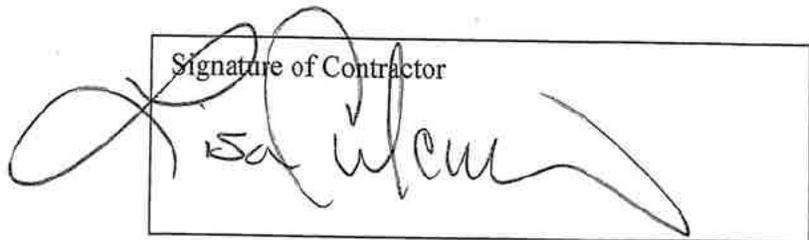


**Bid in Response**  
*to*  
**Scranton School District's**  
**Request for Proposal**  
**Transportation Contract**  
**2022-2027**  
**Submitted by**  
**Pete's Garage, LLC**

Signature of Contractor

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read "Pete's Garage".

Date: 05/20/2022

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# PETE'S GARAGE

400 Calvin Street  
Dunmore, Pennsylvania 18512

Phone 570 344-6126  
Fax 570 507-9693

Re: Scranton School District Transportation Proposal

Dear Administrators,

We wish to submit our transportation proposal for the 2022-2023, 2023-2024, 2024-2025, 2025-2026, and 2026-2027 school years for your review. We believe you will find our proposal reflective of our commitment to excellence in providing transportation services to the Northeastern Pennsylvania region spanning two centuries. Pete's Garage was founded in 1955 as a gas station that grew into a taxi company. In the 1970s, we began providing bus transportation in the Dunmore School District that continues today. We value our employees, some of whom have been a part of the company for 20+ years. Pete's Garage has always been family-owned and we extend that sense of family to our employees and all whom we meet. We look forward to introducing ourselves to you and creating new partnerships to best serve the students and their families.

We believe that safe travel is fundamental. We maintain an impeccable safety record by recruiting a highly talented workforce and providing training and advancement opportunities. As a partner with the State of Pennsylvania, we are able to offer testing for CDL and non-CDL drivers' licenses. We will soon offer a training program for CDL license seekers. We have two school bus instructors as part of our full time staff. Regular & "refresh" training topics include *Speed and Space Management*, *Defensive Driving Enhancement*, and *Preventing and Managing Violence and Other Incidents*, et al. We provide and practice communication techniques when engaging with students, parents, and administrators and specifically persons with alternative needs and differing abilities. To us, safety means not only no physical injury, but also a respectful and pleasant environment.

We believe in our employees. Pete's Garage is proud of our drivers, dispatchers, and support staff. We hold monthly meetings to discuss any issues that arise and work collaboratively to address them. We seek to recruit and maintain a dedicated and diverse workforce, and thus we offer on-site childcare and flexible schedules. We encourage our staff to familiarize themselves with our thorough employee handbook and the protocols of the company. Although the COVID-19 pandemic brought about unprecedented interruptions in education and transportation, we can confidently say that our company persevered and evolved because of the willingness of all of our employees to communicate, adapt, and remain dedicated to the mission of Pete's Garage.

Lastly, we believe in our partners. As you will see through the list of districts, camps, youth groups and special needs students currently served and the letters of recommendation and references we have accrued, we have an excellent reputation. We respect our partners and work to find solutions to transportation needs, some of which arise with short notice and unanticipated obstacles. We understand the importance of approaching any challenge with the mindset of a team working toward a common goal: the safe transportation of students. We are one important piece of the team; however, we admire the dedicated work of district and school

administration as well as respect the input of parents and guardians (and of the students themselves). We invest in our community and its future by providing financial scholarships to students, chosen by the faculty and staff who know them best, each year at the schools that we serve.

In conclusion, we appreciate the opportunity to present this bid to the administration. We welcome any and all conversation regarding the bid and are hopeful that we will forge a new partnership to best serve the community.

A handwritten signature in black ink, appearing to read "Lisa Calciano". The signature is fluid and cursive, with the first name "Lisa" written in a larger, more prominent script than the last name "Calciano".

Lisa Calciano  
Pete's Garage LLC  
CalcianoLisa422@gmail.com.net

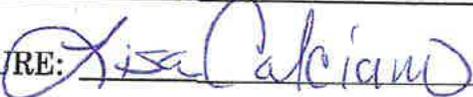
## 2022 Revised Transportation RFP

---

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: Lisa Calciano

AUTHORIZED SIGNATURE: 

TITLE: Member

US DOT - Federal Motor Carrier Safety Administration Number: 267549

ADDRESS: 400 Calvin Street Dunmore PA 18512

PHONE: 570-344-6126

FAX: 570-507-9693

E-MAIL: Calciano Lisa 422@gmail.com

CONTACT: Lisa Calciano

PHONE: 570-344-6126

DATE: 5/18/2022



## 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 Lisa Calciano  
Signature *Lisa Calciano*  
Title / Position Member



## 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 Lisa Calciano  
Signature Lisa Calciano  
Title / Position Member

## Option 1: Full Proposal

*(45 school buses, ≤15 sedans, SUVs, vans)*

Due to the unprecedented variation and escalation of fuel prices, we wish to propose a schedule of daily run costs that are valid independent of the variation in fuel prices. These costs reflect our willingness to absorb any and all increases (and unlikely, but possible decreases) and are thus higher than those that would be proposed with a fuel clause in place, i.e. the district agreeing to provide a subsidy should fuel prices exceed a specific amount.

Additionally, this option reflects coverage for the **FULL** transportation needs of the district. Due to a nationwide shortage of bus drivers, **we cannot guarantee personnel** if an infectious disease surge, such as another wave of COVID-19, or **any other event that impacts workforce availability** occurs. **If a workforce shortage arises, we cannot exclude the possibility of utilizing drivers multiple times for multiple routes at no penalty to us until the workforce shortage could be ameliorated.** As is evidenced by our letters of recommendation, we have an excellent record of providing service and will make every attempt to do so. Also, as is evidenced by our recruitment strategies, training topics and employee handbook, we value our workforce and are privileged to have endured the trying times of the pandemic with such a loyal and dedicated group.

All prices reflect a commitment to the efficiency of routing to ensure the minimal amount of fuel is being expended. This commitment should be agreed upon by the district, and strategic and collaborative planning may be necessary. Please note: the availability of fuel is subject to change, especially in the current volatile economic and supply chain climate. While we agree to be responsible for fueling our fleet and absorbing the cost of the fuel, **we cannot guarantee fuel supply.** Should a shortage occur, we request a meeting with the district to discuss strategies to best conserve the available supply and seek novel ideas to deal with the crisis.

**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)
		+2%	+2%	+2%	+2%
<b>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</b>					
DAILY RATE: Up to and including 4.0 hours per day	415.00	423.50	431.75	440.40	449.20
AM OR PM ONLY	165.00	168.30	171.65	175.10	178.60
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments	0.00	0.00	0.00	0.00	0.00
<b>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</b>					
DAILY RATE: Up to and including 4.0 hours per day	415.00	423.50	431.75	440.40	449.20
AM OR PM ONLY	165.00	168.30	171.65	175.10	178.60
HOURLY EXCESS RATE exceeding 4.0 hours per day - shown and billed in 15-minute increments	0.00	0.00	0.00	0.00	0.00

Notes: The daily rate listed above is a base price based on the runs provided with **FUEL PROVIDED BY THE CONTRACTOR**. For each daily rate (per bus, per day), a performance bond as listed and described in this RFP would add **\$12**. A GPS system (**see attached brochure**) installation and implementation would add an additional **\$3**. Therefore, Year 1 could range from **\$415 to \$430** depending on the district's desired additions. Year 5 could range from **\$449.20 to 464.20**.

**Rebate Offer:** At the end of each month, during the contract, the contractor will review the per gallon diesel fuel cost (per contract-month); if the per gallon diesel fuel cost for that contract-month delivery is below \$3.50 per gallon, the contractor will issue a rebate check to the SSD equal to the difference between the expended diesel fuel cost per gallon for that particular month and the \$3.50 per gallon amount multiplied by the number of gallons delivered to the contractor in the contract-month divided by 2 (split). All rebate amounts should be payable by the contractor to the SSD in a lump sum, one time per year, in the month of July.

Reflective of our commitment to timely and safe transportation service, we have proposed **no hourly excess rate based on the runs provided**.

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

1 SCHOOL		YEAR 1 (2022-2023)	YEAR 2 (2023-2024)	YEAR 3 (2024-2025)	YEAR 4 (2025-2026)	YEAR 5 (2026-2027)
<b>VAN - (Unlit), NON-CDL</b>	<b>4-7 PASSENGER</b>	+2%    +2%    +2%    +2%				
DAILY RATE, Up to and including 4.0 hours per day		162.00	165.25	168.55	171.90	175.35
AM OR PM ONLY		75.00	76.50	78.00	79.60	81.20
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments		0.00	0.00	0.00	0.00	0.00
<b>VAN - (Unlit), NON-CDL</b>	<b>9 PASSENGER</b>	+2%    +2%    +2%    +2%				
DAILY RATE, Up to and including 4.0 hours per day		182.00	185.65	189.35	193.15	197.00
AM OR PM ONLY		85.00	86.70	88.45	90.20	92.00
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments		0.00	0.00	0.00	0.00	0.00
2 SCHOOLS		YEAR 1 (2022-2023)	YEAR 2 (2023-2024)	YEAR 3 (2024-2025)	YEAR 4 (2025-2026)	YEAR 5 (2026-2027)
<b>VAN - (Unlit), NON-CDL</b>	<b>4-7 PASSENGER</b>	+2%    +2%    +2%    +2%				
DAILY RATE, Up to and including 4.0 hours per day		182.00	185.65	189.35	193.15	197.00
AM OR PM ONLY		85.00	86.70	88.45	90.20	92.00
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments		0.00	0.00	0.00	0.00	0.00
<b>VAN - (Unlit), NON-CDL</b>	<b>9 PASSENGER</b>	+2%    +2%    +2%    +2%				
DAILY RATE, Up to and including 4.0 hours per day		217.00	221.35	225.75	230.25	234.90
AM OR PM ONLY		100.00	102.00	104.00	106.10	108.20
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments		0.00	0.00	0.00	0.00	0.00

Notes: The daily rate listed above is a base price **based on the runs provided** with **FUEL PROVIDED BY THE CONTRACTOR**. For each daily rate (per van, per day), a GPS system (see attached brochure) installation and implementation would add an additional **\$3**.

For runs outside Scranton city limits, we request that the district reach out to discuss routes and rates.

Reflective of our commitment to timely and safe transportation service, we have proposed **no hourly excess rate based on the runs provided**.

**See Field and Activity Trip Rates**

**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>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</b>	<b>** MID-DAY RUN LIMIT: 4 VO-TECH RUNS **</b>				
<del>ACTIVITY RUN &amp;</del> <b>MID-DAY RUN</b> - Up to 1.5 Hours per Day. Price per bus per day.	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.	415.00	423.50	431.75	440.40	449.20
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</b>	<b>** MID-DAY RUN LIMIT: 4 VO-TECH RUNS **</b>				
<del>ACTIVITY RUN &amp;</del> <b>MID-DAY RUN</b> - Up to 1.5 Hours per Day. Price per bus per day.	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
SUMMER SCHOOL- Up to 4.0 Hours per Day. Price per bus per day.	415.00	423.50	431.75	440.40	449.20
HOURLY EXCESS RATE- exceeding 4.0 hours per day - shown and billed in 15-minute increments	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes: The daily rate listed above is a base price based on the runs provided (**4 high school Vo-Tech runs included at \$0 above**) with **FUEL PROVIDED BY THE CONTRACTOR**. For each daily rate (per bus, per day), a performance bond as listed and described in this RFP would add **\$12**. A GPS system (**see attached brochure**) installation and implementation would add an additional **\$3**. Therefore, Year 1 could range from **\$415 to \$430** depending on the district's desired add-ons. Year 5 could range from **\$449.20 to 464.20**.

**Rebate Offer:** At the end of each month, during the contract, the contractor will review the per gallon diesel fuel cost (per contract-month); if the per gallon diesel fuel cost for that contract-month delivery is below **\$3.50 per gallon**, the contractor will issue a rebate check to the SSD equal to the difference between the expended diesel fuel cost per gallon for that particular month and the **\$3.50 per gallon** amount multiplied by the number of gallons delivered to the contractor in the contract-month divided by 2 (split). All rebate amounts should be payable by the contractor to the SSD in a lump sum, one time per year, in the month of **July**.

Reflective of our commitment to timely and safe transportation service, we have proposed **no hourly excess rate based on the runs provided**.

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

	<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>
		+2%	+2%	+2%	+2%
<b>BUS 72 PSGR AND CDL WHEELCHAIR UNITS:</b>					
PER HOUR*	85.00	86.70	88.43	90.20	92.00
MINIMUM TRIP RATE	255 (3 hours)	260.00	265.30	270.60	276.00
<b>*After 3 hours, \$50 hourly rate in Year 1 with 2% increase in each subsequent year.</b>					
<b>BUS 48 PSGR AND CDL WHEELCHAIR UNITS:</b>					
PER HOUR	85.00	86.70	88.43	90.20	92.00
MINIMUM TRIP RATE	255 (3 hours)	260.00	265.30	270.60	276.00

Notes: The daily rate listed above is a base price based on the runs provided with **FUEL PROVIDED BY THE CONTRACTOR.**

Reflective of our commitment to timely and safe transportation service and as a savings to the district, our proposals **excludes the pre- and post-trip inspections and any time between actual and scheduled pick-up from the trip time.**

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

	<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>
MONITOR - minimum of 4 hours per am/pm run	60.00	64.00	68.00	72.00	76.00
EXCESS RATE - Exceeding 4 hours - shown and billed in 15-minute increments	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
MID-DAY MONITOR minimum of 1.5 hours	22.50	24.00	25.50	27.00	28.50
EXCESS RATE - Exceeding 1 hour - shown and billed in 15-minute increments	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes: The daily rate listed above is a base price **based on the runs provided.**

## Option 2: Partial Proposal

*(Please see list of Preferred and Non-Preferred (Negotiable) Runs)*

Due to the unprecedented variation and escalation of fuel prices, we wish to propose a schedule of daily run costs that are valid independent of the variation in fuel prices. These costs reflect our willingness to absorb any and all increases and are thus higher than those that would be proposed with a fuel clause in place, i.e. the district agreeing to provide a subsidy should fuel prices exceed a specific amount.

This option reflects coverage for **PART** of the transportation needs of the district. Due to a nationwide shortage of bus drivers, **we cannot guarantee personnel** if an infectious disease surge, such as another wave of COVID-19, or **any other event that impacts workforce availability** occurs. **If a workforce shortage arises, we cannot exclude the possibility of utilizing drivers multiple times for multiple routes at no penalty to us until the workforce shortage could be ameliorated.** As is evidenced by our letters of recommendation, we have an excellent record of providing service and will make every attempt to do so. Also, as is evidenced by our recruitment strategies, training topics and employee handbook, we value our workforce and are privileged to have endured the trying times of the pandemic with such a loyal and dedicated group.

All prices reflect a commitment to the efficiency of routing to ensure the minimal amount of fuel is being expended. This commitment should be agreed upon by the district, and strategic and collaborative planning may be necessary. Please note: the availability of fuel is subject to change, especially in the current volatile economic and supply chain climate. While we agree to be responsible for fueling our fleet and absorbing the cost of the fuel, **we cannot guarantee fuel supply.** Should a shortage occur, we request a meeting with the district to discuss strategies to best conserve the available supply and seek novel ideas to deal with the crisis.

**Please see Schedule A1, B1 and C1 for cost rates, breakdown, and explanations as we wish to submit an identical proposal for both the full and partial options with the inclusion of a preferred/non-preferred run schedule for the partial option.**

**GREEN - PREFERRED ROUTES**

**BLUE - NON-PREFERRED BUT OPEN TO CONVERSATION**

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 B	47	60
BUS 47 PM 1 - Lutheran Academy/Revival B	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

## Items for Discussion

*Applied to Options 1 and 2*

- Split dismissals
- Call-backs leading to additional fuel expenditure
- Policies related to communication/notifications when drivers are exposed to COVID-19
- Rules regarding masking and these rules being distributed to students and parents
- Global calls if you have the system for delays
- Special attention to delays being called in with enough time to avoid drivers unnecessarily traveling into work
- The potential for extended school closure due to another wave of the pandemic and contract extension for another school year to ensure that new equipment can be paid for and maintained

We request that the district meet with us to discuss these items. We believe that a solution that is achieved collaboratively will best serve the students and be amenable to both us and the district.

**Table 1. Exceptions to the RFP**

(All green highlighted categories and sub-categories without any exceptions/clarifications are fully acknowledged and agreed to; green categories with exceptions/clarifications reflect proposals and edits by the contractor; all red categories cannot be agreed to.)

CATEGORY	PAGE	SUB-CATEGORY	EXCEPTIONS/CLARIFICATIONS
GENERAL SPECIFICATIONS		1	
		2	
		3	
		4	We will use the routes that were supplied in October 2021 unless given further direction.
		5	Our terminal is <b>located in Scranton</b> with ample parking, office space, a fuel tank, cameras, wash bay, bus service bay, and other necessary features.  Address of Terminal: 1239 S. 6 <sup>th</sup> Avenue Scranton, PA 18504
		6	
		7a	
		7b	
		7c	
		7d	
		7e	Agreed in part: 48 hours during Monday-Friday regular business hours; if weekend or holiday, extra time may be needed.
		7f	We will do this to the best of our ability.
		7g	We will notify the district if a bus is running more than <b>20</b> minutes late.
		8	Agreed in part – we will do our best to accommodate this item depending on the number of buses in operation and the unpredictable waves of the pandemic.
		8a	
		8b	
		8c	
		8d	
		8e	
		8f	
	8g	Agreed; however, the district should be aware of the nationwide shortage and be open to discussion regarding strategies and solutions.	
	8h		
	9		
	10a		

		10b	
		10c	
		10d	
		10e	
		10f	<p>Within 45 days of procurement of a contract, we will place an order for new buses (2023 or 2024 model years). Until the time of delivery, our well maintained 2015 fleet will be utilized. Please see the attached letter from our distributor.</p> <p>The oldest van in our fleet is a 2016 model year. The rest of our fleet of cars and SUVs ranges from 2016 to 2022. We have been made aware that production of new vans has been halted; therefore, we will order a replacement as soon as possible.</p>
		10g	
		10h	
		10i	
		10j	
		11a	
		11b	
		11c	
		11d	
		11e	
		11f	
		11g	If the drivers are on extended trips, they must be able to secure restroom facilities and food. They will verify that no children are left on board when during these occurrences.
		11h	
		11i	
		11j	While we are always open to new safety items, the cost of any particular safety item must be reviewed before agreed upon.
		12	<b>The contractor shall provide fuel for their motor vehicles. At the end of each month, during the contract, the contractor will review the per gallon diesel fuel cost (per contract-month); if the per gallon diesel fuel cost for that contract-month delivery is below \$3.50 per gallon, the contractor will issue a rebate check to the SSD equal to the difference between the expended diesel fuel cost per gallon</b>

		<p>for that particular month and the \$3.50 per gallon amount multiplied by the number of gallons delivered to the contractor in the contract-month divided by 2 (split).</p> <p>By way of example:  Diesel fuel cost: \$3.00 per gallon  <math>\\$3.50 - \\$3.00 = \\$0.50</math></p> <p>For 7,000 gallons purchased in contract-month:  <math>7,000 \times \\$0.50 = \\$3,500</math></p> <p>Divided by 2 (split) = \$1,750 rebate for that contract month.</p> <p>All rebate amounts should be payable by the contractor to the SSD in a lump sum, one time per year, in the month of July.</p>
	13a	
	13b	
	14a	
	14b	
	14c	
	14d	
	14e	
	14f	
	14g	Agreed; however, we will need to meet to discuss the exact number of buses to be ordered so as to ensure efficiency of spending.
	14h	
	14i	
	14j	We understand the uncertainty the pandemic has unveiled. However, we alone cannot absorb all of the variability and ask that we are able to meet with the district to ensure that we are purchasing the correct number of new units. Doing so will avoid waste and keep our costs low and we will be able to pass this on to the district.
	15	
	16	We agree; however, 30 days of storage cannot be guaranteed due to the hard drive overwrite of the system. Footage will be uploaded with urgency; however, a 24 hour time frame cannot be

		guaranteed for weekends or holidays outside of regular business hours.
	17	We agree. We do request that the district lend their input regarding the exact system they believe is best suited for their needs. Due to late notice regarding the specific systems requested by the district, we were unable to schedule a demo with the particular companies; however, we have supplied information for an alternative system (Synovia) (see pricing and brochure)
	18	
	19a	
	19b	
	19c	See item 17 above.
	19d	
	19e	
	20	We are willing to do any training related to handling the unique needs of students with disabilities. We request input from the district regarding the optimal training opportunities.
	21	
	22	We agree – we note that any school cancellations require enough notice so that drivers do not travel in unnecessarily.
	23	
	24	
	25	
	26	
	27a	With <b>mutual consent</b> for two additional 1-year terms.
	27b	
	28a	
	29a	
	29b	
	29c	
	29d	
	29e	
	29f	
	30a	<b>We cannot agree to this item.</b>
	30b	Agreed in part: We can agree to no compensation for runs not covered; however, we cannot agree to the fine system and cannot agree to an upcharge.
	31	
	32a	

	32b	
	32c	
	32d	
	32e	
	32f	
	32g	
	32h	
	32i	
	33	We agree in part; we ask that the district understand that some reports are not available and seek clarification regarding the maintenance log listed in the item.
	34	
	35a	
	35b	We cannot agree to this.
	36	
	37	
	38	See Supplemental Information
	39	We agree that in order to provide safe and reliable transportation, some new requirements may need to be implemented; however, new requirements that impact cost cannot be configured in our current bid and thus we would request that we meet to make any necessary adjustments.
<b>LIST OF SCHEDULES</b>	A	
	B	
	C	
<b>Contract</b>	2.1	
	2.2	With <b>mutual consent</b> for two additional 1-year terms.
	3.1	
	3.2	
	4.1	
	4.2	
	4.3	Our ability to provide on-time transportation is dependent on many factors, only some of which we can control. We will make every effort to provide on time transportation while maintaining safety standards.
	4.4	As above, our ability to provide on-time transportation is dependent on many factors, only some of which we can control. We will make every effort to provide on time transportation while maintaining safety standards.
	4.5	
	4.5.1	

	4.5.2	
	4.5.3	
	4.6	We agree to this with cooperation and direction from the district.
	4.7	
	4.7.1	
	4.7.2	
	4.7.3	
	4.8	
	4.8.1	
	4.8.2	
	4.8.3	
	4.8.4	
Vehicles	4.9	
	5.1	
	5.2	Agreed in part as we will need the district's informed estimate of the exact number of new buses to order.
	5.3	
	5.3.1	
	5.4	
	5.5	
	5.6	
	5.7	
	5.8	
	5.9	
	5.10	
	5.11	
	5.12	We agree to this item as long as we are given enough notice to contact the drivers so that they are not unnecessarily traveling to work.
	5.13	We agree; however, if an extended closure of school ensues due to unforeseen circumstances, we ask that the district extend the contract to reflect the originally agreed upon duration of service.
	5.14	
	5.15	We agree; however, as previously stated, we cannot guarantee a 30 day storage due to the hard drive re-write loop of the software.
	5.16	
	5.17	We would like the district's input regarding which specific system would be best for their specific needs. We agree to obtain the system (flyer enclosed)

Contractor Personnel	11	6	The school district shall have the right to review any prospective employee or agent identified by contractor to provide services under this agreement. Should the school district object to any prospective employee or agent, the school district shall provide to the contractor its written objection along with their written rationale as to why the hiring of the particular employee or agent will put a student in jeopardy. Upon receipt of the school district's written objection and rationale, the contractor shall review the document and make the final hiring determination for the particular employee or agent. In making this decision, the contractor will at all times place the safety and well-being of the students as a primary consideration.
		6.1	
		6.1.1	
		6.1.2	
		6.1.3	
		6.1.4	We ask for clarification on "supervision" as the request for bids price sheet specifically asks for the cost of aides.
		6.1.5	
		6.2	
		6.3	We agree to this and will fulfill this to the best of our ability; however, our ability to do so is dependent on the contracted number of units, i.e. we cannot guarantee drivers for the "full" option due to reasons beyond our control (e.g. COVID-19 pandemic).
		6.4	
		6.4.1	
		6.4.2	
		6.4.3	
		6.4.4	
		6.5	
		6.5.1	
		6.5.2	
		6.6	Agreed in part. We have high hiring standards and extremely well trained drivers; it would be detrimental to us and the transportation needs of the district to go back decades in a person's driving history (referring to "convicted at any time")

	6.7	
	6.7.1	
	6.7.2	
	6.7.3	Agreed in part; Files will be maintained at the terminal and available during business hours to the district with 24 hours notice.
	6.8	
	6.9	
	6.10	
	6.11	
	6.12	Once again, we request the district's input on exactly which training is required/best practice. We are agreeable to this training at the guidance of the district.
	6.13.1	
	6.13.2	
	6.13.3	
	6.13.4	
	6.13.5	
	6.13.6	
	6.13.7	
	6.13.8	
	6.13.9	This information should be provided to us by the district and we will follow it accordingly.
	6.13.10	If the driver must leave the bus to use a restroom or to secure food, the driver will ensure that no children are on board.
	6.13.11	
	6.13.12	If the drivers are on extended trips, they must be able to secure restroom facilities and <b>food</b> . They will verify that no children are left on board when during these occurrences.
	6.13.13	
	6.13.14	
	6.14	
	6.15	
Records and Reporting	7	
	7.1	
	7.2	
	7.3	
	7.4	Agreed – we will do our best to supply the district with the requested reports.
	7.5	
	7.6	
	7.7	We will do our best to communicate with

			the district and to share any reports we have available to us in the event of an accident.
		7.8	
Routing		8.1	
		8.2	
		8.3	
		8.4	Our dispatcher will be in communication with the transportation director daily.
		8.5	
		8.6	
Rates, Invoicing and Payment		9.1.1	
		9.2	We are unclear about the inclusion of "maintenance services" in our invoices. It is aforementioned in the contract that maintenance shall be performed at the cost of the contractor.
		9.3	
Insurance		10	
		10.1	
		10.2	
Indemnification		11.1	
		11.2	
		11.3	
		11.4	
		11.5	
Default, Remedies, Termination		12.1	We cannot agree to this item.
		12.2	We cannot agree to this item.
		12.3	We cannot agree to this item.
		12.4	
		12.5	We cannot agree to this item.
		12.6	We cannot agree to this item.
		12.7.1	<b>Mutual Termination for Cause</b> Add: Contractor should have the right to terminate this contract for cause should the school district not pay contractor's invoices in accordance with the requirements of this contract.
		12.7.2	We cannot agree to this item.  Add: Should the school District terminate the contractor pursuant to this paragraph, the school district shall be responsible for paying the contractor within 30 days of termination a sum equal to the amount remaining under the 5 year contract.

