November 4, 2021

Tanner F.
Transportation Research

VIA EMAIL – tanner@k12tranportationresearch.com

Re: FOIA Request received on 10/29/2021

Subject: Requesting the following documents listed below:

1. A copy of the current transportation contracts (including any addendums) with the district's transportation vendor(s), including both bus and small vehicles vendors for 2020-2021 and 2021-2022.
2. A summary of annual transportation expenses by vendor for August and September 2021.
3. A copy of District's latest student transportation RFP

Dear Tanner:

This letter will serve as Oswego Community Unit School District 308's response to your October 29, 2021 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. Attached is the information you requested.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses>FOIA Requests Responses -2021>then select FOIA ID #21-77.*

Please let me know if you have additional questions. Thank you.

John Petzke

John Petzke, CFO
Freedom of Information Officer

SD308
COMMUNITY UNIT
SCHOOL DISTRICT

Transportation Department
55 Stonehill Dr
Oswego IL 60543

Oswego Community Unit School District 308
4175 Route 71
Oswego, IL 60543

Service Month: AUGUST

First Student

Remit to:
First Student, Inc.
22157 Network Place
Chicago, IL 60673-1241

EBranch #:	**NV00262**
Customer #:	**230375**
Date:	**9/29/2021**
Received:	**9/24/2021**
Invoice #:	**11751385**
Modified Invoice	9/29/2021

	Oswego CUSD 308 Amount		First Student Amount
Regular Education:			
Route Billing	$ 96,229.44		$ 96,229.44
Excess Hours	$ 30,409.50		$ 30,409.50
40% COVID Routes			
Disinfecting	$ 584.64		584.64
Fuel Reimbursement	$ 1,227.52		1,227.52
Penalties	$ -		-
	$ 128,451.10		**$ 128,451.10**
Loaned Monitors	$ 397.26	Loaned Monitors	$ 397.26
Route Adjustments	**$ 40,959.37**	Route Adjustments	**$ 40,959.37**
	$ 169,807.73		**$ 169,807.73**
	$ 169,807.73		**$ 169,807.73**
		40.5.2550.331.90.3500.000	
Total	**$ 169,807.73**	**Total**	**$ 169,807.73**

FIRST STUDENT, INC.

NAPERVILLESOUTH 20185
31 W 330 Schoger Dr.
Naperville, IL 60564-0000

Phone: 630-978-3284
Fax: 630-978-4230

INVOICE #	11751385
Invoice Date	09/23/2021
Terms	Net 30 Days
Customer Number	230375
Purchase Order #	

Customer Information

Name OSWEGO SCHOOL DISTRICT 308
Address 4175 RTE 71

OSWEGO, IL 60543

Service Description	Location	Account	Amount
Routes	20185	41120	$167,598.31
Monitors	20185	41438	$397.26
Disinfecting	20185	41550	$584.64
Fuel	20185	52110	$1,227.52

Comments

August 2021 contract billing

Invoice Sub-Total	169,807.73
TAX EXEMPT	
Sales Tax	0.00
Total	169,807.73
Deposits	0.00
Balance Due	169,807.73

Please detach bottom portion to be returned with remittance

Location Number	20185
Customer Number	230375
Invoice Number	11751385
Invoice Total	169,807.73

Remit to:

FIRST STUDENT, INC.
22157 Network Place
Chicago, IL 60673-1221
USA

0000020185000023037500117513850016980773 1

First Student

Remit to:
First Student, Inc.
22157 Network Place
Chicago, IL 60673-1221

Oswego CUSD 308
4175 Route 71
Oswego, IL 60543

Customer #: 230375
Invoice Date 9/22/2021
Invoice #:

Service Month: August / 2021

	Amount
Regular Education:	
Route Billing	96,229.44
Excess Hours	30,409.50
Monitor/Aide Billing	-
Excess Hours	-
Fuel Reimbursement	1,227.52
	$ 127,866.46
Special Education:	
Route Billing	-
Excess Hours	-
Monitor/Aide Billing	-
Excess Hours	-
Fuel Reimbursement	-
	$ -
Adjustment to Invoice	
Routes	40,959.37
Monitor	-
Disinfecting	584.64
	$ 41,544.01
Loaned Monitors	$ -
Total	**$ 169,410.47**

Invoice Summary:

	41120	167,598.31
	41438	-
	41550	-
	52110	1,227.52
Total		168,825.83
Liquidated Damage		
Total		168,825.83

Monitors = 397.26

For questions regarding this invoice detail please contact our Naperville location manager, Linda Ondrus at 630.978.3284.

First Student

Oswego CUSD 308

Customer Invoice Concerns & Questions

Route #	Adjustment Explanation	GL Account	Amount
4012 AM	8/18 OOD, 35.35 miles (334.13*.5)	41120	167.07
54 AM	8/18 OH/MU, 37.05 miles (334.13*.5)	41120	167.07
4012 PM	8/18 OOD, 35.47 miles (334.13*.5)	41120	167.07
ED 53	8/18 10.2 miles (334.13*.5)	41120	167.07
51 PM	8/26 OE, 15.44 miles (334.13*.5)	41120	167.07
006 PM	8/26 BH, 15.57 miles (334.13*.5)	41120	167.07
TRIPDROP	8/26 H6602, (334.13*.5)	41120	167.07
027 PM	8/26 PP, 5.68 miles (334.13*.5)	41120	167.07
8109 PM	8/27 OE, 4.86 miles (334.13*.5)	41120	167.07
8109 PM	8/30 OE, 4.86 miles (334.13*.5)	41120	167.07
053 PM	8/30 SB, 9.29 miles (334.13*.5)	41120	167.07
051 AM	8/31 OE, 10.98 miles (334.13*.5)	41120	167.07
016 AM	8/31 LB, 16.67 miles (334.13*.5)	41120	167.07
8109 PM	8/31 OE, 4.86 miles (334.13*.5)	41120	167.07
	8/16 Dry runs, 29 routes $334.13*29	41120	9,689.77
	8/17 Mock Day, 29 routes	41120	9,689.77
	8/18,19,20; Additional Excess for Early Release, 29 routes*3 hrs excess	41120	19,240.92
	Disinfecting 29 routes, 288 applications * $2.03	41550	584.64

First Student

Oswego CUSD 308

Loaned Monitors

Month: August / 2021

Date	# of Monitors	# of Hours	Hourly Rate	Total Charge
8/18/2021	3	3	0.00	$ -
8/18/2021	2	3	0.00	$ -
8/19/2021	1	3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
		3	0.00	$ -
	6			$ -

SD308
COMMUNITY UNIT
SCHOOL DISTRICT

Transportation Department
55 Stonehill Dr
Oswego IL 60543

Oswego Community Unit School District 308
4175 Route 71
Oswego, IL 60543

Service Month: SEPTEMBER

First Student

Remit to:
First Student, Inc.
22157 Network Place
Chicago, IL 60673-1241

EBranch #:	**NV00262**
Customer #:	**230375**
Date:	**9/29/2021**
Received:	**9/24/2021**
Invoice #:	**11756706**
Modified Invoice	10/19/2021

	Oswego CUSD 308 Amount		First Student Amount
Regular Education:			
Route Billing	$ 166,730.87		$ 166,730.87
Excess Hours	$ 55,529.59		$ 55,529.59
40% COVID Routes			
Disinfecting	$ 1,012.97		1,012.97
Fuel Reimbursement	$ 3,472.67		3,472.67
Penalties	$ -		-
	$ 226,746.10		**$ 226,746.10**
Loaned Monitors		Loaned Monitors	
Route Adjustments	$ 22,293.37	Route Adjustments	$ 22,293.37
	$ 249,039.47		**$ 249,039.47**
	$ 249,039.47		**$ 249,039.47**
		40.5.2550.331.90.3500.000	
Total	**$ 249,039.47** -	**Total**	**$ 249,039.47**

FIRST STUDENT, INC.

NAPERVILLESOUTH 20185
31 W 330 Schoger Dr.
Naperville, IL 60564-0000

Phone: 630-978-3284
Fax: 630-978-4230

INVOICE #	11756706
Invoice Date	10/18/2021
Terms	Net 30 Days
Customer Number	230375
Purchase Order #	

Customer Information

Name OSWEGO SCHOOL DISTRICT 308
Address 4175 RTE 71

OSWEGO, IL 60543

Service Description	Location	Account	Amount
Routes	20185	41120	$244,553.83
Disinfecting	20185	41550	$1,012.97
Fuel	20185	52110	$3,472.67

Comments

September 2021 contract billing

Invoice Sub-Total	249,039.47
TAX EXEMPT	
Sales Tax	0.00
Total	249,039.47
Deposits	0.00
Balance Due	249,039.47

Please detach bottom portion to be returned with remittance

Location Number	20185
Customer Number	230375
Invoice Number	11756706
Invoice Total	249,039.47

Remit to:

FIRST STUDENT, INC.
22157 Network Place
Chicago, IL 60673-1221
USA

0000020185000023037500117567060024903947 1

TRANSPORTATION AGREEMENT

THIS AGREEMENT, made and entered into this 13th day of July, by and between OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308 of Oswego, Illinois, (hereinafter referred to as "School" or "District") and FIRST STUDENT of _____, (hereinafter referred to as "Contractor") (each an individual "Party" and collectively the "Parties").

RECITALS

WHEREAS, District, a school district in need of pupil transportation services, issued a Request for Proposals, including bid specifications and associated bid documents (collectively "District's RFP") soliciting proposals from qualified transportation providers;

WHEREAS, Contractor, a school bus transportation provider authorized to do business in the State of Illinois, submitted a Base Proposal ("Contractor's Proposal") in response to the Districts RFP;

WHEREAS, the District, after reviewing all proposals that were submitted in response to the RFP, found the Contractor's bid to provide transportation services was most suitable for the needs of the District; and

WHEREAS, the Parties wish to memorialize their understandings and obligations to one another by entering into this here Agreement.

NOW THEREFORE, for a good and valuable consideration and for the further consideration of the promises herein contained to be kept and performed by the respective Parties, it is hereby agreed as follows:

1. Contractor shall, during the term of this Agreement, supply and maintain such school buses (in quantity and capacity not to exceed a fleet-wide average of ten years) and personnel as are required to fulfil District's needs for transportation services as set forth in this Agreement, District's RFP (attached hereto and incorporated herein as EXHIBIT A), District's Addendum to RFP (attached hereto and incorporated herein as EXHIBIT B), and Contractor's Proposal (attached hereto and incorporated herein as EXHIBIT C). In the event of a conflict between these documents the provisions of this Agreement will control. Otherwise, the terms of the other document shall govern the Parties' relationship in the following order of precedence: (1) District's RFP; (2) District's Addendum to RFP; and (3) Contractor's Proposal.

2. The initial term of this Agreement shall be three (3) years beginning on or about July 1, 2020. With the possibility of a two (2) year extension at the option of the District and mutual agreement by the Contractor.

3. In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the daily rates set forth in the Contractor's Proposal as provided in EXHIBIT C. The fuel mileage calculations and the excess route hour calculations will be calculated starting and ending at the nearest District boundaries to Contractor facility. Said sums shall be paid monthly upon the presentation to District of the number of days actually run in the preceding month. These sums shall be paid no later than thirty (30) days after receipts of statement for services rendering during the preceding month provided Contractor has submitted all invoicing and supporting documentation in a timely manner according to the District's RFP.

4. During the entire term of this Agreement, Contractor shall comply in every respect with all laws, rules and regulations of the State of Illinois affecting or regulating the transportation of school children, including but not limited to the Motor Vehicle Code, the Illinois Prevailing Wage Act, The School Code of Illinois, and the rules promulgated by the Illinois State Board of Education and Department of Transportation.

5. To the fullest extent permitted by law the Contractor shall indemnify, keep and save harmless the Board, their agents, officials and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgements, costs and expenses arising from or related to any act, negligence or omission of the Contractor or its employees in performing under this agreement, and the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys costs and any other expenses arising there from or incurred against the Board in any such action, except to the extent caused by any negligence of the Board or its employees.

6. This contract may not be assigned or any part of the same subcontracted without the written consent of the District, and in no case shall such consent relieve Contractor from its obligations or change the terms of the contract.

7. The District reserves the right to use other transportation services for field trips, shuttle runs, athletic activities, out-of-district transportation, and other purposes.

8. Contractor, at its sole expense, agrees to provide insurance coverage as required by District's RFP.

9. Contractor shall provide a one hundred percent (100%) performance bond annually during the term of this Agreement, the cost of which shall be borne by Contractor.

10. This Agreement shall be governed by the laws of the State of Illinois. All references in this Agreement to the "state shall mean the State of Illinois. All regulations, laws and requirements of the state shall mean the regulations, laws, or requirements of the State of Illinois.

11. Both Parties warrant that they are properly authorized to enter into this Agreement.

12. In the event any provision specified herein is held or determined by a Court of competent jurisdiction to be illegal, void, or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.

13. If District cancels any work due to inclement weather (such as, but not limited to, snow, ice, flood, extreme cold/extreme heat), for health or safety reasons, District will not be responsible for paying Contractor for 5 or fewer days of such cancellations. If District cancels work for other emergency situations (including but not limited to epidemics, pandemics, plagues, political unrest, executive / governmental orders etc.), District agrees to pay a sum equal to forty percent (40%) of the daily charges for each operating day cancelled beyond 10 days due to such emergency event. The District further agrees and acknowledges that if, in response to an extended cancellation due to an emergency situation, Contractor is required to furlough or lay off employees, Contractor will make every effort to but cannot guarantee that it will have the minimum number of employees required to fulfill its obligations under this Agreement upon the resumption of business once the emergency situation subsides.

If Contractor cancels any work for whatever reason necessary, Contractor is still responsible for the transportation needs of the Students. If the Contractor cancels more than 5 days of work in any one school year, Contractor is responsible for paying District any costs incurred and associated with the performance of the services that Contractor would otherwise be responsible for.

14. With respect to Appendix B of Contractor's Proposal, all proposed modifications submitted by the Contractor shall be deemed to be rejected by the District except for the following, as further modified by the District:

i. Section 2.16 shall be modified to provide either party has the right to terminate the contract effective at the end of a school year upon a one-hundred twenty (120) day written notice prior to the end of the school year.

ii. Section 2.17 shall be modified to provide that the District will not enforce this section prior to Labor Day for each school year.

iii. Section 2.20 shall be modified to provide that all liability under this section shall be with respect to the scope of this Agreement.

Section 3.1(E) shall be modified to provide the term of the Agreement will be for a three year contract beginning on or about July 1, 2020 with the possibility of a two year extensions at the option of the District and mutual agreement between the Parties.

[Remainder of page intentionally left blank; signature page to follow]

IN WITNESS WHEREOF, the respective parties have caused this Agreement to be assigned and attested by their duly authorized representative the day and year first above written.

OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308	CONTRACTOR
School Board President	Contractor Authorized Representative
School Board Secretary	Title
7/13/2020 Date	Date

EXHIBIT A
[District's RFP]

EXHIBIT B
[Addendum to District's RFP]

EXHIBIT C
[Contractor's Proposal]

TRANSPORTATION AGREEMENT

THIS AGREEMENT, made and entered into this 13th day of July, 2020, by and between OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308, (hereinafter referred to as "School" or "District") of Oswego, Illinois, and SEPTRAN, INC. of 2601 Navistar Drive, Lisle, IL 60532, (hereinafter referred to as "Contractor") (each an individual "Party" and collectively the "Parties").

RECITALS

WHEREAS, District, a school district in need of pupil transportation services, issued a Request for Proposals, including bid specifications and associated bid documents (collectively "District's RFP") soliciting proposals from qualified transportation providers;

WHEREAS, Contractor, a school bus transportation provider authorized to do business in the State of Illinois, submitted a Base Proposal ("Contractor's Proposal") in response to the Districts RFP;

WHEREAS, the District, after reviewing all proposals that were submitted in response to the RFP, found the Contractor's bid to provide transportation services was most suitable for the needs of the District; and

WHEREAS, the Parties wish to memorialize their understandings and obligations to one another by entering into this here Agreement.

NOW THEREFORE, for a good and valuable consideration and for the further consideration of the promises herein contained to be kept and performed by the respective Parties, it is hereby agreed as follows:

1. Contractor shall, during the term of this Agreement, supply and maintain such school buses (in quantity and capacity not to exceed a fleet-wide average of ten years) and personnel as are required to fulfil District's needs for transportation services as set forth in this Agreement, District's RFP (attached hereto and incorporated herein as EXHIBIT A), District's Addendum to RFP (attached hereto and incorporated herein as EXHIBIT B), and Contractor's Proposal (attached hereto and incorporated herein as EXHIBIT C). In the event of a conflict between these documents the provisions of this Agreement will control. Otherwise, the terms of the other document shall govern the Parties' relationship in the following order of precedence: (1) District's RFP; (2) District's Addendum to RFP; and (3) Contractor's Proposal.

2. The initial term of this Agreement shall be three (3) years beginning on or about July 1, 2020. With the possibility of a two (2) year extension at the option of the District.

3. In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the daily rates set forth in the Contractor's Proposal as provided in EXHIBIT C. The fuel mileage calculations and the excess route hour calculations will be calculated starting and ending at the nearest District boundaries to Contractor facility. Said sums shall be paid monthly upon the presentation to District of the number of days actually run in the preceding month. These sums shall be paid no later than thirty (30) days after receipts of statement for services rendering during the preceding month provided Contractor has submitted all invoicing and supporting documentation in a timely manner according to the District's RFP.

4. During the entire term of this Agreement, Contractor shall comply in every respect with all laws, rules and regulations of the State of Illinois affecting or regulating the transportation of school children, including but not limited to the Motor Vehicle Code, the Illinois Prevailing Wage Act, The School Code of Illinois, and the rules promulgated by the Illinois State Board of Education and Department of Transportation.

5. To the fullest extent permitted by law the Contractor shall indemnify, keep and save harmless the Board, their agents, officials and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgements, costs and expenses arising from or related to any act, negligence or omission of the Contractor or its employees in performing under this agreement, and the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys costs and any other expenses arising there from or incurred against the Board in any such action, except to the extent caused by any negligence of the Board or its employees.

6. This contract may not be assigned or any part of the same subcontracted without the written consent of the District, except to Contractor's parent company, affiliates, subsidiaries, or related entities which consent shall not be unnecessarily withheld or delayed, and in no case shall such consent relieve Contractor from its obligations or change the terms of the contract.

7. The District reserves the right to use other transportation services for field trips, shuttle runs, athletic activities, out-of-district transportation, and other purposes.

8. Contractor, at its sole expense, agrees to provide insurance coverage as required by District's RFP.

9. Contractor shall provide a one hundred percent (100%) performance bond annually during the term of this Agreement, the cost of which shall be borne by Contractor.

10. This Agreement shall be governed by the laws of the State of Illinois. All references in this Agreement to the "state shall mean the State of Illinois. All regulations, laws and requirements of the state shall mean the regulations, laws, or requirements of the State of Illinois.

11. Both Parties warrant that they are properly authorized to enter into this Agreement.

12. In the event any provision specified herein is held or determined by a Court of competent jurisdiction to be illegal, void, or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.

13. This Agreement and Contractor's rates set forth hereunder contemplate a base term of 3 years and a minimum of 175 operating days per school year in accordance with the regularly scheduled school year.

If District cancels any work due to inclement weather (such as, but not limited to, snow, ice, flood, extreme cold/extreme heat), District will not be responsible for paying Contractor for 5 or fewer days of such cancellations. For purposes of clarity, District shall be responsible for paying 100% of the daily charges for cancellations due to inclement weather that extend beyond 5 days. If District cancels work for other emergency situations (including but not limited to epidemics, pandemics, plagues, political unrest, executive / governmental orders etc.), District will not be responsible for paying Contractor for 5 or fewer days of such cancellations but agrees to pay a sum equal to forty percent (40%) of the daily charges to

cover fixed costs for each operating day cancelled beyond 10 days due to such emergency event. The District further agrees and acknowledges that if, in response to an extended cancellation due to an emergency situation, Contractor is required to furlough or lay off employees, Contractor will make every effort to but cannot guarantee that it will have the minimum number of employees required to fulfill its obligations under this Agreement upon the resumption of business once the emergency situation subsides.

If Contractor cancels any work for whatever reason necessary, Contractor will be assessed applicable liquidated damages in accordance with the terms and conditions of the RFP.

14. Payment for such services will be made by check, money order, or ACH or wire transfer in accordance with the Local Government Prompt Payment Act (50 ILCS 505).

If District, acting in good faith, disputes the accuracy of all or part of any invoice, District must notify Contractor of such dispute within thirty (30) days of the receipt of the invoice, including the specific line item subject to dispute and the reasons for the dispute. Notwithstanding such dispute, District shall pay all undisputed amounts. Payment of any undisputed amount shall not constitute waiver for District's right to dispute other unpaid amounts.

In the event undisputed sums due and payable are not received in the time prescribed in the Local Government Prompt Payment Act (50 ILCS 505), a permissible late charge may be assessed upon the account pursuant to said Act.

In the event such undisputed sums are not received within ninety (90) days, service may be discontinued until such time as Contractor has received all undisputed sums due, and District shall hold Contractor harmless for any damages resulting from the discontinued service due to District's failure to pay.

15. If either Party refuses or fails to perform services as specified in this the Agreement, or any separable part thereof, the other Party may, without prejudice to any other right or remedy, serve written notification upon it of intention to terminate and, unless within thirty (30) days after service of such written notice of the condition or violation the party in breach shall cease and make satisfactory arrangements for the correction thereof, the Agreement shall, upon the expiration of the thirty (30) days, cease and terminate.

With respect to Section 2.17 (Contractor Default) in the District's RFP (Exhibit A), the District will not enforce the language in this section prior to Labor Day for each school year.

16. Notwithstanding any contrary statements in the Contract or any documents incorporated herein by reference, in the event any federal, state, local, or other governing body's statutes, laws, rules, or regulations impact Contractor's method and/or cost in connection with the provisions of services hereunder (e.g., changes in equipment requirements, changes in service requirements, changes in unemployment insurance benefit requirements, increase in minimum wage, etc.) or in the event there are other material changes in the requirements of District (such as enrollment changes or changes to the vehicle types to be used), and the impact of such changes materially impacts the methods and/or cost of Contractor in connection with providing bus service hereunder during the term of the Contract, each Party, upon written notice to the other Party, may request a renegotiation of the Contract which shall be conducted in good faith. Such renegotiations may include, without limitation; changes in rates, term,

payment schedules, levels of service, and the types or number of vehicles to be used. Any modification to the Contract resulting from such negotiations shall become effective on a mutually agreed upon date. If the parties cannot come to an agreement, either party may terminate the Contract upon a one hundred twenty (120) days' written notice.

17. In the event market conditions dictate that employee wage increases are necessary, the Contractor, upon written notice to the District, may request a renegotiation of the Contract to mitigate the financial impact of any increased wages to the Contractor which shall be conducted in good faith. Any modification to the Contract resulting from such negotiations shall become effective on a mutually agreed upon date. If the parties cannot come to an agreement, either party may terminate the Contract upon a one hundred twenty (120) days' written notice.

[Remainder of page intentionally left blank; signature page to follow]

IN WITNESS WHEREOF, the respective parties have caused this Agreement to be assigned and attested by their duly authorized representative the day and year first above written.

OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308

School Board President

School Board Secretary

7/13/2020
Date

SEPTRAN, INC.

Contractor Authorized Representative

Gary L. Waits Jr., President
Title

7/13/2020
Date

EXHIBIT A
[District's RFP]

EXHIBIT B
[Addendum to District's RFP]

EXHIBIT C
[Contractor's Proposal]

SD308
COMMUNITY UNIT
SCHOOL DISTRICT
World-Class Schools Serving Caring Communities

Oswego Community Unit School District 308

4175 Route 71

Oswego, IL 60543

Request for Proposals of

Pupil Transportation Services

March 2020

1.1 Instructions to Contract Bidders

REQUEST FOR PRICING (RFP) OVERVIEW

It is the responsibility of the School District to periodically evaluate the transportation services and related costs to provide appropriate cost effective services to students. School District 308 is seeking Proposals for qualified pupil transportation management companies to provide transportation services for approximately forty-five to sixty in-district regular education routes and twenty-five to thirty out-of-district special education routes.

As a part of this measure, a sealed Request for Pricing (RFP) Proposal is being sought for a **three year contract with the District's option of one two year extension** for pupil transportation services pursuant to the specifications stated herein. Said RFP must be in full compliance with Public Act 095-0241 Third Party Contracting for Non-Instructional Services. See Appendix M, Request for Pricing Proposal Summary.

The Oswego Community Unit School District 308 would welcome ideas for consideration from Contractors as to how the School District can realize additional efficiencies in the delivery of pupil transportation services. To that end, Contractors are encouraged to include additional voluntary alternates as well as suggestions for consideration.

The RFP must show a total price for all items specified herein and further cost should be broken down into categories for each item, showing unit price and unit prices extended; (all as more fully set forth on the RFP attached hereto) The District has discretion to award the bid as either/or or both pieces of work to either one contractor or two.

Said request for pricing should be submitted in duplicate (one original and one copy) plus one electronic version on a USB flash drive to:

Oswego Community Unit School District 308
Dawn M. Simosky, Director of Transportation
55 Stonehill Rd, Oswego, Illinois 60543

All proposals must be received on or before **March 18, 2020 by 9:00am**. Proposals received after that date and time will not be accepted or considered. Proposals sent by facsimile or electronic mail will not be accepted or considered.

There will be a public opening of the proposals on **March 18, 2020 at 9:00am** at the District Transportation Center located at 55 Stonehill Road, Oswego, Illinois 60543. All interested parties are invited to attend.

The RFP must be made in accordance with the instructions contained herein. They should be submitted in duplicate on forms furnished by the School District in an envelope plainly marked with the Contractor's Name and address with the notation:

1.2 Mandatory Pre-Proposal Meeting

Due to the scope of the work involved in the RFP, a pre-proposal meeting will be held on March 5, 2020 at 10:00am at the District Transportation Center located at 55 Stonehill Road, Oswego, IL 60543. Proposals **WILL NOT** be accepted from Contractors who do not attend the pre-proposal meeting.

1.3 Questions

The deadline for all questions will be March 10, 2020 at 3:00 pm. Questions should be forwarded via email to dsimosky@sd308.org. All proposals will be considered for either/or both pieces of work, and are subject to the District's discretion.

1.4 Addenda to RFP

If it becomes necessary to revise any part of the RFP, notice of the revision will be emailed in the form of an addendum to all parties who have attended the Pre-Proposal Meeting. All addenda shall become a part of the RFP. Each Proposer, in its proposal, acknowledges all addenda that it has received to avoid any miscommunication. The failure of a Proposer to receive or acknowledge receipt of any addendum shall not relieve the Proposer of the responsibility for complying with the terms thereof.

1.5 Irrevocability of Proposal (RFP)

All Proposals once submitted shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days from the date and time for receipt of Proposals set forth above.

1.6 Proprietary Information

The information provided in the RFP is intended solely for internal use by the Contractor in their preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law. Route information related to Appendix L: Annual Base Bid Cost Projection Information will be provided to bidders upon request.

1.7 RFP Proposal Format

All Proposals submitted must be in the following order: Cover Letter, Appendix's A through O in alpha order, Litigation/Regulatory Preceding List, Contractor Line of Credit, Proof of ability to obtain Vehicles, Contractor Resume, addendum (if applicable), followed by any additional information the bidder would like to provide in support of their proposal.

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GENERAL CONDITIONS

Acceptance of a Proposal by the Oswego Community Unit School District 308 does not constitute a Contract. The final Contract document will be developed by the District and the Board of Education must formally approve execution of a Contract before the document has any legal effect.

The Contract Provider should expect the following conditions and requirements (but not limited to) to be a part of a contractual agreement if the District upon review of the submitted RFP's determines that a formal contract is a viable alternative. See Appendix C, Request for Pricing Acknowledgement and Appendix D, Comply / Exceptions to Request for Pricing.

2.1 Request for Pricing Documents

RFP Documents may be obtained from the District 308 Administration Center or on the District website at www.sd308.org. These documents consist of:

Instructions to Contract Providers
General Conditions
Detailed Specifications
Compensation Schedule
RFP Form
Attached Documentation

2.2 Requirements for Signing a Request for Pricing

All Requests for Pricing must be signed by a qualified representative of the provider. See Appendix B, RFP Signature Form.

2.3 Compliance with Laws

The Contract Provider shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies, which may in any manner affect the performance of the agreement including, but not limited to, laws pertaining to safety, wage rates, non-discrimination, intimidation of employees, Third Party Non-Instructional Services and preference to citizens of the United States and the State of Illinois. Provisions of said Acts are hereby incorporated by reference and become a part of these specifications. Contract provider must submit Appendix G, Non-Collusion Affidavit and Appendix H, Criminal Background Check Affidavit.

2.4 Non-Discrimination

The Contract Provider, in performing under this contract, shall not discriminate against any worker, employee, applicant, or an member of the public because of race, creed, sexual orientation, color, age, sex, or national origin, or otherwise commit an unfair employment practice including full compliance with the requirements of federal and state civil rights laws, including but not limited to: the Illinois Civil Rights Act of 2003, P.A. 93-0425; Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.; the Americans with Disabilities Act, 42 U.S.C. 12101 et seq., and the Rehabilitation Act of 1973, as amended, 29 USC 701 it seq., as well as rules and regulations promulgated there under.

The Contract Provider further agrees that this article will be incorporated by the Contractor in all contracts entered into with suppliers of materials and services, contacts and subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this agreement.

2.5 Certificate of Eligibility

Each RFP must be accompanied by a Certificate of Eligibility to bid certifying that the Contractor is not barred from bidding on public contracts due to a conviction for the violation of section 33E-3 (Bid Rigging) or section 33E-4 (Bid Rotating) of the Illinois Criminal Code of 1961 (720 ILCS 5-33E-3, 5-33E-4). See Appendix I, Certificate of Eligibility.

2.6 Familial Relationships

Each RFP must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) and/or employees of the contractor and any member of the Board or Education or the Superintendent of District 308. An RFP that does not include this sworn and notarized familial relationship disclosure statement will not be considered or accepted by the Board of Education. See Appendix F, Non-Familial Relationship Affidavit.

2.7 Illinois Secretary of State Safe Ride Program

Each RFP must be accompanied by a sworn and notarized affidavit to be in compliance with the Illinois Secretary of State Safe Ride Program as it pertains to school bus transportation. See Appendix O, Illinois Secretary of State Safe Ride Program.

2.8 Illinois Drug-Free Workplace Act

Each Contractor submitting an RFP with twenty-five or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the Contractor shall provide a drug-free workplace for employees engaged in the performance of working under this contract. See Appendix K, Certificate of Compliance with a Drug-Free Work Place. The Certificate certifies that the Contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substance in the performance of the contract and that the Contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1 et seq.). The contract shall be subject to suspension of payments or termination, or both, if it is determined that the Contractor has made false certification or has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act. A copy of the Contractor's current drug and alcohol testing procedures must accompany the RFP and must be in strict compliance with Federal and State regulations.

2.9 Cost Projections

Each Contractor submitting an RFP will provide a cost projection for a three year agreement with an optional two year extension, using generally accepted accounting principles and which the contractor is prohibited from increasing if the RFP is accepted by the School Board, for each and every expenditure category and account for performing said transportation services.

2.10 Annual Base Bid

The Contractor's base bid must include pricing for all pupil transportation services as described in this RFP. Moreover, the Contractor, by submitting its Proposal, agrees to convene monthly or more frequently if requested, with representatives of the District for the purpose of evaluating the efficiency of the performance of the Contract, including but not limited to, a decrease or increase in the number of routes and/or employees necessary to carry out the provisions of the Contract as contemplated herein. As part of this process, and by submitting their proposal, the Contractor agrees to pass along any savings to the District. See Appendix M, Annual Base Bid Cost Projection Information and Appendix M, Request for Pricing Proposal Summary Part One & Two.

2.11 Contractor Background and References

The Contractor must provide a minimum of three references from K-12 School Districts in the State of Illinois that the Contractor operates between 50 – 150 buses and must complete a contractor background questionnaire. See Appendix E, Contractor References and Appendix N, Contractor Background Questionnaire.

2.12 Litigation / Regulatory Proceedings List

The Contractor will provide a Litigation / Regulatory Proceeding List, including all litigation or regulatory proceedings the company has been involved in within the past five (5) years as it pertains to school districts for which the Contractor has been a party to similar contracts, supplies, equipment or services of the type which are subject of the proposed contract, or noncompliance of the Contractor's supplies, equipment of services, or the Contractor's working conditions and employment practices, with the Occupational Safety and Health Act and other Federal and State requirements. The District reserves the right to nullify at its discretion the contract in part or in whole if it becomes aware the Contractor failed to disclose any litigation or regulatory proceedings.

2.13 Proposal Expenses

Costs incurred in preparation of the RFP directly or indirectly, oral presentations, supplements or clarification or any reasonable appearance or request which may be required by the District in connection with this invitation shall be the sole responsibility of the Contractor and shall not be reimbursed in any manner by the District.

Each Contractor agrees that the evaluation of its bid by the District involves considerable time and effort. Contractors who choose to submit an RFP will do so in consideration of the specific conditions contained in this paragraph, or they should not bid.

Any Contractor who challenges the District's decision, in any type of litigation, shall, unless Contractor prevails in such litigation, be responsible for all the District's attorney fees, costs and expenses, in defending such litigation.

Ownership of materials submitted will become the property of the District. Any selection or rejection does not affect this right. All materials submitted will be retained by the District and not returned to the Contractor.

2.14 Indemnity

To the fullest extent permitted by law the Contractor shall indemnify, keep and save harmless the Board, their agents, officials and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgements, costs and expenses arising from or related to any act, negligence or omission of the Contractor or its employees in performing under this agreement, and the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys costs and any other expenses arising there from or incurred against the Board in any such action, except to the extent caused by any negligence of the Board or its employees.

2.15 Subletting or Assignment of Agreement or Funds

No agreement shall be assigned or any part of the same subcontracted without written consent of the Board or its designee, but in no case shall such consent relieve the Contractor from its obligations, or change the terms of the Agreement.

The Contractor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Board or its designee having first been obtained. The transfer or assignment of any funds either in part or whole, or any interest therein, which shall be due or to become due the Contractor, shall cause the annulment of said transfer or assignment.

2.16 District 308 Right of Termination

The Board of Education or its designee has the right to terminate the contract upon a one-hundred twenty (120) day written notice to the contract provider.

2.17 Contractor Default

The Board may, subject to the provisions specified herein, by written notice of default to the Contractor, terminate the contract in part or whole in any of the following circumstances:

> If the Contractor fails to make delivery or to perform any portion of the services within the time specified herein or any extension thereof or:
>
> If the Contractor fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger the performance of the Agreement in accordance with its terms, and in either of these two circumstances, does not correct such failure with a period of four (4) calendar days (or such other period as the Board or its designee may authorize in writing) after receipt of notice from the Board or designee specifying such failure.

In the event the Board terminates the Contract in part or whole as provided above, the Board or designee may procure, upon such terms and in such manner as the Board or designee may deem appropriate, supplies or services similar to those terminated, and the Contractor shall be liable to the District for any excess cost for such similar supplies for services; provided, that the Contractor shall continue the performance of the Contract to the extent not terminated under the provisions of this clause.

2.18 Payments

Payments are approved by the Board of Education at its monthly board meeting provided said service has been properly provided, approved by the Director of Transportation and accepted by the Board.

The Board recognizes that there are obligations which, if paid on a timely basis could gain discounts. The Treasurer is authorized to pay expenses at a time which will offer the best financial benefit to the District. Contractors should include their discounts in the space provided on the RFP sheet. For example: 2/10 Net 30. Discounts will not be taken into consideration in determining the lowest bid.

2.19 Tax Exemption

Oswego Community Unit School District 308 is exempt from Federal, State and Municipal Taxes. The Contractor shall secure all permits (if any), fees and licenses necessary for the execution of the work. Our Illinois State Tax Exempt Number is: E9995-8708-06

2.20 Insurance Policies

The Contractor shall procure and keep in full force Insurance Policies during the entire period of the Agreement and any extension thereof, in companies licensed to do business in Illinois with an A.M. Best rating of AVI and satisfactory to the District: Comprehensive General Liability and Comprehensive Automobile Liability Insurance policies (including physical damage) in minimum amounts as follows:

- Combined single limit bodily injury and property damage coverage of $10,000,000 for each occurrence and $10,000,000 in aggregate.
- Excess umbrella liability damage coverage of $20,000,000 for each occurrence.
- Medical payment limits of $10,000 each person, each occurrence.
- Uninsured and underinsured motorist protection limits – Statutory.

Such insurance shall name the District as an additional insured and shall insure members of the Board of Education, Officers, Employees and Agents in all of their official capacities, and other persons, firms or corporations as the District from time to time may direct for claims arising out of the performance of the Contract. The Carrier's insurance coverage is considered primary to any other collectable insurance. Contractual liability shall be provided under the Comprehensive General Liability policy to include the indemnity set out in General Conditions, Page 5, and Section 2.14 Indemnity.

A certificate of insurance shall be provided and acceptable to the District evidencing this coverage twenty (20) days prior to the commencement of the Contract. All policies will list as additional insured the Contractor, The District and its Board of Education, both individually and collectively, and all agents, representatives and employees of the Contractor and the District.

The liability insurance referred to above should be at least as broad as Insurance Services Office, Inc's occurrence forms CG001, GL 0002 or GL 0404. Insurance Services Offices endorsements CG21 34 and CG21 39, or other endorsements or policy provisions which limit contractual liability are not acceptable.

The Carrier will maintain policies of insurance that carry a Best's Rating of AVI or greater and is satisfactory to the District covering Worker's Compensation including Occupational Diseases, with Statutory Limits as provided by the law of the State of Illinois or any other state which might take jurisdiction. Employer's Liability coverage shall be included in the same policy with limits of at least $2,000,000.

Each insurance company must agree not to terminate their coverage without a thirty (30) day prior written notice to both the District and Carrier and to include this clause in the insurance policy. In such case of termination, the Carrier will provide evidence of new insurance at the earliest possible date, but not less than ten (10) days prior to the termination of the original policy.

2.21 Prevailing Wage Law

820 ILCS 130/.01 et seq. requires that the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the contract.

2.22 Contractor Fiscal Responsibility

To ensure good service and ability to replace old buses, Contractor must show a line of credit available from one or more banks and verification of that credit by an office of the bank. The successful Contractor may also be required to furnish evidence of additional fiscal stability at the option of the District.

2.23 Performance Bond

If a formal contract is awarded, the Contractor within seven (7) business days following the contract award shall furnish a Performance Bond. The Performance Bond shall be in an amount equal to one-hundred (100%) of the amount of the base contract, as a security for the faithful performance of the contract. Such bond shall be in a form and with a surety acceptable to the District and shall not include a limitation period shorter than provided by Illinois law.

The bond shall name the District as primary co-obligee and shall be deemed to include the terms listed with this document. The cost to provide such bond shall be shown on the pricing page and shall be paid by the successful Contractor.

The Performance Bond shall guarantee the performance of the duties placed on the Contractor pursuant to the contract with the District, and shall indemnify the owner of liability or loss resulting to the District from any failure of the Contractor to fully perform each or all said duties. The Bond shall be deemed to cover all such duties.

The Performance Bond herein provided shall be placed with a surety company or companies having a policyholder's rating not lower than "A" and a financial rating not lower than "XII" in the A.M. Best Insurance Company Rating (current addition) unless a lower rating is approved by the District in writing.

If at any time the District shall become dissatisfied with any security or sureties then upon the bond, or for any reason such bonds cease to be adequate security for the District, the Contractor shall within five (5) days after notice to do so, substitute an acceptable bond in such form and sum and signed by such other sureties as may be satisfactory to the District. No further payments shall be deemed due nor shall be made until the new sureties have qualified.

DETAILED SPECIFICATIONS

3.1 Standard Conditions

3.1A School District 308 provides transportation services to regular and special education students who reside within the boundaries of the school district.

3.1B The Contractor shall furnish equipment and personnel sufficient to fulfill the requirements of the regular education and special education routes as provided by the District.

3.1C Regular Education students are transported round trip to designated locations determined by the District.

3.1D Special Education students are transported round trip (curb to curb), including some transfers from school to school and/or alternate locations.

3.1E The term of the Agreement will be for a three year contract beginning on or about July 1, 2020 with the possibility of a two year extensions at the option of the District.

3.1F School buses and personnel must be in compliance with all laws, rules, regulations and statutes of the District, the State Board of Education, the Illinois Department of Transportation, the State of Illinois, and the State Standards for School Buses, Federal Regulations and the Kendall, Will and Kane County Superintendent's offices and the local municipalities in which the vehicles will be operated.

3.1G Three in-services of not less than one (1) hour per session must be provided to all school bus drivers and monitors per year.

3.1H The Contractor will work closely with the Director of Transportation and/or designee during the term of this Contract.

3.2 School Buses / Vehicles

3.2A The Contractor shall show evidence of the ability to purchase or lease required vehicles and other equipment, with a reputable vehicle manufacturer, vendor or broker, along with a financing commitment, letter of credit or other evidence of available funding for such purchase or lease agreement should be included in the RFP.

3.2B The Contractor's vehicles shall not exceed ten years of age or 140,000 miles.

3.2C The Contractor shall provide the necessary supplies, parts and services to maintain all vehicles in a dependable, safe, clean, comfortable and sanitary condition inside and out.

Vehicles must meet requirements as set forth by the Illinois State Board of Education, the State of Illinois Standards for School Buses and any other governing body. Buses will be subject to inspection by the Illinois Department of Transportation and by such persons as may be designated by the State Superintendent of Education or the District. Buses not passing inspection shall not return to service until all conditions have been corrected. Vehicle inspection fees shall be paid by the Contractor.

The District reserves the right to inspect the Contractor's equipment at any time and has the authority to have the Contractor make repairs, replace parts, or replace vehicles if the District so desires. A penalty of $200.00 per vehicle, per occurrence will be assessed when it is determined that the Contractor's vehicle does not meet the requirements set forth in the RFP.

3.2D The design of the school bus and any proposed equipment shall be subject to the approval of the District 308 Director of Transportation. All buses used for special education transportation services under the contract shall be equipped with a reliable operating air conditioning system.

3.2E Lap seat belts or suitable alternative restraining devices approved by the District shall be considered basic equipment for all school buses and shall be provided by the Contractor at no additional cost to the District.

3.2F Shoulder straps, special supports, student safety devices, wheel chair restraint systems and all other safety devices shall be provided in accordance with all applicable laws when they are deemed necessary by District 308 personnel directly responsible for the students and shall be provided by the Contractor at no additional cost to the District.

3.2G In buses which transport obese, non-ambulatory, or medically fragile students and their accompanying equipment, the interior of the bus shall be structured and reconfigured to accommodate such needs. Buses which transport wheelchair students must be equipped in accordance with all applicable laws to accommodate all varieties of wheelchairs manual or otherwise.

3.2H All school buses will be clearly labeled with the contract provider's name and in compliance with Illinois Public Act 95-0176 "To Report Erratic Driving" in accordance with the Department of Transportation standards. Each bus will have route placards as required by the District located in the first window behind the entry door.

3.2I All school buses shall be equipped with a two-way radio communication system operative at all times with a full time base station in accordance with Illinois Public Act 96-1066. The Carrier will operate and maintain the two-way communication so that clear channels are always available in case emergency communication is required. The Carrier shall provide to the District, at no cost, three (3) portable handheld radios programmed to hear and communicate with all Carrier buses and base station.

3.2J Each bus shall be equipped with digital camera technology, to ensure the safety and wellbeing of all riders. At a minimum the system should have two viewing angles (driver/door and aisles) as well as clear audio. In addition the system should be capable to record in color and be viewable in low light conditions. The system must be able to store a minimum of fifteen (15) days of video. The Contractor shall make available access to all video to the District within four (4) hours of such request. The Contractor will be accessed a $150.00 penalty each time a video request is not fulfilled with in the time limits or when a video is not accessible. The Contractor understands that the District has sole rights to the video and audio and must approve all distribution and viewing of any video of district students, routes, etc.

3.2K Each bus shall be equipped with “Real Time” GPS technology with direct access to the District. This access can be web based with the capability to gather data such as on-time performance, stop times, route times, speed, etc. Acceptable products would be, but not limited to Synovia or Zonar software.

3.2L All vehicles must be equipped with a child check electronic alarm system and the Contractor must be in full compliance with the post-trip inspection policy and procedure requirements of Illinois Public Act 95-0260.

3.2M The number of buses and the runs they make (as set forth herein) is not binding on the District. If additional equipment is needed by the District, the Contractor shall secure such equipment as quickly as possible. There is no guarantee to the number of buses or routes needed and the District reserves the right to make changes it deems in its best interest.

3.2N The Contractor agrees to provide an adequate number of standby vehicles to ensure uninterrupted service to the District. An adequate amount is 10% of the number of vehicles that operate the district’s transportation services. If it is determined the Contractor does not poses the adequate number of standby vehicles, the District shall charge the Contractor a penalty of $250.00 per occurrence to be withheld from the next subsequent payment due.

3.3 Service Conditions

3.3A The District Transportation Center will provide the Contractor with route and student information and will update as necessary. Carrier is required to fulfill route changes within forty-eight (48) hours of receiving said changes. The Contractor has no authority to modify, split, change or adjust route directions, packages without the written consent of the Director of Transportation or designee.

If the District determines the Contractor has failed to provide service and/or modifies, splits, changes or adjusts route directions, packages without approval as stated above, the Contractor will be charged a penalty of $125.00 plus the daily rate per vehicle, per occurrence to be withheld from the next subsequent payment due.

3.3B Scheduling of arrivals and departures of buses from various schools shall conform to the school’s calendar and time table.

3.3C The Contractor shall be responsible for contacting and informing parents/guardians of the scheduled pick up and drop off times for special education students and students in special programs. The initial notification to the District and parent/guardian must occur at least seven (7) days prior to the first day of school. The Contractor shall maintain consistent schedules and notify the District when a special education route is operating ten (10) or more minutes late. The District must be notified when a regular education route is operating ten (10) or more minutes late.

3.3D Special education students are picked-up and delivered curb to curb and shall be delivered at school in a like manner conforming to District procedures.

3.3E The District requires special education students be delivered home or an approved alternate location in the presence of the parent/guardian or an authorized adult unless a release provided by the parent/guardian and has been approved by the District.

3.3F Special Education students are to be delivered to school no earlier than fifteen (15) minutes or later than five (5) minutes prior to the start of their school day where an authorized representative of the school is present.

Conditions such as weather, accidents, or construction that impede traffic outside the Contractor's control will not result in the assessment of a penalty subject to reasonable notice to the District's Director of Transportation or designee via email and phone.

3.3G No unauthorized person/s shall be allowed in any vehicle while engaged in the transportation of students; however, the District reserves the right to have an authorized district employee ride on any bus, on any route without prior notice to the Contractor.

3.3H No student shall be transferred from one vehicle to another without the expressed permission from an authorized employee of the district transportation center. An exception would be when a vehicle has a mechanical failure. The District shall be notified as soon as possible after the fact.

3.3I When a vehicle has a mechanical failure or cannot be safely or legally operated during a route, another bus shall be brought to the location within twenty (20) minutes of the occurrence. In the event of an accident where the driver is in part or in whole responsible for the accident, a substitute driver and bus must be provided to comply with State mandated testing under the implied consent principle of 625 ILCS 5/11-501.1.

3.3J Homebound buses must be parked in place prior to the school dismissal bell and will not depart until released by the school or on special education routes when all riders have boarded and are properly seated.

The Contractor will be charged a penalty of $100.00 per occurrence to be withheld from the next subsequent payment due for failure to arrive at school prior to the school dismissal bell time.

Conditions such as weather, accidents, or construction that impede traffic outside the Contractor's control will not result in the assessment of a penalty subject to reasonable timely notice to the District's Director of Transportation or designee via email and phone.

3.3K The Contractor shall maintain telephone communication beginning one hour prior to the first bus required to leave the bus lot and continuously until thirty minutes after the last student has been delivered home.

3.3L In emergency closing situations, the Contractor will follow instructions provided by the District 308 Director of Transportation or designee. In the event of an immediate emergency, the Contractor will execute appropriate decisions to ensure the safety and welfare of students.

3.4 Route Scheduling

3.4A The District Transportation Center will provide the Contractor with complete route directions, student lists, school calendars, and school bell times no later than fourteen (14) days prior to the first day of school. However adjustments in schedules will occur from time to time and should be expected.

3.4B District procedures allow students to be picked up from the same address each day and returned to an alternate location as long as it is consistent each day provided the parent/guardian submitted an Alternate Pick Up / Drop off Location Form and has been approved by the District.

3.4C Subsequent to providing the initial route directions and student lists, the Contractor will receive additions, deletions and changes from time to time by the District.

3.4D All route directions, student data, school maps and any other documents provided by the District shall remain the proprietary property of the District and shall be surrendered by the Contractor upon termination of this Contract.

3.4E The Contractor shall provide the Director of Transportation by August 25th of each year the full name of the bus driver and bus monitor, the bus number of the route, and any additional information deemed necessary by the District. (Update as requested)

3.4F The Contractor is to direct all parent/guardian concerns to the District Transportation Center for assistance.

3.5 Information Requirements

3.5A The following information for all bus drivers involved in the contract under employment of the Contractor will be provided to the Director of Transportation seven (7) days prior to the first day of school each year. All costs related to licensing, drug and alcohol testing and yearly physicals of bus drivers will be the responsibility of the Contractor.

1) First, Middle, Last Name.
2) Valid permit number.
3) Proof and date of completion of the Illinois School Bus Driver instruction.
4) Proof and date of health certification.
5) Copy of current driver's license.
6) Evidence of freedom from tuberculosis.
7) Evidence of passing the criminal background check as required by Illinois statute.
8) Evidence of successful completion of yearly permit renewal.
9) Notification a driver is ticketed and/or arrested during the term of the contract.

3.5B The following information for all bus monitors involved in the contract under the employment of the Contractor will be provided to the Director of Transportation seven (7) days prior to the first day of school each year.

1) First, Middle, Last Name.
2) Evidence of freedom from tuberculosis.
3) Proof monitor is at least twenty-one years of age.
4) Proof and date of health certification equal to the bus drivers requirements.
5) Evidence of passing the criminal background check equal to the bus driver requirements.

3.5C Information regarding new bus driver and monitors shall be provided within one week after their employment.

3.5D The following information shall be provided on all vehicles used to transport District 308 students to the Director of Transportation seven (7) days prior to the first day of school each year. Subsequent to the initial yearly information, the Contractor shall provide the same information on any newly acquired buses during any given year. Vehicle maintenance and safety inspection history shall be made available to the Director of Transportation or designee upon request.

1) Make, Model, Year and Vehicle Identification Number of each vehicle.
2) Capacity of vehicle.
3) Specialized equipment on vehicle.
4) Current odometer reading.

3.6 Facility Requirements

3.6A The Contractor's facility should be in a location that will provide the best possible service to the District and specifically the ability to put buses in service during inclement weather when areas may be inaccessible. The facility must be able to accommodate enough staff, buses, employee parking, vehicle maintenance bays and equipment to meet the needs of the Contract. District 308 reserves the right to determine if the Contractor's facility will sufficiently meet the district needs and if not, may require alterations.

3.6B The facility shall include sufficient phone service to accommodate heavy call periods. The phone system shall include a minimum of three dedicated District 308 rollover lines for public use, one private line for District use, one fax line and enough internet service to meet heavy usage periods.

3.7 Personnel

3.7A The Contractor shall provide adequate administrative, dispatch and office personnel, vehicle maintenance staff, bus drivers and monitors based on need and available to the District during the business day. The Contractor is required to have on-site staff available at all times beginning one hour prior to the first bus leaving the bus lot and continuously until thirty minutes after the last student has been delivered home.

If the entire contract is awarded to one Contractor, at a minimum the dedicated office staffing requirements shall be one (1) on-site administrator, two (2) dispatchers and one (1) community relations safety supervisor during the life of the Contract. The office staff shall not drive or monitor bus routes and must remain in the office to fulfill their duties. All Contractor supervisors are subject to be on call twenty-four (24) hours per day, seven (7) days a week.

If the contract is awarded to more than one Contractor, at a minimum the dedicated office staffing requirements shall be one (1) on-site administrator and one (1) dispatcher during the life of the Contract. Although one (1) community relations safety supervisor is required during the life of the Contract, this position may be shared with another comparable contract located at the same facility. The office staff shall not drive or monitor bus routes and must remain in the office to fulfill their duties. All Contractor administrators and supervisors are subject to be on call twenty-four (24) hours per day, seven (7) days a week.

3.7B Employee absenteeism can significantly affect the needs of the District. The Contractor must maintain trained and qualified substitutes available to ensure the needs of the District are fully met. The Contractor at its expense will maintain a sufficient number of substitute drivers and monitors not assigned permanent routes to be available to cover bus schedules when drivers or monitors are absent.

3.7C The District reserves the right to interview any employee assigned to the District 308 Contract in part or whole and/or may request in writing the removal of any employee who it feels is performing in a manner that is unsatisfactory to the District.

3.7D The Contractor shall be highly selective in the hiring of employees assigned to the District 308 Contract. The candidates should be of strong ability, quality character, integrity and fitness that are acceptable to the District.

3.7E The Contractor shall employ only qualified bus drivers and bus monitors who are required at all times to exercise the highest degree of care, observe and comply with all current and future laws, ordinances, rules and regulations which may in any manner affect the performance of the Contract including decisions set forth by the Board of Education.

3.7F When transporting students, buses shall not be operated by any person other than a qualified licensed bus driver meeting all requirements as set forth by the Illinois State Board of Education and the Illinois Secretary of State and any other applicable laws or regulations.

3.7G The District respects the right of the Contractor's authority on dismissal or change in assignment of a particular employee. However the District reserves the right to require the Contractor to investigate any employee's performance. The District shall have the right to require the removal or reassignment of any employee working under the Contract. The Contractor may request a review of the decision by sending a letter addressing the situation along with a recommendation to the Director of Transportation.

3.7H The Contractor shall ensure all employees are informed of applicable District policy, procedures and rules related to pupil transportation services including addressing conduct of students and methods and procedures of maintaining discipline on the school bus. When the conduct of a student(s) warrants a written disciplinary report, the completed report is to be submitted to the District's Transportation Safety Coordinator within the same business day. Serious concerns should be addressed immediately by phone call and followed up with a written disciplinary report and supporting video/audio of the situation within four hours of notice.

Concerns dealing with student safety and discipline that are beyond the bus driver or monitors immediate ability to solve should be reported to the District's Transportation Safety Coordinator. Final authority on disciplinary issues is the responsibility of the District.

3.7I Employees must be at least twenty-one (21) years of age, be a legal resident of the United States, be conversant with the English language and meet all other legal requirements for employment prior to being placed in a position with the Contractor to work under this Contract. Employees that transport or work with special education students must have successfully completed a comprehensive special education training program inclusive of Epi-pen and allergy related training approved the Director of Transportation or designee prior to beginning a work assignment. Specialized

training for specific needs of students may be necessary and should be expected. Proof of completion must be provided to the District immediately upon request.

3.7J The District reserves the right to audit payroll records and/or timecards of the Contractor and its employees directly involved in the transportation of students. The Contractor must have a monitoring system in place to ensure the employees are on site at the facility and that the duration of the time indicated matches that noted on the Contractor's invoice.

3.7K When the Superintendent of Schools determines to close school to ensure the health and safety of persons or for any other reason, then the District shall not be obligated to pay for any services hereunder, provided the District has notified the Contractor by 5:30am on the day the District or out-of-district school(s) will be closed.

3.8 Safety and Discipline

3.8A Should an accident occur, the Contractor will immediately notify the Director of Transportation or designee and provide all information presently known. The Contractor shall update the Director as new information develops and will submit a detailed report and video/audio recordings as soon as possible but no later than twenty-fours from said occurrence.

3.8B The bus driver shall conduct a thorough inspection of the bus at the end of each run and upon returning to the contractor's transportation center to ensure no student(s) remain on the school bus, and for lost articles or property damage.

The Contractor will be charged a penalty of $10,000.00 per occurrence to be withheld from the next subsequent payment due if a student is found on the bus after the route is completed. The driver and monitor shall be immediately removed from any work under the Contract.

3.8C In coordination with the District's Transportation Safety Coordinator, the Contractor shall provide and conduct a school bus safety program. The program will be provided to all district schools. The program shall include performance of a yearly bus evacuation drill per State of Illinois regulations. The Contractor shall provide a confirmation letter verifying completion to the Transportation Safety Coordinator.

3.8D In coordination with the District's Transportation Safety Coordinator, The Contractor shall be responsible for implementing and maintaining a comprehensive student safety and special education employee training program. Training must include but is not limited to special education disabilities, special education equipment, OSHA based work safety, blood borne pathogens, ethics and boundaries, and sexual harassment.

3.8E The RFP must be accompanied by a certificate regarding a Sexual Harassment Policy certifying that the Contractor has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105 or as amended) See Appendix J, Certificate of Sexual Harassment Policy.

3.8F All student data and route information provided for and subsequent to the RFP shall be treated as confidential and shall not be provided to any individual not directly responsible for the transportation of said students.

3.8G To ensure a safe environment on the school bus, the driver shall not fuel the bus while students are on board the bus or leave the bus unattended except for the direct operation of the wheelchair lift.

3.8H All vehicles operated for District 308 must be a smoke-free environment including a twenty-five (25) foot perimeter around the school bus. Employees shall not possess the odor of cigarettes on their clothing or person while on the bus.

3.8I Vandalism damages to the Contractor's equipment or facilities will be the responsibility of the Contractor, however the District will assist the Contractor in receiving restitution for damages to the extent possible.

3.8J School buses equipped with a standard thirty-nine (39) inch seat will maintain a load limit of two students for middle and high school and three students per seat for elementary.

AWARD OF BID AND COMPENSATION PROCEDURES

4.1 Compensation Procedures

4.1A In consideration for services rendered under the Contract, the District shall pay to the Contractor all sums due and calculated in accordance with the rates as set forth in Appendix M, "RFP Proposal". The Contractor shall invoice the District by the tenth (10) calendar day of the month for transportation services provided through the last day of the preceding month along with such other information as may be required to enable the District to comply with all relevant requirements for reimbursement.

The Contractor shall provide a separate invoice for all transportation services that are not part of the regular contract. These invoices shall list the date of the trip, point of origin, destination, for who the services was provided and cost.

4.1B The Contractor shall submit such reports or information as may be requested from time to time by the District.

4.1C Upon verification of the Contractor's invoice and approval of the Board of Education, the District shall pay the verified amount due to the Contractor on or before the 30th day of the following month in which the invoice was processed.

4.1D Payment of any disputed item(s) may be withheld until mutual agreement is reached between the Contractor and District relative to the item(s) or provision upon which the difference arises or until the matter is judicially resolved in accordance with the Contract.

4.2 Fuel Escalator Clause

4.2A To avoid the potential extremes in price fluctuations for fuel, the following clause shall apply during the life of the Contract.

4.2B The fuel escalator cap shall be $2.80 per gallon. The fuel cap and all invoicing supplied by the Contractor shall be calculated exclusive of any taxes or fees not required of the District if it had directly purchased the fuel. Should the average monthly price of regular unleaded or diesel fuel exceed $2.80 per gallon from the cap during a given month in which school is in session, a fuel adjustment shall be made for the entire month. Should the average cost exceed $2.80 per gallon, the Contractor shall be reimbursed for each

cent above $2.80 and in reverse, should the average price fall below $2.80 per gallon, and the District shall be credited for each cent below $2.80 per gallon. Such reimbursement shall only apply to fuel used with vehicles in service for District 308. Each month the Contractor will be required to furnish fuel invoice records.

4.2C The District shall not be liable for a higher than expected fuel cost due to the Contractor's inability to, as a minimum, purchase fuel at a bulk rate (tanker load). Determination as to the number of gallons for fuel reimbursement above or below $2.80 per gallon shall be computed on the basis of eight (8) miles per gallon of gasoline or diesel fuel.

4.2D For Contractor terminals located within the District boundary, the computation of the mileage shall be from gate to gate. Terminals located outside the District boundary, the computation of mileage shall be from the nearest district border back to the nearest district boarder.

4.3 Contract Award or Rejection

4.3A A contract, if awarded, may be made by the District on the basis of the proposal which, in the District's sole and absolute judgment, will best serve the interest of the District. The District reserves the right to reject any or all bids received whenever such rejection is in the interest of the District and reserves the right to waive any irregularities. The District also reserves the right to reject the bid of a bidder that the District has determined has previously failed to meet the terms of this or similar contracts or fails to demonstrate the ability to meet the terms of this Contract.

4.3B In determining eligibility, the District will consider qualifications including but not limited to, the following qualifications,

1) The ability to perform the services required within the specified time.
2) The experience and efficiency of the bidder.
3) The sufficiency of the bidder's financial resources.
4) An analysis of the bidder's rates as defined in the RFP.
5) The quality, availability and adaptability of the equipment to be used.
6) The ability of the bidder to provide quality vehicle maintenance.
7) Location of the bidder's facility in relationship to the District.
8) The ability to recruit, train and supervise personnel needed to fulfill the Contract.
9) Quality of references from previous or current contracts.
10) Compliance by bidder of laws and regulations governing pupil transportation services.
11) Evaluation of I.D.O.T. reportable accidents, per million miles and safety experience.
12) Prior experiences with the bidder.
13) Other information as may be secured by the District.

4.3C The Contractor must provide information necessary to investigate the qualifications. The District reserves the right to ask for additional information and shall be provided by the Contractor expeditiously, but in no event later than three (3) days after such request.

5.1 Contractor Resume

Each Contractor submitting a bid is required to provide a resume of its philosophy and operating procedures. The resume will assist the District to more accurately consider the qualitative differences between bidders. The resume should contain the following:

1) List of School District presently being served in the State of Illinois, including number of routes, size of route and number of students transported in each listed School District.
2) Size and type of service involved in present operation.
3) Route planning and organizational procedures.
4) Employee training, supervision and in-service methods.
5) Vehicle maintenance program.
6) Description and quantity of current vehicles owned to be used to perform the contract.
7) Description and quantity of vehicles to be purchased to fulfill the contract.
8) Location of facility.

Prior to the award of the Contract, the successful bidder will submit verification of vehicles not already in their possession is available, can be acquired by the start of the Contract, and that financial arrangements have been made for the acquisition.

6.1 Definition of Terms

Level One Route: per vehicle, per day, for up to four (4) hours, for a round trip regular education route that travels within the boundaries of the district.

Level Two Route: per vehicle, per day, for up to four (4) hours, for a round trip special education route that travels within the boundaries of the District.

Level One / Two Route Extension: per vehicle, per additional fifteen minute increment, for a round trip route that travels within the boundaries of the District exceeding the four hour base.

Level Three Route: per vehicle, per day, for up to four (4) hours, for a round trip route that travels outside the boundaries of the District.

Level Three Route Extension: per vehicle, per additional fifteen (15) minute increment, for a round trip route that travels outside the boundaries of the District exceeding the four hour base.

Route Hours: if the Contractors facility is located within the boundary of the District, hours are calculated gate to gate. If the facility is located outside the boundary of the District, hours are calculated from the nearest boundary line and back to the nearest boundary line.

Round Trip: transportation of a student(s) from home/bus stop or alternate location to and from school.

Wheelchair Vehicle: per vehicle, per day, over and above basic level rate stated above.

Bus Monitor: per day, for up to four (4) hours, for a round trip route when required by the District. In some cases, an employee of the District will be assigned as a monitor and paid by the District.

Bus Monitor Extension: per day, per additional fifteen (15) minute increment, for a round trip above the base rate stated above when required by the District.

Carrier, Provider, Bidder and/or Contractor: the entity awarded the bid/RFP.

APPENDIX A: REQUEST FOR PRICING ACKNOWLEDGEMENT

On this _____ day of _____, 2020, the undersigned declares that he/she has carefully examined the Instructions and Conditions for this bid and will honor all purchase orders, prices and specifications set forth in the Request for Proposal. The undersigned acknowledges that:

- Oswego Community Unit School District 308 reserves the right to accept or reject any or all Proposals in whole or in part, or to waive any informality therein. If, in the opinion of the District, it is in their best interest, the Contract may be awarded to a Provider regardless of lowest proposal.

- If an award is made to the undersigned Contract Provider, they agree to enter into a Contract with Oswego Community Unit School District 308 to furnish professional transportation services in strict accordance with this proposal.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in the Request for Pricing.

My signature also certifies that this firm has no business or personal relationship with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Oswego Community Unit School District 308, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relations with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest with Oswego Community Unit School District 308, pertaining to any and all work or services to be performed as a result of the RFP and any resulting contract with the Oswego Community Unit School District 308.

I hereby certify that I am authorized to execute this document as a Representative of the Company:

_____ _____

Authorized Signature and Title Printed / Type Name

_____

Name of Company

APPENDIX B: COMPLIANCE WITH / EXCEPTIONS TO REQUEST FOR PRICING

Each Contractor must clearly indicate whether it will either comply with or take exception to a specific section or subsection of this RFP. This completed form must be submitted with the Proposal.

Please respond by placing a check mark in the appropriate column (Yes or No) in the compliance column. If responding "No" for any section, please state the exception and reason.

