commercial insurer. If the District is forced to involve its Insurer, Contractor agrees to pay for any and all fees and/or deductibles associated with same, including, but not limited to, any deductibles from the District opening a claim.

<b><u>Policy</u></b>	<b><u>Minimum Limits</u></b>
(a) Workers Compensation	Statutory
Comprehensive General Liability	\$3,000,000 each person
Bodily Injury Liability	\$3,000,000 each occurrence
	\$3,000,000 aggregate
Property Damage Liability	\$1,000,000 each occurrence
Comprehensive Automobile Liability	
Bodily Injury Liability	\$1,000,000 each person
	\$1,000,000 each occurrence
Property Damage Liability	\$1,000,000 each occurrence
Excess Umbrella Liability	
Combined Single	
Limit Bodily Injury and/or	
Property Damage	\$10,000,000 each occurrence
	\$10,000,000 aggregate
Employer Liability Insurance	
	\$1,000,000.00 each accident
	\$1,000,000.00 disease (policy limit)
	\$1,000,000.00 disease (each employee)
Abuse and Molestation	\$1,000,000 – per occurrence
	\$1,000,000 - general aggregate

Note: Comprehensive Liability to include, but not limited to:

Existence of buses or vehicles on Location;  
Contractual obligations;  
Student Discipline; and  
Negligent Hiring.

10.1. These coverages and limits are to be considered minimum requirements under this Contract and shall in no way limit the liability or obligations of the Contractor under

this Contract. The Contractor shall cause all policies to include an endorsement to the effect that the policies shall not be modified, canceled or terminated without thirty (30) days prior written notice to the School District Superintendent or his/her designee, as well as the requirement that the insurance carrier immediately notify the School District when fifty percent (50%) of any aggregate limits on any of the above-required policies have been reached. In case of termination, the Contractor shall provide evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the termination of the original policy. Contractor shall provide said insurance before the effective date of this Contract and prior to the beginning of each school fiscal year. Moreover, the Contractor agrees to notify the School District Superintendent or his/her designee immediately of any claim arising pursuant to said policies.

- 10.2. The Contractor shall not commence operations under this Contract until the Contractor has obtained all insurance stated in these requirements, all insurance has been reviewed by the School District, and Certificates of such insurance have been made available to the School District.

## **11. INDEMNIFICATION**

- 11.1. General Indemnification. Contractor shall indemnify, defend and hold harmless the School District, its Board and its Board of Directors in their official and individual capacities, its employees and agents, from and against all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, damages, and actual attorney fees and actual expert witness fees arising out of or in connection with Contractor's performance of the Transportation Services and Maintenance Services pursuant to this Contract and/or from Contractor's violation of any of the terms of the Contract, including, but not limited to: (i) the negligent acts or willful misconduct of the Contractor, its officers, directors, employees, agents and subcontractors; (ii) any breach of the terms of this Contract by the Contractor (including, without limitation, breach of subsection 12.c. below); (iii) any violation of applicable state and/or federal law, rule, ordinance, policy or regulations and/or licensing and permitting requirement applicable to providing the Transportation Services or Maintenance Services; or (iv) any breach of any representation or warranty by the Contractor under this Contract. The Contractor shall notify the School District by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which it may be entitled to indemnification under the Contract.

- 11.2. The Contractor shall also defend, indemnify and hold harmless the School District from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the Contractor, its agents or employees, in the performance of its duties under this Contract. Contractor's indemnification and hold harmless obligations under this subsection b. shall not apply to the extent any loss, damages, suits, penalties, costs, liabilities and expenses arise

from or are caused by the negligence or willful misconduct of the School District, its agents or employees; however, nothing in this indemnification provision is intended to waive or extinguish the immunity protections of the School District, its agents or employees as set forth in the Pennsylvania's Political Subdivision Torts Claims Act.

11.3. Contractor further represents and warrants that it is in compliance in all material respects with all currently applicable laws respecting employment, employment taxes, employee benefits, discrimination in employment, terms and conditions of employment, worker classification (including the proper classification of workers as independent contractors and consultants), wages, hours and occupational safety and health and employment practices, including the Immigration Reform and Control Act and Affordable Care Act, and is not engaged in any unfair labor practice. Contractor shall be solely responsible, at Contractor's sole cost and expense, for compliance with all currently applicable laws respecting employment, employment taxes, employee benefits, discrimination in employment, terms and conditions of employment, worker classification (including the proper classification of workers as independent contractors and consultants), wages, hours and occupational safety and health and employment practices, including the Immigration Reform and Control Act and Affordable Care Act. Contractor further agrees to indemnify, save and hold the District, and its directors, officers, agents, and employees harmless from and against any and all claims brought by the agents, workers, servants, employees, or independent contractors of Contractor for any violation or alleged violation of laws respecting employment, employment taxes, employee benefits, discrimination in employment, terms and conditions of employment, worker classification (including the proper classification of workers as independent contractors and consultants), wages, hours and occupational safety and health and employment practices, including the Immigration Reform and Control Act and the Affordable Care Act, and unfair labor practices.

11.4. Environmental Indemnification. Throughout the Initial Term, or any renewal term of this Contract, Contractor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any School District property in violation of any federal, state and local laws, rules and regulations regarding the protection of the environment. The Contractor shall abide by all federal, state and local laws, rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency and the School District. A violation of applicable laws, rule or regulations may result in termination of this Contract. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 U.S.C. §§ 6901 et seq.) ("RCRA"), Safe Drinking Water Act (42 U.S.C. §§ 300f-j-26), Toxic Substances Control Act (15 U.S.C. §§ 2601 et seq.), Clean Air Act (42 U.S.C. §§ 7401 et seq.), the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §§ 9601 et seq.) ("CERCLA"), the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§ 11001 et seq. ("EPCRA"), the administrative rules and regulations promulgated under such statutes,

or any other similar federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Contract, (ii) any other pollutant, contaminant, hazardous substance, solid waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law.

11.5. The indemnification obligations under this Paragraph 12 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. Further, nothing in this indemnification provision is intended to waive or extinguish the immunity protections of the District, its agents or employees as set forth in the Pennsylvania's Political Subdivision Torts Claims Act. Contractor's indemnity obligations shall be in addition to any insurance requirements under this Contract. This Paragraph 12 shall survive the expiration or earlier termination of this Contract.

## **12. DEFAULT, REMEDIES, TERMINATION**

### **12.1. Failure to Perform.**

If the Contractor fails to perform satisfactorily, or to furnish safe and adequate vehicles, personnel and equipment, or otherwise fails to comply with the terms of the Contract, including home to school transportation, athletic/band trips, and field trips, and additional routes, the School District may without prior notice procure such services elsewhere, at Contractor's expense. The School District may in its sole discretion offset any costs and expenses incurred by the School District from subsequent payments to Contractor.

12.2. If the Contractor fails to perform satisfactorily any of the Transportation Services required under the Contract, the Contractor shall not be paid for those days in which it fails to provide Transportation Services or continuously fails to meet the required time schedule, and should the School District obtain such Transportation Services elsewhere, the Contractor shall, in addition to the liquidates damages provided herein, be liable and, upon submission of an invoice by the School District, pay the additional cost to the School District of obtaining the Transportation Services above the contractual rate in effect between the Contractor and the School District. The School District may in its sole discretion offset any costs and expenses incurred by the School District from subsequent payments to Contractor.

12.3. In the event the Contractor fails or refuses to furnish and deliver any goods or services, or any part thereof as provided in this Contract or to replace any which are rejected, then the School District is authorized to purchase the goods or services in conformity with this Contract from such party or parties in such quantities and in such

manner as it shall select at the expense of the Contractor, or to cancel this Contract, reserving to itself nevertheless all rights for damages, costs and expenses, which may be incurred by the School District. The rights and remedies of the School District provided for in this Contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

12.4. The District retains the right, in its sole discretion, to call for a meeting with Contractor to address recurring problems, concerns, or failures, or any other time the District deems a meeting necessary.

12.5. Work Stoppage. In the event that Contractor's personnel announce an intent to strike or engage in a work stoppage, or otherwise engage in such activities, the Contractor shall immediately notify the School District regarding the same, and advise whether or not the Contractor is capable of providing the Transportation Services and Maintenance Services contemplated by this Contract during any strike or work stoppage. In the event the Contractor advises it cannot provide the required services due to a strike or work stoppage, or the School District reasonably determines that the Contractor cannot provide the required services due to a strike or work stoppage, the School District, in its sole discretion shall have the right, in addition to and not in limitation of all other rights and remedies of the School District under this Contract, at law or in equity, to:

- Immediately terminate this Contract 30 days from the initial work stoppage due to intermittent or continuing interruption of services due to strike activities, with at least twenty-four (24) hours advance notice to the Contractor; or
- Not terminate this Contract, but make alternative arrangements to provide services, and the Contractor shall be liable to the School District for all out-of-pocket costs associated with providing such alternative services, including, but not limited to, legal fees, personnel, fuel, vehicle and other costs incurred to provide such alternative services.
- The School District may in its sole discretion offset any costs and expenses incurred by the School District from subsequent payments to Contractor. In the event the School District should be unable to obtain such Transportation Services elsewhere, or in lieu thereof at the option of the School District, the Contractor shall pay to the School District, in addition to any other accounts payable hereunder, additional administrative costs in the amount of \$7,500.00 per day for work stoppage.

12.6. In addition, the Contractor shall be liable for all of the out-of-pocket costs associated with the School District's "internal costs," including, without limitation, administrator time spent, to provide such alternative services or that are incurred to deal with strike-related issues. These costs shall be at a minimum one thousand (\$1,000) dollars per day.

12.7. Termination.

12.7.1. Termination For Cause. In the event the Contractor fails, at any time, to comply



with, fully perform and strictly adhere to any covenant, condition or representation contained in this Contract or the Contract Documents, whether it be performed by the Contractor, its agents or employees, the School District shall have the right to provide written notice to the Contractor of such breach. If such breach, in the School District's reasonable discretion, causes the Contractor to provide the Transportation Services or Maintenance Services in any unsafe manner or process, including but not limited to, bus driver recruitment and training, bus driver safety process and procedure, Student passenger safety process and procedure, vehicle specifications, inspection and maintenance, facility management and environmental compliance, routing, or Student passenger pick-up/drop-up points, the Contractor shall be afforded forty-eight (48) hours to remedy any such breach from the time of receipt of such written notice. For any other such breach by Contractor, Contractor shall have fifteen (15) business days to remedy such breach from the time of receipt of such written notice. Notwithstanding the foregoing, if such safety breach is impossible to remedy within forty-eight (48) hours, only because of weather conditions making roads impassable or other acts of God, the School District, at its option, may extend said remedy period in its sole discretion, in writing. If Contractor fails to cure any breach with the forty-eight (48) hour or fifteen (15) day periods, or as those periods may be extended by the Parties, the School District may immediately terminate this Contract without the requirement of further notice to the Contractor. Further, failure to exercise the School District's rights within forty-eight (48) hours or fifteen (15) days does not preclude any subsequent right to exercise at a later date. If the Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease.

12.7.2. Termination for Convenience. The School District may terminate performance of work under this Contract in whole or in part whenever, for any reason the School District shall determine that the termination is in the best interest of the School District. In the event that the School District elects to terminate this Contract for its convenience, it shall provide the Contractor written notice at least thirty (30) days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that has not been terminated by the notice.

12.7.3. The School District shall be obligated only for those services and materials rendered and accepted prior to the date of termination. If it is determined, after notice of termination for cause, that Contractor's failure was due to causes beyond the reasonable control of the Contractor, except causes related to strike, work stoppage, or other labor shortage or difficulty by Contractor's employees, the termination shall be a termination for convenience. In the event of termination, the Contractor shall receive payment for that portion of the services provided to and accepted by the School District subject to any offset by School District for damages, costs and expenses. In no event shall the Contractor be entitled to recover loss of profits.

### 13. PERMITS, LICENSES AND COMPLIANCE WITH LAWS

13.1. Permits and Licenses. Contractor, its employees and agents shall secure, at its sole cost and expense, and maintain all necessary permits, licenses and certifications as required by federal, state and local laws, regulations and ordinances. All costs and fees for such licenses shall be the sole responsibility of the Contractor and/or the drivers under its employ, and shall be reflected in the Contractor's daily/hourly rates for drivers.

13.2. Compliance with Laws. The Contractor shall comply with any and all laws, rules, regulation, ordinances, policies (including all permits and plans applicable thereto) and School District policies, applicable to providing the Transportation Services and Maintenance Services contemplated under this Contract. The Contractor, including its employees and agents, shall be responsible for knowing the School District's policies concerning appropriate behavior of persons in its schools, on its properties and in its buses, including for example, the prohibitions of sexual harassment, alcohol and smoking, and shall comply with all such policies. The School District shall use its best efforts, as reasonably requested by the Contractor, to assist the Contractor to comply with any and all applicable federal, state or local laws, rules and regulations, as well as all School District policies, procedures, rules and regulations. The Contractor by execution of this Contract represents and warrants that it shall at all times be in compliance with any and all applicable federal and state laws, rules, ordinances, policies and regulations and licensing and permitting requirement applicable to providing the Transportation Services and Maintenance Services contemplated under this Contract. The Contractor shall in the performance of such Transportation Services and Maintenance Services, fully comply with any and all applicable federal, state, or local laws, rules and regulations, and shall indemnify, defend and hold the School District harmless from any liability from its failure to so comply. Notwithstanding the foregoing, in the event any federal, state, local or other governmental body's laws, rules or regulations are revised, changed or amended, or in the event there are revisions, changes or amendments to the School District's policies, procedures, rules and regulations, the Contractor shall comply with all such revised, changed or amended laws, rules, regulations or policies, at no additional cost to the School District.

13.3. OSHA Compliance. All Transportation Services and Maintenance Services to be furnished by the Contractor and the Contractor's working conditions and employment practices shall comply with all applicable state and federal requirements, including, but not limited to, the Occupational Safety and Health Act.

13.4. Regulations and Compliance. The Contractor must comply with the regulations of the Pennsylvania Department of Education, the laws of the Commonwealth of Pennsylvania, the regulations of the Pennsylvania Department of Transportation, all federal laws and the policies, rules and regulations of the School District, as the same may be amended from time to time, including without limitation:

- The Public School Code of 1949, as amended;
- The Vehicle Code, as amended;

- The regulations of the State Board of Education;
- The regulations of the Department of Transportation, including without limitation, all standards and requirements relating to:
  - the type and quality of equipment and vehicles,
  - the condition and maintenance of equipment and vehicles,
  - the licensing and inspecting of equipment and vehicles,
  - the manner of operating all equipment and vehicles,
  - the licensing of Contractor's employees and agents, and
  - the fitness, competence, physical condition and physical examination of Contractor's employees and agents; and
- Background checks of Contractor's employees and agents under the Public School Code and the Child Protective Services Law.

13.5. Pertinent Laws. This Contract is subject to the provisions of all pertinent federal, state and local laws and regulations and all amendments made thereto, and compliance shall be at Contractor's expense. Except as otherwise provided, all provisions of this Contract are subject to modification to bring this Contract into compliance with existing or any new or amended federal, state or local law and regulation prescribing requirements for the administration or operations of student transportation. The School District shall notify the Contractor in writing of any such modification required when the School District has knowledge of laws or amendments thereto or new laws affecting the administration or operation of student transportation services. Any such provision shall be thereupon incorporated into this Contract.

14. GOVERNING LAW. This Contract shall be governed by and construed in accordance with the internal laws of the Commonwealth of Pennsylvania. The parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Monroe County, Commonwealth of Pennsylvania. The parties hereto agree that any dispute arising between the parties, whether under this Contract or not, shall be filed in the Court of Common Pleas of Monroe County, Pennsylvania.

15. TAXES. Contractor is responsible for sales taxes and any other applicable taxes related to the Transportation Services or Maintenance Services provided under this Contract.

16. REPAIRS TO PROPERTY DAMAGE. The Contractor shall be responsible for the proper care and custody of any School District-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this Contract, and Contractor will reimburse School District for such property's loss or damage caused by Contractor, normal wear and tear excepted.

17. ASSIGNMENT AND SUBCONTRACTING. The Contractor shall not assign, convey, encumber, subcontract, or otherwise transfer its rights or duties under this Contract, in whole or in part, without the prior written consent of the School District. This Contract may be terminated in the event of its assignment, conveyance, encumbrance, subcontract or other transfer by the Contractor without the prior written consent of the School District. The Contractor shall be responsible for all work to be completed under this Contract. No third party

Contracts are acceptable for any portion of this Contract.

18. NOTICES. Unless otherwise provided in this Contract, all notices, requests, demands and other communications shall be in writing and are effective three (3) days after deposit in the U. S. mail, certified and postage paid, or upon receipt if personally delivered or sent by next-business-day delivery via a nationally recognized overnight courier to the addresses set forth below. The School District or the Contractor may from time to time designate any other address for this purpose by providing written notice to the other Party.

18.1. To the School District. All required notices to the School District shall be delivered to the District Liaison, Scranton School District, 425 N. Washington Avenue, Scranton, PA 18503 with a copy to John Freund, Esquire, King Spry, Herman, Freund & Faul LLC, One West Broad Street, Bethlehem, PA 18018.

18.2. To the Contractor. All required notices to the Contractor shall be delivered to ATTN: \_\_\_\_\_,

19. SEVERABILITY. If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this Contract shall not be affected and each provision of this Contract shall be enforced to the fullest extent permitted by law. In the event that any provision of this Contract shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative; however, all other provisions of this Contract shall continue in effect.

20. NO WAIVER. No waiver of any term or condition of this Contract shall be valid or binding on either party unless the same shall have been mutually assented to in writing by both Parties. The failure of either party to enforce at any time any of the provisions of this Contract, or the failure to require at any time performance by the other party of any of the provisions of this Contract, shall in no way be construed to be a present or future waiver of such provisions, nor in any way affect the validity of either party to enforce each and every such provision thereafter.

21. COUNTERPARTS. This Contract may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

22. ENTIRE CONTRACT. This Contract represents the complete Contract between the parties with respect to the subject matter set forth herein and supersedes all prior and contemporaneous agreements and understandings, inducements or oral conditions pertaining thereto, expressed or implied, oral or written. This Contract shall not be modified except by writing when duly executed by Contractor and School District.

23. INSOLVENCY. In the event, the Contractor becomes insolvent or seeks the protection of the U. S. Bankruptcy Court, then at the School District's option; this Contract may be immediately terminated by the School District.

**24. NON-APPROPRIATION OF FUNDS.** The School District represents (1) that it has adequate funds to meet its obligations under this Contract during the 2019 fiscal year, (2) that it intends to maintain this Contract from the full period set forth herein and has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period, and (3) that it will use its best effort to obtain the appropriations and that the availability of funds is contingent upon varied sources. If the School District determines, in its discretion, that it lacks adequate funds to pay part or all of the payments for the Transportation Services or Maintenance Services described in this Contract, the School District's obligation under this Contract will terminate as of the date that the funding expires without further obligation to the Contractor.

**25. FORCE MAJEURE.**

25.1. The Contractor agrees that its failure to comply with any of the terms and conditions of this Contract shall be grounds for termination of this Contract by the School District in accordance with Paragraph 13 hereof. Notwithstanding the foregoing, if the performance by either party hereto of its respective non-monetary obligations of this Contract is delayed or prevented in whole or in parts by acts of God, fire, floods, storms, explosions, accidents, epidemics, war, civil disorder, or any law, rule regulation, order or other action adopted or taken by any federal, state or local government authority, or any other cause not reasonably within said Party's control, whether or not specifically mentioned herein, such party shall be excused, discharged and released of performance only to the extent such performance or obligation is so delayed or prevented by such occurrence without liability of any kind. However, in no instance shall a strike, work stoppage, or other labor shortage or difficulty by Contractor's employees constitute a cause not reasonably within said Party's control.

25.2. The School District shall have the right to take over the operation of the Vehicles if Contractor is prevented from operating for the reasons described above, and may operate such Vehicles with school employees or other persons, as the School District may deem appropriate until Contractor is able to resume its regular operations. The School District shall pay to Contractor for the use of such Vehicles, the compensation which would be due in accordance with the Contract had Contractor operated such Vehicles, less all expenses and costs incurred in securing the services of operating personnel and other such costs of operation and such other expenses and costs as may be applicable and outlined under section 12.1 above

**26. LIQUIDATED DAMAGES.** Strict performance by Contractor of its obligations under this Agreement is of the essence. The School District and Contractor agree that in certain circumstances, the actual amount of damages incurred by the School District will be difficult to assess and/or may be immeasurable. The following liquidated damages, which the parties agree are a fair and reasonable approximation of the damages sustained by the District in the event one of the following circumstances occurs, accrue in addition to the School District's expectation that it will not pay for any Transportation Services or Maintenance Services that have not been provided. The liquidated damages shall be

assessed based on communications from staff and citizens with the School District's Liaison via telephone calls, letters & e-mails from parents, bus arrival logs of schools, information provided by the principal, video recordings on the bus, dispatch logs, etc. The School District's Liaison shall document in writing the nature, time and location of the Contractor's non-performance of services. Accordingly, under the following circumstances, the School District may assess the following damages against the Contractor, to be paid as liquidated damages and not as a penalty or forfeiture:

**[THE SCHOOL DISTRICT IS WILLING TO NEGOTIATE THE SPECIFIC AMOUNTS OF LIQUIDATED DAMAGES]**

<b><u>Infraction</u></b>	<b><u>Liquidated Damages</u></b>
Late arrival of more than 15 minutes at any field trip or extracurricular events, when the late arrival can be attributed in part or in whole to the action or lack of action on the part of the Contractor.	\$250
Vehicles starts route early or ends route late by more than 10 minutes (except due to inclement weather)	\$500
Failure of a driver to keep an up-to-date route sheet on board and on file with Contractor.	\$500 per bus per day
Failure to clean a bus interior and exterior within twenty-four (24) hours of notice	\$500 per bus per day
Failure to produce video recording when requested within the 30 day retention policy.	\$1,000 per bus per day in excess of thirty (30) days
Failure to deliver reports within four (4) days or requested date.	\$1,000 per day in excess of four (4) days
Use of PMSD bus outside of service to PMSD	\$1,000 per occurrence
Vehicle fails to arrive at school – AM or PM or both and a spare is not on site within 15 minutes	\$1,000 per bus per occurrence
After one warning, a vehicle is found improperly idling and wasting the School District's fuel.	\$1,000 per bus per occurrence
Schools possess documentation, which indicates confirmation of a field trip was received but no buses arrived. Students were unable to attend the event or were late to an event	\$1,000 per bus per occurrence
Vehicle without a two-way radio or DVR as required or a two-way radio or DVR not in proper working condition for any reason for two (2) working days.	\$1,000 per bus per occurrence

<b><u>Infraction</u></b>	<b><u>Liquidated Damages</u></b>
Vehicles found to be operating without the use of the required radio or video equipment in operable condition.	\$1,000 per bus per day
Consistent late vehicle (15 minutes or more) AM or PM after two written notices	\$1,500 per bus per day. (ID'd bus to be penalized for every subsequent offense without notices)
Vehicle late more than fifteen (15) minutes because of need to refuel, or it runs out of fuel en route	\$2,500
Failure by dispatcher to immediately notify the District Liaison of an accident within 15 minutes and in writing within 24 hours.	\$2,500 per bus per occurrence
Each morning trip missed (trips starting in the AM)	\$5,000 per bus per day
Contractor is unable to supply either Vehicles or drivers as previously agreed upon in this Contract	\$5,000 per bus per day
Failure to pick up or deliver a student with disabilities	\$5,000 per bus per day
Failure to provide a bus for a scheduled route.	\$5,000 per bus per day
A driver used on a student with disabilities route or other route who has not been properly trained.	\$5,000 per day per employee
Contractor fails to conduct Emergency Evacuation Drills as mandated by the School District and the PA School Bus Drivers Manual.	\$5,000 per bus per day
Vehicles found to be operating without the required student safety system such as child seats or restraints.	\$5,000 per bus per day
Each afternoon trip missed (trips starting in the PM)	\$5,00 per bus per day
Employee is used on School District routes for whom a Report of Criminal History Record and Student Abuse Clearance has not been filed with the School District	\$10,000 per day per employee
Contractor fails to supply driver's certification information in accordance with the Contract.	\$10,000 per employee
Leaving a bus unattended with students on board.	\$10,000 per bus per occurrence
Number of Students riding exceeds safe capacity of Vehicle.	\$10,000 per occurrence
Child left on bus	\$10,000 per occurrence

**27. CONFIDENTIALITY:**

27.1. General. The Contractor may have access to private or confidential data maintained by School District to the extent necessary to carry out its responsibilities under this Contract. No private or confidential data collected, maintained or used in the course of performance of this Contract shall be disseminated by either party except as authorized by statute, either during the period of the Contract or thereafter. Contractor must agree to return any or all data furnished by the School District promptly at the request of School District in whatever form it is maintained by Contractor. On the termination or expiration of this Contract, Contractor will not use any of such data or any material derived from the data for any purpose and, where so instructed by School District, will destroy or render it unreadable.

27.2. Student Information. The Contractor shall ensure that all of its staff shall always maintain the strictest confidentiality regarding any and all Student information and records. The Contractor's employees shall only discuss students with other Contractor and School District employees who have a bona fide need to know for student transportation reasons. Violations of student privacy laws and regulations can result in significant legal fees and penalties to the School District. Should it be determined that the Contractor's or their employee's actions resulted in the unlawful dissemination of any Student information or records, the Contractor shall be financially responsible for any legal fees and penalties which may result.

28. BINDING NATURE. Subject to the restrictions on assignment, this Contract shall be binding upon the heirs, executors, administrators, successors and assigns of the respective parties.

29. AUTHORITY TO BIND. The person executing this Contract on behalf of each party hereby represents and warrants (and acknowledges that each party of this Contract will rely upon such representations and warranties) that he or she has the full competency, power and authority to bind such entity in accordance with the terms of this Contract, including, without limitation, any assignment hereunder, and that no further corporate or other action is required to make this Contract and any assignment hereunder valid and binding.

30. Student Bus Safety Training. The Contractor shall assist the District Liaison in providing an annual student bus safety-training program, approved by the School District, suitable for kindergarten through sixth grade levels. Program will include Contractor employed presenters using the bus prop, puppets and script materials provided by the School District. These individuals must be available for presentations when scheduled at School District elementary schools. A minimum of one (1) month of advance notice of training schedule will be given by the School District. The cost shall be billed to the School District at the billable hourly rate of the participating individuals.

31. DISCRIMINATION PROHIBITED: In accordance with Pennsylvania laws and regulations the Contractor agrees that in the hiring of employees for the performance of work under this Contract, no Contractor, or any person acting on behalf of the Contractor, shall by



reason of gender, race, creed or color discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates. No Contractor, or any person on their behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this Contract on account of gender, race, creed or color.

The provisions of the Pennsylvania Human Relations Act, Act 222 prohibit discrimination because of race, religious creed, ancestry, age, sex, national origin, handicap or disability by employers, employment agencies, labor organizations, Contractors and others. The Contractor shall comply with the provisions of the act as amended.

**32. CRIMINAL OR CIVIL OFFENSE:** Any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty must be disclosed. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private agreement or sub-contract or in the performance of such Contract or sub-contract; (2) conviction under Pennsylvania or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under Pennsylvania or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a School District contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in termination of this Contract.

**33. DRUG & ALCOHOL TESTING:** Contractors are responsible to comply with all federal laws, state laws, local laws, and School District policies pertaining to drug and alcohol testing of drivers and related personnel who provide Student Transportation Services for the School District. Mandatory drug and alcohol testing and approved random testing program, which strictly complies with all state and federal laws, shall be performed by a School District approved company at the expense of the Contractor. Drug & alcohol testing is mandatory immediately after all accidents in which the School District determines the Contractor's driver may have been at fault.

**34. BONDS.** Contractor shall provide a performance bond as set forth in the RFP to insure Contractor's faithful performance of this Contract.

IN WITNESS WHEREOF, the parties hereto on this day execute  
this STUDENT TRANSPORTATION SERVICES CONTRACT as of the Effective  
Date.

SCRANTON SCHOOL DISTRICT [NAME OF CONTRACTOR]

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

**FW: Scranton RFP DRAFT**

1 message

**Tim Krise** <tkrise@krisetran.com>  
To: kwood@krisetran.com

Wed, May 18, 2022 at 9:26 AM

**From:** John Freund, III <jef@KingSpry.com>  
**Sent:** Thursday, April 28, 2022 4:20 PM  
**To:** Tim Krise <tkrise@krisetran.com>  
**Subject:** RE: Scranton RFP DRAFT

Thank you for your interest in providing Pupil Transportation Services to the Students of Scranton School District. Attached please find the entirety of the RFP. Please note the procedure for pre-submission inquiries as well as the pre-proposal conference and submission deadlines. Those who have indicated an interest in submitting a proposal, will be provided instructions for attending the pre-proposal conference on May 11, 2022.

Please confirm receipt.



**John E. Freund III, Partner** | King, Spry, Herman, Freund & Faul LLC

One West Broad Street, Suite 700 | Bethlehem, PA 18018

(610) 332-0390 | (610) 332-0314 - FAX | [jef@kingspry.com](mailto:jef@kingspry.com)

[www.kingspry.com](http://www.kingspry.com) | CV | [Sign-up for our news alerts](#)

Tami Mikulecky, Paralegal

[tlm@kingspry.com](mailto:tlm@kingspry.com)

Michelle Spencer, Pa.C.P./Paralegal

[mspencer@kingspry.com](mailto:m Spencer@kingspry.com)

Tracy Johnson, Compliance Administrator

[tjohnson@kingspry.com](mailto:tjohnson@kingspry.com)



IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the federal tax advice (if any) contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transactions or matter addressed herein.

THE INFORMATION CONTAINED IN THIS COMMUNICATION IS A TRANSMISSION FROM THE LAW FIRM OF KING SPRY HERMAN FREUND & FAUL AND IS INFORMATION PROTECTED BY THE ATTORNEY/CLIENT AND/OR ATTORNEY/WORK PRODUCT PRIVILEGE. IT IS INTENDED ONLY FOR THE PERSONAL AND CONFIDENTIAL USE OF THE RECIPIENT(S) NAMED ABOVE, AND THE PRIVILEGES ARE NOT WAIVED BY VIRTUE OF THIS HAVING BEEN SENT BY ELECTRONIC MAIL. IF THE PERSON ACTUALLY RECEIVING THIS COMMUNICATION, OR ANY OTHER READER OF THIS COMMUNICATION, IS NOT THE NAMED RECIPIENT, ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND DELETE THE ORIGINAL MESSAGE FROM YOUR SYSTEM. THANK YOU.

**From:** Tim Krise <[tkrise@krisetran.com](mailto:tkrise@krisetran.com)>  
**Sent:** Friday, April 22, 2022 1:53 PM  
**To:** John Freund, III <[jef@KingSpry.com](mailto:jef@KingSpry.com)>  
**Subject:** FW: Scranton RFP DRAFT

**From:** Kelly Wood <[kwood@krisetran.com](mailto:kwood@krisetran.com)>  
**Sent:** Friday, April 22, 2022 1:35 PM  
**To:** tkrise [krisetran.com](mailto:tkrise@krisetran.com) <[tkrise@krisetran.com](mailto:tkrise@krisetran.com)>  
**Subject:** Scranton RFP #2

See attached.

Kelly Wood

Director of Operations

Krise Transportation, Inc

724-388-9524 cell

 **00996430.pdf**  
7506K





Kelly Wood <kwoodkrise@gmail.com>

## FW: Scranton Area School District Request for Proposal for Transportation Services

1 message

**Tim Krise** <tkrise@krisetran.com>  
To: kwood@krisetran.com

Wed, May 18, 2022 at 9:26 AM

**From:** John Freund, III <jef@KingSpry.com>

**Sent:** Thursday, April 28, 2022 11:07 AM

**To:** asepkowski@poconotransportation.com; avp100@msn.com; calcianolisa422@gmail.com; cvazquez@ctstransit.com; d.obrien@illinois-central.com; denaplestransportation@gmail.com; djb081@yahoo.com; dschranz@rohrerbus.com; fkets@aol.com; gmelton@durhamschoolservices.com; info@birniebus.com; info@nellc.com; info@ridesta.com; j.faessler@illinois-central.com; jim.woods@firstgroup.com; john.ziegler@durhamschoolservices.com; kgalloway@ridesta.com; mkfinney@krapfbus.com; mollyd111588@comcast.net; mzbora@ctstransit.com; netofpa@verizon.net; nicholsbus@yahoo.com; ppearson@astpartners.com; redtopautosales@verizon.net; rvanbrunt@poconotransportation.com; tricia.toolan@Denaples.com; tricia.toolan@denaples.com; info@firststudentinc.com; Office@FishingCreekTrans.com; rjawhitetransit@gmail.com; lsabia4@comcast.net; tkrise@krisetran.com; mkfinney@krapfbus.com; sales@davisbusandlimo.com; timhinton@haggertylaw.net

**Subject:** Scranton Area School District Request for Proposal for Transportation Services

Good Morning Potential Transportation Vendors,

On behalf of the Scranton Area School district, please find attached information and an invitation to submit proposals for pupil transportation services to commence with the 2022-2023 school year.

If you are interested in submitting a proposal, please let us know and we will send you the entirety of the RFP documents either electronically or via overnight delivery, whichever you prefer. The information necessary for response is contained on the RFP Cover Sheet, which is attached.

The following is the advertisement that will be running in the local Scranton Papers beginning today.

**The School District of the City of Scranton is requesting proposals from qualified vendors for Contracted Pupil Transportation services. The Request for Proposal documents can be obtained by contacting King, Spry, Herman, Freund & Faul, LLC at [jef@kingspry.com](mailto:jef@kingspry.com). Proposals must be mailed or delivered to King, Spry, Herman, Freund & Faul, LLC at **1 West Broad Street Suite 700, Bethlehem, PA 18018** by 12:00 PM on May 20th,**





**2022. Proposals will be publicly opened on May 20th, 2022, at 1:00 PM prevailing time.**

We look forward to your response,



**John E. Freund III, Partner** | King, Spry, Herman, Freund & Faul LLC

One [West Broad Street, Suite 700](#) | [Bethlehem, PA 18018](#)

(610) 332-0390 | (610) 332-0314 - FAX | [jef@kingspry.com](mailto:jef@kingspry.com)

[www.kingspry.com](http://www.kingspry.com) | [CV](#) | [Sign-up for our news alerts](#)

Tami Mikulecky, Paralegal

[tlm@kingspry.com](mailto:tlm@kingspry.com)

Michelle Spencer-Vazquez, Pa.C.P./Paralegal

[mshenker@kingspry.com](mailto:mshenker@kingspry.com)

Tracy Johnson, Compliance Administrator

[tjohnson@kingspry.com](mailto:tjohnson@kingspry.com)

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the federal tax advice (if any) contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transactions or matter addressed herein.

---

THE INFORMATION CONTAINED IN THIS COMMUNICATION IS A TRANSMISSION FROM THE LAW FIRM OF KING SPRY HERMAN FREUND & FAUL AND IS INFORMATION PROTECTED BY THE ATTORNEY/CLIENT AND/OR ATTORNEY/WORK PRODUCT PRIVILEGE. IT IS INTENDED ONLY FOR THE PERSONAL AND CONFIDENTIAL USE OF THE RECIPIENT(S) NAMED ABOVE, AND THE PRIVILEGES ARE NOT WAIVED BY VIRTUE OF THIS HAVING BEEN SENT BY ELECTRONIC MAIL. IF THE PERSON ACTUALLY RECEIVING THIS COMMUNICATION, OR ANY OTHER READER OF THIS COMMUNICATION, IS NOT THE NAMED RECIPIENT, ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND DELETE THE ORIGINAL MESSAGE FROM YOUR SYSTEM. THANK YOU.



**00995844.docx**

21K



# **Scranton School District**

425 N. Washington Ave., Scranton, PA 18503, 570-348-3474

## REQUEST FOR PROPOSAL (RFP) DATED April 28, 2022

The Scranton School District (SSD) invites qualified proposers to submit proposals for:

### **CONTRACTED PUPIL TRANSPORTATION**

#### SUBMISSION OF PROPOSALS

The proposer shall submit two (2) copies of the completed proposal in a sealed envelope clearly marked:

"SCRANTON SCHOOL DISTRICT TRANSPORTATION PROPOSAL 2022."

**Proposals are due by 12 p.m., prevailing time, on May 20, 2022. Proposals will be publicly opened May 20, 2022 at 1 p.m. prevailing time.**

Mail or deliver proposals to the following address:

Scranton School District  
c/o King, Spry, Herman, Freund and Faul, LLC  
Attention: John E. Freund, Esq.  
1 West Broad Street, Suite. 700  
Bethlehem, PA 18018

#### SCHEDULE

Pre-Proposal Conferences – May 11, 2022

Proposal Due – May 20, 2022

Contract Awarded– By June 15 2022





Kelly Wood <kwoodkrise@gmail.com>

---

**FW: Scranton RFP - error**

1 message

**Tim Krise** <tkrise@krisetran.com>  
To: kwood@krisetran.com

Wed, May 18, 2022 at 9:25 AM

**From:** John Freund, III <jef@KingSpry.com>  
**Sent:** Monday, May 2, 2022 11:27 AM  
**To:** mollyd111588@comcast.net; Keith Galloway <kgalloway@ridesta.com>; Ziegler, John <John.Ziegler@durhamschoolservices.com>; DeNaples Transportation <denaplestransportation@gmail.com>; Lisa Sabia Calciano <lsabia4@comcast.net>; Lisa Sabia Calciano <calcianolisa422@gmail.com>; Frank K. Sweeney <fkts@aol.com>; Tim Hinton <timhinton@haggertylaw.net>; Tim Krise <tkrise@krisetran.com>; ataylor@ctstransit.com; fred@fishingcreektrans.com; ataylor@kraphbus.com  
**Subject:** Scranton RFP - error

Please note there were 2 errors on the RFP.

Page 105

**Use of PMSD bus outside of service to PMSD - \$1,000 per occurrence – PMSD should be SSD (Scranton School District)**

There is a Zero missing on page 105 for PM trips it should be \$5,000 not \$5,00

Very Truly Yours,



**John E. Freund III, Partner** | King, Spry, Herman, Freund & Faul LLC

One West Broad Street, Suite 700 | Bethlehem, PA 18018

(610) 332-0390 | (610) 332-0314 - FAX | jef@kingspry.com

[www.kingspry.com](http://www.kingspry.com) | CV | [Sign-up for our news alerts](#)



Tami Mikulecky, Paralegal

[t1m@kingspry.com](mailto:t1m@kingspry.com)

Michelle Spencer, Pa.C.P./Paralegal

[mspencer@kingspry.com](mailto:mspencer@kingspry.com)

Tracy Johnson, Compliance Administrator

[tjohnson@kingspry.com](mailto:tjohnson@kingspry.com)

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the federal tax advice (if any) contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transactions or matter addressed herein.

---

THE INFORMATION CONTAINED IN THIS COMMUNICATION IS A TRANSMISSION FROM THE LAW FIRM OF KING SPRY HERMAN FREUND & FAUL AND IS INFORMATION PROTECTED BY THE ATTORNEY/CLIENT AND/OR ATTORNEY/WORK PRODUCT PRIVILEGE. IT IS INTENDED ONLY FOR THE PERSONAL AND CONFIDENTIAL USE OF THE RECIPIENT(S) NAMED ABOVE, AND THE PRIVILEGES ARE NOT WAIVED BY VIRTUE OF THIS HAVING BEEN SENT BY ELECTRONIC MAIL. IF THE PERSON ACTUALLY RECEIVING THIS COMMUNICATION, OR ANY OTHER READER OF THIS COMMUNICATION, IS NOT THE NAMED RECIPIENT, ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND DELETE THE ORIGINAL MESSAGE FROM YOUR SYSTEM. THANK YOU.







Kelly Wood <kwoodkrise@gmail.com>

## FW: pre-proposal questions

1 message

Tim Krise <tkrise@krisetran.com>  
To: kwood@krisetran.com

Wed, May 18, 2022 at 9:24 AM

-----Original Message-----

From: John Freund, III <jef@KingSpry.com>  
Sent: Tuesday, May 10, 2022 5:10 PM  
To: Dan Jauch <djauch@krapfbus.com>; mollyd111588@comcast.net; lsabia4@comcast.net; hrlaw01@gmail.com; kgalloway@ridesta.com; john.ziegler@durhamschoolservices.com; denaplestransportation@gmail.com; fkts@aol.com; timhinton@haggertylaw.net; tkrise@krisetran.com; wrobinson@krisetran.com; ataylor@ctstransit.com; fred@fishingcreektrans.com; mkfinney@krapfbus.com  
Cc: Pat Laffey <pat.laffey@ssdedu.org>; Jim Hager <jhager@krapfbus.com>; Mark Ramljak <mramljak@krapfbus.com>; Jonathan Huerta <jhuerta@kingspry.com>  
Subject: RE: pre-proposal questions

Dan,

To answer your questions, please find the attached information concerning routes and invoicing.

Thanks,

John E. Freund III, Partner | King, Spry, Herman, Freund & Faul LLC One West Broad Street, Suite 700 | Bethlehem, PA 18018  
(610) 332-0390 | (610) 332-0314 - FAX | [jef@kingspry.com](mailto:jef@kingspry.com) [www.kingspry.com](http://www.kingspry.com) | CV | Sign-up for our news alerts

Tami Mikulecky, Paralegal	<a href="mailto:tjm@kingspry.com">tjm@kingspry.com</a>
Michelle Spencer, Pa.C.P./Paralegal	<a href="mailto:m Spencer@kingspry.com">mspencer@kingspry.com</a>
Tracy Johnson, Compliance Administrator	<a href="mailto:tjohnson@kingspry.com">tjohnson@kingspry.com</a>

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the federal tax advice (if any) contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transactions or matter addressed herein.

THE INFORMATION CONTAINED IN THIS COMMUNICATION IS A TRANSMISSION FROM THE LAW FIRM OF KING SPRY HERMAN FREUND & FAUL AND IS INFORMATION PROTECTED BY THE ATTORNEY/CLIENT AND/OR ATTORNEY/WORK PRODUCT PRIVILEGE. IT IS INTENDED ONLY FOR THE PERSONAL AND CONFIDENTIAL USE OF THE RECIPIENT(S) NAMED ABOVE, AND THE PRIVILEGES ARE NOT WAIVED BY VIRTUE OF THIS HAVING BEEN SENT BY ELECTRONIC MAIL. IF THE PERSON ACTUALLY RECEIVING THIS COMMUNICATION, OR ANY OTHER READER OF THIS COMMUNICATION, IS NOT THE NAMED RECIPIENT, ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND DELETE THE ORIGINAL MESSAGE FROM YOUR SYSTEM. THANK YOU.

-----Original Message-----

From: Dan Jauch <djauch@krapfbus.com>  
Sent: Tuesday, May 10, 2022 6:29 AM  
To: John Freund, III <jef@KingSpry.com>  
Cc: Pat Laffey <pat.laffey@ssdedu.org>; Jim Hager <jhager@krapfbus.com>; Mark Ramljak <mramljak@krapfbus.com>  
Subject: Re: pre-proposal questions

Good morning John,

Is there a time and location set for the pre-proposal meeting tomorrow?

Thanks,

Dan

DAN JAUCH  
VP OF OPERATIONS  
1030 ANDREW DRIVE, WEST CHESTER, PA 19380 O 610-594-2664 x 2342  
E [djauch@krapfbus.com](mailto:djauch@krapfbus.com)  
W [krapfbus.com](http://krapfbus.com)

[cid:KSB225x66\_8422643f-a0d5-4883-944c-717d0c735181.png]  
COMMITMENT | OPEN COMMUNICATION | RESPECT | EXCELLENCE

On May 5, 2022, at 2:12 PM, John Freund, III <[jef@kingspry.com](mailto:jef@kingspry.com)> wrote:

This is an external email. Please do not click on links or open attachments unless you recognize the source.  
Dan,

Thank you for your questions, we will get back to you shortly.

Thanks,

[image001.png]

[image002.jpg] John E. Freund III, Partner | King, Spry, Herman, Freund & Faul LLC One West Broad Street, Suite 700 |  
Bethlehem, PA 18018  
(610) 332-0390 | (610) 332-0314 - FAX | [jef@kingspry.com](mailto:jef@kingspry.com) <<mailto:jef@kingspry.com>>  
[www.kingspry.com](http://www.kingspry.com) <<http://www.kingspry.com>> | CV <<https://kingspry.com/team/john-e-freund-iii-2/>> | Sign-up for our news  
alerts <<https://kingspry.com/join-newsletter/>>

Tami Mikulecky, Paralegal	<a href="mailto:tjm@kingspry.com">tjm@kingspry.com</a> < <a href="mailto:tjm@kingspry.com">mailto:tjm@kingspry.com</a> >
Michelle Spencer, Pa.C.P./Paralegal	<a href="mailto:msspencer@kingspry.com">msspencer@kingspry.com</a> < <a href="mailto:msspencer@kingspry.com">mailto:msspencer@kingspry.com</a> >
Tracy Johnson, Compliance Administrator	<a href="mailto:tjohnson@kingspry.com">tjohnson@kingspry.com</a> < <a href="mailto:tjohnson@kingspry.com">mailto:tjohnson@kingspry.com</a> >

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the federal tax advice (if any) contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transactions or matter addressed herein.

THE INFORMATION CONTAINED IN THIS COMMUNICATION IS A TRANSMISSION FROM THE LAW FIRM OF KING SPRY HERMAN FREUND & FAUL AND IS INFORMATION PROTECTED BY THE ATTORNEY/CLIENT AND/OR ATTORNEY/WORK PRODUCT PRIVILEGE. IT IS INTENDED ONLY FOR THE PERSONAL AND CONFIDENTIAL USE OF THE RECIPIENT(S) NAMED ABOVE, AND THE PRIVILEGES ARE NOT WAIVED BY VIRTUE OF THIS HAVING BEEN SENT BY ELECTRONIC MAIL. IF THE PERSON ACTUALLY RECEIVING THIS COMMUNICATION, OR ANY OTHER READER OF THIS COMMUNICATION, IS NOT THE NAMED RECIPIENT, ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND DELETE THE ORIGINAL MESSAGE FROM YOUR SYSTEM. THANK YOU.

From: Dan Jauch <djauch@krapfbus.com>  
Sent: Wednesday, May 4, 2022 3:45 PM  
To: John Freund, III <jef@KingSpry.com>; 'Pat Laffey' <pat.laffey@ssdedu.org>  
Cc: Jim Hager <jhager@krapfbus.com>; Mark Ramljak <mramljak@krapfbus.com>  
Subject: pre-proposal questions  
Importance: High

Good afternoon,

Please find a set of questions attached with regard to the Transportation RFP.

In addition, Can you provide the time and location of the pre-proposal conference on May 11th?

Thanks and we look forward to participating in the RFP process.

Dan

DAN JAUCH  
VP OF OPERATIONS  
1030 ANDREW DRIVE, WEST CHESTER, PA 19380 O 610-594-2664 x 2342  
E [djauch@krapfbus.com](mailto:djauch@krapfbus.com)<<mailto:djauch@krapfbus.com>>  
W [krapfbus.com](http://krapfbus.com)

[image003.png]

COMMITMENT | OPEN COMMUNICATION | RESPECT | EXCELLENCE

This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone. Please send us by fax any message containing deadlines as incoming e-mails are not screened for response deadlines. The integrity and security of this message cannot be guaranteed on the Internet.

---

**8 attachments**

 **Denaples February 2022.pdf**  
659K

 **Denaples March 2022.pdf**  
814K

 **Red Top February 2022.pdf**  
306K

 **Red Top January 2022.pdf**  
296K

 **Denaples January 2022.pdf**  
526K

 **Red Top March 2022.pdf**  
312K

 **Tranportation RFP Questions #1.docx**  
17K

 **Trip Length.xlsx**  
14K





425 N. Washington Avenue  
Scranton, PA 18503  
570-348-3474 (P) | 570-348-2570 (F)  
transportaion@ssdedu.org

**DATE:** MARCH 9, 2022

DENAPLES TRANSPORTATION, INC.  
400 MILL STREET  
DUNMORE, PA 18512  
570-346-7673 (P) | 570-963-8830 (F)

**FOR: TRANSPORTATION FOR THE  
MONTH OF FEBRUARY 2022**

Description		Amount
REGULAR EDUCATION	10-2720-513-000-00-000-001-000-0000	\$179,611.90
SPECIAL EDUCATION	10-2720-513-270-00-000-001-000-0000	\$45,732.66
NON-PUBLIC	10-2750-513-000-00-000-001-000-0000	\$63,057.60
Total		\$288,402.16

Department of Transportation Authorization  
Kevin A. Kearney  
Assistant Supervisor of Transportation

Business Manager Approval  
Pat Laffey  
Business Manager

Vendor: 283-DENAPLES TRANSPORTATION  
400 MILL STREET DUNMORE PA 18512

Pymt # 0000156938  
03/10/2022

Invoice #	Invoice Date PO #	Amount Description
Feb. 03/22	03/01/2022	63057.60 CONTRACT CARRIER - NON PUBLIC
Feb. 03/22	03/01/2022	45732.66 CONTRACT CARRIER - SPECIAL ED
Feb. 03/22	03/01/2022	179611.90 CONTRACT CARRIER - REGULAR ED
Payment Amount:		288402.16

Vendor: 283-DENAPLES TRANSPORTATION  
400 MILL STREET DUNMORE PA 18512

Pymt # 0000156938  
03/10/2022

Invoice #	Invoice Date PO #	Amount Description
Feb. 03/22	03/01/2022	63057.60 CONTRACT CARRIER - NON PUBLIC
Feb. 03/22	03/01/2022	45732.66 CONTRACT CARRIER - SPECIAL ED
Feb. 03/22	03/01/2022	179611.90 CONTRACT CARRIER - REGULAR ED
Payment Amount:		288402.16

0000156938

03/10/2022

\*\*\*\*\*288,402.16

PAY Two Hundred Eighty-Eight Thousand Four Hundred Two and 16/100 Dollars

To the Order of:

DENAPLES TRANSPORTATION  
400 MILL STREET  
DUNMORE PA 18512

*Jan Yanni*  
*Patrick Laporte*



March 1, 2022

Mr. Kevin Kearney  
Director of Transportation  
Scranton School District  
Administration Building  
425 N. Washington Ave.  
Scranton, PA 18503

Mr. Kevin Kearney

Enclosed Please find a monthly summary report with a detailed cost per each bus for the month of February.  
Please review and approve this bill for payment at your earliest convenience.

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

Sincerely,

Andrew Wascura  
General Manager

c.c. Louis DeNaples, Business office  
File, Business Office

---

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7673  
Fax: (570) 963-8830

☐ Operations Office  
1239 S. 6th Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271  
Fax: (570) 342-2275





March 1, 2022  
Mr. Kevin Kearney,  
Director of Transportation  
Scranton School District  
Administration Building  
425 N. Washington Ave.  
Scranton, PA 18503

Dear Mr. Kevin Kearney,

Please sign this letter confirming your receipt of the  
BTLL for the month of February 2022.

Sincerely Yours,

Andrew Wascura  
Business Manager

Received by

A handwritten signature, likely of Kevin Kearney, is written over the "Received by" text. The signature is in dark ink and appears to be "K. Kearney".

Date

3/7/2022

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7673  
Fax: (570) 963-8830

☐ Operations Office  
1239 S. 6<sup>th</sup> Avenue  
Scranton, PA 18504  
Phone: (570) 342-2280  
(570) 342-2271  
Fax: (570) 342-2275





FEBRUARY 2022

MONTHLY SUMMARY

MONTH: February  
YEAR: 2022

NON PUBS: 2750-513-000 \$63,057.60  
SPE D: 2720-513-270 \$45,732.66  
REG ED: 2720-513-000 \$179,611.90

TOTAL NUMBER OF BUSES USED:

~~\$288,402.16~~  
\$288,402.16

REGULAR EDUCATION:	734	@ \$307.82	=	\$ 225,939.88
SPECIAL EDUCATION:	54	@ \$307.82	=	\$ 16,622.28
SPECIAL NEEDS	58	@ \$135.00	=	\$ 7,830.00
SPECIAL NEEDS	126	@ \$150.00	=	\$ 18,900.00
SPECIAL NEEDS	94	@ \$165.00	=	\$ 15,510.00
SPECIAL NEEDS	20	@ \$180.00	=	\$ 3,600.00

TOTAL COST PER MONTH..... = \$ 288,402.16

SUBMITTED BY:

DATE

ANDREW WASCURA  
GENERAL MANAGER:

SCHOOL DISTRICT APPROVAL:

DATE





FEBRUARY 2022

BUS/VAN#	# OF DAYS	DAILY RATE	DESCRIPTION	TOTAL
1	18	\$135.00	L.J.A.	\$ 2,430.00 X
2	18	\$150.00	HOWARD GARDNER	\$ 2,700.00 X
3	18	\$135.00	NORTHEAST	\$ 2,430.00 X
4	15	\$165.00	PLAZA, L.J.A.	\$ 2,475.00 X
5	0	\$135.00	PRESCOTT	\$ 1,215.00 X
7	12	\$180.00	KENNEDY, WHITTIER, SOUTH	\$ 2,160.00 X
8	18	\$150.00	MONTICELLO	\$ 2,700.00 X
10	18	\$150.00	L.J.A.	\$ 2,700.00 X
14	18	\$150.00	DEPAUL SCHOOL	\$ 2,700.00 X
17	18	\$165.00	OUR LADY OF PEACE	\$ 2,970.00 X
18	18	\$150.00	MONTICELLO	\$ 2,700.00 X
18G	18	\$165.00	L.J.A. MONTICELLO	\$ 2,970.00 X
19	12	\$165.00	TRIBORO	\$ 1,980.00 X
19G	13	\$165.00	SUMNER, ALL SAINTS	\$ 2,145.00 X
20	18	\$150.00	ROBERT MORRIS, ADAMS	\$ 2,700.00 X
21	18	\$150.00	MONTICELLO	\$ 2,700.00 X
22	13	\$135.00	ARMSTRONG	\$ 1,755.00 X
25	18	\$165.00	SCR HIGH N.E.I.S.	\$ 2,970.00 X
27	8	\$180.00	PRESCOTT, SCR HIGH, NORTHEAST	\$ 1,440.00 X
10	18	\$307.82	NATIVITY, MIGUEL	\$ 5,540.76 X
12	18	\$307.82	ADAMS, NORTHEAST	\$ 5,540.76 X
13	18	\$307.82	ARMSTRONG, NORTHEAST	\$ 5,540.76 X
14	18	\$307.82	ARMSTRONG, NORTHEAST	\$ 5,540.76 X
15	18	\$307.82	ARMSTRONG, NORTHEAST	\$ 5,540.76 X
16	18	\$307.82	KENNEDY	\$ 5,540.76 X
18	17	\$307.82	SCRANTON HIGH	\$ 5,232.94 X
19	18	\$307.82	ISAAC TRIPP, NORTHEAST	\$ 5,540.76 X
23	18	\$307.82	ALL SAINTS	\$ 5,540.76 X
24	18	\$307.82	HOWARD GARDNER	\$ 5,540.76 X
25	17	\$307.82	WEST HIGH	\$ 5,232.94 X
26	18	\$307.82	ARMSTRONG	\$ 5,540.76 X
27	18	\$307.82	KENNEDY, SOUTH INTER	\$ 5,540.76 X
28	18	\$307.82	ISAAC TRIPP / CILS	\$ 5,540.76 X
29	18	\$307.82	MONTICELLO PLAZA, SOUTH INTER	\$ 5,540.76 X
30	0	\$307.82	CILS	\$





FEBRUARY 2022

31	18	\$307.82	MCNICHOLS PLAZA, SOUTH INTER	\$	5,540.76
33	18	\$307.82	KENNEDY SOUTH INTER	\$	5,540.76
34	18	\$307.82	NATIVITY MIGUEL	\$	5,540.76
35	18	\$307.82	ADAMS NORTHEAST	\$	5,540.76
36	18	\$307.82	KENNEDY SOUTH INTER	\$	5,540.76
39	18	\$307.82	WILLARD WEST INTER	\$	5,540.76
41	0	\$307.82	DEPAUL SCHOOL	\$	
47	18	\$307.82	LUTHERAN/REVIVAL	\$	5,540.76
51	18	\$307.82	ST. MARYS	\$	5,540.76
53	18	\$307.82	MONTICELLO	\$	5,540.76
55	0	\$307.82	MONTICELLO	\$	
57	18	\$307.82	MONTICELLO	\$	5,540.76
60	18	\$307.82	ALL SAINTS	\$	5,540.76
61	18	\$307.82	HOWARD GARDNER	\$	5,540.76
63	18	\$307.82	ST. PAULS ST. CLAIRE	\$	5,540.76
64	18	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,540.76
66	18	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,540.76
67	18	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,540.76
68	18	\$307.82	ISAAC TRIPP WEST INTER	\$	5,540.76
69	18	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,540.76
71	18	\$307.82	WHITTIER	\$	5,540.76
73	18	\$307.82	ARMSTRONG NORTHEAST	\$	5,540.76
74	18	\$307.82	WHITTIER	\$	5,540.76
75	18	\$307.82	PRESCOTT NORTHEAST	\$	5,540.76
76	18	\$307.82	WHITTIER	\$	5,540.76
77	18	\$307.82	ISAAC TRIPP WEST INTER	\$	5,540.76
78	18	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,540.76
79	17	\$307.82	ISAAC TRIPP WEST HIGH	\$	5,232.94
80	18	\$307.82	HOWARD GARDNER	\$	5,540.76
81	17	\$307.82	SCRANTON HIGH	\$	5,232.94
82	18	\$307.82	MONTICELLO	\$	5,540.76

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7673  
Fax: (570) 963-8830

☐ Operations Office  
1239 S. 6<sup>th</sup> Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271  
Fax: (570) 342-2275





# VOUCHER

**DATE:** FEBRUARY 10, 2022

425 N. Washington Avenue  
Scranton, PA 18503  
570-348-3474 (P) | 570-348-2570 (F)  
transportaion@ssdedu.org

**VENDOR:**

**DENAPLES TRANSPORTATION, INC.**  
400 MILL STREET  
DUNMORE, PA 18512  
570-346-7673 (P) | 570-963-8830 (F)

**FOR: TRANSPORTATION FOR THE  
MONTH OF JANUARY 2022**

[illegible]

Department of Transportation Authorization  
Kevin A. Kearney  
Assistant Supervisor of Transportation

Business Manager Approval  
Pat Laffey  
Business Manager



February 1, 2022

Mr. Kevin Kearney  
Director of Transportation  
Scranton School District  
Administration Building  
425 N. Washington Ave.  
Scranton, PA 18503

Mr. Kevin Kearney  
Enclosed Please find a monthly summary report with a detailed cost  
per each bus for the month of January.

Please review and approve this bill for payment at your earliest  
convenience.

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

Sincerely,

Andrew Wascura  
General Manager

c.c. Louis DeNaples, Business office  
File, Business Office

---

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7873  
Fax: (570) 963-8830

☐ Operations Office  
1239 S. 6th Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271  
Fax: (570) 342-2275



February 1, 2022  
Mr. Kevin Kearney,  
Director of Transportation  
Scranton School District  
Administration Building  
425 N. Washington Ave.  
Scranton, PA 18503

Dear Mr. Kevin Kearney,

Please sign this letter confirming your receipt of the  
BILL for the month of January 2022.

