

REQUEST FOR PROPOSALS
TRANSPORTATION SERVICES FOR NEW BEGINNINGS SCHOOLS NETWORK

Purpose

New Beginnings Schools Foundation(NBSF) invites all interested firms to submit a proposal to provide transportation services for all NBSF students. The term of the initial contract is expected to be July 1, 2017- June 30, 2018 with renewable one year extensions through June 30, 2021. Only those Proposers that are identified through this RFP process as sufficiently qualified and experienced will be considered to provide the requested services for the Network. NBSF expects its transportation provider to own the operational responsibilities associated with student transportation, such that, NBSF staff is not involved with facilitating or coordinating the day to day operations. A description of New Beginnings Charter Schools Network, the services needed, and other pertinent information follow in this Request for Proposals (RFP).

All Request for Proposals responses must be submitted in a sealed package or emailed to:

New Beginnings Schools Foundation
2045 Lakeshore Dr. Ste. 415
New Orleans, LA 70122
Attn: Transportation Services
NO LATER THAN 4:00 P.M. CST ON May 31, 2017
rfp@newbeginningsnola.net

All requests for clarification, additional information, or appointments related to this RFQ must be submitted in writing, fax, or email on or *before May 8, 2017* to:

Ms. Shawanda Raphael
Executive Assistant to the CEO
Telephone: (504) 280-2309
Fax: (504) 280-2312
rfp@newbeginningsnola.net

Reservation of Rights

This RFP is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by the NBSF to select a vendor and/or award a contract. New Beginnings Schools Foundation reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the NBSF's funding and by the appropriation of funds by the legislature of the State of Louisiana.

A description of New Beginnings Schools Foundation, and other pertinent information follows:

Background of New Beginnings Schools Foundation

New Beginnings Schools Foundation is a PK-12th grade learning community that innovatively prepares every child, every day for success in life, college, and careers. We view high-quality education as a fundamental right of every child, every day. As such, all NBSF students receive respect, encouragement, and opportunities required to build the knowledge, skills, and attitudes to be successful, contributing members of a global society. NBSF operates Medard H. Nelson, and Pierre A. Capdau at Avery Alexander Elementary Schools, as well as, Lake Area New Tech Early College High School. New Beginnings has provided educational services 2100 students during the 2016-2017 school year.

Schedule of Events

Event	Date & Time
RFP released	April 19, 2017
Pre-Proposal Conference	May 5, 2017 at 10:00 am
Deadline for receiving proposer written inquiries	May 8, 2017 at 4:00 pm
Deadline to issue responses and answer proposer written inquiries	May 12, 2017 at 4:00pm
Deadline for submitting proposals	May 31, 2017 at 4:00pm
Evaluation of Proposals	June 1, 2017
Notice of Intent to Award	TBA

Pre-Proposal Conference

A pre-proposal conference will be held on May 5, 2017 at 10:00 am in the library at Lake Area New Tech Early College High School located at 6026 Paris Ave.

Additional Proposal Authorities

Subcontracting Information

The selected firm shall be the prime Proposer responsible to the Network. Proposers may enter sub Proposer arrangements, however, proposers should acknowledge in their proposal total responsibility for the entire contract, including payment of any and all charges resulting from the contract. If the Proposer intends to subcontract portions of the work, the Proposer should designate, in their response, the specific tasks to be performed by the sub Proposer.

Costs Incurred in Preparation of Proposals

All costs directly or indirectly related to preparation of a proposals responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by the Network in connection with this Request for Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by the Network.

Ownership of Proposals

All materials submitted in response to this request become the property of the Network. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by the Network and not returned to Proposers.

Proposals Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal. However, the Network reserves the right to reject a proposal if the Proposer's time period is unacceptable and the Proposer is unwilling to extend the validity of its proposals.

Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Proposers Inquiry Periods

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing by an authorized representative of the Proposer and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Inquiries shall not be entertained thereafter. Answers to questions that change or substantially clarify the RFP shall be issued by addendum and provided to all prospective Proposers.