			By example: If the school district terminates the contractor in year 3 under this provision, the district would owe the contractor and be obligated to pay the contractor within 30 days of termination a sum equal to the remainder of year 3, all of year 4 and all of year 5.
		12.7.3	
Permits, License, Compliance		13.1	
		13.2	Here again we are unclear about the maintenance services referenced in the contract and whether they are the sole responsibility of the contractor or they need to be included in an invoice.
		13.3	
		13.4	
		13.5	
Governing Laws		14	"Lackawanna County" rather than "Monroe County"
Taxes		15	
Repairs		16	
Assignment/Subcontracting		17	
Notices		18	
		18.1	
		18.2	Delivered to: Attorney Howard Rothenberg 345 Wyoming Avenue Scranton, PA 18503
Severability		19	
No Waiver		20	
Counterparts		21	
Insolvency		23	
Non-appropriation of Funds		24	
Force Majeure		25.1	
		25.2	
Liquidated Damages		26	We cannot agree in full to any of the infraction-damage items below. As we strive to maintain an environment of safety and reliability, we cannot compromise our tenets in order to meet the items below; additionally, it would be financially irresponsible to accept the damages as listed when many of the items are beyond our control (e.g. late arrivals due to natural disasters, emergencies, or other unforeseen obstacles) and others contradict standard operating procedure (e.g. idling

			to maintain a comfortable temperature). We welcome and request a discussion with the SSD to best achieve our shared goals.
Confidentiality		27.1	
		27.2	
Binding Nature		28	
Authority to Bind		29	
Safety Training		30	We agree to work in conjunction with the school district on a program for school bus safety.
Discrimination		31	
Criminal or Civil Offense		32	
Drug and Alcohol Testing		33	
Bonds		34	

Supplemental Information

a) Client List

Dunmore Schools (K-12)  
Contact: Antoinette Lopatka; (570) 343-2110  
Size: 7 buses, 7 routes (~1475 students)  
Years serviced: 50+

Diocese of Scranton (K-12)  
Contact: Len Tarreto; (570) 207-2275 / Jason Morrison  
Size: 2 buses, 2 routes  
Years serviced: 6 years

YMCA Summer Program  
Contact: Lori Bistran; (570) 342-8115  
Size: varies

Live Nation – Transportation for Concerts at Montage  
Jeremy Ruby  
JeremyRuby@LiveNation.com  
45+ buses  
20+ years

Friends of the Poor  
Donated services  
Sister Ann Walsh  
570-340-6086  
10+ years

The Arc – Northeastern Pennsylvania  
Partially donated services  
Mara  
570-346-4010  
1-2 buses  
5+ years

St. Joe's Annual Picnic  
Donated services  
Sister Maryalice Jacquinet  
570-342-8379  
2-3 buses  
10+

Ss. Anthony and Rocco Annual Picnic  
Donated services  
Reverend David Cappeloni  
570-344-1209  
4 buses/vans

Tiger Tours, Inc.  
Contact: Robert Johnson; (570) 489-5049  
Size: varies  
Years serviced: >25 years

Steamtown Marathon  
Partially donated services  
RaceCommittee@Hotmail.com  
22 buses  
25+ years

St. Patrick's Day Parade Association  
John O'Boyle  
570-947-9580  
2-3 buses

University of Scranton  
Athletic Department  
1-3 buses

Marywood University  
Athletic Department  
LouAnn Krenitsky  
570-961-4724 ext 2573  
2-3 buses

Scranton Revival Baptist Church  
Partially donated services  
Pastor Randall C. Bloem  
570-963-9449  
2-3 buses  
15+ years

Friendship House  
Robert  
570-342-8305  
2 buses  
5+ years

Everhart Museum  
2-3 vans  
Sara  
570-346-7186  
6+ years

Camp Morasha  
Jeremy Jozsef  
570-798-2781  
Up to 25 buses

Blue Ridge School District  
Athletic Department  
570-465-3144  
2-3 buses  
As needed

Abington Heights School District  
Athletic Department  
570-945-5766  
1-2 buses  
As needed

Scranton Prep  
Athletic Department  
Formerly Scott Gower  
570-941-7737  
2-3 buses

b) Financial Solvency

Please see the attached financial records for the previous 3 years.

**C.C. Young & Henkelman**  
**INSURANCE AGENCY**  
*"Providing Business and Personal Security for Generations"*

1331 Wyoming Avenue • Scranton, PA 18509 • Phone: (570) 346-7021 • Fax (570) 342-8487

May 5, 2022

Scranton School District  
425 North Washington Avenue  
Scranton, PA. 18503

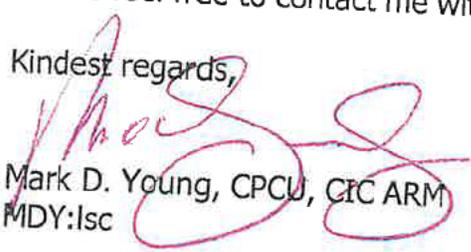
To Whom It May Concern:

Please allow this letter to act as confirmation that Pete's Garage is in good standing with their Insurance Carrier.

Utica National an "A" Rated Carrier with AM Best stands ready to provide all Insurance coverages requested in the Revised Scranton School District bussing RFP.

Please feel free to contact me with any questions.

Kindest regards,

  
Mark D. Young, CPCU, CIC ARM  
MDY:lsc



Mary Elizabeth D'Andrea  
Senior Vice President  
1700 North Keyser Avenue  
Scranton, PA 18508  
Phone: 570-207-3593  
marybeth.d'andrea@cbna.com

March 22, 2022

To Whom It May Concern:

Please be advised that Pete's Garage, LLC has been a depositor and borrower of Community Bank, NA since August 1975. The customer handles all accounts as agreed and in a satisfactory manner.

Pete's Garage, LLC is a customer in good standing with Community Bank, NA.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads 'Mary Elizabeth D'Andrea'.

Mary Elizabeth D'Andrea  
Senior Vice President



**CONFIDENTIAL**

PETE'S GARAGE, LLC  
FINANCIAL STATEMENTS  
DECEMBER 31, 2021  
(REVIEW)

REDACTED FINANCIAL INFORMATION

c) Salary/Years of Employment

Average daily salary for drivers: \$80 - \$100; average years of employment: 10+

Average daily salary for dispatchers: \$175.00 - \$200.00

Average daily salary for inspection mechanics, tow truck drivers: \$175.00 - \$225.00

Additionally, please see the Employee Handbook for additional information about employment benefits and retention strategies.

d) Safety Record

Our safety record rating by the SMS system is *satisfactory*. Please see the attached accident report/losses based on insurance claims for the previous 5 years. (Contact: CC Young, (570)-346-7021 for insurance verification/questions/concerns).

**Loss Run Report**

Company: 01 NATIONAL INTERSTATE INS CO

**PETE'S GARAGE, LLC**

Date of Loss Report Date

Account Number: 2100220523

Broker: KINCEL & COMPANY LTD.

Evaluation Date: 1/2/2022

Claimant	Driver	File Number	ID	Type	Location of Loss	ST	Status	Loss Reserve	Loss Paid	Exp Reserve	Exp Paid	Total Incurred	
Start: Policy Number: CAR022052307 Policy Term: 3/26/2017 to 3/26/2018													
Auto Liability													
4/11/2017	ALVAREZ MAGDALENA	000001261937	3	PD	FRANKLIN ST - DUNMORE, PA	PA	C	\$0.00	\$3,383.45	\$0.00	\$212.75	\$3,596.20	
INSURED HIT PARKED VEHICLE OCCURRENCE:													
5/2/2017	PATTARA, THERESA U	000001264698	3	PD	POPLAR ST - SCRANTON, PA	PA	C	\$0.00	\$1,593.86	\$0.00	\$132.62	\$1,726.48	
INSURED COLLIDED BACKING UP OCCURRENCE:													
5/2/2017	PETE'S GARAGE, LLC	000001265778	1	PD	WEBSTER AVE - SCRANTON, PA	PA	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
400 CALVIN ST. INSURED SIDESWIPE CLMT OCCURRENCE:													
5/2/2017	KRAINTZ, JOSHUA	000001265778	4	PD	WEBSTER AVE - SCRANTON, PA	PA	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
INSURED SIDESWIPE CLMT OCCURRENCE:													
Subtotal Auto Liability													
End: Policy Number: CAR022052307 Policy Term: 3/26/2017 to 3/26/2018									\$0.00	\$4,977.31	\$0.00	\$345.37	\$5,322.68
Start: Policy Number: GLR022052300 Policy Term: 3/26/2017 to 3/26/2018									\$0.00	\$4,977.31	\$0.00	\$345.37	\$5,322.68
000000000000 0 NOTHING TO REPORT													
Subtotal													
End: Policy Number: GLR022052300 Policy Term: 3/26/2017 to 3/26/2018									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Start: Policy Number: CAR022052308 Policy Term: 3/26/2018 to 3/26/2019									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Auto Liability													
8/22/2018	CLAIMMANTA92BEBD, UNKNOWN	000001305088	1	BI	18434, Jessup, PA, United States	PA	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
IWP COMPLAINED THAT THE IVD HUGGED HER AND TOLD HER TO HAVE A GOOD DAY. HE WAS ASKING IWP WHAT DO HE OCCURRENCE: OC0000754313													

**Loss Run Report**

Company: 01 NATIONAL INTERSTATE INS CO

**PETE'S GARAGE, LLC**

Evaluation Date: 1/2/2022

Account Number: 2100220523

Broker: KINCEL & COMPANY LTD.

Date of Loss	Report Date	File Number	ID	Type	Location of Loss	ST	Status	Loss Reserve	Loss Paid	Exp Reserve	Exp Paid	Total Incurred
9/17/2018	9/19/2018	000001304890	1	PD	Penn Ave, Scranton, PA 18503, United States	PA	C	\$0.00	\$4,375.37	\$0.00	\$0.00	\$4,375.37
Claimant		GRANITE, PAUL										
Driver		DONNA SIBIA										
Facts of Loss		IV'S BACK TIRE HIT OV. NO REPORTED INJURIES, DETAILS UNKNOWN.										

**Subtotal Auto Liability**

OCCURRENCE:

End: Policy Number: CAR022052308	Policy Term: 3/26/2018 to 3/26/2019	\$0.00	\$4,375.37	\$0.00	\$0.00	\$4,375.37
Start: Policy Number: GLR022052301	Policy Term: 3/26/2018 to 3/26/2019	\$0.00	\$4,375.37	\$0.00	\$0.00	\$4,375.37

000000000000	0	NOTHING TO REPORT	\$0.00	\$0.00	\$0.00	\$0.00
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**Subtotal**

OCCURRENCE:

End: Policy Number: GLR022052301	Policy Term: 3/26/2018 to 3/26/2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2100220523		\$0.00	\$43,979.19	\$0.00	\$2,626.54	\$46,605.73



**Customer Loss Detail Report**  
(By Account/Policy Number/Claim Number)

Account: 83508383 Valley Truck Center Inc; Petes Garage LLC

Policy: PHPK1959768 03/26/2019 - 03/26/2020 Producer Status: Primary

Claim Number	Status	Loss Date	Open Date	Closed Date	Total Loss Paid	Total Expense Paid	Subro/Salvage Recovered	Rep
PHBA19071297621								
001 GOUGH, THOMAS								
Cmbd Prp Dam Rent Expense	CL	07/28/2019	07/31/2019	10/07/2019	1,154.99	0.00	0.00	Amato
COMBINED PROPERTY DAMAGE	CL	07/28/2019	07/31/2019	10/07/2019	4,166.91	157.00	0.00	Amato
PHBA19081303192								
001 Valley Truck Center Inc;								
Collision	CL	08/16/2019	08/19/2019	09/10/2019	9,816.77	300.00	5,000.00	Mendez
PHBA19081304447								
001 Covert, Hannah								
COMBINED PROPERTY DAMAGE	CL	07/19/2019	08/22/2019	12/24/2019	2,087.07	0.00	0.00	Davis
002 Valley Truck Center Inc;								
Collision	CL	07/19/2019	08/22/2019	12/24/2019	0.00	105.00	0.00	Davis
PHBA19091307933								
No Loss Types	NP	08/30/2019	09/05/2019	09/06/2019	0.00	0.00	0.00	Smith
PHBA19091308938								
002 Rosa, Ricardo								
COMBINED PROPERTY DAMAGE	CL	08/28/2019	09/10/2019	09/17/2019	687.21	105.00	0.00	Smith
<b>Total for Policy:</b>	<b>5 Claims</b>							
			<b>Loss Reserves:</b>	<b>0.00</b>	<b>17,912.95</b>	<b>667.00</b>	<b>5,000.00</b>	
			<b>Expense Reserves:</b>	<b>0.00</b>				



**Customer Loss Detail Report**  
(By Account/Policy Number/Claim Number)

Account: 83508383 Valley Truck Center Inc; Petes Garage LLC

Policy: PHPK2112414 03/26/2020 - 03/26/2021 Producer Status: Primary

Claim Number	Status	Loss Date	Open Date	Closed Date	Total Loss Paid	Total Expense Paid	Subro/Salvage Recovered	Rep
No Claimants								
No Loss Types								
Total for Policy:	0	Claims			Loss Reserves: 0.00	0.00	0.00	0.00
					Expense Reserves: 0.00			

**Customer Loss Detail Report**  
(By Account/Policy Number/Claim Number)

Date: May 03, 2022  
Page: 3 of 3

Account: 83508383 Valley Truck Center Inc; Petes Garage LLC

Policy: PHPK2253595 03/26/2021 - 03/26/2022 Producer Status: Primary

Claim Number	Status	Loss Date	Open Date	Closed Date	Total Loss Paid	Total Expense Paid	Subro/Salvage Recovered	Rep
PHBD21101470784								
001 Valley Truck Center Inc; COMP - Glass	NP	10/15/2021	10/21/2021	11/09/2021	0.00	0.00	0.00	Clevela
PHBD22031495146								
001 Valley Truck Center Inc; Collision	CL	03/01/2022	03/04/2022	04/13/2022	0.00	0.00	0.00	Smith
Collision Total Loss	CL	03/01/2022	03/04/2022	04/13/2022	47,862.93	105.00	0.00	Smith
<b>Total for Policy:</b>	<b>2 Claims</b>							
			Loss Reserves:	0.00	47,862.93	105.00	0.00	
			Expense Reserves:	0.00				
<b>Total for Account:</b>	<b>7 Claims</b>							
			Loss Reserves:	0.00	65,775.88	772.00	5,000.00	
			Expense Reserves:	0.00				
<b>Grand Total:</b>	<b>7 Claims</b>							
			Total Reserves:	0.00	65,775.88	772.00	5,000.00	
			Expense Reserves:	0.00				

<b>PETE'S GARAGE LLC</b>			<b>Policy Periods 03/26/2022 - 03/26/2023</b>						
Policy 5505322	LIAB	Current Status: New							

Effective	Expiration	Incurred Loss + Expense	Incurred Loss	Incurred Expense	Paid Loss	Paid Expense	Reserve	# Claims	
								Total	Open
03/26/2022	03/26/2023	\$0	\$0	\$0	\$0	\$0	\$0	0	0
<b>Total</b>		\$0	\$0	\$0	\$0	\$0	\$0	0	0

<b>PETE'S GARAGE LLC</b>			<b>Policy Periods 03/26/2022 - 03/26/2023</b>						
Policy 5512442	AUTO	Current Status: New							

Effective	Expiration	Incurred Loss + Expense	Incurred Loss	Incurred Expense	Paid Loss	Paid Expense	Reserve	# Claims	
								Total	Open
03/26/2022	03/26/2023	\$3,000	\$3,000	\$0	\$2,567	\$0	\$433	1	1
<b>Total</b>		\$3,000	\$3,000	\$0	\$2,567	\$0	\$433	1	1

<b>PETE'S GARAGE LLC</b>			<b>Policy Periods 03/26/2022 - 03/26/2023</b>						
Policy 5512443	UMB	Current Status: New							

Effective	Expiration	Incurred Loss + Expense	Incurred Loss	Incurred Expense	Paid Loss	Paid Expense	Reserve	# Claims	
								Total	Open
03/26/2022	03/26/2023	\$0	\$0	\$0	\$0	\$0	\$0	0	0
<b>Total</b>		\$0	\$0	\$0	\$0	\$0	\$0	0	0
<b>Grand Total</b>		\$3,000	\$3,000	\$0	\$2,567	\$0	\$433	1	1

Loss information is proprietary information to be used only by the agent of record on the account and/or by the insured. Loss information should not be provided to third-party requesters. Controlled release of this information will help to ensure our compliance with various state privacy laws.

e) Customer Service Procedures re: Complaints

Please see the attached document.



*School Bus & Coach Service*  
*Telephone 570-34608-46-47*  
*1-800-443-P E T E*

*Petes Garage L.L.C.*  
*400 Calvin Street*  
*Dunmore, PA 18512*  
*Telephone 570-344-6126-7*  
*1-800-492-0100*

*P L L # M L 166255*  
*P U L # A 81796*

## **CUSTOMER SERVICE PROCEDURES RELATING TO** **PARENT & BUS COMPLAINTS .....**

**WHEN SOMEONE CALLS ABOUT ONE OF OUR VEHICLES (VANS/BUSES) OR DRIVERS WE TAKE IT VERY SERIOUSLY. WE TAKE ALL THE NECESSARY INFORMATION (BUS NUMBER, PLATE NUMBER, DRIVERS NAME, LOCATION AND TIME OF INCIDENT, THE MORE INFORMATION THE BETTER) AND GET THEIR CONTACT INFORMATION (NAME, PHONE NUMBER, EMAIL, CHILDS NAME, WHATEVER THEIR COMFORTABLE GIVING) SO THAT WE MAY INVESTIGATE THE SITUATION, AND GET BACK TO THEM.**

**ONCE WE HAVE ALL THE NECESSARY INFORMATION, WE WILL CALL IN THE APPROPRIATE DRIVER, GO OVER THE SITUATION AND IF NECESSARY, REVIEW THE FOOTAGE FROM THE CAMERAS AND GET BACK TO THE PARENT OR SCHOOL.**

**IF NECESSAARY, WE WILL SETUP APPOINTMENT WITH THE PRINCIPAL AND PARENT TO GO OVER THE FOOTAGE FROM THE CAMERAS.**

f) Training Topics

We have two school bus instructors as part of our full time staff and we offer frequent training opportunities for our drivers. Regular & "refresh" training topics include *Speed and Space Management, Defensive Driving Enhancement, and Preventing and Managing Violence and Other Incidents*, et al. We provide and practice communication techniques when engaging with students, parents, and administrators and specifically persons with alternative needs and differing abilities. To us, safety means not only no physical injury, but also a respectful and pleasant environment. We have included a list of training topics. All safety meetings are paid. Police officers often attend these meetings to present or add to discussion, specifically using examples from recent real-life experiences.

Please see the attached document with specific training topics for all drivers.



