

SAU 41 GOVERNING BOARD

AGENDA

Thursday, January 3, 2019

6:00PM

Captain Samuel Douglas Academy

Times are estimates only and subject to change without notice

6:00 Call to Order

Appointment of Process Observer

Agenda Adjustments

Correspondence

6:10 Public Input

6:20 Approval of Minutes

6:25 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

6:35 Discussion

- SAU 41 three year Transportation Agreement – Company representatives have been invited to attend our meeting

7:15 **Deliberations**

- To see what action the Board will take regarding the SAU 41 three year Transportation Agreement

7:30 Motion to Adjourn

**Hollis Brookline Schools
Review of Bus Bids
Received
for
2019-2022
(add'l 2 year option available)**

TABLE OF CONTENTS

1. Updated Estimated Bid Comparison
2. Proposal Specifications – Required Items for Bid Submittal
3. Hollis Transportation Proposal
4. Butler Bus Service Proposal

FY19 Bus RFP Bid Results-Revised

Route Type	Hollis School District							
	FY19 Cost	FY20 Estimate	Hollis Transportation			Butler Transportation		
			FY20 HT Bid	% Inc. Over FY19	\$ Inc. Over FY19	FY20 Butler Bid	% Inc. Over FY19	\$ Inc. Over FY19
Regular Route	\$306,534	\$344,034	\$340,747	11%	\$34,213	\$393,380	28%	\$86,846
Special Ed	\$92,061	\$102,290	\$105,870	15%	\$13,809	\$112,314	22%	\$20,253
Total	\$398,595	\$446,324	\$446,617	12%	\$48,023	\$505,694	50%	\$107,100
Over FY20 Est.			\$294			\$59,371		

Route Type	Brookline School District							
	FY19 Cost	FY20 Estimate	Hollis Transportation			Butler Transportation		
			FY20 HT Bid	% Inc. Over FY19	\$ Inc. Over FY19	FY20 Butler Bid	% Inc. Over FY19	\$ Inc. Over FY19
Regular Route	\$250,369	\$280,600	\$317,452	27%	\$67,083	\$307,940	23%	\$57,571
Special Ed	\$191,520	\$212,800	\$220,248	15%	\$28,728	\$232,824	22%	\$41,304
Total	\$441,889	\$493,400	\$537,700	42%	\$95,811	\$540,764	45%	\$98,875
Over FY20 Est.			\$44,300			\$47,364		

Route Type	Coop School District							
	FY19 Cost	FY20 Estimate	Hollis Transportation			Butler Transportation		
			FY20 HT Bid	% Inc. Over FY19	\$ Inc. Over FY19	FY20 Butler Bid	% Inc. Over FY19	\$ Inc. Over FY19
Regular Route	\$482,015	\$546,733	\$562,227	17%	\$80,213	\$676,060	40%	\$194,045
Athletics	\$76,191	\$84,657	\$87,620	15%	\$11,429	\$152,383	100%	\$76,191
Special Ed	\$468,675	\$520,750	\$538,976	15%	\$70,301	\$570,846	22%	\$102,171
Total	\$1,026,881	\$1,152,140	\$1,188,823	16%	\$161,943	\$1,399,289	36%	\$372,408
Over FY20 Est.			\$36,684			\$247,149		

PROPOSAL SPECIFICATIONS

Proposals must include the following information:

- *A. A general profile of the firm, including the location of the transit terminal from which buses will be housed, dispatched and maintained;
- B. Appendix D - "Non-Collusion and Good Faith Statement" completed and signed by an authorized individual;
- *C. Appendix E - "Bid Response Page" completed as indicated;
- D. Appendix F - "Proposal Agreement" completed and signed as indicated;
- *E. An inventory listing of buses to be used in the first year of the contract. This listing shall include for each bus, the make of the bus and bus body, year of the bus, capacity, present mileage, and general condition;
- *F. The name of the terminal manager who will be assigned to this contract and his/her qualifications and experience. A resume may be submitted to provide that information;
- *G. A statement of the wage scale and benefit package which will be offered to drivers providing services under the contract for each of the three (3) contract years and optional renewal period;
- *H. A statement regarding the location of the transit terminal, the availability of the transit terminal to the respondent for lease or purchase, and the impact location of the terminal will have on operations, particularly emergency dispatching of buses. The proposal shall breakout the estimated mileage of travel per day per bus between the transit terminal and the beginning of the route and the end of the route back to the transit terminal for the regular route;
- *I. A statement regarding the respondent's training, safety programs, personnel policies and work rules for bus drivers;
- *J. A statement regarding the respondent's recruitment programs to hire and retain bus drivers;
- *K. Names, addresses, phone numbers, and contacts in other public school systems, particularly those similar in size to Hollis & Brookline, for whom similar services have been delivered in the past five years, or are currently being delivered;
- L. A statement regarding any past, present or pending litigation with a client;
- M. The name, address, telephone number, fax number, and email address of the firm and the contact person for this proposal;
- *N. Any comments or exceptions to the requirements of this Request for Proposal;
- *O. The name of the computerized routing system the proposer will use for this contract and the date of its last update;
- P. Three (3) copies of the completed proposal signed with an authorized signature;
- Q. If the Proposer is a corporation, a copy, under seal, of the signer's authority to sign documents binding on the corporation;
- R. Evidence from an insurance or surety company licensed to do business in the State of New Hampshire of the proposer's insurability and that the proposer is able to secure a performance bond;
- S. Financial statement from the most recently ended fiscal year; respondents may additionally be asked to provide copies of audited financial statements for the most recent three (3) fiscal years, a 5-year loss run history from the respondent's insurance company, and/or a letter from the respondent's insurance broker to the effect that the CARRIER has not defaulted or had a contract terminated for cause in the last five years.

***Items included in this document for review**

Hollis Transportation Bid Submission

Hollis Transportation Inc.

8 Muzzey Rd.
PO Box 837
Hollis, NH 03049

Hollis Transportation Inc. has been in business since 1978. We are located at 8 Muzzey Rd. in Hollis, NH. We have been contracted to the Hollis/Brookline School Districts since our business was founded.

Kimberly Homoleski is the terminal manager. Kimberly has been with the company & been the dispatcher for 11 years.

New drivers starting pay is \$15.50 for non CDL drivers and \$16.00 for CDL drivers with raises according to performance. We have an attendance bonus program, offer the 401K plan and the FSA program.

We are located in Hollis, NH and can easily reach any location in Hollis and Brookline within 20 minutes. We lease the bus barn from a family member and it is available to us for as long as we want it.

All new bus drivers have to have a minimum 10 hours of training a year. From their second year on they need 8 hours of training a year. We have 2 driver trainers at Hollis Transportation Inc.

We put an ad in the employment section of the newspaper and Indeed .com

We have only been contracted to the Hollis/Brookline School Systems.

We have never been in litigation with anyone.

Alan & Nancy Orde, 60 Broad St., PO Box 837, Hollis, NH 03049.
Ph. #465-7805, cell #554-6259, fax #465-6303. hti7805@tds.net

APPENDIX E

BID RESPONSE SHEET

PLEASE NOTE THAT YEARS 2022-23 AND 2023-24 REPRESENT THE RENEWAL OPTION PERIOD

A. Twenty-two (22) Regularly Scheduled Buses

Annual cost per bus (2 tier scheduling for all days school is in session - 178). See Appendix C1 for regular bus routes

Year	District	# Buses	Per Bus/Day	Days	Bus Total	Annual Total	SAU-Wide Cost
2019-20	Coop	19	2837.22	178	53845.18	53845.18	
	Hollis	12	27716.38	178	30480.18	30480.18	
	Hollis*	1	201.91	178	3599.98	3599.98	
	Brookline	8	32716.38	178	261731.04	261731.04	
	Brookline*	1	210.34	178	3739.98	3739.98	
2020-21	Coop	19	29047.20	178	551896.58	551896.58	
	Hollis	12	28406.80	178	340811.60	340811.60	
	Hollis*	1	209.60	178	37308.80	37308.80	
	Brookline	8	33406.80	178	257254.40	257254.40	
	Brookline*	1	218.03	178	38848.80	38848.80	
2021-22	Coop	19	29049.70	178	551906.30	551906.30	
	Hollis	12	29116.97	178	552222.18	552222.18	
	Hollis*	1	214.84	178	38244.52	38244.52	
	Brookline	8	34247.97	178	27382.76	27382.76	
	Brookline*	1	233.48	178	39779.02	39779.02	
2022-23	Coop	19	29773.88	178	565723.72	565723.72	
	Hollis	12	30537.31	178	36647.72	36647.72	
	Hollis*	1	220.22	178	39197.53	39197.53	
	Brookline	8	35104.17	178	280833.36	280833.36	
	Brookline*	1	229.06	178	40773.30	40773.30	
2022-24	Coop	19	33365.53	178	632710.07	632710.07	
	Hollis	12	32685.57	178	393226.84	393226.84	
	Hollis*	1	225.72	178	40177.47	40177.47	
	Brookline	8	36806.67	178	294533.36	294533.36	
	Brookline*	1	234.79	178	41792.84	41792.84	

