



CST Partnership

Fridley Public Schools

Proposal for Pupil Transportation Services

2025 - 2028

Prepared By:

Paul St. Martin | Vice President of Network Development

To the Community of Fridley Public Schools,

We believe transportation has the power to change lives. Each time we connect schools to resources, drivers to routes, and students to their education, we create opportunities for stability. Transportation fuels the health of communities by getting people to places and resources they need to thrive. But it isn't always easy, and that's where we come in. We are here to create **solutions and partnerships** that make transportation easier and more attainable while removing key barriers in the process.

Collaborative Student Transportation (CST) is an organization dedicated to **Every Student, Every Partner, and Every Community**. Founded in 2018 in Minneapolis, Minnesota, CST set out with a mission to create stability for our nation's most vulnerable student populations. We support transportation departments across the United States by managing the extensive logistics needed to safely and effectively transport a district's special needs, highly mobile, and homeless student populations.

At CST, we are driven to break down barriers and connect resources every chance we get, because it's our responsibility to the students we serve, to the communities, schools, partners and livelihoods that depend on us and to the nation-wide need for education stability that transportation can provide.

Who we are:

We are transportation professionals, technologists and logistical experts with a heart for students. We work across time zones, cultures and languages. We understand the transportation difficulties schools face, and are here to facilitate connections to solve those problems and drive stability.

What we do:

We foster connections between schools and transportation service partners. We leverage our network and technology capabilities to provide cost-effective, safe and efficient transportation solutions for students across the nation.

How we do it:

We provide comprehensive transportation services that include daily routing & planning, customer service, safety & compliance, service partner management, and billing & reporting that allows schools to focus on other areas of responsibility of the department.

Sincerely,

Dr. Stephanie Burrage
Chief Executive Officer
Collaborative Student Transportation

Every Student. Every Partner. Every Community.



1.0

Scope of Work

At Collaborative Student Transportation, our mission is to provide educational stability for students and economic opportunity for communities through collaborative transportation. To ensure this for your community, we will deliver the following operations & services throughout the duration of our partnership for every student request sent to our organization.

Routing & Logistics

With our unique ability to view transportation requests from all partner districts within a region, our routing team captures every efficiency, through collaboration, to achieve maximum cost savings. Our routing team deliverables include:

- Create, maintain, and optimize routing for all student requests to ensure maximum efficiency and safety
- Evaluate, select, and assign route packages to eligible service partners based on their:
 - Geographic location
 - School location
 - Student location
 - Vehicle & driver availability
 - Vehicle capacity
 - Student ridership
 - Route time duration
- Process routing requests within 2-3 business days to ensure students remain in the classroom
- Ensure route times do not exceed 60 minutes without prior approval by both CST and Fridley Public Schools

Student Experience

As a student centered organization, our student experience team is available at all hours, while our vehicles are on the road, to drive the effectiveness of the daily transportation experience. Transportation begins and concludes a student's educational day so we strive to make it a wonderfully consistent experience. We are available and eager to support your community through the following services:

- Live customer service phone support to help with questions, resolve transportation challenges, and find lost items. The following phone numbers are created and will be distributed for your community:
 - Line dedicated to school staff
 - Line dedicated to families & students
 - Line dedicated for emergencies that will be distributed to key staff members
- Email correspondence and management to ensure all questions & comments from families, staff members, and students are heard and supported.
- Daily service partner and driver accountability through correspondence and GPS monitoring
- Management of all student conduct reports and accident reports
 - Electronic historical files are kept for reference as needed
- Mass messaging services to promptly notify families & students of new bus information, time changes, and, weather delays



Safety & Compliance

Safety is paramount within Collaborative Student Transportation. Our team of safety professionals are trained and dedicated to understand the complexities of student transportation to ensure all safety and compliance requirements are met and delivered. Below are the practices implemented to ensure full compliance for all service partners, vehicles, and drivers within our collaborative network.

- Annual on-site review and inspection
 - Review & audit vehicles, facility, equipment, and employees files.
 - Random audits are conducted throughout the year to ensure continued compliance
- Continued insurance verification
 - Certificates of Insurance will be provided for all selected service partners upon request
- Ensure all contractors are compliant with state and federal regulations
- Ensure & verify driver training program verification
- Ensure that all vehicles are equipped with required safety equipment including, but not limited to:
 - Full HD Cameras
 - Video footage will be provided upon request
 - GPS Units
 - GPS data will be provided upon request
 - Fire Extinguisher
 - Seatbelt Cutter
 - Body Fluid Cleanup Kit
 - First Aid kit
 - Wheelchair Lifts (If Applicable)
 - Appropriate child restraint equipment such as car seats, boosters, safety vests and star seats (If Applicable)
- Ensure accurate and detailed vehicle and route signage
- Management & verification of service partner files including but not limited to:
 - Pre-trip inspections
 - Drug & Alcohol testing
 - Driver licensing
 - Inspection records