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
1.1	RFP Overview			
1.2	Mandatory Pre-Proposal Meeting			
1.3	Intent to Propose			
1.4	Addenda to RFP			
1.5	Irrevocability of Proposal (RFP)			
1.6	Proprietary Information			
1.7	RFP Proposal Format			
2.1	Request for Pricing Documents			
2.2	Requirements for Signing RFP			
2.3	Compliance with Laws			
2.4	Non-Discrimination			
2.5	Certificate of Eligibility			
2.6	Familial Relationships			
2.7	Safe Ride Program			
2.8	Illinois Drug-Free Workplace Act			
2.9	Cost Projections			
2.10	Annual Base Bid			
2.11	Background/References			
2.12	Litigation/Regulatory List			
2.13	Proposal Expenses			
2.14	Indemnity			

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
2.15	Subletting or Assignment			
2.16	District 308 Right of Termination			
2.17	Contractor Default			
2.18	Payments			
2.19	Tax Exemption			
2.20	Insurance Policies			
2.21	Prevailing Wage Law			
2.22	Contractor Fiscal Responsibility			
2.23	Performance Bond			
3.1A	Regular/Sped Boundaries			
3.1B	Equipment / Personnel			
3.1C	Regular Education Students			
3.1D	Special Education Students			
3.1E	Term of Contract			
3.1F	Rules / Regulations / Statutes			
3.1G	Employee In-Service Training			
3.1H	Director of Transportation			
3.2A	Evidence of Purchase / Lease			
3.2B	Vehicle Age / Mileage			
3.2C	Supplies / Parts / Service			
3.2D	Vehicle Design / Equipment			
3.2E	Seat Belts			
3.2F	Safety Devices			
3.2G	Vehicle Modifications			
3.2H	PA 95-0176 Erratic Driving			
3.2I	Two-Way Radio Communication			
3.2J	Digital Camera Technology			
3.2K	GPS Technology			
3.2L	Child Check System			
3.2M	Guarantee Routes / Buses			
3.2N	Standby Vehicles			

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
3.3A	Route / Student Information			
3.3B	School Calendar and Schedules			
3.3C	Parent / Guardian Notification			
3.3D	Special Ed Student Requirement			
3.3E	Presence of Parent / Guardian			
3.3F	School Arrival Times			
3.3G	Unauthorized Persons			
3.3H	Student Vehicle Transfers			
3.3I	Vehicle Mechanical Failure			
3.3J	School Departure Procedure			
3.3K	Telephone Communication			
3.3L	Emergency School Closing			
3.4A	Yearly Route Information			
3.4B	Pick-up / Drop-off Locations			
3.4C	Route Schedule Changes			
3.4D	Information Custody			
3.4E	Route / Employee Information			
3.4F	Parent / Guardian Concerns			
3.5A	Bus Driver Information			
3.5B	Bus Monitor Information			
3.5C	New Employee Information			
3.5D	Vehicle Information / Update			
3.6A	Facility Location			
3.6B	Phone Services			
3.7A	Staffing Requirements			
3.7B	Absenteeism			
3.7C	Employee Interview			
3.7D	Hiring Practices			
3.7E	Qualified Employees			
3.7F	Persons Operating Vehicles			

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
3.7G	Employee Dismissal / Change			
3.7H	School District Rules/Regulations			
3.7I	Employee Age Requirements			
3.7J	Audit of Payroll Documentation			
3.7K	School Closing Notification			
3.8A	Accident Notification			
3.8B	Vehicle / Student Safety Check			
3.8C	School Bus Safety Program			
3.8D	Special Education Training			
3.8E	Sexual Harassment Policy			
3.8F	Confidentiality			
3.8G	Safe Environment			
3.8H	Smoke Free Environment			
3.8I	Vandalism Damages			
3.8J	Student Seating Requirements			
4.1A	Contractor Compensation			
4.1B	Submission of Information			
4.1C	District Verification			
4.1D	Payment of Disputed Items			
4.2A	Fuel Price Fluctuation			
4.2B	Fuel Price Cap			
4.2C	Bulk Fuel Purchasing			
4.2D	Fuel Mileage Determination			
4.3A	Interest of the School District			
4.3B	Determination of Eligibility			
4.3C	Contractor Information			
5.1	Contractor Resume			
6.1	Definition of Terms			

		Compliance		
Section	**RFP Appendix**	**YES**	**NO**	**Reason for "No" Comply?**
A	Intent to Propose			
B	RFP Signature Form			
C	RFP Acknowledgement			
D	Compliance / Exceptions to RFP			
E	Contractor References			
F	Non-Familial Relationship Affidavit			
G	Non-Collusion Affidavit			
H	Criminal Background Check			
I	Certificate of Eligibility			
J	Sexual Harassment Policy			
K	Drug-Free Workplace Act			
L	Annual Base Bid Cost Projection Information			
M	Request for Pricing Part One			
M	Request for Pricing Part Two			
N	Background Questionnaire			
O	State Safe Ride Program			

APPENDIX C: CONTRACTOR REFERENCES

Please list a minimum of three (3) K-12 school districts for which your company currently and/or previously provided transportation services for within the past three years. Attach an additional sheet if necessary.

School District Reference #1

School District Name _____

Contact Name _____ Phone Number _____

Date of Service Initiation _____

Services Provided _____

School District Reference #2

School District Name _____

Contact Name _____ Phone Number _____

Date of Service Initiation _____

Services Provided _____

School District Reference #3

School District Name _____

Contact Name _____ Phone Number _____

Date of Service Initiation _____

Services Provided _____

School District Reference #4

School District Name _____

Contact Name _____ Phone Number _____

Date of Service Initiation _____

Services Provided _____

APPENDIX D: NON-FAMILIAL RELATIONSHIP AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.

NON-FAMILIAL RELATIONSHIP AFFIDAVIT

STATE OF _____)ss
COUNTY OF _____)

TAX ID# _____

_____ Being duly sworn, deposes and says that he/she is the "Proposer", which has submitted to Oswego Community Unit School District 308 a Proposal to provide transportation services, and hereby represents and warrants, except as provided below, that no familial relationships exist between the Proposer or any employee of the Proposer, and any member of the Board of Education of District 308 or the Superintendent of the School District.

_____
(If no exceptions, please state as such)

List any Familial Relationships:

_____
(If no exceptions, please state as such)

_____
Affiant's Signature

On this _____ day of _____, 2020, before me, a Notary Public, in and for the above-referenced county personally appeared _____, who made an oath that he/she signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes the same to be true.

Subscribed and sworn to before me:

This _____ day _____ , 2020

_____
Notary Public

APPENDIX E: NON-COLLUSION AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.
Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT)

STATE OF _____
)ss
COUNTY OF _____)

TAX ID# _____

_____ Being duly sworn, deposes and say that the "Proposer", which has submitted to Oswego Community Unit School District a Proposal to provide pupil transportation services. Except as specified below, the Proposer constitutes the only firm having an interest in the Proposal or in any contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

_____

(If no exceptions, please state as such)

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud, and that no employee, administrator, or Board member of Oswego Community Unit School District 308 is directly or indirectly interested in the Proposal.

_____
Affiant's Signature

On this _____ day of _____ , 2020, before me, a Notary public, in and for the above-referenced county personally appeared _____ , who made an oath that he/she signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes the same to be true.

Subscribed and sworn to before me:

This _____ day _____ , 2020

_____
Notary Public

APPENDIX F: CRIMINAL BACKGROUND CHECK AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.

CRIMINAL BACKGROUND CHECK AFFIDAVIT

STATE OF_____
) ss
COUNTY OF_____)

TAX ID#_____

_____ Being duly sworn, deposes and says that he/she is the "Proposer", which has submitted to Oswego Community Unit School District 308 a Proposal to provide pupil transportation services and warrants and represents that any and all persons who will work directly or indirectly for the Proposers, including, but not limited to, Proposer's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall not have been convicted of any criminal offences listed in 105 ILCS 5/21B-80 and shall not have be listed in the Illinois Sec Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. In this regard, Proposer agrees, without limitation, to report within three (3) business days to the School District when any such person is charged with any of the above-mentioned crimes or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, pleads guilty or pleads no contest to that crime. Proposer further agrees that it will require any and all persons who will work directly or indirectly for the Proposer in the furtherance of this RFP to present themselves for fingerprinting to permit criminal history and criminal background checks pursuant to 105 ILCS 5/10-21.9 of the Illinois School Code, to satisfy the legal provisions cited in this paragraph before any person performs any services under the contract.

_____
Affiant's Signature

APPENDIX F: CRIMINAL BACKGROUND CHECK AFFIDAVIT
CONTINUED

On this_____day of_____, 2020, before me, a Notary Public, in and for the above-referenced county personally appeared_____ , who made an oath that he/she has read the foregoing Criminal Background Check Affidavit, by him/her signed and that the contents thereof are true except as to those matters stated herein to be based on information and belief, and as to those matters, he/she believes same to be true.

Subscribed and sworn to before me:

This_____ day_____ , 2020

_____
Notary Public

APPENDIX G: CERTIFICATE OF ELIGIBILITY

I, _____, pursuant to Section 5/10-20.21 (b) of the School Code, hereby certify that neither I nor any of my partners, or officers of

_____ (company name):

1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E-1 et seq., as amended;

2. Have ever been convicted of the Offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended;

3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or

4. Have made an admission of guilt of any of the above conduct which is a matter of record. Furthermore, I certify that I, my partners, officers or owners of _____ and its affiliates have and will continue to collect and remit Illinois Use Tax, to the extent required under the Illinois Use Tax Act, 35 ILCS 105/1 et seq.

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification is false.

Contract Provider:

_____
Printed or Typed Name of Contract Provider

By: _____

Date: _____

Subscribed and sworn to before me:

This_____ day_____, 2020.

_____
Notary Public

APPENDIX H: CERTIFICATE OF SEXUAL HARASSMENT POLICY

I, _____, certify that_____
(company name) has a written sexual harassment policy which includes (i) the illegality of sexual harassment; (ii) a definition of sexual harassment; (iii) a description of sexual harassment; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process through the Illinois Department of Human Rights; (vi) directions on how to contact the Illinois Human Rights Department and Illinois Human Rights Commission; and (vii) protection against retaliation for exercising rights under the policy in accordance with 775 ILCS 5/2-105(A)(4).
In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification is false.

Contract Provider:

_____
Printed or Typed Name of Contract Provider

By: _____

Date:_____

Subscribed and sworn to before me:

This_____ day_____, 2020.

_____
Notary Public

APPENDIX I: CERTIFICATE OF COMPLIANCE WITH A DRUG-FREE WORK PLACE ACT

I, _____, as an authorized agent, do hereby certify that

_____ (check appropriate circle):

Name of Business

- o Has twenty-five (25) or more employees and pursuant to Section 3 of the Illinois Drug Free Workplace Act, 30 ILCS 580-1 et seq., shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act. I further certify that is not ineligible for award of contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

- o Has fewer than twenty-five (25) employees and shall provide a drug free workplace for all employees engaged in the performance of work under this contract.

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification pursues false.

Contract Provider:

_____

Printed or Typed Name of Contract Provider

By: _____

Date: _____

Subscribed and sworn to before me:

This_____ day_____, 2020.

_____

Notary Public

APPENDIX J: ANNUAL BASE BID COST PROJECTION INFORMATION

Each Proposer should use the information provided below as well as Request for Pricing Financial Data, as the bases to complete the proposal (See Appendix N: Request for Pricing Proposal). The Annual Bid Cost must include all related costs as stated in the Contractual Agreement as well as the requirements as stated in this RFP to conduct the routes as defined. A school year is defined as 177 days.

Regular Education Routes In District (Full size bus)

	Schools			Type		
Route #	**AM**	**PM**	**AM/PM**	**Regular or Special Ed**	**In or Out of District**	**Daily Hours**
9101	Oswego East HS/ Murphy JH/ The Wheatlands ES	Oswego East Hs/ Murphy JH/ The Wheatlands ES	AM/PM	Regular	In District	5.00
9102	Oswego East HS/ Plank JH/ Old Post ES	Oswego East HS/ Plank JH/ Old Post ES	AM/PM	Regular	In District	5.00
9103	Oswego East HS/ Bednarcik JH/ Goal	Oswego East HS/ Bednarcik JH/ Churchill ES	AM/PM	Regular	In District	4.50
9104	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.50
9105	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9106	Oswego East HS/ Plank JH/ Hunt Club ES	Oswego East HS/Plank Jh	AM/PM	Regular	In District	4.25
9107	Oswego HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	5.25
9108	Oswego East HS/ Thompson JH/ Goal	Oswego East HS/ Thompson JH	AM/PM	Regular	In District	4.25
9109	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9110	Oswego East HS/ Bednarcik JH/ Southbury ES	Oswego East HS/ Bednarcik JH/ Southbury ES	AM/PM	Regular	In District	5.00
9111	Oswego East HS/ Murphy JH/ Grande Park ES	Oswego East HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.25
9112	Oswego East HS/ Murphy JH/ Churchill ES	Oswego East HS/ Murphy JH/ Churchill ES	AM/PM	Regular	In District	4.75
9113	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9114	Oswego East HS/ Plank JH/ Old Post ES	Oswego East HS/ Plank JH/ Old Post ES	AM/PM	Regular	In District	5.50
9115	Plank JH/ Boulder Hill ES	Plank JH/ Boulder Hill ES	AM/PM	Regular	In District	4.00
9116	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9117	Oswego East HS/ Murphy JH/ Homestead ES	Oswego East HS/ Murphy JH/ Homestead ES	AM/PM	Regular	In District	4.50
9118	Oswego East HS/ Bednarcik JH	Oswego East HS/ Bednarcik JH	AM/PM	Regular	In District	4.00
9119	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.00
9120	Oswego East HS/ Murphy JH/ Churchill ES	Oswego East HS/ Murphy JH	AM/PM	Regular	In District	4.75
9121	Oswego East HS/ Murphy JH	Oswego East HS/ Murphy JH	AM/PM	Regular	In District	4.25
9122	Oswego East HS/ Murphy JH	Murphy JH/ Trip Drops	AM/PM	Regular	In District	4.00

9123	Oswego East HS/ Bednarcik JH/Wolfs Crossing ES	Oswego East HS/ Bednarcik JH/Wolfs Crossing ES	AM/PM	Regular	In District	5.25
9124	Oswego HS/ Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.00
9125	Oswego HS/ Murphy JH/ Grande Park ES	Oswego HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.25
9126	Thompson JH/ Long Beach ES	Thompson JH/ Long Beach ES	AM/PM	Regular	In District	4.00
9127	Traughber JH/ Long Beach ES	Traughber JH/ Long Beach ES	AM/PM	Regular	In District	4.75
9128	Murphy JH/ Wolf's Crossing ES	Murphy JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9129	Plank JH/ Old Post ES	Plank JH/ Old Post ES	AM/PM	Regular	In District	4.25
9130	Bednarcik JH/ Wolf's Crossing ES	Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9131	Murphy JH/ The Wheatlands ES	Murphy JH/ The Wheatlands ES	AM/PM	Regular	In District	4.00
9132	Plank JH/ Wolf's Crossing ES	Plank JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9133	Bednarcik JH/ Wolf's Crossing ES	Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9134	Bednarcik JH/ Long Beach ES	Bedanarcik JH/ Long Beach ES	AM/PM	Regular	In District	4.00
9135	Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	4.00
9136	Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	4.00
9137	Plank JH/ Boulder Hill ES	Plank JH/Trip Drops	AM/PM	Regular	In District	4.00
9138	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.25
9139	Oswego East HS/ Plank JH/ The Wheatlands ES	Oswego East HS/ Plank JH/ The Wheatlands ES	AM/PM	Regular	In District	4.50
9140	Oswego East HS/ Murphy JH/ Grande Park ES	Oswego East HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.00

Special Education Routes Out-of-District (Bus size/equipment determined by route)

Route #	AM	PM	AM/PM	Regular or Special Ed	In or Out of District	Aide Y/N	# of Aides	Daily Hours
9201	Camelot Genoa	Camelot Genoa	AM/PM	Special Ed	Out of District	Y	1	7.75
9202	Camelot Naperville	Camelot Naperville	AM/PM	Special Ed	Out of District	Y	1	5.50
9203	Chicago Autism	Chicago Autism	AM/PM	Special Ed	Out of District	N	0	7.00
9204	Claire Woods	Claire Woods	AM/PM	Special Ed	Out of District	Y	1	4.75
9205	Core Academy	Core Academy	AM/PM	Special Ed	Out of District	Y	1	4.00
9206	Giant Steps	Giant Steps	AM/PM	Special Ed	Out of District	Y	1	5.75
9207	Glen Oaks South	Glen Oaks South	AM/PM	Special Ed	Out of District	N	0	5.00
9210	Glen Oaks West	Glen Oaks West	AM/PM	Special Ed	Out of District	N	0	5.25
9211	Krejci	Krejci	AM/PM	Special Ed	Out of District	Y	1	3.00

9212	Parkland Prep Plainfield	Parkland Prep Plainfield	AM/PM	Special Ed	Out of District	Y	1	4.00
9213	Guiding Light Woodridge	Guiding Light Woodridge	AM/PM	Special Ed	Out of District	Y	1	5.00
9214	Seal Lombard	Seal Lombard	AM/PM	Special Ed	Out of District	N	0	5.25
9215	Seal Romeoville	Seal Romeoville	AM/PM	Special Ed	Out of District	Y	1	4.75
9217	Seal Romeoville	Seal Romeoville	AM/PM	Special Ed	Out of District	N	0	4.75
9219	Parkland Prep Plainfield	Parkland Prep Plainfield	AM/PM	Special Ed	Out of District	Y	1	4.00
9220	Soaring Eagle	Soaring Eagle	AM/PM	Special Ed	Out of District	Y	1	5.00
9221	Parkland Prep Streamwood	Parkland Prep Streamwood	AM/PM	Special Ed	Out of District	Y	1	6.25
9222	Turning Point	Turning Point	AM/PM	Special Ed	Out of District	Y	1	3.50
9224	Little Friends	Little Friends	AM/PM	Special Ed	Out of District	Y	1	4.50
9225	Premier Academy	Premier Academy	PM	Special Ed	Out of District	N	0	4.50
9227	Trinity	Trinity	AM/PM	Special Ed	Out of District	Y	1	5.75
9228	New Hope	New Hope	AM/PM	Special Ed	Out of District	N	0	7.25
9229	Krejci	Krejci	AM/PM	Special Ed	Out of District	Y	1	5.00
9230	Guiding Light Shorewood	Guiding Light Shorewood	AM/PM	Special Ed	Out of District	Y	1	4.75
9232	Marklund Day School	Marklund Day School	AM/PM	Special Ed	Out of District	Y	1	5.50
9234	Out of District/In District as needed	TBD	AM/PM	Special Ed	Out of District	TBD		
9236	Out of District/In District as needed	TBD	AM/PM	Special Ed	Out of District	TBD		

Special Education Wheel Chair Routes Out-of-District (Bus size/equipment determined by route)

Route #	AM	PM	AM/PM	Regular or Special Ed	In or Out of District	Aide Y/N	# of Aides	# of WC	Daily Hours
9223	Elim Christian School	Elim Christian School	AM/PM	Special Ed	Out of District	Y	1	1	7.75
9226	MKV OHS/Goal/Wheatlands	MKV Goal/ OHS	AM/PM	Special Ed	Both	Y	1	1	8.0

APPENDIX K: REQUEST FOR PRICING PROPOSAL
RFP PROJECTION SUMMARY PART ONE

Name of Company _____

Company Address _____

Proposal Prepared by _____ Email Address _____

Phone Number _____ Fax Number _____

ANNUAL BASE BID COST SUMMARY

Year One Total Cost (7/1/20-6/30/21) $ _____ yearly

Year Two Total Cost (7/1/21-6/30/22) $ _____ yearly

Year Three Total Cost (7/1/22-6/30/23) $_____yearly

Grand Total (Three Year Contract) $_____

Optional Extension Year One (7/1/2023-6/30/2024) $_____yearly

Optional Extension Year Two (7/1/2024-6/30/2025) $ _____yearly

HOURLY STARTING WAGES

School Bus Driver hourly base rate as of July 1, 2020: $_____

School Bus Monitor hourly base rate as of July 1, 2020: $_____

(Do not include Performance Bond cost above)

Cost of Performance Bond $_____ yearly

The undersigned declares that he/she is a qualified representative of the provider and has carefully examined all requirements for the Request for Pricing documentation including any/all addendums and fully understands those requirements.

The response to Request for Pricing (RFP) is irrevocable until the earlier or ninety (90) days from this date or the date of an awarded bid.

_____ _____

Signature and Title Date

Names of Principal Officers and designated official capacity
(If Partnership or assumed name, indicate all owners)

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

	Year One	Year Two	Year Three	Extension Year One	Extension Year Two
ANNUAL BASE BID	**SCHOOL YEAR 2020-21**	**SCHOOL YEAR 2021-22**	**SCHOOL YEAR 2022-23**	**SCHOOL YEAR 2023-24**	**SCHOOL YEAR 2024-25**
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.					
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.					
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.					
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.					
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.					
Surcharge per wheelchair bus, per day.					
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.					
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours					
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.					
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.					

Initials_____

APPENDIX L: CONTRACTOR BACKGROUND QUESTIONNAIRE

This Form must be completed in full by each Contractor proposing to provide transportation services in responses to this RFP.

Contractor Background Information	Contractor Response
Contractor Name	
Company Address	
Proposal Submitted by	
Proposer Email Address	
Telephone Number	
Fax Number	
Year in which company was founded	
Is company wholly owned? If not, list parent company	
Gross sales of the companies last fiscal year	
Please list your company's last three annual revenue figures	
Total number of pupil transportation contracts	
Total number of pupil transportation contracts located in Illinois	
Average onsite employee turnover rate	
Average years of service per onsite employee	
Where is your closest support facility?	
Where is your headquarters facility?	
Is your company an equal opportunity employer?	
How many total employees does your company have?	
The contractor may be required to provide audited financial information for the previous two years	

APPENDIX L: BACKGROUND QUESTIONNAIRE CONTINUED

Privately held companies wishing to maintain confidential financial information must provide information detailing the company's long term stability. Please provide a current Dun & Bradstreet (D&B) as part of the Proposal response.	
If the Contractor is proposing to use a subcontractor during the contract, please provide background information on the subcontractor, contractor's relationship with your firm and the specific services that the subcontractor will be providing. A complete list of subcontractors is required. The District has the right to accept or deny any or all subcontractors of the Contractor at any time.	
Please provide descriptions of the services proposed, including staffing descriptions and key assumptions.	
Please describe what training is provided to your employees (Type and Hours)	
Please confirm that you will provide a dedicated team of employees for the School District that will not work in other districts or companies for the duration of their work assignment to the School District	
Please describe your recruitment process including background and reference checks.	

APPENDIX M: ILLINOIS SECRETARY OF STATE SAFE RIDE PROGRAM

_____ is in and will maintain compliance with the Illinois Secretary of

Printed or Typed Name of Contract Provider

State Safe Ride Program as it pertains to school bus transportation.

Contract Provider:

_____

Printed or Typed Name of Contract Provider

By: _____

Date: _____

Subscribed and sworn to before me:

This_____ day_____, 2020.

_____

Notary Public

SD308
COMMUNITY UNIT
SCHOOL DISTRICT

To: Transportation Service Contractors

From: Dawn M. Simosky, CDPT, CSNT

Director of Transportation

Date: March 11, 2020

Re: Addendum to Pupil Transportation RFP

This Addendum to the March 2020 Request for Proposal is herein provided to all Contractors in attendance at the mandatory pre-proposal meeting on March 5, 2020 held at the District Transportation Center located at 55 Stonehill Road, Oswego, IL at 10:00 AM.

The following Addendum is herein incorporated into the Request for Proposal for Transportation Services and if in conflict with the original document, will supersede said requirements. All other provision of the Request for Proposal will remain in full force as stated.

Addendum:

Page 38 Appendix J: Annual Base Bid Cost Projection Information

Special Education Routes Out-of District

Route #9203 Student No longer attends

Page 39 Appendix J: Annual Base Bid Cost Projection Information

Special Education Routes Out-of District

Route #227 Student No longer attends

Listed below is a culmination of questions and clarification requested from multiple providers via email and at the Pre-Bid Meeting.

Questions & Clarification:

1. Audio and video is required to the district within 4 hours. What if the bus is on a trip or other similar reason that does not allow the video to be submitted in that time frame?

   If the contractor notifies The District of a valid reason that they are unable to meet the 4 hour requirement, The District at their discretion, may waive the fine.

2. Can we have a copy of the contractor's CBA?

   Yes. See Attachment #1 of Addendum.

3. There is Monitor in-service training listed in the RFP document. What does that entail?

   Monitor in-service training can include safety meeting training, but should also incorporate tasks that are monitor specific such as special needs, student management, C.S.R.S. etc. The District may incorporate specific training if the need or requirement arises.

4. Are seat belts required on the buses that will run the regular education bus routes?

   No, not required for regular routes. SD308 does provide front belts for Kindergarten students. Special Service students may, if the IEP requires, need a lap shoulder belt.

5. Is pre-trip/dead head time included in the 4 hour base route time?

   Our current contracts do not include pre-trip or dead head time. The current contracts begin route mileage and hourly charges upon the bus crossing into the District boundary. "*The fuel mileage calculation and the excess route hour calculations will be calculated starting and ending at the closest district boundaries.*" We plan to continue this language in the new contract.

6. Do regular Education routes require monitors?

   No. There are not currently any permanent monitor assignments on regular education bus routes.

7. Is the current vendor experiencing a driver shortage that is effecting their service to The District?

   We are not sure if they are experiencing a driver shortage or not, as there is not currently impact to our service.

8. Please provide wages, and benefits of current District drivers. Please provide the current CBA.

   https://www.sd308.org/cms/lib/IL01906463/Centricity/Domain/146/OTA%20Professional%20Agreement%202018-2022%20Accessible.pdf

9. Please provide the details regarding the summary invoice for Nov 2019.

   See Attachment #2 of the Addendum.

10. Advise on the timeline regarding expected contract award date.

    At this time we plan to take a recommendation to the board as information on April 6, 2020, and for action on April 27, 2020.

11. Provide a copy of the Pre-bid sign in sheet.

    See Attachment #3 of the Addendum.

12. Please provide bus metric information.

    See Attachment #4 of the Addendum.

13. Please provide a current fleet list of the buses the current regular education contractor is running (including bus types, A/C, and seating capacities)

    See Attachment #5 of the Addendum.

14. Will the district reimburse the contractor for the cost of the performance bond?

    No.

15. Can the District provide the salaries/wages of the current administrative and maintenance personnel employed by the current contractor?

    No.

16. Please provide detailed routes sheets for Out of District Special Service routes.

    Route sheets in the original RFP packet labeled *Special Service Routes* were provided.

    The District requested clarification if additional information beyond provided routes is requested. Response was No.

17. Please provide one way and round trip mileage for Out of District Special Service routes.

    See Attachment #6 of the Addendum.

18. Please provide the number of students per route for the Out of District Special Service routes.

    See Attachment #6 of the Addendum.

19. Please provide equipment needed (vest, star seat, etc.) for each Out of District Special Service route.

    See Attachment #6 of the Addendum.

20. Please provide current vehicles being used for each Out of District Special Service route.

    See Attachment #7 of the Addendum.

21. Can we use mini-vans for Out of District Special Service transportation or will you allow an alternate bid to be submitted to consider potential efficiencies?

    The District would encourage providers to submit proposals using standard school bus equipment but the District will review and consider an alternate proposal using first division vehicles.

22. Please provide detailed billing for Special Service routes.

    See Attachment #2 of the Addendum.

23. Can you clarify the TBD routes? Are those routes run daily? Are they new routes or something else?

    The TBD routes are listed as an additional two routes that are currently In-District Special Service Routes provided by the contractor daily. Due the nature of IEPs and the constant changes of Special Service routing, The District is including the two additional routes, but they may change as needed.

24. The RFP document shows 40 regular routes. However the invoices provided show 52-55 regular routes currently being run. What number of regular routes are expected to be run?

    The RFP indicates on Pg. 1, Request for Pricing (RFCP) Overview, states, *School District 308 is seeking proposals for qualified pupil transportation management companies to provide transportation services for approximately forty-five to sixty in-district regular education routes*...The district will maintain a minimum number of regular education routes with the contractor throughout the term of the contract. See attached additional routes Attachment #8 of the Addendum.

25. The RFP document specifies 177 school days, but the supplied calendar shows 174 school days. How many days will there be?

    The District will hold attendance for 174 days. Private placement out of district buildings sometimes have additional calendar days. A midrange number for out of district routes was figured at 177.Calendars for each out of district school will be provided once available.

26. Will the district allow the use of 84 passenger buses for regular routes?

    Yes, provided they meet all Federal and State requirements.

27. Will the district consider removing the mileage requirements for buses while maintaining the age limitations?

    Yes, provided proof of routine scheduled maintenance is taking place and documented.

28. For small vehicles, will a mix of suburban, MPV and vans be acceptable?

    The District would encourage providers to submit proposals using standard school bus equipment but the District will review and consider an alternate proposal using first division vehicles.

First Student

Controlled Substances Drug and Alcohol Policy

First Student is dedicated to providing safe, dependable, and economical transportation services to its patrons. First Student employees are a valuable resource and it is also our goal to provide a safe, healthy and satisfying working environment for our employees. In meeting these goals, it is our policy to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

This Substance Abuse Policy implements a drug and alcohol testing program for all safety-sensitive employees. Each employee shall be provided a signed copy of the adopted policy. *Policy items implemented under the authority of First Student are italicized throughout this policy.* All other policy items are implemented under the authority of the US Department of Transportation.

Per First Student authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

This policy is approved by First Student Board of Directors and is effective on_____

Name: _____

Title: _____

Signature: _____ Date: _____

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Appendix B

A Zero Tolerance Company

1. **Purpose**

The purpose of this policy is to assure worker fitness for duty and to protect First Student employees, customers, and the public from the safety and health risks posed by the misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable federal, state, and local legislation and regulations governing workplace anti-drug use and alcohol misuse. These include DOT 49 CFR Part 40; 49 CFR Part 382 as well as the Company zero tolerance policy. This policy incorporates the requirements of the above regulations for safety-sensitive and non-safety sensitive employees.

Reporting to work in an impaired or unfit condition because of the use or consumption of controlled substances or alcohol is strictly prohibited. Any employee who uses, possesses, or is involved in the sale or purchase of any prohibited drugs, while on Company premises, conducting Company business or operating Company equipment is consicered to be in violation of Company policy.

If any conflict occurs between state and local laws and any requirement of the above-mentioned Federal regulations, the Federal regulations prevail. However, Federal regulations do not pre-empt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

2. **Covered Employees**

As a condition of employment, all employees are required to submit to drug and alcohol testing as allowed by law. Testing of those in Safety Sensitive positions shall be in accordance with 49 CFR Part 382.

Safety Sensitive

As defined by the FMCSA, safety-sensitive employees include those who operate a commercial motor vehicle (CMV) in commerce. This includes drivers, mechanics, and dispatchers if they may be required to drive a CMV at any time. An employee is considered to be performing a safety-sensitive function when:

- Driving or required to be ready to drive
- Waiting to be dispatched
- Inspecting, repairing, securing assistance, loading or unloading the CMV

Non-Safety Sensitive Employees

Employees in non-safety sensitive positions are subject to the Company's drug and alcohol testing program pursuant to an applicable Collective Bargaining Agreement or State law. All employees not subject to federal drug and alcohol testing will be subject to testing under the Company policy. The same guidelines will be used for non-safety-sensitive testing.

3. **Prohibited Substances**

In accordance with US DOT 49 CFR Parts 382 and 40, the following are prohibited substances:

- Cocaine
- Opiates (e.g., heroin, codeine)
- Phencyclidine (PCP)
- Cannabinoids (Marijuana)
- Amphetamines (includes methamphetamine and MDMA- Ecstasy)
- Alcohol Misuse as defined in Section 23, below.

4. **Prescription and Over the Counter Medications**

Please note there are risks associated with the use of certain prescription and over the counter medications.

The appropriate use of legally prescribed drugs and non-prescription medications are not prohibited. However, before the beginning of a work shift, Company employees must report to his or her supervisor the use of substances that may potentially impair performance or increase the probability of an accident, injury or damage to property. It is the employee's responsibility to advise their supervisor of over the counter medication and/or prescription medications taken. It is also the employee's responsibility to obtain and provide documentation to the employee's supervisor from a certified medical professional confirming the employee's fitness to safely perform his/her job responsibilities.

A verified positive drug test result whether for illegal substances, illegal use of prescriptions, or misuse of prescriptions will result in disciplinary action up to and including termination. A prescription is considered valid only if it is in writing and indicates the employee's name, date, the name of the substance, quantity or amount to be taken, and the period of authorization. It is a violation of this policy to use any controlled substance in a manner that is inconsistent with the prescription.

5. **Medical/Recreational Marijuana**

49 CFR Part 40.151 does not authorize any marijuana use under state law to be a valid medical explanation for an employee's positive drug test result. Marijuana remains a schedule I drug and the use of marijuana by safety sensitive employees is prohibited.

First Student will not accept a prescription for medical marijuana as an explanation for a positive drug screen result. A confirmed positive drug screen will result in termination unless state law explicitly prohibits adverse action by an employer.

Regardless of circumstances no employee shall possess, use, or be impaired by marijuana while in the workplace or otherwise on duty.

6. **Synthetic Cannabinoids and Synthetic Stimulants**

First Student prohibits the use and/or possession of synthetic cannabinoids ("K2", "Spice", "herbal incense") and synthetic stimulants ("Bath Salts"), while on Company property. Violation of this part will result in disciplinary action up to and including termination.

7. **Employee Protections**

The procedures that will be used to test for the presence of prohibited substances or misuse of alcohol shall be such that they protect the employee's privacy, the validity of the testing process, and the confidentiality of the test results.

All urine drug testing and breath alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. All urine specimen collections, analysis and reporting of results shall to be in accordance with 49 CFR Part 40, as amended.

Revised on: 4/30/14

Drug and alcohol testing shall be conducted in a manner that will ensure the highest degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (HHS).

Alcohol initial screening tests will be conducted using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) or non-evidential alcohol screening device that has been approved by NHTSA. Confirmatory tests for alcohol concentration will be conducted utilizing a NHTSA approved EBT.

1. Except as required by law or expressly authorized in this section, First Student shall not release employee information that is contained in records maintained per 49 CFR Part 382.

2. An employee may, upon written request, obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.

3. First Student shall release information regarding an employee's records as directed, by the specific written consent of the employee authorizing release of the information to an identified person. Release of such information is permitted only in accordance with the terms of the employee's consent.

4. Records pertaining to a Substance Abuse Professional's evaluation, treatment and follow up testing results shall be made available to a subsequent DOT employer upon receipt of written consent from an employee.

8. **Employee Responsibility to Notify First Student of Criminal Drug Conviction**
It is a violation of this policy for any employee to fail to immediately notify First Student of any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution. Violating employee shall be immediately removed from safety sensitive duties.

Per First Student authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

9. **Voluntary Self-Referral**
An employee who voluntarily (not in response to a Company request to take a drug or alcohol test or the positive result of a drug or alcohol test) admits to management that he or she has a substance abuse or alcohol problem, and who wishes to voluntarily submit to a Rehabilitation Program, shall be placed on unpaid medical leave. Any voluntary requests for treatment must be made prior to any pending drug/alcohol test or disciplinary related action.

An appropriate leave of absence may be granted for treatment and rehabilitation. The employee may be permitted to take accrued sick leave or administrative leave to participate in the Substance Abuse Counselor prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the Substance Abuse Counselor has determined that the employee has successfully completed the required treatment program and releases him/her to return to a safety sensitive duties. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

Payment for treatment will be coordinated through the employee's health insurance provider. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services. The employee must present evidence of having enrolled in and successfully completed, at his or her own expense, a rehabilitation program approved by First Student. The employee must submit to a non-DOT pre-employment drug and alcohol test, at his or her own expense, which produces a negative result. The employee must sign First Student's Post-Rehabilitation Return to Work Agreement. If a test result is canceled by the lab, the individual will be required to undergo another test and successfully pass the test with a verified negative result before performing safety- sensitive duties.

An employee placed on unpaid leave as provided in this section must satisfy the provisions of the items above not later than 12 weeks from the commencement of this leave. An employee failing to do so shall be deemed to have abandoned his or her job. Any employee who is returned to work as provided in this section of the policy and who fails to comply with any of the terms of the Post – Rehabilitation Return to Work Agreement will be discharged. Employees will not be disciplined for requesting treatment, but will be expected to observe job performance standards and work rules as they apply to every employee. Any decision to seek help will not interfere with an employee's eligibility for promotional opportunities. Confidentiality of information will be maintained at all times.

10. **Employee Training**
Information concerning the general effects of alcohol and controlled substances is available in section 28 of this policy.

Supervisors who make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral and performance indicators of probable drug use and 60 minutes on the physical, behavioral and performance indicators of probable alcohol use.

11. **Pre-employment Drug and Alcohol Background Checks**
In compliance with 49 CFR Part 40.25, First Student must make a good faith effort to obtain drug and alcohol testing records from prior DOT covered employer(s) for the previous three years for all applicants seeking safety-sensitive positions and all current employees transferring into a safety-sensitive position. First Student will require each applicant/transferee to a safety-sensitive position to complete a written consent that allows the release of drug and alcohol testing information from previous DOT covered employers. An applicant/transferee who refuses to provide written consent will not be permitted to perform safety-sensitive functions for First Student.

All safety-sensitive applicants who have previously failed a DOT pre-employment test must provide proof that they have completed a Substance Abuse Professional's evaluation, treatment and return to duty process in addition to a pre-employment drug test with negative results, prior to their employment into a safety-sensitive job function. The credentials, training and education of the Substance Abuse Professional must meet the requirements of 49 CFR Part 40 Subpart O.

12. **Pre-Employment Testing**
All safety-sensitive position applicants shall undergo a urine drug test prior to placement in a safety sensitive position. First Student must be in receipt of a negative urine drug test result prior to the applicant's performance of any safety sensitive function. A cancelled test result will require an applicant to undergo a subsequent pre-employment urine drug test, until a negative test result can be obtained.

If an applicant's pre-employment urine drug test result is verified as positive, the applicant will be excluded from consideration for employment per First Student authority. Applicant will be provided a referral to a Substance Abuse Professional meeting the required qualifications per 49 CFR Part 40.281, as amended.

First Student requires a pre-employment drug test for final candidates of employment.

An employee returning from an extended leave period of 30 consecutive days or more, and whose name was removed from the random testing selection pool, will be subject to a pre-employment urine drug test. First Student must be in receipt of a negative drug test result prior to the employee being reinstated to safety sensitive duty.

13. **Random Testing**

Employees in safety-sensitive positions shall be subject to random, unannounced testing. The minimum annual percentage rate for random alcohol testing and the minimum annual percentage rate for random controlled substances testing shall be in accordance with 49 CFR Part 382, as amended. The percentages of testing shall be based on the average number of safety-sensitive employees per calendar year.

Random alcohol testing shall be conducted on a safety sensitive employee during, just before or just after the performance of a safety-sensitive function.

Random urine drug testing may be conducted anytime while an employee is on duty or on call, or on standby duty.

Non safety-sensitive employees shall be subject to random, unannounced testing. The minimum annual percentage rate for testing is determined by First Student.

The selection of employees for random alcohol and drug testing shall be made by a scientifically valid method. The selection process shall provide each covered employee an equal chance of being tested each time selections are made. A computer based random number generator that is fair and equitable for the covered employees shall derive the list.

14. **Reasonable Suspicion Testing**

All safety-sensitive employees are subject to reasonable suspicion urine drug testing and/or breath alcohol testing. Reasonable suspicion testing is required when one or more trained company officials can articulate and substantiate physical, behavioral, and performance indicators of probable drug use or alcohol misuse by observing the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion testing for alcohol misuse can only be made when observations leading to that testing occur during, just preceding, or just after the period of the workday that the employee is required to be in compliance with FMCSA regulations. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty.

All First Student employees are subject to reasonable suspicion testing when one or more trained company officials can articulate and substantiate physical, behavioral, and performance indicators of probable drug use or alcohol misuse by observing the appearance, behavior, speech, or body odors of the employee.

15. **Post-Accident Testing**

Any safety-sensitive employee involved in an accident that meets the criteria below shall be required to submit to drug and alcohol tests as soon as practicable after the accident.

FMCSA thresholds for post-accident testing:

Fatality: if the accident involved the loss of human life, any surviving covered employee will be required to submit to drug and alcohol tests.
Citation: if the employee receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

- Bodily injury to any person whom as a result of the injury, immediately receives medical treatment away from the scene of the accident
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

The following chart may be used to determine if drug and alcohol tests are required:

Type of accident involved	Citation issued to the CMV driver	Test must be performed by employer
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

At First Student, for all FMCSA related accidents, we use the Post Accident Testing Chart to aid in our decision to test or not to test.

Covered employees are prohibited from using alcohol for eight hours following any accident or until the required post-accident test is administered, whichever comes first. Every effort will be made to conduct post-accident drug and alcohol tests as soon as possible following an accident. Covered employees involved in accidents must remain readily available for testing, including notifying the Company of their location if they leave the scene of the accident before testing, and will be considered to have refused to submit to testing if they fail to do so. This requirement will not require the delay of necessary medical attention for injured people following an accident or prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or obtain necessary emergency medical care.

First Student's policy is such that following a post-accident test, the employee is not allowed to perform any safety-sensitive function until the Company has received negative test results. So long as they are not subject to any disciplinary action related to the accident, any employee whose drug test and/or alcohol test produces a negative result shall be promptly returned to his or her regular work and be made whole for any lost wages, unless the employee is suspended for any additional purposes

concurrent with the waiting of the test results.

16. **Refusal to Submit to Urine Drug Testing**

All employees will be subject to urine drug testing and breath alcohol testing as described in sections 12-15. An employee who fails to cooperate with the testing process or attempts to thwart the testing process will be considered to have "refused testing". Refusal to submit to required testing is a violation of this substance abuse policy.

Per First Student authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

(1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
(2) Failure to remain at the testing site until the testing process is completed (after the process has been started)
(3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations
(4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
(5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
(6) Failure or decline to take an additional drug test the employer or collector has directed you to take
(7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by First Student.
(8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
(9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
(10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
(11) Admitting to the collector or MRO that you adulterated or substituted the specimen.
(12) When the MRO verifies your drug test result as adulterated or substituted.

Refusals to test will result in employee's immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O.

17. **Shy Bladder Situations**

Urine is collected at a DOT approved collection site and is sent to a DHHS certified laboratory for testing. The employee must provide at least 45 mL of urine or they are considered or they are

considered to have a "shy bladder".

If the employee cannot produce the required quantity of urine (shy bladder), the collection site will offer employee the opportunity to consume up to 40oz. of water within a three (3) hour time frame in order to produce the required 45mL of urine. The employee may NOT exit the premises of the testing facility for any reason during this time. If employee leaves the testing facility, the test will be considered a refusal subjecting the employee to immediate suspension and corrective action up to and including termination.

In the event of a "shy bladder," employee must undergo a medical review. The Company will refer the employee to a physician acceptable to the MRO and employee will be required to provide evidence of a medical condition hindering the production of urine. The employee has 5 days to get a medical evaluation once a shy bladder occurs. If the medical review proves that there is a valid medical condition, the employee shall be reimbursed and returned to duty with full pay or placed back into the recruiting process. If no valid medical condition is found the test will be considered a refusal.

18. **Observed Urine Drug Collections**

During an observed collection, the employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around, that they do not have a prosthetic device. The collector/observer must witness the employee's urine leave the body and enter the collection cup. The collector/observer must be the same gender as the employee being observed.

Observed collections are required in the following circumstances:

- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.
- Anytime a follow up or return to duty test is required (test types not applicable to First Student policy)

19. **Specimen Analysis**

All specimens will be analyzed in accordance with the procedures set forth in 49 CFR Part 40, as amended. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

20. **Dilute Test Results**

Upon receipt of MRO verified dilute drug test results with creatinine levels greater than 5 mg/DL and less than 20 mg/DL, First Student will accept the result and there will be no retest.

Upon receipt of a MRO verified dilute drug test result with creatinine levels greater than or equal to 2 mg/DL but less than or equal to 5 mg/DL First Student will conduct a recollection under direct observation.

21. **Medical Review Officer's Role and Responsibilities**

The designated Medical Review Officer (MRO) shall be a licensed physician (doctor of medicine or osteopathy) with knowledge of drug disorders. First Student shall use the following Medical Review Officer:

Name of MRO: National Diagnostics

Address: 4600 Park Road, Suite 500
Charlotte, NC 28209

Phone Number: 1-800-404-0016 **Fax Number:** 704-364-5961

The role of the MRO is to review and interpret confirmed positive test results obtained through the employer's testing program. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

Additionally, the MRO cannot accept an assertion of consumption of a hemp food product as a basis for verifying a confirmed marijuana (THC) test result as a negative. Consumption of a hemp food product is not to be considered a legitimate medical explanation for a prohibited substance or metabolite in an individual's specimen.

An employee shall be notified by the MRO of a laboratory confirmed positive test and a verification interview will be conducted with the employee, by the MRO in accordance with 49 CFR Parts 40.131 through 40.141

22. **Verified Positive Results**

MRO verified positive urine drug tests will result in immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O, will be provided to employee.

Per First Student authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

23. **Cancelled/Invalid Test Results**

A drug test that has been declared cancelled by the Medical Review Officer, because the specimen was invalid or for other reasons, shall be considered neither positive nor negative. Additionally, a specimen that has been rejected for testing by the laboratory is reported by the MRO as a cancelled test.

When a negative urine drug test result is required (as is the case with pre-employment, return to duty and follow up test types) the employer must conduct another drug test on the individual. For some categories of cancelled drug tests, the MRO will indicate that a re-collection of a specimen using direct observation specimen collection procedures is required, regardless of test type. Direct observation collection procedures will be in accordance with 49 CFR Part 40.67 as amended. The MRO may also direct an employee to undergo a medical evaluation to determine whether or not clinical evidence of drug use exists when there are documented medical explanations for an individual producing invalid specimens and a negative result is needed for a pre-employment, return to duty or follow-up test.
For alcohol testing, a test that is deemed to be invalid per 49 CFR Part 40.267, shall be cancelled and therefore considered neither positive nor negative.

24. **Split Specimen Testing**

Split specimen collection procedures will be followed in obtaining specimens. An employee is entitled to request, within 72 hours of learning of a verified positive test result, that the split specimen be tested at a different DHHS certified laboratory than that which conducted the test of the primary specimen. If the test result of the split specimen fails to reconfirm the presence of the drug or drug metabolite, the test result shall be ruled "Canceled". The procedures for canceled tests, as outlined in 49 CFR Part 40.187, will be followed. If the test result of the split specimen is positive, the test results shall be deemed positive. If the laboratory's test of the primary specimen is positive, adulterated or substituted and the split specimen is unavailable for testing, a recollection under direct observation is required. Direct observation collection procedures will be in accordance with 49 CFR Part 40 as amended.

Split Specimen Testing is not authorized for test results reported by the MRO as "Invalid".

Payment of Split Specimen Testing:

When an employee has made a request to the MRO for a test of the split specimen, First Student is required to ensure that the cost for the split specimen testing is covered, in order for a timely analysis of the sample. *First Student will seek reimbursement from the employee for the cost of the completed test, if the results reconfirm the original positive finding.*

25. **Alcohol**

For the purposes of this policy, alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. 49 CFR Part 382 authorizes alcohol testing and requires First Student to take action on the findings, regardless of whether it was ingested as a beverage alcohol or in a medicinal or other preparation.

26. **Alcohol Use and Breath Alcohol Testing**

No safety-sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. If there is actual knowledge that an employee may be under the influence of alcohol while performing safety sensitive functions, the employee shall not be permitted to perform or continue to perform safety-sensitive functions, pending a reasonable suspicion interview, conducted per Section 12. No safety-sensitive

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employee shall use alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall use alcohol within eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.

A Breath Alcohol Technician (BAT) qualified to conduct DOT breath alcohol testing shall conduct all DOT required alcohol screening tests.

In accordance with the provisions of 49 CFR Part 40, as amended, the results of both the screening and confirmation of breath alcohol tests, as applicable, shall be displayed to the individual being tested immediately following the test(s).

The results of breath alcohol testing will be transmitted by the breath alcohol technician to First Student in a confidential manner, in writing, in person, by telephone or electronic means in accordance with 49 CFR Part 40, as amended. All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. An alcohol concentration of 0.04 or greater will be considered a DOT positive alcohol test and a violation of this policy. An employee testing positive for alcohol will be immediately removed from safety sensitive duty and will be provided with a referral to a DOT qualified Substance Abuse Professional, in accordance with 49 CFR Part 40, as amended.

First Student considers a confirmation test that indicates an alcohol concentration of .02 or higher to be a positive test and a violation of this substance abuse policy. Per First Student authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

First Student requires a 24 hour stand down for an alcohol test result higher than .00 and below .02

27. **Refusal to Submit to Alcohol Testing**
The following actions constitute a refusal to submit to Alcohol Testing:

(1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
(2) Fail to remain at the testing site until the testing process is complete.
(3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations.
(4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
(5) Fail to undergo a medical examination or evaluation, as directed by First Student.
(6) Fail to sign the certification at Step 2 of the ATF.
(7) Fail to cooperate with any part of the testing process.

A referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided. *Per First Student authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

28. **General Effects of Controlled Substances and Alcohol**

Alcohol
Alcohol is the most commonly abused substances in the United States. It is a depressant and it slows down physical responses and progressively impairs mental functions. Signs and symptoms of use include the following:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy reaction rate
- Slurred speech

Chronic consumption of alcohol (average of three serving per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Neurological problems, including dementia and stroke
- Cardiovascular problems
- Cancer of the mouth, throat, esophagus, liver, and colon In general, the risk of cancer increases with increasing amounts of alcohol.
- Liver diseases, including alcohol hepatitis and cirrhosis.
- Gastrointestinal problems, including pancreatitis and gastritis
- Psychiatric problems, including depression, anxiety, and suicide

Cannabinoids/Marijuana
Marijuana is a solid form made of THC. THC binds to certain nerve cells and kicks off a series of cellular reactions that ultimately lead to the high by affecting other chemical processes. Within a few minutes of inhaling marijuana smoke, a person will experience one or more of the following:

- Dreamy relaxation
- An increased or vivid sense of smell, taste, and hearing
- A dry mouth
- Rapid heartbeat
- Some loss of coordination
- Poor sense of balance
- A distorted sense of distance
- A diminished sense of time
- Slower muscular reaction times
- A general feeling of intoxication

Use of marijuana has both short term and long term health effects such as:

- Problems with the transfer of information from short to long term memory, and thus difficulty learning/remembering
- Distorted visual perception
- Difficulty thinking clearly
- Decreased ability to solve problems
- Loss of muscular coordination
- Increased heart rate

- Lung and other cancers, decreased immune responses and a significant decrease in the ability to learn new information
- A stronger tolerance for the drug, which requires increased dosage
- Increased risk of heart attacks
- Increased difficulty sustaining and shifting attention even in emergency situations
- Increased difficulty registering, organizing, and applying information which at first lasts several days after the "high", and can continue for many weeks
- Brain cell damage
- Mood swings as the drug ebbs and flows in the body
- Altered psycho-social behavior which can manifest as a lack of caring
- The development of an entire new set of friends who "use."

Cocaine and Crack Cocaine
Cocaine is a powerfully addictive central nervous stimulant that directly affects the brain but is also a topical deadening agent. Cocaine closes down the blood vessels that supply blood to the body. Ingestion of cocaine results in the user feeling:

- Euphoric;
- Energetic;
- Talkative;
- Mentally alert, especially to the sensations of sight, sound, and touch;
- Without appetite; and
- With little need for sleep.

Use of cocaine has both short term and long term health effects such as:

- Bizarre, erratic, and violent behavior;
- Tremors;
- Nose bleeds;
- Paranoia;
- Restlessness;
- Irritability;
- Anxiety;
- Sudden death;
- Constricted blood vessels;
- Increased temperature;
- Increased heart rate;
- Dilated pupils; and
- Increased blood pressure.

Amphetamines/Methamphetamines – Amphetamines/Methamphetamines is a highly altered chemical mixture that releases large amounts of neurotransmitter dopamine and has a stimulant-like effect. Use of Amphetamines/Methamphetamines has both short term and long term effects to your health such as:

- A "rush";
- Increased activity level;
- Decreased appetite;
- Heightened sense of well-being;
- Increased respiration;
- Increased body temperature;

- Insomnia;
- Compulsive drug-seeking and drug use;
- Functional and molecular changes in the brain;
- Violent behavior;
- Anxiety;
- Confusion;
- Mood disturbances and delusions;
- Pain and withdrawal; and
- Homicidal and/or suicidal thoughts.

Opiates
Opiates are a broad family derived from the processing of opium, which is extracted from the seed pod of certain varieties of poppy plants. The morphine derived from this process is one of the most powerful painkillers known. Heroin is the more famous of the opiates and is highly addictive. Use of opiates has both short term and long term effects to your health such as:

- Drowsiness lasting for several hours;
- Clouded mental function;
- Slowed heart rate;
- Severely slowed breathing;
- A warm flushing of the skin;
- Dry mouth;
- Heavy feeling in the arms and legs which may be accompanied by nausea, vomiting and severe itching;
- Suppression of pain;
- Addiction
- Infectious diseases (i.e., HIV/AIDS and hepatitis B and C)
- Collapsed veins
- Bacterial infections
- Abscesses
- Infection of heart lining and valves; and
- Arthritis and other rheumatologic problems.

Phencyclidine (PCP)
PCP is classified as a dissociative anesthetic and effects are unpredictable and often times trance-like. When PCP is snorted or smoked, PCP rapidly moves from the blood to the brain to disrupt the functioning of sites known as NMDA (N-methyl-D-aspartate) receptor complexes. Use of PCP has both short term and long term effects on your health such as:

- Shallow, rapid breathing;
- Increased blood pressure;
- Increased heart rate;
- Elevated temperature;
- Feelings of detachment from reality;
- Distortions of space, time, and how the user perceives his/her body;
- Hallucinations;
- Panic;
- Fear;
- Feelings of invulnerability and exaggerated strength;

- Severe disorientation;
- Violence;
- Suicidal tendencies;
- Memory loss; and
- Addiction.

Methylenedioxymethamphetamine (MDMA, Ecstasy)
The user of Ecstasy will feel a euphoria which takes effect 15-60 minutes after beginning use and lasts for many hours. Other effects include:

- Mild intoxication;
- Relaxation;
- Euphoria;
- Discomfort
- Disorientation
- Elevated blood pressure and heart rate;
- Irritation and nervousness;
- Optical and acoustic hallucinations;
- An excited calm or peace;
- Lack of appetite;
- Feelings of well-being;
- Increase in physical and emotional energy;
- Increased sociability and closeness;
- Heightened sensitivity;
- Increased responsiveness to touch;
- Changes in perception and;
- Empathy.

At higher doses and long terms use:

- Agitation;
- Panic attacks;
- Illusory or hallucinatory experiences may occur;
- Cerebral hemorrhage;
- Frequent bouts of dysphoria;
- Heart and circulatory failure;
- Neurotoxicity;
- Paranoid psychoses and;
- Stroke
- Users develop a strong psychological dependence on the drug. Chronic users develop increasing tolerance as they increase their doses. Those undergoing withdrawal will suffer bouts of depression and headaches.

29. **System Contacts and Substance Abuse Assistance Resources**

Corporate Drug and Alcohol Administrator
Name: Kathleen DeKelaita
Address: 600 Vine St Cincinnati, OH 45202
Phone: 513-684-8736
E-mail: Kathleen.dekelaita@firstgroup.com

National Hot-Line Numbers and Help Lines:
National Counseling Resource
1-800-607-1010

The American Council on Alcoholism Help Line
1-800-527-5344

The National Institute on Drug Abuse Hot Line
1-800-662 HELP

Alcoholics Anonymous 212-686-1100

American Substance Abuse Professionals (ASAP) – www.go2asap.com
888-792-2727

A copy of the referenced regulations (49 CFR Parts 40 and Part 382); are available on the CUTR Substance Abuse Management Resource Website: sam.cutr.usf.edu

Please sign the Acknowledgement of Receipt of this Policy (attached) and return to your supervisor or Designated Employer Representative.

Revised on: 4/30/14

Employee Acknowledgement of Receipt
Of First Student Substance Abuse Policy

I have received a legible copy of First Students Substance Abuse Policy. I understand that my employment with First Student is conditioned upon full adherence to this policy.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Revised on. 4/30/14

Appendix C

FirstGroup America – Freedom of Association Policy

Purpose: FirstGroup America aspires to be a preferred employer in our industry. To that end, the company supports human rights and the individual rights of its employees, including an employee's right to associate themselves with a labor union if they so choose.

Rights: Though not an exhaustive list, management at FirstGroup America supports an employee's right to:

1. Freedom of Association
2. A secret ballot election
3. An informed choice
4. A representative voter turnout

Objective: To manage our business in support of our employees and the above rights and to refrain from management conduct, whether written or verbal, which is intended to influence an employee's view or choice with regard to labor union representation. In particular, during union organizing campaigns, management shall support the employee's individual right to choose whether to vote for or against union representation without influence or interference from management.

Policy Statement: Management shall not act in any way which is or could reasonably be perceived to be anti-union. This includes refraining from making derisive comments about unions, publishing or posting pamphlets, fliers, letters, posters or any other communication which should be interpreted as criticism of the union or advises employees to vote "no" against the union. However, we believe that employees should be able to make an informed choice and therefore management may provide balanced factual information to assist its employees in making that choice. Further guidance as to what is and is not acceptable can be given by your Human Resources Department.

Intimidation or harassment of employees or any other unlawful activity is strictly prohibited. By extension of this policy, management is reminded of its obligation to honor the principles set out in the FirstGroup CSR policy, including the Code of Business Ethics.

For any employee who feels that this policy has been violated and wishes to file a complaint, please complete a Complaint Form, which can be obtained from your local management or corporate Human Resources, and send it by one of the methods noted below:

- Via US mail to FirstGroup America, Attn: Vice President, Human Resources, 600 Vine St. Suite 1400, Cincinnati, OH 45202.

For reference, submitting a Complaint form does not affect an employee's right to file a complaint with the National Labor Relations Board or any other public agency.

Management Obligations: If you are a location manager and you become aware of union organizing activity at your facility, please notify the Vice President of your region and corporate Human Resources who will support you during such activities and who will be responsible for coordinating company communications during such activity to ensure compliance with this policy.

If you already manage a union site, this does not alter your duties in collective bargaining and acting in the best interests of the company and our employees.

Revision Date – February 2, 2011
(Revised December 1, 2015 with regard to contact information only.)

First America

FirstGroup America – Freedom of Association Policy

Purpose: FirstGroup America aspires to be a preferred employer in our industry. To that end, the company supports human rights and the individual rights of its employees, including an employee's right to associate themselves with a labor union if they so choose.

Rights: Though not an exhaustive list, management at FirstGroup America supports an employee's right to:

1. Freedom of Association
2. A secret ballot election
3. An informed choice
4. A representative voter turnout

Objective: To manage our business in support of our employees and the above rights and to refrain from management conduct, whether written or verbal, which is intended to influence an employee's view or choice with regard to labor union representation. In particular, during union organizing campaigns, management shall support the employee's individual right to choose whether to vote for or against union representation without influence or interference from management.

Policy Statement: Management shall not act in any way which is or could reasonably be perceived to be anti-union. This includes refraining from making derisive comments about unions, publishing or posting pamphlets, fliers, letters, posters or any other communication which should be interpreted as criticism of the union or advises employees to vote "no" against the union. However, we believe that employees should be able to make an informed choice and therefore management may provide balanced factual information to assist its employees in making that choice. Further guidance as to what is and is not acceptable can be given by your Human Resources Department.

Intimidation or harassment of employees or any other unlawful activity is strictly prohibited. By extension of this policy, management is reminded of its obligation to honor the principles set out in the FirstGroup CSR policy, including the Code of Business Ethics.

For any employee who feels that this policy has been violated and wishes to file a complaint, please complete a Complaint Form, which can be obtained from your local management or corporate Human Resources, and send it by one of the methods noted below:

- Via US mail to FirstGroup America, Attn: Vice President, Human Resources, 600 Vine St. Suite 1400, Cincinnati, OH 45202.

For reference, submitting a Complaint form does not affect an employee's right to file a complaint with the National Labor Relations Board or any other public agency.

Management Obligations: If you are a location manager and you become aware of union organizing activity at your facility, please notify the Vice President of your region and corporate Human Resources who will support you during such activities and who will be responsible for coordinating company communications during such activity to ensure compliance with this policy.

If you already manage a union site, this does not alter your duties in collective bargaining and acting in the best interests of the company and our employees.

Revision Date – February 2, 2011
(Revised December 1, 2015 with regard to contact information only.)