Changes, Addenda, Withdrawals

The Network reserves the right to change the calendar of events at any time. The Network also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes, addenda or withdrawals, a written request signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section shall be submitted prior to the proposal opening, in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

Cancellation of RFP or Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by the Network to award a contract. The Network reserves the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of the Network to do so.

Waiver of Administrative Informalities

The Network reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

Acceptance of Proposals Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposals.

Proposer Requirements

NBSF expects all Proposers to sufficiently address the following terms within the submitted proposal;

A. Personnel

1. Agree to submit to NBSF the names addresses, background checks, and drug screenings of all bus drivers, dispatchers, and bus monitors.
2. Provide a detailed plan to manage all personnel involved in the transportation of NBSF students.
3. Assume all responsibility for hiring, training, and discharging personnel; however, the Network reserves the right to request dismissal of any staff member from service.
4. Designate a lead driver for each and a reserve of Standby drivers in the amount of 10% of the Network routes assigned to the Proposer.
5. Hire, train and supervise bus monitors. Trainings should include first aid, CPR, and seizure training. Training on administration of medication is required on special education buses.
6. Facilitate review of transportation process through ride along and/or observation of the general operation of the bus service.

B. Equipment

1. Provide on an as-needed basis, up to the guaranteed maximum or down to the minimum number of school buses specified on the Pricing Page.
2. All equipment shall comply with all statutes, school bus specifications, and safety regulations. If any bus equipment owned by the Proposer fails at any time to comply in whole or in part, it shall be replaced by the Proposer without expense to the Network and without claims for adjustment in compensation.
3. As a minimum, Proposer shall supply a spare bus ratio of 10% of all regular and special education route buses
4. Buses shall be kept in a clean and sanitary condition and open to examination by NBSF at all times.
5. Adhere to industry best practices regarding the use of appropriate equipment including, but not limited to the following items;
 - a. digital video recording system with a minimum of three (3) cameras
 - b. stop arms
 - c. first aid kits
 - d. body fluid clean-up kit
 - e. car seats
 - f. lifts
 - g. tie-downs
 - h. roll back alarms
 - i. anterior crossing gates.
 - j. direct 'emergency' phone line to ensure immediate contact with the Proposer
 - k. approved electronic child check system
 - l. The Network reserves the right to specify a single GPS product to be installed and operated on all buses serving the Network. GPS reporting and access must include but is not limited to live look up, route replay, on time reports, coverage reports, etc.

C. Students Safety and Conduct

1. Provide safety programs for students
2. Train students on the proper boarding, disembarking, bus riding, and evacuation procedures at least twice a year.
3. Provide ridership agreements that outline rules and regulations on the school bus.
4. Refer decisions on student disciplinary issues to School and Network administrators. Network agrees to work with the Proposer to assist with any necessary student discipline issues.
5. Vandalism damages to equipment or facilities will be the responsibility of the Proposer; however, the Network will assist the Proposer in receiving restitution whenever possible.
6. Digital replay from video cameras shall be provided within 24 hours and retained as needed.

D. Insurance

1. Worker's Compensation/Employer's Liability insurance to cover in the amount a minimum of \$1,000,000 each accident/disease each employee/ disease policy limit; including a waiver of subrogation and Alternate Employer endorsements in favor of NBSF.
2. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate; including naming NBSF Schools as additional insured and including a waiver of subrogation in favor of NBSF.
3. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles; including an Additional Insured Endorsement and a Wavier of Subrogation in favor of NBSF.
4. Excess Umbrella Liability Coverage with a minimum limit of \$5,000,000
5. All employees must be bonded.
6. All of the above mentioned policies will include a provision that NBSF will receive 30 days advance notice of cancellation or reduction in the limits of liability or coverages.
7. In addition, it is understood and agreed that NBSF will not be held responsible for damage to provider's equipment or vehicle regardless of cause.
8. Insurance requirements are subject to change based upon enrollment trends and NBSF discretion.