*School Bus & Coach Service*  
*Telephone 570-34608-46-47*  
*1-800-443-PETE*

*Peter's Garage L.L.C.*

*400 Calvin Street*  
*Dunmore, PA 18512*  
*Telephone 570-344-6126-7*  
*1-800-492-0100*

*P.L.L.# M.L. 166235*  
*P.U.L.# A 81736*

## **A BRIEF DESCRIPTION OF TRAINING TOPICS THAT ARE REQUIRED FOR DRIVERS**

- 1. SPEED MANAGEMENT**
- 2. SPACE MANAGEMENT**
- 3. ROAD RAGE**
- 4. DRIVER DISTRACTION**
- 5. DEFENSIVE DRIVING ENHANCEMENT**
- 6. LIMITED VISIBILITY AND ADVERSE WEATHER**
- 7. RAILROAD CROSSINGS**
- 8. PEDESTRAIN SAFETY**
- 9. DANGER ZONES**
- 10. BUS SUPERVISION ISSUES**
- 11. BUS EMERGENCY PLANS**
- 12. PREVENTING AND MANAGING VIOLENCE AND INCIDENTS ON THE BUS**
- 13. DRUG AND ALCOHOL POLICY AND PROCEDURES**
- 14. CODE OF CONDUCT**
- 15. DRESS CODE**
- 16. HEALTH & SAFETY IN THE WORK PLACE**

**THESE ARE SOME OF THE TRAINING TOPICS THAT ALL DRIVERS HEAR ABOUT DURING SAFETY MEETINGS. IF THERE IS SOMETHING SPECIFIC YOUR SCHOOL DISTRICT WOULD LIKE TO GO OVER IN DETAIL, WE WOULD BE HAPPY TO ADDRESS IT WITH DRIVERS AT OUR MEETINGS**



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Telephone 570-34608-46-47  
1-800-443-P E T E*

*Petes Garage L L C  
400 Calvin Street  
Dunmore, P A 18512  
Telephone 570-344-6126-7  
1-800-492-0100*

*P L L # M L 16623.5  
P U L # A 81736*

## MONTHLY MEETINGS TYPICAL TOPICS

SEPTEMBER: WELCOME BACK, SAFETY AT SCHOOLS, STOPS  
GUEST SPEAKERS FROM POLICE DEPT & SCHOOLS ETC

OCTOBER: CONCERNS FROM SCHOOLS, RADIO USE, STUDENT  
MANAGEMENT DANGER ZONES AROUND BUS

NOVEMBER: LOADING & UNLOADING PRACTICES, STUDENTS  
WITH DISABILITIES

DECEMBER: WEATHER, ADVERSE CONDITIONS, STUDENT  
EMERGENCIES

JANUARY: CRASH & EMERGENCY PROCEDURES

FEBRUARY: RAILROAD CROSSINGS

MARCH: PRE & POST TRIP INSPECTIONS

APRIL: FIELD & ATHLETIC TRIP PROCEDURES

MAY: DRIVER FATIGUE

JUNE: DRIVER LICENSING, UPDATES TO DRIVERS & RECORDS,  
SUMMER REPORTING OF ANY INCIDENTS.

g) Communication with Caregivers of Students with Special Needs

Please see the attached document.



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*Telephone 570-34608-46-47*  
*1-800-443-P E T E*

*Peter Garage L.L.C.*  
*400 Galvin Street*  
*Dunmore, PA 18512*  
*Telephone 570-344-6126-7*  
*1-800-492-0100*

*P.L.C. # M.C. 166235*  
*P.U.C. # A 81296*

## **WE HAVE A FEW TIPS THAT WE TEACH OUR DRIVERS WHEN WORKING WITH PARENTS OF SPECIAL NEEDS CHILDREN**

### **ALWAYS START WITH A SMILE!**

1. OPEN COMMUNICATION
2. WE TEACH THEM WHEN STARTING WITH OPEN COMMUNICATION TO START WITH A COMPLIMENT ABOUT THE CHILD
3. WE DO NOT TELL A PARENT TO TEACH A CHILD TO BEHAVE
4. WE DO NOT TALK TO THE PARENTS ABOUT MEDICATION FOR THEIR CHILD
5. WE TEACH THE DRIVERS TO SHARE POSITIVE COMMENTS
6. WE TEACH THE DRIVERS TO MAKE EYE CONTACT WITH THE PARENT AND TO LISTEN ATTENTIVELY WHEN THE PARENTS ARE SPEAKING
7. WE TEACH THEM NOT TO MAKE ANY ASSUMPTIONS AND WITH OPEN COMMUNICATION THEY CAN WORK TOGETHER TOWARD MEETING THE NEEDS OF THE CHILD WHILE ON THE BUS
8. WE TEACH THEM TO GIVE AND RECEIVE FEEDBACK TO PARENTS
9. WE TEACH THEM TO EMPATHIZE WITH PARENTS
10. WE TEACH THEM TO STAY CALM, RELAXED AND NOT BE STRESSED

THESE ARE A FEW THINGS WE TEACH TO ALL OUR DRIVERS, NOT JUST SPECIAL NEEDS DRIVERS. IF THERE ARE OTHER THINGS YOU WOULD LIKE ADDED OR TRAINING METHODS THAT YOU WOULD LIKE USED, OR FEEL THEY WOULD BE BENEFICIAL TO US WE ARE ALWAYS OPEN AND WILLING TO LEARN NEW THINGS!

#### h) Recruitment and Retention

We have a paid referral program for current drivers; we offer paid training for new hires; we offer bonuses for drivers. Please see our handbook for further information. We are well known in the community and have an excellent reputation for having a flexible, friendly and accommodating work environment. We have been successful with local advertising for job positions, flyers, and signs.



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*1-800-443-P E T E*

*Petes Garage L E*

*400 Calvin Street*

*Dunmore, P A 18512*

*Telephone 570-344-6126-7*

*1-800-492-0100*

*P L L # M E 16623.5*  
*P U L # A 81736*

## **METHODS TO RECRUIT DRIVERS**

**PETE'S GARAGE, IS VERY FORTUNATE TO HAVE A VERY LOYAL DRIVER BASE, AND BEING A LOCAL BUSINESS FOR MORE THAN 55 + YEARS AND BEING WELL ESTABLISHED IN THE COMMUNITY, HELPS US TO MAINTAIN OUR DRIVERS AND TO BRING IN NEW DRIVERS.**

**SOME EMPLOYEES HAVE BEEN WITH OUR COMPANY IN EXCESS OF 25 + YEARS AND WE ACTUALLY HAVE SOME 2<sup>ND</sup> GENERATION DRIVERS EMPLOYED BY US.**

**SO WE RELY ALOT ON CURRENT EMPLOYEES TO RECRUIT FOR US WHILE GIVING THEM FINANCIAL INCENTIVES TO DO SO.**

**ON TOP OF CURRENT EMPLOYEES GIVING US REFERALLS WE DO:**

**JOB FAIRS**

**PSBA ASSOCIATION PROGRAMS TO RECRUIT DRIVERS**

**CLASSIFIED ADS**

**INDEED**

**CAREER LINK**

**ONLINE AD'S**

**SOCIAL MEDIA AD'S**

**FLYERS**

i) Accident Protocol

Please see attachment.



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 Telephone 570-34608-46-47  
 1-800-443-P E T E

*Peter's Garage P P E*  
 400 Calvin Street  
 Dunmore, PA 18512  
 Telephone 570-344-6126-7  
 1-800-499-0100

*P E E # M E 166235*  
*P U E # A 81736*

**OUR PROTOCOL FOR BUS & VAN ACCIDENTS ARE AS FOLLOWS**

**BRIEFLY:**

WHEN ONE OF OUR DRIVERS IS INVOLVED IN AN ACCIDENT THEY IMMEDIATELY STOP, AND LOOK FOR A SAFE PLACE TO PULL OVER, ACCESS THE SITUATION, (WE DO NOT LEAVE THE SCENE OF THE ACCIDENT, NO MATTER HOW MINOR)

THEY CONTACT THE DISPATCHER, GIVE ALL THE NECESSARY INFORMATION. THEN TAKE A MINUTE TO REASSURE THE CHILDREN THAT EVERYTHING IS OK WHILE CHECKING ON THE CHILDRENS WELL BEING. (FIRST AIDE KITS ARE IN EACH VEHICLE)

MEANWHILE, THE DISPATCHER IS CALLING THE HOME SCHOOL AND SCHOOL DISTRICT, POLICE AND OR AMBULANCE IF NECESSARY. CHILDREN ARE THE TOP PRIORITY AFTER A ACCIDENT. WHEN NECESSARY PROTECT ACCIDENT SCENE. PUT ON 4 WAY FLASHERS AND PULL OUT REGISTRATION AN INSURANCE CARDS FOR POLICE OFFICERS ALONG WITH YOUR DRIVERS LICENSE AND USE YOUR ROSTER TO MAKE A LIST OF THE CHILRENS NAMES FOR OFFICER AND SCHOOL DISTRICT.

THE DRIVER WHEN POSSIBLE, WILL TAKE NOTES OF ACCIDENT WHILE FRESH IN THERE MIND AND GET ALIST OF ALL WITNESSES IF ANY, AND PHONE NUMBERS.

WHEN THE DRIVERS RETURNS TO THE TERMINAL THEY WILL SIT AND FILL OUT ACCIDENT REPORT, AND DASH CAMS WILL BE PULLED FROM VEHICLE

ONCE EVERYTHING IS REVIEWED DRIVERS WILL BE BROUGHT IN TO GO OVER ACCIDENT IN DETAIL. AND OF COURSE DRIVERS WILL MAKE THEMSELVES AVAILABLE TO INSURANCE COMPANY AND SCHOOL DISTRICTS FOR ANY ADDITIONAL QUESTIONS THEY MAY HAVE .

IF THERE IS SOMETHING ELSE YOUR SCHOOL DISTRICT REQUIRES OR WANTS ADDED TO THE PROTOCOL JUST INFORM THE DISPATCHER AND WE WILL GLADLY ADD IT.

j) Customer Litigation

Stephanie Chunca; Raymond Hedglin; Margherita Sabia; and Pete's Garage, LLC vs. Scranton School District

Lackawanna County

CCP 22-CV-554

k) Labor Issues

None (current or within the past 3 years)

l) As new buses will be ordered, there exists the potential for discussion with the district regarding the fuel type. We are constantly in communication with dealers to learn about the latest technology and equipment.

m) Non-collusion Affidavit

Please see attached.

NONCOLLUSION AFFIDAVIT

State of Pa  
County of Lacka  
S.S. \_\_\_\_\_

Scranton School District Request for Proposal  
for Contracted Pupil Transportation

I state that I am the Member (Title) of Pote's Garage LLC (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. Pote's Garage LLC (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 Pote's Garage (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.

Lisa Calciano  
(Signature)

Lisa Calciano  
(Signatory's Printed Name)

Member  
(Signatory's Title)

Commonwealth of Pennsylvania - Notary Seal  
Suzanne K. Moraski, Notary Public  
Lackawanna County  
My commission expires June 10, 2024  
Commission number 1115357

SWORN TO AND SUBSCRIBED BEFORE ME THIS

4th DAY OF May, 2022

Suzanne K. Moraski Notary Public My  
Commission Expires: June 10 2024

Letters of Recommendation

# DUNMORE SCHOOL DISTRICT

## ADMINISTRATIVE OFFICES

300 WEST WARREN STREET

DUNMORE, PA 18512-1992

Telephone (570) 343-2110

Fax (570) 343-1458

JOHN MARICHAK  
Superintendent

January 13, 2022

To Whom It May Concern

I am writing this letter of recommendation for Pete's Garage without hesitation. As a student transportation company, Pete's is extremely reliable and dependable as is evident in the fact that the District and the parents have trusted this company with their children for approximately 50 years!!

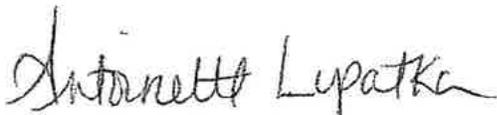
Over my past 11 years, dealing with the administration has always been cordial and professional. In addition, the drivers that I know are all courteous and respectful to the staff and children.

Pete's Garage runs a first-class operation. The busses are upgraded often and equipped with the latest technology. The bus runs are punctual and dispatchers are readily available to communicate any issues.

We have had several challenges with transportation over the past few years with situations ranging from blizzards to Covid-19. Pete's staff is considered a part of our administrative team when we discuss solutions to dealing with these problems. They have been more than accommodating with adjusting to these situations, such as changing bus routes, increasing cleaning routines and implementing safety measures.

Again, I strongly recommend Pete's Garage for student transportation. If you would like to discuss further, feel free to contact me at 570-343-2110 extension 415.

Sincerely,



Antoinette Lopatka



**DIOCESE OF SCRANTON  
CATHOLIC SCHOOL SYSTEM**

300 WYOMING AVENUE, Lower Level

SCRANTON, PENNSYLVANIA 18503

PHONE: 570-207-2275

FAX: 570-558-4334

DIOCESE OF SCRANTON CATHOLIC SCHOOL SYSTEM  
FINANCE OFFICE

January 13, 2022

Re: Pete's Garage (School Busing Contractor)  
400 Calvin Street  
Dunmore, PA 18512

**Letter of Recommendation**

To Whom It May Concern:

Pete's Garage has been providing busing transportation for Holy Cross High School in Dunmore, PA since 2015 for both school student transportation and student activities (athletics, other student functions). Currently, there are approximately 145 students eligible for the busing transportation provided by Pete's Garage and over 50 students consistently ride the buses on a given day.

Pete's Garage has met our expectations to provide the best service of coordination, timeliness, proper functioning and safe buses for the transportation of our students.

They have also met our expectations to have the staffing, resources and expertise necessary to deliver exceptional and reliable student transportation service. They have a management structure in place that will ensure high-quality customer service as well as a plan to maintain responsive and effective communication with the DOS CSS leadership.

---

With the DOS CSS, they have demonstrated a track record of success.

Respectfully,

Leonard Tarreto  
Diocese of Scranton Catholic School System  
Director of School Financial Services



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

January 13, 2022

To whom it may concern:

We are writing this letter of recommendation for Pete's Garage. We here at the Greater Scranton YMCA have contracted with Pete's Garage for bus services for our summer camp program. As you know, the safety and well-being of our children is a top priority for us. Their services have been outstanding and we put our trust in them because of their professional, reliable, and punctual staff.

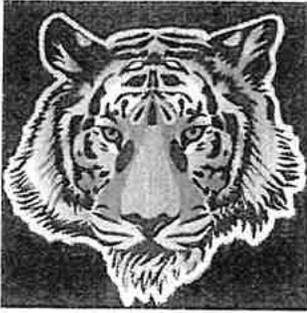
They have always had the most competitive prices, up to date transportation vehicles, and highly trained staff that could be asked for.

It is with my pleasure that we highly recommend Pete's Garage for the contract with your company.

Trish Fisher  
CEO/President

Richard Surridge  
CFO/ COO

Lori Bistran  
Executive Assistant



# TIGER TOURS, INC

212 Powder Mill Road

Jessup, PA 18447

Phone: 570.489.5049 Fax: 570.489.5051

May 7, 2022

To Whom It May Concern,

Re: Petes Garage

I have personally dealt with Petes Garage in excess of 25 years, they have help me transport multiple trips for both camps and schools throughout the years. Their service has been wonderful in the aspect that I can always get in touch with their terminal and have been fortunate enough to have built up such a relationship with their upper management staff that I have immediate access to them 24 hrs a day so that if there was ever a issue it is solved quickly and efficiently.

Their company has always been great to my company and we work well together in meeting our customer needs, their equipment has always been clean and drivers have always taken the extra time to make sure trips are safe and enjoyable for our clients.

If any additional information is needed please feel free to reach out to me.

Robert Johnson

Tiger Tours



**STADIUM**  
INTERNATIONAL  
TRUCKS

May 5, 2022

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

To Whom It May Concern,

This letter is in reference to Pete's Garage LLC. Pete's Garage LLC is a good customer of ours in good standing. We service all their buses and do our best to get them in and out of our shop as quickly as possible.

If you have any questions or concerns about this customer, please feel free to contact me.

Thank You,

A handwritten signature in blue ink that reads "Lori Hook".

Lori Hook  
Office Manager  
Stadium International Trucks  
1006 Underwood Road  
Olyphant, Pa 18447



**SAINT JOSEPH'S**  
**CENTER**

*A second century of care, concern, compassion and commitment.*

May 13, 2022

To Whom It May Concern,

For more than 10 years, Pete's Garage has graciously provided transportation for patrons attending the Saint Joseph's Center Summer Festival. Hosted annually except for 2020 and 2021, the Summer Festival is held at Marywood University during the fourth weekend of July. Shuttle bus service from all parking lots on campus to the location of the Summer Festival has eased the access for all guests including volunteers.

This service is offered as a gift to Saint Joseph's Center Auxiliary and its many patrons. Without the shuttle service, it is possible that many would be unable to easily access the Summer Festival. The generosity of Pete's Garage encourages attendance without added worry or expense for the Festival planners.

On behalf of Saint Joseph's Center, I am grateful to Pete's Garage for their professionalism, generosity and community concern in providing shuttle bus transportation each year for the Annual Summer Festival.

Sincerely,



Sister Maryalice Jacquinet, IHM  
President/CEO

May 17<sup>th</sup>, 2022

To whom it may concern;

This is to acknowledge, that I highly recommend Pete's Charter Service. I work at Marywood and Every time I call them for transportation, they are very accommodating and very nice. I work Specifically with Asia and never had a problem or issue with her or them.

If you would like to contact me, my name is LuAnn Krenitsky, I am the Administrative Specialist at Marywood University Athletic Dept.

57346211 ext. 2573



EST. 1936

Phone: 570.842.0480

# Pocono Transportation Inc.

657 Drinker Turnpike  
Covington Twp. Pennsylvania 18424



Fax: 570.842.1815



MAY 17, 2025

TO WHOM IT MAY CONCERN,

OUR COMPANY HAS BEEN DOING BUSINESS WITH PETES' GARAGE FOR YEARS. AS A LOCAL CONTRACTOR, WE ALL FACE CHALLENGES EVERYDAY, BUT WERE FORTUNATE TO HAVE A GREAT RELATIONSHIP WITH ALL LOCAL CONTRACTORS, SO THAT WHEN SOMETHING ARISES LIKE A BREAKDOWN, OR A BUS DRIVER NEEDING ASSISTANCE , I DON'T EVEN HESITATE CALLING PETES GARAGE FOR ASSISTANCE, NO MATTER THE TIME OR DAY.



WE HAVE WORKED TOGETHER TRANSPORTING THOUSANDS OF PEOPLE UP AT MONTAGE MOUNTAIN FOR SOME OF THE BIGGEST CONCERTS THIS AREA SHOWCASES WITH NO INCIDENTS . ALONG WITH HELPING MULTIPLE SCHOOLS IN AND OUT OF OUR AREAS WHEN THEY HAVE A NEED FOR TRANSPORTATION.



PETE'S DRIVERS HAVE ALWAYS BEEN POLITE AND FRIENDLY AND WORK WELL WITH OUR DRIVERS. AND THEIR EQUIPMENT HAS GIVEN US NO TYPE OF ISSUE.

IF ANY ADDITIONAL INFORMATION IS NEEDED PLEASE CONTACT US.

THANK YOU

ARON J. SEPKOWSKI

570 842-0480



Christ-honoring, independent and fundamental, New Testament in practice and identified with the historic Baptist confession.



Randy Bloem, pastor  
251 Simrell Road  
Clarks Summit, PA 18411  
(570) 587-5475

2020 North Main Avenue  
Scranton, Pennsylvania 18508  
(570) 963-9449  
[www.ScrantonRevivalBaptist.org](http://www.ScrantonRevivalBaptist.org)

May 10, 2022

To Whom It May Concern,

I am writing to recommend the services of Pete's Garage. They have been providing us buses for transportation for our church for over fifteen years. Their vehicles are always clean and in good working order. Their drivers have been professional and prompt.

We rent their busses so that we may reach under-privileged children throughout the greater Scranton area. They have been very generous in their pricing.

We are very happy to recommend the services of Pete's Garage. If you have any questions, please feel free to contact our office at (570) 963-9449.

Sincerely In Christ,

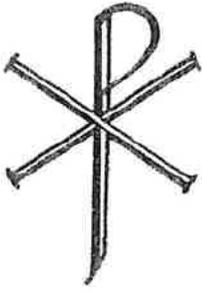
A handwritten signature in black ink that reads "Randall C. Bloem".

Randall C. Bloem, Senior Pastor

82

*Christ said, "I will build My church and the gates of hell shall not prevail against it."*

*Matthew 16:18*



## SS. ANTHONY AND ROCCO PARISH

PARISH OFFICE: 303 SMITH STREET, DUNMORE, PENNSYLVANIA 18512  
(570) 344-1209 Fax (570) 344-1200  
email:office@saintsanthonyandrocco.com

May 9, 2022

To Whom It May Concern,

I am writing to recommend to you the services of Pete's Garage. As the pastor of Saints Anthony and Rocco Parish in Dunmore, I have had the good fortune of being involved with Pete's Garage for the past 15 years.

Each year, our parish holds a summer festival, and fortunately, every year the festival has grown. In order to help people get to the festival, we have asked Pete's Garage to provide vans and buses to transport our patrons from alternate parking sites to our festival grounds. They have never refused my request while never requesting payment. Their generosity to our parish allows more people to attend our festival while not taking the funds we raise for the work of our Church. To say that our parishioners and I are grateful is an understatement!

The vehicles they have provided are always in great condition and their drivers are courteous and patient. Our riders span the gamut from toddlers in strollers to senior citizens with walkers. They are helpful getting the people on and off the buses and vans. Needless to say, they go above and beyond their duty to simply drive the buses.

In short, I find Pete's Garage and its employees to be reliable, courteous, patient and generous. I highly recommend Pete's Garage for any transportation need that you may have.

Sincerely,

Rev David Cappelloni

---

**SANTARELLI & SONS OIL CO.,  
443 MAIN STREET  
PECKVILLE, PA 18452  
PH: 570-489-7690 FAX: 570-383-4890**

**To whom it may concern,**

**Pete's Garage, Dunmore Pa has been a long-time customer of Santarelli & Sons Oil Co. for over 10 years. They are in good standing and always have payments submitted within our 10 day pay terms.**

**Any further information you may need may be obtained by calling our office and asking for Robin Gonsauls or requesting additional information in writing.**

**Regards,  
Robin Gonsauls  
Office Manager**

Cost Factors

# INVOICE

Shamrock Communications, Inc.  
149 Penn Ave  
Scranton, PA 18503

DATE: 12/15/21

<b>Bill To:</b> Pete's Bus Company
<b>Tower:</b> Bald Mountain Tower Site

Joan Bilski  
570-207-8571

Description	Total
January to December 2022 Rent	\$3,278.18
Location: Bald Mountain Tower Site	
Date Due: 1/1/22	
<b>Please Make Check Payable To: Times Shamrock Communication</b>	
5% late fee applies	

paid 1/5/22 18 to  
\$3278 sent to  
receipt to Gabia 4 @ comcast.net  
SP

Bal Due	\$3,278.18
---------	------------

**PRO-VISION®** PRICE QUOTE

8625-B Byron Commerce Dr.  
Byron Center, MI 49315  
provisionusa.com  
800-576-1126

**PREPARED BY:**  
Heather Tufts

**PREPARED FOR:**  
DeNaples Transportation/P & D  
Leasing, Inc./Pete's Garage

**QUOTE #:**  
MASQ22877  
**DATE:**  
05/03/2022

Description	Part #	Qty	Unit Price	Ext. Price
1080p HD Hybrid Base Kit with (3) Ultra Wide Low Profile Camera (128gb)	DVR-906LP3-128	25	\$1,130	\$28,250.00
AHD Forward Facing Camera KIT	DVR-922	25	\$220	\$5,500.00
Includes: Camera and 5M A/V Cable (PX-1942)				
Installation	PV-INSTALL	25	\$495	\$12,375.00
<b>Total</b>				\$46,125.00
(Options Not Included)				
MSRP:				\$80,625.00
Savings:				\$34,500.00

**Options & Accessories:**

Most Components are shipped from Michigan we do have some items that are imported from China

**HARDWARE LEASE / INSTALLMENT PURCHASE OPTIONS:**

60 Month Installment Purchase Option (per unit/month) \$  
Above Option with Installation (per unit/month) \$

Lease price based on total product purchase divided by the total number of systems.

**NOTES:**

**TERMS:**

General Terms: PRO-VISION® Solutions, LLC. ships all orders UPS Ground. Service or carrier change will result in additional charges. Shipping & Handling and tax, if taxable, is not included unless specified. Quote is valid for 30 days. Purchase price is USD and FOB Byron Center, MI. Product Invoice Net 30 Day Terms. (excludes installation and SecuraMax Server). Terms do not apply to leases or credit card payments. 50% Deposit Required for Installation. Final Installation/Service Payment is due on Receipt of Invoice. Product to be installed by PRO-VISION® and Service Deposit must be paid for prior to scheduling of install/service work. Minimum Service Deposit Required for Service Work. Install rates based on a single location with minimum access of 12 hrs/days, 7 days/ week. Additional fees may apply if installation location does not comply with our defined service facility requirements. Past due invoices will be subject to a 1.5% per month Finance Charge. All transactions are subject to final PRO-VISION® Management Approval.