2

e Count

oute #	Start Date	End Date	Route Type	AM Tiers	PM Tiers	AM 1-TIER	AM 2-TIER	AM 3-TIER	PM 1-TIER	PM 2-TIER	PM 3-TIER	Route Description	9		Aide 1=Yes	Total Miles per day
8101	8/15/2018	5/30/2019	RegEd	3	3	OE	TH	FC	OE	TH	FC					82.7
8102	8/15/2018	5/30/2019	RegEd	3	3	OE	PL	OP	OE	PL	OP					69.7
8103	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	TW	OE	BE	TW					49.5
8104	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	WB	OE	BE	WC					40.1
8105	8/15/2018	5/30/2019	RegEd	3	3	OE	MU	OP	OE	MU	OP					89.9
8106	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	CH	OE	BE	CH					57.5
8107	8/15/2018	5/30/2019	RegEd	3	2	OE	PL	MTHSHUTT	OE	PL						57.5
8108	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	WC	OE	BE	WC					55.5
8109	8/15/2018	5/30/2019	RegEd	3	3	OE	TH	BH	OE	TH	BH					75.1
8110	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	WC	OE	BE	WC					42.6
8111	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	SB	OE	BE	SB					57.2
8112	8/15/2018	5/30/2019	RegEd	3	3	OE	TR	SB	OE	TR	SB					59.9
8113	8/15/2018	5/30/2019	RegEd	3	3	OE	MU	WC	OE	MU	WC					58.0
8114	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	WC	OE	BE	WC					47.3
8115	8/15/2018	5/30/2019	RegEd	3	3	OE	PL	OP	OE	PL	OP					75.6
8116	8/15/2018	5/30/2019	RegEd	3	3	OE	PL	BH	OE	PL	BH					74.9
8117	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	WC	OE	BE	WC					35.3
8118	8/15/2018	5/30/2019	RegEd	3	3	OE	MU	HM	OE	MU	HM					72.0
8119	8/15/2018	5/30/2019	RegEd	3	3	OE	BE	HM	OE	BE	HM					65.9
8120	8/15/2018	5/30/2019	RegEd	3	3	OE	PL	TW	OE	PL	TW					55.3
8121	8/15/2018	5/30/2019	RegEd	3	2	OE	PL	MTHSHUTT	OE	PL						108.0
8122	8/15/2018	5/30/2019	RegEd	3	3	OE	ME	TW	OE	MU	TW					72.3
8123	8/15/2018	5/30/2019	RegEd	3	3	OE	ME	CH	OE	MU	CH					91.3
8124	8/15/2018	5/30/2019	RegEd	2	2	OE	MU		OE	MU						96.7
8125	8/15/2018	5/30/2019	RegEd	3	3	OE	MU	GP	OE	MU	GP					80.4
8126	8/15/2018	5/30/2019	RegEd	3	3	OE	TH	OP	OE	TH	OP					106.9
8127	8/15/2018	5/30/2019	RegEd	3	3	OE	MU	GP	OE	MU	GP					78.2
8128	8/15/2018	5/30/2019	RegEd	3	3	OE	MU	HM	OE	MU	HM				N	82.7
8129	8/15/2018	5/30/2019	RegEd	2	2	OE	PL		OE	PL						52.1
8130	8/15/2018	5/30/2019	RegEd	3	3	OE	PL	LB	OE	PL	LB					79.6
8131	8/15/2018	5/30/2019	RegEd	3	3	OE	TR	HC	OE	TR	HC					87.8
8201	8/15/2018	5/30/2019	RegEd	3	3	OH	TR	GP	OH	TR	GP					93.0
8202	8/15/2018	11/20/2018	RegEd	3	3	OH	TR	HC	OH	TR	HC					97.7
8203	8/15/2018	11/20/2018	RegEd	3	3	OH	TR	HC	OH	TR	HC					106.2
8204	8/15/2018	5/30/2019	RegEd	3	3	OH	TR	SB	OH	TR	SB					80.8
8205	8/15/2018	10/23/2018	RegEd	3	3	OH	PL	BH	OH	PL	BH					80.6
8206	8/15/2018	5/30/2019	RegEd	2	2	OH		HC	OH		HC					77.6
8207	8/15/2018	5/30/2019	RegEd	3	3	OH	MU	GP	OH	MU	GP					102.2
8208	8/15/2018	5/30/2019	RegEd	2	2	OH		BH	OH		BH					76.6
8209	8/15/2018	5/30/2019	RegEd	3	3	OH	TR	HC	OH	TR	HC					119.9
8210	8/15/2018	5/30/2019	RegEd	3	3	OH	TR	HC	OH	TR	HC					128.9
8211	8/15/2018	5/30/2019	RegEd	2	2	OH		SB	OH		SB					116.2
8212	8/15/2018	5/30/2019	RegEd	3	3	OH	TH	BH	OH	TH	BH					81.8
8213	8/15/2018	5/30/2019	RegEd	2	2	OH		HC	OH		HC					123.6
8214	8/15/2018	5/30/2019	RegEd	3	3	OH	MU	GP	OH	MU	GP					97.7
8215	8/15/2018	5/30/2019	RegEd	2	2	OH		HC	OH		HC					108.3
8216	8/15/2018	5/30/2019	RegEd	2	2	OH		HC	OH		HC					73.3
8217	8/15/2018	5/30/2019	RegEd	3	3	OH	TR	FC	OH	TR	FC					80.1
8218	8/15/2018	5/30/2019	RegEd	3	2	OH	TR	MTHSHUTT	OH	TR						97.6
8301	8/15/2018	5/30/2019	RegEd	2	3		TH	LB	GOAL	TH	LB					71.8
8302	8/15/2018	5/30/2019	RegEd	2	3		TR	LB	GOAL	TR	LB					81.7
8303	8/15/2018	5/30/2019	RegEd	2	2		ME	WC		MU	WC					49.4
8304	8/15/2018	5/30/2019	RegEd	2	3		PL	OP	GOAL	PL	OP					83.6
8305	8/15/2018	5/30/2019	RegEd	2	2		BE	WC		BE	WC					101.8
8306	8/15/2018	5/30/2019	RegEd	2	2		TR	OP		TR	OP					79.7
8307	8/15/2018	5/30/2019	RegEd	2	2		MU	OP		MU	OP					66.0
8309	8/15/2018	5/30/2019	RegEd	2	2		PL	WC		PL	WC					53.2
8310	8/15/2018	5/30/2019	RegEd	2	2		BE	WC		BE	WC					24.5
8311	8/15/2018	5/30/2019	RegEd	2	2		BE	LB		BE	LB					44.4
8312	8/15/2018	5/30/2019	RegEd	2	2		MU	GP		MU	GP					65.1
8313	8/15/2018	5/30/2019	RegEd	2	2		ME	GP		MU	GP					59.6
8314	8/15/2018	5/30/2019	RegEd	2	2		MU	OP		MU	OP					68.7
8315	8/15/2018	5/30/2019	RegEd	2	2		TR	FC		TR	FC					74.6
8316	8/15/2018	5/30/2019	RegEd	2	2		PL	BH		PL	BH					86.0
8317	8/15/2018	5/30/2019	RegEd	2	2		MU	HM		MU	HM					45.8
8318	8/15/2018	5/30/2019	RegEd	1	1		PL			PL						66.9
8105	11/9/2018	11/27/2018	RegEd	0	1					mu						20.2
66	11/14/2018	11/14/2018	RegEd	0	3				oe	PL	BH					36.4
48	11/15/2018	11/29/2018	RegEd	2	2		BE	SB		BE	SB					41.7
7	11/15/2018	11/15/2018	RegEd	0	3				OE	TH	LB					28.9
63	11/16/2018	11/29/2018	RegEd	3	3	OE	TH	SB	OE	TH	SB					29.0
63	11/8/2018	11/28/2018	RegEd	0	3				OE	TH	SB					15.0
Trip	11/15/2018	11/15/2018	RegEd	0	1				TRIP Drop							10.0
				0	0											
				0	0											
				0	0											

ge Routes/Day

RegEd
SpEd

1.2 Deadhead Miles to District Boundary (Keading)

6.8 Deadhead Miles to District Boundary (Wolf's Crossing)

HTS Total	Aide/Monitor Total	Grand Total
$ 450,600.76	$ -	$ 450,600.76

Daily Statistics					Monthly Statistics			Monthly Route Costs			Monthly Aide Costs			Monthly
Live Time AM Hours	Live Time PM Hours	Total Live Time Hrs	Live time Base Hours	Live time Excess Hours - Rounded Up to Quarter Hour	Days	Miles	Excess Hrs	Standard HTS	Excess Hrs	Total	Monitors	Excess Hrs	Total	Grand Total
3.20	3.00	6.20	4.00	2.25	17	1,385.8	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
2.50	2.75	5.25	4.00	1.25	17	1,164.8	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
2.15	2.50	4.65	4.00	0.75	17	821.1	12.75	$ 5,332.22	$ 881.79	$ 6,214.01	$ -	$ -	$ -	$ 6,214.01
2.75	2.50	5.25	4.00	1.25	17	660.6	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
3.00	3.00	6.00	4.00	2.00	17	1,507.6	34.00	$ 5,332.22	$ 2,351.44	$ 7,683.66	$ -	$ -	$ -	$ 7,683.66
3.00	2.75	5.75	4.00	1.75	17	956.6	29.75	$ 5,332.22	$ 2,057.51	$ 7,389.73	$ -	$ -	$ -	$ 7,389.73
3.00	2.75	5.75	4.00	1.75	17	956.6	29.75	$ 5,332.22	$ 2,057.51	$ 7,389.73	$ -	$ -	$ -	$ 7,389.73
2.30	2.75	5.05	4.00	1.00	17	923.4	17.00	$ 5,332.22	$ 1,175.72	$ 6,507.94	$ -	$ -	$ -	$ 6,507.94
3.00	2.75	5.75	4.00	1.75	17	1,256.0	29.75	$ 5,332.22	$ 2,057.51	$ 7,389.73	$ -	$ -	$ -	$ 7,389.73
3.00	2.25	5.25	4.00	1.25	17	703.1	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
3.00	3.00	6.00	4.00	2.00	17	952.3	34.00	$ 5,332.22	$ 2,351.44	$ 7,683.66	$ -	$ -	$ -	$ 7,683.66
3.00	2.50	5.50	4.00	1.50	17	997.1	25.50	$ 5,332.22	$ 1,763.58	$ 7,095.80	$ -	$ -	$ -	$ 7,095.80
2.25	2.50	4.75	4.00	0.75	17	966.3	12.75	$ 5,332.22	$ 881.79	$ 6,214.01	$ -	$ -	$ -	$ 6,214.01
2.75	2.50	5.25	4.00	1.25	17	783.7	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
2.75	3.00	5.75	4.00	1.75	17	1,265.5	29.75	$ 5,332.22	$ 2,057.51	$ 7,389.73	$ -	$ -	$ -	$ 7,389.73
2.50	3.00	5.50	4.00	1.50	17	1,252.4	25.50	$ 5,332.22	$ 1,763.58	$ 7,095.80	$ -	$ -	$ -	$ 7,095.80
2.50	2.25	4.75	4.00	0.75	17	579.2	12.75	$ 5,332.22	$ 881.79	$ 6,214.01	$ -	$ -	$ -	$ 6,214.01
2.50	2.50	5.00	4.00	1.00	17	1,203.9	17.00	$ 5,332.22	$ 1,175.72	$ 6,507.94	$ -	$ -	$ -	$ 6,507.94
2.50	2.75	5.25	4.00	1.25	17	1,100.4	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
3.00	2.25	5.25	4.00	1.25	17	919.0	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
2.00	3.00	5.00	4.00	1.00	17	1,815.9	17.00	$ 5,332.22	$ 1,175.72	$ 6,507.94	$ -	$ -	$ -	$ 6,507.94
2.50	2.50	5.00	4.00	1.00	17	1,208.9	17.00	$ 5,332.22	$ 1,175.72	$ 6,507.94	$ -	$ -	$ -	$ 6,507.94
3.00	2.50	5.50	4.00	1.50	17	1,531.7	25.50	$ 5,332.22	$ 1,763.58	$ 7,095.80	$ -	$ -	$ -	$ 7,095.80
2.00	2.25	4.25	4.00	0.25	17	1,623.0	4.25	$ 5,332.22	$ 293.93	$ 5,626.15	$ -	$ -	$ -	$ 5,626.15
3.25	2.50	5.75	4.00	1.75	17	1,345.6	29.75	$ 5,332.22	$ 2,057.51	$ 7,389.73	$ -	$ -	$ -	$ 7,389.73
3.00	3.50	6.50	4.00	2.50	17	1,797.1	42.50	$ 5,332.22	$ 2,939.30	$ 8,271.52	$ -	$ -	$ -	$ 8,271.52
3.00	3.00	6.00	4.00	2.00	17	1,308.7	34.00	$ 5,332.22	$ 2,351.44	$ 7,683.66	$ -	$ -	$ -	$ 7,683.66
3.00	2.50	5.50	4.00	1.50	17	1,385.3	25.50	$ 5,332.22	$ 1,763.58	$ 7,095.80	$ -	$ -	$ -	$ 7,095.80
2.50	2.00	4.50	4.00	0.50	17	865.5	8.50	$ 5,332.22	$ 587.86	$ 5,920.08	$ -	$ -	$ -	$ 5,920.08
3.00	2.50	5.50	4.00	1.50	17	1,333.5	25.50	$ 5,332.22	$ 1,763.58	$ 7,095.80	$ -	$ -	$ -	$ 7,095.80
3.00	3.00	6.00	4.00	2.00	17	1,472.2	34.00	$ 5,332.22	$ 2,351.44	$ 7,683.66	$ -	$ -	$ -	$ 7,683.66
3.00	2.00	5.00	4.00	1.00	17	1,561.1	17.00	$ 5,332.22	$ 1,175.72	$ 6,507.94	$ -	$ -	$ -	$ 6,507.94
3.00	3.25	6.25	4.00	2.25	13	1,254.9	29.25	$ 4,077.58	$ 2,022.93	$ 6,100.51	$ -	$ -	$ -	$ 6,100.51
3.25	3.50	6.75	4.00	2.75	13	1,364.6	35.75	$ 4,077.58	$ 2,472.47	$ 6,550.05	$ -	$ -	$ -	$ 6,550.05
3.25	2.50	5.75	4.00	1.75	17	1,352.9	29.75	$ 5,332.22	$ 2,057.51	$ 7,389.73	$ -	$ -	$ -	$ 7,389.73
2.75	3.00	5.75	4.00	1.75				$ -	$ -	$ -	$ -	$ -	$ -	$ -
3.25	3.00	6.25	4.00	2.25	17	1,299.5	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
3.25	3.00	6.25	4.00	2.25	17	1,716.3	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
4.50	3.00	7.50	4.00	3.50	17	1,281.8	59.50	$ 5,332.22	$ 4,115.02	$ 9,447.24	$ -	$ -	$ -	$ 9,447.24
3.25	3.00	6.25	4.00	2.25	17	2,018.1	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
3.25	3.00	6.25	4.00	2.25	17	2,170.4	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
3.25	2.50	5.75	4.00	1.75	17	1,955.0	29.75	$ 5,332.22	$ 2,057.51	$ 7,389.73	$ -	$ -	$ -	$ 7,389.73
2.75	3.00	5.75	4.00	1.75	17	1,370.5	29.75	$ 5,332.22	$ 2,057.51	$ 7,389.73	$ -	$ -	$ -	$ 7,389.73
3.00	3.25	6.25	4.00	2.25	17	2,081.1	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
3.25	3.00	6.25	4.00	2.25	17	1,639.7	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
3.00	3.25	6.25	4.00	2.25	17	1,786.5	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
3.25	3.00	6.25	4.00	2.25	17	1,226.0	38.25	$ 5,332.22	$ 2,645.37	$ 7,977.59	$ -	$ -	$ -	$ 7,977.59
3.00	3.00	6.00	4.00	2.00	17	1,341.6	34.00	$ 5,332.22	$ 2,351.44	$ 7,683.66	$ -	$ -	$ -	$ 7,683.66
3.00	2.00	5.00	4.00	1.00	17	1,638.6	17.00	$ 5,332.22	$ 1,175.72	$ 6,507.94	$ -	$ -	$ -	$ 6,507.94
2.00	2.25	4.25	4.00	0.25	17	1,199.4	4.25	$ 5,332.22	$ 293.93	$ 5,626.15	$ -	$ -	$ -	$ 5,626.15
2.50	3.00	5.50	4.00	1.50	17	1,369.2	25.50	$ 5,332.22	$ 1,763.58	$ 7,095.80	$ -	$ -	$ -	$ 7,095.80
2.00	2.50	4.50	4.00	0.50	17	819.9	8.50	$ 5,332.22	$ 587.86	$ 5,920.08	$ -	$ -	$ -	$ 5,920.08
2.00	3.25	5.25	4.00	1.25	17	1,400.1	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
3.25	2.00	5.25	4.00	1.25	17	1,709.9	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
2.00	2.00	4.00	4.00	-	17	1,333.7		$ 5,332.22	$ -	$ 5,332.22	$ -	$ -	$ -	$ 5,332.22
2.00	2.00	4.00	4.00	-	17	1,101.3		$ 5,332.22	$ -	$ 5,332.22	$ -	$ -	$ -	$ 5,332.22
2.50	2.00	4.50	4.00	0.50	17	884.2	8.50	$ 5,332.22	$ 587.86	$ 5,920.08	$ -	$ -	$ -	$ 5,920.08
2.00	2.00	4.00	4.00	-	17	395.3		$ 5,332.22	$ -	$ 5,332.22	$ -	$ -	$ -	$ 5,332.22
2.25	2.00	4.25	4.00	0.25	17	733.6	4.25	$ 5,332.22	$ 293.93	$ 5,626.15	$ -	$ -	$ -	$ 5,626.15
2.25	2.00	4.25	4.00	0.25	17	1,085.5	4.25	$ 5,332.22	$ 293.93	$ 5,626.15	$ -	$ -	$ -	$ 5,626.15
2.00	2.00	4.00	4.00	-	17	992.8		$ 5,332.22	$ -	$ 5,332.22	$ -	$ -	$ -	$ 5,332.22
2.00	2.00	4.00	4.00	-	17	1,147.0		$ 5,332.22	$ -	$ 5,332.22	$ -	$ -	$ -	$ 5,332.22
2.00	2.00	4.00	4.00	-	17	1,247.6		$ 5,332.22	$ -	$ 5,332.22	$ -	$ -	$ -	$ 5,332.22
3.00	2.25	5.25	4.00	1.25	17	1,441.6	21.25	$ 5,332.22	$ 1,469.65	$ 6,801.87	$ -	$ -	$ -	$ 6,801.87
2.00	2.25	4.25	4.00	0.25	17	757.4	4.25	$ 5,332.22	$ 293.93	$ 5,626.15	$ -	$ -	$ -	$ 5,626.15
2.00	2.00	4.00	4.00	-	17	1,116.6		$ 5,332.22	$ -	$ 5,332.22	$ -	$ -	$ -	$ 5,332.22
	2.00	2.00	4.00	-	5	95.2		$ 1,568.30	$ -	$ 1,568.30	$ -	$ -	$ -	$ 1,568.30
	3.15	3.15	4.00	-	1	35.2		$ 313.66	$ -	$ 313.66	$ -	$ -	$ -	$ 313.66
2.25	2.0	4.25	4.00	0.25	4	162.1	1.00	$ 1,254.64	$ 69.16	$ 1,323.80	$ -	$ -	$ -	$ 1,323.80
	3.00	3.00	4.00	-	1	27.7		$ 313.66	$ -	$ 313.66	$ -	$ -	$ -	$ 313.66
3.00	2.75	5.75	4.00	1.75	4	111.2	7.00	$ 1,254.64	$ 484.12	$ 1,738.76	$ -	$ -	$ -	$ 1,738.76
	2.75	2.75	4.00	-	2	27.6		$ 627.32	$ -	$ 627.32	$ -	$ -	$ -	$ 627.32
	2.00	2.00	4.00	-	1	8.8		$ 313.66	$ -	$ 313.66	$ -	$ -	$ -	$ 313.66
		-	4.00	-				$ -	$ -	$ -	$ -	$ -	$ -	$ -
		-	4.00	-				$ -	$ -	$ -	$ -	$ -	$ -	$ -
		-	4.00	-				$ -	$ -	$ -	$ -	$ -	$ -	$ -

Total Excess Hours			Total Miles		
HTS	RegEd	90.25	RegEd	82,303.91	
	SpEd	-	SpEd	-	

	HTS	Excess Hrs	Days	Aides	Excess Hrs	Days
RegEd	$ 349,730.90	$100,869.86	17	$ -	$ -	-
SpEd	$ -	$ -	-	$ -	$ -	-

SEPTRAN
STUDENT TRANSPORTATION

$	242.45 MPV r.
$	52.44 Excess
$	270.34 Yellow
$	59.60 Excess
$	83.68 Monit
$	20.92 Excess
$	78.66 Midda

Route #	Start Date	End Date	Count	Route Type	AM Tiers	PM Tiers	AM 1-Tier	AM 2-Tier	AM 3-Tier	PM 1-Tier	PM 2-Tier	PM 3-Tier	Aide	Daily Statistics: Total Miles	Live Time AM	Live Time PM	Total Live Time	Live Base	Live Excess	Monthly Statistics:	Miles	Excess	Monthly: Standard HTS	Excess
4001/1437	8/27/2018	6/29/2019	1	MPV			Acacia			Acacia			0	168.19	2.66	2.75	5.41	4.00	1.41	16	2,691.04	22.56	$ 3,879.20	$
4003/1436	8/20/2018	5/31/2019	1	MPV			Camelot Genoa			Camelot Genoa			1	202.51	3.4	3.50	6.90	4.00	2.90	19	3,847.69	55.1	$ 4,606.55	$
4004/1428	8/20/2018	5/31/2019	1	MPV			Camelot Naperville			Camelot Naperville			0	88.55	2	2.00	4.00	4.00	0.00	19	1,682.45	0	$ 4,606.55	$
4005/1209	8/24/2018	6/13/2019	1	MPV			Chicago Autism Academy			Chicago Autism Academy			0	235.43	2.66	2.75	5.41	4.00	1.41	17	4,002.31	23.97	$ 4,121.65	$
4006/1434	8/20/2018	5/31/2019	1	MPV			Clarewoods Academy			Clarewoods Academy			2	127.95	3.15	2.25	5.40	4.00	1.40	14	1,791.30	19.6	$ 3,394.30	$
4008/1425	9/4/2018	6/13/2018	1	MPV			Core Academy			Core Academy			1	42.3	2	2.00	4.00	4.00	0.00	17	719.10	0	$ 4,121.65	$
4009/1440	8/20/2018	5/29/2019	1	MPV			Giant Steps			Giant Steps			1	115.06	2.66	2.75	5.41	4.00	1.41	16	1,840.96	22.56	$ 3,879.20	$
4010/1426	8/15/2018	5/23/2019	1	MPV			Glen Oaks North						0	122.72	2.66	0.00	2.66	4.00	0.00	18	2,208.96	0	$ 4,364.10	$
4011/1312	8/15/2018	5/23/2019	1	MPV			Glen Oaks South			Glen Oaks South			0	159.8	2.66	2.75	5.41	4.00	1.41	18	2,876.40	25.38	$ 4,364.10	$
4012/1424	8/15/2018	5/23/2019	1	MPV			Glen Oaks West			Glen Oaks West			0	77.66	2	2.00	4.00	4.00	0.00	18	1,397.88	0	$ 4,364.10	$
4013/1408	8/27/2018	6/7/2019	1	MPV			Hamilton Academy			Hamilton Academy			0	152.58	2.9	3.00	5.90	4.00	1.90	19	2,899.02	36.1	$ 4,606.55	$
4014/940	8/23/2018	6/5/2019	1	Yellow Mini			Krejci			Krejci			1	104.91	2.4	2.50	4.90	4.00	0.90	17	1,783.47	15.3	$ 4,595.78	$
4016/328	8/15/2018	5/31/2019	1	Yellow Mini			Parkland Prep			Parkland Prep			1	99.99	2	2.00	4.00	4.00	0.00	16	1,599.84	0	$ 4,325.44	$
4017/1418	9/4/2018	5/31/2019	1	MPV			Core Academy			Core Academy			0	67.27	2	2.00	4.00	4.00	0.00	17	1,143.59	0	$ 4,121.65	$
4018/1446	8/15/2018	5/24/2019	1	MPV			eastview am						0	30	2	0.00	2.00	2.00	0.00	16	480.00	0	$ 3,879.20	$
4018/1446	8/15/2018	5/24/2019	1	MPV						eastview pm/ bednarcik/wheatlands			1	68	0	4.50	4.50	2.00	2.50	16	1,088.00	40	$ 3,879.20	$
4019/1421	8/20/2018	5/30/2019	1	MPV			Seal Lombard			Seal Lombard			1	229.02	3.66	3.75	7.41	4.00	3.41	16	3,664.32	54.56	$ 3,879.20	$
4020/1207	8/20/2018	5/30/2019	1	MPV			Seal Romeoville			Seal Romeoville			1	105.15	4.15	2.25	6.40	4.00	2.40	16	1,682.40	38.4	$ 3,879.20	$
4021/1423	8/20/2018	5/30/2019	1	MPV			Seal Romeoville			Seal Romeoville			1	157.87	2.15	2.25	4.40	4.00	0.40	16	2,525.92	6.4	$ 3,879.20	$
4022/1438	8/15/2018	5/31/2019	1	MPV			Parkland Prep			Parkland Prep			1	51.79	2.00	2.00	4.00	4.00	0.00	16	828.64	0	$ 3,879.20	$
4023/1422	8/21/2018	6/2/2019	1	MPV			Soaring Eagle			Soaring Eagle			1	141.03	2.66	2.75	5.41	4.00	1.41	18	2,538.54	25.38	$ 4,364.10	$
4025/15190	8/15/2018	5/24/2019	1	Yellow Mini			Eastview/Transition			Eastview/Transition			1	64.88	2.66	2.00	4.66	4.00	0.66	16	1,038.08	10.56	$ 4,325.44	$
4026/1435	8/15/2018	5/31/2019	1	Mini Yellow			Parkland Prep Stream			Parkland Prep Stream			1	137.37	3.15	3.00	6.15	4.00	2.15	16	2,197.92	34.4	$ 4,325.44	$
4027/1444	8/13/2018	5/24/2019	1	MPV			Summit			Summit			0	138.37	2.4	2.50	4.90	4.00	0.90	16	2,213.92	14.4	$ 3,879.20	$
4033/7080	8/16/2018	5/24/2019	1	Yellow Mini			Turning Pointe			Turning Pointe			1	71.81	2.00	2.00	4.00	4.00	0.00	18	1292.58	0	$ 4,866.12	$
4034/7036	8/23/2018	6/5/2019	1	MPV			The Bridge			The Bridge			1	117.89	3.15	2.75	5.90	4.00	1.90	17	2,004.13	32.3	$ 4,121.65	$
4035/W979	8/30/2018	5/23/2019	1	Yellow w/c bus			Elim Christian			Elim Christian			1	223.25	3.66	3.75	7.41	4.00	3.41	18	4,018.50	61.38	$ 4,866.12	$
4037/w966	5/15/2018	5/24/2019	1	Yellow w/c bus			OHS/OEHS			OHS/OEHS			1	158.11	4.15	2.75	6.90	4.00	2.90	16	2,529.76	46.4	$ 4,325.44	$
4038/1416	5/15/2018	5/24/2019	1	MPV			homeless transport prairie point/ boulder hill/Wheatlands						1	73	2.66	0.00	2.66	2.00	0.66	16	1,168.00	10.56	$ 3,879.20	$
4038/1416	5/15/2018	5/24/2019	1	MPV						homeless tranport prairie point			0	127.09	0	4.75	4.75	2.00	2.75	16	2,033.44	44	$ 3,879.20	$
4043/1418	10/30/2018	5/22/2019	1	MPV			Premier			Premier			0	116.83	2.5	2.50	5.00	4.00	1.00	15	1,752.45	15	$ 3,636.75	$
4039/1445	10/18/2018	5/24/2019	1	MPV						Brokaw-Midday			0	21.65	0	1.75	1.75	1.75	0.00	15	324.75	0	$ 1,179.90	$
4040/1422	10/18/2018	5/24/2019	1	MPV						Brokaw-Midday			0	24.03	0	1.75	1.75	1.75	0.00	15	360.45	0	$ 1,179.90	$
4041/1418	10/18/2018	5/24/2019	1	MPV						Prarie Pointe-Midday			0	19.13	0	1.75	1.75	1.75	0.00	15	286.95	0	$ 1,179.90	$
4042/1434	10/25/2018	5/24/2019	1	MPV			Brokaw-Midday						0	26.22	1.5	0.00	1.50	1.50	0.00	15	393.30	0	$ 1,179.90	$
4044/M938	11/6/2018	5/31/2019	1	Yellow Mini			Parkland Prep			Parkland Prep			1	185.82	3.5	3.50	7.00	4.00	3.00	13	2,415.66	39	$ 3,514.42	$
4045/M	11/20/2018	5/24/2019	1	Yellow Mini			Brokaw-Midday						0	25.62	1.5	0.00	1.50	1.50	0.00	4	102.48	0	$ 314.64	$

$ 242.45	MPV rate
$ 52.44	Excess MPV hour
$ 270.34	Yellow rate
$ 59.60	Excess yellow hour
$ 83.68	Monitor
$ 20.92	Excess monitor hour
$ 78.66	Midday Rate

SEPTEMBER

Monthly Total		$ 203,811.18
Fuel Escalator	$ 3.04	
Fuel Price	$ 2.44	
Total Miles	67,424.20	
Fuel Adjustment		($5,056.82)
Monthly Total Incl. Fuel		$ 198,754.36

	Monthly Statistics			Monthly Route Cost			Monthly Aide Cost			Monthly
ive Excess		Miles	Excess	Standard HTS	Excess Hours	Total	Monitors	Excess	Total	Grand Total
1.41	16	2,691.04	22.56	$ 3,879.20	$ 1,183.05	$ 5,062.25	$ -	$ -	$ -	$ 5,062.25
2.90	19	3,847.69	55.1	$ 4,606.55	$ 2,889.44	$ 7,495.99	$ 1,589.92	$ 1,152.69	$ 2,742.61	$ 10,238.61
0.00	19	1,682.45	0	$ 4,606.55	$ -	$ 4,606.55	$ -	$ -	$ -	$ 4,606.55
1.41	17	4,002.31	23.97	$ 4,121.65	$ 1,256.99	$ 5,378.64	$ -	$ -	$ -	$ 5,378.64
1.40	14	1,791.30	19.6	$ 3,394.30	$ 1,027.82	$ 4,422.12	$ 2,343.04	$ 820.06	$ 3,163.10	$ 7,585.23
0.00	17	719.10	0	$ 4,121.65	$ -	$ 4,121.65	$ 1,422.56	$ -	$ 1,422.56	$ 5,544.21
1.41	16	1,840.96	22.56	$ 3,879.20	$ 1,183.05	$ 5,062.25	$ 1,338.88	$ 471.96	$ 1,810.84	$ 6,873.08
0.00	18	2,208.96	0	$ 4,364.10	$ -	$ 4,364.10	$ -	$ -	$ -	$ 4,364.10
1.41	18	2,876.40	25.38	$ 4,364.10	$ 1,330.93	$ 5,695.03	$ -	$ -	$ -	$ 5,695.03
0.00	18	1,397.88	0	$ 4,364.10	$ -	$ 4,364.10	$ -	$ -	$ -	$ 4,364.10
1.90	19	2,899.02	36.1	$ 4,606.55	$ 1,893.08	$ 6,499.63	$ -	$ -	$ -	$ 6,499.63
0.90	17	1,783.47	15.3	$ 4,595.78	$ 911.88	$ 5,507.66	$ 1,422.56	$ 320.08	$ 1,742.64	$ 7,250.30
0.00	16	1,599.84	0	$ 4,325.44	$ -	$ 4,325.44	$ 1,338.88	$ -	$ 1,338.88	$ 5,664.32
0.00	17	1,143.59	0	$ 4,121.65	$ -	$ 4,121.65	$ -	$ -	$ -	$ 4,121.65
0.00	16	480.00	0	$ 3,879.20	$ -	$ 1,939.60	$ -	$ -	$ -	$ 1,939.60
2.50	16	1,088.00	40	$ 3,879.20	$ 2,097.60	$ 2,988.40	$ 1,338.88	$ 836.80	$ 1,087.84	$ 4,076.24
3.41	16	3,664.32	54.56	$ 3,879.20	$ 2,861.13	$ 6,740.33	$ 1,338.88	$ 1,141.40	$ 2,480.28	$ 9,220.60
2.40	16	1,682.40	38.4	$ 3,879.20	$ 2,013.70	$ 5,892.90	$ 1,338.88	$ 803.33	$ 2,142.21	$ 8,035.10
0.40	16	2,525.92	6.4	$ 3,879.20	$ 335.62	$ 4,214.82	$ 1,338.88	$ 133.89	$ 1,472.77	$ 5,687.58
0.00	16	828.64	0	$ 3,879.20	$ -	$ 3,879.20	$ 1,338.88	$ -	$ 1,338.88	$ 5,218.08
1.41	18	2,538.54	25.38	$ 4,364.10	$ 1,330.93	$ 5,695.03	$ 1,506.24	$ 530.95	$ 2,037.19	$ 7,732.22
0.66	16	1,038.08	10.56	$ 4,325.44	$ 629.38	$ 4,954.82	$ 1,338.88	$ 220.92	$ 1,559.80	$ 6,514.61
2.15	16	2,197.92	34.4	$ 4,325.44	$ 2,050.24	$ 6,375.68	$ 1,338.88	$ 719.65	$ 2,058.53	$ 8,434.21
0.90	16	2,213.92	14.4	$ 3,879.20	$ 755.14	$ 4,634.34	$ -	$ -	$ -	$ 4,634.34
0.00	18	1292.58	0	$ 4,866.12	$ -	$ 4,866.12	$ 1,506.24	$ -	$ 1,506.24	$ 6,372.36
1.90	17	2,004.13	32.3	$ 4,121.65	$ 1,693.81	$ 5,815.46	$ 1,422.56	$ 675.72	$ 2,098.28	$ 7,913.74
3.41	18	4,018.50	61.38	$ 4,866.12	$ 3,658.25	$ 8,524.37	$ 1,506.24	$ 1,284.07	$ 2,790.31	$ 11,314.68
2.90	16	2,529.76	46.4	$ 4,325.44	$ 2,765.44	$ 7,090.88	$ 1,338.88	$ 970.69	$ 2,309.57	$ 9,400.45
0.66	16	1,168.00	10.56	$ 3,879.20	$ 553.77	$ 2,216.48	$ 1,338.88	$ 220.92	$ 1,559.80	$ 3,776.28
2.75	16	2,033.44	44	$ 3,879.20	$ 2,307.36	$ 3,093.28	$ -	$ -	$ -	$ 3,093.28
1.00	15	1,752.45	15	$ 3,636.75	$ 786.60	$ 4,423.35	$ -	$ -	$ -	$ 4,423.35
0.00	15	324.75	0	$ 1,179.90	$ -	$ 1,179.90	$ -	$ -	$ -	$ 1,179.90
0.00	15	360.45	0	$ 1,179.90	$ -	$ 1,179.90	$ -	$ -	$ -	$ 1,179.90
0.00	15	286.95	0	$ 1,179.90	$ -	$ 1,179.90	$ -	$ -	$ -	$ 1,179.90
0.00	15	393.30	0	$ 1,179.90	$ -	$ 1,179.90	$ -	$ -	$ -	$ 1,179.90
3.00	13	2,415.66	39	$ 3,514.42	$ 2,324.40	$ 5,838.82	$ 1,087.84	$ 815.88	$ 1,903.72	$ 7,742.54
0.00	4	102.48	0	$ 314.64	$ -	$ 314.64	$ -	$ -	$ -	$ 314.64

School District 308 Pupil Transportation Services
Pre- Bid Meeting
March 5, 2020 @ 10:00 AM

#3

	Company	Print Name	Phone Number	Email address	Signature
1	FIRST STUDENT	JUAN CORTES	773910 2001	JUAN.CORTES@FIRSTSTUDENT.COM	
2	RICH LIFE VANS / COOK-ILLINOIS COR	TOM O'SULLIVAN	708-560-9840	TOSULLIVAN@COOKILLINOIS.COM	
3	Septran	Lisa Clements	630-553-0435	lclements@septranbus.com	
4	DURHAM	FRED SMITH	630-441-7167	fredsmith@vellc.com	
5	Septran/Durham	Andy Reaser	630-383-9223	areasor@septranbus.com	
6	FIRST STUDENT	Michael Ensign	513-504-6610	michael.ensign@firstgroup.com	
7	North American Central School Bus	David Petersen	708-691-0441	d.petersen@illinois-central.com	
8					
9					
10					
11					
12					
13					
14					
15					
16					

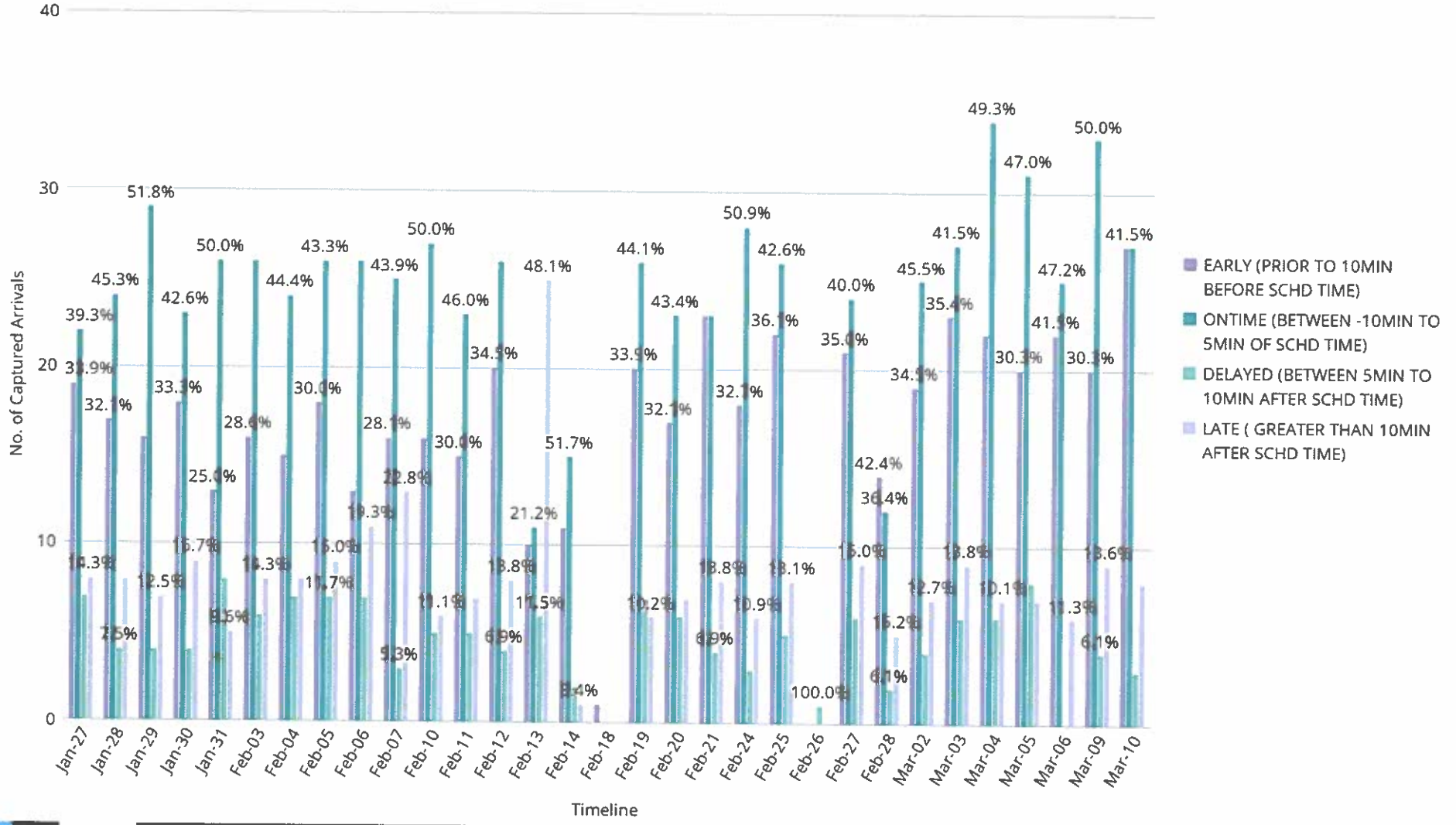
SD308
COMMUNITY UNIT SCHOOL DISTRICT

ON TIME PERFORMANCE ARRIVAL BUCKET- LOCATION -

This Year

85.5 % On Time Performance

Filters applied: TASK_NAME contains Bednarcik 4050 AM, Camelot Genoa 4003 AM, Camelot Genoa 4003 PM, Camelot Naperville 4004 AM, Camelot Naperville 4004 MD, Camelot Naperville 4004 PM, Clarewoods Academy 4006 AM, Clarewoods Academy 4006 PM, Core Acdemy 4008 AM, Core Acdemy 4008 PM, Eastview 4018 AM, Eastview 4018 PM, Eastview 4025 AM, Eastview 4025 PM, Eastview 4056 AM, Eastview 4056 PM, Eastview 4057 AM, Eastview 4057 PM, Eastview 4058 AM, Eastview 4058 PM, Eastview 4059 MD, Elim 4035 AM, Elim 4035 PM, Giant Steps 4009 A...



WEEK ENDING: 1/31/2020

SCHOOL	ROUTES RUN	LATE ROUTES
OHS	105	0
OEHS	310	1
BD	119	1
MU	140	6
PL	120	2
TH	19	0
TR	54	6
BH	30	1
CH	20	7
FC	10	5
GP	70	14
HM	10	0
HC	55	9
LB	40	10
OP	50	10
SB	40	7
TW	30	2
WC	100	2
TOTAL	1322	83

OTP	93.7

WEEK ENDING: 2/7/2020

SCHOOL	ROUTES RUN	LATE ROUTES
OHS	105	1
OEHS	308	0
BD	120	0
MU	139	4
PL	120	2
TH	20	0
TR	55	6
BH	30	0
CH	20	7
FC	10	1
GP	69	18
HM	10	0
HC	55	7
LB	40	10
OP	50	10
SB	40	2
TW	30	0
WC	100	4
TOTAL	1321	72

OTP	94.5

WEEK ENDING: 2/14/2020

SCHOOL	ROUTES RUN	LATE ROUTES
OHS	105	2
OEHS	310	4
BD	120	0
MU	139	4
PL	120	4
TH	20	1
TR	55	4
BH	30	2
CH	20	5
FC	10	2
GP	70	14
HM	10	1
HC	55	8
LB	40	10
OP	50	10
SB	40	3
TW	30	7
WC	99	4
TOTAL	1323	85

OTP	93.6

WEEK ENDING: 2/21/2020

SCHOOL	ROUTES RUN	LATE ROUTES
OHS	84	1
OEHS	310	5
BD	96	0
MU	111	0
PL	96	0
TH	16	0
TR	44	4
BH	24	2
CH	16	5
FC	8	4
GP	56	16
HM	8	0
HC	44	7
LB	32	8
OP	40	8
SB	32	3
TW	24	4
WC	80	4
TOTAL	1121	71

OTP	93.7

BUS #	type	Manufacturer	year	miles	capacity
85	CE	International	2009	139985	65
90580	CE	International	2009	129485	71
90581	CE	International	2009	81225	71
140964	C2	Freightliner	2014	90162	71
140965	C2	Freightliner	2014	85773	71
140966	C2	Freightliner	2014	83816	71
140967	C2	Freightliner	2014	91774	71
140968	C2	Freightliner	2014	88155	71
140969	C2	Freightliner	2014	73871	71
140970	C2	Freightliner	2014	92907	71
140971	C2	Freightliner	2014	92113	71
140972	C2	Freightliner	2014	86452	71
140973	C2	Freightliner	2014	86266	71
140974	C2	Freightliner	2014	97286	71
140975	C2	Freightliner	2014	78332	71
140976	C2	Freightliner	2014	78993	71
140977	C2	Freightliner	2014	83363	71
140978	C2	Freightliner	2014	89235	71
140979	C2	Freightliner	2014	77312	71
140980	C2	Freightliner	2014	82371	71
140981	C2	Freightliner	2014	101304	71
140982	C2	Freightliner	2014	97698	71
140983	C2	Freightliner	2014	97322	71
141125	C2	Freightliner	2014	104586	71
141126	C2	Freightliner	2014	90756	71
141127	C2	Freightliner	2014	104055	71
141128	C2	Freightliner	2014	102781	71
141129	C2	Freightliner	2014	113702	71
141130	C2	Freightliner	2014	99127	71
141131	C2	Freightliner	2014	103749	71
141132	C2	Freightliner	2014	88128	71
141133	C2	Freightliner	2014	94614	71
141134	C2	Freightliner	2014	109189	71
141135	C2	Freightliner	2014	94156	71
141136	C2	Freightliner	2014	107279	71
141137	C2	Freightliner	2014	102107	71
141138	C2	Freightliner	2014	90725	71
141139	C2	Freightliner	2014	101450	71
141140	C2	Freightliner	2014	103406	71
141141	C2	Freightliner	2014	124300	71
141142	C2	Freightliner	2014	95803	71
141143	C2	Freightliner	2014	98673	71
141361	C2	Freightliner	2014	84270	71

H6602	C2	Freightliner	2017	51589	71
H6605	C2	Freightliner	2017	52685	71
H6606	C2	Freightliner	2017	59213	71
H9118	C2	Freightliner	2017	29907	71
H9123	C2	Freightliner	2017	25051	71
L9596	C2	Freightliner	2019	2827	71
L9610	C2	Freightliner	2019	7187	71
L9613	C2	Freightliner	2019	5333	71
L9614	C2	Freightliner	2019	6517	71
L9616	C2	Freightliner	2019	6689	71
M2963	C2	Freightliner	2019	2833	71
M2964	C2	Freightliner	2019	3671	71

Route #	AM	PM	AM/PM	Regular or Special Ed	In or Out of District	Aide Y/N	# of Aides	Daily Hours	# of WC	One Way Mileage	Round Trip Mileage	# of Students	Equipment	Vehicle Type	Capacity
9201	Camelot Genoa	Camelot Genoa	AM/PM	Special Ed	Out of District	Y	1	7.75		97.97	197.56	3	BELT, 2 VESTS	MPV	9
9202	Camelot Naperville	Camelot Naperville	AM/PM	Special Ed	Out of District	Y	1	5.5		75.84	142.67	5 AM/4 PM	BELT	MPV	9
9203	Chicago Autism	Chicago Autism	AM/PM	Special Ed	Out of District	N	0	7		45.1	90.2	NONE	NONE	MPV	9
9204	Claire Woods	Claire Woods	AM/PM	Special Ed	Out of District	Y	1	4.75		62.27	119.21	2	BELT	MPV	9
9205	Core Academy	Core Academy	AM/PM	Special Ed	Out of District	Y	1	4		38.06	71.88	4 AM/6 PM	BELT	MPV	9
9206	Giant Steps	Giant Steps	AM/PM	Special Ed	Out of District	Y	1	5.75		54.93	107.04	5	BELT, VEST	MPV	9
9207	Glen Oaks South	Glen Oaks South	AM/PM	Special Ed	Out of District	N	0	5		69.43	135.66	1	BELT	MPV	9
9210	Glen Oaks West	Glen Oaks West	AM/PM	Special Ed	Out of District	N	0	5.25		34.78	64.18	3	BELT	MPV	9
9211	Krejci	Krejci	AM/PM	Special Ed	Out of District	Y	1	3		46.02	88.54	3	BELT	GM Mini	29
9212	Parkland Prep Plainfield	Parkland Prep Plainfield	AM/PM	Special Ed	Out of District	Y	1	4		22.55	45.16	3	BELT	MPV	9
9213	Guiding Light Woodridge	Guiding Light Woodridge	AM/PM	Special Ed	Out of District	Y	1	5		61.3	113.1	1	ICS	MPV	9
9214	Seal Lombard	Seal Lombard	AM/PM	Special Ed	Out of District	N	0	5.25		75	145.49	1	BELT	MPV	9
9215	Seal Romeoville	Seal Romeoville	AM/PM	Special Ed	Out of District	Y	1	4.75		56.86	106.56	5	BELT, GUARD	MPV	9
9217	Seal Romeoville	Seal Romeoville	AM/PM	Special Ed	Out of District	N	0	4.75		54.85	105.61	2	BELT	MPV	9
9219	Parkland Prep Plainfield	Parkland Prep Plainfield	AM/PM	Special Ed	Out of District	Y	1	4		26.88	51.29	5	BELT, 2 VESTS, GUARD	MPV	9
9220	Soaring Eagle	Soaring Eagle	AM/PM	Special Ed	Out of District	Y	1	5		68.83	126.61	1	BELT	MPV	9
9221	Parkland Prep Streamwood	Parkland Prep Streamwood	AM/PM	Special Ed	Out of District	Y	1	6.25		76.48	147.25	1	BELT	MPV	9
9222	Turning Point	Turning Point	AM/PM	Special Ed	Out of District	Y	1	3.5		37.71	67.54	2	VEST, GUARD	GM Mini	29
9224	Little Friends	Little Friends	AM/PM	Special Ed	Out of District	Y	1	4.5		62.45	118.49	2	BELT	MINI	29
9225	Premier Academy	Premier Academy	AM/PM	Special Ed	Out of District	N	0	4.5		78.32	157.35	8	NONE	MPV	9
9227	Trinity	Trinity	AM/PM	Special Ed	Out of District	Y	1	5.75		39.6	79.2	NONE	NONE	NONE	NONE
9228	New Hope	New Hope	AM/PM	Special Ed	Out of District	N	0	7.25		112.87	212.8	1	NONE	MPV	9
9229	Krejci	Krejci	AM/PM	Special Ed	Out of District	Y	1	5		45.45	86.37	5	BELT, ICS, VEST,	MPV	9
9230	Guiding Light Shorewood	Guiding Light Shorewood	AM/PM	Special Ed	Out of District	Y	1	4.75		48.36	89.54	1	ICS	MPV	9
9232	Marklund Day School	Marklund Day School	AM/PM	Special Ed	Out of District	Y	1	5.5		84.79	160.76	1	VEST, GUARD	MPV	9
9234	Out of District/In District as needed	TBD	AM/PM	Special Ed	Out of District	TBD								Thomas	53
9236	Out of District/In District as needed	TBD	AM/PM	Special Ed	Out of District	TBD								MPV	9
9223	Elim Christian School	Elim Christian School	AM/PM	Special Ed	Out of District	Y	1	7.75	1	98.02	183.35	1	W/C	GM W/C	9
9226	MKV OHS/Goal/Wheatlands	MKV Goal/ OHS	AM/PM	Special Ed	Both	Y	1	8	1	115.47	231.32	3	W/C, BELT	CH W/C	9

Vehicle No.		Type	Manufacturer	Model Year	Current Mileage	Capacity
C-108	Eastview	Conventional	Thomas	2011	189573	53
M-15224	Krejci	Mini	GM	2015	69626	24
M-15156	Eastview	Mini	CHEVROLET	2015	121668	29
M-2001	The Bridge	Mini	CHEVROLET	2021	4286	29
M-2004	Eastview	Mini	CHEVROLET	2021	2301	29
M-940	Eastview	Mini	CHEVROLET	2009	154705	29
MPV 1408	Glen Oaks West	MPV	CHEVROLET	2012	139904	9
MPV 1416	Glen Oaks South / Cowherd	MPV	CHEVROLET	2013	117995	9
MPV 1423	Seal Romeoville	MPV	CHEVROLET	2014	122348	9
MPV 1426	Soaring Eagle	MPV	CHEVROLET	2014	119168	9
MPV 1428	Camelot Naperville	MPV	CHEVROLET	2014	107012	9
MPV 1434	Clarewoods Academy	MPV	CHEVROLET	2014	128593	9
MPV 1436	Camelot Genoa	MPV	CHEVROLET	2014	164400	9
MPV 1440	Giant Steps	MPV	CHEVROLET	2014	120751	9
MPV 1444	Oswego High School/ Core Academy	MPV	CHEVROLET	2014	111156	9
MPV-1207	Parkland Prep Streamwood	MPV	CHEVROLET	2014	125316	9
MPV-1418	Krejci / Krug	MPV	CHEVROLET	2014	96540	9
MPV-1421	Guiding Light	MPV	CHEVROLET	2014	131172	9
MPV-1422	Guiding Light	MPV	CHEVROLET	2014	114343	9
MPV-1424	Bednarcik am OHS PM ONLY (Starts 10/28)	MPV	CHEVROLET	2014	100257	9
MPV-1425	Marklund	MPV	CHEVROLET	2014	121153	9
MPV-1427	Oswego east(AM)/Seal Lombard	MPV	CHEVROLET	2014	114758	9
MPV-1430	Eastview (AM) / Eastview/Murphy (PM)	MPV	CHEVROLET	2014	90282	9
MPV-1437	Premier	MPV	CHEVROLET	2014	117571	9
MPV-1438	Oswego High School/Parkland Prep (AM)/ P	MPV	CHEVROLET	2014	85147	9
MPV-1445	New Hope	MPV	CHEVROLET	2014	136378	9
MPV-1446	Trinity	MPV	CHEVROLET	2014	102473	9
MPV-15115	Seal Romeoville	MPV	FORD	2015	92853	9
W-316	Elim	Wheelchair	GM	2011	100669	9
W-979	OHS/ WHEATLANDS	Wheelchair	CHEVROLET	2009	209475	9

	Schools			Type		
Route #	AM	PM	AM/PM	Regular	In District	Daily Hours
9141	Oswego East High/ Traughber JH/ Southbury ES	Oswego East High/ Traughber JH/ Southbury ES	AM/PM	Regular	In District	6
9142	Oswego East High/ Plank JH/ Long Beach ES	Oswego East High/ Plank JH/ Long Beach ES	AM/PM	Regular	In District	6.25
9143	Oswego High/ Traughber JH/ Southbury ES	Oswego High/ Traughber JH/ Southbury ES	AM/PM	Regular	In District	6
9144	Oswego East High/ Goal/ Fox Chase ES	Oswego East High/ Traughber JH/ Fox Chase ES	AM/PM	Regular	In District	6.15
9145	Oswego East High/ Murphy JH/ Old Post ES	Oswego East High/ Old Post ES	AM/PM	Regular	In District	5.5
9146	Oswego East High/ Traughber JH/ Hunt Club ES	Oswego East High/ Traughber JH/ Boulder Hill ES	AM/PM	Regular	In District	6.25
9147	Oswego High/ Traughber JH	Oswego High/ Traughber JH/ Hunt Club ES	AM/PM	Regular	In District	5.15
9148	Oswego High/ Grande Park ES	Oswego High/ Grande Park ES	AM/PM	Regular	In District	5.75
9149	Oswego East High/ Old Post Es	Oswego East High/ Old Post Es	AM/PM	Regular	In District	6
9150	Oswego High/ Boulder Hill ES	Oswego High/ Boulder Hill ES	AM/PM	Regular	In District	6.5

Driver Directions For BH/WEISBROOK AM OSWEGO EAST

Route 9141
Bus

Start Time:6:10 am
End Time:6:45 am

Total Riders:45

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:15.02 mi.

Notes:

			Distance	Pickup	Dropoff
6:10 am	**GARAGE**				
	Start on	S NORMANTOWN RD	0.36		
	Left turn at	87TH ST	0.02		
	Continue on	KEATING DR	0.99		
	Right turn at	S EOLA RD	0.51		
	Left turn at	MONTGOMERY RD	3.61		
	Right turn at	Douglas Ave	0.20		
	Left turn at	SHERMAN AVE	0.31		
	Right turn at	Hartway Dr	0.18		
	Left turn at	S LINCOLN AVE	0.11		
	Left turn at	SHERMAN AVE	0.19		
6:22 am	**START**	**251 SHERMAN AVE**		1	
	Continue on	SHERMAN AVE	0.20		
	Right turn at	Douglas Ave	0.20		
	Continue on	Douglas Rd	0.41		
	Right turn at	Seasons Ridge Blvd	0.37		
	Left turn at	Briarcliff Rd	0.38		
6:25 am	**STOP**	**Briarcliff Rd @ Timberlane Dr**		1	
	Continue on	Briarcliff Rd	0.24		
	Left turn at	Red Fox Run	0.32		
	Right turn at	Briarcliff Rd	0.41		
	Right turn at	Seasons Ridge Blvd	0.37		
	Right turn at	Douglas Rd	0.61		
	Right turn at	Long Beach Rd	0.04		
	Right turn at	Sonora Dr	0.05		
6:30 am	**STOP**	**Sonora Dr @ Tealwood Rd**		16	
	Continue on	Sonora Dr	0.12		
6:31 am	**STOP**	**Sonora Dr @ Afton Dr**		8	
	Left turn at	Afton Dr	0.08		
	Right turn at	Pendleton Pl	0.07		
6:32 am	**STOP**	**Pendleton Pl @ Fernwood Rd**		11	
	Right turn at	Fernwood Rd	0.08		
	Right turn at	Douglas Rd	0.10		
	Left turn at	Wiesbrook Rd	0.07		
6:34 am	**STOP**	**Wiesbrook Rd @ Hartford Ct**		3	
	Continue on	Wiesbrook Rd	0.19		
6:35 am	**STOP**	**Wiesbrook Rd @ Cobblestone Ct**		4	
	Right turn at	Cobblestone Ct	0.08		
	Left turn at	Wiesbrook Rd	0.02		
6:36 am	**STOP**	**Wiesbrook Rd @ Canterbury Ct**		1	

)river Directions Fo\ 3H/WEISBROOK AM OSWEGO EAST

			Distance	Pickup	Dropoff
	Continue on	Wiesbrook Rd	0.26		
	Right turn at	Douglas Rd	0.25		
	Right turn at	RT 30	1.71		
	Left turn at	Route 34	0.37		
	Right turn at	RT 30	0.63		
	Continue on	Harvey Rd	0.63		
	Right turn at	OEHS	0.20		
	Right turn at	OEHS	0.11		
6:45 am	DEST	OEHS No Intersection			45

Route Last Updated: 2/3/2020

'er Directions For SOUTHBURY NORTH AM TRAUGHBER .

Route 9141
Bus

Start Time:7:18 am
End Time:7:45 am

Total Riders:43

Route Days:MTWHF

Anchor Abbr:TRJH

Distance:8.44 mi.

Notes:

			Distance	Pickup	Dropoff
7:18 am	**SCHL**	**OEHS No Intersection**			
	Start on	OEHS	0.28		
	Right turn at	OEHS	0.31		
	Right turn at	WOLF ROAD	3.00		
	Bear Left on	Route 71	0.41		
7:27 am	**START**	**Route 71 @ Bell Ct**		1	
	Continue on	Route 71	0.06		
	Bear Right on	Franklin St	0.04		
	Right turn at	Garfield St	0.31		
	Right turn at	Chicago Rd	0.39		
	Continue on	WOLF ROAD	0.35		
	Right turn at	Della Ln	0.10		
7:30 am	**STOP**	**Della Ln @ Robert Rd**		2	
	Continue on	Della Ln	0.10		
	Left turn at	Robert Rd	0.08		
	Left turn at	Willington Way	0.22		
7:32 am	**STOP**	**Willington Way @ Addison Ct**		12	
	Continue on	Willington Way	0.12		
	Right turn at	Winthrop Dr	0.23		
7:35 am	**STOP**	**Winthrop Dr @ Torrington Ct**		10	
	Continue on	Winthrop Dr	0.05		
	Left turn at	Willington Way	0.04		
	Left turn at	Southbury Blvd	0.19		
7:37 am	**STOP**	**Southbury Blvd @ Willington Way**		7	
	Right turn at	Willington Way	0.29		
7:39 am	**STOP**	**Willington Way @ Southbury Blvd**		11	
	Left turn at	Southbury Blvd	0.94		
	Right turn at	Colchester Dr	0.63		
	Left turn at	TRAUGHBER DRIVEWAY TO BUS L/	0.06		
	Continue on	DRIVEWAY TO TR P/U & D/O	0.23		
7:45 am	**DEST**	**TRAUGHBER JUNIOR HIGH SCHOOL**			43

Route Last Updated: 1/27/2020

river Directions For PRESCOTT MILLS 2 AM SOUTHBURY

Route. / Start Time:8:18 am Total Riders:62
Bus End Time:9:04 am
Route Days:MTWHF
Anchor Abbr:SB Distance:17.14 mi.
Notes:

			Distance	Pickup	Dropoff
8:18 am	**SCHL**	**TRAUGHBER JUNIOR HIGH SCHOOL**			
	Start on	DRIVEWAY TO TR P/U & D/O	0.10		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.09		
	Continue on	TRAUGHBER DRIVEWAY TO BUS L/	0.04		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	Colchester Dr	0.10		
	Right turn at	Wooley Rd	2.49		
	Left turn at	Roth Rd	1.43		
	Right turn at	WOLF ROAD	0.86		
	Left turn at	Devoe Dr	0.06		
	Left turn at	Chapin Way	0.16		
	Left turn at	Parker Pl	0.05		
8:28 am	**START**	**Parker Pl @ Foster Dr**		**17**	
	Right turn at	Foster Dr	0.19		
8:30 am	**STOP**	**235 Foster Dr**		**12**	
	Continue on	Foster Dr	0.14		
8:32 am	**STOP**	**Foster Dr @ Parker Pl**		**18**	
	Continue on	Foster Dr	0.18		
8:35 am	**END**	**283/282/281/280 Foster Dr**		**15**	
	Continue on	Foster Dr	0.05		
	Right turn at	Chapin Way	0.10		
	Right turn at	Devoe Dr	0.06		
	Right turn at	WOLF ROAD	3.03		
	Left turn at	Southbury Blvd	0.28		
	Left turn at	Bower Ln	0.17		
	Right turn at	Preston Ln	0.21		
	Left turn at	SOUTHBURY ELEMENTARY DRIVE	0.05		
8:45 am	**DEST**	**SOUTHBURY ELEMENTARY SCHOOL**			**62**
	Continue on	SOUTHBURY ELEMENTARY DRIVE	0.11		
	Right turn at	Preston Ln	0.35		
	Left turn at	Bower Ln	0.17		
	Right turn at	Southbury Blvd	0.28		
	Right turn at	WOLF ROAD	3.81		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
9:04 am	**GARAGE**				

Route Last Updated: 3/9/2020

iver Directions For 3H/WEISBROOK PM OSWEGO EAST P

Route 9141
Bus

M Start Time:2:09 pm
End Time:3:05 pm

Total Riders:44

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:16.40 mi.

Notes:

			Distance	Pickup	Dropoff
2:09 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	1.50		
	Right turn at	OEHS	0.31		
	Left turn at	OEHS	0.28		
2:22 pm	**ARRIVE**	**OEHS No Intersection**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OEHS No Intersection**		**44**	
	Start on	OEHS	0.11		
	Left turn at	OEHS	0.20		
	Left turn at	Harvey Rd	0.28		
	Left turn at	Treasure Dr	0.55		
	Right turn at	Ogden Falls Blvd	0.71		
	Continue on	RT 30	1.71		
	Right turn at	Douglas Rd	0.20		
	Left turn at	Seasons Ridge Blvd	0.37		
	Left turn at	Briarcliff Rd	0.38		
2:45 pm	**STOP**	**Briarcliff Rd @ Timberlane Dr**			**1**
	Continue on	Briarcliff Rd	0.24		
	Left turn at	Red Fox Run	0.32		
	Right turn at	Briarcliff Rd	0.41		
	Right turn at	Seasons Ridge Blvd	0.37		
	Right turn at	Douglas Rd	0.34		
	Right turn at	Fernwood Rd	0.08		
2:49 pm	**STOP**	**Fernwood Rd @ Pendleton Pl**			**11**
	Left turn at	Pendleton Pl	0.07		
	Left turn at	Afton Dr	0.08		
2:50 pm	**STOP**	**Afton Dr @ Sonora Dr**			**8**
	Right turn at	Sonora Dr	0.12		
2:51 pm	**STOP**	**Sonora Dr @ Tealwood Rd**			**16**
	Continue on	Sonora Dr	0.05		
	Left turn at	Long Beach Rd	0.04		
	Left turn at	Douglas Rd	0.16		
	Right turn at	Wiesbrook Rd	0.07		
2:53 pm	**STOP**	**Wiesbrook Rd @ Hartford Ct**			**3**
	Continue on	Wiesbrook Rd	0.19		
2:54 pm	**STOP**	**Wiesbrook Rd @ Cobblestone Ct**			**5**
	Right turn at	Cobblestone Ct	0.08		

iver Directions For (: BH/WEISBROOK PM OSWEGO EAST P

			Distance	Pickup	Dropoff
	Left turn at	Wiesbrook Rd	0.09		
2:55 pm	END	Wiesbrook Rd @ Oxford Ct			
	Continue on	Wiesbrook Rd	0.19		
	Left turn at	Douglas Rd	1.84		
	Right turn at	WOLF ROAD	0.66		
	Left turn at	Southbury Blvd	1.03		
	Right turn at	Colchester Dr	0.55		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
	Continue on	DRIVEWAY TO TR P/U & D/O	0.09		
	Left turn at	DRIVEWAY TO TR P/U & D/O	0.10		
3:05 pm	SCHL	TRAUGHBER JUNIOR HIGH SCHOOL			

Route Last Updated: 2/3/2020

ır Directions For SOUTHBURY NORTH PM TRAUGHBER JI

Route. 9141
Bus

Start Time:3:10 pm
End Time:3:41 pm

Total Riders:45

Route Days:MTWHF

Anchor Abbr:TRJH

Distance:8.17 mi.

Notes:

			Distance	Pickup	Dropoff
3:10 pm	ARRIVE	TRAUGHBER JUNIOR HIGH SCHOOL			
		>> WAIT UNTIL 03:17 PM (IDLE FOR 7 MINUTES)<<			
3:17 pm	ORIGIN	TRAUGHBER JUNIOR HIGH SCHOOL		45	
	Start on	DRIVEWAY TO TR P/U & D/O	0.23		
	Continue on	TRAUGHBER DRIVEWAY TO BUS L/	0.06		
	Right turn at	Colchester Dr	0.63		
	Left turn at	Southbury Blvd	0.81		
3:21 pm	STOP	Southbury Blvd @ Willington Way			8
	Continue on	Southbury Blvd	0.13		
3:22 pm	STOP	Southbury Blvd @ Willington Way			11
	Left turn at	Willington Way	0.16		
3:24 pm	STOP	Willington Way @ Addison Ct			12
	Continue on	Willington Way	0.28		
	Left turn at	Winthrop Dr	0.05		
3:27 pm	STOP	Winthrop Dr @ Torrington Ct			11
	Continue on	Winthrop Dr	0.23		
	Right turn at	Willington Way	0.04		
	Left turn at	Southbury Blvd	0.09		
	Left turn at	WOLF ROAD	0.33		
	Left turn at	Della Ln	0.10		
3:30 pm	STOP	Della Ln @ Robert Rd			2
	Right turn at	Robert Rd	0.22		
	Left turn at	Della Ln	0.20		
	Right turn at	WOLF ROAD	1.21		
	Right turn at	Douglas Rd	0.21		
3:34 pm	STOP	2415 douglas road			1
	Continue on	Douglas Rd	0.00		
3:35 pm	END	Douglas Rd @ Burkhart Dr			
	Continue on	Douglas Rd	1.09		
	Right turn at	Wooley Rd	1.23		
	Right turn at	Colchester Dr	0.58		
	Right turn at	Durham Ln	0.08		
	Continue on	Preston Ln	0.09		
	Right turn at	SOUTHBURY ELEMENTARY DRIVE	0.11		
3:41 pm	SCHL	SOUTHBURY ELEMENTARY SCHOOL			

Route Last Updated: 1/27/2020

iver Directions For PRESCOTT MILLS 2 PM SOUTHBURY F

Rout
Bus

tart Time:3:50 pm
End Time:4:18 pm

Total Riders:60

Route Days:MTWHF

Anchor Abbr:SB

Distance:8.01 mi.

Notes:

			Distance	Pickup	Dropoff
3:50 pm	ARRIVE	SOUTHBURY ELEMENTARY SCHOOL			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	ORIGIN	SOUTHBURY ELEMENTARY SCHOOL		60	
	Start on	SOUTHBURY ELEMENTARY DRIVE	0.05		
	Right turn at	Preston Ln	0.21		
	Left turn at	Bower Ln	0.17		
	Right turn at	Southbury Blvd	0.28		
	Right turn at	WOLF ROAD	3.03		
	Left turn at	Devoe Dr	0.06		
	Left turn at	Chapin Way	0.16		
	Left turn at	Parker Pl	0.05		
4:05 pm	STOP	Parker Pl @ Foster Dr			17
	Right turn at	Foster Dr	0.19		
4:07 pm	STOP	235 Foster Dr			12
	Continue on	Foster Dr	0.14		
4:09 pm	STOP	Foster Dr @ Parker Pl			16
	Continue on	Foster Dr	0.18		
4:11 pm	END	283/282/281/280 Foster Dr			15
	Continue on	Foster Dr	0.05		
	Right turn at	Chapin Way	0.10		
	Right turn at	Devoe Dr	0.06		
	Left turn at	WOLF ROAD	0.78		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
4:18 pm	GARAGE				

Route Last Updated: 3/9/2020

Directions For . FARM LKS/SPRINGBROOK N AM OSWEGO

Route 9142
Bus

Start Time:6:08 am
End Time:6:45 am

Total Riders:98

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:12.66 mi.

Notes:

			Distance	Pickup	Dropoff
6:08 am	**GARAGE**				
	Start on	S NORMANTOWN RD	0.36		
	Left turn at	87TH ST	0.02		
	Continue on	KEATING DR	0.99		
	Right turn at	S EOLA RD	0.51		
	Left turn at	MONTGOMERY RD	3.61		
	Left turn at	Douglas Rd	1.01		
	Left turn at	Long Beach Rd	0.02		
6:20 am	**START**	**Long Beach Rd No Intersection**			
	Continue on	Long Beach Rd	0.03		
6:20 am	**STOP**	**Long Beach Rd @ Kensington Dr**		8	
	Continue on	Long Beach Rd	0.11		
6:21 am	**STOP**	**BY FIRE HYDRT LONGBEACH RD AND AVON CT/600 S**		18	
	Continue on	Long Beach Rd	0.11		
6:23 am	**STOP**	**231 Long Beach Road**		4	
	Left turn at	Kensington Dr	0.07		
6:23 am	**STOP**	**Kensington Dr @ Brompton Ct**		6	
	Continue on	Kensington Dr	0.15		
	Left turn at	Long Beach Rd	0.22		
	Right turn at	Kensington Dr	0.12		
6:26 am	**STOP**	**Kensington Dr @ Westminster Ct**		5	
	Continue on	Kensington Dr	0.08		
	Continue on	Kensington Dr (West End)	0.01		
	Continue on	Kensington Dr	0.01		
6:26 am	**STOP**	**354 Kensington Dr**		8	
	Continue on	Kensington Dr	0.21		
6:28 am	**STOP**	**Kensington Dr @ Manchester Rd**		18	
	Continue on	Kensington Dr	0.11		
6:30 am	**STOP**	**Kensington Dr @ Vernon Dr**		4	
	Continue on	Kensington Dr	0.09		
6:30 am	**STOP**	**414 Kensington Dr**		8	
	Continue on	Kensington Dr	0.14		
	Left turn at	Fifth St	0.30		
	Right turn at	FARMINGTON LAKES DR	0.06		
	Right turn at	Springbrook Trl N	0.03		
6:33 am	**STOP**	**Springbrook Trl N @ Brookside Dr**		12	
	Continue on	Springbrook Trl N	0.26		

Directions For FARM LKS/SPRINGBROOK N AM OSWEGO

			Distance	Pickup	Dropoff
6:35 am	STOP	619 Springbrook Trl N		7	
	Continue on	Springbrook Trl N	0.07		
	Right turn at	FARMINGTON LAKES DR	0.19		
	Right turn at	DRIVE FOR CHILDREN OF AMERICA	0.15		
	Right turn at	FARMINGTON LAKES DR	0.06		
	Left turn at	Douglas Rd	1.31		
	Left turn at	WOLF ROAD	1.65		
	Left turn at	OEHS	0.31		
	Left turn at	OEHS	0.28		
6:45 am	DEST	OEHS No Intersection			98

Route Last Updated: 3/11/2020

'er Directions For C FARM LKS/SPRINGBROOK AM PLANK J

Route 9142
Bus

}f Start Time:7:05 am
End Time:7:45 am

Total Riders:47

Route Days:MTWHF

Anchor Abbr:PL

Distance:12.91 mi.