Finance & Billing

Our finance team is here to support your transportation department by managing the invoice & data reporting for all students requested and service partners utilized for daily transportation services. We are here to relieve the data challenges presented by a highly mobile student population. We will provide the following throughout our partnership:

- Fully customizable and complete monthly billing summary
- Contractor invoice verification for accuracy, remedy, and processing
- Detailed Invoice report for school admin featuring individual student mileage, pricing, route identification,, and finance codes
- Daily billing audits and evaluation to ensure monthly billing is accurate and on time
- Prepare the annual transportation report information for students transported
- Daily correspondence as needed to support school and service partner administration.
- Year end finance report and state reporting.



Technology Integration

Data accuracy and transparency is pivotal for coordination and for providing safe transportation for our student community. We utilize the latest technology to ensure seamless student transportation requests and active communication. Through our partnership agreement, Fridley Public Schools will be offered unlimited user access to our Collaborative Portal. This platform offers unparalleled communication tools to ensure all parties have the most up to date information. We continue to add new features and are excited to share the following current features:

- Smart forms to quickly send:
 - New transportation requests student information
 - Modify current student transportation information
 - Cancel or postpone currently scheduled transportation
- View live student transportation information that features:
 - Current pickup / drop off times
 - Current vehicle & driver assignment
 - Start & end dates
- View historical transportation data for all students
- Receive alerts of transportation changes due to new efficiencies

2.0

Terms of Agreement

This agreement between Fridley Public Schools and CST for student transportation services shall begin on July 1, 2025 and end on June 30, 2028.

In the event that there is a violation of the terms within this contract, either party may request a meeting to address the violation. This meeting must be held within fourteen (14) business days of the meeting request where the party out of compliance is extended thirty (30) days to remedy the violation of terms. If terms are still not met after these thirty (30) days, the contract may be terminated sixty (60) days after that date.

CST acknowledges that Fridley Public Schools has vehicle minimums in place in their agreements with First Student, Inc and Halo Transportation, LLC. **After all minimum service obligations are fulfilled by Fridley Public Schools in relation to these contracts, CST shall be granted first rights of refusal for all Type III transportation services required by the district during the contract period.** Fridley Public Schools may not offer or enter into an agreement with any additional third-party provider for such services without first offering them to CST.



3.0

Service Partner Network

Collaborative Student Transportation is proud to introduce our reliable and extensive service partner network to Fridley Public Schools. From the beginning, our goal has been to cultivate transformational partnerships with local transportation providers to help create economic opportunities in the communities we serve. With this, our team is purposeful in pursuing partnerships with local businesses owned and operated by Black, Indigenous, and People of Color (BIPOC) community members where, as of today, over 80% of our service partner network is made up of BIPOC business owners.

Our hope as an organization is to break down barriers for our service partners by offering supportive services to help launch, grow, and sustain their business while ultimately collaborating to ensure that all students have continued access to the classroom, regardless of their circumstances. Our service partners are located all across a geographic area so that we can help no matter where students are located.

As we partner together, below is a look at our service partner insurance requirements, operational requirements, and indemnification.

Insurance

Van Coverage

Service partners providing van transportation on behalf of CST are covered as additionally insured under CST's insurance policies. The limits listed below shall remain in place throughout the duration of our partnership agreement. Insurance qualifications can be adjusted, as needed, to support your district's individual requirements.

Type of Vehicle Coverage:

- a. Commercial Auto Liability
 - i. \$1,000,000 Combined Single Limit .
 - ii. \$1,000,000 Combined Single Limit Bodily Injury
 - iii. \$1,000,000 Combined Single Limit Property Damage
- b. General Liability
 - i. \$1,000,000 Each Occurrence/\$2,000,000 General Aggregate
 - ii. \$2,000,000 Products and Completed Operations Aggregate
- c. Excess/Umbrella Liability
 - i. \$5,000,000 Each Occurrence/\$5,000,000 General Aggregate
- d. Sexual Misconduct/Molestation Liability Coverage
 - i. \$1,000,000 Each Occurrence/\$2,000,000 General Aggregate
- e. Commercial Cyber Liability Coverage
 - i. \$1,000,000 Each Occurrence/\$1,000,000 General Aggregate

Moreover, service partners providing van transportation are required to carry Workers Compensation coverage.



School Bus Coverage

Each service partner operating school buses on behalf of CST is required to have the following minimum insurance requirements throughout the duration of our partnership agreement. Insurance qualifications can be adjusted, as needed, to support your district's individual requirements.

