

TO: Board of Education
Dr. Lisa Leali, Superintendent

FROM: Jay Kahn, Director of Finance and Operations/CSBO

DATE: June 18, 2024

RE: 2025-2030 Transportation Services Bid Award

Recommendation

Administration recommends awarding the 2025-2030 Transportation Services contract to Olson Transportation, Inc. This five-year contract, valued at over \$3.2 million, has an option to extend for an additional 5 years upon mutual agreement of the parties.

Background

The District has contracted with Olson Transportation, Inc. since 2004. The contract was originally bid jointly with Lake Forest Districts 67 & 115 in 2004-05 with extensions through 2010-11. The contract was bid again in 2011-12 for three years, extended for two years, and we have been executing annual one-year extensions since that time.

Contracts with private carriers for transporting pupils involving expenditures in excess of \$35,000 must be publicly bid. (105 ILCS 5/10-20.21) Prior to this year, the law allowed contracts to be extended on year-to-year basis by mutual agreement unless the school board receives a timely request from another interested contractor that the contract be re-bid. The law was recently changed to limit any transportation contract (inclusive of renewals) to no more than 10 years, and it requires all contracts for a period of time greater than 5 years, that do not include the use of electric vehicles for pupil transportation, to include a termination option after 5 years.

Current Situation

The District issued a joint transportation services bid on February 17, 2025 with Lake Forest Districts 67 & 115 and Deerfield Public Schools District 109. The results of the bid are attached.

The proposed long term contract is a win-win for both the District and to Olson Transportation:

- It will provide predictable and moderate rate increases for the District (see transportation rate history attached) and a stable revenue stream for Olson.
- It will allow Olson to invest in new buses with lower maintenance costs, improved fuel economy (the District reimburses Olson for the cost of fuel), and with increased comfort for students.
- Cameras and GPS equipment will be included in the base cost instead of being billed separately.
- We will continue to be able to share routes with Lake Forest High School when possible to reduce costs.
- A performance Bond was included for added protection to the District should Olson become insolvent

	Lake Bluff D65	
Bidder (Name)	2025-2026 Elementary Route Cost per route per day	2025-2026 Middle School Route Cost per route per day
Safeway Transportation Service Corp.	204.05	204.05
Durham School Services		
Lakeside Transportation		
Illinois Central		
Barrington Transportation		
Alltown		
Olson	174.38	174.38
Student Transportation of America		
Sunrise Transportation		
Yellow Bus Group of America		
DukeMcGinnis		
PWXPress		
First Student		
Cook-Illinois Corp		
North American Central School Bus (Illinois Central)	116.67	116.67
North American Central School Bus (Illinois Central) UNSHARED routes	233.34	233.34
Septran	no bid	no bid

**Olson Transportation 10 year rate history
and 5 year contracted rates**

FY	<u>Route Costs</u>			<u>Growth Rates</u>			CPI
	Regular	Pre-K	Shuttle	Regular	Pre-K	Shuttle	
2030	\$194.37	\$137.93	\$104.77	2.5%	2.5%	2.5%	<i>tbd</i>
2029	\$189.62	\$134.57	\$102.22	2.5%	2.5%	2.5%	<i>tbd</i>
2028	\$185.00	\$131.29	\$99.72	3.0%	3.0%	3.0%	<i>tbd</i>
2027	\$179.61	\$127.46	\$96.82	3.0%	3.0%	3.0%	<i>tbd</i>
2026	\$174.38	123.75	\$94.00	-0.9%	-0.8%	0.0%	2.9%
				8.0%	8.2%	8.7%	2.6% 10 yr CAGR
2025	\$176.04	\$124.74	\$94.00	6.0%	5.8%	6.8%	3.4%
2024	\$166.06	\$117.86	\$88.00	5.6%	5.6%	7.0%	6.5%
2023	\$157.26	\$111.61	\$82.23	13.4%	13.4%	13.4%	7.0%
2022	\$138.68	\$98.43	\$72.52	5.0%	5.0%	6.9%	1.4%
2021	\$132.06	\$93.74	\$67.84	6.0%	6.0%	4.1%	2.3%
2020	\$124.58	\$88.43	\$65.16	5.0%	5.0%	5.0%	1.9%
2019	\$118.64	\$84.22	\$62.06	7.0%	7.0%	7.0%	2.1%
2018	\$110.88	\$78.71	\$58.00	20.1%	32.4%	35.4%	2.1%
2017	\$92.35	\$59.47	\$42.83	10.0%	2.0%	2.0%	0.7%
2016	\$83.98	\$58.30	\$41.99	2.8%	2.8%	2.8%	0.8%
2015	\$81.70	\$56.71	\$40.85				

Transportation Services Contract

THIS AGREEMENT is entered into this 3rd day of March, 2025, by and between the Board of Education of DISTRICT #65, Lake County, Illinois ("District"), and Olsen Transportation, Inc. ("Contractor") (collectively referred hereto as "Parties").

WITNESSETH

WHEREAS, District has requested public bids for the provision of regular transportation services ("Services"); and

WHEREAS, Contractor has submitted a bid for provision of Services; and

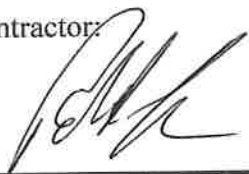
WHEREAS, District has awarded the bid to Contractor to provide student transportation services in accordance with the bid specifications package.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

7. **Duration of Contract.** This Agreement shall be effective from July 1, 2025 through June 30, 2030. The Parties may mutually agree to extend the Agreement as allowed by law.
8. **Contract Documents.** The documents comprising the entirety of this Agreement are all of the bid documents contained in the DISTRICT #65 regular transportation services bid, including, without limitation, the Instructions to Bidders, Scope of Services, Terms and Conditions, Bid Form, Certificate Of Eligibility To Contract, Certificate Of Compliance With A Drug-Free Work Place Act, Certificate Of Non Discrimination, Certificate Regarding Sexual Harassment Policy, and this Contract.
9. **Document Supremacy.** In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision of the Agreement shall prevail over all other documents. The terms and provision of the bid specifications shall prevail over the bid sheet.
10. **Compensation.** Contractor shall provide all services as awarded by District and shall be compensated according to the terms of the Contract Documents.
11. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the Parties.
12. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties unless reduced to writing and duly authorized and signed by each of them.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the date first written above.

Contractor:



Board of Education of DISTRICT #65
Lake County, Illinois

President

Its:



Secretary

BID FORM
Lake Bluff School District 65
Regular Transportation

	# of Buses /Day	# of Routes/ Day	Cost Per Routes Per Day	Total Cost All Routes Per Day	Times Number of Days/Year	TOTAL COST FOR YEAR
A. A.M. Routes: Elementary & Middle School AM routes	10	10	\$174.38	\$1,743.80	176	\$306,908.80
Cost per Pre-Kindergarten bus route, per day for AM drop off & PM pick up	1	2	\$123.75	\$247.50	176	\$43,560.00

Bid Sub-Total (Elementary & Pre-Kindergarten)

\$ 350,468.80

	# of Buses /Day	# of Routes/ Day	Cost Per Routes Per Day	Total Cost All Routes Per Day	Times Number of Days/Year	TOTAL COST FOR YEAR
B. P.M. Routes Elementary & Middle School PM routes	7	7	\$174.38	\$1,220.66	176	\$214,836.16

	# of Buses /Day	# of Routes/ Day	Cost Per Routes Per Day	Total Cost All Routes Per Day	Times Number of Days/Year	TOTAL COST FOR YEAR
C. Shuttles Cost for Shuttles	2	2	\$94.00	\$188.00	176	\$33,088.00

	# of Buses /Day	# of Routes/ Day	Cost Per Routes Per Day	Total Cost All Routes Per Day	Times Number of Days/Year	TOTAL COST FOR YEAR
C. Shared Routes Cost for Shared Routes	3	3	\$87.19	\$261.57	176	\$46,036.32

****Non Shared Days will be billed @ 174.38 per Bus AM and/or PM**

D. Charters

Hourly Charter Rate (3 Hour minimum)

\$ 94.00

F. GRAND TOTAL (Elementary, Kindergarten, Pre-Kindergarten and Middle School Routes):

*Note: This total includes all costs for labor, buses, supervision, supplies, materials, insurance, audio/video recordings.
Grand Total does not include Charter Trips or Shuttles.*

2025-2026 School year:	<u>\$611,341.28</u>
2026-2027 Percent Increase:	<u>3.00%</u>
2026-2027 School Year:	<u>\$629,681.52</u>
2027-2028 Percent Increase:	<u>3.00%</u>
2027-2028 School Year:	<u>\$648,571.97</u>
2028-2029 Percent Increase:	<u>2.50%</u>
2028-2029 School Year:	<u>\$664,786.27</u>
2029-2030 Percent Increase:	<u>2.50%</u>
2029-2030 School Year:	<u>\$681,405.93</u>



Signature

President

Title

Olson Transportation, Inc.

Firm Name

P.O. Box 514

Address

Gurnee, IL 60031

City

847-336-0720

Phone

March 3rd, 2025

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
TIB Transportation Insurance Brokers, LLC
P.O. Box 29086
Glendale CA 91209-9806

CONTACT NAME: Rita Clifford
PHONE (A/C, No, Ext): 630-348-3380
FAX (A/C, No): 818-246-8295

E-MAIL ADDRESS: rclifford@tibinsurance.com

INSURED
Olson Transportation, Inc.
1134 N. Skokie Hwy.
PO Box 514
Gurnee IL 60031

OLSON-2

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lancer Insurance Company	26077
INSURER B : Mid-West Truckers Risk Mgt.	
INSURER C : Trisura Specialty Insurance Company	16188
INSURER D : General Star Indemnity Co	37362
INSURER E : Swiss Re Corporate Solutions	25038
INSURER F : Axis Surplus Insurance Company	37273

COVERAGES**CERTIFICATE NUMBER:** 1817832391**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> S.A. Molestation GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GL156280#21 PAX24RN101063	4/28/2024 4/28/2024	4/28/2025 4/28/2025	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMPI/OP AGG \$ EXCLUDED SAM Occurrence/Agg \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Physical Dam	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> UM 25/50,000	BA158442#21	4/28/2024	4/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Deductibles \$ 5,000/10,000
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		PAX24RN101063	4/28/2024	4/28/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A	WC03402920024	6/15/2024	6/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D E F	General Star Excess 5x10 Swiss Re Corporate 5x15 Axis Surplus Ins. Co. 5x20		IXG674320B ELX630010502 P00100087870303	4/28/2024 4/28/2024 4/28/2024	4/28/2025 4/28/2025 4/28/2025	Each Occurrence 5,000,000 Each Occurrence 5,000,000 Each Occurrence 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder are added as additional insureds to the auto liability policy, but only as respects the operations of the named insured and only to the extent that the additional insured is held liable for the conduct of the named insured

CERTIFICATE HOLDER

Lake Bluff School District #65
121 East Sheridan Pl
Lake Bluff IL 60044

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SECTION VII – Bid Forms and Certifications

BID ACKNOWLEDGEMENT FORM

Lake Forest Schools
300 S Waukegan Road, Lake Forest, IL 60045

5-Year Contract - School Years: 2025-2026, 2026-2027, 2027-2028, 2029-2029, 2029-2030
Plus option for a 5-year Extension

BID DUE: Monday, March 3, 2025, 10:00 AM

Bids will be opened and publicly read at this time.

Please read the enclosed Instructions and Terms before completing the Bid Form.

Vendor is requested to furnish transportation per the Districts' specifications. **This is a joint bid with Lake Bluff Elementary School District #65, Lake Forest School District #67, Deerfield Public Schools District #109 and Lake Forest Community High School District #115.** References to District and/or School District refer to all four school districts unless specifically stated otherwise.

Bidder must submit the following items, all properly signed:

- A. Bid Acknowledgment Form (Section VII)
- B. Certifications (1) - Certification, Non-Collusion Affidavit, Sexual Harassment Clause, and No Smoking Clause
- C. Certifications (2) - Equal Employment Opportunity Clause, Illinois Drug Free Workplace Act, and Hold Harmless Agreement
- D. Districts' official Bid Forms
- E. \$50,000.00 Bid Bond for each district - This is mandatory for all bidders.
- F. Statement of Ownership
- G. Certificate of Insurance
- H. Description of Bus Maintenance Program (label as Exhibit H)
- I. Description and procedures of the Contractors Safety Program (label as Exhibit I)
- J. Additional Driver Policy and Procedures (label as Exhibit J)
- K. Substitute Driver Policy and Procedures, including personnel who will serve as substitutes in priority order (label as Exhibit K)
- L. Name and Resume of On-Site Contractor Supervisor/Terminal Manger (label as Exhibit L)
- M. Routing Software Documentation (label as Exhibit M)
- N. Listing of the last five (5) contracts that the Contractor has lost and the reasons for the loss of contract (label as Exhibit N)
- O. Five (5) References (label as Exhibit O)
- P. Seven complete sets of Bid Documents.
- Q. One set of Audited Financial Statements for the last three (3) years of operation.
- R. The successful bidder(s) will be required to furnish a \$500,000 Performance Bond. (See Section V Performance Bond)

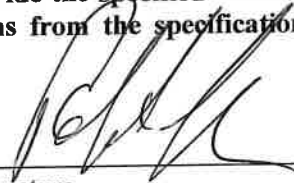
Additional Information:

For additional information or clarification, please email your request to the Business Services Coordinator, Lisa Roberts, at roberts@lfschools.net. Any questions answered will be made in the form of an addendum, which will be made available to all prospective bidders. Questions to be addressed on the addendum must

be received no later than Monday, February 24, 2025. The addendum will be emailed to all bidders no later than Wednesday, February 26, 2025.

NO facsimile bids will be accepted. Bidder must provide seven sets of all required documents. Bids are to be placed in an opaque, sealed envelope clearly identified as "Regular Transportation Bid." **I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within ninety (90) days of bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from the specifications and terms are in writing and attached hereto.**

Olson Transportation, Inc.
Firm Name


Signature

PO Box 514
Address

President
Title

Gurnee, IL 60031
City/State/Zip

847-336-0720 rob@olsontransportation.com
Phone/Email Address

CERTIFICATIONS (1)

1. CERTIFICATION

The undersigned bidder or contractor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended.

2. NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale and that he/she is in compliance with District policies on limitations on accepting gifts as is required by Illinois law.

3. SEXUAL HARASSMENT CLAUSE

Each bidder must certify that he/she has complied with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

The District is in compliance with said law.

4. NO SMOKING CLAUSE

Bidder agrees that he/she, his/her employees and sub-contractors, will abide by the District's no smoking policies on any District property.

By signing this document, I state and declare that the Bidder/Contractor listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

Signature

Olsen Transportation, Inc.

Bidder/Firm Name

PO Box 514

Address

Gurnee, IL 60031

City/State/Zip

March 3, 2025

Date

Typed/Printed Name of Signer

Robert Olson
President

Title

847-336-0720

Phone Number

rob@olsentransportation.com

Email Address

CERTIFICATIONS (2)

1. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

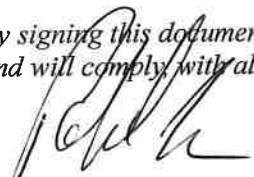
2. ILLINOIS DRUG FREE WORKPLACE ACT:

The undersigned, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

3. HOLD HARMLESS AGREEMENT:

The contractor hereby agrees to indemnify, keep and save harmless **Lake Bluff Elementary School District #65, Lake Forest School District #67, Deerfield Public Schools District #109, Lake Forest Community High School District #115**, their Boards of Education, agents, officials, volunteers and employees against all injuries, judgments, costs and expenses which may in anywise accrue against the Districts in consequence of the granting of this contract or which may in anywise result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the contractor or his employees, if any of, or its employees, and the contractor shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred against **Lake Bluff Elementary School District #65, Lake Forest School District #67, Deerfield Public School District #109 or Lake Forest Community High School District #115** in any such action, and shall at his own expense discharge same.

By signing this document, I state and declare that the Bidder/Contractor listed below and I are in compliance, and will comply with all of the Certifications listed herein.



Signature

Olson Transportation, Inc.
Bidder/Firm Name

PO Box 514
Address

Gurnee, IL 60031
City/State/Zip

March 3, 2025
Date

Robert Olson
Typed/Printed Name of Signer

President
Title

847-336-0720
Phone Number

rob@olsontransportation.com
Email Address

INVITATION TO BID

REGULAR TRANSPORTATION SERVICES

District #65, #67, #109 or #115

300 S. Waukegan Road
Lake Forest, Illinois 60045

BID DUE: March 3, 2025
10:00 A.M.

BID CONTENTS:

SECTION I	INVITATION TO BID
SECTION II	INSTRUCTIONS TO BIDDERS
SECTION III	SCOPE OF SERVICES
SECTION IV	TERMS AND CONDITIONS
SECTION V	CONTRACT RATES AND REQUIREMENTS
SECTION VI	ROUTE DETAILS/SCHOOL CALENDARS
SECTION VII	BID FORM AND CERTIFICATIONS
SECTION VIII	TRANSPORTATION SERVICES CONTRACT

District #65, #67, #109 or #115
300 S. Waukegan Road
Lake Forest, Illinois 60045

SECTION I - Invitation to Bid

REGULAR TRANSPORTATION SERVICES

The Boards of Education of Lake Bluff School District 65, Lake Forest School District 67, Deerfield Public Schools District 109 and Lake Forest Community High School District 115 invite you to submit a bid on providing transportation services for the Districts.

Lake Bluff Elementary School District 65 is a K-8 elementary public school district, which operates two school sites. For the 2024-25 school year, the elementary school enrollment is 572 and the middle school enrollment is 305, for a total of 877 students.

Lake Forest School District 67 is a K-8 elementary public school district, which operates 5 attendance centers at 4 school sites. The 2024-25 enrollment was 1,655. These include Cherokee Elementary School (338 students), Everett Elementary School (308 students), Sheridan Elementary School (263 students), Deerpath Middle School East (364 students), and Deerpath Middle School West (382 students).

Deerfield Public School District 109 is a K-8 elementary public school district, which operates 6 attendance centers at 6 school sites. The 2024-25 enrollment was 2,727. These include South Park Elementary School (442 students), Wilmot Elementary School (483 students), Kipling Elementary School (461 students), Walden Elementary School (452 students), Caruso Middle School (427 students), and Shepard Middle School (462 students).

Lake Forest Community High School District 115 is a secondary (grades 9-12) public high school district, which operates one school at two sites. One site is used for academics and one site is primarily used for athletics, administration, and our Transitions program. The 2024-25 enrollment was 1,378.

This is a joint bid for four different school districts. Each school district may choose different vendors and are not bound to using the same vendor or awarding the bid to the same bidder.

Bids must be received at the address below no later than 10:00 AM, Monday, March 3, 2025 at which time the bids will be opened and will be available per request once all Boards have approved.

Bids must be submitted in a sealed envelope clearly marked, "Regular Transportation Services". An Electronic Scanned FULL COPY must also be included with the bid submittal.