Notes:

			Distance	Pickup	Dropoff
7:05 am	START	OEHS No Intersection			
	Start on	OEHS	0.11		
	Left turn at	OEHS	0.20		
	Left turn at	Harvey Rd	0.28		
	Right turn at	Treasure Dr	0.33		
	Left turn at	RT 30	1.06		
	Continue on	Hill Ave	0.43		
	Continue on	County Highway 30	0.56		
	Left turn at	MONTGOMERY RD	1.46		
	Right turn at	5TH ST	0.57		
	Left turn at	ASHLAND AVE	0.16		
	Right turn at	S 4th St	0.12		
	Left turn at	EUCLID AVE	0.07		
	Left turn at	LAFAYETTE ST	0.02		
7:17 am	STOP	919 LAFAYETTE ST		1	
	Continue on	LAFAYETTE ST	0.09		
	Right turn at	ASHLAND AVE	0.15		
	Left turn at	Douglas Ave	0.71		
	Continue on	Douglas Rd	1.01		
	Right turn at	Long Beach Rd	0.15		
	Left turn at	SPRINGDALE RD	0.31		
7:23 am	STOP	SPRINGDALE RD @ Saugatuck Rd		10	
	Left turn at	Saugatuck Rd	0.18		
7:24 am	STOP	Saugatuck Rd @ Sonora Dr		6	
	Continue on	Saugatuck Rd	0.06		
	Right turn at	Douglas Rd	0.21		
	Left turn at	Barnaby Dr	0.14		
	Right turn at	Heritage Dr	0.11		
7:26 am	STOP	Heritage Dr @ Richmond Ct		2	
	Continue on	Heritage Dr	0.17		
7:27 am	STOP	Heritage Dr @ Newport Cir		6	
	Continue on	Heritage Dr	0.12		
7:29 am	STOP	Heritage Dr @ Plymouth Ct		4	
	Continue on	Heritage Dr	0.03		
	Left turn at	Salem Cir	0.11		
7:30 am	STOP	Salem Cir @ Richmond Dr		5	
	Continue on	Salem Cir	0.24		
7:31 am	STOP	Salem Cir @ Barnaby Dr		2	
	Left turn at	Barnaby Dr	0.18		
7:33 am	STOP	Barnaby Dr @ Quincy Dr		2	

'er Directions Fo . . . . J FARM LKS/SPRINGBROOK AM PLANK J

			Distance	Pickup	Dropoff
	Continue on	Barnaby Dr	0.19		
7:34 am	STOP	Barnaby Dr @ Cornell Dr		5	
	Continue on	Barnaby Dr	0.12		
	Right turn at	Heritage Dr	0.06		
	Right turn at	FARMINGTON LAKES DR	0.04		
7:35 am	STOP	FRONT ENTRANCE TO FARMINGTON LKS APT		1	
	Continue on	FARMINGTON LAKES DR	0.05		
	Left turn at	DRIVE FOR CHILDREN OF AMERICA	0.03		
	Bear Right on	CHILDREN OF AMERICA DRIVE	0.09		
	Left turn at	DRIVE FOR CHILDREN OF AMERICA	0.03		
	Right turn at	FARMINGTON LAKES DR	0.05		
	Right turn at	DRIVE FOR CHILD OF AMERICA	0.01		
	Continue on	FARMINGTON LAKES DR	0.01		
	>> TURN AROUND AT <<				
		1311 FARMINGTON LKS DR (CHILD	0.01		
	Continue on	DRIVE FOR CHILD OF AMERICA	0.01		
	Right turn at	FARMINGTON LAKES DR	0.21		
	Left turn at	Douglas Rd	0.64		
	Left turn at	Route 34	0.84		
	Right turn at	Fifth St	0.33		
7:42 am	END	Fifth St @ OXBOW AVE		3	
	Continue on	Fifth St	0.51		
	Right turn at	Bluegrass Pkwy	0.12		
	Left turn at	Apollo Ln	0.23		
7:45 am	DEST	PLANK JR HIGH SCHOOL			47

Route Last Updated: 3/10/2020

us Driver Directions For HERITAGE AM LONG BEACH AM

Route 9142
Bus

Start Time:8:24 am
End Time:9:02 am

Total Riders:48

Route Days:MTWHF

Anchor Abbr:LB

Distance:12.89 mi.

Notes:

			Distance	Pickup	Dropoff
8:24 am	**SCHL**	**PLANK JR HIGH SCHOOL**			
	Start on	Apollo Ln	0.08		
	Right turn at	Apollo Ln	0.19		
	Right turn at	Bluegrass Pkwy	0.12		
	Left turn at	Fifth St	0.84		
	Left turn at	Route 34	0.42		
	Right turn at	Heritage Dr	0.08		
	Right turn at	Salem Cir	0.11		
	Left turn at	Richmond Dr	0.19		
	Right turn at	Heritage Dr	0.05		
	Right turn at	Cornell Dr	0.17		
8:30 am	**START**	**Cornell Dr @ Barnaby Dr**		7	
	Right turn at	Barnaby Dr	0.19		
8:31 am	**STOP**	**Barnaby Dr @ Quincy Dr**		4	
	Continue on	Barnaby Dr	0.18		
8:33 am	**STOP**	**Barnaby Dr @ Salem Cir**		9	
	Right turn at	Salem Cir	0.24		
8:35 am	**STOP**	**Salem Cir @ Richmond Dr**		3	
	Continue on	Salem Cir	0.11		
	Right turn at	Heritage Dr	0.03		
8:36 am	**STOP**	**Heritage Dr @ Plymouth Ct**		3	
	Continue on	Heritage Dr	0.12		
8:37 am	**STOP**	**Heritage Dr @ Newport Cir**		9	
	Left turn at	Newport Cir	0.11		
8:38 am	**STOP**	**Newport Cir @ Bike Path (By 447 Newport Cir)**		9	
	Continue on	Newport Cir	0.14		
	Left turn at	Heritage Dr	0.21		
8:41 am	**END**	**Heritage Dr @ Richmond Dr**		4	
	Continue on	Heritage Dr	0.11		
	Left turn at	Barnaby Dr	0.14		
	Right turn at	Douglas Rd	0.44		
	Left turn at	Long Beach Rd	0.50		
	Left turn at	LONG BEACH BUS LANE	0.15		
8:45 am	**DEST**	**LONG BEACH BUS LANE No Intersection**			48
	Continue on	LONG BEACH BUS LANE	0.04		
	Right turn at	LONG BEACH BUS LANE	0.08		
	Right turn at	Long Beach Rd	0.50		
	Left turn at	Douglas Rd	0.41		
	Right turn at	RT 30	1.71		

us Driver Directions For HERITAGE AM LONG BEACH AM

		Distance	Pickup	Dropoff
Left turn at	Route 34	0.37		
Right turn at	RT 30	1.94		
Left turn at	WOLF ROAD	0.40		
Continue on	WOLFS CROSSING ROAD	1.42		
Left turn at	WOLF'S CROSSING RD	0.76		
Left turn at	91ST ST	0.10		
Right turn at	S NORMANTOWN RD	0.22		

9:02 am GARAGE

Route Last Updated: 3/3/2020

Directions Fo ARM LKS/SPRNGBRK N PM OSWEGO EA

Route 9142
Bus

Start Time:2:06 pm
End Time:3:05 pm

Total Riders:93

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:14.34 mi.

Notes:

			Distance	Pickup	Dropoff
2:06 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	0.40		
	Right turn at	RT 30	0.88		
	Left turn at	Treasure Dr	0.33		
	Left turn at	Harvey Rd	0.28		
	Right turn at	OEHS	0.20		
	Right turn at	OEHS	0.11		
2:22 pm	**ARRIVE**	**OEHS No Intersection**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OEHS No Intersection**		**93**	
	Start on	OEHS	0.28		
	Right turn at	OEHS	0.31		
	Right turn at	WOLF ROAD	1.65		
	Right turn at	Douglas Rd	1.68		
	Right turn at	Long Beach Rd	0.17		
2:42 pm	**START**	**BY FIRE HYDRT LONGBEACH RD AND AVON CT/600 S**			**19**
	Continue on	Long Beach Rd	0.11		
2:44 pm	**STOP**	**231 Long Beach Road**			**3**
	Left turn at	Kensington Dr	0.07		
2:44 pm	**STOP**	**Kensington Dr @ Brompton Ct**			**6**
	Continue on	Kensington Dr	0.15		
2:45 pm	**STOP**	**Kensington Dr @ Long Beach Rd**			**5**
	Left turn at	Long Beach Rd	0.22		
	Right turn at	Kensington Dr	0.12		
2:47 pm	**STOP**	**Kensington Dr @ Westminster Ct**			**4**
	Continue on	Kensington Dr	0.08		
	Continue on	Kensington Dr (West End)	0.01		
	Continue on	Kensington Dr	0.01		
2:48 pm	**STOP**	**354 Kensington Dr**			**8**
	Continue on	Kensington Dr	0.21		
2:49 pm	**STOP**	**Kensington Dr @ Manchester Rd**			**18**
	Continue on	Kensington Dr	0.11		
2:51 pm	**STOP**	**Kensington Dr @ Vernon Dr**			**4**
	Continue on	Kensington Dr	0.09		
2:52 pm	**STOP**	**414 Kensington Dr**			**8**

Directions For **FARM LKS/SPRNGBRK N PM OSWEGO EA**

			Distance	Pickup	Dropoff
	Continue on	Kensington Dr	0.14		
	Left turn at	Fifth St	0.30		
	Right turn at	FARMINGTON LAKES DR	0.06		
	Right turn at	Springbrook Trl N	0.03		
2:54 pm	STOP	Springbrook Trl N @ Brookside Dr			11
	Continue on	Springbrook Trl N	0.26		
2:56 pm	END	619 Springbrook Trl N			7
	Continue on	Springbrook Trl N	0.07		
	Right turn at	FARMINGTON LAKES DR	0.19		
	Right turn at	DRIVE FOR CHILDREN OF AMERICA	0.15		
	Right turn at	FARMINGTON LAKES DR	0.06		
	Left turn at	Douglas Rd	1.31		
	Left turn at	WOLF ROAD	1.08		
	Left turn at	Fifth St	0.32		
	Left turn at	Bluegrass Pkwy	0.12		
	Left turn at	Apollo Ln	0.19		
	Left turn at	Apollo Ln	0.08		
3:05 pm	SCHL	PLANK JR HIGH SCHOOL			

Route Last Updated: 3/11/2020

ɜr Directions For FARM LKS/SPRINGBROOK PM PLANK JF

Route 9142 Start Time:3:10 pm Total Riders:44
Bus End Time:3:39 pm

Route Days:MTWHF

Anchor Abbr:PL Distance:6.11 mi.

Notes:

			Distance	Pickup	Dropoff
3:10 pm	ARRIVE	PLANK JR HIGH SCHOOL			
		>> WAIT UNTIL 03:17 PM (IDLE FOR 7 MINUTES)<<			
3:17 pm	ORIGIN	PLANK JR HIGH SCHOOL		44	
	Start on	Apollo Ln	0.23		
	Right turn at	Bluegrass Pkwy	0.12		
	Right turn at	Fifth St	0.32		
	Right turn at	WOLF ROAD	1.08		
	Right turn at	Douglas Rd	1.24		
	Right turn at	Barnaby Dr	0.26		
3:23 pm	STOP	Barnaby Dr @ Cornell Dr			6
	Continue on	Barnaby Dr	0.19		
3:25 pm	STOP	Barnaby Dr @ Quincy Dr			2
	Continue on	Barnaby Dr	0.18		
3:26 pm	STOP	Barnaby Dr @ Salem Cir			1
	Right turn at	Salem Cir	0.24		
3:27 pm	STOP	Salem Cir @ Richmond Dr			5
	Continue on	Salem Cir	0.11		
	Right turn at	Heritage Dr	0.03		
3:28 pm	STOP	Heritage Dr @ Plymouth Ct			4
	Continue on	Heritage Dr	0.12		
3:29 pm	STOP	Heritage Dr @ Newport Cir			6
	Continue on	Heritage Dr	0.17		
3:31 pm	STOP	Heritage Dr @ Richmond Dr			2
	Continue on	Heritage Dr	0.17		
	Right turn at	FARMINGTON LAKES DR	0.04		
3:32 pm	STOP	FRONT ENTRANCE TO FARMINGTON LKS APT			1
	Continue on	FARMINGTON LAKES DR	0.05		
	Left turn at	DRIVE FOR CHILDREN OF AMERICA	0.03		
	Bear Right on	CHILDREN OF AMERICA DRIVE	0.09		
	Left turn at	DRIVE FOR CHILDREN OF AMERICA	0.03		
	Right turn at	FARMINGTON LAKES DR	0.05		
	Right turn at	DRIVE FOR CHILD OF AMERICA	0.01		
	Continue on	FARMINGTON LAKES DR	0.01		
	>> TURN AROUND AT <<				
		1311 FARMINGTON LKS DR (CHILD	0.01		
	Continue on	DRIVE FOR CHILD OF AMERICA	0.01		
	Right turn at	FARMINGTON LAKES DR	0.21		
	Right turn at	Douglas Rd	0.14		
	Left turn at	Saugatuck Rd	0.06		

ɜr Directions For FARM LKS/SPRINGBROOK PM PLANK JF

			Distance	Pickup	Dropoff
3:35 pm	STOP	Saugatuck Rd @ Sonora Dr			6
	Continue on	Saugatuck Rd	0.18		
3:36 pm	STOP	Saugatuck Rd @ SPRINGDALE RD			10
	Continue on	Saugatuck Rd	0.17		
	Right turn at	Amesbury Rd	0.25		
	Left turn at	Long Beach Rd	0.17		
	Left turn at	LONG BEACH BUS LANE	0.15		
3:39 pm	STOP	LONG BEACH BUS LANE No Intersection			1
	Continue on	LONG BEACH BUS LANE	0.00		
3:39 pm	END	LONG BEACH BUS LANE No Intersection			

Route Last Updated: 3/10/2020

s Driver Directions For HERITAGE PM LONG BEACH PM O

Route 9142
Bus

Start Time:3:50 pm
End Time:4:30 pm

Total Riders:50

Route Days:MTWHF

Anchor Abbr:LB

Distance:13.39 mi.

Notes:

			Distance	Pickup	Dropoff
3:50 pm	**ARRIVE**	**LONG BEACH BUS LANE No Intersection**			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	**ORIGIN**	**LONG BEACH BUS LANE No Intersection**		**50**	
	Start on	LONG BEACH BUS LANE	0.04		
	Right turn at	LONG BEACH BUS LANE	0.08		
	Right turn at	Long Beach Rd	0.50		
	Right turn at	Douglas Rd	0.44		
	Left turn at	Barnaby Dr	0.26		
4:00 pm	**STOP**	**Barnaby Dr @ Cornell Dr**			**8**
	Continue on	Barnaby Dr	0.19		
4:01 pm	**STOP**	**Barnaby Dr @ Quincy Dr**			**4**
	Continue on	Barnaby Dr	0.18		
4:03 pm	**STOP**	**Barnaby Dr @ Salem Cir**			**8**
	Right turn at	Salem Cir	0.24		
4:05 pm	**STOP**	**Salem Cir @ Richmond Dr**			**3**
	Continue on	Salem Cir	0.11		
	Right turn at	Heritage Dr	0.03		
4:06 pm	**STOP**	**Heritage Dr @ Plymouth Ct**			**3**
	Continue on	Heritage Dr	0.12		
4:07 pm	**STOP**	**Heritage Dr @ Newport Cir**			**9**
	Left turn at	Newport Cir	0.11		
4:08 pm	**STOP**	**Newport Cir @ Bike Path (By 447 Newport Cir)**			**9**
	Continue on	Newport Cir	0.14		
	Left turn at	Heritage Dr	0.21		
4:11 pm	**STOP**	**Heritage Dr @ Richmond Dr**			**4**
	Continue on	Heritage Dr	0.11		
	Left turn at	Barnaby Dr	0.14		
	Right turn at	Douglas Rd	1.45		
	Continue on	Douglas Ave	0.71		
	Right turn at	ASHLAND AVE	0.08		
	Left turn at	Lebanon St	0.12		
	Right turn at	EUCLID AVE	0.07		
	Right turn at	LAFAYETTE ST	0.02		
4:17 pm	**END**	**919 LAFAYETTE ST**			**2**
	Continue on	LAFAYETTE ST	0.09		
	Left turn at	ASHLAND AVE	0.86		
	Right turn at	Pleasant Pl	0.44		
	Left turn at	MONTGOMERY RD	0.79		
	Right turn at	County Highway 30	0.56		

s Driver Directions For HERITAGE PM LONG BEACH PM O

		Distance	Pickup	Dropoff
Continue on	Hill Ave	0.43		
Continue on	RT 30	1.94		
Left turn at	WOLF ROAD	0.40		
Continue on	WOLFS CROSSING ROAD	1.42		
Left turn at	WOLF'S CROSSING RD	0.76		
Left turn at	91ST ST	0.10		
Right turn at	S NORMANTOWN RD	0.22		

4:30 pm GARAGE

Route Last Updated: 3/3/2020

Directions For DEERPATH/OLD RESERVE AM OSWEGO I

Route 9143
Bus

Start Time:6:09 am
End Time:6:45 am

Total Riders:38

Route Days:MTWHF

Anchor Abbr:OHS

Distance:14.99 mi.

Notes:

			Distance	Pickup	Dropoff
6:09 am	GARAGE				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	4.50		
	Continue on	Chicago Rd	0.56		
	Continue on	Route 34	0.02		
	Continue on	S Madison St	0.13		
	Left turn at	E Washington St	0.07		
	Continue on	Washington St	0.37		
	Continue on	E Washington St	0.10		
	Right turn at	Grove Rd	2.04		
	Right turn at	Old Reserve Rd	0.00		
6:27 am	START	5205 Old Reserve Road			
	Continue on	Old Reserve Rd	0.09		
6:27 am	STOP	Old Reserve Rd @ Half Round Rd		2	
	Right turn at	Half Round Rd	0.07		
6:27 am	STOP	Half Round Rd @ Bluestem Ct		4	
	Continue on	Half Round Rd	0.09		
6:28 am	STOP	Half Round Rd @ Fox Sedge Ct		2	
	Continue on	Half Round Rd	0.14		
6:29 am	STOP	Half Round Rd @ Goldenrod Dr		9	
	Left turn at	Goldenrod Dr	0.29		
6:31 am	STOP	Goldenrod Dr @ Old Reserve Rd		4	
	Left turn at	Old Reserve Rd	0.04		
6:32 am	STOP	5340/5285 Old Reserve Road		3	
	Continue on	Old Reserve Rd	0.23		
	Right turn at	Half Round Rd	0.06		
6:33 am	STOP	5330 Half Round Road		1	
	Continue on	Half Round Rd	0.05		
6:33 am	STOP	5355 Half Round Road		3	
	Continue on	Half Round Rd	0.12		
6:34 am	STOP	HALF ROUND RD & WAYSIDE CT/5400 Half Round Rd		4	
	Continue on	Half Round Rd	0.06		
6:35 am	STOP	5425 Half Round ROAD		1	
	Continue on	Half Round Rd	0.08		

Directions For DEERPATH/OLD RESERVE AM OSWEGO H

			Distance	Pickup	Dropoff
6:35 am	STOP	5460 HALF ROUND ROAD		1	
	Continue on	Half Round Rd	0.09		
6:36 am	STOP	5480 Half Round Road		2	
	Continue on	Half Round Rd	0.05		
6:36 am	STOP	Half Round Rd @ Old Reserve Rd		2	
	Continue on	Old Reserve Rd	0.55		
	Left turn at	Grove Rd	2.04		
	Left turn at	E Washington St	0.10		
	Right turn at	Route 71	0.34		
	Right turn at	DRIVE TO OSWEGO SRHS	0.04		
	Continue on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.04		
6:45 am	DEST	OHS			38

Route Last Updated: 1/27/2020

Driver Directions For OX CHASE 3 AM TRAUGHBER JR A

Route 9143
Bus

Start Time:7:15 am
End Time:7:45 am

Total Riders:53

Route Days:MTWHF

Anchor Abbr:TRJH

Distance:8.50 mi.

Notes:

			Distance	Pickup	Dropoff
7:15 am	**SCHL**	**OHS**			
	Start on	OSWEGO SRHS	0.13		
	Right turn at	OSWEGO SRHS	0.06		
	Continue on	DRIVE TO OSWEGO SRHS	0.04		
	Left turn at	Route 71	0.34		
	Right turn at	Washington St	0.37		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.34		
	Right turn at	Route 31	0.55		
	Left turn at	Mill Rd	1.05		
	Right turn at	Gates Creek Dr	0.10		
	Left turn at	Willowwood Dr N	0.13		
	Left turn at	Ferret Xing	0.20		
7:23 am	**START**	**Ferret Xing @ Otter Way**		6	
	Right turn at	Otter Way	0.17		
	Left turn at	Bison Rd	0.04		
	Right turn at	Hudson Dr	0.07		
	Right turn at	Manhattan Cir	0.21		
7:26 am	**STOP**	**694 Manhattan Cir**		9	
	Continue on	Manhattan Cir	0.08		
	Left turn at	Columbus Dr	0.20		
7:28 am	**STOP**	**Columbus Dr @ Manhattan Cir**		5	
	Right turn at	Manhattan Cir	0.14		
7:29 am	**STOP**	**MANHATTAN CIR @ MANHATTAN CIR**		11	
	Continue on	Manhattan Cir	0.13		
	Right turn at	Century Dr	0.19		
	Right turn at	Fox Chase Dr N	0.16		
7:32 am	**STOP**	**Fox Chase Dr N @ Fawn Dr**		3	
	Continue on	Fox Chase Dr N	0.16		
	Left turn at	Beaver Crossing	0.13		
7:34 am	**STOP**	**Beaver Crossing @ Beaver Ct**		10	
	Continue on	Beaver Crossing	0.11		
	Right turn at	Fox Chase Dr N	0.11		
7:36 am	**STOP**	**Fox Chase Dr N @ Deerpath Dr**		9	
	Right turn at	Deerpath Dr	0.27		
	Right turn at	Fox Chase Dr N	0.04		
	Left turn at	Mill Rd	0.10		
	Right turn at	Route 31	0.55		
	Left turn at	Washington St	0.34		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.37		

Driver Directions For FOX CHASE 3 AM TRAUGHBER JR A

		Distance	Pickup	Dropoff
Continue on	E Washington St	0.10		
Continue on	Plainfield Rd	0.54		
Left turn at	Wooley Rd	0.42		
Right turn at	Colchester Dr	0.10		
Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
Left turn at	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
Continue on	DRIVEWAY TO TR P/U & D/O	0.09		
Left turn at	DRIVEWAY TO TR P/U & D/O	0.10		
7:45 am DEST	TRAUGHBER JUNIOR HIGH SCHOOL			53

Route Last Updated: 2/10/2020

river Directions For RESCOTT MILLS 3 AM SOUTHBURY

Route 9143 / Start Time:8:16 am Total Riders:51
Bus End Time:9:03 am

Route Days:MTWHF

Anchor Abbr:SB Distance:17.31 mi.

Notes:

			Distance	Pickup	Dropoff
8:16 am	**SCHL**	**TRAUGHBER JUNIOR HIGH SCHOOL**			
	Start on	DRIVEWAY TO TR P/U & D/O	0.23		
	Continue on	TRAUGHBER DRIVEWAY TO BUS L/	0.04		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	Colchester Dr	0.10		
	Right turn at	Wooley Rd	2.49		
	Left turn at	Roth Rd	1.43		
	Right turn at	WOLF ROAD	0.86		
	Left turn at	Devoe Dr	0.06		
	Left turn at	Chapin Way	0.22		
8:26 am	**START**	**190 Chapin Way**		7	
	Continue on	Chapin Way	0.13		
8:27 am	**STOP**	**171 Chapin Way**		9	
	Continue on	Chapin Way	0.14		
	Right turn at	Townsend Dr	0.06		
8:29 am	**STOP**	**TOWNSEND & BENNETT CT (MUST BE RIGHT SIDE)**		6	
	Continue on	Townsend Dr	0.06		
8:30 am	**STOP**	**Townsend Dr @ Devoe Dr**		7	
	Left turn at	Devoe Dr	0.12		
	Left turn at	Chapin Way	0.04		
8:32 am	**STOP**	**107 Chapin Way**		13	
	Continue on	Chapin Way	0.24		
8:34 am	**END**	**144 Chapin Way**		9	
	Continue on	Chapin Way	0.04		
	Right turn at	Townsend Dr	0.04		
	Continue on	OEHS	0.69		
	Right turn at	WOLF ROAD	2.31		
	Left turn at	Southbury Blvd	0.28		
	Left turn at	Bower Ln	0.17		
	Right turn at	Preston Ln	0.21		
	Left turn at	SOUTHBURY ELEMENTARY DRIVE	0.05		
8:45 am	**DEST**	**SOUTHBURY ELEMENTARY SCHOOL**			51
	Continue on	SOUTHBURY ELEMENTARY DRIVE	0.11		
	Right turn at	Preston Ln	0.35		
	Left turn at	Bower Ln	0.17		
	Right turn at	Southbury Blvd	0.28		
	Right turn at	WOLF ROAD	3.81		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		

		Distance	Pickup	Dropoff
Right turn at	S NORMANTOWN RD	0.22		

9:03 am GARAGE

Route Last Updated: 1/27/2020

)irections For)EERPATH/OLD RESERVE PM OSWEGO HI

Route 9143
Bus

Start Time:2:05 pm
End Time:2:58 pm

Total Riders:38

Route Days:MTWHF

Anchor Abbr:OHS

Distance:15.84 mi.

Notes:

			Distance	Pickup	Dropoff
2:05 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	4.50		
	Bear Left on	Route 71	0.47		
	Left turn at	DRIVE TO OSWEGO SRHS	0.04		
	Continue on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.04		
2:22 pm	**ARRIVE**	**OHS**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OHS**		**38**	
	Start on	OSWEGO SRHS	0.13		
	Right turn at	OSWEGO SRHS	0.06		
	Continue on	DRIVE TO OSWEGO SRHS	0.04		
	Left turn at	Route 71	0.34		
	Left turn at	E Washington St	0.10		
	Right turn at	Grove Rd	2.04		
	Right turn at	Old Reserve Rd	0.09		
2:40 pm	**STOP**	**Old Reserve Rd @ Half Round Rd**			**2**
	Right turn at	Half Round Rd	0.07		
2:40 pm	**STOP**	**Half Round Rd @ Bluestem Ct**			**4**
	Continue on	Half Round Rd	0.09		
2:41 pm	**STOP**	**Half Round Rd @ Fox Sedge Ct**			**2**
	Continue on	Half Round Rd	0.14		
2:42 pm	**STOP**	**Half Round Rd @ Goldenrod Dr**			**9**
	Left turn at	Goldenrod Dr	0.29		
	Left turn at	Old Reserve Rd	0.27		
	Right turn at	Half Round Rd	0.06		
2:45 pm	**STOP**	**5330 Half Round Road**			**1**
	Continue on	Half Round Rd	0.05		
2:45 pm	**STOP**	**5355 Half Round Road**			**3**
	Continue on	Half Round Rd	0.12		
2:46 pm	**STOP**	**HALF ROUND RD & WAYSIDE CT/5400 Half Round Rd**			**3**
	Continue on	Half Round Rd	0.00		
2:46 pm	**STOP**	**5395 Half Round ROAD**			**1**
	Continue on	Half Round Rd	0.06		
2:46 pm	**STOP**	**5425 Half Round ROAD**			**1**

Directions For DEERPATH/OLD RESERVE PM OSWEGO HI

			Distance	Pickup	Dropoff
	Continue on	Half Round Rd	0.08		
2:47 pm	STOP	5460 HALF ROUND ROAD			1
	Continue on	Half Round Rd	0.09		
2:47 pm	STOP	5480 Half Round Road			2
	Continue on	Half Round Rd	0.05		
2:48 pm	STOP	Half Round Rd @ Old Reserve Rd			2
	Continue on	Old Reserve Rd	0.18		
2:49 pm	STOP	Old Reserve Rd @ Goldenrod Dr			4
	Continue on	Old Reserve Rd	0.04		
2:49 pm	STOP	5340/5285 Old Reserve Road			3
	Continue on	Old Reserve Rd	0.32		
2:51 pm	END	5205 Old Reserve Road			
	Continue on	Old Reserve Rd	0.00		
	Left turn at	Grove Rd	2.04		
	Right turn at	Plainfield Rd	0.54		
	Left turn at	Wooley Rd	0.42		
	Right turn at	Colchester Dr	0.10		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER DRIVEWAY TO BUS L/	0.04		
	Continue on	DRIVEWAY TO TR P/U & D/O	0.23		
2:58 pm	SCHL	TRAUGHBER JUNIOR HIGH SCHOOL			

Route Last Updated: 1/27/2020

Driver Directions For [redacted]OX CHASE 4 PM TRAUGHBER JR PM

Route: 9143
Bus

Start Time:3:10 pm
End Time:3:44 pm

Total Riders:31

Route Days:MTWHF

Anchor Abbr:TRJH

Distance:9.27 mi.

Notes:

			Distance	Pickup	Dropoff
3:10 pm	ARRIVE	TRAUGHBER JUNIOR HIGH SCHOOL			
		>> WAIT UNTIL 03:17 PM (IDLE FOR 7 MINUTES)<<			
3:17 pm	ORIGIN	TRAUGHBER JUNIOR HIGH SCHOOL		31	
	Start on	DRIVEWAY TO TR P/U & D/O	0.10		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.09		
	Continue on	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	Colchester Dr	0.10		
	Left turn at	Wooley Rd	0.42		
	Right turn at	Plainfield Rd	0.54		
	Continue on	E Washington St	0.10		
	Continue on	Washington St	0.37		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.34		
	Right turn at	Route 31	0.55		
	Left turn at	Mill Rd	1.05		
	Right turn at	Gates Creek Dr	0.10		
	Left turn at	Willowwood Dr N	0.13		
	Left turn at	Ferret Xing	0.20		
3:26 pm	START	Ferret Xing @ Otter Way			6
	Right turn at	Otter Way	0.17		
	Left turn at	Bison Rd	0.04		
	Right turn at	Hudson Dr	0.07		
	Right turn at	Manhattan Cir	0.21		
3:29 pm	STOP	694 Manhattan Cir			9
	Continue on	Manhattan Cir	0.08		
	Left turn at	Columbus Dr	0.20		
3:31 pm	STOP	Columbus Dr @ Manhattan Cir			5
	Right turn at	Manhattan Cir	0.14		
3:33 pm	STOP	MANHATTAN CIR @ MANHATTAN CIR			11
	Continue on	Manhattan Cir	0.00		
3:34 pm	END	616 Manhattan Cir			
	Continue on	Manhattan Cir	0.13		
	Left turn at	Century Dr	0.40		
	Right turn at	Route 31	0.84		
	Left turn at	Washington St	0.34		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.37		
	Continue on	E Washington St	0.10		
	Continue on	Plainfield Rd	0.54		
	Left turn at	Wooley Rd	0.42		

Driver Directions For FOX CHASE 4 PM TRAUGHBER JR PM

		Distance	Pickup	Dropoff
Left turn at	Colchester Dr	0.58		
Right turn at	Durham Ln	0.08		
Continue on	Preston Ln	0.09		
Right turn at	SOUTHBURY ELEMENTARY DRIVE	0.11		

3:44 pm SCHL SOUTHBURY ELEMENTARY SCHOOL

Route Last Updated: 2/10/2020

iver Directions For PRESCOTT MILLS 3 PM SOUTHBURY F

Route: 9143
Bus

3 F Start Time:3:50 pm
End Time:4:20 pm

Total Riders:50

Route Days:MTWHF

Anchor Abbr:SB

Distance:8.89 mi.

Notes:

			Distance	Pickup	Dropoff
3:50 pm	ARRIVE	SOUTHBURY ELEMENTARY SCHOOL			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	ORIGIN	SOUTHBURY ELEMENTARY SCHOOL		50	
	Start on	SOUTHBURY ELEMENTARY DRIVE	0.05		
	Right turn at	Preston Ln	0.21		
	Left turn at	Bower Ln	0.17		
	Right turn at	Southbury Blvd	0.28		
	Right turn at	WOLF ROAD	3.03		
	Left turn at	Devoe Dr	0.06		
	Left turn at	Chapin Way	0.22		
4:05 pm	START	190 Chapin Way			7
	Continue on	Chapin Way	0.13		
4:06 pm	STOP	171 Chapin Way			9
	Continue on	Chapin Way	0.14		
	Right turn at	Townsend Dr	0.06		
4:08 pm	STOP	TOWNSEND & BENNETT CT (MUST BE RIGHT SIDE)			5
	Continue on	Townsend Dr	0.06		
4:09 pm	STOP	Townsend Dr @ Devoe Dr			7
	Left turn at	Devoe Dr	0.12		
	Left turn at	Chapin Way	0.04		
4:10 pm	STOP	107 Chapin Way			13
	Continue on	Chapin Way	0.24		
4:12 pm	END	144 Chapin Way			9
	Continue on	Chapin Way	0.04		
	Right turn at	Townsend Dr	0.04		
	Left turn at	Harvey Rd	0.37		
	Left turn at	WOLF ROAD	1.14		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
4:20 pm	GARAGE				

Route Last Updated: 1/27/2020

)river Directions For)GDEN FALLS 1 AM OSWEGO EAST

Route 9144 AM Start Time:6:10 am Total Riders:72
Bus. End Time:6:35 am

Route Days:MTWHF

Anchor Abbr:OEHS Distance:7.87 mi.

Notes:

			Distance	Pickup	Dropoff
6:10 am	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	2.07		
	Right turn at	Fifth St	0.32		
	Right turn at	Bluegrass Pkwy	0.23		
6:19 am	**START**	**Bluegrass Pkwy @ Preakness Dr**		10	
	Left turn at	Preakness Dr	0.08		
6:20 am	**STOP**	**Preakness Dr @ Woodford Rd**		15	
	Continue on	Preakness Dr	0.33		
6:22 am	**STOP**	**Preakness Dr @ Pimlico St**		14	
	Right turn at	Pimlico St	0.12		
	Right turn at	Woodford Rd	0.05		
	Left turn at	Yoakum Blvd	0.06		
	Right turn at	Bluegrass Pkwy	0.08		
	Left turn at	Furlong St	0.13		
6:25 am	**STOP**	**Furlong St @ Loradale Rd**		10	
	Left turn at	Loradale Rd	0.13		
	Right turn at	Yoakum Blvd	0.06		
6:27 am	**STOP**	**Yoakum Blvd @ Raintree Dr**		19	
	Right turn at	Raintree Dr	0.17		
	Left turn at	Ogden Falls Blvd	0.13		
	Left turn at	Yoakum Blvd	0.06		
6:29 am	**END**	**Yoakum Blvd @ Raintree Dr**		4	
	Right turn at	Raintree Dr	0.14		
	Right turn at	Treasure Dr	0.61		
	Right turn at	Harvey Rd	0.28		
	Right turn at	OEHS	0.20		
	Right turn at	OEHS	0.11		
6:35 am	**DEST**	**OEHS No Intersection**			72

Route Last Updated: 1/27/2020

s Driver Directions For (· GOAL EARLY 3 AM GOAL EARLY

Route
Bus

Start Time:6:42 am
End Time:7:30 am

Total Riders:7

Route Days:MTWHF

Anchor Abbr:GOAL

Distance:15.05 mi.

Notes:
NEW LOCATION STARTING 1/8/18, PICKUP/DROPOFF IS IN BACK OF BUILDING

			Distance	Pickup	Dropoff
6:42 am	**SCHL**	**OEHS No Intersection**			
	Start on	OEHS	0.28		
	Left turn at	OEHS	0.38		
	Left turn at	Harvey Rd	0.78		
	Continue on	RT 30	0.63		
	Right turn at	Route 34	0.40		
	Left turn at	Farnsworth Ave	0.10		
	Right turn at	Summerfield Dr	0.04		
6:49 am	**START**	**Summerfield Dr @ Winterfield Dr**		1	
	Left turn at	Winterfield Dr	0.05		
	Left turn at	Northpoint Dr	0.07		
	Sharp Left at	Farnsworth Ave	0.09		
6:50 am	**STOP**	**Farnsworth Ave @ Summerfield Dr**		1	
	Continue on	Farnsworth Ave	0.10		
	Left turn at	Route 34	0.22		
	Continue on	OGDEN AVE	0.39		
	Right turn at	Pointe Blvd	0.20		
	Right turn at	McDowell Ave	0.12		
6:54 am	**STOP**	**1669 MCDOWELL AVE**		1	
	Continue on	McDowell Ave	0.01		
	Left turn at	Hammel Ave	0.19		
	Left turn at	KAUTZ RD	0.04		
	Sharp Right at	ELLINGTON DR	0.12		
	Left turn at	KEATING DR	1.11		
	Right turn at	MIDDLEBURY DR	0.04		
	Right turn at	CHARTER DR	0.07		
6:59 am	**STOP**	**3072 CHARTER DR**		1	
	Continue on	CHARTER DR	0.04		
	Left turn at	COASTAL DR	0.20		
	Right turn at	MIDDLEBURY DR	0.30		
	Left turn at	GRAYHAWK DR	0.07		
7:01 am	**STOP**	**2056/2057 Grayhawk Dr**		1	
	Continue on	GRAYHAWK DR	0.09		
	Bear Left on	GRAYHAWK DR	0.09		
	Right turn at	W HAFENRICHTER RD	0.51		
	Right turn at	BARRINGTON DR E	0.61		
	Left turn at	COLONIAL ST	0.05		
7:06 am	**STOP**	**1975 Colonial St**		1	
	Continue on	COLONIAL ST	0.34		
	Right turn at	BARRINGTON DR E	0.29		

s Driver Directions For ;OAL EARLY 3 AM GOAL EARLY

9144

			Distance	Pickup	Dropoff
	Right turn at	PROVIDENCE AVE	0.06		
7:09 am	STOP	2566 PROVIDENCE AVE		1	
	Continue on	PROVIDENCE AVE	0.09		
	Right turn at	GEORGETOWN CIR	0.05		
	Right turn at	CONGRESS AVE	0.12		
	Left turn at	GEORGETOWN CIR	0.11		
	Right turn at	HILLSBORO BLVD	0.05		
	Left turn at	BARRINGTON DR E	0.10		
	Left turn at	W HAFENRICHTER RD	0.75		
	Continue on	Hafenrichter Rd	0.56		
	Right turn at	Farnsworth Ave	0.31		
	Left turn at	Route 34	4.13		
	Bear Right on	Chicago Rd	0.39		
	Left turn at	Garfield St	0.11		
	Left turn at	E JEFFERSON STREET	0.06		
	Continue on	DRIVE FOR EASTVIEW/GOAL	0.07		
7:29 am	STOP	GOAL P/U & D/O			3
	Continue on	DRIVE FOR EASTVIEW/GOAL	0.08		
7:30 am	DEST	GOAL P/U & D/O			4

Route Last Updated: 3/3/2020

ver Directions For RT 34/ARBOR/WILWOOD AM FOX CHAS

Route
Bus

Start Time:8:14 am
End Time:9:07 am

Total Riders:38

Route Days:MTWHF

Anchor Abbr:FC

Distance:16.26 mi.

Notes:

			Distance	Pickup	Dropoff
8:14 am	**SCHL**	**GOAL P/U & D/O**			
	Start on	DRIVE FOR EASTVIEW/GOAL	0.07		
	Continue on	E JEFFERSON STREET	0.06		
	Right turn at	Garfield St	0.11		
	Left turn at	Chicago Rd	0.17		
	Continue on	Route 34	0.02		
	Continue on	S Madison St	0.13		
	Right turn at	Washington St	0.34		
	Left turn at	Route 34	0.02		
8:17 am	**START**	**Route 34 No Intersection**			
	Continue on	Route 34	0.52		
	Right turn at	N Cherry Dr	0.17		
	Right turn at	Osage Ct	0.27		
8:19 am	**STOP**	**47 OSAGE CT**		4	
	Continue on	Osage Ct	0.18		
	Right turn at	Route 34	0.48		
	Right turn at	N Cherry Dr	0.14		
8:22 am	**STOP**	**34 N Cherry Dr**		3	
	Continue on	N Cherry Dr	0.03		
8:23 am	**STOP**	**N Cherry Dr @ Osage Ct**		1	
	Left turn at	Osage Ct	0.09		
	Left turn at	N West Dr	0.06		
8:24 am	**STOP**	**37 N WEST DR**		2	
	Continue on	N West Dr	0.14		
	Right turn at	Route 34	0.13		
	Right turn at	Clark Ave	0.11		
8:25 am	**STOP**	**26 CLARK AVE**		1	
	Continue on	Clark Ave	0.24		
	Left turn at	Bentson St	0.06		
	Right turn at	Bayberry Dr	0.27		
	Left turn at	Arbor Ln	0.38		
	Left turn at	Norway Pl	0.21		
8:30 am	**STOP**	**Arbor Ln @ Norway Pl @ Arbor Ct South**		4	
	Right turn at	Arbor Ln	0.13		
8:32 am	**STOP**	**Arbor Ln @ Norway Pl North**		6	
	Continue on	Arbor Ln	0.38		
	Left turn at	Bayberry Dr	0.06		
	Right turn at	Willowwood Dr	0.14		
	Left turn at	GATES CRK DR	0.11		
	Continue on	Gates Creek Dr	0.10		

ver Directions Fo: RT 34/ARBOR/WILWOOD AM FOX CHAS

9144

			Distance	Pickup	Dropoff
	Left turn at	Willowwood Dr N	0.01		
8:36 am	STOP	137 Willowwood Dr N		4	
	Continue on	Willowwood Dr N	0.25		
8:38 am	STOP	Willowwood Dr N @ Fawn Dr		4	
	Continue on	Willowwood Dr N	0.13		
8:39 am	STOP	175 Willowwood Dr N		2	
	Continue on	Willowwood Dr N	0.16		
	Right turn at	Willowwood Dr N	0.04		
8:40 am	STOP	113 Willowwood Dr N		3	
	Continue on	Willowwood Dr N	0.10		
8:41 am	STOP	Willowwood Dr N @ Inishowen Ct		4	
	Continue on	Willowwood Dr N	0.11		
	Left turn at	Gates Creek Dr	0.10		
	Left turn at	Mill Rd	0.67		
	Left turn at	Lynx Ln	0.08		
	Continue on	FOX CHASE ES	0.06		
8:45 am	DEST	FOX CHASE ELEMENTARY SCHOOL			38
	Continue on	FOX CHASE ES	0.07		
	Left turn at	Fox Chase Dr N	0.11		
	Right turn at	Lynx Ln	0.08		
	Left turn at	Mill Rd	0.38		
	Right turn at	Route 31	0.55		
	Left turn at	Washington St	0.34		
	Left turn at	S Madison St	0.13		
	Continue on	Route 34	0.02		
	Continue on	Chicago Rd	0.56		
	Continue on	WOLF ROAD	4.50		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
9:07 am	GARAGE				

Route Last Updated: 2/28/2020

iver Directions For GDEN FALLS 1 PM OSWEGO EAST P

Route
Bu:

Start Time:2:08 pm
End Time:3:00 pm

Total Riders:70

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:12.73 mi.

Notes:

			Distance	Pickup	Dropoff
2:08 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	0.40		
	Right turn at	RT 30	0.88		
	Left turn at	Treasure Dr	0.33		
	Left turn at	Harvey Rd	0.28		
	Right turn at	OEHS	0.20		
	Right turn at	OEHS	0.11		
2:22 pm	**ARRIVE**	**OEHS No Intersection**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OEHS No Intersection**		**70**	
	Start on	OEHS	0.28		
	Right turn at	OEHS	0.31		
	Right turn at	WOLF ROAD	0.57		
	Right turn at	Fifth St	0.32		
	Right turn at	Bluegrass Pkwy	0.23		
2:38 pm	**START**	**Bluegrass Pkwy @ Preakness Dr**			**10**
	Left turn at	Preakness Dr	0.08		
2:39 pm	**STOP**	**Preakness Dr @ Woodford Rd**			**14**
	Continue on	Preakness Dr	0.33		
2:42 pm	**STOP**	**Preakness Dr @ Pimlico St**			**13**
	Right turn at	Pimlico St	0.12		
	Right turn at	Woodford Rd	0.05		
	Left turn at	Yoakum Blvd	0.06		
	Right turn at	Bluegrass Pkwy	0.08		
	Left turn at	Furlong St	0.13		
2:44 pm	**STOP**	**Furlong St @ Loradale Rd**			**10**
	Left turn at	Loradale Rd	0.13		
	Right turn at	Yoakum Blvd	0.06		
2:46 pm	**STOP**	**Yoakum Blvd @ Raintree Dr**			**18**
	Right turn at	Raintree Dr	0.17		
	Left turn at	Ogden Falls Blvd	0.13		
	Left turn at	Yoakum Blvd	0.06		
2:49 pm	**END**	**Yoakum Blvd @ Raintree Dr**			**5**
	Continue on	Yoakum Blvd	0.20		
	Left turn at	Bluegrass Pkwy	0.53		
	Left turn at	Fifth St	0.32		
	Right turn at	WOLF ROAD	0.86		

iver Directions For GDEN FALLS 1 PM OSWEGO EAST P

9144

		Distance	Pickup	Dropoff
Left turn at	Douglas Rd	1.30		
Right turn at	Wooley Rd	1.23		
Left turn at	Colchester Dr	0.10		
Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
Left turn at	TRAUGHBER DRIVEWAY TO BUS L/	0.04		
Continue on	DRIVEWAY TO TR P/U & D/O	0.23		

3:00 pm SCHL TRAUGHBER JUNIOR HIGH SCHOOL

Route Last Updated: 1/27/2020

Driver Directions For OX CHASE 7 PM TRAUGHBER JR PM

Route 9144
Bus

Start Time:3:10 pm
End Time:3:45 pm

Total Riders:38

Route Days:MTWHF

Anchor Abbr:TRJH

Distance:8.47 mi.

Notes:

			Distance	Pickup	Dropoff
3:10 pm	**ARRIVE**	**TRAUGHBER JUNIOR HIGH SCHOOL**			
		>> WAIT UNTIL 03:17 PM (IDLE FOR 7 MINUTES)<<			
3:17 pm	**ORIGIN**	**TRAUGHBER JUNIOR HIGH SCHOOL**		**38**	
	Start on	DRIVEWAY TO TR P/U & D/O	0.10		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.09		
	Continue on	TRAUGHBER DRIVEWAY TO BUS LA	0.06		
	Right turn at	Colchester Dr	0.18		
	Left turn at	Wooley Rd	0.42		
	Right turn at	Plainfield Rd	0.54		
	Continue on	E Washington St	0.10		
	Left turn at	Route 71	1.55		
	Right turn at	Orchard Rd	0.73		
	Right turn at	Route 34	0.55		
3:27 pm	**STOP**	**5790 Route 34**			**1**
	Continue on	Route 34	0.06		
	Left turn at	N West Dr	0.10		
3:28 pm	**STOP**	**27/28 N West Dr**			**1**
	Continue on	N West Dr	0.09		
3:28 pm	**STOP**	**N West Dr @ Osage Ct**			**2**
	Right turn at	Osage Ct	0.09		
	Right turn at	N Cherry Dr	0.03		
3:29 pm	**STOP**	**34 N Cherry Dr**			**1**
	Continue on	N Cherry Dr	0.14		
	Continue on	S Cherry Dr	0.09		
3:30 pm	**STOP**	**S Cherry Dr @ E Pleasant View Dr**			**2**
	Right turn at	E Pleasant View Dr	0.09		
	Continue on	W Pleasant View Dr	0.12		
3:32 pm	**STOP**	**W Pleasant View Dr @ Center Dr**			**2**
	Continue on	W Pleasant View Dr	0.18		
3:33 pm	**STOP**	**W Pleasant View Dr @ Oak Hill Dr**			**4**
	Continue on	W Pleasant View Dr	0.05		
	Right turn at	Arbor Ln	0.07		
3:34 pm	**STOP**	**2800 ARBOR LANE**			**1**
	Continue on	Arbor Ln	0.08		
	Right turn at	Route 34	0.61		
3:35 pm	**STOP**	**5354B Route 34**			**1**
	Continue on	Route 34	0.37		
	Continue on	Route 31	0.55		
	Left turn at	Mill Rd	0.38		

Driver Directions For FOX CHASE 7 PM TRAUGHBER JR PM

9144

			Distance	Pickup	Dropoff
	Right turn at	Lynx Ln	0.08		
	Left turn at	Fox Chase Dr N	0.31		
3:40 pm	**STOP**	**Fox Chase Dr N @ Fawn Dr**			**3**
	Continue on	Fox Chase Dr N	0.16		
	Left turn at	Beaver Crossing	0.13		
3:41 pm	**STOP**	**Beaver Crossing @ Beaver Ct**			**10**
	Continue on	Beaver Crossing	0.11		
	Right turn at	Fox Chase Dr N	0.11		
3:43 pm	**END**	**Fox Chase Dr N @ Deerpath Dr**			**10**
	Continue on	Fox Chase Dr N	0.04		
	Left turn at	bus access for Fox Chase	0.08		
	Right turn at	FOX CHASE ES	0.03		
3:45 pm	**SCHL**	**FOX CHASE ELEMENTARY SCHOOL**			

Route Last Updated: 1/27/2020

ər Directions For : RT 34/ARBOR/WILWOOD PM FOX CHASE

Route 9144
Bus

'C Start Time:3:50 pm
End Time:4:42 pm

Total Riders:38

Route Days:MTWHF

Anchor Abbr:FC

Distance:16.14 mi.

Notes:
DISTRICT BUS IN PM

			Distance	Pickup	Dropoff
3:50 pm	ARRIVE	FOX CHASE ELEMENTARY SCHOOL			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	ORIGIN	FOX CHASE ELEMENTARY SCHOOL		38	
	Start on	FOX CHASE ES	0.07		
	Left turn at	Fox Chase Dr N	0.11		
	Right turn at	Lynx Ln	0.08		
	Left turn at	Mill Rd	0.38		
	Right turn at	Route 31	0.55		
	Continue on	Route 34	0.54		
	Right turn at	N Cherry Dr	0.14		
4:01 pm	STOP	34 N Cherry Dr			3
	Continue on	N Cherry Dr	0.03		
4:01 pm	STOP	N Cherry Dr @ Osage Ct			1
	Right turn at	Osage Ct	0.27		
4:03 pm	STOP	47 OSAGE CT			4
	Continue on	Osage Ct	0.18		
	Right turn at	Route 34	0.48		
	Right turn at	N Cherry Dr	0.17		
	Left turn at	Osage Ct	0.09		
	Left turn at	N West Dr	0.06		
4:06 pm	STOP	37 N WEST DR			2
	Continue on	N West Dr	0.14		
	Right turn at	Route 34	0.13		
	Right turn at	Clark Ave	0.11		
4:08 pm	STOP	26 CLARK AVE			1
	Continue on	Clark Ave	0.24		
	Left turn at	Bentson St	0.06		
	Right turn at	Bayberry Dr	0.27		
	Left turn at	Arbor Ln	0.38		
4:12 pm	STOP	Arbor Ln @ Norway Pl North			1
	Left turn at	Norway Pl	0.21		
4:13 pm	STOP	Arbor Ln @ Norway Pl @ Arbor Ct South			4
	Right turn at	Arbor Ln	0.13		
4:14 pm	STOP	Arbor Ln @ Norway Pl North			5
	Continue on	Arbor Ln	0.38		
	Left turn at	Bayberry Dr	0.06		
	Right turn at	Willowwood Dr	0.14		
	Left turn at	GATES CRK DR	0.11		
	Continue on	Gates Creek Dr	0.10		

ər Directions For 'T 34/ARBOR/WILWOOD PM FOX CHASE

9144

			Distance	Pickup	Dropoff
	Left turn at	Willowwood Dr N	0.01		
4:18 pm	STOP	137 Willowwood Dr N			4
	Continue on	Willowwood Dr N	0.25		
4:20 pm	STOP	Willowwood Dr N @ Fawn Dr			4
	Continue on	Willowwood Dr N	0.13		
4:21 pm	STOP	175 Willowwood Dr N			2
	Continue on	Willowwood Dr N	0.16		
	Right turn at	Willowwood Dr N	0.04		
4:23 pm	STOP	113 Willowwood Dr N			3
	Continue on	Willowwood Dr N	0.10		
4:24 pm	STOP	Willowwood Dr N @ Inishowen Ct			4
	Continue on	Willowwood Dr N	0.01		
4:24 pm	END	113 Willowwood Dr N			
	Continue on	Willowwood Dr N	0.10		
	Left turn at	Gates Creek Dr	0.10		
	Left turn at	Mill Rd	1.05		
	Right turn at	Route 31	0.55		
	Left turn at	Washington St	0.34		
	Left turn at	S Madison St	0.13		
	Continue on	Route 34	0.02		
	Continue on	Chicago Rd	0.56		
	Continue on	WOLF ROAD	4.50		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
4:42 pm	GARAGE				

Route Last Updated: 2/28/2020

Driver Directions For CHURCHILL 2 AM OSWEGO EAST A

Route 9145
Bus

Start Time:6:16 am
End Time:6:45 am

Total Riders:91

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:11.33 mi.

Notes:

			Distance	Pickup	Dropoff
6:16 am	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	1.64		
	Left turn at	Roth Rd	1.43		
	Right turn at	Wooley Rd	1.26		
	Right turn at	Douglas Rd	1.09		
6:28 am	**START**	**Douglas Rd @ Burkhart Dr**		3	
	Continue on	Douglas Rd	0.21		
	Right turn at	WOLF ROAD	0.20		
6:29 am	**STOP**	**2340 Wolf Road**		1	
	Continue on	WOLF ROAD	0.37		
	Left turn at	Secretariat Ln	0.05		
	Left turn at	Charismatic Dr	0.06		
6:30 am	**STOP**	**Charismatic Dr @ Ebony Dr**		26	
	Continue on	Charismatic Dr	0.06		
	Right turn at	Baden Ave	0.06		
	Left turn at	Belmont Ave	0.16		
6:33 am	**STOP**	**Belmont Ave @ Barton Dr**		20	
	Right turn at	Barton Dr	0.10		
	Right turn at	Jessamine Dr	0.22		
6:36 am	**STOP**	**Jessamine Dr @ Ebony Dr**		18	
	Left turn at	Ebony Dr	0.12		
6:38 am	**END**	**Ebony Dr @ Bluegrass Pkwy**		23	
	Right turn at	Bluegrass Pkwy	0.30		
	Right turn at	Fifth St	0.32		
	Left turn at	WOLF ROAD	0.57		
	Left turn at	OEHS	0.31		
	Left turn at	OEHS	0.28		
6:45 am	**DEST**	**OEHS No Intersection**			91

Route Last Updated: 1/27/2020

)river Directions For -IMSTD/REM CRSG AM MURPHY JR ,

Route
Bus:'

Start Time:7:09 am
End Time:7:40 am

Total Riders:43

Route Days:MTWHF

Anchor Abbr:MU

Distance:11.20 mi.

Notes:

			Distance	Pickup	Dropoff
7:09 am	**SCHL**	**OEHS No Intersection**			
	Start on	OEHS	0.25		
	Left turn at	OEHS	0.14		
	Right turn at	Harvey Rd	0.37		
	Left turn at	WOLF ROAD	1.14		
	Continue on	WOLFS CROSSING ROAD	0.80		
	Left turn at	S CARLS DR	0.01		
	Continue on	CARLS DR	0.69		
7:17 am	**START**	**CARLS DR @ CASE CT**		3	
	Continue on	MIDDLEBURY DR	0.37		
	Left turn at	FAIRMONT AVE	0.18		
7:20 am	**STOP**	**FAIRMONT AVE @ ARCADIA CT**		7	
	Continue on	FAIRMONT AVE	0.17		
7:22 am	**STOP**	**FAIRMONT AVE @ GRAND RIDGE CIR**		19	
	Right turn at	GRAND RIDGE CIR	0.16		
	Left turn at	BARRINGTON DR E	0.06		
	Left turn at	HILLSBORO BLVD	0.05		
7:25 am	**STOP**	**HILLSBORO BLVD @ MIDDLETON CT**		5	
	Continue on	HILLSBORO BLVD	0.17		
7:26 am	**END**	**HILLSBORO BLVD @ PROVIDENCE AVE**		9	
	Continue on	HILLSBORO BLVD	0.12		
	Right turn at	MIDDLEBURY DR	0.02		
	Continue on	CARLS DR	0.69		
	Continue on	S CARLS DR	0.01		
	Right turn at	WOLFS CROSSING ROAD	0.80		
	Left turn at	HEGGS RD	0.87		
	Bear Left on	RT 30	0.37		
	Right turn at	W 111TH ST	0.16		
	Left turn at	S HEGGS RD	2.01		
	Right turn at	W 127th St	0.61		
	Continue on	Simons Rd	0.27		
	Left turn at	S Ridge Rd	0.44		
	Right turn at	GRANDE PARK BLVD	0.20		
	Left turn at	MURPHY JR HIGH DRIVEWAY	0.08		
7:40 am	**DEST**	**MURPHY JR HIGH SCHOOL**			43

Route Last Updated: 1/27/2020

er Directions For : ELL LWD VLY/HOMESTEAD AM OLD PO

Route: 9145
Bus:

Start Time:7:57 am
End Time:8:53 am

Total Riders:10

Route Days:MTWHF

Anchor Abbr:OP

Distance:24.63 mi.

Notes:

			Distance	Pickup	Dropoff
7:57 am	**SCHL**	**MURPHY JR HIGH SCHOOL**			
	Start on	MURPHY JR HIGH DRIVEWAY	0.07		
	Right turn at	GRANDE PARK BLVD	0.32		
	Left turn at	S Ridge Rd	0.44		
	Right turn at	Simons Rd	0.27		
	Continue on	W 127th St	0.61		
	Left turn at	S HEGGS RD	2.01		
	Right turn at	W 111TH ST	0.16		
	Left turn at	RT 30	1.23		
	Right turn at	WOLF ROAD	0.40		
	Continue on	WOLFS CROSSING ROAD	0.38		
	Left turn at	HOFFMAN BLVD	0.05		
8:06 am	**START**	**HOFFMAN BLVD No Intersection**			
	Continue on	HOFFMAN BLVD	0.08		
	Right turn at	TETON DR	0.04		
8:07 am	**STOP**	**TETON DR @ CARLSBAD CIR**		1	
	Left turn at	CARLSBAD CIR	0.09		
	Left turn at	CANYON DR	0.13		
	Left turn at	CARLSBAD CIR	0.04		
	Right turn at	HOFFMAN BLVD	0.07		
	Right turn at	Shenandoah Dr	0.04		
	Left turn at	BARRINGTON DR E	0.46		
	Left turn at	PROVIDENCE AVE	0.15		
	Right turn at	GEORGETOWN CIR	0.05		
8:11 am	**STOP**	**GEORGETOWN CIR @ CONGRESS AVE**		1	
	Continue on	GEORGETOWN CIR	0.05		
	Right turn at	CAPITOL AVE	0.15		
	Left turn at	GEORGETOWN CIR	0.05		
	Right turn at	HILLSBORO BLVD	0.39		
	Left turn at	MIDDLEBURY DR	0.28		
8:15 am	**STOP**	**MIDDLEBURY DR @ THUNDERBIRD CT E**		1	
	Continue on	MIDDLEBURY DR	0.11		
	Right turn at	W HAFENRICHTER RD	0.07		
	Left turn at	GRAYHAWK DR	0.04		
8:16 am	**STOP**	**2168 Grayhawk Dr**		1	
	Continue on	GRAYHAWK DR	0.06		
	Left turn at	HAWKNEST LN	0.01		
	Sharp Right at	GRAYHAWK DR	0.09		
8:17 am	**STOP**	**2056/2057 Grayhawk Dr**		1	
	Continue on	GRAYHAWK DR	0.06		
	Right turn at	UNION MILL DR	0.22		

er Directions For ELL LWD VLY/HOMESTEAD AM OLD PO

			Distance	Pickup	Dropoff
8:19 am	STOP	2121 Union Mill Dr		1	
	Continue on	UNION MILL DR	0.07		
	Right turn at	W HAFENRICHTER RD	0.26		
8:20 am	STOP	W HAFENRICHTER RD @ WHITETHORN DR		1	
	Continue on	W HAFENRICHTER RD	0.31		
	Right turn at	BARRINGTON DR E	0.06		
	Left turn at	COLONIAL ST	0.06		
8:21 am	STOP	COLONIAL ST @ NOGGLE CT		1	
	Continue on	COLONIAL ST	0.33		
	Left turn at	BARRINGTON DR E	0.18		
	Right turn at	SPINNAKER DR	0.69		
8:26 am	STOP	3005 Spinnaker Dr		2	
	Continue on	SPINNAKER DR	0.17		
	Left turn at	MIDDLEBURY DR	0.28		
	Left turn at	KEATING DR	0.84		
	Bear Left on	S EOLA RD	0.68		
	Sharp Right at	W HAFENRICHTER RD	0.38		
	Continue on	Hafenrichter Rd	0.56		
	Right turn at	Farnsworth Ave	0.31		
	Left turn at	Route 34	2.58		
	Right turn at	Douglas Rd	0.19		
	Left turn at	Old Post Rd	0.66		
	Left turn at	OLD POST ES	0.03		
8:40 am	DEST	OLD POST ELEMENTARY SCHOOL			10
	Continue on	OLD POST ES	0.07		
	Right turn at	Old Post Rd	0.72		
	Right turn at	Douglas Rd	0.86		
	Left turn at	WOLF ROAD	3.15		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
8:53 am	GARAGE				

Route Last Updated: 1/27/2020

)river Directions Fo: CHURCHILL 2 PM OSWEGO EAST PM

Route 9145
Bus

Start Time:2:06 pm
End Time:3:06 pm

Total Riders:88

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:15.31 mi.

Notes:

			Distance	Pickup	Dropoff
2:06 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	0.40		
	Right turn at	RT 30	0.88		
	Left turn at	Treasure Dr	0.33		
	Left turn at	Harvey Rd	0.28		
	Right turn at	OEHS	0.20		
	Right turn at	OEHS	0.11		
2:22 pm	**ARRIVE**	**OEHS No Intersection**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OEHS No Intersection**		**88**	
	Start on	OEHS	0.28		
	Right turn at	OEHS	0.31		
	Right turn at	WOLF ROAD	0.57		
	Right turn at	Fifth St	0.32		
	Left turn at	Bluegrass Pkwy	0.30		
2:39 pm	**STOP**	**Bluegrass Pkwy @ Ebony Dr**			**22**
	Left turn at	Ebony Dr	0.12		
2:41 pm	**STOP**	**Ebony Dr @ Jessamine Dr**			**18**
	Right turn at	Jessamine Dr	0.22		
	Left turn at	Barton Dr	0.10		
2:43 pm	**STOP**	**Barton Dr @ Belmont Ave**			**19**
	Left turn at	Belmont Ave	0.16		
	Right turn at	Baden Ave	0.06		
	Left turn at	Charismatic Dr	0.06		
2:46 pm	**STOP**	**Charismatic Dr @ Ebony Dr**			**25**
	Continue on	Charismatic Dr	0.06		
	Right turn at	Secretariat Ln	0.05		
	Left turn at	WOLF ROAD	0.72		
	Right turn at	Roth Rd	1.43		
	Right turn at	Wooley Rd	1.26		
	Right turn at	Douglas Rd	1.09		
2:58 pm	**STOP**	**Douglas Rd @ Burkhart Dr**			**3**
	Continue on	Douglas Rd	0.21		
	Right turn at	WOLF ROAD	0.20		
2:59 pm	**END**	**2340 Wolf Road**			**1**
	Continue on	WOLF ROAD	0.37		
	Left turn at	Secretariat Ln	0.05		

)river Directions For .URCHILL 2 PM OSWEGO EAST PM

		Distance	Pickup	Dropoff
Left turn at	Charismatic Dr	0.12		
Right turn at	Baden Ave	0.06		
Left turn at	Belmont Ave	0.28		
Left turn at	Cardinal Ave	0.14		
Right turn at	WOLF ROAD	0.38		
Right turn at	Douglas Rd	0.86		
Left turn at	Old Post Rd	0.72		
Left turn at	OLD POST ES	0.07		

3:06 pm SCHL OLD POST ELEMENTARY SCHOOL

Route Last Updated: 1/27/2020

Directions For ELL LKWD VLY/HOMESTEAD PM OLD POS

Route 9145
Bus

AM Start Time:3:50 pm
End Time:4:36 pm

Total Riders:10

Route Days:MTWHF

Anchor Abbr:OP

Distance:13.64 mi.

