

**CENTENNIAL SCHOOL DISTRICT 12**

District Office  
4707 North Road  
Circle Pines, MN 55014

And

Collaborative Student Transportation, LLC.

**TRANSPORTATION SERVICES CONTRACT SY27, SY28, SY29, SY30, SY31**

In accordance with MS123B.52, subdivision 1 or 3, this agreement made and entered into as of the 12th day of May, 2026, by and between **CENTENNIAL SCHOOL DISTRICT NO. 12**, Circle Pines, Anoka County, Minnesota, hereinafter referred to as "District" and **Collaborative Student Transportation, LLC**, hereinafter referred to as "Contractor". For the consideration herein expressed, Contractor agrees with the District:

1. **Scope of Services.** During the term of this Agreement, Contractor shall supply and maintain such number of Type III school buses (including vans or other appropriate transportation vehicles) and personnel as are required to provide the District, which shall include, but not be limited to, the services described in the "Invitation For Quotations For School Bus Transportation Services: Type III School Bus" published April 14, 2026, a copy of which is attached hereto as Exhibit B, and which is incorporated herein by reference (hereinafter the "Quotation Conditions"). The personnel supplied by Contractor shall include a supervisor/liaison/safety officer, drivers, a dispatcher, and bus monitors, all as more particularly described in Section II F of the Quotation Conditions.
2. **Term; Extended Term.** This Agreement shall commence on August 1, 2026 and shall terminate on July 31, 2031 (the "Term"). The Agreement may be extended by the District, in its sole discretion, for additional years at the mutual agreement of both parties.
3. **Compensation and Billing.** In consideration for providing services as defined by the Agreement, the District shall pay to Contractor all sums properly due and owing in accordance with the applicable rates set forth in Exhibit A attached hereto. In the event of inclement weather or impassability of roads or whenever school is canceled, delayed or dismissed early, the applicable rates shall be adjusted accordingly to reflect no service or partial service on the dates in question. Payments otherwise due and owing under this Agreement may also be adjusted in favor of the District in the event a fine or other monetary penalty is imposed for an act of malfeasance or nonfeasance by Contractor and/or its

employees. Fines and penalties shall be administered in accordance with Section IV C of the Quotation Conditions.

4. Canceled or Delayed Transportation – Inclement Weather / E-Learning. In the event of inclement weather, impassability of roads or whenever school is cancelled, delayed or is dismissed early, District shall notify Contractor not later than 2 hours prior to such cancellation or delay.

Should transportation be canceled for a school calendar day as a result of weather conditions, e-learning days, strikes, gas shortages, school closing and emergencies, labor strikes, or any other reason beyond the control of the District, the base contract will be adjusted as follows: After 3 canceled school days, the District shall pay the Contractor an amount equal to eighty percent (80%) of the applicable daily rate outlined in Exhibit A, for up to five (5) days maximum during the contract year. The District and Contractor may negotiate terms associated with cancellations beyond the parameters describe above should they occur.

5. Service Plan for Each Contract Year. On or before the first Monday of August each year this Agreement is in effect, Contractor shall provide the District with a comprehensive service plan for pupil transportation services (the “Services Plan”), subject to District review and approval. The Services Plan shall, at a minimum, include the following items:
  - a. A list of drivers and substitute drivers.
  - b. A list of bus and van equipment that will be used in providing the District services, along with make of equipment, year of manufacture, mileage, vehicle type, passenger size, and special equipment.
  - c. A staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in this Agreement.
  - d. Insurance information required by the Agreement.
  - e. A staff training plan, including training materials to be used and a proposed training schedule.
6. Records and Reports. Upon request of the District, Contractor shall promptly provide, at no additional charge, those reports and records that the District may require, including but not limited to the following:

- A. Crash reports
- B. Student discipline reports
- C. Bus inspection records and/or bus maintenance records
- D. Mileage, Hour or Route reports (either monthly or yearly)
- E. Bus ridership reports – for each route, including special education routes.
- F. Records and reports concerning driver qualifications
- G. Bus driver logs

7. Independent Contractor. Contractor acknowledges and agrees that: (i) it will act as an independent contractor in the performance of all duties under this Agreement; (ii) Contractor is not a servant or employee of the District and that Contractor’s authority is specifically limited to the duties assigned under this Agreement; (iii) Contractor has no authority to bind the District for the performance of any services or to otherwise obligate the District; (iv) Contractor and its employees shall not be considered, under the provisions of this Agreement or otherwise, as having employee status with the District; (v) Contractor shall be responsible for payment of all its taxes and fees arising out of its activities under this Agreement; and (vi) Subject to any deadlines, time limits or other scheduling-related considerations specified by the District, Contractor’s employees assigned to work with the District shall exercise their own discretion in respect to the performance of duties under this Agreement.

8. Insurance. Contractor warrants and represents that it has acquired, and will maintain during the term of this Agreement, general liability, bodily injury and comprehensive property damage insurance covering the District and in the following amounts:

|   |             |
|---|-------------|
| General Liability – Aggregate:            | \$2,000,000 |
| General Liability – Each Occurrence:      | \$1,000,000 |
| Comprehensive Property – Each Occurrence: | \$1,000,000 |
| Umbrella Liability                        | \$3,000,000 |
| Worker’s Compensation                     | Statutory   |

Each such policy shall name the District as additional insured parties. Within thirty (30) days of the date of execution of this Agreement, Contractor shall provide a certificate of insurance to the District. Contractor shall also ensure that each such policy of insurance includes a provision that requires the insurers to give the District thirty (30) days prior written notice of cancellation of any of the aforementioned insurance policies.

9. Indemnification. Contractor shall defend, indemnify and hold the District harmless with respect to any liabilities, damages, suits, claims, judgments, attorney fees, and court and legal costs and expenses that arise out of or result from any alleged negligent, reckless,

wrongful or willful act or omission of Contractor or Contractor's employees, representatives, and other agents in the course of Contractor's performance or non-performance of its obligations under this Agreement. The obligations of Contractor under this Section shall survive the expiration or earlier termination of this Agreement.

10. Management Personnel. Contractor shall designate (including by providing address, telephone, and email address) a permanent regular, full-time manager/supervisor to be directly responsible for the provision of all the services provided to the District. The manager/supervisor will be responsible for providing safe and efficient transportation services required by this Agreement and will supervise necessary support staff required for on-site management. The manager/supervisor shall be in regular communication with the District's designated representative in order to facilitate the proper coordination and delivery of transportation services. The manager/supervisor shall possess sufficient knowledge, experience and management skills to meet Contractor's obligations under this Agreement.
  