Sincerely Yours,

Andrew Wascura  
Business Manager

Received by *Kevin Kearney*

Date 02/07/22

---

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7873  
Fax: (570) 863-8830

☐ Operations Office  
1239 S. 6<sup>th</sup> Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271  
Fax: (570) 342-2275



JANUARY 2022

MONTHLY SUMMARY

MONTH: January  
YEAR: 2022

TOTAL NUMBER OF BUSES USED:

NON-PUBS 2750-513-000: \$65,479.46

SPE 2720-513-270: \$29,597.92

REG ED 2720-513-000: \$171,963.64

\$267,041.02

REGULAR EDUCATION:	716	@ \$307.82	= \$	220,399.12
SPECIAL EDUCATION:	45	@ \$307.82	= \$	13,851.90
SPECIAL NEEDS	20	@ \$135.00	= \$	2,700.00
SPECIAL NEEDS	84	@ \$150.00	= \$	12,600.00
SPECIAL NEEDS	106	@ \$165.00	= \$	17,490.00

TOTAL COST PER MONTH..... = \$267,041.02

SUBMITTED BY:

DATE

ANDREW WASCURA  
GENERAL MANAGER

SCHOOL DISTRICT APPROVAL:

DATE

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 348-7873  
Fax: (570) 963-8830

☐ Operations Office  
1239 S. 6<sup>th</sup> Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271  
Fax: (570) 342-2275





JANUARY 2022

31	16	\$307.82	MCNICHOLS PLAZA SOUTH INTER	\$	4,925.12
33	16	\$307.82	KENNEDY SOUTH INTER	\$	4,925.12
34	13	\$307.82	NATIVITY MIGUEL	\$	4,001.66
35	17	\$307.82	ADAMS NORTHEAST	\$	5,232.94
36	16	\$307.82	KENNEDY SOUTH INTER	\$	4,925.12
39	17	\$307.82	WILLARD WEST INTER	\$	5,232.94
41	0	\$307.82	DEPAUL SCHOOL	\$	
47	19	\$307.82	LUTHERAN/REVIVAL	\$	5,848.58
51	19	\$307.82	ST. MARYS	\$	5,848.58
53	15	\$307.82	MONTICELLO	\$	4,617.30
55	0	\$307.82	MONTICELLO	\$	
57	15	\$307.82	MONTICELLO	\$	4,617.30
60	19	\$307.82	ALL SAINTS	\$	5,848.58
61	19	\$307.82	HOWARD GARDNER	\$	5,848.58
63	19	\$307.82	ST. PAULS ST. CLAIRE	\$	5,848.58
64	17	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,232.94
66	17	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,232.94
67	17	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,232.94
68	17	\$307.82	ISAAC TRIPP WEST INTER	\$	5,232.94
69	17	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,232.94
71	17	\$307.82	WHITTIER	\$	5,232.94
73	17	\$307.82	ARMSTRONG NORTHEAST	\$	5,232.94
74	17	\$307.82	WHITTIER	\$	5,232.94
75	19	\$307.82	PRESCOTT NORTHEAST	\$	5,848.58
76	17	\$307.82	WHITTIER	\$	5,232.94
77	17	\$307.82	ISAAC TRIPP WEST INTER	\$	5,232.94
78	17	\$307.82	ISAAC TRIPP NORTHEAST	\$	5,232.94
79	20	\$307.82	ISAAC TRIPP WEST HIGH	\$	6,156.40
80	19	\$307.82	HOWARD GARDNER	\$	5,848.58
81	20	\$307.82	SCRANTON HIGH	\$	6,156.40
82	15	\$307.82	MONTICELLO	\$	4,617.30

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7673  
Fax: (570) 963-8830

☐ Operations Office  
1239 S. 6th Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271  
Fax: (570) 342-2275



JANUARY 2022

1	1	\$135.00	L.J.A.	\$	135.00
2	19	\$150.00	HOWARD GARDNER	\$	2,850.00
3	1	\$135.00	NORTHEAST	\$	135.00
4	17	\$165.00	PLAZA LJA	\$	2,805.00
8	15	\$150.00	MONTICELLO	\$	2,250.00
9	18	\$135.00	ROBERT MORRIS	\$	2,430.00
10	15	\$150.00	MONTICELLO	\$	2,250.00
14	6	\$150.00	DEPAUL SCHOOL	\$	750.00
17	19	\$165.00	OUR LADY OF PEACE	\$	3,135.00
18	15	\$150.00	MONTICELLO	\$	2,250.00
18G	15	\$165.00	L.J.A., MONTICELLO	\$	2,475.00
19	19	\$165.00	TRIBORO	\$	3,135.00
19G	19	\$165.00	SUMNER, ALL SAINTS	\$	3,135.00
20	15	\$150.00	MONTICELLO	\$	2,250.00
21	17	\$165.00	SCRANTON HIGH, NORTHEAST	\$	2,805.00
10	13	\$307.82	NATIVITY MIGUEL	\$	4,001.66
12	17	\$307.82	ADAMS, NORTHEAST	\$	5,232.94
13	17	\$307.82	ARMSTRONG, NORTHEAST	\$	5,232.94
14	17	\$307.82	ARMSTRONG, NORTHEAST	\$	5,232.94
15	17	\$307.82	ARMSTRONG, NORTHEAST	\$	5,232.94
16	18	\$307.82	KENNEDY	\$	4,925.12
18	20	\$307.82	SCRANTON HIGH	\$	6,156.40
19	17	\$307.82	ISAAC TRIPP, NORTHEAST	\$	5,232.94
23	19	\$307.82	ALL SAINTS	\$	5,848.58
24	19	\$307.82	HOWARD GARDNER	\$	5,848.58
25	20	\$307.82	WEST HIGH	\$	6,156.40
26	17	\$307.82	ARMSTRONG	\$	5,232.94
27	16	\$307.82	KENNEDY, SOUTH INTER.	\$	4,925.12
28	18	\$307.82	ISAAC TRIPP / CILS	\$	5,540.76
29	16	\$307.82	MCMICHAEL'S PLAZA, SOUTH INTER.	\$	4,925.12
30	2	\$307.82	CILS	\$	615.64

\$1,567.50  
\$1,567.50

\$2,475.38  
\$2,475.38

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7673  
Fax: (570) 963-8830

☐ Operations Office  
1239 S. 6th Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271  
Fax: (570) 342-2275



**SCRANTON SCHOOL DISTRICT**  
**DEPARTMENT OF TRANSPORTATION**

# VOUCHER

425 N. Washington Avenue  
Scranton, PA 18503  
570-348-3474 (P) | 570-348-2570 (F)  
transportaion@ssdedu.org

**DATE:** APRIL 12, 2022

**VENDOR:**

DENAPLES TRANSPORTATION, INC.  
400 MILL STREET  
DUNMORE, PA 18512  
570-346-7673 (P) | 570-963-8830 (F)

**FOR: TRANSPORTATION FOR THE  
MONTH OF MARCH 2022**

[illegible]

Department of Transportation Authorization  
Kevin A. Kearney  
Assistant Supervisor of Transportation

Business Manager Approval  
Pat Laffey  
Business Manager

Vendor: 283-DENAPLES TRANSPORTATION  
400 MILL STREET DUNMORE PA 18512

Pymt # 0000157348  
04/12/2022

Invoice #	Invoice Date PO #	Amount Description
Mar. 04/22	04/02/2022	80497.90 CONTRACT CARRIER - NON PUBLIC
Mar. 04/22	04/02/2022	44893.87 CONTRACT CARRIER - SPECIAL ED
Mar. 04/22	04/02/2022	263893.23 CONTRACT CARRIER - REGULAR ED
Payment Amount:		389285.00

Vendor: 283-DENAPLES TRANSPORTATION  
400 MILL STREET DUNMORE PA 18512

Pymt # 0000157348  
04/12/2022

Invoice #	Invoice Date PO #	Amount Description
Mar. 04/22	04/02/2022	80497.90 CONTRACT CARRIER - NON PUBLIC
Mar. 04/22	04/02/2022	44893.87 CONTRACT CARRIER - SPECIAL ED
Mar. 04/22	04/02/2022	263893.23 CONTRACT CARRIER - REGULAR ED
Payment Amount:		389285.00

0000157348

04/12/2022

\*\*\*\*\*389,285.00

PAY Three Hundred Eighty-Nine Thousand Two Hundred Eighty-Five and 00/100 Dollars

To the Order of:

DENAPLES TRANSPORTATION  
400 MILL STREET  
DUNMORE PA 18512

*Jason Yanni*  
*Patrick Laporte*





April 4, 2022

Mr. Kevin Kearney  
Director of Transportation  
Scranton School District  
Administration Building  
425 N. Washington Ave.  
Scranton, PA 18503

Mr. Kevin Kearney  
Enclosed Please find a monthly summary report with a detailed cost  
per each bus for the month of March.  
Please review and approve this bill for payment at your earliest  
convenience.

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

Sincerely,

Andrew Wascura  
General Manager

c.c. Louis DeNaples, Business office  
File, Business Office

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7673  
Fax: (570) 342-2271

☐ Operations Office  
1239 S. 6<sup>th</sup> Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271



April 4, 2022  
Mr. Kevin Kearney,  
Director of Transportation  
Scranton School District  
Administration Building  
425 N.Washington Ave.  
Scranton, PA 18503

Dear Mr. Kevin Kearney,

Please sign this letter confirming your receipt of the  
BILL for the month of March 2022.

Sincerely Yours,

Andrew Wascura  
Business Manager

Received by

A handwritten signature in black ink, appearing to be "K. Kearney", written over a horizontal line.

Date

4/8/2022



**MONTHLY SUMMARY**

**MONTH:** March  
**YEAR:** 2022

**NON-PUBS:** 2750-513-000 \$ 80,492.90  
**SPEC. EDU:** 2720-513-270 \$ 44,893.87  
**REG. EDU:** 2720-513-000 \$ 263,898.23

**TOTAL NUMBER OF BUSES USED:**

\$ 389,285.00

(K)

REGULAR EDUCATION:	931	@ \$307.82	=	\$ 286,580.42
SPECIAL EDUCATION:	69	@ \$307.82	=	\$ 21,239.58
SPECIAL NEEDS	23	@ \$135.00	=	\$ 3,105.00
SPECIAL NEEDS	223	@ \$150.00	=	\$ 33,450.00
SPECIAL NEEDS	222	@ \$165.00	=	\$ 36,630.00
SPECIAL NEEDS	46	@ \$180.00	=	\$ 8,280.00

**TOTAL COST PER MONTH.....** = \$ 389,285.00

(K)

**SUBMITTED BY:**

**DATE**

ANDREW WASCURA  
GENERAL MANAGER

**SCHOOL DISTRICT APPROVAL:**

**DATE**





MARCH 2022

BUS/VAN#	# OF DAYS	DAILY RATE	DESCRIPTION	TOTAL
1	23	\$165.00	L.J.A. ARMSTRONG	\$ 3,795.00 ✓
2	23	\$150.00	HOWARD GARDNER	\$ 3,450.00 ✓
3	23	\$135.00	NORTHEAST	\$ 3,105.00 ✓
4	22	\$165.00	DEPAUL SCHOOL	\$ 3,630.00 ✓
5	23	\$165.00	PRESCOTT ADAMS	\$ 3,795.00 ✓
6	17	\$150.00	WEST HIGH, WEST INTER	\$ 2,550.00 ✓
7	23	\$150.00	PLAZA WHITTIER	\$ 3,450.00 ✓
8	23	\$150.00	MONTICELLO	\$ 3,450.00 ✓
10	23	\$165.00	L.J.A., TRIBORO	\$ 3,795.00 ✓
14	22	\$150.00	DEPAUL SCHOOL	\$ 3,300.00 ✓
17	22	\$165.00	OUR LADY OF PEACE	\$ 3,630.00 ✓
18	23	\$150.00	MONTICELLO	\$ 3,450.00 ✓
18G	23	\$150.00	MONTICELLO	\$ 3,450.00 ✓
19	23	\$165.00	L.J.A., TRIBORO	\$ 3,795.00 ✓
19G	23	\$165.00	SUMNER, ALL SAINTS	\$ 3,795.00 ✓
20	23	\$150.00	KENNEDY	\$ 3,450.00 ✓
21	23	\$150.00	MONTICELLO	\$ 3,450.00 ✓
22	23	\$165.00	WILLARD	\$ 3,795.00 ✓
23	23	\$165.00	ROBERT MORRIS ADAMS	\$ 3,795.00 ✓
24	23	\$150.00	ARMSTRONG, NORTHEAST	\$ 3,450.00 ✓
25	17	\$165.00	SCR HIGH NE/ S	\$ 2,805.00 ✓
26	23	\$180.00	KENNEDY, WHITTIER SOUTH	\$ 4,140.00 ✓
27	23	\$180.00	PRESCOTT SCR HIGH, NORTHEAST	\$ 4,140.00 ✓
10	21	\$307.82	NATIVITY MIGUEL	\$ 6,464.22 ✓
12	23	\$307.82	ADAMS NORTHEAST	\$ 7,079.86 ✓
13	23	\$307.82	ARMSTRONG, NORTHEAST	\$ 7,079.86 ✓
14	23	\$307.82	ARMSTRONG, NORTHEAST	\$ 7,079.86 ✓
15	23	\$307.82	ARMSTRONG, NORTHEAST	\$ 7,079.86 ✓
16	23	\$307.82	KENNEDY	\$ 7,079.86 ✓
18	23	\$307.82	SCRANTON HIGH	\$ 7,079.86 ✓
19	23	\$307.82	ISAAC TRIPP, NORTHEAST	\$ 7,079.86 ✓
23	21	\$307.82	ALL SAINTS	\$ 6,464.22 ✓
24	23	\$307.82	HOWARD GARDNER	\$ 7,079.86 ✓
25	23	\$307.82	WEST HIGH	\$ 7,079.86 ✓
26	23	\$307.82	ARMSTRONG	\$ 7,079.86 ✓
27	23	\$307.82	KENNEDY, SOUTH INTER	\$ 7,079.86 ✓





MARCH 2022

28	23	\$307.82	ISAAC TRIPP / CILS	\$	7,079.86	3,539.93
29	23	\$307.82	MCNICHOLS PLAZA SOUTH INTER	\$	7,079.86	3,539.93
30	0	\$307.82	CILS	\$		
31	23	\$307.82	MCNICHOLS PLAZA SOUTH INTER	\$	7,079.86	
33	23	\$307.82	KENNEDY SOUTH INTER	\$	7,079.86	
34	21	\$307.82	NATIVITY MIGUEL	\$	6,464.22	
35	23	\$307.82	ADAMS NORTHEAST	\$	7,079.86	
36	23	\$307.82	KENNEDY SOUTH INTER	\$	7,079.86	
39	23	\$307.82	WILLARD WEST INTER	\$	7,079.86	
41	0	\$307.82	DEPAUL SCHOOL	\$		
47	23	\$307.82	LUTHERAN/REVIVAL	\$	7,079.86	
51	21	\$307.82	ST. MARYS	\$	6,464.22	
53	23	\$307.82	MONTICELLO	\$	7,079.86	
55	0	\$307.82	MONTICELLO	\$		
57	23	\$307.82	MONTICELLO	\$	7,079.86	
60	21	\$307.82	ALL SAINTS	\$	6,464.22	
61	23	\$307.82	HOWARD GARDNER	\$	7,079.86	
63	21	\$307.82	ST. PAULS ST. CLAIRE'S	\$	6,464.22	
64	23	\$307.82	ISAAC TRIPP NORTHEAST	\$	7,079.86	
66	23	\$307.82	ISAAC TRIPP NORTHEAST	\$	7,079.86	
67	23	\$307.82	ISAAC TRIPP NORTHEAST	\$	7,079.86	
68	23	\$307.82	ISAAC TRIPP WEST INTER	\$	7,079.86	
69	23	\$307.82	ISAAC TRIPP NORTHEAST	\$	7,079.86	
71	23	\$307.82	WHITTIER	\$	7,079.86	
73	23	\$307.82	ARMSTRONG NORTHEAST	\$	7,079.86	
74	23	\$307.82	WHITTIER	\$	7,079.86	
75	23	\$307.82	PRESCOTT NORTHEAST	\$	7,079.86	
76	23	\$307.82	WHITTIER	\$	7,079.86	
77	23	\$307.82	ISAAC TRIPP WEST INTER	\$	7,079.86	
78	23	\$307.82	ISAAC TRIPP NORTHEAST	\$	7,079.86	
79	23	\$307.82	ISAAC TRIPP WEST HIGH	\$	7,079.86	
80	23	\$307.82	HOWARD GARDNER	\$	7,079.86	
81	23	\$307.82	SCRANTON HIGH	\$	7,079.86	
82	23	\$307.82	MONTICELLO	\$	7,079.86	

260,358.30

☐ Business Office  
400 Mill Street  
Dunmore, PA 18512  
Phone: (570) 346-7673  
Fax: (570) 963-8830

☐ Operations Office  
1239 S. 6th Avenue  
Scranton, PA 18504  
Phone: (570) 342-2260  
(570) 342-2271





425 N. Washington Avenue  
Scranton, PA 18503  
570-348-3474 (P) | 570-348-2570 (F)  
transportaion@ssdedu.org

**DATE:** MARCH 09, 2022

RED TOP TRANSPORTATION  
905 WYOMING AVENUE  
SCRANTON, PA 18509

**FOR: TRANSPORTATION FOR THE  
MONTH OF FEBRUARY 2022**

Description		Amount
TRANSPORTATION CHARGES FEBRUARY	10-2720-513-270-00-000-001-000-0000	\$99,398.00
TRANSPORTATION CHARGES EXTRA	10-2720-513-270-00-000-001-000-000	\$2,122.62
FUEL SURCHARGE	10-2720-513-270-00-000-001-000-000	\$1,017.18
Total		\$102,537.80

Department of Transportation Authorization  
Kevin A. Kearney  
Assistant Supervisor of Transportation

Business Manager Approval  
Pat Laffey  
Business Manager

RED TOP TRANSPORTATION  
905 WYOMING AVENUE  
SCRANTON PA 18509

FEBRUARY 1, 2022

SCRANTON SCHOOL DISTRICT

425 N WASHINGTON AVE  
SCRANTON PA 18503

DESCRIPTION	COST
TRANSPORTATION CHARGES <del>JANUARY</del> <sup>FEBRUARY</sup>	99,398.00
EXTRA TRIPS	2,122.62
FUEL SURCHARGE	1,017.18
	102,537.80

RED TOP TRANSPORTATION  
905 WYOMING AVE  
SCRANTON PA 18509

TRANSPORTATION CHARGES FOR THE  
MONTH OF JANUARY

BUS 1	SCRANTON HIGH SCHOOL FEB 1,2,3,7,8,9,10,11,14,15,16,17,18,22,23, 24,28 TOTAL DAYS @ \$248.00 PER DAY-----	17 DAYS ✓	4,216.00
BUS 2	TRIPP SAME DAYS AS ABOVE TOTAL DAYS @ \$248.00 PER DAY-----	17 DAYS ✓	4,216.00
BUS 3	SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$248.00 PER DAY-----	17 DAYS ✓	4,216.00
BUS 4	NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE PLUS 1-18,19 TOTAL DAYS @ \$248.00 PER DAY-----	17 DAYS ✓	4,216.00
BUS 5	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$248.00 PER DAY-----	17 DAYS ✓	4,216.00
TRIP #1-12	PLAZA-SOUTH SCRANTON INTER. SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	17 DAYS ✓	3,383.00
TRIP #2	TRIPP SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #3	MORRIS SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #4-32	WEST SCRANTON INTERMEDIATE-SUMNER FEB 1,2,3 TOTAL DAYS @ \$155.00 PER DAY----- FEB 7,8,9,10,11,14,15,16,17,18,22,23,24, 28 TOTAL DUAL DAYS @ \$199.00 PER DAY---	3 DAYS ✓ 14 DAYS ✓	465.00 2,786.00
TRIP #5-9	PLAZA-SOUTH SCRANTON INTER. SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	17 DAYS ✓	3,383.00
TRIP #6	KENNEDY SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00

TRIP #7	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #8	KENNEDY SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #10	PRESCOTT SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #11	SOUTH SCRANTON INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #13	ARMSTRONG SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #14	NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #15	SOUTH SCRANTON INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #16-23	PRESCOTT / NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	17 DAYS ✓	3,383.00
TRIP #17	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #19	WEST SCRANTON INTERMEDIATE SAME DAYS AS ABOVE MINUS 2-18 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #20	ARMSTRONG FEB 7,8,9,10,11,14,15,16,17,18,22,23,24,28 TOTAL DAYS @ \$155.00 PER DAY-----	14 DAYS ✓	2,170.00
TRIP #21	SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #22-18	KENNEDY / SOUTH SCRANTON INTER. SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	17 DAYS ✓	3,383.00

TRIP #24	NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #25	WILLARD SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #26	MORRIS SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #27	ARMSTRONG FEB 14,15,16,17,18,22,23,24,28 TOTAL DAYS @ \$155.00 PER DAY-----	9 DAYS ✓	1,395.00
TRIP #28	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #29	WHITTIER SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #30	ARMSTRONG SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #31	WEST SCRANTON INTERMEDIATE SAME DAYS AS ABOVE MINUS 2-18 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #32	MONTICELLO ELEMENTARY SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #33	MONTICELLO SECONDARY SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
			99,398.00

RED TOP TRANSPORTATION  
905 WYOMING AVE  
SCRANTON PA 18509

EXTRA RUNS  
TRANSPORTATION CHARGES FOR THE  
MONTH OF FEBRUARY

DATE	SCHOOL		COST
FEB	HOME TO WEST SCRANTON HIGH CTC AM FEB 1,2,3,7,8,9,10,11,14,15,16,17,18,22,23, 24,28	17 DAYS ✓	707.54
FEB	W.S.H.S & S.H.S. TO CIL MID DAY FEB 1,2,3,7,8,9,10,11,14,15,16,17,18,22,23, 24,28	17 DAYS ✓	707.54
FEB	ARMSTRONG HOME MID DAY FEB 2,3,9,10,11,14,16,18	8 DAYS ✓	332.96
FEB	S MAIN AVE TO W.S.I.S. 10:00 AM FEB 10,11,14,15,16,17,22,23,28	9 DAYS ✓	374.58

2,122.62



SCRANTON SCHOOL DISTRICT  
MONTHLY FUEL SUMMARY  
FEBRUARY 22

TOTAL GALLONS OF FUEL USED	1,589.34
TOTAL COST OF FUEL USED	5,770.02
AVERAGE PRICE PER GALLON OF FUEL USED	3.63
<u>MAXIMUM PRICE PER GALLON AS PER CONTRACT</u>	<u>2.99</u>
DIFFERENCE IN FUEL PRICE PER GALLON	0.64

TOTAL GALLONS OF FUEL USED		1,589.34
----------------------------	--	----------

DIFFERENCE IN FUEL PRICE PER GALLON

X

0.64

1,017.18







425 N. Washington Avenue  
Scranton, PA 18503  
570-348-3474 (P) | 570-348-2570 (F)  
transportaion@ssdedu.org

RED TOP TRANSPORTATION  
905 WYOMING AVENUE  
SCRANTON, PA 18509

Description		Amount
TRANSPORTATION CHARGES DECEMBER	10-2720-513-270-00-000-001-000-0000	\$92,600.00
TRANSPORTATION CHARGES EXTRA	10-2720-513-270-00-000-001-000-000	\$1,748.04
FUEL SURCHARGE	10-2720-513-270-00-000-001-000-000	\$836.86
Total		\$95,184.90

Department of Transportation Authorization  
Kevin A. Kearney  
Assistant Supervisor of Transportation

Business Manager Approval  
Pat Laffey  
Business Manager

RED TOP TRANSPORTATION  
905 WYOMING AVENUE  
SCRANTON PA 18509

FEBRUARY 1, 2022

SCRANTON SCHOOL DISTRICT

425 N WASHINGTON AVE  
SCRANTON PA 18503

DESCRIPTION	COST
TRANSPORTATION CHARGES JANUARY	92,600.00
EXTRA TRIPS	1,748.04
FUEL SURCHARGE	836.86
	95,184.90

RED TOP TRANSPORTATION  
905 WYOMING AVENUE  
SCRANTON PA 18509

SCRANTON SCHOOL DISTRICT  
MONTHLY FUEL SUMMARY  
JANUARY 22

TOTAL GALLONS OF FUEL USED 1,578.98 ✓

TOTAL COST OF FUEL USED 5,561.46 ✓

AVERAGE PRICE PER GALLON OF FUEL USED 3.52 ✓

MAXIMUM PRICE PER GALLON AS PER CONTRACT 2.99 ✓

DIFFERENCE IN FUEL PRICE PER GALLON 0.53 ✓

TOTAL GALLONS OF FUEL USED 1,578.98

DIFFERENCE IN FUEL PRICE PER GALLON

X

0.53

836.86

RED TOP TRANSPORTATION  
905 WYOMING AVE  
SCRANTON PA 18509

TRANSPORTATION CHARGES FOR THE  
MONTH OF JANUARY

BUS 1	SCRANTON HIGH SCHOOL JAN 3,4,5,6,10,11,12,20,21,24,25,26,27,28,31		
	TOTAL DAYS @ \$248.00 PER DAY-----	15 DAYS ✓	3,720.00
BUS 2	TRIPP SAME DAYS AS ABOVE		
	TOTAL DAYS @ \$248.00 PER DAY-----	15 DAYS ✓	3,720.00
BUS 3	SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE		
	TOTAL DAYS @ \$248.00 PER DAY-----	15 DAYS ✓	3,720.00
BUS 4	NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE PLUS 1-18,19		
	TOTAL DAYS @ \$248.00 PER DAY-----	17 DAYS ✓	4,216.00
BUS 5	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE PLUS 1-18,19		
	TOTAL DAYS @ \$248.00 PER DAY-----	17 DAYS ✓	4,216.00
TRIP #1-12	PLAZA-SOUTH SCRANTON INTER. JAN 3,4,5,6,10,11,12,19,20,21,24,25,26,27,28,31		
	TOTAL DAYS @ \$199.00 PER DAY-----	16 DAYS ✓	3,184.00
TRIP #2	TRIPP JAN 3,4,5,6,10,11,12,20,21,24,25,26,27,28,31		
	TOTAL DAYS @ \$155.00 PER DAY-----	15 DAYS ✓	2,325.00
TRIP #3	MORRIS JAN 3,4,5,6,10,11,12,13,18,19,20,21,24,25,26,27,28,31		
	TOTAL DAYS @ \$155.00 PER DAY-----	18 DAYS ✓	2,790.00
TRIP #4	WEST SCRANTON INTERMEDIATE JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31		
	TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #5-9	PLAZA-SOUTH SCRANTON INTER. JAN 3,4,5,6,10,11,12,19,20,21,24,25,26,27,28,31		
	TOTAL DAYS @ \$199.00 PER DAY-----	16 DAYS ✓	3,184.00
TRIP #6	KENNEDY JAN 3,4,5,6,10,11,12,19,20,21,24,25,26,27,28,31		
	TOTAL DAYS @ \$155.00 PER DAY-----	16 DAYS ✓	2,480.00
TRIP #7	WEST SCRANTON HIGH SCHOOL JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31		
	TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00

TRIP #8	KENNEDY JAN 3,4,5,6,10,11,12,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	16 DAYS	2,480.00
TRIP #10	PRESCOTT JAN 3,4,5,6,10,11,12,13,14,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	19 DAYS	2,945.00
TRIP #11	SOUTH SCRANTON INTERMEDIATE JAN 3,4,5,6,10,11,12,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	16 DAYS	2,480.00
TRIP #13	ARMSTRONG JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS	2,635.00
TRIP #14	NORTHEAST INTERMEDIATE JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS	2,635.00
TRIP #15	SOUTH SCRANTON INTERMEDIATE JAN 3,4,5,6,10,11,12,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	16 DAYS	2,480.00
TRIP #16-23	PRESCOTT / NORTHEAST INTERMEDIATE JAN 3,4,5,6,10,11,12,13,14,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$199.00 PER DAY-----	19 DAYS	3,781.00
TRIP #17	WEST SCRANTON HIGH SCHOOL JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS	2,635.00
TRIP #19	WEST SCRANTON INTERMEDIATE JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS	2,635.00
TRIP #21	SCRANTON HIGH SCHOOL JAN 3,4,5,6,10,11,12,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	15 DAYS	2,325.00
TRIP #22-18	KENNEDY / SOUTH SCRANTON INTER. JAN 3,4,5,6,10,11,12,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$199.00 PER DAY-----	16 DAYS	3,184.00
TRIP #24	NORTHEAST INTERMEDIATE JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS	2,635.00
TRIP #25	WILLARD JAN 3,4,5,6,10,11,12,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	15 DAYS	2,325.00
TRIP #26	MORRIS JAN 3,4,5,6,10,11,12,13,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	18 DAYS	2,790.00

TRIP #28	WEST SCRANTON HIGH SCHOOL JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #29	WHITTIER JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #30	ARMSTRONG JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #31	WEST SCRANTON INTERMEDIATE JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #32	MONTICELLO ELEMENTARY JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
TRIP #33	MONTICELLO SECONDARY JAN 3,4,5,6,10,11,12,18,19,20,21,24,25,26,27,28,31 TOTAL DAYS @ \$155.00 PER DAY-----	17 DAYS ✓	2,635.00
			92,600.00

---



RED TOP TRANSPORTATION  
905 WYOMING AVE  
SCRANTON PA 18509

EXTRA RUNS  
TRANSPORTATION CHARGES FOR THE  
MONTH OF JANUARY

DATE	SCHOOL		COST
JAN	HOME TO WEST SCRANTON HIGH CTC AM JAN 3,4,5,6,10,11,12,13,14,18,19,20,21,24,25, 26,27,28,31	19 DAYS ✓	790.78
JAN	W.S.H.S & S.H.S. TO CIL MID DAY JAN 3,4,5,6,10,11,12,13,14,18,19,20,21,24,25, 26,27,28,31	19 DAYS ✓	790.78
JAN	ARMSTRONG HOME MID DAY JAN 25,27,28,31	4 DAYS ✓	166.48
			1,748.04





# VOUCHER

**DATE:** APRIL 12, 2022

**FOR: TRANSPORTATION FOR THE  
MONTH OF MARCH 2022**

RED TOP TRANSPORTATION  
905 WYOMING AVENUE  
SCRANTON, PA 18509

[illegible]

Department of Transportation Authorization  
Kevin A. Kearney  
Assistant Supervisor of Transportation

Business Manager Approval  
Pat Laffey  
Business Manager

Vendor: 697-Red Top Transportation  
905 Wyoming Ave SCRANTON PA 18509

Pymt # 0000157349  
04/12/2022

Invoice #	Invoice Date	PO #	Amount Description
Mar. 04/22	04/01/2022		146023.39 CONTRACT CARRIER - SPECIAL ED
Payment Amount:			146023.39

Vendor: 697-Red Top Transportation  
905 Wyoming Ave SCRANTON PA 18509

Pymt # 0000157349  
04/12/2022

Invoice #	Invoice Date	PO #	Amount Description
Mar. 04/22	04/01/2022		146023.39 CONTRACT CARRIER - SPECIAL ED
Payment Amount:			146023.39

0000157349

04/12/2022

\*\*\*\*\*146,023.39

PAY One Hundred Forty-Six Thousand Twenty-Three and 39/100 Dollars

To the Order of:

Red Top Transportation  
905 Wyoming Ave  
SCRANTON PA 18509

*Isa Yanni*  
*Patrick Lappay*

RED TOP TRANSPORTATION  
905 WYOMING AVENUE  
SCRANTON PA 18509

APRIL 1, 2022

SCRANTON SCHOOL DISTRICT

425 N WASHINGTON AVE  
SCRANTON PA 18503

DESCRIPTION	COST
TRANSPORTATION CHARGES MARCH	140,220.00 ✓ <i>RP</i>
EXTRA TRIPS	2,830.16 ✓ <i>RP</i>
FUEL SURCHARGE	2,979.23 ✓ <i>RP</i>
	<u>146,029.39</u> <i>RP</i>

RED TOP TRANSPORTATION  
905 WYOMING AVE  
SCRANTON PA 18509

TRANSPORTATION CHARGES FOR THE  
MONTH OF MARCH

BUS 1	SCRANTON HIGH SCHOOL MAR 1,2,3,4,7,8,9,10,11,14,15,16,17,18,21,22, 23,24,25,28,29,30,31 TOTAL DAYS @ \$248.00 PER DAY-----	✓ 23 DAYS	5,704.00
BUS 2	TRIPP SAME DAYS AS ABOVE TOTAL DAYS @ \$248.00 PER DAY-----	✓ 23 DAYS	5,704.00
BUS 3	SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$248.00 PER DAY-----	✓ 23 DAYS	5,704.00
BUS 4	NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$248.00 PER DAY-----	✓ 23 DAYS	5,704.00
BUS 5	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$248.00 PER DAY-----	✓ 23 DAYS	5,704.00
TRIP #1-12	PLAZA-SOUTH SCRANTON INTER. SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	✓ 23 DAYS	4,577.00
TRIP #2	TRIPP SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #3	MORRIS SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #4-34	WEST SCRANTON INTERMEDIATE-SUMNER SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	✓ 23 DAYS	4,577.00
TRIP #5-9	PLAZA-SOUTH SCRANTON INTER. SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	✓ 23 DAYS	4,577.00
TRIP #6	KENNEDY SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00

TRIP #7	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #8	KENNEDY SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #10	PRESCOTT SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #11	SOUTH SCRANTON INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #13	ARMSTRONG SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #14	NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #15	SOUTH SCRANTON INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	✓ 23 DAYS	3,565.00
TRIP #16-23	PRESCOTT / NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	✓ 23 DAYS	4,577.00
TRIP #17	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	/ 23 DAYS	3,565.00
TRIP #19	WEST SCRANTON INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	/ 23 DAYS	3,565.00
TRIP #20	ARMSTRONG SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	/ 23 DAYS	3,565.00
TRIP #21	SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	/ 23 DAYS	3,565.00
TRIP #22-18	KENNEDY / SOUTH SCRANTON INTER. SAME DAYS AS ABOVE TOTAL DAYS @ \$199.00 PER DAY-----	/ 23 DAYS	4,577.00

TRIP #24	NORTHEAST INTERMEDIATE SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #25	WILLARD SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #26	MORRIS SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #27	ARMSTRONG SAME DATES AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #28	WEST SCRANTON HIGH SCHOOL SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #29	WHITTIER SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #30	ARMSTRONG SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #31	WEST SCRANTON INTERMEDIATE SAME DAYS AS ABOVE MINUS 2-18 TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #32	MONTICELLO ELEMENTARY SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #33	MONTICELLO SECONDARY SAME DAYS AS ABOVE TOTAL DAYS @ \$155.00 PER DAY-----	23 <del>DAYS</del> ✓	3,565.00
TRIP #34	SUMNER SAME DAYS AS ABOVE MINUS 3-1,2 TOTAL DAYS @ \$155.00 PER DAY-----	21 <del>DAYS</del> ✓	3,255.00
			140,220.00



RED TOP TRANSPORTATION  
905 WYOMING AVE  
SCRANTON PA 18509

EXTRA RUNS  
TRANSPORTATION CHARGES FOR THE  
MONTH OF MARCH

DATE	SCHOOL		COST
MAR	HOME TO WEST SCRANTON HIGH CTC AM MAR 1,2,3,4,7,8,9,10,11,14,15,16,17,18,21,22, 23,24,25,28,29,30,31	✓ 23 DAYS	957.26
MAR	W.S.H.S & S.H.S. TO CIL MID DAY MAR 1,2,3,4,7,8,9,10,11,14,15,16,17,18,21,22, 23,24,25,28,29,30,31	✓ 23 DAYS	957.26
MAR	S MAIN AVE TO W.S.I.S. 10:00 AM MAR 1,2,3,4,7,8,9,10,11,14,15,17,18,21,22,23, 24,25,28,29,30	✓ 21 DAYS	874.02
3/7/2022 A.M. TRIPP TO HOME SHIRT			41.62

---

2,830.16

SCRANTON SCHOOL DISTRICT  
MONTHLY FUEL SUMMARY  
MARCH 22

TOTAL GALLONS OF FUEL USED	2,345.85 ✓
TOTAL COST OF FUEL USED	9,989.36 ✓
AVERAGE PRICE PER GALLON OF FUEL USED	4.26 ✓
<u>MAXIMUM PRICE PER GALLON AS PER CONTRACT</u>	<u>2.99</u> ✓
DIFFERENCE IN FUEL PRICE PER GALLON	1.27 ✓

TOTAL GALLONS OF FUEL USED	2,345.85 ✓
	X
DIFFERENCE IN FUEL PRICE PER GALLON	<u>1.27</u> ✓
	2,979.23

**Transportation RFP Questions:**

- 1.) Can you please provide a list of the current daily rates?
  - a. Contractor 1 – Bus \$307.82 for single or dual run (48/72 passenger)
  - b. Contractor 1 – Van \$135 - \$180
  - c. Contractor 2 – Mini Bus \$248 (24/30 passenger)
  - d. Contractor 2 – Van \$155 / \$199 (Single / Dual run)
- 2.) Can you provide copies of invoicing for the past 3 months? See Attached invoices for Jan, Feb and March 2022
- 3.) Can you provide the full length of each route in hours from departure to return? See attached spreadsheet of routes in minutes for Contractor 1.
- 4.) Were you experiencing a driver shortage prior to the COVID19 pandemic? There has been a nationwide driver shortage for several years.
- 5.) Did you pay your transportation contractor during any COVID19 related closures? If so, what level of compensation did you provide? For the 19/20 school year from the March 2020 statewide closure through June 2020 we negotiated 72.74% for Contractor 1 and 87% for Contractor 2. In 20/21 the Districted opted to pay for vehicles utilized during any COVID related closures for Contractor 1. The contract with Contractor 2 expired at the end of the 19/20 SY. A negotiated mid-year contract was agreed upon our return to hybrid / in-person instruction.

6.) How many transportation providers currently service the contract and how is the work divided up?

We currently use 3 contractors.

Contractor 1 - public and non-public bus runs

- homeless and foster transportation
- some special education transportation

Contractor 2 - special education transportation only

Contractor 3 - multi-handicap transportation

- some special education transportation if needed
-

**Transportation RFP Questions:**

- 1.) Can you please provide a list of the current daily rates?
  - a. Contractor 1 – Bus \$307.82 for single or dual run (48/72 passenger)
  - b. Contractor 1 – Van \$135 - \$180
  - c. Contractor 2 – Mini Bus \$248 (24/30 passenger)
  - d. Contractor 2 – Van \$155 / \$199 (Single / Dual run)
- 2.) Can you provide copies of invoicing for the past 3 months? See Attached invoices for Jan, Feb and March 2022
- 3.) Can you provide the full length of each route in hours from departure to return? See attached spreadsheet of routes in minutes for Contractor 1.
- 4.) Were you experiencing a driver shortage prior to the COVID19 pandemic? There has been a nationwide driver shortage for several years.
- 5.) Did you pay your transportation contractor during any COVID19 related closures? If so, what level of compensation did you provide? For the 19/20 school year from the March 2020 statewide closure through June 2020 we negotiated 72.74% for Contractor 1 and 87% for Contractor 2. In 20/21 the Districted opted to pay for vehicles utilized during any COVID related closures for Contractor 1. The contract with Contractor 2 expired at the end of the 19/20 SY. A negotiated mid-year contract was agreed upon our return to hybrid / in-person instruction.

6.) How many transportation providers currently service the contract and how is the work divided up?

We currently use 3 contractors.

Contractor 1 - public and non-public bus runs

- homeless and foster transportation
- some special education transportation

Contractor 2 - special education transportation only

Contractor 3 - multi-handicap transportation

- some special education transportation if needed
-

Name	Vehicle Name	Duration (minutes)
BUS 10 AM - Nativity Miguel School	10	72
BUS 10 PM - Nativity Miguel School	10	70
BUS 12 AM 1 - John Adams Elem	12	24
Bus 12 AM 2 - Northeast Intermediate	12	31
BUS 12 PM 1 - John Adams Elem	12	31
Bus 12 PM 2 - Northeast Intermediate	12	21
BUS 13 AM 1 - Armstrong Elem	13	15
BUS 13 AM 2 - Northeast Intermediate	13	25
BUS 13 PM 1 - Armstrong Elem	13	24
BUS 13 PM 2 - Northeast Intermediate	13	18
BUS 14 AM 1 - Armstrong Elem	14	30
Bus 14 AM 2 - Northeast Intermediate	14	22
BUS 14 PM 1 - Armstrong Elem	14	36
Bus 14 PM 2 - Northeast Intermediate	14	16
BUS 15 AM 1 - Armstrong Elem	15	30
BUS 15 AM 2 - Northeast Intermediate	15	25
BUS 15 PM 1 - Armstrong Elem	15	33
BUS 15 PM 2 - Northeast Intermediate	15	20
BUS 16 AM - Kennedy Elem	16	66
BUS 16 PM - Kennedy Elem	16	52
Bus 18 SHS CTC Shuttle AM	18	28
Bus 18 SHS CTC Shuttle Mid-day	18	30
Bus 18 SHS CTC Shuttle PM	18	28
BUS 19 AM - Isaac Tripp	19	20
BUS 19 AM 1 - Northeast Intermediate	19	40
BUS 19 PM - Isaac Tripp	19	17
BUS 19 PM 1 - Northeast Intermediate	19	28
BUS 23 AM 1 - All Saints Academy	23	40
BUS 23 PM 1 - All Saints Academy	23	42
BUS 24 AM 1 - Howard Gardner	24	60
BUS 24 PM 1 - Howard Gardner	24	58
Bus 25 WSHS CTC Shuttle AM	25	29
Bus 25 WSHS CTC Shuttle Mid-day	25	46
Bus 25 WSHS CTC Shuttle PM	25	26
BUS 26 AM 1 - Armstrong Elem	26	30

BUS 26 PM 1 - Armstrong Elem	26	26
BUS 27 AM - Kennedy Elem	27	50
Bus 27 AM 2 - South Intermediate	27	12
BUS 27 PM - Kennedy Elem	27	21
Bus 27 PM 2 - South Intermediate	27	11
Bus 28 AM Isaac Tripp	28	19
Bus 28 PM Isaac Tripp	28	19
BUS 29 AM 2 - South Intermediate	29	35
BUS 29 PM 2 - South Intermediate	29	41
BUS 29 AM - McNichols Plaza Elem	29	10
BUS 29 PM - McNichols Plaza Elem	29	12
BUS 31 AM 1 - McNichols Plaza Elem	31	9
BUS 31 AM 2 - South Intermediate	31	35
BUS 31 PM 1 - McNichols Plaza Elem	31	17
BUS 31 PM 2 - South Intermediate	31	30
BUS 33 AM 2 - South Intermediate	33	11
BUS 33 PM 2 - South Intermediate	33	13
BUS 33 AM 1 - Kennedy Elem	33	8
BUS 33 PM 1 - Kennedy Elem	33	14
BUS 34 AM - Nativity Miguel School	34	66
BUS 34 PM - Nativity Miguel School	34	66
BUS 35 AM 1 - John Adams Elem	35	36
BUS 35 AM 2 - Northeast Intermediate	35	29
BUS 35 PM 1 - John Adams Elem	35	19
BUS 35 PM 2 - Northeast Intermediate	35	21
BUS 36 AM - Kennedy Elem	36	40
BUS 36 AM - South Intermediate	36	18
BUS 36 PM - Kennedy Elem	36	32
BUS 36 PM - South Intermediate	36	21
BUS 39 AM 1 - Willard Elem	39	60
BUS 39 AM 2 - West Intermediate	39	29
BUS 39 PM 1 - Willard Elem	39	40
BUS 39 PM 2 - West Intermediate	39	18
BUS 47 AM 1 - Lutheran Academy/Revival Ba	47	60
BUS 47 PM 1 - Lutheran Academy/Revival Ba	47	60
BUS 51 AM 1 - St Mary School - Dunmore PA	51	83
BUS 51 PM 1 - St Mary School - Dunmore PA	51	77



BUS 53 AM - ELECTRIC CITY	53	48
BUS 53 PM - ELECTRIC CITY	53	51
BUS 57 AM - ELECTRIC CITY	57	56
BUS 57 PM - ELECTRIC CITY	57	59
BUS 60 AM 1 - All Saints Academy	60	59
BUS 60 PM 1 - All Saints Academy	60	62
BUS 61 AM 1 - Howard Gardner	61	67
BUS 61 PM 1 - Howard Gardner	61	67
BUS 63 AM -St Caire/St Paul	63	92
BUS 63 PM -St Caire/St Paul	63	86
Bus 64 AM 1 - Isaac Tripp	64	31
Bus 64 AM 2 - Northeast Intermediate	64	31
Bus 64 PM 1 - Isaac Tripp	64	41
Bus 64 PM 2 - Northeast Intermediate	64	22
BUS 66 AM 1 - Isaac Tripp Elementary	66	10
BUS 66 AM 2 - Northeast Intermediate	66	36
BUS 66 PM 1 - Isaac Tripp Elementary	66	25
BUS 66 PM 2 - Northeast Intermediate	66	19
BUS 67 AM 1 - Isaac Tripp Elementary	67	12
BUS 67 AM 2 - Northeast Intermediate	70	19
BUS 67 PM 1 - Isaac Tripp Elementary	67	21
BUS 67 PM 2 - Northeast Intermediate	70	16
BUS 68 AM 1- Isaac Tripp Elementary	68	42
Bus 68 AM 2 - West Intermediate	68	42
BUS 68 PM 1- Isaac Tripp Elementary	68	52
Bus 68 PM 2 - West Intermediate	68	32
BUS 69 AM 1- Isaac Tripp Elementary	69	18
Bus 69 AM 2 - Northeast Intermediate	69	30
BUS 69 PM 1- Isaac Tripp Elementary	69	25
Bus 69 PM 2 - Northeast Intermediate	69	21
BUS 71 AM 1 - Whittier Elem	71	51
BUS 71 PM 1 - Whittier Elem	71	45
BUS 73 AM 1 - Armstrong Elem	73	20
Bus 73 AM 2 - Northeast Intermediate	73	39
BUS 73 PM 1 - Armstrong Elem	73	21
Bus 73 PM 2 - Northeast Intermediate	73	31
BUS 74 AM - Whittier Elem	74	24

BUS 74 PM - Whittier Elem	74	23
BUS 75 AM 1 - Prescott Elem	75	45
BUS 75 AM 2 - Northeast Intermediate	75	55
BUS 75 PM 1 - Prescott Elem	75	43
BUS 75 PM 2 - Northeast Intermediate	75	43
BUS 76 AM - Whittier Elem	76	22
BUS 76 PM - Whittier Elem	76	23
BUS 77 AM - West Intermediate	77	29
Bus 77 AM Isaac Tripp	77	13
BUS 77 PM - West Intermediate	77	25
Bus 77 PM Isaac Tripp	77	21
BUS 78 AM 1- Isaac Tripp Elem Copy	78	15
BUS 78 AM 2 - Northeast Intermediate	78	28
BUS 78 PM 1- Isaac Tripp Elem	78	30
BUS 78 PM 2 - Northeast Intermediate	78	24
Bus 79 WSHS CTC Shuttle (2) Mid-day	79	28
Bus 79 WSHS CTC Shuttle (2) PM	79	26
BUS 80 AM 1 - Howard Gardner	80	44
BUS 80 PM 1 - Howard Gardner	80	44
Bus 81 SHS CTC Shuttle (2) AM Mid-day	81	26
Bus 81 SHS CTC Shuttle PM	18	42
Van # 21 Monticello AM	21	40
Van # 21 Monticello PM	21	35
Van #10 AM - Electric City Elementary	V10	36
Van #10 PM - Electric City Elementary	V10	37



Kelly Wood <kwoodkrise@gmail.com>

## FW: RFP Questions and Addendum

1 message

Tim Krise <tkrise@krisetran.com>  
To: kwood@krisetran.com

Wed, May 18, 2022 at 9:24 AM

**From:** John Freund, III <jef@KingSpry.com>

**Sent:** Friday, May 13, 2022 4:29 PM

**To:** mollyd111588@comcast.net; lsabia4@comcast.net; hrlaw01@gmail.com; kgalloway@ridesta.com; john.ziegler@durhamschoolservices.com; Dan Jauch <djauch@krapfbus.com>; fkets@aol.com; timhinton@haggertylaw.net; tkrise@krisetran.com; wrobinson@krisetran.com; ataylor@ctstransit.com; fred@fishingcreektrans.com; mkfinney@krapfbus.com; asepkowski@poconotransportation.com; avp100@msn.com; calcianolisa422@gmail.com; cvazquez@ctstransit.com; jim.woods@firstgroup.com; dschranz@rohrerbus.com; fkets@aol.com; gmelton@durhamschoolservices.com; info@birniebus.com; info@nellc.com; j.faessler@illinois-central.com; mzbora@ctstransit.com; netofpa@verizon.net; nicholsbus@yahoo.com; ppearson@astpartners.com; redtopautosales@verizon.net; rvanbrunt@poconotransportation.com; tricia.toolan@Denaples.com; info@firststudentinc.com; rjawhitetransit@gmail.com

**Cc:** pat.laffey@ssdedu.org; julie.maloney@ssdedu.org; kevin.kearney@ssdedu.org; John Freund, III <jef@KingSpry.com>; Jonathan Huerta <jhuerta@kingspry.com>

**Subject:** RFP Questions and Addendum

Good Evening,

Attached please find the RFP Questions that were proposed at the May 11<sup>th</sup> zoom meeting as well as Addendum No. 1 to the RFP. Should you have any questions or concerns, kindly contact me.

Very Truly Yours,



**John E. Freund III, Partner** | King, Spry, Herman, Freund & Faul LLC

One West Broad Street, Suite 700 | Bethlehem, PA 18018

(610) 332-0390 | (610) 332-0314 - FAX | [jef@kingspry.com](mailto:jef@kingspry.com)

[www.kingspry.com](http://www.kingspry.com) | CV | [Sign-up for our news alerts](#)

Tami Mikulecky, Paralegal

t1m@kingspry.com

Michelle Spencer-Vazquez, Pa.C.P./Paralegal mspencer@kingspry.com

Tracy Johnson, Compliance Administrator tjohnson@kingspry.com

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the federal tax advice (if any) contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transactions or matter addressed herein.

---

THE INFORMATION CONTAINED IN THIS COMMUNICATION IS A TRANSMISSION FROM THE LAW FIRM OF KING SPRY HERMAN FREUND & FAUL AND IS INFORMATION PROTECTED BY THE ATTORNEY/CLIENT AND/OR ATTORNEY/WORK PRODUCT PRIVILEGE. IT IS INTENDED ONLY FOR THE PERSONAL AND CONFIDENTIAL USE OF THE RECIPIENT(S) NAMED ABOVE, AND THE PRIVILEGES ARE NOT WAIVED BY VIRTUE OF THIS HAVING BEEN SENT BY ELECTRONIC MAIL. IF THE PERSON ACTUALLY RECEIVING THIS COMMUNICATION, OR ANY OTHER READER OF THIS COMMUNICATION, IS NOT THE NAMED RECIPIENT, ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND DELETE THE ORIGINAL MESSAGE FROM YOUR SYSTEM. THANK YOU.

---

**From:** Michelle Spencer

**Sent:** Wednesday, May 11, 2022 8:32 AM

**To:** mollyd111588@comcast.net; Isabia4@comcast.net; hrlaw01@gmail.com; kgalloway@ridesta.com; john.ziegler@durhamschoolservices.com; 'Dan Jauch' <djauch@krapfbus.com>; fkts@aol.com; timhinton@haggertylaw.net; tkrise@krisetran.com; wrobinson@krisetran.com; ataylor@ctstransit.com; fred@fishingcreektrans.com; mkfinney@krapfbus.com; asepkowski@poconotransportation.com; avp100@msn.com; calcianolisa422@gmail.com; cvazquez@ctstransit.com; jim.woods@firstgroup.com; dschranz@rohrerbus.com; fkts@aol.com; gmelton@durhamschoolservices.com; info@birniebus.com; info@nellc.com; j.faessler@illinois-central.com; mzbora@ctstransit.com; netofpa@verizon.net; nicholsbus@yahoo.com; ppearson@astpartners.com; redtopautosales@verizon.net; rvanbrunt@poconotransportation.com; tricia.toolan@Denaples.com; info@firststudentinc.com; rjawhitetransit@gmail.com

**Cc:** pat.laffey@ssdedu.org; julie.maloney@ssdedu.org; kevin.kearney@ssdedu.org; John Freund, III <jef@KingSpry.com>; Jonathan Huerta <jhuerta@kingspry.com>

**Subject:** Pre-Proposal Conference today - Scranton RFP

**Importance:** High

Good Morning

Just a reminder, a Pre-Proposal Conference has been arranged, via Zoom, on Wednesday, May 11<sup>th</sup>, from 11:00 a.m. to 12:00 noon. The Zoom information is:

KingSpry is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89656738140?pwd=MkRZQm9JamhGZDFrU0EwM0E2amF3Zz09>

Meeting ID: 896 5673 8140

Passcode: 578748

One tap mobile

+13017158592,,89656738140#,,, \*578748# US (Washington DC)

+13126266799,,89656738140#,,, \*578748# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 896 5673 8140

Passcode: 578748

Find your local number: <https://us02web.zoom.us/j/kcwYtjIV9Y>

*Michelle*

**Michelle L. Spencer-Vazquez, Pa.C.P. | Paralegal**

**Paralegal to John E. Freund, III., Esq.**

**King, Spry, Herman, Freund & Faul, LLC**

**One W. Broad St., Suite 700 | Bethlehem, PA 18018**

**P:484-895-1612/F: 610-332-0314**

**My Hours: 9:00 a.m. to 5:00 p.m.**





*IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the federal tax advice (if any) contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transactions or matter addressed herein.*

THE INFORMATION CONTAINED IN THIS COMMUNICATION IS A TRANSMISSION FROM THE LAW FIRM OF KING SPRY HERMAN FREUND & FAUL AND IS INFORMATION PROTECTED BY THE ATTORNEY/CLIENT AND/OR ATTORNEY/WORK PRODUCT PRIVILEGE. IT IS INTENDED ONLY FOR THE PERSONAL AND CONFIDENTIAL USE OF THE RECIPIENT(S) NAMED ABOVE, AND THE PRIVILEGES ARE NOT WAIVED BY VIRTUE OF THIS HAVING BEEN SENT BY ELECTRONIC MAIL. IF THE PERSON ACTUALLY RECEIVING THIS COMMUNICATION, OR ANY OTHER READER OF THIS COMMUNICATION, IS NOT THE NAMED RECIPIENT, ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND DELETE THE ORIGINAL MESSAGE FROM YOUR SYSTEM. THANK YOU.



---

**2 attachments**

**01003488.pdf**  
92K

**01003486.pdf**  
136K



## Contracted Pupil Transportation Request for Proposals Addendum #1

The Scranton School District is notifying all prospective contractors for the Contracted Pupil Transportation Request for Proposals of the following addendums.

**An authorized representative must sign and return this addendum with their proposal.**

### Addendum

Proposal Pricing Pages (pgs. 3 – 13 of RFP) – All Daily Rates shall be based on four (4) hours of service to be calculated from scheduled pick-up to scheduled drop-off time, not depot/terminal to depot/terminal, and only when actively engaged in transporting students.

Authorized Signer Name \_\_\_\_\_

Signature \_\_\_\_\_

Title / Position \_\_\_\_\_





### Bussing RFP Meeting

#### In Attendance from Bussing Companies:

Tim Hinton – Red Top

Donna Davis – Pete's Garage

Trish Toolan – DeNaples (we couldn't hear her)

Lisa Calciano – Pete's Garage

Howard Ziegler – Pete's Garage

Jim Woods – First Student

J. Ziegler – Durham School Services

Wayne Robinson – Krise Transportation

1-814-590-9443 – Tim Krise from Krise Transportation

Jim Hager – Kraph

#### Questions

1. Wayne Robinson Question #1 - Is the District willing to accept alternate proposals and exceptions?  
**Yes, but you must indicate that it is an alternate proposal. The closer to the contract language the better the proposal will look.**
2. Wayne Robinson Question #2 – Can they update fleet vehicles to new ones within the first year?  
**The language in the RFP is silent on this. Alternate proposals are allowable and any planned update in fleet vehicles should be noted in the proposal response.**
3. Lisa Calciano - Fuel Question. Is the school providing the fuel or is the bus company providing?  
**The bus company is providing all of the fuel. Proposal responses should match the RFP as closely as possible. This will be considered when evaluating the proposals.**



4. Lisa Calciano - Can they bid on specific bus routes with the bus numbers? What is the average route times?
- A. Approximately 35 minutes per school.**
  - B. Option 2 of the RFP permits the proposer to offer to handle a portion of the district's transportation needs, however, specific routes will be determined by the District after award.**
5. Lisa Calciano - Concerned about the early dismissal on Tuesday's. Spec says terminal to terminal which is 4 hours, but she doesn't want to send drivers back to terminal for that extra half hour (waste of fuel) What can we do about this? What about the layover time?
- This issue is now addressed addendum Number 1 to the RFP.**
6. Lisa Calciano - Asked where the terminal needed to be located and the availability of service/wash bays?
- A. It is the preference of the Scranton School Board that the terminal be located in Scranton, but is not required.**
  - B. General Specifications Section 5 states that the contractor must provide parking and space for drivers and contractor staff. This should include any service areas. The contractor is responsible for all vehicle maintenance and repairs on all vehicles utilized under this contract at their own cost.**
7. Lisa Calciano - GPS & Student Verifications. What system do they want the bussing company to have because it needs to work with the school system and they don't want to buy wrong ones?
- GPS Connect and Zonar are compatible with TransfinderPlus. Alternate proposals are allowable and will be considered when evaluating proposals.**
8. Lisa Calciano - Do you want GPS in cars and vans as well? Should they add at category for sedans?
- A. The RFP article 17 states the contractor will provide GPS in all vehicles and buses.**
  - B. Should the Contractor propose the use of sedans, pricing information should be provided as for other vehicles.**
9. Lisa Calciano - Eating on the bus? Do they have to watch the children, because they can't see them in back of bus and don't want to be fined?
- This is for drivers only. Drivers cannot eat or drink on bus or they will be fined.**
10. Lisa Calciano - Reports – Semi Annual State Inspection reports. She said they don't get anything back from the state to be able to provide a report?
- If PSP/PADOT does not provide a document of completed/passed inspection the SSD will create a form for the contractor to complete and submit upon successful completion regardless of pass/fail status.**



11. Lisa Calciano - Safety enhancements – New busses? They would want to order them right away.

**Safety Requirements as required by the State and Federal Mandates and the RFP shall be required in the base proposal. Optional enhancements can be provided in an alternate proposal.**

12. Lisa Calciano - If we take on multiple vendors would they all have the same deal/contract. **Contracts consistent with their RFP response shall be worked out with each individual contractor after the awards.**

13. Lisa Calciano - If they are caught idling at school it says excessive fines for wasting school districts fuel? Is district paying or bus company?

**This issue is not relevant if the contractor is paying for fuel.**

14. Lisa Calciano asked if they can send in additional questions and when proposals are submitted, will someone reach out to the contractors with questions?

**While there was there is a hardline for questions in the RFP, to the extent the questions are received and answered by the District, the answers will be communicated to all potential vendors.**

15. J. Ziegler – Why are they doing RFP again?

**There was a court decision that this has to be done again. Although, we have filed an Appeal we are hopeful that this RFP process will now go through.**





## Contracted Pupil Transportation Request for Proposals Addendum #2

The Scranton School District is notifying all prospective contractors for the Contracted Pupil Transportation Request for Proposals of the following addendums.

**An authorized representative must sign and return this addendum with their proposal.**

### Addendum

Prospective contractors are notified that the Scranton School District will also accept proposals submitted electronically via email to [jef@kingspry.com](mailto:jef@kingspry.com) so long as same are received by 12p.m. prevailing time, as judged by the time of receipt not time of transmission, on May 20, 2022. Prospective contractors bear any and all risk associated with failed transmissions via this medium.

Authorized Signer Name \_\_\_\_\_

Signature \_\_\_\_\_

Title / Position \_\_\_\_\_







## Contracted Pupil Transportation Request for Proposals Addendum #1


The Scranton School District is notifying all prospective contractors for the Contracted Pupil Transportation Request for Proposals of the following addendums.

**An authorized representative must sign and return this addendum with their proposal.**

### Addendum

Proposal Pricing Pages (pgs. 3 – 13 of RFP) – All Daily Rates shall be based on four (4) hours of service to be calculated from scheduled pick-up to scheduled drop-off time, not depot/terminal to depot/terminal, and only when actively engaged in transporting students.

Authorized Signer Name Timothy Krise

Signature 

Title / Position President





## Contracted Pupil Transportation Request for Proposals Addendum #2

The Scranton School District is notifying all prospective contractors for the Contracted Pupil Transportation Request for Proposals of the following addendums.

**An authorized representative must sign and return this addendum with their proposal.**

### Addendum

Prospective contractors are notified that the Scranton School District will also accept proposals submitted electronically via email to [jef@kingspry.com](mailto:jef@kingspry.com) so long as same are received by 12p.m. prevailing time, as judged by the time of receipt not time of transmission, on May 20, 2022. Prospective contractors bear any and all risk associated with failed transmissions via this medium.

Authorized Signer Name Timothy Kruse

Signature Timothy Kruse

Title / Position President



## 2022 Revised Transportation RFP

---

Scranton School District  
425 N. Washington Ave., Scranton, PA 18503

The undersigned hereby proposes to furnish school bus transportation for the Scranton School District as per the prices quoted on the attached proposal pages (the "Proposal"). The undersigned certifies to have read and fully understand the specifications and, based upon such, offers to furnish the services in exact accordance with the specifications and at the prices quoted. The undersigned further certifies that all information provided as part of the Proposal is true and correct.

SIGNER'S NAME: Timothy Krise \_\_\_\_\_

AUTHORIZED SIGNATURE:  \_\_\_\_\_

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

US DOT – Federal Motor Carrier Safety Administration Number: 550782 \_\_\_\_\_

ADDRESS: 1325 Scotland Ave, Punxsutawney PA 15767 \_\_\_\_\_

PHONE: 814-938-6200 \_\_\_\_\_

FAX: 814-938-7545 \_\_\_\_\_

E-MAIL: tkrise@krisetran.com \_\_\_\_\_

CONTACT: Tim Krise \_\_\_\_\_

PHONE: 814-938-6200 \_\_\_\_\_

DATE: 5/18/2022 \_\_\_\_\_



# Scranton School District

**Krise Transportation, Inc., an affiliate of American Student Transportation Partners (ASTP), would like to propose the following exceptions and/or additions to the transportation specifications for your consideration:**

## **Page 14, SCOPE**

Regular Education, Non-Public, Special Ed Vans, Minibuses, and Charter Vehicles	
Capacity	Count
72	15
48	0
30	0
Van/Car	13
Total	28

Our proposal is based on fifteen 72 passenger buses and , thirteen Non-CDL school vehicles for a total of 28 revenue vehicles.

## **Page 21-23**

### **(8) DRIVERS**

i) Drivers will be required to attend ten mandatory safety meetings during the course of the school year which includes an orientation safety meeting prior to the opening of the school year. School administrators are encouraged to attend these meetings. The District has the right to schedule a mandatory safety meeting during the school year at its own discretion. Any cost involved with these safety meetings must be paid by the Contractor.

j) Drivers are required to wear identification badges.

k) Every driver will be required to complete a dry run to familiarize themselves with their route prior to the start of the school year.

l) Contractor will make every reasonable effort to recruit and hire drivers. Contractor shall not be penalized due to the lack of hired drivers or the resulting non-completion of routes.

## **Page 23-24**

### **(10) VEHICLES PROVIDED**

b) The Contractor shall provide a sufficient number of spare buses and vans on its facility  
**Krise Transportation, Inc.**

in the amount of 12% of the regular bus and van fleets for breakdowns, preventative maintenance, accident-damaged Vehicles, athletic trips and field trips. Under no circumstances shall the number of spare buses be less than four and number of spare vans be less than two.

f) At the onset, all school buses assigned to regular daily routes by the Contractor shall be no older than (3) years, from the date of registration. At the onset, all vans to be utilized by the Contractor shall be no older than three (3) years from the date of registration. Buses older than ten (10) years may be retained for use as spare buses, if designated as such at the start of the school year. The Contractor is to provide a minimum of 12% of the regular bus and van fleets as spare buses/vans as backup units for breakdown, preventative maintenance and accident-damaged buses. The Contractor will also supply a reasonable number of additional buses to provide for special services, such as District School activities, athletic trips, and field trips. Daily use of spare buses will be kept to a minimum and the District's Transportation Coordinator will be notified by e- mail or telephone.

k) All vehicles designated for established routes in the District must remain with the District for the duration of the Contract or replaced with the same or newer model year as well as the same capacity or greater.

l) All established route school buses and vans will have "Scranton School District" displayed on both sides of the vehicle.

**Page 11,**  
**(11) SAFETY PRECAUTIONS**

j) In the event the District would institute any additional safety standards for the transportation of students, the successful Contractor agrees to install or implement such safety enhancements, at the District's expense.