Notes:

			Distance	Pickup	Dropoff
3:50 pm	**ARRIVE**	**OLD POST ELEMENTARY SCHOOL**			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	**ORIGIN**	**OLD POST ELEMENTARY SCHOOL**		**10**	
	Start on	OLD POST ES	0.03		
	Right turn at	Old Post Rd	0.66		
	Right turn at	Douglas Rd	0.86		
	Left turn at	WOLF ROAD	3.15		
	Continue on	WOLFS CROSSING ROAD	0.38		
	Left turn at	HOFFMAN BLVD	0.14		
	Right turn at	TETON DR	0.04		
4:06 pm	**STOP**	**TETON DR @ CARLSBAD CIR**			**1**
	Left turn at	CARLSBAD CIR	0.09		
	Left turn at	CANYON DR	0.13		
	Left turn at	CARLSBAD CIR	0.04		
	Right turn at	HOFFMAN BLVD	0.07		
	Right turn at	Shenandoah Dr	0.04		
	Left turn at	BARRINGTON DR E	0.46		
	Left turn at	PROVIDENCE AVE	0.15		
	Right turn at	GEORGETOWN CIR	0.05		
4:10 pm	**STOP**	**GEORGETOWN CIR @ CONGRESS AVE**			**1**
	Continue on	GEORGETOWN CIR	0.05		
	Right turn at	CAPITOL AVE	0.15		
	Left turn at	GEORGETOWN CIR	0.05		
	Right turn at	HILLSBORO BLVD	0.39		
	Left turn at	MIDDLEBURY DR	0.28		
4:14 pm	**STOP**	**MIDDLEBURY DR @ THUNDERBIRD CT E**			**1**
	Continue on	MIDDLEBURY DR	0.11		
	Right turn at	W HAFENRICHTER RD	0.07		
	Left turn at	GRAYHAWK DR	0.09		
	Left turn at	HAWKNEST LN	0.01		
	Sharp Right at	GRAYHAWK DR	0.09		
4:16 pm	**STOP**	**2056/2057 Grayhawk Dr**			**1**
	Continue on	GRAYHAWK DR	0.06		
	Right turn at	UNION MILL DR	0.22		
4:17 pm	**STOP**	**2121 Union Mill Dr**			**1**
	Continue on	UNION MILL DR	0.07		
	Right turn at	W HAFENRICHTER RD	0.26		
4:18 pm	**STOP**	**W HAFENRICHTER RD @ WHITETHORN DR**			**1**
	Continue on	W HAFENRICHTER RD	0.31		
	Right turn at	BARRINGTON DR E	0.06		
	Left turn at	COLONIAL ST	0.06		

Directions For OP8105 F ELL LKWD VLY/HOMESTEAD PM OLD POS

			Distance	Pickup	Dropoff
4:19 pm	**STOP**	**COLONIAL ST @ NOGGLE CT**			**1**
	Continue on	COLONIAL ST	0.33		
	Left turn at	BARRINGTON DR E	0.18		
	Right turn at	SPINNAKER DR	0.24		
	Left turn at	ROTHBURY LN	0.05		
	Right turn at	ROSEHALL LN	0.30		
4:24 pm	**STOP**	**2783/2782/2781 Rosehall LANE/2784 ROSEHALL LN**			**1**
	Continue on	ROSEHALL LN	0.14		
	Left turn at	SPINNAKER DR	0.33		
4:26 pm	**END**	**3005 Spinnaker Dr**			**2**
	Continue on	SPINNAKER DR	0.17		
	Right turn at	MIDDLEBURY DR	0.86		
	Continue on	CARLS DR	0.69		
	Continue on	S CARLS DR	0.01		
	Left turn at	WOLFS CROSSING ROAD	0.62		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
4:36 pm	**GARAGE**				

Route Last Updated: 1/27/2020

Directions For ?UNNY ACRES/RANCE RD AM OSWEGO E

Route
Bus 9146

Start Time:6:11 am
End Time:6:45 am

Total Riders:29

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:14.61 mi.

Notes:

			Distance	Pickup	Dropoff
6:11 am	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	1.14		
	Left turn at	Harvey Rd	1.00		
	Continue on	Rance Rd	0.65		
6:21 am	**START**	**45 Rance Road**			
	Continue on	Rance Rd	0.07		
	Continue on	W 111TH ST	0.36		
	Right turn at	S HEGGS RD	0.31		
	Left turn at	KRISTI DR	0.04		
6:22 am	**STOP**	**11323/11324 KRISTI DR**		1	
	Continue on	KRISTI DR	0.02		
6:22 am	**STOP**	**11333/11336 S KRISTI DR**		1	
	Continue on	KRISTI DR	0.15		
6:23 am	**STOP**	**11414 KRISTI DR**		3	
	Continue on	KRISTI DR	0.05		
	Left turn at	S COURTNEY RD	0.10		
6:24 am	**STOP**	**S COURTNEY RD @ S CINDY CT**		5	
	Continue on	S COURTNEY RD	0.05		
	Right turn at	RT 30	0.18		
6:25 am	**STOP**	**25649 W Route 30**		1	
	Continue on	RT 30	0.43		
6:26 am	**STOP**	**25529 W Route 30**		1	
	Continue on	RT 30	0.10		
	Right turn at	W 119TH ST	0.51		
6:27 am	**STOP**	**26002/26000 W 119th St**		4	
	Continue on	W 119TH ST	0.13		
	Right turn at	S HEGGS RD	0.17		
	Right turn at	PRAIRIE HILL LN	0.00		
6:28 am	**STOP**	**25940 Prairie Hill Lane**		1	
	Continue on	PRAIRIE HILL LN	0.33		
	Left turn at	W 119TH ST	0.38		
6:30 am	**STOP**	**25559 W 119th St**		1	
	Continue on	W 119TH ST	0.08		
	Left turn at	RT 30	0.72		
	Left turn at	S COURTNEY RD	0.15		

Directions For (SUNNY ACRES/RANCE RD AM OSWEGO E

			Distance	Pickup	Dropoff
	Left turn at	KRISTI DR	0.01		
6:32 am	STOP	11445 KRISTI DR		1	
	Continue on	KRISTI DR	0.14		
6:32 am	STOP	11523 KRISTI DR		2	
	Continue on	KRISTI DR	0.04		
	Continue on	W KAREN DR	0.17		
6:33 am	STOP	25953/26040 W KAREN DR		1	
	Continue on	W KAREN DR	0.02		
	Right turn at	S HEGGS RD	0.12		
6:34 am	STOP	11517 S Heggs Road		1	
	Continue on	S HEGGS RD	0.01		
6:34 am	STOP	11505 S Heggs Road		1	
	Continue on	S HEGGS RD	0.07		
6:34 am	STOP	11459 S Heggs Road		1	
	Continue on	S HEGGS RD	0.09		
	Right turn at	KRISTI DR	0.26		
	Right turn at	COURTNEY RD	0.02		
6:35 am	STOP	25843 COURTNEY LN		2	
	Continue on	COURTNEY RD	0.08		
	Continue on	COURTNEY LANE	0.00		
	Continue on	COURTNEY RD	0.12		
6:36 am	END	25930/25925 COURTNEY RD/25931 COURTNEY LN		2	
	Continue on	COURTNEY RD	0.03		
	Right turn at	W KAREN DR	0.10		
	Right turn at	S HEGGS RD	0.61		
	Right turn at	W 111TH ST	0.16		
	Left turn at	RT 30	1.23		
	Left turn at	WOLF ROAD	1.10		
	Right turn at	OEHS	0.31		
	Left turn at	OEHS	0.28		
6:45 am	DEST	OEHS No Intersection			29

Route Last Updated: 1/27/2020

/er Directions For OSAGE/HOMETOWN AM TRAUGHBER J

Route: 9146
Bus

Start Time:7:14 am
End Time:7:45 am

Total Riders:56

Route Days:MTWHF

Anchor Abbr:TRJH

Distance:9.68 mi.

Notes:

			Distance	Pickup	Dropoff
7:14 am	**SCHL**	**OEHS No Intersection**			
	Start on	OEHS	0.25		
	Right turn at	OEHS	0.55		
	Right turn at	WOLF ROAD	3.00		
	Continue on	Chicago Rd	0.56		
	Continue on	Route 34	0.02		
	Continue on	S Madison St	0.13		
	Right turn at	Washington St	0.34		
	Right turn at	Route 31	0.55		
	Left turn at	Mill Rd	0.10		
	Left turn at	Fox Chase Dr S	0.04		
7:25 am	**START**	**FOX CHASE DR S@BADGER LN (CLOSE TO MILL RD)**		7	
	Right turn at	Badger Ln	0.20		
7:27 am	**STOP**	**300 Badger Ct**		3	
	Continue on	Badger Ln	0.15		
	Right turn at	River Run Blvd	0.06		
	Right turn at	W Washington St	0.11		
7:29 am	**STOP**	**W Washington St @ Stonewater Ln**		9	
	Continue on	W Washington St	0.12		
	Left turn at	Greenview Ln	0.06		
7:30 am	**STOP**	**Greenview Ln @ Greenview Ct**		6	
	Continue on	Greenview Ln	0.25		
7:32 am	**STOP**	**Greenview Ln @ Clearwater Ln**		7	
	Right turn at	Clearwater Ln	0.06		
	Left turn at	Whitewater Ln	0.08		
7:34 am	**STOP**	**Whitewater Ln @ Hoover Dr**		13	
	Continue on	Millstream Ln	0.12		
	Right turn at	Reagan Dr	0.13		
7:36 am	**END**	**Reagan Dr @ Presidential Blvd**		11	
	Left turn at	Presidential Blvd	0.12		
	Left turn at	Taft Dr	0.02		
	Right turn at	Presidential Blvd	0.16		
	Right turn at	W Washington St	0.23		
	Continue on	Washington St	0.34		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.37		
	Continue on	E Washington St	0.10		
	Continue on	Plainfield Rd	0.54		
	Left turn at	Wooley Rd	0.42		
	Right turn at	Colchester Dr	0.10		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		

/er Directions For OSAGE/HOMETOWN AM TRAUGHBER J

		Distance	Pickup	Dropoff
Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
Left turn at	TRAUGHBER DRIVEWAY TO BUS L/	0.04		
Continue on	DRIVEWAY TO TR P/U & D/O	0.09		
Left turn at	DRIVEWAY TO TR P/U & D/O	0.10		
7:45 am	**DEST**	**TRAUGHBER JUNIOR HIGH SCHOOL**		**56**

Route Last Updated: 3/10/2020

ver Directions For DOWNTOWN/ASHCROFT AM HUNT CLU

Rout 9146
Bus

Start Time:8:20 am
End Time:9:03 am

Total Riders:8

Route Days:MTWHF

Anchor Abbr:HC

Distance:19.49 mi.

Notes:

			Distance	Pickup	Dropoff
8:20 am	**SCHL**	**TRAUGHBER JUNIOR HIGH SCHOOL**			
	Start on	DRIVEWAY TO TR P/U & D/O	0.23		
	Continue on	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	Colchester Dr	0.10		
	Left turn at	Wooley Rd	0.42		
	Right turn at	Plainfield Rd	0.54		
	Left turn at	Grove Rd	0.99		
8:26 am	**START**	**Grove Rd @ Deerfield Dr**			
	Continue on	Grove Rd	0.15		
	Right turn at	Morgan Valley Dr	0.21		
	Right turn at	Isleview Dr	0.07		
8:27 am	**STOP**	**262 Isleview Dr**		2	
	Continue on	Isleview Dr	0.28		
8:28 am	**STOP**	**231/230 ISLEVIEW DR**		2	
	Continue on	Isleview Dr	0.24		
	Right turn at	Lakeview Dr	0.10		
	Left turn at	Pinehurst Ln	0.12		
8:30 am	**STOP**	**Pinehurst Ln @ Pinehurst Ct**		1	
	Continue on	Pinehurst Ln	0.06		
	Left turn at	Lakeview Dr	0.13		
	Right turn at	Isleview Dr	0.10		
	Right turn at	Danbury Dr	0.12		
8:31 am	**STOP**	**517 Danbury Dr**		1	
	Continue on	Danbury Dr	0.39		
	Right turn at	Morgan Valley Dr	0.18		
	Right turn at	Prairieview Dr	0.24		
8:34 am	**STOP**	**Prairieview Dr @ Clarion Ct**		1	
	Continue on	Prairieview Dr	0.44		
	Right turn at	Churchill Ln	0.13		
8:37 am	**STOP**	**672 Churchill Lane**		1	
	Continue on	Churchill Ln	0.20		
	Right turn at	Prairieview Dr	0.31		
	Left turn at	Northgate Dr	0.17		
	Right turn at	Persimmon Ln	0.11		
	Right turn at	Paradise Pkwy	0.11		
	Left turn at	Route 71	0.85		
	Left turn at	Minkler Rd	1.34		
	Left turn at	Hunt Club Dr	0.14		
	Left turn at	HUNT CLUB ES	0.05		

ver Directions For : DOWNTOWN/ASHCROFT AM HUNT CLU

			Distance	Pickup	Dropoff
8:45 am	**DEST**	**HUNT CLUB ELEMENTARY SCHOOL**			**8**
	Continue on	HUNT CLUB ES	0.06		
	Right turn at	Hunt Club Dr	0.08		
	Right turn at	Minkler Rd	1.34		
	Right turn at	Route 71	2.36		
	Bear Right on	WOLF ROAD	4.50		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
9:03 am	**GARAGE**				

Route Last Updated: 1/27/2020

Directions For SUNNY ACRES/RANCE RD PM OSWEGO EA

Route 9146
Bus

Start Time:2:10 pm
End Time:3:05 pm

Total Riders:29

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:18.11 mi.

Notes:

			Distance	Pickup	Dropoff
2:10 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	1.50		
	Right turn at	OEHS	0.31		
	Left turn at	OEHS	0.28		
2:22 pm	**ARRIVE**	**OEHS No Intersection**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OEHS No Intersection**		**29**	
	Start on	OEHS	0.25		
	Left turn at	OEHS	0.14		
	Right turn at	Harvey Rd	1.37		
	Continue on	Rance Rd	0.72		
	Continue on	W 111TH ST	0.36		
	Right turn at	S HEGGS RD	0.31		
	Left turn at	KRISTI DR	0.04		
2:41 pm	**STOP**	**11323/11324 KRISTI DR**			**1**
	Continue on	KRISTI DR	0.02		
2:41 pm	**STOP**	**11333/11336 S KRISTI DR**			**1**
	Continue on	KRISTI DR	0.15		
2:42 pm	**STOP**	**11414 KRISTI DR**			**3**
	Continue on	KRISTI DR	0.05		
	Left turn at	S COURTNEY RD	0.10		
2:42 pm	**STOP**	**S COURTNEY RD @ S CINDY CT**			**5**
	Continue on	S COURTNEY RD	0.05		
	Right turn at	RT 30	0.18		
2:43 pm	**STOP**	**25649 W Route 30**			**1**
	Continue on	RT 30	0.43		
2:44 pm	**STOP**	**25529 W Route 30**			**1**
	Continue on	RT 30	0.10		
	Right turn at	W 119TH ST	0.51		
2:45 pm	**STOP**	**26002/26000 W 119th St**			**4**
	Continue on	W 119TH ST	0.13		
	Right turn at	S HEGGS RD	0.17		
	Right turn at	PRAIRIE HILL LN	0.00		
2:46 pm	**STOP**	**25940 Prairie Hill Lane**			**1**
	Continue on	PRAIRIE HILL LN	0.33		

Directions For (SUNNY ACRES/RANCE RD PM OSWEGO EA

			Distance	Pickup	Dropoff
	Left turn at	W 119TH ST	0.38		
2:48 pm	STOP	25559 W 119th St			1
	Continue on	W 119TH ST	0.08		
	Left turn at	RT 30	0.72		
	Left turn at	S COURTNEY RD	0.15		
	Left turn at	KRISTI DR	0.01		
2:50 pm	STOP	11445 KRISTI DR			1
	Continue on	KRISTI DR	0.14		
2:51 pm	STOP	11523 KRISTI DR			2
	Continue on	KRISTI DR	0.04		
	Continue on	W KAREN DR	0.17		
2:52 pm	STOP	25953/26040 W KAREN DR			1
	Continue on	W KAREN DR	0.02		
	Right turn at	S HEGGS RD	0.12		
2:52 pm	STOP	11517 S Heggs Road			1
	Continue on	S HEGGS RD	0.01		
2:52 pm	STOP	11505 S Heggs Road			1
	Continue on	S HEGGS RD	0.07		
2:52 pm	STOP	11459 S Heggs Road			1
	Continue on	S HEGGS RD	0.09		
	Right turn at	KRISTI DR	0.26		
	Right turn at	COURTNEY RD	0.02		
2:54 pm	STOP	25843 COURTNEY LN			2
	Continue on	COURTNEY RD	0.08		
	Continue on	COURTNEY LANE	0.00		
	Continue on	COURTNEY RD	0.12		
2:55 pm	END	25930/25925 COURTNEY RD/25931 COURTNEY LN			2
	Continue on	COURTNEY RD	0.03		
	Right turn at	W KAREN DR	0.10		
	Left turn at	S HEGGS RD	0.40		
	Right turn at	W 119TH ST	0.38		
	Continue on	Scotch Rd	0.50		
	Right turn at	Stewart Rd	0.50		
	Left turn at	Wooley Rd	3.24		
	Left turn at	Colchester Dr	0.10		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
	Continue on	DRIVEWAY TO TR P/U & D/O	0.23		
3:05 pm	SCHL	TRAUGHBER JUNIOR HIGH SCHOOL			

Route Last Updated: 1/27/2020

Directions For FOX CHASE 3/HMTWN PM TRAUGHBER J

Route 9146
Bus

Start Time:3:10 pm
End Time:3:41 pm

Total Riders:47

Route Days:MTWHF

Anchor Abbr:TRJH

Distance:7.53 mi.

Notes:

			Distance	Pickup	Dropoff
3:10 pm	ARRIVE	TRAUGHBER JUNIOR HIGH SCHOOL			
		>> WAIT UNTIL 03:17 PM (IDLE FOR 7 MINUTES)<<			
3:17 pm	ORIGIN	TRAUGHBER JUNIOR HIGH SCHOOL		47	
	Start on	DRIVEWAY TO TR P/U & D/O	0.10		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.09		
	Continue on	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	Colchester Dr	0.10		
	Left turn at	Wooley Rd	0.42		
	Right turn at	Plainfield Rd	0.54		
	Continue on	E Washington St	0.10		
	Continue on	Washington St	0.37		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.34		
	Right turn at	Route 31	0.55		
	Left turn at	Mill Rd	0.10		
	Left turn at	Fox Chase Dr S	0.04		
3:23 pm	START	FOX CHASE DR S@BADGER LN (CLOSE TO MILL RD)			7
	Right turn at	Badger Ln	0.20		
3:25 pm	STOP	300 Badger Ct			3
	Continue on	Badger Ln	0.15		
	Right turn at	River Run Blvd	0.06		
	Right turn at	W Washington St	0.11		
3:26 pm	STOP	W Washington St @ Stonewater Ln			10
	Continue on	W Washington St	0.12		
	Left turn at	Greenview Ln	0.06		
3:28 pm	STOP	Greenview Ln @ Greenview Ct			6
	Continue on	Greenview Ln	0.25		
3:30 pm	STOP	Greenview Ln @ Clearwater Ln			8
	Right turn at	Clearwater Ln	0.06		
	Left turn at	Whitewater Ln	0.08		
3:32 pm	END	Whitewater Ln @ Hoover Dr			13
	Continue on	Millstream Ln	0.12		
	Right turn at	Reagan Dr	0.06		
	Left turn at	Eisenhower Dr	0.12		
	Right turn at	Taft Dr	0.05		
	Left turn at	Presidential Blvd	0.16		
	Right turn at	W Washington St	0.23		
	Continue on	Washington St	0.14		
	Left turn at	S Harrison St	0.07		

Directions For TR8131 D FOX CHASE 3/HMTWN PM TRAUGHBER J

		Distance	Pickup	Dropoff
Continue on	W Jackson St	0.07		
Left turn at	S Adams St	0.07		
Continue on	N Adams St	0.13		
Continue on	North St	0.09		
Left turn at	N MADISON ST (ROUTE 25)	0.23		
Continue on	ROUTE 25	0.38		
Right turn at	Glendale Ave	0.05		
Left turn at	Ashlawn Ave	0.58		
Left turn at	Circle Dr W	0.63		
Right turn at	Boulder Hill Pass	0.25		
Right turn at	BOULDERHILL SCHOOL	0.04		

3:41 pm SCHL BOULDER HILL SCHOOL

Route Last Updated: 1/27/2020

r Directions For F ELL/HERITAGE/FRMTN PM BOULDER HIL

Route 9146
Bus

.. tart Time:3:50 pm
End Time:4:37 pm

Total Riders:16

Route Days:MTWHF

Anchor Abbr:BH

Distance:13.89 mi.

Notes:
WAS BH68 F STARTS 08/21/19

			Distance	Pickup	Dropoff
3:50 pm	ARRIVE	BOULDER HILL SCHOOL			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	ORIGIN	BOULDER HILL SCHOOL		1	
	Start on	BOULDERHILL SCHOOL	0.03		
	Bear Right on	TURNAROUND AT BOULDER HILL E	0.03		
	Continue on	BOULDERHILL SCHOOL	0.03		
3:57 pm	STOP	BOULDER HILL SCHOOL		15	
	Continue on	BOULDERHILL SCHOOL	0.04		
	Right turn at	Boulder Hill Pass	0.43		
	Left turn at	Old Post Rd	1.01		
	Left turn at	Seton Creek Dr	0.09		
4:03 pm	STOP	81 Seton Creek Dr			2
	Continue on	Seton Creek Dr	0.12		
	Left turn at	Gloria Ln	0.21		
	Left turn at	Old Post Rd	0.07		
	Right turn at	Seton Creek Dr	0.07		
4:06 pm	STOP	106 Seton Creek Dr			1
	Continue on	Seton Creek Dr	0.32		
	Right turn at	Wollmington Dr	0.05		
	Left turn at	Seton Creek Dr	0.03		
	Right turn at	Old Post Rd	0.05		
	Left turn at	Douglas Rd	0.38		
	Right turn at	Barnaby Dr	0.20		
4:09 pm	STOP	418 Barnaby Dr			1
	Continue on	Barnaby Dr	0.43		
4:11 pm	STOP	Barnaby Dr @ Salem Cir			1
	Continue on	Barnaby Dr	0.06		
	Right turn at	Heritage Dr	0.19		
4:13 pm	STOP	Heritage Dr @ Newport Cir			3
	Continue on	Heritage Dr	0.34		
	Right turn at	FARMINGTON LAKES DR	0.41		
	Right turn at	Springbrook Trl S	0.14		
4:17 pm	STOP	STOP FOR 208 SPRINGBROOK TRL S			1
	Continue on	Springbrook Trl S	0.11		
	Continue on	Springbrook Trl N	0.27		
4:19 pm	STOP	613/614 Springbrook Trl N			2
	Continue on	Springbrook Trl N	0.09		
	Right turn at	FARMINGTON LAKES DR	0.19		
	Right turn at	DRIVE FOR CHILDREN OF AMERICA	0.06		

r Directions For BH8131 F ELL/HERITAGE/FRMTN PM BOULDER HIL

			Distance	Pickup	Dropoff
4:21 pm	STOP	DRIVE FOR CHILDREN OF AMERICA No Intersection			3
	Continue on	DRIVE FOR CHILDREN OF AMERICA	0.09		
	Right turn at	FARMINGTON LAKES DR	0.06		
	Right turn at	Douglas Rd	0.37		
	Right turn at	Long Beach Rd	0.28		
4:24 pm	STOP	231 Long Beach Road			1
	Left turn at	Kensington Dr	0.17		
4:25 pm	END	Kensington Dr @ Mayfair Ct			1
	Continue on	Kensington Dr	0.05		
	Right turn at	Long Beach Rd	0.06		
	Left turn at	Douglas Rd	1.68		
	Left turn at	WOLF ROAD	3.15		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
4:37 pm	GARAGE				

Route Last Updated: 1/29/2020

'er Directions For AKEWOOD CREEK 7 AM OSWEGO HIG

Route 9147
Bus

Start Time:6:02 am
End Time:6:45 am

Total Riders:75

Route Days:MTWHF

Anchor Abbr:OHS

Distance:18.92 mi.

Notes:

			Distance	Pickup	Dropoff
6:02 am	**GARAGE**				
	Start on	S NORMANTOWN RD	0.36		
	Left turn at	87TH ST	0.02		
	Continue on	KEATING DR	0.99		
	Right turn at	S EOLA RD	0.51		
	Left turn at	MONTGOMERY RD	3.61		
	Left turn at	Douglas Rd	0.60		
	Right turn at	RT 30	1.54		
	Continue on	United States Highway 30 (Byp)	1.20		
	Continue on	RT 30	1.83		
	Left turn at	Prescott Dr	0.16		
	Left turn at	Frances Ln	0.17		
6:22 am	**START**	**Frances Ln @ Adam Ave**		12	
	Left turn at	Adam Ave	0.18		
6:23 am	**STOP**	**Adam Ave @ Brian Ln**		30	
	Continue on	Adam Ave	0.08		
6:26 am	**STOP**	**Adam Ave @ Chad Ct**		3	
	Left turn at	Chad Ln	0.11		
	Right turn at	Troon Dr	0.06		
6:27 am	**END**	**TROON DR@GALLANT FOX CIR (EAST END)**		30	
	Continue on	Troon Dr	0.20		
	Right turn at	Gordon Rd	0.22		
	Right turn at	RT 30	2.14		
	Continue on	United States Highway 30 (Byp)	0.95		
	Sharp Right at	US 30E From IL 31	0.06		
	Continue on	US 30E ToFrom IL 31	0.08		
	Right turn at	S Lake St	0.12		
	Continue on	Route 31	2.62		
	Left turn at	Washington St	0.34		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.17		
	Left turn at	Franklin St	0.29		
	Continue on	DRIVE TO OSWEGO SRHS	0.04		
	Continue on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.04		
6:45 am	**DEST**	**OHS**			75

Route Last Updated: 1/27/2020

Driver Directions For __NEBERRY AM TRAUGHBER JR A

Route
Bus

Start Time:7:12 am
End Time:7:59 am

Total Riders:6

Route Days:MTWHF

Anchor Abbr:TRJH

Distance:22.55 mi.

Notes:

			Distance	Pickup	Dropoff
7:12 am	**START**	**OHS**			
	Start on	OSWEGO SRHS	0.13		
	Right turn at	OSWEGO SRHS	0.06		
	Continue on	DRIVE TO OSWEGO SRHS	0.04		
	Left turn at	Route 71	0.34		
	Left turn at	E Washington St	0.10		
	Right turn at	Grove Rd	4.74		
	Right turn at	Roberts Dr	0.20		
	Left turn at	Lees Ct	0.05		
7:23 am	**STOP**	**Lees Ct (END)**		1	
	>>TURNAROUND<<	Lees Ct (END)	0.05		
	Right turn at	Roberts Dr	0.20		
	Left turn at	Grove Rd	1.19		
	Left turn at	Cherry Rd	0.66		
7:28 am	**STOP**	**4778 Cherry Rd**		2	
	Right turn at	Waa Kee Sha Dr	0.26		
	Right turn at	Henneberry Pkwy	0.12		
	Left turn at	Cherry Rd	0.15		
7:31 am	**STOP**	**Cherry Rd @ Steam Mill Ct**		2	
	Right turn at	Steam Mill Ct	0.21		
7:32 am	**STOP**	**4122 Steam Mill Ct**		1	
	Continue on	Steam Mill Ct	0.04		
	>>TURNAROUND<<	Steam Mill Ct (END)	0.26		
	Right turn at	Cherry Rd	0.27		
	Left turn at	Grove Rd	3.56		
	Right turn at	Plainfield Rd	0.54		
	Left turn at	Wooley Rd	0.42		
	Right turn at	Colchester Dr	0.18		
	Left turn at	TRAUGHBER DRIVEWAY TO BUS LA	0.06		
	Continue on	DRIVEWAY TO TR P/U & D/O	0.23		
7:45 am	**DEST**	**TRAUGHBER JUNIOR HIGH SCHOOL**			6
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.10		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.09		
	Continue on	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	Colchester Dr	0.10		
	Right turn at	Wooley Rd	2.49		
	Left turn at	Roth Rd	1.43		
	Right turn at	WOLF ROAD	1.64		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		

Driver Directions For ENEBERRY AM TRAUGHBER JR A

9147

		Distance	Pickup	Dropoff
Left turn at	91ST ST	0.10		
Right turn at	S NORMANTOWN RD	0.22		

7:59 am GARAGE

Route Last Updated: 1/27/2020

s Driver Directions For .V E TAYLOR-HM TO CH 2019 M

Route
Bu

Start Time:7:41 am
End Time:8:55 am

Total Riders:1

Route Days:MTWHF

Anchor Abbr:CHC

Distance:35.30 mi.

Notes:

			Distance	Pickup	Dropoff
7:41 am	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	1.64		
	Left turn at	Roth Rd	1.43		
	Right turn at	Wooley Rd	2.49		
	Left turn at	Colchester Dr	0.10		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
	Continue on	DRIVEWAY TO TR P/U & D/O	0.23		
7:56 am	**START**	**TRAUGHBER JUNIOR HIGH SCHOOL**			
	Left turn at	DRIVEWAY TO TR P/U & D/O	0.10		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.09		
	Continue on	TRAUGHBER DRIVEWAY TO BUS LA	0.04		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
	Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
	Right turn at	Colchester Dr	0.10		
	Left turn at	Wooley Rd	0.42		
	Right turn at	Plainfield Rd	0.54		
	Continue on	E Washington St	0.10		
	Right turn at	Route 71	0.80		
	Continue on	Route 34	3.73		
	Left turn at	Hill Ave	0.43		
	Continue on	County Highway 30	0.56		
	Right turn at	MONTGOMERY RD	0.26		
	Left turn at	S Farnsworth Ave	1.24		
	Continue on	N Farnsworth Ave	2.97		
	Left turn at	MOLITOR RD	0.43		
	Left turn at	Church Rd	0.05		
	Right turn at	Schomer Rd	0.20		
	Right turn at	Schomer Rd	0.09		
8:23 am	**STOP**	**Schomer Rd @ Margaret Ct**		1	
	Left turn at	Schomer Rd	0.17		
	Left turn at	Marilyn Ln	0.09		
	Left turn at	Konen Ave	0.17		
	Continue on	Schomer Rd	0.20		
	Left turn at	Church Rd	0.05		
	Right turn at	MOLITOR RD	0.43		
	Right turn at	N Farnsworth Ave	2.97		
	Continue on	S Farnsworth Ave	0.33		

s Driver Directions Fo· ...KV E TAYLOR-HM TO CH 2019 M

9147

			Distance	Pickup	Dropoff
	Right turn at	5TH AVE	0.35		
	Left turn at	Hill Ave	0.82		
	Continue on	County Highway 30	0.70		
	Continue on	Hill Ave	0.43		
	Right turn at	Route 34	1.34		
	Left turn at	Fifth St	0.84		
	Right turn at	Bluegrass Pkwy	0.12		
	Left turn at	Apollo Ln	0.13		
8:45 am	**DEST**	**CHURCHILL BUS LOT**			**1**
	Continue on	Apollo Ln	0.06		
	Left turn at	Apollo Ln	0.31		
	Right turn at	Bluegrass Pkwy	0.12		
	Right turn at	Fifth St	0.32		
	Left turn at	WOLF ROAD	2.07		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
8:55 am	**GARAGE**				

Route Last Updated: 3/3/2020

:r Directions For (LAKEWOOD CREEK 7 PM OSWEGO HIGH

Route Start Time:2:03 pm Total Riders:74
Bu End Time:3:12 pm
Route Days:MTWHF
Anchor Abbr:OHS Distance:24.14 mi.
Notes:

			Distance	Pickup	Dropoff
2:03 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	4.50		
	Bear Left on	Route 71	0.47		
	Left turn at	DRIVE TO OSWEGO SRHS	0.04		
	Continue on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.04		
2:22 pm	**ARRIVE**	**OHS**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OHS**		**74**	
	Start on	OSWEGO SRHS	0.13		
	Right turn at	OSWEGO SRHS	0.06		
	Continue on	DRIVE TO OSWEGO SRHS	0.04		
	Left turn at	Route 71	0.34		
	Right turn at	Washington St	0.37		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.34		
	Right turn at	Route 31	2.62		
	Continue on	S Lake St	0.12		
	Left turn at	US 30E ToFrom IL 31	0.08		
	Continue on	US 30E From IL 31	0.06		
	Sharp Left at	United States Highway 30 (Byp)	0.95		
	Continue on	RT 30	1.83		
	Left turn at	Prescott Dr	0.16		
	Left turn at	Frances Ln	0.17		
2:48 pm	**START**	**Frances Ln @ Adam Ave**			**12**
	Left turn at	Adam Ave	0.18		
2:49 pm	**STOP**	**Adam Ave @ Brian Ln**			**30**
	Continue on	Adam Ave	0.08		
2:52 pm	**STOP**	**Adam Ave @ Chad Ct**			**3**
	Left turn at	Chad Ln	0.11		
	Right turn at	Troon Dr	0.06		
2:53 pm	**END**	**TROON DR@GALLANT FOX CIR (EAST END)**			**29**
	Continue on	Troon Dr	0.20		
	Right turn at	Gordon Rd	0.22		
	Right turn at	RT 30	2.14		
	Continue on	United States Highway 30 (Byp)	0.95		
	Sharp Right at	US 30E From IL 31	0.06		
	Continue on	US 30E ToFrom IL 31	0.08		

:r Directions For AKEWOOD CREEK 7 PM OSWEGO HIGH

9147

		Distance	Pickup	Dropoff
Right turn at	S Lake St	0.12		
Continue on	Route 31	2.62		
Left turn at	Washington St	0.34		
Continue on	E Washington St	0.07		
Continue on	Washington St	0.37		
Continue on	E Washington St	0.10		
Continue on	Plainfield Rd	0.54		
Left turn at	Wooley Rd	0.42		
Right turn at	Colchester Dr	0.10		
Left turn at	TRAUGHBER JR HIGH DRIVE	0.02		
Right turn at	DRIVEWAY TO TR P/U & D/O	0.07		
Left turn at	TRAUGHBER DRIVEWAY TO BUS L/	0.04		
Continue on	DRIVEWAY TO TR P/U & D/O	0.23		

3:12 pm SCHL TRAUGHBER JUNIOR HIGH SCHOOL

Route Last Updated: 1/27/2020

Driver Directions For ENEBURY PM TRAUGHBER JR PM

Route M Start Time:3:10 pm Total Riders:6
Bus End Time:3:48 pm
Route Days:MTWHF
Anchor Abbr:TRJH Distance:14.56 mi.
Notes:

			Distance	Pickup	Dropoff
3:10 pm	**ARRIVE**	**TRAUGHBER JUNIOR HIGH SCHOOL**			
		>> WAIT UNTIL 03:17 PM (IDLE FOR 7 MINUTES)<<			
3:17 pm	**ORIGIN**	**TRAUGHBER JUNIOR HIGH SCHOOL**		**6**	
	Start on	DRIVEWAY TO TR P/U & D/O	0.10		
	Right turn at	DRIVEWAY TO TR P/U & D/O	0.09		
	Continue on	TRAUGHBER DRIVEWAY TO BUS LA	0.06		
	Continue on	Vinca Ln	0.21		
	Right turn at	Linden Dr	0.12		
	Left turn at	Plainfield Rd	1.52		
	Right turn at	Schlapp Rd	1.49		
	Right turn at	Cherry Rd	0.99		
	Left turn at	Grove Rd	0.06		
	Right turn at	Cherry Rd	0.42		
	Right turn at	Henneberry Pkwy	0.12		
	Left turn at	Waa Kee Sha Dr	0.26		
3:29 pm	**STOP**	**4778 Cherry Rd**			**2**
	Left turn at	Cherry Rd	0.39		
3:31 pm	**STOP**	**Cherry Rd @ Steam Mill Ct**			**2**
	Right turn at	Steam Mill Ct	0.21		
3:32 pm	**STOP**	**4122 Steam Mill Ct**			**1**
	Continue on	Steam Mill Ct	0.04		
	>>TURNAROUND<<	Steam Mill Ct (END)	0.26		
	Right turn at	Cherry Rd	0.27		
	Right turn at	Grove Rd	1.19		
	Right turn at	Roberts Dr	0.20		
	Left turn at	Lees Ct	0.05		
3:37 pm	**END**	**Lees Ct (END)**			**1**
	>>TURNAROUND<<	Lees Ct (END)	0.05		
	Right turn at	Roberts Dr	0.20		
	Right turn at	Grove Rd	0.67		
	Right turn at	Route 126	2.43		
	Right turn at	Minkler Rd	2.95		
	Right turn at	Hunt Club Dr	0.14		
	Left turn at	HUNT CLUB ES	0.05		
3:48 pm	**SCHL**	**HUNT CLUB ELEMENTARY SCHOOL**			

Route Last Updated: 1/27/2020

Driver Directions For BOULDERHILL PM HUNT CLUB PM

Route 9147 Start Time:3:50 pm Total Riders:6
Bus. End Time:4:36 pm

Route Days:MTWHF

Anchor Abbr:HC Distance:18.19 mi.

Notes:

			Distance	Pickup	Dropoff
3:50 pm	**ARRIVE**	**HUNT CLUB ELEMENTARY SCHOOL**			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	**ORIGIN**	**HUNT CLUB ELEMENTARY SCHOOL**		**6**	
	Start on	HUNT CLUB ES	0.06		
	Right turn at	Hunt Club Dr	0.08		
	Right turn at	Minkler Rd	1.34		
	Right turn at	Route 71	1.55		
	Left turn at	Washington St	0.37		
	Continue on	E Washington St	0.07		
	Right turn at	S Madison St	0.13		
	Continue on	Route 34	0.02		
	Left turn at	N MADISON ST (ROUTE 25)	0.37		
	Right turn at	Elmwood Dr	0.10		
	Left turn at	Ashlawn Ave	1.00		
	Left turn at	Circle Dr W	0.13		
	Right turn at	Codorus Rd	0.49		
	Right turn at	Boulder Hill Pass	0.08		
	Right turn at	BOULDERHILL SCHOOL	0.04		
4:10 pm	**STOP**	**BOULDER HILL SCHOOL**			**2**
	Continue on	BOULDERHILL SCHOOL	0.03		
	Bear Right on	TURNAROUND AT BOULDER HILL E	0.03		
	Continue on	BOULDERHILL SCHOOL	0.07		
	Right turn at	Boulder Hill Pass	0.23		
	Left turn at	Saugatuck Rd	0.40		
	Left turn at	Pomeroy Rd	0.17		
	Left turn at	Stratford Rd	0.12		
4:14 pm	**STOP**	**61 Stratford Road**			**1**
	Continue on	Stratford Rd	0.06		
	Left turn at	Long Beach Rd	0.16		
	Right turn at	WHITNEY WAY	0.10		
4:15 pm	**STOP**	**32/34 Whitney Way**			**1**
	Continue on	WHITNEY WAY	0.10		
	Left turn at	Marnel Rd	0.27		
4:17 pm	**STOP**	**20/22/21 Marnel Road**			**1**
	Continue on	Marnel Rd	0.14		
	Left turn at	Circle Dr E	0.83		
	Left turn at	Boulder Hill Pass	0.61		
	Right turn at	Lombardy Ln	0.59		
	Right turn at	Ashlawn Ave	0.08		
	Left turn at	Glendale Ave	0.05		
	Left turn at	ROUTE 25	0.26		
4:22 pm	**END**	**277 N MADISON ST (ROUTE 25)**			**1**

Driver Directions For BOULDERHILL PM HUNT CLUB PM

		Distance	Pickup	Dropoff
Continue on	ROUTE 25	0.12		
Continue on	N MADISON ST (ROUTE 25)	0.37		
Left turn at	Chicago Rd	0.56		
Continue on	WOLF ROAD	4.50		
Continue on	WOLFS CROSSING ROAD	1.42		
Left turn at	WOLF'S CROSSING RD	0.76		
Left turn at	91ST ST	0.10		
Right turn at	S NORMANTOWN RD	0.22		

4:36 pm GARAGE

Route Last Updated: 2/28/2020

Directions For OLD WINCREST/DOWNTWN AM OSWEGO

Route 9148
Bus.

Start Time:5:59 am
End Time:6:45 am

Total Riders:62

Route Days:MTWHF

Anchor Abbr:OHS

Distance:16.75 mi.

Notes:

			Distance	Pickup	Dropoff
5:59 am	**GARAGE**				
	Start on	S NORMANTOWN RD	0.36		
	Left turn at	87TH ST	0.02		
	Continue on	KEATING DR	0.99		
	Right turn at	S EOLA RD	0.51		
	Left turn at	MONTGOMERY RD	0.74		
	Sharp Right at	MONTGOMERY RD	0.05		
	Continue on	KAUTZ RD	0.71		
6:07 am	**START**	**KAUTZ RD @ MCCOY DR**			
	Left turn at	5TH AVE	0.62		
	Left turn at	Waterford Dr	0.29		
6:11 am	**STOP**	**Waterford Dr @ MATTHEW LN**		1	
	Continue on	Waterford Dr	0.50		
	Right turn at	MONTGOMERY RD	2.51		
	Left turn at	Douglas Rd	2.69		
	Right turn at	WOLF ROAD	0.95		
6:23 am	**STOP**	**3663 Wolf Road**		1	
	Continue on	WOLF ROAD	0.23		
6:23 am	**STOP**	**WOLF ROAD @ Hawthorne Dr**		1	
	Continue on	WOLF ROAD	0.06		
6:23 am	**STOP**	**3953 Wolf Road**		1	
	Continue on	WOLF ROAD	0.11		
	Continue on	Chicago Rd	0.11		
6:24 am	**STOP**	**Chicago Rd @ Bednarcik Ct**		4	
	Continue on	Chicago Rd	0.45		
	Continue on	Route 34	0.02		
	Continue on	S Madison St	0.07		
	Right turn at	W Jackson St	0.13		
	Right turn at	S Adams St	0.07		
	Continue on	N Adams St	0.13		
	Continue on	North St	0.09		
	Left turn at	N MADISON ST (ROUTE 25)	0.23		
	Continue on	ROUTE 25	0.38		
	Right turn at	Glendale Ave	0.05		
6:28 am	**STOP**	**Glendale Ave @ Ashlawn Ave**		2	
	Left turn at	Ashlawn Ave	0.13		
6:28 am	**STOP**	**Ashlawn Ave @ Oaklawn Ave**		3	
	Continue on	Ashlawn Ave	0.07		
	Right turn at	Eastway Dr	0.13		
	Right turn at	Brockway Dr	0.10		

Directions For I A OLD WINCREST/DOWNTWN AM OSWEGO

			Distance	Pickup	Dropoff
6:30 am	STOP	Northampton Dr @ Brock Way Dr		5	
	Right turn at	Northampton Dr	0.19		
6:31 am	STOP	Northampton Dr @ Lombardy Ln		9	
	Right turn at	Lombardy Ln	0.10		
6:32 am	STOP	Lombardy Ln @ Oaklawn Ave		3	
	Continue on	Lombardy Ln	0.09		
	Left turn at	Ashlawn Ave	0.16		
6:33 am	STOP	Ashlawn Ave @ Orchard Ave		5	
	Continue on	Ashlawn Ave	0.17		
	Left turn at	Elmwood Dr	0.07		
6:34 am	STOP	Elmwood Dr @ Stonegate Dr		6	
	Continue on	Elmwood Dr	0.11		
	Left turn at	Evergreen Ct	0.07		
	Right turn at	Ashlawn Ave	0.10		
	Right turn at	Orchard Ave	0.10		
6:36 am	STOP	Orchard Ave @ Oaklawn Ave		1	
	Continue on	Orchard Ave	0.21		
6:37 am	STOP	Orchard Ave @ Sherwood Dr		2	
	Continue on	Orchard Ave	0.05		
6:37 am	STOP	Orchard Ave @ Partridge Sq		3	
	Continue on	Orchard Ave	0.09		
6:38 am	STOP	Orchard Ave @ Windcrest Dr		1	
	Left turn at	Windcrest Dr	0.15		
6:39 am	STOP	Windcrest Dr @ Lombardy Ln		14	
	Right turn at	Lombardy Ln	0.18		
	Right turn at	Boulder Hill Pass	0.22		
	Right turn at	Route 34	0.54		
	Continue on	Route 71	0.47		
	Left turn at	DRIVE TO OSWEGO SRHS	0.04		
	Continue on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.04		
6:45 am	DEST	OHS			62

Route Last Updated: 3/4/2020

s Driver Directions Fo ɜ GOAL EARLY 7 AM GOAL EARLY

Route 9148
Bus

Start Time:7:10 am
End Time:7:30 am

Total Riders:4

Route Days:MTWHF

Anchor Abbr:GOAL

Distance:5.96 mi.

Notes:

			Distance	Pickup	Dropoff
7:10 am	**START**	**OHS**			
	Start on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.16		
	Continue on	PLANK RD	0.38		
	Continue on	Plank Dr	0.10		
	Right turn at	Templeton Dr	0.11		
	Right turn at	Plainfield Rd	0.30		
	Left turn at	Grove Rd	0.70		
	Left turn at	Arboretum Way	0.04		
	Left turn at	Vista Dr	0.02		
7:15 am	**STOP**	**603/605/600 VISTA DRIVE**		1	
	Continue on	Vista Dr	0.34		
	Right turn at	Arboretum Way	0.23		
	Right turn at	Grove Rd	0.60		
	Left turn at	Lakeview Dr	0.05		
	Right turn at	Prairieview Dr	0.46		
	Left turn at	Parkside Ln	0.11		
7:21 am	**STOP**	**225 Parkside Lane**		1	
	Continue on	Parkside Ln	0.20		
	Right turn at	Prairieview Dr	0.32		
	Left turn at	Forest Ave	0.12		
	Left turn at	Judson Ave	0.12		
	Right turn at	Monroe St	0.03		
7:25 am	**STOP**	**410 Monroe St**		1	
	Continue on	Monroe St	0.03		
	Right turn at	Hickory St	0.09		
	Right turn at	Forest Ave	0.06		
	Right turn at	Judson Ave	0.20		
	Right turn at	S Madison St	0.09		
7:27 am	**END**	**356 S Madison ST**		1	
	Continue on	S Madison St	0.52		
	Continue on	Route 34	0.02		
	Continue on	Chicago Rd	0.17		
	Right turn at	Garfield St	0.11		
	Left turn at	E JEFFERSON STREET	0.06		
	Continue on	DRIVE FOR EASTVIEW/GOAL	0.07		
7:30 am	**DEST**	**GOAL P/U & D/O**			4

Route Last Updated: 3/9/2020

er Directions For (COUNTRY/RUST BIRCH AM GRANDE PA

Route
Bus:

R Start Time:8:00 am
End Time:9:07 am

Total Riders:50

Route Days:MTWHF

Anchor Abbr:GP

Distance:24.36 mi.

Notes:

			Distance	Pickup	Dropoff
8:00 am	**SCHL**	**GOAL P/U & D/O**			
	Start on	DRIVE FOR EASTVIEW/GOAL	0.16		
	Continue on	E JEFFERSON STREET	0.06		
	Left turn at	Garfield St	0.20		
	Left turn at	Franklin St	0.04		
	Sharp Right at	Route 71	0.34		
	Left turn at	E Washington St	0.10		
	Continue on	Plainfield Rd	5.00		
8:10 am	**START**	**Plainfield Rd @ Ashgate Way**			
	Left turn at	Ashgate Way	0.05		
	Left turn at	ASHGATE CROSSING	0.31		
	Right turn at	Summergrove Dr	0.17		
	Left turn at	ASHGATE CROSSING	0.14		
	Right turn at	Ashgate Way	0.05		
	Right turn at	Plainfield Rd	0.05		
8:13 am	**STOP**	**833 PLAINFIELD RD**		1	
	Continue on	Plainfield Rd	0.22		
	Left turn at	Cherry Rd	0.94		
8:15 am	**STOP**	**1551 CHERRY RD (EAST END OF DRIVE)**		1	
	Continue on	Cherry Rd	0.49		
	Right turn at	Southfield Ln	0.08		
8:17 am	**STOP**	**Southfield Ln @ Devonshire Ct**		2	
	Continue on	Southfield Ln	0.68		
	Right turn at	Plainfield Rd	0.41		
	Right turn at	Oswego Plains Dr	0.18		
8:21 am	**STOP**	**Oswego Plains Dr @ Cheyenne Ct**		2	
	Continue on	Oswego Plains Dr	0.45		
	Left turn at	Cherry Rd	0.97		
	Right turn at	Plainfield Rd	0.54		
	Left turn at	S Ridge Rd	0.30		
	Right turn at	W 135th St	0.25		
	Right turn at	GRANDE PARK BLVD	0.10		
	Left turn at	GRANDE PARK BLVD	0.04		
	Right turn at	Carmel Blvd	0.25		
	Right turn at	Palmetto Dr	0.13		
	Continue on	S Palmetto Dr	0.01		
	Continue on	Palmetto Dr	0.03		
8:28 am	**STOP**	**Palmetto Dr @ Sanibel St**		1	
	Continue on	Palmetto Dr	0.15		
	Continue on	Sanibel St	0.22		

er Directions For (COUNTRY/RUST BIRCH AM GRANDE PA

9148

			Distance	Pickup	Dropoff
	Right turn at	Palmetto Dr	0.03		
	Continue on	S Palmetto Dr	0.01		
	Continue on	Palmetto Dr	0.13		
	Left turn at	Carmel Blvd	0.25		
	Continue on	GRANDE PARK BLVD	0.54		
	Right turn at	Morning Mist Pl	0.05		
8:32 am	STOP	MORNING MIST PL@RUSTLING BIRCH WAY (EAST END)		12	
	Right turn at	Rustling Birch Way	0.20		
8:35 am	STOP	26501/26500 Rustling Birch Way		7	
	Continue on	Rustling Birch Way	0.07		
8:36 am	STOP	26537 Rustling Birch Way		12	
	Continue on	Rustling Birch Way	0.02		
	Left turn at	Morning Mist Pl	0.10		
8:39 am	STOP	13409/13413 Morning Mist Pl		3	
	Continue on	Morning Mist Pl	0.10		
8:40 am	END	13335 Morning Mist Pl		9	
	Continue on	Morning Mist Pl	0.14		
	Left turn at	GRANDE PARK BLVD	0.44		
	Right turn at	W 135th St	0.25		
	Continue on	Grande Park Blvd (South End)	0.09		
	Continue on	GRANDE PARK BLVD	0.33		
	Right turn at	GRANDE PARK SCHOOL DRIVEWAY	0.06		
8:45 am	DEST	GRANDE PARK ELEMENTARY			50
	Continue on	GRANDE PARK SCHOOL DRIVEWAY	0.27		
	Right turn at	GRANDE PARK BLVD	0.51		
	Left turn at	S Ridge Rd	0.44		
	Right turn at	Simons Rd	0.27		
	Continue on	W 127th St	0.61		
	Left turn at	S HEGGS RD	2.01		
	Right turn at	W 111TH ST	0.16		
	Left turn at	RT 30	1.23		
	Right turn at	WOLF ROAD	0.40		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
9:07 am	GARAGE				

Route Last Updated: 1/31/2020

ections Fo. : OLD WINDCREST/DOWNTOWN PM OSWEGO

Route
Bus

Start Time:2:03 pm
End Time:3:53 pm

Total Riders:61

Route Days:MTWHF

Anchor Abbr:OHS

Distance:40.57 mi.

Notes:

			Distance	Pickup	Dropoff
2:03 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	4.50		
	Bear Left on	Route 71	0.47		
	Left turn at	DRIVE TO OSWEGO SRHS	0.04		
	Continue on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.04		
2:22 pm	**ARRIVE**	**OHS**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OHS**		61	
	Start on	OSWEGO SRHS	0.13		
	Right turn at	OSWEGO SRHS	0.06		
	Continue on	DRIVE TO OSWEGO SRHS	0.04		
	Left turn at	Route 71	0.34		
	Left turn at	E Washington St	0.10		
	Continue on	Plainfield Rd	0.54		
	Left turn at	Wooley Rd	1.65		
	Left turn at	Douglas Rd	1.30		
	Left turn at	WOLF ROAD	1.17		
2:43 pm	**STOP**	**3663 Wolf Road**			1
	Continue on	WOLF ROAD	0.23		
2:43 pm	**STOP**	**WOLF ROAD @ Hawthorne Dr**			1
	Continue on	WOLF ROAD	0.06		
2:44 pm	**STOP**	**3953 Wolf Road**			1
	Continue on	WOLF ROAD	0.11		
	Continue on	Chicago Rd	0.11		
2:44 pm	**STOP**	**Chicago Rd @ Bednarcik Ct**			4
	Continue on	Chicago Rd	0.45		
	Continue on	Route 34	0.02		
	Continue on	S Madison St	0.07		
	Right turn at	W Jackson St	0.13		
	Right turn at	S Adams St	0.07		
	Continue on	N Adams St	0.13		
	Continue on	North St	0.09		
	Left turn at	N MADISON ST (ROUTE 25)	0.23		
	Continue on	ROUTE 25	0.38		
	Right turn at	Glendale Ave	0.05		
2:48 pm	**STOP**	**Glendale Ave @ Ashlawn Ave**			2

ections For (B OLD WINDCREST/DOWNTOWN PM OSWEGO

9148

			Distance	Pickup	Dropoff
	Left turn at	Ashlawn Ave	0.13		
2:48 pm	STOP	Ashlawn Ave @ Oaklawn Ave			3
	Continue on	Ashlawn Ave	0.07		
	Right turn at	Eastway Dr	0.13		
	Right turn at	Brockway Dr	0.10		
2:50 pm	STOP	Northampton Dr @ Brock Way Dr			3
	Right turn at	Northampton Dr	0.19		
2:51 pm	STOP	Northampton Dr @ Lombardy Ln			11
	Right turn at	Lombardy Ln	0.10		
2:52 pm	STOP	Lombardy Ln @ Oaklawn Ave			4
	Continue on	Lombardy Ln	0.09		
	Left turn at	Ashlawn Ave	0.16		
2:53 pm	STOP	Ashlawn Ave @ Orchard Ave			3
	Continue on	Ashlawn Ave	0.17		
	Left turn at	Elmwood Dr	0.07		
2:53 pm	STOP	Elmwood Dr @ Stonegate Dr			6
	Continue on	Elmwood Dr	0.11		
	Left turn at	Evergreen Ct	0.07		
	Right turn at	Ashlawn Ave	0.10		
	Right turn at	Orchard Ave	0.10		
2:55 pm	STOP	Orchard Ave @ Oaklawn Ave			1
	Continue on	Orchard Ave	0.21		
2:56 pm	STOP	Orchard Ave @ Sherwood Dr			2
	Continue on	Orchard Ave	0.05		
2:57 pm	STOP	Orchard Ave @ Partridge Sq			3
	Continue on	Orchard Ave	0.09		
2:57 pm	STOP	Orchard Ave @ Windcrest Dr			1
	Left turn at	Windcrest Dr	0.15		
2:58 pm	STOP	Windcrest Dr @ Lombardy Ln			14
	Right turn at	Lombardy Ln	0.18		
	Right turn at	Boulder Hill Pass	0.22		
	Right turn at	Route 34	0.54		
	Continue on	Route 71	0.80		
	Left turn at	E Washington St	0.10		
	Continue on	Plainfield Rd	5.27		
	Right turn at	Ridge Rd	1.64		
	Left turn at	Route 126	0.50		
	Continue on	W LOCKPORT ST	5.06		
	Continue on	AIRPORT RD	0.25		
	Left turn at	WALLACE WY	0.15		
3:32 pm	END	351 Wallace Way			1
	Continue on	WALLACE WY	0.03		
	Left turn at	WHEATFIELD DR	0.07		

ections For OLD WINDCREST/DOWNTOWN PM OSWEGO

		Distance	Pickup	Dropoff
Left turn at	WEDGEWOOD CIR	0.15		
Left turn at	Windcrest Dr	0.07		
Right turn at	AIRPORT RD	0.09		
Continue on	W LOCKPORT ST	3.15		
Right turn at	S WALLIN DR	0.99		
Continue on	RT 30	1.00		
Left turn at	W 135th St	2.40		
Continue on	Grande Park Blvd (South End)	0.09		
Continue on	GRANDE PARK BLVD	0.33		
Right turn at	GRANDE PARK SCHOOL DRIVEWAY	0.27		

3:53 pm SCHL GRANDE PARK ELEMENTARY

Route Last Updated: 2/28/2020

Directions For COUNTRY/RUST BIRCH PM GRANDE PAR

Route 9148
Bus:

Start Time:3:50 pm
End Time:4:42 pm

Total Riders:51

Route Days:MTWHF

Anchor Abbr:GP

Distance:18.71 mi.

Notes:
STOPS ON RURAL ROADS NEED TO BE RIGHT SIDE PICKUPS/DROPOFFS

			Distance	Pickup	Dropoff
3:50 pm	ARRIVE	GRANDE PARK ELEMENTARY			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	ORIGIN	GRANDE PARK ELEMENTARY		51	
	Start on	GRANDE PARK SCHOOL DRIVEWAY	0.06		
	Right turn at	GRANDE PARK BLVD	1.17		
	Left turn at	Morning Mist Pl	0.05		
3:59 pm	STOP	MORNING MIST PL@RUSTLING BIRCH WAY (EAST END)			12
	Right turn at	Rustling Birch Way	0.20		
4:02 pm	STOP	26501/26500 Rustling Birch Way			7
	Continue on	Rustling Birch Way	0.07		
4:04 pm	STOP	26537 Rustling Birch Way			12
	Continue on	Rustling Birch Way	0.02		
	Left turn at	Morning Mist Pl	0.10		
4:06 pm	STOP	13409/13413 Morning Mist Pl			3
	Continue on	Morning Mist Pl	0.10		
4:07 pm	STOP	13335 Morning Mist Pl			9
	Continue on	Morning Mist Pl	0.14		
	Left turn at	GRANDE PARK BLVD	0.54		
	Continue on	Carmel Blvd	0.08		
4:11 pm	STOP	13527 S Carmel Blvd			1
	Continue on	Carmel Blvd	0.17		
	Right turn at	Palmetto Dr	0.13		
	Continue on	S Palmetto Dr	0.01		
	Continue on	Palmetto Dr	0.03		
4:12 pm	STOP	Palmetto Dr @ Sanibel St			1
	Continue on	Palmetto Dr	0.15		
	Continue on	Sanibel St	0.22		
	Right turn at	Palmetto Dr	0.03		
	Continue on	S Palmetto Dr	0.01		
	Continue on	Palmetto Dr	0.13		
	Left turn at	Carmel Blvd	0.25		
	Continue on	GRANDE PARK BLVD	0.10		
	Left turn at	W 135th St	0.25		
	Left turn at	S Ridge Rd	0.30		
	Right turn at	Plainfield Rd	0.32		
4:16 pm	STOP	833 PLAINFIELD RD			1
	Continue on	Plainfield Rd	0.22		
	Left turn at	Cherry Rd	0.94		

Directions For GP8201 F COUNTRY/RUST BIRCH PM GRANDE PAR

			Distance	Pickup	Dropoff
4:18 pm	**STOP**	**1551 CHERRY RD (EAST END OF DRIVE)**			1
	Continue on	Cherry Rd	0.03		
	Right turn at	Oswego Plains Dr	0.45		
4:20 pm	**STOP**	**Oswego Plains Dr @ Cheyenne Ct**			2
	Continue on	Oswego Plains Dr	0.18		
	Right turn at	Plainfield Rd	0.39		
	Right turn at	Cherry Rd	1.43		
	Right turn at	Southfield Ln	0.08		
4:25 pm	**END**	**Southfield Ln @ Devonshire Ct**			2
	Continue on	Southfield Ln	0.68		
	Left turn at	Plainfield Rd	0.93		
	Right turn at	Douglas Rd	1.90		
	Right turn at	Wooley Rd	1.26		
	Left turn at	Roth Rd	1.43		
	Right turn at	WOLF ROAD	1.64		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
4:42 pm	**GARAGE**				

Route Last Updated: 2/5/2020

Directions For ›TS/WALCOTT/WHTLNDS AM OSWEGO I

Route 9149
Bu·

Start Time:6:05 am
End Time:6:45 am

Total Riders:89

Route Days:MTWHF

Anchor Abbr:OEHS

Distance:11.54 mi.

Notes:

			Distance	Pickup	Dropoff
6:05 am	START				
	Start on	S NORMANTOWN RD	0.36		
	Left turn at	87TH ST	0.02		
	Continue on	KEATING DR	0.99		
	Right turn at	S EOLA RD	0.51		
	Left turn at	MONTGOMERY RD	1.55		
	Right turn at	S Farnsworth Ave	0.90		
	Right turn at	5TH AVE	0.38		
	Right turn at	Waterford Dr	0.29		
6:17 am	STOP	Waterford Dr @ MATTHEW LN		1	
	Continue on	Waterford Dr	0.96		
	Left turn at	WALCOTT RD	0.03		
6:21 am	STOP	WALCOTT RD/FIRST ENTRANCE BY APARTMENTS/2137		10	
	Right turn at	WALCOTT RD	0.10		
	Left turn at	WALCOTT RD	0.12		
	Left turn at	Waterford Dr	0.09		
	Continue on	RIDGE AVE	0.15		
	Right turn at	KAUTZ RD	0.09		
	Right turn at	Edinburgh LANE	0.28		
6:24 am	STOP	Edinburgh LANE @ Pointe Blvd		5	
	Continue on	Edinburgh LANE	0.15		
6:25 am	STOP	Edinburgh LANE @ McDowell Ave		8	
	Left turn at	McDowell Ave	0.29		
6:27 am	STOP	McDowell Ave @ Pointe Blvd		17	
	Right turn at	Pointe Blvd	0.20		
6:29 am	STOP	Pointe Blvd @ Hammel Ave		11	
	Left turn at	Hammel Ave	0.05		
	Left turn at	KAUTZ RD	0.04		
	Sharp Right at	ELLINGTON DR	0.16		
6:31 am	STOP	ELLINGTON DR @ MELBOURNE LN		11	
	Left turn at	MELBOURNE LN	0.17		
6:32 am	STOP	MELBOURNE LN @ MONTROSE DR		12	
	Continue on	MELBOURNE LN	0.06		
	Left turn at	HALSTED LN	0.13		
6:34 am	END	HALSTED LN @ ALBANY CT		14	
	Continue on	HALSTED LN	0.06		
	Left turn at	Savoy Ct	0.05		
	Right turn at	MONTROSE DR	0.04		
	Left turn at	KEATING DR	0.54		

Directions For 4 PTS/WALCOTT/WHTLNDS AM OSWEGO I

		Distance	Pickup	Dropoff
Left turn at	Wisteria Dr	0.20		
Right turn at	Misty Ridge Ln	0.02		
Left turn at	Pebblestone Dr	0.04		
Right turn at	Hafenrichter Rd	0.26		
Right turn at	Farnsworth Ave	0.31		
Left turn at	Route 34	0.40		
Left turn at	RT 30	0.63		
Continue on	Harvey Rd	0.63		
Right turn at	OEHS	0.20		
Right turn at	OEHS	0.11		
6:45 am DEST	OEHS No Intersection			89

Route Last Updated: 1/28/2020

'er Directions For E ELL CNTRY/OG FLS AB LK AM OLD POS

Route: 9149
Bus:

Start Time:7:37 am
End Time:8:59 am

Total Riders:17

Route Days:MTWHF

Anchor Abbr:OP

Distance:34.92 mi.

Notes:

			Distance	Pickup	Dropoff
7:37 am	**SCHL**	**OEHS No Intersection**			
	Start on	OEHS	0.28		
	Right turn at	OEHS	0.31		
	Right turn at	WOLF ROAD	0.14		
	Left turn at	Roth Rd	1.43		
	Left turn at	Wooley Rd	0.75		
	Right turn at	Stewart Rd	1.00		
	Continue on	Ridge Rd	0.50		
	Continue on	S Ridge Rd	1.31		
	Right turn at	Plainfield Rd	0.54		
	Left turn at	Cherry Rd	1.43		
	Right turn at	Southfield Ln	0.36		
7:52 am	**START**	**Southfield Ln @ Winchester Ct**		1	
	Continue on	Southfield Ln	0.40		
	Right turn at	Plainfield Rd	1.34		
	Left turn at	S Ridge Rd	1.31		
	Continue on	Ridge Rd	0.50		
	Continue on	Stewart Rd	0.50		
	Right turn at	Scotch Rd	0.50		
	Continue on	W 119TH ST	1.64		
	Left turn at	MILLENNIUM PKWY	0.33		
	Left turn at	GLENN CIR	0.03		
	Left turn at	GLENN CIR	0.58		
8:08 am	**STOP**	**11528 S GLENN CIR**		1	
	Continue on	GLENN CIR	0.34		
	Right turn at	MILLENNIUM PKWY	0.10		
	Right turn at	EDISON LN	0.07		
8:10 am	**STOP**	**25034/25035 Edison Lane**		3	
	Continue on	EDISON LN	0.11		
	Left turn at	PRESLEY CIR	0.06		
8:11 am	**STOP**	**PRESLEY CIR @ ROCKWELL LN**		1	
	Continue on	PRESLEY CIR	0.06		
	Left turn at	GATES LN	0.19		
	Right turn at	MILLENNIUM PKWY	0.12		
	Right turn at	W 119TH ST	0.62		
	Right turn at	RT 30	1.12		
	Left turn at	W 111TH ST	0.53		
	Continue on	Rance Rd	0.72		
	Continue on	Harvey Rd	1.37		
	Right turn at	Townsend Dr	0.16		
	Right turn at	Devoe Dr	0.13		
	Left turn at	Chapin Way	0.23		

'er Directions For OP8126 E ELL CNTRY/OG FLS AB LK AM OLD POS

			Distance	Pickup	Dropoff
	Left turn at	Devoe Dr	0.20		
8:24 am	STOP	Devoe Dr @ Hawley Dr (South)		1	
	Continue on	Devoe Dr	0.52		
	Right turn at	Townsend Dr	0.16		
	Right turn at	Harvey Rd	0.43		
	Left turn at	Treasure Dr	0.13		
8:28 am	STOP	Treasure Dr @ Essex Ave		3	
	Continue on	Treasure Dr	0.16		
8:29 am	STOP	Treasure Dr @ Blue Ridge Dr		2	
	Continue on	Treasure Dr	0.26		
	Right turn at	Ogden Falls Blvd	0.26		
	Left turn at	Waterbury Cir	0.02		
8:32 am	STOP	277 WATERBURY CIR		1	
	Continue on	Waterbury Cir	0.21		
8:33 am	STOP	WATERBURY CIR @ BRIDGEVIEW DR (WEST END)/39 B		1	
	Continue on	Waterbury Cir	0.22		
	Right turn at	Wingate Dr	0.10		
8:35 am	STOP	38/40 WINGATE DR		1	
	Continue on	Wingate Dr	0.03		
8:35 am	STOP	46/44/48 WINGATE DR		1	
	Continue on	Wingate Dr	0.13		
	Right turn at	Waterbury Cir	0.06		
	Right turn at	Ogden Falls Blvd	0.45		
	Left turn at	Route 34	1.82		
	Right turn at	Douglas Rd	0.19		
	Left turn at	Old Post Rd	0.05		
	Left turn at	Seton Creek Dr	0.03		
	Right turn at	Wollmington Dr	0.05		
	Left turn at	Seton Creek Dr	0.26		
8:42 am	END	115/117 SETON CREEK DR		1	
	Continue on	Seton Creek Dr	0.13		
	Left turn at	Old Post Rd	0.61		
	Left turn at	OLD POST ES	0.03		
8:45 am	DEST	OLD POST ELEMENTARY SCHOOL			17
	Continue on	OLD POST ES	0.07		
	Right turn at	Old Post Rd	0.72		
	Right turn at	Douglas Rd	0.86		
	Left turn at	WOLF ROAD	3.15		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
8:59 am	GARAGE				

'er Directions For E ELL CNTRY/OG FLS AB LK AM OLD POS

9149

Route Last Updated: 3/10/2020

er Directions For 4 POINTS/WALCOTT PM OSWEGO EAST

Route:OE8126 B 4 POINTS/WALCOTT Start Time:2:06 pm Total Riders:88
Bus:141130 End Time:3:07 pm

Route Days:MTWHF

Anchor Abbr:OEHS Distance:16.22 mi.