11. Qualifications of Bus Drivers and Support Personnel. Contractor shall directly employ a sufficient number of qualified drivers and support personnel to provide transportation services in a safe, efficient and reliable manner. Contractor shall furnish drivers over 18 years of age who are in good health and in possession of a valid, effective bus driver's license issued by the Motor Vehicle Department of the State of Minnesota and who have completed a criminal history background check to the satisfaction of the District. Contractor shall provide qualified drivers who are trained and licensed in accordance with applicable federal and states laws and regulations. Annually and upon request, the Contractor shall provide evidence that all employees providing service under terms of this Agreement are in compliance with all federal, state, local and District laws and regulations, including licensing, criminal background check documentation and training documentation.
  
12. Contractor's Personnel Obligations. Contractor will comply fully with all state and federal laws and regulations governing the mandatory drug and alcohol testing of individuals including individuals required to hold a commercial driver's license (all school bus drivers). Contractor will be responsible for the terms and wage decisions associated with employing personnel required to perform the services in this Agreement. Contractor shall be responsible for hiring and discharging personnel employed by Contractor to perform its obligations hereunder, provided, however, that the District shall have the right to require Contractor to remove from service any employee who, in the District's sole discretion, is deemed unsuitable for the performance of transportation services required by this Agreement.
  
13. Safety Obligations.

- A. Crisis Management. Contractor will be familiar with and comply with the District's Student Transportation, Discipline and Crisis Management Policies and plans where applicable.
- B. Safety Programs. Contractor shall be responsible for implementing and maintaining a comprehensive pupil transportation bus safety program. A summary of the bus safety program shall be provided for review and approval by the District. The District reserves the right to establish or otherwise modify the bus safety program to be followed and to make changes therein from time to time. Contractor shall also be responsible for a driver safety program which shall include, but not be limited to, review of student safety issues, emergency procedures, student management procedures, including issues related to student with disabilities, review of relevant laws, rules of the road, and local school bus safety policies. Contractor shall also implement an ongoing performance monitoring and assistance program which shall include, but not be limited to, random drug testing, advance knowledge of routes, including substitutes, route accuracy, including proper stops and updated paperwork, demonstrated driver professionalism and competency in physically driving the assigned vehicle and equipment. Contractor affirms its understanding that operators of diesel-powered school buses are required to minimize, to the extent possible, idling of school bus engines and exposure of children to diesel exhaust fumes in accordance with State law.
- C. Student Discipline and Vandalism. The ultimate responsibility and authority to suspend or expel any student from transportation services hereunder shall rest with the District. Contractor's drivers are responsible only for such discipline as is required to safely and properly operate Contractor's buses. Each driver shall handle all disciplinary matters in strict accordance with the District's policies. In no case will a driver eject a student from a bus for misbehavior except in the event of an extreme emergency endangering the safety of the student, other students, the driver or the bus assistant, and then only after radio notice to Contractor's terminal and to the student's building principal. All discipline problems shall be reported in writing following completion of the route. Procedures and regulations for the administration of discipline are established in District policy, and which administration shall be cooperatively handled by the District and Contractor. The repair and/or replacement of Contractor's equipment or facilities due to vandalism shall be the sole responsibility of Contractor. However, if necessary, the District shall give Contractor reasonable assistance in obtaining restitution for damaged equipment or facilities.
- D. Incident Reporting. A verbal report to the District of all accidents and injuries involving vehicles operated under this Agreement shall be made within 15 minutes of the incident. Detailed written follow-up reporting shall be sent via e-mail for non-routine student behavior, injury and accident situations. Contractor shall respond to reports received by the District about route driver problems within 24 hours of receiving the report. The District may require Contractor to provide an immediate response in exceptional circumstances.
- E. Transportation of Children with Disabilities. Contractor and its employees shall comply with applicable provisions of state and federal law, including the provisions of

the Minnesota Rules 7470.1600 and 7470.1700 when transporting children with disabilities.

14. Termination. If either party shall fail or refuse to substantially perform the conditions of this Agreement or violate any of the covenants or duties imposed upon it by this Agreement, such failure, refusal or violation shall entitle the other party to terminate this Agreement at any time. The party desiring to terminate for such cause shall give the offending party fifteen (15) days written notice to remedy the failure, refusal or violation but both parties shall be entitled to all remedies provided by law in case of such failure, refusal or violation and neither party shall be required to accept less than full performance of this Agreement unless otherwise agreed in writing by the parties. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported failure, refusal or violation, then this Agreement may be terminated at the discretion of the non-defaulting party.
  
15. Equipment and Operations Requirements. Contractor is required to provide for and operate a terminal for the services performed under this Agreement. Contractor agrees to provide properly equipped buses and other transportation vehicles in conformance with Section II A and Section II B of the Quotation Conditions. Contractor agrees to furnish chassis and passenger school bus bodies both conforming to all State and federal laws and regulations relating to school buses. Contractor will keep all school buses properly stored to ensure proper warmth and comfort for the students transported therein, each bus to be equipped with good and sufficient heaters. Contractor will maintain buses and other transportation vehicles in good mechanical condition, clean and in compliance with State and federal laws and regulations. Contractor shall use qualified mechanics to perform maintenance and repair work on the buses and other transportation vehicles. Contractor will install and maintain compatible two-way radios in all busses provided. Contractor will monitor the two-way radios continuously and at all times during the scheduled school days, and hours before, during and after the school day. Contractor will make cellular telephone equipment available to drivers who complete out-of-district field trips and co-curricular trips.
  
16. Confidentiality of Education Data; Compliance with MGDPA. Contractor shall preserve and protect the confidentiality of all educational data that Contractor maintains on behalf of the District and shall not disclose any data to anyone outside of Contractor or the District and the District's agents unless such disclosure complies with the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA"). Contractor further acknowledges that the requirements of Minn. Stat. § 13.05, subds. 6 and 11 apply to this Agreement.

17. Compliance with Regulatory Requirements. In this Agreement, "Regulatory Requirements" means local, state, and federal laws, rules, regulations, and safety standards in effect from time to time during the term of this Agreement and applicable to the operation and maintenance of school buses and other vehicles used for school transportation. In the course of performing the terms of this Agreement, Contractor shall ensure that transportation services are provided in a manner that meets or exceeds all Regulatory Requirements.

