



BOARD MEETING MEMORANDUM

Board Meeting Date: April 21, 2026
From: Dr. Maria Treto-French, Assistant Superintendent
Re: Third Party Transportation Agreement
Attachments Third Party Transportation Agreement
Agenda Location: Consideration to Approve: Action Items

Rationale:

The District has historically accommodated requests from outside organizations to utilize school transportation services when operationally feasible. Under the current process, requests are coordinated through the Transportation Department, costs are calculated based on mileage and staffing, trips are documented, and invoices are issued and reconciled through the Finance Department. All organizations are required to provide Certificates of Liability Insurance that are consistent with District practices for facility use and intergovernmental partnerships.

While this process has allowed the District to respond efficiently to community needs, it has operated without a formal agreement or Board-approved structure. This created potential exposure related to liability, scope of services, expectations, and cost recovery. To address this, the Administration developed a proposed framework that includes a standardized agreement, defined fee structures, verification of insurance requirements, and a formal approval process for non-District use of transportation services. This approach ensures appropriate oversight, consistency, and alignment with District governance practices moving forward.

The agreement will take effect beginning June 1, 2026

Recommendation/Motion:

The administration recommends that the Board approve the Third Party Transportation Agreement as presented.