Leasing: Installment Purchase Option Application must be submitted for final management approval. Rates are subject to change without notice until application is approved. Shipping & Handling and tax, if taxable, is not included in quoted Installment Purchase Option Rates. Shipping & Handling will be included in Installment Purchase Option Application. One advance payment equal to the total monthly rate is required with approved final Installment Purchase Option Documents.

SecuraMax®: Plan Price per Month Based on Service Contract for the specified length. Service Contract and End User License Agreement (EULA) required. Additional terms specified in Service Contract and EULA. Hardware using SecuraMax must be paid for prior to deployment. Protection Plan Claims Subject to Deductible.



## Synovia Student Transportation Monitoring System

	Per Vehicle/Month <b>WHITE</b> (plug-n-play)	Per Vehicle/Month <b>YELLOW</b>
Synovia - Core System w/ Engine Diagnostics	INCLUDED	INCLUDED
Time & Attendance for Employee Log-In	N/A	INCLUDED
Mobile Data Terminal for <b>Hygiene Verification</b>	N/A	INCLUDED
Parent Portal "Here Comes the Bus"	N/A	INCLUDED
Comparative Analysis with Routing data	N/A	INCLUDED
Student Ridership & <b>Contact Tracing</b> (Ridership Verification)	N/A	INCLUDED
Verizon Cellular Data Plan	INCLUDED	INCLUDED
Installation	Self	INCLUDED
<b>Synsurance</b>	INCLUDED	INCLUDED
Turn-by-Turn Navigation	N/A	Add \$6
<b>Total</b>	<b>\$19.00</b>	<b>\$45.00</b>

### Pete's Garage

## Synsurance

- **No Upfront Costs**
- 60 Month Agreement
- 100% Equipment Warranty
- 2% Spare Units provided by Synovia
- Fully Hosted, Web Based Solution
- Automatic hardware script updates
- Customer Success Manager for Implementation of new system
- 99% Up-Time or we Pay
- First-Time Fix or we Pay

## Fleet Management and Vehicle Monitoring System

Synovia Core Fleet Tracking Software	Synovia Integrated System
<ul style="list-style-type: none"> <li>• <b>Real Time</b> GPS Tracking</li> <li>• True Idling, Hard Braking and Acceleration</li> <li>• Speeding, Mileage and Low Battery Alerts</li> <li>• On-Demand and Scheduled Reporting</li> <li>• Geo Fences with entry/exit alerts</li> </ul>	<ul style="list-style-type: none"> <li>• Map closest vehicle to location or vehicle</li> <li>• School Monitor/Arrival Reporting</li> <li>• Parental Notification of Bus Arrival</li> <li>• Dispatch Alert of Late Buses to Parents</li> <li>• Dashboard of Key Performance Indicators</li> </ul>
<ul style="list-style-type: none"> <li>• <b>30 Second Pings plus Turns for more accurate GPS mileage</b></li> <li>• <b>Ping for Events</b> – lights, Doors, Stop-Arm, etc.</li> <li>• Built-in Accelerometer for "harsh" events</li> <li>• Seven Inputs for Sensor Events Plus Ignition</li> <li>• Open API for integration with other systems</li> </ul>	



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
September 30, 2021



Dear Pennsylvanian,

After 18 months of a devastating global pandemic, every young person deserves a normal school year with consistent routines.

Unfortunately, a nationwide school bus driver shortage is negatively impacting the beginning of the school year for many communities, and Pennsylvania is no exception.

**As a current Commercial Driver's License (CDL) holder, you may be qualified to serve your community as a school bus driver this school year.** If you are seeking work, or are interested in supplemental employment, please know that many school entities are offering signing bonuses, retention bonuses, and other incentives to attract drivers.

If you are interested in helping the children of your community, please complete the PA School Bus Driver Interest Form at <https://paiedprod.powerappsportals.us/SchoolBusDriverCandidateSurvey/>. Your interest will be shared with school districts in need of drivers, and they may reach out to you to determine how you might assist in solving this shortage, and providing safe, efficient transportation to Pennsylvania's students.

Sincerely,

Noe Ortega, Ph.D.  
Secretary of Education

# WOLFINGTON body company, inc.



This letter is regarding potential bus orders from P & D Leasing.

Due to unforeseeable industry conditions with the global pandemic of Covid 19 (Coronavirus) Wolfington Body Company must take exception to the liquidated damages portion of delivery.

The current average price of a new 2023-2024 school bus is approximately \$100,000. Due to causes beyond our control, such as but not limited to motor vehicle scheduling, receipt of proper documentation, strikes, floods, fires, storms, accidents, scarcity of fuel, transportation embargoes, governmental regulations, Acts of God, this is subject to change and delivery is not guaranteed, and we must take exception to liquidated damages clause.

 5/6/2022  
Ethan P Jandreau  
Wolfington Sales Representative

## SCHOOL & COMMERCIAL BUSES

MAIN OFFICE  
PO Box 218  
Edon, PA 19341  
Phone 810-458-8501  
Toll-Free 800-862-245  
Fax 810-458-0293

CENTRAL PA BRANCH  
Route 118 15  
New Buffalo, PA 17069  
Phone 717-834-3187  
Toll-Free 800-245-8197  
Fax 717-834-9545

NJ BRANCH  
1315 Route 38, PO Box 160  
Mount Holly, NJ 08060  
Phone 609-267-0783  
Toll-Free 800-328-7636  
Fax 609-261-9478

VISIT US ON THE WEB AT: [www.wolfington.com](http://www.wolfington.com)

Commonwealth of Pennsylvania  
 Department of Environmental Protection  
 Bureau of Environmental Cleanup and Brownfields

**STORAGE TANK REGISTRATION/PERMIT CERTIFICATE**  
 EXPIRATION: APR-04-2021

SEQ#	CAPACITY	SUBST	PERMIT TYPE	PERMIT STATUS	AST IN-SVC INSP DUE	AST OUT-OF-SVC INSP DUE	UST OPERATIONS INSP DUE	LINING INSP DUE
001A	10,000	DIESL	OPR	Approved	05/29/2023	*****	*****	*****
****	*****	*****	*****	***	***	*****	*****	*****
****	*****	*****	*****	***	***	*****	*****	*****
****	*****	*****	*****	***	***	*****	*****	*****
****	*****	*****	*****	***	***	*****	*****	*****
****	*****	*****	*****	***	***	*****	*****	*****
****	*****	*****	*****	***	***	*****	*****	*****
****	*****	*****	*****	***	***	*****	*****	*****
****	*****	*****	*****	***	***	*****	*****	*****

INVOICE NO.: 1238780  
 FACILITY ID: 35-51980

INVOICE DATE: 02/07/2022  
 DATE DUE: 04/07/2022

TANK ID	SEQ #	CAPACITY	SUBSTANCE	INVOICE PERIOD	AMOUNT
656451	001A	10,000	DIESL	04/2022-04/2023	\$125.00

INVOICE NO.: 1239991  
 FACILITY ID: 35-51238

INVOICE DATE: 02/07/2022  
 DATE DUE: 04/07/2022

TANK ID	SEQ #	CAPACITY	SUBSTANCE	INVOICE PERIOD	AMOUNT
656284	003	4,000	GAS	04/2022-04/2023	\$50.00
656285	004	6,000	DIESL	04/2022-04/2023	\$50.00

0.\*

U.\*

50.00+

50.00+

125.00+

225.00+

0.\*

003

*Pd. 2/17/22*

*CH# 53388 PG.*

**SANTARELLI & SONS OIL CO INC**  
**443 MAIN STREET**  
**PECKVILLE, PA 18452**  
**PHONE: 570-489-7690 FAX: 570-383-4890**

**To: SABIA 570-342-1848**

**PRICES FOR: Friday March 13, 2020**

**DYED DIESEL 1.2870**

**.03 ADDED FOR WINTER BLEND**

**IF NOT PAID WITHIN 10 DAY TERMS ACCOUNT WILL  
BE PLACED ON CREDIT HOLD.**

**PRICES SUBJECT TO CHANGE**

**\*\*PLEASE PLACE ORDERS NO LATER THAN 2:30 PM THE DAY PRIOR TO DELIVERY DATE\*\***

**LOWEST PRICES-GREAT SERVICE**

**PRICE QUOTE FOR 10 DAY TERMS**

**1.5% INTEREST ON BALANCES OVER 11 DAYS**

**CITGO**

**SUNOCO**

**SANTARELLI & SONS OIL CO INC**  
**443 MAIN STREET**  
**PECKVILLE, PA 18452**  
**PHONE: 570-489-7690 FAX: 570-383-4890**

**To: SABIA 570-342-1848**

**PRICES FOR: Wednesday October 20, 2021**

**DYED DIESEL 2.6934**

**.03 ADDED FOR WINTER BLEND**

**IF NOT PAID WITHIN 10 DAY TERMS ACCOUNT WILL  
BE PLACED ON CREDIT HOLD.**

**PRICES SUBJECT TO CHANGE**

**\*\*PLEASE PLACE ORDERS NO LATER THAN 2:30 PM THE DAY PRIOR TO DELIVERY DATE\*\***

**LOWEST PRICES-GREAT SERVICE**

**PRICE QUOTE FOR 10 DAY TERMS**

**1.5% INTEREST ON BALANCES OVER 11 DAYS**

**CITGO**

**SUNOCO**

**SANTARELLI & SONS OIL CO INC**  
**443 MAIN STREET**  
**PECKVILLE, PA 18452**  
**PHONE: 570-489-7690 FAX: 570-383-4890**

**To: SABIA 570-342-1848**

**PRICES FOR: Tuesday May 3, 2022**

**DYED DIESEL 5.4549**

**.03 ADDED FOR WINTER BLEND**

**IF NOT PAID WITHIN 10 DAY TERMS ACCOUNT WILL  
BE PLACED ON CREDIT HOLD.**

**PRICES SUBJECT TO CHANGE**

**\*\*PLEASE PLACE ORDERS NO LATER THAN 2:30 PM THE DAY PRIOR TO DELIVERY DATE\*\***

**LOWEST PRICES-GREAT SERVICE**

**PRICE QUOTE FOR 10 DAY TERMS**

**1.5% INTEREST ON BALANCES OVER 11 DAYS**

**CITGO**

**SUNOCO**

**SANTARELLI & SONS OIL CO INC**  
**443 MAIN STREET**  
**PECKVILLE, PA 18452**  
**PHONE: 570-489-7690 FAX: 570-383-4890**

**To: SABIA 570-342-1848**

**PRICES FOR:    Sat-Mon                    May 16, 2022**

**DYED DIESEL    5.4347**

**.03 ADDED FOR WINTER BLEND**

**IF NOT PAID WITHIN 10 DAY TERMS ACCOUNT WILL  
BE PLACED ON CREDIT HOLD.**

**PRICES SUBJECT TO CHANGE**

**\*\*PLEASE PLACE ORDERS NO LATER THAN 2:30 PM THE DAY PRIOR TO DELIVERY DATE\*\***

**LOWEST PRICES-GREAT SERVICE**

**PRICE QUOTE FOR 10 DAY TERMS**

**1.5% INTEREST ON BALANCES OVER 11 DAYS**

**CITGO**

**SUNOCO**



Training Certificates

# CERTIFICATE

OF QUALIFICATION



# GENARO CALCIANO

## VEHICLE EMISSIONS INSPECTOR

### CERTIFICATION

January 13, 2022  
ISSUE DATE

February 20, 2024  
EXPIRATION DATE

EV  
LICENSE CLASS

90002318  
ID NUMBER



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

# CERTIFICATE

OF QUALIFICATION



**GENARO CALCIANO**  
**VEHICLE SAFETY INSPECTOR**  
**CERTIFICATION**

November 26, 2021  
ISSUE DATE

January 24, 2027  
EXPIRATION DATE

S4  
VEHICLE CLASS

90002318  
ID NUMBER



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

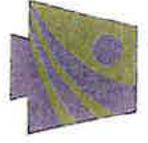
# CERTIFICATE OF QUALIFICATION



**PETER ANTHONY SABIA JR**  
**VEHICLE SAFETY INSPECTOR**  
**CERTIFICATION**

March 01, 2022  
ISSUE DATE

March 15, 2027  
EXPIRATION DATE



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

S4  
VEHICLE CLASS

90004788  
ID NUMBER



October 2, 2019

Pete's Garage, LLC.  
400 Calvin Street  
Dunmore, PA 18512  
Attn: Donna Davis

Re: Final Renewal Notice  
"Third Party Commercial Driver's License Skills Testing Services" RFA 353R08-831

Dear Donna Davis:

Per the terms of RFA 353R08, the Pennsylvania Department of Transportation ("PennDOT") is interested in exercising the Option to Renew clause contained in Paragraph 14 of the contract. The renewal period will expire November 15, 2024. This is the second of two (2) renewal option(s) with no renewal option(s) remaining.

We are requesting your concurrence to the renewal of the above referenced Contract 353R08-831. If you agree to the renewal, please indicate below by signing and dating the "Contractor" section on the attached signature page. Please priority mail the original wet ink document to be delivered by October 7, 2019 to the following address:

PA Department of Transportation  
Bureau of Office Services  
400 North Street, Keystone Building 5<sup>th</sup> Floor  
Harrisburg, PA 17120  
Attn: Tonikay Green

Please keep a copy of this renewal letter for your files.

Sincerely,

A handwritten signature in blue ink that reads "Tonikay Green".

Tonikay "TK" Green  
Contract Administrator

Attachment

Cc: Jamie Gibboney, Program Manager  
Project File

Commonwealth of Pennsylvania



Department of Transportation  
Bureau of Driver Licensing

CERTIFICATE OF AUTHORIZATION  
FOR THIRD PARTY TESTER

Upon entering into an agreement with the Commonwealth of Pennsylvania acting through the Department of Transportation

PETE'S GARAGE

has met the standards required by the Bureau of Driver Licensing and is now authorized as a Third Party Tester, and is hereby certified to administer the Commercial Driver Skill Test for Class A, B and C operators.

THIRD PARTY TESTER  
IN THE COMMONWEALTH

November 13, 1990      DATE      CERTIFICATE NUMBER 21006

This certificate expires June 30, 1992

Douglas K. Tobin, Director  
Bureau of Driver Licensing



May 10, 2022

To Whom it may concern:

Pursuant to your request, this letter is to confirm that Pete's Garage, LLC, is enrolled in a United States Department of Transportation/FMCSA/PHMSA-compliant drug and alcohol testing program administered by American Drug and Alcohol Diagnostics, LLC.

Pete's Garage, LLC is currently, and has continuously been, in good standing and in compliance with all applicable regulations relating to federal workplace drug and alcohol testing.

Please feel free to forward this letter for compliance confirmation or other purposes as you see fit. Involved parties are certainly welcome to contact ADAD should they have questions or concerns.

As always, please feel free to contact me if I can be of further assistance.

Sincerely,



Rebecca Cox  
American Drug and Alcohol Diagnostics, LLC

RSC-rfs

# AWARD

## OF ACHIEVEMENT

*Presented to*

*LISA SABIA-CALCIANO of PETE'S GARAGE LLC*

*for completing 60 minutes of alcohol abuse recognition training  
and 60 minutes of drug abuse recognition training pursuant to  
Federal Motor Carrier Safety Administration Standards.*

*Presented by*

**AMERICAN DRUG AND ALCOHOL DIAGNOSTICS, LLC.**

April 5, 2021

*Date of Training*

*Deborah Cox*  
*Signature*

# AWARD

## OF ACHIEVEMENT

*Presented to*

*DONNA M DAVIS of PETE'S GARAGE LLC*

*for completing 60 minutes of alcohol abuse recognition training  
and 60 minutes of drug abuse recognition training pursuant to  
Federal Motor Carrier Safety Administration Standards.*

*Presented by*

**AMERICAN DRUG AND ALCOHOL DIAGNOSTICS, LLC.**

April 5, 2021

*Date of Training*

*Subcoo J Cove*

*Signature*



# *Bus Safety Picnic*



## *and Bus Driver Meet & Greet*



**Snacks and soft drinks will be provided!**



**Date:**

**Time:**

**Location:**

**Contact:**



Conforms with The American Institute of Architects,  
A.I.A. Document A310 (2010 Edition)

**Bid Bond**

CONTRACTOR:  
*(Name, legal status and address)*  
Pete's Garage, LLC  
400 Calvin Street  
Dunmore, PA 18512

SURETY:  
*(Name, legal status and principal place of business)*  
Old Republic Insurance Company  
445 S. Moorland Road, Suite 200  
Brookfield, WI 53005

OWNER:  
*(Name, legal status and address)*  
Scranton School District  
425 North Washington Avenue  
Scranton, PA. 18503

BOND AMOUNT:  
5% of Bid amount

PROJECT:  
*(Name, location or address, and Project number, if any)*  
Transportation School Students

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

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

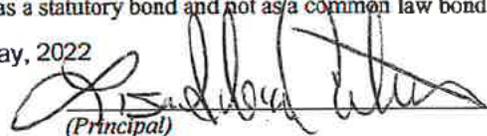
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the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

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

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

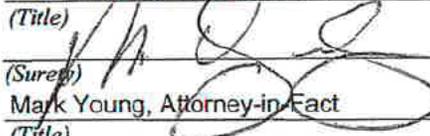
Signed and sealed this 20th day of May, 2022

  
\_\_\_\_\_  
(Witness)

  
\_\_\_\_\_  
(Principal) (Seal)

Lisa Sabia Calciano, Member  
\_\_\_\_\_  
(Title)

  
\_\_\_\_\_  
(Witness)

  
\_\_\_\_\_  
(Surety) (Seal)

Mark Young, Attorney-in-Fact  
\_\_\_\_\_  
(Title)



# OLD REPUBLIC INSURANCE COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC INSURANCE COMPANY, a Pennsylvania stock insurance corporation, does make, constitute and appoint:  
MARK YOUNG, NATHAN YOUNG, OF SCRANTON, PA

its true and lawful Attorney(s)-in-Fact, with unlimited power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than self-insurance workers compensation bonds guaranteeing payment of benefits or black lung bonds) , as follows:

### ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC INSURANCE COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting on December 10, 2019. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC INSURANCE COMPANY on December 10, 2019.

RESOLVED FURTHER, that the chairman, president or any vice president of the Company's surety division, in conjunction with the secretary or any assistant secretary of the Company, be and hereby are authorized and directed to execute and deliver, to such persons as such officers of the Company may deem appropriate, Powers of Attorney in the form presented to and attached to the minutes of this meeting, authorizing such persons to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds. The said officers may revoke any Power of Attorney previously granted to any such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the chairman, president or any vice president of the Company's surety division and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by a duly authorized Attorney-in-Fact and sealed with the seal of the Company (if a seal be required).

RESOLVED FURTHER, that the signature of any officer designated above, and the seal of the Company, may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC INSURANCE COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 5TH day of APRIL, 2022.

Karen J. Haffner  
Assistant Secretary



OLD REPUBLIC INSURANCE COMPANY

Alan Pavlic  
Vice President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 5TH day of APRIL, 2022, personally came before me, ALAN PAVLIC and KAREN J. HAFFNER to me known to be the individuals and officers of the OLD REPUBLIC INSURANCE COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said organization.



Kathryn R. Pearson  
Notary Public  
My commission expires: 9/28/22  
(Expiration of notary commission does not invalidate this instrument)

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC INSURANCE COMPANY, a Pennsylvania corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

66-0012

Signed and sealed at the City of Brookfield, WI this 20th day of May, 2022



Karen J. Haffner  
Assistant Secretary

CC YOUNG INSURANCE AGENCY INC



**Conforms with The American Institute of Architects,  
A.I.A. Document A310 (2010 Edition)**

**Bid Bond**

**CONTRACTOR:**  
*(Name, legal status and address)*  
Pete's Garage, LLC  
400 Calvin Street  
Dunmore, PA 18512

**SURETY:**  
*(Name, legal status and principal place of business)*  
Old Republic Insurance Company  
445 S. Moorland Road, Suite 200  
Brookfield, WI 53005

**OWNER:**  
*(Name, legal status and address)*  
Scranton School District  
425 North Washington Avenue  
Scranton, PA. 18503

**BOND AMOUNT:**  
5% of Bid amount

**PROJECT:**  
*(Name, location or address, and Project number, if any)*  
Transportation School Students

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

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

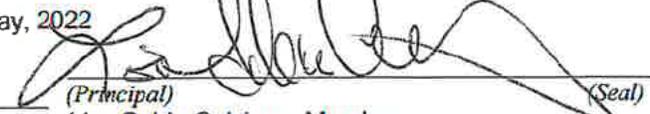
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the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

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

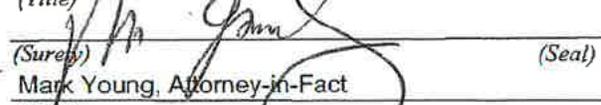
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and act as a common law bond.

Signed and sealed this 20th day of May, 2022

  
\_\_\_\_\_  
*(Witness)*

  
\_\_\_\_\_  
*(Principal)*  
Lisa Sabia Calciano, Member  
\_\_\_\_\_  
*(Title)* *(Seal)*

  
\_\_\_\_\_  
*(Witness)*

  
\_\_\_\_\_  
*(Surety)*  
Mark Young, Attorney-in-Fact  
\_\_\_\_\_  
*(Title)* *(Seal)*



# OLD REPUBLIC INSURANCE COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC INSURANCE COMPANY, a Pennsylvania stock insurance corporation, does make, constitute and appoint: MARK YOUNG, NATHAN YOUNG, OF SCRANTON, PA

its true and lawful Attorney(s)-In-Fact, with unlimited power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than self-insurance workers compensation bonds guaranteeing payment of benefits or black lung bonds) , as follows:

### ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC INSURANCE COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting on December 10, 2019. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC INSURANCE COMPANY on December 10, 2019.

RESOLVED FURTHER, that the chairman, president or any vice president of the Company's surety division, in conjunction with the secretary or any assistant secretary of the Company, be and hereby are authorized and directed to execute and deliver, to such persons as such officers of the Company may deem appropriate, Powers of Attorney in the form presented to and attached to the minutes of this meeting, authorizing such persons to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds. The said officers may revoke any Power of Attorney previously granted to any such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the chairman, president or any vice president of the Company's surety division and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by a duly authorized Attorney-in-Fact and sealed with the seal of the Company (if a seal be required).

RESOLVED FURTHER, that the signature of any officer designated above, and the seal of the Company, may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC INSURANCE COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 5TH day of APRIL, 2022.

*Karen J. Haffner*

Assistant Secretary



OLD REPUBLIC INSURANCE COMPANY

*Alan Pavlic*

Vice President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 5TH day of APRIL, 2022

KAREN J. HAFFNER

ALAN PAVLIC

personally came before me, and executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said organization.