Notes:

			Distance	Pickup	Dropoff
2:06 pm	GARAGE				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	1.50		
	Right turn at	OEHS	0.31		
	Left turn at	OEHS	0.28		
2:22 pm	ARRIVE	OEHS No Intersection			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	ORIGIN	OEHS No Intersection		88	
	Start on	OEHS	0.11		
	Left turn at	OEHS	0.20		
	Left turn at	Harvey Rd	0.28		
	Right turn at	Treasure Dr	0.33		
	Right turn at	RT 30	0.88		
	Left turn at	WOLF ROAD	0.40		
	Left turn at	S EOLA RD	1.90		
	Left turn at	KEATING DR	0.15		
	Left turn at	MONTROSE DR	0.04		
	Left turn at	Savoy Ct	0.05		
	Right turn at	HALSTED LN	0.06		
2:44 pm	STOP	HALSTED LN @ ALBANY CT			15
	Continue on	HALSTED LN	0.13		
	Right turn at	MELBOURNE LN	0.06		
2:45 pm	STOP	MELBOURNE LN @ MONTROSE DR			11
	Continue on	MELBOURNE LN	0.17		
2:47 pm	STOP	MELBOURNE LN @ ELLINGTON DR			10
	Right turn at	ELLINGTON DR	0.16		
	Sharp Left at	KAUTZ RD	0.04		
	Right turn at	Hammel Ave	0.05		
2:49 pm	STOP	Hammel Ave @ Pointe Blvd			11
	Right turn at	Pointe Blvd	0.20		
2:50 pm	STOP	Pointe Blvd @ McDowell Ave			18
	Left turn at	McDowell Ave	0.29		
2:53 pm	STOP	McDowell Ave @ Edinburgh LANE			8
	Right turn at	Edinburgh LANE	0.15		
2:54 pm	STOP	Edinburgh LANE @ Pointe Blvd			5
	Continue on	Edinburgh LANE	0.28		
	Left turn at	KAUTZ RD	0.09		

er Directions For POINTS/WALCOTT PM OSWEGO EAST

9149

			Distance	Pickup	Dropoff
	Left turn at	RIDGE AVE	0.15		
	Continue on	Waterford Dr	0.09		
	Right turn at	WALCOTT RD	0.03		
2:56 pm	STOP	WALCOTT RD/FIRST ENTRANCE BY APARTMENTS/2137			10
	Right turn at	WALCOTT RD	0.00		
2:57 pm	END	2129 Walcott Road			
	Continue on	WALCOTT RD	0.10		
	Left turn at	WALCOTT RD	0.12		
	Right turn at	Waterford Dr	0.46		
	Left turn at	MONTGOMERY RD	2.51		
	Left turn at	Douglas Rd	1.24		
	Right turn at	Saugatuck Rd	0.48		
	Left turn at	Wembley Rd	0.09		
	Right turn at	Charolotte Ln	0.16		
	Right turn at	Old Post Rd	0.11		
	Left turn at	OLD POST ES	0.07		
3:07 pm	SCHL	OLD POST ELEMENTARY SCHOOL			

Route Last Updated: 1/28/2020

Driver Directions For ELL CNTRY/OG FLS/AB LK PM OLD POST

Route:
Bus:

Start Time:3:50 pm
End Time:5:07 pm

Total Riders:17

Route Days:MTWHF

Anchor Abbr:OP

Distance:29.17 mi.

Notes:

			Distance	Pickup	Dropoff
3:50 pm	**ARRIVE**	**OLD POST ELEMENTARY SCHOOL**			
		>> WAIT UNTIL 03:57 PM (IDLE FOR 7 MINUTES)<<			
3:57 pm	**ORIGIN**	**OLD POST ELEMENTARY SCHOOL**		**17**	
	Start on	OLD POST ES	0.03		
	Right turn at	Old Post Rd	0.50		
	Right turn at	Wollmington Dr	0.14		
	Right turn at	Seton Creek Dr	0.26		
3:59 pm	**STOP**	**115/117 SETON CREEK DR**			**1**
	Continue on	Seton Creek Dr	0.13		
	Right turn at	Old Post Rd	0.05		
	Right turn at	Douglas Rd	0.19		
	Left turn at	Route 34	1.82		
	Right turn at	Ogden Falls Blvd	0.26		
	Left turn at	Waterbury Cir	0.14		
	Right turn at	Wingate Dr	0.10		
4:08 pm	**STOP**	**38/40 WINGATE DR**			**1**
	Continue on	Wingate Dr	0.03		
4:08 pm	**STOP**	**46/44/48 WINGATE DR**			**1**
	Continue on	Wingate Dr	0.13		
	Right turn at	Waterbury Cir	0.06		
	Right turn at	Ogden Falls Blvd	0.19		
	Left turn at	Waterbury Cir	0.08		
4:10 pm	**STOP**	**WATERBURY CIR @ BRIDGEVIEW DR (WEST END)/39 B**			**1**
	Continue on	Waterbury Cir	0.21		
4:11 pm	**STOP**	**277 WATERBURY CIR**			**1**
	Continue on	Waterbury Cir	0.02		
	Right turn at	Ogden Falls Blvd	0.26		
	Left turn at	Treasure Dr	0.26		
4:14 pm	**STOP**	**Treasure Dr @ Blue Ridge Dr**			**2**
	Continue on	Treasure Dr	0.16		
4:15 pm	**STOP**	**Treasure Dr @ Essex Ave**			**3**
	Continue on	Treasure Dr	0.13		
	Right turn at	Harvey Rd	0.43		
	Left turn at	Townsend Dr	0.16		
	Left turn at	Devoe Dr	0.52		
4:19 pm	**STOP**	**Devoe Dr @ Hawley Dr (South)**			**1**
	Continue on	Devoe Dr	0.25		
	Right turn at	WOLF ROAD	0.35		
	Left turn at	Harvey Rd	1.00		
	Continue on	Rance Rd	0.72		

ır Directions For ELL CNTRY/OG FLS/AB LK PM OLD POST

9149

			Distance	Pickup	Dropoff
	Continue on	W 111TH ST	1.61		
	Right turn at	LITTLE LEAF DR (SM STREET BY SI	0.05		
	Continue on	LITTLE LEAF DR	0.08		
	Continue on	LITTLELEAF RD	0.07		
	Left turn at	CHRISTA DR	0.34		
	Left turn at	GLENN CIR	0.03		
4:30 pm	STOP	11528 S GLENN CIR			1
	Continue on	GLENN CIR	0.34		
	Right turn at	MILLENNIUM PKWY	0.10		
	Right turn at	EDISON LN	0.07		
4:32 pm	STOP	25034/25035 Edison Lane			3
	Continue on	EDISON LN	0.11		
	Left turn at	PRESLEY CIR	0.06		
4:33 pm	STOP	PRESLEY CIR @ ROCKWELL LN			1
	Continue on	PRESLEY CIR	0.32		
	Right turn at	MILLENNIUM PKWY	0.05		
	Left turn at	W 119TH ST	0.25		
	Right turn at	S 248TH AVE	1.00		
	Right turn at	W 127th St	2.12		
	Continue on	Simons Rd	0.27		
	Left turn at	S Ridge Rd	1.31		
	Right turn at	Plainfield Rd	0.54		
	Left turn at	Cherry Rd	1.43		
	Right turn at	Southfield Ln	0.36		
4:51 pm	END	Southfield Ln @ Winchester Ct			1
	Continue on	Southfield Ln	0.40		
	Left turn at	Plainfield Rd	0.93		
	Right turn at	Douglas Rd	1.90		
	Right turn at	Wooley Rd	1.26		
	Left turn at	Roth Rd	1.43		
	Right turn at	WOLF ROAD	1.64		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
5:07 pm	GARAGE				

Route Last Updated: 3/10/2020

river Directions For SEASONS RIDGE AM OSWEGO HIGH

Route 9150
Bus

tart Time:5:26 am
End Time:6:45 am

Total Riders:64

Route Days:MTWHF

Anchor Abbr:OHS

Distance:28.69 mi.

Notes:

			Distance	Pickup	Dropoff
5:26 am	**START**				
	Start on	S NORMANTOWN RD	0.36		
	Left turn at	87TH ST	0.02		
	Continue on	KEATING DR	0.99		
	Bear Left on	S EOLA RD	0.68		
	Sharp Right at	W HAFENRICHTER RD	0.38		
	Continue on	Hafenrichter Rd	0.56		
	Right turn at	Farnsworth Ave	0.31		
	Left turn at	Route 34	0.77		
	Right turn at	RT 30	3.26		
	Continue on	United States Highway 30 (Byp)	1.20		
	Continue on	RT 30	0.32		
	Right turn at	Orchard Rd	2.95		
	Right turn at	W Galena Blvd	0.28		
	Left turn at	N Constitution Dr	0.40		
	Right turn at	LILAC LN	0.10		
5:50 am	**STOP**	**2120 Lilac Ln**		1	
	Continue on	LILAC LN	0.40		
	Left turn at	N Edgelawn Dr	0.12		
	Right turn at	W Illinois Ave	1.81		
	Left turn at	Hammond Ave	0.19		
6:01 am	**STOP**	**843 HAMMOND AVE**		2	
	Continue on	Hammond Ave	0.09		
	Right turn at	Florida Ave	0.16		
	Right turn at	PENNSYLVANIA AVE	0.27		
	Left turn at	W Illinois Ave	0.68		
	Continue on	E Illinois Ave	0.10		
	Right turn at	N BROADWAY ST	0.19		
	Continue on	N Broadway Ave	0.83		
	Continue on	S Broadway Ave	1.58		
	Continue on	S BROADWAY	0.58		
	Continue on	SE RIVER RD	0.23		
	Right turn at	E Mill St	0.10		
	Left turn at	N RIVER ST	0.14		
	Continue on	S RIVER ST	0.34		
	Right turn at	Watkins Ave	0.06		
	Left turn at	S Main St	0.08		
	Continue on	Case Ave	0.06		
6:20 am	**STOP**	**702 S River ST**		3	
	Left turn at	S RIVER ST	0.41		
	Continue on	N RIVER ST	0.14		
	Right turn at	E Mill St	0.10		
	Right turn at	SE RIVER RD	0.34		
	Continue on	RIVER RD	0.19		

river Directions For SEASONS RIDGE AM OSWEGO HIGH

			Distance	Pickup	Dropoff
	Left turn at	River Bend Rd	0.24		
	Right turn at	Fox Meade Cir	0.21		
6:26 am	STOP	1855 Fox Meade Cir		4	
	Continue on	Fox Meade Cir	0.04		
	Left turn at	Briarcliff Rd	0.12		
6:27 am	STOP	Briarcliff Rd @ Red Fox Run		5	
	Continue on	Briarcliff Rd	0.24		
6:28 am	STOP	Briarcliff Rd @ Timberlane Dr		9	
	Continue on	Briarcliff Rd	0.38		
6:29 am	STOP	Briarcliff Rd @ Seasons Ridge Blvd		15	
	Right turn at	Seasons Ridge Blvd	0.20		
	Left turn at	Hamlet Cir	0.02		
6:31 am	STOP	Hamlet Cir @ Hamlet Cir		11	
	Continue on	Hamlet Cir	0.31		
	Right turn at	Hamlet Cir	0.02		
	Right turn at	Seasons Ridge Blvd	0.10		
	Left turn at	Lakeside Dr	0.29		
	Right turn at	Briarcliff Rd	0.08		
	Right turn at	Seasons Ridge Blvd	0.20		
6:35 am	END	SSON RIDGE & GRANDVIEW PL MUST BE RT SIDE P/U		14	
	Continue on	Seasons Ridge Blvd	0.17		
	Right turn at	Douglas Rd	2.29		
	Right turn at	WOLF ROAD	1.34		
	Bear Left on	Route 71	0.47		
	Left turn at	DRIVE TO OSWEGO SRHS	0.04		
	Continue on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.04		
6:45 am	DEST	OHS			64

Route Last Updated: 2/28/2020

Driver Directions For IKV BLOCKETT-PLANO TO LB 2019

Route: 9150
Bus

tart Time:7:06 am
End Time:7:50 am

Total Riders:2

Route Days:MTWHF

Anchor Abbr:LBELC

Distance:22.42 mi.

Notes:

			Distance	Pickup	Dropoff
7:06 am	**SCHL**	**OHS**			
	Start on	OSWEGO SRHS	0.13		
	Right turn at	OSWEGO SRHS	0.06		
	Continue on	DRIVE TO OSWEGO SRHS	0.04		
	Left turn at	Route 71	0.34		
	Right turn at	Washington St	0.37		
	Continue on	E Washington St	0.07		
	Continue on	Washington St	0.34		
	Left turn at	Route 34	2.11		
	Continue on	E Veterans Pkwy	0.55		
	Continue on	Route 34	0.01		
	Continue on	E Veterans Pkwy	2.40		
	Continue on	W Veterans Pkwy	2.38		
	Continue on	E Route 34	0.78		
	Left turn at	Mitchell Dr	0.28		
	Right turn at	Edward St	0.15		
	Right turn at	Alyssa St	0.24		
	Left turn at	Courtney St	0.01		
7:26 am	**START**	**2918 COURTNEY ST**		2	
	Continue on	Courtney St	0.16		
	Left turn at	Edward St	0.20		
	Left turn at	Mitchell Dr	0.28		
	Right turn at	E Route 34	0.78		
	Continue on	W Veterans Pkwy	2.38		
	Continue on	E Veterans Pkwy	2.40		
	Continue on	Route 34	0.01		
	Continue on	E Veterans Pkwy	0.55		
	Continue on	Route 34	2.11		
	Right turn at	Washington St	0.14		
	Left turn at	S Harrison St	0.07		
	Continue on	W Jackson St	0.07		
	Left turn at	S Adams St	0.07		
	Continue on	N Adams St	0.13		
	Continue on	North St	0.09		
	Left turn at	N MADISON ST (ROUTE 25)	0.23		
	Continue on	ROUTE 25	0.38		
	Right turn at	Glendale Ave	0.05		
	Left turn at	Ashlawn Ave	0.58		
	Left turn at	Circle Dr W	0.02		
	Right turn at	Old Post Rd	0.58		
	Left turn at	Circle Dr E	0.41		
	Right turn at	Long Beach Rd	0.35		
	Right turn at	LONG BEACH BUS LANE	0.15		
7:50 am	**DEST**	**LONG BEACH BUS LANE No Intersection**			2

Route Last Updated: 2/28/2020

'er Directions For : SEA RDGE/WEST/CTR AM BOULDER HII

Route 9150
Bus

Start Time:8:17 am
End Time:9:03 am

Total Riders:42

Route Days:MTWHF

Anchor Abbr:BH

Distance:15.88 mi.

Notes:
ROUTE HAS STUDENT /ITH SEVERE ALLERGIES, STUDENT NEEDS TO SIT IN FRON SEAT, DRIVER MUST WIPE DOWN SET AND RAILS BEFORE STUDENT BOARDS BUS

			Distance	Pickup	Dropoff
8:17 am	**SCHL**	**LONG BEACH BUS LANE No Intersection**			
	Start on	LONG BEACH BUS LANE	0.04		
	Right turn at	LONG BEACH BUS LANE	0.08		
	Left turn at	Long Beach Rd	0.35		
	Right turn at	Circle Dr E	0.57		
	Right turn at	Boulder Hill Pass	0.23		
	Right turn at	ROUTE 25	0.41		
	Continue on	RIVER RD	0.30		
	Continue on	SE RIVER RD	0.34		
	Left turn at	E Mill St	0.10		
	Left turn at	N RIVER ST	0.14		
	Continue on	S RIVER ST	0.06		
	Right turn at	Clay St	0.06		
	Left turn at	S Main St	0.35		
	Continue on	Case Ave	0.06		
8:25 am	**START**	**702 S River ST**		4	
	Left turn at	S RIVER ST	0.41		
	Continue on	N RIVER ST	0.14		
	Right turn at	E Mill St	0.32		
	Bear Right on	S Broadway Ave	0.14		
	Bear Left on	MONTGOMERY RD	0.41		
	Right turn at	Briarcliff Rd	0.23		
	Right turn at	Timberlane Dr	0.23		
8:31 am	**STOP**	**Timberlane Dr @ Autumn Ridge Dr**		8	
	Continue on	Timberlane Dr	0.09		
8:32 am	**STOP**	**Timberlane Dr @ Windbury Ct**		4	
	Continue on	Timberlane Dr	0.16		
	Right turn at	Briarcliff Rd	0.03		
8:34 am	**STOP**	**Briarcliff Rd @ Red Fox Run**		3	
	Continue on	Briarcliff Rd	0.05		
	Right turn at	Winter Hill Cir	0.12		
8:35 am	**STOP**	**WINTER HILL CIR @ HIGH PT CT/1685 HIGH POINT**		8	
	Continue on	Winter Hill Cir	0.12		
8:36 am	**STOP**	**Winter Hill Cir @ Winter Hill Ct**		8	
	Continue on	Winter Hill Cir	0.11		
	Left turn at	Briarcliff Rd	0.18		
	Right turn at	Red Fox Run	0.16		
8:38 am	**STOP**	**Red Fox Run @ Ridgemont Ct**		4	
	Continue on	Red Fox Run	0.16		

'er Directions For BH8208 E SEA RDGE/WEST/CTR AM BOULDER HII

			Distance	Pickup	Dropoff
	Left turn at	Briarcliff Rd	0.04		
	Right turn at	River Bend Rd	0.20		
8:41 am	STOP	24 RIVER BEND RD		1	
	Continue on	River Bend Rd	0.10		
8:41 am	STOP	8 River Bend Road		2	
	Continue on	River Bend Rd	0.03		
	Left turn at	RIVER RD	0.11		
	Continue on	ROUTE 25	0.41		
	Left turn at	Boulder Hill Pass	0.68		
	Right turn at	BOULDERHILL SCHOOL	0.04		
8:45 am	DEST	BOULDER HILL SCHOOL			42
	Continue on	BOULDERHILL SCHOOL	0.03		
	Bear Right on	TURNAROUND AT BOULDER HILL E	0.03		
	Continue on	BOULDERHILL SCHOOL	0.07		
	Right turn at	Boulder Hill Pass	0.23		
	Left turn at	Saugatuck Rd	0.12		
	Right turn at	Circle Dr E	0.18		
	Left turn at	Old Post Rd	0.94		
	Right turn at	Douglas Rd	0.86		
	Left turn at	WOLF ROAD	3.15		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
9:03 am	GARAGE				

Route Last Updated: 3/5/2020

iver Directions For : SEASONS RIDGE PM OSWEGO HIGH P

Route 9150
Bus

Start Time:2:04 pm
End Time:3:04 pm

Total Riders:60

Route Days:MTWHF

Anchor Abbr:OHS

Distance:18.36 mi.

Notes:

			Distance	Pickup	Dropoff
2:04 pm	**GARAGE**				
	Start on	S NORMANTOWN RD	0.22		
	Left turn at	91ST ST	0.10		
	Right turn at	WOLF'S CROSSING RD	0.76		
	Right turn at	WOLFS CROSSING ROAD	1.42		
	Continue on	WOLF ROAD	4.50		
	Bear Left on	Route 71	0.47		
	Left turn at	DRIVE TO OSWEGO SRHS	0.04		
	Continue on	OSWEGO SRHS	0.13		
	Left turn at	OSWEGO SRHS	0.04		
2:22 pm	**ARRIVE**	**OHS**			
		>> WAIT UNTIL 02:34 PM (IDLE FOR 12 MINUTES)<<			
2:34 pm	**ORIGIN**	**OHS**		**60**	
	Start on	OSWEGO SRHS	0.13		
	Right turn at	OSWEGO SRHS	0.06		
	Continue on	DRIVE TO OSWEGO SRHS	0.04		
	Right turn at	Route 71	0.47		
	Sharp Left at	Chicago Rd	0.56		
	Right turn at	N MADISON ST (ROUTE 25)	0.37		
	Continue on	ROUTE 25	2.28		
	Continue on	RIVER RD	0.30		
	Continue on	SE RIVER RD	0.34		
	Left turn at	E Mill St	0.10		
	Left turn at	N RIVER ST	0.14		
	Continue on	S RIVER ST	0.34		
	Right turn at	Watkins Ave	0.06		
	Left turn at	S Main St	0.08		
	Continue on	Case Ave	0.06		
2:45 pm	**STOP**	**702 S River ST**			**3**
	Left turn at	S RIVER ST	0.41		
	Continue on	N RIVER ST	0.14		
	Right turn at	E Mill St	0.10		
	Right turn at	SE RIVER RD	0.34		
	Continue on	RIVER RD	0.19		
	Left turn at	River Bend Rd	0.24		
	Right turn at	Fox Meade Cir	0.21		
2:51 pm	**STOP**	**1855 Fox Meade Cir**			**4**
	Continue on	Fox Meade Cir	0.04		
	Left turn at	Briarcliff Rd	0.12		
2:52 pm	**STOP**	**Briarcliff Rd @ Red Fox Run**			**5**
	Continue on	Briarcliff Rd	0.24		
2:52 pm	**STOP**	**Briarcliff Rd @ Timberlane Dr**			**9**

iver Directions For [redacted] SEASONS RIDGE PM OSWEGO HIGH P

			Distance	Pickup	Dropoff
	Continue on	Briarcliff Rd	0.38		
2:54 pm	STOP	Briarcliff Rd @ Seasons Ridge Blvd			15
	Right turn at	Seasons Ridge Blvd	0.20		
	Left turn at	Hamlet Cir	0.02		
2:55 pm	STOP	Hamlet Cir @ Hamlet Cir			10
	Continue on	Hamlet Cir	0.31		
	Right turn at	Hamlet Cir	0.02		
	Right turn at	Seasons Ridge Blvd	0.10		
	Left turn at	Lakeside Dr	0.29		
	Right turn at	Briarcliff Rd	0.08		
	Right turn at	Seasons Ridge Blvd	0.20		
2:59 pm	END	SSON RIDGE & GRANDVIEW PL MUST BE RT SIDE P/U			14
	Continue on	Seasons Ridge Blvd	0.17		
	Right turn at	Douglas Rd	0.20		
	Right turn at	RT 30	1.01		
	Left turn at	Briarcliff Rd	0.05		
	Left turn at	Fernwood Rd	0.15		
	Right turn at	ENTRANCE TO ST LUKE'S	0.16		
3:04 pm	SCHL	ST LUKES SCHOOL/10 Pembrooke ROAD			

Route Last Updated: 2/28/2020

r Directions For = SEA RDGE/WEST/CTR PM BOULDER HILI

Route: 9150
Bu:

Start Time:3:50 pm
End Time:4:45 pm

Total Riders:43

Route Days:MTWHF

Anchor Abbr:STLK

Distance:17.28 mi.

Notes:
ROUTE HAS STUDENT) WITH SEVERE ALLERGIES, STUDENT NEEDS TO SIT IN FRON SEAT, DRIVER MUST WIPE DOWN SET AND RAILS BEFORE STUDENT BOARDS BUS

			Distance	Pickup	Dropoff
3:50 pm	**ORIGIN**	**ST LUKES SCHOOL/10 Pembrooke ROAD**		**1**	
	Start on	Pembrooke Rd	0.06		
	Left turn at	Woodridge Rd	0.17		
	Right turn at	Circle Dr E	0.19		
	Left turn at	S Bereman Rd	0.37		
	Left turn at	Boulder Hill Pass	0.01		
	Right turn at	BOULDERHILL SCHOOL	0.07		
	Bear Right on	TURNAROUND AT BOULDER HILL E	0.03		
	Continue on	BOULDERHILL SCHOOL	0.03		
3:52 pm	**STOP**	**BOULDER HILL SCHOOL**		**42**	
	Continue on	BOULDERHILL SCHOOL	0.04		
	Right turn at	Boulder Hill Pass	0.43		
	Left turn at	Old Post Rd	0.94		
	Left turn at	Gloria Ln	0.22		
4:04 pm	**STOP**	**443/448 Gloria Lane**			**1**
	Continue on	Gloria Ln	0.15		
	Right turn at	Barnaby Dr	0.04		
	Left turn at	Douglas Rd	0.85		
	Left turn at	RT 30	1.01		
	Right turn at	Briarcliff Rd	0.18		
	Right turn at	Red Fox Run	0.16		
4:09 pm	**STOP**	**Red Fox Run @ Ridgemont Ct**			**4**
	Continue on	Red Fox Run	0.16		
	Right turn at	Briarcliff Rd	0.03		
	Left turn at	Timberlane Dr	0.16		
4:11 pm	**STOP**	**Timberlane Dr @ Windbury Ct**			**4**
	Continue on	Timberlane Dr	0.09		
4:12 pm	**STOP**	**Timberlane Dr @ Autumn Ridge Dr**			**8**
	Right turn at	Autumn Ridge Dr	0.18		
	Left turn at	Timberlane Dr	0.05		
	Right turn at	Briarcliff Rd	0.03		
4:15 pm	**STOP**	**Briarcliff Rd @ Red Fox Run**			**3**
	Continue on	Briarcliff Rd	0.05		
	Right turn at	Winter Hill Cir	0.12		
4:16 pm	**STOP**	**WINTER HILL CIR @ HIGH PT CT/1685 HIGH POINT**			**8**
	Continue on	Winter Hill Cir	0.12		
4:18 pm	**STOP**	**Winter Hill Cir @ Winter Hill Ct**			**8**
	Continue on	Winter Hill Cir	0.11		

Driver Directions For SEA RDGE/WEST/CTR PM BOULDER HILL

			Distance	Pickup	Dropoff
	Right turn at	Briarcliff Rd	0.07		
	Right turn at	River Bend Rd	0.20		
4:21 pm	STOP	24 RIVER BEND RD			1
	Continue on	River Bend Rd	0.10		
4:22 pm	STOP	8 River Bend Road			2
	Continue on	River Bend Rd	0.03		
	Right turn at	RIVER RD	0.19		
	Continue on	SE RIVER RD	0.34		
	Left turn at	E Mill St	0.10		
	Continue on	W Mill St	0.11		
	Left turn at	N MAIN ST	0.13		
	Continue on	S Main St	0.41		
	Continue on	Case Ave	0.06		
4:27 pm	STOP	702 S River ST			4
	Left turn at	S RIVER ST	0.07		
4:28 pm	END	S RIVER ST @ Watkins Ave			
	Continue on	S RIVER ST	0.34		
	Continue on	N RIVER ST	0.14		
	Right turn at	E Mill St	0.10		
	Left turn at	SE RIVER RD	0.23		
	Continue on	SHERMAN AVE	0.74		
	Right turn at	Douglas Ave	0.20		
	Left turn at	MONTGOMERY RD	1.80		
	Right turn at	County Highway 30	0.56		
	Continue on	Hill Ave	0.43		
	Continue on	RT 30	1.94		
	Left turn at	WOLF ROAD	0.40		
	Continue on	WOLFS CROSSING ROAD	1.42		
	Left turn at	WOLF'S CROSSING RD	0.76		
	Left turn at	91ST ST	0.10		
	Right turn at	S NORMANTOWN RD	0.22		
4:45 pm	GARAGE				

Route Last Updated: 2/28/2020

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OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308

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March 18, 2020 at 9:00 AM

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D. Appendix B: Compliance With/Exceptions to Request for Pricing
E. Appendix C: Contractor References
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   h) Transition and Start-Up Plan
T. Addenda Acknowledgement
U. Bonding & Insurance
V. Drug & Alcohol Policy

First Student

Caring for students today, tomorrow, together.®

COVER LETTER

First Student
Caring for students today, tomorrow, together.®
885 S. College Mall Road #375
Bloomington, IN 47401

3/6/2020

Dawn M. Simosky
Director of Transportation
Oswego Community Unit School District 308
55 Stonehill Road
Oswego, IL 60543

Dear Ms. Simosky,

First Student is pleased to submit a proposal to Oswego Community Unit School District 308 in response to your Bid for Pupil Transportation Services. The accompanying executive summary and proposal documents outline the many ways we will use our local and national resources to meet your requirements and organizational goals with a customized approach. We are truly excited by the prospect of expanding our partnership with Oswego Community Unit School District 308 to provide safe, efficient, world-class pupil transportation for the Aurora community.

We understand your decision regarding student transportation services has an impact on many stakeholders, and we have developed this highly competitive proposal with each in mind. We welcome the opportunity to meet with your administration, evaluation committee and/or school board to discuss our proposal in further detail.

Thank you for giving First Student this opportunity. Please feel free to contact me directly if you have any questions regarding our proposal.

Sincerely,

Michael Ensign
Director of Business Development
First Student, Inc.
Phone: (513) 504-6610
Fax: (773) 409-3969
Michael.Ensign@firstgroup.com

LIMITED POWER OF ATTORNEY

FIRST STUDENT, INC. ("First Student") hereby appoints Claire Miller as its Attorney in Fact ("Attorney"). **FIRST STUDENT** authorizes Claire Miller, for and on behalf of the corporation, to do the following:

Execute, sign, and deliver documents relating to the Oswego Community Unity School District 308, 55 Stonehill Road, Oswego, IL 60543 bid on behalf of First Student, Inc.

FIRST STUDENT gives Claire Miller full power, authority and discretion to do all things required or permitted to be done as fully as if any officer of the company was personally present, with full power of revocation and substitution, hereby ratifying and confirming all that my Attorney shall do or cause to be done by virtue hereto.

IN WITNESS WHEREOF, I have signed this Power of Attorney on this 16th day of March 2020.

WITNESS:

Gayla Maxwell

Print Name: Gayla Maxwell

Michael Petrucci, Secretary

State of Ohio)

County of Hamilton)

Before me, the undersigned, a Notary Public in and for said county and state, personally appeared Michael Petrucci, who executed the foregoing Power of Attorney and acknowledged the signing thereof to be his voluntary act for the uses and purposes therein contained.

IN TESTIMONY WHEREOF, I have signed and affixed by seal to this Power of Attorney this 16th day of March 2020.

NOTARIAL SEAL STATE OF OHIO

(Notary Public)

ANDREW WESLEY PUGH
Notary Public, State of Ohio
My Commission Expires 05-20-2024

LIMITED POWER OF ATTORNEY

FIRST STUDENT, INC. ("First Student") hereby appoints Michael Ensign as its Attorney in Fact ("Attorney"). **FIRST STUDENT** authorizes Michael Ensign, for and on behalf of the corporation, to do the following:

Execute, sign, and deliver documents relating to the Oswego Community Unity School District 308, 55 Stonehill Road, Oswego, IL 60543 bid on behalf of First Student, Inc.

FIRST STUDENT gives Michael Ensign full power, authority and discretion to do all things required or permitted to be done as fully as if any officer of the company was personally present, with full power of revocation and substitution, hereby ratifying and confirming all that my Attorney shall do or cause to be done by virtue hereto.

IN WITNESS WHEREOF, I have signed this Power of Attorney on this 16th day of March 2020.

WITNESS:

Gayla Maxwell

Print Name: Gayla Maxwell

Michael Petrucci, Secretary

State of Ohio)

County of Hamilton)

Before me, the undersigned, a Notary Public in and for said county and state, personally appeared Michael Petrucci, who executed the foregoing Power of Attorney and acknowledged the signing thereof to be his voluntary act for the uses and purposes therein contained.

IN TESTIMONY WHEREOF, I have signed and affixed by seal to this Power of Attorney this 16th day of March 2020.

(Notary Public)

NOTARIAL SEAL
STATE OF OHIO

ANDREW WESLEY PUGH
Notary Public, State of Ohio
My Commission Expires 05-20-2024

First Student

Caring for students today, tomorrow, together.®

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Caring for students today, tomorrow, together.®

Oswego Community Unit School District 308 is preparing its students to lead healthy, successful and productive lives. You are also serving a new generation of parents — tech-savvy and increasingly conscious of the safety and happiness of their children. And like many districts across the United States, Oswego Community Unit School District 308 is carefully balancing the need for services that support your educational mission with the responsibility to keep the district fiscally sound.

First Student has more than a century of experience connecting schools with the communities they serve, safely and dependably. Our mission is to help students start and finish their school day in a state of well-being because we are more than just a service provider – we are a vital partner in the educational experience.

Understanding of Oswego Community Unit School District 308's Challenges

Through our existing partnership with Oswego Community Unit School District 308 we believe the districts want to be confident that your transportation partner has the resources to operate with the highest standards for safety, quality and transparency. Control of your transportation costs and a collaborative partnership will also enable all parties to overcome the daily challenges of a student transportation system. We believe First Student is the right partner to help meet these objectives because of the local, regional and national resources we can dedicate to Oswego Community Unit School District 308's transportation program:

- **Increase Route Efficiency:** Route management affects many aspects of a transportation system, including passenger and driver safety, fuel consumption, ridership data quality, bus requirements, resource allotment and overall operating costs. You want to feel confident routes are planned accordingly. Having the right partner will be crucial as you are planning and implementing this new structure. Our First Planning Solutions (FPS) routing team will work with the District to ensure efficiency of the routing at the beginning and throughout our contract.
    - First Student brings to the table more than one hundred years of student transportation expertise and is **the only student transportation provider with our own internal team of programming specialists focused on the success of your entire operation** – First Planning Solutions (FPS). Through this experience and our FPS team, we will ensure that the district routes are always as efficient as possible. We will make certain the right people and systems are in place to not only make best use of district resources, but also accomplish your organizational objectives. We also provide access to essential new and advanced user training, expert management of system upgrades and exceptional technical assistance.
- **Better Visibility/Control of Transportation:** With the right partner, contracted service should not diminish control or visibility of your transportation program. First Student's integrated equipment and technology enable our team to provide greater visibility for our district partner. If awarded both General Education and Special Education routes, we will be providing 30 new Type A buses with several technological enhancements to the District, to compliment out existing fleet. These buses will include a system for bus tracking and a system for reporting of discipline issues.
    - Our Standard Operating Procedures make use of the latest technologies to manage routing, dispatch, maintenance, payroll, driver safety and compliance. **We equip all**

of our school buses with GPS vehicle tracking. Our GPS system provides near-real-time location information for all equipped buses, automatic alerts for buses with excess speeds and/or excess idling, infrastructure to determine best routes and to verify actual versus planned routes. We provide this data so you have transparency into your operation.

- First On-board Component Utilization System (FOCUS)™ is First Student's proprietary operations platform. Because every First Student vehicle is equipped with Global Positing System (GPS) units, the web-based program makes it possible for our location to correlate driver, vehicle and route-level data. **As the hub of operations, FOCUS™ enables dispatchers to assign routes and monitor activity, technicians to load tasks in the work schedule, safety managers to verify pre- and post-trip inspections, and payroll staff to verify staff hours.** FOCUS™ dramatically increases our ability to respond quickly to the District's inquiries with accuracy.

- Parents and administration will also appreciate utilizing our new app which lets them see where each bus is and when it will arrive. **The FirstView™ App is the parent resource for bus tracking and transport communications.** FirstView™ is our secure school bus tracking and communication app designed with parents, for parents. Administrators get their own online Dashboard to track all the routes for each school within their jurisdiction. These tools effectively integrate timely GPS data and FOCUS information into an industry leading algorithm for delivering estimated and scheduled bus arrivals at stops and schools.

- The ride from home to school and back again is an important part of the school day. While administration and transportation personnel put forth their best efforts to prevent incidents, sometimes they occur. **FirstACTS® (Active Conduct Tracking System) is a powerful web-based communication tool that helps you easily and efficiently manage the process of tracking student conduct on your school buses.** FirstACTS® is the only system with the functionality to connect the school community — the driver, school administration and parents — to identify, communicate and quickly resolve student behavior management concerns.

- **Driver Tablets and Workflow Management**: First Student will utilize tablets in conjunction with our proprietary Driver Workflow App to combine driver workflow with route efficiency. As a driver begins their day, they log into the tablet, which connects them to their route and bus. The system provides advanced view of the route and turn-by-turn directions, as well as a real-time traffic check during the route preview to allow for any necessary route changes. This combined technology enhances driver and passenger experience. Additionally, with district-provided student data, the tablet can be leveraged for additional functionality like student ridership tracking. After the last stop, the tablet will track the completion of a child check and bus inspection.

- **FirstServes™ (Optional add-on Service):** FirstServes™ partners with districts and parents to implement research-based behavioral interventions that transform the transportation experience for special population students.

  - First Student understands the challenges of riding the bus for special population students. That is why we created FirstServes™. FirstServes™ is a comprehensive program co-developed with Cincinnati Children's Hospital, the #3 children's hospital in North America. FirstServes™ is program that contains enhanced driver and monitor training, clinically proven tools, and on-going communication guidelines that will provide a better experience for special population students who require extra care. FirstServes™ is currently completing pilots at three locations. The data collected thus far has shown positive results.

This trial program was launched in the fall of 2019 with 3 districts. The response thus far has been positive. We would be interested in discussing potential opportunities and additional costs associate with implementing this solution with Special Education routes in District 308.

First Student's Proposal

We are pleased to submit this proposal to provide Regular Education and In District Special Education transportation service to Oswego Community Unit School District 308 and your students. The following are some of the highlights of our proposal.

Management and Key Personnel

The following is our proposed operations team if all business is awarded. Staffing will be adjusted accordingly if General Education and Special Education transportation is awarded to separate contractors:

- Location Manager
- Assistant Location Manager
- Safety Coordinator
- Dispatcher (2)
- Technicians (3)

Most of the above positions are full-time employees. Some responsibilities may be shared. Full-time employees will receive our full-time benefits program which includes: healthcare, dental insurance, life insurance, vision plan, accidental death and dismemberment insurance, 401K retirement/savings plan, paid vacation and sick days, and employee training and development programs. Employees may participate in some of the cost of these programs.

Accountability and Performance Management

To address Oswego Community Unit School District 308's challenges successfully, the foundation of First Student's approach to service will be on driving operational discipline. We support this with robust regional and national expertise in safety, preventive maintenance, routing and performance management. First Student's Central Operations Support Team provides straightforward management tools to help our local and regional management teams distill data from multiple systems and reports into representative Key Performance Indicators (KPIs). This enables our location manager to prioritize and focus his/her daily actions on activities that directly impact service effectiveness and quality.

Fleet and Equipment

We are proposing the following fleet of vehicles for the Regular Education routes:

Existing fleet of 61 Type C Buses

We are proposing the following fleet of all new vehicles for the Special Education routes:

27 Type A buses
3 Type A buses with Lift

Facility and Fueling

The facility that First Student will use to service this contract is conveniently located at 25151 Ramm Dr. in Naperville Illinois which is about 1 minute away from the district boundary. Being this close also means that First Student staff can respond quickly and efficiently to any and all of the district's transportation needs. Fuel will be protected at $2.80 per gallon.

Preventive Maintenance Services

First Student's maintenance program emphasizes quality control, data-driven decision making and process efficiency. We draw insights from the safety, maintenance and engineering expertise found throughout our parent company FirstGroup America's transportation divisions: First Student, First Transit, First Vehicle Services and Greyhound.

Contract Base Pricing

Please see our pricing page section for both General Education and Special Education proposed rates.

Contract Alternate Pricing

We are submitting alternate pricing that includes 16 vans for special education routes with less than 4 students. If the number of vans changes, price will be adjusted accordingly.

Discount Pricing

We will also provide a discount of 1.5% for alternative vehicle age specifications of an 8-year average and 12-year maximum. We will add an additional 2% discount if both General Education and Special Education routes are awarded to First Student.

Contract Start Date

First Student has an established operation located in Naperville, IL and services would begin July 1, 2020. Alternate start dates are available if the district makes an award earlier or requires additional time to finalize their decision.

Contract Terms and Suggested Language

Our proposal assumes, based on the RFP and this submission, Oswego Community Unit School District 308 and First Student sign a mutually acceptable contract for a 3-year term. Subsequent to award and any additional negotiation, our legal team will work with your legal representative to create a mutually agreeable contract. **Please refer to the section tab titled "Contract Suggestions" for suggested language and required modifications to the RFP and Contract.**

What Are Your Neighbors Saying About First Student?

Our First Student team members wake up each morning with the commitment to safely and reliably carry more than five million children to and from school each day. **That is partly why 95% of our customers say they would recommend First Student to another school district.**

First Student has the privilege of working with 133 school districts throughout the great state of Illinois. During our history serving your state, we have developed strong partnerships with districts similar to Oswego Community Unit School District 308, including some of your close neighbors. We encourage the school board to reach out and learn about their experiences working with First Student. In our full proposal, you will find references from several of our local customers.

First Student is the Right Choice for Oswego Community Unit School District 308

As the most chosen and trusted student transportation service provider in North America, we have a breadth and depth of experience in full-service student transportation management, special-needs transportation, route scheduling and optimization, and charter services.

- **You are counting on a smooth transition – we will deliver.** First Student has over a century of experience providing safe and reliable student transportation. Our start-up guide outlines and prioritizes key steps in the process and we provide our local team wrap-around support.
- **Dedicated Bus Drivers Love What They Do.** We employ drivers who gain personal fulfilment from helping students make a positive transition between home and school and bring local community knowledge, which is vital to a student transportation program.
- **School bus routing plays a fundamental role in safety, service and efficiency.** We ensure the right people and systems are in place to the make best use of your transportation resources and respond effectively to the complexities of school bus routing.
- **First Student's safety record is the best in the business.** Districts that choose to partner with First Student gain an entire safety organization dedicated to making safety a personal core value for all team members.

I look forward to further discussing First Student's proposal and how our capabilities can help strengthen your transportation program. Should you have any questions please feel free to contact me:

Michael Ensign
Director of Business Development
(513) 504-6610
Michael.Ensign@firstgroup.com

First Student

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PRICING ACKNOWLEDGMENT

APPENDIX A

APPENDIX A: REQUEST FOR PRICING ACKNOWLEDGEMENT

On this 11th day of March, 2020, the undersigned declares that he/she has carefully examined the Instructions and Conditions for this bid and will honor all purchase orders, prices and specifications set forth in the Request for Proposal. The undersigned acknowledges that:

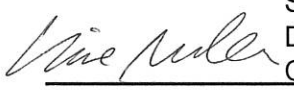
- Oswego Community Unit School District 308 reserves the right to accept or reject any or all Proposals in whole or in part, or to waive any informality therein. If, in the opinion of the District, it is in their best interest, the Contract may be awarded to a Provider regardless of lowest proposal.

- If an award is made to the undersigned Contract Provider, they agree to enter into a Contract with Oswego Community Unit School District 308 to furnish professional transportation services in strict accordance with this proposal.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in the Request for Pricing.

My signature also certifies that this firm has no business or personal relationship with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Oswego Community Unit School District 308, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relations with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest with Oswego Community Unit School District 308, pertaining to any and all work or services to be performed as a result of the RFP and any resulting contract with the Oswego Community Unit School District 308.

I hereby certify that I am authorized to execute this document as a Representative of the Company:



SVP Strategy, Business Development, Marketing and Communications

Authorized Signature and Title

Claire Miller

Printed / Type Name

First Student, Inc.

Name of Company

First Student

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COMPLIANCE WITH / EXCEPTIONS TO REQUEST FOR PRICING

APPENDIX B

APPENDIX B: COMPLIANCE WITH / EXCEPTIONS TO REQUEST FOR PRICING

Each Contractor must clearly indicate whether it will either comply with or take exception to a specific section or subsection of this RFP. This completed form must be submitted with the Proposal.

Please respond by placing a check mark in the appropriate column (Yes or No) in the compliance column. If responding "No" for any section, please state the exception and reason.

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
1.1	RFP Overview	X		Yes but see 3.1E below
1.2	Mandatory Pre-Proposal Meeting	X		
1.3	Intent to Propose	X		
1.4	Addenda to RFP	X		
1.5	Irrevocability of Proposal (RFP)	X		
1.6	Proprietary Information	X		
1.7	RFP Proposal Format	X		
2.1	Request for Pricing Documents	X		
2.2	Requirements for Signing RFP	X		
2.3	Compliance with Laws	X		
2.4	Non-Discrimination	X		
2.5	Certificate of Eligibility	X		
2.6	Familial Relationships	X		
2.7	Safe Ride Program	X		
2.8	Illinois Drug-Free Workplace Act	X		
2.9	Cost Projections	X		
2.10	Annual Base Bid		X	First Student requests the following Where increases or decreases to services to be provided by Contractor impact by 5% or more the service levels or equipment levels required of Contractor under the assumed routes, schedules, days of service, hours or miles, or vehicle requirements contained in this RFP, Contractor shall be permitted to adjust rates commensurately to cover increases or decreases in cost structure associated with such changes by District. Also, First Student requests the following addition: In the event of

				unusual circumstances, such as changes in state or federal taxes, laws or specifications, increased insurance or surety premiums or any other condition which causes any of Contractor's operating costs hereunder to increase at a rate in excess of any negotiated escalation, then the parties shall determine a reasonable and just amount to cover such increase, and rates of Contractor compensation set forth in Contractor's proposal shall be adjusted to reflect such increase.
2.11	Background/References	X		
2.12	Litigation/Regulatory List	X		
2.13	Proposal Expenses	X		
2.14	Indemnity		X	First Student requests the following changes to the proposed language: Contractor to defend Board for acts arising from or related to any ~~act,~~ negligence or willful misconduct ~~omissions~~ of the Contractor….except to the extent caused by any negligence of the Board or its employees; student-upon-student violence; routing; or Contractor's good faith adherence to the Board's policies, procedures or directives.

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
2.15	Subletting or Assignment		X	First Student requests the following: provided, however, that Contractor may assign such agreement without approval to a parent, subsidiary, related or affiliated company. Furthermore, Contractor shall have the right to assign or otherwise transfer the agreement in connection with a merger, acquisition, corporate reorganization, public stock offering, or sale of all or substantially all of its assets with reasonable notice to the Board.
2.16	District 308 Right of Termination		X	First Student requests that Either party may terminate…upon written notice to the other party
2.17	Contractor Default		X	First Student requests the following language in lieu of the first three paragraphs: If Contractor violates any of the covenants or duties imposed upon it by this Agreement or any material provision of this Agreement, such violation shall entitle District to terminate this Agreement by giving Contractor 30 days' notice of default and the opportunity to remedy the violation or take steps to remedy the violation. If at the end of such 30-day default notice period, Contractor has not remedied the purported violation or taken steps to do so, District may terminate this Agreement.
2.18	Payments	X		
2.19	Tax Exemption	X		
2.20	Insurance Policies		X	First Student requests striking the language "and other persons, firms, or corporations as the District from time to time may direct" First Student requests adding with respect to the scope of this Agreement after each "additional insured"
2.21	Prevailing Wage Law	X		
2.22	Contractor Fiscal Responsibility	X		
2.23	Performance Bond	X		
3.1A	Regular/Sped Boundaries	X		
3.1B	Equipment / Personnel	X		

3.1C	Regular Education Students	X		
3.1D	Special Education Students	X		
3.1E	Term of Contract		X	First Student requests the exercise of the extension upon mutual agreement of the parties
3.1F	Rules / Regulations / Statutes	X		
3.1G	Employee In-Service Training	X		
3.1H	Director of Transportation	X		
3.2A	Evidence of Purchase / Lease	X		
3.2B	Vehicle Age / Mileage	X		
3.2C	Supplies / Parts / Service	X		But any vehicle meeting state specification will be exempt from this action.
3.2D	Vehicle Design / Equipment	X		
3.2E	Seat Belts	X		
3.2F	Safety Devices	X		
3.2G	Vehicle Modifications	X		
3.2H	PA 95-0176 Erratic Driving	X		
3.2I	Two-Way Radio Communication	X		
3.2J	Digital Camera Technology		X	First Student requests the following addition: District shall be responsible for, and hold the Contractor harmless from any liability arising from or in connection with audio recording on buses.
3.2K	GPS Technology	X		
3.2L	Child Check System	X		
3.2M	Guarantee Routes / Buses		X	First Student requests the following be added If equipment costs for such equipment demanded by the District exceed $50 per vehicle, such costs will be passed through to the District.
3.2N	Standby Vehicles	X		

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
3.3A	Route / Student Information	X		
3.3B	School Calendar and Schedules	X		
3.3C	Parent / Guardian Notification	X		
3.3D	Special Ed Student Requirement	X		
3.3E	Presence of Parent / Guardian	X		
3.3F	School Arrival Times	X		
3.3G	Unauthorized Persons	X		
3.3H	Student Vehicle Transfers	X		
3.3I	Vehicle Mechanical Failure	X		
3.3J	School Departure Procedure	X		
3.3K	Telephone Communication	X		
3.3L	Emergency School Closing	X		
3.4A	Yearly Route Information	X		
3.4B	Pick-up / Drop-off Locations	X		
3.4C	Route Schedule Changes	X		
3.4D	Information Custody	X		
3.4E	Route / Employee Information	X		
3.4F	Parent / Guardian Concerns	X		
3.5A	Bus Driver Information		X	First Student has privacy concerns with providing the information as drafted and prefers the following: District may review and inspect the summary of driver information as required in 1-9 at Contractor's offices upon prior notice, during business hours, to the extent such information is not protected by privacy laws, and for the sole purpose of assuring compliance with contract terms. To the extent, Contractor provides information directly to the District, District agrees to indemnify, hold harmless and defend Contractor, its directors, officers, employees and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused by any act of neglect, default or omission of District related to its receipt or use of such information.

3.5B	Bus Monitor Information	X		
3.5C	New Employee Information	X		
3.5D	Vehicle Information / Update	X		
3.6A	Facility Location	X		
3.6B	Phone Services	X		
3.7A	Staffing Requirements	X		
3.7B	Absenteeism	X		
3.7C	Employee Interview		X	First Student prefers to remove the right for the District to directly interview its employees, and requests the following additional language: District shall indemnify, defend, and hold Contractor harmless from and against all claims, expenses, or liabilities by or to a removed Contractor employee arising from the removal of that employee based on the District's request
3.7D	Hiring Practices	X		
3.7E	Qualified Employees	X		
3.7F	Persons Operating Vehicles	X		

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
3.7G	Employee Dismissal / Change		X	First Student prefers that the District "requests" rather than requires" removal or reassignment. Further, First Student requests the following addition: District shall indemnify, defend, and hold Contractor harmless from and against all claims, expenses, or liabilities by or to a removed Contractor employee arising from the removal of that employee based on the District's request
3.7H	School District Rules/Regulations	X		
3.7I	Employee Age Requirements	X		
3.7J	Audit of Payroll Documentation	X		
3.7K	School Closing Notification	X		
3.8A	Accident Notification	X		
3.8B	Vehicle / Student Safety Check	X		
3.8C	School Bus Safety Program	X		
3.8D	Special Education Training	X		
3.8E	Sexual Harassment Policy	X		
3.8F	Confidentiality	X		
3.8G	Safe Environment	X		
3.8H	Smoke Free Environment	X		
3.8I	Vandalism Damages	X		
3.8J	Student Seating Requirements	X		
4.1A	Contractor Compensation	X		
4.1B	Submission of Information	X		
4.1C	District Verification	X		
4.1D	Payment of Disputed Items	X		
4.2A	Fuel Price Fluctuation	X		
4.2B	Fuel Price Cap	X		
4.2C	Bulk Fuel Purchasing	X		
4.2D	Fuel Mileage Determination	X		
4.3A	Interest of the School District	X		
4.3B	Determination of Eligibility	X		
4.3C	Contractor Information	X		
5.1	Contractor Resume	X		

6.1	Definition of Terms	X		

		Compliance		
Section	**RFP Appendix**	**YES**	**NO**	**Reason for "No" Comply?**
A	Intent to Propose	X		
B	RFP Signature Form	X		
C	RFP Acknowledgement	X		
D	Compliance / Exceptions to RFP	X		
E	Contractor References	X		
F	Non-Familial Relationship Affidavit	X		
G	Non-Collusion Affidavit	X		
H	Criminal Background Check	X		
I	Certificate of Eligibility	X		
J	Sexual Harassment Policy	X		
K	Drug-Free Workplace Act	X		
L	Annual Base Bid Cost Projection Information	X		
M	Request for Pricing Part One	X		
M	Request for Pricing Part Two	X		
N	Background Questionnaire	X		
O	State Safe Ride Program	X		

Please also add the following:

District must notify Contractor in writing within forty-eight (48) hours of an incident its intent to assess liquidated damages. Contractor shall have thirty (30) days following such notice to cure the incident prior to the assessment of liquidated damages. District must bill Contractor for such liquidated damage within sixty (60) days of the incident if the violation has not been remedied. Failure to either timely notify or bill Contractor shall relieve Contractor of its obligation to pay liquidated damages for the particular incident. No liquidated damages shall be assessed if Contractor has provided documented proof of a failure or delay due to weather, road construction, traffic delays, inaccurate route directions or non-personnel related situations beyond the control of Contractor. Liquidated damages will be reduced by 50% for each month the Contractor maintains a 97% or above on-time performance rate.

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CONTRACTOR REFERENCES

APPENDIX C

APPENDIX C: CONTRACTOR REFERENCES

Please list a minimum of three (3) K-12 school districts for which your company currently and/or previously provided transportation services for within the past three years. Attach an additional sheet if necessary.

School District Reference #1

School District Name Indian Prairie D204

Contact Name Ron Johnson Phone Number 630-375-3000

Date of Service Initiation 02/10/2003

Services Provided Home-to-School, Special Education

School District Reference #2

School District Name Belvidere CUSD #100

Contact Name Greg Brown Phone Number 815-544-8605

Date of Service Initiation 03/10/2010

Services Provided Home-to-School, Special Education

School District Reference #3

School District Name Argo Community High School District 217

Contact Name Joseph Murphy Phone Number 704-467-5515

Date of Service Initiation 08/16/2001

Services Provided Home-to-School

School District Reference #4

School District Name Glenbard High School District 87

Contact Name Janet Cook Phone Number 630-942-7667

Date of Service Initiation 05/10/2016

Services Provided Home-to-School

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NON-FAMILIAL RELATIONSHIP AFFIDAVIT

APPENDIX D: NON-FAMILIAL RELATIONSHIP AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.

NON-FAMILIAL RELATIONSHIP AFFIDAVIT

STATE OF Ohio)ss

COUNTY OF Hamilton)

TAX ID# 592364035

Claire Miller Being duly sworn, deposes and says that he/she is the "Proposer", which has submitted to Oswego Community Unit School District 308 a Proposal to provide transportation services, and hereby represents and warrants, except as provided below, that no familial relationships exist between the Proposer or any employee of the Proposer, and any member of the Board of Education of District 308 or the Superintendent of the School District.

No exceptions
(If no exceptions, please state as such)

List any Familial Relationships:
No exceptions
(If no exceptions, please state as such)

Affiant's Signature

On this 11th day of March, 2020, before me, a Notary Public, in and for the above-referenced county personally appeared Claire Miller, who made an oath that he/she signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes the same to be true.

Subscribed and sworn to before me:

This 11th day March, 2020

Notary Public

NOTARIAL SEAL STATE OF OHIO

ANDREW WESLEY PUGH
Notary Public, State of Ohio
My Commission Expires 05-20-2024

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NON-COLLUSION AFFIDAVIT

APPENDIX E

APPENDIX E: NON-COLLUSION AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.
Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT)

STATE OF Ohio)ss
COUNTY OF Hamilton)

TAX ID# 592364035

Claire Miller Being duly sworn, deposes and say that the "Proposer", which has submitted to Oswego Community Unit School District a Proposal to provide pupil transportation services. Except as specified below, the Proposer constitutes the only firm having an interest in the Proposal or in any contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

No exceptions

(If no exceptions, please state as such)

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud, and that no employee, administrator, or Board member of Oswego Community Unit School District 308 is directly or indirectly interested in the Proposal.

Affiant's Signature

On this 11th day of March, 2020, before me, a Notary public, in and for the above-referenced county personally appeared Claire Miller, who made an oath that he/she signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes the same to be true.

Subscribed and sworn to before me:

This 11th day March, 2020

Notary Public

NOTARIAL SEAL STATE OF OHIO

ANDREW WESLEY PUGH
Notary Public, State of Ohio
My Commission Expires 05-20-2024

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CRIMINAL BACKGROUND CHECK AFFIDAVIT

APPENDIX F

APPENDIX F: CRIMINAL BACKGROUND CHECK AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.

CRIMINAL BACKGROUND CHECK AFFIDAVIT

STATE OF Ohio)
) ss
COUNTY OF Hamilton)

TAX ID# 592364035

Claire Miller Being duly sworn, deposes and says that he/she is the "Proposer", which has submitted to Oswego Community Unit School District 308 a Proposal to provide pupil transportation services and warrants and represents that any and all persons who will work directly or indirectly for the Proposers, including, but not limited to, Proposer's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall not have been convicted of any criminal offences listed in 105 ILCS 5/21B-80 and shall not have be listed in the Illinois Sec Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. In this regard, Proposer agrees, without limitation, to report within three (3) business days to the School District when any such person is charged with any of the above-mentioned crimes or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, pleads guilty or pleads no contest to that crime. Proposer further agrees that it will require any and all persons who will work directly or indirectly for the Proposer in the furtherance of this RFP to present themselves for fingerprinting to permit criminal history and criminal background checks pursuant to 105 ILCS 5/10-21.9 of the Illinois School Code, to satisfy the legal provisions cited in this paragraph before any person performs any services under the contract.

Affiant's Signature

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CERTIFICATE OF ELIGIBILITY

APPENDIX G

APPENDIX G: CERTIFICATE OF ELIGIBILITY

I, Claire Miller, pursuant to Section 5/10-20.21 (b) of the School Code, hereby certify that neither I nor any of my partners, or officers of First Student (company name):

1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E-1 et seq., as amended;

2. Have ever been convicted of the Offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended;

3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or

4. Have made an admission of guilt of any of the above conduct which is a matter of record. Furthermore, I certify that I, my partners, officers or owners of First Student and its affiliates have and will continue to collect and remit Illinois Use Tax, to the extent required under the Illinois Use Tax Act, 35 ILCS 105/1 et seq.

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification is false.

Contract Provider:

First Student, Inc.
Printed or Typed Name of Contract Provider

By: Claire Miller

Date: 3/11/2020

Subscribed and sworn to before me:

This 11th day March, 2020.

Notary Public

NOTARIAL SEAL
STATE OF OHIO
ANDREW WESLEY PUGH
Notary Public, State of Ohio
My Commission Expires 05-20-2024

First Student

Caring for students today, tomorrow, together.®

CERTIFICATE OF SEXUAL HARASSMENT POLICY

APPENDIX J

APPENDIX H: CERTIFICATE OF SEXUAL HARASSMENT POLICY

I, Claire Miller, certify that First Student (company name) has a written sexual harassment policy which includes (i) the illegality of sexual harassment; (ii) a definition of sexual harassment; (iii) a description of sexual harassment; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process through the Illinois Department of Human Rights; (vi) directions on how to contact the Illinois Human Rights Department and Illinois Human Rights Commission; and (vii) protection against retaliation for exercising rights under the policy in accordance with 775 ILCS 5/2-105(A)(4).

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification is false.

Contract Provider:

First Student, Inc.
Printed or Typed Name of Contract Provider

By: Claire Miller

Date: 3/11/2020

Subscribed and sworn to before me:

This 11th day March, 2020.

Notary Public

NOTARY SEAL
STATE OF OHIO

ANDREW WESLEY PUGH
Notary Public, State of Ohio
My Commission Expires 05-20-2024

First Student

Caring for students today, tomorrow, together.®

CERTIFICATE OF COMPLIANCE WITH A DRUG-FREE WORKPLACE

APPENDIX I: CERTIFICATE OF COMPLIANCE WITH A DRUG-FREE WORK PLACE ACT

I, Claire Miller, as an authorized agent, do hereby certify that First Student (check appropriate circle):

Name of Business

- ☑ Has twenty-five (25) or more employees and pursuant to Section 3 of the Illinois Drug Free Workplace Act, 30 ILCS 580-1 et seq., shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act. I further certify that is not ineligible for award of contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

- ○ Has fewer than twenty-five (25) employees and shall provide a drug free workplace for all employees engaged in the performance of work under this contract.

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification pursues false.

Contract Provider:

First Student, Inc.
Printed or Typed Name of Contract Provider

By: Claire Miller

Date: 3/11/2020

Subscribed and sworn to before me:

This 11th day March, 2020.

Notary Public

ANDREW WESLEY PUGH
Notary Public. State of Ohio
My Commission Expires 05-20-2024

First Student

Caring for students today, tomorrow, together.™

ANNUAL BID COST PROJECTION INFORMATION

APPENDIX J: ANNUAL BASE BID COST PROJECTION INFORMATION

Each Proposer should use the information provided below as well as Request for Pricing Financial Data, as the bases to complete the proposal (See Appendix N: Request for Pricing Proposal). The Annual Bid Cost must include all related costs as stated in the Contractual Agreement as well as the requirements as stated in this RFP to conduct the routes as defined. A school year is defined as 177 days.