Hurricane, Tropical Storm and other Evacuation Assistance

In the event of a Hurricane, Tropical Storm or other event requiring mass evacuation of Orleans Parish and the City of New Orleans, the Proposer will make its fleet available to the Network, police, local, state and federal agencies. Proposer shall include per bus per day rental cost on **Schedule B: Pricing**.

Proposal Format

All proposers must have demonstrated a track record of success in the industry, provide professional references, and display sound business practices that show fiscal responsibility. Each proposer is expected to account for all necessary related-costs before offering the requested service at a competitive final price. Proposals should follow the format and order of presentation described below:

A. Introduction (Cover Letter)

- A brief company profile to include, but not limited to, headquarters location, years of service to K-12 schools in New Orleans, and other operating locations.
- A brief statement regarding the vendor's understanding of the scope of work to be performed.
- Detail your firm's experience and success in providing requested services.
- Include the name, title, phone number and email address of the person to whom NBSF may direct questions concerning the proposal.
- Be signed by an individual who is authorized to make proposals of this nature in the name of the firm making the proposals as listed on **Schedule A, Certification Statement**.

B. Executive Summary

- Provide an executive summary of the Proposer's plan as well as its area(s) of expertise and resource capabilities it believes highlights its firm as superior or unique in addressing the needs of NBSF as stated in the Scope of Work.
- This section shall also serve to introduce the purpose and scope of the proposal. It shall include a stipulation that the proposal is valid for a time period of one (1) year from the date of submission.
- The section shall also include a summary of the proposer's qualifications and ability to meet the State's overall requirements.
- Finally, it shall include a positive statement of compliance with the RFP terms. If the proposer cannot comply with any of the terms, an explanation of each exception must be supplied.

C. Qualifications and Experience

- Discuss experience providing transportation services to schools. Provide company values and qualities that distinguish services from competitors.
- Provide evidence of financial stability and substantiate the availability resources to satisfied services as outlined in this RFP. The Network reserves the option of validating financial and control status and matters with the Proposer before awarding the services. Failure to satisfy this concern may cause the District to reject the proposal.
- A proposer shall demonstrate (at a minimum) proof of the ability to obtain errors and omission insurance in an amount equal to 100% of the total annual contract amount.
- Proposers should ensure that their proposals contain sufficient information for NBSF to make its determination by presenting acceptable evidence of the above to perform the services outlined in the scope of work.

D. Proposed Plan

- Proposals should include any resources for project implementation or deployment. Present creative solutions or innovative concepts to meet the needs of the district for consideration.
- Clearly describe the approach and methodologies to be employed in the performance of the Scope of Work/Services.
- Delivery is a critical factor with this project. A project timeline must be submitted reflecting milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected.

Responses should include:

- a. Feasible and Effective Transition Plan
 1. Manager
 2. Driver recruiting and/or staff transition
 3. Facility, site, property, etc.
 4. Route/Run pairing process/plan
 5. Organization & Staff
 - Organizational Chart
 - Resumes of key contributors
 - Training & professional development program
- b. Additional System Technology Proposed Beyond RFP Requirements
- c. Financial Incentives Proposed to School District
- d. Vehicles & Related Equipment
 1. List of proposed fleet (model year, size, lift y/n, air conditioning y/n, etc.)
 2. Special equipment

E. Proposed Fees

- The fees and costs proposed by the prospective vendor shall be submitted using the format found in **Schedule B - Pricing**. All Proposers must respond to **Schedule B** in order for any Alternate Proposal to be considered.
 - a. Provide per day pricing for each element of service (this is to be the contracted pricing amount)
 - b. This annual estimate is for informational and comparison purposes only and is not binding.
 - c. Pricing shall include the transportation services required along with fulfilling the terms and conditions stated in the sample agreement for student transportation services.