*Elementary route only

B. Daily 33 Ball Hill Rd Van Route

Year	District	# Vans	Per Van/Day	Days	Van Total	Annual Total	SAU-Wide Cost
2019-20	Brookline	1	105.50	178	18779	18779	
	Coop	1	105.58	178	18779	18779	
2020-21	Brookline	1	10950	178	19135	19135	
	Coop	1	107.50	178	19135	19135	
2021-22	Brookline	1	209.50	178	19491	19491	

	Coop	1	102.50	178	19496	19496	\$
2022-23	Brookline	1	110.50	178	19669	19669	
	Coop	1	110.50	178	19669	19669	\$
2023-24	Brookline	1	111.50	178	19837	19837	
	Coop	1	111.50	178	19837	19837	\$

C. The following categories will all be paid based on the following per mile charges, per hour for drivers and the minimums that apply. If rates differ, please break them out differently.

Special Education-Appendix C3, Vocational Education-Appendix C2, Athletics, Music and Band,
Field Trips and Co-Curricular Activities

	Per Mile	Per Hour	Minimum
2019-20	2.00	23.00	70.00
2020-21	2.15	24.00	80.00
2021-22	2.20	25.00	80.00
2022-23	2.25	25.50	80.00
2023-24	2.25	26.00	90.00

Estimated Regular Route mileage (per day all routes): 2,093 (established for bid)

Estimated Regular Route mileage (per day, one bus) from transit terminal to route start and from route end to transit terminal: 57 (established for bid)

Appendix E

BID RESPONSE SHEET

PLEASE NOTE THAT YEARS 2022-23 AND 2023-24 REPRESENT THE RENEWAL OPTION PERIOD

A. Twenty-two (22) Regularly Scheduled Buses

Annual cost per bus (2 tier scheduling for all days school is in session - 178). See Appendix C1 for regular bus routes

Year	District	# Buses	Per Bus/Day	Days	Bus Total	Annual Total	SAU-Wide Cost
2019-20	Coop	19	\$159.21	178	\$538,448.22	\$538,448.22	
	Hollis	12	\$142.70	178	\$304,807.20		
	Hollis*	1	\$201.91	178	\$35,939.98	\$340,747.18	
	Brookline	8	\$183.45	178	\$261,232.80		
	Brookline*	1	\$210.34	178	\$37,440.52	\$298,673.32	\$1,177,868.72
2020-21	Coop	19	\$163.19	178	\$551,896.80	\$551,896.80	
	Hollis	12	\$159.56	178	\$340,820.16		
	Hollis*	1	\$209.60	178	\$37,308.80	\$378,128.96	
	Brookline	8	\$180.66	178	\$257,259.84		
	Brookline*	1	\$218.03	178	\$38,809.34	\$296,069.18	\$1,226,094.94
2021-22	Coop	19	\$163.19	178	\$551,906.30	\$551,906.30	
	Hollis	12	\$163.58	178	\$349,403.64		
	Hollis*	1	\$214.84	178	\$38,241.52	\$387,645.16	
	Brookline	8	\$192.41	178	\$273,991.84		
	Brookline*	1	\$233.48	178	\$41,559.44	\$315,551.28	\$1,255,102.74
2022-23	Coop	19	\$167.27	178	\$565,703.72	\$565,703.72	
	Hollis	12	\$171.56	178	\$366,447.72		
	Hollis*	1	\$220.22	178	\$39,199.16	\$405,646.88	
	Brookline	8	\$197.21	178	\$280,833.36		
	Brookline*	1	\$229.06	178	\$40,772.68	\$321,606.04	\$1,292,956.64
2022-24	Coop	19	\$187.08	178	\$632,704.56	\$632,704.56	
	Hollis	12	\$184.09	178	\$393,216.24		
	Hollis*	1	\$225.72	178	\$40,178.16	\$433,394.40	
	Brookline	8	\$206.84	178	\$294,533.36		
	Brookline*	1	\$234.79	178	\$41,792.62	\$336,325.98	\$1,402,424.94

*Elementary route only

B. Daily 33 Ball Hill Rd Van Route

Year	District	# Vans	Per Van/Day	Days	Van Total	Annual Total	SAU-Wide Cost
2019-20	Brookline	1	\$105.50	178	\$18,779.00	\$18,779.00	
	Coop	1	\$105.50	178	\$18,779.00	\$18,779.00	\$37,558.00
2020-21	Brookline	1	\$107.50	178	\$19,135.00	\$19,135.00	
	Coop	1	\$107.50	178	\$19,135.00	\$19,135.00	\$38,270.00
2021-22	Brookline	1	\$109.50	178	\$19,491.00	\$19,491.00	
	Coop	1	\$109.50	178	\$19,491.00	\$19,491.00	\$38,982.00
2022-23	Brookline	1	\$110.50	178	\$19,669.00	\$19,669.00	
	Coop	1	\$110.50	178	\$19,669.00	\$19,669.00	\$39,338.00
2023-24	Brookline	1	\$111.50	178	\$19,847.00	\$19,847.00	
	Coop	1	\$111.50	178	\$19,847.00	\$19,847.00	\$39,694.00

C. The following categories will all be paid based on the following per mile charges, per hour for drivers and the minimums that apply. If rates differ, please break them out differently.

Special Education-Appendix C3, Vocational Education-Appendix C2, Athletics, Music and Band,
Field Trips and Co-Curricular Activities

	Per Mile	Per Hour	Minimum
2019-20	\$2.10	\$23.00	\$70.00
2020-21	\$2.15	\$24.00	\$80.00
2021-22	\$2.20	\$25.00	\$80.00
2022-23	\$2.25	\$25.50	\$80.00
2023-24	\$2.25	\$26.00	\$90.00

Estimated Regular Route mileage (per day all routes): _____ 2093

Estimated Regular Route mileage (per day, one bus) from transit terminal to route start and from route end to transit terminal: _____ 57

Bus #	Make	Year	Bodystyle	Capacity	Mileage	Condition
D-45	International	2006	school bus	71		Fair
D-52	International	2009	school bus	71		Fair
D-54	International	2008	school bus	71		Fair
D-55	International	2006	school bus	71		Fair
D-57	International	2005	school bus	71		Fair
D-58	International	2007	school bus	72		Fair
D-59	International	2007	school bus	72		Fair
D-60	International	2009	school bus	71		Good
D-61	International	2009	school bus	71		Good
D-62	International	2010	school bus	71		Good
D-63	International	2010	school bus	71		Good
D-64	International	2010	school bus	71		Good
D-65	International	2010	school bus	71		Good
D-66	International	2010	school bus	71		Good
D-68	International	2010	school bus	71		Good
D69	International	2010	school bus	71		Good
D-70	Thomas	2014	school bus	71		Great
D-71	Thomas	2014	school bus	71		Great
D-72	Thomas	2014	school bus	71		Great
D-73	Thomas	2014	school bus	71		Great
D-74	Thomas	2014	school bus	71		Great
D-75	Thomas	2014	school bus	71		Great
D-76	Thomas	2014	school bus	71		Great
D-77	Freightliner	2015	school bus	71		Great
D-78	International	2016	school bus	77		Great
D-79	International	2016	school bus	77		Great
V-11	GMC	2007	wheel chair van	2wc +13		Good
V-17	GMC	2005	school bus van	15		Fair
V-18	Ford	2009	van	6		Good
V-19	Ford	2009	van	6		Good
V-20	Ford	2010	van	6		Good
V-21	Ford	2008	van	9		Good
V-22	Chrysler	2014	van	5		Good
V-23	GMC	2006	school bus van	24		Good
V-24	Ford	2016	van	10		Good
V-25	Ford	2016	van	10		Good
V-26	GMC	2010	wheel chair van	2wc +13		Good
e	Chrysler	2016	van	5		Good
V-28	Chrysler	2014	van	5		Good
W-3	Ford	2012	suv	3		Good
W-4	Ford	2010	suv	3		Good



Seeley, Kelly <kelly.seeley@sau41.org>

bid

1 message

NANCY ORDE <hti7805@tds.net>

Thu, Dec 13, 2018 at 8:11 AM

To: Kelly Seeley <kelly.seeley@sau41.org>

Kelly,

I misspoke; you are correct that we hope to get another bus in the future. We are currently running with 12 elementary routes.