Regular Education Routes In District (Full size bus)

	Schools			Type		
Route #	**AM**	**PM**	**AM/PM**	**Regular or Special Ed**	**In or Out of District**	**Daily Hours**
9101	Oswego East HS/ Murphy JH/ The Wheatlands ES	Oswego East Hs/ Murphy JH/ The Wheatlands ES	AM/PM	Regular	In District	5.00
9102	Oswego East HS/ Plank JH/ Old Post ES	Oswego East HS/ Plank JH/ Old Post ES	AM/PM	Regular	In District	5.00
9103	Oswego East HS/ Bednarcik JH/ Goal	Oswego East HS/ Bednarcik JH/ Churchill ES	AM/PM	Regular	In District	4.50
9104	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.50
9105	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9106	Oswego East HS/ Plank JH/ Hunt Club ES	Oswego East HS/Plank Jh	AM/PM	Regular	In District	4.25
9107	Oswego HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	5.25
9108	Oswego East HS/ Thompson JH/ Goal	Oswego East HS/ Thompson JH	AM/PM	Regular	In District	4.25
9109	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9110	Oswego East HS/ Bednarcik JH/ Southbury ES	Oswego East HS/ Bednarcik JH/ Southbury ES	AM/PM	Regular	In District	5.00
9111	Oswego East HS/ Murphy JH/ Grande Park ES	Oswego East HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.25
9112	Oswego East HS/ Murphy JH/ Churchill ES	Oswego East HS/ Murphy JH/ Churchill ES	AM/PM	Regular	In District	4.75
9113	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9114	Oswego East HS/ Plank JH/ Old Post ES	Oswego East HS/ Plank JH/ Old Post ES	AM/PM	Regular	In District	5.50
9115	Plank JH/ Boulder Hill ES	Plank JH/ Boulder Hill ES	AM/PM	Regular	In District	4.00
9116	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9117	Oswego East HS/ Murphy JH/ Homestead ES	Oswego East HS/ Murphy JH/ Homestead ES	AM/PM	Regular	In District	4.50
9118	Oswego East HS/ Bednarcik JH	Oswego East HS/ Bednarcik JH	AM/PM	Regular	In District	4.00
9119	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.00
9120	Oswego East HS/ Murphy JH/ Churchill ES	Oswego East HS/ Murphy JH	AM/PM	Regular	In District	4.75
9121	Oswego East HS/ Murphy JH	Oswego East HS/ Murphy JH	AM/PM	Regular	In District	4.25
9122	Oswego East HS/ Murphy JH	Murphy JH/ Trip Drops	AM/PM	Regular	In District	4.00

9123	Oswego East HS/ Bednarcik JH/Wolfs Crossing ES	Oswego East HS/ Bednarcik JH/Wolfs Crossing ES	AM/PM	Regular	In District	5.25
9124	Oswego HS/ Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.00
9125	Oswego HS/ Murphy JH/ Grande Park ES	Oswego HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.25
9126	Thompson JH/ Long Beach ES	Thompson JH/ Long Beach ES	AM/PM	Regular	In District	4.00
9127	Traughber JH/ Long Beach ES	Traughber JH/ Long Beach ES	AM/PM	Regular	In District	4.75
9128	Murphy JH/ Wolf's Crossing ES	Murphy JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9129	Plank JH/ Old Post ES	Plank JH/ Old Post ES	AM/PM	Regular	In District	4.25
9130	Bednarcik JH/ Wolf's Crossing ES	Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9131	Murphy JH/ The Wheatlands ES	Murphy JH/ The Wheatlands ES	AM/PM	Regular	In District	4.00
9132	Plank JH/ Wolf's Crossing ES	Plank JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9133	Bednarcik JH/ Wolf's Crossing ES	Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9134	Bednarcik JH/ Long Beach ES	Bedanarcik JH/ Long Beach ES	AM/PM	Regular	In District	4.00
9135	Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	4.00
9136	Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	4.00
9137	Plank JH/ Boulder Hill ES	Plank JH/Trip Drops	AM/PM	Regular	In District	4.00
9138	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.25
9139	Oswego East HS/ Plank JH/ The Wheatlands ES	Oswego East HS/ Plank JH/ The Wheatlands ES	AM/PM	Regular	In District	4.50
9140	Oswego East HS/ Murphy JH/ Grande Park ES	Oswego East HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.00

Special Education Routes Out-of-District (Bus size/equipment determined by route)

Route #	AM	PM	AM/PM	Regular or Special Ed	In or Out of District	Aide Y/N	# of Aides	Daily Hours
9201	Camelot Genoa	Camelot Genoa	AM/PM	Special Ed	Out of District	Y	1	7.75
9202	Camelot Naperville	Camelot Naperville	AM/PM	Special Ed	Out of District	Y	1	5.50
9203	Chicago Autism	Chicago Autism	AM/PM	Special Ed	Out of District	N	0	7.00
9204	Claire Woods	Claire Woods	AM/PM	Special Ed	Out of District	Y	1	4.75
9205	Core Academy	Core Academy	AM/PM	Special Ed	Out of District	Y	1	4.00
9206	Giant Steps	Giant Steps	AM/PM	Special Ed	Out of District	Y	1	5.75
9207	Glen Oaks South	Glen Oaks South	AM/PM	Special Ed	Out of District	N	0	5.00
9210	Glen Oaks West	Glen Oaks West	AM/PM	Special Ed	Out of District	N	0	5.25
9211	Krejci	Krejci	AM/PM	Special Ed	Out of District	Y	1	3.00

9212	Parkland Prep Plainfield	Parkland Prep Plainfield	AM/PM	Special Ed	Out of District	Y	1	4.00
9213	Guiding Light Woodridge	Guiding Light Woodridge	AM/PM	Special Ed	Out of District	Y	1	5.00
9214	Seal Lombard	Seal Lombard	AM/PM	Special Ed	Out of District	N	0	5.25
9215	Seal Romeoville	Seal Romeoville	AM/PM	Special Ed	Out of District	Y	1	4.75
9217	Seal Romeoville	Seal Romeoville	AM/PM	Special Ed	Out of District	N	0	4.75
9219	Parkland Prep Plainfield	Parkland Prep Plainfield	AM/PM	Special Ed	Out of District	Y	1	4.00
9220	Soaring Eagle	Soaring Eagle	AM/PM	Special Ed	Out of District	Y	1	5.00
9221	Parkland Prep Streamwood	Parkland Prep Streamwood	AM/PM	Special Ed	Out of District	Y	1	6.25
9222	Turning Point	Turning Point	AM/PM	Special Ed	Out of District	Y	1	3.50
9224	Little Friends	Little Friends	AM/PM	Special Ed	Out of District	Y	1	4.50
9225	Premier Academy	Premier Academy	PM	Special Ed	Out of District	N	0	4.50
9227	Trinity	Trinity	AM/PM	Special Ed	Out of District	Y	1	5.75
9228	New Hope	New Hope	AM/PM	Special Ed	Out of District	N	0	7.25
9229	Krejci	Krejci	AM/PM	Special Ed	Out of District	Y	1	5.00
9230	Guiding Light Shorewood	Guiding Light Shorewood	AM/PM	Special Ed	Out of District	Y	1	4.75
9232	Marklund Day School	Marklund Day School	AM/PM	Special Ed	Out of District	Y	1	5.50
9234	Out of District/In District as needed	TBD	AM/PM	Special Ed	Out of District	TBD		
9236	Out of District/In District as needed	TBD	AM/PM	Special Ed	Out of District	TBD		

Special Education Wheel Chair Routes Out-of-District (Bus size/equipment determined by route)

Route #	AM	PM	AM/PM	Regular or Special Ed	In or Out of District	Aide Y/N	# of Aides	# of WC	Daily Hours
9223	Elim Christian School	Elim Christian School	AM/PM	Special Ed	Out of District	Y	1	1	7.75
9226	MKV OHS/Goal/Wheatlands	MKV Goal/ OHS	AM/PM	Special Ed	Both	Y	1	1	8.0

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REQUEST FOR PRICING PROPOSAL
RFP PROJECTION SUMMARY
PART 1

APPENDIX K

APPENDIX K: REQUEST FOR PRICING PROPOSAL
RFP PROJECTION SUMMARY PART ONE

Name of Company FIRST STUDENT, INC.

Company Address SUITE 1400, 600 VINE STREET, CINCINNATI, OH 45202

Proposal Prepared by Michael Ensign Email Address Michael.Ensign@firstgroup.com

Phone Number 513-504-6610 Fax Number 513-419-3207

ANNUAL BASE BID COST SUMMARY

Year One Total Cost (7/1/20-6/30/21)	$ 4,235,779.00	yearly
Year Two Total Cost (7/1/21-6/30/22)	$ 4,362,862.00	yearly
Year Three Total Cost (7/1/22-6/30/23)	$ 4,493,717.00	yearly
Grand Total (Three Year Contract)	$ 13,092,358.00	
Optional Extension Year One (7/1/2023-6/30/2024)	$ 4,628,485.00	yearly
Optional Extension Year Two (7/1/2024-6/30/2025)	$ 4,767,358.00	yearly

HOURLY STARTING WAGES

School Bus Driver hourly base rate as of July 1, 2020: $ 19.00

School Bus Monitor hourly base rate as of July 1, 2020: $ 13.00

(Do not include Performance Bond cost above)

Cost of Performance Bond $ 16,655.01 yearly

The undersigned declares that he/she is a qualified representative of the provider and has carefully examined all requirements for the Request for Pricing documentation including any/all addendums and fully understands those requirements.

The response to Request for Pricing (RFP) is irrevocable until the earlier or ninety (90) days from this date or the date of an awarded bid.

SVP Startegy, Business Development, Marketing & Communications
Signature and Title

3/16/2020
Date

Names of Principal Officers and designated official capacity
(If Partnership or assumed name, indicate all owners)

Regular Education Routes Only

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

	Year One	Year Two	Year Three	Extension Year One	Extension Year Two
ANNUAL BASE BID	SCHOOL YEAR 2020-21	SCHOOL YEAR 2021-22	SCHOOL YEAR 2022-23	SCHOOL YEAR 2023-24	SCHOOL YEAR 2024-25
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.	$329.34	$339.22	$349.40	$359.88	$370.68
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.	$ 18.16	$ 18.71	$ 19.27	$ 19.84	$ 20.44
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid
Surcharge per wheelchair bus, per day.	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.	$ 105.27	$ 108.42	$ 111.68	$ 115.03	$ 118.48
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.	$ 13.16	$ 13.56	$ 13.97	$ 14.38	$ 14.82

Initials

APPENDIX K: REQUEST FOR PRICING PROPOSAL
RFP PROJECTION SUMMARY PART ONE

Name of Company: FIRST STUDENT, INC.

Company Address: SUITE 1400, 600 VINE STREET, CINCINNATI, OH 45202

Proposal Prepared by: Michael Ensign Email Address: Michael.Ensign@Firstgroup.com

Phone Number: 513-504-6610 Fax Number: 513-419-3207

ANNUAL BASE BID COST SUMMARY

Year One Total Cost (7/1/20-6/30/21)	$ 1,680,948.00	yearly
Year Two Total Cost (7/1/21-6/30/22)	$ 1,731,383.00	yearly
Year Three Total Cost (7/1/22-6/30/23)	$ 1,783,319.00	yearly
Grand Total (Three Year Contract)	$ 5,195,650.00	
Optional Extension Year One (7/1/2023-6/30/2024)	$ 1,836,825.00	yearly
Optional Extension Year Two (7/1/2024-6/30/2025)	$ 1,891,928.00	yearly

HOURLY STARTING WAGES

School Bus Driver hourly base rate as of July 1, 2020:	$ 19.00	
School Bus Monitor hourly base rate as of July 1, 2020:	$ 13.00	

(Do not include Performance Bond cost above)

Cost of Performance Bond	$ 8,449.29	yearly

The undersigned declares that he/she is a qualified representative of the provider and has carefully examined all requirements for the Request for Pricing documentation including any/all addendums and fully understands those requirements.

The response to Request for Pricing (RFP) is irrevocable until the earlier or ninety (90) days from this date or the date of an awarded bid.

SVP Startegy, Business Development, Marketing & Communications

Signature and Title

03/16/2020

Date

Names of Principal Officers and designated official capacity
(If Partnership or assumed name, indicate all owners)

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

ANNUAL BASE BID	Year One SCHOOL YEAR 2020-21	Year Two SCHOOL YEAR 2021-22	Year Three SCHOOL YEAR 2022-23	Extension Year One SCHOOL YEAR 2023-24	Extension Year Two SCHOOL YEAR 2024-25
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.	$ 283.18	$ 291.68	$ 300.43	$ 309.45	$ 318.73
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.	$ 283.18	$ 291.68	$ 300.43	$ 309.45	$ 318.73
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.	$ 15.37	$ 15.83	$ 16.30	$ 16.79	$ 17.30
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.	$ 15.37	$ 15.83	$ 16.30	$ 16.79	$ 17.30
Surcharge per wheelchair bus, per day.	$ 10.55	$ 10.87	$ 11.20	$ 11.53	$ 11.87
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.	$ 95.20	$ 98.06	$ 101.00	$ 104.03	$ 107.15
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	$ 23.80	$ 24.51	$ 25.25	$ 26.01	$ 26.79
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.	Not Bid	Not Bid	Not Bid	Not Bid	Not Bid

Initials

Special Ed Routes Only

APPENDIX K: REQUEST FOR PRICING PROPOSAL
RFP PROJECTION SUMMARY PART ONE

Name of Company FIRST STUDENT, INC.

Company Address SUITE 1400, 600 VINE STREET, CINCINNATI, OH 45202

Proposal Prepared by Michael Ensign Email Address Michael.Ensign@firstgroup.com

Phone Number 513-362-4592 Fax Number 513-419-3207

ANNUAL BASE BID COST SUMMARY

Year One Total Cost (7/1/20-6/30/21)	$ 1,834,320.00	yearly
Year Two Total Cost (7/1/21-6/30/22)	$ 1,889,347.00	yearly
Year Three Total Cost (7/1/22-6/30/23)	$ 1,946,014.00	yearly
Grand Total (Three Year Contract)	$ 5,669,681.00	
Optional Extension Year One (7/1/2023-6/30/2024)	$ 2,004,416.00	yearly
Optional Extension Year Two (7/1/2024-6/30/2025)	$ 2,064,551.00	yearly

HOURLY STARTING WAGES

School Bus Driver hourly base rate as of July 1, 2020:	$ 19.00	
School Bus Monitor hourly base rate as of July 1, 2020:	$ 13.00	

(Do not include Performance Bond cost above)

Cost of Performance Bond $ 9,233.67 yearly

The undersigned declares that he/she is a qualified representative of the provider and has carefully examined all requirements for the Request for Pricing documentation including any/all addendums and fully understands those requirements.

The response to Request for Pricing (RFP) is irrevocable until the earlier or ninety (90) days from this date or the date of an awarded bid.

SVP Startegy, Business Development, Marketing & Communications
Signature and Title

3/16/2020
Date

Names of Principal Officers and designated official capacity
(If Partnership or assumed name, indicate all owners)

Special Ed Routes Only

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

	Year One	Year Two	Year Three	Extension Year One	Extension Year Two
ANNUAL BASE BID	SCHOOL YEAR 2020-21	SCHOOL YEAR 2021-22	SCHOOL YEAR 2022-23	SCHOOL YEAR 2023-24	SCHOOL YEAR 2024-25
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.	**Not Bid**	**Not Bid**	**Not Bid**	**Not Bid**	**Not Bid**
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.	**$ 311.63**	**$ 320.98**	**$ 330.61**	**$ 340.53**	**$ 350.75**
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.	**$ 311.63**	**$ 320.98**	**$ 330.61**	**$ 340.53**	**$ 350.75**
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.	**$ 17.18**	**$ 17.70**	**$ 18.23**	**$ 18.77**	**$ 19.34**
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.	**$ 17.18**	**$ 17.70**	**$ 18.23**	**$ 18.77**	**$ 19.34**
Surcharge per wheelchair bus, per day.	**$ 10.55**	**$ 10.87**	**$ 11.20**	**$ 11.53**	**$ 11.87**
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.	**$ 95.20**	**$ 98.06**	**$ 101.00**	**$ 104.03**	**$ 107.15**
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	**$ 23.80**	**$ 24.51**	**$ 25.25**	**$ 26.01**	**$ 26.79**
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.	**Not Bid**	**Not Bid**	**Not Bid**	**Not Bid**	**Not Bid**
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.	**Not Bid**	**Not Bid**	**Not Bid**	**Not Bid**	**Not Bid**

Initials

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CONTRACTOR BACKGROUND QUESTIONNAIRE

APPENDIX L

APPENDIX L: CONTRACTOR BACKGROUND QUESTIONNAIRE

This Form must be completed in full by each Contractor proposing to provide transportation services in responses to this RFP.

Contractor Background Information	Contractor Response
Contractor Name	First Student
Company Address	600 Vine St. Suite 1400, Cincinnati, OH 45202
Proposal Submitted by	Michael Ensign
Proposer Email Address	Michael.Ensign@firststudent.com
Telephone Number	513-504-6610
Fax Number	513-419-3207
Year in which company was founded	1983
Is company wholly owned? If not, list parent company	FirstGroup America
Gross sales of the companies last fiscal year	7.1B
Please list your company's last three annual revenue figures	2019 $4,678.5M 2018 $4,679.1M 2017 $4,571.7M
Total number of pupil transportation contracts	Over 1,100 school districts across the U.S. and Canada
Total number of pupil transportation contracts located in Illinois	109
Average onsite employee turnover rate	20%
Average years of service per onsite employee	6 years
Where is your closest support facility?	1000 Swanson Drive, Batavia, IL 60510-4204
Where is your headquarters facility?	600 Vine St. Suite 1400, Cincinnati, OH 45202
Is your company an equal opportunity employer?	Yes
How many total employees does your company have?	46,713
The contractor may be required to provide audited financial information for the previous two years	First Student will gladly provide financial information upon request.

APPENDIX L: BACKGROUND QUESTIONNAIRE CONTINUED

Privately held companies wishing to maintain confidential financial information must provide information detailing the company's long term stability. Please provide a current Dun & Bradstreet (D&B) as part of the Proposal response.	Please find our Dun & Bradstreet summary at the end of this section.
If the Contractor is proposing to use a subcontractor during the contract, please provide background information on the subcontractor, contractor's relationship with your firm and the specific services that the subcontractor will be providing. A complete list of subcontractors is required. The District has the right to accept or deny any or all subcontractors of the Contractor at any time.	Not applicable.
Please provide descriptions of the services proposed, including staffing descriptions and key assumptions.	Please see proposal section entitled "Management and Operations Support".
Please describe what training is provided to your employees (Type and Hours)	Please see proposal section entitled "Safety and Training Program".
Please confirm that you will provide a dedicated team of employees for the School District that will not work in other districts or companies for the duration of their work assignment to the School District	Yes.
Please describe your recruitment process including background and reference checks.	Please see proposal section entitled "Recruiting, Retaining and Engagement".

Firstgroup America, Inc.

Last Updated:02-Dec-2019

Company Overview

D-U-N-S Number:	17-590-5488	**Country:**	USA
Primary Name:	Firstgroup America, Inc.	**Phone:**	5132412200
Alternate Names:	FIRST GROUP OF AMERICA	**Web Site:**	www.firsttransit.com
CAGE codes:	4AVD4	**Congressional District:**	1
Address:	600 Vine St Ste 1400, Cincinnati, OH, 452022426, USA	**Location:**	Headquarters

Predictive Scores & Ratings

SSI	0
SSI Level of Insight	B - Robust Prediction
SER	4
SER Data Depth	B
Paydex	72
Failure Score (1-100)	28
D&B Rating	1R3
	3
Performance Rating	Not Available

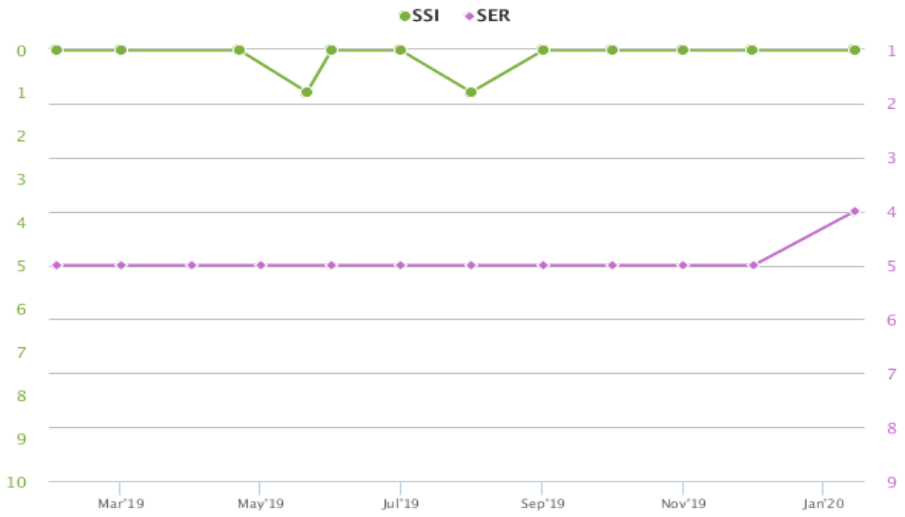
Supplier Overview

Supply Base Member	No
Supplier IDs	Not Available
National Business IDs	
Employer ID Number (EIN):	650545137
Global Parent	FIRSTGROUP PLC SSI :1 Last Update :14-Jan-2020
SIC Codes	87449904 - Environmental remediation 87449901 - Base maintenance (providing personnel on continuing basis) 4111 - Local and suburban transit

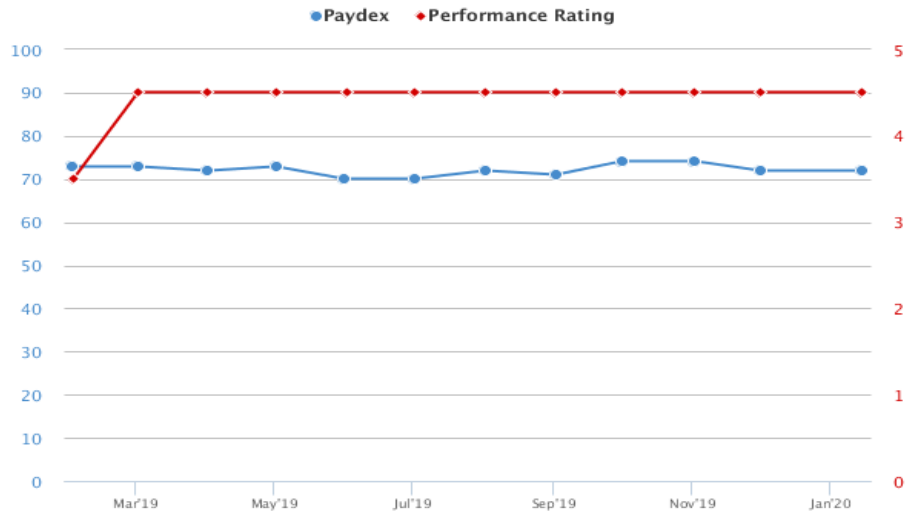
	4151 - School buses
	4131 - Intercity and rural bus transportation
	4119 - Local passenger transportation, nec
	4141 - Local bus charter service
UNSPSC Codes	78111800- Passenger road transportation
NAICS Codes	485410-School and Employee Bus Transportation (pt)
CAGE Codes	4AVD4
Congressional District	1
SME Classification	Not Available
Supplier Diversity	
Minority Owned (US)	No
Minority Business Enterprise	No
African American Owned	No
Asia-Pacific American Owned	No
Hispanic American Owned	No
Native American Owned	No
Indian Sub-Continent American Owned	No
Unknown Classification	No

Women Owned	No
Women Owned Business Enterprise	No
Women Owned (Other)	No
Veteran Owned (US)	No
Veteran Business Enterprise	No
Disabled Veteran (Certified)	No
Disadvantaged Veteran (Certified)	No
Service-Disabled Veteran	No
Vietnam Veteran Owned	No
Veteran Owned (Other)	No
Small Business (US)	No
SBA Certified HUB Zone	No
SBA Certified 8(a) Program	No
SBA Certified Small Disadvantaged	No
Disadvantaged Business Enterprise	No
Certified Small Business	No
Small Business (SBA Size Standard)	No
Green	No
Airport Concession Disadvantage Business Enterprise (ACDBE) (US)	No

SSI And SER



Paydex and Performance Rating



Financial and Legal Indicators

Disaster	OFF
Criminal proceedings	OFF
Financial/Legal	OFF
Operations	OFF
Suits/Judgements	ON
Liens/Claims	ON
Out of business	OFF
Other Special Event	OFF

Government Indicators

Indicator	Value	Family	Company
EPLS	-	OFF	OFF
(Family Information is not available)			
EPA Formal Actions(5yrs)	-	ON	OFF
(Family Members with this Indicator ON) FIRST STUDENT, INC.-This Family			
(Family Members with this Indicator ON) FIRST STUDENT, INC.-This Family			
(Family Members with this Indicator ON)			

Bankruptcy OFF

Financial Characteristics (USD $)

Employer ID Number (EIN): 650545137

Statement Date : NA

Annual Sales : $8,815,003,362.00

Net Income : NA

Net Worth : $0.00

Cash : NA

Accounts Receivable : NA

Total Current Assets : NA

Inventory :NA

Total Assets :NA

Accounts Payable : NA

Total Current Liabilities : NA

Total Liabilities : NA

Current Ratio : NA

Quick Ratio : NA

Total Employees : 58000

Sales/Employees : $151,982.82

Year Started : 1999

Management Control : 1999

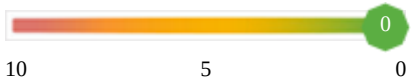
ON OFF OFF OFF

Custom Fields

field1	Not Available
Last Updated On:	Not Available
Last Updated By:	Not Available

Predictive Scores

SSI



Description:

Entities with an SSI of 0 have a failure rate of approximately 0.08% over the next three months.
-Ranks within the lower third of the businesses in the global supply base for risk of ceasing operations or filing for bankruptcy.
-Ranks within the lower third of the businesses in the same country for risk of ceasing operations or filing for bankruptcy.
-Ranks within the lower third of the businesses in the same primary industry in the US for risk of ceasing operations or filing for bankruptcy.

Commentary:

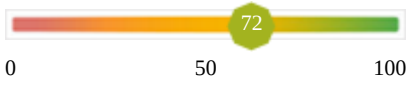
-D&B Composite Credit Appraisal rating is Fair or Limited.
-Limited or no business activity indicated in foreign markets in recent years.
-Proportion of satisfactory payment experiences to total number of payment experiences reported.
-Business belongs to an industry with above average risk of ceasing operations or becoming inactive.

SER

Commentary:

- Evidence of open suits and liens
- Proportion of past due balances to total amount owing
- Proportion of slow payment experiences to total number of payment experiences reported

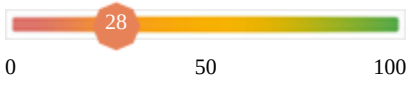
Paydex



Description:

The D&B payment score (Paydex) is a score that assesses the historical payment performance of a business. The score corresponds to an average number of days beyond terms or within terms and is based on all the trade experiences associated with this business in D&B's database. More specifically, the Paydex is a dollar-weighted average of a company's combined individual payment experiences and ranges from 0-100, with higher scores representing businesses that pay their bills more promptly. In most cases, at least three trade experiences are required for the Paydex to be calculated.

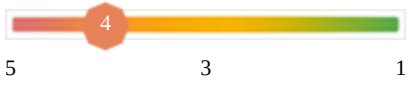
Failure Score (1-100)



Commentary:

- Low proportion of satisfactory payment experiences to total payment experiences
- Composite credit appraisal is rated limited
- UCC filings reported
- High proportion of slow payment experiences to total number of payment experiences
- High number of inquiries to D&B over last 12 months

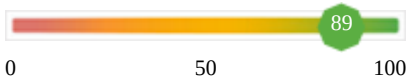
FSS Class



Commentary:

The Financial Stress Score predicts the likelihood of a firm experiencing financial stress over the next 12 months.D&B defines a financially stressed company as one that obtains legal relief from its creditors, ceases business operations without paying all its creditors in full, voluntarily withdraws from business operations and leaves unpaid obligations, goes into recievership or reorganization, or makes an arrangement for the benifit of creditors over the next 12 month period, based on the information in D&B's commercial database

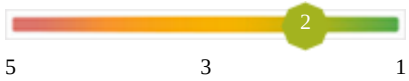
CCS Percentile



Commentary:

The Commercial Credit Score Percentile is a 1–100 ranking where a percentile of 1 has highest probability of delinquency and a percentile of 100 has the lowest probability of deliquency.

CCS Class

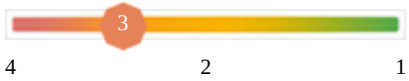


Description:

The Commercial Credit Score (CCS) predicts the likelihood of a business paying its bills in a severely delinquent manner (91 days or more past terms), obtaining legal relief from its creditors or ceasing operations without paying all creditors in full over the next 12 months. D&B defines severe delinquency as a business with at least 10% of its payments 91 days or more past due, based on the information in D&B's commercial database. A Commercial Credit Risk Class of 1-5 is a segmentation of the scoreable universe into five distinct groups where a one (1) represents businesses that have the lowest probability of delinquency, and five (5) represents businesses with the highest probability of delinquency. This Class enables a customer to quickly segment their new and existing accounts into various risk segments to determine appropriate marketing or credit policies. Note: Commercial Credit Scores are not calculated for those businesses designated as "Discontinued at This Location", "Open Bankruptcy", or "Higher Risk". These records are automatically assigned a score of zero (0).

D&B Rating

1R3

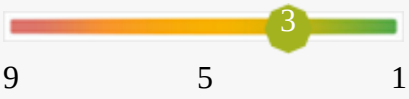


Description:

The D&B Rating is a multi-dimensional risk assessment tool that is comprised of two parts:
(a)The first part indicates the size of the company,based primarily on net worth or issued capital.
(b)The second part assesses the likelihood of failure or overall credit standing.

Viability Rating

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will no longer be in business within the next 12 months. The D&B Viability Rating is made up of 4 components.

3	Viability Score	

Compared to All US Businesses within the D&B Database

The D&B Viability Score is a predictive rating of 1-9 where 1 is the lowest probability of going out of business or becoming inactive over the next 12 months compared to approximately 30M US businesses in D&B's database and 9 is highest probability of going out of business or becoming inactive.

Level of risk:	Low
Businesses ranked 3 have a probability of becoming no longer viable:	3%
Percentage of businesses ranked 3:	15%
Across all US businesses, the average probability of becoming no longer viable:	14%

4

Portfolio Comparison

Compared to All US Businesses within the D&B Database

The D&B Portfolio Comparison is a predictive rating of 1-9 where 1 is the lowest probability of going out of business or becoming inactive over the next 12 months compared to other businesses within the same model segment and 9 is the highest probability of going out of business or becoming inactive.

Model Segment:	Established Trade Payments
Level of risk:	Low
Businesses ranked 4 have a probability of becoming no longer viable:	4%
Percentage of businesses ranked 4 within this model segment:	11%
Within this model segment, the average probability of becoming no longer viable:	5%

B

Data Depth Indicator

Compared to All US Businesses within the D&B Database

The D&B Data Depth Indicator is a descriptive rating of A-G and H-M. A-G is assigned on a report card-like scale where A is assigned to businesses with the highest level of predictive data including compete firmographics, extensive commercial trading activity, and comprehensive financial attributes and G is assigned to business with the lowest level of predictive data including basic identify data only. H-M are special categories that override the A-G rating giving our customers further insight when D&B has confirmation that a business has met one of six risk conditions.

Data Depth Indicator
- Rich Firmographics
- Extensive Commercial Trading Activity
- Basic Financial Attributes

Z

Company Profile

Close

Finanical data	Trade payments	Company Size	Years in Business
Not Available	**Not Available**	**Not Available**	**Not Available**

Compared to All US Businesses within the D&B Database

The D&B Company Profile: descriptive rating A-X and Y-Z where A is the largest, most established businesses with complete, comprehensive data reported in the D&B database and X is the smallest, youngest businesses with basic firmographic data only. Y is assigned to a branch location and Z is assigned to a business that is a subsidiary.

Financial Data:	Not Available
Trade Payments:	Not Available
Company Size:	Not Available
Years in Business:	Not Available

Performance Rating

Global performance

☆ ☆ ☆ ☆ ☆

4151 - School buses

Internal performance

☆ ☆ ☆ ☆ ☆

4151 - School buses

Category	Internal	Global
RELIABILITY How reliably do you think this company follows through on its commitments?	0	0
COST How closely did your final total costs correspond to your expectations at the beginning of the transaction?	0	0
ORDER ACCURACY How well do you think the product/service delivered matched your order specifications and quantity?	0	0
DELIVERY/TIMELINESS How satisfied do you feel about the timeliness of the product/service delivery?	0	0
QUALITY How satisfied do you feel about the quality of the product/service provided by this company?	0	0
BUSINESS RELATIONS	0	0

How easy do you think this company is to do business with?		
PERSONNEL How satisfied do you feel about the attitude, courtesy, and professionalism of this company's staff?	0	0
CUSTOMER SUPPORT How satisfied do you feel about the customer support you received from this company?	0	0
RESPONSIVENESS How responsive do you think this company was to information requests, issues, or problems that arose in the course of the transaction?	0	0

Top Competitors

Company	DUNS	Location	Sales(USD $mil)
Transdev North America, Inc.	26-050-9716	Lombard,United States	$2,454
Mv Transportation, Inc.	10-418-3132	Dallas,United States	$916
Student Transportation of America, Inc.	00-960-6281	Wall Township,United States	$2,007
Trailways Transporation System Inc	Not Available	Fairfax,United States	$0
Coach Usa, Inc.	83-223-0705	Paramus,United States	$749
National Railroad Passenger Corporation	05-736-6221	Washington,United States	$3,386
Southwest Airlines Co.	05-532-9262	Dallas,United States	$21,965

American Airlines Group Inc.	07-256-0154	Fort Worth,United States	$44,541
NATIONAL EXPRESS GROUP PLC	76-687-7096	Birmingham,United Kingdom	$3,131

First Student

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ILLINOIS SECRETARY OF STATE
SAFE RIDE PROGRAM

APPENDIX M

APPENDIX M: ILLINOIS SECRETARY OF STATE SAFE RIDE PROGRAM

Claire Miller is in and will maintain compliance with the Illinois Secretary of

Printed or Typed Name of Contract Provider

State Safe Ride Program as it pertains to school bus transportation.

Contract Provider:

First Student,. Inc.

Printed or Typed Name of Contract Provider

By: Claire Miller

Date: 3/16/2020

Subscribed and sworn to before me:

This 16th day March, 2020.

Notary Public

NOTARIAL SEAL
STATE OF OHIO

ANDREW WESLEY PUGH
Notary Public, State of Ohio
My Commission Expires 05-20-2024

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LITIGATION / REGULATORY PROCEEDING LIST

LITIGATION / REGULATORY PROCEEDING LIST

First Student is the largest supplier of private school bus services in the United States and Canada. It operates over 44,000 vehicles on a daily basis. Within the scope of those operations and in the ordinary course of its business, First Student is both the plaintiff and the defendant in a number of legal proceedings covering a variety of claim types. Management of First Student does not believe that any currently pending litigation has a material impact on the operations of First Student or on its ability to perform under the proposed contract. To the extent that Oswego Community Unit School District 308 is interested in particular details of specific litigation or claims, First Student will make arrangements for counsel to Oswego Community Unit School District 308 to discuss appropriate information with First Student's counsel, subject to applicable confidentiality requirements.

On occasion, First Student will receive a complaint from a regulating entity, which is expected for a company of First Student's size. Overall, given the size of First Student, the amount and type of complaints are small and minor in a nature. The requested data would be erroneous to compile and would provide little or no useful insight to the District. First Student has an excellent safety record and a good reputation with relevant regulating entities.

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CONTRACTOR LINE OF CREDIT

J.P.Morgan

JPMorgan Chase Bank, N.A.
383 Madison Avenue
New York, New York 10179

January 02, 2020

First Student, Inc.
600 Vine Street
Suite 1400
Cincinnati, OH 45202

Ms. Cahall:

We, JPMorgan Chase Bank, N.A. (the "***Bank***"), are writing to you at the request of First Student, Inc. (the "***Company***"), an affiliate of FirstGroup PLC ("***FirstGroup***"), which has requested that the Bank provide you with a letter summarizing our banking relationship with the Company.

We are pleased to confirm that as of the date hereof i) FirstGroup has maintained a DDA with the Bank for over 19 years, ii) FirstGroup maintains a low eight-figure balance, iii) the Bank extends credit to FirstGroup, and iv) our dealings and experience with the Company have been conducted in a satisfactory manner.

We trust that the above information is sufficient for your purposes.

The information in this letter is provided as an accommodation to your inquiry. This letter and any information provided herewith are furnished on the condition that they are strictly confidential, that no liability or responsibility whatsoever in connection herewith shall attach to the Bank or any of its affiliates or its or their respective officers, employees or agents, and that this letter makes no representations regarding the general condition of the Company, FirstGroup, their respective management, or their future ability to meet their respective obligations. Any information provided is subject to change without notice.

Very truly yours,

JPMORGAN CHASE BANK, N.A.

By_____
Name: Odette Smalley
Title: Executive Director

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MANUFACTURER'S LETTER

Thomas Built Buses, Inc.
PO Box 2450 (27261)
1408 Courtesy Road
High Point, NC 27260
336-889-4871 Phone
336-889-2589 Fax

Mar 13, 2020

Ms. Dawn M. Simosky
Director of Transportation
Oswego Community Unit School District 308
Contact: Mr. Michael Ensign
550 Stonehill Rd
Oswego, IL 60543

Dear Ms. Simosky,
This letter is to inform you that Thomas Built Buses ("TBB") and First Student currently have a contractual agreement ("agreement") in place. Under the terms of this agreement, TBB assures that First Student has prioritized and reserved production slots, with sufficient quantity to fulfill certain client contracts requiring new buses.

Buses provided by TBB for First Student:

VQR#	Quantity	Type	Fuel	# Passengers	Other	Order Received Date	Est. Start Date	Est. Start Delivery Date	Est. Finish Delivery Date
22025	27	A	Gas	30		4/20/20	6/8/20	7/27/20	8/10/20
22026	3	A	Gas	12+2	Lift	4/20/20	6/8/20	7/27/20	8/10/20

Sincerely,
Gray Swaim
Phyllis Summey

Gray Swaim
Phyllis Summey
Direct Sales Account Manager
Thomas Built Buses, Inc.

Thomas Built Buses, Inc. is a subsidiary of Daimler Trucks North America LLC, a Daimler company.

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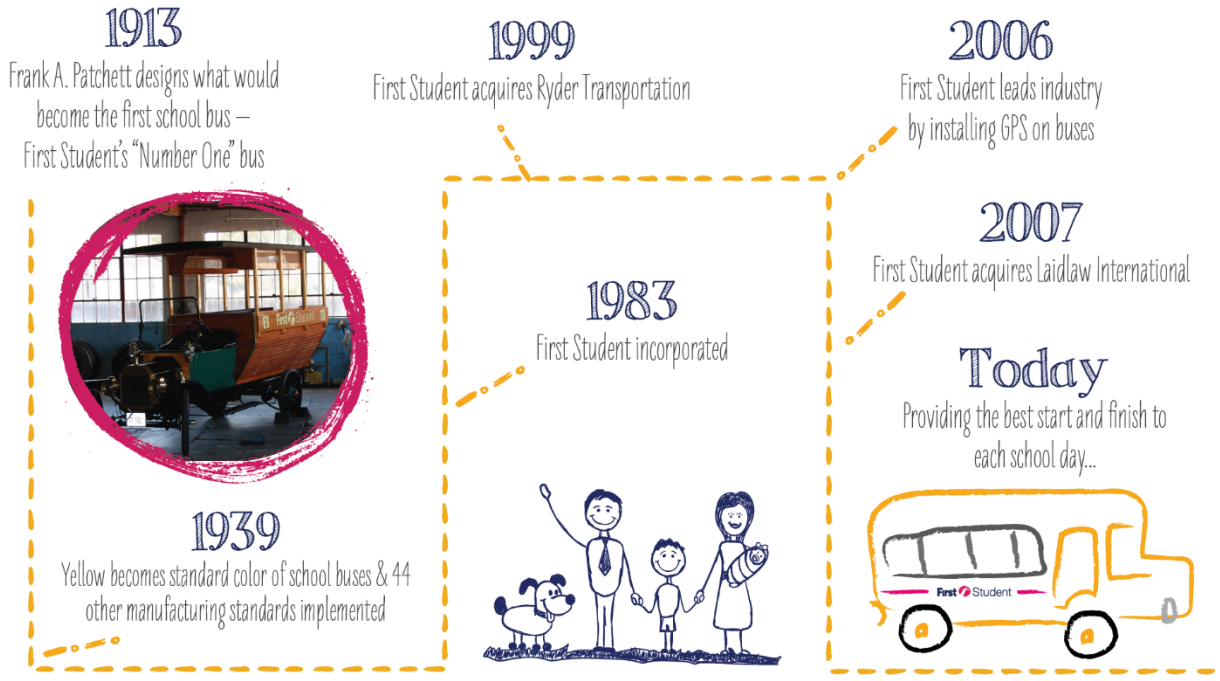
CONTRACTOR RESUME

COMPANY BACKGROUND

FIRST STUDENT'S HISTORY

We have more than a century of experience providing safe and reliable student transportation. Our company history traces back to 1913 when Frank A. Patchett of the Patchett Bus and Transportation Company rallied together his limited resources to develop a transportation solution to address the challenge of rapid population growth in his hometown of Newman, California. Using a Ford Model-T frame, he attached bench seats, wood paneling and a roof to the truck's flatbed — a preliminary design that would go on to become the yellow school bus we know and love today. Patchett's bus, now known as First Student's "Number One" bus, is so significant and symbolic to the community that it is incorporated into the city's crest. Today, the City of Newman remains a valued member of the First Student family and our celebrated 105-year-old bus exemplifies the strength and longevity of our community relationships. Our solid reputation and record of performance demonstrates our ability to deliver on our promises.



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COMPANY OVERVIEW

FirstGroup America Family of Companies

First Student, Inc. is a member of a family of companies that make up FirstGroup America, the largest provider of safe, reliable and sustainable ground passenger transportation services in North America. FirstGroup America is the North American operation of FirstGroup plc, a more than $6 billion global transportation company, with a vision to transform travel by providing services that help create strong, vibrant and sustainable local economies.

Our broad transportation footprint gives us a breadth and depth of expertise across different regulatory and contractual requirements. You can be confident that whatever the specific challenge is, somewhere across our business we have already identified and implemented a solution.

First Student

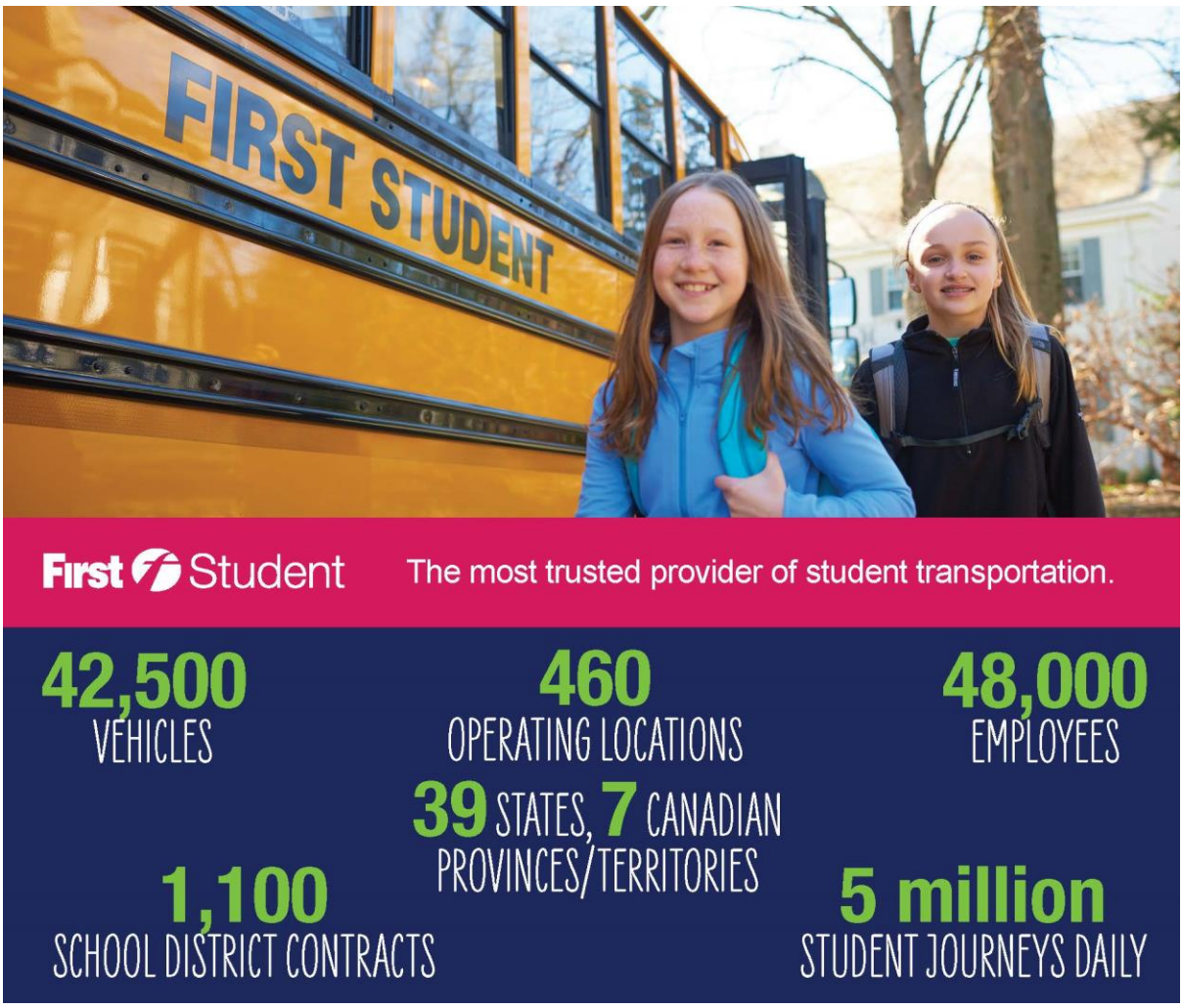
Key Facts: 1,100 school districts served; 5 million student journeys per day across the U.S. and Canada; 42,000 vehicles operated and maintained; 48,000 employees.

First Transit

Key Facts: 12,600 vehicles owned or operated; 340 million passengers a year; 19,000 employees; services include transit management, paratransit, campus transit, shuttle, healthcare transportation, bus rapid transit and rail.

First Vehicle Services

Key Facts: First Transit's fleet maintenance solution; provides ancillary support services for public sector costumers, including law enforcement, fire, and emergency and municipal services.



First Student's 460 locations provide the best start and finish to the school day for the students and families we serve. We offer large and small school districts tailored, cost-effective solutions spanning full-service transportation and management, special-needs transportation, route optimization, maintenance and charter services.

Corporate Headquarters:
First Student, Inc.
600 Vine Street, Suite 1400
Cincinnati, Ohio 45202

Proposal Contact:
Michael Ensign
Director of Business Development
(513) 504-6610
Michael.Ensign@firstgroup.com

Classification:
Corporation
Incorporated in Delaware, 1983

Federal ID#:
59-2364035

Executive Leadership:
President: Paul Osland

Regional Leadership:
Senior Vice President: Roger Moore
Region Vice President: Leslie Norgren

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COMPANY VALUES

Our focus is on connecting schools with the communities they serve. Driven by our vision and values, we are a customer-centric organization with a solid commitment to Oswego.

INDUSTRY ASSOCIATIONS

First Student plays an active role in several professional trade associations representing the student transportation industry. We work collaboratively with our colleagues to raise the bar for transportation service and deploy best practices in safety, efficiency and innovation.

National Safety Council - a non-profit organization that serves as the nation's leading resource on industry trends, professional development, and strategies for advancing safety and health programs and practices.

National Association for Pupil Transportation (NAPT) - supports and develops professionals who are "front-line" employees receiving communication, leadership, education, advocacy, anti-bullying training, professional development and other resources.

National School Boards Association (NSBA) - the nation's leading advocate for public education. Working with state associations, NSBA advocates for equity and excellence in public education through school board leadership.

The School Superintendent Association (AASA) - advocates for equitable access for all students to the highest quality public education and develops and supports school system leaders.

National Association of State Directors of Pupil Transportation Services (NASDPTS) - provides leadership, assistance and motivation to the school transportation community with the goal of providing safe, secure, efficient, economical and high-quality transportation to schoolchildren on their trips to and from school and school-related activities.

American Bus Association (ABA)- pursues opportunities by closely monitoring key legislative and regulatory developments, safeguards the rights of motor coach operators, protects members from inequitable business regulation, and keeps members informed

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SENIOR LEADERSHIP BIOS

The First Student senior leadership team is responsible for making sure we deliver on our promise to keep your students moving and your community prospering. To learn more about our full leadership team, visit our website: **http://www.firststudentinc.com/about/our-people/leadership.**

"We play a critical role in the lives of the millions of students we transport every school day, including many of the country's most vulnerable children. I believe First Student has the strongest commitment to driver training, maintenance and safety."

President

Paul Osland

President Paul Osland joined FirstGroup America in 2016. Paul's responsibilities are to drive high standards and innovation, while overseeing the safe operation of more than 42,000 yellow school buses and a dedicated team of 48,000 employees across North America. Paul brings more than 25 years of leadership and operations experience across industries that include telecommunications, broadband construction, general construction, logistics and transportation. He most recently served as Chief Facilities Officer for Chicago Public Schools (CPS), a $6 billion-dollar educational enterprise serving 400,000 students in more than 600 schools. Prior to being named Chief Facilities Officer, Paul served as Executive Director of Transportation for CPS.

Paul holds a Bachelor of Arts in Economics from DePauw University and post-graduate executive development studies in marketing and finance from the University of Chicago.

"There are many advantages to working with an experienced school transportation services partner. The efficiencies and cost savings we generate can help to keep district resources where they are needed most – in the classroom."

Senior Vice President/Chief Financial Officer

Scott Spivey

Senior Vice President and Chief Financial Officer Scott Spivey joined FirstGroup America in 2015. His Shared Services accountabilities include leadership of the tax, cash management, budgeting, forecasting, governance, bid pricing and controller functions. Scott also leads financial planning and analysis, as well as mergers and acquisitions for First Student.

Scott brings more than 25 years of broad-based global finance, operational and general management experience across multiple industries. Prior to joining FirstGroup America, Scott served as senior vice president of finance for CHEP Global Pallets, the leader in pallet and container pooling services specializing in the leasing of reusable pallets, crates and containers with associated logistics services, operating in more than 50 countries.

Scott earned his Bachelor of Arts in Accounting from Clark Atlanta University and his Master of Business association from the University of St. Thomas in St. Paul, Minnesota.

Chief Operating Officer

Dean Suhre

Chief Operating Officer Dean Suhre is responsible for all regional operations of First Student, with a focus on improving operational discipline and compliance down to the location level.

Dean is a 17-year veteran of the school bus industry, beginning his career with Laidlaw Education Services prior to the FirstGroup acquisition in 2007. He has held various finance and operations support positions, including Chief Financial Officer, for First Student from 2008-2011.

Dean co-led Mission 1, an important reorganization and transformation project for First Student, which resulted in significant overall improvements in safety, results, customer service and employee satisfaction. He has also led the development of various technological advances and other operational improvement initiatives at First Student.

Dean earned his Bachelor of Science in Accountancy from Southern Illinois University Edwardsville and his Master of Business Administration with honors from Webster University.

"The way we impact the education process is by ensuring kids have a safe, reliable way to and from school each day. When we do that, we become more than a transportation services provider – we become a partner to the K-12 community."

Senior Vice President, Safety

Darryl Hill, Ph.D., CSP

Senior Vice President, Safety Darryl Hill, Ph.D., CSP oversees Safety for FirstGroup America. He brings 30 years of safety experience to our organization. His background spans diverse organizations that include information technology, manufacturing, engineering and healthcare. Most recently, Darryl served in a leadership role at Abbott Laboratories, as Corporate Director, Global Environmental, Health and Safety Governance and Product Stewardship. In this role, he led global policy setting, standard development, auditing and compliance assurance, for the company's Environmental, Health and Safety programs.

Prior to Abbott, Darryl held leadership positions at Johnson Controls, including Vice President, Global Health and Safety. He also served in leadership roles at ABB, Inc. where he was Vice President, Safety and Health.

In addition to Darryl's professional accomplishments, he has held leadership positions within the safety industry including serving as President and member of the Board of Trustees of the American Society of Safety Engineers, the country's oldest professional safety organization. Darryl is editor and contributing author of *Construction Safety Management and Engineering*.

For more than 20 years, Darryl served as Adjunct Assistant Professor at Oakland University. He's written several books and numerous articles on safety-related subjects, all published in peer-reviewed journals.

Darryl earned his bachelor's degree in occupational safety from Iowa State University and his master of science in hazardous waste management from Wayne State University. He earned his Ph.D. in educational leadership from Oakland University and he is currently earning master's in business administration from Southern New Hampshire University.

"I am passionate about the education process and safety of the K-12 community. It is imperative that we ensure the safety of our children by deploying industry best practices and technological innovation. Our customer commitment and high standards for safety performance is key to our K-12 partnership."

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Senior Vice President, Human Resources and Labor Relations

Tom Secrest

Senior Vice President of Human Resources and Labor Relations Tom Secrest oversees management of all corporate and field HR and labor relations for FirstGroup America.

Tom has over 20 years of experience in the school bus industry, beginning his career with Ryder Public Transportation Services, predecessor company to FirstGroup America, in 1997.

Over the years Tom has had recent steady promotional advancement into leadership roles of increasing responsibility with First Student, First Transit and FGA Shared Services. His leadership responsibilities have included Labor Relations, Field HR, Corporate HR, and at present all Labor Relations and HR functions in North America. Prior work history includes both governmental and private law firm positions.

Tom earned his bachelor's degree in industrial labor and labor relations from Cornell University. He also earned his juris doctorate from University of Dayton School of Law.

"Nothing is more important than hiring and developing good people. We strive to have our drivers and staff be a positive part of the school day for our K-12 student passengers."

Senior Vice President, Maintenance

Todd Hawkins

Senior Vice President of Maintenance Todd Hawkins oversees management for all 500 maintenance operations for FirstGroup America.

Todd has more than 30 years of experience as a manager of maintenance. He is responsible for FirstGroup's maintenance activities which include school buses, transit contracting systems operating fixed-route, paratransit, trolley, shuttle, and over-the-road vehicles. Todd's focus is on managing our maintenance quality assurance programs and implementing innovative methods to improve efficiency and bring accountability to our clients.

He and his staff offer technical assistance, training, and best-practice information to FirstGroup's maintenance operations and can provide technical assistance as necessary to the 2,600 fleet maintenance staff.

Prior to FirstGroup, Todd held leadership positions at Ryder Truck Rental including Mechanic and Assistant Supervisor and Maintenance Manager.

Todd earned his degree in diesel technology from Atlanta Area Technical College.

"At First Student we do not just pride ourselves on the best-in-class maintenance to provide the safest assets on the road, but we do it for the right reasons. We do it every day with safe drivers in safe vehicles that we may transport OUR families SAFELY."

MANAGEMENT AND OPERATIONS SUPPORT

YOUR LOCAL TEAM

As Oswego Community Unit School District 308's incumbent provider, our aim is to uphold our positive working relationship by continuing to work side-by-side when tackling issues or exploring opportunities - achieving the highest standards throughout the district's school transportation system is our shared goal.

The following is our proposed operations team if all business is awarded. Staffing will be adjusted accordingly if General Education and Special Education transportation is awarded to separate contractors:

- Location Manager
- Assistant Location Manager
- Safety Coordinator
- Dispatcher (2)
- Technicians (3)

Location Manager

Linda Ondrus

Our location manager is Oswego Community Unit School District 308's point person and designated contract administrator. They ensure your needs are met in a timely manner; issues are satisfactorily resolved; and additional training and resources are made available as needed.

Specific location manager responsibilities include, but are not limited to, the following:

- Screening, hiring, training and counseling drivers
- Ensuring compliance with school district, state, federal and First Student policies and procedures
- Leading location safety plan
- Monitoring and coordinating effective emergency response actions, including poor road conditions or severe weather
- Overseeing fleet planning, routing and maintenance
- Ensuring all required performance reports are submitted to your school district

Location Manager, Linda Ondrus oversees the overall performance of First Student's Naperville location. Her main responsibilities include customer service, community engagement and management location financials. As location manager, Linda works with her assistant location managers, shop managers, safety trainers, dispatchers, drivers to ensure they have the guidance and resources they need to provide safe, dependable student transportation.

Linda joined First Student in 2000. She brings 20 years of experience in student transportation, including customer care/ communications, problem solving, team building, driver training and support. Prior to First

Student, Linda served as operations manager for a limousine transportation company. Her responsibilities were marketing, sales, event planning, customer service, security, and driver training.

Linda is a graduate of Robert Morris University, holding a bachelor's degree in business with a minor in human resources. She is a Smith System defensive driving instructor, has done A.D.I. Training, and State instructor in school bus training for the state of Illinois. Linda is a member of the National Association of professional women, Toast Masters, and a member Illinois Association Pupil Transportation. She works closely with Regional office of Education DuPage and the North cook intermediate service center.

Assistant Location Manager

Juan Cortes

Our assistant location manager works with dispatch to ensure home to school routes are covered in a timely and efficient manner. He interfaces with drivers about their concerns and performance issues, investigates client complaints and coordinates resolution.

Specific assistant location manager responsibilities include, but are not limited to, the following:

- Watching driver roll-outs and roll-ins to monitor safety issues
- Identifying obvious mechanical problems (e.g., broken lights)
- Monitoring driver pre-trip and post-trip inspections
- Ensuring achievement of on-time performance goals, working with school district staff, drivers and dispatch
- Monitoring driver safety and making Injury Prevention (IP) contacts with drivers to identify and resolve safety issues
- Participating in safety meetings
- Initiating disciplinary action for drivers (e.g., absence, tardiness) consistent with company policy
- Coordinating summer school requests, working with school staff and location manager
- Ensuring dispatch staff assigns spare drivers and buses as required or provide on time coverage of routes

Assistant Location Manager Juan Cortes oversees the overall performance of First Student's Ramm location. His main responsibilities include providing quality customer service, overseeing daily operations and preparing invoices. As Assistant Location Manager, Juan works with bus drivers, trainers, dispatch and mechanics to ensure they have the guidance and resources they need to provide safe, dependable student transportation.

Juan joined First Student in 2017. He brings 3 years of experience in student transportation, providing excellent customer service, proficient knowledge/use of computer programs to provide accurate data and maintaining a professional standard for all drivers. Prior to First Student, Juan served as Lead Armed Security for a gated community. His main responsibilities were to provide quality customer service, investigate/resolve community concerns and provide a sense of security for all community members/guests.

Juan Cortes has attained an Associates Degree in Criminal Justice, has various armed security licenses and holds a Class B CDL.

Safety Coordinator

Our safety coordinator works with our region safety manager, location manager and technician-in-charge to ensure safety provisions are in-place and being adhered to with shared accountability. He/she performs analysis and works with the location team to develop recommendations for improvement.

Specific safety coordinator responsibilities include, but are not limited to, the following:

- Conducting and documenting investigation for all serious events

- Assisting in developing actions and ensuring lessons learned are implemented, shared and followed up on
- Sharing best practices and solutions or new ideas on problem solving at locations managed by the position
- Helping locations determine proper remedial actions in the aftermath of a safety event, including retraining and participating in the discipline decision
- Guiding location on compliance with First Student policies and Standard Operating Procedures (SOPs), as well as applicable laws and regulations, provide visibility of location compliance scores to regional and senior team
- Preparing monthly reports and analysis of safety performance, identifying trends and corrective actions
- Assisting HR/location manager with driver recruitment, retention, and training deficiencies
- Working with area general manager and location manager to carry out or cascade division or group wide activities and actions
- Verifying location compliance with new driver training/experienced driver training standards and conducting quality assurance

Dispatcher

Our dispatchers are responsible for bus routes, bus readiness and driver assignments. They are essential to the success of daily service and must be effective in communicating and responding to the adaptive nature of our day-to-day business.

Specific dispatcher responsibilities include, but are not limited to, the following:

- Checking drivers in before each AM and PM route
- Notifying the location manager of any absent personnel and assisting the manager in immediately obtaining substitutes
- Assisting in developing and scheduling routes, route changes, placement of new stops and determining transportation eligibility
- Monitoring two-way radio communications and assisting drivers in the on-time and safe transportation of their passengers
- Maintaining dispatch logs, route sheets, vehicle status reports, associated licensing and coordination of required bus maintenance
- Completing route updates and report forms (time-off requests, late bus reports, etc.) as required by the terms of the contract
- Supporting communication with school personnel and parents who make inquiries and requests regarding daily routes and trips
- Controlling and monitoring driver hours to help ensure fair distribution of work and assignment budgeting

Technician

Our technician supports our shop manager/technician-in-charge. He/she is responsible for taking a proactive approach to maintenance and repairs by identifying and communicating issues before they become problems.

Specific technician responsibilities include, but are not limited to, the following:

- Performing vehicle preventive maintenance to company standards
- Reassembling, cleaning, and re-installing components as assigned
- Maintaining a safe, clean team work area
- Moving vehicles between job and work area
- Communicating professionally with customers and supervisors
- Assisting in parts procurement
- Documenting work in maintenance information system (MIS) program

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TRAINING AND PROFESSIONAL DEVELOPMENT

Our local management and office staff receive training customized to the specific needs of the location serving Oswego Community Unit School District 308. Through our e-learning portal, FirstGroup America University, personnel can complement their site-based training by pursuing further professional development through self-directed learning plans.

Location Manager On-Boarding

All new location managers, or those new to the location manager role; assistant location managers; candidates being primed for the location manager role; and new area general managers participate in First Student's 4-day Location Manager Onboarding.

The curriculum has a strong focus on safety, operational efficiency, customer service, maintenance and finance. Designed for active engagement and hands-on learning, the average class includes 12-15 participants and covers approximately 30 hours of management training and system simulations led by subject matter specialists and senior leadership staff.

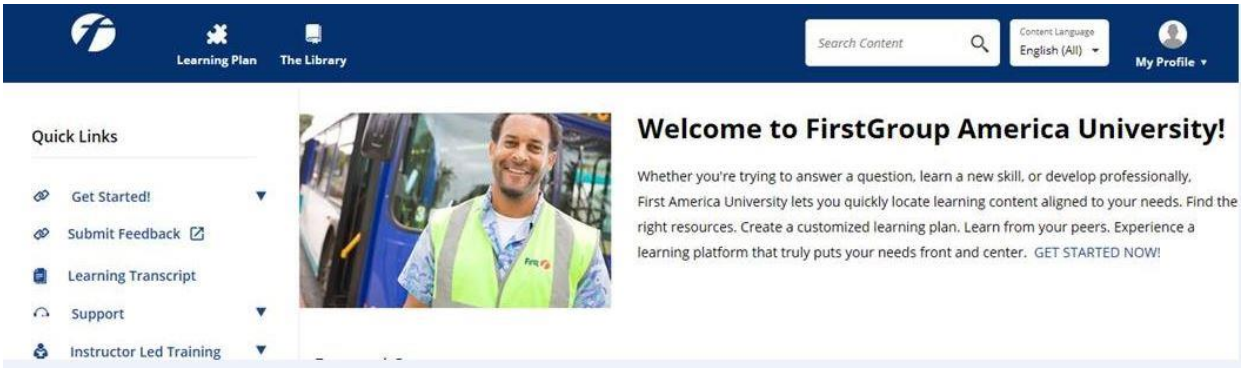
FirstGroup America University

Through our e-learning portal, FirstGroup America University, personnel can supplement their site-based training by pursuing further professional development through self-directed learning plans. Courses are continuously improved in the training library and are customized to meet role-specific training needs.

One of our curriculums designed includes our customer service training platform called Customer First. Customer First is training we created in response to our customer feedback which is how we develop our training. A monthly assignment is required of staff through blended learning. Our staff starts by taking an online course backed up by an instructor led discussion.

FirstGroup America University has implemented course requirements for our maintenance team's lean shop program to help achieve our bronze, silver and gold wrench awards. Please see our "Maintenance Program" section for more information on our Lean Sigma Shop Practices.

Online courses and learning programs have been developed utilizing our collective subject matter expertise in the transportation industry to support our First Student locations in overcoming challenges with driver shortages. Our interview certification program provides our frontline employees with the resources to increase our compliance with local, federal and company regulation, and more importantly, ensure our candidate experience is welcoming, positive, and consistent with our company core values. First Student has the capacity to improve candidates experience by training our frontline employees. Our goal is for all the new candidates and employees to feel welcome to First Student.



LOCATION SUPPORT STRUCTURE

Operations Support Team

Our Central Operations Support Team, made up of specialists in data integrity, analytics and transportation technology, is an extension of your local transportation team. Each First Student location is assigned a dedicated operations analyst to serve as the point of contact for direct and timely support in key areas of operations: routing, dispatch and reporting, FOCUS™ and customer-facing technology.

Operations Advisory Team

The First Student Operations Advisory Team is a focus group of front line managers who engage in bi-monthly conference calls with company leadership around company initiatives and management tools. This team helps to identify and address pain points; develop well-timed roll-outs; and ensure clear direction is given to our locations.

Shared Services Model

We are actively drawing insights from our locations across North America to maximize economies of scale, subject matter specialization and proven best practices in the transportation industry. Certain

administrative and technical support services are centralized to this end. These include functions such as IT help desk services, payroll and benefits, AP and AR, talent acquisition, procurement, real estate, legal, maintenance and engineering, safety and security, performance improvement, and insurance and risk management.

INTERNAL AND EXTERNAL COMMUNICATION

During the service transition process, our area general manager and director of business development are responsible for establishing proactive communication systems and maintaining communication with Oswego Community Unit School District 308's administration. Once operations are fully active, our location manager is your main contact for all daily service matters.

The communication planning process could include, but is not limited, to:

- meeting with Oswego Community Unit School District 308 administration to align on service expectations;
- establishing protocol for regular meeting frequency, emergency notification, late bus notification, parent communication, etc.; and
- agreeing to a standard issue resolution process.

Expert District Communications Support

First Student's communications team is available to support Oswego Community Unit School District 308 and our location staff in creating student transportation messaging. Should the district ever have the need or desire for assistance, our team can offer an additional layer of expertise in developing and carrying out a school transportation communications strategy as well as direct support with creating clear and effective announcements, news releases and event promotions.

Media Relations

Whether issuing good news or managing crisis communication, First Student offers counsel and/or full assistance with media relations matters. We work in close partnership with Oswego Community Unit School District 308 as needed to develop appropriate messaging and disseminate breaking news affecting Oswego. Our team monitors the First Student Media Line so we are accessible to newspaper, radio and television media 24 hours a day, seven days a week.

Promotion and Engagement

To help boost your outreach efforts in key areas, such as safety awareness, bus ridership or other transportation related topics, First Student offers a variety of materials and resources as well as direct support:

- Awareness and educational materials (i.e. back-to-school toolkit, "Love the Bus" month toolkit, first time rider tips, etc.)
- Event promotion items (i.e. flyers, media alerts, safety certificates, coloring books, etc.)
- Templates and tools for local project planning and community outreach
- Partnership on school bus programs

Parent Resources and Toolkits

We provide parent resources covering several safety and ridership topics, such as:

- School bus safety tips and safety features
- First time rider
- Bullying information
- Pedestrian safety
- Distracted walking
- Winter safety tips

PERFORMANCE MANAGEMENT

We provide tools and resources to help our location managers focus on the specific needs of their operations and plan more effectively. These include integrated technology systems; performance measurement feedback tools; and technical assistance accessed through a single point of contact.

Management Tools and Reporting

To help our locations drive continuous improvement, our performance improvement team captures and summarizes key metrics linked to each location's daily performance. This tool helps our manager easily extract actionable safety and service insights, which he or she uses to have data-driven coaching conversations. Additionally, our centralized performance improvement team also tracks and reports KPI rankings by location. This has resulted in a friendly competition among our locations to move up in the ranking while driving operational excellence company wide.

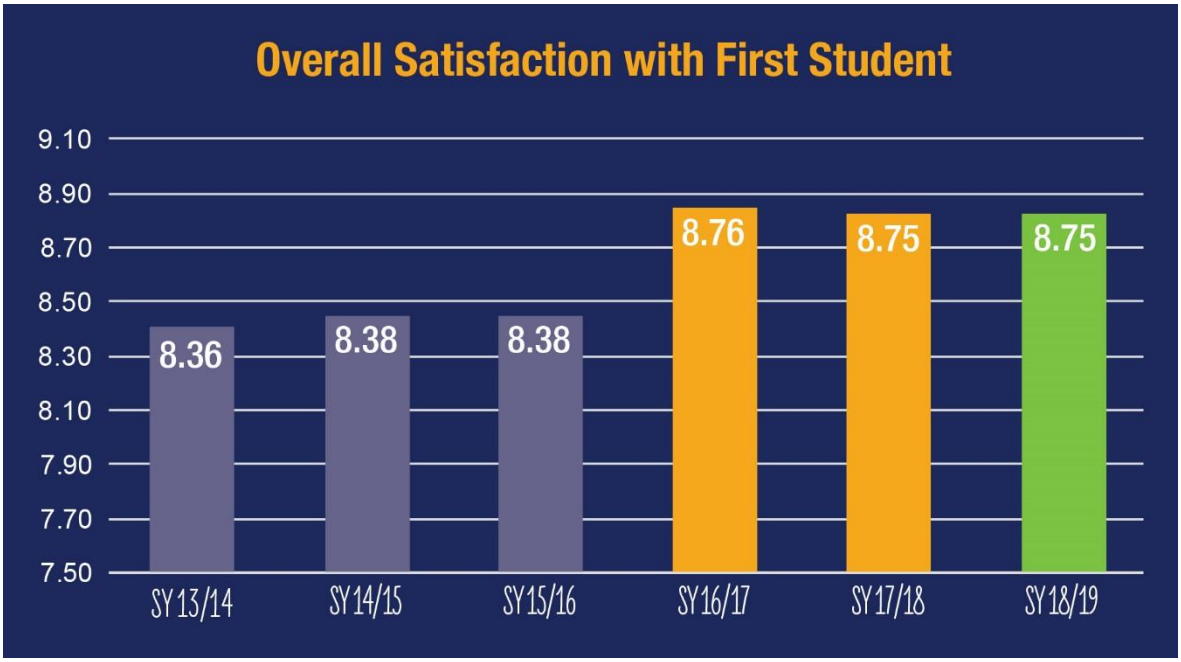
Building a Performance Culture Among Drivers

Part of our location manager's role is to reinforce First Student's company values of accountability, teamwork and commitment to customers within his or her location's culture. The data made available by our integrated systems and tools makes it possible to create programs and competitions based on measurable metrics, such as safe driving record or on-time performance. By using Automatic Vehicle Locator (AVL) messages transmitted from each vehicle's GPS unit to First Student's FOCUS™ system, for example, we can correlate driver, vehicle and route-level data.