**Page 12,**  
**(12) FUEL**

The Contractor shall use the motor fuels provided by the School District for the performance of the contract. School District is financially responsible for all diesel/fuel costs. The Contractor is responsible for providing and maintaining two above ground fuel tanks capable of holding a minimum of 4,000 gallons of diesel fuel and 4,000 gallons of gasoline. The Contractor will be responsible to maintain and insure the fueling station and fuel tanks. Fuel supplied through the School District shall be used exclusively for the transportation of students under the contract, and may not be used for any other purpose whatsoever by the contractor or any of its employees, agents or representatives. The District reserves the right to examine and to inspect without penalty and at reasonable times all contractor records and/or equipment to ensure compliance herewith. The Contractor shall install a card lock system to give an accurate account of all fuel utilized for student transportation. This system is capable of generating a monthly report detailing the date, each vehicle's fuel consumption and odometer reading upon each fuel refilling and can be provided to the School District upon request.

***Krise Transportation, Inc.***



**(15) OTHER PROVISIONS**

g) This proposal is based on twenty-eight (28), initial revenue vehicles assigned operating a minimum of 180 school days:

15 – 72 Passenger Buses  
0 – 48 Passenger Buses  
0 – 30 Passenger Bus  
13 - Non CDL Vehicles

If a vehicle is eliminated from the twenty-eight (28) initial revenue vehicles at any time during this Agreement, the School District shall pay the Contractor thirty-five percent (35%) of the established daily rate for each vehicle deleted for the contract year that the deletion occurred or until vehicle is reinstated. For those vehicles added in excess of the twenty-eight (28) initial revenue vehicles assigned, the “School District” is not obligated to pay thirty-five percent (35%) of the established rate if those particular vehicles are deleted during the Agreement.

j) The transportation provided shall be performed in compliance with the terms and conditions of this agreement and its attached schedules and shall commence on the first day of classes as stipulated by the School Board and shall run for 180 school days for each of the school years of contract. Should the district extend the school year beyond 180 days, additional days will be charged at the cost per vehicle per day rate. Extensions could include, but not limited to, early intervention and extended school year programs.

This agreement contemplates a minimum of 180 days of student attendance of the Scranton School District (“school days”). If the actual number of days falls below 180 during a particular school year, with the exception of Act 80 days, the parties agree to renegotiate in good faith a sum that is relatively equal to 65% of the average daily charges if employees are unpaid for those particular days, or a sum that is relatively equal to 90% for all dedicated vehicles assigned, if the employees are paid their regular daily base rate.

**(16) DIGITAL AUDIO VIDEO MONITORS**

Prior to the installation of audio/video systems in Contractor vehicles, the District agrees to consult with and consider the installation of BusPatrol camera and GPS systems, which offers an enhanced system to capture and prosecute Stop Arm Violations, in addition to providing interior audio and video monitoring systems. If BusPatrol is chosen as a partner, the Contractor agrees to allow access to its vehicles for installation of the camera and GPS systems.

If BusPatrol is not chosen to partner with the District, or if BusPatrol excludes any portion of the fleet from the program, the CONTRACTOR will provide and install video and audio recording devices capable of receiving and recording video from video capturing devices in a standardized format on each vehicle, including spares, {School Bus (4 cameras), School Mini Bus (3 cameras), School Lift Bus (3

***Krise Transportation, Inc.***

cameras), and Vans (2 cameras)) under contract to the DISTRICT. The DISTRICT can observe the students' actions on the bus, in addition to providing an audio surveillance when the DISTRICT'S policy and state/federal laws permit it. All costs to install and maintain the video and audio recording devices shall be at the expense of the CONTRACTOR. All digital recordings shall be maintained for one week for DISTRICT viewing purposes, unless requested otherwise.

Review and use of videotapes and/or video recordings will be limited to approved Contractor and/or District personnel. No third party will be permitted to review and/or use the videotapes and/or recordings without the express written consent of the District Superintendent or his or her designee or a Court Order requiring the same. Maintenance and use of the video and audio recording devices shall be subject to such other rules and regulations as may from time to time be promulgated by the District.

**Page 27**

**(19) PUPIL SUPERVISION**

c) The Contractor will work collectively with the School District to find a mutually agreed upon, compatible student rider verification system. The School District will be financially responsible for the cost of the verification system.

**Page 28**

**(21) RIGHT TO CONTRACT WITH OTHERS**

Before contracting with others, the District shall extend first consideration to the Contractor for any additional services required, with the exception of parents and guardians.

**Page 29,**

**(27) TERM**

a) The Contract will be awarded for a five-year term with an option to extend the Contract for one additional five-year terms upon mutual consent. The Contract will commence on July 1, 2022.

**(28) PRE-AWARD BOND**

a) Prior to award of a Contract, the Contractor shall provide a security to be included with the proposal submission in the amount of ten percent 10% of the first year of base proposal.

**Page 29**

**(29) PERFORMANCE BOND**

~~a) Upon award of a Contract, the Contractor shall provide, annually, a Performance Bond in the amount of one hundred percent (100%) of the current year Contract~~

***Krise Transportation, Inc.***

***An Affiliate of American Student Transportation Partners (ASTP)***

**Page 4 of 8**

~~price. (For the first year of the Contract, the Performance Bond would guarantee 100% of the Contract price as stated in the proposal for Year I— 2022-2023. The form and provider of such Performance Bond shall be subject to review and must receive approval from the District or its Solicitor.~~

a) The School District will agree to waive said Performance Bond upon verification of the Contractor's funding to purchase the vehicles and equipment necessary to fulfill the requirements of the agreement.

b) stricken

c) stricken

d) stricken

e) stricken

f) stricken

### **Page 30**

#### **(30) DEFAULT AND FORFEITURE**

a) If the Contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the Contract (each a "Default"), including home to school transportation, athletic/ band trips, and field trips, and additional routes, the District may cancel the contract and procure services elsewhere upon a thirty (30) day written notice to the Contractor. Contractor will make every reasonable effort to recruit and hire drivers. Contractor shall not be penalized due to the lack of hired drivers or the resulting non-completion of routes. The District will not be responsible for paying for routes not provided by or through the Contractor. Prior to providing the Contractor with a thirty (30) day written notice of termination, the District agrees to provide the Contractor with a reasonable opportunity to correct any service or Contract deficiency. The term "reasonable opportunity" shall be interpreted as meaning that the Contractor will have no more than thirty (30) working days in which to correct the service or Contract deficiency.

b) If the Contractor fails to perform satisfactorily any of the transportation services required under the provisions of proposal and contract, the Contractor shall not be paid for those days in which it fails to provide transportation services or continuously fails to meet the required time schedule, and should the District be able to obtain such transportation services elsewhere, the Contractor shall additionally be liable and, upon submission of an invoice by the District, pay the additional cost to the District of obtaining the transportation services above the contractual rate in effect between the Contractor and the District.

### **Page 31**

#### **INSURANCE**

a) Contractor will provide a certificate of insurance in the minimum amounts specified prior to the effective date of the Contract. The certificates on insurance shall be issued by a company or companies legally authorized to conduct business in the Commonwealth of Pennsylvania and carrying a Best rating of A- or better. Policies shall

***Krise Transportation, Inc.***

name the School District and the Board of School Directors as an additional insured and shall not be cancelable except upon thirty (30) days prior written notice to the School District. A certificate will be delivered to Virginia Orr, School Board Secretary on an annual basis each year thereafter. The District shall be named additional insured on all policies except for the Worker's Compensation Policy.

b) General Liability

\$1,000,000- per occurrence

\$2,000,000- general aggregate

c) Comprehensive Automobile Liability

\$1,000,000-combined single limit

d) Abuse & Molestation

\$1,000,000-per occurrence

\$1,000,000 - general aggregate

No such required policy shall contain a policy provision or an endorsement that excludes from coverage claims, injuries and/or damages arising out of, or in any way related to:

- a. sexual harassment;
- b. sexual assault or molestation; or
- c. any other form of sexual abuse whether alleged to be actual, threatened or intended.

e) Umbrella coverage - \$9,000,000 with total coverage \$10,000,000

**Page 33**

**(38) SUPPLEMENTAL INFORMATION**

Each prospective contractor is required to submit the following information and/or responses along with its Proposal:

- a) Client list comprised at a minimum of Pennsylvania school districts; include name of school district, contact information, student enrollment, number of buses, number of bus routes, and years of service to that school district. See References and Client List tab.
- b) Proof by letter from a financial institution that the Contractor is financially solvent. Three most recent annual financial statements with comparison statements from previous years will be required upon request. See Bank Letter tab
- c) Wages, salary and benefits being offered to bus/van drivers and monitors. See Staff & Drivers tab.
- d) Safety Record for the last five years, indicating all bus and van accidents. See Insurance tab.

***Krise Transportation, Inc.***

***An Affiliate of American Student Transportation Partners (ASTP)***

**Page 6 of 8**

- e) Employee Handbook. See Employee Handbook tab.
- f) Customer service procedures relating to parent bus or van transportation complaints. See Customer Service tab
- g) Listing of training topics that are required of every driver. See Staff & Drivers tab
- h) Description of customary communication between the Contractor and parents of special needs students. Description of any additional training that drivers of special needs students obtain. See Customer Service tab
- i) Description of the Contractor's methods utilized to recruit and to retain highly qualified drivers. See Staff & Drivers tab.
- j) Describe the protocol used to respond in the event of a bus or van accident. See Employee Handbook.
- k) Indicate if the Contractor is currently involved in any litigation with a current or former customers. Also indicate any litigation issues involved in the last three fiscal years.  
An injunction to prevent us from talking to any current employees of the current contractor for the McKeesport Area School District. Injunction was filed against both Krise Transportation, Inc. and the McKeesport Area School District.
- l) Indicate if Contractor is currently involved in any labor relation issues with current or former employees. Also indicate any labor issues involved in the last three fiscal years.  
Teamsters Union attempting to represent the drivers in Central Dauphin School District.
- m) Indicate ability to consider the deployment and use of vehicles with alternative fuels (i.e. Compressed Natural Gas - CNG, propane).  
We would be open to alternative powered vehicles depending on the cost, availability for financial grants to cover all or a portion of the infrastructure needed to fuel vehicles, purchase and/or convert vehicles.
- n) Non-collusion affidavit

#### **ADDENDUM #1**

Our Daily Rates are based on four (4) hours of service, calculated from our depot/terminal to our depot/terminal, plus fifteen (15) minutes for pre- and post-trip procedures.

#### **ADDITIONAL COMMENTS**

This company already has an agreement with the School District to provide (55) dedicated vehicles identified in a fully executed contract with school board approved on January 3rd, 2022 at a public meeting with a final agreement entered into January 31<sup>st</sup>, 2022. This agreement had an effective date of July 1<sup>st</sup>, 2022, and continued for a period of five (5) year. With this fully executed agreement, we began funding recruitment efforts, capital

***Krise Transportation, Inc.***

***An Affiliate of American Student Transportation Partners (ASTP)***

Page 7 of 8

expenditures and spent countless hours in preparation for the 2022-2023 school year.

Even though we are participating in this proposal process, we still believe we already have a valid contract. With this revised submission, we have significantly reduced the number of vehicles from our current contract from 55 to 28. If awarded the twenty-eight (28) vehicles proposed, we would agree to negotiate a new contract which would reduce the potential financial liability to the district for those expenditures already incurred.

As I have stated in previous conversations, our objective was and is, to get kids to and from school safely, efficiently and on time.

**SCRANTON SCHOOL DISTRICT  
CONTRACTED STUDENT SCHOOL BUS TRANSPORTATION**

"DAILY RATE" means a cost per day per bus to transport to and from all Scranton School District school buildings and to non-public schools and charter school within the School District and up to 10 miles beyond the District's boundaries. The various special education schools are the exception to the 10 mile limitation, and the special education students are transported wherever deemed necessary per their IEP's. The time allotted will be based to and from the terminal and will include a maximum of fifteen (15) minutes per day for pre and post trip inspections.

**OPTION 2: SCHEDULE A2: COST BREAKDOWN OF "DAILY RUNS" :**

	YEAR 1 (2022-2023)	YEAR 2 (2023-2024)	YEAR 3 (2024-2025)	YEAR 4 (2025-2026)	YEAR 5 (2026-2027)
<b>BUS 48-72 PSGR AND SCHOOL BUS WHEELCHAIR UNITS</b>					
DAILY RATE, Up to and including 4 hours per day or 2.0 AM & 2.0 PM	\$369.00	\$382.00	\$395.25	\$409.00	\$423.25
AM OR PM ONLY	\$276.75	\$286.50	\$296.50	\$306.75	\$317.50
Excess of 4 hours per day or 2.0 AM & 2.0 PM; shown and invoiced in fifteen minute increments	\$18.45	\$19.10	\$19.75	\$20.45	\$21.15
<b>MINI-BUS VAN 24-30 PSGR:</b>					
DAILY RATE, Up to and including 4 hours per day or 2.0 AM & 2.0 PM	\$349.00	\$361.25	\$374.00	\$387.00	\$400.50
AM OR PM ONLY	\$261.75	\$271.00	\$280.50	\$290.25	\$300.50
Excess of 4 hours per day or 2.0 AM & 2.0 PM; shown and invoiced in fifteen minute increments	\$17.45	\$18.05	\$18.70	\$19.35	\$20.00
<b>VAN - (Unliq). NON-CDL 7-10 PSGR:</b>					
DAILY RATE, Up to and including 4 hours per day or 2.0 AM & 2.0 PM	\$279.00	\$288.75	\$298.75	\$309.25	\$320.00
AM OR PM ONLY	\$209.25	\$216.50	\$224.00	\$232.00	\$240.00
Excess of 4 hours per day or 2.0 AM & 2.0 PM; shown and invoiced in fifteen minute increments	\$13.95	\$14.45	\$14.95	\$15.45	\$16.00
<b>VAN - (Unliq). NON-CDL WHEELCHAIR:</b>					
DAILY RATE, Up to and including 4 hours per day or 2.0 AM & 2.0 PM	\$299.00	\$309.50	\$320.25	\$331.50	\$343.00
AM OR PM ONLY	\$224.25	\$232.25	\$240.25	\$248.75	\$257.25
Excess of 4 hours per day or 2.0 AM & 2.0 PM; shown and invoiced in fifteen minute increments	\$14.95	\$15.50	\$16.00	\$16.55	\$17.15

Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.

**SCRANTON SCHOOL DISTRICT  
CONTRACTED STUDENT SCHOOL BUS TRANSPORTATION**

**OPTION 2: SCHEDULE B2: COST FOR AFTER SCHOOL ACTIVITY RUNS (IF REQUIRED), MID-DAY RUNS AND SUMMER SCHOOL RUNS:**

	YEAR 1 (2022-2023)	YEAR 2 (2023-2024)	YEAR 3 (2024-2025)	YEAR 4 (2025-2026)	YEAR 5 (2026-2027)
<b>BUS 48-72 PSGR AND SCHOOL BUS WHEELCHAIR UNITS</b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.	\$110.70	\$114.50	\$118.50	\$122.75	\$127.00
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.	\$295.25	\$305.50	\$316.25	\$327.25	\$338.50
EXCESS RATE - exceeding established # of hours per day -billed and shown in 15 minute increments	\$18.45	\$19.00	\$19.75	\$20.50	\$21.25
<b>MINI-BUS VAN 24-30 PSGR:</b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.	\$104.70	\$108.25	\$112.00	\$116.00	\$120.00
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.	\$279.25	\$289.00	\$299.25	\$309.50	\$320.50
EXCESS RATE - exceeding established # of hours per day -billed and shown in 15 minute increments	\$17.45	\$18.00	\$18.75	\$19.50	\$20.25
<b>VAN - (Unlit), NON-CDL 7-10 PSGR:</b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.	\$83.70	\$86.75	\$89.75	\$93.00	\$96.25
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.	\$223.25	\$231.00	\$239.00	\$247.50	\$256.00
EXCESS RATE - exceeding established # of hours per day -billed and shown in 15 minute increments	\$13.95	\$14.50	\$15.00	\$15.50	\$16.00
<b>VAN - (Unlit), NON-CDL WHEELCHAIR:</b>					
ACTIVITY RUN & MID-DAY RUN - Up to 1.5 Hours per Day. Price per bus per day.	\$89.70	\$92.75	\$96.00	\$99.25	\$102.75
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.	\$239.25	\$247.50	\$256.25	\$265.25	\$274.50
EXCESS RATE - exceeding established # of hours per day -billed and shown in 15 minute increments	\$14.95	\$15.50	\$16.00	\$16.50	\$17.00

The price per day allows for pre and post trip inspections. The hourly rate shall begin and end at the terminal.

Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.



**SCRANTON SCHOOL DISTRICT  
CONTRACTED STUDENT SCHOOL BUS TRANSPORTATION**

**OPTION 2: SCHEDULE C2: COST FOR ATHLETIC TRIPS, BAND TRIPS, AND OTHER FIELD TRIPS (MONDAY THROUGH SUNDAY):**

	YEAR 1 (2022-2023)	YEAR 2 (2023-2024)	YEAR 3 (2024-2025)	YEAR 4 (2025-2026)	YEAR 5 (2026-2027)
<b>BUS AND WHEELCHAIR UNITS 48-72 PSGR:</b>					
PER HOUR	\$65.00	\$67.25	\$69.50	\$72.00	\$74.50
PER MILE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MINIMUM TRIP RATE	\$130.00	\$134.50	\$139.00	\$144.00	\$149.00
<b>MINI-BUS VAN 24-30 PSGR:</b>					
PER HOUR	\$63.00	\$65.25	\$67.50	\$69.75	\$72.25
PER MILE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MINIMUM TRIP RATE	\$126.00	\$130.50	\$135.00	\$139.50	\$144.50
<b>VAN - (Unlit), NON-CDL 7-10 PSGR:</b>					
PER HOUR	\$58.00	\$60.00	\$62.00	\$64.25	\$66.50
PER MILE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MINIMUM TRIP RATE	\$116.00	\$120.00	\$124.00	\$128.50	\$133.00
<b>VAN - (Unlit), NON-CDL WHEELCHAIR:</b>					
PER HOUR	\$60.00	\$62.00	\$64.25	\$66.50	\$68.75
PER MILE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MINIMUM TRIP RATE	\$120.00	\$124.00	\$128.50	\$133.00	\$137.50

Fifteen (15) minutes shall be added for each trip, allowing for pre/post trip inspections. The hourly rate shall begin and end at the terminal. The bus will report to the designated pickup point fifteen (15) minutes prior to the report time. All trips shall be billed in fifteen (15) minute increments.

**SCRANTON SCHOOL DISTRICT  
CONTRACTED STUDENT SCHOOL BUS TRANSPORTATION**

**OPTION 2: SCHEDULE D2: COST BREAKDOWN OF MONITORS:**

	YEAR 1 (2022-2023)	YEAR 2 (2023-2024)	YEAR 3 (2024-2025)	YEAR 4 (2025-2026)	YEAR 5 (2026-2027)
MONITOR - minimum of 4 hours per day or 2.0 AM & 2.0 PM	\$112.00	\$116.00	\$120.00	\$124.25	\$128.50
Excess of 4 hours per day or 2.0 AM & 2.0 PM; shown and invoiced in fifteen minute increments	\$7.00	\$7.25	\$7.50	\$7.75	\$8.00
MID-DAY MONITOR minimum of 1.5 hours	\$42.00	\$43.50	\$45.00	\$46.50	\$48.25
Excess of 1.5 hours per day; shown and invoiced in fifteen minute increments	\$7.00	\$7.25	\$7.50	\$7.75	\$8.00

Time exceeding the maximum hours by category shall be charged in fifteen (15) minute increments.

EXAMPLE: Excess of two (2) minutes shall be charged fifteen (15) minutes or excess of sixteen (16) minutes shall be charged thirty (30) minutes.

# THE AMERICAN INSTITUTE OF ARCHITECTS

## AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Krise Transportation, Inc.

1325 Scotland Ave. Ext., Punxsutawney, PA 15767

as Principal, hereinafter called the Principal, and United States Fire Insurance Company

305 Madison Avenue, Morristown, NJ 07960

a corporation duly organized under the laws of the State of DE

as Surety, hereinafter called the Surety, are held and firmly bound unto Scranton School District

425 N. Washington Ave., Scranton, PA 18503

as Obligor, hereinafter called the Obligor, in the sum of Ten Percent of Amount Bid

Dollars (\$ 10% ),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Scranton School District Transportation RFP; Alternative bid for  
Scranton School District for Year 1 (Home to School)

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligor 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.

Signed and sealed this 20th day of October, 2021

[Signature]  
(Witness)

Krise Transportation, Inc.

(Principal)

(Seal)

By: [Signature]

CFO

(Title)

[Signature]  
(Witness)

Sarah Belcastro

United States Fire Insurance Company

(Surety)

By: [Signature]

Attorney-in-Fact Stephen A. Vann



**POWER OF ATTORNEY  
UNITED STATES FIRE INSURANCE COMPANY  
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY**

**KNOW ALL MEN BY THESE PRESENTS:** That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint: Stephen A. Vann; Sarah C. Belcastro; Oana Dimulescu

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **One Hundred Twenty Five Million Eight Hundred Thousand Dollars (\$125,800,000)**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 1, 2023.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

**IN WITNESS WHEREOF,** United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 11<sup>th</sup> day of March, 2021.

**UNITED STATES FIRE INSURANCE COMPANY**



*Anthony R. Slimowicz*

\_\_\_\_\_  
Anthony R. Slimowicz, Executive Vice President

State of New Jersey }  
County of Morris }

On this 11<sup>th</sup> day of March 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

**SONIA SCALA  
NOTARY PUBLIC OF NEW JERSEY  
MY COMMISSION EXPIRES 3/25/2024  
No. 2163686**

*Sonia Scala*  
\_\_\_\_\_  
Sonia Scala, (Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

**IN WITNESS WHEREOF,** I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 20<sup>th</sup> day of OCTOBER 20 21

**UNITED STATES FIRE INSURANCE COMPANY**



*Daniel Sussman*

\_\_\_\_\_  
Daniel Sussman, Senior Vice President

\*For verification of the authenticity of the Power of Attorney, please contact Pat Taber at 860-956-3424 or email: [SuretyInquiries@amyntagroup.com](mailto:SuretyInquiries@amyntagroup.com)



First Commonwealth Bank  
5355 Shaffer Road  
DuBois, PA 15801  
Phone: 814-375-1922  
Fax: 814-371-0521  
fcbanking.com

October 19, 2021

Business Office  
Pat Laffey  
Scranton School District  
425N. Washington Ave.  
Scranton, PA 18503

RE: Krise Transportation, Inc.

To Whom it May Concern:

This letter is in reference to the financial good standing of Krise Transportation, Inc. Mr. Krise and his business entities have been clients of First Commonwealth Bank since 2002. First Commonwealth Bank enjoys both a personal and corporate relationship with Mr. Krise.

At the time of this letter, Mr. Krise has performed as promised with respect to any and all outstanding debt obligations. First Commonwealth Bank is the senior bank partner to Krise Transportation, Inc.; as such there are low-eight figure loan obligations, all of which are current and in good standing with our institution.

Mr. Krise has informed the bank of interest in providing a proposal for transportation services to the Scranton School District, which would require funding to purchase equipment and fund startup expenses per the proposal. While this letter does not serve as an obligation, First Commonwealth Bank has strong interest in funding Mr. Krise as it relates to the proposal to Littlestown Area School District. The financial strength of Krise Transportation, since it was revitalized 4 years ago, has maintained and/or exceeded our financial expectations.

As you are aware, Mr. Krise is an exemplary operator, both organizationally and financially. First Commonwealth Bank looks forward to aiding his growth now and in the future. Should you require any additional information, please use the contact number listed below to reach out to me.

Best Regards,

Jamie Straub  
Senior Vice President  
Sr. Corporate Banker- Commercial Solutions  
814-375-1922



## NONCOLLUSION AFFIDAVIT

State of Pennsylvania \_\_\_\_\_  
County of Jefferson \_\_\_\_\_  
S.S. \_\_\_\_\_

### Scranton School District Request for Proposal for Contracted Pupil Transportation

I state that I am the President \_\_\_\_\_ (Title) of Krise Transportation, Inc \_\_\_\_\_ (Name of Firm) and that I am 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 prices(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the proposal submission date.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal 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 proposal.
5. Krise Transportation, Inc \_\_\_\_\_ (Name of Firm) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three 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 proposing and/or bidding on any public contract, except as follows:  
\_\_\_\_\_

I state that Krise Transportation, Inc \_\_\_\_\_ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied upon by the School District of the City of Scranton in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the School District of the City of Scranton of the true facts relating to the submission of this proposal. I declare under penalty of perjury under the law of the Commonwealth of Pennsylvania that the foregoing is true and correct, and I am authorized to sign this Affidavit.

(Signature)

Timothy Krise  
(Signatory's Printed Name)

President  
(Signatory's Title)

5-18-2022  
(Date)

Commonwealth of Pennsylvania - Notary Seal  
David A. Schlemmer, Notary Public  
Jefferson County  
My commission expires March 3, 2026  
Commission number 1222623

Member, Pennsylvania Association of Notaries

SWORN TO AND SUBSCRIBED BEFORE ME THIS

18<sup>th</sup> DAY OF MAY 2022  
David A. Schlemmer  
MARCH 3, 2026 Notary Public My  
Commission Expires:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/27/2022

THIS 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. THIS 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 have **ADDITIONAL INSURED** provisions or 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).

<b>PRODUCER</b> Ebensburg Insurance Agency 129 East High Street Ebensburg PA 15931	<b>CONTACT NAME:</b> Heidi Conti		
	<b>PHONE (A/C, No, Ext):</b> 814-472-9557	<b>FAX (A/C, No):</b> 814-472-9201	
<b>E-MAIL ADDRESS:</b> hconti@ebensburgins.com			
<b>INSURED</b> Krise Transportation, Inc. 1325 Scotland Ave Ext Punxsutawney PA 15767	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Rockwood Casualty Ins Co		35505
	<b>INSURER B:</b> Harleysville Worcester Ins Company		26182
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:** 767323967**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 MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 2,500 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			MPA0000005287BS	4/30/2022	4/30/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA0000004942BS	4/30/2022	4/30/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CMB0000005288BS	4/30/2022	4/30/2023	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC697153	8/10/2021	8/10/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Abuse/Molestation			MPA0000005287BS	4/30/2022	4/30/2023	Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Scranton School District is covered as an additional insured.

**CERTIFICATE HOLDER****CANCELLATION**

Scranton School District  
425 N Washington Ave  
Scranton PA 18503

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

*Heidi Conti*

© 1988-2015 ACORD CORPORATION. All rights reserved.



**Erie  
Insurance®**

Member Company

**Erie Insurance Exchange**

Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530

**Erie Insurance Exchange**

**Commercial P/C Underwriting**

**FAX Number - (814) 461-7391**

**Telephone Number - (814) 870-2411**

**[culossrunrequest@erieinsurance.com](mailto:culossrunrequest@erieinsurance.com)**

**PAGES:** \_\_\_\_\_ (including this cover page)

# COMMERCIAL POLICY LOSS RUN REPORT

## BMATTOCKS@THRUSHAGENCY.COM

This message and attachments are confidential and are intended only for the addressee(s). This message may contain information that is protected by one or more legally recognized privileges. If the reader of this message is not the intended recipient or an authorized representative of the intended recipient, I did not intend to waive and do not waive any legal privilege or the confidentiality of the messages and attachments. If you receive this message in error, please notify me immediately by return e-mail and delete this message from your computer and network without reading or saving it in any manner. The unauthorized use, dissemination, distribution, or reproduction of this e-mail, including attachments, is prohibited and may be unlawful.



**ERIE INSURANCE GROUP****POLICY LOSS RUN SUMMARY****01/12/2022****POLICY TYPE: BUSINESS CATASTROPHE LIABILITY****Named Insured:** KRISE TRANSPORTATION INC  
1325 SCOTLAND AVENUE EXIT  
PUNXSUTAWNEY PA 15767**Policy Number:** Q32-1070281 01 H  
**For The Period Of:** 08/10/2016 TO 08/10/2017  
**Agent Number:** AA2407  
**Agent Name:** C A THRUSH INSURANCE AGY INC

Policy Period	No. of Claims	Total Paid	Total Outstanding Reserve	Experience Modification	
08/10/2016 TO 08/10/2017	1	0.00	0.00	N/A	

<b>ERIE INSURANCE GROUP</b>		<b>POLICY LOSS RUN</b>		<b>01/12/2022</b>
<b>Named Insured:</b> KRISSE TRANSPORTATION INC 1325 SCOTLAND AVENUE EXIT PUNXSUTAWNEY PA 15767		<b>POLICY TYPE:</b> BUSINESS CATASTROPHE LIABILITY		
		<b>Policy Number:</b> Q32-1070281 01 H		
		<b>For The Period Of:</b> 08/10/2016 TO 08/10/2017		
		<b>Agent Number:</b> AA2407		
		<b>Agent Name:</b> C A THRUSH INSURANCE AGY INC		

08/10/2016 TO 08/10/2017

<b>Claim Number:</b> A0000779505	<b>Date Occurred:</b> 10/10/2016	<b>Claimant:</b> KRISSE TRANSPORTATION INC
<b>Status:</b> CLOSED	<b>Sal/Sub:</b> N	<b>Loss Description:</b> insured being sued for school bus incident
	<b>Loss</b>	<b>Expense</b>
<b>Paid</b>		<b>Total</b>
<b>Reserve</b>		

<b>***POLICY YEAR LOSS TOTALS***</b>				
08/10/2016 TO 08/10/2017				
<b>Total Number of Claims</b> 1	<b>Number of Open Claims</b> 0			
	<b>Loss</b>	<b>Expense</b>	<b>Total</b>	<b>Loss</b>
<b>Paid</b>				
<b>Reserve</b>				
<b>TOTAL</b>				

**ERIE INSURANCE GROUP****POLICY LOSS RUN SUMMARY****01/12/2022****POLICY TYPE: ULTRAFLEX**

**Named Insured:** KRISSE TRANSPORTATION INC  
1325 SCOTLAND AVE EXT  
PUNXSUTAWNEY PA 15767

**Policy Number:** Q44-1050888 01 H  
**For The Period Of:** 08/10/2016 TO 08/10/2017  
**Agent Number:** AA2407  
**Agent Name:** C A THRUSH INSURANCE AGY INC

Policy Period	No. of Claims	Total Paid	Total Outstanding Reserve	Experience Modification	
08/10/2016 TO 08/10/2017	1	0.00	0.00	N/A	

<b>ERIE INSURANCE GROUP</b>		<b>POLICY LOSS RUN</b>		<b>01/12/2022</b>
<b>Named Insured:</b> KRISIE TRANSPORTATION INC 1325 SCOTLAND AVE EXT PUNXSUTAWNEY PA 15767		<b>POLICY TYPE:</b> ULTRAFLEX		
		<b>Policy Number:</b> Q44-1050888 01 H		
		<b>For The Period Of:</b> 08/10/2016 TO 08/10/2017		
		<b>Agent Number:</b> AA2407		
		<b>Agent Name:</b> C A THRUSH INSURANCE AGY INC		

08/10/2016 TO 08/10/2017

<b>Claim Number:</b> 010110905209	<b>Date Occurred:</b> 10/10/2016	<b>Claimant:</b> HANNAH BRUNY
<b>Status:</b> CLOSED	<b>Sal/Sub:</b> N	<b>Loss Description:</b> *****NOTICE SUIT FILED*****
	<b>Property</b>	<b>Liability</b>
	<b>Expense</b>	<b>Total</b>
<b>Paid</b>		
<b>Reserve</b>		

<b>***POLICY YEAR LOSS TOTALS***</b>					
08/10/2016 TO 08/10/2017					
<b>Total Number of Claims</b> 1	<b>Number of Open Claims</b> 0				
	<b>Property</b>	<b>Liability</b>	<b>Expense</b>	<b>Total</b>	
<b>Paid</b>					
<b>Reserve</b>					
<b>TOTAL</b>					

**ERIE INSURANCE GROUP**

**POLICY LOSS RUN SUMMARY**

**01/12/2022**

**POLICY TYPE: WORKERS' COMPENSATION**

**Named Insured:** KRISSE TRANSPORTATION INC  
1325 SCOTLAND AVE EXT  
PUNXSUTAWNEY PA 15767

**Policy Number:** Q92-1000750 01 H  
**For The Period Of:** 08/10/2016 TO 08/10/2017  
**Agent Number:** AA2407  
**Agent Name:** C A THRUSH INSURANCE AGY INC

Policy Period	No. of Claims	Total Paid	Total Outstanding Reserve	Experience Modification	
08/10/2016 TO 08/10/2017	8	195,360.61	0.00	0.825	

<b>ERIE INSURANCE GROUP</b>		<b>POLICY LOSS RUN</b>		<b>01/12/2022</b>
<b>Named Insured:</b> KRISE TRANSPORTATION INC 1325 SCOTLAND AVE EXT PUNXSUTAWNEY PA 15767		<b>POLICY TYPE:</b> WORKERS' COMPENSATION		
		<b>Policy Number:</b> Q92-1000750 01 H		
		<b>For The Period Of:</b> 08/10/2016 TO 08/10/2017		
		<b>Agent Number:</b> AA2407		
		<b>Agent Name:</b> C A THRUSH INSURANCE AGY INC		

**08/10/2016 TO 08/10/2017**

<b>Claim Number:</b> A00000014479 <b>Status:</b> CLOSED	<b>Date of Injury:</b> 09/09/2016 <b>Subrogation:</b> N	<b>Employee:</b> CRAIG VANDERGRIFF <b>Inj Details:</b> LACERATION LEFT HAND	
<b>Deductible:</b>	<b>Indemnity</b>	<b>Medical</b>	<b>Expense</b>
<b>Paid</b>		512.52	512.52
<b>Reserve</b>			

<b>Claim Number:</b> A00000025789 <b>Status:</b> CLOSED	<b>Date of Injury:</b> 10/28/2016 <b>Subrogation:</b> N	<b>Employee:</b> DEBORAH ROBINSON <b>Inj Details:</b> LEFT SHOULDER STRAIN.	
<b>Deductible:</b>	<b>Indemnity</b>	<b>Medical</b>	<b>Expense</b>
<b>Paid</b>		2,152.16	4.51
<b>Reserve</b>			2,156.67

<b>Claim Number:</b> A00000027394 <b>Status:</b> CLOSED	<b>Date of Injury:</b> 10/31/2016 <b>Subrogation:</b> N	<b>Employee:</b> DONNA LUCAS <b>Inj Details:</b> NECK STRAIN/SPRAIN	
<b>Deductible:</b>	<b>Indemnity</b>	<b>Medical</b>	<b>Expense</b>
<b>Paid</b>	20,986.89	12,136.39	4,431.93
<b>Reserve</b>			37,555.21

<b>Claim Number:</b> A0000021698		<b>Date of Injury:</b> 11/14/2016	<b>Employee:</b> INGRID STREUSSNIG	
<b>Status:</b> CLOSED		<b>Subrogation:</b> N	<b>Inj Details:</b> LOWER BACK AND BUTTOCKS CONTUSION.	
<b>Deductible:</b>		<b>Indemnity</b>	<b>Medical</b>	<b>Expense Total</b>
<b>Paid</b>		2,982.96	3,918.01	6,900.97
<b>Reserve</b>				

<b>Claim Number:</b> A00000212449		<b>Date of Injury:</b> 01/27/2017	<b>Employee:</b> GEORGE C MARSHALL	
<b>Status:</b> CLOSED		<b>Subrogation:</b> N	<b>Inj Details:</b> FELL ON RIGHT SIDE OF CHEST & SHOULDER.	
<b>Deductible:</b>		<b>Indemnity</b>	<b>Medical</b>	<b>Expense Total</b>
<b>Paid</b>			185.31	185.31
<b>Reserve</b>				

<b>Claim Number:</b> A00000256402		<b>Date of Injury:</b> 04/21/2017	<b>Employee:</b> SUSAN CONKLIN	
<b>Status:</b> CLOSED		<b>Subrogation:</b> Y	<b>Inj Details:</b> BUS WAS REAR ENDED	
<b>Deductible:</b>		<b>Indemnity</b>	<b>Medical</b>	<b>Expense Total</b>
<b>Paid</b>		576.64	511.63	1,088.27
<b>Reserve</b>				

<b>Claim Number:</b> A00000256379		<b>Date of Injury:</b> 04/21/2017	<b>Employee:</b> STACY JOHN	
<b>Status:</b> CLOSED		<b>Subrogation:</b> Y	<b>Inj Details:</b> BUS WAS REAR ENDED.	
<b>Deductible:</b>		<b>Indemnity</b>	<b>Medical</b>	<b>Expense Total</b>
<b>Paid</b>		1,405.32	324.86	1,730.18
<b>Reserve</b>				

<b>Claim Number:</b> A00000379164 <b>Date of Injury:</b> 07/10/2017 <b>Employee:</b> TINA FRANKLIN <b>Status:</b> CLOSED <b>Subrogation:</b> N <b>Inj Details:</b> RIGHT SHOULDER FRACTURE				
<b>Deductible:</b>		<b>Indemnity</b>	<b>Medical</b>	<b>Expense</b>
<b>Paid</b>		78,556.00	55,247.80	11,427.68
<b>Reserve</b>				145,231.48

<b>***POLICY YEAR LOSS TOTALS***</b> 08/10/2016 TO 08/10/2017				
<b>Total Number of Claims</b> 8		<b>Number of Open Claims</b> 0		
	<b>Indemnity</b>	<b>Medical</b>	<b>Expense</b>	<b>Total</b>
<b>Paid</b>	104,507.81	74,988.68	15,864.12	195,360.61
<b>Reserve</b>				
<b>TOTAL</b>	104,507.81	74,988.68	15,864.12	195,360.61



**ERIE INSURANCE GROUP****POLICY LOSS RUN SUMMARY****01/12/2022****POLICY TYPE: GARAGE AUTO POLICY****Named Insured:** KRISSE TRANSPORTATION INC  
1325 SCOTLAND AVE  
PUNXSUTAWNEY PA 15767**Policy Number:** Q08-1080230 01 H  
**For The Period Of:** 08/10/2016 TO 08/10/2017  
**Agent Number:** AA2407  
**Agent Name:** C A THRUSH INSURANCE AGY INC

Policy Period	No. of Claims	Total Paid	Total Outstanding Reserve	Experience Modification	
08/10/2016 TO 08/10/2017	4	3,326.00	0.00	N/A	



Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • 814.870.2000  
Toll free 1.800.458.0811 • Fax 814.870.3126 • [erieinsurance.com](http://erieinsurance.com)

**January 13, 2022**

**Krise Transportation Inc  
1325 Scotland Ave  
Punxsutawney, PA 15767-3071**

Re: **Garage/Auto Policy  
#Q08 1080230**

Dear Agent and/or Policyholder:

We were recently contacted and asked to provide you with a commercial loss run while insured with The ERIE. We are pleased to provide that information.

We have provided your **Garage/Auto Policy** insurance needs from **August 10, 2016** until **August 10, 2017**. During that time, **the following claims were reported**.

We trust this information will satisfy your needs. If you have any questions or need additional information, please do not hesitate to contact your ERIE Agent, **C A Thrush Insurance Agency Inc.**, at **(570)265-7300**.

Sincerely,

**Commercial Loss Run Department  
1-814-870-2411**

cc: **C A Thrush Insurance Agency Inc., AA2407**

This message and attachments are confidential and are intended only for the addressee(s). This message may contain information that is protected by one or more legally recognized privileges. If the reader of this message is not the intended recipient or an authorized representative of the intended recipient, I did not intend to waive and do not waive any legal privilege or the confidentiality of the messages and attachments. If you receive this message in error, please notify me immediately by return e-mail and delete this message from your computer and network without reading or saving it in any. The unauthorized use, dissemination, distribution, or reproduction of this e-mail, including attachments, is prohibited and may be unlawful.

### **COMMERCIAL POLICY LOSS RUN SUMMARY**

(Most Recent 5 Policy Periods for **Garage/Auto Policy - #Q08 1080230 - Krise Transportation Inc**)

<b>Policy Period</b>	<b>No. of Claims</b>	<b>Total Paid</b>	<b>Total Outstanding Reserve</b>
08/10/2017 TO 08/10/2018	0	\$0.00	\$0.00
08/10/2016 TO 08/10/2017	4	\$0.00	\$0.00

## COMMERCIAL POLICY LOSS RUN DETAILS

Garage/Auto Policy - #Q08 1080230 - Krise Transportation Inc

Date Occurred	Claim Number	Status	Loss Description	Total Paid	Expense	Reserve
04-21-17	A00000250157	CLOSED	FINAL - INS.NOT AT FAULT HIT FROM BEHIND			
11-07-16	010110901113	CLOSED	01 STRUCK 02 VEHICLE AT INTERSECTION			
10-10-16	A00000777918	CLOSED	INSURED SUED FOR SCHOOL BUS INCIDENT		\$3,326.00	
09-08-16	010110896250	CLOSED	VEH 2 COLLIDED W/ INSURED **DBL ERIE**			



FAX (814)926-4681 – Audit  
FAX (814)926-4070 – Claims  
FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured: **KRISE TRANSPORTATION INC**  
**1325 SCOTLAND AVE EXT**  
**PUNXSUTAWNEY PA 15767**

Policy Number: **WC 0691748**  
Policy Period: **08-10-2019 –to– 08-10-2020**  
Deductible Amount: **\$ .00**

Total Incurred Loss: **\$ 49,826.16**

Claim #	Claimant	State	Adjuster	Status	Date of Accident	1st Report of injury Received	Injury Code	Net Paid Indemnity	Net Reserved Indemnity	Gross Reserved Indemnity	Net Paid Medical	Net Reserved Medical	Gross Reserved Medical	Closing Date
2067638	BINGHAM TINA	PA	0055	CLOSED	12/20/2019	12/30/2019	0804	\$ 1,772.61	\$ 1,772.61	\$ 1,772.61	\$ 2,524.13	\$ 2,524.13	\$ 2,524.13	06/29/2020
Multiple body parts/Strain or Tear – On ice or snow														
2067186	BRADLEY BERNAD	PA	0055	CLOSED	11/12/2019	11/15/2019	0804	\$ 1,626.70	\$ 1,626.70	\$ 1,626.70	\$ 3,276.15	\$ 3,276.15	\$ 3,276.15	04/07/2020
Multiple body parts/Strain or Tear – Collision with another vehicle														
2067885	HOGUE EARL	PA	0055	CLOSED	01/20/2020	01/21/2020	0953				\$ 30,342.83	\$ 30,342.83	\$ 30,342.83	12/08/2020
Shoulder(s)/Sprain or Tear – On ice or snow														
2067801M	JACKSON DEON	PA	0055	CLOSED	12/18/2019	01/15/2020	0804				\$ 152.88	\$ 152.88	\$ 152.88	01/30/2020
Lower back/Strain or Tear – Collision with another vehicle														
2068623M	MAIGA AZIZ	PA	0055	CLOSED	03/03/2020	03/23/2020	0804				\$ 728.22	\$ 728.22	\$ 728.22	04/02/2020
Ankle/Sprain or Tear – Twisting														
2066638	MCCARTY MARY	PA	0055	CLOSED	09/24/2019	10/03/2019	0804	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,402.64	\$ 10,402.64	\$ 10,402.64	03/19/2021
Multiple body parts/Multi physical injury – Collision with another vehicle														
SUBROGATION RECEIVED: \$ -8,400.00								\$ -8,400.00	\$ -7,600.00		\$ -7,600.00			



FAX (814)926-4681 – Audit  
FAX (814)926-4070 – Claims  
FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured:	KRISE TRANSPORTATION INC 1325 SCOTLAND AVE EXT PUNXSUTAWNEY PA 15767	Policy Number: Policy Period: Deductible Amount:	WC 0691748 08-10-2019 –to– 08-10-2020 \$ .00	Total Incurred Loss:	\$ 49,826.16
Total Open Claims	0 ( 00%)	Panel Used	NO	Total Paid Indemnity	\$ 18,399.31
Total Closed Claims	6 (100%)			Total Subrogation Indemnity	\$ -8,400.00
Combined Total	6	Current Experience Modifier	1.286	Total Reserved Indemnity	\$ .00
Total Medical Only(%)	2 ( 33%)	Previous Experience Modifier		Total Indemnity	\$ 9,999.31
				Total Paid Medical	\$ 47,426.85
				Total Subrogation Medical	\$ -7,600.00
				Total Reserved Medical	\$ .00
				Total Medical	\$ 39,826.85

# of claims by Injury Code      # of claims by Cause      # of claims by Incurred dollars      # of claims received within

1	38/49 – Shoulder(s)/Sprain or Tear	00 – Not Coded	5	0 to 9,999	2	3 days
1	42/52 – Lower back/Strain or Tear	2 32 – On ice or snow	0	10,000 to 24,999	0	4 – 7 days
1	55/49 – Ankle/Sprain or Tear	3 45 – Collision with another vehicle	1	25,000 to 49,999	2	8 – 14 days
2	90/52 – Multiple body parts/Strain or Tear	1 53 – Twisting	0	50,000 to 74,999	0	15 – 18 days
1	90/90 – Multiple body parts/Multi physical injury		0	75,000 to 99,999	0	19 – 21 days
			0	100,000 to 199,999	4	21 day subtotal
			0	200,000 or greater	0	22 – 24 days
			0	Pending Medical Only	0	25 – 39 days
			0	Record Only	0	40 or over
			0	Undetermined	2	Med Onlys
			0	Pending Lost Time		



FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured:	<b>KRISE TRANSPORTATION INC</b>	Policy Number:	<b>WC 0691748</b>		
	<b>1325 SCOTLAND AVE EXT</b>	Policy Period:	<b>08-10-2019 –to– 08-10-2020</b>		
	<b>PUNXSUTAWNEY PA 15767</b>	Deductible Amount:	<b>\$ .00</b>	Total Incurred Loss:	<b>\$ 49,826.16</b>
Total Open Claims	0 ( 00%)	Panel Used	NO	Total Paid Indemnity	\$ 18,399.31
Total Closed Claims	6 (100%)			Total Subrogation Indemnity	\$ -8,400.00
Combined Total	6	Current Experience Modifier	1.286	Total Reserved Indemnity	\$ .00
Total Medical Only(%)	2 ( 33%)	Previous Experience Modifier		Total Indemnity	\$ 9,999.31
				Total Paid Medical	\$ 47,426.85
				Total Subrogation Medical	\$ -7,600.00
				Total Reserved Medical	\$ .00
				Total Medical	\$ 39,826.85

# of claims by State		Incurred by State	
State	<u>Open</u>	<u>Closed</u>	<u>Total</u>
PA	0	6	6
			<u>Total Indemnity</u>
			\$ 9,999.31
			<u>Total Medical</u>
			\$ 39,826.85
			<u>Combined</u>
			\$ 49,826.16



FAX (814)926-4681 - Audit  
 FAX (814)926-4070 - Claims  
 FAX (814)926-3027 - Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured:		KRISI TRANSPORTATION INC		Policy Number: WC 0691748		Total Incurred Loss:		\$ 49,826.16	
		1325 SCOTLAND AVE EXT		Policy Period: 08-10-2019 -to- 08-10-2020					
		PUNXSUTAWNEY PA 15767		Deductible Amount: \$ .00					
Total Open Claims	0 ( 00%)	Panel Used	NO	Total Paid Indemnity	\$ 18,399.31	Total Paid Medical	\$ 47,426.85		
Total Closed Claims	6 (100%)			Total Subrogation Indemnity	\$ -8,400.00	Total Subrogation Medical	\$ -7,600.00		
Combined Total	6	Current Experience Modifier	1.286	Total Reserved Indemnity	\$ .00	Total Reserved Medical	\$ .00		
Total Medical Only(%)	2 ( 33%)	Previous Experience Modifier		Total Indemnity	\$ 9,999.31	Total Medical	\$ 39,826.85		

Adjuster Code Legend Open Claims by Adjuster





FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured:		KRISE TRANSPORTATION INC 1325 SCOTLAND AVE EXT PUNXSUTAWNEY PA 15767			Policy Number: Policy Period: Deductible Amount:		WC 0691748 08-10-2019 -to- 08-10-2020 \$ .00			Total Incurred Loss:		\$ 49,826.16	
Code	Month	#Reported	% of Claims	#Medical	#Indemnity	#OD	#Open	#Pending	#Record Only	Incurred \$	% of Incurred		
01	January	1	16.66%		1					\$ 30,342.83	60.89%		
02	February												
03	March	1	16.66%	1						\$ 728.22	1.46%		
04	April												
05	May												
06	June												
07	July												
08	August												
09	September	1	16.66%		1					\$ 9,402.64	18.87%		
10	October												
11	November	1	16.66%		1					\$ 4,902.85	9.83%		
12	December	2	33.33%	1	1					\$ 4,449.62	8.93%		
Grand Total:		6	100.00%	2	4					\$ 49,826.16	100.00%		



FAX (814)926-4681 – Audit  
FAX (814)926-4070 – Claims  
FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

## Insured:

**KRISE TRANSPORTATION INC &  
AMERICAN STUDENT PARTNERS INC  
1325 SCOTLAND AVE EXT  
PUNXSUTAWNEY PA 15767**

Policy Number: **WC 0694255**

Policy Period: **08-10-2020 -to- 08-10-2021**

Deductible Amount: **\$ .00**

Total Incurred Loss: **\$ 199,291.99**

Claim #	Claimant	State	Adjuster	Status	Date of Accident	1st Report of injury Received	Injury Code	Net Paid Indemnity	Gross Reserved Indemnity	Net Reserved Medical	Gross Reserved Medical	Closing Date
2072578M	BUCKNER TAMYRA	PA	0055	CLOSED	04/19/2021	05/04/2021	0804	255245			\$ 9,273.08	05/13/2021
	Soft Tissue/Strain or Tear – Collision with another vehicle											
2070698	CHAMBLEE PAULI	PA	0055	CLOSED	10/27/2020	11/02/2020	0804	905299	\$ 15,660.00			01/25/2022
	Multiple body parts/Strain or Tear – Other injury (NOC)											
2073822	COCHRAN DONALD	PA	0055	REOPEN	07/27/2021	08/17/2021	0804	384958	\$ 16,307.00	\$ 8,948.14	\$ 54,611.38	\$ 63,559.52
	Shoulder(s)/Sprain or Tear – Reaching											
2072399	PENNINGTON MAX	PA	0055	CLOSED	04/09/2021	04/19/2021	0953	120768	\$ 2,131.71	\$ 1,676.68		08/12/2021
	Brain/Concussion – Stationary object											
2070330	RICKMAN CHRIST	PA	0055	OPEN	09/21/2020	09/29/2020	0804	905258	\$ 25,607.01	\$ 5,470.64	\$ 39,529.36	\$ 45,000.00
	Multiple body parts/Strain or Tear – Reaching											
2071635	SMITH VERNIE	PA	0055	RONLY	02/08/2021	02/10/2021		361031				
	Finger(s)/Contusion – Fall, Slip or Trip, NOC											
2072103M	YOHAN AMANDA	PA	0055	CLOSED	03/17/2021	03/26/2021	0804	385259				05/07/2021
	Shoulder(s)/Strain or Tear – Using tool or machine											



FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured: **KRISE TRANSPORTATION INC &  
 AMERICAN STUDENT PARTNERS INC  
 1325 SCOTLAND AVE EXT  
 PUNXSUTAWNEY PA 15767**

Policy Number: **WC 0694255**

Policy Period: **08-10-2020 -to- 08-10-2021**

Deductible Amount:

**\$ .00**

Total Incurred Loss: **\$ 199,291.99**

Total Open Claims	2 ( 33%)	Panel Used	YES	Total Paid Indemnity	\$ 47,161.86	Total Paid Medical	\$ 25,368.54
Total Closed Claims	4 ( 67%)			Total Subrogation Indemnity	\$ .00	Total Subrogation Medical	\$ .00
Combined Total	6	Current Experience Modifier	1.608	Total Reserved Indemnity	\$ 32,620.85	Total Reserved Medical	\$ 94,140.74
Total Medical Only(%)	2 ( 33%)	Previous Experience Modifier		Total Indemnity	\$ 79,782.71	Total Medical	\$ 119,509.28

# of claims by Injury Code      # of claims by Cause      # of claims by Incurred dollars      # of claims received within

1 12/07 – Brain/Concussion	00 – Not Coded	3 0 to 9,999	2 3 days
1 25/52 – Soft Tissue/Strain or Tear	1 31 – Fall, Slip or Trip, NOC	1 10,000 to 24,999	2 4 – 7 days
1 36/10 – Finger(s)/Contusion	1 45 – Collision with another vehicle	0 25,000 to 49,999	0 8 – 14 days
1 38/49 – Shoulder(s)/Sprain or Tear	2 58 – Reaching	0 50,000 to 74,999	0 15 – 18 days
1 38/52 – Shoulder(s)/Strain or Tear	1 59 – Using tool or machine	2 75,000 to 99,999	1 19 – 21 days
2 90/52 – Multiple body parts/Strain or Tear	1 68 – Stationary object	0 100,000 to 199,999	5 21 day subtotal
	1 99 – Other injury (NOC)	0 200,000 or greater	0 22 – 24 days
		0 Pending Medical Only	0 25 – 39 days
		1 Record Only	0 40 or over
		0 Undetermined	2 Med Onlys
		0 Pending Lost Time	



FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured:		KRISSE TRANSPORTATION INC & AMERICAN STUDENT PARTNERS INC 1325 SCOTLAND AVE EXT PUNXSUTAWNEY PA 15767		Policy Number: WC 0694255	08-10-2020 -to- 08-10-2021		Total Incurred Loss: \$ 199,291.99	
				Deductible Amount:	\$ .00			

Total Open Claims	2 ( 33%)	Panel Used	YES	Total Paid Indemnity	\$ 47,161.86	Total Paid Medical	\$ 25,368.54
Total Closed Claims	4 ( 67%)			Total Subrogation Indemnity	\$ .00	Total Subrogation Medical	\$ .00
Combined Total	6	Current Experience Modifier	1.608	Total Reserved Indemnity	\$ 32,620.85	Total Reserved Medical	\$ 94,140.74
Total Medical Only(%)	2 ( 33%)	Previous Experience Modifier		Total Indemnity	\$ 79,782.71	Total Medical	\$ 119,509.28

# of claims by State				Incurred by State			
State	Open	Closed	Total	Total Indemnity	Total Medical	Combined	
PA	2	4	6	\$ 79,782.71	\$ 119,509.28	\$ 199,291.99	



FAX (814)926-4681 – Audit  
FAX (814)926-4070 – Claims  
FAX (814)926-3027 – Underwriting

654 Main Street      Rockwood, PA 15557      (814) 926-4661

Insured: **KRISE TRANSPORTATION INC &  
AMERICAN STUDENT PARTNERS INC  
1325 SCOTLAND AVE EXT  
PUNXSUTAWNEY PA 15767**

Policy Number: **WC 0694255**

Policy Period: **08-10-2020 -to- 08-10-2021**

Deductible Amount:

**\$ .00**

Total Incurred Loss: **\$ 199,291.99**

Total Open Claims	2 ( 33%)	Panel Used	YES	Total Paid Indemnity	\$ 47,161.86	Total Paid Medical	\$ 25,368.54
Total Closed Claims	4 ( 67%)			Total Subrogation Indemnity	\$ .00	Total Subrogation Medical	\$ .00
Combined Total	6	Current Experience Modifier	1.608	Total Reserved Indemnity	\$ 32,620.85	Total Reserved Medical	\$ 94,140.74
Total Medical Only(%)	2 ( 33%)	Previous Experience Modifier		Total Indemnity	\$ 79,782.71	Total Medical	\$ 119,509.28

Adjuster Code Legend      Open Claims by Adjuster

0055 SAUNDERS TERRI      2



FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured: **KRISE TRANSPORTATION INC &** Policy Number: **WC 0694255**

**AMERICAN STUDENT PARTNERS INC**

**1325 SCOTLAND AVE EXT**

**PUNXSUTAWNEY PA 15767**

Policy Period: **08-10-2020 -to- 08-10-2021**

Deductible Amount: **\$ .00**

Total Incurred Loss: **\$ 199,291.99**

Code	Month	#Reported	% of Claims	#Medical	#Indemnity	#OD	#Open	#Pending	#Record Only	Incurred \$	% of Incurred
01	January										
02	February	1	14.28%						1		
03	March	1	14.28%	1							
04	April	2	28.57%	1	1					\$ 13,081.47	6.56%
05	May										
06	June										
07	July	1	14.28%		1		1			\$ 79,866.52	40.07%
08	August										
09	September	1	14.28%		1		1			\$ 90,684.00	45.50%
10	October	1	14.28%		1					\$ 15,660.00	7.85%
11	November										
12	December										
Grand Total:		7	100.00%	2	4		2		1	\$ 199,291.99	100.00%



FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured: **KRISE TRANSPORTATION INC &  
 AMERICAN STUDENT ETAL  
 1325 SCOTLAND AVE EXT  
 PUNXSUTAWNEY PA 15767**

Policy Number: **WC 0697153**

Policy Period: **08-10-2021 –to– 08-10-2022**

Deductible Amount: **\$ .00**

Total Incurred Loss: **\$ 96,118.38**

Claim #	Claimant	State	Adjuster	Status	Date of Accident	1st Report of Injury Received	Injury Class Code	Injury Code	Net Paid Indemnity	Gross Reserved Indemnity	Net Reserved Indemnity	Net Paid Medical	Gross Reserved Medical	Net Reserved Medical	Closing Date
2075677	AULTZ SCOTT	PA	0055	PEND	01/18/2022	01/27/2022		385233							
	Shoulder(s)/Strain or Tear – On stairs														
2074094	DONAHUE EDWARD	PA	0055	CLOSED	09/07/2021	09/09/2021	0804	385257	\$ 5,068.29	\$ 5,068.29		\$ 2,132.84	\$ 86.25	\$ 2,219.09	12/14/2021
	Shoulder(s)/Strain or Tear – Pushing or pulling														
2074852	RICH CONSTANCE	PA	0055	OPEN	11/10/2021	11/12/2021	0804	909081	\$ 4,828.40	\$ 18,831.00	\$ 14,002.60	\$ 4,210.35	\$ 65,789.65	\$ 70,000.00	
	Multiple body parts/Multi physical injury – Struck or Injured, NOC														



FAX (814)926-4681 – Audit  
FAX (814)926-4070 – Claims  
FAX (814)926-3027 – Underwriting

654 Main Street      Rockwood, PA 15557      (814) 926-4661

Insured:	<b>KRISE TRANSPORTATION INC &amp; AMERICAN STUDENT ETAL 1325 SCOTLAND AVE EXT PUNXSUTAWNEY PA 15767</b>	Policy Number: <b>WC 0697153</b>	Total Incurred Loss:	<b>\$ 96,118.38</b>
		Policy Period: <b>08-10-2021 –to– 08-10-2022</b>		
		Deductible Amount:	<b>\$ .00</b>	

Total Open Claims	1 ( 50%)	Panel Used	YES	Total Paid Indemnity	\$ 9,896.69	Total Paid Medical	\$ 6,343.19
Total Closed Claims	1 ( 50%)			Total Subrogation Indemnity	\$ .00	Total Subrogation Medical	\$ .00
Combined Total	2	Current Experience Modifier	1.724	Total Reserved Indemnity	\$ 14,002.60	Total Reserved Medical	\$ 65,875.90
Total Medical Only(%)	0 ( 00%)	Previous Experience Modifier		Total Indemnity	\$ 23,899.29	Total Medical	\$ 72,219.09

# of claims by Injury Code		# of claims by Cause		# of claims by Incurred dollars		# of claims received within	
2	38/52 – Shoulder(s)/Strain or Tear	00 – Not Coded		1	0 to 9,999	2	3 days
1	90/90 – Multiple body parts/Multi physical injury	1 33 – On stairs		0	10,000 to 24,999	0	4 – 7 days
		1 57 – Pushing or pulling		0	25,000 to 49,999	1	8 – 14 days
		1 81 – Struck or Injured, NOC		0	50,000 to 74,999	0	15 – 18 days
				1	75,000 to 99,999	0	19 – 21 days
				0	100,000 to 199,999	3	21 day subtotal
				0	200,000 or greater	0	22 – 24 days
				0	Pending Medical Only	0	25 – 39 days
				0	Record Only	0	40 or over
				1	Undetermined	0	Med Onlys
				0	Pending Lost Time		





FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

**Insured:**

**KRISE TRANSPORTATION INC &  
 AMERICAN STUDENT ETAL  
 1325 SCOTLAND AVE EXT  
 PUNXSUTAWNEY PA 15767**

**Policy Number: WC 0697153**

**Policy Period: 08-10-2021 –to– 08-10-2022**

**Deductible Amount:**

**\$ .00**

**Total Incurred Loss: \$ 96,118.38**

Total Open Claims	1 ( 50%)	Panel Used	YES	Total Paid Indemnity	\$ 9,896.69	Total Paid Medical	\$ 6,343.19
Total Closed Claims	1 ( 50%)			Total Subrogation Indemnity	\$ .00	Total Subrogation Medical	\$ .00
Combined Total	2	Current Experience Modifier	1.724	Total Reserved Indemnity	\$ 14,002.60	Total Reserved Medical	\$ 65,875.90
Total Medical Only(%)	0 ( 00%)	Previous Experience Modifier		Total Indemnity	\$ 23,899.29	Total Medical	\$ 72,219.09

**# of claims by State**
**Incurred by State**

State	Open	Closed	Total	Total Indemnity	Total Medical	Combined
PA	1	1	2	\$ 23,899.29	\$ 72,219.09	\$ 96,118.38



FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured:

**KRISE TRANSPORTATION INC &  
 AMERICAN STUDENT ETAL  
 1325 SCOTLAND AVE EXT  
 PUNXSUTAWNEY PA 15767**

Policy Number: **WC 0697153**

Policy Period: **08-10-2021 –to– 08-10-2022**

Deductible Amount:

**\$ .00**

Total Incurred Loss: **\$ 96,118.38**

Total Open Claims	1 ( 50%)	Panel Used	YES	Total Paid Indemnity	\$ 9,896.69	Total Paid Medical	\$ 6,343.19
Total Closed Claims	1 ( 50%)			Total Subrogation Indemnity	\$ .00	Total Subrogation Medical	\$ .00
Combined Total	2	Current Experience Modifier	1.724	Total Reserved Indemnity	\$ 14,002.60	Total Reserved Medical	\$ 65,875.90
Total Medical Only(%)	0 ( 00%)	Previous Experience Modifier		Total Indemnity	\$ 23,899.29	Total Medical	\$ 72,219.09

Adjuster Code Legend

Open Claims by Adjuster

0055 SAUNDERS TERRI

1



FAX (814)926-4681 – Audit  
 FAX (814)926-4070 – Claims  
 FAX (814)926-3027 – Underwriting