Submit your bid to the attention of:

Lisa Roberts
District #67 & #115 District Office
300 S. Waukegan Road
Lake Forest, Illinois 60045

BID CALENDAR

1. Publication of Request for Bids: Monday, February 17, 2025
2. Bid Due Date and Time: Monday, March 3, 2025 at 10:00 a.m.
Lake Forest Administration Office
300 S. Waukegan Rd
Lake Forest, IL 60045
3. Bid Opening: Monday, March 3, 2025 at 10:00 a.m.
Lake Forest Administration Office
300 S. Waukegan Rd
Lake Forest, IL 60045
4. Award of Bid - D65: March 18, 2025 at 7:00 p.m.
Regular Board of Education Meeting
Lake Bluff School District Office
121 E. Sheridan Place
Lake Bluff, IL 60044
5. Award of Bid - D67: March 18, 2025 at 7:00 p.m.
Regular Board of Education Meeting
Lake Forest Administration Office
300 S. Waukegan Rd
Lake Forest, IL 60045
6. Award of Bid - D109: April 10, 2025 at 7:00 p.m.
Regular Board of Education Meeting
Deerfield District 109 - Administration Office
517 Deerfield Road
Deerfield, Illinois 60015
7. Award of Bid - D115: April 16, 2025 at 7:00 p.m.
Regular Board of Education Meeting
Lake Forest Administration Office
300 S. Waukegan Rd
Lake Forest, IL 60045

SECTION II - Instructions to Bidders

1. Any explanation or statement, which bidders wish to make, must be placed in an envelope with their bid but shall be written separate of the bid and attached thereto. Unless a bidder so indicates, it is understood that the bidder has bid in strict accordance with these specifications.
2. Bidders must satisfy themselves as to the intent of the specifications. After submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from any bidder.
3. This contract shall not be assigned or any part of the same subcontracted without written consent of the Districts, and in no case shall such consent relieve the bidder from its obligations or change the terms of this contract.
4. The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award base bids to different bidders or to a single bidder, and to determine whether, in the opinion of the Board of Education, a bidder is not a responsible bidder and should be disregarded, and what exceptions or deviations from written specifications will be accepted.
5. The successful bidder(s) shall purchase and provide all necessary motor fuels for the performance of the contract. Fuel costs should be excluded from the bid price and be invoiced separately to the respective district.
6. Bidders are encouraged to submit proposals for all services; however, partial bids may be considered.
7. "Buses" refers to diesel or regular gas buses.
8. Bidder must submit the following items, all properly signed:
 - A. Bid Acknowledgement Form (Section VII)
 - B. Certifications (1) - Certification, Non-Collusion Affidavit, Sexual Harassment Clause, and No Smoking Clause
 - C. Certifications (2) - Equal Employment Opportunity Clause, Illinois Drug Free Workplace Act, and Hold Harmless Agreement
 - D. District's official Bid Forms
 - E. \$50,000.00 Bid Bond for each District- This is mandatory for all bidders.
 - F. Statement of Ownership
 - G. Certificate of Insurance
 - H. Description of Bus Maintenance Program (label as Exhibit H)
 - I. Description and procedures of the Contractors Safety Program (label as Exhibit I)
 - J. Additional Driver Policy and Procedures (label as Exhibit J)
 - K. Substitute Driver Policy and Procedures, including personnel who will serve as substitutes in priority order (label as Exhibit K)
 - L. Name and Resume of On-Site Contractor Supervisor/Terminal Manger (label as Exhibit L)
 - M. Routing Software Documentation (label as Exhibit M)
 - N. Listing of the last five (5) contracts that the Contractor has lost and the reasons for the loss of contract (label as Exhibit N)
 - O. Five (5) References (label as Exhibit O)
 - P. Seven complete sets of Bid Documents.
 - Q. One set of Audited Financial Statements for the last three (3) years of operation.

R. The successful bidder(s) will be required to furnish a \$500,000 Performance Bond. (See Section V Performance Bond)

9. Bids must be open and firm for ninety (90) days to allow for Board of Education approval.
10. In determining the lowest responsible successful bidder, the Board will consider all of the following in awarding the contract for student transportation services:
 - Financial stability of the bidder and,
 - Safety and quality of service record and,
 - Adherence to transportation specification requirements and,
 - Reputation and experience in school student transportation and,
 - Location of facility from which the bidder will maintain operations, and
 - Lowest cost to be determined over the five-year period and,
 - Contract that would be in the best interest of the District
11. Please submit any and all questions relating to this bid or the information wherein to Lisa Roberts, Business Services Coordinator, via email at lroberts@lfschools.net no later than Monday, February 24, 2025. There will be an addendum issued and emailed to all bidders no later than Wednesday, February 26, 2025.

Definition of Terms

Shuttle: After school pick-up and delivery of students from District(s).

Contractor: Transportation contractor including its designees.

Charter Runs: Runs contracted on an individual basis for point-to-point transportation of a group of students.

Combination Route: The temporary combining of two regular routes on one bus or the use of one bus to make two routes.

District: Lake Bluff School District 65, Lake Forest School District 67, Deerfield Public Schools District 109 and Lake Forest High School District 115 including their Boards of Education and designees.

Pre-Kindergarten Routes: Students that attend an a.m. class are transported to school on a regular route and are dismissed at the end of morning class for transportation to their individual homes. P.M. Pre-Kindergarten students are transported from their individual homes to school on routes that begin approximately one half-hour before class begins and are transported home on a regular route.

Regular Route: The daily pick-up and delivery of a group of students on an assigned bus from home to school (a.m.) and from school to home (p.m.) (Round Trip).

School Year: July 1 to June 30 (Same as the District's fiscal year).

Standby Buses: Additional buses maintained by Contractor to assure uninterrupted service.

SECTION III - Scope of Services

General

Contractor shall provide student bus transportation for the Districts in accordance with the following terms and conditions. This contract period is from July 1, 2025 through June 30, 2030 with the option to extend for an additional 5 years. The contract prices for the 2025-2026, 2026-2027, 2027-2028, 2028-2029, and 2029-2030 school years shall be as indicated by the successful bidder on the Bid Form.

The number of diesel and/or regular gas buses required for regular and activity routes to serve each school must be estimated using the best information available. A projection of the number of buses required for the next school year shall be available by July 15 each year. The number of buses required will depend upon the seating capacity of Contractor's buses, the starting times of the various buildings and the actual service needs of the District (i.e., actual ridership, number of bus stops, etc.)

Regular Routes and Shuttle Transportation

A list of the estimated requirements for regular routes and athletic shuttle transportation, which shall be applicable to this contract for the 2025-2026, 2026-2027, 2027-2028, 2028-2029, and 2029-2030 school years, is incorporated herein under Section VI - Route Details/School Calendars.

Additional Transportation

Contractor will provide Charter Runs as requested by the District.

SECTION IV – Terms and Conditions

General

The contract will be awarded for a five-year term with an option by the District and contractor to extend the contract for five additional years. The contract will commence on July 1, 2025.

The transportation provided shall be performed in compliance with the terms and conditions of this Agreement and its attached Schedules and shall commence on the first day of classes as stipulated by the District and shall run for a period of 176 school days for each of the school years of the contract. Should the District extend the school year beyond 176 days, additional days will be charged at 176th of the current contract. Should the actual days of service be less than 176 days, charges will be based on daily rates for actual days of service.

It shall be the intention of the District to contract for the transportation of public school students on each school day as established by their respective calendars. The contractor will be responsible for providing drivers, for managing drivers, and furnishing the required number of drivers to transport students to and from school on a daily basis, assigned charters (athletic, co- curricular and field trips), shuttles, bus evacuation drills and other transportation as requested by the District.

Contractor will furnish school buses as required by the District, properly equipped and meeting all requirements of the District, the State Board of Education, the Illinois Department of Transportation and the

State of Illinois Standards for School Buses for the 2025-2026, 2026-2027, 2027-2028, 2028-2029, and 2029-2030 school years, as well as subsequent years if the contract is extended.

If Contractor does not have adequate equipment at the time of award of the contract, Contractor shall present the District with a certified statement from an authorized dealer, manufacturer, or other reliable source, showing that all necessary equipment will be supplied, and that all such equipment will be available on site for use by Contractor for performance of the contract at least seven (7) days prior to the first date that pupil transportation services are to be provided. The equipment must be ordered within fourteen (14) calendar days after the District's notification to the Contractor of the approval of the School Board's award of the contract.

If the Contractor does not have adequate office space and maintenance facilities at the time of award of the contract, the Contractor shall present the District with a certified statement from a responsible supplier showing that firm arrangements have been made for obtaining the required facilities for use by the Contractor for performance of required services. The statement shall indicate that such facilities will be available to the Contractor in a timely manner. This statement shall be delivered to the District prior to the District's approval of the award of the contract. The contractor agrees that all equipment, including school buses assigned to regular and pre-kindergarten daily routes by the bidder pursuant to the contract shall have an average age no older than an seven (7) years, and no equipment shall be older than ten (10) years at the start of the school year.

Contractor will provide a two-way radio or cellular phone in each bus. All buses purchased during the term of this contract must be equipped with said radios. The radio system is the property of the contractor. Use of the radio system must be in compliance with FCC regulations and is strictly intended for the requirements of this contract. Contractor will assume the ongoing maintenance of the radio system and will,

at his/her expense, install and maintain base station radio(s) to provide for direct communications between the buses and the contractor and maintain the two- way radio communication so that clear channels are always available in case emergency communication is required.

The Contractor shall provide buses that are equipped with a Global Positioning System (GPS) and Zonar fleet management technology to track, in real time, when the bus arrives at or departs from a stop. This data, along with Zonar's detailed fleet monitoring and reporting capabilities, shall be made available to the District within 24 hours of the request.

All buses or vehicles intended to be placed in operation by the Contractor, under this contract, shall be owned by the Contractor, or if not owned, the Contractor shall furnish the District with a statement setting forth the name and address of the owner of each bus, the nature of any encumbrance affecting each such bus, and a statement that the owner is not in default under the terms of each such encumbrance. The age, mileage, and location of all buses to be used in connection with the contract shall be indicated after the bid is accepted and updated prior to the start of each school year. The Contractor shall notify the District of any additions to or deletions from the assigned fleet that occur mid-year.

The intent of these specifications is to require superior service and equipment. All service must be performed to the satisfaction of the District.

Video Monitoring of Buses

It shall be the responsibility of the contractor to ensure working cameras, including audio, are installed in all vehicles and monitored for functionality. Vehicle cameras must remain on at all times while transporting students. The Bidder is responsible for ensuring that cameras are properly maintained and functioning at all times. Cameras will be subject to random audit from the District. Upon the request of the School District, the transportation vendor shall provide camera footage within 24 hours. The contractor shall keep and maintain all video files for at least three (3) months.

Pupil Supervision

The School District delegates to the contractor the necessary authority to supervise and control students on buses in accordance with School District rules. Authorization shall not include corporal punishment, nor the right to eject any offender under circumstances other than those, which present an immediate danger that is likely to result in injury. Bus conduct reports must be completed by the driver and given to the District.

Pupils shall be taken on and discharged from the bus only at the designated stops and at the extreme right of the road or other location as designated by the District. No pupils shall be permitted to get on or off the bus while it is in motion.

No person other than a school pupil shall be transported in a school vehicle except in an emergency or when designated by the Superintendent or her/his designee. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school.

Bus Terminal and Maintenance Garage

The contractor should ideally maintain a suitable maintenance garage and terminal facility within 20 miles of any school to be served to ensure efficient and reliable routine maintenance for its buses. However, facilities located slightly beyond this distance may be considered if they can demonstrate the ability to meet all operational and service requirements effectively.

The terminal where buses are parked must be fenced and lighted. All buses are to be checked at least one hour prior to departure each day school is in session, as well as after each route or run and after each substitution of drivers. All buses are to be equipped with engine block heaters.

Vehicles Provided/Equipment Maintenance

School buses and all other vehicles used in the performance of the contract shall at all times meet the prevailing standards of the Illinois Department of Transportation, State of Illinois and State Board of Education. Furthermore, all school buses shall pass state required inspection, as well as pass inspection by the Illinois Secretary of State during the month of August. All other vehicles shall pass state required inspection in addition to meeting the standards of the Illinois Department of Transportation.

The contractor agrees to provide vehicle maintenance on all buses utilized under the contract at its own cost.

The contractor shall furnish daily interior cleaning. Exterior cleaning will be done at least once a month, September through June, or as needed depending on weather conditions. The contractor shall also perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicle or equipment to be utilized under the contract. Under no conditions may an unsafe bus be used to transport students. The contractor will keep on file the completed inspection sheets and submit copies of the sheets on demand to officials of the District when requested.

The School District retains the right to inspect the school buses and all other vehicles to insure safety compliance.

All school buses assigned to routes by the Contractor pursuant to the contract shall have an average age no older than seven (7) years, and be no older than ten (10) years at the start of the school year. Buses older than seven (7) years but not older than ten (10) may be retained for use as spare buses. Daily use of spare buses will be kept to a minimum.

It is understood and agreed to by both parties that the contractor, when engaged in one or two hour delays for the start of classes, will use the extra time to prepare the vehicles for service. School bus engines will be started earlier and left running so the alternate vehicles can be used in the case of failed starts. In subzero weather during delayed opening, contractors will do short test runs to be sure their vehicles can complete their routes.

The contractor shall furnish vehicles, large & small capacity, that conform to the standards for school transportation vehicles approved by the Illinois Department of Transportation. School buses shall meet the minimum standards and shall pass annual inspection by the Illinois Secretary of State. All vehicles shall conform to the provision of the law of the State of Illinois, and shall be in good mechanical and sanitary condition.

The speed of a vehicle shall at all times be consistent with the safety of the passengers and shall at no time exceed the speed limit as set forth in the minimum standards of the State of Illinois, as promulgated from the Vehicle Code, or a reasonable speed for road conditions.

Contractor shall provide necessary supplies, parts and service to maintain all buses in a safe, clean and sanitary condition, inside and out. Buses must meet requirements as set forth by the Illinois State Board of Education and the State of Illinois Standards for School Buses. Buses will be subject to inspection by the Illinois Department of Transportation and by such persons as may be designated by the State Superintendent of Education or the District. Buses not passing inspections shall not be returned to service until the conditions have been corrected. Contractor shall pay inspection fees. Safety stickers must be displayed.

Briefly describe your bus maintenance program and attach as Exhibit H.

Electric Bus Feasibility Evaluation

The vendor shall annually examine the feasibility of replacing diesel buses serving the districts with electric buses. This evaluation must include:

1. Economic Feasibility:

- Analyze the costs associated with transitioning to electric buses, including the acquisition of vehicles, required infrastructure (e.g., charging stations), and ongoing maintenance.
- Identify potential savings on fuel costs that could result from the transition and how these savings might impact the fuel costs billed to the districts.

2. Incentive Programs:

- Research and consider any available State or Federal incentives, grants, or funding programs that could offset the costs of transitioning to electric buses.

3. Operational Impact:

- Assess the operational viability of implementing electric buses, including route suitability, battery range considerations, and charging logistics.

The vendor shall prepare and submit an annual report to the districts summarizing the findings of this evaluation. The report should outline:

- The potential economic impact and savings.
- Opportunities to leverage available incentives.
- Recommendations on whether transitioning to electric buses is practical and beneficial for the districts.

The vendor is required to present the findings to the designated representatives of each district during an annual review meeting.

Standby Buses

The contractor is to provide sufficient spare buses as backup units for breakdowns, preventative maintenance, and accident damaged vehicles (at a minimum, one bus to every ten (10) regular routes). The contractor will also supply a reasonable number of additional buses to provide for special services, such as athletic trips and co-curricular trips.

Fuel & Tax Exemption Certificates

Annually, the District and Contractor, together, will estimate the number of gallons of fuel needed, assuming eight (8) miles per gallon, for the routes that are scheduled. During the course of the year, the contractor will bill monthly for actual costs incurred. The District will sign tax exemption certificates for purchase of fuel, oil, tires, etc. that have been properly certified as being used exclusively for District purposes.

Drivers

While transporting students, buses shall not be operated by any person other than a licensed driver meeting all requirements for school bus drivers as set forth by the Illinois State Board of Education, Illinois Secretary of State and the Illinois Department of Transportation with regard to application, age, fitness, competence, conduct, licensing/permits, physical examination, and continuing eligibility. Contractor shall train and instruct its drivers to comply with the Requirements and Regulations for School Bus Drivers as set forth by the Illinois State Board of Education and Illinois Secretary of State and with all conditions herein contained or implied to the end that they shall be understood and strictly, fairly and impartially enforced.

Drivers must pass periodically administered physical examinations, which may be required by the State of Illinois or the District. Drivers will have an annual physical examination provided at the expense of the driver or contractor.

All personnel, including drivers, assigned to perform under the contract shall be subject to approval by the District prior to their hiring by the contractor. The District retains the right to evaluate the drivers and all other personnel employed by the contractor for the performance of the contract by any and all reasonable means.

Annual mandatory drug testing, and a District approved random testing program, is required by a District approved company at the expense of Contractor, as specified by state and federal laws. Contractor is responsible to comply with all federal laws, state laws, local laws, and district policies pertaining to drug and alcohol testing of drivers and related personnel who provide student transportation services for the District.

The Contractor agrees to provide a copy of driver licenses, valid school bus permit, criminal background checks performed in accordance with Section 10-21.9 of the School Code (105 ILCS 5/10-21.9), employment history review in accordance with "Faith's Law" (105 ILCS 5/22-94),[1] physical examination cards, mandatory drug tests, and certificates of school bus instruction to the District after the bid is accepted and updated prior to the start of each school year. The Contractor shall notify the District of any additions to or deletions that occur mid-year.

Contractor will comply with a request by the District to remove any school bus driver, who, in the District's opinion, is not qualified to operate a school bus or cannot properly control students. Contractor agrees to

maintain compliance with equal employment opportunity and affirmative action personnel policies as required by the State of Illinois.

Contractor shall instruct its drivers and provide such training as may be necessary to enable each driver to comply with the terms and conditions of the contract. All drivers must be trained with a minimum of four dry runs on the runs they will drive the first day.

Contractor shall ensure all drivers are available for District training specific to responding to medical emergencies and managing student behavior.

The driver of each bus will be responsible for supervising the loading and unloading at all pickup and delivery points. The driver of each bus will never leave the bus unattended while students are aboard.

Drivers shall not permit more passengers to occupy the bus than there are seats available and shall not permit passengers to stand while the bus is in motion.

Drivers shall be responsible for seeing that each student possesses a valid bus pass, if required by the school. However, a driver may permit a student to ride without a pass (if required) for that day if the driver is satisfied that the student has lost or misplaced the pass or is entitled to, but not yet issued, a pass.

Drivers shall not smoke on the bus or permit students to smoke or cause disturbances on the bus.

Drivers shall, when a student causes an undesirable situation, ask for the student's pass (if required) in order to identify the student. Driver should complete a form to report problems as instructed and return the completed form to the Contractor Supervisor. The Contractor Supervisor will forward the form to the school. After disciplinary action has been determined by the school, the Contractor Supervisor will receive a reply for punishment.

Drivers, regular or substitute, shall have in their possession while driving a route an up-to-date map of the route as well as a Global Positioning System.

Drivers must report to dispatch if they anticipate being more than 10 minutes late. Dispatch must notify the district immediately.

Drivers shall not deviate from the normal route, stops or time schedule except for reasons beyond their control. Deviations shall be reported to the Contractor supervisor, who shall report it to the District.

Drivers shall not leave bus stops (student loading areas) prior to the scheduled time of departure. This provision shall have no application in the event of an emergency or an act of God.

Drivers and all other persons coming into contact with students must be able to communicate effectively in English both orally and in writing.

Whenever a regular driver is not working because of a planned absence or sick leave of more than two days, to the extent possible, the same substitute driver shall be used for the entire absence of the regular driver. For the purpose of route familiarization and pupil control, it is the express desire of the District that the rate of driver turnover be minimal.

It is of the essence that the students be transported to and from school regularly, promptly, and safely and without interruption or incident and that the safety of the children in such transportation shall take precedence

over the interest of the Contractor, driver, or the District. It shall be a primary obligation of the Contractor to operate its affairs so that the District will be assured of this continuous and reliable service.

Please describe any additional policies and procedures regarding the above items and attach as Exhibit J.