*Kathryn R. Pearson*

Notary Public

My commission expires: 9/28/22

(Expiration of notary commission does not invalidate this instrument)

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC INSURANCE COMPANY, a Pennsylvania corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

66-0012



Signed and sealed at the City of Brookfield, WI this 20th day of May 2022

*Karen J. Haffner*

Assistant Secretary

CC YOUNG INSURANCE AGENCY INC

# PETE'S GARAGE LLC

*School Bus, Limo & Shuttle Service*



## EMPLOYEE HANDBOOK

[www.VIPexpresslimos.com](http://www.VIPexpresslimos.com)   [www.PetesGarageLLC.com](http://www.PetesGarageLLC.com)   [www.PetesGarageCDL.com](http://www.PetesGarageCDL.com)

# EMPLOYEE HANDBOOK

January 2022

**PETE'S GARAGE LLC**  
**400 Calvin Street**  
**Dunmore, PA 18512**

**Phone: 570-344-6126 or 570-344-6127**  
**Fax: 570-507-9693**

**SCHOOL BUS, LIMO & SHUTTLE SERVICE**  
**Scranton Terminal: 570-346-0846 or 570-346-0847**

*Pete's Garage was started in 1955 and started as a gas station in Dunmore, PA.  
The garage then grew into a taxi company for the local area,  
school buses, limos and shuttles.*

*Pete's Garage has been serving our local area since then,  
including our local school districts.*

*In 1990, we began working with the state to become CDL examiners,  
operating two sites testing 6 days a week for Commercial Vehicles.*

*From there, in 2019, we became authorized to start giving the  
Class C Non Commercial drivers licenses to help PENN DOT with the long wait times at the DMV,  
testing 6 days a week - two sites, Dunmore and Scranton.*

*In 2022, we are beginning our relationship with Idemia for finger printing at both locations.*

*We are very excited to keep moving forward with Penn Dot and extending our operations with them.*

*We pride ourselves on hiring local firms for all of our needs, from fuel, to insurance,  
to our everyday daily activities.*

*We also pride ourselves on having longtime employees who are dedicated, reliable and trustworthy,  
to enable our business to grow.*

**WE WELCOME YOU TO OUR TEAM AND LOOK FORWARD  
TO MANY HAPPY AND PROSPEROUS YEARS TOGETHER**

*Working as a team is a priority to us.*

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## INTRODUCTION

### PETE'S GARAGE EMPLOYEE HANDBOOK

*This handbook has been developed by Pete's Garage ("the Company") in order to familiarize you with the Company and with key policies and procedures.*

#### 1.1 About this Handbook and At-Will Employment

Welcome to Pete's Garage! Our hope is that your employment at Pete's Garage will be successful, enjoyable and fulfilling. Our goal in creating this handbook is to provide a written foundation that encourages, supports, and informs ongoing dialogue and communication. You are an important member of our team. Questions about policies and procedures are encouraged and welcomed.

This employee handbook contains information about Pete's Garage's employment policies and procedures and an overview of our bonuses and benefits. The policies and procedures in this handbook are guidelines only. Pete's Garage reserves the right to interpret and administer the provisions of this handbook as needed. Except for the policy of at will employment, which can only be changed in writing by the President of the Company, Pete's Garage has the maximum discretion permitted by law to change, modify or delete any provision in this handbook at any time with or without notice. However, oral statements or representations cannot supplement, change or modify the provisions in this handbook.

The provisions in this handbook are not intended to in any way create any contractual obligations with respect to your employment. Unless you have an employment agreement, your employment is at-will and the Company has the right to terminate your employment at any time with or without advance notice.

Each employee should read and become familiar with the information contained in this handbook. If you have any questions, please talk with your supervisor. Failure to comply with Pete's Garage's policies or procedures may result in discipline, up to and including termination.

Remember it is your responsibility to read and become familiar with the information provided in this book. **Your signature is required** at the end to show you have read and understand the contents of this book and acknowledge the procedures. It is your job to follow through with these requirements:

- Keep records and submit reports as required to the office
- Sweep and clean buses/vans
- Report all mechanical deficiencies promptly to office
- Instruct students on safe riding classes and perform evacuation drills as directed 2 times
- **You must be able to verbally communicate with students, drivers, school officials and parents**

#### 1.2 Equal Employment Opportunity

At Pete's Garage, it is our policy to provide equal employment opportunities to all employees and applicants for employment based on qualifications, abilities and merit. Therefore, Pete's Garage prohibits discrimination against employees, applicants or any other legally covered persons because of race, color, religion, national origin, age, sex (including pregnancy), citizenship, genetic information, disability status, past, current or prospective membership in the uniformed services or any other characteristic protected under applicable federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

No one will be subject to, and Pete's Garage prohibits, any form of discipline, reprisal, intimidation or retaliation

for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations. Questions or concerns about discrimination should be reported to the Transportation Manager or the General Manager.

### **1.3 Anti-Harassment Policy**

It is the policy of the Company that harassment of employees or any other legally covered persons on the basis of race, color, religion, national origin, age, sex (including pregnancy), disability status, past, current or prospective membership in the uniformed services or any other legally protected group is unacceptable and will not be tolerated.

This policy applies to all employees. It covers harassment by employees of the Company (including supervisor and management), customers, vendors or other third parties with whom the Company has business dealings. The Company will not tolerate any form of unlawful harassment. Unlawful harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

**Sexual Harassment:** The Company does not tolerate sexual harassment. Sexual harassment is any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

No employee should be subjected to offensive or unwelcome sexual overtures. Nor should any employee be led to believe that an employment opportunity or benefit would in any way depend upon "cooperation" of a sexual nature. Other prohibited forms of harassment include jokes, verbal abuse, degrading comments, the display of objects and pictures and other offensive conduct.

**Reporting Harassment of Any Kind:** If you feel that you have been the subject of harassment (or have reason to believe that someone else has been the subject of harassment), including sexual harassment, you must notify your supervisor or other member of management in oral or written form. You will be expected to provide information that the Company requests, including a detailed account of the incidents complained of, witnesses (if any), dates and other information considered relevant by the Company. A prompt investigation of the matter will be made. All employees - whether complainant, witness or accused - are required to be truthful, accurate and cooperative during the Company investigations. Information obtained during the investigation will only be told to another on a need-to-know basis. As the reporting employee or a witness employee, the Company will not retaliate against you for prompting or participating in the investigation. Anyone who is found to have engaged in prohibited harassment will be subject to appropriate sanctions, which may include termination of employment, depending on the circumstances. No one should be presumed to be in violation because an investigation is being conducted.

**No Retaliation:** No one will be subject to, and Pete's Garage prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

## **1.4 Accommodations for Disabilities**

Pete's Garage is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices are conducted on a nondiscriminatory basis. It is the policy of Pete's Garage to provide a reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. Pete's Garage prohibits any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA as amended, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs unless doing so would create an undue hardship. This policy applies to all applicants for employment and all employees. If you would like to request an accommodation, please contact the Transportation Manager or the General Manager. You may request an accommodation either orally or in writing. The Company expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

## **1.5 Religious Accommodations**

Pete's Garage encourages a diverse workforce and will make reasonable accommodations for an applicant's or an employee's sincerely held religious beliefs if the accommodation would resolve a conflict between the individual's sincerely held belief and a work practice or requirement unless doing so would create an undue hardship for the Company. Safety and impact on customer service is paramount and will therefore receive significant consideration when evaluating an accommodation request and identifying opportunities to meet the request. A determination as to whether a request for a religious accommodation will impose an undue hardship will be made on a case by case basis. Individuals who wish to request an accommodation should contact the Transportation Manager or the General Manager.

Pete's Garage expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

## **1.6 Open Communications**

Pete's Garage encourages you to discuss any issues you may have with a coworker directly with that person. If a resolution is not reached, or if you have any other concern related to your employment or the Company, you should arrange a meeting with the Dispatcher. If the concern, problem, or issue is not properly addressed, contact the Transportation Manager. If the Transportation Manager is not able to address your concern, you may contact the General Manager. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem.

# **GETTING STARTED**

*We understand that getting established in a new role can sometimes be overwhelming.*

*To make your transition as smooth as possible, this section outlines what you can expect as a new employee.*

## **2.1 Proof of Work Authorization**

All offers of employment are contingent on verification of the candidate's legal right to work in the United States. U.S. Citizenship and Immigration Services require that the Company and new employee provide specific information for completion of the Form I-9, Employment Eligibility Verification within three days of commencing employment. You must complete Section 1 of Form I-9 no later than the end of your first day of work. Failure to provide the appropriate documentation for completion of the Form I-9 will result in suspension and/or termination.

## 2.2 Employee Background and Reference Checks

To ensure that individuals who join Pete's Garage are well qualified and to ensure that Pete's Garage maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

If an applicant refuses to provide the information necessary for the Company to conduct the necessary background checks or provides false information during the application process, we will deny employment. Additionally, if it is determined at any time after hire that you provided false information during the application process, you may be terminated from employment.

All offers of employment are conditioned on receipt of a background check report that meets all legal requirements and/or is acceptable to Pete's Garage. All background checks are conducted in conformity with the Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Pete's Garage to deny employment, a copy of the report will be provided to the applicant, as required by law, and the applicant will have the opportunity to dispute the report's accuracy, with the exception of the FBI clearance. The government mails the results of your FBI clearance directly to your address as listed on your initial FBI application. Pete's Garage does not receive a copy of your FBI clearance record.

Background checks include a criminal record check, Motor Vehicle Report (MVR), FBI clearance, Child Abuse Act 151 and Act 24 and are described as follows:

- **Criminal Record Check:** This background check may include details about your criminal past such as: felonies and/or misdemeanors, past arrests, court warrants, etc. Certain criminal convictions will disqualify a candidate from eligibility under state law. Although other criminal convictions do not automatically bar an applicant from employment, any applicant with a criminal conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction and its relationship to the job for which they are being hired.
- **Act 114 FBI Clearances:** The Federal Bureau of Investigation Clearances consist of a fingerprint background check for public school employees and its' contractors that may come in contact with school students.
- **Motor Vehicle Report:** This report details your driving record and is conducted on all who will be driving as part of their job.
- **Act 126 PA Child Abuse-Recognizing and Reporting:** Required for all prospective employees of public schools, private schools and their contractors' employees who will work in direct contact with children. 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 if abuse or neglect is suspected.
- **Act 34 Pennsylvania Arrest and Criminal Report:** This act, under Pennsylvania Department of Education, ensures that current school employees who may not have been subject to a previous background check are now required to provide assurances that they have not been previously arrested or convicted.
- **Act 151 PA Background Child Abuse Clearance**

Additional checks may be made on applicants for particular job categories if appropriate and job related.

## **2.3 Introductory Period for New Employees**

Pete's Garage will monitor and evaluate your performance during the first 90 days of your employment to determine whether further employment in a specific position or with Pete's Garage is appropriate. At the same time, you have the opportunity to decide if Pete's Garage provides the right work environment for you. Introductory employees should not expect steps of discipline, but may be terminated for any policy violation or unacceptable performance or conduct.

All employees, whether during their introductory period or after successfully completing it, are at-will employees and can be terminated by the Company for any reason with or

## **COMPENSATION**

### **3.1 Payroll & Payday**

Employees are paid every week on Friday after 3:00 p.m. As years go by and times get busy, we may move to Direct Deposit with paychecks every 2 weeks. Of course, all employees will be notified in advance.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, notify the Dispatcher and/or Transportation Manager immediately so the problem can be addressed and any necessary correction can be made promptly.

To ensure timely and accurate payroll processing, it is your responsibility to promptly notify the Company of any changes in your personal information (such as: name, address or phone number, bank information for direct deposits, beneficiary, marital status, dependents, emergency contact information, training certificates, etc.).

### **3.2 Employment Classifications**

Employees are designated as either non-exempt or exempt in accordance with criteria set forth in federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under specific provisions of federal and state laws, while exempt employees are not.

### **3.3 Overtime Pay**

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. If Pete's Garage requires you to work more than 40 hours in a workweek due to operating requirements, overtime pay will be based on the actual hours worked. For this reason, holidays or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

### **3.4 Mandatory Deductions**

Pete's Garage is required by law to make certain deductions from your paycheck. Among these are applicable federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify the number of exemptions you claim, please complete a new W-4 form. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

**Wage Garnishments:** Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained to you whenever Pete's Garage is required to make such deductions from your pay.

### **3.5 Salary Basis Policy for Exempt Employees**

The Fair Labor Standards Act (FLSA) is a federal law which provides an exemption from both minimum wage and overtime pay requirements for certain employees in particular job functions which meet certain criteria regarding job duties and salary. Such employees are classified as exempt employees and are paid on a "salary basis". Exempt employees regularly receive a predetermined amount of compensation each pay period. Subject to certain exception (see below), an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. If the employee is ready, willing and able to work, deductions may not be made for time when work is not available during the workweek. Exempt employees do not need to be paid for any workweek in which they perform no work.

Employers may make deductions from an exempt employee's pay in the following circumstances:

#### **Full day absences where a full day deduction will be made**

- Absence from work for one or more full days for personal reasons (not sickness/disability);
- Unpaid disciplinary suspensions due to workplace conduct rule violations; and
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with the Company's paid sick time policy.

#### **Full or partial day absences where a full or partial day deduction will be made**

- To offset amounts employees receive as jury or witness fees, or for military pay;
- During initial or last week of employment;
- For penalties imposed for infractions of safety rules of major significance; and
- When employees takes unpaid leave under the Family and Medical Leave Act.

Pete's Garage prohibits improper deductions from the salaries of exempt employees. If you believe that an improper deduction has been made to your salary, you should immediately report this to the owner. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

### **3.6 Timekeeping Procedures**

It is the policy of Pete's Garage to comply with applicable laws that require employees to maintain records of the hours they work. It is the responsibility of all nonexempt employees to accurately record their time utilizing the time sheets provided by Pete's Garage. This includes the time the employee begins and ends their work shifts. Each employee shall also record the beginning and ending time of any departure from work for personal reasons.

Non-exempt employees are never permitted to work off the clock.

Do not complete the time sheet of any other employee or request that they do so for you. Falsification of a time record is a breach of Company policy and is grounds for disciplinary action up to and including termination.

Please be certain that hours worked are recorded accurately. In the event of an error in recording your time, please report the error to your manager immediately. All time cards must be turned in Friday a.m. for that days pay.

### **3.7 BONUSES**

**Field Trips:** A base rate of \$45.00 will be paid to a driver when the destination is within 20 miles of the bus garage and requires no more than 4 hours of driving and waiting time. A trip exceeding these miles and hours will result in that driver receiving an additional \$11.25 hour and \$.20 mile after 20 miles.

**Bonuses:** Will be Reviewed on a yearly basis.

**Monthly Attendance Bonuses:** Will be Reviewed on a yearly basis.

**Safety Meeting Attendance Bonus:** Drivers who attend scheduled safety meetings will be paid an additional \$50.00 per meeting. (subject to change - this notice from 2020)

**Startup Bonus:** \$100 paid in October.

### **3.8 Medical Exam Reimbursement and Recertification Benefits**

Pete's Garage will pay 100% for regular drivers exams and DOT if working in a DOT fashion.

### **3.9 Vision Benefits**

Eligible employees may choose to enroll in our vision insurance plan. All plan benefits are described in detail in the Summary Plan Descriptions prepared by the insurance carrier and available to all eligible employees for review.

### **3.11 Workers' Compensation**

Pete's Garage complies with all state and federal laws pertaining to workers' occupational safety and any occupational injuries or illnesses arising in the course of employment. Any work-related injury or illness must be reported to your supervisor immediately, no matter how slight or inconsequential that it may seem. If that person is unavailable, you must report it to the next level above your supervisor.

### **3.12 Unpaid Medical Leave (non-FMLA)**

Occasionally, for medical reasons not covered by FMLA, you may need to be temporarily released from the duties of your job. It is the policy of Pete's Garage to allow employees to apply for and be considered for an unpaid medical leave of absence related to their own health issue.

If your need for medical leave is foreseeable, you must give the Company at least 30 days' prior written notice. If this is not possible, you must give notice as soon as practicable (within one to two business days of learning of your need for leave) and generally must comply with the Company's normal call-in procedures. You must also provide a certification from a healthcare provider that demonstrates that you are: (a) a qualified individual with a disability under the Americans with Disabilities Act; (b) unable to perform the essential functions of your job, even with a reasonable accommodation; and (c) an estimated amount of time that you will be unable to do so.

Management reserves full discretion to decide if medical leave is appropriate, if granting a medical leave would pose an undue hardship on the Company, and, if granted, the duration of an approved leave.

During a medical leave, the Company may request updates on your status and expected return-to-work date. In addition, you will be required to provide medical certification that you are fit to resume work with or without a reasonable accommodation.

If your position is permanently filled while on a non-FM LA medical leave of absence, you can apply for any available open position within the Company. If you do not return to work at the end of the approved leave of absence, we will consider that a voluntary resignation.

### **3.13 Jury Duty Summons or Court Subpoena**

If you receive a summons for jury duty or a subpoena to appear in court because you were the victim of a crime or a witness to a crime, notify the General Manager as soon as possible for instructions and information regarding unpaid leave. Pete's Garage will not take any adverse action against you because of time lost as a result of reporting for jury duty or responding to a subpoena.

### **3.14 Emergency Responders Leave and Military Leave**

If you are a volunteer firefighter or volunteer member of an ambulance service or rescue squad, tardiness and time off will be excused where you are called to respond to an emergency call taken before the start of your scheduled shift. Time off will be given in accordance with the time needed to respond to the emergency. If you report to work after responding to such an emergency, you must produce proof from the volunteer service of which you are a member that you were responding to an emergency within the time period during which you were absent or tardy for your scheduled shift.

In addition, Pete's Garage recognizes that you may need to be absent from work to serve in the U.S. military. The Company provides military service leaves of absence to all employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws. For more information, contact the General Manager.

### **3.15 Family and Medical Leave (FMLA)**

Family Medical Leave Act (FMLA) allows employees to balance their work and family life by taking reasonable leave for certain family and medical reasons. In order to be eligible for an FMLA leave, you must have worked for Pete's Garage for at least 12 months, have worked 1,250 hours during the past 12 months, and work at a site where at least 50 employees are employed by the Company within a 75-mile radius.

<b>REASON FOR LEAVE</b> <i>(According to FMLA law, "immediate family member" includes spouse, parent and child)</i>	<b>Max length of unpaid, job-protected leave/12-month period*</b>
Employee's own serious health condition	12 weeks
Birth of a child and to care for the newborn child	12 weeks
Placement of a child with you for adoption or foster care	12 weeks
To care for an immediate family member with a serious health condition	12 weeks
To respond to an urgent situation arising out of an immediate family member's active duty or call to active duty (deployment to a foreign country) in the National Guard, Reserves or Regular Armed Forces (qualifying exigencies)	12 weeks
To care for an immediate family member who has incurred a serious injury or illness while on active duty in the Armed Forces, including a veteran discharged within past five years	26 weeks
To attend to an immediate family member who is on "rest and recuperation" from military service	15 days

\*With the exception of the 26-week Military Caregiver leave, the Company uses a rolling calendar that looks backward from the first day of FMLA leave used to measure this 12 month period. Each time you take leave, the remaining leave entitlement would be the balance of the time allowable under FMLA which has not been used during the preceding 12-month period. For Military Caregiver leave, the 12 months begins on the first day you take leave and ends twelve months later.

**Benefits and Protections:** During FMLA leave, you maintain health coverage under any "group health plan" on the same terms as if you had continued to work. Upon return from FMLA leave, you will be returned to your original or equivalent positions with equivalent pay, benefits, and other employment terms. If you do not return to work after your FMLA leave expires, the Company reserves the right to recoup the money spent on health insurance benefits during your leave period.

**Definition of Serious Health Condition:** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents your qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave by Spouses Employed by the Company:** If you and your spouse both work for the Company and each of you wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care of a parent (but not a "parent in-law") with a serious health condition, you may only take a combined total of 12

weeks of leave. If you and your spouse both wish to take leave to care for a covered injured or ill service member, you each may only take a combined total of 26 weeks of leave.

**Requesting FMLA Leave:** If your need for FMLA leave is foreseeable, you must give the Company at least 30 days' prior written notice. If this is not possible, you must give notice as soon as practicable (within one to two business days of learning of your need for leave) and generally must comply with the Company's normal call-in procedures. Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with the Company first regarding the dates of such treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and the Company.

**Certification Process:** Within five business days after you have provided the Company with notice of a request for FMLA leave, or after the Company has become aware of your need for leave, we will provide you with the Department of Labor's (DOL) Notice of Eligibility and Rights Form as well as the appropriate DOL certification form. You are responsible for ensuring that we receive a completed certification form for us to determine if the request qualifies for FMLA leave. Completed certifications must be received by the Company within 15 days of the request. Failure to provide the required certification for FMLA leave may result in the denial of leave or continuation of leave.

**Workers' Compensation and FMLA:** Your absence due to a workers' compensation injury will run concurrently with unpaid FMLA leave provided that the absence is due to a qualifying "serious health condition" as defined under the FMLA.

**Intermittent Leave or Reduced Work Schedule:** You may take the leave continuously, intermittently or on a reduced work schedule basis when medically necessary. However, in all cases, the leave may not exceed a total of 12 weeks (60 days or 480 hours), or 26 weeks to care for an injured or ill service member. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Company operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Reporting While on Leave:** If you take leave because of your own serious health condition or to care for a covered relation, the Company may require you to contact them during your leave regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown. Employees on intermittent leave must follow our Attendance policy whenever reporting off from work.

**Recertification:** We may request recertification for the serious health condition of you or your family member when circumstances have changed significantly, or if we receive information casting doubt on the reason given for the absence, or if you seek an extension of your leave. Otherwise, we may request recertification for the serious health condition of you or your family member every six months in connection with an FMLA absence.

**Returning from FMLA Leave:** If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work with or without a reasonable accommodation. Otherwise, you will not be permitted to resume work until it is provided.

**Notices Sent by Employer:** We will send all Notices of Rights and Eligibility Forms, Designation Notices and letters regarding expiration of FMLA leave/return to work orders to you by email, certified mail or via hand delivery.

**Unlawful Acts by Employers:** FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement:** You may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Additional Information: For additional information about your rights and obligations, see the Family Medical Leave Act poster in your workplace, visit the U.S. Department of Labor's website ([www.wagehour.dol.gov](http://www.wagehour.dol.gov)).

### **3.16 Extended Disability following FMLA**

If a period of disability continues beyond the 12 weeks provided for within the Family and Medical Leave policy, you may apply in writing for an extended disability leave in accordance with our *Unpaid Medical Leave (non-FMLA)* policy. This extended leave time is not guaranteed, but will be considered on a case by case basis.

## **EXPECTATIONS**

*Pete's Garage wants you to have everything you need to do the best job possible in a safe, professional environment.* This section outlines our mutual expectations.

### **4.1 Code of Conduct**

We are responsible for providing the highest quality and best service to our customers and the community. We are also responsible for the safety of our employees. To meet our obligations and to create a safe and respectful environment for everyone, we have established a set of conduct, performance and attendance standards based on the duties of our organization, best practices for exceptional customer service and legal compliance. While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Company vehicles or equipment
- Fighting or threatening violence in the workplace or while on duty
- Negligence or improper conduct leading to damage of Company or customer property
- Defacing Company property
- Insubordination
- Violation of safety or health rules
- Smoking in prohibited areas
- Sleeping on the job
- Any unlawful harassment, including sexual
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other Company equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Unsatisfactory performance or conduct

## **4.2 Discipline Policy**

Our discipline process typically involves the four steps indicated below which will be applied in an attempt to resolve unacceptable conduct, attendance concerns and/or any other infraction of workplace policies, rules and/or procedures (hereinafter referred to collectively as a “violation”):

1. Verbal Warning - The employee is informed of the violation by the supervisor and told what constitutes proper conduct. The purpose of a verbal warning is to make certain the employee is fully aware of the violation and the Company’s expectations so that the potential for future violations may be eliminated.
2. Written Warning - The employee receives a written warning following a violation. The purpose of a written warning is to make certain the employee understands the severity of the situation and that further misconduct will most likely result in suspension or discharge.
3. Suspension and/or Final Written Warning - A suspension without pay of up to five days and/or a final written warning is used to address continuing problems where previous action has been ineffective or following a more serious violation. The purpose of this step is to make certain the employee understands the seriousness of the situation and that any other violation could lead to termination.
4. Termination - The employee is discharged as the result of a serious violation or the final step in the discipline process.

