

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/10/17



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: 1/5/17

To: **Board of Trustees**
 Browning Public Schools

From: Wayne Hall
Title: Transportation Supervisor

Subject: **East Glacier Bus Request to Field Trip to Canada**

Description: East Glacier School would like to use a bus from Browning Public Schools Transportation Department to go into Canada for a field trip on June 1, 2016.

Financial Impact: \$ 1,423.00

Funding Source (Budget/grant, etc.): 110-96-167-2710-0624-0000/210-96-167-2710-0624-0000
60/40split

Attachment(s): Letter from East Glacier Schools/Quote/Bus Use Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools

TRANSPORTATION DEPARTMENT
SCHOOL DISTRICT NO. 9
P.O. BOX 610

Browning, Montana 59417
406-338-2952

DATE: 9-1-16

TO: EAST GLACIER SCHOOL-KARLONA SHEPPARD

FR: BROWNING PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT

RE: BUS SERVICES PROVIDED/PAYMENT/ESTIMATE

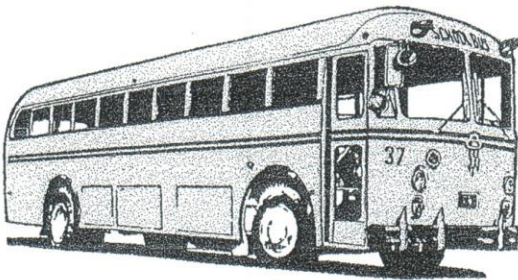
TO WHOM IT MAY CONCERN:

THE ESTIMATE FOR THE SERVICES THAT ARE BEING REQUESTED WILL BE ABOUT:
\$1423.00. THIS WILL INCLUDE THE MILEAGE AND THE DRIVERS WAGES. IF YOU
HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT ME AT 338-2952 EXT. 237.

THANK YOU,



WAYNE HALL, TRANSPORTATION SUPERVISOR



DRIVING WAGES:	11.5x\$22.00=\$253.00
STAND BY WAGES:	4.0x\$12.00=48.00
CLEANING:	1.0x\$22.00=\$22.00
MILEAGE:	550x\$2.00=1,100.00

TOTAL: \$1423.00

*East Glacier Park Grade School
125 Washington St. / P.O. Box 150
East Glacier Park, MT 59434*

*406-226-5543 (phone), 406-226-4269 (fax)
Eastglacierschool@yahoo.com
www.eastglacierschool.com*

November 7, 2016

Mr. Hall:

Thank you so much for the quote to rent a bus to go to the Calgary Zoo located in Calgary, Alberta, Canada on June 1, 2017. We are tentatively planning on leaving East Glacier Park at 6:00 a.m. and returning to East Glacier Park at about 9:00 p.m. We understand that the cost will be approximately \$1,423.00 which we will pay with a check from our student activity fund.

We are in the process of gathering certified copies of birth certificates from all students and staff members. At this point we are looking at 63 students and 10 staff members. The trip was approved by our Board of Trustees on September 27, 2016. I am enclosing a copy of the approved minutes for your records.

Thank you so much for assisting us in making this fantastic opportunity for our students to become a reality.

Sincerely,



Karlona Sheppard
Principal/Superintendent

SCHOOL DISTRICT VEHICLE USE AND RELEASE AGREEMENT
Browning Public School District

Organization requesting Vehicle: East Glacier Park Elementary School District

Vehicle Requested: 1 Bus to transport approximately 75 students and chaperones

Date of Use and Day of Week: June 1, 2017 (Thursday)

Hours of Use: morning until evening the same day

Purpose of Use: Field trip to Calgary Zoo

Organization Representative: Karlona Sheppard

Address: 125 Washington St., East Glacier Park MT 59434

Phone: 406.226.5543

BUS VIN #: _____

Year: _____

Make and Model of Bus: _____

Conditions of Vehicle Use—Use of District Vehicle is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco or other drugs are sold or consumed on district property by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the Vehicle or functional changes in the use of such Vehicle shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District property.
5. Unless otherwise authorized by law, school vehicles will not be used for political purposes.
6. A Browning Public School district bus driver is required to be the only driver of the bus during the rental period. The East Glacier school district will be required to pay the use fees which include mileage, drivers wages (driving wages and stand by wages), and a bus cleaning fee.
7. The East Glacier Park School district is also required to secure and pay for separate auto physical damage, auto liability, auto med pay, and under/uninsured insurance for the bus with the Browning Public school district named as an additional insured and loss payee on the insurance certificate.

Rent and Deposit—The requesting organization or individual agrees to pay the District, as rent for the Vehicle and as payment for special services (if any) provided by the District, the approximate sum of \$1,423 per the September 1, 2016 letter to district with an estimate of the use fees for this rental, and this shall be due 30 days in advance of the actual field trip date. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the Vehicle.

Indemnification Requirement—The undersigned organization, by signature of its authorized representative, hereby guarantees that the organization shall indemnify, defend and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney fees), damages, and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization's use of the aforementioned Vehicle which are not the result of fraud, willful injury to a person or

property or the willful or negligent violation of a law. The undersigned organization accepts and assumes all such risks and hazards and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage.

Insurance Requirement—The user of the Vehicle shall provide the District with a certificate of insurance. Said certificate shall name the District as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the Vehicle. Said insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for all bodily injuries and death resulting from any one accident and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage of \$1,000,000. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

Non-Discrimination—The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

District's Rights— School vehicles are used primarily for school purposes. If this request interferes in any school purpose or school function, the District reserves the right to cancel this Agreement at any time.

Signature: _____ Date: _____
East Glacier Park Elementary Representative

School Use Only

Circle One: Approved Denied

Signature: _____ Date: _____
Signature of Browning School Official