18. Notices. Any notice required or permitted to be given hereunder will be properly given in accordance with this Agreement, if in writing and (i) delivered by hand, (ii) sent by recognized overnight courier (such as Federal Express), (iii) sent by electronic mail (e-mail) or (iv) mailed by certified or registered mail, return receipt requested, in a postage prepaid envelope, and addressed as follows:

If to the District: Patrick Chaffey, Executive Director of Business Services  
Centennial School District 12  
4707 North Road  
Circle Pines, MN 55014

If to Contractor: Collaborative Student Transportation  
615 1st Avenue NE, #115  
Minneapolis, MN. 55413

19. Applicable Law. This Agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Minnesota.

20. No Subcontracting. Contractor shall not subcontract any of the services required to be performed in this Agreement, unless Contractor has received the prior written consent of the District.

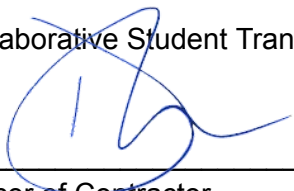
21. Nondiscrimination; Equal Employment Opportunity. In performing the terms of the Agreement, Contractor covenants and agrees that it shall not discriminate against person on the basis of race, color, sex, religion, national origin, disability or age. Contractor must show evidence of a non-discriminatory equal employment opportunity program in the selection of employees. Such program must provide equal employment opportunities regardless of the person's race, creed, sex, national origin, marital status, familial status and sexual orientation, or any other characteristic protected under state or federal law. Evidence of compliance shall be provided by the Contractor in a manner agreeable to the District upon execution of the Agreement.

22. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but of all of which, taken together, shall constitute one and the same Agreement.
23. Force Majeure. In the event Contractor is unable to provide the transportation services herein specified because of any act of God, civil disturbance, fire, flood, war, governmental action, labor dispute, including picketing, strike, or lockout, or any condition or cause beyond Contractor's control, the District may excuse Contractor from performance under this Agreement.
24. Entire Agreement; Modifications. This Agreement, including the attached exhibits, contains all of the agreements and understandings between the parties and supersedes and replaces any prior negotiations or proposed agreements, written or oral. Each of the parties hereto acknowledges that no other party nor agent of any other party, has made any promises, representations or warranties whatsoever, express or implied, not contained herein, to induce it to execute this Agreement. This Agreement may not be modified or altered except by a subsequent writing to be signed by the parties hereto.
25. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, rules or regulations, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement, and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provisions or by its severance from this Agreement.
26. Binding Agreement. This Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, executors, administrators, successors and assigns.
27. No Oral Waiver. No breach of any provision of this Agreement can be waived by any party hereto unless such waiver is made in writing. Waiver of any breach by any undersigned party will not be deemed to be a waiver of any other breach of the same or any other provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 12 th day of May, 2026.

Collaborative Student Transportation, LLC

Centennial School District 12

By:   
\_\_\_\_\_

By: \_\_\_\_\_

Officer of Contractor

Officer of the District

Dillon LaHaye | Chief Operations Officer

**Exhibit A**

**1. SCHOOL TRANSPORTATION SERVICE – Term 1 - SY 2026-2027**

A & C: “Live Time” Hourly Service Rates — AM / PM ROUTES – REGULAR (720/714) & SPECIAL(723/728)

Daily rate shall reflect the total of AM and PM “live time” per vehicle. Routes will pay additional 1/4 hour only, if they run more than 5 minutes over contracted time.

Note: AM Only will be paid at 50% of the daily rate, and PM Only routes will be paid at 50% of daily rate. The rate of compensation per vehicle per day:

|              | Vehicle Type      |                    |                   |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
| 2.00 Hrs     | \$230.27          | \$248.45           | \$248.45          |  |
| Added ¼ Hr   | \$16.15           | \$16.15            | \$16.15           |  |
| 3.00 Hrs     | \$294.87          | \$313.05           | \$313.05          |  |
| Added ¼ Hr   | \$16.15           | \$16.15            | \$16.15           |  |
| 4.00 Hrs     | \$359.39          | \$377.65           | \$377.65          |  |
| Added ¼ Hr   | \$16.15           | \$16.15            | \$16.15           |  |

B & D: “Live Time” Hourly Service Rates — MIDDAY (716)/(723)

Daily rate shall reflect the total of Midday “live time” per vehicle.  
The rate of compensation for per vehicle per day:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| 1.00 Hrs     | \$98.39           | \$116.83           | \$116.83          |  |
| Each ¼ Hour  | \$16.15           | \$16.15            | \$16.15           |  |

E. “Live Time” Hourly Shuttle / Late Activity Service Rates - (717/725/726)

Rate of compensation per vehicle for Shuttle/Activity Service during non-prime time. Bus previously dispatched. Live time from pick up to drop off:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ |                   |                    |                   |  |
| 0.25 Hrs     | \$98.39           | \$116.83           | \$116.83          |  |
| 0.50 Hrs     | \$98.39           | \$116.83           | \$116.83          |  |
| 0.75 Hrs     | \$98.39           | \$116.83           | \$116.83          |  |
| 1.00 Hrs     | \$98.39           | \$116.83           | \$116.83          |  |
| Each ¼ Hour  | \$16.15           | \$16.15            | \$16.15           |  |

F. Bus Aides / Lift Vehicles

If bus aides are required, they will be provided by the Supplier at an hourly cost to the nearest ¼ hour of:

\$ 33.20

If lift vehicles are required by the Transportation Center, they will be provided by the Supplier at an additional

Annual cost of: \$ \_\_\_ N/A \_\_\_ OR Daily cost of:  
 \$ \_\_\_ 43.04 \_\_\_ .