654 Main Street Rockwood, PA 15557 (814) 926-4661

Insured: **KRISE TRANSPORTATION INC &  
 AMERICAN STUDENT ETAL  
 1325 SCOTLAND AVE EXT  
 PUNXSUTAWNEY PA 15767**

Policy Number: **WC 0697153**  
 Policy Period: **08-10-2021 -to- 08-10-2022**  
 Deductible Amount: **\$ .00**

Total Incurred Loss: **\$ 96,118.38**

Code	Month	#Reported	% of Claims	#Medical	#Indemnity	#OD	#Open	#Pending	#Record Only	Incurred \$	% of Incurred
01	January	1	33.33%					1			
02	February										
03	March										
04	April										
05	May										
06	June										
07	July										
08	August										
09	September	1	33.33%		1					\$ 7,287.38	7.58%
10	October										
11	November	1	33.33%		1		1			\$ 88,831.00	92.41%
12	December										
Grand Total:		3	100.00%		2		1	1		\$ 96,118.38	100.00%





# Nationwide - Policyholder Inquiry Report (HV Platform)

Valued: Jan 28, 2022 8:24:34 AM

Insured: **Krise Transportation Inc (105185919)**      All Policies for a Selected Insured Account      Branch: **Allegheny**      Agency: **EIA GROUP LLC (883954)**

Policy Number: **4942BS**

Policy Term	Prefix	Line of Business	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
04/30/2021 to 04/30/2022	BA	Auto Liability	\$398,857	15.5%	\$61,854	\$33,752	\$28,000	\$102
	BA	Auto Physical Damage	\$76,756	23.5%	\$18,000	\$0	\$18,000	\$0
	PPX Totals		\$475,614	16.8%	\$79,854	\$33,752	\$46,000	\$102
	Term Totals		\$475,614	16.8%	\$79,854	\$33,752	\$46,000	\$102

## Recap for Report Years

Prefix	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
BA	\$475,614	16.8%	\$79,854	\$33,752	\$46,000	\$102
	\$475,614	16.8%	\$79,854	\$33,752	\$46,000	\$102

## Auto Loss Description Summary

Type of Accident - Summary			Policy Terms	
			21 - 22	Totals:
05	Struck Fixed Object		5	5
08	Intersectional		1	1
09	All Other Front, Rear, Side Collisions		5	5
12	All Other		1	1
14	Physical Damage		1	1
Totals:			13	13

## Claim Experience Detail - BA 04/30/2021 to 04/30/2022

Claim Number	Suffix	Incident_dte	Reported_Dte	Loc	Operator	Oper Age	Claimant_Nme	Type of Accident	Loss Description	Type	Status	Reserves	Payments	Expenses
357230GM	01	08/31/2021	09/03/2021		KATHY BRUBACHER		BENJAMIN TORRES	39 - All other front, rear, side collisions	V1 WAS MAKING A LEFT TURN INTO A SCHOOL PARKING LOT AND STRUCK V2 & V3 THAT WERE PARKED AND OCCUPIED.	ALPD	CLOS	\$0	\$1,907	\$0
	02	08/31/2021	09/03/2021		KATHY BRUBACHER		LIZMARIE MATOS ALICEA	39 - All other front, rear, side collisions		ALPD	CLOS	\$0	\$2,771	\$72
405280GM	01	09/13/2021	09/16/2021		GIL AUBELE		CHARLENE LOMAX BAKER	59 - All other parked vehicle accidents	IV COLLIDED WITH PARKED CV.	ALPD	CLOS	\$0	\$1,388	\$0
507746GM	02	05/20/2021	10/13/2021		KAREN SHIPLEY		REID ZARCON	39 - All other front, rear, side collisions		ALPD	CLOS	\$0	\$4,757	\$0
592057GM	01	10/08/2021	11/04/2021	006	SHAREN SWAIN		TYRONE AND DEBASLEY	16 - Insured failed to yield	IV TURNING RIGHT OUT OF PARKING LOT (FOGGY MORNING) AND DID NOT SEE OV COMING UP STREET AND HIT ON LEFT REAR SIDE CAUSING OV TO SKID ON ROAD.	ALPD	CLOS	\$0	\$5,464	\$30
592194GM	01	10/14/2021	11/04/2021		KALI PUSATERI	24	PENN HILLS CHARTER SCHOOL OF	60 - Insured hit fixed object	IV STRUCK FENCE	ALPD	CLOS	\$0	\$10,687	\$0
616301GM	01	10/04/2021	11/10/2021		WANDA ADOUEINAGGA		SHAWN SPADARO	39 - All other front, rear, side collisions	IV HIT PARKED CV	ALPD	CLOS	\$0	\$2,169	\$0
616695GM	01	10/06/2021	11/10/2021		IRENE THOMSEN	67	DEMAURION YELLOWDY	39 - All other front, rear, side collisions	DOUBLE LEFT HAND TURNING LANE BOTH VEHICLES GOING LEFT AND BUMPED EACH OTHER. V1 ON INSIDE LANE.	ALPD	CLOS	\$0	\$0	\$0
	02	10/06/2021	11/10/2021		IRENE THOMSEN	67	KRISE TRANSPORTATION INC	39 - All other front, rear, side collisions		COLL	CLOS	\$0	\$0	\$0
641966GM	01	11/17/2021	11/17/2021		TERRY BERRYMAN		KRISE TRANSPORTATION INC	39 - All other front, rear, side collisions	V2 AND V2 TRAILER IN THE RIGHT LANE V1 IN THE LEFT LANE. V1 MADE A SUDDEN LANE CHANGE AND STRUCK V2 BOTH V1 AND V2 THEN COLLIDED WITH A GUARDRAIL	COLL	CLOS	\$0	\$0	\$0
	02	11/17/2021	11/17/2021		TERRY BERRYMAN		VENEZIA TRANSPORT	39 - All other front, rear, side collisions		ALPD	OPEN	\$10,500	\$0	\$0



Valued: Jan 28, 2022 8:24:34 AM

# Nationwide - Policyholder Inquiry Report (HV Platform)

## All Policies for a Selected Insured Account

Branch: Allegheny

Insured: Krise Transportation Inc (105185919)

Agency: EIA GROUP LLC (883954)

Claim Number	Suffix	Incident_dte	Reported_dte	Loc	Operator	Operator Age	Claimant_Name	Type of Accident	Loss Description	Type	Status	Reserves	Payments	Expenses
643008GM	01	11/03/2021	11/17/2021	007	M CAPARELLA		MICHAEL YUTESLER	50 - Insured hit parked vehicle	IV PULLING INTO PARKING LOT TO PARK BUS AND HIT CV	ALPD	CLOS	\$0	\$4,608	\$0
665174GM	01	11/09/2021	11/24/2021		DAMEON DEMERY		AUTUMN BECK	50 - Insured hit parked vehicle	IV STRUCK P/U CV	ALPD	OPEN	\$10,500	\$0	\$0
744920GM	01	12/16/2021	12/16/2021		EMANUEL IGUDWA		JOSEPH LOMBARDO	50 - Insured hit parked vehicle	V1 TURNED AND HIT V2 PARKED AND UNOCCUPIED	ALPD	OPEN	\$3,500	\$0	\$0
864098GM	01	01/19/2022	01/20/2022	001	TERRENCE JONES		LARRY GREEN	50 - Insured hit parked vehicle	CV PARKED AND UNOCCUPIED WAS HIT BY IV, CV PARKED ON SIDE OF STREET	ALPD	OPEN	\$3,500	\$0	\$0
879829GM	01	01/19/2022	01/25/2022	013	UNOCCUPIED UNOCCUPIED		KRISE TRANSPORTATION INC	02 - Theft	VANDALISM / THEFT OF CATALYTIC CONVERTORS / OTHER METAL ON 2 BUSES VEHICLE #33 2014 IC CORP 3000 CE 4DRBUAAN7EB418625 VEHICLE #39 2014 IC CORY 30	COMP	OPEN	\$9,000	\$0	\$0
02	01/19/2022	01/25/2022	013	UNOCCUPIED UNOCCUPIED		KRISE TRANSPORTATION INC	02 - Theft			COMP	OPEN	\$9,000	\$0	\$0
Total												\$46,000	\$33,752	\$102
Summary												\$46,000	\$33,752	\$102

Policy Number: 5287BS

Policy Term															
04/30/2021 to 04/30/2022															
Prefix		Line of Business		Earned Premium		Loss %		Incurred Losses		Loss Payments		Loss Reserves		Loss Expenses	
MPA		Special Multi-Peril		\$31,697		66.0%		\$20,930		\$20,900		\$0		\$30	





Valued: Jan 28, 2022 8:24:34 AM

Insured: Krise Transportation Inc (105185919)

## Nationwide - Policyholder Inquiry Report (HV Platform)

All Policies for a Selected Insured Account

Branch: Allegheny  
Agency: EIA GROUP LLC (883954)

Policy Term	Prefix	Line of Business	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
08/10/2018 to 08/10/2019	BA	Auto Liability	\$6,931	0.0%	\$0	\$0	\$0	\$0
	BA	Auto Physical Damage	\$4,850	0.0%	\$0	\$0	\$0	\$0
		<b>PFX Totals</b>	<b>\$11,781</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Term Totals</b>	<b>\$11,781</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
08/10/2017 to 08/10/2018	BA	Auto Liability	\$6,440	130.0%	\$8,375	\$8,375	\$0	\$0
	BA	Auto Physical Damage	\$4,102	0.0%	\$0	\$0	\$0	\$0
		<b>PFX Totals</b>	<b>\$10,542</b>	<b>79.4%</b>	<b>\$8,375</b>	<b>\$8,375</b>	<b>\$0</b>	<b>\$0</b>
		<b>Term Totals</b>	<b>\$10,542</b>	<b>79.4%</b>	<b>\$8,375</b>	<b>\$8,375</b>	<b>\$0</b>	<b>\$0</b>

Prefix	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
BA	\$22,323	37.5%	\$8,375	\$8,375	\$0	\$0
	<b>\$22,323</b>	<b>37.5%</b>	<b>\$8,375</b>	<b>\$8,375</b>	<b>\$0</b>	<b>\$0</b>

Type of Accident - Summary			Policy Terms	
Totals:			17 - 18	Totals:
09	All Other Front, Rear, Side Collisions		2	2
Totals:			2	2

### Auto Loss Description Summary

### Claim Experience Detail - BA 08/10/2017 to 08/10/2018

Claim Number	Suffix	Incident_dte	Reported_dte	Loc	Operator	Oper Age	Claimant Name	Type of Accident	Loss Description	Type	Status	Reserves	Payments	Expenses
883598GG	01	03/09/2018	03/09/2018		CARLY CHIADO		UNK	39 - All other front, rear, side collisions	2 VEH - V2 PULLED OUT INTO TRAFFIC AND HIT V1	ALPD	CLOS	\$0	\$0	\$0
	02	03/09/2018	03/09/2018		CARLY CHIADO		KRISE TRANSPORTATION INC	39 - All other front, rear, side collisions		COLL	CLOS	\$0	\$0	\$0
935674GF	01	09/12/2017	09/12/2017		LORIN WALKER		INDEA DEMUS	39 - All other front, rear, side collisions	V1 REAR ENDED V2	ALPD	CLOS	\$0	\$8,375	\$0
<b>Total</b>												<b>\$0</b>	<b>\$8,375</b>	<b>\$0</b>
<b>Summary</b>												<b>\$0</b>	<b>\$8,375</b>	<b>\$0</b>

### Policy Number: 87109Z

Policy Term	Prefix	Line of Business	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
08/10/2020 to 08/10/2021	CMB	Auto Liability	\$64,670	0.0%	\$0	\$0	\$0	\$0
	CMB	General Liability	\$97,006	0.0%	\$0	\$0	\$0	\$0
		<b>PFX Totals</b>	<b>\$161,676</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Term Totals</b>	<b>\$161,676</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
08/10/2019 to 08/10/2020	CMB	Auto Liability	\$39,942	0.0%	\$0	\$0	\$0	\$0
	CMB	General Liability	\$59,914	0.0%	\$0	\$0	\$0	\$0
		<b>PFX Totals</b>	<b>\$99,856</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Term Totals</b>	<b>\$99,856</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
08/10/2018 to 08/10/2019	CMB	Auto Liability	\$28,138	0.0%	\$0	\$0	\$0	\$0
	CMB	General Liability	\$42,206	0.0%	\$0	\$0	\$0	\$0
		<b>PFX Totals</b>	<b>\$70,344</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Term Totals</b>	<b>\$70,344</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Nationwide - Policyholder Inquiry Report (HV Platform)

All Policies for a Selected Insured Account

Branch: Allegheny  
Agency: EIA GROUP LLC (883954)

Valued: Jan 28, 2028 2:34 AM

Insured: Krise Transportation Inc (105185919)

Policy Term	Prefix	Line of Business	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
08/10/2018 to 08/10/2019		<b>PFX Totals</b>	<b>\$70,344</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Term Totals</b>	<b>\$70,344</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
08/10/2017 to 08/10/2018	CMB	Auto Liability	\$13,210	0.0%	\$0	\$0	\$0	\$0
	CMB	General Liability	\$19,815	0.0%	\$0	\$0	\$0	\$0
		<b>PFX Totals</b>	<b>\$33,025</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Term Totals</b>	<b>\$33,025</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Prefix	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
CMB	\$364,901	0.0%	\$0	\$0	\$0	\$0
	<b>\$364,901</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Policy Number: 871102

Policy Term	Prefix	Line of Business	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
08/10/2020 to 08/10/2021	BA	Auto Liability	\$238,862	19.3%	\$46,053	\$43,571	\$0	\$2,482
	BA	Auto Physical Damage	\$44,692	17.3%	\$7,737	\$7,737	\$0	\$0
		<b>PFX Totals</b>	<b>\$283,554</b>	<b>19.0%</b>	<b>\$53,790</b>	<b>\$51,308</b>	<b>\$0</b>	<b>\$2,482</b>
		<b>Term Totals</b>	<b>\$283,554</b>	<b>19.0%</b>	<b>\$53,790</b>	<b>\$51,308</b>	<b>\$0</b>	<b>\$2,482</b>
08/10/2019 to 08/10/2020	BA	Auto Liability	\$184,569	10.7%	\$19,684	\$19,684	\$0	\$0
	BA	Auto Physical Damage	\$42,057	19.7%	\$8,281	\$8,281	\$0	\$0
		<b>PFX Totals</b>	<b>\$226,626</b>	<b>12.3%</b>	<b>\$27,965</b>	<b>\$27,965</b>	<b>\$0</b>	<b>\$0</b>
		<b>Term Totals</b>	<b>\$226,626</b>	<b>12.3%</b>	<b>\$27,965</b>	<b>\$27,965</b>	<b>\$0</b>	<b>\$0</b>
08/10/2018 to 08/10/2019	BA	Auto Liability	\$171,589	41.2%	\$70,630	\$70,630	\$0	\$0
	BA	Auto Physical Damage	\$37,241	0.1%	\$30	\$410	\$0	(\$380)
		<b>PFX Totals</b>	<b>\$208,830</b>	<b>33.8%</b>	<b>\$70,660</b>	<b>\$71,040</b>	<b>\$0</b>	<b>(\$380)</b>
		<b>Term Totals</b>	<b>\$208,830</b>	<b>33.8%</b>	<b>\$70,660</b>	<b>\$71,040</b>	<b>\$0</b>	<b>(\$380)</b>
08/10/2017 to 08/10/2018	BA	Auto Liability	\$132,444	53.9%	\$71,334	\$63,753	\$0	\$7,580
	BA	Auto Physical Damage	\$30,323	0.0%	\$0	\$0	\$0	\$0
		<b>PFX Totals</b>	<b>\$162,767</b>	<b>43.8%</b>	<b>\$71,334</b>	<b>\$63,753</b>	<b>\$0</b>	<b>\$7,580</b>
		<b>Term Totals</b>	<b>\$162,767</b>	<b>43.8%</b>	<b>\$71,334</b>	<b>\$63,753</b>	<b>\$0</b>	<b>\$7,580</b>

Prefix	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
BA	\$881,777	25.4%	\$223,749	\$214,066	\$0	\$9,682
	<b>\$881,777</b>	<b>25.4%</b>	<b>\$223,749</b>	<b>\$214,066</b>	<b>\$0</b>	<b>\$9,682</b>

Type of Accident - Summary		Policy Terms					Totals:
		17 - 18	18 - 19	19 - 20	20 - 21		
02	Side Swipe				1	1	
03	Struck Other Vehicle		2		1	3	
04	Struck by Other Vehicle		2	1		3	

Auto Loss Description Summary





# Nationwide - Policyholder Inquiry Report (HV Platform)

Valued: Jan 28, 2022: 24:34 AM

Branch: Allegheny

All Policies for a Selected Insured Account

Insured: Krise Transportation Inc (105185919)

Agency: EIA GROUP LLC (883954)

Type of Accident - Summary		Policy Terms						
		17 - 18	18 - 19	19 - 20	20 - 21	Totals:		
05	Struck Fixed Object			2	1	3		
08	Intersectional		1		1	2		
09	All Other Front, Rear, Side Collisions	3	6	1	3	13		
11	Medical Payment	1				1		
Totals:		4	11	4	7	26		

## Claim Experience Detail - BA 08/10/2020 to 08/10/2021

Claim Number	Suffix	Incident_dte	Reported_dte	Loc	Operator	Oper Age	Claimant_Nme	Type of Accident	Loss Description	Type	Status	Reserves	Payments	Expenses
038278GL	02	09/15/2020	09/16/2020		PAULINE CHAMBLEE		LARRY ODEN	39 - All other front, rear, side collisions		ALPD	CLOS	\$0	\$0	\$0
050278GL	01	09/18/2020	09/18/2020		LETITIA WARREN		BARBARA SANTOS	17 - Claimant failed to yield	CV FTY TO IV	ALPD	CLOS	\$0	\$0	\$0
249466GM	01	03/14/2021	08/09/2021	001	PETER REDINGTON		HEIDI CHAPMAN	50 - Insured hit parked vehicle	IV HIT PARKED AND UNOCCUPIED CV	ALPD	CLOS	\$0	\$2,974	\$0
257687GL	02	10/28/2020	11/12/2020		SHANIYA JONES	34	JENNIFER HOCKER	30 - Insured ran into rear of claimant vehicle		ALPD	CLOS	\$0	\$5,393	\$0
693071GL	01	03/17/2021	03/17/2021		JOHN FERRIERO	64	CONSTANCE RAYMOND	39 - All other front, rear, side collisions	IV TURNING LEFT AND WAS HIT BY CV	ALPD	CLOS	\$0	\$0	\$0
	02	03/17/2021	03/17/2021		JOHN FERRIERO	64	KRISE TRANSPORTATION INC	39 - All other front, rear, side collisions		COLL	CLOS	\$0	\$7,737	\$0
852840GL	01	04/22/2021	04/29/2021		KAREN SHIPLEY		STEPHEN K AGYEMAN	38 - Sideswipe Loss	DRIVER HEARD BEEP, WAS UNAWARE THAT SHE MAY HAVE 'SWAYED' INTO RIGHT LANE, FORCING OTHER VEHICLE OVER AND SUBSEQUENTLY HITTING A POLE.	ALPD	CLOS	\$0	\$12,299	\$0
	02	04/22/2021	04/29/2021		KAREN SHIPLEY		STEPHEN K AGYEMAN	38 - Sideswipe Loss		ALBI	CLOS	\$0	\$17,500	\$2,482
981937GL	01	05/03/2021	06/02/2021		BJ THOMPSON		KRISE TRANSPORTATION INC	39 - All other front, rear, side collisions	BUS HIT PARKED CV IN APARTMENT COMPLEX	COLL	CLOS	\$0	\$0	\$0
	02	05/03/2021	06/02/2021		BJ THOMPSON		ERNEST LESTER	39 - All other front, rear, side collisions		ALPD	CLOS	\$0	\$5,405	\$0
Total												\$0	\$51,308	\$2,482

## Claim Experience Detail - BA 08/10/2019 to 08/10/2020

Claim Number	Suffix	Incident_dte	Reported_dte	Loc	Operator	Oper Age	Claimant_Nme	Type of Accident	Loss Description	Type	Status	Reserves	Payments	Expenses
366455GK	01	02/28/2020	03/26/2020		LOIS PATTI	65	ADAM LEWIS	50 - Insured hit parked vehicle	UNKNOWN DETAILS	ALPD	CLOS	\$0	\$5,077	\$0
540516GJ	01	08/28/2019	09/04/2019		PETER REDINGTON		TARACEDA PRATER	39 - All other front, rear, side collisions	CARS PARKED CLOSE TO CORNER ON MAROSE STREET, APPROACHING CORNER OF MARSHALL STREET, REAR BUMPER SWUNG WIDE WHILE TURNING SIDESWIPING CAR PARKED ON STREET.	ALPD	CLOS	\$0	\$14,607	\$0
543926GJ	01	08/23/2019	09/05/2019		LOIS PATTI		KRISE TRANSPORTATION INC	60 - Insured hit fixed object	DRIVER, LOIS PATTI STRUCK A GUARDRAIL WHILE DRIVING NEAR THE INTERSECTION OF WHEATFIELD DR. AND FAIRMONT DR.	COLL	CLOS	\$0	\$8,281	\$0
	02	08/23/2019	09/05/2019		LOIS PATTI		UNK PROP OWNER	60 - Insured hit fixed object		ALPD	CLOS	\$0	\$0	\$0
918900GJ	01	11/14/2019	11/29/2019		SKIP HIGGINS		CURTIS SOUTHLEA	33 - Claimant ran into rear of insured vehicle	ALLEGES OUR NSRD IS RESPONSIBLE FOR LOSS, POSS VEH VS. VEH, VERIFY.	ALPD	CLOS	\$0	\$0	\$0
Total												\$0	\$27,965	\$0

# Nationwide - Policyholder Inquiry Report (HV Platform)

Valued: Jan 28, 2022 8:24:34 AM

All Policies for a Selected Insured Account

Branch: Allegheny  
Agency: EIA GROUP LLC (883954)

Insured: Krise Transportation Inc (105185919)

## Claim Experience Detail - BA 08/10/2018 to 08/10/2019

Claim Number	Suffix	Incident_dte	Reported_Dte	Loc	Operator	Oper Age	Claimant_Name	Type of Accident	Loss Description	Type	Status	Reserves	Payments	Expenses
085532GI	01	10/05/2018	10/23/2018		NANCY HARRIS		RIO BOYD	39 - All other front, rear, side collisions	INSURED RECEIVED PAPERS STATING THAT A STUDENT RECEIVED INJURIES WHEN IV SLAMMED ON THE BRAKES CAUSING HIM TO HIT HIS HEAD ON THE BACK OF A SEAT.	ALBI	CLOS	\$0	\$0	\$0
102876GI	01	09/05/2018	10/26/2018		LEONARD FRANKLIN JR		SHANNON IACHINI	39 - All other front, rear, side collisions	IV GOING WRONG WAY IN PARKING LOT. MADE A 3-POINT TURN AND STRUCK PARKED AND UNOCCUPIED VEHICLE	ALPD	CLOS	\$0	\$5,616	\$0
242524GK	01	01/14/2019	02/20/2020		NICOLE SYNDER		SUSAN STEVENSON	39 - All other front, rear, side collisions	VEHICLE ACCIDENT	UMBI	CLOS	\$0	\$0	\$0
	02	01/14/2019	02/20/2020		NICOLE SYNDER		SUSAN STEVENSON	39 - All other front, rear, side collisions		UMBI	CLOS	\$0	\$35,000	\$0
293517GI	01	11/30/2018	12/06/2018		TIMOTHY KRISE		TIMOTHY KRISE	35 - Claimant hit insured causing insured to hit another vehicle	V2 R/E V1, V1 PUSHED INTO V3, V3 PUSHED INTO V4, V4 PUSHED INTO V5, V2 FLED SCENE	COLL	CLOS	\$0	\$0	\$0
	02	11/30/2018	12/06/2018		TIMOTHY KRISE		THOMAS GOLGAN	35 - Claimant hit insured causing insured to hit another vehicle		ALPD	CLOS	\$0	\$0	\$0
	03	11/30/2018	12/06/2018		TIMOTHY KRISE		GEORGE HUFF	35 - Claimant hit insured causing insured to hit another vehicle		ALPD	CLOS	\$0	\$0	\$0
368239GI	01	03/06/2019	07/29/2019		ANDREA BOUCHARD		JOYCE CHAPMAN	30 - Insured ran into rear of claimant vehicle	V1 REAR ENDED CV AT A TRAFFIC LIGHT	ALPD	CLOS	\$0	\$1,092	\$0
379932GI	01	12/20/2018	12/26/2018		GEORGE MOFFAT		ITRON UTILITY SERVICES	30 - Insured ran into rear of claimant vehicle	V1 REAR ENDED V2 PUSHING V2 INTO V3 AND V3 INTO V4.	ALPD	CLOS	\$0	\$218	\$0
	02	12/20/2018	12/26/2018		GEORGE MOFFAT		JASON GAYDOS	30 - Insured ran into rear of claimant vehicle		ALPD	CLOS	\$0	\$8,244	\$0
	03	12/20/2018	12/26/2018		GEORGE MOFFAT		SHIMESHA COWELL	30 - Insured ran into rear of claimant vehicle		ALPD	CLOS	\$0	\$16,611	\$0
	04	12/20/2018	12/26/2018		GEORGE MOFFAT		KRISE TRANSPORTATION INC	30 - Insured ran into rear of claimant vehicle		COLL	CLOS	\$0	\$0	\$0
	05	12/20/2018	12/26/2018		GEORGE MOFFAT		SHIMESHA COWELL	30 - Insured ran into rear of claimant vehicle		ALBI	CLOS	\$0	\$1,130	\$0
576384GI	01	02/05/2019	02/08/2019		PAMELA STEPHENS	70	KRISE TRANSPORTATION INC	35 - Claimant hit insured causing insured to hit another vehicle	4 VEH - CHAIN REACTION. V2 RE V1 CAUSED V1 RE V3 RE V4. NO FURTHER DETAILS GIVEN.	COLL	CLOS	\$0	\$410	(\$380)
613610GI	01	02/14/2019	02/18/2019		HENRY WHITE		KRISE TRANSPORTATION INC	39 - All other front, rear, side collisions	CV REAR ENDED THE IV	COLL	CLOS	\$0	\$0	\$0
856403GH	01	09/04/2018	09/12/2018		KEITH LEWIS		TIM HOLLER	39 - All other front, rear, side collisions	IV MAKING A LEFT TURN AND THE REAR BUMPER OF THE IV HIT A P/U CV	ALPD	CLOS	\$0	\$2,719	\$0
899930GI	02	04/11/2019	04/22/2019		SHEILA STEVENS		KONSTANTINOS KONTOS	39 - All other front, rear, side collisions		ALPD	CLOS	\$0	\$0	\$0
925337GH	01	09/20/2018	09/24/2018		LISA PEPPERS		MARANDA BEALS	16 - Insured failed to yield	IV WB MADE U-TURN AT 4 WAY INTERSECTION WHEN CV CAME FROM BEHIND SWERVED AROUND AND HIT IV	ALPD	CLOS	\$0	\$0	\$0
	02	09/20/2018	09/24/2018		LISA PEPPERS		KRISE TRANSPORTATION INC	16 - Insured failed to yield		COLL	CLOS	\$0	\$0	\$0
<b>Total</b>												<b>\$0</b>	<b>\$71,040</b>	<b>(\$380)</b>



# Nationwide - Policyholder Inquiry Report (HV Platform)

Valued: Jan 28, 2022 8:24:34 AM

All Policies for a Selected Insured Account

Branch: Allegheny  
Agency: EIA GROUP LLC (883954)

Insured: Krise Transportation Inc (105185919)

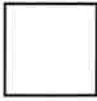
## Claim Experience Detail - BA 08/10/2017 to 08/10/2018

Claim Number	Suffix	Incident_dte	Reported_dte	Loc	Operator	Oper Age	Claimant_Nme	Type of Accident	Loss Description	Type	Status	Reserves	Payments	Expenses
076190GG	01	08/30/2017	10/06/2017		GARY KRAPE		JESSICA BOVARD	39 - All other front, rear, side collisions	V1 STRUCK V2 AS HE WAS MAKING A LEFT TURN	ALPD	CLOS	\$0	\$7,009	\$0
650951GK	01	11/08/2017	06/16/2020		UNKNOWN UNKNOWN		RAIQUAN NELSON	85 - Passenger in non-owned vehicle	YOUNG BOY FELL ASLEEP ON V1 (BUS), THEN STOOD UP AND SLID DOWN SEATS ON THE BUS.	ALBI	CLOS	\$0	\$50,000	\$536
699617GG	01	01/25/2018	02/02/2018	NA	DANA VELVET		D SHEARER	39 - All other front, rear, side collisions	IV SCHOOL BUS PLY AT STOP SIGN. STRUCK CV WHO HAD NO TRAFFIC CONTROLS. STUDENTS INJURED.	ALPD	CLOS	\$0	\$6,744	\$0
	02	01/25/2018	02/02/2018	NA	DANA VELVET		KALEM KUHN	39 - All other front, rear, side collisions		ALBI	CLOS	\$0	\$0	\$3,650
	03	01/25/2018	02/02/2018	NA	DANA VELVET		DEVON KUHN	39 - All other front, rear, side collisions		ALBI	CLOS	\$0	\$0	\$3,394
818801GG	01	02/21/2018	02/27/2018		SALLY SORBIE		BRANDON GRAY	39 - All other front, rear, side collisions	TRAFFIC WAS SLOWING IV CAME AROUND A CORNER AND SIDE SWIPE THE CV AND IV KEPT ON GOING	ALPD	CLOS	\$0	\$0	\$0
<b>Total</b>												<b>\$0</b>	<b>\$63,753</b>	<b>\$7,580</b>
<b>Summary</b>												<b>\$0</b>	<b>\$214,066</b>	<b>\$9,682</b>

## Policy Number: 87112Z

Policy Term	Prefix	Line of Business	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
08/10/2020 to 08/10/2021	MPA	Special Multi-Peril	\$25,481	0.0%	\$0	\$0	\$0	\$0
		<b>Term Totals</b>	<b>\$25,481</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
08/10/2019 to 08/10/2020	MPA	Special Multi-Peril	\$18,587	0.0%	\$0	\$0	\$0	\$0
		<b>Term Totals</b>	<b>\$18,587</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
08/10/2018 to 08/10/2019	MPA	Special Multi-Peril	\$19,766	0.0%	\$0	\$0	\$0	\$0
		<b>Term Totals</b>	<b>\$19,766</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
08/10/2017 to 08/10/2018	MPA	Special Multi-Peril	\$13,961	0.0%	\$0	\$0	\$0	\$0
		<b>Term Totals</b>	<b>\$13,961</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Recap for Report Years	Prefix	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
	MPA	\$77,795	0.0%	\$0	\$0	\$0	\$0
		<b>\$77,795</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



# Nationwide - Policyholder Inquiry Report (HV Platform)

Valued:

Account Summary - Part 1

Branch: Allegheny

Insured: Krise Transportation Inc (105185919)

Agency: EIA GROUP LLC (883954)

## By Policy Term

Policy Term	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
04/30/2021 to 04/30/2022	\$696,544	14.5%	\$100,784	\$54,652	\$46,000	\$132
08/10/2020 to 08/10/2021	\$470,711	11.4%	\$53,790	\$51,308	\$0	\$2,482
08/10/2019 to 08/10/2020	\$345,069	8.1%	\$27,965	\$27,965	\$0	\$0
08/10/2018 to 08/10/2019	\$310,721	22.7%	\$70,660	\$71,040	\$0	(\$380)
08/10/2017 to 08/10/2018	\$220,295	36.2%	\$79,708	\$72,128	\$0	\$7,580
All Terms Totals	\$2,043,340	16.3%	\$332,907	\$277,093	\$46,000	\$9,815

## By Line of Business (for all terms)

LOB Description	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
Auto Liability	\$1,361,346	20.4%	\$277,930	\$239,765	\$28,000	\$10,165
Auto Physical Damage	\$240,021	14.2%	\$34,048	\$16,428	\$18,000	(\$380)
General Liability	\$332,481	0.0%	\$0	\$0	\$0	\$0
Special Multi-Peril	\$109,492	19.1%	\$20,930	\$20,900	\$0	\$30
All Line of Business Totals	\$2,043,340	16.3%	\$332,907	\$277,093	\$46,000	\$9,815





# Nationwide - Policyholder Inquiry Report (HV Platform)

Valued:

Account Summary - Part 2

Branch: Allegheny

Insured: Krise Transportation Inc (105185919)

Agency: EIA GROUP LLC (8839554)

## By Term and Line of Business

Policy Term	LOB Description	Earned Premium	Loss %	Incurred Losses	Loss Payments	Loss Reserves	Loss Expenses
04/30/2021 to 04/30/2022	Auto Liability	\$474,551	13.0%	\$61,854	\$33,752	\$28,000	\$102
	Auto Physical Damage	\$76,756	23.5%	\$18,000	\$0	\$18,000	\$0
	General Liability	\$113,540	0.0%	\$0	\$0	\$0	\$0
	Special Multi-Peril	\$31,697	66.0%	\$20,930	\$20,900	\$0	\$30
04/30/2021 to 04/30/2022		<b>\$696,544</b>	<b>14.5%</b>	<b>\$100,784</b>	<b>\$54,652</b>	<b>\$46,000</b>	<b>\$132</b>
08/10/2020 to 08/10/2021	Auto Liability	\$303,532	15.2%	\$46,053	\$43,571	\$0	\$2,482
	Auto Physical Damage	\$44,692	17.3%	\$7,737	\$7,737	\$0	\$0
	General Liability	\$97,006	0.0%	\$0	\$0	\$0	\$0
	Special Multi-Peril	\$25,481	0.0%	\$0	\$0	\$0	\$0
08/10/2020 to 08/10/2021		<b>\$470,711</b>	<b>11.4%</b>	<b>\$53,790</b>	<b>\$51,308</b>	<b>\$0</b>	<b>\$2,482</b>
08/10/2019 to 08/10/2020	Auto Liability	\$224,511	8.8%	\$19,684	\$19,684	\$0	\$0
	Auto Physical Damage	\$42,057	19.7%	\$8,281	\$8,281	\$0	\$0
	General Liability	\$59,914	0.0%	\$0	\$0	\$0	\$0
	Special Multi-Peril	\$18,587	0.0%	\$0	\$0	\$0	\$0
08/10/2019 to 08/10/2020		<b>\$345,069</b>	<b>8.1%</b>	<b>\$27,965</b>	<b>\$27,965</b>	<b>\$0</b>	<b>\$0</b>
08/10/2018 to 08/10/2019	Auto Liability	\$206,658	34.2%	\$70,630	\$70,630	\$0	\$0
	Auto Physical Damage	\$42,091	0.1%	\$30	\$410	\$0	(\$380)
	General Liability	\$42,206	0.0%	\$0	\$0	\$0	\$0
	Special Multi-Peril	\$19,766	0.0%	\$0	\$0	\$0	\$0
08/10/2018 to 08/10/2019		<b>\$310,721</b>	<b>22.7%</b>	<b>\$70,660</b>	<b>\$71,040</b>	<b>\$0</b>	<b>(\$380)</b>
08/10/2017 to 08/10/2018	Auto Liability	\$152,094	52.4%	\$79,708	\$72,128	\$0	\$7,580
	Auto Physical Damage	\$34,425	0.0%	\$0	\$0	\$0	\$0
	General Liability	\$19,815	0.0%	\$0	\$0	\$0	\$0
	Special Multi-Peril	\$13,961	0.0%	\$0	\$0	\$0	\$0
08/10/2017 to 08/10/2018		<b>\$220,295</b>	<b>36.2%</b>	<b>\$79,708</b>	<b>\$72,128</b>	<b>\$0</b>	<b>\$7,580</b>
Totals		<b>\$2,043,340</b>	<b>16.3%</b>	<b>\$332,907</b>	<b>\$277,093</b>	<b>\$46,000</b>	<b>\$9,815</b>



# Nationwide - Policyholder Inquiry Report (HV Platform)

Run Date: Jan 28, 2022 8:24:34 AM

Disclaimer and Report Element Definitions

Branch: Allegheny

Insured: Krise Transportation Inc (105185919)

Agency: EIA GROUP LLC (883954)

## Suspense Claims

Policy Num	Claim Num	Claim Suffix	Status	Entry Date	Operator ID	Claim Prefix	Effective Date	Expiration Date	Loss Date	Reported Date	Operator First Name	Operator Last Name	Accident Description
87112Z	058691GI	000	S	20181018	M0HF	SU	20180810	20190810	20181005	20181018			INSURED RECEIVED PAPERS STATING THAT A STUDEN
5287BS	460863GM	000	S	20210930	73E2	SU	20210430	20220430	20210920	20210930			DURING AFTERNOON BUS RUN (BUS 7201) DRIVER MA
8059AA	499590GJ	000	S	20190826		SU	20180810	20190810	20190719	20190826			INSURED WAS STRUCK BROAD SIDE BY A VEHICLE.
87112Z	583249GL	000	S	20210217	N0JR	SU	20180810	20190810	20190502	20210217			EE INVOLVED IN INCIDENT ON BUS- PERSONAL INJUR
87110Z	593465GL	000	S	20210219	M0SY	SU	20180810	20190810	20190502	20210219			V1 #400 ROLLED BACK INTO #032 THEN CAME FORWA
4942BS	617262GM	000	S	20211110	N0RR	SU	20210430	20220430	20211110	20211110			V1 STRUCK V2 WHILE PARKED ON THE ROAD
87112Z	622694GK	000	S	20200609	S0BG	SU	20170810	20180810	20171108	20200609			YOUNG BOY FELL ASLEEP ON V1 (BUS), THEN STOOD
4942BS	642146GM	000	S	20211117		SU	20210430	20220430	20211116	20211117			STUDENT HIT HEAD ON WINDOW FRAME -WENT TO ER
8059AA	812206GG	000	S	20180226		SU	20170810	20180810	20180221	20180226			TRAFFIC WAS SLOWING IV CAME AROUND A CORNER A
87110Z	882389GG	000	S	20180309	N0MU	SU	20170810	20180810	20180309	20180309			V2 TURNED OUT FROM SIDE STREET AND COLLIDED W

This loss and limit information is subject to additions, corrections and/or changes. There are no representations or warranties as to its accuracy, and the information shall not be interpreted as an admission of liability.

### Report Element Definitions:

#### Earned Premium

For prior year policy terms, Earned Premium is equal to the Written Premium. For the current year policy term, Earned Premium is calculated as follows:  
Total Written Premium divided by the number of days between the Policy Inception and Expiration Dates times the number of days between the Current Date and the Policy Inception Date

#### Loss %

Incurred Losses Amount divided by the Earned Premium Amount

#### Incurred Losses

Total of the Loss Payments, Loss Reserves and Loss Expenses Amounts

#### Loss Payments

Loss Transaction Amount for Loss Transaction Codes beginning with '72'



Run Date: Jan 28, 2022 8:24:34 AM

## Nationwide - Policyholder Inquiry Report (HV Platform)

Page 11 of 11

Disclaimer and Report Element Definitions

Branch: Allegheny

Insured: Krise Transportation Inc (105185919)

Agency: EIA GROUP LLC (883954)

### Loss Reserves

Loss Transaction Amount for Loss Transaction Codes beginning with '71'

### Loss Expenses

Loss Transaction Amount for Loss Transaction Codes beginning with '73'





## Krise Transportation, Inc.

### 2022-2023 Compensation Package Scranton/Riverside School District

#### DRIVERS (based on total consecutive years of driving the same type of vehicle regardless of the employer):

<u>CDL Drivers 48 – 77 passenger</u> <u>(Including CDL WC)</u>	<u>24 – 30 passenger</u>	<u>Non CDL:</u>
0 – 1 years \$21.00 per hour	0 – 1 years \$20.00	0 – 1 years \$ 16.00
1 – 4 years \$22.00 per hour	1 – 4 years \$21.00	1 – 4 years \$ 17.00
5 + years \$23.00 per hour	5 + years \$22.00	5 + years \$ 18.00

All drivers assigned to regular runs will be guaranteed 4.00 hours every school day including a total of 15 minutes for a pre and post trip.

A Safety and attendance bonus of \$5.00 per school day will be applied if all scheduled safety meetings are attended, if you miss no scheduled regular runs and have NO preventable accidents during the four week time period. This will be paid every four weeks or every other bi-weekly payroll. Unreported accidents including broken mirrors, property damage, backing in to fixed objects, etc., will result in additional weeks of losing the bonus and may result in suspension and/or termination.

Sign on Bonus totaling \$2,000.00 for CDL drivers that begin driving prior to October 1<sup>st</sup> paid as follows: 30% or \$600.00 paid within the next scheduled payroll after the first 20 consecutive school days worked. 30% or \$600.00 within the first payroll in January and 40% or \$800.00 in the last payroll for the regular school year June.

Sign on Bonus totaling \$1,000.00 for Non-CDL drivers that begin driving prior to October 1<sup>st</sup> paid as follows: 30% or \$300.00 paid within the next scheduled payroll after the first 20 consecutive school days worked. 30% or \$300.00 within the first payroll in January and 40% or \$400.00 in the last payroll for the regular school year June.

Employees will be granted (1) “one” non-accumulative paid Grace Day that can be used during the regular school year to take time off for family emergencies without losing pay for the day or their safety and attendance bonus for that time period. Grace Days can be used as 1 whole day or as 2 half days. Pay will be calculated using the average daily hours worked for that pay period for the AM/PM runs. Only employees that begin employment within the first (10) days of the school year will be eligible. Grace Days will not be permitted during the months of September and May. Grace Days will be granted based on seniority and staffing needs. Every effort will be made to allow employees to take the day as requested. Employees who have Perfect Attendance for the school year and who do not use any part of their Grace Day pass will receive a Grace Day buyout on the last paycheck of the school year. The amount of the Grace Day buyout will be equal to the average hours worked per day for the AM/PM run for that pay period. Perfect Attendance is described in the Krise Transportation Employee Handbook.

Life Insurance: \$15,000.00 after 90 days of employment

Physicals, credentials and drug testing will be provided by the company

Non-Revenue driving rate is \$16.00 per hour for CDL drivers and \$12.00 per hour for non-CDL drivers.

Athletic and Field Trips: Wages are the same as their “Home to School” rate.

### **Monitors:**

All monitors are required to have CPR/ First Aid Certification within the first 90 days of employment.

0 – 1 years \$14.00 per hour with CPR/First Aid

1 – 4 years \$15.00 per hour with CPR/First Aid

5 + years \$16.00 per hour with CPR/First Aid

All regular assigned Monitors will be guaranteed 4 hours every school day or 2 hours for every run.

An attendance bonus of \$3.00 per school day will be applied if all scheduled safety meetings are attended and if you miss no scheduled regular runs. This will be paid every four weeks or every other bi-weekly payroll.

Required physicals, drug testing and credentials will be paid for by the company.

Monitors are required to attend four designated safety meeting per school year.

### **ALL EMPLOYEES**

Non-Revenue Rate for safety meetings will be paid at \$12.00 per hour.

Non-revenue rates are \$15.00 per hour for all other duties.

Seniority cannot be transferred from one category to the other.

All adjustment increases will take place at the beginning of each regular school year following the hire anniversary date even though some anniversary dates arrive during the middle of the school year.

All employees will be eligible for an annual bonus. CDL drivers will be eligible for \$600.00, non CDL \$400.00 and monitors \$300.00. The annual bonus will be paid in three (3) installments: Forty percent (40%) paid in mid-September before the first scheduled bi-weekly payroll; forty percent (40%) paid with the first payroll in December; and twenty percent (20%) paid at the end of school year when the vehicle is returned in clean and sanitary condition. An employee must be actively working and in good standing to receive that particular installment.

End of Year Interior Vehicle Cleaning – It is the responsibility of the driver, and monitor if applicable, to return their vehicle to the facility at the end of the school year in a clean and sanitary condition. For those vehicles that have monitors, it is expected that the driver and monitor share the responsibility for the interior of the vehicle. Each vehicle will be inspected by a member of management; if it is determined that the vehicle does not pass inspection, the employee(s) will be given a chance to rectify the situation on their own time. If the employee(s) choose to not clean the vehicle to company standards, the employee will forfeit the last ten percent (10%) of the resign up or sign up bonus.

Pay sheets must be turned in to the office by 5PM Friday on a weekly basis unless you have a weekend trip in which pay sheets are due Monday morning by 10AM. Pay sheets that arrive after the deadline are subject to a \$25.00 late fee or will not be processed until the next payroll.

Tim Krise  
President

Administrative Team

Jeff Ellis  
V.P. Human Resources  
& Risk Management

Rick Jerothe  
V.P. Information  
Systems &  
Technology

Kelly Wood  
Director of  
Operations

Scott Labay  
Director of Safety &  
Compliance

Arlen Sanden  
Driver Development  
& Safety Manager

Regional Team

Wayne Robinson  
Regional Manager

Bobbi Bican  
Regional Manager

Sean Dobich  
Regional Manager

Local Team

Terminal  
Manager

Shop Supervisor

Drivers,  
Monitors &  
Trainers

Mechanics

Terminal  
Manager

Shop Supervisor

Drivers,  
Monitors &  
Trainers

Mechanics

Terminal  
Manager

Shop Supervisor

Drivers,  
Monitors &  
Trainers

Mechanics

### **Tim Krise** **President**

Tim has over 40 years of experience in the student transportation industry in the Commonwealth of Pennsylvania. Tim started his career in 1981 as a school bus driver when he was a senior in high school. He began Krise Bus Service, Inc. (a predecessor company) in 1990 when he was awarded the company's first significant contract, providing transportation for the Punxsutawney Area School District. Over the next decade and a half, Krise Bus Service grew to over 500 buses. In 2004, Student Transportation of America (STA), a national school bus contractor acquired the company. Tim worked at STA for the next 12 years, ultimately serving as the Vice President of Operations in Pennsylvania. Krise Transportation, Inc. was founded in 2016 with the philosophy that close partnerships with school districts are critical to maintaining reliable, safe, and efficient student transportation programs. Tim is deeply involved in all aspects of the Krise Transportation operation, even serving as a bus driver himself. Tim lives in Punxsutawney, but spends most of his time at one of our many terminals across Pennsylvania.

### **Jeff Ellis**

#### **Vice President, Human Resources and Risk Management**

Jeff is a leader and executive with a 30-year track record of coaching people for improved performance and helping companies meet their potential. He has broad industry experience in the transportation, environmental services, healthcare and utility industries and has served in multiple functional areas including human resources, safety & risk management, operations and sales.



### **Rick Jerothe**

#### **Vice President, Information Systems & Technology**

Richard is a seasoned IT executive with over 37 years in managing technology within a multitude of industries including Transportation, Healthcare, Manufacturing, Consumer Products and Pharmaceuticals. Specializing in developing stable technology operating models, Richard's experience helps organizations navigate through transformational change, organizational realignment and/or mergers and acquisition activities. Richard is a skilled professional with a proven record of delivering technology solutions including back office systems, telecommunications/networking, dispatch, vehicle tracking, cybersecurity, regulatory and compliance initiatives. With a new and exciting challenge upon him, Richard joined ASTP in April of 2022 where he is helping to deliver the company's technology initiatives.

### **Kelly Wood**

#### **Director of Operations**

Kelly has been involved in the school bus industry for over 21 years, starting out as a school bus driver. She has been a school bus driver trainer, terminal manager, and special projects manager. Kelly works with all our locations to ensure the staff has the tools needed to provide safe, reliable and efficient student transportation. She plays an integral role in all aspects of operations at Krise Transportation including payroll, accounts receivables, safety and training, routing, maintenance & credential software, GPS systems and on-board camera systems. Kelly works closely with our school districts, assisting in new start-up locations and maintaining close partnerships to that promote long-term working relationships. Kelly is based out of the Punxsutawney office, but can frequently be found visiting one of our many locations, and sometimes even driving a school bus when needed. Kelly earned a BS in Horticulture from Pennsylvania State University.

### **Scott Labay**

#### **Director of Safety & Compliance**

Scott has more than 25 years experience including service as a law enforcement officer and both operating and safety leadership roles in transportation operations. Scott also has significant experience in driver training and development and is responsible for operation of the Krise's 3rd party DOT testing sites, transportation and physical safety, and oversight and improvement of the Company's safety and training programs. Scott earned an AS in Criminal Justice Administration and a BS in Management from Florida Gulf Coast University and is both a Certified Directory of Safety (NATMI) and a Certified Safety and Security Officer (CTAA).

### **Arlen Sanden**

#### **Driver Development & Safety Manager**

Arlen started in the School Bus Transportation industry as a driver and mechanic in 1986. He became an instructor in 1988 and has proudly trained over 500 drivers from 12 different states. Arlen has worked as a Director of Operations, Region Manager, Location Manager, Assistant Manager, Safety Coordinator, Router, Dispatcher and has trained over 25 managers and assistant managers in the school bus industry. Arlen has been recognized for his exceptional work in school bus safety and has received several awards. Arlen is married to his wife Robin, a school driver at Krise Transportation. They have four children, four grandchildren, and a dog named Logan. Arlen is originally from Erie, Pennsylvania. and now lives in Denver, Pennsylvania.

**Wayne Robinson**

**Regional Manager, Eastern PA**

Wayne has more than 27 years of leadership experience starting with his service in the U.S. Army. His career in passenger transportation has spanned school bus, transit, and paratransit operations with responsibility for people, safety, and financial performance in public and private contract settings. Wayne is a servant-leader who ensures that staff and drivers have the tools they need to be successful and that we deliver top-notch service to our school district partners and other customers and stakeholders.

**Bobbi Bican**

**Regional Manager, Central PA**

Bobbi has over 27 years of experience working in the transportation industry. Bobbi has substantial knowledge and understanding of the needs of school districts. She realizes that excellent communication is one of the pillars in developing the relationship between the school districts and their transportation contractor. Bobbi is a graduate of Penn State University and will apply her experience to grow our business in Central Pennsylvania.

**Sean Dobich**

**Regional Manager, Western PA**

Sean is a customer and quality-focused business leader with over 30 years of experience. He provides a strategic vision to drive operational success, productivity, and efficiency. As a school board member for several years, Sean understands the importance of creating strong partnerships with local school districts. His leadership style can be described as inspirational, as he desires to promote the development and growth of his employees. Sean is a graduate of Penn State with a degree in Business Management.





**Krise Transportation, Inc.**  
***an affiliate of American Student Transportation Partners (ASTP)***

**Driver Recruitment**

As needed, the following initiatives will be utilized to recruit drivers.

1. Bulk Mailers
2. Online employment advertising
3. Print Advertising in regional newspapers
4. Indeed
5. School Bus Banners
6. Career Link Job Posting (Affiliated with Unemployment/Employment Development Office)
7. Billboard advertising
8. Job Fairs
9. Financial Incentives
10. Yard Signs
11. Participation in public events such as festivals, carnivals and fairs

**Krise Transportation, Inc.**  
***an affiliate of American Student Transportation Partners (ASTP)***

**Driver Retention**

In an effort to maximize driver retention, our company is very competitive with its compensation package for employees. The package includes a strong hourly wage, daily safety and attendance bonus and annual bonuses which are paid in the middle of September, December and when they clean their bus at the end of the school year. In addition to the compensation package, we work to foster a positive work environment that employees want to be a part of daily. We want our employees to come to work because they want to be there.

**Additional benefits include:**

- \$15,000 Life Insurance
- Daily Safety and Attendance Bonus
- Health Care (Group Plan), 100% Paid by employee if less than 30 hours
- Unemployment compensation
- Driver appreciation lunches
- Buffet breakfast at safety meetings

**Daily Safety and Attendance Bonus**

This program promotes safety awareness and encourages employee attendance. A driver must attend all scheduled safety meetings and not miss any scheduled regular runs with zero preventable accidents during a four week time period. The driver receives the financial bonus every other bi-weekly payroll.

**Krise Transportation, Inc.**  
***an affiliate of American Student Transportation Partners (ASTP)***

**Driver Training**

We have a vested interest in working with our school district partners to employ the best school bus and van drivers to transport students. Our training program follows the rules, regulations and the recommendations set forth by the Pennsylvania Department of Transportation and Federal Motor Carrier Safety Standards. There are two major components that are vital to our driver training program: the new hire training program and the training updates.

**New hire training** consists of all new CDL Bus Drivers completing the minimum training hours required by Penn DOT, including the new ELDT. Additional training is provided to new hires on an individual basis until the potential new bus driver exhibits that they are fully proficient in all areas. The new hire classroom training consists of a minimum of 14 hours, as required by PA State Law. This includes, but is not limited to the following topics.

- Driver Roles, Responsibilities and Requirements
- Student Management and Discipline
- Student Loading and Unloading
- Transportation of Students with Disabilities
- Preventative Maintenance
- Safe Driving
- Fundamentals of Driving a School Bus
- Crash & Emergency Procedures
- Student Emergencies
- Air Brakes
- Transporting Passengers
- Procedures specific to the school district

**Permit Testing** consists of successfully completing the required written exams at Penn DOT to obtain the Learner's Permit.

**One-on-one In-Bus Training** consisting of at least 6 hours as mandated by Penn DOT. It is expected that the average person driving a school bus for the first time will need approximately 15 hours of behind the wheel training. Training is handled in a minimum 2 hour segments, each segment includes the following topics.

- Pre-Trip Procedures
- Air Brake Test
- On the Road
- Skills
- Post-Trip Procedures

**Practical Training** consists of the trainee working directly with the trainer to put what they have learned into action. They conduct their pre-trip, the air brake test, they drive the bus and they

**Krise Transportation, Inc.**  
***an affiliate of American Student Transportation Partners (ASTP)***

conduct their post trip. This training will repeat until all procedures are performed without any guidance from the trainer.

**On-the-Road Testing** will occur when the trainee goes to the 3<sup>rd</sup> Party Test site for their final on the road test.

**Final Evaluations** will occur when the driver has passed all tests and has the required license paperwork in hand, at this point the Trainee is able to drive. On their FIRST home to school run with children on board, a Trainer will accompany the new driver and conduct a final evaluation. The new driver will not be released to drive solo until released by the Trainer.

**Existing School Bus Drivers** who newly apply will be required to pass a proficiency driver evaluation to demonstrate the necessary skills to drive a school bus. This evaluation is at a minimum 2 hours and includes the following:

- Pre-Trip Procedures
- Air Brake Test
- On the Road
- Skills
- Post-Trip Procedures
- Student Management Techniques
- Procedures specific to the school district

**New Van Drivers** who apply will be required to pass a proficiency driver evaluation to demonstrate the necessary skills to drive a school van. This evaluation is a minimum of 2 hours and includes the following:

- Pre-Trip Procedures
- On the Road
- Skills
- Post-Trip Procedures
- Student Management Techniques
- Procedures specific to the school district

**Training Updates** are required for all school bus drivers; they are mandated to complete re-certification training every 4 years by Penn DOT. In addition to the recertification training, we require all drivers to complete a driving evaluation every other year, after all preventable accidents and as deemed necessary by management.

**Krise Transportation, Inc.**  
***an affiliate of American Student Transportation Partners (ASTP)***

**Third-Party Testing Facilities and Examiners**

**Sites** – We currently have three (3) Third-Party Testing sites in Pennsylvania, at the following locations:

Albion, PA

Harrisburg, PA

Pittsburgh, PA

**Examiners** – We currently have five examiners to service the above sites.

N. Erdman

A. Fitch

S. Hodge

J. Moffet

M. Williams

**Krise Transportation, Inc.**  
***an affiliate of American Student Transportation Partners (ASTP)***

## **Training Topics**

KT conducts monthly safety meetings on various training topics, often inviting outside speakers to present. In order to encourage participation and attendance, attendees are paid for their time at the meeting, and attendance is a component of the Safety and Attendance Bonus.

### **Topics include:**

- a. Best Practices
- b. Defensive Driving
- c. Driving in adverse conditions
- d. Mirror Adjustment & Reference Points
- e. Railroad Crossings
- f. Danger Zones
- g. Driver Wellness & Fatigue
- h. Driver Distractions
- i. Safety at Bus Stops
- j. Student Management
- k. Sleeping Children and K/1<sup>st</sup> grade Drop off Procedures
- l. Emergency Evacuations
- m. Post-Accident Procedures
- n. Conflict Resolution

### **Tentative Topic Schedule for Monthly Safety Meetings**

August – Fall Start Up Meeting – Overview of policies and procedures to include sleeping children and afternoon Kindergarten drop off procedures.

September – Student Management

October – Best Practices

November – Driving in Adverse Conditions

December – Safety at Bus Stops

January – Conflict Resolution

February – Emergency Evacuations

March – Driver Wellness & Fatigue

April – Driver Distractions

May - Open

### **Child Abuse Recognition and Reporting Training**

All employees are required to participate in and receive certification for Child Abuse Recognition and Reporting. This course satisfies the training for mandatory reporting of suspected child abuse and must be renewed every five (5) years, or updated as required by the Commonwealth of Pennsylvania.

**Krise Transportation, Inc.**  
***an affiliate of American Student Transportation Partners (ASTP)***

**CUSTOMER SERVICE PROCEDURES**

Communication is vital and cannot be understated as a collaborative effort between school district officials, educational staff, contractors, drivers and parents. Multiple meetings may be necessary to fully address a child's needs. Upon receipt, concerns and complaints are received and documented before being forwarded to the appropriate supervisor or terminal manager for follow up. In certain sensitive situations the entry level complaint acceptance is immediately sent to a supervisory member or manager.

The initial step is to review details and determine relative seriousness. In most instances the first step suffices to create an uncomplicated solution where the complainant and supervisor/manager work for resolution.

In more complex issues a four step process is initiated:

1. Initiate an investigation for fact based elements. This can include driver and witness interviews, bus video and audio reviews, GPS tracking, etc.
2. Meet with complainant and obtain written or audio statements.
  - a. School district representation when desired is included.
  - b. During this session, possible solutions would be discussed in order to reach a common understanding. At this time contingent opportunities are often discussed.
3. When and if needed, initiate any and all indicated corrective measures.
4. Conduct a follow up, normally within 20-30 days, in situations where corrective measures have been undertaken to assess effectiveness and ensure final resolution has been accomplished.

In all situations, a protocol with school district for notification and review, including review of any information in written or oral form would be conveyed at the appropriate times.

**Communication between Contractor and Parents of Special Needs Students.**

Contractor will actively work with the School District and the Parents of Special Needs Students for any specific requirements that are needed to ensure safe transportation. The same customer service procedures in place, will apply. The Contractor will coordinate with the School District on any additional training requirements.

**Krise Transportation, Inc.**  
**an affiliate of American Student Transportation Partners (ASTP)**

**Preventative Maintenance**

Krise Transportation's Preventative Maintenance Program involves all members of the staff and requires everyone to be alert every day, before, during and after each run. Drivers are required to inspect their vehicle daily, checking the interior & exterior of the vehicle, including but not limited to the lights, tires, and gauges; and inspecting the bus and surrounding area for damage and leaks. Defects are reported immediately and corrections are made or a substitute bus is dispatched. Maintenance performed on vehicles is documented on work orders, with the date, mileage and maintenance/repairs noted and the form is signed by the mechanic who performed the work. All maintenance work is entered into a computerized maintenance software program, which tracks the details of the vehicle, scheduled maintenance requirements, preventative maintenance and unexpected repairs. The software will alert the staff when preventative maintenance is coming due, as per the schedule outlined below. Regardless of scheduled preventative maintenance, each vehicle is checked by a member of the maintenance staff at least once every 90 days.

<b><u>PM Requirement</u></b>	<b><u>Schedule</u></b>	<b><u>Alert Notice</u></b>
<b><u>Air brake bus:</u></b>		
Air dryer check:	6 months	30 days
Air filter check:	6 months	30 days
Brake adjustment:	6 months	30 days
Brake inspection:	6 months	30 days
Fire extinguisher:	12 months	60 days
Fuel filter change:	12 months	30 days
Inspection:	6 months	60 days
Oil change:	7,500 miles	2,000 miles
Registration:	12 months	60 days
Tire inspection:	90 days	30 days
Transmission service:	24,000 miles	1,000 miles
Window and hatch check:	90 days	30 days
90-day service (all points)	90 days	30 days



**Krise Transportation, Inc.**  
**an affiliate of American Student Transportation Partners (ASTP)**

**Air/disc brake bus:**

PM requirements are the same as above, with the exception of the brake adjustment. These vehicles have self-adjusting brakes, so the brake adjustment is not necessary.

**Hydraulic brake bus:**

PM requirements are the same as above, with the exception of the brake adjustment and air dryer. These vehicles have self-adjusting brakes and no air dryers.

<b><u>PM Requirement</u></b>	<b><u>Schedule</u></b>	<b><u>Alert Notice</u></b>
<b><u>School Van:</u></b>		
Air filter check:	6 months	30 days
Brake inspection:	6 months	30 days
Coolant filter:	24 months	30 days
Fire extinguisher:	12 months	60 days
Inspection:	6 months	60 days
Oil change:	7,500 miles	2,000 miles
Registration:	12 months	60 days
Tire inspection:	90 days	30 days
Transmission service:	30,000 miles	1,000 miles
90-day service (all points)	90 days	30 days



## **PENN HILLS SCHOOL DISTRICT**

### **ADMINISTRATIVE OFFICES**

**260 Aster Street**

**Pittsburgh, Pennsylvania 15235**

412-793-7000, extension 1282

FAX: 412-793-7825

**Dr. Nancy J. Hines**

*Superintendent*

*nhines@phsd.k12.pa.us*

Dear Colleague:

I am happy to summarize my experiences to date with Krise Transportation. As reported in the media, PA State Auditor General Eugene DePasquale sent a team of auditors to our district during the 2015-2016 school year to evaluate various business practices, including transportation. The Auditor General's team provided additional findings beyond what we had discovered locally in our own investigations of District practices.

As Mr. DePasquale's audit was winding down, our District opted to notify our former transportation provider that we would be terminating our contract. An RFP was released; however, no established bus companies responded. Fortunate for us and at about the same time, Tim Krise reached out to us and stated his intent to return to the transportation business. Tim forwarded a proposal, met with our Board, and was ready to offer services for more than 4,000 students in about six weeks' time!

Since that time, Tim Krise continues to maintain a high standard for the performance of his employees. He also remains accessible when our District has questions or concerns. While I certainly try not to take advantage of Tim's accessibility, I do not hesitate to contact Tim and/or anyone from his management team on any day or at any time of day when I need immediate information.

Krise Transportation also supports our larger community and continues to develop relationships with our stakeholders. Krise Transportation has also helped to provide shuttle service for local events that include a high volume of senior citizens. Additionally, the Krise Team is always flexible and understanding when we have limited time to organize special transportation for field trips, play-off games, etc.