F. Safety Plan

All proposals must include a safety plan and/or supporting documentation which is required to be in conformance with Federal and State of Louisiana Laws and Regulations. Plans must contain, but are not limited to, recurrent road, as well as, classroom training for drivers, safety training for students, emergency exit procedures, and adequate child safety measures. Responses should also include:

- 2-Yr Proposer Preventable Accident Rate/History (documented via Loss Experience)
- Contract Preventable Accident Mitigation Plan
- 2-Yr Proposer First-Pass State Safety Inspection Rate/History
- Contract First-Pass State Safety Inspection Achievement Plan

G. References

The Network reserves the right to contact references concerning similar cooperative program participants who can attest to the respondent's ability to meet or exceed the Network's requirements. Responses should include the names, emails, and phone numbers of three (3) references from existing clients where the Proposer has provided the requested services. There is particular interest in references that would include any School Districts or organizations that are similar in size and complexity to the NBSF.

Scope of Student Transportation Services and Requirements

It is the intent of the Network to contract with qualified individuals or entities to provide full-service transportation services. Full service transportation includes morning and afternoon

routes for all students, all student activity routes, and field trips. The ultimate resources to be provided will include but are not limited to the vehicles, video cameras, facilities, vehicle maintenance and repairs, insurance, parent communication, fleet management, drivers, attendants/aides/monitors, mechanics, administrative staff, training, professional development, routing, and certifications necessary to provide NBSF student transportation.

NBSF Students attend the following schools;

- Pierre A. Capdau Elementary School at the Avery Alexander Site
- Medard A. Nelson Elementary School
- Lake Area New Tech Early College High School

2017-2018 Morning and Afternoon Route Projections (172 Instructional Days)

School	Address	Zip	Enrollment Projections	Arrival Time	Dismissal
Pierre A. Capdau Elementary	5800 St. Roch Ave.	70122	765	7:30 am	3:25 pm
Medard H. Nelson Elementary	3131 St. Bernard Ave	70119	426	7:30 am	4:00 pm
Lake Area New Tech Early College High School	6026 Paris Ave.	70122	789	8:00 am	3:30 pm

2017-2018 Activity Route Projections

School	Riders	Day of Week	Dismissal
Lake Area New Tech Early College High School	150	M-F	6:00 pm

Routing Service Parameters

The Proposer shall provide routing services which includes providing routing software, designing bus routes, assigning riders, pairing or packaging bus routes, and/or optimizing accordingly. Routes shall be submitted to NBSF for approval prior to implementation. NBSF expects routes and stops to maximize convenience for NBSF Families. The Proposer’s drivers shall not deviate from the approved scheduled runs without prior approval from the Network.

The Proposer will be assessed liquidated damages for each day any deviation occurs in the amount charged for the run and the cost of any alternative transportation.

Service Expectations

The Proposer shall provide daily transportation to all students who live outside of a one-mile radius of the school site. All elementary school student bus stops are to be within .25 miles and

high school stops are to be within .50 miles of each student's home. Student travel to and from school cannot exceed 3 hours per day. Buses are expected to arrive at school no less than 10 minutes prior to scheduled arrival and dismissal times.

Dry Runs

Prior to the start of each school year the Proposer shall conduct an introductory orientation meeting for all of its drivers and monitors. This orientation shall include a thorough instruction process orienting drivers and monitors as to any and all changes for the coming year, Network policies, etc. The Orientation Meeting may be attended by NBSF personnel.

The Proposer will perform at least one real-time "dry run" (running the buses at the scheduled times without the students) within the 10 days preceding the first day of school. The dry run day will be scheduled and the process will be coordinated with Network officials who may monitor the process without restriction. The Network and Proposer will meet within 24 hours of the dry run day to assess outcome of the dry run.

If the Network deems an additional dry run to be necessary based upon the assessment, the Network may require one partial or full dry run to be performed

Liquidated Damages

Prompt and safe transportation of students is essential for students to benefit fully from their educational experience. Late or unsafe transportation burdens students, their families, and school staff. Due to the nature of the services to be rendered by the Proposer, it would be impractical and extremely difficult to determine actual damages resulting from the Proposer's failure to provide adequate services under this Agreement. It has been determined that certain failures to perform inherently involve damage. Accordingly, after August 31st of any school year, liquidated damages in the amounts listed below will be applied for service deficiencies. One or more of the damages may apply to any one route or occurrence. Damages will not be imposed for situations beyond the control of the Proposer. This includes, but is not limited to: non-preventable accidents, vehicles stuck in traffic, closing of streets for repair, and delays due to extremely poor weather and impassable streets. If a bus is late due to no fault of the Proposer or the bus driver, the Proposer must provide to the District written notice of the reason for the delay within twenty-four (24) hours to avoid liquidated damages. The final decision relative to whether liquidated damages are to be assessed rests with the District and will be based on the District's investigation of the circumstances of each incident.