G. Field Trip Service

Field trip service for educational, activity and athletic trips will be provided at the following rates:

Base cost – 2 hours live time: \$ \_\_\_ 197.00 \_\_\_  
 Additional ¼ hour : \$ \_\_\_ 24.60 \_\_\_

H. Service Rates — Summer School Transportation

The service rates for all categories listed above (A–G) shall be provided at the listed percentage below:

|    |   |               |
|----|---|---------------|
| A. | <u>AM / PM ROUTES – REGULAR</u>           | ___ 100 ___ % |
| C. | <u>AM / PM ROUTES – SPECIAL</u>           | ___ 100 ___ % |
| E. | <u>HOURLY SHUTTLE – REG &amp; SPECIAL</u> | ___ 100 ___ % |
| F. | <u>BUS AIDES</u>                          | ___ 100 ___ % |
| G. | <u>FIELD TRIP SERVICE</u>                 | ___ 100 ___ % |

**2. SCHOOL TRANSPORTATION SERVICE – Term 2 - SY 2027-2028**

A & C: “Live Time” Hourly Service Rates — AM / PM ROUTES – REGULAR (720/714) & SPECIAL(723/728)

Daily rate shall reflect the total of AM and PM “live time” per vehicle. Routes will pay additional 1/4 hour only, if they run more than 5 minutes over contracted time.

Note: AM Only will be paid at 50% of the daily rate, and PM Only routes will be paid at 50% of daily rate. The rate of compensation per vehicle per day:

|              | Vehicle Type      |                    |                   |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
| 2.00 Hrs     | \$237.18          | \$255.90           | \$255.90          |  |

|            |          |          |          |  |
|------------|----------|----------|----------|--|
| Added ¼ Hr | \$16.63  | \$16.63  | \$16.63  |  |
| 3.00 Hrs   | \$303.70 | \$322.42 | \$322.42 |  |
| Added ¼ Hr | \$16.63  | \$16.63  | \$16.63  |  |
| 4.00 Hrs   | \$370.22 | \$388.94 | \$388.94 |  |
| Added ¼ Hr | \$16.63  | \$16.63  | \$16.63  |  |

B & D: “Live Time” Hourly Service Rates — MIDDAY (716)/(723)

Daily rate shall reflect the total of Midday “live time” per vehicle.  
The rate of compensation for per vehicle per day:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| 1.00 Hrs     | \$101.34          | \$120.33           | \$120.33          |  |
| Each ¼ Hour  | \$16.63           | \$16.63            | \$16.63           |  |

E. “Live Time” Hourly Shuttle / Late Activity Service Rates - (717/725/726)

Rate of compensation per vehicle for Shuttle/Activity Service during non-prime time. Bus previously dispatched. Live time from pick up to drop off:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ |                   |                    |                   |  |
| 0.25 Hrs     | \$101.34          | \$120.33           | \$120.33          |  |

|             |          |          |          |  |
|-------------|----------|----------|----------|--|
| 0.50 Hrs    | \$101.34 | \$120.33 | \$120.33 |  |
| 0.75 Hrs    | \$101.34 | \$120.33 | \$120.33 |  |
| 1.00 Hrs    | \$101.34 | \$120.33 | \$120.33 |  |
| Each ¼ Hour | \$16.63  | \$16.63  | \$16.63  |  |

F. Bus Aides / Lift Vehicles

If bus aides are required, they will be provided by the Supplier at an hourly cost to the nearest ¼ hour of:

\$ 34.20

If lift vehicles are required by the Transportation Center, they will be provided by the Supplier at an additional

Annual cost of: \$ N/A OR Daily cost of:  
\$ 44.33 .

G. Field Trip Service

Field trip service for educational, activity and athletic trips will be provided at the following rates:

Base cost – 2 hours live time: \$ 202.91  
Additional ¼ hour : \$ 25.36

H. Service Rates — Summer School Transportation

The service rates for all categories listed above (A–G) shall be provided at the listed percentage below:

|    |   |              |
|----|---|--------------|
| A. | <u>AM / PM ROUTES – REGULAR</u>           | <u>100</u> % |
| C. | <u>AM / PM ROUTES – SPECIAL</u>           | <u>100</u> % |
| E. | <u>HOURLY SHUTTLE – REG &amp; SPECIAL</u> | <u>100</u> % |
| F. | <u>BUS AIDES</u>                          | <u>100</u> % |
| G. | <u>FIELD TRIP SERVICE</u>                 | <u>100</u> % |

**3. SCHOOL TRANSPORTATION SERVICE – Term 3 - SY 2028-2029**

A & C: “Live Time” Hourly Service Rates — AM / PM ROUTES – REGULAR (720/714) & SPECIAL(723/728)

Daily rate shall reflect the total of AM and PM “live time” per vehicle. Routes will pay additional 1/4 hour only, if they run more than 5 minutes over contracted time.

Note: AM Only will be paid at 50% of the daily rate, and PM Only routes will be paid at 50% of daily rate. The rate of compensation per vehicle per day:

|              | Vehicle Type      |                    |                   |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
| 2.00 Hrs     | \$244.30          | \$263.58           | \$263.58          |  |
| Added ¼ Hr   | \$17.13           | \$17.13            | \$17.13           |  |
| 3.00 Hrs     | \$312.82          | \$332.10           | \$332.10          |  |
| Added ¼ Hr   | \$17.13           | \$17.13            | \$17.13           |  |
| 4.00 Hrs     | \$381.34          | \$400.62           | \$400.62          |  |
| Added ¼ Hr   | \$17.13           | \$17.13            | \$17.13           |  |

B & D: “Live Time” Hourly Service Rates — MIDDAY (716)/(723)

Daily rate shall reflect the total of Midday “live time” per vehicle.  
The rate of compensation for per vehicle per day:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| 1.00 Hrs     | \$104.38          | \$123.94           | \$123.94          |  |
| Each ¼ Hour  | \$17.13           | \$17.13            | \$17.13           |  |

E. “Live Time” Hourly Shuttle / Late Activity Service Rates - (717/725/726)

Rate of compensation per vehicle for Shuttle/Activity Service during non-prime time. Bus previously dispatched. Live time from pick up to drop off:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ |                   |                    |                   |  |
| 0.25 Hrs     | \$104.38          | \$123.94           | \$123.94          |  |
| 0.50 Hrs     | \$104.38          | \$123.94           | \$123.94          |  |
| 0.75 Hrs     | \$104.38          | \$123.94           | \$123.94          |  |
| 1.00 Hrs     | \$104.38          | \$123.94           | \$123.94          |  |
| Each ¼ Hour  | \$17.13           | \$17.13            | \$17.13           |  |

F. Bus Aides / Lift Vehicles

If bus aides are required, they will be provided by the Supplier at an hourly cost to the nearest ¼ hour of:

\$ 35.22

If lift vehicles are required by the Transportation Center, they will be provided by the Supplier at an additional

Annual cost of: \$ \_\_\_ N/A \_\_\_ OR Daily cost of:  
 \$ \_\_\_ 45.66 \_\_\_ .