Overall, our experience with Krise Transportation has been overwhelmingly positive, and I suspect that our relationship with Krise will remain for many years to come.

Sincerely,

**Dr. Nancy Hines**

**Superintendent**



# Northwestern School District

100 Harthan Way, Albion, PA 16401-1368

Phone: (814) 756-9400

Fax: (814) 756-9414

web address: [www.nwsd.org](http://www.nwsd.org)

John B. Hansen, Superintendent

Melanie A. Floyd, Business Manager

February 19, 2019

To Whom It May Concern:

This letter of recommendation is written on behalf of Krise Transportation. I have had the pleasure of working with Tim Krise, President and Kelly Wood, Administrative Assistant, since July 2017.

The Northwestern School District covers 122 square miles. Geographically it is a challenge. Although we are a small rural district with approximately 1400 students, our bus stops are extremely spread out. Krise Transportation and their management team attended board meetings and met with our previous drivers in order to offer them the opportunity to continue driving for our district. Krise Transportation was extremely supportive and maintained professionalism at all times. They worked cooperatively with administration, staff and parents to resolve any issues.

Krise Transportation is extremely knowledgeable in all areas of pupil transportation. I was amazed at how quickly they became familiar with the roads, routes and students/families. Within a few months, everything was organized and ready for the start of the school year. We would not have been able to accomplish this monumental task without their assistance. We greatly appreciate their commitment to our district.

I have no reservations that Krise Transportation would be an asset to your school district. Their service and expertise in the busing industry is second to none. Please feel free to contact me if I can be of any assistance.

Sincerely,

John B. Hansen  
Superintendent

# Wilmington Area School District

300 Wood Street  
New Wilmington, Pennsylvania 16142  
724-656-8866  
FAX 724-946-8982  
www.wasd.school



**Jeffrey A. Matty, Ed.D.**  
Superintendent

**Joshua D. Latore**  
Business Manager

**Debra L. Crum**  
Secretary to the Board

To Whom It May Concern:

This letter of recommendation is written on behalf of Krise Transportation. I have had the pleasure of working with Tim Krise, President and Kelly Wood, Administrative Assistant, since spring 2018.

The Wilmington Area School District covers 111 square miles. Geographically it is a challenge. Our district underwent major changes that impacted our pupil transportation. We implemented new building schedules, new routes (single tier routing to two tiers), new software, a new contractor, some new drivers and several new group stops. Due to the number of changes, our transportation department was met with some resistance from parents. Krise Transportation and their management team attended board meetings and met with parents. Krise Transportation was extremely supportive and maintained professionalism at all times. They worked cooperatively with administration, staff and parents to resolve any issues brought about by the District's transportation changes.

Krise Transportation is extremely knowledgeable in all areas of pupil transportation. I was amazed at how quickly they became familiar with the roads, routes and students/families. Within a few months, everything was organized and ready for the start of the school year. We would not have been able to accomplish this monumental task without their assistance. We greatly appreciate their commitment to our district.

I have no reservations that Krise Transportation would be an asset to your school district. Their service and expertise in the busing industry is second to none.

Please feel free to contact me if I can be of any assistance.

Sincerely,

*Melda M. Irwin*

Melda M. Irwin  
Transportation Coordinator  
(724) 656-8866 x 6100  
irwin@wasd.school

# Wilmington Area School District

300 Wood Street  
New Wilmington, Pennsylvania 16142  
724-656-8866  
FAX 724-946-8982  
[www.wasd.school](http://www.wasd.school)



**Jeffrey A. Matty, Ed.D.**  
Superintendent

**Joshua D. Latore**  
Business Manager

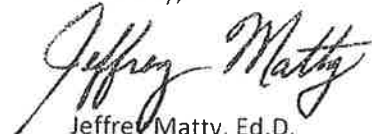
**Debra L. Crum**  
Secretary to the Board

To Whom It May Concern,

I am writing to recommend Krise Transportation and Tim Krise for their bus services. Krise has been a bus provider for the Wilmington Area School District for the 2018-2019 school year. The Krise Company has been instrumental in providing professional guidance, knowledge, and cooperation with our student bus runs. In particular, Krise was instrumental in our shifting from a single tier to a two-tiered bus run system. Furthermore, their knowledge of laws, bus driver management, and routing has been very positive and helpful to the staff and community.

Most importantly, Krise Transportation is a student-focused company. The students of Wilmington Area School District are supported and provided with the best possible professional service. Moreover, Tim and Kelly worked with the administration to make our transition to a new bus carrier easier than expected. I give my highest recommendation to Krise Transportation for service, fairness, finance and most of all professionalism. Please contact me if I can help you.

Sincerely,



Jeffrey A. Matty, Ed.D.  
Superintendent

# PENNSYLVANIA SCHOOL DISTRICTS CURRENTLY UNDER CONTRACT

April 2022

Penn Hills School District  
260 Aster Street  
Pittsburgh, PA 15235  
(412) 793-7000  
Dr. Nancy J. Hines, Superintendent

Student Enrollment: 4,673  
Total # of vehicles: 107  
Total # of routes: 90  
Type of vehicles: from 7 psgr. vans to 72 psgr. buses,  
including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service: 2016

Bristol Township School District  
5 Blue Lake Drive  
Levittown, PA 19057  
(267) 599-2373  
Traci Williams, Transportation Coordinator

Student Enrollment: 7,910  
Total # of vehicles: 0  
Total # of routes: 5  
Service: Monitors & Home to School  
Began Service: 2016

Northwestern School District  
100 Harthan Way  
Albion, PA 16401  
(814) 756-9400  
Mr. John Hansen, Superintendent  
Ms. Melanie Floyd, Business Manager

Student Enrollment: 1,384  
Total # of vehicles: 28  
Total # of routes: 23  
Type of vehicles: from 20 to 77 psgr. buses,  
including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service: 2017

Wilmington Area School District  
300 Wood Street  
New Wilmington, PA 16142  
(724) 656-8866  
Dr. Jeffrey Matty, Superintendent  
Mr. Josh Latore, Director of Finance/Operations

Student Enrollment: 1,186  
Total # of vehicles: 34  
Total # of routes: 29  
Type of vehicles: from 7 psgr. vans to 77 psgr. buses,  
including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service: 2018

Riverview School District  
701 Tenth Street  
Oakmont, PA 15139  
412-828-1800  
Tammy Good, Business Manager

Student Enrollment: 1,000  
Total # of vehicles: 1  
Total # of routes: 1  
Type of vehicles: 7 psgr van  
Service: Special needs, home to school  
Began Service 2018

# PENNSYLVANIA SCHOOL DISTRICTS CURRENTLY UNDER CONTRACT

---

Central Dauphin School District  
600 Rutherford Road  
Harrisburg, PA 17109  
(717) 545-4703  
Dr. Norman Miller, Superintendent  
Mr. Aaron K. McConnell, Assistant  
Superintendent for Finance &  
Administrative Operations

Student Enrollment: approx. 12,000  
Total # of vehicles: 139  
Total # of routes: 119  
Type of vehicles: from 9 psgr. vans to 90 psgr. buses  
including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service: 2019

Lincoln Intermediate Unit #12  
65 Billerbeck St  
New Oxford PA 17350  
717-624-4616  
Stacy Kunkelman, Coordinator of  
Pupil Transportation

Student Enrollment: as per IU #12 requirements  
Total # of vehicles: varies from year to year  
Total # of routes: varies from year to year  
Type of vehicles: from 7 psgr. vans to 30 psgr. buses,  
including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service: 2020

Mifflin County School District  
201 Eighth Street  
Lewistown, PA 17044  
717-248-0148  
Holly Wertz, Coordinator of Transportation

Student Enrollment: 5,584  
Total # of vehicles: 68  
Total # of routes: 57  
Type of vehicles: from 9 psgr. vans to 72 psgr. buses  
including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service: 2020

Spring Grove Area School District  
100 E. College Avenue  
Spring Grove, PA 17362  
717-225-4731  
Mark Czapp, Director of Business Operations  
Lori Stine, Transportation Coordinator

Student Enrollment: 4,000  
Total # of vehicles: 100  
Total # of routes: 93  
Type of vehicles: from 9 psgr. vans to 77 psgr. buses  
including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service: 2021

Littlestown Area School District  
162 Newark Street  
Littlestown PA 17340  
717-359-4146  
717-359-9617  
Lora Herrell-Mace, Transportation Director

Student Enrollment: 1,901  
Total # of vehicles: as needed  
Total # of routes: as needed  
Type of vehicles: from 7 psgr vans to 77 psgr buses,  
including wheelchair vehicles  
Service: Extra-curricular, substitute route coverage  
Began Service: 2021



## PENNSYLVANIA SCHOOL DISTRICTS CURRENTLY UNDER CONTRACT

---

Redbank Valley SD  
920 Broad St  
New Bethlem PA 16242  
814-275-2426  
Amy Rupp, Superintendent  
Anita Otero, Superintendent's, Office Secretary

Student Enrollment: 1116  
Total # of vehicles: 3  
Total # of routes: 2  
Type of vehicles: wheelchair vehicles  
Service: Home to school, special needs,  
Began Service: 2021

Pittsburgh Public Schools  
341 S Bellefield Ave  
Pittsburgh, PA 15213  
412-529-4357  
Dr. Wayne Walters, Interim Superintendent  
Megan Patton, Director of Pupil Transportation

Student Enrollment: 23,331  
Total # of vehicles: 30  
Total # of routes: 25  
Type of vehicles: from 9 psgr. vans to 72 psgr. buses  
Service: Home to school  
Began Service: 2021

Phoenixville Area School District  
386 City Line Ave  
Phoenixville, PA 19460  
484-927-5000  
Jeremy Melber, Director of Finance  
Lisa Yeager, Supervision of Transportation

Student Enrollment: 4002  
Total # of vehicles: 84  
Total # of routes: 74  
Type of vehicles: from 9 psgr. vans to 72 psgr. buses  
Service: Home to school, special needs, extra-curricular  
Began Service: 2021

Upper Perkiomen School District  
2229 E. Buck Rd  
Pennsburg, PA 18073  
215-541-2443  
Daniel C. Direso, Business Administrator  
Jennifer Malone, Transportation Coordinator

Student Enrollment: 3,300  
Total # of vehicles: 70  
Total # of routes: 63  
Type of vehicles: from 9 psgr. vans to 77 psgr. buses  
including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service: 2021



## NEWLY ACQUIRED SCHOOL DISTRICT UNDER CONTRACT BEGINNING 2022-2023 SCHOOL YEAR

Grove City Area School District  
511 Highland Ave  
Grove City PA 16127  
724-458-6733  
Dr. Jeffrey Finch, Superintendent

Student Enrollment: 1,955  
Total # of vehicles: 43  
Total # of routes: 33  
Type of vehicles: 7 psgr van to 72 psgr buses  
Including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service 2022

Riverside School District  
300 Davis Street  
Taylor PA 18517  
510-562-2121  
Bill Drazdowski, Business Manager

Student Enrollment: 1,533  
Total # of vehicles: 15  
Total # of routes: 10  
Type of vehicles: 7 psgr van to 72 psgr buses  
Including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service 2022

McKeesport Area School District  
3590 O'Neil Blvd  
McKeesport PA 15132  
412-664-3610  
Thomas Knight, Supervisor of School Services

Student Enrollment: 3,500  
Total # of vehicles: 62  
Total # of routes: 52  
Type of vehicles: 7 psgr van to 72 psgr buses  
Including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service 2022

Daniel Boone Area School District  
501 Chestnut Street  
Birdsboro PA 19508  
610-582-6140  
Jason Withers, Director of Facilities  
& Contracted Services

Student Enrollment: 3,100  
Total # of vehicles: 79  
Total # of routes: 69  
Type of vehicles: 7 psgr van to 72 psgr buses  
Including wheelchair vehicles  
Service: Home to school, special needs, extra-curricular  
Began Service 2022



Cameras & GPS



MOBILE VIDEO SURVEILLANCE SOLUTIONS

Cameras



A Subsidiary of

Cal/Amp

GPS

Motorola  
Two-Way Radios





## SAFETY FIRST - UPGRADE YOUR SCHOOL BUS FLEET FOR \$0

BUSPATROL TECHNOLOGY PARTNERS



**BUSPATROL**

**SAMSUNG**



**FIRSTNET.**  
Built with AT&T

**ZONAR**

 **BusPlanner**

**transfinder**

## Launch a BusPatrol School Bus Safety Program and go "beyond enforcement" with our safety tech ecosystem

**BusPatrol** empowers school officials by outfitting their entire school bus fleets with advanced safety tech and software at zero cost.

The safety technology company is on a mission to make the journey to and from school safer.

**#1**

Most Deployed  
Stop-Arm Enforcement  
Program in America

**95%**

of First-Time Violators  
Do Not Receive  
a Second Ticket

**UP TO 30%**

Reductions in Violations  
Year-on-Year

**100%**

Equip your School's  
Entire School Bus Fleet

### How are all of these safety benefits available to school districts at zero cost?

**BusPatrol's** violator-funded business model means that the drivers that illegally pass school buses pay for the technology that safeguards kids. We invest in communities first and violators fund the hardware and software over a 5-year term. **BusPatrol** bears all the burden of the costs and risks, never asking for a penny from the school district, even if the violation revenues do not cover the procurement and program maintenance costs.

---

**Advanced safety technology at \$0 to school districts, municipalities or taxpayers**

---

## BEYOND ENFORCEMENT SAFETY TECHNOLOGY<sup>1</sup>

Do It  
Yourself  
Programs

Stop-Arm  
Enforcement  
Programs

BusPatrol  
Safety  
Programs

### DATA FOR SCHOOL OFFICIALS (CLOUD-DRIVEN)

**BUSPATROL**

Data dashboards to support data-driven decision making  
(Full-fleet data model from cloud-connected buses)



Integrated data solutions - route execution,  
route planning and route enforcement



Turn-by-turn navigation and full-fleet GPS snail trail



### TABLETS / SCHOOL BUS DRIVER INTERFACE

**SAMSUNG**

Samsung rugged tablets



### EMERGENCY RESPONSE

**FIRSTNET**

Access to FirstNet AT&T emergency response network



Push-to-talk emergency response technology



### CLOUD-CONNECTED SAFETY CAMERAS (360° COVERAGE)

**BUSPATROL**

On-demand safety camera video retrieval and live streaming



Secure cloud platform for school officials to monitor safety cameras



Safety cameras: Windshield, side load, rearview,  
internal school bus cameras (4)



### HEALTH TOOLS AND COVID-19 MITIGATION

**BUSPATROL**

Temperature Management Technology Solutions for  
Student Riders and Bus Drivers (wrist or face)



#### Support contact tracing efforts on the school bus:



Student manifest data and internal cloud-connected  
cameras for review



#### Electronic Verified Sanitization Procedure Reporting:

**ZONAR**

Comply with the FTA's safety advisory to execute all  
routine cleaning and surface disinfection



Document all sanitization procedures including location, time,  
disinfectant used and cleaning personnel.



### SMART FLEET MANAGEMENT SOLUTIONS

**ZONAR  
BUSPLANNER**

Zonar Z Pass™ Student Rider Visibility - Verify right student,  
right stop—every time



Parent apps - Keep parents in the know



Zonar AI-powered real-time driver coaching



Zonar Electronic Verified Inspection Reporting (EVIR®)



Save fuel and lower costs - fleet management solutions



### ROUTING SOFTWARE / SOLUTIONS

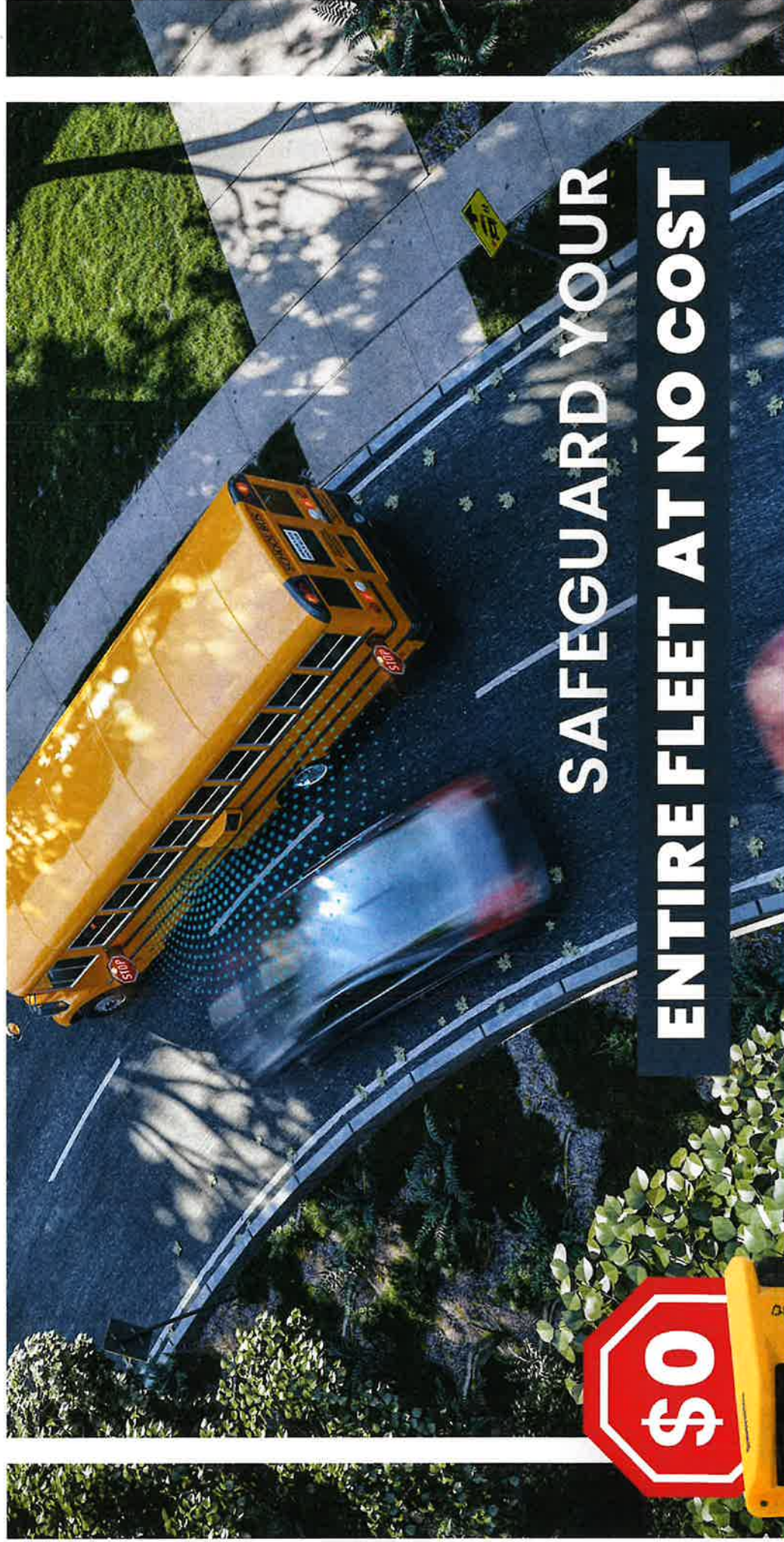
**BUSPLANNER  
TRANSFINDER**

Route planning software solutions for safe, efficient, and  
cost-effective student transportation



<sup>1</sup> Safety Technology Options Available to BusPatrol Safety Program Partners





# SAFEGUARD YOUR ENTIRE FLEET AT NO COST

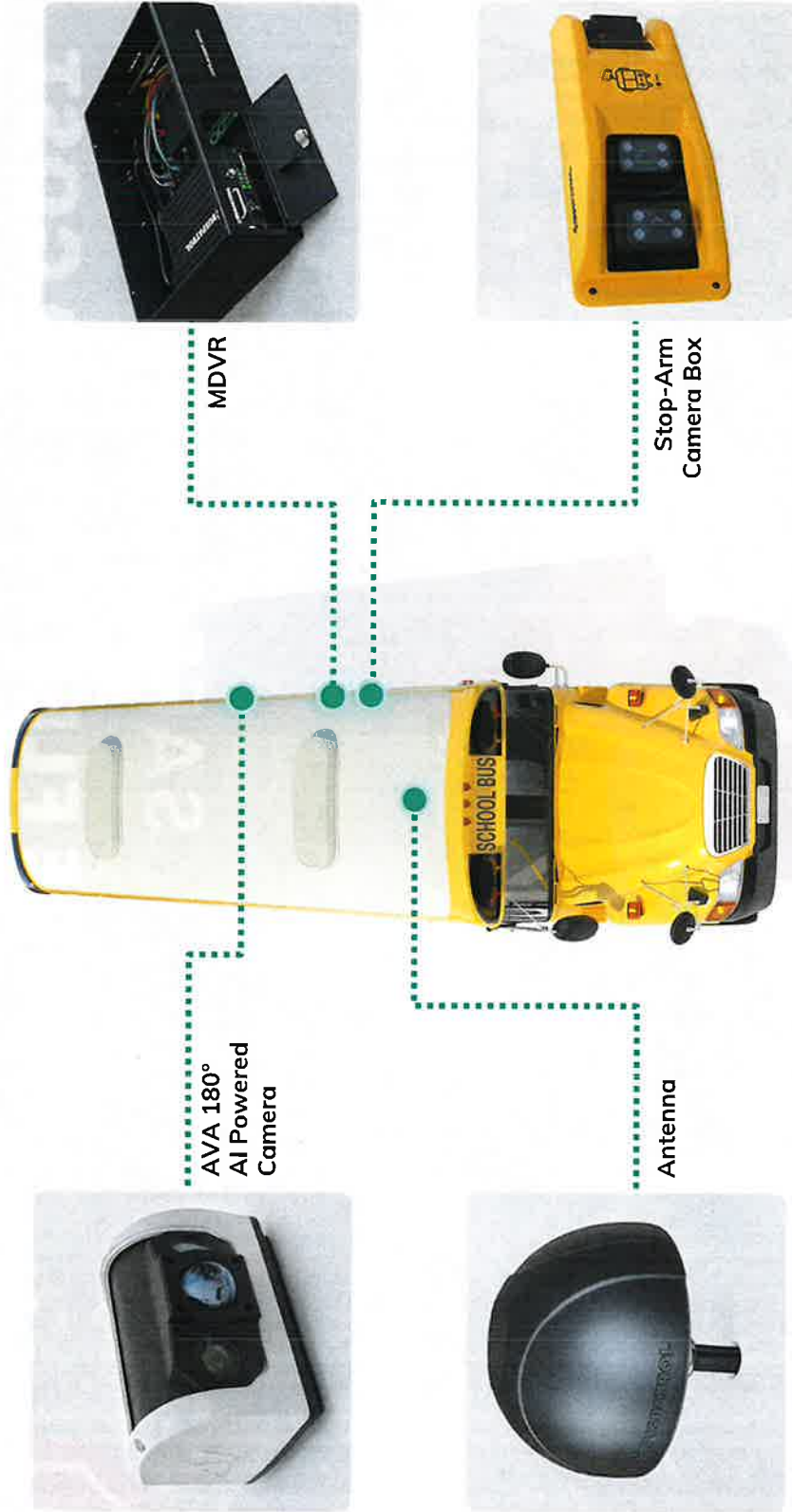
INTEGRATED SAFETY TECHNOLOGY SOLUTIONS



**BUSPATROL**

Our Technology

## Enforcement & Connectivity Suite





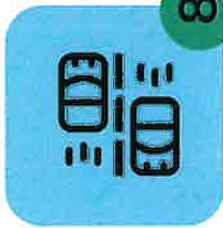
## STOP-ARM TECHNOLOGY FEATURES



The stop-arm enforcement camera suite contains 3-5 high resolution cameras, optimized for performance in environments with variable weather and light conditions.



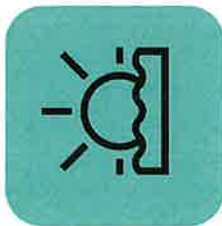
AI Assisted  
Technology



8 Lanes of  
Coverage



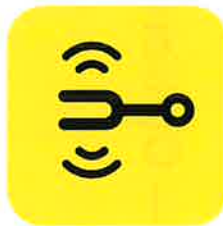
Variable  
Weather  
Conditions



Variable  
Light Conditions



4K & 180°  
Coverage



Anti Vibration  
Technology



HIGHEST STOP-ARM  
CAPTURING RATE

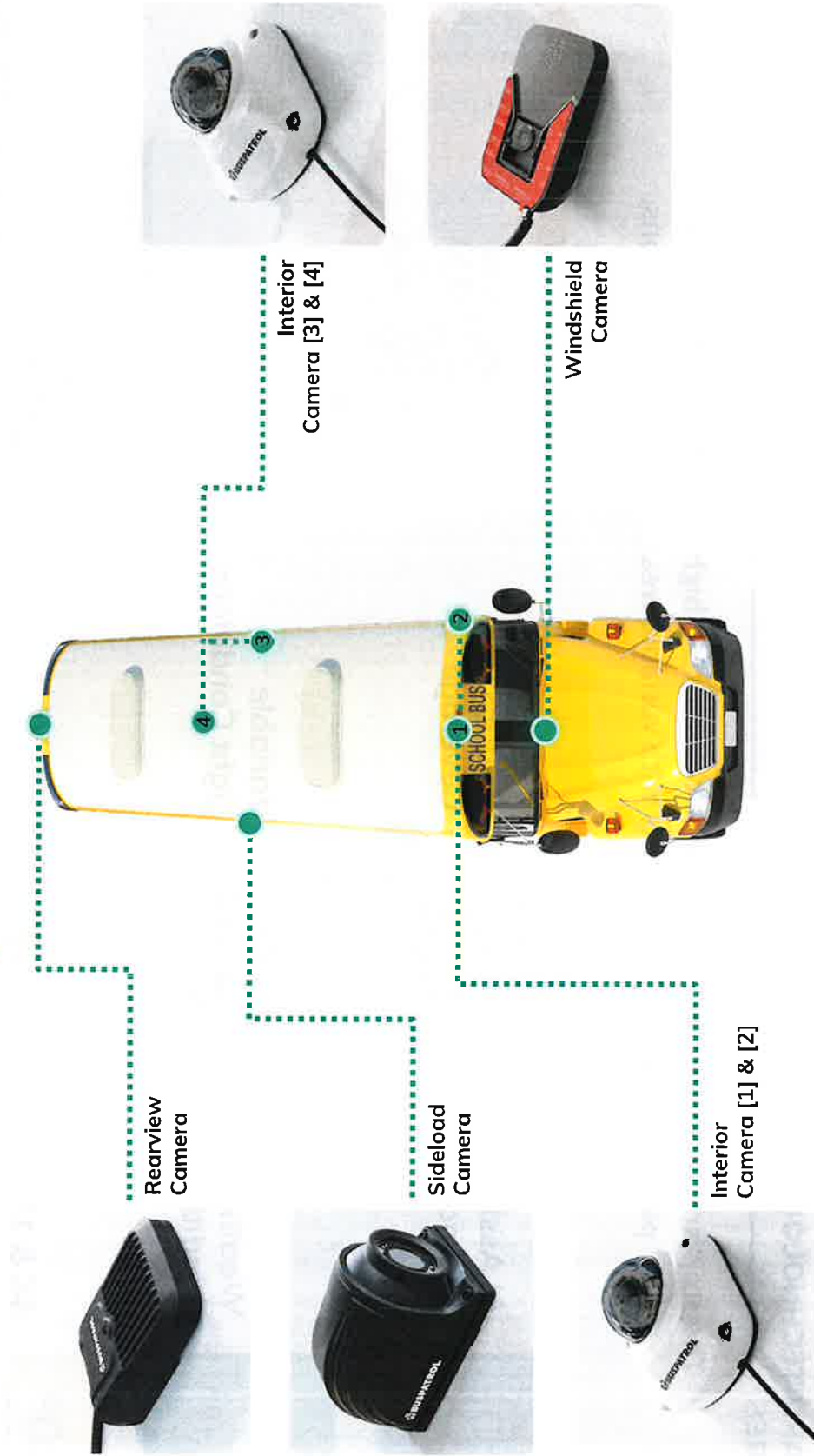




**BUSPATROL**

Overview

## Optional Safety Cameras



## ADDITIONAL TECHNOLOGY FEATURES



The same technology that powers our stop-arm enforcement program enables school districts and municipalities to upgrade their fleet with supplementary safety technology:



Windshield  
Camera



Rearview  
Camera



Sideload  
Camera



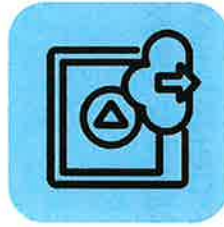
Interior Cloud  
Connected  
Cameras



Health Check



Real-Time GPS  
& Reporting Tools



On Demand  
Video



Live View  
Streaming



Silent Alarm  
Emergency  
Alert System

## OPTIONAL SAFETY CAMERA VIEWS



**Optional safety cameras available at no cost to school districts and municipalities.**

*\*Our solution is fully-customizable to meet our partners' needs and their school bus make and models.*

**LIVE STREAMING**  
Remote Access

Cloud Connectivity

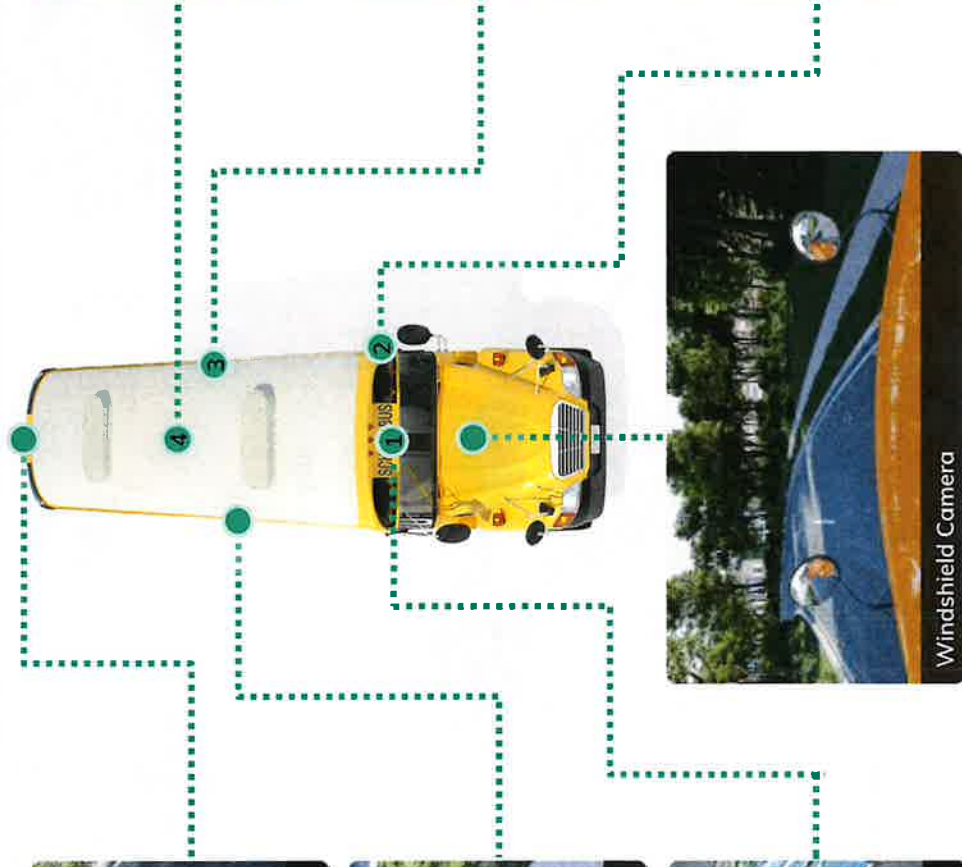
**BUSPATROL**

\*Locations Customizable

4



## OPTIONAL SAFETY CAMERA VIEWS

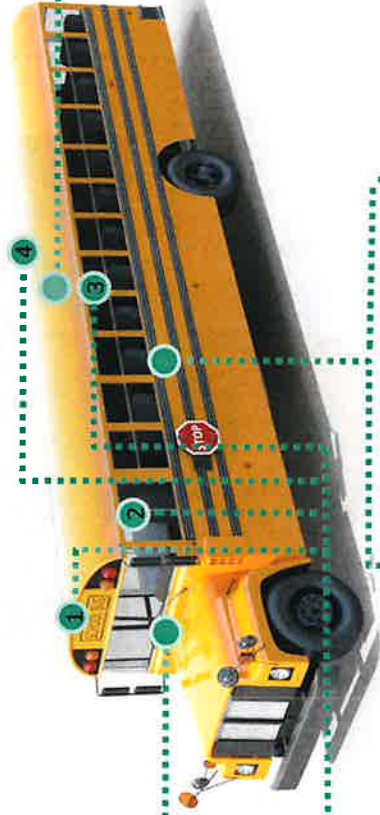




**BUSPATROL**

Our Technology

## BusPatrol Fully Loaded



Windshield  
Camera



Interior Camera  
[1], [2], [3] & [4]



Stop-Arm  
Camera Box



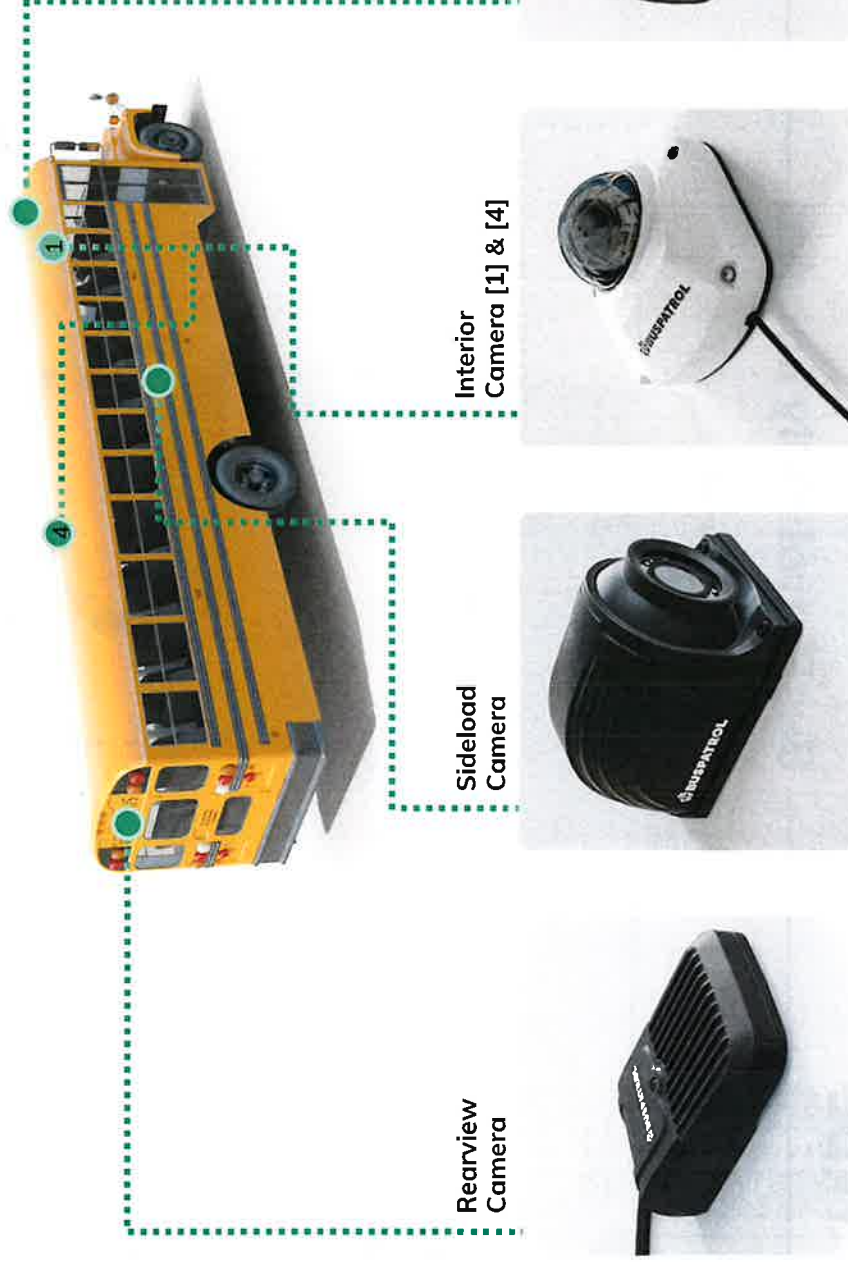
MDVR



AVA 180°  
AI Powered Camera

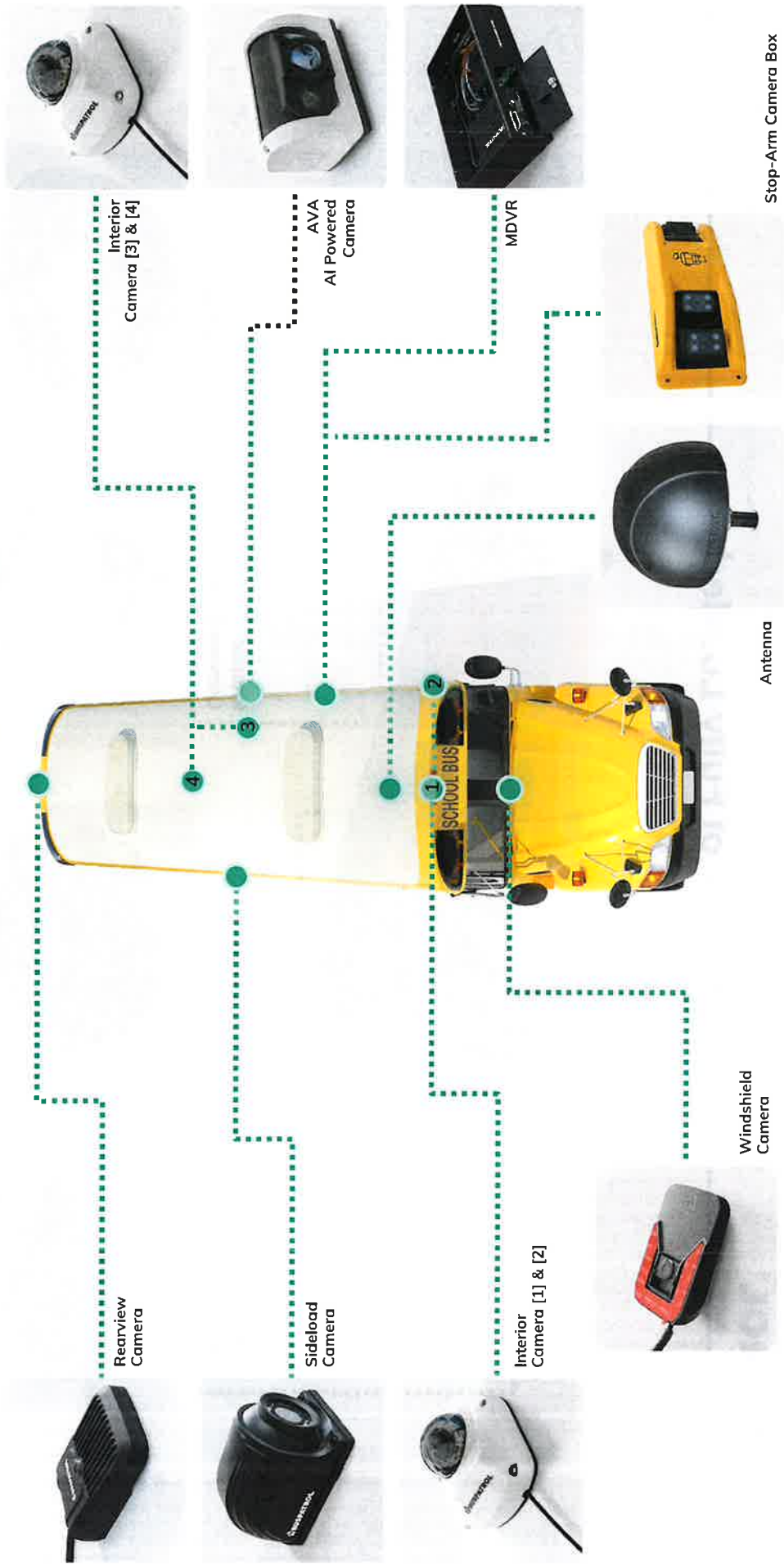


## BusPatrol Fully Loaded





## BusPatrol Fully Loaded





# BUSPATROL



SCHOOL BUS STUDENT SAFETY

# Stop-Arm Program 2021 FAQ Manual

---

STUDENT & SCHOOL BUS SAFETY  
PROTECTING THE "DANGER ZONE"

**APRIL 2021**  
BUSPATROL.COM



# What to Know & What to Do To Safeguard Your Fleet

I. Introduction - The Problem	04
II. Changes in Legislation - The Solution	06
III. Stop-Arm Enforcement Program	08
IV. Funding & Financial Information	12
V. Technology - Hardware & Software	14
VI. Program Benefits - Safety & Economic	17
VII. Additional FAQs	20

## INTRODUCTION

# Purpose of Document



On October 30, 2018, a driver in Indiana illegally ran a school bus stop-arm and tragically killed three students as they were crossing the street. The bus driver had the vehicle's stop arm and flashing lights activated as the children were crossing the road.

In April, 2020, the National Transportation Safety Board (NTSB) released its findings on the fatal crash, recommending the use of technology to monitor and prevent collisions of this sort.

In this document, we review stop-arm safety technology, the legislation required to permit its use in enforcement and how BusPatrol's tech-powered programs help school districts crack down on dangerous driving around school buses.

**THE PROBLEM - ILLEGAL RUNNERS**

## Why are Stop-Arm Camera Laws Necessary?

### 17 MILLION REASONS WHY

While enforcement and education are critical in helping to change behavior, current models and legal frameworks in most states require that police officers catch motorists in the act of passing a school bus while its stop-arm is down to issue a ticket. But with roughly 560,000 school buses traveling across more than 4 million miles of road and highway in America, conventional methods are not enough to effectively enforce the law to control stop-arm violations across the country.

Federal lawmakers recently proposed a bill to improve school bus safety and step up efforts to prevent stop-arm violations. The Stop for School Buses Act of 2019 (H.R. 2218/S. 1254) was introduced in the House by U.S. Representatives Jackie Walorski (R-Ind.) and Julia Brownley (D-Calif.), and in the Senate by Senators Todd Young (R-Ind.) and Gary Peters (D-Mich.). The bipartisan legislation calls upon the U.S. Department of Transportation to conduct a comprehensive review of all issues involved with illegal passing of school buses and make recommendations to Congress on best practices to deal with the national safety issue.





&gt;94,000

Violations Occur Each Day in America

.73x

Violations / Bus / Day



## How Often Do Drivers Illegally Pass School Buses in America?

In 2019, The National Association of State Directors of Pupil Transportation Services (NASDPTS) released data from their annual national survey indicating that **more than 17 million stop-arm violations occur in the United States each year.**

BusPatrol's pilot projects reveal even more staggering safety figures. Recent pilots conducted in Virginia, Georgia, Maryland, Ontario, and Québec **suggest that school buses are illegally passed by drivers between 1.6 – 3.8 times per bus, per day in both urban and suburban environments.**

BusPatrol recently conducted a one-month study of 10 buses in East Meadow, New York, during which our cameras recorded 615 illegal Stop-Arm passes, or roughly 2.3 per bus, per day. This represents three times more than the number of tickets given out by Nassau & Suffolk counties during the entire 2018–2019 school year.

*"The results of the surveys, conducted annually since 2011, have been unfortunately consistent. The survey results have brought needed attention among state and federal policymakers to the need for greater safety countermeasures." – NASDPTS, President, Mike LaRocco*

**CHANGES IN LEGISLATION SUPPORTING SCHOOL BUS SAFETY**

## Has My State Enacted a Law Allowing for Exterior School Bus Cameras and Stop-Arm Program Enforcement?



According to the National Conference of State Legislatures (NCSL), 22 states explicitly permit local governments or school districts to use stop-arm cameras to capture evidence and issue tickets for illegally passing stopped school buses based on the images

Crucially, **footage from stop-arm cameras is now admissible in court as evidence**, helping police and the communities they serve to enforce long-standing traffic laws and ensure the safety of children on roadways.

### **States with Stop-Arm Camera Enforcement Laws (22)**

Alabama  
Arkansas  
Connecticut  
Georgia  
Idaho  
Illinois  
Indiana  
Maine

Maryland  
Mississippi  
New York  
North Carolina  
Oklahoma  
Pennsylvania  
Rhode Island  
South Carolina

Tennessee  
Utah  
Virginia  
Washington  
West Virginia  
Wyoming



## What Are Our Leaders Saying About These Legislative Changes?

“Despite the fact that students are much safer being transported to and from school in a school bus, students and adults at the bus stop are still very much at the mercy of inattentive motorists,” LaRocco added. “The sheer volume of these illegal passing incidents in a day, let alone an entire school year, is tragic and sobering, particularly when you consider that these injuries and deaths are easily preventable.”

– NASDPTS, President, **Mike LaRocco**

“No parent should ever have to worry that their child’s bus ride to and from school is anything other than safe and easy. By signing this measure into law, we are providing school districts with the tools they need to hold reckless drivers accountable and advancing New York State’s bold initiatives to keep our school children safe.”

– New York State, Governor, **Andrew Cuomo**

“The fact that there are, on average, fewer than 6 fatalities caused by cars illegally passing stopped school buses each year must mean we are doing something right. But we cannot be lulled into complacency. We must keep striving to find a better way to prevent fatalities caused by cars that illegally pass a stopped school bus. Moreover, we must acknowledge and address the role we play in these tragedies.”

– Mike Martin, Executive Director, **NAPT**





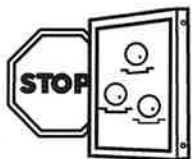
## STOP-ARM ENFORCEMENT

# How Does BusPatrol's Stop-Arm Enforcement Program Reduce Illegal Passings?

BusPatrol outfits fleets with the latest stop-arm safety technology; including stop-arm cameras, DVR and storage devices, internal cameras, GPS, telemetry and LTE connectivity. In addition to our industry-leading hardware, our enforcement program is powered by proprietary software and processes, and by experienced safety professionals who coordinate with police, local officials and partners.

When a school bus is stopped and its lights and stop-arm are activated, BusPatrol cameras capture incidents involving vehicles illegally passing the bus. Through cloud computing, data is sent to BusPatrol's safety experts, who then review the footage and prepare evidence packages for law enforcement.

**By coupling technology-based enforcement with education and public safety campaigns, we change driver behavior around school buses and children.**



HARDWARE



SOFTWARE



PROCESSES & TRAINED PERSONNEL



## Who Are Stop-Arm Violation Tickets Issued To, and How Much Will They Cost Violators?

Stop-arm cameras identify illegal passers by license plate number. Tickets are issued to a vehicle's registered owner, unless the automobile is proven stolen during the time of the offense. If someone other than the vehicle's owner was driving at the time, the owner can request a transfer of liability.

In most states, a first-time stop-arm violation carries a fine of \$250-\$350. In New York state, subsequent violations within an eighteen month period are subject to a \$25 increase in penalty, up to a maximum of \$300.

In addition to the financial deterrent, violators learn about the potential dangers of their actions. Offenders can call our toll free number and speak with a BusPatrol representative, who can review the video evidence with them and help them understand the dangers of illegal passing. Our team offers services in English, Spanish and French.

**BusPatrol driver data demonstrates that 94% of first-time offenders do not receive a second ticket, and that 95% of drivers do not contest their ticket after seeing video evidence of their violation.**

### ENFORCEMENT & EDUCATION

Reducing the  
Number of Violations  
Per Bus Per Day

#### First-Time Fine

**\$250 – \$350**

Most states impose a first-time fine within this range. Additional fines can be given for subsequent offences.



## STOP-ARM ENFORCEMENT

# How Does BusPatrol's Stop-Arm Enforcement and Ticketing Process Work?

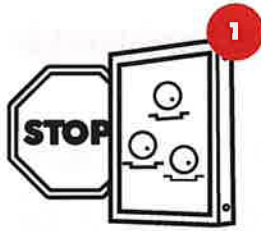
BusPatrol's leading stop-arm enforcement program is built on a robust, guided, and secure process.

When a vehicle illegally passes a school bus while the stop-arm is deployed, BusPatrol's multi-lens camera box captures the violation and car's license plates from different depths and angles. The footage, along with GPS and timecode data, is stored locally on an onboard digital video recorder (DVR) unique to each bus.

The data related to the incident and violation is sent via an encrypted LTE network to BusPatrol's secure cloud system. BusPatrol's artificial intelligence (AI) software filters all footage received from each bus before it goes to one of our safety specialists for review.

A BusPatrol's safety specialist reviews the filtered footage. If they determine that the violation is indeed an offence, the specialist prepares an evidence package for use by law enforcement. The package is built in accordance with state law, complete with video footage, license plate number, make, model, driver information, GPS location, and a timestamp of the incident.

The evidence package is then submitted to law enforcement via a secure cloud portal. Law enforcement reviews the evidence package to approve citation. If approved, a ticket is mailed to the vehicle's owner, along with a link to BusPatrol's Driver Education & Payment Portal, where they can view video evidence of their violation. The vehicle owner makes their payment online, through the mail, or in person in the municipal jurisdiction – tickets can also be contested through the relevant jurisdiction's civil court system.



Stop-Arm Cameras  
Captures Violation at  
8 Different Angle



Data Sent Via Encrypted  
LTE Network to BusPatrol's  
Secure Clouds Servers.



AI Footage Filter  
*Pre-Processing* Before  
Sending to Reviewers



Trained Reviewers Verify  
Video of Each Stop-Arm  
Incident for Violations



Processors Prepare  
Evidence Packages



The Evidence Package is  
Submitted to Law Enforcement  
Via a Secure Cloud Portal



Police Review  
Evidence Package  
for Approval



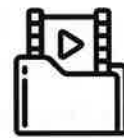
Approved Citations  
Are Issued to Violators  
By Mail with Links to Video



Violator Accesses  
AlertBus Site to Pay  
or Contest Citation



Toll-free number to review incident  
and learn about traffic laws from  
trilingual customer service team.



After 90 days, all citation data  
is purged from BusPatrol's  
DVR, cloud, and servers.

## Is There a District Share in the Ticket Revenue?

With BusPatrol's seamless stop-arm program, each district is entitled to a share of the ticket revenue based on the agreement. Because every district is different, BusPatrol works to establish unique partnerships in every jurisdiction to allow municipalities to re-invest in their communities and safety programs.

**FUNDING & FINANCING****\$0 NO CAPITAL OUTLAY REQUIRED**

## Does the Law Provide State Aid to Cover the Costs of Procurement, Installation, and Management of a Stop-Arm Enforcement Program?

It is not mandatory to implement stop-arm technology, and states with the required legislation to permit stop-arm enforcement programs do not provide additional funding for the installation, maintenance, and management of stop-arm cameras on school buses.

**However, BusPatrol offers communities a way to reduce stop-arm violations at no cost.**

We shoulder the cost of procurement, installation and maintenance of stop-arm cameras for a school district's entire fleet, funded by the fines paid by motorists who commit stop-arm violations. Once we recover our installation, technology and program management costs, BusPatrol shares the revenue generated by each paid ticket with the district. **In the rare case that a partner issues no tickets, BusPatrol will even absorb these costs.**

This means that participating school districts can equip their entire school bus fleet with the latest Safety-Arm technology, at no cost. This includes GPS, full-fleet management, Zonar SafeTech Solution, student tracking, equipment maintenance, upgrades, telecommunication services (connectivity), storage, and real-time remote data access.



## Why Is Full-fleet Deployment the Only Effective Way to Change Driver Behavior Across Communities & Increase Safety for All Students?

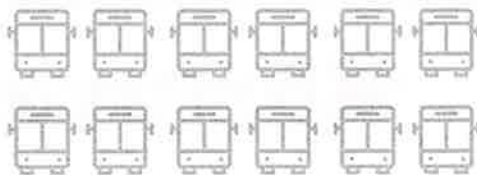
We are the only company with a singular focus on full-fleet deployment. BusPatrol’s **inclusive model prioritizes safety for all students** over short-term profits for hardware vendors. We outfit entire fleets with no capital outlay required from our partners.

To measure the success of our program and **capture the complete data sets required to make informed safety decisions**, our technology must be applied consistently across a jurisdiction and its fleet.

It would be simpler to identify dangerous routes and help school bus drivers to avoid them, but BusPatrol’s wants to make all roads safer and change driver behavior uniformly across communities.

The technology required to power our stop-arm program provides all our riders and their parents with additional benefits, such as access to WIFI and emergency bus safety and anti-bullying alerts. Through our exclusive partnerships with Zonar and BusPlanner, all student riders and their families benefit from access to the Chipmunk parent app and Z Pass™ Student Rider Visibility; providing safe and secure rider reporting.

### WHY FULL-FLEET DEPLOYMENT?

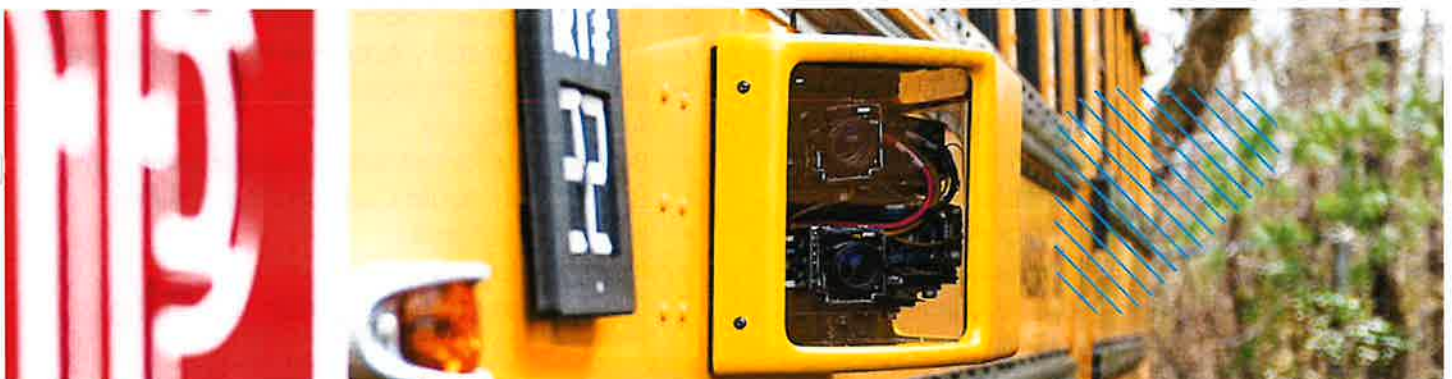


#### COMPLETE SAFETY DATA SETS

FOR EFFECTIVE DECISION MAKING

#### EQUAL ACCESS TO TECHNOLOGY

AND SAFETY BENEFITS FOR ALL FAMILIES





## TECHNOLOGY - HARDWARE & SOFTWARE

### Why is BusPatrol the Leader in School Bus Safety and Stop-Arm Enforcement Technology?

BusPatrol's leading stop-arm camera safety technology, hardware and software suite are fully customized to meet each school district's unique needs.

Through innovation and **exclusive partnerships** with other leaders in pupil transportation, BusPatrol also offers the latest route planning and fleet management solutions to communities at no cost.

#### Full-fleet deployment of BusPatrol's standard equipment package and options including:

- Stop-Arm Cameras & Optional Interior Camera Package
- Digital Video Recorder (DVR) with GPS & Telemetry
- Live Streaming & Remote Evidence Access
- BusPatrol Console & AlertBus Software:  
Fleet Health CheckSnail Trail GPS & Vehicle Information
- Notifications & Safety Alerts (Email and SMS)
- Access to PSA and Educational Safety Campaign Tools

**\$0**

**Outfit your entire fleet with BusPatrol, Zonar and BusPlanner.**

#### Fleet Managment & Safety



- Zonar V4™ Telematics Control Unit
- Zonar Ground Traffic Control
- Zonar Connect™ & Samsung Tablets
- Electronic Verified Inspection Reporting
- Zonar Verify Rider Verification
- Z Pass Student Rider Visibility
- Z Pass+ Secure Ridership Alerts
- SafeStop & Child Check-Mate System
- Zonar Count Student Rider Tally
- Zonar Coach - Driver Coaching

#### Routing Solutions



- BusPlanner Pro Route Planning Software
- Transportation Information Portal
- Map & Boundary Administration Software
- BusPlanner GPS Tracking & Analysis Module
- BusPlanner Redistricting Analysis Module
- BusPlanner Route Costing Capabilities
- BusPlanner Turns+
- Chipmunk Parent App
- BusPlanner Implementation & Training

# Ai TECHNOLOGY

Automated Violation Analysis (AVA)

## How Does BusPatrol's AI Technology Improve Stop-Arm Violation Enforcement?

BusPatrol's AI technology empowers communities by making it easier to review video, manage their programs, and communicate with law enforcement.

Our AI algorithms are programmed to identify illegal passers, as well as their vehicle and license plate details. The Automated Violation Analysis (AVA) system allows us to spot potential violations more accurately by reducing the risk of false negatives and human error in the review process.

Once identified, each stop-arm event is reviewed by a BusPatrol safety specialist, after which the evidence package is sent to law enforcement.



## DATA AND PRIVACY

### What Information Does BusPatrol Share with Law Enforcement, and How Do We Respect Privacy?

Information from BusPatrol's cameras is shared with the police via a secure encrypted portal. To ensure driver privacy, we do not allow school officials to access this data, nor do we make it accessible for disciplinary proceedings unless the law allows it.

We draft tailored access agreements for each municipality, including provisions on privacy and the secure handling of access privileges and data. We also purge all video evidence on a regular basis, in accordance with state law and police procedure.



### What Information Does Buspatrol Share with Partners in Its Reports, and How Often?

**BusPatrol delivers monthly reports to each of its partners, providing them with up-to-date figures and data on:**

- **Safety metrics** including the number citations & violations, infraction volumes & specific data from individual bus stops.
- **Financial reports** including ticket collection, credit card processing, bank statements and proof of payment.

*School board officials can only access BusPatrol's video and data on a secure portal, with authorization as defined by their school board.*

## ECONOMIC BENEFITS

### What Human Resources Are Required to Run BusPatrol’s Program? How Many Jobs Does a Program Create in Local Communities?

Stop-Arm enforcement programs require trained individuals to help manage the infraction review process, as well as equipment maintenance, IT management, and stakeholder coordination.

BusPatrol operates local command centers that provide responsive maintenance, repair, and support services. Our headquarters and central processing center is located in Lorton, Virginia.

**We are committed to opening centers in each region we serve.** In addition to ensuring we can provide on-site assistance, this also **creates approximately 50 local jobs** in roles such as evidence processing, field service, program administration, and customer service.

When it comes to the staffing needs of law enforcement, each municipality typically requires two people to handle evidence reviews and provide final approval before tickets are issued, though this varies based on the volume of violations each office receives. **Payroll for these individuals is covered by ticket revenue, which means zero-cost for the law enforcement office as well.**

## JOB CREATION THROUGH LOCAL COMMAND CENTERS

Evidence Processing



Field Service



Program Administration



Customer Service





## **SAFETY BENEFITS & DATA**

### **How Do Stop-Arm Programs and Technology Help Communities Beyond Enforcement?**

BusPatrol's Stop-Arm programs are changing the driving culture in communities across North America. School bus safety laws are being enforced more thoroughly and effectively with the help of our hardware, software, AI and safety specialists. Additionally, driver attitudes are shifting towards caution, making the roads safer for our children.

Moreover, the same technology that powers our buses can also be used as robust data gathering tools to empower school executives and facilitate informed decision making. At no cost, BusPatrol outfits entire fleets with LTE connectivity, GPS and cameras. Our exclusive partnerships with Zonar and BusPlanner allow school districts to benefit from integrated stop-arm, route planning and fleet management data.

In addition, revenues from the issued tickets are used at the discretion of our partners. BusPatrol's stop-arm program provides opportunities for municipalities and school districts to fund education and other student safety initiatives.

## **BUSPATROL REGIONAL SUPPORT**

### **What is Required for Stop-Arm Programs to Work Between Communities?**

Implementing a stop-arm safety program requires critical coordination between key regional stakeholders including law enforcement and municipal and county focal points. In addition to supporting the development of a memorandum of understanding (MoU) between parties, BusPatrol's safety deployment experts and legal team have the knowledge and experience required to expedite the drafting of local ordinances that may be required in specific jurisdictions.

**ADDITIONAL FAQ**

## **What If My School District Includes More Than One Municipality?**

In cases where a district covers more than one municipality, the school board must enter into an agreement that includes all municipalities concerned. BusPatrol can help broker the agreement to ensure all stakeholders have their needs and concerns addressed.

## **What If a Bus Records a Violation While on a Trip Outside the District?**

While BusPatrol processes every stop-arm event captured by our cameras, we only operate within the specific territory mandated by our agreement with each municipality. Using geofencing technology, in conjunction with our GPS and telemetry systems, we can pinpoint the exact location of each violation and ensure that tickets are only issued for infractions that occur within the agreed district.

That said, our aim is to change driver behavior across the country. If BusPatrol captures a violation in another jurisdiction, we will share an evidence package with its local authorities for their consideration. No action will be required on the school district's part.

## **What Is a District's Role in Adjudicating Tickets? Can It Dismiss Tickets, If Desired?**

All stop-arm violation tickets are treated as civil infractions and fall under the purview of the district. However, only police can determine whether a ticket should be issued. Once issued, the ticket carries a mandatory fine and only the police or a judge have the authority to dismiss it.

## REFERENCES & REPUTATION

### What Experience Does BusPatrol Have Working with Community Partners?

BusPatrol is the leading and most deployed stop-arm enforcement solution in America. We are also the only company dedicated entirely to child and school bus transportation safety.

Our business model is built on a spirit of partnership and collaboration. We work closely with diverse communities, as well as with public and private stakeholders, each of which has a unique set of needs and challenges.