Each step of the process will be documented and will become part of your personnel file. The Company reserves the right to determine the appropriate level of discipline based upon the particular circumstances and severity of the matter and may move to any level in the discipline process as it deems appropriate. In addition to conduct discussed elsewhere in this handbook, some incidents may be grounds for immediate discharge including, but not limited to, theft, violations of the Company’s anti-harassment policies, falsification of time cards and threats or acts of violence.

All employees, whether during their introductory period or after successfully completing it, are at-will employees and can be terminated by the Company for any reason with or without notice. Regular employees should normally receive the four steps of discipline, as described above, unless an exception applies. Introductory employees, however, should not expect steps of discipline, but may be terminated for any policy violation or unacceptable performance or conduct.

### **4.2a Discipline Policy in Regards to Students**

1. NEVER STRIKE OR THREATEN TO HIT A CHILD
2. Never give an order you do not intend to enforce.
3. Have a reason for what you ask a child to do and help them better understand your point, give them time to react to your request.
4. Be honest, fair and consistent in what you ask of a child. A child’s faith in you is a great help.
5. Be friendly. Always show an interest in what they are doing.
6. Do not take your personal feelings out on a child. Never lose your temper.
7. Kids have good qualities and are good at heart. Look for the good in them and encourage that behavior.
8. Be sincere and treat all children the same. Never ridicule a child in public and make a display of them.
9. Set a good example. Be a role model. After discipline, make sure the next encounter with the child is positive and no one is holding a grudge. They need to know the event is over and everything is back on track.

### **4.3 Drug and Alcohol Policy**

Pete's Garage is committed to providing a safe, healthy and productive workplace that is free from alcohol and unlawful drugs while employees are working on Company premises and while operating Company-provided vehicles. See policy towards the end of this book.

### **4.4 Attendance and Punctuality**

To maintain a productive work environment, Pete's Garage expects you to be reliable and punctual in reporting for work. Absenteeism and tardiness place a burden on other employees and the Company.

From time to time, it may be necessary for you to be late or absent from work because of emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours. When you are unable to work your scheduled shift, all reasonable efforts should be made to call the dispatcher at least one hour prior to your start time. If you must leave a message, you must provide the time you called, the duration of your absence and the reason. You are required to call each day that you are absent or late. If you are unable to comply with this policy due to an emergency or other extenuating circumstances, you (or a family member if you are unable to call) must call as soon as possible and you will be expected to provide a reasonable explanation for your failure to comply. It is within the sole discretion of management to categorize your absence or tardiness as excused or unexcused. Management also reserves the right to request a medical note and/or other documentation to verify illness, emergencies and other extenuating circumstances when determining if an absence or tardiness will be excused or not.

You will be considered to have taken an unexcused absence if you are absent from work during scheduled work hours without permission, including full or partial day absences, late arrivals and early departures. The following absences will not be counted against your attendance record:

- An approved medical or personal leave
- An absence due to illness or injury that qualifies under federal or state leave laws

Employees who violate this policy will be subject to discipline up to and including termination.

If you are absent without calling in (no call/no show) for three consecutive days, it will be assumed that you have voluntarily resigned via job abandonment and you will be removed from the payroll.

### **4.5 Personal Cell Phone Use**

As a school bus driver you are required to remain focused and never become complacent. You are obligated to use every means necessary to safely transport your students. Using a cell phone while operating a school bus is not compatible with these responsibilities. Therefore, the use of cell phones is strictly prohibited while operating a school bus. Drivers must either turn off their cell phones while on duty, or let all calls go to voice mail. Let your friends and family know that you cannot take calls while you are driving.

The mandated means of communicating to the Dispatcher and other school bus drivers is the two-way radio that is equipped on all school buses. If your two-way radio is not working, you may pull over to a safe parking place and use your cell phone to call the office.

If it is found that you used a cell phone while operating a bus, you may be terminated. If your use of a cell phone violated state or federal law, you will be subject to legal penalties, also.

## **4.6 Personal Property**

The Company cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property into the office or onto Company property, you are responsible for it. In addition, the Company prohibits any personal items brought onto Company property or worksites that are sexually suggestive, offensive, or demeaning to specific individuals or groups.

## **4.7 Use of Company Equipment**

Pete's Garage will provide you with the equipment needed to do your job. When you use this equipment, you must exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. None of this equipment should be used for personal use, nor removed from the physical confines of the Company-unless it is approved for a job that specifically requires use of Company equipment outside the physical facility.

## **4.8 Use of Company Radios**

Company radios are to be used for business communications only. You may not use disparaging, abusive, profane, distasteful or offensive language; share personal information; nor participate in joking or horseplay while communicating on the radios and/or other electronic equipment provided by Pete's Garage.

## **4.9 Use of Social Media**

Pete's Garage recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, blogs, and wikis. However, employees' use of social media can pose risks to Pete's Garage's confidential and proprietary information, reputation, and brands, can expose the company to discrimination and harassment claims, and can jeopardize the company's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that the Company's IT resources and communications systems are used appropriately as explained below, Pete's Garage expects its employees to adhere to the following guidelines and rules when using social media, whether at work or outside of work:

1. You are not permitted to use social media during working times unless such is required by your job.
2. Always be respectful, fair and courteous to fellow employees, students, parents, school officials and the motoring public. If you decide to post complaints or criticism, avoid using any statements that could be viewed as malicious, threatening, obscene, intimidating, defamatory or harassing. For more information see our Anti-Harassment policy.
3. Do not post, or express a viewpoint on another's post, such as by "liking" a Facebook post, anything that Company's customers, clients, business partners, suppliers or vendors would find offensive, such as ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, obscenity, or that is maliciously false.
4. Social media should never be used in a way that violates any other Company policy or employee obligation. If your social media activity would violate any Company policy in another forum, it will also violate them in an online forum.
5. You may not share the Company's confidential or proprietary information.
6. Make it clear in your social media activity that you are speaking on your own behalf.
7. Use good judgment about what you post and remember that anything you say can reflect on Pete's Garage. In addition, remember that your statements have the potential to result in liability for you or Pete's Garage.

8. Any statements made about the Company and any of its employees must also be truthful and accurate.
9. Your use should not violate any applicable law.

Carefully read these guidelines as they are intended to cover all social media related activities. You will be held responsible for what you post to social media and should use discretion and sound judgment in discussions of any work-related matters. If your posting violates any of these guidelines the Company may take action against you (up to and including termination) based on such postings.

This policy is not intended to restrict communications or actions protected or required by state or federal law. If you have questions or doubts about the appropriateness of Social Media usage, you should speak with your manager.

#### **4.10 Media Contacts**

From time to time you may be contacted by members of the media. This may include, but is not limited to television, internet and print journalists. You should not speak on behalf of Pete's Garage without express authorization from senior management.

If you are contacted by media regarding the official position of Pete's Garage regarding any particular issues, products, services, customers, vendors or business partners, immediately inform senior management. You are always permitted to express your own opinions to media. If you express personal opinions to media on issues related to Pete's Garage products, services, customers, vendors or business partners, make sure to state that such opinions do not represent those of Pete's Garage and are your own.

#### **4.11 Dress Code**

You are expected to present a clean and professional appearance while conducting business, in or outside of the office. As a company employee, while working, you are expected to be neat and dressed appropriately. Employees are to wear clean, casual clothing. Revealing clothing is not permitted. Any clothing advertising alcoholic beverages, cigarettes, suggestive sexual sayings or inappropriate pictures or artwork is prohibited. Please wear solid shoes, no sandals or high heels to be able to respond quickly in the case of an emergency. Shoes should be laced and tied. The back of footwear should be secured with a heel strap or enclosed material. Sneakers, work boots or similar footwear is recommended.

If your supervisor finds that your appearance or personal hygiene is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

#### **4.12 Criminal Activity and Arrests**

Participating in criminal activity, whether on or off Company property, may result in disciplinary action up to and including termination. Disciplinary action depends upon a review of all factors involved, such as the nature of the act and charges, whether or not it was work-related, how it affects or may affect the company's reputation, the employee's ability to perform the essential functions of the job, or circumstances which adversely affect attendance. Disciplinary actions are not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination, for violation of the attendance policy or job abandonment. Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police or any other source as long as management has reason to view the source as credible.

### **4.13 Personnel Records and Administration**

Active employees may review, but not remove documents from their own personnel files upon written request to the Transportation Manager. You are allowed to take notes but under no circumstance are you entitled to remove the contents from the premises, or make copies of the material.

All personnel records are confidential. Any unauthorized individual found accessing records will be subject to disciplinary action and possible termination.

### **4.14 Suggestions**

Pete's Garage encourages you to bring forward your suggestions and good ideas about making the Company a better place to work and enhancing service to our customers. If you see an opportunity for improvement, you are encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

## **SAFETY IN THE WORKPLACE**

*The safety and health of employees is top priority. Pete's Garage strives to provide a clean, hazard-free, and safe environment in accordance with the Occupational Safety and Health Act of 1970. This section includes general safety policies.*

### **5.1 Health and Safety in the Workplace**

As an employee, you are expected to take part in maintaining a safe environment. You must comply with all of the Company's safety rules and guidelines, adhere to all safety instructions provided by your supervisor, and use safety equipment when required. In addition, you must comply with any applicable federal, state and local laws regarding workplace safety. It is your responsibility to:

- Learn the location of all safety and emergency equipment, as well as the safety and/or emergency phone numbers.
- Keep your work area free of any potential hazards.
- Report any problems with Company-provided safety equipment to your immediate supervisor.
- Report any unsafe conditions or potential hazards, such as wet floors or broken equipment, to your direct supervisor immediately. If your direct supervisor is unavailable, then report it to the next level above your direct supervisor.
- Report all workplace injuries, accidents or illness to your supervisor as soon as possible, regardless of the severity. If your direct supervisor is unavailable, then report it to the next level above your direct supervisor.

Failure to follow the Company's safety rules, guidelines or any applicable workplace safety law may result in discipline, up to and including termination of employment.

You have the right to report work-related injuries and illnesses. Pete's Garage prohibits any form of discipline, discrimination or retaliation for reporting a health or safety concern, a workplace injury, a violation of this policy or for cooperating in related investigations.

### **5.2 Zero Tolerance for Violence**

The Company strictly prohibits and will not tolerate any form of workplace violence. For purposes of this policy, workplace violence includes, but is not limited to:

- Aggressive or hostile acts such as throwing objects at another person, fighting or intentionally damaging property;
- Injuring another person physically;
- Verbal or written threats to injure an individual or to damage property;
- Engaging in behavior that creates a reasonable fear of injury to another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Bullying, intimidating or harassing another person (For example, making obscene phone calls or using threatening body language or gestures such as standing close to someone or shaking your fists at them).

This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated. If you feel that you are a victim of workplace violence or suspect or witness an act of violence, you must report it immediately to your supervisor or any member of management. The Company prohibits any form of discipline, reprisal, intimidation or retaliation for reporting incidents of workplace violence of any kind, pursuing a workplace violence complaint or cooperating in related investigations.

**Restraining Orders:** If you apply for or obtain a protective or restraining order which lists Pete’s Garage locations as being protected areas, you must provide a copy of any temporary protective or restraining order which is granted, and a copy of any protective restraining order which is made permanent, to Transportation Manager. We understand the sensitivity of such information and will follow confidentiality procedures which recognize and respect the privacy of the reporting employee(s).

**Weapons:** The Company prohibits all employees from possessing any weapons of any kind, concealed or otherwise, including at the workplace, while engaged in activities for the Company and at Company-sponsored events. Weapons include but are not limited to:

- Guns
- Knives
- Mace
- Explosives
- Any item with the potential to inflict harm that has no common purpose

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

### **5.3 Inspection of Property**

As part of a Company investigation of possible violations of a policy, it may be necessary for work areas, vehicles, lockers, desks or cabinets to be searched on occasion. These are the property of the Company and, as such, we reserve the right to search them with or without advance notice. You should have no expectation of privacy.

You are discouraged from bringing large or valuable personal items to work. The Company is not responsible for any loss or theft of personal items.

### **5.4 Visitors in the Workplace**

In order to protect the safety and security of our employees and facilities, only authorized visitors are permitted in the workplace. All visitors must check in at the dispatch office. Authorized visitors will receive directions or be escorted to their destination. You are responsible for the conduct and safety of your visitors.

If you observe an unauthorized visitor on Company property, contact your supervisor immediately. If you believe there is a threat to employee safety, call 911.

## 5.5 Use of Vehicles

The following guidelines must be followed at all times by all employees operating Company-provided or personal vehicles on Company business. Failure to abide by any of the following requirements will lead to disciplinary action up to and including termination:

### *Driver Guidelines and Reporting Requirements*

- You may not drive Company-provided vehicles without the express permission of management. Additionally, you are not permitted to use the vehicle for personal use.
- You must have a valid and current commercial driver's license to operate a Company-provided vehicle. If you operate a Company vehicle, you shall notify your supervisor by 9:00 AM the next business day if your driver's license has been suspended or revoked, and must immediately discontinue operating the vehicle. You must also report all ticket violations received during the operation of a Company-provided vehicle, or while driving a personal vehicle on Company business.
- Motor Vehicle Records: If you drive for work purposes, the Company may review your motor vehicle record periodically to ensure that you are maintaining a good driving record. Failure to maintain a good driving record (e.g., a pattern of repeated traffic violations, a preventable accident, etc.) may result in the loss of the privilege of driving for work purposes. If driving is an essential function of your job and you have not maintained a good driving record, your employment may be terminated. In addition, where driving is an essential function of your job, your employment may also be terminated if you operate Company-provided vehicles and our insurance company excludes you as a driver and/or if your driver's license is suspended or revoked.
  - You are responsible for the safe operation and cleanliness of your school bus's interior. Damages to a Company-provided vehicle by theft, breakdown, or mechanical problem must be reported on the pre- or post-inspection report, given to Dispatch.
- You must report **any** accident involving your school bus to the Dispatcher and/or Transportation Manager immediately. This includes all accidents whether or not another vehicle was involved and regardless of the extent of damage or lack of injuries. Accidents in personal vehicles while on Company business must follow these same accident procedures. A Vehicle Accident Report must be completed immediately (from the scene, during the same day, or as soon as practicable if immediate or same-day reporting is not possible). The completed Form should be given to your supervisor within 24 hours of the accident. You are expected to cooperate fully with authorities in the event of an accident without making any statements other than replying to the questions of investigating officers. Accidents involving your personal injury must be reported to the Dispatcher for workers' compensation purposes. 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.
- You will be responsible for fines resulting from moving or parking violations incurred while operating a vehicle on Company business.

### **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. Bus Number
  - c. Exact location of the accident
  - d. 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. 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 info
  - c. Operator's license
  - d. Insurance card
9. Do not release any students unless directed by the school administration; 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. A follow-up discussion between Dispatcher/Driver will normally be held within seven days.

## **5.6 EVACUATING THE BUS**

In certain crash and emergency situations, you may need to evacuate the students from the bus. You should know when to evacuate the bus and the procedures for evacuating a bus. These procedures are practiced in required evacuation drills. In any situation requiring evacuation, remain calm and take charge of the situation. As the bus driver, YOU are the leader. Review procedures below for guidance in situations where you are incapacitated.

### **WHEN TO EVACUATE**

Usually, students remain on the bus during an emergency. Four situations, however, require that you evacuate the bus — existing or imminent smoke or fire condition, presence of hazardous materials, unsafe position of the bus, or vehicle submersion or immersion.

#### **Existing or Imminent Smoke or Fire Condition**

Stop the bus and evacuate it immediately, if the engine or any portion of the bus is smoking or on fire. An existing fire near the bus or the presence of gasoline or other combustible material is considered as "danger of fire." Evacuate students as described below.

- Evacuate students through the door farthest from the fire or potential source of fire;
- Evacuate students closest to the danger first;
- Give the students a specific location to go to that is far away from the bus but still within your visual range; and
- Give clear, concise and EXACT instructions.

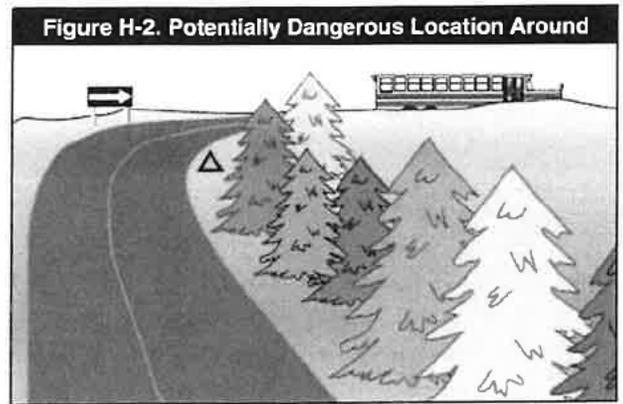
#### **Presence of Hazardous Materials**

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**

In the event the bus is stopped due to a crash, mechanical failure, road conditions, or human failure, determine immediately whether it is safer for the passengers to remain in the bus or to evacuate. You must evacuate when:

- The final stopping point of the bus is in the path of any train or adjacent to any railroad tracks.
- 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.
- 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 (see Figure H-2).



### **Bus Submersion or Immersion**

In the very unlikely event the bus has driven off of the roadway and into a body of water and is submerged or immersed, evacuate students out of the nearest most usable exit.

In all these cases, carry out the evacuation as safely as possible.

## **EVACUATION DRILLS**

In an emergency, the students may panic and rush to the exit causing the emergency door to become jammed by everyone trying to get out at the same time. So that students know what to expect during an evacuation, State law requires each student who is transported in a school bus to participate in emergency evacuation drills in the first week of school and in March of every school year. This includes all students even if they may only ride a bus on special trips. In fact, drills should be conducted more frequently. While state law does not require evacuation drills for school vehicles, they are highly recommended as a matter of safety preparedness for both students and drivers alike.

Everyone involved in drills should keep these points in mind:

- Safety of the students is of the utmost importance and must be considered first. Getting them off of the bus safely, quickly and in an orderly fashion is the objective.
- All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity and held on school property. You are responsible for conducting the drill in an organized manner.
- In a real emergency, you might be incapacitated and unable to direct the student emergency evacuation. During the drill, be sure to review procedures with students, so they know what to do if you are unable to help. Don't assign a student as a leader without written consent from a parent or legal guardian.
- During the drill, students should be instructed how and where to get help if the driver is unable to do so. Instructions and telephone numbers should be posted or otherwise carried in the bus. Students should be instructed to enlist several bystanders to go for help, since some of those asked might not want to get involved in the situation.
- Students should be instructed on how to use the radio, and the location of emergency equipment on the bus.
- Follow local policies in conducting evacuation drills and emergency procedures.
- Explain to all passengers the procedures to be followed if an evacuation is necessary. The following recommended procedures may be adapted to your local situation.

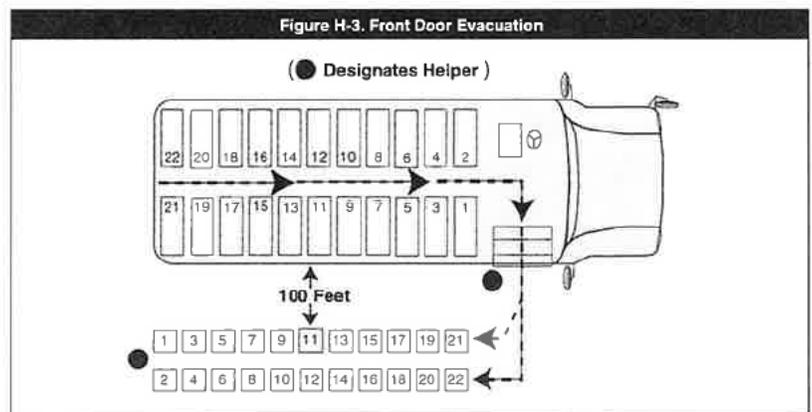
### **Front Door Evacuation Drill**

In the interest of safety, all drivers should regularly conduct an emergency evacuation drill through the front door with each bus load of students, when they unload at school (see Figure H-3).

Follow these steps:

1. Stop the bus at the normal unloading location or pre-selected location on the school grounds;
2. Set parking brake, turn off engine and remove ignition key;

3. In buses with a manual transmission, select either the first gear or reverse position. In buses with automatic transmissions, select either the park position or neutral with the parking brake on;
4. Stand, open the front door, face the students, and get their attention;
5. Tell them, “Do what I say — remain absolutely quiet”;
6. Then say, “Front door emergency evacuation drill — remain seated”;
7. Direct two student helpers (appointed at the beginning of the year or each month) to their positions. Assign one helper to lead the students to a designated location away from the bus where the students quietly remain in order. Assign the other helper to stay outside the front door to count and assist passengers as they leave;
8. Instruct students to leave all belongings such as books and lunch containers on the bus and tell them they can be retrieved after the drill is completed;
9. Turn and face the front of the bus, standing between the first row of occupied seats;
10. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants should move out. Say, “Walk — don’t run. Use hand rails.” At the same time, hold your hand before the occupants in the left-hand seat in a restraining gesture;
11. When the students in the right-hand seat have moved far enough to clear the aisle, dismiss the occupants of the left-hand seat;
12. Continue this procedure as described, right and left seats alternately, until the bus is empty;
13. When the last seat is empty, walk to the front of the bus and check to be sure everyone is out;
14. Leave the bus and take the helper at the front door with you and join the passengers and the other helper;
15. Evaluate the evacuation drill, pointing out improvements needed and commending students on activities well done;
16. Have students return to the bus in an orderly manner to retrieve their belongings before entering the school. Have students who are to continue to another school remain on the bus, and proceed on your route; and
17. Complete any reports as required by local policy.



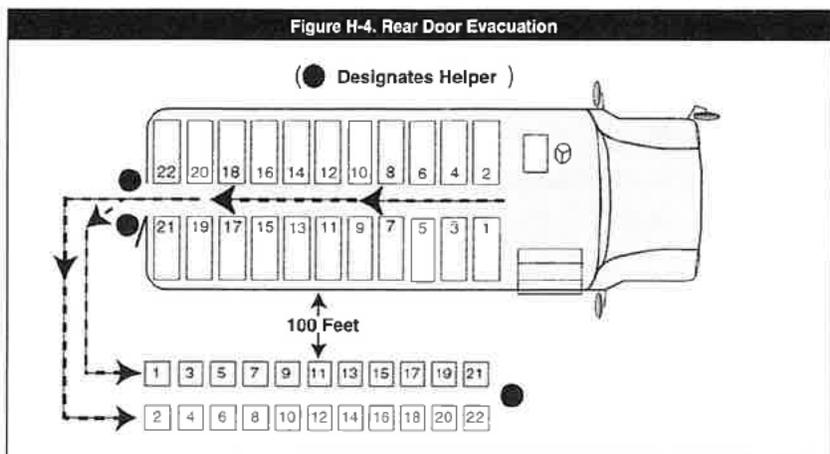
### Rear Emergency Door Evacuation Drill

The rear emergency door evacuation drill should be practiced as often as possible with elementary and secondary students (see Figure H-4). In some cases, the rear emergency door evacuation drill may be used for demonstration purposes only and not practiced by students in order to prevent unnecessary injury performing the drill.