G. Field Trip Service

Field trip service for educational, activity and athletic trips will be provided at the following rates:

Base cost – 2 hours live time: \$ \_\_\_ 208.99 \_\_\_  
 Additional ¼ hour : \$ \_\_\_ 26.12 \_\_\_

H. Service Rates — Summer School Transportation

The service rates for all categories listed above (A–G) shall be provided at the listed percentage below:

- A. AM / PM ROUTES – REGULAR \_\_\_\_\_ 100 \_\_\_\_\_ %
- C. AM / PM ROUTES – SPECIAL \_\_\_\_\_ 100 \_\_\_\_\_ %
- E. HOURLY SHUTTLE – REG & SPECIAL \_\_\_\_\_ 100 \_\_\_\_\_ %
- F. BUS AIDES \_\_\_\_\_ 100 \_\_\_\_\_ %
- G. FIELD TRIP SERVICE \_\_\_\_\_ 100 \_\_\_\_\_ %

**4. SCHOOL TRANSPORTATION SERVICE – Term 4 - SY 2029-2030**

A & C: “Live Time” Hourly Service Rates — AM / PM ROUTES – REGULAR (720/714) & SPECIAL(723/728)

Daily rate shall reflect the total of AM and PM “live time” per vehicle. Routes will pay additional 1/4 hour only, if they run more than 5 minutes over contracted time.

Note: AM Only will be paid at 50% of the daily rate, and PM Only routes will be paid at 50% of daily rate. The rate of compensation per vehicle per day:

|              | Vehicle Type      |                    |                   |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
| 2.00 Hrs     | \$251.63          | \$271.49           | \$271.49          |  |
| Added ¼ Hr   | \$17.65           | \$17.65            | \$17.65           |  |

|            |          |          |          |  |
|------------|----------|----------|----------|--|
| 3.00 Hrs   | \$322.23 | \$342.09 | \$342.09 |  |
| Added ¼ Hr | \$17.65  | \$17.65  | \$17.65  |  |
| 4.00 Hrs   | \$392.83 | \$412.69 | \$412.69 |  |
| Added ¼ Hr | \$17.65  | \$17.65  | \$17.65  |  |

B & D: “Live Time” Hourly Service Rates — MIDDAY (716)/(723)

Daily rate shall reflect the total of Midday “live time” per vehicle.

The rate of compensation for per vehicle per day:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| 1.00 Hrs     | \$107.51          | \$127.66           | \$127.66          |  |
| Each ¼ Hour  | \$17.65           | \$17.65            | \$17.65           |  |

E. “Live Time” Hourly Shuttle / Late Activity Service Rates - (717/725/726)

Rate of compensation per vehicle for Shuttle/Activity Service during non-prime time. Bus previously dispatched. Live time from pick up to drop off:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ |                   |                    |                   |  |
| 0.25 Hrs     | \$107.51          | \$127.66           | \$127.66          |  |
| 0.50 Hrs     | \$107.51          | \$127.66           | \$127.66          |  |

|             |          |          |          |  |
|-------------|----------|----------|----------|--|
| 0.75 Hrs    | \$107.51 | \$127.66 | \$127.66 |  |
| 1.00 Hrs    | \$107.51 | \$127.66 | \$127.66 |  |
| Each ¼ Hour | \$17.65  | \$17.65  | \$17.65  |  |

F. Bus Aides / Lift Vehicles

If bus aides are required, they will be provided by the Supplier at an hourly cost to the nearest ¼ hour of:

\$ 36.28

If lift vehicles are required by the Transportation Center, they will be provided by the Supplier at an additional

Annual cost of: \$ N/A OR Daily cost of:  
\$ 47.03 .

G. Field Trip Service

Field trip service for educational, activity and athletic trips will be provided at the following rates:

Base cost – 2 hours live time: \$ 215.26  
Additional ¼ hour : \$ 26.90

H. Service Rates — Summer School Transportation

The service rates for all categories listed above (A–G) shall be provided at the listed percentage below:

|    |   |              |
|----|---|--------------|
| A. | <u>AM / PM ROUTES – REGULAR</u>           | <u>100</u> % |
| C. | <u>AM / PM ROUTES – SPECIAL</u>           | <u>100</u> % |
| E. | <u>HOURLY SHUTTLE – REG &amp; SPECIAL</u> | <u>100</u> % |
| F. | <u>BUS AIDES</u>                          | <u>100</u> % |
| G. | <u>FIELD TRIP SERVICE</u>                 | <u>100</u> % |

5. SCHOOL TRANSPORTATION SERVICE – Term 5 - SY 2030-2031

A & C: “Live Time” Hourly Service Rates — AM / PM ROUTES – REGULAR (720/714) & SPECIAL(723/728)

Daily rate shall reflect the total of AM and PM “live time” per vehicle. Routes will pay additional 1/4 hour only, if they run more than 5 minutes over contracted time.

Note: AM Only will be paid at 50% of the daily rate, and PM Only routes will be paid at 50% of daily rate. The rate of compensation per vehicle per day:

|              | Vehicle Type      |                    |                   |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
| 2.00 Hrs     | \$259.18          | \$279.63           | \$279.63          |  |
| Added ¼ Hr   | \$18.18           | \$18.18            | \$18.18           |  |
| 3.00 Hrs     | \$331.90          | \$352.35           | \$352.35          |  |
| Added ¼ Hr   | \$18.18           | \$18.18            | \$18.18           |  |
| 4.00 Hrs     | \$404.62          | \$425.07           | \$425.07          |  |
| Added ¼ Hr   | \$18.18           | \$18.18            | \$18.18           |  |

B & D: “Live Time” Hourly Service Rates — MIDDAY (716)/(723)

Daily rate shall reflect the total of Midday “live time” per vehicle.  
The rate of compensation for per vehicle per day:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| 1.00 Hrs     | \$110.74          | \$131.49           | \$131.49          |  |
| Each ¼ Hour  | \$18.18           | \$18.18            | \$18.18           |  |