### THE MOST DEPLOYED STOP-ARM PROGRAM IN AMERICA

**THOUSANDS OF BUSES** OUTFITTED WITH BUSPATROL TECHNOLOGY

School buses in the following states and provinces have been equipped with BusPatrol technology:



Alabama



Georgia



Maryland



Massachusetts



New York



North Carolina



Pennsylvania

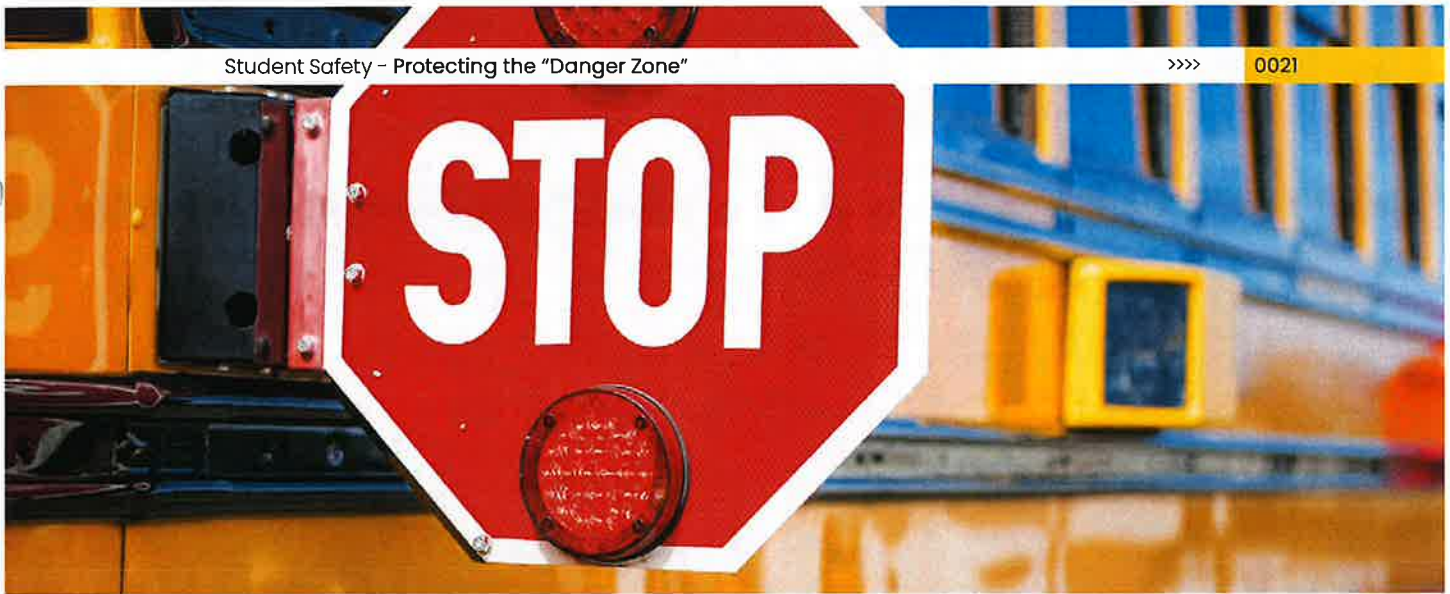


Virginia

Ontario



Quebec



## BusPatrol's Awarded RFPs and Existing Stop-Arm Enforcement Contracts in NY, MD & VA

Suffolk County, NY  
Dutchess County, NY  
City of Buffalo, NY  
City of Niagara Falls, NY  
Howard County, MD

Montgomery County, MD Prince  
George's County, MD  
City of Newport News, VA  
City of Richmond, VA  
Culpeper, VA  
Manassas City, VA



### IMPLEMENTING OUR PROGRAM

## How Can My School District Implement BusPatrol's No-Cost Stop-Arm Enforcement Program?

Contact BusPatrol by email at [info@buspatrol.com](mailto:info@buspatrol.com) or [visit us online](#) to schedule a free safety assessment. A BusPatrol safety representative will schedule a brief meeting with you to learn more about your school district or municipality's specific needs.

### Contact:

Email: [info@buspatrol.com](mailto:info@buspatrol.com)  
Web: [www.buspatrol.com](http://www.buspatrol.com)  
Phone: 1-888-507-6219

**THOUSANDS  
OF DRIVERS**



**EDUCATED EACH MONTH**





# BUSPATROL



## Contact

**Phone:** 1-888-507-6219

**Email:** [info@buspatrol.com](mailto:info@buspatrol.com)

**Web:** [www.buspatrol.com](http://www.buspatrol.com)

**Address:**

8540 Cinder Bed Rd #400,  
Lorton, Virginia, 22079, United States

---

**BUSPATROL FAQ MANUAL**  
**STOP-ARM SAFETY**

**APRIL 2021**  
BUSPATROL.COM



MOBILE VIDEO SURVEILLANCE SOLUTIONS

**SCHOOL BUS TECHNOLOGY  
SOLUTIONS**

**2020  
PRODUCT BROCHURE**





Safety Vision is a mobile video solutions leader dedicated to enhancing school bus surveillance and safety. When it comes to pupil transportation, our solutions are geared towards maximizing student safety and enhancing vehicle surveillance in and around the vehicle at a budget-friendly cost. Our wide-view interior cameras continuously capture every moment within the vehicle; encouraging healthy interactions between students, and drivers and parents. The exterior cameras solve a multitude of issues that come with operating school vehicles; record stop-arm violations, optimize bus maneuvering through a bird's eye view of the bus, and enhance awareness in school bus danger zones. Ultimately, our solutions offer a cohesive and attainable solution for your student safety and security needs.

### Advanced Features:

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Deter vandalism and crime           | <input checked="" type="checkbox"/> Health and status reports | <input checked="" type="checkbox"/> Live viewing capabilities |
| <input checked="" type="checkbox"/> Enhance driver awareness            | <input checked="" type="checkbox"/> GPS tracking              | <input checked="" type="checkbox"/> Reduce risk of collisions |
| <input checked="" type="checkbox"/> Substantiate or refute false claims | <input checked="" type="checkbox"/> Custom tailored solution  | <input checked="" type="checkbox"/> Real-time alerts          |
| <input checked="" type="checkbox"/> Wireless video downloading          | <input checked="" type="checkbox"/> Enhance passenger safety  | <input checked="" type="checkbox"/> Enhance driver safety     |



PUPIL TRANSPORTATION SOLUTION



## Proprietary Software



## Foresight PRO Software

Safety Vision's Foresight PRO video management system (VMS), is the powerful software used for monitoring and reviewing footage from the Observer series of recorders. One of the greatest benefits of this solution is that it continuously records entire vehicle routes. All recorded video and audio are synchronized to GPS coordinates and time stamped, equipping you with undeniable evidence for incident investigation. Using the Observer recorder's panic button, drivers can immediately flag footage, which will be easily identified in the Foresight PRO software to expedite the video retrieval process.

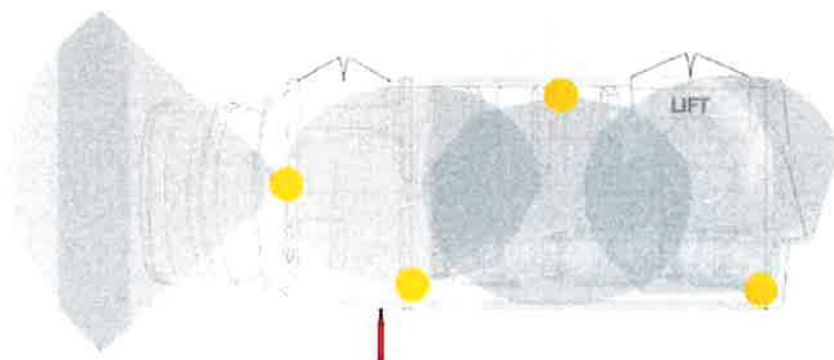
When connected to optional cellular networks, Foresight PRO enables you to live stream from any vehicle and instantly view events as soon as they occur. Drivers can send real-time alerts with our panic button, so you can immediately view an incident live and determine the best course of action. Complete with GPS tracking, users will know exactly where the vehicle is at all times.

**Also available as an app, Foresight PRO can be used on any Android or iOS enabled mobile device or tablet.**

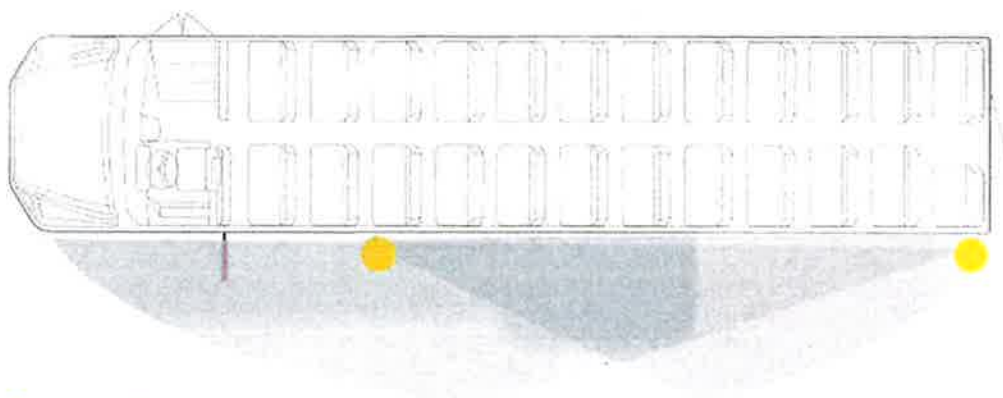




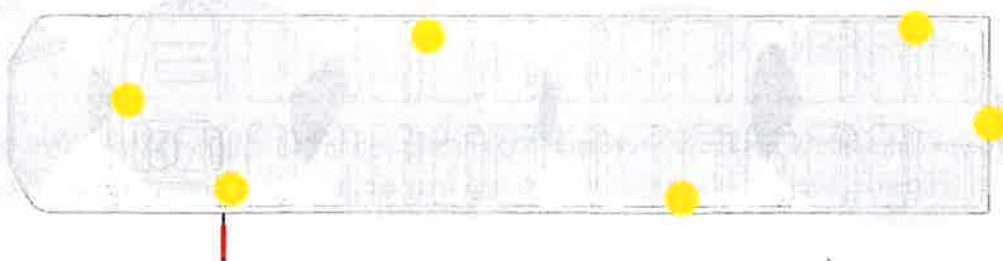
## Recommended Interior & Exterior Camera Layouts



Small Bus Layout



Stop Arm Camera Layout



Staggered Camera Layout



## Observer™ 4000 HVR



Hybrid Video  
Recording



Solid State  
Storage



GPS  
Tracking



Continuous  
Recording



The 4000 HVR is our most budget-friendly recorder for those who need a reliable system at a cost-effective price.

### RECOMMENDED FOR SOLUTIONS UP TO 5 CAMERAS

#### HIGH DEFINITION RECORDING

- Capture clear video evidence on all channels for quality that matters

#### HYBRID VIDEO TECHNOLOGY

- Upgrade to high definition cameras at your own pace

#### DUAL SD CARD SLOTS

- Secure recorded footage onto solid-state storage with no moving parts

#### PASSIVE GPS TRACKING

- Record vehicle's speed and entire route traveled synced with video

#### CUSTOM VEHICLE SENSOR INPUTS

- Record vehicle data synchronized and marked in video

#### WIRELESS CAPABILITY

- Auto-download via Wi-Fi for quick and wireless video retrieval

#### CELLULAR CONNECTIVITY

- Stream live video and track vehicles in real-time

#### SYSTEM HEALTH REPORTS

- Receive email alerts on system health status

## Observer™ 4112 HVR



Hybrid Video  
Recording



GPS  
Tracking



Triggered  
Events



Wireless  
Downloading



The 4112 HVR is our most widely used HD recorder that never fails to perform, offering anywhere from 25-50% reduction in cost of the overall solution compared to an IP based system.

### RECOMMENDED FOR SOLUTIONS UP TO 12 CAMERAS

#### HIGH DEFINITION RECORDING

- Capture clear video evidence on all channels for quality that matters

#### HYBRID VIDEO TECHNOLOGY

- Upgrade to high definition cameras at your own pace

#### HIGH CAPACITY STORAGE

- Store up to 2 TBs of high definition recorded video

#### PASSIVE GPS TRACKING

- Record vehicle's speed and entire route traveled synced with video

#### CUSTOM VEHICLE SENSOR INPUTS

- Record vehicle data synchronized and marked in video

#### WIRELESS NETWORKING

- Auto-download via Wi-Fi for quick and wireless video retrieval

#### CELLULAR CONNECTIVITY

- Stream live video and track vehicles in real-time

#### SYSTEM HEALTH REPORTS

- Receive email alerts on system health status



## AHD Wide View Cameras



Wide Angle



Day/Night Performance



Built-In Microphone



Analog High Definition (AHD)



### RECOMMENDED FOR INTERIOR CAMERA PLACEMENTS

#### WIDE FIELD OF VIEW

- Superior coverage with fewer cameras

#### HIGH DEFINITION PERFORMANCE

- Record sharper images at an affordable price

#### BUILT-IN MICROPHONE

- Capture clear audio synced with recorded video

#### NIGHT VISION

- View video no matter the time of day or lighting condition

#### MOBILE-RATED HOUSING

- Vibration-proof and tamper-resistant enclosure

#### THREADED COLLAR CONNECTORS

- Cables screw-lock to form a solid connection

## AHD Cameras



Built-In Microphone



Analog High Definition (AHD)



Vibration & Tamper Proof



Day/Night Performance



### RECOMMENDED FOR INTERIOR AND WINDSHIELD CAMERA PLACEMENTS

#### HIGH DEFINITION PERFORMANCE

- Record sharper images at an affordable price

#### BUILT-IN MICROPHONE

- Capture clear audio synced with recorded video

#### MINI-DOME DESIGN

- Maximize available space with camera's compact size

#### NIGHT VISION

- View video no matter the time of day or lighting condition

#### MOBILE-RATED HOUSING

- Vibration-proof and tamper-resistant enclosure

#### THREADED COLLAR CONNECTORS

- Cables screw-lock to form a solid connection



PUPIL TRANSPORTATION SOLUTION





## CLIENT SUPPORT

The Client Support team serves as the voice of Safety Vision; ensuring an optimal experience through the entire client relationship. They interact with every department in the company to accommodate your needs and deliver on every inquiry or request. Whether you want to place an order, would like more information on a product, or anything in between; our team is here for you.



## TECHNICAL SUPPORT

Our Tech Support team provides training, problem solving, and instruction on all of our solutions and is available to speak with you on the phone

**(713-929-1164) from the hours of 7AM-6PM CST.**

The team guarantees to respond within one business day and ensures you are fully equipped to understand and utilize our products to their maximum capabilities. They're dedicated to educating you on our solutions step-by-step and are always available to trouble-shoot any of our solutions



## SALES SUPPORT

Our sales team brings the promise of our solutions to fruition. The Account Executives seek out individuals from various industries to learn what transportation surveillance issues they face and provide feature-rich technology to conquer these difficulties. As experts in the industry, they're prepared to offer up the best solutions that cater to your specific needs.



## PRODUCT DEVELOPMENT

Behind our solutions is the Product Development team who consistently enhances our state-of-the-art products. They study the marketplace for the most technologically advanced products. The team communicates with our clients to learn what innovations can allow them to maximize our solution's performance and put these enhancements into place.

## BEST SERVICE



**SAFETY  
FIRST**



# Cloud Services



Safety Vision's Cloud Services is our subscription-based solution for managing and hosting your data. We alleviate your need to devote time and money to administer and develop your data assets. Our comprehensive services are engineered to your operations through tiered packages. You have the freedom to purchase plans for as low as \$10\* per month. All that is required of you is an internet service and we'll do the rest!

## Our Cloud Services:

### 24/7 Coverage

*We're never down, which means your data is always available*

### Infinite Retention Policies

*Scalable and flexible to your organization's needs*

### Dynamic Environments

*Choose your virtual machine*

### Computer Vision

*Integrated artificial intelligence capabilities of recognition and machine learning analytics*

### Security Standards

*We are compliant to your core security requirements\*\**

*\*Ask your sales rep!*

*\*\*ASIP HDS [France], CS [Germany], Cyber Essentials Plus [UK], DoD SRG, ENS High [Spain], FedRAMP, FIPS, IRAP [Australia], ISO 9001, ISO 27001, ISO 27017, ISO 27018, K-ISMS [Korea], MTCS [Singapore], PCI DSS Level 1, SEC Rule 17-a-4(f), SOC 1, SOC 2, SOC 3, TISAX, Argentina Data Privacy, BC FOIPPA, CCPA, CISPE, CLOUD Act, FERPA, GDPR, GLBA, HIA [Alberta, Canada], HIPAA, HITECH, IRS 1075, ITAR, NB PHIPAA [New Brunswick], PDPA - 2010 [Malaysia], PDPA - 2012 [Singapore], PHIA [Nova Scotia, Canada], PHIPA [Ontario, Canada], PIPEDA [Canada], Privacy Act [Australia], Privacy Act [New Zealand], Spanish DPA Authorization, U.K. DPA - 1988, VPAT / Section 508, CIS, CJIS, CSA, EU-US Privacy Shield, FFIEC, FISCI, FISMA, G-Cloud [UK], GxP (FDA CFR 21 Part 11), ICREA, MITA 3.0, MPAA, NIST, Uptime Institute Tiers, UK Cloud Security Principles*



**PUPIL TRANSIT SOLUTION**

# About Us

## Your Mobile Surveillance Solution Company

With more than 25 years of experience, Safety Vision, LLC is one of the most recognized partners for advanced mobile video surveillance products. We pride ourselves on comprehensive solutions, future-proofing our products, and serving the needs of our clients. In turn, we have proven results in simplifying surveillance systems and strengthening transportation safety.

Our solutions are geared towards maximizing operational efficiency, increasing driver awareness, unifying surveillance systems, protecting assets/cargo, and most importantly – enhancing safety for drivers and riders. These core values stem from our commitment to problem solve the challenges that come with transportation. We consistently communicate with our clients to learn what their hardships are and develop or enhance our products based on those insights. It is our goal to eliminate or decrease the number of issues our customers face.

## Our Industries

Since 1993, we have sold over a billion dollars in mobile surveillance products to a wide variety of industries. These include mass transit, law enforcement, student transportation, commercial vehicles, and more in both public and private sectors. While the purpose for purchasing our products vary between each industry, the decision to choose Safety Vision as your vendor remains the same: we deliver on our promise to accommodate your transportation difficulties with user- and budget-friendly remedies.

## Your Visionaries

Headquartered in Houston, Texas, our personnel of over 100 employees is highly driven and knowledgeable. All of our departments are hands-on and passionate about advancing our solutions to ensure we produce top-quality products. Our 40,000 sq. foot building is equipped with an expansive warehouse that houses over \$15 million dollars of inventory. Our Visionaries are dedicated to working hard and find reward in our day-to-day operations. With over a dozen nationwide satellite offices and 6 international locations, we are quickly expanding our business to provide solutions worldwide.

To learn more about our solutions and how we can tailor our products to meet your needs, request more information at [www.safetyvision.com](http://www.safetyvision.com) or call 800-880-8855 today!

"Safety Vision started when the mobile video camera business was in its infancy. We've matured with the industry and today offer the most technologically advanced yet user friendly fleet vehicle camera systems available. For 27 years, we've been helping businesses like yours save money and lives. Business doesn't get more important than that."

—Bruce Smith, President and CEO  
Safety Vision





# Key Industry Markets



## MASS TRANSIT

The solutions for mass transit offer increased safety and heightened awareness for passengers and drivers. Our cameras and recorders work together to capture every angle in and around the vehicle for the entire route. Our suite of products are future-proof, user- and budget-friendly, and offer a variety of accessories to meet your needs.



## FIRST RESPONDERS

With as much as First Responders do, Safety Vision is driven to alleviate the pressure of managing multiple surveillance systems. Our solutions are guaranteed to offer unified security, empower responders to be proactive in the chain of events that follow an alert, and provide full documentation of the transition to and from the scene.



## PUPIL TRANSPORTATION

Increased student safety is a crucial motivator in developing solutions for pupil transportation. Our systems are built to solve a number of hardships faced in the industry including, enforcing stop-arm violation laws, heightened on-board security, and safely maneuvering the vehicle.



## ON AND OFF HIGHWAY TRUCKS

Protecting your investment is a primary focus of the solutions we offer for tractor trailers. Our products provide total coverage surveillance for your vehicle. In our cost-effective system you gain extensive security, collision avoidance, a complete view of your vehicle, and can reduce liabilities.



## LAW ENFORCEMENT

The products created for law enforcement provide comprehensive solutions for the large amount of difficulties officers face; in a unified system. Not only do our products streamline video recording and downloading, but they minimize the stress of maintaining multiple surveillance systems by integrating in-car systems and body cameras together.



## TOWING & RECOVERY

The innovative and heavy-duty solutions created for tow and recovery provide crystal clear views of the entire area surrounding the vehicle and allow you to reap the benefits of safely protecting your investment at a budget-friendly cost. With just one purchase you can enhance driver visibility, have indisputable evidence for court, and optimize operational efficiency.





# Key Industry Markets



## FIRE / ARFF

The solutions created for fire-related emergency responders provide heightened awareness in their fast-paced lifestyle. Our durable, weather-proof cameras allow the drivers to quickly get to their destination while significantly improving public alertness; keeping an eye on their surroundings in-route to and from the scene has never been easier.



## ARMORED VEHICLE

Armored vehicles house extremely valuable cargo which requires top-notch surveillance and security for the assets and driver. With this in mind, Safety Vision has created a comprehensive solution that protects the inventory and driver through continuous recording, GPS tracking, and on-board live look-in.



## INMATE TRANSPORT

Protecting the corrections officers is imperative to the solutions created for inmate transportation. Our systems offer complete visual and audio recording in and around the vehicle, geo-fencing, and live look-in ensuring any conversations or movement is documented.



## HEAVY DUTY VEHICLES

Heightened awareness and improved total visibility are vital components when Safety Vision designed our heavy-duty vehicle solutions. Our durable and long-lasting exterior cameras provide complete vehicle coverage for maneuvering the surrounding area, maintain continuous recording for incident reporting, and enhance driver safety through increased awareness.



## WASTE /REFUSE

The foundation of waste and refuse vehicle solutions are heightened surveillance and security. Our durable products provide precise and broad views of the area in and around the vehicle and are built to optimize productivity, validate driving routes, and increase driver visibility.



## CONCRETE MIXER

The heavy-duty solutions created for concrete trucks enhance driver visibility surrounding the truck; ensuring they off-load the concrete in the appropriate spot and increase the overall safety of everyone involved. The on-board software continuously records entire shifts which reduces room for error and equips you with irrefutable evidence to dispute false claims.



# CHECK OUT OUR REVIEWS



I tasked Safety Vision to come up with a solution for our vehicle fleet with the ability to view our vehicles live. Without hesitation they rose to the challenge and delivered a great product. I would highly recommend Safety Vision for your vehicle safety needs and will continue to use them as my preferred vendor of choice.

--Andy Fleet

Love this product....great company, great support staff, very dependable. Viewing school bus videos has been made easy as well as saving video clips. I encourage all industries to reach out to one of these greats reps and allow them to join your team!

--Tiffany Sootoo



Currently pilot testing this system on some of our school buses. Awesome quality video and packed with features! Great customer service!

-- Jamie S. Warrington



# CUSTOMER TESTIMONIALS

“ Please accept this reference letter for Safety Vision. We purchased cameras for our 34 buses approximately one year ago. We are extremely pleased with the cameras and the customer service that we have received. Haylee Kidd is our contact person and she has visited us a couple of times to make sure that everything is in good working order. The installers were very professional and knew what they were doing. They worked around the bus schedule and kept us in the loop on a daily basis. I would highly recommend their product. If you have any questions, I would be happy to speak with you about them.

Sincerely, Robin Robison Director of Transportation ”



“ In April 2018, we decided to reevaluate our current platform and came up with a new solution to upgrade our systems with the Observer 4000 with three (3) AHD-Wide View Cameras and a forward facing camera. We requested proposals from Seon, AngelTrax, REI and Pro Vision. We were most impressed by the service of our sales representative that was with us every step of the way and when issues came up he was there to help us troubleshoot and solve the problems. At the conclusion of our search, we decided on Safety Vision's proposed solution, which best met our specific budgetary needs and feature requirements. In conclusion, we have operated with Safety Vision as a partner for thirteen (13) years and their solution has performed above expectations. We look forward to continuing our partnership and would recommend that any other agency operating in the same or similar capacity seriously evaluate Safety Vision's offerings.

Best regards, Chris Hill  
Director of Information Technology Forrest County Schools ”



# Notes



# Notes





MOBILE VIDEO SURVEILLANCE SOLUTIONS

**Servicing Our Customers  
World Wide**

**For More Information Please Contact  
One of Our  
Expert Account Representatives**

**Toll Free: 800.851.3896  
[svschoolbussales@safetyvision.com](mailto:svschoolbussales@safetyvision.com)**

**6100 W. Sam Houston Pkwy. N.  
Houston, TX 77041**





**Here Comes the Bus®**



## **GPS PLATFORM PROPOSAL FOR KRISE TRANSPORTATION**

**SYNOVIA SOLUTIONS, LLC**

**February 14, 2019**



**Brad Bishop**  
Key Accounts Manager  
Tel : (317) 748-1963  
Fax : (317) 208-2202  
[bbishop@synovia.com](mailto:bbishop@synovia.com)

**Synovia Solutions, LLC**  
9330 Priority Way West Drive  
Indianapolis, IN 46240  
Fax: (317) 208-2202  
[www.SynoviaSolutions.com](http://www.SynoviaSolutions.com)



## **Table of Contents**

<b>Why Synovia Solutions? .....</b>	<b>3</b>
<b>Synsurance Program.....</b>	<b>4</b>
<b>Solution Overview .....</b>	<b>5</b>
<b>Core GPS Tracking .....</b>	<b>5</b>
<b>Comparative Analysis with Routing.....</b>	<b>5</b>
<b>Here Comes The Bus – Optional .....</b>	<b>6</b>
<b>Time and Attendance Software - Optional .....</b>	<b>7</b>
<b>Tablet – Optional.....</b>	<b>8</b>
<b>Student Ridership – Optional .....</b>	<b>9</b>
<b>Solution Investment Summary.....</b>	<b>10</b>
<b>References .....</b>	<b>12</b>

## Why Synovia Solutions?

Right Bus. Right Stop. Right Time.

### **1. Experience**

Synovia has been providing GPS solutions to the K-12 industry for over 17 years and currently works with over 600 school districts and contractors across North America with over 100,000 units in the field. At Synovia, we understand that our K12 customers want to get as much as they can get for as little as possible – all while minimizing their risk. We are reminded of this daily and have designed our software platform with a unique set of capabilities that focus on safety, service, and savings.

### **2. Local Contractor References**

Synovia specializes in working with local contractors such as BrightBill Transportation, STA, The Trans Group and many others. Working with these contractors, we have learned what it takes to deploy a solution on the scale that you are seeking. Our software integration, ongoing training and hands-on support have been defining aspects of each of these customer success stories.

### **3. Product Depth**

Our GPS platform allows you to start with the Core system for real-time tracking, mapping, reporting and alerting. You can build on that solution by integrating with your routing system, providing access to parents through Here Comes The Bus and turn-by-turn navigation for drivers with our Mobile Terminal. In addition, we offer a Time & Attendance solution to help manage actual driver time compared to scheduled route times.

Synovia Solutions has always been the leader in innovative solutions for K-12 transportation. Our Mobile Data Terminal option has a rich set of capabilities including the ability to do student ridership verification that notifies the driver if a child is getting off at the wrong stop. We have recently teamed with Safety Vision to provide video camera display on this device, to add yet another integrated solution. Our commercial grade navigation software can safely and efficiently guide substitute school bus drivers to each bus stop, school stop and then back home at the end of the day. No other vendor has our depth of solutions with a continued focus on providing meaningful solutions to K-12 challenges.

## Synsurance Program

**Synsurance** is our commitment to you that our solutions will work seamlessly for the life of our partnership. It is our long-term strategy to ensure you have the best product and support possible.

We believe in serving our customers and **Synsurance** is how we plan to do it.

The following is a summary of **Synsurance**:

- **No Upfront Costs**
- **Fixed price for 5 year term of agreement**
- **Ongoing warranty for hardware replacements**
- **Spare hardware – 2% of fleet - Included**
- **Wireless data plan included**
- **Hosted solution with live data with managed back-ups and permanent archival (data is never lost once it hits the servers)**
- **Software-as-a-Service with guaranteed 99% uptime**
- **Automatic monthly software updates with new features, map data, patches, hot fixes**
- **First Class Software Support**
  - **Help Desk – 6:30AM-5PM EST with rolling on-call after hours**
  - **Toll Free # (877-SYNOVIA)**
  - **Email ([support@synovia.com](mailto:support@synovia.com))**
  - **Call or email will receive a response within 4 business hours with a ticket number**

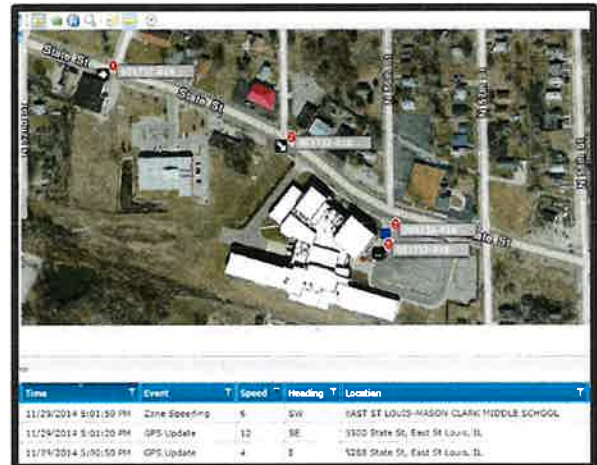
With **Synsurance** from Synovia Solutions, you can be assured of a long-term and reliable solution backed with unmatched service and support.

## Solution Overview

### Core GPS Tracking

#### Key Capabilities of Core GPS:

1. Live and Historical Tracking, Mapping and Reporting
2. Location updates 30 seconds and each time the vehicle makes a left or right turn
3. Event Reporting (Ignition, Stop Arm, Ambers, Door Open)
4. Real-time Alerts via SMS Text Messages, Email or Computer Pop-up Message with link to Map Location
5. Find Nearby Vehicle to Bus, Address or Schools
6. Maintenance Scheduler
7. Excessive Speed and Engine Idle Time
8. Harsh Acceleration, Braking or Turning
9. Low Battery Alerts
10. Maps with Weather Forecast, Satellite and Current Traffic overlays
11. Mobile app for tracking and mapping
12. Engine Diagnostics for fault code reporting
13. Reporting Suite – Scheduled and drill down options



### Comparative Analysis with Routing

#### Key Capabilities for Comparative Analysis

1. On Time Performance Reporting
2. Nightly download of routes, stops, students into GPS software
3. Compare Plan vs Actual on a Map or Report
4. Bus/Route Matching
5. School /Route/Yard Status Monitors
6. Full Reporting on School Arrivals, Stops and Status
7. Key Performance Indicators
8. Missed/Extra Stop Reporting



## Here Comes The Bus – Optional

### **Key Capabilities of Here Comes The Bus:**

1. View Real-time location of Child's school bus on website via computer, tablet or Smart Phone.
2. Web page with live status
3. The app will display:
  - a. Bus location (yellow bus icon)
  - b. Bus movement direction (black arrow on the bus icon)
  - c. Your student's stop (a red stop sign that turns green once the bus has visited the stop)
4. Mobile app with alerting when bus enters stop area
5. Custom Messaging to a bus, school or fleet



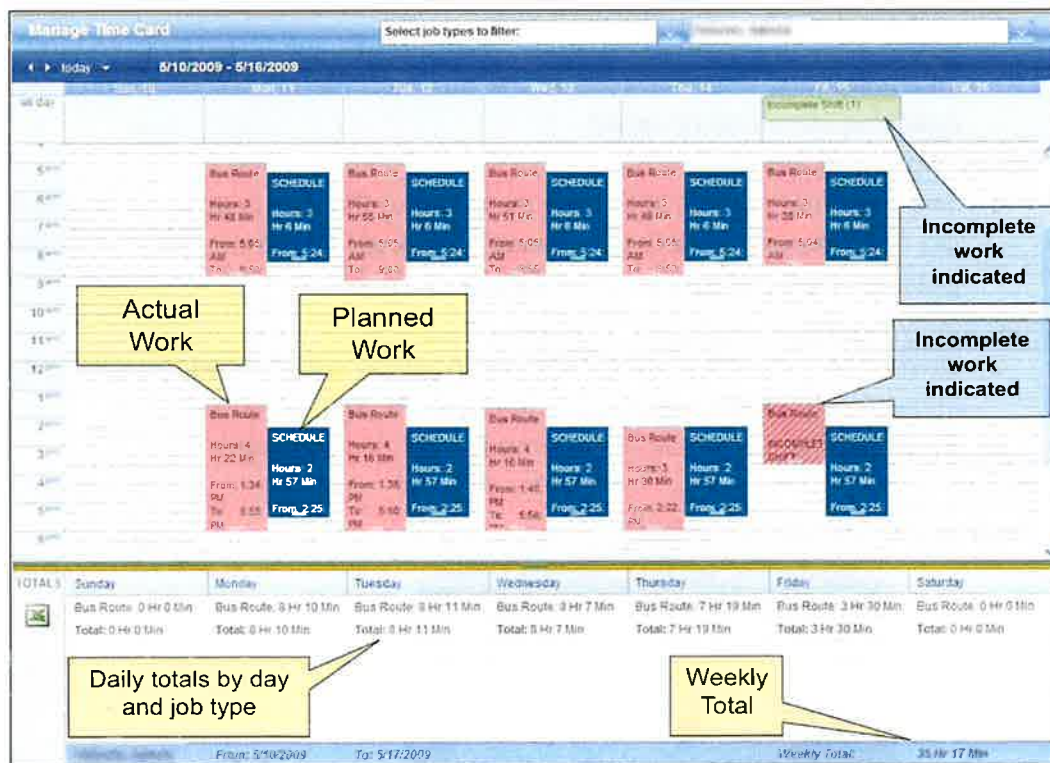


## Time and Attendance Software - Optional

The Synovia Time and Attendance (TAA) software module offers management the ability to track employee work time, manage that time, review and update the employee electronic time cards and provide the work time to the payroll department. The software accepts employee log In/Out time captured on the bus. District staff with the appropriate privileges for this module has the ability to enter employees, review and edit time cards, build work schedules, track absences and holiday and approve work time.

### Key Capabilities of Time and Attendance:

1. On-board Clock-in and out for any number of employees
2. Input Employee ID, Job Code (Route vs Field Trip, etc.) and Route Confirmation
3. Web-based management of timesheets and requests for time off
4. Work Monitors
5. Payroll Integration – Import/Export



## Tablet – Optional

1. Navigation
  - a. Route-based navigation using planned routes.
  - b. Turn-by-turn directions are available as audio, visual or both.
  - c. Point to point navigation for trips
2. Driver/Aide Log In/Out for Time & Attendance
  - a. Any number of employees can log in/out with job codes
  - b. Time & Attendance software platform
3. Communication - 2-Way Messaging
  - a. Dispatchers can send real-time messages to a single bus, a sub-fleet or the entire fleet.
  - b. Drivers can review the messages and respond with canned or free form messages.
  - c. The messaging can be customized and reviewed when buses are stopped.
4. Vehicle Inspection
  - a. A user-configured inspection check list is downloaded by vehicle type over-the-air to the on-board MDT. After performing the pre or post trip inspection, the driver checks off the items on the on-screen menu that need maintenance or repair
5. Special Needs Ridership
  - a. The rider manifest for the route assigned to the bus is downloaded from the routing system so the driver can check off the names as the student gets on or off the bus.
6. Emergency Button
  - a. Driver can press the emergency/panic button and a message will be sent immediately to any number of managers in your organization.
  - b. SMS text message, email or computer pop-up message





## Student Ridership – Optional

Synovia offers a real-time and historical student ridership tracking solution. Due to our extensive research and practical experience, the system recommended by Synovia is Barcode technology. Students scan on and off using a barcoded card or a smart phone. The reader also offers both a visual and audio confirmation of a successful scan. The Tablet will also validate that the student is boarding/exiting at the correct location – based on the routing data.

### **Product Examples**

The following are examples of the barcode reader, tablet and card:

**Barcode Card Reader**




**Terminal on Bus**



**Student with Card**



The Synovia reporting module will allow the District to review the ridership information in real time and historically. This can be done via the map or the reporting module. The following is an example:


 A map showing the Evansville, IN area with major roads and a red dashed line indicating a route.
 

Date	T	Time	T	Location	T	Vehicle	T	Fleet	T
10/3/16		6:32:58 AM	-04:00	1987 N Governor St, Evansville, IN 47711		003		Corporation Buses	
10/3/16		7:00:10 AM	-04:00	North High School		003		Corporation Buses	
10/3/16		2:37:32 PM	-04:00	North High School		003		Corporation Buses	
10/3/16		3:03:26 PM	-04:00	1987 N Governor St, Evansville, IN 47711		003		Corporation Buses	
10/4/16		6:33:07 AM	-04:00	1987 N Governor St, Evansville, IN 47711		003		Corporation Buses	
10/4/16		7:00:51 AM	-04:00	North High School		003		Corporation Buses	
10/4/16		2:33:59 PM	-04:00	North High School		003		Corporation Buses	

## Solution Investment Summary

The following is a summary of Synovia's GPS Solution for 100 Vehicles with all hardware, software and ongoing services with a 5 Year, fixed price agreement:

PRODUCT	FEATURES & CAPABILITIES	COST PER BUS, PER MONTH
Core GPS System Hardware and Software	GPS Unit, Wiring, Antenna, Mounting Bracket, Real-Time GPS Tracking Software, Historical Mapping, Reporting (Drill Down and Scheduled), Alerting, KPI Dashboard, Idle/Speed Monitoring, Engine Diagnostics	\$26
Comparative Analysis Software Platform	Nightly Routing Downloads, Plan vs Actual Routes, Stops, On-Time Performance Reporting, Route/School/Yard Monitors	Included
Hardware Installation	Professional Hardware Installation and Testing	Included
Project Management	Project Manager for Implementation, installation, Training and Ongoing Support	Included
Fleet Advisor	Dedicated Point of Contact for System Performance, Customer Satisfaction, Quarterly Reviews, Ongoing Support	Included
Data Integration	Routing – Nightly downloads of routing data and integration with Synovia GPS Platform – Transfinder, BusBoss, Edulog, Versatrans, and others.	Included
Training	Unlimited Web Based Training and Monthly Classes	Included
Spare Hardware	2% Spare Hardware – Activated and Live	Included

### Additional Options

PRODUCT	FEATURES & CAPABILITIES	COST PER BUS, PER MONTH
Here Comes The Bus	<ul style="list-style-type: none"> <li>• Parent Access via Website for bus location and arrivals</li> <li>• Mobile App for bus location and alerting</li> <li>• App includes notifications of substitute routes and custom messaging (Note: The app is free for parents)</li> </ul>	\$3
Tablet	Touch Screen GPS Tablet for Clock In on Bus, Audio/Visual Navigation based on Planned Routes, 2-Way Messaging, Pre/Post Trip Inspections, Special Needs Ridership Tracking and Data Collection, Driver Emergency Button	\$18
Student Ridership	Barcode Reader Hardware, Installation and Ridership Software <i>NOTE: District is responsible for providing barcoded cards</i>	\$7

## References

### **BrightBill Transportation Inc, PA**

School Bus GPS Project with Mobile Terminals, Comparative Analysis, Student Ridership, Time & Attendance  
400 Buses/Vehicles  
Contact Person: Mike Ingram – Owner/CEO  
Phone: 800-932-4625  
E-Mail Address: [mingram@brightbill.com](mailto:mingram@brightbill.com)

### **Suffolk Transportation Services, NY**

Core GPS Project with Comparative Analysis and Here Comes The Bus  
1,600 Buses  
Contact Person: Tommy Smith – Operations Manager  
Phone: (631) 774-5202  
E-Mail Address: [tsmith@suffolkbus.com](mailto:tsmith@suffolkbus.com)

### **The Trans Group, NY**

Core GPS Project  
1,200+ Buses/Vehicles  
Contact Person: Ron Gambini – VP Fleet  
Phone: (631) 926-8027  
E-Mail Address: [rongambini@thetransgroup.com](mailto:rongambini@thetransgroup.com)

### **Student Transportation of America**

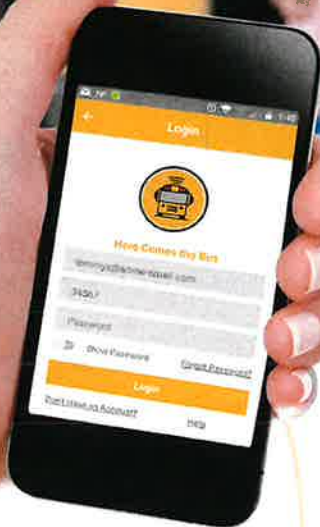
School Bus Transportation Contractor who services districts in the United States and Canada  
Over 6,000 Buses  
Contact Person: Tom Yessman, Manager  
Phone: 732 280 4200 x 136  
E-Mail Address: [tyessman@ridesta.com](mailto:tyessman@ridesta.com)





Know your child is safe with:

## *Here Comes the Bus*



*"I don't know how I survived as a parent without this app last year. It times my whole morning."*



### PEACE OF MIND AND ONE LESS WORRY

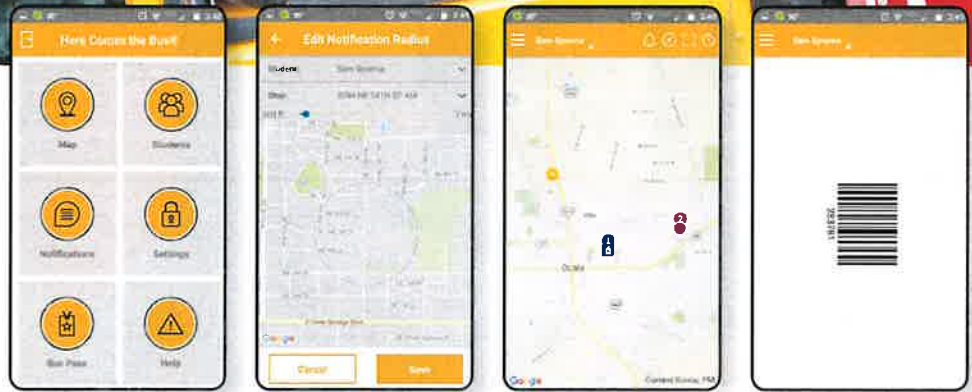
Mornings can be a stressful time. Getting ready for work. Getting your kids ready for school. What if - at least when it came to catching the school bus - you could have one less worry? No more worrying at the office about the weather and if they're standing in the dark, or cold, for an untold amount of time. No more worrying if they've made it to school safely. And no more worrying in the afternoons, wondering if they've made it home safely.

That's the beauty of **Here Comes the Bus**®. Because with **Here Comes the Bus** both you and your child will know where the bus is. Which means you and your child will know when it's time to catch it.



**synovia**<sup>™</sup>  
*solutions*  
Don't Ask. Know

## Your Child's Safety is Our Top Priority



1. **Here Comes the Bus®** lets you know that your child is on the **Right Bus. Right Stop. Right Time.™**
2. Driver Safety technology allows you to monitor and mitigate driver behavior, including real-time monitoring ensuring that your child is being transported safely to and from school.
3. Child Check is a system designed to ensure that no child is left on the bus after the route has ended.
4. Student Ridership technology gives school administrators and parents comfort in knowing their children made it safely on and off the right bus at the right stop.

### SAFETY CAN'T WAIT

No longer do your children have to wait in the dark, freezing temperatures, pouring rain or hot sun. With **Here Comes the Bus** parents will know when their child's bus is arriving, reducing the time their children spend standing by the side of the road.

No longer do parents need to call the school to check on the status of their children's bus. It's the kind of service that parents should expect in an era where technology allows for service and convenience like never before. It also shows parents that their district is committed to both safety and service.

For transportation managers, **Here Comes the Bus** means children know when their bus will arrive, so there are fewer missed pickups, or delays, which means routes are run quicker, burning less fuel.



Contact us today to learn more about how **Here Comes the Bus** can increase safety for your child



*"We've found that reducing just five minutes from every route would reduce costs by \$100,000 per school year."*

## Maximize Safety, with Real Time K-12 GPS Fleet Management



*"Without Synovia Solutions, we wouldn't be the department we are today. GPS tracking has helped us cut costs, better communicate with parents, develop quicker routes and overhaul our payroll system."*

Kelli Knisley  
Parent  
Avalon Community School



### SAFEGUARD YOUR STUDENTS, DRIVERS AND BUDGET

As the Director of a K-12 fleet, you're not only responsible for maintaining your buses and staying within budget, you play a key role in making sure students are able to safely travel to and from school. And if parents have concerns, they turn to you. To help you balance your everyday duties, Synovia Solutions™ has developed an innovative set of GPS-powered tools that will help you achieve a higher level of safety, savings and service.





## Increase Safety for K-12 Fleets



Managing your K-12 fleet with help from Synovia Solutions fleet management technology will not only lead to exceptional cost savings, it will send the message that your district is serious about student safety and parent communication.

For example, Comparative Analysis lets you examine planned versus actual routes, vehicle stop times and more, so you can be sure your drivers are following the quickest, most efficient paths before and after school. Engine fault code alerts reduce vehicle downtime by enabling you to proactively manage minor repairs before they become major problems. And with Time & Attendance – an in-vehicle solution that eliminates paper time tracking methods – you can ensure payroll accuracy and experience significant cost savings in the process. Don't Ask. Know.

With Synovia Solutions fleet management technology, you can:



MINIMIZE REPAIR COST & MAXIMIZE UPTIME	BY UTILIZING	ENGINE DIAGNOSTICS WITH FAULT CODE ALERTS
REDUCE FUEL EXPENSES	BY UTILIZING	FUEL ECONOMY & ILDE TIME MONITORING
RAISE STAFF PRODUCTIVITY	BY UTILIZING	STOP & ARRIVAL INFORMATION
PROTECT YOUR DEPARTMENT FROM FALSE CLAIMS	BY UTILIZING	REAL-TIME VEHICLE MONITORING
VERIFY A STUDENT HAS GOTTEN ON OR OFF THE BUS	BY UTILIZING	STUDENT RIDERSHIP
OVERHAUL YOUR TIMESHEET PROCESS	BY UTILIZING	TIME & ATTENDANCE
ENSURE YOUR VEHICLES ARE READY FOR DUTY	BY UTILIZING	PRE & POST TRIP INSPECTION

### GET STARTED RIGHT AWAY, RISK FREE

Available only from Synovia Solutions, Synsurance<sup>SM</sup> ensures your success with fleet telematics by providing an all-inclusive service, unlimited warranty, spare replacement hardware, unlimited online training and support, flexible purchase options with no upfront costs, vendor performance guarantees and more.

Contact your Synovia representative at 1.877.796.6842 or visit our website: [www.synoviasolutions.com](http://www.synoviasolutions.com)





**YOUR MOBILE VOICE JUST GOT STRONGER**

# MOTOTRBO™ XPR™ 5000 SERIES DIGITAL TWO-WAY MOBILE RADIOS

From the delivery driver crisscrossing the city to the sanitation crew clearing streets, MOTOTRBO™ can transform your enterprise and make employee interactions smarter and safer. Our best-in-class audio and exceptional data capabilities empower people like never before.

Versatile and powerful, MOTOTRBO combines the best of two-way radio functionality with the latest digital technology. XPR 5000 Series radios integrate voice and data seamlessly, offer enhanced features that are easy to use, and deliver operations-critical advantages like integrated Bluetooth® and Intelligent Audio.

The XPR 5000 Series can remaster your workplace and the way people collaborate to help you achieve even greater efficiency.

## AUDIO BEYOND EXPECTATIONS

When it comes to exceptional audio clarity, the quality of digital can't be denied. With the XPR 5000 Series mobiles, you get digital quality plus unique features to help your employees hear and speak clearly, wherever they work.

With Intelligent Audio, the radio volume automatically adjusts to compensate for background noise so workers don't have to adjust their radio volume to avoid missing a call in loud situations or disturbing others when they move into quiet places. Increased background noise suppression filters out unwanted external clamor — from road traffic to the roar of engines.

Bluetooth® audio, embedded right in the radio, provides voice communication with exceptional clarity — giving your people the freedom to move without wires. Also, IMPRES™ audio accessories enhance noise suppression and improve voice intelligibility for smarter audio than they've ever experienced before.

## INDUSTRY-LEADING DATA

XPR 5000 Series radios feature integrated GPS that enables location tracking of mobile work teams and text messaging to enable communication when voice isn't feasible, and the large, full-color display operates in day or night mode, for easy viewing of contact lists, text messages and work order tickets even in bright sunlight. These radios also feature integrated Bluetooth®, enabling the radio to wirelessly interface with Bluetooth®-enabled devices such as barcode scanners and magnetic card readers to facilitate the collection of critical information in the field.

MOTOTRBO's Application Developer program offers customized data applications that allow you to adapt your radios to your business challenges. With the industry's largest developer program, data applications answer your objectives — from work order ticket management to telephony integration, and more.

## HIGH-POWERED PERFORMANCE

Because MOTOTRBO uses TDMA digital technology, you get integrated voice and data, twice the calling capacity and clearer voice communications. Also, the smart IMPRES™ technology in our high-powered accessories enables easier communications — everywhere your people travel.

## RICH FUNCTIONALITY

XPR 5000 Series radios offer plenty of features your business seeks — including enhanced call signaling, basic and enhanced privacy-scrambling, option board expandability, the transmit interrupt suite to prioritize critical communication the moment you need it and compatibility with SCADA solutions for utility and public service monitoring and alarms. Programmable button features appear on the display for easy viewing and quick access. And when workers can't be distracted, customizable voice announcement provides audible confirmation of channel and zone changes as well as programmable button features, eliminating the need to view the display.

## EXPANDED CAPACITY AND COVERAGE

Your work crews are on the go — picking up loads, dropping off cargo, repairing roads or restoring power after a storm. That's why you need the far-reaching performance of MOTOTRBO.

IP Site Connect helps to dramatically improve customer service and productivity by using the Internet to extend coverage to create a wide area network, enhance single site coverage or link geographically dispersed locations. Capacity Plus single-site trunking expands capacity to over 1,000 users without adding new frequencies. Linked Capacity Plus leverages the high capacity of Capacity Plus, with the wide area coverage capabilities of IP Site Connect to keep your staff at up to 15 sites connected with an affordable wide area trunking solution. Other multi-site digital trunking solutions, such as Connect Plus, will be supported in a future release. So whether you want expanded coverage at a single site or across multiple ones, MOTOTRBO can be scaled to your needs.

## MIGRATE AT YOUR OWN PACE

Keeping operations running smoothly during a change in communication systems is vital to business. It's easy to migrate to digital with XPR 5000 Series radios because they operate in analog and digital mode while the dynamic mixed mode repeater functionality streamlines automatic switching between analog and digital calls. So you can begin using MOTOTRBO radios and repeaters on your existing analog system, and when your time and budget allow, move to digital at your own pace.

## DAY-IN, DAY-OUT DURABILITY

XPR 5000 Series mobile radios are backed by a two-year Standard Warranty, one-year Repair Service Advantage (U.S.)/Extended Warranty (Canada) and at least a one-year warranty for accessories.





## XPR 5550/XPR 5350 SERIES SPECIFICATIONS

GENERAL SPECIFICATIONS							
XPR 5550				XPR 5350			
	VHF	UHF Band 1	UHF Band 2	VHF	UHF Band 1	UHF Band 2	
Channel Capacity	Up to 1,000	Up to 1,000	Up to 1,000	32	32	32	
Typical RF Output	Low Power	1-25 W	1-25 W	1-25 W	1-25 W		
	High Power	25-45 W	25-40 W	1-40 W	25-40 W	1-40 W	
Dimensions (H x W x L)	2.1 x 6.9 x 8.1 in (53.3 x 175.3 x 205.7 mm)			2.1 x 6.9 x 8.1 in (53.3 x 175.3 x 205.7 mm)			
Weight	3.9 lbs (1.8 kg)	3.9 lbs (1.8 kg)	3.9 lbs (1.8 kg)	3.9 lbs (1.8 kg)	3.9 lbs (1.8 kg)	3.9 lbs (1.8 kg)	
Current Drain	Standby	0.81 A max	0.81 A max	0.81 A max	0.81 A max	0.81 A max	
	Rx @ Rated Audio	2 A max	2 A max	2 A max	2 A max	2 A max	
	Transmit	1-25 W: 11.0 A max 25-45 W: 14.5 A max	1-25 W: 11.0 A max 25-40 W: 14.5 A max	1-40 W: 14.5 A max (11.0 A max < 25 W)	1-25 W: 11.0 A max 25-45 W: 14.5 A max	1-25 W: 11.0 A max 25-40 W: 14.5 A max	1-40 W: 14.5 A max (11.0 A max < 25 W)
FCC Description	1-25 W: ABZ99FT3086 25-45 W: ABZ99FT3087	1-25 W: ABZ99FT4087 25-40 W: ABZ99FT4088	1-40 W: ABZ99FT4085	1-25 W: ABZ99FT3086 25-45 W: ABZ99FT3087	1-25 W: ABZ99FT4087 25-40 W: ABZ99FT4088	1-40 W: ABZ99FT4085	
IC Description	1-25 W: 109AB-99FT3086 25-45 W: 109AB-99FT3087	1-25 W: 109AB-99FT4087 25-40 W: 109AB-99FT4088	1-40 W: 109AB-99FT4085	1-25 W: 109AB-99FT3086 25-45 W: 109AB-99FT3087	1-25 W: 109AB-99FT4087 25-40 W: 109AB-99FT4088	1-40 W: 109AB-99FT4085	

RECEIVER: XPR 5550 & XPR 5350			
	VHF	UHF Band 1	UHF Band 2
Frequencies	136-174 MHz	403-470 MHz	450-512 MHz
Channel Spacing	12.5 kHz / 25 kHz*	12.5 kHz / 25 kHz*	12.5 kHz / 25 kHz*
Frequency Stability (-30°C, +60°C, +25°C Ref)	± 0.5 ppm	± 0.5 ppm	± 0.5 ppm
Analog Sensitivity (12dB SINAD)	0.3uV, 0.22uV (typical)		
Digital Sensitivity	5% BER @ 0.25uV (0.19uV typical)		
Intermodulation (TIA603D)	78 dB	75 dB	75 dB
Adjacent Channel Selectivity (TIA603D)	50 dB @ 12.5 kHz 80 dB @ 25 kHz*	50 dB @ 12.5 kHz 75 dB @ 25 kHz*	50 dB @ 12.5 kHz 75 dB @ 25 kHz*
Spurious Rejection (TIA603D)	80 dB	75 dB	75 dB
Rated Audio	3 W (Internal), 7.5 W (External - 8 ohms) 13 W (External - 4 ohms)		
Audio Distortion @ Rated Audio	3% (typical)	3% (typical)	3% (typical)
Hum and Noise	-40 dB @ 12.5 kHz/-45 dB @ 25 kHz*		
Audio Response	TIA603D	TIA603D	TIA603D
Conducted Spurious Emission (TIA603D)	-57dBm	-57dBm	-57dBm

TRANSMITTER: XPR 5550 & XPR 5350			
	VHF	UHF Band 1	UHF Band 2
Frequencies	136-174 MHz	403-470 MHz	450-512 MHz
Channel Spacing	12.5 kHz / 25 kHz*	12.5 kHz / 25 kHz*	12.5 kHz / 25 kHz*
Frequency Stability (-30°C, +60°C, +25°C Ref)	± 0.5 ppm	± 0.5 ppm	± 0.5 ppm
Low Power Output	1-25 W		
High Power Output	25-45 W		1-40 W
Modulation Limiting	± 2.5 kHz @ 12.5 kHz/± 5.0 kHz @ 25 kHz*		
FM Hum and Noise	-40 dB @ 12.5 kHz/-45 dB @ 25 kHz*		
Conducted/Radiated Emission	-36 dBm < 1 GHz/-30 dBm > 1 GHz		
Adjacent Channel Power	60 dB @ 12.5 kHz/70 dB @ 25 kHz*		
Audio Response	TIA603D	TIA603D	TIA603D
Audio Distortion	3%	3%	3%
FM Modulation	12.5 kHz: 11K0F3E / 25 kHz*: 16K0F3E		
4FSK Digital Modulation	12.5 kHz Data: 7K60F1D & 7K60FXD		
	12.5 kHz Voice: 7K60F1E & 7K60FXE		
	Combination of 12.5 kHz Voice & Data: 7K60F1W		
Digital Vocoder Type	AMBE+2™	AMBE+2™	AMBE+2™
Digital Protocol	ETSI TS 102 361-1, -2, -3		

**PRODUCT SPEC SHEET**  
MOTOTRBO™ XPR 5000 SERIES MOBILE RADIOS

**MILITARY STANDARDS: XPR 5550 & XPR 5350**

APPLICABLE MIL-STD	810C		810D		810E		810F		810G	
	METHOD	PROCEDURES	METHOD	PROCEDURES	METHOD	PROCEDURES	METHOD	PROCEDURES	METHOD	PROCEDURES
Low Pressure	500.1	I	500.2	II	500.3	II	500.4	II	500.5	II
High Temperature	501.1	I, II	501.2	I/A1, II/A1	501.3	I/A1, II/A1	501.4	I/Hot, II/Hot	501.5	I/A1, II
Low Temperature	502.1	I	502.2	I/C3, II/C1	502.3	I/C3, II/C1	502.4	I/C3, II/C1	502.5	I/C3, II
Temperature Shock	503.1	-	503.2	I/A1/C3	503.3	I/A1/C3	503.4	I	503.5	I/C
Solar Radiation	505.1	II	505.2	I	505.3	I	505.4	I	505.5	I/A1
Rain	506.1	I, II	506.2	I, II	506.3	I, II	506.4	I, III	506.5	I, III
Humidity	507.1	II	507.2	II	507.3	II	507.4	-	507.5	II - Aggravated
Salt fog	509.1	-	509.2	-	509.3	-	509.4	-	509.5	-
Dust	510.1	I	510.2	I	510.3	I	510.4	I	510.5	I
Vibration	514.2	VIII/F, Curve-W	514.3	I/10, II/3	514.4	I/10, II/3	514.5	I/24	514.6	I/24
Shock	516.2	I, II	516.3	I, IV	516.4	I, IV	516.5	I, IV	516.6	I, IV, V, VI

**GPS: XPR 5550 & XPR 5350**

Accuracy specs are for long-term tracking (95th percentile values > 5 satellites visible at a nominal -130 dBm signal strength)

TTFF (Time To First Fix) Cold Start	< 1 minute
TTFF (Time To First Fix) Hot Start	< 10 seconds
Horizontal Accuracy	< 5 meters

**BLUETOOTH: XPR 5550 & XPR 5350**

Version	Supports Bluetooth® 2.1 + EDR Specification
Profiles Supported	Bluetooth Headset Profile (HSP), Serial Port Profile (SPP), Motorola fast push-to-talk.
Devices Supported	Radio supports 1 Bluetooth audio accessory and 1 Bluetooth data device simultaneously
Range	Class 2, 10 meters

**ENVIRONMENTAL SPECIFICATIONS:  
XPR 5550 & XPR 5350**

Operating Temperature	-30° C / +60° C
Storage Temperature	-40° C / +85° C
Thermal Shock	Per MIL-STD
Humidity	Per MIL-STD
ESD	IEC 61000-4-2 Level 3
Dust and Water Intrusion	IP54, MIL-STD
Packaging test	MIL-STD 810C, D, E, F, and G

For more information on how to  
strengthen your mobile voice, visit  
[motorolasolutions.com/mototrbo](http://motorolasolutions.com/mototrbo)

**Triangle Communications**  
SECURITY & COMMUNICATIONS  
Providing Solutions Since 1976



**Triangle Communications, Inc.**

940 West Main Street  
New Holland, PA 17557  
800-828-7716  
717-656-2211  
news@trianglesc.com  
[www.trianglesc.com](http://www.trianglesc.com)

Other Locations in:  
New Cumberland, PA  
717.774.7455  
888.591.7455

**MOTOTRBO**  
DIGITAL  
REMASTERED.

Motorola Solutions, Inc.  
1301 East Algonquin Road, Schaumburg, Illinois 60196, U.S.A.  
800-367-2346  
[motorolasolutions.com](http://motorolasolutions.com)

MOTOROLA, MOTO, MOTOROLA SOLUTIONS and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. © 2012 Motorola Solutions, Inc. All rights reserved. R3-1-2050A POD



# ***Krise Transportation, Inc.***

**A Leader In Safe And Reliable Student Transportation**

- Full Service
- Management
- Special Needs



- Vehicle Leases
- Computer Routing
- Bus - Van Monitors



**1325 Scotland Ave. Ext.  
Punxsutawney, PA**

**(814) 938-6200 • krisetran.info**

## **Employee Handbook 2021 – 2022**

**This Page Intentionally Left Blank**



# Krise Transportation, Inc.

Thank you for being a part of a company focused on providing a safe and dependable service to school districts at reasonable rates. As an employee, I want this to be a position you take pride in, and while on the job, to be conscientious, proactive and reliable to those that are counting on you to get the students to and from school safely. As an employee, you are the heart of our operation, and how you conduct yourself is a reflection not only on you, but all of your coworkers in the entire company.

During your time with this company, you will have my full support in assisting you to do your job.

This handbook will give you the information needed and what is expected of you as an employee to help you meet the expectations of the company. It is your responsibility to read and become familiar with the information provided in this handbook. If you have any questions at any time, you are encouraged to discuss them with your supervisor, office personnel or safety director.

Please keep in mind that the procedures, practices and policies may be modified or even discontinued during the term of your employment. When and if changes occur, it will be provided to you at one of the required safety meetings or in a separate written document.

This Employee Handbook is for company employees only and should not be shared with any individual(s) who are not affiliated with the company.

Remember it is your responsibility to read and become familiar with the information provided in the book under the sections that pertain to your particular job with the company. Your signature is required on the pages identified in the back of this book. If you have any questions regarding the contents of this book, please ask your supervisor.

Sincerely,



Timothy Krise  
Krise Transportation, Inc.