1. Follow steps 1-3 of the Front Door Evacuation Drill;
2. Stand facing the students, get their attention and tell them, “Do what I say — remain absolutely quiet”;
3. Then say, “Rear door emergency evacuation drill — remain seated”;
4. Instruct students to leave all belongings such as books and lunch containers on the bus and tell them they can be retrieved after the drill is completed;
5. Walk to the rear of the bus and face rear door;
6. Use left hand to restrain occupants of right rear seat;
7. Open the rear emergency door;
8. Assign two helpers to sit in the left rear seat. Have the helpers exit out the rear emergency door. Assign the helpers to assist passengers getting out of the bus: one helper assists the passengers as they exit the bus, and the other leads passengers to a designated location away from the bus where they remain quietly in order;
9. Face the doorway and move between the left rear seats to clear the aisle;
10. Instruct students in right rear seats to leave the bus. Have them assume a semi-squat position as they exit the bus. Instruct helpers to grasp a passengers’ wrist or forearm with one hand and to place their other hand

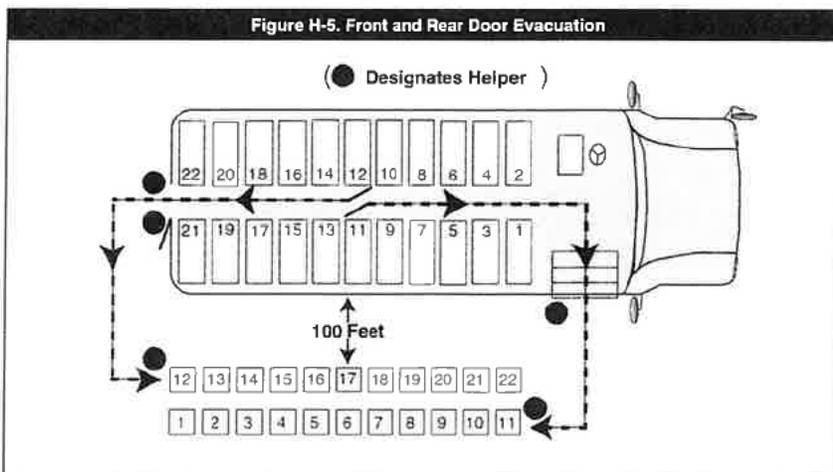
under a passenger's shoulder as the passenger exits the bus. Caution students not to bump their heads when leaving through the rear door;

11. Tell students in the next left seat to leave the bus. Keep control at the rear door to prevent any pushing or shoving. Students who are injured, disabled or in a condition that may be aggravated by exiting out the rear door (e.g., overweight, pregnant) should not be required to participate in the drill. They should leave the bus with the driver through the front door and join the other students when the drill is completed;
12. Continue the above procedure, alternating left and right seats until the bus is empty;
13. When the last student has exited, walk to the front of the bus and check to make sure everyone is out; and
14. Join the students and conclude the drill as described in steps 15-17 of the Front Door Evacuation Drill.



### Front and Rear Door Evacuation Drill

A combination of the procedures used for the front door and rear door evacuations also can be used for an evacuation drill in which students leave the bus through the front and rear doors (see Figure H-5). Procedures for the front door evacuation are used for students in the front half of the bus; and procedures for the rear door evacuation are used for students in the rear half of the bus. The only exception to using these procedures as described above would be the command given at the beginning of the drill: "Front and rear door emergency evacuation drill — remain seated." In a real emergency, this type of evacuation would require the shortest amount of time to get the passengers off of the bus. However, it is dependent upon both doors being available for safe evacuation. This drill should be used for elementary and secondary students. Student helpers should be properly instructed on how to assist students out of the rear of the bus. Helpers should reach up and lift students down as they exit the rear emergency door. Again, this drill may be performed as a demonstration only.



## Other Emergency Evacuation Procedures

In an actual emergency, it might be necessary to evacuate students through the bus windows or roof vent. Maintain order as much as possible in these situations and work to evacuate all passengers as quickly and safely as possible. Before leaving the bus, you should always check under all seats to make sure no students are on the floor. This applies to all types of evacuations. Also keep in mind the fastest way to evacuate the bus may be to have half the students exit through the front door and half through the rear, if feasible.

## EMERGENCY PROCEDURES

Crashes are events that can cause injury, death or property damage. If you have a crash or find yourself in some other emergency situation, you should know the proper procedures to follow and the proper use of emergency equipment on the bus.

As a bus driver, you must be prepared for any kind of emergency situation. It doesn't happen very often, but there is always the possibility of a crash, mechanical breakdown or other emergency. In any case, your first priority is to see all students are as safe as possible. It is important in an emergency to remain calm. Some rules to remember if your bus is involved in a crash are represented by the word "KNOW."

**K** = Keep all students on the bus calm. It is safer for the students to remain on the bus if there is no other immediate danger.

**N** = Notify authorities. Always call for help. Use an available cellular phone, two-way radio or other communication device on your bus; know who you should call and how to do so. If you do not have any means of communication on the bus, you may need to identify a responsible bystander to make a call for assistance. Refer to your school district policy and Unit I for additional information.

**O** = Off of the road. If you break down, try to position the bus completely off of the road and away from other dangers. If it is not possible to do this, remember to evacuate the students and take them to a safer location.

**W** = Warning devices. Use portable emergency warning devices that satisfy current state regulations (at least three portable emergency reflective triangles) to warn other motorists of your position on the road.

## CRASH PROCEDURES

The Pennsylvania Vehicle Code requires that the driver of a vehicle involved in an accident shall immediately by the quickest means of communication give notice to the nearest office of a duly authorized police department if the accident involves: 1) injury to or death of any person; or 2) damage to any vehicle involved to the extent that it cannot be driven under its own power in its customary manner without further damage or hazard to the vehicle, other traffic elements, or the roadway, and therefore requires towing.

With careful driving habits, you may never be involved in a crash. However, the fact remains a percentage of school bus drivers will be involved in a crash sometime in their driving career. Pennsylvania crash statistics show of the approximately 45,000 Pennsylvania school bus operators, about 13 percent have been involved in one or more crashes.

If you have a crash, **CARRY OUT THE LOCAL POLICY AND PROCEDURES AS QUICKLY AS POSSIBLE**. These include bus-related and scene-related procedures. The following should serve as a guide.

### Bus-Related Procedures

Immediately after a crash, your first actions take place in and around the bus.

**1. Assess the situation.** You should immediately do the following:

- a. Stop the bus in as safe a place as possible;
- b. Set the parking brake, turn off all lights and electrical switches and turn off the ignition switch; and
- c. Remain calm, assess the situation, plan your actions, and reassure the students.

**2. Be alert for fire.** If a smoke or fire condition is present or imminent, evacuate the students. Do NOT fight the fire unless all of your students have been evacuated safely, are in a secure location and you feel comfortable re-approaching the bus to fight the fire. Evacuation procedures and use of fire extinguishers are described later in this unit. In determining the potential for fire, check for the following:

- a. Ruptured fuel tank or fuel lines;
- b. Hot tires, which may catch fire;
- c. Presence of smoke; and
- d. Possible electrical fire or sparks.

**3. Be alert for hazardous materials.** Check for and identify any possible hazardous materials that present or may present a danger to you and your passengers. Evacuate the students, if a danger exists from the following hazardous materials:

- a. Chemicals;
- b. Vapors; and
- c. Other toxic substances.

**4. Assess the students.** Check for injury to students. Keep the students on the bus unless conditions such as the possibility of fire or other dangers warrant their removal. This is the easiest way to account for all students.

#### **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). Answer questions fully and truthfully. Try to remain factual. Do not embellish.

Do not make any comments or statements directly to 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:

- a. Your name and address
- b. Vehicle registration info
- c. Operator's license
- d. Insurance card

#### **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 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.

### **CRASH SCENE PROCEDURES**

Once you have taken the above procedures, your next steps should consider the crash scene.

**1. Notify authorities.** Notify state or local police and summon medical aid, if required; notify school administrators as required by local school policy. In most cases, you should not leave the bus unattended to go for help. Ask several passing motorists or pedestrians to notify the proper authorities, if necessary. In an emergency, always follow local school policy, especially in regard to sending students to obtain assistance. You should use the "Three W's" when communicating:

- **Who: bus number, number of students and types of vehicles involved;**
- **Where: location of bus or directions to the scene; and**
- **What: what kind of help is needed and nature of the problem(s).**

**2. Protect the scene.** Protect the students and the bus, from further crashes and injuries by placing warning devices to warn other drivers, and evacuate the bus, if necessary, or both. Protect the scene from traffic and people, so evidence is not destroyed.

**3. Cooperate with the crash investigation.** After you have handled all potential dangers to your passengers, cooperate with officials investigating the crash. You should ONLY discuss the facts of the crash with those officially concerned (police, school officials, insurance personnel). Do not discuss the crash with other motorists or passers-by. Be patient, evaluate questions, and give clear and concise answers to any questions asked by officials. Only respond to the questions asked; don't add your own opinion.

*You should carry a list of every student passenger's name on the bus in case of a crash or emergency.* Provide this information, along with any relevant information about the school bus (e.g., make, model, vehicle number, owner, insurance information), to officials investigating the crash. All such information, including emergency telephone numbers, a seating chart of all passengers (if applicable), and local directives covering crashes and emergencies should be contained in an emergency packet carried on the bus. Contact your insurance carrier to obtain a proper packet.

A driver involved in a crash is required to give their own name, address, driver's license number, and other pertinent information to any other driver involved, and to obtain the same information from any other driver(s) involved in the crash. Get the names, addresses and license numbers of all witnesses' – both for and against you. A school bus driver involved in a crash meeting Federal Highway post-crash testing thresholds is also required to submit to testing for alcohol and controlled substances. Note: Pennsylvania state law requires testing after any reportable crash in a school bus.

**4. Keep students at the scene.** During the crash investigation, do not release any of your students to anyone unless instructed by school administration officials or unless medical aid is required. Always keep students on the bus unless the situation requires emergency evacuation.

*Keep the following in mind when speaking with others involved in the crash or bystanders:*

- ADMIT NOTHING;
- PROMISE NOTHING; AND
- DO NOT ARGUE

### REPORTING PROCEDURES

**Every crash must be reported to your supervisor. There are no minor crashes involving a school bus!**

Remember the information you need for your crash report:

- School bus ID number;
- Driver's name, address and driver's license number;
- Date, time, weather, and direction of travel;
- Damage to vehicle;
- Name of owner of other vehicle or property, address, license number, make and model of vehicle, and damage to other vehicle;
- Injuries to persons involved, their names, addresses, extent of injuries;
- List of passengers on the bus and in other vehicle(s);
- Names and addresses of passengers in other vehicles;
- Name of insurance companies involved;
- Name of police at scene; and
- Diagram of crash scene.

**In addition to any local crash reports, the owner or operator of any school bus involved in a crash is required by state law:**

- Within 24 hours, to report the crash to the chief school administrator or the authorized representative of the school district, private school, or parochial school that either employs or contracts the service of the owner or operator.
- School Bus Crash Report (DL-739) must be completed whenever there is any injury or property damage, regardless of how slight. This form must be completed even when students aren't on the bus at the time of crash. The vehicle owner or operator must send the completed form to PennDOT within 5 days of the accident. Refer to Title 67, Chapter 171.141

### **Incident Reporting**

Because of the possibility of liability suits, drivers are responsible for reporting all incidents occurring in or around their buses during their runs. Remember, your passengers are your first responsibility in any incident. You should report all incidents to your supervisor. They will take any appropriate action, if necessary.

### **MECHANICAL FAILURE OR BREAKDOWN**

In the event of a mechanical breakdown, know what to do, how to do it and when it should be done . The following is a suggested procedure:

- 1 . Stop the bus as far to the right of the road as possible or on the shoulder of the road;
- 2 . Keep the students on the bus . However, if the location of the bus is unsafe, evacuate the students to a safer location (see evacuation procedures in the next section);
- 3 . Activate hazard warning lights and place warning devices on the highway (see the section on using emergency equipment later in this unit);
- 4 . Contact the proper school authorities and give the location of the bus and a description of the breakdown; and
- 5 . See that arrangements are made for all students to be delivered to their destination .

### **Accident Investigation Procedure - Internal Policy:**

After the operation to determine if 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.

### ***Driver Safety Rules***

- The use of Company-provided or personal vehicles for Company business while under the influence of alcohol, intoxicants or other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- The use of personal cell phones is strictly prohibited while operating a company vehicle. You must either turn off your cell phone while on duty, or let all calls go to voice mail. If your two-way radio is not working, you may pull over to a safe parking place and use your cell phone to call the office. If it is found that you used a cell phone while operating a bus, you may be terminated. If your use of a cell phone violated state or federal law, you will be subject to legal penalties, also.
- Because motor vehicle accidents represent one of the largest groups of occupational fatalities, while on Company business you must exercise due diligence to drive safely by: a) following all traffic laws, and b) avoiding distractions while driving (such as eating or drinking; adjusting radio or temperature controls; focusing attention towards passengers or objects, persons or events outside the vehicle; personal grooming; etc.).
- You are not permitted under any circumstances to operate any vehicle while on Company business when a physical or mental impairment may cause you to drive unsafely. This prohibition includes circumstances in

which you are temporarily unable to operate a vehicle safely or legally because of illness or injury, medication, fatigue, intoxication, or while under the influence of drugs.

- Seat belts must be worn at all times.
- Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off and ignition keys removed.
- If you become drowsy while driving, you should stop driving immediately.
- Applicable federal, state and local laws, including speed limits, must be obeyed at all times.

Please remember that your primary responsibility is to focus on the road and drive safely. Pete's Garage is not responsible for any damage to your personal car while on Company business.

### **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-works
  - 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.
15. 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 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:
- Write legibly.
- Be specific. Use the misconduct report to explain exactly what the student did to cause you to file a report.
- For fighting, indicate all students involved and if foul language was used.
- Include on the report previous warning(s) or discipline for the student.
- A copy of the report will be distributed to the parents of the student, the bus driver and the school offices.

- Please choose your words carefully. We do not wish to produce a poor image of the bus driver, company or school district.
- 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.

### **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.

### **5.7 Smoking Policy**

In order to maintain a healthy and comfortable working environment and to ensure compliance with applicable laws, smoking in Company facilities, school district offices, on school property or in any Company vehicle or school bus is strictly prohibited.

Office employees and school bus drivers may leave their work assignments to smoke only in designated smoking areas. Smoking is never permitted on school grounds or in a school bus.

Employees who violate this policy will be subject to discipline up to and including termination.

### **5.8 Emergency Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt Company operations. In such instances, school districts will decide if a closure or schedule change is necessary and notify you.

**Bus and Van Drivers:** When inclement weather conditions or other emergency situations develop, the Superintendent of the school district will make the decision to delay or cancel the opening of school. In the case of a 2-hour delay, all buses are to schedule their morning run exactly two (2) hours later than their usual start time. For the modified kindergarten schedule, see your school district guidelines.

If inclement weather may lead to an early dismissal for students, drivers are to remain on alert for a call and should provide Pete's Garage with a phone number where they can be reached.

Never make any pickups before the scheduled time. Do not try to make up time during a run. As always, transporting students safely is more important than maintaining regular schedules.

For more information on severe weather procedures, please refer to school district guidelines.

**Bus and Van Monitors:** A monitor is generally under the supervision of a bus driver, rides in a van or bus over designated routes transporting school pupils. In addition, a monitor may ride a bus or van to assist and monitor students. Monitors may work with loud and disruptive students 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 Dispatcher, make additional directional or landmark notation on bus route sheets to assist future new or substitute bus drivers.
  - Ensure safe loading and unloading of students on and off the bus.
  - 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.

## **5.9 HOSTAGE AWARENESS**

### **EMOTIONAL STAGES**

If you find yourself in a hostage situation, you need to understand the feelings you will experience:

- 1. Denial:** It is common for the victim to feel that “this can’t be”, “this is not happening to me,” or “it is just a joke.”
- 2. Belief of immediate rescue:** Do not mislead yourself by thinking you will be rescued right away. It is to your advantage for the situation to take time to resolve. There is more of an opportunity for negotiation with the captor, which can lead to a peaceful resolution; and
- 3. Loss of immediate reality:** Make a determined effort to stay focused. Avoid the temptation to let your thoughts center around your family/loved ones, and what might become of them if something should happen to you.

### **THINGS “TO DO” IN A HOSTAGE SITUATION**

- 1. Bond with your captor:** Try to relate to them and build a relationship of understanding and sympathy;
- 2. Be human:** Do not allow the captor to view you as an object instead of a person. Let your captor know you are a father or mother and there are people who depend on you, even if there are none. Avoid having your face covered. This dehumanizes a person;
- 3. Take mental notes:** Without being obvious to the captor, note hair color, any scars, tattoos, or other identifying marks. Estimate height and weight;
- 4. Expect to be arrested:** Law enforcement personnel will detain everyone until identification can be verified. Captors have exchanged clothing with hostages in an effort to escape. Your district will have officials on the scene to identify you;
- 5. Keep a low profile:** Speak only when spoken to; do not initiate conversation;
- 6. Think pleasant thoughts:** The incident could go on for hours. Avoid falling into depression, and remain confident you will be released;
- 7. Remain strong for your students:** Even though you may have had a difficult time with the students all year, they will look to you for leadership in an emergency. If you maintain your composure, it will help them to do the same; and
- 8. Remember you are a primary witness for investigators:** It is vital you write down everything that occurred during the hostage situation from onset to resolution. Do this as soon as possible while the events are still fresh in your mind. Do not speak to the media. Your district officials on the scene should shield them from you. Follow district policy regarding any future media contact.

### **THINGS “NOT TO DO” IN A HOSTAGE SITUATION**

- 1. Do not make any threats:** Remember the captor is holding you against your will with some type of weapon. Do not behave, or speak in a manner that may be perceived by the captor as threatening;

- 2. Do not stare or glance at your captor:** Keeping your eyes down will give the appearance of submission. Do not appear aggressive in your body language or facial expressions;
- 3. Do not interfere:** Do not volunteer to assist the captor in any way. Do not interfere with the actions of the captor. For instance, he/she may be irritated with crying students and strike the students to quiet them. Remember you are being held at gun/knife point. Challenging the captor will increase the risk of further harm to yourself and/or the students;
- 4. Do not negotiate for your own release:** Only the police will conduct negotiations. If you involve yourself, you may jeopardize a peaceful resolution to the hostage situation;
- 5. Do not negotiate for the release of the students:** Do not make offers or promises of money or possessions in exchange for the release of the students. Only the police can negotiate; and
- 6. Do not be arrogant:** Give the captor whatever they want. Do not resist. It could result in harm to yourself and/or the students.

### TIPS TO HELP YOU IN A HOSTAGE SITUATION

- 1. Help keep the peace:** Prevent anyone from getting hurt. Consider your actions, so as not to put yourself or your passengers at risk;
- 2. Be patient:** If you as the driver show patience, then your students will be more prone to follow your lead;
- 3. Remain calm:** Try not to show fear, the students are looking to you as an example;
- 4. Know that 99 percent of all situations are resolved through negotiations:** Negotiations may take time, but remember time is on your side;
- 5. Do not be confrontational:** Don't be a hero, unnecessary harm to you or your passengers may result from your actions;
- 6. Communicate:** If possible, try to make your location and situation known as soon as possible, if the hostage taker has not made contact. (Microphone keyed open);
- 7. Be a good witness:** Make a mental picture of the hostage-taker(s) and any weapons. The driver preferring to stay with their students may not have the choice. This information may be vital for the police in determining the next move to help the remaining hostages;
- 8. Attempt to get along:** You should cooperate with your captor and do as you are told. Comply with reasonable demands, but the key is not to offer help;
- 9. If the police try to enter the bus:** Try to avoid giving away police positions or actions, by your actions or facial expressions. Captors could pickup on them. Be prepared for loud noise and follow instructions quickly;
- 10. Help avoid getting caught in a hostage situation:** Report any suspicious person immediately. Do not wait for something to happen or get out of control;
- 11. Call the police:** This is the best action a driver can do. Avoid becoming caught in the situation before it occurs; and
- 12. Know your passengers:** Knowing your passengers and their needs can be vital in such emergencies. Their medical needs may allow for you to communicate with emergency medical personnel in a hostage situation.

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Pete's Garage Employee Handbook and I understand that it is my responsibility to read and follow these policies.

I am aware that if, at any time, I have questions regarding Pete's Garage policies I should direct them to the Dispatcher, Transportation Manager or General Manager.

I understand that neither this Handbook nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized Pete's Garage representative, *I am employed at will and this policy does not modify my at-will employment status.* If I have a written employment agreement signed by an authorized Pete's Garage representative and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

I also am aware that Pete's Garage, at any time, without notice, may change, add to, or delete from the provisions of the Company policies.

I also understand that this version of the Handbook supersedes all prior versions published or distributed by Pete's Garage.

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Employee Printed Name

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Employee Signature

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Date

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General Manager's Signature

---

Date

# VEHICLE INSPECTION AND MAINTENANCE

## **Vehicle Inspection and Maintenance:**

Each vehicle shall be checked before placing it into service in the morning and following the Qt 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 the 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, taillight
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 under-inflated, 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.

## 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 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.**

## 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 the company's standard of conduct. Upon your return to work, you will meet with your supervisor to make a positive commitment to plan your corrective action. Failure to honor your commitment and take corrective action will result in discharge of employment.

**FOURTH OFFENSE:** 5 Days NO Pay

**FIFTH OFFENSE:** Termination

# CORPORATE HARASSMENT & SEXUAL HARASSMENT POLICY

Pete's 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. Pete's 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.

Pete's Garage defines its workplace as not limited to a facility, and includes all company functions (on and off-site), business travel, vendor locations, customer locations, and any other location where business is conducted. This policy applies to all employees and all non-employees with whom a company 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 policy.

**DEFINITION OF HARASSMENT:** 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.

## **Conduct and Behavior Which May Be Considered Harassment:**

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:**

Pete's Garage 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.
- 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 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.

The company 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.

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. The company 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.

Pete's Garage 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 company 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 function should report the incident to his/her immediate supervisor or other management personnel as soon as possible. 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 Acknowledgment or Receipt of the Sexual Harassment Policy**

- I have received and read a copy of the 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.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## CORPORATE “CONFIDENTIALITY AGREEMENT”

I understand and acknowledge that as a result of my employment or service to Pete’s, 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, 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 Pete’s 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 protected 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 Pete’s policy.
4. Upon termination of my participation or involvement in the activities of the District, I will promptly return to Pete’s all written or electronic documents including the Employee Handbook which may contain confidential information which I may have in my possession.

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Employee Printed Name

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Employee Signature

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Date

**FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)  
UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT)  
CLEARINGHOUSE**

Pete's Garage 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 be made as a condition of employment, called a "PreEmployment" query, or when a non-commercial driver wishes to obtain a commercial license permit (CLP in order to become a fully qualified CDLAs a condition of employment, Pete's will also conduct a FULLL query for employees intending to drive any type of 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 then want to become a noncommercial van or CDL vehicle driver.

To continue employment, drivers also are required to have an annual "LIMITED" query performed in the Clearinghouse. Limited queries assist the business in monitoring for possible drug and/or alcohol violations from other employers, etc.

Any 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, will not be permitted to perform "safety sensitive" jobs including driving.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# **PETE'S GARAGE**

(hereafter referred to as "the Company")

DESIGNATED EMPLOYER REPRESENTATIVE {DER): DONNA DAVIS & LISA SABIA-CALCANO  
Questions regarding this policy may be directed to the DERs above at 570.344.6126

## **POLICY ON DRUG AND ALCOHOL ABUSE**

### **STATEMENT OF NEED:**

The Company is committed to providing and maintaining a safe work environment and to fostering the health and wellbeing of its employees and their families. Well-documented information establishes the devastation drug and alcohol abuse inflicts upon individuals, businesses and the community-at-large.