E. “Live Time” Hourly Shuttle / Late Activity Service Rates - (717/725/726)

Rate of compensation per vehicle for Shuttle/Activity Service during non-prime time. Bus previously dispatched. Live time from pick up to drop off:

| Vehicle Type | Type III – 7 pass | Type III – 10 pass | Type III – Secure |  |
|--------------|-------------------|--------------------|-------------------|--|
| Daily Rate @ |                   |                    |                   |  |
| 0.25 Hrs     | \$110.74          | \$131.49           | \$131.49          |  |
| 0.50 Hrs     | \$110.74          | \$131.49           | \$131.49          |  |
| 0.75 Hrs     | \$110.74          | \$131.49           | \$131.49          |  |
| 1.00 Hrs     | \$110.74          | \$131.49           | \$131.49          |  |
| Each ¼ Hour  | \$18.18           | \$18.18            | \$18.18           |  |

F. Bus Aides / Lift Vehicles

If bus aides are required, they will be provided by the Supplier at an hourly cost to the nearest ¼ hour of:

\$ 37.37

If lift vehicles are required by the Transportation Center, they will be provided by the Supplier at an additional

Annual cost of: \$ \_\_\_ N/A \_\_\_ OR Daily cost of:  
\$ \_\_\_ 48.44 \_\_\_ .

G. Field Trip Service

Field trip service for educational, activity and athletic trips will be provided at the following rates:

Base cost – 2 hours live time: \$ \_\_\_ 221.72 \_\_\_  
Additional ¼ hour : \$ \_\_\_ 27.71 \_\_\_

H. Service Rates — Summer School Transportation

The service rates for all categories listed above (A–G) shall be provided at the listed percentage below:

|    |   |               |
|----|---|---------------|
| A. | <u>AM / PM ROUTES – REGULAR</u>           | ___ 100 ___ % |
| C. | <u>AM / PM ROUTES – SPECIAL</u>           | ___ 100 ___ % |
| E. | <u>HOURLY SHUTTLE – REG &amp; SPECIAL</u> | ___ 100 ___ % |
| F. | <u>BUS AIDES</u>                          | ___ 100 ___ % |
| G. | <u>FIELD TRIP SERVICE</u>                 | ___ 100 ___ % |

**Exhibit B**

**CENTENNIAL SCHOOL DISTRICT 12**

District Office  
4707 North Road  
Circle Pines, MN 55014

Request for Quotation  
Student Transportation – Type III School Bus

**QUOTATION CONDITIONS FOR CENTENNIAL SCHOOL DISTRICT 12**

Centennial School District 12 (“District”) provides transportation services for students attending regular and special education programs throughout the Twin Cities. These services include regular home to school and school to home transport, medium and high-density transport, low incident transport for special needs, care and treatment, and McKenny-Vento transport requests. Transportation will be provided throughout the Metropolitan Area to school and service locations according to conditions outlined in these specifications.

**SECTION I**

**REQUESTS FOR QUOTATIONS**

- A. **DURATION:** The service shall be for the **SY27, SY28, SY29, SY30 & SY31** school years.
- B. The District reserves the right at its sole discretion to extend the contract for additional school years with the mutual agreement of both parties.
- C. **COMPLIANCE:** The Supplier shall provide equipment, personnel and service that fully complies with all State and Federal and local laws, rules and regulations pertaining to student transportation. Equipment, drivers and attendants shall meet the rules and regulations of the State Department of Public Safety and the State Board of Education and any changes in these laws, rules and regulations.
- D. **SERVICE:** The Supplier shall furnish equipment and personnel to provide safe transportation for all students. Computer routing software will be used to schedule and time all routes. Transportation may include combinations for the following:
  - Regular school year and summer program transportation.

- Daily home to school and school to home transport including AM/PM, midday, after school activity runs.
- School day shuttle service.
- Regular and special education transportation service.
- Shuttles, work assignments, field trips and athletic trips.
- Suppliers performs routing service as part of their overall operations should identify such services and provide detail as part of their quotation. Additional fees related to these services should be itemized separately as indicated in Exhibit A.

Transportation will be provided for Centennial School District 12 on school days according to its district calendar.

- E. **CONTRACT:** Service awarded under this specification will be formalized in a contract based on the conditions and specifications as set forth herein. This contract will be based on the current model “Pupil Transportation Services Agreement” issued by the Minnesota Department of Education. All requirements stated in this specification will be incorporated by reference with the execution of the transportation contract.
- F. **AWARDS:** Contract(s) will be based on the evaluation of the quotes submitted. Centennial School District 12 reserves the right to accept or reject any or all quotes, and to reject nonconforming, nonresponsive, or conditional quotations in the best interest of the students. Centennial School District 12 reserves the right to negotiate any or all portions of contract terms and conditions related to these specifications as provided in Minnesota Statutes, Sec. 123B.52, Subd. 3. Centennial School District 12 contracts may be awarded to multiple Suppliers. The number of vehicles required shall be subject to increase or decrease as determined by Centennial School District 12 based on the transportation needs of the District.
- G. **NOTICE TO SUPPLIERS:**

School bus transportation services requested under this specification will involve transporting regular education and special education students from participating school districts to school locations throughout the Twin Cities Metropolitan Area. Information on current year service levels and service areas will be provided to Suppliers at a mandatory informational meeting at a date, time and location detailed in this request.

As the total number of students participating is unknown at this time, and may increase or decrease throughout the school year, the number and type of vehicles to be awarded under this quotation is also unknown at this time and may change after initial awards. Submitted pricing will be considered as runs, routes

and route combinations are developed that achieve the greatest cost efficiency for the District's transportation needs. Centennial School District 12 reserves the right to make transportation awards to a single supplier or multiple suppliers throughout the duration of the contract that it determines to be in the best interest of the District.

## **SECTION II**

### **SPECIFIC SERVICE CONDITIONS CENTENNIAL SCHOOL DISTRICT 12 TRANSPORTATION**

#### **1. VEHICLES:**

- A. Buses must meet the standards and specifications that meet all local, State and Federal standards. School buses (Types III) inspected by the Minnesota State Patrol will be used to deliver services outlined in this specification. Each school bus must display a valid State of Minnesota school bus inspection certificate (annual, interim or temporary).
- B. Supplier shall furnish a copy of the results of the annual school bus inspection conducted by the Minnesota Highway Patrol within 30 days of the actual inspection.
- C. All buses shall be clearly identified with a unit number and the name of the Supplier so as to be identifiable from a distance.
- D. Standby buses must be available for emergencies (10% of total buses awarded by Supplier available as spares).
- E. A vehicle list detailing year, make, model, capacity, license number, unit number and verification of current State Highway Patrol inspection sticker must be submitted by August 1<sup>st</sup> of each school year.
- F. Each vehicle shall be maintained in safe and reliable operating condition by using a preventative maintenance program to vehicle breakdowns and service interruption during student transport.
- G. Vehicles shall transport students at a capacity less than or equal to the manufacturer's rated seating capacity. Driver's are responsible to report overload situations and to ensure that no vehicle is operated with land overloaded capacity.

