



Title: **Contracted Services**

Code: 818

Book: Policy Manual

Section: 800 Operations

Purpose

In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The Board will continue to supervise and evaluate such services to assure their effectiveness. This policy is to assist the Board in maintaining qualified and legally certified services.

Authority

The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent shall prepare procedures to assure compliance with the legal requirements for contracted services.

Failure to comply with this policy and the background check requirements by an independent contractor shall lead to cancellation of the contract.

Mandatory background check requirements will be included in all bidding specifications for contracted services.[\[4\]](#)

Transportation Contractors, Contractor's Current Employees and All Contracted Service Providers

It shall be the responsibility of the district's transportation contract carriers, their employees, and all contracted service providers to inform the district in writing any time they or their employees:

1. Have been charged with a recent (within two (2) weeks) criminal offense that would bar their employment as a bus driver or contracted service provider.
2. Were charged with a crime deemed serious under Pennsylvania School Code 24 P.S. Sec. 1-111, background checks of prospective employees, conviction of employees of certain offenses.[\[1\]](#)
3. Have been charged or convicted of crimes that, even though not barred by state law, affect their suitability to have direct contact with children.

This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the contract carriers.

The contract carriers shall have procedures in place to ensure that they are notified by their employees when the employees are charged with crimes. The procedures shall also include the provision that the failure on the part of the employee to make such a timely (within two (2) weeks) notification shall subject them to disciplinary action, which could include termination.

If any employees have been charged as stated in this policy, the transportation contractor or contract service provider shall, in its written notification, include the name of the employee, the nature of the offense and the status of the disposition. The district will review this information to determine if the employee shall

continue to transport district students or to be in contact with students.

Adopted: **April 20, 1993**

Last Revised: **November 13, 2007**

Legal References:

- [1. 24 P.S. 111](#)
 - [2. 22 PA Code 8.1 et seq](#)
 - [3. 23 Pa. C.S.A. 6301 et seq](#)
 - 4. Pol. 610
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