The Company is concerned that because the potential for drug and alcohol abuse exists, the safety of our employees and the general public could be endangered. Our commitment to maintaining a safe and secure workplace and continued excellence in our industry requires a clear policy and supportive programs relating to the detection, treatment, and prevention of substance abuse by our employees.

### **SCOPE:**

This policy applies to all employees (as defined below), on or off premises, including on-call employees. While the Company has no intention of intruding into the private lives of its employees, it must be recognized that on-the job impairment adversely affects workplace safety, and drug and alcohol abuse off the job eventually affects job performance. Therefore, the following policy applies:

### **DEFINITIONS:**

**EMPLOYEE:** Includes the categories listed below.

**FEDERAL:** (hereafter known as "fed") Any person (including applicants) whose job or prospective job requires that he/she possess a CDL license or is otherwise mandated by federal law to participate in a drug and/or alcohol testing program.

**NON-FEDERAL:** (Hereafter known as "non-fed") Any person (including applicants) who performs (or will be performing) a service or services for The Company in exchange for compensation.

### **ILLEGAL DRUG:**

Drugs and substances referenced in Schedule I through V of the Controlled Substances Act of which possession or use violates local, state, or federal ordinances, laws or regulations; drugs and substances which are legally obtainable but were not legally obtained; drugs and substances which may be used and obtained legally but -----'were-or-are-being-used-in-such-a-manner-as-to-constitute-abuse

### **UNDER THE INFLUENCE:**

Drugs: US Department of Transportation-designated drug and cutoff levels where applicable;  
Non-DOT drug panel and cutoff levels designated by employer that may include, but are not limited, to  
THC/COC/MOP/OXY/OPI/AMP/BZO/BAR/MET/PCP/MET/MDMA/BUP/K2/PIP/PPX/FEN

Drug panel information and cutoff levels are available upon request.

Alcohol: A confirmed breath alcohol value of .02 or greater.

**AT WORK:** Any employee on or in company property or representing The Company in any manner shall be considered "at work" solely for the purposes of this policy. Any employee "at work" shall also be considered available for and/or about to perform and/or just finished performing safety sensitive operations.

**DRUG AND ALCOHOL TESTING:** Drug and alcohol testing methodology may include but is not limited to laboratory testing or on-site testing devices that analyze breath, saliva, perspiration, blood, urine and/or hair. However, no collection or testing procedure may be used in violation of local, state or federal ordinances, laws or regulations. CDL drivers and other federally mandated employees should refer to the back page of this policy for testing procedures. The Company may conduct premises testing to identify potential problem areas or departments as allowed by law.

1. It is a violation of Company policy for any employee to report to work while under the influence of illegal drugs or alcohol. This includes prescription and non-prescription drugs or substances possessed or used contrary to local, state or federal regulation or law.

Employees taking legally prescribed medications, over-the-counter medications, health and wellness products, or substances recommended by a medical professional that have the potential to negatively impact the employee's ability to perform his/her job functions in a safe and effective manner must report such use to the immediate supervisor and/or DER, and shall be required to present documentation from the prescribing physician to verify the employee can perform his/her duties in a safe and effective manner. At the Company's discretion, the Company may require concurrence by the Company's physician. The Company may take appropriate action, including but not limited to, temporarily transferring the employee to a different position - if available, permitting the employee to take leave of absence, or other steps to ensure the employee is not performing safety sensitive duties or duties that require mental acuity or physical performance while possibly impaired.

Employees taking health and wellness aids such as supplements, vitamins, herbal remedies or any other non-FDA regulated substances use these at their own risk. Employee claims of positive drug test results due to unknown or unintentional sources will not be considered alternative medical explanations for a failed drug test.

2. It is a violation of Company policy for any employee to possess, use, sell, offer, offer for sale, manufacture, dispense or distribute illegal drugs, substitute urine or possess or use alcohol on Company premises, or while representing The Company in any manner off premises. Any employee who reports to work as defined above shall be subject to testing for drugs and alcohol. The Company may make exceptions for the legal and responsible use of alcohol for social events. Alcohol may not be used 4 hours prior to reporting for work, or 8 hours following a job-related accident or until post-accident testing has occurred.

3. The Company has adopted testing practices to identify employees who use illegal drugs or alcohol either on or off the job and whose use of drugs or alcohol on or off the job causes them to be working under the influence of these substances. It shall be a condition of employment for all employees to submit to drug and alcohol testing under the following circumstances:

- **REASONABLE SUSPICION.** Reasonable Suspicion testing is required when there is reasonable suspicion by a supervisor trained in recognizing the symptoms of drug and alcohol abuse.

- **POST ACCIDENT.** "Fed" employees must submit to a Federal drug and alcohol test when involved in an accident while performing safety sensitive operations, whether personally injured or not, if a fatality occurs. Federal testing must also occur if bodily injury is treated away from the scene and a citation is issued, or if the accident is considered a "towable accident" and a citation is issued. All employees not subject to testing as defined above shall, as determined by management, be subject to non-federal post accident testing for drugs and alcohol for any job-related accident involving property damage or bodily injury in which there is reasonable cause to believe impairment could have played a role. All employees must contact management immediately for testing instructions upon the occurrence of any job-related accident, whether on or off premises. Tests for alcohol should be conducted within 2 hours of the accident but no more than 8 hours; tests for drugs should be conducted within 32 hours of the accident. In any event, drug and alcohol tests should be conducted as soon as possible without jeopardizing the health or treatment of any person.

- **PRE-EMPLOYMENT/POST-OFFER.** All post-offer job applicants/employees will undergo testing for illegal drugs and alcohol as a condition of employment. Applicants/employees who refuse to test may be denied employment. Any applicants/employees with a verified, confirmed, positive test result or other non-negative results may be denied employment. Determinations will be made on a case by case basis. The Company will not discriminate against applicants for employment because of a history of drug or alcohol abuse. Therefore, individuals who have failed a pre-employment/post-offer test may initiate another inquiry with the Company after they are drug and alcohol free.

- **RANDOM.** Where not prohibited by federal, state, or local regulations, laws, or ordinances. When chosen by random sampling to be tested. Random sampling of fed employees will consist of at least 50% drug and 50% alcohol of employees per year. Random sampling of non-fed employees will consist of no more than 100% random drug testing and 100% random alcohol testing of employees per year.

- **OTHER.** The employer may require employees to submit to testing for job placement, job transfer or job promotion.

The employer may require employees to submit to site access and en masse testing. Employee groups selected for site access and en mass testing may include, but are not limited to, all company personnel on site, or by shift, by crew, by location, by craft, by company or by another similar category, including a random selection based on site access records.

The employer may require employees to submit to other testing when any and all employees in a situation would be required to submit to testing not specifically addressed under this section.

- **RETURN TO DUTY.** Observed Return to Duty testing is required following a verified, confirmed, positive or other non-negative drug or alcohol tests if The Company continues to employ the individual. Prior to a return to duty test, the employee must have first been evaluated by a federally qualified Substance Abuse Professional (SAP) and must have satisfied all the requirements mandated by that SAP.

- **FOLLOW-UP.** Observed Follow-up testing is required as part of a follow-up testing program for drug or alcohol abuse or dependence. Follow-up testing may continue or up to five years but must consist of a minimum of six unannounced tests in the first twelve months following a negative return to duty test. Follow up testing protocol shall be mandated by the SAP.

Hats, outer garments (jackets, etc.) must be removed and all pockets emptied prior to entering the restroom. Purses and other personal items may not be taken into the restroom. Any employee who submits a urine specimen with a temperature less than 90 degrees F or more than 100 degrees F must remain under supervision and, within three hours, produce a urine specimen while being observed by a same sex observer. Observed collections by same sex observer are required for reasonable suspicion, return-to-duty, follow up, and “other” non-federal testing.

Test results shall be maintained in a separate, confidential file. Only the DERs and other “Need-To-Know” personnel will be made aware of or have access to test results.

As a condition of employment, employees must abide by the terms of this policy and must notify the Company in writing of any convictions of a violation of a criminal drug or alcohol statute no later than 5 days after such conviction. A conviction includes a determination of guilt by a judge or jury, a guilty plea, a plea of *nolo contendere*, or any court supervised or court-imposed sentence.

**Violations of this policy shall result in disciplinary action up to and including termination.**

The refusal of an employee to be tested, including obstruction of the testing process, constitutes a violation of this policy and an employee who refuses to be tested shall be considered insubordinate and shall be terminated or refused employment with the Company. Employees remain employed at will. This document should not be construed as a contract between the Company and employees.

The Company is not required to provide rehabilitation, pay for treatment or reinstate an employee who violates this policy to his/her position. The Company shall, however, make available to all employees information concerning where and how to get help for drug and alcohol problems.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug and alcohol-free work environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that drug and alcohol abuse is incompatible with employment with the Company.

## **CDL Drivers and Other Federally Mandated Employees**

FEDERAL REGULATIONS, PARTS 40 AND 382 (AVAILABLE UPON REQUEST), REQUIRE CDL DRIVERS AND OTHER FEDERALLY MANDATED EMPLOYEES BE INFORMED OF THE FOLLOWING:

Federal regulations require you to submit to drug and alcohol testing.

“Safety-sensitive” means any of those functions set forth in N395.2. On-Duty time, paragraphs 1-7, including but not limited to: pre-trip inspections; the loading of or supervising the loading of your vehicle; driving; or, ready to perform or immediately available to perform, performing or just completing safety-sensitive operations as defined herein.

“Refuse to submit” to a drug or alcohol test means that a driver fails to provide adequate breath for alcohol testing or fails to provide adequate urine for drug testing or engages in conduct that clearly obstructs the testing process. Refusal to submit shall be treated as a “positive” test result.

You may be tested under DOT authority under the following circumstances: when chosen in random sampling (at least 50% of drivers for drug testing, and at least 10% of drivers for alcohol testing); pre-placement; suspicion (when requested to test by a supervisor who has received drug and alcohol abuse recognition training); observed return-to duty; observed follow-up (at least 6 tests in 12 months) and post accident testing.

The presence of alcohol shall be tested only by DOT-approved means in a private area. Drug tests shall be performed only by urine collection and laboratory analysis pursuant to USDOT regulation, but other means may be used if regulations change. Donors must empty all pockets, remove coats and similar outer clothing. Purses may not be taken into the collection area. The donor may ask for a receipt. The donor must be afforded privacy when actually providing the specimen except under suspicious circumstances. Water must not be used when in the collection area. After providing the specimen and delivering it to the collector, the specimen must be in the donor’s sight at all times until the donor-initialed, tamper-proof evidence seals are placed on the specimen container “A” and “B”s.

Drivers shall not consume alcohol within 4 hours of reporting to work, or when likely to perform, or be available to perform, any safety-sensitive operation.

Drivers shall not perform, or be available to perform, safety-sensitive operations if his/her blood alcohol (BAC) measures .02 or greater and shall not be permitted to perform such operations for at least 24 hours following a confirmation BAC between .02 and .039.

Drivers with a BAC of .04 or greater or a verified, confirmed, positive test result for marijuana, cocaine, PCP, amphetamines, opioids or MDMA and are considered in violation of part 382, shall immediately cease all safety-sensitive operations. He/she shall not resume such operations until after having complied with all the requirements of a substance abuse specialist (SAP) including providing negative drug and/or alcohol return-to-duty test results.

An employer may terminate the employment of a driver whose BAC is .04 or greater or who tests positive for the drugs listed above.

**WHERE COMPANY POLICY IS MORE RESTRICTIVE THAN FEDERAL REGULATIONS, COMPANY POLICY SHALL PREVAIL.**

# CDL Drivers and Other Federally Mandated Employees continued

## DOT Drug and Alcohol Testing Clearinghouse

EMPLOYEES AND PROSPECTIVE EMPLOYEES MANDATED TO COMPLY WITH 49 CFR 382 SHALL NOTE THE FOLLOWING:

Drivers must consent to permit employer access to specific records maintained by the Clearinghouse as described in 382 Subpart G.

Pre-employment and annual queries will be performed on the driver in accordance with § 382.701.

Drivers are prohibited from performing safety sensitive duties if he/she refuses to grant consent as required in § 382.701.

It is a requirement that the employer collect, and maintain, and report the following information to the Clearinghouse:

- (i) A verified positive, adulterated, or substituted drug test result;
- (ii) An alcohol confirmation test with a concentration of 0.04 or higher;
- (iii) A refusal to submit to any test required by subpart C of this part;
- (iv) An employer's report of actual knowledge, as defined at § 382.107:
  - (A) On duty alcohol use pursuant to § 382.205;
  - (B) Pre-duty alcohol use pursuant to § 382.207;
  - (C) Alcohol use following an accident pursuant to § 382.209; and
  - (D) Controlled substance use pursuant to § 382.213;
- (v) A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
- (vi) A negative return-to-duty test; and
- (vii) An employer's report of completion of follow-up testing.

## EMPLOYEE EDUCATIONAL INFORMATION

**Cocaine -Commonly known as blow, coke, crack, rock and snow.** Cocaine powder is usually snorted through the nose, or rubbed into the gums, or dissolved in water and injected it into the bloodstream. The injected combination of cocaine and heroin is known as a Speed ball.

Cocaine can be processed to make a rock crystal (also called “freebase cocaine”). The crystal is heated to produce vapors that are inhaled into the lungs. This form of cocaine is called crack, which refers to the crackling sound of the rock as it’s heated.

A cocaine high causes extreme happiness, increased energy, alertness and hypersensitivity to sight, sound and touch. Some users also experience irritability and paranoia. Large amounts of cocaine can lead to unpredictable and violent behavior.

Cocaine’s effects appear almost immediately and disappear within a few minutes to an hour. Injecting or smoking cocaine produces a quicker and stronger but shorter-lasting high than snorting. The high from snorting cocaine may last 15 to 30 minutes. The high from smoking may last 5 to 10 minutes. People often take it in binges-repeatedly within a short time, at increasingly higher doses-to maintain the high.

Long-term effects of cocaine depend on the method of use and include the following: loss of sense of smell, nose-bleeds, frequent runny nose, and problems with swallowing. Severe bowel decay from reduced blood flow.

Other long-term effects of cocaine use include severe bowel decay, malnourishment and movement disorders, including Parkinson’s disease. Users report irritability and restlessness resulting from cocaine binges, and some experience paranoia, in which they lose touch with reality and have auditory hallucinations.

Repeated use of can cause long-term changes in the brain’s reward circuit and other brain systems, which may lead to addiction. Stronger, more frequent doses are needed to achieve the same high and feel relief from initial withdrawal.

**Opioids -Opioids include the illegal drug heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription, such as codeine, morphine, oxycodone, oxymorphone, hydrocodone, and hydro-morphone.**

**Heroin -Commonly known as big H, horse, hell dust, and smack.** Heroin is an opioid drug made from morphine, a natural substance in poppy plants. Heroin can be a white or brown powder, or a black sticky substance known as black tar heroin. It can be injected, sniffed, snorted, or smoked.

Users often experience euphoria as well as heaviness in the extremities, nausea, severe itching, and decreased mental abilities. “Going on the nod,” a back-and-forth state of being conscious and semiconscious is common as well.

Long term effects include depression, kidney disease, collapsed veins, tissue damage, and lung complications. Studies demonstrate loss of the brain’s white matter associated with heroin use, which may affect decision-making, behavior control, and responses to stressful situations.

**Fentanyl** is a powerful synthetic opioid similar to morphine but up to 100 times more potent. It is a schedule II prescription drug, and it is typically used to treat patients with severe pain or to manage pain after surgery. It is also sometimes used to treat patients tolerant to other opioids. Prescription versions include Actiq®, Duragesic®, and Sublimaze®. Street names for fentanyl/ fentanyl-laced heroin include Apache, China Girl, China White, Dance Fever, Friend, Goodfella, Jackpot, Murder 8, TNT, and Tango and Cash.

**Oxycodone (OxyContin®)/Hydrocodone (Vicodin®):** Prescription opioid pain relievers are generally safe when taken for a short time and as prescribed by a doctor, but because they produce euphoria in addition to pain relief, they can be misused. Regular use-even as prescribed by a doctor-can lead to dependence and, when misused, opioid pain relievers can lead to overdose incidents and deaths.

### **Marijuana - Pot, Ganga, Weed, Grass, Herb, Mary Jane, Hash, etc.**

Marijuana refers to the dried leaves, flowers, stems, and seeds from the *Cannabis sativa* or *Cannabis indica* plant. The plant contains the mind and mood altering chemical THC and other similar compounds. Dangerous additives such as PCP can be added to increase the high. It can be smoked, eaten, or brewed as a tea.

Marijuana use causes altered sensory perceptions and distortion of time as well as impaired judgment, increased probability of risk-taking behavior, and reduced coordination. Impairment of memory, body movement and problem solving occur with casual use; hallucinations, delusions, and psychosis occur when taken in high doses.

Marijuana affects brain development. The effect of marijuana on perception and coordination are responsible for serious impairments in learning, associative processes, and psychomotor behavior (driving abilities). Long term, regular use can lead to physical dependence and withdrawal following discontinuation, as well as addiction or dependence.

Paranoia, anxiety, panic attacks and hallucinations may occur with long term use.

Short-term physical effects from marijuana use may include sedation, bloodshot eyes, increased heart rate, coughing, increased appetite, and decreased blood pressure. Marijuana smokers experience serious health problems such as bronchitis, emphysema, and bronchial asthma. Extended use may cause suppression of the immune system. Withdrawal from chronic use of high doses of marijuana causes headache, shakiness, and stomach pains and nausea. Oils, Hashish and other cannabis plant concentrates provide a much more potent compound. Hashish (hash) consists of the resinous material of the cannabis plant, which is processed into a variety of forms for smoking. Hashish in oil form is so concentrated that one or two drops is equal to a single marijuana joint.

Marijuana concentrates are often called “honey oil” or “budder” because of the golden-brown color and texture. Concentrates can be placed in various food or drink products; however, smoking remains the most popular form of ingestion by use of water or oil pipes. A disturbing aspect of this emerging threat is the ingestion of concentrates via electronic cigarettes. Being a highly concentrated form of marijuana, the effects upon the user may be more intense than plant marijuana use. Long term effects of marijuana concentrate use are unknown.

### **PCP/Phencylidine -Angel dust, Ozone, Wack, Rocket Fuel, etc.**

Developed in the 1950s as an IV anesthetic, PCP was never approved for human use because of problems during clinical studies, including intensely negative psychological effects such as hallucinations, delirium and mania. It was subsequently found to be unsuitable even as an animal anesthetic.

In its pure form, PCP is a white powder but can contain contaminants causing the color to range from a light to darker brown. It is available as tablets, capsules, and colored powders, which can be ingested or snorted. PCP can be liquefied and injected or sprayed on leafy material such as mint, parsley, oregano, or marijuana.

Moderate doses of PCP often cause users to feel detached, distant, and estranged from their surroundings. Numbness of the extremities, slurred speech, and loss of coordination may be accompanied by a sense of strength and invulnerability. PCP users also report memory loss, difficulties with speech and learning, depression, and weight loss. Auditory hallucinations, image distortion, severe mood disorders, and amnesia may also occur. In some users, PCP may cause acute anxiety and a feeling of impending doom; in others, paranoia and violent hostility, and in some, it may produce a psychosis indistinguishable from schizophrenia. A blank stare, rapid and involuntary eye movements, and an exaggerated gait are among the more observable effects.

These symptoms can persist up to a year after cessation of PCP use. PCP has sedative effects, and interactions with other central nervous system depressants, such as alcohol and benzodiazepines, can lead to coma or accidental overdose.

Many believe PCP to be one of the most dangerous drugs of abuse.

### **Amphetamines/ Methamphetamine - Bennies, Black Beauties, Crank, Ice, Speed, Uppers**

Amphetamines are schedule II stimulants that speed up the body's system. Many are legally prescribed and used to treat attention-deficit hyperactivity disorder (ADHD). Common prescription amphetamines include methylphenidate (Ritalin® or Ritalin SR®), amphetamine and dextroamphetamine (Adderall®), and dextroamphetamine (Dexedrine®).

Amphetamines is usually in pill or powder form, are taken orally or injected. The addition of "ice," or crystallized methamphetamine hydrochloride, has promoted smoking as another mode of administration. "Ice" is smokable methamphetamine. The effects of amphetamines and methamphetamine are similar to cocaine, but with a slower onset and longer duration.

Methamphetamine remains in the central nervous system longer than cocaine, and a larger percentage of the drug remains unchanged in the body, producing prolonged stimulant effects. Chronic abuse produces a psychosis, picking at the skin, and auditory and visual hallucinations. Violent and erratic behavior is frequently seen among chronic abusers of amphetamines and methamphetamine. Physical effects include increased blood pressure and pulse rates, insomnia, loss of appetite, and physical exhaustion. Agitation, increased body temperature, hallucinations, convulsions, and possible death can occur.

### **MOMA/Ecstasy- 007s, 2CE, 2CI and 4DOT**

MDMA is a synthetic psychoactive drug known as ecstasy. Ecstasy contains not only MDMA but also other drugs such as methamphetamine, ketamine, and cocaine. Other drugs similar to MDMA, such as MDA or PMA, are often sold as ecstasy, which can lead to overdose and death when the user takes additional doses to obtain the desired effect.

MDMA is usually taken in tablet form, which are sometimes crushed and snorted, occasionally smoked, but rarely injected. MDMA is also available as a powder. MDMA users usually take MDMA by "stacking" - taking three or more tablets at once - or by "piggy-backing" - taking a series of tablets over a short period of time.

It produces feelings of energy, euphoria, emotional warmth, and distortions in time, perceptions and tactile experiences. Ecstasy also produces confusion, depression, sleep problems, drug craving, and severe anxiety. In high doses, this drug interferes with the body's ability to regulate temperature and raises the heart rate and blood pressure to dangerous levels. In rare cases, death can occur. Effects occur within 30 to 45 minutes of ingestion and last 4 to 6 hours, but problems can occur days or even weeks after using. Chronic users perform more poorly than nonusers on certain types of cognitive or memory tasks. Animal studies indicate that ecstasy can be harmful to the brain. One non-human primate study showed exposure to ecstasy for 4 days caused damage evident 6 to 7 years later.

### **Alcohol**

Alcohol is a depressant that comes from sources such as grapes, grains and berries. The term "alcoholic drink" refers to a 12-ounce beer, a 5-ounce glass of wine, or 1.5 ounces of 80 proof liquor.

Alcohol affects the central nervous system and brain. It can make users relax and feel more comfortable or it can make them more aggressive. Alcohol also lowers the user's inhibitions, which can set them up for embarrassing or dangerous behavior resulting in pregnancy, drug use, violence and accidents.

The average adult male "processes" about one drink per hour. One drink will elevate his blood alcohol level about .02%. If a man drinks 4 beers in an hour, his blood alcohol level will be about .08%-legally drunk. It takes about 4 hours for his blood alcohol level to return to 0. CDL drivers may not perform safety sensitive operations at or above .02%.

Women tend to absorb alcohol faster and metabolize it slower than men. It is not uncommon for women to take twice as long to metabolize alcohol as men.

Amounts as low as .02% can affect motor skills and judgment, so alcohol should never be used during or prior to driving or operating machinery.

# PETE'S GARAGE LLC

## DRUG & ALCOHOL POLICY

*February 1, 2021*

I have received and read this drug and alcohol policy and other information attached to this sheet. Furthermore, it was explained to me and I was given the opportunity to ask questions.

By signing this document, I hereby agree to abide by all the provisions of this policy as a condition of employment.

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Employee Printed Name

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Employee Signature

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Date