There may be assessed as liquidated damages the amounts set out in **Schedule C – Liquidated Damages**. The damages are cumulative if a single incident includes more than one category. It is important to note that the School District desires to not assess any liquidated damages and trusts that the service being provided will preclude this item from being enforced.

Evaluation of Proposals/Criteria

All proposals will be reviewed and evaluated to determine compliance with requirements as specified in the RFP. The evaluation of each response will be based on its overall competence, compliance, format, organization, taking into consideration the evaluation criteria below:

Criteria	Maximum Score
1. Staffing Qualifications (staff prior experience, licenses, professional achievements) & Specialized Experience (experience in public school districts and charter schools)	20
2. Proposed strategy/plan (Vendor capacity, shared commitment, business integrity and reputation in the industry)	25
3. Proposed Fees (cost effectiveness/efficiency)	40
4. Company Financials	10
5. Firm is a DBE/MBE entity	5
Total	100

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. Identify the Contact name and fill in the information below: (Print Clearly):

Date: _____

Official Contact Name: _____

E-mail Address: _____

Phone Number with area code: (_____) _____

Address: _____

City: _____ State: _____ Zip: _____

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

- (1) The information contained in its response to this RFP is accurate;
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- (3) Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least one year from the date of proposer's signature below
- (5) Proposer understands that if selected as the successful proposer, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Schedule B

ONE YEAR FIXED, YEAR TWO AND THREE ESCALATORS

The bidder shall state a guaranteed minimum number of school buses and a guaranteed maximum number of school buses available for performance of the services specified herein. Price will not be the only determining factor in the award or awards.

_____ Guaranteed minimum number of school buses

_____ Guaranteed maximum number of school buses

Projected Number of Routes Per School

<u>School</u>	<u>Projected Number of Routes</u>	<u>Projected Student Travel Time</u>
Capdau Elementary		
Nelson Elementary		
Lake Area High School		

The proposer shall provide below firm, fixed prices for transportation services in accordance with the requirements and provisions specified herein.

Home to School Transportation

The proposer shall state a firm, fixed price for both the basic rate per school bus, per day and the excess rate per school bus, per hour for all school bus sizes listed below for each pairing:

The Proposer shall be compensated at the applicable basic rate per school bus, per day as stated below for each route consisting of up to five (5.0) hours live time transportation service. A regular route operating only in the morning or only in the afternoon/evening consisting of up to two and one half (2.5) live time transportation shall be compensated at one-half (1/2) of the applicable basic rate per school bus, per day stated on the Pricing Page. In addition to the applicable basic rate per school bus, per day, the Proposer shall be compensated at the applicable excess rate per school bus, per hour as stated below for live time transportation service in excess of five (5.0) hours. For service in increments of one-quarter (1/4) of an hour, the Proposer shall be compensated at the same portion of the excess rate per school bus, per hour stated below. The one-quarter hour shall be calculated by rounding the time driven to the closest quarter hour. The rounding calculation shall mean that the excess minutes from one (1) to seven (7) shall not cause any added cost (rounded down to the closest one-quarter hour), those minutes from eight (8) to fifteen (15) shall create added cost based on the quarter hour rate (rounded up to the next one-quarter hour).

