

Transportation Fleet Services Agreement

(updated 9/26/25 by mutual agreement)

This agreement is voluntarily agreed upon between Houghton Lake Community Schools, located at 4433 W. Houghton Lake Dr, Houghton Lake, MI (HLCS) and C.O.O.R Intermediate School District, located at 11051 North Cut Rd. Roscommon, MI (COOR). In consideration of the mutual promises contained in this agreement, the parties agree as follows:

1. Vehicle Services:

- a. HLCS will provide routine maintenance, inspections, scheduled repairs, and emergency services on all COOR Buses. Repair and maintenance performed on COOR Buses will be performed at the HLCS Bus Garage by HLCS Mechanics (unless COOR requests that HLCS Mechanics travel to COOR for minor repairs as needed).
- b. HLCS Bus Garage operations will be supervised by the HLCS Transportation Director in conjunction with the lead Mechanic. The HLCS Transportation Director or Lead Mechanic will be in charge of ordering necessary parts and supplies.
- c. Prior to any work being initiated, HLCS Mechanics will perform an inspection, identify necessary and recommended maintenance and repairs, and seek written approval via email or text from COOR prior to ordering parts or commencing any repairs. If emergency repairs on COOR Buses are necessary, HLCS and COOR may discuss and agree on the work over the phone, but will memorialize the agreement in writing as soon as is practical.
- d. All work performed on COOR Buses will be documented on a work order. HLCS will supply a copy of the work order to COOR once the work is completed.
- e. If requested by COOR and the repair is deemed feasible by HLCS, HLCS Mechanics may travel to COOR to perform minor repairs at the COOR facility, and will charge COOR the agreed upon hourly rate for travel time (not to exceed one hour), but will not charge mileage.
- f. In the event COOR staff are unable to deliver a COOR Bus to HLCS, HLCS staff or mechanics may travel to COOR to pick up a bus and drive it back to the HLCS garage. HLCS will charge the agreed upon hourly rate for shuttling the bus (not to exceed one hour).
- g. If multiple COOR Buses are out of service at the same time, HLCS will loan COOR a bus at no charge if one is available.

2. Accounting:

- a. HLCS and COOR agree that the hourly labor rate for work performed on COOR buses will be \$65 per hour for the duration of this agreement. Should extraordinary circumstances arise that compel

HLCS to recommend an increase to this rate, both parties agree to discuss the matter.

b. HLCS Mechanics shall log and bill for the actual time spent working on COOR Buses. An accounting of oil, grease, tires, parts and labor time for work on COOR Buses will be included on invoices that will be sent to COOR monthly.

c. COOR agrees to pay all monthly invoices within 60 days of receipt.

d. *The costs of the labor and parts for the C.O.O.R. ISD repairs made at HLCS bus garage will be claimed by C.O.O.R. ISD on the 4094 starting in the 2025-26 school year.*

3. Fueling: COOR shall be responsible for fueling its own Buses

4. Term: This agreement shall be effective from the date of signature and will continue through June 30, 2026.

5. Termination: Either party may terminate this Agreement with 30 days written notice. This Agreement shall continue in force and effect from year to year until the end of the Agreement, at which time both parties may consider the renewal of and modification of any terms of the Agreement.

6. Entire Agreement: This agreement contains the entire understanding of both parties at the time of execution. Any amendment, modification, supplement or change to this Agreement must be in writing and signed by an authorized representative of both parties.

This Agreement has been executed by the parties as of the date indicated below by the authorized representatives of both parties.

Houghton Lake Community Schools (HLCS)

Ben Williams, Superintendent Date

C.O.O.R. Intermediate School District

Shawn Petri, Superintendent Date