Also, per your conversation with Lionel last week, we are asking to be able to use retreaded tires and for the life of the buses to be extended out to 12 years.

Thank you for the considerations,

Kim

--
Kimberly Homoleski
Administrative Assistant
Hollis Transportation Inc.
603.465.7805

Hollis Transportation Inc.

8 Muzzey Rd.

Hollis NH 03049

603.465.7805

December 6, 2018

To Whom It May Concern:

Transfinder is the routing software that we have in place to coordinate routes as well assign students to their designated stops.

We have used this program since 2008, with the latest update done in August, 2016.

The software is used only on an interoffice based system, not cloud-based.

We are the exclusive owner of the information that is passed to us from the SAU office. We do not share any information to other establishments or organizations.



Kimberly Homoleski

Office Manager

Butler Bus Service Bid Submission



STUDENT TRANSPORTATION PROPOSAL

FOR

BROOKLINE SCHOOL DISTRICT
HOLLIS SCHOOL DISTRICT
HOLLIS-BROOKLINE COOPERATIVE
SAU #41 – KELLY SEELEY

Business Administrator

4 Lund Lane
Hollis, New Hamp 03049

SUBMITTED BY

E. Bruce Lyskawa, Sr
President

Email: Busman76@msn.com

BUTLER'S BUS SERVICE INC

835 Hanover St., Suite 303

Manchester, NH 03104

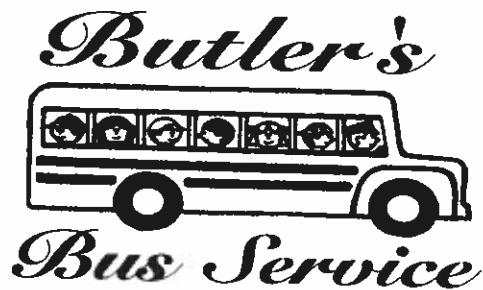
(603) 715-2415 office

(603) 860-3103 cell

Due Date:

December 7, 2018

Friday @ 11:00 am



December 7, 2018

Hollis-Brookline
Cooperative School District
Ms. Kelly Seeley,
Business Administrator
4 Lund Lane
Hollis, New Hampshire 03049

Dear Ms. Seeley,

re: Transportation Bid

Butler's Bus Service is pleased to enclose a proposal for Pupil Transportation to the Districts of SAU #41. We believe our proposal represents solutions to the pupil transportation equation that maximizes both safety and cost effectiveness and continues the high level of service your school District has grown accustomed too.

The following items are areas of special interest we wish the School District to take note of and as such supplement your specifications.

- | | | |
|---------------|---|------------------------------|
| Section One | - | Company History & References |
| Section Two | - | Facility & Staffing |
| Section Three | - | Drivers & Safety Programs |
| Section Four | - | Equipment & Maintenance |
| Section Five | - | Cost Summary |

We appreciate the opportunity to submit this proposal for student transportation and we look forward to the possibility of providing quality bus services to your District for the next three years.

Sincerely,

E. Bruce Lyskawa Sr
President
Butler's Bus Service
P.O. Box 3790
Concord, NH 03302

Email: Busman76@msn.com
Phone: (603) 715-2415
Fax: (603) 715-2423
Cell: (603) 860-3103

SECTION ONE

Butler's Bus Service is a regional School Bus Company that has been operating for over 60 years. We currently manage over 300 buses for several School Districts in Vermont and New Hampshire. Our home-to-school contracts cover students from the Canadian border down I-91 to the greater White River Junction areas. The New Hampshire Districts include: Milford, Amherst, Mason, Mont Vernon, North Haverhill, Rivendell Interstate School District, and Barnstead.

Enclosed in this section is a company history as well as a partial list of current customers, the telephone number, and the contact person's name. They can attest to the high quality of service they have enjoyed as well as indicate the type of service the Hollis-Brookline Cooperative School District can expect with Butler's Bus Service. Your contact who can answer any questions regarding this proposal is the President and Owner, E. Bruce Lyskawa Sr.

His contact information is listed below.

Butler's Bus Service
E. Bruce Lyskawa Sr.
835 Hanover Sreet, Suite 303
Manchester, NH 03104
(603) 715-2415
email: Busman76@msn.com



Butler's Bus Service History

Arland Butler started Butler's Bus Service in 1949 using a pick up truck that he also used for hauling milk cans to the local creamery. Arland attached a canopy on the back of the truck and installed some benches on both sides for the children to ride on. A few years later a state inspector came around and was very impressed with the arrangement. Butler's pick up was only the fourth vehicle in the state of Vermont to be inspected as a school bus.

The next year school directors asked Mr. Butler to add the children from Burton Hill to his route. Taking on the extra route Mr. Butler decided to buy a van to transport the kids. Mr. Butler bought his first big school bus in 1955 after someone else gave up their route and went on to take over Orleans and Barton routes a short time later. In 1967 Mr. Butler added a large garage and had grown to 23 buses.

In 1994 Mr. Butler sold Butlers Bus Service to Judith Currier and Gerald Chapdelaine. They were key employees who had worked for Mr. Butler for over 20 years. The pair started with a fleet of 23 buses and continued to give the same great service as Mr. Butler had for so many years.

In July 2006 Butler's was purchased by John Lyskawa and Emo Chynoweth. John Lyskawa started in the transportation business in 1990 as administrative assistant to the CEO of Bruce Transportation Group. In 1999 he became the National School Bus Sales Manager for First Student. Emo Chynoweth has been in the transportation business since 1990. Emo has held various positions with Bruce Transportation and First Student. Positions held were Bus Driver, Maintenance Supervisor, Division Manger, Vermont Regional Manager, Business Development, and New Operations Start up Manager.

Both John and Emo in their positions of Start up manager included responsibility for the set up of all operational aspects of several school districts in New York, Louisiana, Massachusetts and New Hampshire. Both worked with problem solving in the areas of driver training, maintenance scheduling, routing, driver relations and office procedures.

Butler's currently owns and operates a fleet of over 301 buses in five locations. These operational centers are in Orleans Vermont, Lyndonville Vermont, White River Junction Vermont, North Haverhill and Milford New Hampshire. Each location is fully staffed to provide full maintenance services, dispatching, driver development and on site management for our customers.

Butler's Bus Service Mission

The Butler's Bus Service mission is to provide quality School Bus Service at competitive prices to our customers. Butler's Bus Service will satisfy not only the interests of school officials but those of parents and riders as well. Safety and security are a top priority. Operational student transportation expertise is our primary tool. In addition our maintenance standards ensure we stay focused on preventive and corrective maintenance while maintaining compliance with federal, state and municipal regulations. We are well prepared to handle the total "Student Transportation Equation."

Our services:

- Daily Student transportation to and from school
- Special education busing
- Sports trips
- Class trips
- Local charter service
- Summer School and camp services.
- School bus maintenance

SECTION TWO

Several properties for a possible bus depot in addition to the current site have been located. Our proposal is based upon buses being parked in or around Hollis or Brookline New Hampshire at one of these sites. This Depot will have an office from which dispatch and supervision will be located. Our office will be staffed with a full time dispatcher and a general manager. They will not be scheduled to drive as they will coordinate the operations and will be available to handle parent calls. They will also be available to meet with School District Staff to handle problems and challenges that may arise with both Regular Ed and Athletic/Field Trips.

Enclosed are a copies of the resumes of Emo Chynoweth, Vice President of Operations, and E. Bruce Lyskawa Sr, President and CEO. They will both have direct oversight of the Hollis-Brookline operation. Their resumes show the leadership roles in careers spanning over a combined eighty years in the student transportation industry.

I have enclosed our start-up check list we use at Butler's Bus Service for all of our new start-ups. This guide has been developed for the purpose of keeping all individuals involved with a new start-up on track and on task to ensure a smooth and safe start-up as well as a smooth transition for your Districts.

Ervin "Bruce" Lyskawa Sr.

60 Windsor Blvd
Londonderry, NH 03053
Busman76@msn.com
Tel: (603) 437-7701
Cell: (603) 860-3103



OBJECTIVE: Executive position where there is a need for improvements in growth, operational quality and stable profits through "Hands on Management"

EXPERIENCE:

Oct 2009
to
Present

Butler's Bus Service Inc
President & CEO

Concord, NH

Assisted my Brother in building a 20 vehicle school bus company acquired in July 2006. We have added several contracts and currently operate 301 buses with annual revenues in excess of \$13 million. Butlers has seen growing profits every year since the purchase.