All vehicles shall comply with Minnesota Statute and Department of Public Safety requirements related to equipment and age. Type III vehicles shall not be more than ten (10) years old.

#### **2. EQUIPMENT:**

- A. Two-way radios/communication device available on all vehicles used during this contract.
- B. Video surveillance and GPS equipment required on all vehicles.
- C. All wheelchair vehicles equipped with lifts and/or ramps shall be equipped in accordance with the State of Minnesota minimum standards.
- D. Approved car seats, supports, and /or protective devices shall be provided by the service Supplier for all students who require such devices for their safe transportation.
- E. All buses used for this service shall be approved by the District.
- F. All buses shall be kept in a clean and sanitary condition and available for District inspection at all times.

3. INSURANCE

A. The Supplier shall maintain, throughout the contract term, public liability, property damage liability and workers' compensation insurance, insuring transportation quote and Districts of transported students against any and all liability related to services provided, including the loading and unloading of buses, as owner and operator of the buses.

B. Supplier shall provide coverage with the following minimum limits:

School Bus Type III

- |    |                                   |                            |
|----|-----------------------------------|----------------------------|
| a. | Bodily Injury Liability:          | \$1,000,000 per occurrence |
|    | 2. Comprehensive Property Damage: | \$1,000,000 per occurrence |
|    | 3. Worker's Compensation          | Per Minnesota Statutes     |
|    | 4. Umbrella Liability:            | \$2,000,000                |

C. The District must meet statutory limits set by the government.

D. The Supplier agrees to indemnify and save Centennial School District 12 harmless from any claims, expenses, or damages, including claims involving personal injury or

property damage arising out of, or in the course of, providing transportation of assigned pupils.

- E. Certificates of insurance coverage detailing coverage and effective dates of coverage will be filed with the District for the duration of the Contract. Suppliers shall provide all necessary certificates, identifying the District as “additional insured” based upon the services awarded and provided.

#### 4: SERVICE CONDITIONS:

- A. Special needs' students shall be picked up in front of, or as near as possible to, his/her home or as required in the students Individual Education Plan (IEP).
- B. All student pickups and drop-offs shall be made only as described by route copy instructions provided by the District. Any deviation must be communicated to and pre-approved by routing staff.
- C. No unauthorized person shall be allowed in any vehicle while engaged in the transportation of students.
- D. The District reserves the right to assign attendants to any vehicle to address behavior issues or to attend the special needs of students.
- E. The District reserves the right to require the proper bus size determined by the types of students using each bus.
- F. All drivers will be familiar with their routes and will make a practice run prior to their first day on the route.
- G. The Supplier will agree to provide a minimum of eight (8) hours of in-service per year for all drivers.
- H. The Supplier will agree to provide timely training needed by the bus drivers, monitors and aides.
- I. The Supplier will agree to furnish, at no charge, personnel and equipment to provide required annual student safety training.
- J. Supplier shall be responsible for handling complaint calls and the follow up on complaints.
- K. All special education buses shall have emergency forms on the vehicles for their transported students.
- L. Suppliers shall have a written policy, the purpose of which shall be the prevention of sexual harassment abusive/offensive behavior by and among employees.

#### 5: FACILITY :

- A. Bus terminal must be available to offer emergency service within a reasonable time.

- B. Bus terminal phones will be staffed during route times so questions from parents and District personnel can be answered quickly and correctly.

6: PERSONNEL:

A. SUPERVISOR/LIAISON/SAFETY OFFICER:

- 1. Coordinates the vehicles and personnel.
- 2. Oversees the services required in the Contract.
- 3. Provides a liaison staff that works with the schools and the District.
  
- 4. Supplier will have a designated supervisor available during all times when service is operating.

B. DRIVER:

- 1. Driver must comply with Federal, State and Local laws and regulations.
- 2. The District reserves the right to address the service performance of any employee used during this contract and the Supplier shall take appropriate steps to improve that service.
- 3. All drivers must be evaluated every year according to current Department of Public Safety requirements.

C. DISPATCHER:

- 1. The bus terminal will have a qualified dispatcher with knowledge of the area covered in the contract.
- 2. Dispatcher or transportation liaison will assign bus driver and bus monitors who have the proper training and shall follow the defined rules of this contract.

D. MONITORS (AIDES):

- 1. Bus monitors may be used on selected routes to address the medical or behavioral needs of students.
- 2. Bus monitors will be provided training as needed to address the safety of all students on their buses.
- 3. Bus monitors will ensure that protective safety devices, as required, are in use and fastened properly.
- 4. Upon request bus monitors (aides) may be transferred to any District run.

7: DRUG AND ALCOHOL TESTING:

All Federal, State and Local laws for alcohol and controlled substance testing shall be followed. Supplier will provide a copy of its alcohol and controlled substance policy and procedures as part of this quotation.

#### 8: RECORDS AND REPORTS:

- A. A verbal report to the District of all accidents and injuries involving vehicles carrying out the terms of this contract is to be made within 15 minutes of the incident. Detailed written follow-up reporting shall be sent via e-mail for non-routine student behavior, injury and accident situations.
- B. Supplier will maintain and report all records required by the District (accident reports, load counts, DMV reports, driver qualifications, etc.)
- C. Suppliers will maintain operating information as required for State transportation reports.
- D. Suppliers will respond to written reports by school staff or the District about route driver / bus aide service issues within 24 hours of submitted report. Immediate response may be requested in exceptional circumstances.
- E. Suppliers may be asked to provide the District with a copy of the DMV driver license report on October 1 and February 1 of each year.
- F. Suppliers may be asked to provide a list of drivers and their training hours completed at the end of each month.