<b>Table of Contents</b>	
<b><i>Section Title(s)</i></b>	<b><i>Page Number</i></b>
Krise Transportation Welcome Message from Tim Krise	2
Table of Contents	3, 4 and 5
<b><i>Section One Cover Sheet – “Personnel”</i></b>	<b><i>6</i></b>
Equal Opportunity Employer and Policy / American with Disabilities Act	7
Application Process	8
New Hires	8 and 9
Employment Criteria	9 and 10
Physical Requirements	10 and 11
Bus & Van Driver – Job Description (Including Essential Job Functions)	11 and 12
Bus & Van Monitor – Job Description (Including Essential Job Functions)	13 and 14
Confidential Information / Confidentiality Agreement Notice	14
Dress Code & Appearance	15
Employee Assistance Program	15
Absences & Requests for Time Off	15
Absences	15 and 16
Bereavement / Jury Duty	16
Disability (Including Pregnancy) Leave of Absence	16 and 17
Family & Medical Leave	17 and 18
Anti-Idling of Diesel Engines	19
Cellular Phones and Electronic Device Use	19
Child Abuse and Neglect / Mandated Reporter Requirements	19
Harassment and Sexual Harassment (Notice of Policy – Attachment E)	20
Horseplay and/or Intentional Acts	20
Loyalty to Company	20
Misuse of Company Assets	20
Offensive Comments, Language or Gestures	21
Open Door & Dispute Resolution Procedure	21
Outside Employment	21
Payroll Compensation	22
Performance Evaluations	22
Photo ID	22
Safety Awards Program	23
Safety and Attendance Bonus	23
Social Media Policy	24 and 25

<b>Table of Contents</b>	
<b><i>Section Title(s)</i></b>	<b><i>Page Number</i></b>
Tobacco Use / Convictions of Summary Traffic Offenses	25
Reporting Circumstances of Criminal and Serious Traffic Offenses	25
Disciplinary Policy	26 and 27
Violations and Penalties	27 and 28
Termination of Employment (Voluntary & Involuntary)	29
<b><i>Section Two Cover Sheet – “Drug and Alcohol Policy”</i></b>	<b><i>30</i></b>
Drug and Alcohol Policy / Definitions / Prohibitions / Substance Abuse	31 and 32
Selection of Employees for Drug and/or Alcohol Testing	32 and 33
Confidentiality and Privacy	33
Test Procedures / Consequences of Testing Positive	34 and 35
Cannabidiol (CBD) / Voluntary Treatment and Counseling	35
Notification to Company for Use of Certain Medications and Alcohol	35
Medical Marijuana	35
<b><i>Section Three Cover Sheet – “Drivers’ Required Duties”</i></b>	<b><i>36</i></b>
Driver Responsibilities / Driver Evaluations and Biennial Reevaluation	37
Work Schedules	37
Safe Vehicle Operation and Student Safety / Highway Courtesy	38
Personal Injury of Student	38
Checking Overhead and Backing Clearances	38
Home to School Routes	38 and 39
Split Trips / Extra Curricular Activity Trips / No Travel Companions on Trips	39
Vehicle Operation and Responsibilities	40
Driving Vehicle	40 and 41
Student Behavior	41 and 42
Student Discipline Strategies / Student Misconduct Reports	42 and 43
Loading and Unloading Passengers / Selecting Loading Zones	43
Loading Procedures / Approach & Check / Stop / Load / Check and Proceed	44
Unloading / Approach & Check / Stop / Unload / Check and Proceed	45
Child Checks	45
Enforcing the School Bus Traffic Stopping Law	46
Railroad Crossings / Approaching Crossing	46
When a Bus Must Stop at Railroad Crossings	46 and 47
Railroad Crossing Stopping Procedures	47
Prepare to Stop / Stop the Bus / Look and Listen	47
Proceeding with No Approaching Train / Proceeding with Approaching Train	47

<b>Table of Contents</b>	
<b><i>Section Title(s)</i></b>	<b><i>Page Number</i></b>
Bus Evacuation / When to Evacuate	48
Fire or Potential of Fire / Presence of Hazardous Materials / Unsafe Position	48
Evacuation Drills / Emergency Procedure for Evacuation	49 and 50
Pedestrian Safety	50
Reporting Accidents and Emergencies	51 and 52
Accident Scene Employee Statement Policy / Accident Review Policy	52
Accident Investigation Procedure – Internal Policy	52
Preventable Accidents Occurring Within a Twenty-Four (24) Month Period	53
Use of Company Vehicles	53
Buses Traveling in Convoy Together	54
Company Two-Way Radio System / Demeanor / Monitoring and Proper Use	54
AM/FM Radios and Similar Devices	55
<b><i>Section Four Cover Sheet – “Vehicle Inspection and Maintenance”</i></b>	<b><i>56</i></b>
Vehicle Inspection / Vehicle Maintenance	57
Enter Bus and Check the Following (Interior Items)	57
Horn / Defroster, Heater Blowers, and Windshield Fans / Windshield Wipers	57
Starting a Diesel	58
With Engine Running – Check the Following While Inside the Bus	58
With Engine Running – Exit Bus and Check the Following	58
Interior and Step Well Lights	58
Service Door Operation / Emergency Door Operation / Mirrors / Glass	59
Fluid Leaks / Fuel / Body / Exhaust System / Tires and Wheels	59
Check from the Driver’s Seat as You Move the Bus	60
Using Emergency Equipment / Tire Chains (If Equipped)	60
Miscellaneous (Decorations on Front / Cardboard on Front / Exterior Labels)	61
<b><i>Attachments</i></b>	<b><i>Page Number</i></b>
Attachment “A” – Company Policy Statement	62
Attachment “B” – Drug and Alcohol Policy	63
Attachment “C” – Post-Trip Procedures (Child Checks and Alarms)	64
Attachment “D” – Code of Proper Conduct	65
Attachment “E” – Corporate Harassment and Sexual Harassment Policy	66, 67, 68 and 69
Attachment “F” – Corporate Confidentiality Agreement	70
Attachment “G” – Federal Motor Carrier Safety Admin. – Clearinghouse	71
Attachment “H” – Employee Physicals and Related Exams	72 and 73
Attachment Endorsement Page	74

# SECTION ONE

# PERSONNEL

# **Employment Procedures:**

## **Equal Opportunity Employer and Policy:**

Krise Transportation, Inc. is committed to equal employment opportunity. It has as its basis, not only the law, but also the belief that it is in the best interest of the company to encourage every employee to further and enhance their career. Our non-discriminatory employment program requires cooperation between management and employees. The following objectives enable Krise Transportation, Inc. to fulfill these roles and obligations:

1. Krise Transportation, Inc. is an equal opportunity employer and does not discriminate against race, creed, color, religion, sex, age, non-job related handicap, disability, marital status, sexual orientation or preference, ancestry, nationality or citizenship with respect to any and all employment decisions, including but not limited to, recruitment, hiring, upgrading, demotion, downgrading, transfer, training, rates of pay or other forms of compensation, layoff, termination or other terms and conditions of employment.
2. Krise Transportation, Inc. has the intention to hire only individuals who are U.S. citizens or aliens authorized to work in the United States. Employees will be required to furnish proof of employment eligibility by the Immigration Reform Control Act (I-9) of 1986 or other federal laws
3. Our office of administration has the responsibility of ensuring all phases of this policy are followed. If an employee or applicant feels Krise Transportation, Inc. has discriminated against them and has discussed this matter with the supervisor and the matter has not been satisfactorily resolved by the Supervisor, the employee or applicant shall request the matter be referred to the company President for resolution.

Disciplinary action may be taken against any employee willfully violating the policies identified in this handbook.

## **Americans with Disabilities Act**

This company will comply with the applicable provisions of the Americans with Disabilities Act ("ADA"). This company will not discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of an individual's disability as long as the employee is able to safely perform the functions of the job.

The company will provide reasonable accommodations to qualified individuals with disabilities, as defined by the ADA; who have made the company aware of their disabilities and provided such accommodation(s) do not constitute undue hardship on the company.

Employees with a disability who need reasonable accommodations to perform duties should contact their immediate supervisor.



## **Application Process:**

Prospective employees should submit a job application via the Krise Transportation on-line website portal [www.krisetran.info](http://www.krisetran.info) and use the clickable link. This method is preferred, yet individuals without Internet and E-mail can submit a paper application at any Krise location.

The business office in Punxsutawney will be notified electronically of applications submitted on-line and will initiate contact with the applicable Krise terminal location to begin the process of screening information.

## **New Hires:**

Applicants will participate in an interview and be asked a series of questions regarding previous/current employers, personal background, and personal interests. You will also complete the documents required for employment and receive copies of State regulations, Company regulations or other necessary information related to school bus transportation.

1. The following steps are required to become and remain a qualified driver or monitor.
2. Complete all documents required by the Federal Government, the Commonwealth of Pennsylvania, the School District, and the Company.
  - a. Application for Employment
  - b. Reimbursement Agreement(s)
  - c. Pre-Employment Drug Testing (Alcohol where applicable)
  - d. Pre-Employment Drug & Alcohol query via DOT Clearinghouse from current or Past Employers (written query also required thru January 6, 2023)
  - e. Permit Forms (CDL and non-CDL drivers only)
  - f. Physical Forms
  - g. Driver's Record-MVR (CDL and non-CDL drivers)
  - h. Act 24 – PDE 6004 / Arrest/Conviction Report and Certification
  - i. Act 31 – Mandated Reporter Training (Often Done After Employment Starts)
  - j. Act 34 – PA State Police “PATCH” Criminal Record Check
  - i. Act 114 – FBI Fingerprinting and Background Check
  - k. Act 151 - Child Abuse Clearance
  - l. Act 168 - Sexual Misconduct/Abuse Clearance(s)
  - m. Payroll Documents
  - n. Employment Eligibility Verification (I-9)
  - o. Signed Employee Handbook Attachments
3. See Attachment “H” for more details on employee physical exams including TB testing.
  - a. All employees must have an annual physical examination as required by the US DOT, Commonwealth of Pennsylvania, or the company. Copies of the physical examination will be placed in employee files and, if applicable, an original sent to the Department of Transportation with the permit application. Upon receipt of your permit, immediately contact your supervisor to continue the training process.
4. Receive copies of federal, state and company, as well as any local school district, regulations and all other information related to the position you have applied for.
5. Driver positions will require an on-road driving test prior to being employed.
6. All new employees will serve a probationary period of ninety (90) working school days.



7. The employee will sign an agreement before being trained by Krise Transportation, Inc. to accept employment for a period of no less than 180 working school days. If the employee leaves this employment voluntarily or involuntarily within the time period, he/she will reimburse Krise Transportation, Inc. the amount agreed upon in said agreement, at the option of the employer.
8. You must complete a minimum of 20 hours of instruction as specified by law (14 hours in the classroom and 6 hours in-bus training). Additional training may be required at the discretion of the company.
  - a. An instructor will introduce the applicant to a bus and thoroughly teach safe operating procedures both in the classroom and over-the-road.
  - a. The applicant will be taken over-the-road for practice driving in both rural and urban settings.
  - c. The applicant is responsible for becoming thoroughly familiar with all information in the Employee Handbook and the School Bus Driver's Manual.
9. After review of all necessary material, Penn-DOT and/or the company will test the applicant.
  - a. The written examinations of knowledge for airbrakes and passenger/school bus operations will be administered at the nearest PennDOT testing site.
  - b. Drivers are required to take a written school bus test at the nearest PennDOT site.
  - c. Each driver must complete the basic skill and driving test.
10. It is the responsibility of the driver to always keep his/her license and all certifications current.
  - a. Drivers are required to complete and pass a skills examination with a certified instructor and complete a ten-hour re-certification course every four years. This course includes seven hours of classroom training and three hours in-bus training.

### **Employment Criteria:**

1. Minimum age – Monitors & Non-CDL Driver is 20 years of age. CDL driver is 21 years.
2. Traits, Qualities, and Character:
  - a. Employees must be reliable, dependable, have good moral qualities, be patient, courteous, and considerate
  - b. Be neat, clean, well-groomed and appropriately dressed
    - i. Inappropriate or offensive tattoos or sexual marks must be concealed during work hours
3. Drivers shall possess a valid Pennsylvania operator license or out of state CDL with a PennDOT approved "S" endorsement, and:
  - a. Non-CDL drivers shall have a minimum of two (2) years of continuous driving experience just prior to applying for or continuing employment
  - b. CDL drivers shall have a minimum of three (3) years of continuous driving experience just prior to applying for or continuing employment
  - c. Have a thorough knowledge of federal, state, local traffic laws, school bus laws, rules and regulations.
  - d. Demonstrate ability to safely operate a school bus or vehicle.
  - e. Successfully complete all required examinations prescribed by the Commonwealth of Pennsylvania, U.S. Department of Transportation, or Krise Transportation, Inc.

4. Review of Driving Record(s) - Ten (10) year or Full History
  - a. Safety performance history record check of previous employer(s)
  - b. Free of multiple moving violations and/or multiple vehicle crashes within the most recent three (3) year timeframe
  - c. Free of moving vehicle violations resulting in driver's license suspension, cancellation or reexamination within the most recent five (5) year period
  - d. Within the past ten (10) years be free of Vehicle Code "Serious Traffic Offenses" or Driving Under the Influence convictions or similar negative dispositions
    - i. CDL drivers – In addition to all other factors, a review of Full driver history
    - ii. Persons with multiple DUI or Serious Traffic Offenses convictions, regardless of the length of time will only be considered for non-driving positions
5. Background Checks
  - a. Pass the following background reviews:
    - i. Act 24 – PDE 6004 / Arrest/Conviction Report and Certification
    - ii. Act 31 – Mandated Reporter Training
    - iii. Act 34 – PA State Police "PATCH" Criminal Record Check
    - iv. Act 114 – FBI Fingerprinting and Background Check
    - v. Act 151 – Child Abuse Clearance
    - vi. Act 168 – Sexual Misconduct / Abuse Clearance(s)
    - vii. Past 3 Years of Previous Employer(s) Driving Safety Records
    - viii. Past 3 Years of Previous Employer(s) Drug & Alcohol Records
      1. This requirement expires January 6, 2023
    - ix. US DOT/FMCSA "Clearinghouse" Drug and Alcohol Query for CDL or Non-CDL Drivers
      1. Refer to Attachment "G" of Employee Handbook for details of Clearinghouse requirements.
6. Physical Condition - The individual must:
  - a. Sufficient strength to drive a bus or open doors, windows and emergency panels
  - b. Free from any chronic injury or affliction, which would affect the safe operation and control of the vehicle or related equipment
  - c. Unlimited use of hands and legs
  - d. Be free from mental disease or disorders
  - e. Have satisfactory vision and hearing
  - f. See Attachment "H" details on employee physical exams including TB testing.
    - i. Pass the annual Commonwealth of Pennsylvania Physical Examination and/or the DOT/ICC biannual (or less as required by an approved physician) physical.
    - ii. All applicable waivers as needed.

#### **Physical Requirements:**

1. **Lifting:** Must assist students out of the emergency exits.
2. **Bending/Twisting:** Limited bending required to check under the bus, check tire air pressure and pickup items on the bus floor and seats.
3. **Sitting:** Sitting up to three hours on a continuous basis.
4. **Pushing/Pulling/Reaching:** Such movements are required in the frequent operation of manual door mechanisms.

5. **Hand and Foot Usage:** Both hands and feet are required to operate steering, transmission, brake and throttle controls.
6. **Climbing:** A driver and monitor is required to climb steps to enter and exit the vehicle and to climb in and out of the bus through the emergency exits.

## **Job Descriptions:**

### **Bus/Van Driver**

A bus/van driver is a person who, under the supervision of a manager, supervisor, dispatcher or trainer, operates a van or bus over designated routes transporting school pupils, or clients to and from school or other locations. In addition, a bus/van driver may transport clients on private charter trips. Bus/van drivers may work with loud and disruptive clients. Drivers may also work with severely handicapped individuals.

#### **Duties:**

- Drive a bus/van daily over designated routes in accordance with time schedules, loading and unloading pupils or clients at designated locations and schools.
- Transport school pupils and teachers on school activity trips.
- Perform daily inspections of buses/vans and associated equipment prior to transportation of passengers.
- Maintain good order and discipline among school pupils or clients.
- Follow company policies regarding pupil/client management and relations with parents, teachers, guardians, medical practitioners, medical facilities, and the public in general.
- As requested by the Operations Manager or Dispatcher, verify route turn-by-turn sheets and note any route changes with written notes.
- As requested by the Operations Manager or Dispatcher, make additional directional or landmark notations on bus/van route sheets to assist future new or substitute bus/van drivers.
- As requested by the Operations Manager or Dispatcher, observe and track route timing, such as total time en-route; time between stops; loading and unloading times or any other requested information for the purpose of establishing route efficiency.
- Keep records and submit reports as required.
- Sweep, clean and refuel buses/vans.
- Report all mechanical deficiencies promptly.
- Instruct students on safe riding classes and perform evacuation drills as directed.
- All other duties as assigned.

#### **Essential Job Requirements:**

- State-Required Background Checks
- Ability to verbally communicate clearly with students, drivers, school officials and parents

#### **Preferred Employment Standards:**

- High School Diploma or GED Equivalent

**Bus Driver Essential Job Functions:**

<b>Physical Tasks:</b>	<b>Frequency:</b>	<b>Examples:</b>
Climbing	Frequently	Getting on and off the vehicle to assist challenged riders.
Walking	Occasionally	Pick up the vehicle in parking lots, walk in aisles on board bus.
Pushing	Occasionally	Opening and closing door, opening emergency door.
Reaching	Regularly	Opening and closing door; opening and closing windows; assisting riders with seat belts
Sitting	Frequently	Riding on a bus or van. Secure themselves correctly in the factory-installed seat belt unassisted.
Talking	Regularly	Announcing streets, talking with passengers, or speaking on the radio.
Seeing	Frequently	Keeping aware of general conditions in the bus, monitoring rider behavior, inspecting vehicle.
Hearing	Frequently	Listening to traffic sounds, emergency vehicles, passenger inquiries, monitor radio, detect mechanical problems.
Stooping/ Stretching	Frequently	Securing young or challenged passengers, assisting passengers into and out of the bus, sweeping and cleaning the bus interior
Standing	Occasionally	Monitoring bus loading and unloading; monitoring passenger behavior in the bus
Lifting	Rarely	Assisting passengers during an emergency requiring evacuation of the bus

**Frequency Ratings:****Rarely (1% of the time or less)****Occasionally (2 - 15% of the time)****Regularly (16 - 40% of the time)****Frequently (41 - 100% of the time)**

## **Bus/Van Monitor**

A monitor is generally under the supervision of a bus driver, rides in a van or bus over designated routes transporting school pupils, or clients to and from school or locations. In addition, a monitor may ride a bus or van to assist and monitor clients on private charter trips. Monitors may work with loud and disruptive clients or handicapped individuals.

### **Duties:**

- Monitor pupils and daily school bus activities to ensure proper student conduct at all times, and adherence to proper and safe behavior standards on the bus.
- Maintain attendance and ridership records and assign seating as necessary to ensure good student behavior.
- Observe and learn established bus routes so that when substitute drivers are operating the bus directional and routing assistance can be given.
- As requested by the Operations Manager or Dispatcher, verify route turn-by-turn sheets and note any route changes with written notes.
- As requested by the Operations Manager or Dispatcher, make additional directional or landmark notations on bus route sheets to assist future new or substitute bus drivers.
- As requested by the Operations Manager or Dispatcher, observe and track route timing, such as total time en-route; time between stops; loading and unloading times or any other requested information for the purpose of establishing route efficiency.
- Ensure safe loading and unloading of students on and off the bus.
- As required, verify student use of seat belts and assist with securing or removing belts.
- Assist bus driver with sweeping and cleaning bus interior.
- Establish and maintain effective communications and working relationships with bus drivers, district personnel, students and parents.
- All other duties as assigned.

### **Essential Job Requirements:**

- State-Required Background Checks
- Ability to verbally communicate clearly with students, drivers, school officials and parents

### **Preferred Employment Standards:**

- High School Diploma or GED Equivalent

## **Bus Monitor Essential Job Functions:**

<b>Physical Tasks:</b>	<b>Frequency:</b>	<b>Examples:</b>
Climbing	Frequently	Getting on and off the vehicle to assist challenged riders.
Walking	Occasionally	Pick up the vehicle in parking lots, walk in aisles on board bus.
Pushing	Occasionally	Opening and closing door, opening emergency door.
Reaching	Regularly	Opening and closing door; opening and closing windows; assisting riders with seat belts
Sitting	Frequently	Riding on a bus or van. Secure themselves correctly in the factory-installed seat belt unassisted.
Talking	Regularly	Announcing streets, talking with passengers, or speaking on the radio.
Seeing	Frequently	Keeping aware of general conditions in the bus, monitoring rider behavior, inspecting vehicle.
Hearing	Frequently	Listening to traffic sounds, emergency vehicles, passenger inquiries, monitor radio, detect mechanical problems.
Stooping/ Stretching	Frequently	Securing young or challenged passengers, assisting passengers into and out of the bus, sweeping and cleaning the bus interior
Standing	Occasionally	Monitoring bus loading and unloading; monitoring passenger behavior in the bus
Lifting	Rarely	Assisting passengers during an emergency requiring evacuation of the bus

### **Frequency Ratings:**

Rarely (1% of the time or less)

Occasionally (2 - 15% of the time)

Regularly (16 - 40% of the time)

Frequently (41 - 100% of the time)

## **Confidential Information:**

It is important to remember all company and school district information including but not limited to documents, notes, files, records, oral information, electronic files, student rosters, medical condition of students, student addresses and their contact information may not be disclosed to anyone without authorization from your supervisor and/or the school district.

Prior to employment and thereafter updated annually, every employee shall review and acknowledge for inclusion in their personnel file the company "Confidentiality Agreement," – Attachment F.



### **Dress Code and Appearance:**

During work hours, employees are expected to be neat, groomed and dressed appropriately. Employees are to wear clean, casual clothing and refrain from wearing revealing items such as tube tops, tank tops, short dresses and/or short skirts. Shorts reaching the end of the fingertips when the arms are straight down may be worn so long as it doesn't conflict with policies of the individual school district. Items of apparel, including but not limited to head or foot wear displaying unsuitable, advertising, alcoholic beverages, drugs, tobacco or vaping products, suggestive sexual remarks, political sentiments, inappropriate pictures, artwork or offensive statements, that could be deemed offensive to co-workers or others are prohibited. At a supervisor's discretion, employees wearing above noted items – will be instructed to remove headwear, and/or wear the clothing article inside out when safe and can adequately conceal, and/or cover the images with another article of clothing, and/or when no other option exists, be sent home to change the item(s). Loss of pay and absence time will be assessed if unable to work.

Footwear that hinders the ability to respond to an emergency, such as high-heeled or open toe shoes are not permitted. Shoes must be laced or tied in front. The rear of the footwear must be secured with a heel strap or enclosed material. (i.e. – sneakers, work shoes/boots, or similar footwear)

### **Employee Assistance Program:**

Krise Transportation, Inc. offers confidential counseling to help you with personal problems that affect your job. Any circumstance in your life can cause stress that could affect your health and job performance. Whether the problem is divorce, terminal illness or death in the family, drug and alcohol abuse, or other kinds of personal problems, your supervisor will assist you in finding counselors and psychologists in your area to help you find a way to deal with the situation.

### **Absences and Requests for Time Off:**

1. All requests must be submitted in writing ten (10) working days before the actual day(s)
2. Please refrain from requesting time off for the months of September, April, and May
3. The supervisor will determine if this request can be honored.
4. Management has the right to honor or deny any request for time off.
5. Employees accepting a regular assignment are expected to perform assigned duties on a daily basis.

### **Absences:**

In event of illness or absence, employees are required to speak directly to their supervisor or company designee via telephone at least two (2) hours prior to the expected time to leave the terminal. Employees shall not leave any phone-recorded messages. Phone calls or notification from members of an employee's family are acceptable only in the event of extreme emergencies.

Employees, at the discretion of the terminal manager, may be permitted to report an absence via electronic means limited to text message or email. However, until the employee has received confirmation that the message/email was received and approved by the appropriate person, the employee remains obligated to report to work as scheduled.



It will be assumed an employee will return for the next scheduled run unless they contact their supervisor to notify of any prolonged illness or the approximate length of absence. In the event of a prolonged illness, the employee must notify the office at least one business day before you intend to return. Any absences exceeding three (3) days will require a written note from your doctor stating that you are able to return to work and the reason for the absence. Failure to adhere to this procedure will subject the employee to discipline or discharge of employment.

### **Bereavement:**

Employees are eligible for one (1) day of their normal rate, for visitation or funeral services when conducted on a scheduled Monday through Friday workday, involving the death of an immediate family member (spouse, children, mother, father, sister or brother). Additional unpaid days may be requested. The Safety and Attendance bonus will not be paid for unworked days as outlined in the that program.

### **Jury Duty:**

If an employee is called for jury duty and does in fact serve in this capacity, the time off will not affect the employee's attendance bonus. Affected days, including jury selection and trial dates are considered leave without pay. Employees are to obtain written verification from the court listing the day(s) obligated to jury duty and provide it to the company upon their return to work.

### **Disability (Including Pregnancy) Leave of Absence**

Krise Transportation, Inc. may grant an unpaid leave of absence for illness, disability or pregnancy. To request leave of absence for disability from the operations manager or supervisor, you need to submit, or have someone submit for you, in writing a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability). An approved disability leave may be granted for up to ninety (90) calendar days. If necessary, you may, in writing request extensions in thirty (30) calendar day increments for a maximum of one (1) year. Whenever possible, you are required to give as much notice as possible of your pending need for the initial or each extended disability leave of absence. Your job status will be protected in that we will make every effort to hold your position open, or to return you to a similar position if one is available, for which you may be qualified. However, the company is unable to guarantee the same assignment will be available upon return.

In the case of pregnancy, please inform the operations manager or your supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) days. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees remain away from work for more than the period(s) allowed above, will be considered terminated from employment. Employees are welcome to re-apply subject to the company's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's waiver. The statement must give approval for continued employment in his/her present position and will not jeopardize his/her health or the safety of others in the event he/she continues to work. A similar statement is required upon return from a disability leave.

Should attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law, provided you are able to safely perform the essential functions of that position as listed in the job description.

### **Family / Medical Leave:**

Krise Transportation, Inc. will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

In general, a leave of absence is an official authorization to be absent from work **without pay** for a specified period. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described within the Family/Medical Leave of Absence Policy, which shall be administered in accordance with applicable state and federal laws as follows:

1. Employees are eligible if they have been actively employed for twelve (12) months and worked at least 1250 hours (an average of twenty-five (25) hours per week) during those twelve (12) months. This twelve (12) month period "roll back" is from the date of the leave to the prior twelve (12) month period.
2. Employees may request one (1) or more family care or medical leave of absence. However, the total amount of the leave taken cannot exceed twelve (12) work weeks in any twelve (12) month period. You may request an intermittent leave or reduced schedule leave to care for a seriously ill family member or if you have a serious health condition that warrants such a request.
3. A family leave shall be granted upon the birth or adoption of a child of the employee or upon the serious health condition of the employee's child, spouse or parent.
4. A medical leave shall be granted upon the employee's own serious health condition.
5. In appropriate circumstances, we may require you to be examined by a company designated physician at the company's expense.
6. In the event of a serious health condition to the employee or his/her child, spouse or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice of any needed time off and a written doctor's certificate as soon as practical. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.

### **Family / Medical Leave - Continued:**

7. Employees shall be required to give thirty (30) days' advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice to the extent possible of an expected birth or adoption, as well as an indication to the extent known of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks' advance notification of your intended return. Failure to do so may delay your return date.
8. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
9. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent or legal guardian.
10. A serious health condition is defined as a disabling physical or mental illness, injury, impairment or condition involving:
  - a. Inpatient care in a hospital, nursing home or hospice.
  - b. Outpatient care requiring continuing treatment or supervision from a health care professional.
11. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
12. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.
13. Upon completion of a leave granted under this section, you shall be reinstated to your original position or an equivalent one.
14. If you are no longer able to perform your original job due to your own medical circumstances, we will attempt to transfer you to alternate suitable work, if available.
15. You must use any accrued vacation or other accrued paid time off during your family care or medical leave. If the leave is related to your own serious health condition, you must use any accrued sick days during your medical leave.
16. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. If your leave extends beyond twelve (12) weeks, you shall be offered the opportunity to purchase continued coverage under state and federal COBRA continuation rules.
17. Other accumulated fringe benefits such as retirement, service credits, sick pay, vacation pay, and the like shall be preserved at the level accrued as of commencement of the leave but shall not accrue further during any such leave period.
18. If additional family care or medical leave is required, you must, prior to expiration of the family care or medical leave, submit additional certification to Krise Transportation, Inc.
19. Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on circumstances present at that time, including, but not limited to, your current and anticipated work responsibilities, performance and company needs. Krise Transportation, Inc. reserves the right to refuse such a request at its sole discretion.

### **Anti-Idling of Diesel Engines:**

Pennsylvania Diesel Idling Restrictions - Act 124 of 2008. This law was enacted to limit the amount of time vehicles, including school buses, with diesel engines were permitted to idle while stopped, other than in normal highway activity, and where signage was posted.

This Act was created to eliminate excessive vehicle carbon emissions and air pollution plus encourage fuel economy.

Where prohibited, drivers are required to shut off diesel vehicle engines except as follows:

1. With no passengers, a school bus can idle no longer than five (5) minutes within a continuous sixty (60) minute time period.
2. Or, while stopped and loaded with passengers, a school bus can idle no longer than fifteen (15) minutes within a continuous sixty (60) minute time period.

### **Cellular Phone and Electronic Device Use:**

The use of **mobile electronic communication devices or similar handheld equipment**, including Bluetooth or hands free, while operating a school bus/van or monitoring **STRICTLY PROHIBITED**.

This includes, but is not limited to, the following:

1. Texting
2. Answering incoming or initiating outgoing calls including hands-free or with ear pieces
3. Sending, receiving, or reading email or comparable electronic written communication
4. Games and Gaming

During an emergency, drivers are required to stop the vehicle in a secure area before using the phone or device for assistance. If beneficial to the situation, monitors may initiate calls for assistance during emergencies without the need to have the vehicle stopped.

### **Exception to Use in Vehicle:**

Drivers may use electronic devices, including mobile phones, for the purpose of GPS guidance or route directions so long as the device is programmed before starting the trip or by parking off the road to enter an address AND the instructions are conveyed to the driver via audible (spoken) prompts while in a handsfree mode. Visual map display is permitted and must be used in conjunction with an audible feature.

### **Child Abuse and Neglect / Mandated Reporter Requirements:**

All employees must be diligent and watchful to signs and indicators of child abuse and neglect. Employees are required to report suspected child abuse/neglect to Childline. Notify your supervisor as soon as possible for assistance.

## **Harassment and Sexual Harassment Policy:**

Krise Transportation has a zero-tolerance for any type of harassment. This includes sexual harassment, as well as verbal, physical, or psychological harassment due to race, color, religion, sex, national origin, disability, age or any other protected characteristic under local state or federal law.

Employees are directed to be knowledgeable of the "Corporate Harassment and Sexual Harassment Policy" as contained within *Attachment "E"* of the employee handbook.

## **Horseplay and/or Intentional Acts:**

This contributes to employee or personal injuries and damage to property. Please be cautious about how you act, even during the layover time. Others scrutinize your activities; image is important for you and the company. Do not participate in activities such as skiing, skating, etc. You could injure yourself or others and create a problem finding another driver to complete your trip.

Injuries and other events occurring from intentional acts such as horseplay during work time are not covered by insurance such as workers compensation insurance. Liability rests entirely upon the individual or individuals determined to be at fault for any claims of payments.

Krise Transportation, Inc. will not be liable for actions of persons and/or employees that result in injury or other catastrophic conclusions. Damage to company or personal property will be the full responsibility of those individual(s) involved.

## **Loyalty to Company:**

Employees will not publicly criticize the company, its policies or other employees in any manner. Any false charges or misrepresentations that defame and damage the reputation of the company will not be tolerated.

Hostile actions or remarks against the company or company officials will result in disciplinary action. Krise Transportation, Inc. will not employ a person who repeatedly acts or speaks unfavorably towards their employer.

Employees will never behave disrespectfully or use threatening or insulting language towards other employees engaged in the performance of their job duties. Employees will not threaten violence against, or strike, or attempt to strike any other employee.

## **Misuse of Company Assets:**

The company will provide the vehicles and equipment necessary to do your job. This equipment is a financial asset of the company and it needs to be taken care of. When this equipment is in your possession, it is your responsibility to use it appropriately and with care. Unauthorized use or misuse of equipment is just cause for immediate termination and could result in legal actions against you. Please use the equipment that is entrusted to you for your assigned job only.



### **Offensive Comments, Language or Gestures:**

Under no circumstances shall employees use profane, offensive, demeaning or similar language towards or within audible range of passengers. Employees must be extremely careful not to relate ethnic, racial or other bias, including "off-color" jokes or remarks that could be construed as offensive. Offensive gestures are considered the same as offensive language. Employees are personally and exclusively liable for such actions and their consequences.

### **Open Door & Dispute Resolution Procedure:**

For Krise Transportation, Inc. to be a successful company, it is essential that good communications be maintained. You are encouraged by all levels of management to discuss any questions, problems or suggestions. It is important issues be dealt with as soon as possible. If you have a problem, do not hesitate to talk to your supervisor. All doors are open to you because without satisfied and loyal employees, our company will not be successful. The following addresses any problems, which cannot be handled on an informal basis, enabling a quick, fair and reasonable resolution to all employee disputes:

1. Speak to your supervisor or manager within 24 hours of the occurrence of the problem.
2. If the problem goes unresolved with your immediate supervisor, you should then request a meeting with the Regional Manager. If the problem continues to go unresolved, you should request a meeting with the President of the company.
3. You may also present your complaint in writing.
4. You and your supervisor will discuss his/her respective positions with the President of the company.
5. All three parties will meet within seven (7) days to formally attempt to solve the dispute.
6. If this proves ineffective, the President will decide within three (3) days and the resolution will be sent to involved parties in writing as soon as practicable.

### **Outside Employment:**

While employed by the company, you, as an employee, are expected to devote your best efforts to the interest of the company. Employment with companies providing the same or similar services could easily create a conflict between the employee and company and result in immediate termination. It is required that if you are working for a similar company and it does not conflict with your work schedule including excess hours, permission may be granted depending on the circumstances. All exceptions must be identified in writing to the employee from the employer.

Employees who work for unrelated employers are required to notify their supervisor of the type of work and the scheduled hours. Employees will not be permitted to work overnight shifts and then attempt to drive school students the following morning. When working for this company, priority must be given to work your scheduled hours. Other employment or commercial involvement which conflicts with your work schedule is strictly prohibited.

## **Payroll Compensation:**

Paychecks are computer generated and distributed on a bi-weekly basis. A nominal fee will be charged for each replacement payroll document. To avoid a delay in payment, employees are required to submit all hours worked during the pay period to their Terminal Manager or payroll staff, no later than 9:00 am on the Monday following the close of said pay period (or 9:00 am on Tuesday, if Monday falls on a legal holiday with offices closed).

Mandated and optional payroll deductions include:

1. Federal Earned Income Withholding Tax
2. State Earned Income Withholding Tax
3. Local Earned Income Tax
4. Social Security and Medicare Tax
5. State Unemployment Compensation Tax
6. Occupational Privilege Tax / LST – (If not deducted by another employer)
7. Any court-ordered deductions
8. Employment Agreements, including, but not limited to Early Termination of Training promises occurring during the current pay period weeks
9. Any other company related expense including, but not limited to, damaged property restitution, speeding fines from construction zone camera enforcement, etc.

## **Performance Evaluations:**

The company recognizes evaluating employee performance is an important part of maintaining a strong workforce skillset. Employee proficiencies will be assessed periodically by the safety director, supervisor or company designee.

New employees will receive a performance evaluation by his or her supervisor and/or the safety director covering the first 120 days of employment.

Compensation reviews are done on an annual basis, usually coinciding with the start of a new school year.

## **Photo ID:**

When identification photo badges are issued for your use, safety and convenience, the badges should be visibly displayed at all times when conducting company business and are subject to inspection by authorized personnel. The badge is company or school district property and must be surrendered upon termination of employment. Your final paycheck will be held until the badge is returned.

A \$10.00 replacement fee will be charged for a lost, mutilated or stolen badge. Employee photographs will be retained by the company.



### **Safety Awards Program:**

The Safety Awards Program was initiated to encourage drivers to become more safety conscious and to promote safety awareness. The following factors apply in order to qualify as a recipient of a Safety Award:

1. Be a full-time driver or "Super-Sub" driver with a morning and afternoon run
2. Accomplish "Accident Free" driving for the entire school year.
3. Accident free driving is defined as "no involvement in any accident" (any damage or injury in an accident). **EXCEPTION:** Vehicle was struck while legally stopped or parked or involvement was determined as non-preventable in accordance with industry standards.

### **Safety and Attendance Bonus:**

The program is to encourage drivers, including "Super Subs," to promote safety consciousness, safety awareness and increase attendance. The bonus is paid every second payroll and involves a four (4) week timeframe. To qualify, the following factors apply:

2. Must have an assigned morning and afternoon scheduled run.
  - a. Casual substitutes and trip drivers are excluded
3. During the four-week period, must have Zero preventable accident(s), defined as any damage or injury while driving a company vehicle.
  - a. Preventability is determined in accordance with industry standards.
4. Zero absences, either in part or whole, during the four-week period.
  - a. Call offs, request offs, refusal to work/accept assignment(s) and/or late arrivals are considered an absence.
5. Must attend the monthly safety meeting, unless excused for company business.

### **Exceptions:**

1. Jury Duty
2. Death of an immediate family member (spouse, child, mother, father, sister or brother) Including the day of death, one calendar day with pay will be allowed.
3. Military Leave
4. Monitors, while an integral component of the safety team, do not have the same responsibilities and risks as drivers, therefore # 2 preventable accidents does not apply.

The amount of Safety and Attendance Bonus in a period depends on the number of work-days in the four-week period. In case of an accepted absence, the bonus will be determined by the number of days worked. For example, an employee off three (3) days of jury duty. Within the four weeks, with twenty (20) scheduled work-days, the bonus would be for seventeen (17) days of actual work.

## **Social Media Policy:**

**The following applies to professional use of social media on behalf of Krise Transportation, Inc. as well as personal use of social media when referencing Krise Transportation, Inc.**

This policy provides guidance for employee use of social media; broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, or any other site and service that permit users to share information with others in a contemporaneous manner.

### **Procedures:**

- Employees need to know and adhere to the Krise Transportation, Inc. Employee Handbook and other company policies when using social media referring to Krise Transportation, Inc.
- Employees should be aware of the effect their actions may have on their personal image, as well as Krise Transportation, Inc. appearance. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Krise Transportation, Inc. staff and supervisors may observe content and information posted by employees through social media. Employees should use their best judgment in posting material that is inappropriate or harmful to Krise Transportation, Inc., its employees, and/or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with a supervisor or manager.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refrain from comment and should immediately refer these inquiries to Krise Transportation, Inc. management.
- If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at Krise Transportation, Inc locations or computer systems used for business purposes only. When using company computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is not permitted during work time and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates Krise Transportation Inc's company policy may subject an employee to disciplinary action or termination.

## **Social Media Policy - Continued:**

- If employees post content on personal sites that involves work or subjects associated with Krise Transportation, Inc., a disclaimer should be used, such as: "The postings on this site are my own and do not represent any Krise Transportation, Inc. positions, strategies or opinions."

## **Tobacco Use:**

Smoking, vaping or chewing of tobacco will not be permitted at any time on the bus or inside the terminal. Depending on terminal location, a designated area may be identified for tobacco use.

**SPECIAL NOTE:** Employees will conform to school district's policy on use of tobacco products.

## **Convictions of Summary Traffic Offenses:**

Within thirty (30) calendar days of conviction or entry of guilty plea, all employees shall report in writing to their Terminal Manager full details of the violation and conviction/guilty plea for summary level traffic violations occurring within the United States. This information is required to be retained in the employee personnel file and compared to their annual MVR as needed.

## **Reporting Circumstances of Criminal and Serious Traffic Offenses:**

### **Employee Reporting Requirements:**

Any employee of Krise Transportation, Inc. who is bound over by or to a grand jury, indicted, arrested, convicted, plea bargains, exonerated, or who is Nolle Prosecuted for Summary, Misdemeanor or Felony criminal activity or for Misdemeanor or Felony level traffic offense in the Commonwealth of Pennsylvania or any other state in the United States **shall report in writing** each and all of these events, occasions, or developments to a manager or appropriate designee as soon as reasonably practical, but no later than five (5) calendar days after its occurrence.

This policy also includes any arrest or conviction outside of the United States.

The employee may be suspended, with or without pay, pending disposition of charges. Any employee suspended pending the disposition of charges shall not report to work or be present at a work site during the period of suspension unless directed by a supervisor or manager. Where applicable, management may temporarily reassign the employee to another job function until the charges/investigations are complete.

Appropriate due process, including the opportunity for a hearing to contest a disciplinary action with management, shall be afforded to the employee, as required by law. Consideration for continued employment will be based upon the nature of the offense(s) and the employee's work record. The final decision will focus on conduct, morality or other good and sufficient cause.

Safety and security of students and employees will receive primary emphasis. Criminal history record information can be used by Krise Transportation, Inc. supervisors and management and its authorized officials and employees only for determining employment status, and in the administrative or judicial proceeding calling such employment into question, and shall be stored, restricted and disposed of in such manner as may be required by federal or state law.

## **Disciplinary Policy:**

The goal of disciplinary action is to correct unsatisfactory conduct of an employee. Supervisors must ensure that employees understand what is required to meet these job requirements.

Effective discipline is necessary to ensure the orderly, efficient and effective operations of the company. Disciplinary action is not intended to be punitive and represents a method of training while instructing the employee as to the type of work behavior expected.

Disciplinary problems shall be approached on a case-by-case basis. Each employee's disciplinary problems shall be considered individually with action based upon the evaluation of all the facts including previous conduct plus on the current; aggravating or mitigating circumstances.

Employees may be subject to disciplinary action for unsatisfactory conduct, including but not limited to:

1. Insubordination
2. Failure to meet safety policy operating standards and other work rules
3. Theft or intentional destruction of company property
4. Being under the influence of drugs or intoxicants while working
5. Disorderly conduct
6. Falsification of official documents or records
7. The release of confidential or sensitive information to a direct competitor
8. Carelessness or negligence with company property or in the discharge of assigned duties
9. Misuse of sick leave, habitual tardiness or excessive absenteeism
10. Disruption of operations caused by deliberate actions and/or statements, causing serious morale problems among fellow workers and/or by undermining supervision and company policies and rules.

Progressive Disciplinary action may include:

- a. Oral warning
- b. Written reprimand
- c. Suspension Without Pay
- d. Demotion
- e. Termination

Company disciplinary action is taken when an employee violates company safety or work rule policies. A safety violation includes a chargeable accident, a citation issued by a law enforcement officer such as for speeding, failure to stop at stop signs, traffic signals, willful neglect or carelessness resulting in the destruction of company property (including buses), or a major safety violation as witnessed by an authorized company supervisor or manager.

Insubordination will also be counted as an infraction. Insubordination is defined as refusal by an employee to perform a task or work assignment directed by the supervisor or management personnel or to knowingly violate written company policies and procedures that directly affect safety of operations or prevent the company from meeting operating requirements.

The first violation may result in the issuance of a written warning, suspension of employment for a specific time or the loss of the safety bonus. The employee may be required to meet with company management to discuss the infraction.

The second violation may result in additional days off and a written notification of the disciplinary action (such as dismissal).

The third violation may result in further disciplinary action (such as dismissal).

In most cases, an employee interview will be held with management, and if deemed necessary, further safety training will be required. The severity of a safety infraction may warrant disciplinary action different than described above. Company management reserves the right to impose the levels of discipline and act, including termination of employment, commensurate with the seriousness of the safety offense. Such action may be necessary to protect students, company vehicles, property and the public at large.

### **Violations and Penalties:**

**Commercial driver licenses require reporting any moving violation to your immediate supervisor whether in company or personal vehicles. This is in your CDL manual and must be adhered to always. Drivers are responsible to pay any fines and costs for any traffic violations, citations or tickets received when operating a company vehicle.**

### **DISCIPLINARY ACTION WILL RANGE FROM A WARNING, SUSPENSION AND/OR TERMINATION AS FOLLOWS:**

- |  |  |
|--|--|
| 1. SPEEDING - 10 MPH or less over the speed limit.   | First.....1 to 5 days<br>Second.....6 to 10 days<br>Third .....Termination |
| 2. SPEEDING - 11 MPH or higher over the speed limit  | First.....1 to 10 days<br>Second.....Termination                           |
| <ul style="list-style-type: none"><li>• <b>** NOTE: Starting March 2020, PennDOT implemented “Camera” based speed detection within active construction zones.</b></li><li>• Fines and sanctions occur at 11 MPH or higher over the posted speed limit.</li><li>• Violations are reported by PennDOT directly to the company.<ul style="list-style-type: none"><li>○ Drivers will be notified in writing for such violations and fines/fees/costs are the responsibility of the driver under all circumstances.</li><li>○ If necessary, fines/fees/costs will be deducted from employee payroll</li></ul></li></ul> |  |
| 3. All other violations of the motor vehicle code including, but not limited to: <ul style="list-style-type: none"><li>a. Careless or Reckless Driving</li><li>b. Driving too fast for conditions</li><li>c. Failure to yield the-right-of-way</li><li>d. Failure to stop at stop signs, traffic lights or other traffic control devices</li><li>e. Failure to stop at railroad crossings</li></ul>  | First.....1 to 5 days<br>Second.....6 to 10 days<br>Third .....Termination |
| 4. Failure to stop in the event of an accident and/or failure to report the accident.  | All offenses:<br>Management decision                                       |



- |  |   |
|--|---|
| 5. Unauthorized use of a company vehicle:  | First.....1 to 5 days<br>Second.....6 to 10 days<br>Third ..... Termination     |
| 6. Failure to pre-trip or post-trip your vehicle   | First.....Written Warning<br>Second.....1 to 5 days<br>Third ..... Termination  |
| 7. Failure to follow company policies concerning the safe operation of equipment not covered above   | First.....Written Warning<br>Second.....1 to 5 days<br>Third ..... Termination  |
| 8. Consumption of alcoholic beverages with blood alcohol concentration higher than the legal limits for operating a vehicle.<br>Possession or consumption of alcoholic beverages on school property or in a company vehicle. | All offenses:<br>Management decision  |
| 9. Falsification of time or mileage records  | All offenses:<br>Management decision  |
| 10. The possession or consumption of a controlled substance by company employees on school property, company property or in a company vehicle  | All offenses:<br>Management decision  |
| 11. Quarrelling, stealing, striking or threatening to strike another person engaging in any conduct on company time which would constitute a crime under the Pennsylvania Crime Code.  | All offenses:<br>Management decision  |
| 12. Use of tobacco while on a bus, or in violation of the school district's policy on tobacco products.<br><b>(Use of tobacco or "Vape" in presence of students is considered a second level offense).</b>                   | First.....Written Warning<br>Second.....1 to 10 days<br>Third ..... Termination |
| 13. Failure to maintain a proper dress code, general appearance, reporting for duty requirements.  | First.....Written Warning<br>Second.....1 to 10 days<br>Third ..... Termination |
| 14. Excessive absenteeism/tardiness  | First.....Written Warning<br>Second.....1 to 10 days<br>Third ..... Termination |
| 15. Improper use of mobile electronic communication device on a company vehicle  | First.....Written Warning<br>Second.....1 to 10 days<br>Third ..... Termination |
| 16. Failure to Conduct Child Check / Child left on Bus/Van   | First.....Termination   |

## **Termination of Employment:**

### **Voluntary Termination:**

A voluntary termination of employment occurs if you resign or are separated from the company at your request. Should you resign or leave the company voluntarily, you must give at least two weeks written notice to your supervisor. An absence of three straight days without proper notification to your supervisor is a voluntary termination of employment. You may be asked to leave your position as soon as practical after your resignation is accepted at the company's sole discretion.

### **Involuntary Termination:**

Release of duty will occur due to the inability to perform a job assignment in an appropriate and satisfactory manner. Termination of employment will normally occur after progressive steps of discipline including warning, reprimand, or probation have occurred. Immediate termination of employment shall occur for reasons including, but not limited to, poor performance, misconduct, or breach of "Code of Conduct". The reduction in the work force, either permanent or indefinite, will result in a lay-off.

**Remainder of Page Intentionally Left Blank**



# SECTION TWO

## DRUG AND ALCOHOL POLICY

## **Drug and Alcohol Policy:**

All employees are expected to report to work **Fit for Duty** and capable of performing their responsibilities in a safe and productive manner. This Drug and Alcohol policy is integrated with other safety processes and procedures adopted by Krise Transportation. Krise is committed to be a safe, reliable and compliant employer. Krise Transportation considers alcohol abuse and/or drug/marijuana abuse (referred to hereinafter as “substance abuse”) by employees to be an unacceptable practice, which creates an increased safety risk to the individual, co-workers, the general public and other Krise Transportation assets. Substance abuse by employees will impair their ability to perform properly and can have serious adverse effects on the safety, efficiency, and productivity of their coworkers; the communities in which we operate and the Company as a whole.

This Policy further acknowledges that, in addition to the risks caused by being under the influence or use of drugs/marijuana and/or alcohol, substance abuse also significantly impairs an employee’s ability to sleep and get proper rest. An employee who engages in substance abuse will not be properly rested and will be at risk of being inattentive, careless, and having slower reaction times which can lead to accidents.

The terms, conditions, procedures and methods set forth herein are intended to comply with Company policy, contract requirements and U.S. Department of Transportation (FMCSR) 49 CFR part 382, (the “Regulations”) which pertain to motor carriers and persons who operate a commercial motor vehicle, as defined in qualifications requirements of 49 CFR Part 382.

The purpose of this Drug and Alcohol Abuse Prevention Plan is:

1. To establish and maintain a healthy and safe working environment for all employees.
2. To ensure the reputation of the Company and its employees as good, responsible citizens.
3. To reduce and prevent injury to person(s) or property damage.
4. To reduce absenteeism, tardiness and indifferent job performance.
5. To comply with the terms and specifications of our customers’ contracts.

## **Definitions:**

- a. **Fit For Duty** – Is the reasonable assurance an employee will perform their duties in a reliable manner, is not mentally or physically impaired from any cause adversely affecting their ability to safely and competently perform duties and are not under the influence of any substance, legal or illegal, that may impair ability to perform their duties. In terms of Substance Abuse, it is further defined as an employee not having any detectable level of alcohol circulating in their blood, and no illegal controlled substance or drug/marijuana or controlled substance or drug/marijuana metabolite present in urine, hair, or blood without an acceptable alternative medical explanation as determined by the MRO.

Due to the nature of the work performed by the Company that could affect public safety, it is the responsibility of an employee to make a prescribing medical or dental practitioner aware of the safety sensitive nature of the essential job functions prior to having any medication prescribed. Questions or concerns regarding prescribed medications, potential side effects, and therapeutic actions, should be thoroughly discussed in advance with the prescribing medical provider. Valid medical prescriptions that raise safety concerns or that may impact your ability to perform essential job functions must be immediately reported a supervisors and/or Terminal Manager.

- b. **Controlled Substances or Drug(s)** includes all legally controlled and/or illegal substances; including but not limited to, marijuana, cocaine, amphetamines, PCP, or opiates. This also includes prescriptions, over-the-counter medications or alcohol.
- c. **Under the Influence:** Means, with respect to drugs, the presence in an employee's system or any detectable amount of a drug, or its metabolites, or alcohol; or a defect in speech, actions or appearance, which lead a supervisor to reasonably suspect that the employee's ability to perform his/her job safely and effectively has been impaired.

## **Prohibitions:**

Employees are prohibited from the following:

1. Use of illicit controlled substances or drugs
2. Abuse of legal (prescription or over-the-counter) substances or drugs
3. Abuse of alcohol
4. The sale, purchase, transfer, use or possession of controlled substances or drugs and prescription drugs obtained illegally.
5. Arrival for work under the influence of controlled substances, drugs, or alcohol to the extent that job performance is affected.
6. Consumption or possession of any alcoholic beverages or illegal contraband on company property or vehicles.
7. Drivers should refrain from the consumption of alcoholic beverages for at least eight (8) hours prior to his/her reporting time at work.

Employees possessing, using, selling, buying or transferring drugs or alcohol any time while working, or in personal vehicles while on company premises or when using company vehicles will be discharged. Employees arrested for selling or buying drugs from another employee, will be suspended without pay, and if convicted, will result in the termination of employment.

## **Substance Abuse:**

The use, sale, transfer or possession of drugs, controlled substances, drug paraphernalia or intoxicants on company premises or vehicles is prohibited. No employee is permitted to work under the influence of controlled and/or non-prescription drugs, narcotics and/or alcohol. If there is a reasonable basis to believe that an employee is working under any of these conditions, the terminal supervisor may require an employee to submit to a physical examination any time by a physician of the company's choice. Anyone found to have violated this policy will be subject to disciplinary action up to and including termination. Depending upon circumstances, any employee convicted of drug offenses unrelated to their employment may be subject to discharge.

## **Selection of Employees for Drug and/or Alcohol Testing:**

The following situations will result in drug testing for all employees, including CDL drivers, non-CDL drivers and monitors:

1. **Pre-employment:** All affected applicants must cooperate with this policy and provide a specimen at the appointed time and at the specified location.

2. **Random:** All employees will be subject to random drug testing and must report to the assigned collection site immediately upon being informed of their random selection. Failure to cooperate, or to report within two hours to the testing location and stay until the test is completed; along with failure to provide an adequate sample when there is no medical explanation is considered a refusal.

#### **EMPLOYEES REFUSING TO BE TESTED WILL BE TERMINATED**

3. **Reasonable Suspicion:** Any affected employee must report to a collection site and provide a specimen if in the opinion of his/her supervisor(s) there is reasonable cause to suspect drug and/or alcohol use based upon their appearance, speech, actions, or based on probable cause after preliminary investigation.
4. **Post-Accident:** Based upon a supervisor/management decision that an accident is either reportable or to comply with to D.O.T. rules and regulations where:
  - a. Accident resulting in injury or death, or
  - b. Any vehicle has sustained damage to the level that requires towing, or
  - c. When a traffic citation or other vehicle/criminal charges are anticipated against the employee

Failure to provide a sample when requested constitutes a refusal.

5. **Current Employees Return to Duty: (RTD).** Current employees who already notified the employer of personal substance/alcohol abuse concerns and voluntarily seeking, or are undergoing, or have completed a treatment and/or counseling plan. Employees will be referred to the company Substance Abuse Professional (SAP) and Medical Review Officer (MRO) for guidance and assistance. Employees wishing an RTD are required to undergo testing, review, and clearance from the MRO as guided by FMCSR Part 40, Subchapter O, and shall comply with the requirements of that regulation before returning to work.

**New Employees and RTD:** On any pre-employment drug or alcohol test, employers must ask potential employees if they have tested positive or refused to test, within the past three years. If the potential employee admits to having a positive test or refused to test, that individual must not perform safety-sensitive functions until the successful completion of the return-to-duty process. Documentation demonstrating completion of return-to-duty process must be retained in the driver qualification file and for CDL drivers in the FMCSR Clearinghouse

#### **Confidentiality & Privacy:**

The company will work to ensure all aspects of the testing process are as private and confidential as reasonably practical. Actual test results will be provided to supervisors and managers who have a need to know such information; the test recipient; any person(s) permitted or required by state or federal law or regulation to receive such information. Except as required by law, test results will not be disclosed to an employee's family, uninvolved supervisors or law enforcement authorities without the express permission of the person tested. The company will, however, inform the police of the illegal trafficking of drugs by an employee and will turn over to such authorities any illegal drugs found to be on company property, including in personal vehicles parked on company property.



## **Test Procedures:**

Specimens will be collected at a designated collection site in accordance with Federal D.O.T. regulations under circumstances designed to prevent sample switching and/or tampering. Specimens will be sealed and sent to a certified laboratory for testing. Detailed Chain of Custody (COC) records will be maintained to prevent misidentification of samples.

The following protocol will apply to all specimen collections:

1. The person will provide a specimen at the assigned collection site at the appointed time.
2. The person will participate in the chain of custody procedures in order to ensure accurate collection by providing photo identification and completing and signing of the Consent, Release of Information and Chain of Custody forms.
3. The person will also follow the US DOT specimen procedure in cooperation with the collection site.
4. If the person refuses to provide the specimen for drug testing, the situation will be considered equal to a positive test, and all disciplinary consequences will apply.
5. All positive specimens will be confirmed through GC/MS testing (Gas chromatography / Mass Spectrometry) before any disciplinary action is imposed or hiring decisions are made.
6. A Medical Review Officer (MRO) will review all D.O.T. regulated tests performed by the laboratory. The MRO is to determine whether positive test results indicate illegal drug or alcohol abuse or whether other medical explanations could account for the result. The MRO will inform the employee of his/her findings.
7. On all "positive" drug test results, the MRO will first make two attempts on two consecutive days to contact the applicant/employee and review the findings. If the applicant/employee cannot be reached during the aforementioned time frame, company management will be advised and informed to contact the test recipient, arranging for such person to make himself or herself available to the MRO in order to review the test findings. If the applicant/employee refuses to be available for contact with the MRO, it will be deemed equal to that of a positive test result and thereby subject the applicant/employee to disciplinary action up to and including termination of employment.

## **Consequences of Testing Positive:**

The presence, as evidenced by the results of an initial screening, or if needed, any confirmatory test(s), of any of the following substances, or the refusal to submit to a controlled substance test as required by federal regulations or company policy is prohibited and **will result in employment discharge:** marijuana (cannabinoids), cocaine, opium or opiates, phencyclidine (PCP) and amphetamines, methamphetamines, alcohol, or any other illegal drug or contraband.

Employees who provide valid pre-dated prescriptions for the substance(s) for which they test positive will not be disciplined. However, prior to permitting the employee to engage in "safety sensitive" functions such as driving, a written waiver from the attending health care professional must be provided to the company that states the safety of the employee, students, the public, or company assets are not at risk. Lacking this documentation, the company reserves the right to temporarily assign an employee to another job position, if, in the judgment of company management, the alternate assignment is available and can be safely performed.

Should an employee or applicant test positive, the company will provide a listing of Substance Abuse Professionals (SAP) readily available and acceptable to the employee or applicant. This

will include the SAP name(s), addresses, and telephone numbers. Any costs associated to SAP services will be the sole responsibility of the employee or applicant.

### **Cannabidiol (CBD):**

Cannabidiol, commonly called “CBD,” is an over-the-counter product known to cause “positive” test results in drug screening. Tests that produce this result will be similarly reviewed and treated as outlined in the “Test Procedures” section of this handbook and US DOT guidelines.

### **Voluntary Treatment and Counseling:**

Employees who request treatment or leave of absence for treatment will not be subject to discipline. Employees may not, however, escape disciplinary action by first requesting such treatment or leaves of absence after being selected for testing or violating company policies and rules. Such requests for treatment will be kept confidential in accordance with federal and state law. Any employee who feels he/she may have a substance abuse problem is urged to contact their supervisor. Such employees will not be disciplined or retaliated against. We are interested in a safe workplace and a healthy and productive work force, not in punishing those who seek help.

### **Notification to Company for Use of Certain Medications or Alcohol:**

Transportation of school students falls within the purview of affecting public safety. Any employee who reports to or while at work and under the influence, will be disciplined, up to and including termination.

It is the employee’s responsibility and obligation to determine, by consulting with a licensed medical practitioner if necessary, whether a legally prescribed or over the counter (OTC) product will affect their ability to safely perform required job functions.

An employee whose impairment is affecting their job performance, before commencing or continuing any work activity, shall immediately notify a supervisor - wherein an alternative assignment if available and appropriate could be implemented. However, if none exist, the employee may use:

1. Any available compensable or non-compensable leave
2. Be placed on medical leave of absence without compensation
3. Take other steps consistent with the advice of the physician

### **Medical Marijuana:**

The US DOT has excluded persons legally prescribed and being treated with medical marijuana from being involved in “safety sensitive positions” within the transportation (including school students) industry. While using medical marijuana, employees are therefore excluded from working as drivers or monitors as outlined in the handbook “*Job Descriptions*” sections.

During treatment, employees intending to remain with the company are eligible to do so within guidelines of the *Family/Medical Leave* section. Prior to returning to duty, employees must be given clearance by the company MRO as outlined earlier in Return to Duty guidelines.

# SECTION THREE

## DRIVERS' REQUIRIED DUTIES



## **Driver Responsibilities:**

### **Driver Evaluation and Biennial Reevaluation:**

Krise Transportation drivers are recognized as one of the best in the industry. That is because of extensive oversight to credentials, driver history and a strong training plus pre-employment evaluation process. For ensuring drivers remain at a high level of competence and efficiency, the Company has a “Biennial” evaluation of all drivers. This is accomplished by skilled company managers or trainers who are PennDOT or DOT qualified and monitored through the Safety and Compliance Section with backup documents entered into company software tracking system.

### **Work Schedules:**

Upon commencement of employment, or change of status from non-driver, employees will be assigned a specific route including departure time and any other important information pertaining to that route. Drivers are required to arrive at the terminal at least 15 minutes prior to their route departure time. It is also the responsibility of the driver to obtain the trip sheet and seating chart for that route. These sheets must be kept up to date, and a new trip sheet must be prepared for each school term. The company has the option of transferring drivers from their assigned route to another for any reason as deemed necessary by the company. Under normal circumstances, drivers **must** adhere to the route’s scheduled times as closely as possible.

### **SAFETY FIRST - SCHEDULE SECOND!!!**

1. Drivers are not permitted to make changes on the assigned route schedule, such as adding/deleting stops or changing times unless approved by the company supervisor or school district supervisor.
2. A student whose name does not appear on the trip sheet is not permitted to ride the bus unless the student presents a pass approved by the building principal, director of transportation, head teacher, or designee of the school district (depending upon the policy of the school district).
3. No parents or other unauthorized persons are permitted on the bus (PA. Crimes Code Title 18, Section 5517) unless authorized by the school district director of transportation, your supervisor or management of Krise Transportation, Inc.
4. In compliance with the law, a pre-trip inspection must be done prior to your bus leaving the terminal.
5. Before leaving the terminal for your route, it is required that you check in with your dispatcher via the two-way radio.
6. Drivers must maintain the bus interior at all times. If management inspects your bus and finds that it does not meet company standards, the employee will have 24 hours to clean the bus or arrange to have the vehicle cleaned. **Failure to do this will result in a \$30.00 pay deduction to cover any cleaning fees sustained by the company. If at the end of the school term the bus has not been cleaned, a minimum \$50.00 pay deduction will be enforced.**
7. Drivers must keep the bus windshield, rear windows, and all light lenses clean at all times.

## **Safe Vehicle Operation & Student Safety**

### **Highway Courtesy:**

Along with providing courtesy to our students, providing courtesy to other drivers on the highway is also very important. Remember you are driving a large advertising sign, and it does make a favorable impression upon the driving public when you allow them into traffic lanes.