Bonus Procedures

The Boards of Education for Deerfield Public Schools District 109, Lake Forest School Districts 67 and 115, and Lake Bluff School District 65 may individually elect to establish a bus driver bonus pool each year at their discretion. The total sum allocated to the bonus pool by each participating district will be determined annually. These general guidelines outline the intended purpose of the bonus program; however, each district will provide its specific criteria for eligibility and distribution, which may slightly differ. Bonuses are intended to recognize safe and courteous behavior, longevity with the districts, attendance, and compliance with district expectations.

Bonuses may be awarded and paid twice annually—in December and June of each year—subject to invoicing from the vendor. Each district will pay its respective bonus pool amount to the vendor, who will be responsible for issuing payments to eligible drivers and withholding all applicable state and federal taxes.

Bonuses shall be awarded based on the following criteria:

1. **Longevity:** Drivers returning to service with a participating district from the previous school year will be eligible for a bonus as determined by that district, paid proportionally in December and June.
2. **Safety:** Drivers who successfully avoid safety violations during the designated period will qualify for a bonus. Drivers who begin after the first school day will be eligible for this bonus on a prorated basis.
3. **Attendance:**
 - Drivers with perfect attendance during the bonus period will qualify for the full attendance bonus.
 - Drivers with one absence may receive a reduced bonus.
 - Drivers with two or more absences during the period will not be eligible for this portion of the bonus.
 - Excused absences, such as funerals or jury duty, may still allow a driver to qualify for attendance bonuses.
 - Drivers starting after the first school day will receive a prorated amount.
4. **Adherence to Stops and Routes:** Drivers who fail to adhere to approved stops and routes may forfeit all bonuses for the school year and risk losing eligibility to drive for any of the districts.
5. **Courtesy:** Courteous behavior toward students, parents, and staff is expected at all times. At a district's discretion, substantiated complaints may result in forfeiture of bonuses for the affected period.
6. **Bus Identification:** Failure to clearly display bus numbers near the door may result in partial forfeiture of bonuses for each incident.
7. **Idling (Optional):** At each district's discretion, drivers who avoid idling violations may be eligible for an additional bonus. Guidelines for idling compliance may include:
 - Buses should remain running only when temperatures are below 20°F.

- The minimum interior temperature of buses must not fall below 55°F, in compliance with Illinois School Bus Law.
- Maintenance department instructions to keep buses running must be followed.
- Drivers with one idling violation in a bonus period may receive a reduced idling bonus, while two or more violations may result in ineligibility for this portion of the bonus.

If the entire bonus pool allocated by a district is not distributed by the end of the year, the district reserves the right to either retain the remaining funds or recommend using the remaining funds to increase the prorated bonuses for longevity, safety, and attendance.

Each district retains full discretion to modify or discontinue its bonus program, and the criteria for bonus eligibility may be adjusted annually.

Example Scenarios:

- A driver with more than one year of service, perfect attendance, and a clean safety record may earn a maximum annual bonus, paid proportionally in December and June.
- A first-year driver with one absence per period and a perfect safety record may earn a prorated bonus amount, subject to district guidelines.

Supervisors

Contractor shall assign, at its sole expense, a sufficient number of competent, qualified supervisors to insure prompt pick-up and delivery of students and to insure maintenance of student discipline and bus pass inspection (where applicable) by drivers. Contractor's supervisor(s) shall cooperate fully with the District's Representative and Business Officials to ensure a safe and efficient transportation system.

The District requires that a Contractor Supervisor/Terminal Manager be assigned to the District. The District reserves the right to interview and approve the proposed Contractor Supervisor/Terminal Manager.

Please include resumes of the proposed on-site Contractor Supervisor/Terminal Manager and attach as Exhibit L. Detailed resumes should include educational background, professional experience, length of service with your company, and the name, address, and phone number of a client liaison to which they currently report. The District reserves the right and fully intends to contact the candidate's current client liaison. The District reserves the right to implement a change in the Contractor Supervisor/Terminal Manager.

Contractor will agree to make the supervisor and staff available to the District for community related inquiries upon request and notice of the District.

The contractor agrees to furnish such reports as may be required and at the times designated by the Board or its designated representative.

Student transportation contractors are responsible for the behavior and actions of their employees, particularly with regard to adherence to the transportation policies and regulations of the District. The District shall provide the bid winner a copy of the aforementioned policies and regulations. A violation of those policies and/or regulations by drivers shall be considered a violation of those policies and/or regulations by the contractor who employs the driver. Such violation of policies and/or regulations may, at the option of the Board, provide cause for the termination of a contract for the transportation of school pupils.

Contractor agrees to obtain directions to destinations for field trips and athletic trips at least 24 hours before the scheduled departure. Last minute contacts with the District's transportation office to obtain directions are unacceptable and will be limited to trips rescheduled due to the District's request.

Safety Precautions

The Contractor shall require all drivers to comply with the following safety precautions:

- All traffic regulations must be observed at all times.
- Each driver is expected to remain with the bus at all times whether at a school building or on the route.
- It shall be the duty of each driver to operate the bus at a reasonable rate of speed at all times in conformity with the traffic ordinances and regulations governing the use of buses and motor vehicles.
- Each driver shall use all care to guard the children, prevent overcrowding and maintain order in his/her bus at all times. Any child refusing to obey the driver shall be reported on the Bus Conduct forms provided by the School District.
- All children riding on the buses must be dropped off at their designated stops.
- No school bus shall be loaded beyond the seating capacity as set forth in a minimum standard as indicated on the "Approved School Bus Sticker." All other public conveyances, when transporting school children under contract, shall provide adequate seating for each student and no standees permitted.
- Use of tobacco, drugs or alcoholic beverages in the buses or on school property is prohibited at all times. Contractors will enforce District policies including the requirement that there is no smoking allowed at any time on school buses.
- In the event the School District would institute any additional safety standards for the transportation of students, the successful contractor agrees to install and/or implement such safety enhancements. Any additional costs will be the responsibility of the School District.

Malicious Damage

The District shall not be liable for damage to buses caused by student vandalism. However, the District will assist the Contractor in seeking restitution for malicious damage to its equipment. Contractor shall immediately report to designated school personnel all pertinent information regarding incidents of vandalism including date, route, and, if possible, identification of the perpetrator(s).

Route Numbers

Contractor shall display on each bus a clearly visible route number and symbol next to the front door.

Schedules

Contractor will strictly adhere to the starting times and operating schedule for each route as established and agreed upon between the district and Contractor. It is the expectation of the District that the amount of time an elementary or middle school student is present on the bus does not exceed 35 minutes, unless due to special circumstances approved by the District. It is the expectation of the District that the amount of time a high school student is present on the bus does not exceed 50 minutes, unless due to special circumstances approved by the District.. No student may be picked up more than 50 minutes before the school start time unless approved by the District.

Telephones

Contractor shall maintain, at its expense, two telephones, one of which is to have an unlisted number for access by the District or Contractor drivers and the other to be a listed number for routine business. Telephones must be manned during time students are being transported.

Compliance with Government Regulations

Contractor shall comply with all applicable state, federal and local rules, regulations and orders, including but not limited, to those issued by the State Superintendent of Education and Illinois Secretary of State of the State of Illinois, by the Regional Superintendent of Schools of Lake County and by the District for the safety, comfort and convenience of students or relating to the construction, appearance or operation of school buses.

Any rules or regulations issued by the State Superintendent of Education and Illinois Secretary of State, Illinois Department of Transportation or the District regarding operation or construction of transportation vehicles, which conflict with any provision of this specification shall take precedence. If future rules, regulations or orders shall increase Contractor's operating costs, the additional cost shall be negotiated with the District if it is not reimbursed by another source.

Routing

Contractor shall design bus routes and bus stops in cooperation with the District's designee based on stop and rider information provided by the District whenever requested. Routes and stops may be modified at the sole discretion of the District. The contractor shall not deviate from the designated route or stops except by prior written consent of the District's designee except in an emergency. In the case of an emergency, any deviation shall be reported promptly to the District's Superintendent and the Business Manager.

The Board or District reserves the right to revise any and all routes to suit the educational program at any time and such revision shall be deemed an ordinary part of the contract.

The Board or District reserves the right to add or delete bus routes. The cost for an addition or deletion will be based on the bid price per route stated on the enclosed Bid form.

The crossing of railroad tracks shall be minimized and avoided if possible.

Drivers shall be assigned on a permanent basis to specific routes and schedules and substitute drivers may be used only when the regularly assigned driver is not available. Every effort shall be made to assign the same driver to the a.m. and p.m. portion of the same route.

Contractor will strictly adhere to the starting times and operating schedule for each route as established and agreed upon with the District.

Route Safety Program

As recommended by the Illinois State Board of Education, all bus routes should be reviewed twice a year for hazards. Contractor will review all routes according to Illinois State Board of Education guidelines and report findings to the District.

Ridership Counts

Contractor shall provide ridership counts to the District upon request.

Review of Routes

Prior to the first day of the school year, Contractor shall, on the dates and times prescribed by the District, conduct four dry runs of all routes. The driver assigned to the route shall perform all dry runs. All dry runs will be accomplished at no cost to the District. Each time a new driver is assigned to a route the newly assigned driver shall perform four dry runs prior to the transporting of students to ensure all stops are made and schedules are met. The dry runs will not be required for standby drivers who cover a route for the regularly assigned driver, unless requested, in advance, by the District.

Insurance Requirements

During the term of this Agreement, Bidder, at its sole cost and expense, and for the benefit of Board, shall carry and maintain all insurance coverages listed below. Each Bidder shall provide at the time of bid submission a certificate of insurance evidencing ability to obtain insurance on the terms and conditions stated herein. Insurance shall be with companies licensed and admitted to do business in Illinois and satisfactory to the District.

- Commercial General Liability insurance, insuring against all liability of Bidder related to this Agreement, with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate;
- Automobile Liability Insurance with a combined single limit of at least \$1,000,000;
- Uninsured and Underinsured Motorist coverage with a limit of \$1,000,000;
- Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Bidder's respective employees with Employers Liability of limits of \$1,000,000 Each Accident; \$1,000,000 Disease – Each Employee; \$1,000,000 – Policy Limit; and
- Umbrella or Excess Liability insurance providing follow form coverage to the underlying General Liability and Automobile Liability coverages with minimum limits of Twenty Million Dollars (\$20,000,000) per occurrence and Twenty Million Dollars (\$20,000,000) general aggregate;

Bidder must provide at least Five Million Dollars (\$5,000,000) per occurrence and Five Million Dollars (\$5,000,000) general aggregate of Sexual Misconduct coverage. The Sexual Misconduct coverage can be provided through a combination of General Liability and Excess or Umbrella Liability policies. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or comparable rating service. The Commercial General Liability, Automobile Liability, Sexual Misconduct (if a separate policy) and Umbrella or Excess Liability insurance policies shall name Board, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the School District. The Bidder shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling Board to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to Board.

Hold Harmless Agreements

The Contractor shall defend, indemnify and hold harmless the School District, members of the Board of Education, officers, employees and agents in all of their official capacities, and other persons, firms or corporation as the District from time-to-time may direct for any and all claims arising out of or occurring in connection with the performance of this contract from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the contractor, its agents or employees, in the performance of the contract and further agrees to indemnify the School District, members of the Board of Education, officers, employees and agents in all of their official capacities, and other persons, firms or corporation as the District from time-to-time may direct for claims arising out of performance of this contract against any such claims allegedly caused in whole or in part, whether or not it be the fact, by reason or negligent instructions or directions given or purportedly given by any of the School District representatives with respect to the performance of the contract.

Each party will immediately notify the other of any accident or condition which arises out of or touches upon the work performed by the contractor on school district business, so as to handle potential problems on a timely basis in the best interest of both parties. The contractor will immediately notify the District's Superintendent, Business Manager or Principal of any accidents that involve District children and provide the names, etc. of the students involved in the accident.

SECTION V – Contract Rates and Requirements

Regular and Activity Route Rates

The Regular Route Rate shall include pick up and delivery prior to the commencement of classes in the morning and pick up and delivery at the conclusion of classes in the afternoon, OR the normal half day schedule for Early Childhood/Pre-Kindergarten students.

Requirements For Payments

The District shall require Contractor to provide services based on the bid package as provided on July 1, 2025.

Payments

Payments for transportation services shall be calculated on a daily basis and invoiced monthly, less any credits referenced in Section V. Payments will be issued after services are rendered and will be made within 35 days of receipt of invoice. The cost of Buses shared between Districts shall be split, with each respective district paying 50% of the cost.

If during the term of this contract, bus routes can be rearranged, consolidated or eliminated to provide for the use of fewer buses, or for the use of another vehicle at a reduced cost, the Contractor shall make such revisions, and shall be responsive to the suggestions of the District in this regard. Contractor will provide ridership counts to the District upon request. The District will be responsible for payment to the Contractor for only the services that are actually performed.

Annual Rate Increases

Increases to the regular and activity route rates for the 2026-2027, 2027-2028, 2028-2029, and 2029-2030 school years shall become effective on July 1 and shall include all operating cost increases including wage rate increases.

Fuel Costs

The successful bidder(s) shall purchase and provide all necessary motor fuels for the performance of the contract. The District will reimburse Contractor for fuel at cost. Fuel costs should be excluded from the bid price and be invoiced separately to the respective district.

Charter Runs

Charter runs must be available upon request and priced separately on the bid form.

Contractor may assess a penalty charge of \$30 if a school fails to provide sufficient notice of cancellation of a charter. Sufficient notice is defined as not less than two hours before scheduled starting time. The District will incur no other penalties.

The District may assess a penalty charge of \$30 if a charter bus arrives more than 15 minutes after contracted time.

The District shall reimburse all parking fees and tolls on charter runs.

Penalties and Credits

A. Missed Routes

If for any reason the Contractor fails to provide an approved bus for any regular route or portion of a regular route, the District will be given a credit of 100% of the route rate for the bus(es) not provided.

B. Combination Routes

When a regular route or portion of a regular route is temporarily combined Contractor shall forfeit 50% of this base rate for each route or routes affected.

C. Late Routes

A credit of 50% of the regular route rate will be given to the District for each morning portion of a regular route which is completed more than fifteen (15) minutes after the school's starting time and for each afternoon portion of a regular route or an activity route which is started more than fifteen (15) minutes after scheduled departure time, unless the delay is caused by accident or extreme weather conditions or public accidents stopping traffic.

There will be no deduction for mechanical breakdowns that are beyond Contractor's control. Contractor shall keep a record of departure and arrival times of each bus in its office available for inspection by the District. Contractor will furnish the District with a monthly exception report of late runs and a monthly summary of credits due the District.

D. School Closings or Delayed Start of School

There shall not be a charge for services if a regular school day is cancelled by 6:00 a.m.. There shall not be an extra charge if a regular school day has a delayed start, early dismissal or for a make up day.

The Superintendent, or designee, shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. Contractor agrees to advise the District of road conditions

when requested. Contractor further agrees to abide by the decision of the Superintendent, or her/his designee, and operate on the assigned schedules and routes.

Contract Termination or Partial Termination

Noncompliance

Noncompliance is defined as, but not limited to, the failure by Contractor to transport students on a route or routes as contracted or as requested in accordance with the terms of this contract or the failure to make changes to routes as specified and directed by the District in accordance with the terms of this contract.

Automatic Penalty

Should the District find Contractor in non-compliance with any provision of this contract, on a route or series of routes, Contractor shall forfeit 25% of the base rate for each route or routes affected. This penalty shall be reflected in the first payment due following non-compliance.

Discretionary Penalty and Partial Cancellation

Should Contractor fail to remedy the non-compliance within twenty-four (24) hours of telephone notice by the District, Contractor may be required, at the discretion of the District, to forfeit 100% of the route rate for each affected route. Should Contractor fail to remedy the non-compliance within forty-eight (48) hours the District may cancel the affected route or routes and subcontract them to a third party. Contractor shall remain liable for any and all costs to the District for vehicle transportation to the end of the contract in excess of the cost that would have become payable to Contractor had the route or routes not been canceled and subcontracted.

Termination

In the event that Contractor at any time fails to comply with, fully perform or strictly adhere to any covenant herein contained to be performed by Contractor or its agents or employees, the District shall give notice in writing to Contractor of such failure.

In the event that Contractor does not remedy such failure to comply within twenty-four (24) hours of receipt of such notice, or in the event that Contractor shall at any time, except because of weather or strikes, fail to furnish at least ninety (90) percent of the fully equipped and operating buses required by this contract for a period of twenty-four (24) hours; then at the option of the District, this contract may be terminated by delivery to Contractor of written notice of such election to terminate.

Any waiver by the District as to any incidence or non-performance shall serve only as a waiver as to that specific incidence and not to any future incidence of non-performance. If this contract is terminated in accordance with any of the foregoing provisions, all of Contractor's rights shall cease and execution of the Performance Bond may be implemented. Contractor shall remain liable for any and all costs to the District for vehicle transportation to the end of the contract in excess of the cost that would have become payable to Contractor had the route or routes not been canceled and subcontracted.

In the event of termination for any of the reasons set forth above, the School District at all times reserves the right, without waiver of other rights, against the Contractor and its surety, to arrange for the transportation of students itself or to enter into a contract with another person, firm or corporation, or to do any other act or thing necessary to ensure continuity in the transportation of students. In the event of any such termination, the School District shall retain any other rights or remedies it may have against the Contractor and its surety,

including but not limited to, recovering damages for breach of contract and recovery under the surety bond required under this contract.

If the contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the contract, including home to school transportation, co-curricular trips, and additional routes, the School District may cancel the contract without prior notice and procure services elsewhere. The School District may, in its sole discretion, offset subsequent payments or make a claim under the performance bond.

If the contractor fails to perform satisfactorily any of the transportation services required under the provisions of the bid and contract, the contractor shall not be paid for those days in which it fails to provide transportation services or continuously fails to meet the required time schedule, and should the school district be able to obtain such transportation services elsewhere, the contractor shall additionally be liable and, upon submission of an invoice by the School District, pay to the School District the additional cost to the School District in obtaining the transportation services above the contractual rate in effect between the contractor and the Board of Education. In the event the School District should be unable to obtain such transportation services elsewhere, or in lieu thereof at the option of the School District, the contractor shall pay to the School District, in addition to any other accounts payable hereunder, additional administrative costs to the District in the amount of two hundred dollars (\$200.00) per day to be deducted from the next payment to the contractor.

Additionally, the School District shall have the right to terminate the contract at any time for any reason by providing the contractor with a sixty (60) day written notice of termination.

Performance Bond

The Contractor as principal shall furnish to the District as obligee a \$500,000 Performance Bond covering faithful performance of the Contract. The Contractor shall purchase and maintain the required bond from a company or companies lawfully authorized to issue surety bonds in Illinois. Each such surety shall have a Best's Key Rating Guide rating of at least A / VII.

Reassignment of Rights

Contractor agrees not to reassign or sell any right to this contract to another party or parties without prior approval from the District. Such action without approval shall invalidate this contract.

The contract shall not be transferred or assigned without the prior approval of the Board of Education and the written consent of the School District.

Contractual Changes

The contractual rates based on these specifications may be negotiated if the District approves a significant change in the length of the school day or year or experiences a significant unanticipated increase or reduction in student enrollment or request for transportation service or other schedule change requiring drivers to be available beyond their normal working hours or otherwise.

Independent Contractor

Contractor shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent contractor furnishing transportation services for the District.

Contractor's Responsibility

Contractor is required to examine the announcement, specifications, general instruction, exhibits and other contract documents and to become familiar with the routes, schedules, bus stops, traffic conditions, topography, road conditions, locations of schools, including entrance driveways and exits and with all other physical facts pertinent to the performance of the work.

Personnel furnished by the contractor to perform the functions specified in the contract shall be employees of the contractor. The contractor shall pay all salary, wages, Social Security taxes, federal and state unemployment insurance, and any other tax relating to the employment of such employees. The contractor shall provide all other required management services, including personnel services, such as licensing, training, supervision, and evaluation, necessary to carry out the terms of the contract.