Jun 1999
to
Dec 2010

FOG Motorsports Inc
Founder & President

Concord, NH

Acquired three full service motorcycle dealership located in Concord, Manchester and Lebanon, New Hampshire and tripled sales. However, the current financial trend has led us to sell or close all three business units by 2009.

Sept 2000
to
Oct. 2006

First Student
President

Cincinnati, OH

Took over the helm of First Student under a cloud of adversity with the surprise resignations of the CEO, COO and CFO. Recruited a team and reset the goals and objectives. We grew the firm from 11,000 buses to 19,000 buses in five years while improving EBIT.

Jul 1989
to
Sep 1999

Bruce Transportation Group
Founder & CEO

Litchfield, NH

Started a School Bus Company with 12 buses generating \$300k of revenue. In ten years we grew the firm to 1,200 buses with revenues in excess of \$38 million operating in three states. Sold firm to First Group plc in September 1999.

Education:

University of Rhode Island
1988 Bachelors of Science – Accounting

Kingston, RI

Personal:

Married with four children
Past President and Board Member of Symphony by the Sea, Salem MA
Past Chairman of the Board of the New Hampshire Motor Transport Assoc.
Managed Professional Motorcycle Race Team 2000-2003

EMO MICHAEL CHYNOWETH

10 Maple Street
Woodstock, VERMONT 05091
802-457-3454
Email: busman7@comcast.net

PROFESSIONAL EXPERIENCE

Butler's Bus Service, Inc. **Vice President & COO**

7/19/2006 – Present

- My partner and I purchased this organization in July of 2006 with a mission to continue quality School Bus Service at competitive prices in the State of Vermont. My responsibilities involved the bidding and securing of municipal contracts and subsequent set up of all operational, accounting, safety, and maintenance functions for new locations as well as cash flow management, regulatory reporting, establishment of budgets and monthly deviation reporting, securing stable insurance relationships, developing bids and finalizing contracts, equipment purchases, and assisting partner in managing office functions in Concord.

First Student, Inc.

1999-2006

Business Development/Start-Up Manager

- Start up Manager which included the set up of all operational aspects of new school bus contracts. Set up and started 70 bus contract with the Syracuse, NY School District, 32 bus Contract in Zachary, Louisiana, and key person with 650 bus start-up in Boston, Massachusetts.
Swing man to work as needed to trouble shoot bus operations throughout New England and include problem solving in the areas of driver training, maintenance scheduling, routing, driver relations and office procedures.
Maintained vehicle lists, maintenance files and vehicle registration and taxes.
Coordinated bids and market analysis reports for the Vice President of Business Development.

Bruce Transportation Group, Woodstock, VT

1991-1999

Division Manager & Vermont Regional Manager

- Responsibilities included the hiring and supervision of 35 route drivers and six spare drivers, one mechanic, and negotiating contracts with 9 school boards, all routing for the district, billing, scheduling of extra-curricular trips, scheduling buses for maintenance, training and rectification of all drivers, maintaining a stable budget, marketing for new contracts, ground work for, 22 bus contract for U-32 High School in Montpelier, VT. 2 bus contract for Rochester, Vt., 6 bus contract for Barre City, Vt. 10 bus contract for Springfield, Vt.

Bruce Transportation Group, Tyngsboro, MA
Division Manager

1991 - 1991

- Initiated the start up of a new 24-bus contract for the company. Responsibilities included, hiring all of new drivers and maintenance staff, setting up a new garage and office, record keeping for all phases of the operation. (Transferred to Woodstock Division to fill vacancy for the owner)

Bruce Transportation Group, Belmont, NH
Bus Driver and Maintenance Supervisory

1990-1991

- Responsible for a regular school bus route during the morning and afternoon. Responsible for the maintenance and repair for a fleet of sixteen busses.

U.S. Coast Guard, New London, CT
Boatswains Mate Second Class, Small Boat Station

1986-1990

- 41' UTB coxswain with a crew of four, qualified boarding officer for law enforcement, search and rescue coordinator, survival gear procurement and inventory control for fifty personnel, computer entry of all daily boat logs search and rescue logs and all law enforcement logs, upkeep and maintenance of boat, daily projects schedules for non rated personnel.

EDUCATION

Vermont Fire Service Level 1 Course, Hartford, VT 1998
Community College of Vermont, Hartford, VT 1997
New Hampshire Vocational Technical Institute, Accounting, Concord, NH 1992
US Coast Guard Correspondence Courses, 1986-1990
Emergency Medical Technician Course, 1990 & 1998 & 2010
US Coxswain School, Yorktown, VA 1988
US Cost Guard Navigation School, Yorktown, VA 1987
Fire Fighter Training School, Yorktown, VA 1988
US Coast Guard Basic Training, Cape May, NJ, 1986
Belmont High School, Belmont, NH 1986

PERSONAL

- Married
- Three Sons
- Motorcycles
- Captain, Woodstock Volunteer Fire Department
- Chair, Woodstock Development Review Board
- Woodstock Youth Hockey Association Treasurer

Butler's Bus Service, Inc.

START-UP CHECK LIST & ASSIGNMENT MASTER

Location Name & Number:

Section 1: Review of Bid Specifications & Bid Model

Notes:

A. Start-Up Costs = refer to bid model	Project Assigned to:	Project Starting Date	Completion Date	Notes:
1: Contract Signed With Copies To Startup, Corp.				
B. Specific Reports & Deadlines = list on location timeline calendar				
C. Administrative Staffing Requirements				
2: Wages				
3: Recruit & Interview				

Section 2: Vehicles & Radio Preparation

A. Vehicle Requirements	Project Assigned to:	Project Starting Date	Completion Date	Notes:
1: Determine Number of New / Used Vehicles Needed				
2: Order New Vehicles. Refer To New Vehicle Request Form				
3: Complete Vehicle Safety Audit, Refer To Vehicle Audit Form				
4: Order Lettering / Decals As Specified In Bid Documents				
a: Arrange for Installation of Decals				
5: Set-Up Vehicle files				
6: Obtain Equipment Unit Numbers				
7: Equipment listing				
8: Registration & Inspection				
a: Title				
b: Registration				
c: Create vehicle listing				
d: Create DOT inspection Sheet				
c: Arrange for inspection				
9: Order Insurance cards				
E. Radio Requirements				
1: Number of Radio's Needed				
2: Frequency				
3: Application for License				
4: Installation of Radio's & Base Station				
5: Maintenance Contract				

Section 3: Facility Acquisition & Preparation

A. Acquire Office Facility	Project Assigned to:	Project Starting Date	Completion Date	Notes:
B. Facility Lay Out:				
1: Traffic Flow & Parking Log Configuration				
2: Emergency Evacuation Plans				
3: Suitable Fueling Area				
4: Parking Area For Employee's Vehicles				
5: Operations Lay Out - Consider Shop & Dispatch Flow				
6: Order and Install signage				
C. Utility Hook-Up				
1: Telephone				
2: Computers				
3: Electric Service = Dispatch & Shop				

Butler's Bus Service, Inc.

	Project Assigned to:	Project Starting Date	Completion Date	Notes:
4: Heating & Cooling Systems				
5: Required Permits or Licenses				
6: Obtain Copier				
7: Check on high speed capability, order as necessary				
8: Call phones; review needs, who has phones usage, rates				
D. Leasehold Improvements				
1: Restrooms				
2: Drivers Area				
3: Parking Area				
4: Interior Offices				
5: Shop Area Equipped With All Appropriate Services				
a: Install time clock if necessary				
6: Fuel Storage Tank Location				
7: Fence				
E. Security Requirements				
1: Types of Security Available				
2: Building & Shop Security				
3: Acquire Quotes For Services After Determining Needs				
F. Office Equipment & Furniture Needed				
1: Managers Office Equipment				
2: Dispatch Office Equipment				
3: Drivers Area Equipment				
Section 4: Accounts Receivable / Payable & Misc.				
A. Accounts Receivable				
1: Create Customer Listing				
2: Aged Receivable Report as of				
3: Are we purchasing the existing A/R?				
4: Copies of all outstanding invoices as of				
5: Location Number				
6: What is current system? Are changes or upgrades needed?				
A. Accounts Payable				
1: Create Vendor Listing				
2: Recurring Vendors - Rent				
3: Recurring Vendors - Other				
4: What is current system? Are changes or upgrades needed?				

Butler's Bus Service, Inc.

5: Petty Cash - How Much? Who is the administrator?