### **Personal Injury of Student:**

If a student injury occurs while on the bus or while exiting or entering, the driver shall complete a report detailing the incident. The report is to be turned in as soon as possible to your supervisor. The supervisor then will notify the school district along with the safety director.

### **Checking Overhead and Backing Clearances:**

Striking overhead objects is a danger. Know the height of your vehicle. When driving a full-size school bus, allow a minimum of 10 feet for height. If you are unsure of whether you have enough clearance, please contact dispatch via your radio for authorization to take a different route. Height warnings are not always posted on low bridges or underpasses. Don't assume the posted heights at bridges and overpasses are correct. Repaved surfaces or packed snow may reduce the clearance height as posted.

While backing is discouraged, before moving a vehicle in reverse, check for overhanging objects, such as trees, branches, electric wires or other overhead hazards. It is easy to miss seeing these objects while backing. Also be cognizant of utility poles, posts, fences and other ground level obstacles; especially those within driver blind spots. While backing, all students must be seated and never back before, during, or after pickup and drop-off with students outside.

### **Home-to-School Routes:**

All Home-to-School (HTS) routes shall consist of a morning and afternoon run, except for a morning or afternoon only route. HTS Routes shall be carried over to the same driver as the previous school year. Krise Transportation, Inc., upon recommendation or requirement of the School District, shall have the right to change the routing of any run, the driver, and/or the equipment involved.

A spare driver shall fill all vacant routes until the first day back to school after the Christmas break or for the remainder of the school year depending on when the vacancy would occur.

Before the start of each new school year, the routes vacant will be posted for preference sign-ups. Route assignments will be determined based on driver seniority, assuming he/she is qualified and fully licensed. Drivers will be assigned the route prior to the beginning of the school year.

A driver can maintain his or her seniority if work is disrupted for any of the following reasons:

1. Personal illness or injury
2. Maternity leaves
3. Major illness of a family member
4. Military leave
5. Other reasons approved in writing by the Company

If a full-time driver decides to no longer drive a regular run, but wants to be a substitute, that driver's name will be placed on the part-time driver's list according to his/her anniversary date with the company.

### **Split Trips:**

There will be times when a trip is split. Let your group know that you are only taking them one way and that another bus and driver will pick them up. If possible, let the group know the name of the driver and the bus number that will be picking them up.

1. During a split trip, let your supervisor or other driver know where your drop-off was so that they return to the proper pickup point. Let the group know that you are not responsible for items left in the bus during the trip.
2. Make sure that the aisle and back door are clear of any equipment brought on the bus by the group. Always check for items left on the bus before leaving your group.
3. Your supervisor will contact the school about transporting sharp items, e.g. skis and javelin poles. For the group's protection, these items should be placed under the seats along the windows.
4. If you have a problem with a student, don't argue. Inform your supervisor about the situation and let him/her handle it.

### **Extra-Curricular Activity Trips:**

All drivers interested in doing extra-curricular activity runs must inform their supervisor to be considered for any such trips that are assigned during the school year.

1. Drivers will be assigned trips on an equal basis where it is possible. The company reserves the right to pass a driver at its sole discretion.
2. All drivers scheduled for a trip must report to the garage 30 minutes prior to leave time and be at loading point 15 minutes prior to departure time. **PLEASE MAKE SURE YOU KNOW WHERE YOU ARE GOING!** Never leave a bus or company vehicle unattended with the key in the ignition (except at the bus terminal). Do not leave buses running for long periods of time when parked for sports or field trips.
3. Drivers must complete a trip sheet for each trip, including destination, time leaving, time returned, and mileage (for both pre and post trip). Teachers and coaches are responsible for maintaining student discipline. The driver should assume secondary responsibility for student discipline. All student discipline violations should be reported to the company and/or the school district.
4. Stay at your destination during layover time. If you see that the group will not be leaving on time, call your supervisor. Don't wait until the last minute to let your supervisor know that you are having a problem.
5. Always be courteous to your group. Introduce yourself and ask if you can be of assistance. Thank them at the end of the trip.

### **No Travel Companions on Trips:**

No unauthorized passengers shall be transported to and from school. No unauthorized passengers shall be transported on extra-curricular activity runs unless authorized in advance by the terminal supervisor.

## **Vehicle Operation and Responsibilities:**

1. Always operate a school bus in a safe, prudent, and proper manner.
2. Check and keep all safety equipment in proper working condition according to Federal, State and Company regulations.
3. Maintain all required logs and documents. Preserve bus equipment and avoid excessive service and repair costs by constant checking and completing daily maintenance reports.
4. Know what his/her limitations are and adjust his/her driving procedures and habits accordingly.
5. Be alert and on time when reporting for work, for bus schedules, for field trips, etc.
6. Clean interior of bus daily.
7. Inform the supervisor/mechanic when bus needs maintenance and/or repairs.
8. Fuel vehicle and keep proper records of fuel and mileage as required.
  - a. Fuel Tank (and DEF on Diesel Vehicles) must never be below  $\frac{1}{2}$  or 50 percent full.
9. Encourage students to behave in a safe and orderly manner during transit.
10. Inform school administration (as per district policy) in writing of any behavioral problems on the bus so that proper action can be taken.
11. Be courteous in relationships with:
  - a. School District Officials
  - b. Co-workers
  - c. Teachers, Monitors, etc.
  - d. Parents
  - e. Students
  - f. Public
12. Attend service training sessions as well as departmental meetings when required.
13. Ensure that a current list of the approved loading and unloading zones and a seating chart for the route are always available inside the bus.
14. Perform other tasks as requested

## **Driving Vehicle:**

1. Drivers must always keep the service door of the bus closed while in motion.
2. Do not leave the bus unattended while students are loading or unloading or at any time when there are students on the bus.
3. Eating and drinking on the bus are prohibited while students are on the bus or while students are in the process of loading or unloading.
4. In the event of vehicle breakdown, you must contact the base immediately and provide your exact location, as well as any information helpful in locating you as soon as possible.
5. Do not explain your problem unless asked by management to do so.
6. All buses and company vehicles must have headlights on at all times during operation.

7. All passenger seats must be securely latched.
8. All fluids and cleaning supplies are to be obtained from garage personnel only.
9. When checking the operation of your lights, do not put your bus in reverse with the emergency brake on and exit the bus. Have another driver assist with all the rear lights.
10. Only garage and maintenance personnel are permitted in the garage area.
11. **Use of company phones are for emergencies only.**
12. The use of **CELLULAR PHONES** while operating a school transportation vehicle is **STRICTLY PROHIBITED**. This includes answering incoming calls or making outgoing calls even on ear-pieces and hands-free devices. If you have an emergency, stop the vehicle in a secure area to call for assistance.
13. **TEXTING** while operating a student transportation vehicle or while students are on board is **STRICTLY PROHIBITED**.
14. Four-way lights are to be used at all school zones and speed must be reduced while school is in session.
15. No school bus or company vehicle is permitted to turn right (or left where permitted by law) on red unless authorized by the school district and/or your immediate supervisor. Any violation of this policy resulting in an accident will be the sole responsibility of the driver.
16. Always check for students remaining on the bus after finishing the last scheduled drop off and/or no later than the end of each run.
17. Make sure all windows and doors are closed before leaving the bus.

### **Student Behavior:**

1. Students must remain seated at all times while the bus is in motion.
2. Students will be held accountable for any damages they cause to the school bus.
3. Students must refrain from extending any body part outside of the bus.
4. Students must refrain from spitting or throwing objects inside or outside of the bus.
5. Students are prohibited from possessing or using any tobacco products and/or any non-prescription drugs, narcotics or alcohol on the bus.
6. Students must refrain from leaving any litter on the bus.
7. Students must refrain from using foul or profane language.
8. Students must place all carry-on items on the seat or on their lap to keep aisle clear.
9. Students must refrain from wearing cleats or spiked shoes.
10. Students must refrain from sitting on the back of the seats, pounding, kicking, or stomping on the ceiling, side panels, or the floor of the bus.
11. The following student personal items are not permitted on the school vehicle or bus:
  - a. Live animals unless **with prior approval** and needed for support of a disability.
  - b. Firearms, ammunition and explosives.
  - c. Prohibited offensive weapons.
  - d. Radios, tape players and CD players with external speakers.
  - e. Skateboards and Rollerblades.
  - f. Anything dangerous or of an objectionable nature.
  - g. Glass containers



12. Students may be permitted to eat and drink on the bus if it is in conjunction with an extracurricular trip or a special circumstance including health reasons. Another adult, in addition to the driver, should be on the bus in case of choking.

### **Student Discipline Strategies:**

1. NEVER STRIKE OR THREATEN TO HIT A CHILD
2. Never give an order you do not intend to enforce.
3. Give your command to stimulate action, not to check it. Say “do this” rather than “don’t do that”.
4. Suggest an action that can be successfully obeyed.
5. Give a child time to react.
6. Have a reason for what you ask a child to do, and when possible, take time to give the reason so he/she can better understand your point.
7. Be honest in what you ask a child to do. A child’s faith in you is a great help.
8. Be fair and consistent. It is injustice not punishment that makes a child rebel against you.
9. Be friendly. Always show an interest in what they are doing.
10. Remember that a sense of humor is extremely valuable.
11. Do not judge misconduct on how it annoys you.
12. Do not take your personal feelings and prejudices out on the children.
13. Always maintain poise. Do not lose your temper.
14. Remember - “The tongue is the only keen-edged tool that grows sharper with constant use.” Do not nag, bluff, or be overbearing.
15. Look for good qualities. All children have them.
16. Do not ‘pick’ on every little thing.
17. Bear in mind that misbehavior is seldom willful. There usually is a cause and it might be in you or some other outside influence on the child.
18. Listen for suggestions and complaints from the children.
19. Follow up cases that have been disciplined. Be certain that you still have the respect of the child.
20. Be sincere in your work.
21. Set a good example of yourself.
22. You should see possibilities before they become results. This is the secret of leadership.
23. Defiance to established procedure comes from failure in some adjustments to keep the situation in hand.
24. An adult’s will should never be pitted against that of a child.
25. Never hold a child up to public ridicule. It is the surest way of creating a discipline problem.
26. Do not brake hard or drive erratically as a form of discipline.

## **Student Misconduct Reports:**

The student misconduct report was developed so drivers could communicate disciplinary infractions to administration and parents.

Use the following guidelines when completing an incident report:

1. Prior to filling out the student misconduct report, think about the entire incident or infraction. Never be controlled by your reactions to the incident or your emotions when completing the report.
2. Write legibly.
3. Be specific. Use the misconduct report to explain exactly what the student did to cause you to file a report.
4. For fighting, indicate all students involved and if foul language was used. Be detailed about what was said.
5. When known, include on the report previous warning(s) or discipline for the student.
6. Do not make comments unless such remarks aid in the discipline process.
7. Negative remarks and comments about students' riding privileges, etc. should be avoided.
8. A copy of the report will be distributed to the parents of the student, the bus driver and the school offices.
9. Please choose your words carefully. We do not wish to produce a poor image of the bus driver, company or school district.
10. Always inform the student that you will be submitting a misconduct report for the specified reasons. If you do not talk with the student concerning the infraction, you are neglecting an essential portion of the communication considered necessary between the driver and student, which may cause further problems.
11. Do not use the misconduct report as an idle threat.
12. Under no circumstances will a driver turn a conduct report directly into the school without proper authorization from the company supervisor.

## **Loading and Unloading Passengers:**

You must adequately warn other motorists of your actions when loading or unloading students. All school buses in Pennsylvania are equipped with a school bus eight-way light system and have a side stop arm.

This system consists of two amber flashing lights and two red flashing lights on the front and rear of the bus.

## **Selecting Loading Zones:**

Load students only at designated bus stops approved by the School District transportation office. Student loading zones should be on the extreme right side of the roadway where visibility is clear for at least 500 feet. Students should wait at a specific designated place. This spot should be at least 10 feet from the edge of the road, at the approved bus stop, and should be used throughout the school year. Tell students to be on time. Student and driver both share the responsibility of maintaining the bus schedule.



## **Loading Procedures:**

### **Approach and Check:**

When approaching the designated stop, slow down and always watch for late-arriving students who may be running to the bus stop. Use mirrors to check for students to the rear of the bus. When the loading zone is between 300 to 150 feet away, activate the amber flashing lights of the school bus eight-way light system to warn other vehicles. Gradually apply brakes with the transmission in gear while approaching the stop. Check all mirrors to see traffic is clear and safe for you to stop. Approach the students with extreme caution.

Under normal road and traffic conditions, require students to stand at least 10 feet from the edge of roadway. When road surface is hazardous (slippery, rough, wet, etc.), stop short of the bus stop, as much as 20 feet, and carefully ease the bus to the designated stop. Instruct students to wait a safe distance from the flow of traffic at all times, especially during inclement weather.

### **Stop:**

**Come to a complete stop.** When stopped, always place the transmission in neutral and set the parking brake correctly (check it again for safety). In passenger vans, place the transmission in park. In a bus, to activate the red flashing lights and side stop sign, open the entry door slightly or use the red override activation button on the steering wheel or switch panel. Open the door completely after traffic stops.

### **Load:**

Instruct students not to move toward the bus until the bus comes to a complete stop and the door opens entirely. If students must cross a roadway before entering the bus, you must be able to see them at all times and the students should be able to see the driver's face (at least 10 feet in front of the bus). Be alert and warn students of the hazards of illegally passing motorists. Stress to students that they must look both ways before crossing the street or highway in front of the bus.

Do not tolerate crowding or pushing. Seat the students according to company and school district policy. Keep in mind that seating capacity is limited according to the inspection sticker affixed on the bus by the vehicle manufacturer. Establish and use seating charts for all regular runs. These charts are helpful in controlling student behavior and will assist you in becoming familiar with the students' names.

### **Check and Proceed:**

Wait until all students are seated before putting the bus in motion. Close the door to deactivate the red flashing lights and prepare to proceed to the next stop. Use all mirrors, check traffic, put the transmission into the proper gear, release the parking brake, recheck the mirrors, and proceed safely to your next stop. Know the students assigned to your bus and be careful not to leave students stranded.

## **Unloading Procedures:**

### **Approach and Check:**

When the unloading zone is between 300-150 feet away, activate the amber flashing lights of the school bus eight-way light system to warn other vehicles. Brake gradually with the transmission in gear. When approaching the designated bus stop, slow down and look in the rear-view mirrors to check traffic conditions. Do not allow students to stand until the bus comes to a complete stop.

### **Stop:**

**Come to a full and complete stop.** When stopped, always place the transmission in neutral and set the parking brake correctly (check it again for safety). In passenger vans, place the transmission in park. In a bus, open the entrance door slightly to activate the red flashing lights and side stop sign and to deactivate the amber flashing lights of the eight-way light system. Open the door completely after traffic stops.

### **Unload:**

Do not permit students to exit the bus except at regularly assigned stops. A student may be discharged at another assigned stop (other than their own) if they have written permission from a designee of the school district. It is otherwise illegal for you to discharge students at places other than their assigned stops.

Watch students as they exit the bus, and make sure they reach a point of safety. **(Make sure all students are accounted for before moving the bus.)** One method is to count the students as they get off the bus. Instruct students who must cross a roadway after getting off the bus to stand on the side of the roadway far enough in front of the bus to see your face (at least 10 feet).

Be alert for passing motorists so that you may warn students. Instruct students to look both ways before stepping from the front of the bus area and into the roadway. Advise students who do not have to cross the roadway after unloading as to the exact spot they should walk or wait at until the bus pulls completely away from the stop. Tell them to never re-approach the bus or cross the roadway behind the bus. Take extra time with elementary school age students to make sure they understand these procedures. Be overly cautious when loading and unloading these students.

### **Check and Proceed:**

Close the front door to deactivate the flashing red lights, check all mirrors for traffic or pedestrians, put the transmission into proper gear, release the parking brake, recheck the mirrors, and proceed safely to the next stop.

### **Child Checks:**

Drivers and Monitors are responsible in ensuring all children have exited the bus / school vehicle no later than when the vehicle is parked at the end of a run or trip. Whenever possible, drivers and monitors should do a quick check before exiting school grounds or as soon as possible after the last drop off when taking students to their home or care center. Drivers and Monitors should refer to *Attachment "C"* of this handbook for additional guidance and procedures. **Do not operate vehicles with child check signs displayed in windows.**

## **Enforcing the School Bus Traffic Stopping Law:**

Prior to loading or unloading passengers, check to make certain traffic to the front and rear obey the red flashing lights as required by law. On highways with traffic traveling in both directions, all traffic in both directions must stop at least 10 feet from the bus and remain stopped until the red flashing lights are no longer activated. Painted centerlines, swinging dividers, or a center turning lane do not create separate roadways, and all traffic must stop on highways with these markings.

On divided highways with separate roadways, traffic moving in the same direction as the bus must stop as described above. Traffic approaching the bus from the opposite direction may proceed with caution. A highway with separate roadways is divided into two or more roadways with either physical barriers (concrete median barrier, metal median barrier, or non-mountable curb) or clearly indicated dividing sections (concrete mountable curb, trees or shrubs, rock or boulders, stream, or grass) to block traffic between roadways.

Emergency vehicles with activated emergency lights and siren (fire engines, ambulances, emergency management and police vehicles) must stop for the red flashing lights of a loading or unloading school bus. These vehicles, however, should not be delayed. Halt or finish your loading or unloading, check the safety of your passengers, deactivate the school bus eight-way light system, and allow the emergency vehicle to pass as quickly as possible.

Violations to the school bus stopping law are to be brought to the attention of the terminal supervisor and reported in writing in a timely manner. All details are required to be provided to the law enforcement entity having jurisdiction **no later than forty-eight (48) hours** after the event occurred.

## **Railroad Crossings:**

### **Approaching Railroad Crossings:**

Crossing railroad tracks represents one of the greatest hazards in terms of mass casualties and fatalities in accidents involving school buses. Planned safety procedures for vehicles crossing railroad tracks can help eliminate this type of accident. Become completely familiar with the procedures discussed in this section until they become automatic actions.

Due to their large size, railroad locomotives appear to be moving slower than their actual speed. Drivers often misjudge the amount of distance and time they have to safely cross before the train reaches the crossing. Be aware of this fact, and when in doubt, wait for the train to pass. You have multiple young lives depending on you; so always use extra caution when making decisions at railroad crossings.

### **When a Bus Must Stop at Railroad Crossings:**

A **school bus**, whether carrying passengers or not, must stop at all railroad crossings, except those controlled by a police officer or flagman. If a train is stopped or a traffic control device is malfunctioning, immediately notify police and they will escort you across.

**Exception:** This section does not apply at any railroad grade crossing at which traffic is regulated by a functioning highway traffic-control signal transmitting a green indication for the direction of travel of the vehicle.

A **school vehicle** is a vehicle without an 8-way light system. The driver of a school vehicle, whether or not carrying passengers, must activate 4-way hazard flashers, slow down, look both ways, cross tracks and proceed safely only after confirming no hazard exists.

### **Railroad Crossing Stopping Procedures:**

#### **Prepare to Stop:**

Request complete silence from passengers so that you have minimal distractions. If necessary, turn heaters, fans off to further reduce noise. Get the big picture, check traffic control devices and activate four-way hazard lights between 200 and 100 feet before the crossing.

#### **Stop the Bus:**

Stop in a position that permits you to have a clear view of the rails in both directions. The front bumper must be clear of the tracks, at least 15 feet away and at the most 50 feet away from the nearest rail. Apply the parking brake, shift the transmission into neutral and make sure that you do not activate the school bus eight-way light system.

#### **Look and Listen:**

1. Limit internal noise by use of the noise suppression switch or by turning off all items that create sound.
2. Open service door and driver's window.
3. Look and listen through the open door and window.

#### **Proceeding with No Approaching Train:**

If you see and hear no signs of an approaching train, do the following:

1. Release the parking brake
2. Look and listen a second time
3. Close the door
4. Put the bus in gear
5. Proceed quickly and smoothly across tracks without shifting gears.
6. Deactivate the 4 hazard lights after crossing the tracks.

#### **Proceeding with Approaching Train:**

Follow these procedures when a train is approaching the crossing:

1. Hold bus in position
2. Use the parking brake.
3. After the train passes, proceed across the tracks as noted in previous above.

## **Bus Evacuation:**

In certain accident or emergency situations, it may be necessary to evacuate the students from the bus. You should know under what circumstances to evacuate and the procedures for doing so. These procedures are practiced in mandatory evacuation drills each school year.

### **When to Evacuate:**

Usually students remain on the bus during an emergency. Three situations, however, require that you evacuate the bus.

1. Fire or potential of fire
2. Presence of hazardous materials
3. Unsafe position of the bus

### **Fire or Potential of Fire:**

Stop and secure the bus, then evacuate immediately if the engine or any portion of the bus is on fire. An existing fire near the bus or the presence of gasoline or any other combustible material is considered "potential of fire". Evacuate students as described below:

1. Students should evacuate the bus through the door farthest from the fire or potential source of fire.
2. Evacuate those students closest to the danger first. Tell students to move a distance of 100 feet or more from the bus and the fire until you have determined that no danger remains.

### **Presence of Hazardous Materials:**

If any hazardous materials are present in or near the bus, evacuate the students. This includes vapors or fumes which may enter the bus from outside sources and may be dangerous to the passengers.

### **Unsafe Position:**

If the bus is stopped due to an accident, mechanical failure, road conditions, or human failure, immediately determine whether it is safer for passengers to remain in the bus or to evacuate. You must evacuate when:

1. The final stopping point of the bus is in the path of a train or adjacent to railroad tracks.
2. The position of the bus might change and increase the danger. For example, evacuate if a bus comes to rest near a body of water or cliff where it could still move and go into the water or over the cliff.
3. The location of the bus creates the danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve, where such visibility does not exist, should be considered reason for evacuation.
4. In all cases, carry out the evacuation as safely as possible.



## **Evacuation Drills:**

In an emergency, everyone trying to exit at the same time may jam the Emergency Door. State law requires each student, who is transported in a school vehicle, to participate in emergency evacuation drills in September and March of every school year. This includes students who only ride a bus on special trips. Everyone involved in these drills should keep the following points in mind:

1. Safety of the students is of the utmost importance and must be considered first.
2. The objective is to get the students off the bus safely, quickly and in an orderly fashion.
3. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity and be held on school property.
4. The driver is responsible for conducting the drill in an organized manner.
5. Follow local policies in conducting evacuation drills and emergency procedures.

In a real emergency, you might be incapacitated and unable to direct the student emergency evacuation. Include some drills directed by school patrol members, appointed students or adult monitors. Be sure to assign regular substitutes. School officials may enlist your aide in selecting and training students for bus patrol. Don't assign a student as a leader without written consent from a parent or legal guardian.

Explain to all students the procedures to be followed in the event an evacuation is necessary. The following recommended procedures will be adapted and followed for students to evacuate the bus in an emergency:

1. Stop the bus at the location designated on the local school grounds.
2. Set the parking brake.
3. In buses with a manual transmission, select either the first gear or reverse position. In buses with automatic transmissions, select either the park or neutral position, with the parking brake ON.
4. Turn off the engine.
5. Remove ignition key.
6. Stand, open the front door, face the students and get their attention.

Instruct students to remain quiet and follow driver instructions. Inform students by stating "Front and rear door emergency evacuation drill-remain seated."

Direct the four student helpers (appointed at the beginning of the year) to their positions. Assign one helper to orderly lead students 100 feet or more from the bus. Assign the other student helpers to stay outside the doors to count and assist students as they exit the bus. One helper should be at the front door, and the other two helpers at the back door to assist students as they exit the rear emergency door. Instruct students to leave all belongings on the bus.

Walk to the middle of the bus (approximately six seats back) and direct the students to move out, seat by seat, and alternating from side to side. Instruct students to Walk - Not Run. At the same time, hold your hand in front of the students in the next seat in a restraining gesture. When the students have moved far enough to clear the aisle, dismiss the students of the next seat.

Continue this procedure until the bus is empty. Walk through the bus to be sure that everyone has exited. Exit the bus and make sure the helpers at the front and back doors move away from the bus with you. Evaluate the evacuation drill, point out needed improvements and commend the students on procedures well done.

Have students return to the bus in an orderly manner to retrieve their belongings before entering the school. Students who are continuing to another school should remain on the bus and proceed with your route.

Complete any reports as required by local policy.

### **Emergency Procedures for Evacuation:**

In an actual emergency, it may be necessary to evacuate students through the bus window or roof vent. Maintain order in these situations and work to evacuate all students quickly and safely. Before leaving the bus, you should always check to make sure no students remain on the bus.

### **Pedestrian Safety:**

As a professional driver, you must navigate safely through dozens of hazards while driving on congested city streets. Of the many safety hazards, you must encounter and react to, one stands out as the most important: **the pedestrian**.

As defensive drivers, you must expect other drivers to do the wrong thing and make the proper allowances for them. Pedestrians pose a different type of hazard in heavy areas of congestion. They make their mistakes more quickly and often. Pedestrians create danger in an instant by making sudden moves or just ignoring the hazards of crossing streets and roadways.

Although crosswalks and signals are designed to organize pedestrian movements, they often fail to meet this goal. Pedestrians often disregard crosswalk signals; drop objects on the street and turn back to retrieve them without looking. They move quickly from where you can see them into a blind spot, sometimes standing directly behind your bus. A pedestrian, who is in a hurry or is just impatient, can unwittingly create a safety hazard. Here are some tips to enhance pedestrian safety around your vehicle:

1. Always expect the unexpected of pedestrians and drive accordingly. This way you will be ready when you are confronted with unexpected pedestrian behavior.
2. Move your vehicle slowly and predictably through traffic.
3. Make methodical movements and signal your entire movements well in advance.
4. Never back your vehicle in city congestion. Backing is always risky, but when pedestrians are present, it is extremely dangerous.
5. Pay special attention to children. They can be easily distracted and careless.
6. Be aware of your blind spots and anticipate that a pedestrian may be standing in them.
7. If you are unsure what is out there, don't guess.
1. Give pedestrians the right of way. They'll take it anyway.

When buses and pedestrians mix, the pedestrian is at a distinct disadvantage. An incident between a bus and pedestrian almost always results in a serious injury or tragedy.



## **Reporting Accidents and Emergencies:**

Damage to company property and equipment must be reported to your supervisor immediately following the occurrence. All accidents must be reported to dispatch via radio at once, **no matter how slight**. If your vehicle is not equipped with a communication device, notify your supervisor immediately upon completion of your run. If an accident involves striking a fixed object or parked vehicle, try to locate the owner. If you are unsuccessful, leave a written note with the company's name, address, and phone number in a visible place on the parked vehicle or damaged property. Always remember that your behavior at the accident scene is very important. Conduct yourself in a professional manner and try to always remain calm.

### **IF A SCHOOL BUS OR VAN IS INVOLVED IN AN ACCIDENT, WHENEVER POSSIBLE THE DRIVER SHALL QUICKLY CARRY OUT THE FOLLOWING STEPS:**

1. Set the parking brake, put the vehicle in park or neutral and turn the bus ignition switch off.
2. Check passengers for injuries.
3. Ensure safety of passengers
4. Keep the students on the bus unless there are dangerous conditions such as fire or the threat of being struck by another vehicle. If evacuation is necessary, find a safe location, and follow the procedures as contained herein under "BUS EVACUATION." Safety is the most important issue and must be considered first and foremost.
5. Notify dispatch of the accident via radio. Be certain to remain calm and provide your exact location. Dispatch will notify local police and emergency services if required. Make every attempt to remain calm while reporting the accident over the radio. Remember that transmissions made over the radio are not secure, and other buses with children are listening.
6. The company will notify the school district and give them the following information:
  - a. Driver's name
  - b. Route Number
  - c. Bus Number
  - d. Exact location of the accident
  - e. If the police have been called or emergency medical service is required
7. Protect the scene and provide statements or required information with the following people:
  - a. Police Officers or US DOT officials
  - b. Krise Transportation management personnel
  - c. School District Administration
8. Information required to be provided to other involved parties or property owners is:
  - a. Your name and address
  - b. Vehicle registration information
  - c. Operator's license
  - d. Insurance (Proof of Financial Responsibility) card
- **Do Not Provide Additional Information to Others**
  - Doing so is not in your personal or the company's best interest. If asked, respectfully decline and advise the person it is against company policy. However, it is always a good idea to listen to what other involved persons voluntarily say. Be ready to give this information to a supervisor or company manager investigating the event.

9. Do not release any students unless directed by the school administration, Krise Transportation, Inc. Management or to emergency personnel if they need medical attention.
10. If you are involved in an accident, always stay calm and try to remember any details of the accident scene and people involved. When physically able, drivers and monitors are required to complete a written statement as soon as possible or not later than 24 hours. A supervisor will complete a detailed written crash report and forward a copy to Punxsutawney Safety Section for review. A follow-up discussion between the involved driver and management will normally be held within seven days.

### **Accident Scene Employee Statement Policy:**

If an accident involves bodily injury or a fatality to any person, or when any vehicle is towed from the scene, the driver while at the scene and whenever physically capable of doing so will provide a statement to investigating police officer(s). It is your responsibility to cooperate with police officer(s) and provide a verbal, or when requested, written statement. Answer questions fully and truthfully. Statements must be factual and accurate at all times.

Do not discuss, make any comments, or statements directly to or in the presence of any other involved drivers, passengers, property owners, students, witnesses, media members, or bystanders. Your only obligation as noted earlier is to provide the other drivers or property owners with: 1) Name and address, 2) Vehicle registration information, and when asked, 3) Driver license information and, 4) Insurance (Proof of Financial Responsibility) details.

### **Accident Review Policy:**

Our goal is to promote the safe operation of the bus fleet, to preserve the company's assets and to protect our drivers, passengers and the public. The objectives of the Accident Review Policy are to determine when the accidents involving vehicles of Krise Transportation, Inc. could have been prevented by drivers. This is done to protect and to recognize the driving records of those drivers who can be identified as having sound driving practices and to minimize the occurrence or consequences of accidents. By determining whether any accident is preventable, it allows the company to identify any retraining or necessary corrective action needed when drivers are found to have violated the principles of defensive driving, thus contributing to accident occurrences.

A preventable accident is any occurrence involving a company owned and operated vehicle which results in property damage and / or personal injury, in which the driver in question failed to conduct themselves in a reasonable manner, as expected of a professional operator in order to prevent the occurrence.

### **Accident Investigation Procedure – Internal Policy:**

After the Field Safety Supervisor and Supervisor determine an accident was preventable, corrective action for the driver will be based on the following guidelines:

1. What degree of judgment, attitude or defensive driving techniques our driver demonstrated or failed to demonstrate in the accident.
2. Review and note the driver's accident experience for the past twenty-four (24) months of employment.

Based on these guidelines, determine and apply the appropriate corrective action provided as follows:

## **Preventable Accidents Occurring Within a Twenty-Four (24) Month Period:**

At the sole discretion of the company, management has the right to enact any of the following corrective actions.

1. Driver will receive no pay or benefits while retraining.
2. A driver's evaluation form will be completed with retraining and placed in the employee personnel file.

Trainers / Evaluators are responsible in providing their Terminal Manager, or designee, with a copy of the driver evaluation form. A copy is also to be sent to Punxsutawney.

### **First Preventable:**

1. Written warning and driver evaluation or retraining, and/or,
2. Suspension of 1-5 days (optional) and retraining, and/or,
3. Termination of Employment (optional)

### **Second Preventable:**

1. Written reprimand and driver evaluation or retraining, and/or,
2. Suspension of 2-10 days and retraining, and/or,
3. Termination of Employment (optional)

### **Third Preventable:**

1. Assignment to non-driver role with compensate applicable non-driver pay scale, and/or,
2. Suspension of not less than 10 days, and/or,
3. Termination of Employment

**Note: Drivers will automatically lose their safety bonus for a minimum of four (4) weeks for any preventable accident.**

## **Use of Company Vehicles:**

Employees shall not use company vehicles for personal business or any other reason, unless specifically authorized to do so by their immediate supervisor and written authorization from the president of the company.

Employees shall:

1. Drive a vehicle in a careful and prudent manner;
2. Obey traffic laws for all states; and
3. Report **all** citations, written warnings and/or verbal warnings for moving violations to the Company within (24) hours on business days or the next business day for weekends, etc.

Employees will, always set a proper example by their operation of a vehicle. State and local laws, regulations and ordinances are expected to be obeyed. We do not want to establish a poor reputation with the public along with state and local police with regard to traffic violations.

## **Buses Traveling in a Convoy Together:**

When two (2) or more buses travel together, **drivers should endeavor to stay together, in line and not tailgate.** Knowing the stopping distances required for different road conditions and speeds will help determine safe following distances. A general rule for determining a safe following distance during normal conditions on the highway is to allow an absolute minimum of four (4) seconds between your bus and the vehicle ahead. If your bus is traveling over 40 MPH, allow five (5) seconds. This interval should be increased when driving on a slick or loose road surface. Some drivers may believe that these rules are inaccurate, and their stopping distances are less. This misconception has resulted in a number of tragic accidents including rear-end collisions.

## **Company Two-Way Radio System - Information and Procedures:**

**Radio Demeanor:** Use of the two-way radio is designed for communication between drivers and dispatch. There is **NOT** to be **SOCIALIZING OR FRATERNIZATION** on the radios at any time. Personal messages are not permitted. Drivers shall not interfere with any communications not directed to them. Messages should be kept brief and to the point. The radio is not for idle chit-chat and/or gossip. Communications between fellow drivers should only address potential hazards or danger situations.

**Monitoring Transmission:** Listen before you transmit. Failure to monitor transmissions is discourteous and can disrupt other transmissions occurring.

**Proper Usage:** Wait for your turn and speak properly into the microphone. Do not hold the microphone close to your mouth or scream into it. To speak, make certain that the microphone button is depressed by pushing firmly on it. Hold the button for 1 - 2 seconds before speaking. To listen, release the microphone button. You must wait for the other party to complete his/her transmission before beginning yours.

The FCC prohibits the use of foul, suggestive, profane, indecent, and/or abusive language. Krise Transportation, Inc. insists that these regulations be adhered to at all times.

The situations listed below are considered urgent in nature and drivers should use the radio to notify the base immediately:

1. Traffic Accidents
2. Passenger Injury
3. Bus Breakdowns
4. A student who has boarded the wrong bus.
5. If your bus is late in excess of 10 minutes.
6. Sudden onset of illness of a student or driver.
7. Reporting of traffic congestion, dangerous road conditions or hazards to other drivers, as well as advising the base station of any change in route resulting from these hazards.
8. Any other situation you feel is of an emergency nature and should be handled immediately. Keep the conversation to essential information that is important. You are not to turn your radio off. If you fail to answer the radio, it will be checked to determine the cause of no return transmission.

## **AM/FM Radios and Other Similar Devices:**

### **RADIOS MUST BE TURNED OFF, OR DISABLED BY A NOISE SUPPRESSION SYSTEM, WHEN APPROACHING AND NAVIGATING ALL RAILROAD CROSSINGS**

Radios (AM, FM, cassette, CD, or MP3 players, or any similar device whether digital or otherwise) are not to be installed in school buses by employees. Radios are to be installed at the factory when the bus is manufactured or by a company mechanic. "Boom boxes" are not permitted. Radios will only be installed if requested by a school district or under special circumstances. (For example, special needs students or extra-curricular activities.) If your bus is equipped with a tape/CD player, you are not permitted to accept and play music directly from students. Radios must be played at a comfort level satisfactory for all passengers on board. Complaints from loud music or unsuitable music will result in permanently removing the radio from the bus.



# SECTION FOUR

## VEHICLE INSPECTION & MAINTENANCE

## **Vehicle Inspection and Maintenance:**

Each vehicle shall be checked before placing it into service in the morning and following the daily run. All faulty or improperly functioning equipment should be reported in accordance with company policy to your supervisor/mechanic. Preventive maintenance, pre-trip inspections and interior cleanup are all part of a driver's daily routine.

The keys to all vehicles parked at a company lot or area assigned by the school district will be kept in the company office overnight.

## **Vehicle Maintenance:**

Before starting daily pre-trip inspection, get into the vehicle, verify the brake is set, place transmission in neutral, and start the engine to allow the vehicle to warm up gently. Do not race the motor. Then inspect the vehicle from top to bottom and end to end. Walk all around, looking for potential trouble or defects. Remember that it's far better to spot defects and get them fixed before you are out on the road. Make it a habit to develop a definite pattern of inspection, so you don't miss anything.

## **Enter Bus and Check the Following:**

1. Check the floor, all seats and windows for visible damage and make sure there are no loose objects or trash on the seats or floor.
2. The bus must be kept clean at all times. Trash on the floor can lead to personal injuries.
3. Check emergency equipment for contents and condition of mounting.
4. Make sure the Fire Extinguisher is fully charged and has a current inspection tag. At least one time a month the extinguisher is to be removed from the bracket and rotated upside down several times to keep the contents loosened.
5. If the plastic security seal is broken, look inside and check the contents of the First Aid Kit.
6. Open box and be sure you have all three (3) reflectors. Periodically take them out and check to be sure they are in working order.
7. Driver's area must be clear of all articles. The windows should be clean with no cracks.

## **Horn:**

Tap horn lightly to be sure it is working.

## **Defroster, Heater Blowers, and Windshield Fans:**

Defroster, heater blowers and windshield fans should be operable.

## **Windshield Wiper Operation:**

Windshield wipers occasionally need new blades or a replacement arm. Check daily and report to your supervisor/mechanic when repairs are needed.



### **Starting a Diesel:**

Vans and Small Buses (with **WAIT TO START** or **GLOW PLUG** indicator lights):

1. Set the parking brake and put gearshift into neutral or park position.
2. Turn ignition key to the “wait” position until the “**WAIT TO START** or **GLOW PLUG** indicator lights go out.
3. Touch accelerator (**DO NOT PUMP FUEL PEDAL**)
4. Activate starter.
5. If the vehicle does not start, turn ignition off and repeat above instructions.

**NOTE: LARGE BUSES - USE THE PARKING BRAKE AND START IN NEUTRAL**

### **With Engine Running - Check the Following While Inside the Bus:**

1. Test driver’s seat for security.
2. Fasten seat belt.
3. Fuel gauge should indicate enough fuel for the day’s run; no less than a half tank of fuel.
4. Oil gauge: While bus is idling, oil gauge should be at least 1/3 way up. Periodically look at the gauge while driving and if gauge falls below 1/2 immediately notify your supervisor.
5. Air Brake Equipped Vehicles - Air pressure gauge (One or Two) should indicate adequate air pressure to operate your brakes. (Typically, 100 - 125 psi) Wait until the air pressure reaches a safe capacity.
6. Ammeter (AMPS) and battery gauge should show a charge of (+). If they indicate discharge (-), report to your supervisor immediately.

### **With Engine Running, Exit Bus and Check the Following:**

Check the following before leaving the bus-parking spot. Any defects should be reported promptly.

1. Directional turn signals (right, left, front and rear).
2. 8-way warning lights (front and rear) and stop sign lights.
3. Headlights (high/low beam)
4. Brake lights, taillights
5. 4-way hazard warning flashers (front and rear).
6. Clearance lights
7. Strobe Lights if applicable
8. Crossing control arm

### **Interior and Step Well Lights:**

1. Check step well lights for operation and broken glass.
2. Dome lights should be clean-no broken lenses.

### **Service Door Operation:**

1. Check condition of steps. They should not be slick or slippery.
2. Door glass should be clean with no cracks.
3. The door handle should operate smoothly and lock securely.

### **Emergency Door Operation and Buzzer:**

Open emergency door from inside and listen for the buzzer. Close and latch door securely.

### **Mirrors-Conditions and Operations:**

1. Right and left outside mirrors should be properly adjusted and clean
2. Student crossing mirror(s) should be properly adjusted and clean

### **Glass:**

Windows and headlights should be clean. Check all glass for breakage.

### **Fluid Leaks:**

Look carefully at the area under the bus and on the inner wheels and tires for evidence of wetness. Any excessive fluid leaks can indicate a potential problem. Leaks can include engine oil, axle fluid or grease. Promptly notify your supervisor/mechanic of the position and type of leak.

### **Fuel:**

Check that the fuel cap is secure and there are no excessive fumes. **THE FUEL TANK (and DEF on DIESEL UNITS) SHOULD NEVER BE LESS THAN ½ FULL.**

### **Body:**

1. Check for visual defects or dents.
2. Make sure that all school signs are displayed.
3. Assure that bus numbers or letters and route numbers (if applicable) are in good condition and intact.

### **Exhaust System:**

Check carefully for a sagging muffler or tail pipe, holes, rust or foreign elements in the tail pipe.

### **Tires and Wheels:**

Check all the tires for proper inflation, no separation from rim, wheel lugs tight, no visible defects or damage. Look for loose or missing nuts, excessive corrosion, cracks or other damage. If underinflated, flat, worn or damaged, don't drive the bus until repaired. One low or flat rear dual tire can place a dangerous weight on the companion tire. Don't drive with a damaged wheel or loose wheel nuts.

### **Check from The Driver's Seat as You Move the Bus:**

Make a final check of all gauges, mirrors, seat belt and brakes before beginning your route. At low speed, make an operating inspection by checking your brakes, steering and listen for smooth operation of the motor. Section 392.16 of the Federal Motor Carrier Safety Regulations provides: "A motor vehicle which has a seat belt assembly installed at the driver's seat shall not be driven unless the driver is properly restrained with the seat belt assembly".

Therefore, it is required that all company operators abide by this seat belt regulation when operating any company vehicle.

### **Using Emergency Equipment:**

When an emergency or accident happens, it's too late to learn how and where to use emergency equipment. You should know the location and operation of this equipment. All school buses are required to carry the following items:

1. Body fluid kits
2. First-aid kit
3. Rubber gloves
4. Reflectors, flags or flares
5. Wrecking bar
6. Fire extinguisher
7. Seating charts and Trip-Sheets
8. Spare electrical fuses (unless the bus has circuit breakers)
9. Accident Report Form

### **Tire Chains (If Equipped):**

Automatic Tire Chains must be engaged ***before*** your vehicle becomes disabled due to snow, ice, or similar hazardous conditions. When you reach an area of roadway where the chains will be of assistance, slow down. While still moving, activate the automatic tire chains by flipping the switch on the dashboard. Within seconds of activation, the chain wheel will lower so it contacts the inside of the tire. As the tires rotate, the contact between the tire and the chains cause the chain wheel to rotate, creating enough centrifugal force to extend the chains out in front of and under the tire. Once you have passed the area of concern, flip the switch to retract the chains.

***At no time should the chains be activated during the entire run, or on bare roadways.***

While automatic tire chains are engaged, the vehicle must be operated at a reduced speed. Remember, tire chains will give the vehicle better traction in bad weather conditions, but they will also increase the stopping distance during emergency braking situations, especially if they are engaged while driving on dry/bare roadways.

**Miscellaneous:**

1. Decorations are not permitted in any windows. Be sure your rear window is clear of trash boxes and trash bags. Do not tape paper on the sun visors. They are to be kept clear.
2. Cardboard of any nature is not permitted on the front of the bus without authorization by a mechanic or supervisor.
3. Exterior labels and markings other than those specifically required or permitted by law or regulation shall be prohibited. This shall not prohibit the fixations of exterior labels or stickers of a temporary nature which have been approved by the school district as having educational value and which do not obscure the "School Bus" signs.

**Remainder of Page Intentionally Left Blank**

# Attachment A

## COMPANY POLICY STATEMENT

At this time, I have received and will read the policies and regulations as set forth in the Krise Transportation, Inc. Employee Handbook and agree to Pre-Employment Drug Testing, a probationary period of 90 working school days and all random drug/alcohol testing as required by Krise Transportation, Inc. I further understand that this handbook can be updated in writing at any time as deemed necessary by Krise Transportation, Inc.

I attest to the above and acknowledge that as an employee of Krise Transportation, Inc., I must fully comply with all rules and regulations as explained herein and fully understand those rules as set forth in the Company Employee Handbook.

I also agree, upon termination of my employment, that any printed or digital copies of the handbook will be returned to a representative of Krise Transportation; plus, any electronic version(s) or copies will be permanently deleted from any and all devices, including portable media sources.

# Attachment B

## DRUG AND ALCOHOL POLICY

I hereby acknowledge that I have received a copy and will read the Krise Transportation, Inc.'s Drug and Alcohol Policy. I further understand that I may be subject to random drug or alcohol testing and that I may be disciplined or terminated from my position of employment for testing positive or refusing to cooperate in any testing.

I freely consent to one or more tests of my urine for evidence of marijuana, cocaine, amphetamine, opiate, PCP, or other drugs and alcohol.

Lacking indications of tampering or malicious attempt to circumvent normal testing procedures, when a negative dilute result is reported by the Medical Review Officer (MRO) the covered employee or pre-employment applicant will be required to undergo a second test. Should the second test result in a negative dilute outcome, the test will be considered negative and no additional testing will be required unless directed by the MRO.

I further consent to the release of such test results and other relevant medical information to the company management, the designated Medical Review Officer and Drug Testing Laboratories. Furthermore, I agree to release and hold harmless Krise Transportation, Inc., all owners, directors, agents, employees or any other parties acting as an authorized representative of the company, designated collection site(s), designated laboratories and their officers, directors and agents from any and all liability to me which they might otherwise have incurred arising out of or relating to such testing or their reporting of the test results to company management or to other person(s) permitted or required by law or regulation to receive such information.

# Attachment C

## POST-TRIP PROCEDURES

The post-trip sign will not be visible any time the bus/school vehicle is in operation.

Upon completion of the a.m. run, drivers shall complete a post trip form and clip the sign in the rear window of the bus. Before leaving for later runs, remove the sign again from the rear window. After your p.m., and/or final run, repeat the post trip and again clip the sign in the rear bus window. This procedure is to be followed when completing any extra curricular trips.

Based upon individual terminal policy and parking patterns, instances where buses or school vehicles are parked at a terminal in such a way the front windshield area is more easily visible, then signage may be placed in the front. Normally this occurs when vehicles are backed into a parking spot with limited access behind; such as security fencing, barricades, etc. Terminal Managers will be responsible for establishing local policy and ensuring all vehicles are consistent in how signs are displayed.

In addition, drivers are responsible for deactivating any on-board child check alarm systems each time they shut off the vehicle after the 8-way lights were in operation. Failure to do so will result in audible and visible signals starting after a pre-determined short delay.

Drivers who park vehicles at home are to check-in with the supervisor informing the vehicle has been checked for students.

Should a child be found when conducting the post-trip check, the driver shall immediately notify their terminal / Terminal Manager for instructions. Depending on circumstances, the school and/or family members shall immediately be notified via the most prudent method and the child transported to the school, home or otherwise as soon as possible.

Should a child remain on a bus or school vehicle and the driver and/or monitor not detect their presence before leaving the bus or school vehicle unattended, this event is considered serious enough to be cause for immediate termination of employment.

**REMEMBER TO REMOVE THE POST TRIP SIGN FROM THE WINDOW BEFORE YOU START YOUR AM AND PM RUNS.**



# Attachment D

## CODE OF PROPER CONDUCT

Violations of work rules, instances of unacceptable behavior or misconduct, or continued poor performance may require corrective actions. Each situation will be evaluated according to the gravity and severity of the occurrence, the number and types of previous infractions and other circumstances in judging the disciplinary action to be imposed. In every case you will be given ample opportunity to state your point of view with respect to any occurrence of this nature. The following corrective action guidelines have been established to cover most situations not requiring immediate suspension or termination of employment:

**FIRST OFFENSE:** Your supervisor will discuss the situation with you and if necessary, provide specific suggestions for improvement. The session will be documented and retained in your personnel record.

**SECOND OFFENSE:** Your supervisor will counsel you on the unacceptable conduct. You will receive a written statement of corrective action containing specific steps for improvement.

**THIRD OFFENSE:** You will be given three (3) days off without pay to consider whether you are willing to or able to perform up to Krise Transportation, Inc.'s standard of conduct. Upon your return to work, you will meet with your supervisor to make a positive commitment to Krise Transportation, Inc. and to plan your corrective action. Failure to honor your commitment and take corrective action will result in discharge of employment.

**FOURTH OFFENSE:** Immediate discharge of employment.

I acknowledge that I have read and fully understand all guidelines and my responsibilities as set forth herein for proper conduct as an employee of Krise Transportation, Inc.

# Attachment E

## CORPORATE HARASSMENT & SEXUAL HARASSMENT POLICY

Page 1 of 4

Krise Transportation, Inc. (KT) has established a zero-tolerance standard for any type of harassment. As an equal opportunity employer, we are committed to providing all of its employees with a workplace that is free of harassment.

This includes sexual harassment as well as verbal, physical, or psychological harassment due to race, color, religion, sex, national origin, disability, age, or any other protected characteristic under local, state or federal law.

Krise Transportation, Inc. shall follow all applicable local, state, federal laws in prohibiting sexual harassment or harassment of any type in our workplace and while performing any and all work-related duties.

Krise Transportation, Inc. defines its workplace as not limited to a Krise Transportation, Inc. facility, and includes all company functions (on and off-site), business travel, vendor locations, customer locations, and any other location where KT business is conducted.

This policy applies to all KT employees and all non-employees with whom a KT employee may come into contact with during the performance of his/her job, including:

- Passengers,
- Visitors,
- Suppliers,
- Vendors,
- Contractors,
- Temporary employees, and/or
- Other individuals.

It is further understood that any of these individuals may be a victim or a violator under this KT policy.

### **Definition of Harassment**

KT defines harassment as a single incident or a pattern of behavior which entails verbal, written, physical, or psychological harassment/abuse of any nature which:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; and/or
- Adversely affects an individual's employment or advancement opportunities.

## **CORPORATE HARASSMENT & SEXUAL HARASSMENT POLICY**

### **Page 2 of 4**

#### **Conduct and Behavior Which May Be Considered Harassment:**

KT is committed to creating an environment that is free of all forms of harassment — both verbal and nonverbal. Language and personal behavior that could be considered harassment (other than sexual) may include:

- Verbal harassment
- Telling offensive (ethnic or religious) jokes, taunting, or mimicking others.
- Making disparaging or derogatory comments or remarks that perpetuate stereotypes about a protected individual or group.
- Directing denigrating slurs, epithets, insults or comments towards a protected individual or group.
- Making verbal threats of physical violence, intimidating other employees, or making harassing phone calls.
- Nonverbal harassment.
- Displaying offensive, derogatory, inappropriate, or other graphic materials in common areas.
- Segregating or discriminating against an employee or co-worker.
- Physically assaulting, abusing, or threatening another person.
- Any of the above on any digital or social media platform.

#### **Definition of Sexual Harassment**

According to the guidelines, sexual harassment is a form of discrimination which is prohibited. It can include several forms, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (including same-sex harassment) when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as either the basis for, or a factor in, an employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### **Conduct and Behavior Which May Be Considered Sexual Harassment:**

Krise Transportation, Inc. expects each employee to exercise sound personal judgment concerning the possible effects on others of his/her actions — specifically, but not limited to, personal behavior and language.

Inappropriate, unacceptable, or offensive behavior and language that could be considered sexual harassment may include:

- Unwelcome or unwanted sexual advances. This means patting, pinching, hugging, cornering, kissing, fondling, brushing up against, or any other similar physical contact considered unacceptable by another individual.

## **CORPORATE HARASSMENT & SEXUAL HARASSMENT POLICY**

### **Page 3 of 4**

- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment status or advancement opportunity.
- Verbal abuse (even if intended as kidding) that is of a sexual nature and considered unacceptable or offensive by another individual. This includes graphic comments about an individual's body or appearance, sexually degrading words to describe an individual, or telling sexually graphic jokes or stories that may be offensive to others.
- Engaging in unwanted sexually oriented conduct with someone that interferes with his/her work activities or performance.
- Creating a hostile, offensive, or intimidating work environment. This includes the display in the workplace of sexually suggestive objects, materials, or pictures.
- Any offensive, intimidating or discriminatory behavior directed towards the sexual orientation or gender identity of an individual or protected class.

### **Conduct and Behavior Which May Not Be Considered Sexual Harassment:**

Normal, courteous, mutually respectful, non-coercive conversations and interactions between employees, customers, visitors, suppliers, vendors, contractors, temporary employees, and/or other individuals that are acceptable to both parties may not be considered sexual harassment.

Isolated comments of a sexual nature, while possibly objectionable, are not necessarily sexual harassment.

Furthermore, as a general rule, conduct between consenting parties, or actions arising out of current personal or social relationships where there is no coercion involved, may not be viewed as sexual harassment.

### **Reporting a Complaint**

Any KT employee believing he/she has been the victim of sexual or other harassment should report the complaint/incident or alleged discrimination without fear of retaliation.

Krise Transportation, Inc. encourages employees to report any sexual or any other form of harassment involving other employees, non-employees, third-party contractors and service providers as promptly as possible without fear of retaliation.

Any employee believing that he/she has been personally harassed by any employee or individual(s) associated or doing business with the company should report occurrences to their immediate supervisor unless that supervisor is the subject of the complaint, at which time the reporting should be to the next level supervisor or management representative.

### **Investigation Procedures**

All complaints will be promptly and thoroughly investigated by Management, who will conduct a fair and impartial investigation. Interim measures may be taken pending full investigation and resolution of the complaint, such as temporary reassignments or separating the alleged violator and the complainant.

## **CORPORATE HARASSMENT & SEXUAL HARASSMENT POLICY**

### **Page 4 of 4**

The investigator shall discuss the complaint with both parties and shall question all employees who may have knowledge of either the actual incident or similar situations. The complaint, investigative steps and findings, and disposition shall be documented.

Complaints shall remain confidential except where circumstances arise in which others may have a need to know.

Any employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action up to and including termination. Krise Transportation, Inc. will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Krise Transportation, Inc. accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences.

#### **Complaints of Harassment Against Non-employees:**

Any Krise Transportation, Inc. employee who feels that he/she has been harassed by a non-employee while performing normal work-related duties or during a normal workday or at a KT function should report the incident to his/her immediate supervisor or other KT management personnel as soon as possible. KT management personnel are expected to assess the situation and take prompt and appropriate action.

This policy is subject to change in accordance with local, state or federal laws.

#### **Understanding and Acknowledgement or Receipt of Krise Transportation, Inc. Sexual Harassment Policy**

- I have received and read a copy of the Krise Transportation, Inc. Sexual Harassment Policy.
- I have been given the opportunity to ask questions about the policy and reporting procedure and received satisfactory answers to all of my questions, if any.
- I understand the sexual harassment policy and procedure for handling these types of complaints.
- I understand the policy is subject to change at any time in accordance with local, state or federal laws.

# Attachment F

## CORPORATE “CONFIDENTIALITY AGREEMENT”

I understand and acknowledge that as a result of my employment or service to Krise Transportation, Inc. that I may learn, acquire, obtain or be given access to certain confidential information; including, but not limited to, student health records, proprietary business records, school district information, etc. Such data contains confidential information under various state and federal laws, including but not limited to, the Family Education Rights and Privacy Act (FERPA), 42 U.S.C. § 1232(g) and its implementing regulations, 34 CFR Part 99, the Health Insurance Portability and Accountability Act (“HIPAA”) and the HIPAA Administrative Simplification Rules, 45 CFR Parts 160, 162, and 164, and the Pennsylvania Data Breach Notification Act, 73 P.S. Section 2303.

I understand and acknowledge the statutory and regulatory requirements to maintain such information as privileged and confidential and agree to preserve the confidentiality of such information not only during the period of employment with Krise Transportation, Inc., but also after the termination of my employment or service. Accordingly, in consideration of my being permitted to participate in the activities of the District, I hereby agree as follows:

1. “Confidential Information” shall mean any information regarding a school district students or contractors.
2. All confidential information concerning the District’s students, contractors or otherwise which I might acquire or become privy to during the course of my involvement with Krise Transportation’s service to the District shall be considered by extension confidential, and I shall treat such information as such during my participation and involvement with the District and thereafter.
3. I agree to not disclose, either during or after my participation or involvement in activities of the District, any confidential information protectable by law or regulations. If I breach this confidentiality agreement, I understand that I may be subject to certain liability as imposed by applicable laws, regulations, District policy and Krise Transportation policy.
4. Upon termination of my participation or involvement in the activities of the District, I will promptly return to Krise Transportation, Inc. all written or electronic documents including the Employee Handbook which may contain confidential information which I may have in my possession.



# Attachment G

**FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION  
(FMCSA)  
UNITED STATES DEPARTMENT OF TRANSPORTATION  
(USDOT)**

## **“Clearinghouse”**

Krise Transportation, Inc. has adopted a policy that coincides with USDOT Clearinghouse regulations and extends to other employees who are non-commercial drivers to follow the same guidelines to ensure performance in “safety sensitive” roles.

Effective January 6, 2020, transportation businesses that employ commercial drivers are required by the USDOT to conduct drug and alcohol queries through the FMCSA Clearinghouse. The Clearinghouse provides FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a commercial motor vehicle based on DOT drug and alcohol program violations and ensure that such drivers receive the required evaluation and treatment before operating a commercial motor vehicle on public roads.

Current regulations require a “FULL” query of CDL drivers be made as a condition of employment, called a “Pre-Employment” query, or when a non-commercial driver wishes to obtain a commercial license permit (CLP) in order to become a fully qualified CDL. As a condition of employment, Krise Transportation, Inc. will also conduct a FULL query for employees intending to drive a commercial vehicle used in the fleet for student transportation purposes. This could include, but is not limited to, current employees working as a Monitor or similar duty who want to become a CDL driver.

To continue employment, CDL drivers also are required to have an annual “LIMITED” query performed in the Clearinghouse. In lieu of yearly approval, the company will have CDL drivers complete a “lifetime” waiver needed to conduct a “Limited” query at least annually to stay in compliance with US DOT requirements. Limited queries assist the business in monitoring for possible drug and/or alcohol violations from other employers, etc.

Any CDL driver who refuses to consent to either a FULL or LIMITED query will not be hired during Pre-Employment or will face discipline up to and including termination of employment. In all cases, any driver who refuses, pending resolution of status will not be permitted to perform “safety sensitive” jobs including driving.



# Attachment H

## EMPLOYEE PHYSICALS & RELATED EXAMS (PRE-EMPLOYMENT & ANNUAL)

This policy is not to imply current or prospective employees should undergo multiple physicals in a relatively short time period. Rather, when scheduling a physical, consideration should be based upon the highest intended employment category. For example, consider what category a person expects to be employed in approximately 6 months after the physical.

Categories of employment for physicals are listed on next page of Attachment H.

Routine physicals are company paid and completed only by approved third party providers or licensed medical professionals. When necessary, waivers will be at the employees' expense and copies given to the company in a timely manner. CDL with DOT physicals must only be performed by providers listed in the National Registry of Certified Medical Examiners System. To access that on-line data base use:

<https://www.fmcsa.dot.gov/national-registry-certified-medical-examiners-search>

### **General Considerations:**

- a. To avoid multiple physicals within a short timeframe, pre-employment physicals should to be based upon the highest intended employment category of Administrative Staff, Support Staff, Monitor, Non-CDL Driver, and CDL School Bus Driver; with or without DOT.
- b. It would be impossible to anticipate all questions dealing with physicals; therefore, employees shall submit requests for interpretation or questions in writing to their supervisor for review by management.

### **Tuberculosis (TB) Testing at Company Expense:**

1. Required for all pre-employment physicals.
  - o Written test results shall be included in employee personnel files.
2. Required for all existing employees who have not already been tested.
3. TB testing is not required when a recent negative test result in writing is provided that is within three (3) months of the date the school receives the certification.
4. Once tested, personnel who possess a documented nonsignificant tuberculin test are not required to have further tests unless exposed to a case of active tuberculosis or directed by the Secretary of the (PA) Department of Health.

# Attachment H

## EMPLOYEE PHYSICALS & RELATED EXAMS (PRE-EMPLOYMENT & ANNUAL)

- Page 2 of 2 -

### Categories of Employment:

- **Administrative Staff, Support Personnel, Monitor or Non-CDL Driver:**
  - New or current employees in this category will undergo a physical using the Pennsylvania Department of Health, “School Personnel Health Record.” (Form H 511.340) or equivalent document.
    - Required as condition of employment.
    - After employment, physicals will be repeated on an annual basis before the anniversary date of the most recent exam.
    - This category of employees, including Non-CDL drivers, are not required to have diabetic, cardio, or other waivers.
    - Part II, “Immunization History” is optional.
      - \* Immunization History is only recommended; not mandated by law. If a person is aware of their immunization history the information may be included, but it is not required by the company.
- **CDL School Bus Driver *without* US DOT:**
  - New or current employees in this category will undergo a physical, including waivers, using the “Commonwealth of Pennsylvania School Bus Driver’s Physical Examination.” (Form DL-704)
    - Physicals for CDL School Bus Drivers are valid for one (1) year as specified by Publication 117, Page A-7.
    - CDL School Bus Drivers cardio or other waivers vary in length
      - \* Waivers are at employee/applicant expense
      - \* Diabetic waivers are limited to six (6) months
- **CDL School Bus Driver *with* US DOT:**
  - New or current employees in this category will undergo a physical, including waivers to include a Pennsylvania School Bus Physical and waivers, plus in compliance with Federal Motor Carrier Safety Administration regulations: 49 CFR 391.41-391.49, the “Medical Examiner’s Certificate.” (Form MCSA-5876)
    - Standard DOT physicals are valid for a two (2) year period
      - \* DOT may involve “Periodic Monitoring” limits less than two (2) years which are denoted on the Medical Examiner’s Certificate
      - \* Waivers are at employee/applicant expense
      - \* Diabetic waivers are limited to six (6) months

# Attachment Signature Page

Employees are required to review and acknowledge all attachments to the handbook when hired and thereafter once a year. The annual start-up meeting will include review of all attachments and employee signatures as part of the session.

	Attachment A – Company Policy Statement
	Attachment B – Drug and Alcohol Policy
	Attachment C – Post-Trip Procedures
	Attachment D – Code of Proper Conduct
	Attachment E – Corporate Harassment & Sexual Harassment Policy
	Attachment F – Corporate Confidentiality Agreement
	Attachment G – Clearinghouse
	Attachment H – Employee Physicals & Related Exams (Pre-Employment & Annual)

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

Supervisor/Manager Signature: \_\_\_\_\_

## ***COMPLETING THIS PAGE***

1. Employee is to initial inside every box to acknowledge review and receipt of attachments.
2. Employee is to Print Name, Job Position, Sign and Date.
3. After the employee initials and signs the form, a manager or supervisor will sign as the witness. The original of this document shall be filed at the terminal and a copy sent to Punxsutawney where it will be noted in the records data base before being filed.

