



BOARD MEETING MEMORANDUM

Board Meeting Date: April 7, 2026

From: Dr. Maria Treto-French, Assistant Superintendent

Re: External Vendors Bus Usage

Attachments: List of External Bus Use; Third Party Transportation Agreement

Agenda Location: Information/Discussion

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 creates potential exposure related to liability, scope of services, expectations, and cost recovery. To address this, the Administration has developed a proposed framework that includes a standardized agreement, defined fee structures, verification of insurance requirements, and a formal Board approval process for non-District use of transportation services. We are seeking Board input on this proposed approach to ensure appropriate oversight, consistency, and alignment with District governance practices moving forward.

Recommendation/Motion:

Informational.