- a. General Liability:
 - i. General Aggregate Limit -

1. Other than Products - Completed Operations	\$2,000,000
2. Products-Completed Operations Aggregate	\$2,000,000
3. Each Occurrence	\$1,000,000
4. Personal and Advertising Injury	\$1,000,000
5. Damage to Premises Rented to You	\$200,000
6. Medical Expense	\$10,000
 - b. Commercial Automobile-Combined Single Limit
 - c. Workers Compensation:
 - d. Excess/Umbrella Coverage (over primary coverage listed above) -
 - i. Limits -

1. Each Occurrence	\$3,000,000
2. Aggregate	\$3,000,000

Operational Requirements

Below is an overview of our requirements for each service partner within our network:

- a. Driver Selection & Training
 - i. All service partners within the network are required to hire drivers who are qualified, trained and licensed in accordance with applicable federal and state laws and regulations prior to providing service.
 - ii. Minimum of 8 hours of in-service training for drivers is required annually. Service partners are required to create their own training program that is specific to their operations and the type of routes they service.
- b. Pre-trip Inspections
 - i. Service partners are required to have each driver or designee complete a thorough daily pre-trip inspection prior to operating Type III vans and school buses to ensure it is in safe operating condition.
- c. Certificates
 - i. Service partners are required to meet the standards and specifications that meet all local, State and Federal standards. School buses (Types III, A, B, C & D) and must display a valid State school bus inspection certificate (annual, interim or temporary.)
- d. Vehicle Maintenance
 - i. Service partners are required to maintain each vehicle in a safe and reliable operating condition by using a preventative maintenance program to mitigate vehicle breakdowns and service interruption during student transport.
- e. Vehicle Signage
 - i. Contractor's name must be clearly labeled on all vehicles used for CST routes. These vehicles must also display the route number in the window large enough for students and school staff to see from the curb.



- f. Inspection Records
 - i. Records detailing the past three (3) years of state inspection results of the service partner's fleet, this report must include average points lost per vehicle, number of vehicles placed out of service, vehicles receiving temporary permits, and any major defects found.
- g. Reporting
 - i. All service partners are required to provide the following reports:
 1. Crash (collision) reports
 2. Injury reports
 3. Incident reports
 4. Student discipline reports
 5. Daily bus ridership reports
 6. Late route reports
 7. First day departure without student reports

Indemnification

CST shall hold Fridley Public Schools, its governing board, officers and employees harmless and does hereby indemnify Fridley Public Schools, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of CST, its officers, employees, and agents in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Fridley Public Schools, its agents or employees. CST also agrees to indemnify and save Fridley Public Schools harmless from any claims involving personal injury or property damage arising out of, or in the course of, CST's acts in providing or coordinating the transportation of pupils.



4.0

Price Proposal

Transportation Services

Rates for each School Year will be effective beginning on July 1st of that year.

Special Education “To and From” Routes.

The per vehicle cost for all special education and special needs routes, home-to-school transportation, for the days of school operation A.M. and P.M. Minimum use, is 4.0 hours.

Note: AM Only or PM Only vehicles will be paid at 50% of the full-day rate.

2025 - 26

- 7 Passenger Van: 4 Hour Minimum | \$332.80
 - Additional 1/4 Hour | \$17.68
- Midday Route : 7 Passenger Van (2 Hour Minimum) | \$135.20
 - Additional 1/4 Hour | \$10.40
- Aide: 4 Hour Minimum | \$133.12
 - Additional 1/4 Hour | \$8.32
- Lift Vehicles and Enclosed Vehicles: Additional Hourly Rate | \$10.40
- Summer School Rates: 85% of regular transportation and special education rates

2026 - 27

- 7 Passenger Van: 4 Hour Minimum | \$346.11
 - Additional 1/4 Hour | \$18.39
- Aide: 4 Hour Minimum | \$138.45
 - Additional 1/4 Hour | \$8.65
- Midday Route : 7 Passenger Van (2 Hour Minimum) | \$140.61
 - Additional 1/4 Hour | \$10.82
- Lift Vehicles and Enclosed Vehicles: Additional Hourly Rate | \$10.82
- Summer School Rates: 85% of regular transportation and special education rates

2027 - 28

- 7 Passenger Van: 4 Hour Minimum | \$359.96
 - Additional 1/4 Hour | \$19.12
- Midday Route : 7 Passenger Van (2 Hour Minimum) | \$146.23
 - Additional 1/4 Hour | \$11.25
- Aide: 4 Hour Minimum | \$143.98
 - Additional 1/4 Hour | \$9.00
- Lift Vehicles and Enclosed Vehicles: Additional Hourly Rate | \$11.25
- Summer School Rates: 85% of regular transportation and special education rates



Volume Guarantee:

Fridley Public Schools shall guarantee CST a minimum of five (5) AM/PM 7 passenger van routes throughout the duration of this contract. CST shall be paid for a minimum of five (5) AM/PM 7 passenger van routes on all school days, regardless of the total amount of work performed.