Contractor must comply with the regulations of the Illinois Department of Transportation, the laws of the State of Illinois, the regulations of the Illinois Secretary of State, the Illinois State Board of Education, all Federal laws and policies, and rules and regulations of the District.

Contractor and its employees shall acquire and maintain valid permits and licenses required by law. All costs and fees for such permits and licenses shall be the sole responsibility of the contractor and/or the drivers under its employ.

Contractor agrees to comply with the provisions of the Illinois Human Relations Act in providing equal employment opportunities to those the contractor hires in connection with all work performed on behalf of the District. Contractor will not discriminate nor permit discrimination by its agents or employees against any employee or applicant for employment because of race, color, religion, age, or natural origin. Contractor will supply all compliance reports required by the State of Illinois.

Contractor is required to provide an office and a terminal facility.

Right to Reject Bids

The Board believes and represents to contractors that it has the right to enter into a contract for transportation services. Nevertheless, in the event that right is challenged, the Board reserves the right to reject any and all bids, to wave irregularities in the bidding procedures, or accept the bid that in its opinion will best serve its best interest. In the event such modifications are unacceptable to the contractor, such contractor shall be released from any obligation to the District.

SECTION VI – Route Details / School Calendars

Please see below for route sheets and available school calendars.

65 - LB6 AM

	<u>TIME</u>	<u>LOCATION</u>
1	6:50 am	NORTH LOT
2	7:20 am	ARMOUR DR & BRIERFIELD CT
3	7:21 am	ARMOUR DR & BRISTOL CT & CARLYLE CIR
4	7:23 am	ARMOUR DR & HEATHROW CT & INVERNESS CT
5	7:24 am	ARMOUR DR & LANCASTER CT
6	7:25 am	ARMOUR DR & NORWICH CT
7	7:26 am	ARMOUR DR & PHILLIP CT
8	7:31 am	GREEN BAY RD & OAK RIDGE CT
9	7:33 am	KOHL AVE & CAMPBELL CT
10	7:35 am	RIVERS DR & MELVIN DR
11	7:36 am	RIVERS DR & FOREST VIEW DR
12	7:39 am	BAYSHORE DR & HILLSIDE AVE
13	7:41 am	GREEN BAY RD & SIGNE CT
14	7:43 am	300 BLOCK OF BELLE FORET DR
15	7:43 am	300 BLOCK OF BELLE FORET CIR
16	7:45 am	300 BLOCK OF BELLE FORET DR
17	7:50 am	LAKE BLUFF ELEM (510)

65 - LB4 AM

	<u>TIME</u>	<u>LOCATION</u>
1	6:56 am	FROM NORTH LOT
2	7:27 am	W SHERIDAN PL & EASEMENT (BETWEEN 360 & 400)
3	7:29 am	SHERIDAN PL & MACLAREN LN
4	7:30 am	PARK LN @ EASEMENT (BETWEEN 401 & 359)
5	7:31 am	PARK LN & GREEN BAY RD
6	7:33 am	SUNSET TER & W HAWTHORNE CT
7	7:34 am	WITCHWOD LN & SUNSET TER
8	7:35 am	MACLAREN LN & W WITCHWOOD LN
9	7:36 am	MACLAREN LN & W HAWTHORNE CT
10	7:38 am	BATH AND TENNIS CLUB RD & FOREST HILLS RD
11	7:39 am	BATH AND TENNIS CLUB RD & WIMBLEDON CT & WIMBLEDON RD
12	7:40 am	WIMBLEDON & WIMBLEDON CT
13	7:41 am	WIMBLEDON & WIMBLEDON CT
14	7:42 am	WIMBLEDON CT & CLAY CT
15	7:43 am	100 BLOCK OF BATH AND TENNIS CLUB RD
16	7:43 am	BATH AND TENNIS CLUB RD & BOARDMAN CT
17	7:45 am	200 BLOCK OF GREEN BAY RD
18	7:50 am	LAKE BLUFF ELEM (510)

65 - LB1 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:00 am	FROM NORTH LOT
2	7:17 am	500 BLOCK OF W WASHINGTON AVE
3	7:18 am	100 BLOCK OF SHAGBARK RD
4	7:21 am	BIRCH AVE & W WOODLAND RD
5	7:22 am	NORTHERN AVE & BASIL RD
6	7:24 am	BIRCH AVE & W BLODGETT AVE
7	7:26 am	900 BLOCK OF W MUIR AVE
8	7:27 am	FOSTER AVE & BIRCH AVE
9	7:29 am	900 BLOCK OF W FOSTER AVE
10	7:30 am	MUIR AVE & BAYONNE AVE
11	7:31 am	PLAISTER AVE & BAYONNE AVE
12	7:32 am	MUIR AVE & FOREST KNOLL RD
13	7:33 am	FOREST KNOLL RD & QUASSEY AVE
14	7:34 am	FOREST KNOLL RD & FOSTER AVE
15	7:35 am	FOSTER AVE & BAYONNE AVE
16	7:36 am	BAYONNE AVE & QUASSEY AVE
17	7:37 am	GREEN AVE & W WOODLAND RD
18	7:38 am	GREEN AVE & W WASHINGTON AVE
19	7:39 am	12800 BLOCK OF W NORTH AVE
20	7:50 am	LAKE BLUFF ELEM (510)

65 - LB5 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:04 am	FROM NORTH LOT
2	7:23 am	300 BLOCK OF BIRKDALE RD
3	7:24 am	BIRKDALE RD & SUNSET TER
4	7:25 am	W PROSPECT AVE & SUNSET TER
5	7:27 am	HICKORY CT & W WITCHWOOD LN
6	7:28 am	LINCOLN AVE & PARK LN
7	7:29 am	SHERIDAN PL & ROCKLAND AVE
8	7:30 am	SHERIDAN PL & MAWMAN AVE
9	7:31 am	MAWMAN AVE & W CENTER AVE
10	7:33 am	W CENTER AVE & LINCOLN AVE
11	7:33 am	PINE CT & W CENTER AVE
12	7:34 am	400 BLOCK OF PINE CT
13	7:38 am	600 BLOCK OF MAWMAN AVE
14	7:40 am	MAIN ST & ROCKLAND AVE
15	7:41 am	600 BLOCK OF ROCKLAND AVE
16	7:42 am	HANCOCK AVE & LINCOLN AVE
17	7:43 am	LINCOLN AVE & W WASHINGTON AVE
18	7:44 am	WASHINGTON AVE & PINE CT
19	7:45 am	PINE CT & HANCOCK AVE
20	7:45 am	HANCOCK AVE & GARFIELD AVE
21	7:50 am	LAKE BLUFF ELEM (510)

65 - LB2 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:05 am	NORTH LOT
2	7:21 am	BURRIS AVE & GREEN AVE
3	7:22 am	BIRCH AVE & SAFFORD AVE
4	7:23 am	GREEN AVE & SAFFORD AVE
5	7:24 am	GREEN AVE & TALBOT AVE
6	7:26 am	12500 BLOCK OF W MEADOW CIR
7	7:28 am	29600 BLOCK OF N BIRCH AVE
8	7:30 am	BIRCH AVE & BIRCH AVE
9	7:31 am	MEADOW CIR & N BIRCH AVE
10	7:32 am	900 BLOCK OF ATKINSON RD
11	7:33 am	100 BLOCK OF ATKINSON RD
12	7:34 am	SANCTUARY LN & SANCTUARY CT
13	7:35 am	SANCTUARY LN & BUTTERFLY CT
14	7:37 am	W SANCTUARY CT & ENVIRON CIR
15	7:40 am	300 BLOCK OF WAUKEGAN RD
16	7:50 am	LAKE BLUFF ELEM (510)

65 - LB8 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:05 am	FROM NORTH LOT
2	7:24 am	SHERIDAN RD & SHORE ACRES DR
3	7:25 am	400 BLOCK OF ARBOR DR
4	7:27 am	400 BLOCK OF ARBOR DR
5	7:32 am	E WASHINGTON AVE & OAK AVE
6	7:33 am	OAK AVE & E BLODGETT AVE
7	7:34 am	E BLODGETT AVE & EVANSTON AVE
8	7:35 am	E BLODGETT AVE & MOFFETT RD
9	7:36 am	MOFFETT RD & WOODLAND AVE
10	7:38 am	E WOODLAND RD & EVANSTON AVE
11	7:40 am	200 BLOCK OF E WASHINGTON AVE
12	7:41 am	300 BLOCK OF E WASHINGTON AVE
13	7:43 am	E WASHINGTON AVE & MOFFETT RD
14	7:50 am	LAKE BLUFF ELEM (510)

65 - LB7 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:06 am	NORTH LOT
2	7:27 am	VINCENT CT & E WITCHWOOD LN
3	7:28 am	E WITCHWOOD LN & OAK TER
4	7:29 am	E WITCHWOOD LN & NEWMAN CT
5	7:31 am	500 BLOCK OF LANSDOWNE LN
6	7:32 am	500 BLOCK OF LANSDOWNE LN
7	7:33 am	CAMBRIDGE RD & MOFFETT RD
8	7:34 am	200 BLOCK OF E SHERIDAN RD
9	7:35 am	E SHERIDAN RD & OAK TER
10	7:36 am	E SHERIDAN RD & INDIAN RD
11	7:37 am	100 BLOCK OF E SHERIDAN RD
12	7:37 am	SHERIDAN RD & SUNSET PL
13	7:39 am	100 BLOCK OF E HAWTHORNE CT
14	7:39 am	E HAWTHORNE CT & OAK TER
15	7:40 am	OAK TER & RAVINE FOREST DR
16	7:42 am	100 BLOCK OF RAVINE FOREST DR
17	7:50 am	LAKE BLUFF ELEM (510)

65 - LB10 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:07 am	FROM NORTH LOT
2	7:29 am	E PROSPECT AVE & SIMPSON ST
3	7:31 am	E SCRANTON AVE & SUNRISE AVE
4	7:31 am	E SCRANTON AVE & MOUNTAIN RD
5	7:32 am	MAPLE AVE & E SCRANTON AVE
6	7:33 am	E NORTH AVE & MAPLE AVE
7	7:34 am	E SCRANTON AVE & MOFFETT RD
8	7:35 am	E CENTER AVE & GURNEY AVE
9	7:36 am	E SCRANTON AVE & GURNEY AVE
10	7:37 am	GLEN AVE & E NORTH AVE
11	7:38 am	E SCRANTON AVE & GLEN AVE
12	7:39 am	SCRANTON AVE & EVANSTON AVE
13	7:41 am	E NORTH AVE & WALNUT AVE
14	7:50 am	LAKE BLUFF ELEM (510)

65 - LB3 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:08 am	FROM NORTH LOT
2	7:25 am	ROCKLAND MOTEL
3	7:27 am	ROCKLAND RD & CLOVER LN
4	7:28 am	THORNTREE & WASHINGTON
5	7:30 am	W WASHINGTON AVE & BIRCH AVE
6	7:31 am	BIRCH AVE & SMITH AVE
7	7:33 am	W SMITH AVE @ CUL-DE-SAC
8	7:36 am	BIRCH AVE & QUASSEY AVE
9	7:39 am	SMITH AVE & JENKISSON AVE
10	7:42 am	SKOKIE FRONTAGE RD & MOBILE HOME PARK
11	7:50 am	LAKE BLUFF ELEM (510)

65 - LB9 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:10 am	NORTH LOT
2	7:32 am	MOFFETT RD & SYLVAN RD
3	7:32 am	E SHERIDAN PL & BRIAR LN
4	7:33 am	E SHERIDAN PL & NEWMAN CT
5	7:35 am	E SHERIDAN PL & HIRST CT
6	7:35 am	EVANSTON AVE & RAVINE AVE & SYLVAN RD
7	7:36 am	E PROSPECT AVE & EVANSTON AVE
8	7:38 am	E CENTER AVE & EVANSTON AVE
9	7:39 am	E CENTER AVE & GLEN AVE
10	7:40 am	GLEN AVE & E PROSPECT AVE
11	7:43 am	E CENTER AVE & OAK AVE
12	7:50 am	LAKE BLUFF ELEM (510)

65 - PK3 TAKE HOME

417

	<u>TIME</u>	<u>LOCATION</u>
1	10:22 am	NORTH LOT
2	10:40 am	LAKE BLUFF ELEM (510)
3	10:43 am	29600 BLOCK OF N BAY SHORE DR
4	10:48 am	700 BLOCK OF SHERIDAN RD
5	10:50 am	300 BLOCK OF E NORTH AVE
6	10:55 am	300 BLOCK OF GREEN BAY RD
7	10:59 am	MOBILE HOME PARK
8	11:01 am	THORNTREE & WASHINGTON AVE
9	11:02 am	BASIL RD & NORTHERN AVE
10	11:05 am	SANCTUARY CT & W SANCTUARY LN
11	11:10 am	TARGET STORE

65 - PK4 TO SCHOOL

417

	<u>TIME</u>	<u>LOCATION</u>
1	11:40 am	START AT TARGET
2	11:40 am	CLOVER LN & ROCKLAND RD
3	11:41 am	THORNTREE RD & WASHINGTON AVE
4	11:42 am	12600 BLOCK OF W WOODLAND RD
5	11:44 am	800 BLOCK OF MUIR AV
6	11:51 am	600 BLOCK OF SCRANTON AVE
7	11:55 am	100 BLOCK OF W WASHINGTON AVE
8	11:56 am	600 BLOCK OF GARFIELD AVE
9	12:00 pm	11400 BLOCK OF W JUNE WAY TER
10	12:03 pm	LAKE BLUFF ELEM (TEACHERS OUT AT 12:10) (510)
11	12:23 pm	NORTH LOT

65 - LB1 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	FROM NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (2:40 BELL TIME) (510)
3	3:05 pm	TARGET PARKING LOT
4	3:06 pm	500 BLOCK OF W WASHINGTON AVE
5	3:10 pm	BIRCH AVE & W WOODLAND RD
6	3:11 pm	NORTHERN AVE & BASIL RD
7	3:13 pm	BIRCH AVE & W BLODGETT AVE
8	3:15 pm	900 BLOCK OF W MUIR AVE
9	3:16 pm	FOSTER AVE & BIRCH AVE
10	3:18 pm	900 BLOCK OF W FOSTER AVE
11	3:19 pm	MUIR AVE & BAYONNE AVE
12	3:20 pm	PLAISTER AVE & BAYONNE AVE
13	3:21 pm	MUIR AVE & FOREST KNOLL RD
14	3:22 pm	FOREST KNOLL RD & QUASSEY AVE
15	3:23 pm	FOREST KNOLL RD & FOSTER AVE
16	3:24 pm	FOSTER AVE & BAYONNE AVE
17	3:25 pm	BAYONNE AVE & QUASSEY AVE
18	3:26 pm	GREEN AVE & W WOODLAND RD
19	3:27 pm	GREEN AVE & W WASHINGTON AVE
20	3:28 pm	12800 BLOCK OF W NORTH AVE
21	3:34 pm	LBMS

65 - LB10 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	FROM NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (510)
3	3:04 pm	E PROSPECT AVE & SIMPSON ST
4	3:06 pm	E SCRANTON AVE & SUNRISE AVE
5	3:06 pm	E SCRANTON AVE & MOUNTAIN RD
6	3:07 pm	MAPLE AVE & E SCRANTON AVE
7	3:08 pm	E NORTH AVE & MAPLE AVE
8	3:09 pm	E SCRANTON AVE & MOFFETT RD
9	3:10 pm	E CENTER AVE & GURNEY AVE
10	3:11 pm	E SCRANTON AVE & GURNEY AVE
11	3:12 pm	GLEN AVE & E NORTH AVE
12	3:13 pm	E SCRANTON AVE & GLEN AVE
13	3:14 pm	SCRANTON AVE & EVANSTON AVE
14	3:16 pm	E NORTH AVE & WALNUT AVE
15	3:20 pm	LFHS

65 - LB2 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (2:40 BELL TIME) (510)
3	3:07 pm	BURRIS AVE & GREEN AVE
4	3:08 pm	BIRCH AVE & SAFFORD AVE
5	3:10 pm	GREEN AVE & SAFFORD AVE
6	3:10 pm	GREEN AVE & TALBOT AVE
7	3:12 pm	12500 BLOCK OF W MEADOW CIR
8	3:15 pm	29600 BLOCK OF N BIRCH AVE
9	3:16 pm	BIRCH AVE & BIRCH AVE
10	3:17 pm	MEADOW CIR & N BIRCH AVE
11	3:19 pm	900 BLOCK OF ATKINSON RD
12	3:19 pm	1000 BLOCK OF ATKINSON RD
13	3:20 pm	SANCTUARY LN & SANCTUARY CT
14	3:22 pm	SANCTUARY LN & BUTTERFLY CT
15	3:23 pm	W SANCTUARY CT & ENVIRON CIR
16	3:26 pm	300 BLOCK OF WAUKEGAN RD
17	3:35 pm	LFHS

65 - LB3 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	FROM NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (2:40 BELL TIME) (510)
3	3:05 pm	SKOKIE FRONTAGE RD & MOBILE HOME PARK
4	3:08 pm	ROCKLAND RD & CLOVER LN
5	3:10 pm	THORNTREE & WASHINGTON
6	3:12 pm	W WASHINGTON AVE & BIRCH AVE
7	3:13 pm	BIRCH AVE & SMITH AVE
8	3:15 pm	W SMITH AVE @ CUL-DE-SAC
9	3:18 pm	BIRCH AVE & QUASSEY AVE
10	3:20 pm	SMITH AVE & JENKISSON AVE
11	3:27 pm	LBMS

65 - LB4 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	FROM NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (2:40 BELL TIME) (510)
3	3:01 pm	W SHERIDAN PL & EASEMENT (BETWEEN 360 & 400)
4	3:03 pm	MACLAREN LN & SHERIDAN PL
5	3:04 pm	PARK LN @ EASEMENT (BETWEEN 401 & 359)
6	3:05 pm	PARK LN & GREEN BAY RD
7	3:07 pm	SUNSET TER & W HAWTHORNE CT
8	3:08 pm	WITCHWOD LN & SUNSET TER
9	3:09 pm	MACLAREN LN & W WITCHWOOD LN
10	3:09 pm	MACLAREN LN & W HAWTHORNE CT
11	3:11 pm	BATH AND TENNIS CLUB RD & FOREST HILLS RD
12	3:12 pm	BATH AND TENNIS CLUB RD & WIMBLEDON CT & WIMBLEDON RD
13	3:13 pm	WIMBLEDON & WIMBLEDON CT
14	3:13 pm	WIMBLEDON & WIMBLEDON CT
15	3:14 pm	WIMBLEDON CT & CLAY CT
16	3:15 pm	100 BLOCK OF BATH AND TENNIS CLUB RD
17	3:16 pm	BATH AND TENNIS CLUB RD & BOARDMAN CT
18	3:18 pm	200 BLOCK OF GREEN BAY RD
19	3:23 pm	LFHS

65 - LB5 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	FROM NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (510)
3	3:02 pm	HANCOCK AVE & GARFIELD AVE
4	3:02 pm	PINE CT & HANCOCK AVE
5	3:03 pm	WASHINGTON AVE & PINE CT
6	3:04 pm	LINCOLN AVE & W WASHINGTON AVE
7	3:05 pm	HANCOCK AVE & LINCOLN AVE
8	3:05 pm	600 BLOCK OF ROCKLAND AVE
9	3:06 pm	MAIN ST & ROCKLAND AVE
10	3:08 pm	600 BLOCK OF MAWMAN AVE
11	3:09 pm	300 BLOCK OF BIRKDALE RD
12	3:11 pm	BIRKDALE RD & SUNSET TER
13	3:11 pm	W PROSPECT AVE & SUNSET TER
14	3:13 pm	HICKORY CT & W WITCHWOOD LN
15	3:15 pm	LINCOLN AVE & PARK LN
16	3:16 pm	SHERIDAN PL & ROCKLAND AVE
17	3:16 pm	SHERIDAN PL & MAWMAN AVE
18	3:18 pm	MAWMAN AVE & W CENTER AVE
19	3:19 pm	W CENTER AVE & LINCOLN AVE
20	3:20 pm	PINE CT & W CENTER AVE
21	3:20 pm	400 BLOCK OF PINE CT
22	3:24 pm	LBMS