C. Miscellaneous

- 1: Establish Standard Hours
- 2: P&L Review
- 3: Account Receivable Report Review
- 4: Vehicle Depreciation Listing Review
- 5: Create Office Supply Account
- 6: Order Stationery/Letterhead

Section 5: Shop /Maintenance Established

A. Recruit Lead Technician

- 1: Recruit & Hire Assistant Techs

B. Review Maintenance Policies & Procedures Manual

C. Establish Shop Area

- 1: Efficient Work Area
- 2: Establish Secure Parts Room
 - a: Set-up Inventory Controls
- 3: Secure Efficient Lights & Outlets
- 4: Fuel Storage & Procedures
- 5: Establish Office Area For Lead Tech
- 6: Set up Compressor & Suitable Air Lines
- 7: Oil & Lubrication Location
- 8: Suitable Tire Storage Area
- 9: Review & Conduct OSHA Safety Audit
- 10: List - Needed Shop Equipment = Vendor Cost, Delivery Date

D. Establish Local Vendors

- 1: Parts & Supply Vendors
- 2: Tire Vendor & Service
- 3: Towing Service
- 4: Fuel & Oil Vendors

E. Review Local & State Regulations

- 1: Vehicle Inspection Requirements (list)
- 2: Certification Procedures
- 3: License Requirements

Section 6: Safety & Training

Without question, the success of the start-up will depend a great deal upon the quality and ability of the individual selected for the task of driver recruitment, screening, training and hiring. Some thought into the selection of this person should be planned well ahead of the actual award of the contract. Regional support is necessary. Day to day communication is absolutely essential.

A. Review State And Local Driver License And Training Requirements.

- 1: Keep track of particular time involved and renewal requirements
- 2: Establish central training room with necessary training programs
- 3: Identify Existing Audio/Visual Equipment or Order New

B. Review EEO Guidelines And Requirements

C. Determine Recruitment Strategy, Newspaper, TV, Radio, Flyers

- 1: Determine Central Office For Receiving Applications
- 2: Contact the local colleges and unemployment offices
- 3: Determine Office or Area For Conducting Interviews

D. Driver Requirements

- 1: Total Number of Drivers Needed

Butler's Bus Service, Inc.

Section 7: Dispatch & Routing		Project Assigned to:	Project Starting Date	Completion Date	Notes:
A. Establish Dispatch Office = Refer To Dispatch Operations Checklist					
1: Develop Dispatch Log or Roll-Out Sheet / Plotting Board					
2: Obtain Schools & District Phone Listings					
3: Obtain All Emergency Numbers & Contacts					
4: Set-Up Charter Book					
5: Establish Charter Procedures With Schools					
6: Establish Emergency Breakdown Procedures					
7: Obtain School Year Calendar(s)					
8: Set-Up Computer Station(s) & Software					
9: Set-Up Route & Direction of Travel Files					
10: Set-Up Copier Station					
B. Routing					
1: Obtain copies of current routes					
2: Access database if available					
3: Obtain local area maps					
4: Obtain school district policies regarding routing					
5: Obtain district student listing					
6: Obtain support software as needed					
7: Identify Re-Routing Needed, Contact Superintendents Office					
8: Dry Run Routes With Admin Personnel					
9: Dry Run Routes With District Staff					
10: Obtain Written Route Approval From Superintendent					

SECTION THREE

All current driving personnel will be given preference in hiring upon an award of a contract. We understand and promote their years of service to the District and the special relationships formed with the parents and youngsters they transport. Our proposal includes a sign-on bonus and significant salary increases on all levels. Adjusting driver's wage levels reflects one of several approaches to the current driver shortage.

Please note this requirement: The District along with Butler's Bus shall agree to create contract language that would hold Butlers not liable for service problems created by the National Driver Shortage.

Additional personnel will be trained and hired into standby driver positions to ensure the continuity of service. If existing drivers are not available, our recruiting will be adjusted accordingly. The enclosed material discusses some basic recruiting programs we employ regularly with success. Our driver's qualifications will at the minimum meet or exceed the State of New Hampshire requirements. In addition to the State and our own standards, we will customize our selection criteria to include District sensitive requirements.

Enclosed is an outline of our Pre-Service and In-Service training programs. This will further exemplify our commitment to quality service through well-trained drivers. In addition, we have included a copy of our Drug/Alcohol testing policies for your review.

Butler's Bus Service

2019-2000 Compensation Package

Milford, NH (Proposed Wage Package for HB)

BBS - Milford		Note: Steps are adjusted yearly
0-1 years	\$ 18.00 per hour	Step 1 - Starting Rate until Completion of 1st year
2-3 years	\$ 18.50	Step 2 - Beginning of 2nd year to the Completion of 3rd Year
4-5 years	\$ 19.00	Step 3 - Beginning of 4th year to the Completion of 5th year
6-7 years	\$ 20.50	Step 4 - Beginning of 6th year to the Completion of 7th year
8+ Years	\$ 21.40	Step 5 - Beginning of 8th year and Beyond

New employees are given Credit for years of School Bus Driving

Paid Holidays	3 Days	Thanksgiving, day after & Memorial Day (must be available to work the day before and the day after)
Charters		\$18.00/hour
Safety Meetings		at route rate
Unapplied Time		\$16.00/hour
Aflac Ins.		Available
401K retirement		Available
		(Company will match up to 3% based on location Profitability)

Accident/Incident Free
 Earned: \$100 per School Year
 Paid: with last June check.

Attendance Bonus:
 Earned: \$30 per month
 Allowed: 3 days per School Year
 Lose entire bonus if absent over 3 days
 Paid: Sept-Dec with last December check.
 Paid: Jan-June with last June check.

BUTLER'S BUS SERVICE RECRUITMENT PRACTICES

Butler's Bus Service has a very active recruitment program. The number one goal is to recruit individuals who will meet the commitment of transporting our school children in a safe and timely manner.

Each of our managers is responsible for their own recruitment program. Our support staff works closely with each manager to ensure that their recruitment and training programs are an ongoing process. We are constantly training individuals to meet the demands of our customer for a safe on time transportation program.

A sampling of some of the things we do to recruit the right people include:

- ❖ Newspaper Ads: We run both display and classified ads. Our ads are geared to catching the attention of the individuals who will qualify for this position.
- ❖ Flyers: We utilize our employment flyers in several ways. One way is to post our flyers around the communities we serve such as Supermarket Bulletin boards. We have our managers attach four or five business cards to the bottom for the individual to tear off and take with them.
- ❖ Newsletters: We contact town offices and local papers to place either our display ad or classified ad in their weekly mailings.
- ❖ School Lunch Menus: Some of our schools have been great about allowing us to place an ad on the front of the school lunch menu. In exchange, we sponsor the printing of their menus for them that month. What better way to get the word out than on every refrigerator that opens numerous times during the day.
- ❖ Bus Banner: We have very large banners made to hang on the side of a school bus. The managers find a variety of locations to park the bus during prime time commuting as well as during the normal day in a high traffic area for visibility.

- ❖ Radio Ads & Cable TV: Butler's Bus Service has used radio ads for several years and have found them to be surprisingly successful. Both radio and television ads are a large monetary investment, but we have found them to be a wise advertisement investment.
- ❖ Placemats: We will identify and approached breakfast restaurants near our bus yards with a strategy of placing our help wanted add on their paper placemats. We pay for the placemats and receive great coverage. The customer will view the ad as they drink their coffee waiting for their Breakfast! This works well in targeting the retired individual.
- ❖ Posters: Managers have posters to place in the local schools. We have also held poster contests within the elementary schools relating to school bus safety. This can lead to the interest of some parents thinking about becoming a school bus driver.
- ❖ PTA Meetings: Our staff are encouraged to contact their local PTA's and get themselves on the agenda one evening to do a presentation to the group on school bus safety and the rewards one has in becoming a driver for their community.
- ❖ Open House: We have held an open house just prior to school starting and ending. The idea is to get parents to bring their small children just starting school in to look at the buses they will ride and to meet the driver and staff who will be responsible for transporting their children to school each and every day. Drivers are available to take children and parents on a tour of the bus (in some cases they are taken for a short ride through town). Staff are also available to answer questions as well as scan out potential new drivers.

As a company, we are always striving for the extra effort of measure in the name of community participation. Our goal is to provide drivers that are safe, responsible, dependable and professional. More importantly, individuals who will become part of the community and take an active interest in the children we transport every day. We ask each driver to transport that child in the same manner they would want their own child transported. What better way to achieve that goal than to start with the community and the customers you service.