#### 9: BILLING

- A. Supplier will bill the District within ten (10) days after the end of each month for services rendered for the previous month.
- B. Supplier shall provide itemized invoices monthly that outline the daily charges for service provided. Detail required may include per bus/per day, per student/per day, per mile/per day or alternative billing detail. Sufficient detail shall be provided to allow the District to verify correct charges for services delivered.
- C. Payment to Supplier shall be made according to the District's established Accounts Payable procedures.
- D. Billing will be based on the contract rate from Supplier using District routes and time from those routes.
- E. Compensation to be paid to the Supplier for transportation services under this specification shall be based on price categories as outlined in Exhibit A of this specification.
- F. Live Hour Service Charges: "Live Time" shall be defined as travel time from first scheduled pick-up to last unload at school for AM and first load at school to last scheduled drop-off for PM. Daily live time per vehicle shall be the total of actual live time traveled by a vehicle for the day. All live time calculations shall be determined by routing software calculations. Daily travel time variances caused by traffic delays,

seasonal road construction and winter road conditions will not be considered in live or deadhead travel time calculations.

- G. For Live Hour Service, vehicles used for AM only routes shall be compensated at 50% of the AM/PM rate. Vehicles used for PM only will be compensated at 50% of the AM/PM rate.
- H. Compensation as outlined above will apply to each scheduled school day. If the number of scheduled days is increased or decreased, the Supplier will be paid for the actual number of days that service is provided. There will be no additional compensation for adjusting the schedule for reasons such as early dismissal and/or late starts.
- I. Live Mileage Charges: "Live Miles" shall be defined as miles traveled from a student pick-up location to school drop-off location for AM and school pick-up location to student drop-off location for PM. For runs containing multiple pick-ups and drop-offs, cumulative miles from start to finish shall be the basis for mileage charges.
- J. Non-Performance - any contracted service that is not performed by the Supplier may be deducted from the following month's payment. Written notice of the intent will be provided to the Supplier along with documentation of the specifics regarding the service not performed within one week of the occurrence.

### **SECTION III**

#### **INCLUSION BY REFERENCE AND APPLICABILITY LAWS AND MISCELLANEOUS PROVISIONS**

- A. All services shall comply in quality, type and method with all applicable Federal, State and Local laws and regulations pertaining thereto.
- B. The District shall require strict adherence to the terms of specifications so as to safeguard the comfort and safety of all students, in order to provide the planned operation of its program.
- C. Each Supplier shall complete the attached quotation form.
- D. Written contracts will be executed and must be signed by the District and the Suppliers.
- E. New Suppliers may be required to furnish a Performance Bond for 100% of the contract price.

- F. In the event a contract is awarded and there is any dispute whether or not the proposed type of equipment, the character of service, the ability and qualifications of drivers, or any other fact question arises, the District shall be the sole judge.
  
- G. The Supplier agrees to provide any necessary information to assist the District in State reporting requirements.
  
- H. All Suppliers will comply with Title IX Compliance Notice - Nondiscrimination Policy Equal Opportunity.
  
- I. All Suppliers must comply with OSHA regulations where applicable.

**SECTION IV  
GENERAL INFORMATION**

**A. BUS DRIVERS RULES OF CONDUCT**

1. All drivers shall be licensed under Minnesota law to provide such service and meet all the Federal, State and Local laws and regulations.
2. All drivers shall be required to travel over the routes and make the stops according to the times designated by the District.
3. All drivers shall exercise proper care to protect children from injury and exposure.
4. Each driver shall maintain order among the children at all times. To allow them to enter and leave the bus only at such places as shall be designated by the District and shall report all cases of disobedience or improper conduct to the District Transportation Office and the appropriate school. At no time shall a driver discharge a student from the bus or refuse to pick up a student as a disciplinary action.
5. No driver shall use profane or indecent language within the hearing of any pupils and shall tolerate no such language on the part of the pupils.
6. Each driver will make any daily and weekly reports as required by the District regarding the bussing schedules, passengers and incidents en route.
7. Driver shall see that no dangerous or objectionable items such as guns (real, toy, loaded or unloaded), gasoline cans, animals, skis, ski poles etc. are allowed on the bus.
8. There shall be no pupils in the bus while the fuel tank is being filled.

9. If an emergency situation requires that the driver leave the vehicle when children are in the bus, the driver shall stop the bus, remove the ignition key, set the parking brake and otherwise render the bus immobile.
10. All drivers shall report immediately to their supervisor all accidents involving the vehicles operated by the driver during the transportation of pupils. The supervisor shall report such accidents immediately to the District.
11. All drivers shall abstain from the use of tobacco when on the school bus or on school grounds and shall allow no children to use tobacco, liquor or other drug forms while being transported in the bus.
12. Drivers will be encouraged to learn the names of students on their bus routes. This leads to better cooperation between driver and students.
13. Drivers will be familiar with and follow School District policies pertaining to student conduct on school buses.

#### B. ALCOHOL, CONTROLLED AND PROHIBITED SUBSTANCES

1. Suppliers employees performing safety sensitive functions shall be subject to all applicable State and Federal alcohol, controlled and prohibited substance laws and regulations. Safety sensitive employee alcohol and controlled substance testing shall be conducted as applicable either under Part 49 CFR-382 or per company policy conforming to the requirements of Minnesota Statute 181.951 through 181.957.
2. Suppliers shall conduct pre-employment, reasonable suspicion, random, post-accident and return to duty testing as outlined in requirements cited above.

#### C. FINES AND PENALTIES FOR NON-COMPLIANCE:

Note: All fines are per occurrence and will be submitted to the Supplier in written form once a week.

The Supplier will have 7 days to respond before fines are subtracted from the monthly bill.

1. A fine of twice the normal daily route pay will be imposed on the Supplier for any of the following.
  - a. Allowing a driver to drive a route without the appropriate driver's license.
  - b. Failure to provide a bus on a run due to lack of drivers or equipment.
  - c. Running a route with a vehicle that does not have a current inspection sticker.
2. A fine of ½ time the normal daily route pay will be imposed on the Supplier for any of the following:
  - a. Running a route without the required equipment as outlined above.

- b. Running a route more than 15 minutes late, unless due to a vehicle breakdown, poor weather, or an act of God.
  - c. Allowing a driver to drive for the District who has been suspended from the District for non-compliance of rules, regulations, laws or procedures.
  - d. Transporting persons other than those assigned without prior approval from the District.
  - e. Failures to have a driver do a practice run prior to the first day on a route.
3. A fine of the total normal daily rate will be imposed on the Supplier for any of the following.
- a. Failure to correct a problem that continues after three days.
  - b. Running a route without an aide, if an aide is required by the District.