65 - LB6 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (510)
3	3:02 pm	ARMOUR DR & BRIERFIELD CT
4	3:03 pm	ARMOUR DR & BRISTOL CT & CARLYLE CIR
5	3:04 pm	ARMOUR DR & HEATHROW CT & INVERNESS CT
6	3:06 pm	ARMOUR DR & LANCASTER CT
7	3:07 pm	ARMOUR DR & NORWICH CT
8	3:08 pm	ARMOUR DR & PHILLIP CT
9	3:12 pm	GREEN BAY RD & OAK RIDGE CT
10	3:14 pm	KOHL AVE & CAMPBELL CT
11	3:17 pm	RIVERS DR & MELVIN DR
12	3:17 pm	RIVERS DR & FOREST VIEW DR
13	3:21 pm	BAYSHORE DR & HILLSIDE AVE
14	3:22 pm	11400 BLOCK OF W JUNE WAY TER
15	3:24 pm	GREEN BAY RD & SIGNE CT
16	3:25 pm	300 BLOCK OF BELLE FORET DR
17	3:26 pm	300 BLOCK OF BELLE FORET CIR
18	3:28 pm	300 BLOCK OF BELLE FORET DR
19	3:32 pm	LBMS

65 - LB7 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (2:40 BELL TIME) (510)
3	3:03 pm	VINCENT CT & E WITCHWOOD LN
4	3:04 pm	E WITCHWOOD LN & OAK TER
5	3:05 pm	E WITCHWOOD LN & NEWMAN CT
6	3:07 pm	500 BLOCK OF LANSDOWNE LN
7	3:08 pm	500 BLOCK OF LANSDOWNE LN
8	3:09 pm	CAMBRIDGE RD & MOFFETT RD
9	3:10 pm	200 BLOCK OF E SHERIDAN RD
10	3:11 pm	E SHERIDAN RD & OAK TER
11	3:11 pm	E SHERIDAN RD & INDIAN RD
12	3:13 pm	100 BLOCK OF E SHERIDAN RD
13	3:13 pm	SHERIDAN RD & SUNSET PL
14	3:15 pm	100 BLOCK OF E HAWTHORNE CT
15	3:15 pm	E HAWTHORNE CT & OAK TER
16	3:16 pm	OAK TER & RAVINE FOREST DR
17	3:17 pm	100 BLOCK OF RAVINE FOREST DR
18	3:20 pm	LFHS

65 - LB8 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	FROM NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (510)
3	3:03 pm	E WASHINGTON AVE & OAK AVE
4	3:03 pm	OAK AVE & E BLODGETT AVE
5	3:04 pm	E BLODGETT AVE & EVANSTON AVE
6	3:06 pm	E BLODGETT AVE & MOFFETT RD
7	3:06 pm	MOFFETT RD & WOODLAND AVE
8	3:08 pm	E WOODLAND RD & EVANSTON AVE
9	3:10 pm	200 BLOCK OF E WASHINGTON AVE
10	3:11 pm	300 BLOCK OF E WASHINGTON AVE
11	3:13 pm	E WASHINGTON AVE & MOFFETT RD
12	3:17 pm	400 BLOCK OF ARBOR DR
13	3:19 pm	400 BLOCK OF ARBOR DR
14	3:20 pm	SHERIDAN RD & SHORE ACRES DR

65 - LB9 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:10 pm	NORTH LOT
2	2:55 pm	LAKE BLUFF ELEM (510)
3	3:02 pm	E CENTER AVE & EVANSTON AVE
4	3:03 pm	E CENTER AVE & GLEN AVE
5	3:04 pm	GLEN AVE & E PROSPECT AVE
6	3:05 pm	MOFFETT RD & SYLVAN RD
7	3:06 pm	E SHERIDAN PL & BRIAR LN
8	3:07 pm	E SHERIDAN PL & NEWMAN CT
9	3:08 pm	E SHERIDAN PL & HIRST CT
10	3:09 pm	EVANSTON AVE & RAVINE AVE & SYLVAN RD
11	3:10 pm	E PROSPECT AVE & EVANSTON AVE
12	3:12 pm	E CENTER AVE & OAK AVE
13	3:15 pm	LFHS

65 - M12A AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:49 am	LAKE BLUFF ELEM
2	7:56 am	GREEN AVE & SAFFORD AVE
3	7:58 am	BIRCH AVE & SAFFORD AVE
4	7:58 am	BIRCH AVE & MEADOW CIR
5	7:59 am	N BIRCH AVE & MEADOW CIR
6	8:00 am	BIRCH AVE & BIRCH AVE
7	8:03 am	SANCTUARY LN & ENVIRON CIR
8	8:04 am	BUTTERFLY CT & W SANCTUARY LN
9	8:15 am	LAKE BLUFF MS (502)
10	8:45 am	NORTH LOT

65 - M10 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:51 am	LAKE BLUFF ELEM
2	7:53 am	ARMOUR DR & ASHINGTON CIR & BRIERFIELD CT
3	7:53 am	ARMOUR DR & 2ND CARLYLE CIR & COVENTRY CT
4	7:54 am	ARMOUR DR & GREENWICH CT
5	7:55 am	ARMOUR DR & HEATHROW CT & INVERNESS CT
6	7:55 am	ARMOUR DR & LANCASTER CT
7	7:56 am	ARMOUR DR & MARGATE CT
8	7:57 am	ARMOUR DR & NORWICH CT
9	7:58 am	ARMOUR DR & BUCKMINSTER CT & WEATHERFORD CT
10	8:01 am	W KOHL AVE & DOUGLAS TER
11	8:02 am	W KOHL AVE & CAMPBELL CT
12	8:04 am	RIVERS DR & FOREST VIEW DR
13	8:05 am	300 BLOCK OF FOREST VIEW DR
14	8:06 am	1000 BLOCK OF N GREEN BAY RD
15	8:08 am	JUNEWAY TER & GLENDELL AVE
16	8:10 am	300 BLOCK OF BELLE FORET DR
17	8:11 am	300 BLOCK OF BELLE FORET DR
18	8:16 am	LAKE BLUFF MS (502)
19	8:41 am	NORTH LOT

65 - M13 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:52 am	LAKE BLUFF ELEM
2	8:00 am	JENKISSON AVE & BIRCH AVE
3	8:03 am	SMITH AVE @ CUL DE SAC
4	8:06 am	NORTHERN AVE & BASIL RD
5	8:15 am	LAKE BLUFF MS (502)
6	8:51 am	NORTH LOT

65 - M11 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:55 am	LAKE BLUFF ELEM
2	7:56 am	GREEN BAY RD & THORNWOOD LN
3	7:57 am	GREEN BAY RD & W PROSPECT AVE
4	7:59 am	400 BLOCK OF W SHERIDAN PL
5	8:00 am	300 BLOCK OF PARK LN
6	8:01 am	SUNSET TER & W HAWTHORNE CT
7	8:02 am	400 BLOCK OF W WITCHWOOD LN
8	8:05 am	BATH AND TENNIS CLUB RD & FOREST HILLS RD
9	8:06 am	BATH AND TENNIS CLUB RD & WIMBLEDON CT & WIMBLEDON RD
10	8:07 am	WIMBLEDON & WIMBLEDON CT
11	8:09 am	300 BLOCK OF GREEN BAY RD
12	8:09 am	PINE CT & W SHERIDAN PL
13	8:11 am	MAWMAN AVE & W SHERIDAN PL
14	8:12 am	HICKORY CT & W WITCHWOOD LN
15	8:13 am	400 BLOCK OF GREEN BAY RD
16	8:16 am	LAKE BLUFF MS (502)
17	8:41 am	NORTH LOT

65 - M12 AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:55 am	LAKE BLUFF ELEM
2	8:02 am	12800 BLOCK OF W MUIR AVE
3	8:03 am	MUIR AVE & BIRCH AVE
4	8:05 am	BURRIS AVE & GREEN AVE
5	8:06 am	300 BLOCK OF N WAUKEGAN RD
6	8:07 am	BAYONNE AVE & PLAISTER AVE
7	8:07 am	FOREST KNOLL RD & MUIR AVE
8	8:08 am	FOREST KNOLL RD & QUASSEY AVE
9	8:11 am	GREEN AVE & W WASHINGTON AVE
10	8:18 am	LAKE BLUFF MS (502)
11	8:48 am	NORTH LOT

65 - M11A AM

	<u>TIME</u>	<u>LOCATION</u>
1	7:59 am	LAKE BLUFF ELEM
2	8:00 am	W WASHINGTON AVE & W BLODGETT AVE
3	8:01 am	GARFIELD AVE & W WASHINGTON AVE
4	8:02 am	MAIN ST & MAWMAN AVE
5	8:07 am	SKOKIE & MOBILE HOME PARK
6	8:15 am	LAKE BLUFF MS (502)
7	8:45 am	NORTH LOT

65 - M13A AM

	<u>TIME</u>	<u>LOCATION</u>
1	8:00 am	LAKE BLUFF ELEM
2	8:04 am	ROCKLAND MOTEL
3	8:05 am	ROCKLAND RD & CLOVER LN
4	8:06 am	THORNTREE LN & W WASHINGTON AVE
5	8:08 am	BIRCH AVE & W WASHINGTON AVE
6	8:13 am	LAKE BLUFF MS (502)
7	8:49 am	NORTH LOT

65 - M10 PM

	<u>TIME</u>	<u>LOCATION</u>
1	3:45 pm	LAKE BLUFF MS - DISMISSAL 3:35 (502)
2	3:52 pm	ARMOUR DR & ASHINGTON CIR & BRIERFIELD CT
3	3:53 pm	ARMOUR DR & 2ND CARLYLE CIR & COVENTRY CT
4	3:54 pm	ARMOUR DR & GREENWICH CT
5	3:54 pm	ARMOUR DR & HEATHROW CT & INVERNESS CT
6	3:55 pm	ARMOUR DR & LANCASTER CT
7	3:56 pm	ARMOUR DR & MARGATE CT
8	3:56 pm	ARMOUR DR & NORWICH CT
9	3:58 pm	ARMOUR DR & BUCKMINSTER CT & WEATHERFORD CT
10	4:01 pm	W KOHL AVE & DOUGLAS TER
11	4:02 pm	KOHL AVE & CAMPBELL CT
12	4:03 pm	RIVERS DR & FOREST VIEW DR
13	4:05 pm	300 BLOCK OF FOREST VIEW DR
14	4:06 pm	1000 BLOCK OF N GREEN BAY RD
15	4:07 pm	JUNEWAY TER & GLENDELL AVE
16	4:10 pm	300 BLOCK OF BELLE FORET DR
17	4:10 pm	300 BLOCK OF BELLE FORET DR
18	4:30 pm	NORTH LOT

65 - M11 PM

	<u>TIME</u>	<u>LOCATION</u>
1	3:45 pm	LAKE BLUFF MS - DISMISSAL 3:35 (502)
2	3:53 pm	MAWMAN AVE & MAIN ST
3	3:55 pm	GARFIELD AVE & W WASHINGTON AVE
4	3:55 pm	W WASHINGTON AVE & W BLODGETT AVE
5	3:56 pm	GREEN BAY RD & THORNWOOD LN
6	3:57 pm	GREEN BAY RD & W PROSPECT AVE
7	3:59 pm	400 BLOCK OF W SHERIDAN PL
8	4:00 pm	300 BLOCK OF PARK LN
9	4:02 pm	SUNSET TER & W HAWTHORNE CT
10	4:02 pm	400 BLOCK OF W WITCHWOOD LN
11	4:05 pm	BATH AND TENNIS CLUB RD & FOREST HILLS RD
12	4:06 pm	BATH AND TENNIS CLUB RD & WIMBLEDON CT & WIMBLEDON RD
13	4:07 pm	WIMBLEDON & WIMBLEDON CT
14	4:09 pm	300 BLOCK OF GREEN BAY RD
15	4:10 pm	W SHERIDAN PL & PINE CT
16	4:11 pm	W SHERIDAN PL & MAWMAN AVE
17	4:12 pm	W WITCHWOOD LN & HICKORY CT
18	4:13 pm	400 BLOCK OF GREEN BAY RD
19	4:17 pm	SKOKIE & MOBILE HOME PARK
20	4:36 pm	NORTH LOT

65 - M12 PM

	<u>TIME</u>	<u>LOCATION</u>
1	3:45 pm	LAKE BLUFF MS - DISMISSAL 3:35 (502)
2	3:57 pm	900 BLOCK OF W MUIR AVE
3	3:58 pm	MUIR AVE & BIRCH AVE
4	3:59 pm	BURRIS AVE & GREEN AVE
5	4:00 pm	GREEN AVE & SAFFORD AVE
6	4:01 pm	SAFFORD AVE & BIRCH AVE
7	4:02 pm	BIRCH AVE & MEADOW CIR
8	4:03 pm	N BIRCH AVE & MEADOW CIR
9	4:04 pm	N BIRCH AVE & BIRCH AVE
10	4:06 pm	SANCTUARY LN & ENVIRON CIR
11	4:07 pm	W SANCTUARY LN & BUTTERFLY CT
12	4:09 pm	300 BLOCK OF N WAUKEGAN RD
13	4:10 pm	PLAISTER AVE & BAYONNE AVE
14	4:11 pm	MUIR AVE & FOREST KNOLL RD
15	4:11 pm	FOREST KNOLL RD & QUASSEY AVE
16	4:14 pm	JENKISSON AVE & W BLODGETT AVE
17	4:14 pm	GREEN AVE & W WASHINGTON AVE
18	4:32 pm	NORTH LOT

65 - M13 PM

	<u>TIME</u>	<u>LOCATION</u>
1	3:45 pm	LAKE BLUFF MS - DISMISSAL 3:35 (502)
2	3:54 pm	ROCKLAND RD & CLOVER LN
3	3:55 pm	THORNTREE LN & W WASHINGTON AVE
4	3:57 pm	BIRCH AVE & W WASHINGTON AVE
5	3:58 pm	NORTHERN AVE & BASIL RD
6	4:00 pm	SMITH AVE @ CUL DE SAC
7	4:02 pm	BIRCH AVE & JENKISSON AVE
8	4:20 pm	NORTH LOT

J U L Y	S	M	T	W	TH	F	S	
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
A U G U S T	S	M	T	W	TH	F	S	
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	17	18	19	20	21	22	23	0
	24	25	26	27	28	29	30	3
	31							3
S E P T E M B E R	S	M	T	W	TH	F	S	
		1	2	3	4	5	6	4
	7	8	9	10	11	12	13	5
	14	15	16	17	18	19	20	5
	21	22	23	24	25	26	27	5
	28	29	30					2
O C T O B E R	S	M	T	W	TH	F	S	
				1	2	3	4	3
	5	6	7	8		10	11	4
	12	13	14	15	16	17	18	4
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		5
N O V E M B E R	S	M	T	W	TH	F	S	
							1	0
	2	3	4	5	6	7	8	5
	9	10	11	12	13	14	15	5
	16	17	18	19	20	21	22	5
	23	24	25	26	27	28	29	2
	30							
D E C E M B E R	S	M	T	W	TH	F	S	
		1	2	3	4	5	6	5
	7	8	9	10	11	12	13	5
	14	15	16	17	18	19	20	5
	21	22	23	24	25	26	27	0
	28	29	30	31				0
J A N U A R Y	S	M	T	W	TH	F	S	
					1	2	3	0
	4	5	6	7	8	9	10	4
	11	12	13	14	15	16	17	5
	18	19	20	21	22	23	24	4
	25	26	27	28	29	30	31	5
F E B R U A R Y	S	M	T	W	TH	F	S	
	1	2	3	4	5	6	7	5
	8	9	10	11		13	14	4
	15	16	17	18	19	20	21	4
	22	23	24	25	26	27	28	5
M A R C H	S	M	T	W	TH	F	S	
	1	2	3	4	5	6	7	5
	8	9	10	11	12	13	14	5
	15	16	17	18	19	20	21	5
	22	23	24	25	26	27	28	0
	29	30	31					2
A P R I L	S	M	T	W	TH	F	S	
				1	2	3	4	3
	5	6	7	8	9	10	11	5
	12	13	14	15	16	17	18	5
	19	20	21	22	23	24	25	5
	26	27	28	29	30			4
M A Y	S	M	T	W	TH	F	S	
						1	2	0
	3	4	5	6	7	8	9	5
	10	11	12	13	14	15	16	5
	17	18	19	20	21	22	23	5
	24	25	26	27	28	29	30	4
	31							
J U N E	S	M	T	W	TH	F	S	
		1	2	3	4	5	6	5
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					

Calendar Legend	
	Instructional Days
	No School
	In Service Day (No Students)
	Institute Day (No Students)
	Early Dismissal
	Parent/Teacher Conferences
	Half Day
	Emergency Days*

Statement of Ownership

Olson Transportation, Inc. is a wholly owned private corporation registered to do business in the state of Illinois. Olson Transportation solely owns all vehicles used in the transportation of students.

Our maintenance facility and administrative offices located on Route 41 in Gurnee has been our home since 1980.



Bond Number 2640391

Bid Bond

KNOW ALL BY THESE PRESENTS, That We, Olson Transportation, Inc. as Principal,
and WEST BEND INSURANCE COMPANY, a corporation organized under the laws of the State of Wisconsin
and having its principal office in West Bend, Wisconsin, in said State, as Surety, are held and firmly bound unto
Lake Bluff School District 65 as Owner, in the full and just sum of
\$50,000 Fifty Thousand Dollars (XX %) of amount bid for the payment
whereof said Principal binds its heirs, administrators, and executors and said Surety binds itself, its successors
and assigns firmly by these presents

WHEREAS, said Principal has submitted to said Owner a bid or proposal for _____

Regular Transportation Services

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if within Sixty days hereof and in
accordance with said proposal a contract shall be awarded to said Principal and the said Principal shall enter into a
contract for said work and shall furnish bond with surety as required for its faithful performance then this obligation
shall be void, otherwise remain in full force and virtue.

Signed and Sealed this 3 day of March, 20 25

Witness:

Principal:Olson Transportation, Inc.

By:

(SEAL)

Name Typed: Robert Olson, President

Title

Witness:

Surety:West Bend Insurance Company

By:

(SEAL)

Name Typed: Heather Knight

Title

Agency Name:

STOLARICK & COMPANY INC

Address:

4673 GRAND AVENUEGURNEE, IL 60031

Phone Number:

(847) 360-1300

MICHIGAN ONLY: This policy is exempt from the filing requirements of Section 2236 of the Insurance Code of 1956, 1956 PA 218
and MCL 500.2236.

RHODE ISLAND ONLY: Under R.I. Gen. Laws § 27-65-1, this policy is exempt from the filing and approval requirements of forms used
and rates charged.



Bond No. 2640391

POWER OF ATTORNEY

Know all men by these Presents, that West Bend Insurance Company (formerly known as West Bend Mutual Insurance Company prior to 1/1/2024), a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Heather Knight

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Thirty Million Dollars (\$30,000,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Insurance Company by unanimous consent resolution effective the 1st day of January 2024.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

Any reference to West Bend Mutual Insurance Company in any Bond and all continuations thereof shall be considered a reference to West Bend Insurance Company.

In witness whereof, West Bend Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 1st day of January 2024.