BUTLER'S BUS SERVICE

PRE-SERVICE TRAINING

OUTLINE

SCHOOL BUS TRAINING PROGRAM

First Day:

- A. Orientation
 - 1. Review of BBS operating procedures and policies
 - 2. Review of Drug and Alcohol Testing Policy
 - 3. Review of BBS Training Program
- B. Introduction to bus Driving
 - 1. Their responsibility as a driver to their: children, supervisor, fellow employees and their vehicle.
 - 2. Explain licensing application process and goals of the training program.
- C. Pre-Trip & Post-Trip inspection
 - 1. Explain why a pre-trip inspection is necessary
 - 2. Explain how to do a proper daily pre-trip & post trip inspection.
 - 3. Explain dangers of not doing proper pre & post trip inspections
- D. Driving fundamentals
 - 1. How to start a bus & basic driving maneuvers
 - 2. Proper railroad crossing procedures
 - 3. speed laws for school buses
- E. Controlling the position of the bus
 - 1. How to maintain adequate space between the bus and all other traffic, pedestrians, objects, etc.
 - 2. Proper use of lights & signals.
 - 3. Impress upon trainee that while behind the wheel of bus, they are constantly observed by the public
- F. Questions & Review

Second Day:

- A. Preventive maintenance
 - 1. How to detect symptoms of a possible trouble
 - 2. Different components of a bus
 - 3. Driving actions to prevent undue wear & prolong life of a bus
- B. Passenger control
 - 1. Proper loading & unloading procedures
 - 2. General rules of student conduct & discipline reporting procedures
- C. Detecting hazards
 - 1. How to recognize potential hazards
 - 2. How to avoid traffic hazards
 - 3. What to do in case of a hazard
- D. Driving under special conditions
 - 1. Adverse weather conditions
 - 2. Driving at night
 - 3. How to get on & off expressways
 - 4. Defensive driving
- E. Questions & Review

Third Day:

- A. Emergency driving techniques
 - 1. What to do in case of a blow out
 - 2. How to stop a bus without brakes
 - 3. How to control a bus in a skid
- B. Accidents & Emergencies
 - 1. What is their liability as a driver
 - 2. Laws and rules regarding accidents
 - 3. Accident reporting procedures
 - 4. How and when to evacuate a bus

- C. First Aid
 - 1. How to control bleeding
 - 2. How to recognize shock
- D. Field trips
 - 1. Learning an unfamiliar route
 - 2. Working with chaperones
 - 3. How to manage students unfamiliar with school bus rules
- E. Transporting students with special needs
 - 1. How to handle children with special needs
 - 2. Communication between driver and children
 - 3. What information should be on the bus
- F. Review and Discussion

Fourth Day In Bus Training:

- A. Pre-trip inspection
- B. Getting the feel of the bus
- C. How to take turns
- D. Post-trip inspection

Fifth Day In Bus Training

- A. Pre-trip inspection
- B. Stopping & starting on hills
- C. Backing up
- D. Stopping at railroad crossings
- E. Post-trip inspection

Sixth Day In Bus Training

- A. Pre-trip inspection
- B. Loading & Unloading students
- C. In traffic driving
- D. Post-trip inspection

Seventh Day In Bus Training

- A. Review of everything done thus far
- B. Evaluation of abilities (this is the last day unless an individual needs extra attention in a specific area)
- C. Explanation of what is expected from the State Inspector during the road test.
- D. Set dates for State Licensing Test

BUTLER'S BUS SERVICE

ALCOHOL & CONTROLLED SUBSTANCE TESTING POLICY

Use of illegal drugs, on or off duty by employees can impair the ability of employees to perform tasks that are critical to proper job performance and can create the potential for accidents on duty and a threat to public safety. Therefore, in compliance with the US Department of Transportation, Federal Motor Carrier Safety Regulations, Sections 382.101 thru 382.311, employees of this company will be required to submit to controlled substance/alcohol testing as prescribed by these sections.

Drug/Alcohol Notification Procedures:

Employees will report to the designated testing facility. The testing facility for drug testing will meet Federal requirements for specimen collection, laboratory testing by a certified lab and provide a medical review officer (MRO). The testing facility for alcohol testing will meet Federal requirements for operation of an evidential breath testing (EBT) device by a breath alcohol technician (BAT). All testing will be paid for by the company. Employee notification for all testing will be done in accordance with the prescribed federal regulations.

Any employee who refuses to submit to either drug or alcohol testing as prescribed by the above sections shall be immediately terminated. An employee who does not show up for a scheduled test upon notification shall be immediately terminated.

Drug Testing Policy:

Drug testing will be a pre-employment requirement. Drug testing selection for current employees will be by a random computer program. Post-accident testing will be required within the first 32 hours of an accident where there is a loss of human life/injury; or a citation for a moving violation is issued to the driver; or any vehicle is towed from the scene of the accident. Drug testing will also be required for reasonable suspicion, return-to-duty and follow-up.

Any employee, whose drug test is positive, will have their test reviewed by the MRO to determine the nature of the drug involved. The MRO will keep all files and information on the employee's drug test strictly confidential.

BBS will be advised of the test results and will advise the employee of any possible rehabilitation facilities in the area that they can voluntarily contact. Any expenses incurred as a result of rehabilitation will be paid for by the employee. Any notification by the MRO to BBS of a positive test result will result in immediate termination of the employee.

Alcohol Testing Policy:

The use of alcohol before or during an employee performing a safety sensitive function can impair the ability of that employee to perform that function and create the potential for accidents while driving and a treat to your passengers and to public safety. Therefore, in compliance with the US Department of Transportation, Federal Motor Carrier Safety Regulations, section 382.101 thru 382.311, employees of this company will be required to submit to alcohol testing as prescribed by these sections.

You may not perform a safety sensitive function:

- a. If you have an alcohol concentration of 0.02 or greater
- b. If you are using alcohol, or have consumed alcohol within 4 hours prior to your having to perform a safety-sensitive function.

As of January 1, 1995 BBS alcohol testing policy includes the following:

Pre-employment alcohol testing is not required as of May 1, 1995 (section 382.301 (e)). Random alcohol testing for employees is required as of January 1, 1995. Selection will be done by computer. Post-accident testing is required immediately following an accident, but not less than 8 hours of an accident involving loss of human life/injury; a citation for a moving violation issued to the driver; or any vehicle is towed from the scene. As prescribed by the FMCSR any employee of BBS is also subject to alcohol testing for reasonable suspicion, return to duty and follow-up.

The procedure for alcohol testing will be as follows:

- a. Drivers selected randomly for alcohol testing shall only be tested while the driver is performing safety sensitive functions (driving), either just before or immediately after.
- b. If a driver tests positive for a breath alcohol concentration of 0.02 or above, a second confirmation test will be performed after 15 minutes but not more than 30 minutes of the first test. The result of this confirmation test will stand as the result for the employee.
- c. If the second test is positive, at 0.02 or above, they will not be permitted to perform their safety-sensitive function. The employer will be notified by the BAT immediately.
- d. All test results shall be transmitted to the employer by the Breath Alcohol Technician (BAT) and shall remain confidential.

The consequence for alcohol misuse by any employee of BBS is immediate termination.

As prescribed by the Federal Motor Carrier Safety Regulations all employees of BBS must attend one (1) hour of drug/alcohol education training each year. This one (1) hour will be incorporated into classes conducted that meet the annual in-service training hour's requirements.

Employee Facilitator Contact:

The Employee Facilitator for Butler's Bus Service, is the Vice President & Chief Operations Officer, Emo Chynoweth. Should you have any questions on this policy or any training materials given to you regarding this policy or the federal regulations, please call 802-748-4655.

Employee Acknowledgment/Acceptance:

I _____ have read and fully understand the
(print your name)

Drug and Alcohol Policy, and will comply with the above controlled substance drug/alcohol policy and that I understand I may be subject to Drug and/or alcohol testing, and that I may be disciplined or terminated for testing positive or refusing to cooperate in testing at Butler's Bus Service.

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

Reference Listing

Dr. Brian Cochrane
Superintendent
SAU #86
Barnstead School District
1 Suncook Valley Road
P.O. Box 250
Barnstead, NH 03225
(603) 435-1510

Mr. Adam Steel
Superintendent
Amherst School District
1 School Street
SAU #39
Amherst, NH 03031
(603) 469-673-2690

Ms. Jane Fortson
Business Administrator
SAU #40
Milford School District
100 West Street
Milford, NH 03055
(603) 673-2202

Ms. Debra Simmons
Business Manager
St. Johnsbury School District
257 Western Avenue
St. Johnsbury, VT 05819
(802) 748-4744

Mr. Bruce Labs
Superintendent
White River Valley SD.
3590 Vermont Route 14
Royalton, VT 05068
(802) 763-884

Mr. Richard Seaman
Director of Finance
Windsor Central SU
496-2 Woodstock Road
Woodstock, VT 05091
(802) 457-1213

Mr. Jim Vezina
Business Administrator
Hartford School District
73 Highland Avenue
Hartford, VT 05001
(802) 295-8600

Mrs. Heather Wright
Business Manager
Orleans Central SU
130 Kinsey Road
Barton, VT 05822
(802) 525-6253

SECTION FOUR

Our proposal is based upon new 2017 or newer Freightliner Thomas C-2 style 77 passenger buses for all route. All vehicles will be equipped with Heated outside mirrors, two way radios, and **REI** digital camera's for all buses. The REI system is the state of the art digital cameras system with infrared recording capabilities and up to 150 hours of recording time. In addition the 77 passenger buses will have Webasto Auxiliary heaters to enhance the warm up of the inside of the bus on the cold winter days.