Regular Transportation (Minimum 5.0 hours of daily service)

Bus Size (Passenger)	Base Rate All Routes Per Bus/Day	Excess Rate Hourly Rate Per Hour (over 5.0)
16 and Below	\$ _____	\$ _____
17 - 35	\$ _____	\$ _____
36 - 72	\$ _____	\$ _____

Special Needs Transportation Add-on Cost

Increase to above rate to add Wheelchair/Lift capability: \$ _____

Field Trip Transportation service

School Bus Size (Passenger)	Basic Rate Per Hour	Excess Rate Per Hr. (1/4 Hr. Increment)
All Sizes	\$ _____	\$ _____

ADD ON ITEMS:

Basic Rate Per Monitor Per Day (5.0 hours)
(Proposer-supplied, during live time) \$. _____

Excess Hourly Rate per Monitor over 5.0 hours per day
(Charged on Increments) \$. _____

Daily per-bus add-on cost for providing passive GPS \$. _____
(Tied to camera system above for the quad view)

Daily per-bus add-on cost for providing real time GPS \$. _____
(This may require the more detailed description being provided by vendor)

Late Activity/ Program Service - After school

School Bus Size (Passenger)	Basic Rate Per Hr.	Excess Rate Per Hr. (1/4 Hr. Increment)
All Sizes	\$ _____	\$ _____

Athletic/ Activity Trip Transportation Service (before/after school)

School Bus Size (Passenger)	Basic Rate Per Hr. (2.0 Hour Min spot to return)	Excess Rate Per Hr. (1/4 Hr. Increment)
All Sizes	\$ _____	\$ _____

For School Years 2018/2019 & 2019/2020

The proposer must indicate below the percentage of price increase or percentage of price decrease applicable. If a percentage is not quoted (i.e. left blank), NBSF shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.

The percentages indicated below will be used in the cost evaluation process to determine the lowest offer and the potential maximum financial liability to NBSF.

Annual Increase

Year 2 (2018 /2019) Period: +/- _____ %over 2017/2018 rates

Year 3 (2020/2021) Period: +/- _____ %over 2018/2019 rates

Schedule C – Liquidated Damages

	Brief Description	Penalty
1.	Failure to notify NBSF of any route running more than 15 minutes late.	Cost of alternate transportation and \$25.00 fine may be imposed.
2.	Failure to notify NBSF of any route running more than 30 minutes late.	Cost of alternate transportation and \$100.00 fine.
3.	Doubling of routes	Cost of alternate transportation and \$50.00 fine may be imposed.
4.	No updated route sheet	\$25.00 fine may be imposed.
5.	Contractor must obtain prior approval from Network for any changes to P/U & D/O times or locations.	Cost of alternate transportation.
6.	Driver/monitor not displaying proper photo ID.	Damages in the amount of \$10.00 per occurrence.
7.	A driver who has not successfully completed training required by the Network and is not qualified and or properly permitted	Damages in the amount of \$500.00
8.	Drivers or monitors smoking, on the bus, regardless of whether students are on board	Damages in the amount of \$100.00
9.	Failure to have a radio (cell phone), working fire extinguisher, first aid kit, emergency triangles, and video box (if required) on the bus	Damages in the amount of \$100.00
10.	Routes involved in a Preventable Accident.	Cost of alternate transportation.
11.	Bus not identified with Network specified route sign while in service to Network.	Damages in the amount of \$25.00 and the cost of any alternate transportation.
12.	Two way radio not working.	Damages in the amount of \$50.00 and the cost of any alternate transportation.
13.	Digital video camera/system not in place or not functioning properly.	Damages in the amount of \$25.00 per occurrence.
14.	Failure to provide, at a minimum, one full time manager/assistant manager on duty while Network routes on the road.	Damages equal to the cost of one route.
15.	Failure to dispatch athletic, activity, or field trip including failure to arrive on time.	Damages in the amount of \$50.00 and the cost of any alternate transportation.
16.	Failure to report accident or student injury per specifications.	\$100.00 fine per occurrence.
17.	Failure to file an accident report within 24 hours to Network Transportation Department.	\$25.00 fine per occurrence.
18.	Failure to provide Special Needs bus with all required equipment per IEP and Contract (AC, Lift, etc).	Damages in amount of cost per run per day.

19.	Failure to provide properly trained and qualified monitor/attendant.	Damages in amount of \$50.00 per run per day and loss of revenue for monitor/run/day.
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