Attest

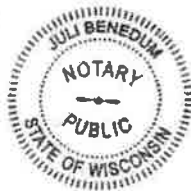
Christopher C. Zwygart
Christopher C. Zwygart
Secretary



Robert J. Jacques
Robert J. Jacques
President

State of Wisconsin
County of Washington

On the 1st day of January 2024, before me personally came Robert Jacques, to me known being by duly sworn, did depose and say that he is the President of West Bend Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli Benedum
Juli Benedum
Lead Corporate Attorney
Notary Public, Washington Co., WI
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 3rd day of March, 2025.



Christopher C. Zwygart
Christopher C. Zwygart
Secretary

Exhibit H

Maintenance Facility and Staff

Our maintenance garage is located in Gurnee at the site of our corporate offices.

We currently own a seven bay maintenance garage equipped with bus lift, and a two bay garage for smaller projects. Our building is equipped with a surveillance camera to ensure proper procedures are being met.

Company support vehicles consist of 1 service truck, 2 pickup trucks all snow plowed equipped, one equipped with a salt spreader.

We currently have 10 full time ASE certified mechanics with an average of over 35 years experience.

Our maintenance garage is generally open from 5:00am to 11:00pm daily. We have a full time cleaning staff.

Our maintenance department is qualified to handle every facet of school bus, motor coach and automobile maintenance.

Maintenance Program

Every morning beginning at 5:00 am we have a qualified mechanic on duty to check all fluid levels, belts, hoses, physical damage and to make any minor repairs from pre-trip inspection reports.

During inclement weather our Maintenance Supervisor, and our regularly scheduled early mechanic are at our facility at 3:00am to plow and ensure all vehicles are cleaned off, inspected and started.

All drivers are required to perform a pre-trip inspection using an Official State Vehicle Inspection Report. All reports are turned in immediately before leaving our lot. Minor defects are repaired before the vehicle leaves. Other defects are scheduled for repair and a spare vehicle is assigned.

For record keeping we use the J.J. Keller Program for Vehicle Maintenance. All records are kept onsite in locked file cabinets and on our secure computer server.

All vehicles go through our "A" Service every 3 months and our "B" Service every 6 months or 10,000 miles. Please see attached maintenance inspection forms.

All school buses are given an Illinois Department of Transportation brake inspection every 6 months or 10,000 miles. Inspection form is filed with IDOT.

As required by law all school buses are inspected by an Authorized State Testing Facility every six months or 10,000 miles.

Olson Transportation, Inc.

"A" Service - Every 3 months

Date: _____

Bus No. _____

Mechanic: _____

Mileage: _____

Description	Done	Comments
Change Oil & Filter		
Grease - Front End		
Grease - Rear End		
U - Joints		
Hanger Bearings		
Rear End		
Check Springs		
Adjust Brakes - Front		
Adjust Brakes - Rear		
Transmission		
Radiator		
Power Steering		
Belts		
Battery Terminals		
Hubs		
Tires		
Tire Pressure		
Check All Lights		
Lube Rear Door		

Check Interior:		
Lights		
Heaters		
Seat Covers		
Windows		
Fire Extinguisher		

Extra Work:		

Olson Transportation, Inc.

Bus No. _____

Mileage: _____

UNDERSIDE OF BUS		
	ok	Repair
1. Exhaust System		
2. Springs, Shocks, Shackles, U-Bolts		
3. King Pins, Tie Rods, P/S-Pump & Box		
4. Brakes - Adjustment, Inspect Linings		
5. Drive Line - U-Joints, Carrier Bearings		
6. Tires - Tread Depth & Tire Pressure		
LUBRICATION	ok	Repair
7. Check Brake Fluid		
8. Change Oil - # of Quarts		
9. Change Oil Filter		
10. Change Fuel Filter		
11. Check Radiator Level & Raining		
12. Check ALL Belts		
13. Fill Windshield Fluid, Check Washers		
14. Check Air Cleaner		
15. Check Transmission Fluid		
16. Check Differential Fluid		
17. Grease Entire Chassis & T/O Bearing		
EXTERIOR	ok	Repair
18. Mirrors, Reflectors		
19. Dents, Sharp Objects, Holes, Rust		
20. Check 8- Light System		
21. Stop Arm & Lights / Crossing Arm		
22. Back-Up Lights		
23. Headlights, Tailights, Markers, etc.		

EXTERIOR (cont'd)	ok	Repair
24. Turn Signals, Emergency Flashers, & Brake Lights		
25. Emergency Door, Lube & Check Buzzer		
26. Oil Hood Latches & Hinges		
27. Check all Glass (Cracks & Holes)		
28. Check Wiper Blades & Arms		
29. Check Battery & Cables		
INTERIOR	ok	Repair
30. Steps & Entrance Door Operation & Lube		
31. Step Well Light		
32. Interior Lights & Dash Area Gauges		
33. Parking Brake Light		
34. Drivers Seat Belt & Retractors		
35. Check Parking Brake & Lube Linkage		
36. Clutch - Free Travel & Lube Linkage		
37. Brake Pedal Travel		
38. Horn & Warning Buzzers		
39. Sun Visor & Interior Mirror		
40. First Aid Kit Contents		
41. Fire Extinguisher & Bracket, Flare Kit		
42. Seat Condition, Including Stanchions		
43. Check all Heaters, Fans		
44. Bus Floor, Metal Strips, Lever Boots		
45. Window Operation		
46. Window Lines		

Notes:

Notes:

SCHOOL BUS DRIVERS'S DAILY PRE-TRIP INSPECTION REPORT

- 1) Each Driver **MUST** complete an inspection report every day this bus is operated.
- 2) The driver must report any defects or damage to the maintenance department.
- 3) Driver making inspection and mechanic performing repairs must sign and date the pre-trip inspection report.
- 4) The pre-trip inspection report shall be completed in duplicate.
- 5) The original copy shall be maintained by safety department for 180 days from the date of inspection.
- 6) The duplicate copy shall remain in the bus for 30 days from the date of inspection.
- 7) Each driver is to check previous report prior to departure. Any reported defect that is not signed by mechanic as corrected must be reported immediately.
- 8) Pre-trip inspection reports must be made available for inspection and audit to any authorized representative of the Illinois Department of Transportation.

EXHIBIT I

Written Safety Program

It is the policy of Olson Transportation, Inc. / Midwest Motorcoach that passenger safety is our number one priority and that safe operations are an essential and paramount concern to bus operations. Every attempt should be made to reduce the possibility of accidents and reduce the needless suffering and waste they represent.

Our procedures and operating rules therefore demand:

1. Safety takes precedence over expediency or shortcuts.
2. That all safety laws and regulations be complied with.
3. Every employee is a part of the company's safety effort through attitude and work habits.

We regard these guidelines as the best long-term means to protect both the public and employees and to ensure continuing efficient company operations

BE A DEFENSIVE DRIVER

A defensive driver is defined as "one who is careful to commit no driving errors himself." He/she makes allowance for the lack of skill or improper attitude on the part of the other fellow and who does not allow hazards of weather and road conditions or actions of pedestrians and other drivers to involve him/her in an accident. He/she keeps continually on the alert, recognizes an accident producing situation far enough in advance to apply right of way when necessary to avoid an accident.

SAFETY ENFORCEMENT

The violation of any safety rule, and all acts of negligence, carelessness or unsafe methods of work that result in a preventable accident will subject you to disciplinary action.

SPEED

You may operate at the legally permitted speed limit in the area of location where your unit is operating at any given time. Your speed always should be reasonable and prevent, with due consideration given as to weather, other traffic, the condition of the road you are traveling and number of intersection side roads and highways. The maximum speed on a cloverleaf is 15 MPH. The company speed is 55 MPH on charter and field trip work and 45 MPH on school run work. This speed is to be used only when the posted limits are such that you may use this speed. Any speeds over and above the tolerated limits will subject you to disciplinary action.

1. Legal speed limits must be obeyed in all city and rural areas.
2. School zones and playground areas rate a special warning as to the governing of operating speeds.
3. Never hesitate to reduce operating speed at times of poor visibility and hazardous operation situations.

SPEED ON HILLS AND CURVES

On approaching a sharp curve, cresting a hill, or any such danger spot in highway travel, be on the alert for danger ahead. State laws make you responsible for the stopping of your vehicle in case of danger ahead. A front-end collision is almost always a preventable accident.

SUDDEN STOPS

When preparing to stop never fail to check the position of possible vehicles behind your unit. Make it a habit to reduce your speed far enough in advance so that the drivers behind you will have no doubt as to your intentions. This not only prevents but saves excessive tire and brake wear.

TURNING AT INTERSECTIONS

Give sufficient advance warning of your intentions to both following and approaching traffic by both signals and position of your unit. Especially when making right hand turn. Left turns must stop at the line until traffic is clear. Do not pull into traffic when making the turn. All units are equipped with both left- and right-hand mirrors to enable you to see alongside your vehicle. It is your obligation to watch these mirrors and be sure that before making a right turn, the motorist has not crawled between your unit and the curb. Always check your mirrors before executing any turn.

FOLLOWING OTHER VEHICLES

Always keep ample space between yourself and the next vehicle. State law requires a minimum of 300 feet. An excellent method of assuring yourself of proper following distance is to use the four-second interval. To properly use this method, pick out a strip or roadside object and as the rear of the vehicle in front of you passes this reference point, start counting, 1001, 1002, 1003, 1004. At the end of this interval, your front bumper should be even with the same reference point. This method applies at any road speed. Use it. It will ensure you of sufficient stopping distance under any emergency. Adequate following distance applies to city as well as rural traffic.

PASSING VEHICLES

Never under any circumstances, attempt to pass another vehicle at an intersection, on a hill, on a curve, or near a railroad crossing. Under no circumstances take a chance to pass where your view of the thoroughfare is totally or partially blocked. Due care in passing should always be the watchword. As it is difficult under any condition to estimate the speed of an approaching vehicle, be sure of adequate space and time to return to your proper lane.

PASSING ON BRIDGES OR AT STREET INTERSECTIONS

Overtaking and passing other vehicles on two lane viaducts or at street intersections is strictly forbidden.

PASSING PUBLIC TRANSPORTATION UNITS

Use extreme caution when passing stopped buses discharging passengers.

RAILROAD CROSSINGS

All though we try to minimize railroad crossings, it may not be avoidable. Four-way flashers must be put on 200 feet prior to the stopping at a railroad crossing and kept on until you are 200 feet past the railroad crossing. Before crossing any railroad track, come to a complete stop no farther back than 50 feet but no closer than 10 feet from the nearest rail. You are not to proceed until you have opened your door, looked, listened and to your entire satisfaction, are sure that no train is approaching. If, for any reason, visibility or hearing is restricted, or any other factor makes you doubtful, either inspect yourself or request a second party whom you consider competent to make an inspection. When at a double track or series of tracks, waiting for a train to pass, be sure to allow sufficient time after the first train has passed to be certain another is not approaching on another track. Failure to stop at railroad crossings as required by law will subject you to disciplinary action.

PROPER BACKING

A driver always should plan his maneuvers so that he will not be required to back up. If, however, a situation occurs where backing up is the only alternative, never assume that you can determine the clearance behind you by mirrors alone. Radio the office first, then get out of the bus, walk to the rear of bus or walk to the rear of the bus inside and observe. You are never relieved of your responsibility by depending on someone also to guide you in backing. Backing on school property requires an additional person behind to guide the bus.

PARKING A BUS IN THE LOT

At the end of each trip park your bus in its assigned parking spot. Treat as you would your own car by putting up all the windows and shutting the doors tightly to avoid rain or snow blowing in. Also, see that the ignition switch is turned off and all lights and accessories are off. Please do not park buses in the middle of the lot. Failure to observe these rules will result in disciplinary action.

Accidents

Traffic accidents are serious no matter how large or small. Any employee accumulating three preventable accidents with a company vehicle in a 24-month calendar period will be terminated. **A preventable accident is one in which the driver failed to do everything reasonable to avoid the accident.** Preventability is defined as driving in full compliance with all applicable laws and in such a manner as to avoid accident involvement despite adverse conditions (road, weather, traffic or errors of other motorists). Preventability does not relate to fault. Vehicle abuse resulting from driver neglect will be considered the same as a preventable accident.

The severity of an accident will determine the action that will be taken by the company. It is possible for an employee to have one serious preventable accident and be dismissed. A driver who has had a preventable accident, which does not result in termination, will be required to participate in post-accident retraining. Content of the retraining will be determined by Olson Transportation. It will include a minimum of two hours of instruction with pay and **must be completed before driving duties can be resumed.**

The following policy pertaining to preventable accidents with a company vehicle will serve as the basis for disciplinary action regarding accidents in a 24-month period:

FIRST PREVENTABLE:

- ~ Written warning and driver evaluation and retaining; and/or
- ~ Suspension 1-5 days (optional) and retaining; or
- ~ Termination (optional)

SECOND PREVENTABLE:

- ~ Written reprimand and driver evaluation and retraining; and/or
- ~ Suspension 2-15 days and retraining; or
- ~ Termination (optional)

THIRD PREVENTABLE:

- ~ Termination

Retraining

The employee will receive a written notice of the requirement for attending retraining sessions, of which a copy will be placed in the employees file. Failure to attend retraining sessions as directed

will result in termination. Employees who are suspended must complete their retraining before returning to work.

Unreported Accidents

It is every driver's responsibility to report any accident or incident, no matter the level of severity, which occurs while the vehicle is in operation. In the event an accident goes unreported, and it is brought to management's attention, the employee may be suspended pending an investigation. The outcome may result in a verbal or written warning, suspension or termination if such an action is warranted.

Accident Reporting Procedure

All accidents must be reported immediately to the office. An accident is any occurrence which involves injury or property damage. Any time a company vehicle makes contact with another vehicle, a fixed object or another company vehicle, it must be reported. Yard accidents are to be reported as well. For your protection, report any 'alleged' accidents. Failure to report an accident will result in suspension and termination.

Any injury to yourself, a passenger or pedestrian on or near the bus, during loading/unloading or the ride, must be reported to the office immediately.

All necessary reports must be filled out immediately following an accident. All reports are to be signed by the driver.

Written accident reports are to be turned in to the safety manager no more than 24 hours after the accident.

What to Do if Involved

As a professional school bus driver, you can prevent most accidents from happening. Stay alert to line of sight and path of travel changes, slow down and/or stop when hazards exist and use your mirrors before and during turns and close maneuvers. **Always drive defensively!**

Should an accident occur, you must remain calm and take control of the scene. In the few minutes following the accident, there is bound to be confusion and panic. Stay aware, assess the situation and take control. Review the following procedures in order to be fully prepared to handle such an emergency.

1. Secure the bus so that passengers don't wander off the bus and so that people passing by don't get on the bus.
2. Determine if there are any injuries. Ask your passengers, "Is everyone OK?" not "Is anyone hurt?" Always remain positive.
3. Move the bus to the side of the road only if it is able to be moved and if the passengers would be safer.
4. Set out your warning devices. Triangles should be set out if necessary
5. Your main concern should be for your passengers' safety. If the bus is not badly damaged and is in no danger of being struck by other vehicles, keep the passengers on the bus. They'll be safe and you'll know where they are. If the bus is not able to be moved, or the danger of fire is present, evacuate the passengers as quickly as possible. When evacuating,

remember to move the passengers at least 100 feet away from the bus and keep everyone together. This way, you'll know where they are. Take a head count as they get off the bus and again when they are assembled in a safe place.

6. Contact the office by radio. If you don't have a radio, ask someone at the scene to call the office.

Information to provide to the office:

- Bus number
 - Route number
 - School
 - Driver
 - Location of accident and intersecting street
 - If you have passengers on board
 - If there are any injuries
 - If an ambulance is required
 - Have the police been called
 - Can the bus be driven
 - Is a back up bus necessary to continue
7. Do not discuss the accident with onlookers. Never speculate about what happened. *Never accept blame.*
 8. Answer all questions from the police and Olson Transportation management.
 9. Exchange information with the other parties involved, but do not discuss fault. The information that is to be obtained include:
 - Other driver's name, address and drivers license number
 - License plate number
 - Phone number
 - Year, make and model of vehicle
 - Number of passengers in other vehicle; injuries
 - Insurance details, i.e. insurer, policy number
 10. Be sure to complete the accident forms contained in the accident report kit. There is an accident report kit on every bus.
 11. Take pictures of the scene. It is important to know exactly what the conditions were, how the vehicles were positioned and what kind of damage was done.

By becoming familiar with the above procedures, you will be better prepared to perform effectively in case of an accident and make better decisions following a comprehensive assessment of the situation.

Exhibit J

Additional Driver Policy and Procedures

Leave No Student Behind

Children are left on the bus when drivers fail to complete a walk-through at the completion of their route.

Illinois State Law, Public Act # 95-0260, which became effective 8/17/2007, states that the driver is to shut off the ignition, activate the interior lights and walk to the rear of the bus to check for children still on board. The child reminder system is then to be disengaged and the 'Bus is Empty' placard placed in the rear window.

Parked Bus

Whenever the bus is parked on layovers, at the bus yard, on a field or activity trip or at a driver's home (park outs) or other approved location, the child reminder system must be disengaged and a 'Bus is Empty' placard in the rear window. This is especially true after AM and PM routes/charters.

Bus in Motion

Prior to leaving for a route, mid-day kindergarten, activity trip, shuttle, etc., the driver will again walk through the bus to thoroughly check the interior. The placard will be retrieved from the rear window of the bus and be kept in the driver's compartment. The vehicle must never be driven during a route/charter with the placard in the rear window. Again, if a child reminder system is in place, it must be disengaged.

Multiple Routes

If you should have a multiple route or serve more than one school, the vehicle must be checked following the completion of each route to discover sleeping children or lost articles. In the morning, after unloading the bus at the school, the driver must walk to the back of the bus, checking for children, before resuming their route. The placard is not placed in the rear window, nor would the child reminder system be de-activated, but by checking at the school, children can be awakened and sent into school, or items left on the bus can be dealt with before continuing the route. In the afternoon, the same procedure is to be followed after the final drop off on the route taking students home from school. To accomplish this walk-through on route, **the driver must find a safe place to stop to check the bus and the placard placed in the rearmost side window on the driver's side. The bus will again be checked in the yard and the placard moved from the side window to the rear window to secure the bus.**

Disciplinary Measures

In the event it has been determined that a child has been left unattended on a company vehicle, the driver will be suspended IMMEDIATELY.

Pending an investigation and provided it has been concluded that a student was indeed left unattended on a company vehicle, the driver will be terminated.

Appearance and Attire

The nature of school bus driving allows for a more relaxed dress code than normally found in most business settings. However, your appearance is extremely important as it sets the image of the company and bus drivers in general in the eyes of the students and the public. We ask that you always report to work dressed neatly and appropriately, and that you maintain a high standard of personal hygiene.

The following items are not permitted:

Tank Tops	No tight, revealing tank tops or body suits (undergarments showing), and no crop-tops (mid-drift exposed).
Piercings	No exposed piercings other than in ears.
Slogans/ Pictures	No apparel having slogans/pictures which could be offensive or against school policy (e.g. religious, political, sexual, alcohol/drug/tobacco/gun related, etc.).
Shorts	No short shorts, athletic, running or bicycle shorts are allowed. Shorts, if worn, should be loose fitting and lower-thigh length (no more than 4 inches above the knee). Be mindful of length when in a seated position as well.
Spandex	Spandex and other excessively tight articles are not permitted.
Shoes	Rubber flip-flops, sandals, moccasins, open-toed or high-heels are not acceptable. Gym shoes, loafers, low-heeled, open-backed with strap shoes and boots are acceptable.

Every day, particularly in hot weather, personal hygiene is a necessity. Being clean and well groomed promotes a professional image and earns a higher regard from your passengers and fellow employees. Unless uniforms are required, these are the dress code guidelines.