All vehicles will fully meet or exceed all District and State of New Hampshire equipment requirements. Our proposal is based upon the use of G Plates for all home to school buses with lettering as designated by the Hollis-Brookline School District. We reserve the option to register one spare trip bus with School Bus or Commercial Plates.

Our Preventive Maintenance Program outline is attached for your reference. This continual check of all parts of the vehicle enables us to maintain a reputation as one of the best maintained fleets in Vermont and New Hampshire. As testament to our high quality of maintenance, four School Districts have put their trust in us to perform their maintenance services on district operated buses. Presently we are putting our maintenance data on computer. This will enable us to enhance our monitoring process and thereby reduce failures and costs.

BUTLER'S BUS SERVICE PREVENTATIVE MAINTENANCE PROGRAM

Butler's Bus Service (BBS) operates school bus equipment that is, at minimum, in full compliance with all applicable state and federal requirements for such vehicles. BBS prides itself on developing specifications, which not only enhance the operating life of our equipment, but also adds to its reliability, safety and ease of maintenance.

Vehicles are equipped at the time of purchase with heavy-duty components with proven records of long life and durability. Although some of these components and features may significantly increase the initial cost of a vehicle, they represent an investment, which in turn reduces maintenance costs, extends the life of the vehicle and enhances performance reliability.

BBS mechanics work closely with manufacturers, vendors and suppliers to review and evaluate equipment specifications on a regular basis. As a result of this evaluation process BBS will from time to time change its vehicle specifications or a vendor of choice.

Our experience has led to bus specifications practices that often exceed state and local government requirements. Butler's Bus Service extends every effort to ensure that its delivered fleet will provide safe, reliable performance.

NEW VEHICLE INSPECTIONS

Our philosophy is to provide a quality and safe vehicle that will provide 100% efficiency without planned interruptions. To ensure that our new vehicles meet or expectations, inspections are performed on all new vehicles prior to release and school district use. When notified by the distributor that our new vehicles are ready for release, a team of qualified mechanics is sent to the dealer to conduct our own inspection prior to accepting the vehicles. Our pre-delivery inspection includes:

- ❖ In-cab inspections to review instruments, windshield, wipers, accessories, buzzers, seat belts, emergency brake operation, brake operation, and more.
- ❖ Circle inspections to check turn signals, reflectors, stop arms, lights, mirrors, wheels, tires, hubs, wheelchair lift operation, windows, and more.
- ❖ Under hood inspections to check fluid levels, hoses radiator, drive belts, timing, and more.
- ❖ Chassis inspections to check steering, brakes, exhaust, transmission, and fuel systems and other components.
- ❖ Lubricants and alignment inspections
- ❖ Road tests to ensure proper operation, vehicle handling, clutch operation, odometer test and so on.
- ❖ A final credential check is made to ensure all permits, licenses, decals, certifications and vehicle profile sheets are in order.

Only when all tests are successfully completed and all records are in compliance with Company, State and Federal guidelines will a new vehicle become available for use.

BBS Maintenance Facility

Our maintenance facility is held to a high standard and principals. These standards are treated seriously and serve as a tool for maintaining a high quality facility and effective program. Internal audits are done periodically to ensure that the facility meets or exceeds the standards and principals set forth.

The daily activities within our facility include diagnostic tests, troubleshooting, vehicle repairs, and executing a preventative maintenance program.

Preventative Maintenance Program

A thorough preventative maintenance program is the foundation necessary to guarantee effective maintenance. It also encompasses DOT requirements; federal, state and local regulations and manufacturer's recommended service. Our program:

- ❖ Ensures safe and reliable vehicles for your students
- ❖ Minimizes road emergencies and breakdowns
- ❖ Controls overall maintenance costs
- ❖ Maximizes shop efficiency

The program at BBS is designed around three tiers of preventative maintenance which services our vehicles best:

- 1) Driver's daily Pre-Trip Inspection
- 2) Schedule A – Preventative Maintenance & Safety Check every 30 days
- 3) Schedule B - Preventative Maintenance every 4,000 miles

Driver's Pre-Trip Inspection

The pre-trip inspection is a thorough visual inspection of all critical safety components. The components checked include equipment outside the bus, such as mirrors, signals and lights; under-hood items such as fluid levels, fan belts, and batteries; brakes and brake systems, doors, horn, fans, and so on.

Prior to any bus leaving the yard, the driver performs a pre-trip inspection on the vehicle he/she will be using. A Vehicle Inspection Book is kept on the bus at all times and all pre-trip inspections are documented within that book. Drivers sign the form and submit one copy to the maintenance office while a copy is left in the book on the bus. If defects are found, maintenance technicians will determine whether the bus needs immediate repair or if it can be deferred until the trip is complete. Never are "unsafe" vehicles released for use. In the case of an immediate repair, dispatch will be notified and a replacement bus will be assigned to the driver.

Completed repair orders are signed by the mechanic and placed in the vehicle's maintenance file. The mechanic must also sign the pre-trip inspection report (both copies are signed) which is also co-signed by the driver using the vehicle following the repair(s).

Butler's Bus Service drivers receive extensive training in pre-trip inspections. The drivers are trained to understand the legal and operational importance of this inspection in addition to its role in accident/breakdown prevention.

Schedule A Preventative Maintenance & Safety Check (30 days)

❖ Grease all Chassis components, including:

- All steering gear components
- All suspension components
- All Slack adjusters
- All driveline components

❖ Inspect and adjust:

- Slack adjusters (if air brake bus)
- Coolant levels
- Transmission fluid level
- differential gear oil level
- Brake fluid level
- Windshield washer fluid level
- Battery electrolyte level
- Tire pressure

❖ Inspect and Correct:

- Brake lining and drum wear
- Steering gear components
- Wheel bearings
- Tires, wheels, nuts
- Belts, idlers, tensioners
- Hoses and fluid carrying lines
- Engine compartment
- Batteries, box and cable condition
- Emergency doors, window, hatches
- Wipers and washers
- Horn
- Fire extinguisher charge
- All lighting (exterior and interior)
- All mirrors (exterior and interior)
- Exhaust system

❖ Lubricate:

- Entry door
- Emergency exits
- Wheelchair lift doors
- Emergency exit windows and latches
- Emergency exit hatches and latches
- Battery box door
- Luggage compartment door
- fuel fill access door
- Stop arm

❖ Steam Clean:

- Any stains caused by fluid leaks

Schedule B Preventative Maintenance every 4,000 miles except where noted:

❖ Change out the following components at all “B” services:

- Engine oil
- Engine oil filter
- Transmission external filter
- Transmission internal filter (every 20,000 miles)
- Fuel filter, primary (every 20,000 miles)
- Pre-filter screen on fuel lift pump, clean (every 20,000 miles)
- Water filter, on standard glycol fill only (every 8,000 miles)
- Water filter, on long life glycol fill only (every 20,000 miles)

❖ Lubricate:

- Throttle linkage and accelerator pivot

❖ Check and adjust:

- Freeze/boiling point, all types of glycol
- SCA concentration, standard glycol fill only

❖ Between the months of October through April:

- Check: Air dryer operation and filter
- Change out: Fuel filter on fuel heater/water separator

Follow-up Maintenance:

Management and mechanics review the completed inspections reports to determine what repairs and follow up work is necessary. To keep vehicles at peak efficiency, all follow up work is completed as soon as possible.

All repairs are scheduled intelligently, based on severity, availability of the vehicle and garage workload. Safety is never compromised.

Upon completion of all repairs, Work Orders are completed detailing all work done on the vehicle as well as cost for labor, parts, etc.

State inspections:

In addition to the inspections detailed above, Butler's Bus Service fully cooperates with state inspectors in required state inspections. We have maintained an excellent record in state vehicle inspections and respond diligently and quickly to any items of concern identified.

Vehicle Cleaning:

This is an area reviewed daily in the performance of the driver's daily pre-trip inspection. Buses are kept clean as possible and washed on a regular basis. Interiors are the driver's responsibility and supplies such as broom, paper towels, and cleansers etc; are provided by BBS.

Maintenance Procedures:

Butler's Bus Service has written procedures covering all aspects of maintenance from PM inspections through warranty. Written procedures are always available to mechanics for guidelines as they perform PM inspections.