Ride Cancellation Policy

No charge with 2+ hours notice

Full charge of scheduled trip with less than 2 hours notice

Pricing for additional services, such as field trips and other special events, shall be billed separately on a case by case basis.

5.0**Billing Terms**

The total cost of monthly transportation services will be invoiced by CST for every two week period that work is performed. An invoice for the previous two weeks of service will be invoiced by CST no more than 5 business days after the 15th and final days of each month. Payment will then be due upon receipt of the invoice with Net 35 terms.

In the event of school cancellations or shifts to e-learning due to inclement weather, emergency situations, or other cause, Fridley Public Schools will be charged 0% for the first 2 days of a given school year. In the interest of driver and staff retention, for any additional days, Fridley Public Schools shall be charged the full rate for scheduled transportation services.



6.0

Fuel Adjustment Clause

Fuel Escalator (gasoline): If the average price of gasoline or diesel fuel for a given service month exceeds the fuel base rate, established at **\$3.75 per gallon for gasoline and at \$4.50 per gallon for diesel** for SY2024-25, Fridley Public Schools will reimburse Contractor for fifty percent (50%) of the per gallon cost over the established base rate. The average price of fuel will be determined by “Retail On-Highway Regular Grade Gasoline Prices” (gasoline) and “Retail On-Highway Diesel Prices” (diesel), for the Midwest, as published by the U.S. Department of Energy. CST shall provide calculation of the adjustment due if any.

Fuel Escalation will be calculated using the following assumptions:

Standardized Miles Per Gallon (MPG) Rate:

Gasoline - Miles Per Gallon Calculation:	20 miles per gallon – Type III-7 passenger van 16 miles per gallon – Type III-10 passenger van
Diesel - Miles Per Gallon Calculation:	6.5 miles per gallon – Type C Buses 12.5 miles per gallon – Type A Buses

Route mileage calculation: Route mileage will be based on CST routing software calculation, routed miles from the software. Route mileages will be sent monthly alongside the invoice.

Final fuel escalation calculation will be:

Step 1: Routed mileage divided by Standard MPG rate by vehicle type assigned = Total gallons

Step 2: Average Actual Fuel Rate minus Fuel Base Rate = Rate Escalator

Step 3: Total gallons multiplied by Rate Escalator divided by 2 = Final Fuel Escalation Charge

The fuel base rate will be adjusted for each subsequent school year of the contract, including any contract extensions, by taking the previous 12-month average of the cost per gallon.

It is understood that any fuel costs billed to Fridley Public Schools are in addition to the rates described in Section 3.0.

7.0

Relationship

Each party is an independent entity under the terms of this Agreement. Neither party, by virtue of this Agreement, will have any right, power, nor authority to act or create any obligation, expressed or implied, on behalf of the other party. Except as otherwise provided, or as may hereafter be established by a written agreement executed by authorized representatives of the parties, all operational expenses incurred by either party will be borne by the party incurring the expense.



8.0

Government Law and Jurisdiction

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Minnesota. Any dispute arising out of this Agreement shall be adjudicated in Hennepin County, MN.

This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived, in whole or in part, other than by written amendment signed by both parties.

In the event that any of the terms of this Agreement are in conflict with any rule, law, statutory provision or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from this Agreement, but such invalidity or unenforceability of any such provisions hereof does substantial harm to or where the invalid or unenforceable provisions compromise an integral part of, or are otherwise inseparable from the remainder of this Agreement.



9.0

Partnership Agreement Duration & Authorization

Upon execution of the Contract by all parties below, the Contract will be effective immediately and will end on June 30, 2028. There is no minimum requirement of student requests needed to begin or continue our partnership.

This offer from CST to provide transportation services to Fridley Public Schools as outlined in this Agreement shall be deemed revoked unless this Agreement is signed by all parties listed herein by June 30, 2025 at 5:00pm UTC-6 Central.

As authorization to proceed under the Contract, please sign below, keep a copy for your records, and return a fully executed version to Collaborative Student Transportation, LLC.

Fridley Public Schools

Brenda Lewis
Superintendent
6000 West Moore Lake Dr.
Fridley, MN 55432

Collaborative Student Transportation

Dr. Stephanie Burrage
CEO
615 1st Ave NE, Suite 115
Minneapolis, MN 55413

Authorized Signature

Date

Authorized Signature

Date

Authorized Printed

Authorized Printed