ROUTE DRIVERS

Kindergarten Students

At no time shall a kindergarten student be dropped off without an adult present!

Freezing temperatures, 'Nut Jobs' are a few dangers that could arise.

Familiarize yourself with your students. Know who your kindergartners are.

You have their names and grade on your route sheets.

Don't be careless! These children are your responsibility!

Student Pick Up and Drop Off

All students must be picked up and dropped off at their assigned stop. Check your routes for small students who cannot be dropped off without a parent or authorized person present. We must pay special attention to those students!

WHEN IN DOUBT, CALL THE OFFICE!

Student Conduct Reports

Student conduct reports must be handed in immediately after the incident. Reports must be filled out properly. Proper personnel must be notified when a student is acting inappropriately. If a student is misbehaving notify the office as soon as possible. Always let the office make the decision on what exactly to do with a misbehaving student

Fueling

Fuel every other day. Even dates for even numbered buses, odd dates for odd numbered buses. Buses must always be at least $\frac{3}{4}$'s full. All buses should be ready and available in an emergency.

Route Changes

No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted or moved without approval. Should any changes be needed for whatever reason, including safety-related problems, the change must be coordinated with dispatch. No driver may deviate from the established route without prior permission or direction of the dispatcher, except as required by an emergency or temporary road conditions. Should any route deviation be needed, coordinate with dispatch.

Route Problems

Any problems, of whatever kind that you encounter on your routes or trip, should be brought to the attention of the dispatcher as soon as possible.

Route Signs

It is the responsibility of the driver to be sure that the correct route number is displayed, always in the right front passenger window. If it is required that you drive a spare vehicle, make sure you have the proper route signs on that vehicle.

CHARTER DRIVERS

A charter order will be issued to you every time you are assigned a charter. The charter order must be understood completely (directions, pick up location, destination, etc.) before you leave the yard. It must be filled out completely (signatures, times, mileages) so that bookkeeping can accurately invoice the customer. Do not write messages, damage information or other clutter, on the charter order. They must remain as clean as possible as the customer will see this.

The group leader's signature on the signature line is required AS IS their initial on the acknowledgement of the 'RETURN DEPART TIME' line (in red).

Charters: Keep in Mind

When preparing for a charter, make sure you have your trip ticket and directions before leaving base. Know where you're going! Please fill out your trip ticket correctly and completely. The times and mileages ARE VERY IMPORTANT for billing purposes... these numbers are how we get paid. Make sure you receive a signature from the adult chaperone or school coach following the trip.

Things to remember:

- At your pickup, if you haven't seen your group within the first 15 minutes, radio dispatch to let us know your group has not come out yet so we can check into it.

- Know the height of your bus so you can clear low bridges. (10'8")

- Exchange phone numbers with your coach or group leader so they can text or call you in the event of changes in their schedule.

- On days where inclement weather is predicted, don't leave your group! Stay with them in case they need to use your bus as shelter!

- Fuel your bus at the end of every day!

- KNOW WHERE YOU'RE GOING WITHOUT HAVING TO RELY ON YOUR GPS! It's ok to have it, but don't rely on it!

- DO NOT TAILGATE! Tailgating reduces the distance you have to stop your bus before hitting the vehicle in front of you. This is because a vehicle's stopping distance is affected by its size, weight, and speed. It also reduces the amount of time you have to recognize a hazard and react, such as by braking or changing lanes. Tailgating is especially dangerous in bad weather, like rain, snow, or ice, because it's harder to stop in time. Besides being costly to the company, an accident resulting from tailgating can blemish your driving record and be potentially costly to you.

MULTIPLE BUS CHARTERS:

- A) *Every driver* in a multiple bus trip needs to know the directions to where you're going! Don't rely on just one person to know and 'that you'll just follow'... if you get separated from the driver *who does know*- you'll be lost!
- B) All buses should stay together as best as possible. If a following bus catches a red light, the buses in front need to slow down to let the following bus catch up- do not drive off and leave them behind!
- C) Drivers must find out who they will be on charter with... Learn who the other drivers are that you'll be travelling with, discuss and agree on the route you'll take and agree on who should lead the group. The best group leaders are drivers who are patient, who can wait for others to catch up and who know where they are going!
- D) When arriving at the pick-up, the lead driver should locate the customer's point of contact, in most cases this person is listed as the POC in the upper right portion of your charter ticket. Check with this person to be sure that your destination is correct and share your directions with the POC to make sure that you are both on the same page as to where you are going. If the POC has a different route, use their route as long as it doesn't put you in a precarious position with your bus (low bridges, narrow roads, one-way streets). One benefit of using the POC's route is that if it doesn't work, they can't be angry with your choice of directions! The POC may also want you to park in a particular place so that they know where you'll be.
- E) And lastly, *never argue with the customer*! As a bus driver, you are also a **customer service representative**! You must do your best to make sure that the customer's experience with us is the best it can be. If the customer has a request that you aren't sure about, contact the office to clarify. Never tell the customer 'I don't know', rather tell them 'Let me check on that for you'.

Assignment of Buses

Buses are assigned to particular routes/charters based on the number of students to be transported and the type of route. From time to time, a driver will be assigned to a different bus. The assignment of equipment is at the sole discretion of the dispatcher. Every effort will be made to keep buses and drivers together when possible. Operational requirements and maintenance schedules may prevent this.

ATTENDANCE

Your attendance at work is very important for all of us, but we understand when there are times when you just can't make it. When those times happen, you must make contact with someone in the office **VERBALLY**... not thru text, email or voicemail. You must actually talk to someone! No call-no shows will be handled via our standard disciplinary measures. Absent for 2 or more days require a doctor's note prior to returning to work.

Breakdown Procedures

In the event the vehicle you are driving should experience difficulty (sudden drop in oil pressure, engine knock, vibrations, odors, overheating, brake system warnings, steering becomes difficult) you should immediately pull over to the side of the road and shut the engine off. Contact the dispatcher or head mechanic by use of your company radio and supply them with the following information:

- Nature of the problem- try to be specific
- Location and intersecting street
- Bus number and destination
- If you have passengers on board

Make certain the bus has been properly secured and pulled off the road as far as possible, being very careful of soft shoulders. Set out the triangular warning devices. Be certain to collect the triangles when the repairs have been made or if the bus is removed. Do not leave the bus unattended if there are passengers aboard. If there are no passengers aboard, your supervisor will advise as to whether you should return to the yard or stay with your bus.

Many breakdowns can be avoided by performing a thorough pre-trip inspection before leaving the yard.

Bus Cleaning

Drivers are required to keep the interior of their bus always swept and free of trash. The driver's area is to be kept clean as well. The dash panel, switches and gauges should be wiped off daily and kept free of dirt and dust. It is the driver's responsibility to ensure that the bus has the required equipment on board (first aid kit, fire ext., broom and trash can).

Bus Inspections (Pre-trip/Post-trip)

Drivers are required to make a pre-trip inspection of any bus that they will be driving for the first time of the day before each trip and a post-trip inspection at the end of each route/charter. Failure to do so is a violation of federal, state and company regulations. Defects are to be reported in writing on a Driver's Vehicle Inspection Report (DVIR). DVIR's are to be turned in before you leave the yard. Maintenance must check any defects reported on the DVIR before the bus can leave the yard. During the pre-trip inspection, it is required by law that a radio communication check be performed. You are required to call the office on your company radio and wait for a response to ensure that communication between the office and the bus is functioning properly.

CELL PHONES and AirPods

The driver and bus aide are prohibited from using AirPods or any kind of ear bud or Bluetooth device on the school bus. Cell phones are not to be used while driving or when on the school bus unless it is an emergency. Emergencies involve the safe operation, safe transportation, health or

security of all passengers on the bus. In an emergency, find a safe place to stop the bus, and then use the phone to call the dispatch office immediately. Do not call 911 unless you have been instructed to do so by dispatch. Drivers are not permitted to receive incoming personal calls at any time while driving or monitoring a school bus.

Children on Company Property

Your children are not allowed on company property at any time.

Company Vehicles

Our buses are used for transporting our customers only. While on your charters, you may not leave your group without authorization, from the group leader and your supervisor. If you need to leave to get a bite to eat, or have an emergency, the office must be notified. You MAY NOT use the bus to go home, to the bank, grocery shopping, etc. WITHOUT ASKING FOR PERMISSION. Vehicles must be returned to the lot after each use unless authorized by your supervisor.

Curb Wear

Avoid driving with one wheel on the curb or against the curb while turning or parking. Tire replacement and spring damage expenses will be reduced by taking care not to hit curbs.

Dangerous Articles

No weapons or articles that may be classified as dangerous (sharp, flammable, explosive) may be transported on a school bus. Possession of weapons on company property will not be tolerated.

Driver Accessories

No permanent installations shall be placed in the driver's compartments (i.e. cup holders, clocks, radios). Any non-permanent, battery powered, or electrical devices must have approval from the Maintenance supervisor. Earphones or earplugs cannot be used while driving a bus. Cellular phones or cordless phone devices (Bluetooth) cannot be used while driving a bus. Illinois state law prohibits any working radio/stereo speakers within four (4) feet of the rear most position of the driver's seat.

Driving Adjustments Due to Weather

Winter and wet weather driving requires adjusting normal driving practice to compensate for road conditions. Clean your windshields, mirrors, service door and driver windows for visibility. Slow down and double the following distance between you and the vehicle ahead by an additional six seconds. Assume that roads are slippery, reduce speed and eliminate sudden vehicle movements.

DRIVER'S LICENSE AND DRIVING RECORD

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to the Company from time to time. Any changes in your driving record

must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including possible termination. The cost for the renewal of your license is your responsibility.

Employee Injuries

All injuries to an employee, no matter how slight, must be reported to a supervisor immediately.

Fuel Economy

Drivers shall employ fuel efficient driving techniques while operating a company vehicle. A successful fuel conservation program consists of the avoidance of excessive and unnecessary engine idling, making smooth starts and stops, and other procedures which reduce fuel consumption.

Fueling

Fueling of vehicles is to be done in the following manner:

- Route buses: odd numbered buses fuel on odd days, even numbered buses fuel on even days. If you do a charter in between your AM and PM routes or after your PM route, fuel when you return to base no matter what the day is.
- Charter buses fuel every day.

In any situation, the driver is responsible for ensuring that his assigned vehicle is adequately fueled before leaving the yard. Fueling shall never be done while there are passengers on board the vehicle. ALWAYS turn the fuel pump off when finished- do not leave it on for the next guy- and make sure the fuel cap is securely fastened to the fuel tank before leaving the fueling area. Failure to follow this procedure can result in disciplinary action including suspension and termination.

Gifts and Presents

Drivers are not to distribute gifts, items or money to passengers. Drivers may not distribute food items at any time to passengers.

Insubordination

Failure to obey direct orders from a supervisor will result in disciplinary action, up to and including termination.

Items In or On Buses

No stickers, signs or other objects are to be placed on either the interior or the exterior of any company vehicle without approval. No items are to be taped or stuck on any vehicle without authorization. No markings are to be added to or removed from any company vehicle.

LEFT LANE CAMPING

BUSES ARE NEVER TO BE IN THE LEFT LANE. On 4 lane highways like 41, drivers are to stay in the right lane at all times unless passing slower traffic or to move over to allow merging traffic in.

On multi-lane highways, such as the interstate, drivers are to remain in the either of the 2 right lanes.

Moving Violations with a Company Vehicle

No employee will operate a company vehicle in an unsafe manner under any condition. Any employee charged by a regulatory agency for a moving violation will be placed on unpaid suspension pending the outcome and disposition of the moving violation. Any employee convicted of a moving violation with a company vehicle will be suspended and/or terminated. Payment for any moving violation is the responsibility of the employee. The company will not pay for any moving violation.

Other reports or warnings regarding an unsafe act with a company vehicle will be investigated and dealt with using the appropriate discipline.

Multiple Bus Movements

The lead driver will be assigned by dispatch and should be the lead bus in charge of all buses involved in the convoy. The lead driver should always tell the other drivers of the route they are taking. If the lead driver does not tell you.... ASK! You should always know HOW to get to where you are going by looking at a map and KNOWING WHERE TO TURN OR WHICH EXIT TO GET OFF AT. You may become separated and you need to know what to do. All buses should leave together and **never** pass each other (unless the number of buses warrants two groups). If you have a problem or have to stop, radio the other buses, turn on your four ways and try to keep going until the lead bus stops. Be alert of the vehicles behind you. If one bus stops, all buses should stop. If only part of the convoy makes a traffic light, the lead bus should slow down so the other buses can catch up. If traveling on an expressway, all buses are to remain in the same lane. Buses should never travel in the left lane on a multiple lane highway. You should always keep the bus ahead of you and behind you in sight, but not too close. Watch your intervals very closely!

Overloads

The registration card in your vehicle designates the maximum number of passengers you are allowed to carry. Never exceed this limit. Call your supervisor for instructions should your vehicle become overloaded.

Passing Company Vehicles or Stopped Buses

No driver shall pass another company vehicle on a street or highway unless the other driver radios you to pass or has safely pulled off the traveled portion of the road. NO COMPANY VEHICLE SHALL PASS A STOPPED SCHOOL BUS WITH RED FLASHING LIGHTS – THIS INCLUDES LOADING AND UNLOADING AREAS.

Pay Day and Wage Information

Employees are paid every week, with each pay period beginning at 12:00 a.m. on Monday and ending at 11:59 p.m. the Sunday thereafter. Every effort will be made to distribute payroll checks every Friday. Employees have the added benefit of direct deposit if you should choose to use it.

Relations with School Officials

School officials can and will be of considerable assistance to you. They are trained in the education of children, and it is in their interest that control and discipline be maintained on your bus. Therefore, it is very important for you to have a good relationship with the school officials and give them your full cooperation.

Relations with the Public

It is important to remember that to the general public, YOU are the company. You are the one they see everyday. You are also the most visible vehicle on the road. You must therefore, make sure that you deal with students, parents, school officials, and other motorists in a polite, professional and considerate manner. If you find yourself in a dispute, courteously withdraw from the argument and refer the other party to the supervisor.

Report Times and Availability

All employees must be available for work every day. All employees must also make themselves available to us, upon rotation, when your school is off. A rotation schedule is made up prior to the school year.

Route and Corporate drivers~ In the mornings, your report time is **1 hour prior** before first pick-up. In the afternoon, your report time is **45 minutes prior** to lining up at your first pick up. All Charter Drivers: Report times are at the top of the charter order.

RIGHT TURN ON RED

While we do allow drivers to make a right turn at a red light, remember that **YOU MUST STOP AT THE RED LIGHT FIRST! No California stops are allowed!** Complete stop, then you may turn.

Seat Belts

Employees are required to wear seat belts at all times when driving any company vehicles. Obeying this policy will ensure the maximum level of safety for you and your passengers.

Securing Vehicle in Yard

Each driver shall secure his vehicle properly after all runs. This includes proper parking in the assigned area, checking for vandalism, sleeping children and objects left behind. At the end of the day, each driver shall close all windows, including the driver's window, and all roof hatches.

Service Door

The service door of the bus must be closed at all times while the bus is in motion.

Smoking

Employees may not smoke at any time while on a school bus. Smoking is strictly forbidden on school grounds or near a fuel pump. This includes the time spent on your bus in the loading zone waiting to load students. There is to be no smoking within 15 feet of any company entrance. Smoking is absolutely prohibited in all areas of the shop.

Spare Vehicles

At times, a driver may be required to drive a spare vehicle rather than his regularly assigned vehicle. Drivers are expected to pre-trip, report defects, sweep and fuel the vehicle prior to leaving the yard or following its use. Should you find the vehicle unclean, report it to your supervisor. Be sure you are familiar with and know how to operate the controls before leaving the yard.

Speed in Company Yard

The maximum speed in the yard is 5 MPH for company and private vehicles. The speed shall be observed by all employees, regardless of the type of vehicle being operated. A complete stop must be made before exiting the yard. When entering the yard from Route 41, signal to traffic early and slow down accordingly to enter the yard at an appropriate speed.

SPEEDING

At no time are you allowed to speed... 45 mph means 45. All vehicles have Zonar and GPS and your speed will be monitored. Standard disciplinary measures will be enforced in the event you are caught speeding.

Standeers Prohibited

Standeers are not allowed on a moving school bus. Drivers will not move a bus from a stopped position until all passengers are seated. Passengers are to remain seated until the bus has stopped.

Student Discipline

Although you are responsible for maintaining order on the bus, you must always remember that the types of actions you may use are limited. You must never, under any circumstances hit, grab, touch or physically abuse any child. You have no authority to deny a child the privilege of riding the bus or drop any student at a location other than the designated stop. Any denial of bus riding privileges can only come from school authorities or from our office. The company strictly prohibits socializing or carrying on prolonged conversations which may be interpreted as personal with passengers. This is to include any texting, emailing, calling or flirting.

Time Off Notification

All employees must fill out a time off request form 3 days prior to the date requested. If notifications are not received in writing, in time, you may not be awarded your request off. **We can only allow 3 drivers off at one time.** If you decide to take the time off without approval, you will not be awarded any paid time off. **DO NOT** only tell dispatch your plans to be off. You **MUST** fill out a slip. You only have YOU to think about, while the dispatcher has 100 people to think about!

Tolls

All company vehicles are equipped with I-PASS, unless otherwise noted. I-PASS is invalid out of state unless otherwise specified.

Two Way Radios

Radios are to be used for emergency and informational purposes only. Unnecessary conversation and improper language are not allowed. Company radios are for company use only. Using a

company radio to text or communicate with anyone outside the company is prohibited. Using the company radio to talk with another driver about non-company issues is prohibited. You are required to take the company radio that is assigned to you when you leave the office. The company radio is required to be within your reach or on your person at all times. You are required to answer the company radio when a supervisor or school official is attempting to contact you. During the pre-trip inspection, it is required by law that a radio communication check be performed. You are required to call the office on the radio that is assigned to you and wait for a response to ensure that communication between the office and the bus is functioning properly.

Unauthorized Passengers

Only passengers authorized by the appropriate boards of education may be transported in company vehicles. Do not bring anyone with you unless authorized by your supervisor.

Vandalism

Each driver is to inspect the interior of his bus for vandalism after each individual run. Drivers are to report all incidents of vandalism immediately. Vandalism may be best controlled and eliminated if repairs are made immediately and suspected individuals are made aware of the driver's knowledge of the incident, preferably through a school administrator.

What to Bring With You

Here is a small list of necessities that every driver should have with them, whether doing a route or charter:

- Small flashlight: impossible to do a pre-trip in winter without one.
- Food
- Money
- Map book or GPS system

Winter Driving Tips

The cold and snow in winter brings challenges to your bus driving experience. These tips can help make it a little easier:

- Arrive to work a little earlier than normal, so that you'll be on time for your first pick up!
- Don't turn the heaters in the bus on until your water temperature starts to climb... then turn defrosters on HI and the remaining heaters on LO until the engine temperature is up to 170-180*
- Drive your bus in lower gears! Depending on your speed, you can drive your bus in lower gears with the engine RPM between 2100 and 2500. This will help the engine heat up and put more heat into the bus!
- Proper Pre-Trips! Even when the weather is bad, we still have to do a proper pre-trip inspection, so make sure you dress for the weather! Rain and snow can't stop us!
- Proper footwear! Make sure you wear the proper footwear for the snow and icy conditions!
- Check Engine Light! Make sure that you report any check engine lights to maintenance!

SOCIAL MEDIA POLICY

The Company encourages its employees to explore responsible online communication as a form of relationship-building, learning and collaboration. As the Company continues to introduce new methods and products, it is important for everyone to understand what is recommended, expected, and required when they discuss Company-related topics, whether at work or on their own time.