BID RESPONSE SHEET

PLEASE NOTE THAT YEARS 2022-23 AND 2023-24 REPRESENT THE RENEWAL OPTION PERIOD

A. Twenty-two (22) Regularly Scheduled Buses

Annual cost per bus (2 tier scheduling for all days school is in session - 178). See Appendix C1 for regular bus routes

Year	District	# Buses	Per Bus/Day	Days	Bus Total	Annual Total	SAU-Wide Cost
2019-20	Coop	19	\$190.00	178	\$642,580.00	\$642,580.00	
	Hollis	12	\$160.00	178	\$341,760.00		
	Hollis*	1	\$290.00	178	\$51,620.00	\$393,380.00	
	Brookline	8	\$160.00	178	\$227,840.00		
	Brookline*	1	\$290.00	178	\$51,620.00	\$279,460.00	\$1,315,420.00
2020-21	Coop	19	\$195.70	178	\$661,857.40	\$661,857.40	
	Hollis	12	\$164.80	178	\$352,012.80		
	Hollis*	1	\$298.70	178	\$53,168.60	\$405,181.40	
	Brookline	8	\$164.80	178	\$234,675.20		
	Brookline*	1	\$298.70	178	\$53,168.60	\$287,843.80	\$1,354,882.60
2021-22	Coop	19	\$201.57	178	\$681,713.12	\$681,713.12	
	Hollis	12	\$169.74	178	\$362,573.18		
	Hollis*	1	\$307.66	178	\$54,763.66	\$417,336.84	
	Brookline	8	\$169.74	178	\$241,715.46		
	Brookline*	1	\$307.66	178	\$54,763.66	\$296,479.11	\$1,395,529.08
2022-23	Coop	19	\$207.62	178	\$702,164.52	\$702,164.52	
	Hollis	12	\$174.84	178	\$373,450.38		
	Hollis*	1	\$316.89	178	\$56,406.57	\$429,856.95	
	Brookline	8	\$174.84	178	\$248,966.92		
	Brookline*	1	\$316.89	178	\$56,406.57	\$305,373.49	\$1,437,394.95
2022-24	Coop	19	\$213.85	178	\$723,229.45	\$723,229.45	
	Hollis	12	\$180.08	178	\$384,653.89		
	Hollis*	1	\$326.40	178	\$58,098.76	\$442,752.66	
	Brookline	8	\$180.08	178	\$256,435.93		
	Brookline*	1	\$326.40	178	\$58,098.76	\$314,534.69	\$1,480,516.80

*Elementary route only

B. Daily 33 Ball Hill Rd Van Route

Year	District	# Vans	Per Van/Day	Days	Van Total	Annual Total	SAU-Wide Cost
2019-20	Brookline	1	\$160.00	178	\$28,480.00	\$28,480.00	
	Coop	1	\$160.00	178	\$28,480.00	\$28,480.00	\$56,960.00
2020-21	Brookline	1	\$164.80	178	\$29,334.40	\$29,334.40	
	Coop	1	\$164.80	178	\$29,334.40	\$29,334.40	\$58,668.80
2021-22	Brookline	1	\$169.74	178	\$30,214.43	\$30,214.43	
	Coop	1	\$169.74	178	\$30,214.43	\$30,214.43	\$60,428.86
2022-23	Brookline	1	\$174.84	178	\$31,120.86	\$31,120.86	
	Coop	1	\$174.84	178	\$31,120.86	\$31,120.86	\$62,241.73
2023-24	Brookline	1	\$180.08	178	\$32,054.49	\$32,054.49	
	Coop	1	\$180.08	178	\$32,054.49	\$32,054.49	\$64,108.98

C. The following categories will all be paid based on the following per mile charges, per hour for drivers and the minimums that apply. If rates differ, please break them out differently.

Special Education-Appendix C3, Vocational Education-Appendix C2, Athletics, Music and Band, Field Trips and Co-Curricular Activities

Special Ed - below rates after 4 hours & 60 miles

	Per Mile	Per Hour	Base	Base	Minimum
2019-20	\$ 2.50	\$38.00	60 mile	4 hours	\$280.00
2020-21	\$ 2.50	\$40.00	60 mile	4 hours	\$290.00
2021-22	\$ 2.70	\$42.00	60 mile	4 hours	\$300.00
2022-23	\$ 2.80	\$44.00	60 mile	4 hours	\$310.00
2023-24	\$ 2.90	\$46.00	60 mile	4 hours	\$320.00

Estimated Regular Route mileage (per day all routes): _____ (established for bid)

Estimated Regular Route mileage (per day, one bus) from transit terminal to route start and from route end to transit terminal: _____ (established for bid)

Athletics & Field Trips from portal to portal

	Per Mile	Per Hour	Minimum	Minimum	Minimum
2019-20	\$ 3.70	\$ 37.00	\$ 150.00		
2020-21	\$ 3.85	\$ 38.50	\$ 160.00		
2021-22	\$ 3.97	\$ 39.70	\$ 170.00		
2022-23	\$ 4.08	\$ 40.80	\$ 180.00		
2023-24	\$ 4.21	\$ 42.10	\$ 190.00		

Vocational Education - below rates after 4 hours & 60 miles

	Per Mile	Per Hour	Base	Base	Minimum
2019-20	\$ 2.50	\$38.00	60 mile	4 hours	\$260.00
2020-21	\$ 2.50	\$40.00	60 mile	4 hours	\$270.00
2021-22	\$ 2.70	\$42.00	60 mile	4 hours	\$280.00
2022-23	\$ 2.80	\$44.00	60 mile	4 hours	\$290.00
2023-24	\$ 2.90	\$46.00	60 mile	4 hours	\$300.00

From: **Dominic Crupi** dcrupi@transfinder.com
Subject: Transfinder Bid Response
Date: December 3, 2018 at 4:43 PM
To: busman76@msn.com
Cc: Theresa Cote tcote@butlersbus.com

DC

Bruce,

Listed below is our response along with the attached showing the history of Routefinder Pro release milestones and what was added at the time.

Transfinder recognizes that data security is of utmost importance. Transfinder's partnership with AWS ensures a high level of physical and virtual security. Their industry leading efforts ensure compliance with many standards including SOC 1 (SSAE 16), SOC 2, and many more. To view a specific report, like the SSAE 16, organizations must engage directly with AWS and commit to an Non-Disclosure Agreement. In addition to Amazon's efforts, Transfinder has implemented controls to ensure best practices are in place in its stewardship of the data. These practices include, but are not limited to, data retention and access policies, escalation plans, patching and system update policies, external testing and validation, and regular analysis and implementation of new technologies.

Transfinder does provide disaster recovery back-up for Routefinder Pro and Transfinder Data. These backups are intended for disaster recovery purposes and not as an archiving method, or for establishing individual restore points. Backups occur using two significantly different backup technologies backed by AWS SLA's.

Routefinder Pro also provides a utility for end-users to make their own backup when performing archives, large data changes, or at logical restore points. These archives can be set to occur automatically if needed. In addition, these archives can be kept indefinitely and moved off the Transfinder Hosted Environment to an on-premise location to ensure local availability.

Transfinder classifies all student data as "Restricted" within the Transfinder organization. Student data is only used for the purposes of completing the goals of the client in their use of the software. Restricted data is limited to only Transfinder Employees or Contractors who provide or may provide direct service to the client as part of an ongoing engagement. This data may be shared with Transfinder's development team or quality assurance team in the scenario that it contributes to a defect. Data supplied to development is marked and disposed of once the issue is resolved. Lastly, data is expunged after an engagement is over.

Hope this helps. I will send over the pricing first thing in the morning as I just need my manger look over to approve.

Regards,

Dominic Crupi
Account Executive

dcrupi@transfinder.com
Transfinder Corporation

ATHLETIC TRANSPORTATION COSTS FROM AREA SCHOOLS (2018-2019)

<u>School</u>	<u>Driver rate \$/hr</u>	<u>milage rate\$/mile</u>	<u>other</u>	<u>Total budgeted costs</u>
Milford	25	2.25		\$78,000 (includes \$ 8,000 for marching band travel)
Merrimack	30	2.75	91 minimum	\$81,250 (for next year school board approved an additional \$ 64,000 to provide transportation to practices and home games that are off site)
Con-Val	16-19	2.30		\$196,820
Pelham	N/A	N/A		\$75,000
Souhegan	Butler	25	10,683	85,047 (Souhegan uses two companies ,Butler and Stud.Trans of America. The other is for coaches, charters,vans,etc.Total for all is \$ 101,000)
	STofA	N/A		12,211
				\$101,000