A. KNOW AND FOLLOW THE COMPANY'S EMPLOYMENT POLICIES

The same principles and guidelines that apply to an employee's activities at work apply to an employee's activities online. In general, what you do on your own time is your business. However, activities in or outside of work that affect your Company job performance, the performance of others, or Company business interests are a proper focus for Company policy.

B. ACT RESPONSIBLY, ETHICALLY, AND DISCLOSE YOUR AFFILIATION

When participating in online communities, do not misrepresent yourself. Use your real name and be clear about who you are. If you are not a manager, do not say you are. If you talk about work-related matters that are within your area of job responsibility, you must disclose your affiliation with the Company.

C. STATE THAT IT IS YOUR OPINION

Whether you publish or participate in someone else's social networking site, when commenting on the business, make it clear that what you say is representative of your views and opinions and not necessarily the views and opinions of the Company. Blogs, wikis, and other forms of online communication are individual chats, not corporate communications. Unless authorized to speak on behalf of the Company, you must state that the views expressed are your own. At a minimum, in your own blog, you should include the following standard legal disclaimer language: "The postings on this site are my own and do not necessarily represent the Company's positions, strategies or opinions."

Please note: This standard disclaimer does not exempt Company managers and executives from a special responsibility when social networking. By virtue of their position, they must consider whether the personal thoughts they publish may be misunderstood as expressing Company positions. A manager should assume that his or her team will read what is written. A social networking site is also not the place to communicate Company policies to Company employees.

D. CONFIDENTIAL INFORMATION

Do not publish, post, or release information that is considered confidential or proprietary. Non-public financial or operational information that includes strategies, forecasts, and most anything with a dollar-figure attached is prohibited. If it is not already public information, it is not your job to make it so. Additionally, a posting would be deemed inappropriate if it contains sales or financial data; anything to do with a legal issue, legal case, or attorneys; internal communications of new product launches, or inventory allocations. For the Company's protection and well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including the Company's own copyrights and brands. You should never quote more than short excerpts of someone else's work. And, it is good general social networking practice to link to others' work.

E. DO NOT MENTION CUSTOMERS, PARTNERS, OR SUPPLIERS IN YOUR POSTS WITHOUT THEIR PRIOR APPROVAL

Protect the Company's clients, business partners, and suppliers. Clients, partners, or suppliers should not be cited or obviously referenced without their approval. On your blog, never identify a client, partner, or supplier by name without permission and never discuss confidential details of a client engagement. It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a client (e.g., Client 123) so long as the information provided does not violate any non-disclosure agreements that may be in place with the client or make it easy for someone to identify the client. Furthermore, your blog is not the place to "conduct business" with a client.

F. RESPECT OUR DIFFERENCES

The Company will not tolerate discrimination (including age, sex, race, color, religion, ethnicity, gender identity, national origin, sexual orientation, citizenship, disability, marital status, or any other legally recognized protected basis); this includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics. Focus on subjects that are business-related. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of the Company.

G. DO NOT START ARGUMENTS ONLINE

When you see misrepresentations made about the Company in the media or by other bloggers, you are not to respond. You are to contact Ray Olson immediately so that he may formulate the proper response. We want to correct the misrepresentation with facts without being demeaning.

H. PERSONAL INFORMATION

Be careful about what personal information you share online about yourself. Never share personal information regarding other employees or customers.

I. USE YOUR BEST JUDGMENT

There are always consequences to what you write. If you are about to post something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you are still unsure, and the post is about Company business, feel free to discuss your proposed post with your manager. Ultimately, however, you have sole responsibility for what you choose to post.

J. YOUR JOB AND COMMITMENTS TO CUSTOMERS

Do not forget your day job. Your social networking is not to interfere with your job or commitments to customers.

Violation of the provisions of this policy by any employee of the Company will be cause for appropriate disciplinary action, up to and including discharge. Each violation will be reviewed on a case-by-case basis. Nothing herein is designed to, or will, interfere with our employees' rights under the National Labor Relations Act or any other statute.

The Company reserves the right to disclose any electronic communications, including documents to law enforcement officials, without any prior notice to any employees who may have sent or received such messages.

DISCIPLINARY ACTIONS

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, managers are expected to follow the procedure outlined below. There may be situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the company may decide to repeat a disciplinary step.

Discipline Procedure

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

1. Verbal Warning
2. Written Warning
3. Decision Making Leave / Counseling Session
4. Termination

To ensure that the Company's business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your manager will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs that requires formal discipline, the following procedures will occur.

Step One: Verbal Warning

Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and to also remind you that it is your responsibility to meet the Company's expectations. You will be informed that the verbal warning is the first step of the discipline procedure. Your supervisor will fully document the verbal warning, which will remain in effect for three months. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

Step Two: Written Warning

If your performance does not improve within the three-month period or if you are again in violation of the Company's practices, rules or standards of conduct, your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your supervisor will advise you that you are now at the second formal level of disciplinary action. After the meeting, the supervisor will write a memo to you summarizing the discussion and your agreement to change. A copy of the memo will be sent to your personnel file.

The Written Warning will remain in effect for three months.

Step Three: Decision-Making Leave/Counseling Session

If your performance does not improve within the three-month period following the Written Warning, or if you are again in violation of Olson Transportation practices, rules or standards of conduct, you will be placed on Decision Making Leave. The Decision Making Leave is the third and final step of Olson Transportation's disciplinary process.

Decision Making Leave can be a multi-day disciplinary suspension. Employees on Decision Making Leave will spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all the Company's practices, rules and standards of conduct, or to quit and terminate their employment with the Company.

If your decision following the Decision Making Leave is to return to work and abide by the Company's practices, rules and standards of conduct, your supervisor will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within the three months, you will be terminated.

If you are unwilling to make such a commitment, you may either resign or be terminated.

Crisis Suspension

If you commit any of the actions listed below or any other action not specified by similarly serious, you will be suspended without pay pending an investigation of the situation. Following the investigation, you may be terminated without any previous disciplinary action having been taken.

1. Theft.
2. Falsification of Company records.
3. Failure to follow safety practices.

4. Breach of Confidentiality Agreement.
5. Threat of, or the act of, doing bodily harm.
6. Willful or negligent destruction of property.
7. Use and/or possession of intoxicants, drugs or narcotics.

The provision of this Disciplinary Policy is not a guarantee of its use. The company reserves the right to terminate employment at any time, with or without reason. Additionally, the company reserves the right to prosecute any employee for any of the above infractions.

Exhibit K

Substitute Driver Policy and Procedures

All substitute drivers are trained in the same manner as regular drivers. They are all mandated by the state to take the same classes and drug tests, both random and annual.

If all substitute drivers are being used, office and maintenance staff will be next to drive.

The drivers are given the route sheet with directions and are required to familiarize themselves with the route before leaving and will meet with dispatch to go over the routes. They are also in contact with the office via two-way radio.

If there is a multi-day absence of the regular driver, we will make all efforts to use the same substitute driver, both and the AM and PM

KATHRYN BURKE

2524 14th Pl, 29 Kenosha, WI. 53140 (847) 627-9773, kathy@olsontransportation.com

Transportation Coordinator for school Bus students and students with special needs. Skilled at trouble shooting problems routing school routes and job routes.

EDUCATION

- High School Diploma + College courses for computers.
 - CTS Truck Driving School
-

EXPERIENCE

Transportation Coordinator | Olson Transportation | Office Manager | School Bus and Motor Coach Driver / Bus Trainer
| Gurnee, IL
December 2005 - Present

- Routing all six schools in Dist. 109 Deerfield. School routes and special need routes.
- Reporting to schools and staff, conduct and incident reports Daily.
- Trouble shooting with school staff of any problems related to busing.

Shuttle Driver |

June 2005 - December 2005

- Shuttled galley workers from train to the galleys on the military base (Great Lakes) and then from galley to galley.
- Pre-Trip inspection on my vehicle and count of riders per night.
- Fueling cleaning the van that was driven on my shift.

Transportation Coordinator/ Dispatcher | Special Education District of Lake County | Gages Lake, IL
September 1998 - June 2002 / September 2004 - August 2005

- Routed SEDOL cars that transport High School and Transition students to and from workplace.
 - Substitute as Job Coach and Driver as needed.
 - (Job Coaching) Trained students in a variety of jobs in a work place. Follow-up reports on progress to Prevocational officers.
-

SKILLS

- Professional Driver
 - Coordinator
 - Communication |
 - Bookkeeping
 - First Aid/CPR trained
-

Josephine Winston

HEAD DISPATCH MANAGER

Experienced and detail-oriented School Bus Dispatcher with over 10 years of expertise in coordinating. Highly organized and proactive with solid understanding of scheduling actions, adjusting routes and prioritizing issues.

fina@olsontransportation.com

(847)912-1853

EXPERIENCE

Sep 2010 - Current

Dispatch manager, Olson Transportation Inc.

Managing daily transportation schedules for over 80 school buses, ensuring timely pick-up and drop-off. Utilize fleet management software to monitor GPS tracking, ensuring compliance with designated routes and safety standards. Address emergencies such as weather delays and vehicle breakdowns. Collaborate with school administrators to resolve route-related concerns and implement improvements. Schedule and assigns daily bus drivers to routes and extra trips. Drive a school bus when needed.

July 2006 – Sep 2010

Dispatcher, Bus Driver First Student

Assisted in developing and optimizing transportation routes and charters. Safely transport up to 60 students daily to and from school. Conduct daily pre-trips inspections of the bus to ensure safety.

Aug 2000 – July 2006

Office manager, ACH Foam Technologies

Motivated Customer Service Professional attending to customers and providing insightful product information. Handle customer questions and complaints by phone. Helped in shipping and receiving and any inventory concerns.

EDUCATION

Aug 1992 – May 1996
Zion-Benton High School
High School Diploma

SKILLS

Data analysis
Project management
Communication
Organization
Problem solving

LANGUAGES

English
Spanish

CAROL SCOTT

SAFETY OFFICER

Certified to train and license all new and returning drivers to obtain the required credentials to drive a school bus. Implement safety procedures and monitor safe driving daily. Incorporate safety meetings regularly to ensure that safe driving skills are maintained.

CONTACT INFO

(847) 336-0720 - Office
(224) 456-1202 - Cell
carol@olsontransportation.com
carolscott1108@gmail.com

OFFICE MANAGING TEAM

Demonstrates strong leadership and team management skills. Certified in Data entry and coordinate Logistics. Manage and maintain yearly records of driver's DOT physical and refresher courses, required by the Secretary of State and Department of Transportation of Illinois.

DISPATCHER

Assist with daily operations, making sure all routes are covered with the appropriate transportation equipment. Can develop and execute strategic transportation plans quickly and satisfactory. Excellent communication and multitasking skills.

EXPERIENCE

SAFETY OFFICER

Olson Transportation – Gurnee 2017 – to present

OFFICE MANAGING TEAM

Olson Transportation – Gurnee, 2016 - to present

Top Line Transportation – Waukegan, IL 2013 - 2014

Safety First – Waukegan, IL 2006 – 2012

DISPATCHER

Olson Transportation – Gurnee, IL 2014 – to present

Top Line Transportation - Waukegan, IL 2012 -2014

Safety First – Waukegan, IL 2006 - 2012

SCHOOL BUS DRIVER - 2006 – to present

EDUCATION

Northwest Shoals Community College, Muscle Shoals, Alabama

2004 – 2006 – Paramedic (EMT) Certificate

Shoals Community College, Muscle Shoals, Alabama

1986 – 1988 – Data Entry – Clerical and Accounting Certificate

Coffie High School, Florence, Alabama

1982 – 1986 – Graduated - High School Diploma

Exhibit M

Routing Software

Produced and maintained by Transfinder Corporation, Olson Transportation has been using Routefinder Pro routing software for the past twelve years.

Exhibit N

Lost Contracts

Olson Transportation has not lost any school contracts in over twenty years.

Exhibit O

References

Deerfield School District 109
Mr. John Filippi
517 Deerfield, IL 60015
847-945-1844

Lake Bluff School District 65
Mr. Jay Kahn
121 East Sheridan Place
Lake Bluff, IL 60044
847-234-9400

Lake Forest High School District 115
Lake Forest School District 67
Ms. Jennifer Hermes
300 South Waukegan Road
Lake Forest, IL 60045
847-604-7402

Financial Statements

Attached are the 2022-24 Olson Transportation, Inc. financial statements. Please consider that we are a privately owned corporation, and these documents are to be viewed by authorized School District representatives only.

OLSON TRANSPORTATION, INC.

FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2024, 2023 and 2022

OLSON TRANSPORTATION, INC.

FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2024, 2023, AND 2022

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KATSIS & COMPANY, LTD.

CERTIFIED PUBLIC ACCOUNTANTS

1440 MAPLE AVENUE, #5B

LISLE, ILLINOIS 60532

(630) 968-6811

FAX (630) 968-5356

INDEPENDENT ACCOUNTANT'S PREPARATION REPORT

To the Board of Directors
Olson Transportation, Inc.
Gurnee, Illinois

The accompanying financial statements of Olson Transportation, Inc. which comprise the balance sheets as of December 31, 2024, 2023 and 2022 and the related statements of income and retained earnings and cash flows for the years then ended were not subjected to an audit, review, or compilation engagement by me and I do not express an opinion, a conclusion, nor provide any assurance on them.

Management has elected to omit substantially all of the disclosures required by the accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

February 6, 2025

OLSON TRANSPORTATION, INC.

BALANCE SHEET

DECEMBER 31, 2024, 2023 AND 2022

	ASSETS		
	2024	2023	2022
CURRENT ASSETS:			
Cash	\$100,146	\$62,658	\$66,741
Accounts receivable, trade	443,148	451,118	404,008
Employee receivables	59,207	39,896	33,796
Employee retention credit receivable			978,012
Inventory parts, fuel, etc.	151,593	92,341	92,341
Prepaid expenses	333,390	342,548	1,639
Refundable taxes	38,525	122,273	41,859
Total current assets	<u>1,126,009</u>	<u>1,110,834</u>	<u>1,618,396</u>
PROPERTY AND EQUIPMENT:			
Buses, trucks & autos	8,001,681	7,811,557	7,798,556
Equipment	530,026	524,191	517,422
Building & land improvements	255,354	255,354	234,512
Accumulated Depreciation	<u>(7,561,856)</u>	<u>(7,301,302)</u>	<u>(7,047,821)</u>
Total property and equipment	<u>1,225,205</u>	<u>1,289,800</u>	<u>1,502,669</u>
OTHER ASSETS:			
Loans Receivable, officers'	631,613	553,792	408,162
Deposits			35,089
Refinancing costs	27,372	27,372	27,372
Accum. Amort. Refinancing costs	<u>(27,372)</u>	<u>(24,179)</u>	<u>(18,704)</u>
Total other assets	<u>631,613</u>	<u>556,985</u>	<u>451,919</u>
	<u>\$2,982,827</u>	<u>\$2,957,619</u>	<u>\$3,572,984</u>

No Assurance is provided on these Financial Statements

Management has Elected to Omit Substantially all Required Disclosures

OLSON TRANSPORTATION, INC.

BALANCE SHEET

DECEMBER 31, 2024, 2023 AND 2022

LIABILITIES AND STOCKHOLDERS' EQUITY

	2024	2023	2022
CURRENT LIABILITIES:			
Accounts payable, trade	178,914	140,309	111,937
Installment notes payable, current portion	479,595	287,994	302,503
Accrued income taxes	0	0	102,466
Accrued expenses	40,638	45,883	117,424
Total current liabilities	699,147	474,186	634,330
NON-CURRENT LIABILITIES:			
Installment notes payable, net of current portion	80,987	189,041	477,035
Total non-current liabilities	80,987	189,041	477,035
STOCKHOLDERS' EQUITY:			
Capital stock	6,000	6,000	6,000
Retained earnings	2,196,693	2,288,392	2,455,619
Total stockholders' equity	2,202,693	2,294,392	2,461,619
	<u>\$2,982,827</u>	<u>\$2,957,619</u>	<u>\$3,572,984</u>

No Assurance is provided on these Financial Statements

Management has elected to Omit Substantially all Required Disclosures

OLSON TRANSPORTATION, INC.
STATEMENT OF OPERATIONS AND RETAINED EARNINGS
YEAR ENDED DECEMBER 31, 2024, 2023 AND 2022

	2024	2023	2022
	AMOUNT	AMOUNT	AMOUNT
REVENUE	\$7,526,858	\$7,448,836	\$7,002,665
DIRECT COSTS	5,392,018	5,281,310	4,948,985
GROSS PROFIT	2,134,840	2,167,526	2,053,680
ADMINISTRATIVE AND GENERAL EXPENSES	1,361,057	1,479,491	1,345,895
INCOME FROM OPERATIONS BEFORE OTHER EXPENSES	773,783	688,035	707,785
OTHER INCOME (EXPENSE):			
Salaries, Officers'	(566,390)	(549,500)	(549,000)
Interest expense	(51,570)	(54,808)	(57,305)
Interest income	17,824	9,000	34,501
Gain on Sale of Bus		4,000	3,700
Depreciation and Amortization	(263,748)	(263,954)	(287,526)
TOTAL OTHER INCOME (EXPENSE)	(863,884)	(855,262)	(855,630)
NET INCOME (LOSS) BEFORE TAX PROVISION	(90,101)	(167,227)	(147,845)
FEDERAL INCOME TAX PROVISION	1,598		
INCOME TAX PROVISION	1,598		
NET INCOME (LOSS)	(91,699)	(167,227)	(147,845)
RETAINED EARNINGS, beginning of year	2,288,392	2,455,619	2,603,464
RETAINED EARNINGS, end of year	\$2,196,693	\$2,288,392	\$2,455,619

No Assurance is provided on these Financial Statements

Management has Elected to Omit Substantially all Required Disclosures

OLSON TRANSPORTATION, INC.

STATEMENTS OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2024, 2023 AND 2022

	2024	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES			
NET INCOME (LOSS)	(\$91,699)	(\$167,227)	(\$147,845)
ADD ITEMS NOT AFFECTING CASH:			
Depreciation and Amortization	263,748	263,955	287,526
(Gain) on Sale of Bus		(4,000)	(3,700)
	172,049	92,728	135,981
(INCREASE) DECREASE IN:			
Accounts receivable, trade	7,970	(47,110)	(315,992)
Employee receivables	(19,311)	(6,100)	(3,875)
Employee retention credit receivable		978,012	(27,278)
Inventory	(59,252)		
Refundable taxes	83,748	(80,414)	(41,859)
Deposits		35,089	
Prepaid expenses	9,158	(340,909)	87,565
INCREASE (DECREASE) IN:			
Accounts payable	38,605	28,372	44,053
Dividends Payable			(50,000)
Accrued income taxes		(71,541)	(8,904)
Accrued expenses	(5,245)	(102,466)	4,836
NET CASH FLOWS FROM OPERATING ACTIVITIES	227,722	485,661	(175,473)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of bus		4,000	3,700
Purchases of property and equipment	(195,960)	(45,611)	(672,934)
NET CASH (USED) BY INVESTING ACTIVITIES	(195,960)	(41,611)	(669,234)
CASH FLOWS FROM FINANCING ACTIVITIES			
Net funds loaned to shareholders	(77,821)	(145,630)	(110,074)
Proceeds from long term debt	401,451		400,045
Current maturities and repayment of long-term debt	(317,904)	(302,503)	(291,480)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	5,726	(448,133)	(1,509)
Increase (Decrease) In cash	37,488	(4,083)	(846,216)
Cash and equivalents, beginning of year	62,658	66,741	912,957
Cash and equivalents, end of period	\$100,146	\$62,658	\$66,741
SUPPLEMENTAL DISCLOSURES			
Interest paid	\$51,570	\$54,808	\$ 57,305
Taxes Paid			\$ 212,698

No Assurance is provided on these Financial Statements

Management has Elected to Omit Substantially all Required Disclosures