CUSTOMER FEEDBACK METHOD

First Student contracts with an independent, professional research company to conduct our annual customer satisfaction survey. The survey covers key areas of service and customer experience, including start-up, daily operations and driver/monitor performance, which enables our team to improve in ways that matter most to our customer. It also helps shape the future of our business overall. At times, we conduct additional focus groups or advisory panels to dig deeper into topic areas.

The table below shows the average customer satisfaction scores from 2013-2019 as measured by our customer survey.



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REGION MANAGEMENT TEAM

Our region management team has direct oversight of the location team serving Oswego Community Unit School District 308. They provide resources and guidance in key functional areas of operations: finance, safety, maintenance and human resources. The area general manager's role is to act on behalf of the senior vice president to provide oversight of local operations, as well as more frequent contact with customers in the region.

Senior Vice President, Operations

Roger Moore

Our senior vice president (SVP) is responsible for all operations in his region. The SVP oversees the full regional staff, providing senior leadership that directly supports our locations. He is in continuous communication with his region team, ensuring the success of our partnership with your district, while guaranteeing our organization-wide standards of safety, fiscal responsibility, credibility and customer service.

Senior Vice President Roger Moore provides operations leadership and oversight for First Student Central Region, which includes 124 locations in 9 Midwest states, more than 10,000 buses and an annual revenue over $530M. Roger brings deep operations experience and knowledge of the area's geography and customers to this position. With more than 10 years with First Student, he has a mixture of both operations and sales experience in the transportation industry.

Before joining First Student, Roger served as a region vice president and director of sales for Lucent Technologies Worldwide Services.

Roger is also a retired U.S. Army Lieutenant Colonel, with 20 years of service in a variety of command and staff positions across the United States and overseas. He served in the Invasion of Panama, Desert Shield/Storm and Bosnia. His commendations include the Legion of Merit, the Bronze Star, **seven** Meritorious Service Medals and other decorations.

Roger is a graduate of the United States Military Academy at West Point and the U.S. Army's Command and General Staff College. He also has a Master of Science in Management from the Naval Postgraduate School.

Region Vice President

Leslie Norgren

Our region vice president provides direct support to Area General Managers (AGMs), District Managers (DMs) and Senior Location Managers (SLMs) in her operating region.

Region Vice President Leslie Norgren manages the overall performance of 24 locations and over 3,550 First Student buses in northern Illinois. She also represents First Student in all contract and labor negotiations in that part of the state. As area general manager, Leslie works with our area managers to ensure they have the guidance and resources they need to provide safe, dependable student transportation.

Leslie joined First Student in 2017. She brings over 30 years of experience in supply chain, logistics, procurement and operations management. Prior to First Student, Leslie served as chief procurement officer at Chicago Public Schools creating category strategies in transportation, facility management and nutrition services. Prior to Chicago Public Schools, Leslie held various positions at Ryerson Steel Inc. including operations general manager, vice president of materials and chief procurement officer.

Leslie earned a bachelor's degree in Industrial Engineering from the University of Wisconsin and an MBA from DePaul University.

Area General Manager

Leslie Norgren

Our area general manager (AGM) is an experienced senior manager that provides an additional layer of oversight to multiple locations in a select geographic area. The AGM acts on behalf of the Senior Vice President (SVP), providing more frequent contact with employees and customers. Working collaboratively with the entire region staff, the AGM provides continuous monitoring of all areas of our operations; she leads and develops action plans with the location managers addressing any location performance gaps.

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Leslie earned a bachelor's degree in Industrial Engineering from the University of Wisconsin and an MBA from DePaul University.

District Manager

Jason Kierna

Our district manager Provides operational oversight, day-to-day management, customer interface, and required reporting and compliance mandates (both internal and external) for a specific area within a region.

District Manager Jason Kierna joined First Student in 2017. He currently oversees six First Student locations and 1,070 buses throughout Northern Illinois. As District Manager, Jason works closely with his team to ensure that they are delivering quality service to the students, families, and communities that depend on First Student every single day. Jason also works with his team to quickly adopt new processes and technologies that will deliver additional value to his customers.

Before joining First Student, Jason spent 11 years as a civil servant in the United States Army, the Chicago Transit Authority and the Chicago Public School System. His most recent positions held were Chief Facilities Officer for Chicago Public Schools, Regional Director of Bus Operations for the Chicago Transit Authority and Intelligence Sergeant/Drill Sergeant in the United States Army.

Jason holds multiple leadership and training certifications from the United States Army and also has multiple certifications from the Transportation Safety Institute for safety specific course work related to transportation.

Region Safety Manager

Travis Gidner

Our region safety manager (RSM) provides leadership, guidance and the necessary tools to implement safety processes at the local level. The RSM leads by example so that all team members adhere to the highest standards in safety.

Region Safety Manager Travis Gidner oversees safety management of 53 Midwest locations in First Student's Central Region. His responsibilities include risk management, loss reporting and loss reduction plans, regulatory compliance and frontline location support. Certified as a Safety Leadership Coach through Aubrey Daniels International in 2016, he leads behavioral safety initiatives with management teams throughout his region. In 2019, Travis was further certified through Aubrey Daniels International as a Safety Leadership Trainer to instruct multiday Behavior-Based Safety Leadership Courses for Field Location Staff. Additionally, Travis is an active member of the American Society of Safety Professionals (ASSP).

Travis joined First Student in 2015. He has a diverse background in organizational management, safety leadership, quality assurance and program development from his time spent working for NASA and in the United States Air Force. During his time with these organizations, he held positions as an Aerospace Life Support Systems Engineering Technician, Aircraft Escape Systems Quality Assurance Inspector and Production Operations Manager.

He graduated with a Bachelor of Science in Business Management with Honors from the University of Phoenix and is a member of the Delta Mu Delta International Honor Society in Business.

Region Maintenance Manager

Jeff Hess

Our region maintenance manager (RMM) provides leadership, guidance and the necessary tools to implement an effective preventive maintenance and bus repair program at all operating locations in the region. The RMM provides expert support to location managers and shop managers on First Student standard maintenance operations. He conducts an annual detailed inspection of covered shops to support the creation of improvement action plans and monitors location progress.

Region Maintenance Manager Jeff Hess joined First Student with the 2007 acquisition of Laidlaw Educational Services, where he began in 2001. He oversees 36 First Student facilities that maintain 4,600 school buses. In this position, Jeff provides expert support to location managers and shop managers on First Student standard maintenance operations; arranges for annual detailed shop inspections to support the creation of action plans for improvement; and communicates and trains to emerging maintenance best practices.

Jeff brings over 30 years of school bus maintenance experience. Prior to joining Laidlaw, he was employed by Liberty School Bus Company as shop manager for a fleet of 75 buses.

Jeff has maintained ASE Master Certification for over 20 years.

Region Finance Director

Scott Passini

Our region finance director (RFD) provides payroll, billing, A/P, A/R software and systems guidance for our location manager and administrative staff. The RFD audits monthly billing and payables for accuracy and assists our locations with annual budgeting and cost control.

Senior Region Finance Director Scott Passini is responsible for providing financial support for operations, analyzing operating results, preparing and reviewing bid models, forecasts, budgets and monthly results.

Scott joined First Student in 2005. He has 30 years of experience in finance and accounting. Prior to joining First Student, he was with Exhibitgroup/Giltspur as area controller and he has also worked with PNC Mortgage, National Material and ABC Publishing.

Scott earned a Masters of Business Administration from DePaul University in Chicago and holds a Bachelor of Science in finance from Northern Illinois University. He is a Certified Managerial Accountant.

Region Human Resources Manager

Sharr Campbell

Our region human resources manager provides expertise in all areas of employee relations including hiring and retention, employee discipline, training and development.

Region Human Resources Manager Sharr Campbell has more than 20 years of experience in many facets of corporate human resources management. She currently serves the needs of employees in Illinois, Indiana and Wisconsin.

Prior to joining First Student, she served as staffing manager/recruiter for AT&T/SBC in Hoffman Estates, Illinois; human resources generalist for AT&T, Chicago; and most recently, human resources manager for Ready Set Companies, Elk Grove Village, Illinois.

Sharr is a graduate of Robert Morris University in Orland Park, Illinois and holds an associate degree in applied science/business administration. She also earned a Bachelor of Science in Business/Human Resource Management from the University of Phoenix.

SAFETY AND TRAINING PROGRAM

First Student's safety and training programs establish and uphold an effective safety culture — one where we are continuously learning and proactively applying best practices. We foster a commitment to safety and accountability by training our managers how to **1) progress learning outcomes, 2) reinforce the right work habits, 3) develop a team of determined problem solvers and 4) build employee morale.**

HOW WE BUILD A STRONG LOCATION SAFETY CULTURE

School districts that partner with First Student gain the support of an entire safety organization rooted in behavioral science. Our safety program was designed in consultation with Aubrey Daniels International (ADI) – a world leader in behavior-based performance management - to develop employees who are personally dedicated to safety.

The safety practices we put into place at our locations have earned our parent company, FirstGroup America, a place among a select group of companies in the National Safety Council's Campbell Institute™. Members of the Campbell Institute™ contribute to Environment, Health and Safety research and thought leadership across industries. We are also the recipient of the National Safety Council's Green Cross for Safety and Occupational Excellence Awards.

Three elements of our BeSafe Leadership Program include the following:

- **Focus on Safety Critical Behaviors** – Working in partnership with ADI, our safety experts identified six critical behaviors that link to collision/on-road risk prevention, injury prevention and shop-specific injury prevention and are the focus of our safety messaging and coaching:

    1. Smith System 5-Keys
    2. Driving Speed
    3. 3-Point Contact (descending stairs)
    4. Use of "last step" and traction aids
    5. House Keeping (shop-specific injury prevention)
    6. Use of Personal Protection Equipment (PPE)

- **Daily Touchpoints** – We encourage our location managers to have daily planned interactions with team members. These are focused on the above safety critical behaviors.

- **Debrief Sessions** - Managers conduct weekly meetings to share successful examples of touchpoints and best practices with a primary focus on refining coaching techniques. This provides opportunities for management peers to learn from one another.

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SAFETY QUALITY ASSURANCE PROCEDURES

To ensure our locations are adhering to our high safety standards, First Student's Safety Quality Assurance (SQA) specialists perform random safety audits. We place locations on an annual safety review cycle if they score low on the previous year's site audit, change location management, or experience a major injury or collision. Using a standard assessment tool, our SQA specialists evaluate the following topic areas:

- OSHA requirements
- Facility inspections
- DOT requirements
- Protecting sleeping passengers
- Training/safety meetings
- Injury prevention programs
- Driver files
- GPS unit spot checks

The output of our compliance assessments is a Safety Action Plan, which outlines by category any necessary steps needed for improvement. Locations also use a self-audit tool at regular intervals throughout the year to ensure safety practices are being followed per company operating procedures.

Location Safety Toolbox

Through the First Student Safety Toolbox, we provide safety management tools and resources for hazard reporting, near miss reporting, safety conversation planning and site safety review action items both online and via the First Student Connect Employee App (see "Recruiting and Retaining" to learn more about First Student Connect).

The Safety Toolbox is accessible to team members on our company intranet site and through the BeSafe smartphone app.

PROFESSIONAL DRIVER DEVELOPMENT PROGRAM

We expect our drivers to meet or exceed all driving qualifications as outlined by local, state and federal guidelines. The First Student driver training program is customized to the specific experience level of each individual driver. And, as is the case with all trainings we provide, our program is based on adult learning methods — blending classroom instruction with immediate hands-on application.

NEW DRIVER TRAINING PROGRAM		*EXPERIENCED DRIVER TRAINING PROGRAM	
Scope	**Hours**	**Scope**	**Hours**
Classroom	14.5	**Classroom**	6.75
Skills	7-10.5	**Skills**	5.25
Over-the-Road	15-17	**Over-the-Road**	2
First Student Orientation	3	**First Student Orientation**	3

** Experienced drivers are those who have driven a school bus in the past 12 months but not for First Student.*

Classroom Sections

Section 1: Welcome & Introductions
Section 2: Intro to the School Bus
Section 2-A: Mirror Grid and Mirrors
Section 3: Advanced Driving Techniques
Section 4: Driving Fundamentals Part I
Section 5: Driving Fundamentals Part II
Section 6: Railroad Crossing Procedures
Section 7: The School Bus Stop
Section 8: School Bus Security
Section 9: Influencing Students
Section 10: Student Safety Training
Section 11: Emergency Procedures

Skills Station Training

After First Student candidates complete our classroom training sections, they transition to behind-the-wheel training in the local bus yard or practice area. Here the candidate begins applying classroom knowledge in a practical, controlled environment. Candidates learn how to position themselves for maximum ergonomic range of motion and adjust mirrors for maximum visibility. They also learn where the blind zones around a bus are and how to effectively compensate for them.

First Student requires drivers to achieve competency in certain skills prior to driving with student riders. We measure a candidate's success by his/her ability to perform driving skills as well as his/her ability to verbally explain the steps being used to demonstrate full competency.

The driver trainer must observe the candidate completing each exercise at least 3 times to move to the next activity.

Driver trainers evaluate the candidate on the:

- performance of smooth, controlled and consistent actions completed without striking any of the course cones; and
- accuracy and completeness of the candidate's commentary while performing the exercise.

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Bus Driver Skills Station Training Outline

Skill Station #1: Introduction to the School Bus

- Brake System Introduction
- Gauges/Dash Warning Lights
- Emergency/Safety Equipment
- Emergency Exits
- Specialized Equipment (e.g. wheelchair lift and safety devices, child safety restraint system, etc.)
- Light System
- School Bus Inspection Procedure
- Child Search Procedure
- Post-Trip/Shut-Down Procedure
- Fit the Driver to the Bus
- Mirror Adjustment
- Mirror System
- Mirror Views

Skills Station #2: Smith System Commentary Drive

- Following Distance

Skills Station #3: Driving Fundamentals – Part 1

- Forward/Reverse Driving/Stop Line
- 100 Foot Lane
- Over-the-Hood Reference Point: 20 Feet
- Overhead Clearance: 30 Feet
- Backing Reference Point
- Centering Reference Point
- Go/No Go
- Pivot Point, Tail Swing and Off-Tracking
- Forward Serpentine
- Reverse Serpentine

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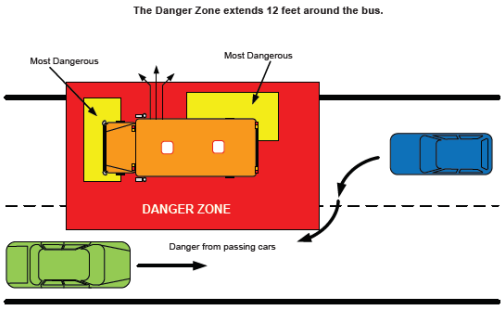
Drive Different. Save Lives.

Skills Station #4: Driving Fundamentals – Part 2

- Turning Point
- Right Turn
- Left Turn
- Parallel Parking
- Reverse Parking/Turnaround



Sample skill station set up for student loading and unloading from the First Student Trainer's Guide

Skills Station #5: Railroad Crossing Procedure

- Railroad Crossing Procedure GO
- Railroad Crossing Procedure No Go
- Angled Railroad Crossing Procedure

Skills Station #6: Student Loading/Unloading

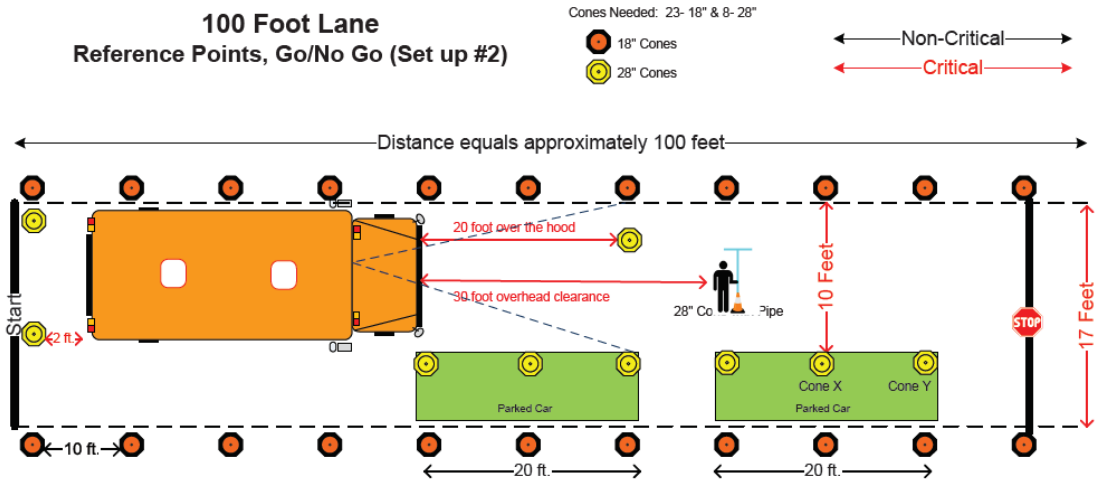
- School Bus Stop, Loading and Unloading Skills
- Loading at School Bus Stops-Not at Schools
- Unloading at School Bus Stops

Skills Station #7: Emergency Procedures and Equipment

- 1-hour on-the-bus demonstration of emergency procedures and equipment

Go/No-Go

Candidates must complete maneuvers in a variety of “real world” skill station designs. That includes situations in which the candidate will not be able to safely complete the maneuver. By doing so, we introduce the candidate to the concept of Go/No-Go. This teaches drivers how to use the Smith System Keys to gather information needed to make a *safe* decision concerning clearance. The trainer coaches the candidate as he/she thinks about the options for avoiding an unsafe situation. Teaching new drivers how changing conditions may affect a way he/she operates better equips new drivers to see changes sooner. That also helps drivers to avoid the more common turning and maneuvering collisions and the more serious collisions, such as those happening during right and left turns.



Sample skill station set up for Go/No Go situations from the First Student Trainer’s Guide

Continuing In-Service Training

In addition to meeting all federal, state and local driver-training requisites, First Student drivers participate in in-service refresher training meetings, including our annual back-to-school kick-off session. Our central Safety Service and Support specialists work with our region and local teams to identify training topics based on emerging trends. These are identified by analyzing company safety data and focusing on the critical behaviors linked to preventable incidents discussed previously.

Annual Driver Education and Evaluation

Certified driver instructors teach our refresher courses. Our drivers must participate in a minimum of five and a half (5.5) hours of refresher safety training each year, including the one and half hour (1.5) annual kick-off training; the number of hours we require for refresher in-service safety training are set to meet or exceed a school district’s requirements.

Our annual training and awareness programs include:

- Child search process
- Bus evacuations
- Mirror stations
- Responding to emergency situations
- Railroad risk assessment
- Intersection risk assessment
- Smith System of Advanced Driving Techniques

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TRANSPORTING STUDENTS WITH DISABILITIES

Transporting students with disabilities requires experience, specialized training and compassion. Every child with physical and developmental disabilities and other concerns is an individual with unique characteristics, unique personalities and unique challenges. First Student is dedicated to educating our staff on the characteristics of disabilities and how to address challenges, ensuring a safe and enjoyable bus ride for every student.

Our driver, attendant and monitor training, codeveloped with behavioral experts will educate staff on current behavioral best practices and be customized to each individual student. This training foundation helps to develop strategies for supporting each student in an empathetic and effective manner. Our drivers, attendants and monitors are required to complete a multi-modal training that includes classroom training provided by behavioral experts, on-the-bus instruction, and provides a set of guidelines, best practices and tools. Additionally, one-on-one on-boarding and off-board training sessions allow drivers, attendants and monitors to practice real-life situations with specialized equipment.

Key training elements include:

- Inclusion
- Characteristics of disabilities
- Sensitivity
- Laws involved in transporting children with physical, developmental and other concerns
- Behavior management
- Supporting parents' unique responsibilities
- Vehicle operation, including wheelchair lift operation
- Procedures for emergencies

SCHOOL BUS ATTENDANT TRAINING PROGRAM

Our goal is to provide each route and its students with a safe and familiar caring adult for the bus journey. The school bus attendant's primary role is to provide the compassionate care and dedicated focus needed to help each student complete his or her journey with the greatest comfort and support possible.

TRAINING REQUIREMENTS FOR ATTENDANTS & DRIVERS TRANSPORTING STUDENTS WITH DISABILITIES/SPECIAL NEEDS			
Course Title	**Audience**	**Requirements**	**Hours**
Pre-service Training for School Bus Attendants	Attendants Only	Completed prior to service	4
Special Needs Pre-Service	Drivers Only	Completed prior to transporting student with special needs	4
Wheelchair Transport Process (includes CSRS)	Drivers and Attendants	Completed prior to transporting student who utilizes a child safety restraint or wheelchair	2
Special Needs	Drivers and Attendants	Optional program* Individual units can be used for enhancement training as needed	6 hours* if used in its entirety

School Bus Attendant Training Modules

Our trainings center on the specific skill set needed to tend to the unique needs of each student while helping our driver maintain a safe ride for all. Attendants learn how to adapt and provide for individual needs relating to verbal/nonverbal communication styles, loading/unloading, positive strategies for addressing behavior challenges and managing crises.

Module 1: Attendant Roles and Responsibilities
Module 2: Emergency Preparation
Module 3: Loading and Unloading
Module 4: Transporting Students with Disabilities
Module 5: Management and Safety Ridership

Module 1: Attendant Roles and Responsibilities

- Course Introduction
- Four Key Attendant Responsibilities
- Communication and Safety
- Bus Driver and Attendant Teamwork
- Physical Demands of the Job
- Protecting Yourself
- The Attendant's Role in the Pre-Trip/Post-Trip and Child-check
- State/Provincial Laws and Local Policies

Module 2: Emergency Preparation

- Types of Bus Emergencies
- Evacuation Procedures
- Evacuation Plans
- Universal Precautions

Module 3: Loading and Unloading

- Importance of Loading and Unloading Safety
- Loading and Unloading Procedures for Ambulatory Children
- Wheelchair Lift Use
- Wheelchair Securement

Module 4: Transporting Students with Disabilities

- How Far We've Come
- Key Concepts in Special Education
- Basic Categories of Disabilities
- Confidentiality
- Sensitivity
- Service Animals

Module 5: Management and Safe Ridership

- Student Management Basics
- Positive Interventions
- Mistakes to Avoid When Dealing with Children
- Proper Referral Use
- Developing Positive Relations with Parents and School Staff

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STUDENT BEHAVIOR MANAGEMENT

The success of the school day depends heavily on whether students are arriving on time, safe and ready to learn. We understand that issues on even a single bus route can throw off the whole school day for students, parents or caregivers, and school officials.

First Student's local team is responsible for coordinating our student behavior management trainings with Oswego Community Unit School District 308's school-wide conduct policies and programs. Our location manager will meet with Oswego Community Unit School District 308 to fully understand any district-led behavior management trainings you wish to implement on the school bus. In many areas nationwide, for example, we have worked with districts to extend their Positive Behavioral Interventions & Supports (PBIS) programs to the school bus.

District, local and state guidelines are then combined with First Student's student safety training, which includes topics such as understanding, recognizing and attending to instances of bullying; responding to dangerous behavior in coordination with local police; and obtaining support to prevent escalation of unsafe situations.

Developing a positive working relationship with your district in this way ensures your students experience consistent rules and expectations throughout the school day – from start to finish.

The Power of Positive Reinforcement

Our trainings cover age- and ability-based methods for interacting and communicating with Pre-K to Grade 12 students. We teach our drivers how to set age-appropriate behavior expectations and offer sincere praise for exemplary behavior. With our "I Care + We Care" initiative, students on the bus are given meaningful and proactive feedback when they are "getting it right." This develops trusting relationships based on mutual respect and establishes a foundation on which to resolve issues together when they occur.

The training curriculum includes the following topics:

- Serving as a positive role model
- Resolving conflicts and mediating disagreements
- Recognizing and rewarding positive behavior
- Being fair and consistent with all students

Misconduct Reporting Process

While our driver training emphasizes positive reinforcement, there may be times to consider disciplinary action to maintain safety and order on the bus. When deemed necessary, drivers will report infractions to First Student management, who will then notify your district according to district policies. When our staff, drivers and school personnel work as a team, the result is a cohesive and effective student behavior program.

School districts, students, parents and communities are invaluable partners in our comprehensive safety program. We build strong relationships with key stakeholders, so we can provide effective school bus safety training for students as well as targeted awareness campaigns for communities.

The Safety Dog Bus Tour is a fun way to engage students in a conversation about safety. First Student's very own mascot, Safety Dog, visits communities to help spread the word about school bus safety. First Student can also arrange Safety Dog visits with your district during the school year. In his time with First Student, Safety Dog has visited homecoming events, PTA board meetings, safety roundtable discussions and other community-wide gatherings. In preparation for a Safety Dog visit, we work with district officials on event promotion and media guidance.

To learn more, please visit: **www.firststudentinc.com/why-first-student/safety-dog**

First Student's proprietary program **FirstACTS®** is a web-based communication tool that helps to streamline student conduct reporting and tracking on the school buses.

Security Engagement

Our security personnel have more than 50 years of experience in the field. They frequently engage with the Department of Homeland Security (DHS) and the Transportation Security Administration (TSA) on incidents, prevention practices and projects such as DHS initiative, “If You See Something, Say Something.” They monitor daily reports from DHS, have access to the Homeland Security Network, and receive Joint Intelligence Bulletins.

EMERGENCY PREPAREDNESS

Each First Student location has an emergency action plan in place to execute well-coordinated and professional responses to emergency situations. While each emergency is unique, our procedures are designed to bring structure to incident management by addressing core elements and assigning roles based on specialized skills and training.

Training and Professional Development

FirstGroup America’s Training and Development team has developed a new e-learning course, Introduction to Emergency Response, which is used to prepare location managers to lead local response actions. These include confirming health, safety and welfare; gathering incident information; identifying logistical requirements; and establishing contact points with emergency services.

The course begins by defining four levels of emergencies and their corresponding response management activities. Levels range from a limited impact emergency, which is managed by the operation’s scene response team, to a more serious impact incident requiring corporate-level response management.

Course modules include, but are not limited to, the following:

- Benefits of Effective Communication
- Emergency Levels
- Management of the Incident
- Interactive Emergency Response Guide
- Example Scenarios
- Accessing emergency response resources on the company online portal

Emergency Response Exercises

First Student executive management and members of the FirstGroup America Shared Services team (leaders within safety and security, information technology, communications, maintenance and operations) have participated in a one-and-a-half-day training. The training consists of a review of FirstGroup’s emergency plan and role play through emergency “tabletop” exercises. The exercises include 10 scenarios of varying levels of severity, challenging participants to think through actions in an environment of evolving set of facts and communication needs.

The transportation industry's workforce challenges will continue into 2022, according to a joint study by the U.S. Departments of Education, Transportation and Labor. School bus and special client drivers are positions with the second highest number of job openings — approximately 330,000 unfilled jobs. To meet the challenge of the industry-wide school bus driver shortage, First Student has developed comprehensive approaches to recruiting and retaining.

A NEW WAY TO RECRUIT

The students we serve are at the heart of all we do at First Student; we look for potential employees who not only know their community but also clearly share this core value. Our most successful efforts involve recruiting from a targeted group of job seekers, specifically, veterans, spouses of our active military men and women, retirees and stay-at-home mothers/fathers. Employee referral bonuses have also been effective in getting everyone involved in building a driving team supportive of students and each other.

RetirementJobs.com named FirstGroup America a "Certified Age-Friendly Employer" — meaning we make a special effort to improve age and experience diversity in the FirstGroup workforce. FirstGroup America also partners with **RecruitMilitary.com** to provide transitioning veterans and military spouses with employment opportunities.

Talent Acquisition Team

A major component of a First Student location manager's role is to understand the cycle of his or her workforce needs — retention trends during the start-up period, variation of vehicle and driver needs related to seasonal activities, and other unique service expectations. To be successful, each location manager must be extremely knowledgeable of the local job market in addition to leading our teams toward delivering safe and dependable service every day. That is why we make certain they are never alone in their recruiting efforts.

First Student's talent acquisition team provides an unmatched level of recruitment support. This team of ten specialists — three who focus solely on technician recruiting and seven who focus solely on driver recruiting — work with our local teams and the region human resources managers to keep the process moving.

The role of a talent acquisition specialist includes the following:

- Posts all job openings to the Applicant Tracking System
- Managing online job boards
- Supporting hiring events (producing promotional pieces, modifying advertising copy, providing giveaways and verifying labor law and equal opportunity employer compliance)
- Monitoring submissions and ensuring applicants are contacted by locations within 48 hours
- Assisting applicants through the process as needed

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Local Driver Recruitment Action Plan and Toolkit

First Student's school year start-up process includes the formation of a local driver recruitment team and creation or update of the location's recruitment action plan for the year. The action plan is led by our location manager who works with his or her trained location recruitment team to implement the plan as well as track the status of goals, tasks and events. We support these local efforts with the assistance of a central talent acquisition specialist.

Applicant Tracking System

Transportation employers are all competing for skilled and dependable drivers. Finding and attracting the right applicants requires time, expertise and resources. First Student's Applicant Tracking System enables a streamlined, full-cycle recruitment process — monitoring vacancies, sourcing, interviewing and placing. Our central talent acquisition team monitors submissions on our Applicant Tracking System to ensure application flow. Centralizing a portion of the process allows managers to focus on local recruitment channels and contacts within the community.

In addition to centralizing the more standard phases of the process, the system controls recruitment costs by negotiating single contracts with national and local vendors.

Know What's Working

The Applicant Tracking System generates a series of reports that help our teams understand what works best for a particular location. The talent acquisition specialists are able to research where our hires are coming from exactly, allowing recruitment efforts to be directed and redirected wisely.

Metrics used to measure the effectiveness of our recruitment strategy include:

- Time from offer to hire
- Completed applications to hired ratio
- Time to fill

Keep Candidates Moving

First Student works hard to be an employer of choice and that means being responsive and communicative. Tools within the Applicant Tracking System keep applicants informed of where they are in the process, and they enable our teams to keep the process moving before a great candidate is lost.

The following are some of the ways we strengthen communication with candidates:

- Completion status monitored by talent acquisition specialists to conduct follow-up calls
- Automated alerts and notifications sent directly to applicants
- Self-selection of interview date and time made by applicants

Data-Driven Recruitment Campaigns

We reinforce our driver staffing efforts in job markets with persistent workforce challenges by bringing together our talent acquisition and marketing and communications expertise. An integrated recruitment campaign, which leverages paid, earned and owned media, is then tailored to local market needs and opportunities. Our cross-functional teams are also able to help locations strategically re-allocate resources based on recruitment and local media data analysis. This ensures our recruitment efforts are cost-effective and productive.

Promoting from Within

Our strongest employees and managers have entered the company through various roles. Many of our location managers and central support staff, for example, began their tenure with us as drivers. We believe giving our most talented team members the opportunity for career growth and advancement within the business is what makes First Student an industry leader.

HIRING QUALIFIED EMPLOYEES

Screening and Selection Process

First Student's screening and selection process consists of the following steps:

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Pre-Employment Qualifications

Employment and Residency History

- Employment history verification for prior three (3) years
- Residency history verification for prior seven (7) years

Driving History Check

- Must be 21 years of age or older unless otherwise specified by contract (drivers and monitors only)
    - Participants in our technician development program must be at least 18 years of age
- Must possess a valid driver's license in the state or province of residency (drivers only)
- Must have three (3) years of licensed driving experience (drivers only)
- No more than three (3) moving violations or three (3) minor accidents in past three (3) years (drivers only)
- Must have ability to obtain a Commercial Driver's License (CDL) as required by position

Criminal Background Check

- The applicant's entire conviction history is viewed holistically
- A DUI/DWI conviction may disqualify a candidate from employment
- Certain criminal convictions may disqualify a candidate from employment

Illegal Substances Exam

- No positive result or refusal of a pre- or post-employment, random, post-accident or reasonable suspicion drug/alcohol test

Physical and Physical Dexterity Exam

- Qualified applicants must be able to pass a U.S. Department of Transportation physical exam (driving positions only) and a First Student Physical Dexterity Performance Test (drivers and monitors), which verifies an applicant's "fitness for duty" and ability to operate bus controls and conduct an evacuation, including opening emergency exits to carry or drag an incapacitated child out of the bus to safety.

Employee Records and Reporting

The Employment Standards team conducts pre-employment records checks and manages the drug/alcohol screening process. This unit ensures that 1) company hiring standards are applied consistently throughout our locations and 2) reviews are compliant with federal, state and local laws.

Our CBCU reviews any potentially disqualifying record, discrepancy or new finding before it is passed on to a committee of adjudicators who confirm the individual meets or exceeds hiring standards. With an internal team to manage verifications, our locations can focus on other aspects of the staffing process such as interviewing and hiring.

Criminal Record Checks

To verify that applicants are suitable for employment at your district, the Employment Standards Team runs a series of criminal background checks. First Student also conducts periodic record checks required or requested by your district or state.

Motor Vehicle Report Review

We require the location manager or designee to order and review an MVR annually for all drivers. New violations or collisions are reviewed for compliance with any company or school district regulation or policy. Each driver must then complete, sign and date a Certificate of Violations listing all moving traffic violations and collisions within the past 12 months. New driver applications are reviewed thoroughly to make sure applicants meet the standards of our company as well as your district. These standards include the following minimum criteria:

- Minimum of three (3) years licensed driving experience
- Must be at least 21 years old (drivers and monitors only)
- No more than three (3) moving violations or three (3) minor accidents in past three (3) years

We also examine MVRs for any pattern of unsafe driving behaviors exhibited by a continual accumulation of minor infractions.

Reference Verification

In addition to the required MVR and Criminal Record Checks, we work with HireRight, one of the world's largest providers of employment screening services, to complete Employment Verification checks on all applicants. These additional checks help validate employment records and experience. The Verification Check takes place after the Department of Motor Vehicle Records Check and Criminal Records Check are completed. HireRight conducts thorough previous employment record checks on all new trainees.

EMPLOYEE RETENTION AND ENGAGEMENT

Our employees gain personal fulfilment from helping students make a safe and positive transition between home and school. We do whatever we can as an employer to make sure our people know we value their commitment and their voice.

Benefits and Incentives

First Student's wage and benefits package for drivers and monitors is designed to provide attractive and competitive compensation tailored for a part-time workforce, while at the same time being sensitive to cost considerations. We offer a host of flexible features including medical and dental coverage with low co-payments, free life insurance, and savings and retirement options.

Health Benefits

We understand that every employee is unique, and therefore, offer a variety of options to ensure that every employee's needs are met. Employees are eligible for medical, pharmacy, dental and vision coverage, with plan selections available respectively.

Additional Driver Advantages

Some of the other advantages of being a First Student driver include:

- Additional income opportunities through First Student Charter Bus
- 401K retirement plan with company match
- Employee discount program on cell phone service (Sprint, AT&T, Verizon), hotels, travel accommodations, cars, jewelry, computers, electronics and events

Awards and Recognition:

- Service awards
- “Driver of the Year” awards
- Opportunities to represent First Student and FirstGroup America in local, regional and national competitions

Local Programs and Events:

- Special “Thank You” lunches and potluck dinners throughout the year
- Yearly holiday party
- School bus safety week activities and special meals
- Regional contests for DriveSMART campaign; winners can receive prizes and the location receives national recognition with publications and location banner

EMPLOYEE ENGAGEMENT ACTIVITIES

Employee Appreciation Day

In addition to building a supportive culture every day, First Student formally recognizes the hard work and dedication of our team members at our annual Employee Appreciation Day. Employees enjoy a catered breakfast or cookout lunch together and receive a new company shirt. To make certain all 460+ locations know they are a valued member of the First Student family, First Student President Paul Osland records a video message of thanks, which each location receives for their event.

Community Engagement

The well-being of our team members is a part of our corporate responsibility. First Student employees feel a deep sense of fulfillment when they can aid the broader community in tangible ways. We support employee-led charitable initiatives and volunteer projects. And when our employees, school faculty, students and families are working together for the betterment of the community, great things are accomplished.

Summer Events

One of the steps First Student is taking to retain drivers is staying connected over the summers. Before the break starts, we give locations a video message from our company president, Paul Osland, in which he expresses his appreciation for their service and urges them to have a safe summer. To keep the “First Student Family” engaged, location managers host back-to-school picnics, BBQs, lunches or other community events for drivers and their families. With these frequent communications, drivers are encouraged to stay in touch with their location manager and to share their intention to return to the driving team as soon as possible.

First Student had an overall employee engagement score of 82% in 2018, 12% higher than benchmark scores across the transportation sector.

TOOLS FOR COMMUNICATION

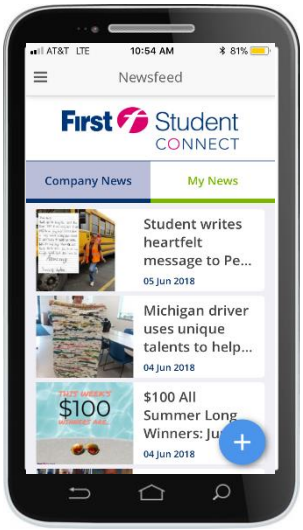
Our local teams provide the insight that makes us better at what we do. They interact directly with students, families, schools and communities. The relationships they build serve as the foundation of the customer-oriented service First Student offers to our district partners.

All full- and part-time employees are empowered to report ethics or compliance issues, to share service or business improvement ideas and to provide feedback.

- Employee Hotline: Toll-free number used to report ethics or compliance issues; monitored 24 hours, 7 days a week
- Employee Suggestion Program: Rewards employees for ideas adopted by the company; suggestion forms are sent directly to the appropriate executive for consideration
- "Your Voice" Employee Survey: Confidential survey conducted every 18 months by a third-party firm; measures employee satisfaction and gathers frontline management feedback

Employee Mobile App – First Student Connect

First Student Connect is a tool designed exclusively for First Student employee communication and engagement. With the mobile app, regular, timely and consistent messaging is delivered to drive a successful company culture and further embed the company's vision and values.



First Student Connect is now in its third year, and we continue to engage employees through contests, giveaways and videos that help to promote driver retention. The app delivers a regular cadence of news from a corporate and location level.

Through the app, employees have access to company information, tools and relevant content important to their personal success, as well as employee/company information via self-service functionality, including access to policies and procedures, payroll, tax information, job opportunities, and more.

Drivers and monitors will have access to local information including school calendars, information about local meetings, notifications about early dismissals, messages from the location management staff, immediate access to charter run availability, and a quick and easy way to fill out safety reports and employee referrals.

ROUTING SERVICES AND CAPABILITIES

Many factors go into student transportation school bus routing: community profile and expectations, enrollment guidelines, geographic context, school programming, transportation rules and state/local policies. Routing plays a fundamental role in balancing these factors with passenger and driver safety, service quality, and overall efficiency.

First Student's routing department, First Planning Solutions (FPS), is made up of specialists who are experienced in route planning and state-of-the-art routing software, including Edulog, Versatrans and Transfinder. Their capabilities include new school year planning support, routing software set up and implementation, technical assistance and training, and analysis and consulting for system optimization.

CAPABILITIES AND EXPERTISE

First Planning Solutions has been in operation for over 25 years and brings wide-ranging expertise in routing system deployment and management. The team provides a range of services to school districts seeking to optimize routing systems and operations and has done so in a breadth of system scenarios. This team works with several routing software packages used by school districts with distinct budgetary, demographic, geographic and operational circumstances.

New School Year Planning

During new school year start-up, our local team works with Oswego Community Unit School District 308 to obtain student files with grade rollovers. Our dispatcher begins by creating initial bus routes and ensuring all key stakeholders are involved in developing the safest and most efficient routes possible; this could include, but is not limited to, our area general manager, local police departments and/or First Planning Solutions.

Software Set Up and Implementation

First Planning Solutions manages new system builds and installations. Project managers provide onsite leadership, resources and support throughout the set-up process. They are dedicated to delivering effective, service-ready systems.

FPS delivers the insights, expertise and resources for all your new system needs including:

- Identifying a routing software solution most suitable to district needs
- Loading student data and integrating student information systems (SIS)
- Analyzing and configuring your data
- Installing and configuring the software system and area maps
- Building and optimizing stops and routes
- Validating, refining and implementing the new system

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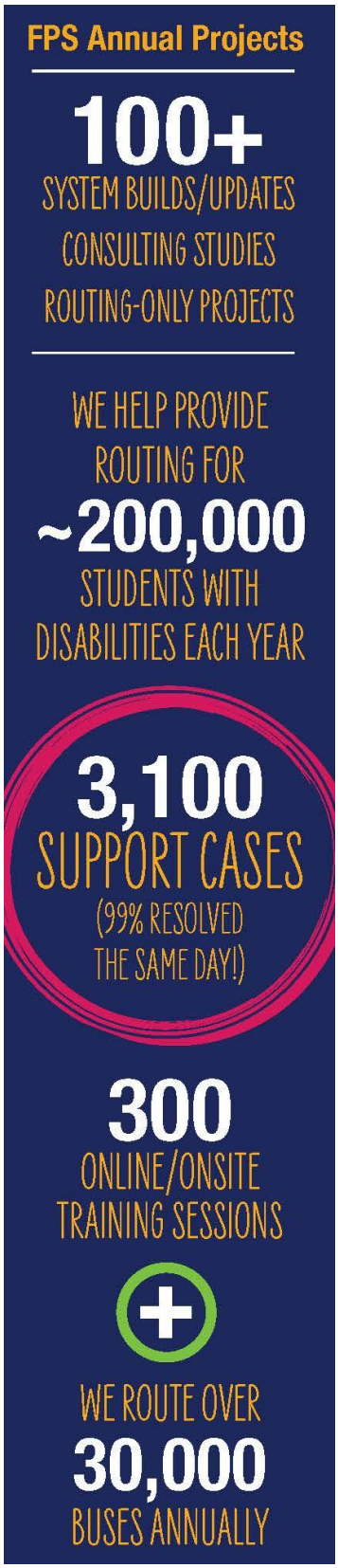
Technical Assistance

First Student ensures the right people and systems are in place to make best use of school district transportation resources, respond effectively to changing needs and ensure our location has the support it needs to manage bus routing effectively.

- **Help Desk:** We operate a help desk staffed by routing software experts available to assist Oswego Community Unit School District 308 with troubleshooting system and technical issues.
- **Software Training:** FPS offers all levels of training, which we customize to fit your district's specific needs — we can focus on a special topic area or broaden the scope to cover overall system utilization. Training durations range from a one-hour session to a full week onsite course.
- **System Upgrades and Support:** We can upgrade your existing software to the most recent release and work with your routing data to ensure it is current and reflective of routes presently in operation.
- **Hosting:** We can host your routing system in a state of the art data center environment.
- **Student File Integration:** We can work with the district's IT/technical team to build a routing system/student information system (SIS) whereby student data is systematically fed to the routing system. Further, student transportation data (stop location and time) can be fed back to your SIS.



SYSTEM OPTIMIZATION, ANALYSIS AND CONSULTING

For districts seeking efficiencies or other types of route management improvements within an existing system, FPS offers best-in-class analysis and consulting services.

Scenario Modeling

If you are considering modifications that may impact Oswego Community Unit School District 308's current transportation requirements, your district may benefit greatly from scenario modeling. This is a powerful opportunity to weigh the costs and benefits and understanding the impacts of changes and considerations.

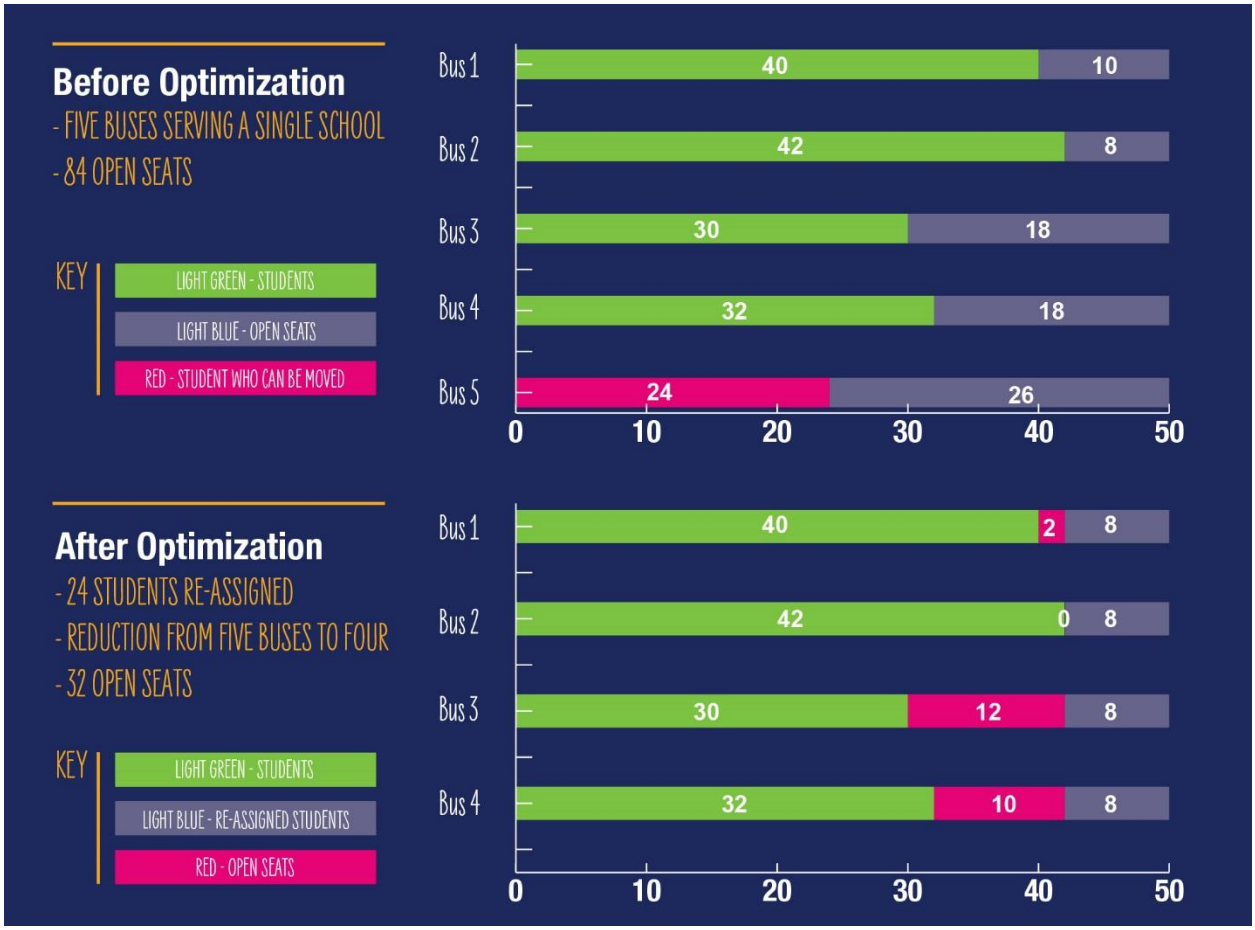
Scenario modeling helps districts make smart, strategic decisions related to a variety of system changes:

- Changing school bell times
- Opening, closing or moving schools
- Re-drawing attendance boundaries
- Modifying transportation eligibility changes such as walk zones or walk to stop distances
- Review of the Change Management process, including how changes are requested, approved and tracked

Routing Analysis

During a formal routing analysis, FPS identifies and evaluates improvements in routing operations that add organizational value or address persistent system challenges. For example, we can offer recommendations on aligning resources to required service levels, propose remedies for early/late arrival or departures, or demonstrate how bell times can be shifted to facilitate more route tiers, reducing the number of routes and/or vehicles.

- **Efficiency Analysis:** Determines the efficiency of current routes and whether opportunities for improvement exist.
- **Bell Schedule Analysis:** Analyzes bell schedules impact on bus requirements and costs. Looks to identify changes that can maximize route tiering opportunities reducing bus requirements.
- **Route to Actual Ridership:** Many eligible riders do not use transportation. Routing to eligible ridership can increase leverage of existing equipment. Transportation eligibility exceptions, including “Courtesy stops” can significantly impact transportation demand.
- **Time & Capacity Analysis (TCA):** Examines bus run times and seat utilization to identify potential vehicle reductions through bus run consolidation. In order to reduce bus runs, both time and seating capacity must be available. A full TCA also considers actual bus run time versus operating windows in identifying reductions. A TCA identifies opportunities for route reduction. Actual reductions can only be achieved through route level route planning and design.



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ROUTE REQUEST XCHANGE

First Student Request Management Tool (RMT)

First Student RMT is a mobile friendly web-based application with a responsive design which allows users to communicate and perform school bus routing activities. RMT helps to organize and streamline the process of route change request. Prior to the tool, route planning activities and change requests would be received via phone, fax and email. With the RMT, users can go online and submit a request that is queued, routes and processed-allowing users to be notified by email upon completion.

The RMT provides:

- a streamlined workflow for managing routing requests
- an audit trail to ensure all routing requests are tracked in each stage of processing
- increased accountability for schools, districts and transportation providers.
- Reporting functionality that will allow robust access to recently changed bus routes, recently completed route requests, route requests that are still in queue, etc.

R2X
Route Request Xchange

LEADERSHIP TEAM BIOGRAPHIES

The First Planning Solutions (FPS) team averages more than 15 years of routing experience. They actively support, in a variety of capacities, approximately 200 school districts across North America — from system implementation to training and support to consulting services.

Senior Director

Scott Parker

Scott joined FirstGroup America as a general manager for First Planning Solutions (FPS) in September 2006. In his current role as FPS senior director, Scott brings 20 years of progressive management and technical leadership to the organization. He is based in Chicago, Illinois.

Prior to joining First, Scott served as CIO for a $1.4 billion division of GE Energy, based in Atlanta, Georgia. In this capacity, Scott led a team responsible for all aspects of the division's IT operations, including program development, infrastructure, technical leadership, end-user support and strategic planning. Prior to GE, Scott was the vice president and general manager for American Administrative Group (AAG), a third-party health insurance administration firm based in Schaumburg, Illinois.

Scott holds a degree in economics from the University of Illinois.

Director of Project Delivery

Colton Graham

Colton joined First Planning Solutions (FPS) in February 1993 as a software trainer and quickly advanced roles of increasing responsibility. Today he serves as FPS' director of project delivery and is responsible for all new system deployment, customer support and consulting activities.

Colton has been instrumental in the installation and support of more than 100 Edulog and Versatrans software projects, personally leading or assisting in the optimization of school bus routes for districts that include Detroit; Lewisville, TX; Oakland CA special needs; Cincinnati Public Schools; Euclid, OH; Pawtucket, RI; and Norwich, CT. His experience and extensive knowledge of routing software systems has provided districts with studies and analyses of routing and policy that illustrate potential savings. In addition, Colton has lent his expertise to school districts requiring assistance with redistricting issues and attendance boundary modification.

Colton holds a Bachelor of Arts degree in English from California State University. He has also completed extensive coursework in mathematics and computer science.

MAINTENANCE PROGRAM

Knowing your students are getting where they need to be safely and reliably gives school administrators and families peace of mind. Where possible, we go beyond original equipment manufacturer (OEM) recommendations to heighten vehicle safety, maximize equipment life cycle and minimize vehicle down-time through scheduling efficiency. The foundation of First Student's maintenance program is quality control, data capture and work efficiency. Our core national team – made up of operations, technology, maintenance and engineering professionals – leverages FirstGroup America's scale to draw insights from the resources and expertise found across its transportation divisions: First Student, First Transit and First Vehicle Services. They also collaborate with equipment manufacturers to conduct research and identify solutions to complex repairs.

SKILLED MAINTENANCE PROFESSIONALS

First Student provides 40 hours of training for technicians annually. Technicians are encouraged to participate in vendor trainings and pursue self-directed continuing education credits to advance their knowledge and skills. We provide an online community where technicians can tap into the collective expertise of our 450+ maintenance locations. Many of our shop managers and technicians-in-charge began their careers as apprentices or level one technicians. Raising our people through the ranks allows First Student to bring a depth of knowledge and experience that spans the entire spectrum of maintenance operations.

ASE-Certifications

We encourage our team members to expand their understanding of parts and systems through completing the Center for Automotive Service Excellence (ASE) technician training and certification program. ASE offers a series of more than 40 tests to measure the skill level of technicians in vehicle repair and maintenance, grouped into specialties as automotive (front-end alignment, brakes, air conditioning, etc.), heavy equipment and alternate fuel vehicles.

Technician Bonus Program

First Student's ASE Bonus Program provides technicians the rewarding opportunity for their career development as well as earning additional hourly pay for passing ASE certification testing. This hourly pay bump can be sustained as long as the status of approved certifications remains current.

Our arrangement with ASE provides each technician the following training assistance:

- Pre-testing of skill levels to determine if training is appropriate
- Tailor-made study and training programs to prepare for later skill testing
- Manuals, books and on-site training to help prepare for second round testing
- Re-testing of skill levels after training to become ASE-certified in that skill area

ASE Blue Seal Shop – Recognition Program

Similarly, First Student acknowledges the hard work of shop managers and technicians-in-charge who actively encourage and lead their teams to acquire a higher skill set. They can earn an annual bonus for reaching and maintaining ASE Blue Seal of Excellence status. We award the annual bonus, which is based on the number of technicians in the shop, to the shop manager or technician-in-charge after verification of the ASE Blue Seal Shop certification/recertification. To reach ASE Blue Seal recognition, the repair shop must have at least 75% of technicians ASE certified.

LEAN SIGMA SHOP PRACTICES

We provide guidance for First Student maintenance shops to raise the level of shop performance through lean practices. These practices aim to reduce supplementary outside repair, parts supply waste, unscheduled work and maintenance overtime while developing a high-performance culture, proper organization of tools and parts, clear goals and performance measurements and a safe working environment.

83% of First Student shops are classified as Lean

Lean Shop Program

First Student's Lean Shop program developed to help teams work — and succeed — together along the path towards continuous improvement. The key metrics used for Lean are stringent and each milestone is set to make a pronounced improvement in workflow efficiency and shop performance.

A few of the KPIs by which we measure our lean shops include the following:

- Preventive maintenance compliance
- Outside-shop service
- Towing incidents
- Maintenance overtime
- Inventory turnover
- Audits by region maintenance manager
- Shop ability measured by training completion and success
- Scheduled vs. unscheduled maintenance work

To reward our maintenance teams for their dedication to safety and commitment to the highest standards, we evaluate each shop yearly and award them with Bronze, Silver or Gold Wrench Awards. Technicians earn a monetary bonus if they help lead their shop to becoming a Gold Wrench shop.

INSPECTIONS AND REPAIRS

Driver Pre-Trip Inspections

A pre-trip inspection is a required task for each bus run. Inspections are conducted using electronic verified inspection reporting to generate an electronic inspection report on more than 40 critical safety components. We devote an entire driver-training module to pre- and post-trip inspections so buses with critical defects are identified and immediately withdrawn from service. If defects are found, our service manager or technician-in-charge will determine if the repair can be completed on the spot or postponed until trip completion. We will not release unsafe vehicles for use. If immediate repair is required, we notify dispatch to issue a replacement bus.

Interval-Based Preventive Maintenance Scheduling

Our industry-leading preventive maintenance practices are designed to optimize each piece of equipment's service interval. We base scheduling on 1) usage profile, 2) manufacturer's recommendations, 3) timing of regulatory agency inspections and 4) proven best practices. Additionally, we take into consideration the specific skills and expertise found within our local maintenance team.

PM Inspections	PM Inspections	PM Inspections	PM Inspections
Every 3 months	**Every 6 months**	**Every 12 months**	**Every 24 months**
Includes all 100+ points of inspection in standard PM inspection, plus an additional 150 points of inspection including: ▪ Tires/wheels ▪ Air system ▪ Under-vehicle ▪ Air conditioning ▪ Lubrication and oil change ▪ Bus interior and exterior ▪ Indicator lights/systems ▪ Add-on technology ▪ Safety equipment	Includes all points of inspection in 3-months, plus: ▪ Fuel filter replacement	Includes all 150 points of inspection covered in 3- and 6-month inspections plus an additional 15 points of inspection including: ▪ Engine oil sample ▪ Freeze protection level ▪ External transmission filter ▪ Auto transmission cable ▪ Wheel bearings ▪ HVAC systems ▪ Heater systems	Includes all inspection points covered in 3- and 12-month inspections plus an additional 3 points of inspection including: ▪ Automatic transmission fluid ▪ Power steering fluid ▪ Coolant filter

During all standard PM inspections, our technicians review six inspection categories and determine any adjustments and lubrications necessary for each class of equipment as well as any issues that require additional attention for follow-up repair.

All categories are a part of every PM inspection and feature more than 100+ items that include, but are not limited to, the following:

- Tire pressure, condition and alignment
- Primary and secondary brakes
- Engine
- Transmission
- Instruments and accessories
- Safety equipment
- Radiator and belts
- Valve stems and caps
- Fan assemblies and cooling system
- Steering and brake fluids
- Battery and related attachments
- Steering components

General and Accident Repair Services

We perform vehicle repairs in response to accidents, driver concerns and defect identification. When diagnosing specific repair needs, our team takes into consideration age, mileage and cost to repair criteria consistent with industry standards.

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CORRECTING DEFECTS IN A LOGICAL ORDER

During the preventative maintenance inspection, all identified defects are entered into our maintenance program. Any safety critical items are repaired at the time of inspection with no exceptions. A purchase order (PO) is typically created for noncritical items that have not been repaired due to component availability. This PO creates a work order tied to the bus number, and it will stay open until the defect has been repaired. Our corporate purchase agreements (CPA's) and local vendor relationships enable our teams to receive parts within a 5-7-day range.

A shop white board is used as a visual management system to display key information for technicians and highlight changes and abnormalities in schedule.

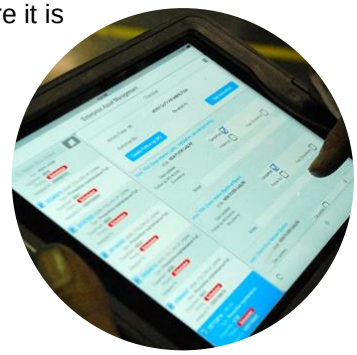
COMPUTERIZED FLEET MAINTENANCE

In-House Vehicle Diagnostic Equipment

All First Student maintenance shops are outfitted with Noregon JPRO diagnostic systems and have access to OEM software to identify the root cause of defects quickly and cost efficiently. External repairs (outside of manufacturer required repairs, tooling and diagnostic equipment repairs, and those that require specialized skillset/training) are kept to a minimum.

Infor Enterprise Asset Management (EAM) System

In a typical shop, a paper-based work order is touched 10 times on average before it is closed in the maintenance system. All First Student maintenance shops are now operating on Infor Enterprise Asset Management (EAM). The system has been in operation in FirstGroup America since 2000 and continually developed for greater analysis and depth.



Infor allows for greater service efficiency, data quality control and team communication, and it raises productivity by automating elements of maintenance work processes. Our technicians use Wi-Fi enabled tablets pre-loaded with all required forms, work orders and detailed task assignments.

Work Process Efficiency to Minimize Vehicle Downtime:

- **Faster Response Time to Electronic Vehicle Inspection Reports:** electronic inspection results are available from each vehicle and can be viewed on the tablet by the shop manager for review and technician assignment
- **Activities and Materials:** Activities screen displays needed repairs or inspection actions as well as a materials list, which automatically associates the parts with an activity task plan
- **Asset Based Checklists:** Electronic checklists are linked to each PM repair activity line and follow-ups can be tracked and automatically moved to a new work order
- **Task Associated Instructions:** Technicians can instantly review repair instructions, campaign descriptions, PM standard operating procedures and safety documents
- **Bus Manuals and Equipment History:** OEM bus manuals and equipment history are available to technician's on the tablet and can be viewed directly from a work order with one click

Enhanced Shop Management and Performance Measurement:

- **Real-Time Visibility to Downed Lists:** Downed bus information is quickly and easily accessible, eliminating the need for paper-based communication
- **Customizable Home Screens:** Manager dashboards can be customized to reporting needs or priorities
- **Purchase Order Approvals:** Purchase order requests can be viewed and approved through tablet device, enabling our shop manager to be more mobile and visible on the shop floor

EQUIPMENT AND TECHNOLOGY

At First Student, we believe safety evolves from a partnership between schools, students, parents, communities and equipment manufacturers. We work with industry leaders to ensure our vehicles are equipped with the most effective safety features available to student transportation providers.

SAFETY AND INJURY PREVENTION FEATURES

Passengers: Bus Entry and Exit Support

- Pebble-stop treads and yellow or white nosing to avert slips and falls on the stairwell
- Yellow textured hand rails, decreasing the likelihood of slips in the stairwell
- Three-piece rubber floor

Drivers: Workplace Injury Prevention

- Orange reflective seat belts
- Suspension seats for greater comfort and lumbar support
- Electric arm doors to decrease repetitive stress injuries

Vehicles and Pedestrians: Movement Alert and Signal Devices

- LED lighting (stop/tail, license plate, side/direction, ID, clearance and interior and warning)
- Stop-arm sign
- Side marker lights to alert people who are not able to see the front or rear turn signals or may be in the blind spot of a bus
- Backing alarm to signal those in the danger zone when a bus is backing up

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SAFETY AND COMMUNICATIONS EQUIPMENT

Our buses are equipped with industry-leading safety features and communications systems needed to deliver safe, consistent service. We install a comprehensive set of safety and communications equipment on all our buses: GPS, two-way radios, Child Check-Mate System®, Theft-Mate Security System™ and crossing control arms.

Global Positioning Systems. With GPS devices on all vehicles, we are able to integrate technology systems and platforms for more efficient planning and management, higher quality communication and greater operational transparency. We use GPS to capture near real-time transmission of vehicle subsystem data, driver performance and route event information.

Two-Way Narrowband Radios. First Student buses are connected by two-way radios permitting dispatchers and drivers to circulate information regarding road conditions, traffic delays and route detours. This also allows dispatchers to respond to parent inquiries sooner and with greater accuracy. Our two-way radios and supporting equipment comply with the Federal Communications Commission's (FCC) narrowband mandate

Child Check-Mate System®, Theft-Mate™ Security System. First Student installs the Child Check-Mate System on all buses as an integral part of our child search operating procedure. When our drivers complete a run, they walk the entire length of the bus and search each seat before deactivating the Child Check-Mate System alarm. If the driver does not complete this task, the system will sound a secondary alarm.

To add a layer of protection for our passengers, staff and property, First Student installs the Child Check-Mate System with the Theft-Mate™ Security System. The motion-activated alarm system detects and deters unauthorized entry with voice messaging alerts and flashing lights.

Crossing Control Arms. All First Student buses include a crossing control arm unless prohibited by state or province law. The flexible crossing arm extends to direct children toward the driver's line of sight.

SERVICE-ENHANCING TECHNOLOGY

First On-board Component Utilization System (FOCUS)™

First Student's custom-built operations platform, FOCUS™, serves primarily as a dispatch and payroll tool. The system is used by our dispatchers to assign routes and monitor activity in real time; safety managers to verify pre- and post-trip inspections; and payroll staff to validate staff hours. It is a company standard to equip vehicles with GPS units because we use Automatic Vehicle Locator (AVL) messages transmitted from each vehicle's GPS unit to correlate driver, vehicle and route-level data.

- **How we validate driver hours:** Our team enters routes into FOCUS™ with the associated addresses and stop and arrival times. This creates a Master Schedule of Tasks and Assignments and estimates Depart and Return times for all routes. As the driver progresses along his/her bus route, key points are tracked using GPS. If the recorded GPS times match the driver's scheduled time, then his/her payroll record for the run will be validated automatically.

- **How we manage daily route assignments**: Our dispatcher uses the FOCUS™ Daily Screen feature to mark employee absences, reassign tasks and vehicles, and monitor route performance. The Daily Screen is populated with data from the Master Schedule, which is automatically updated nightly, eliminating the need for manual dispatching.

Enhanced Mapping Technology

The infrastructure connecting schools to the communities they serve is constantly changing. This is a persistent transportation challenge faced by school districts both in terms of route planning and on-time performance. To achieve best-in-class navigation and estimated time of arrival, First Student uses a standardized mapping platform, Trimble Maps, to build and operate proprietary and third-party map-centered applications. Trimble Maps, which is compatible with all routing systems, is designed specifically for the transportation and logistics industries, which must adapt safely and efficiently to both anticipated and unanticipated changes in planned routes. Some of the other benefits of the mapping technology we use to operate our school buses include the following:

- Improved actual time of arrival accuracy by enabling input of an established gate
- Greater geocode accuracy for determining planned route path and validating stop completion
- Higher quality map display with dynamic school zone traffic patterns and real-time weather, traffic and road condition alerts
- Sophisticated program for delivering school bus directions for all planned routes
- Enhanced Actual vs. Planned Analysis for visibility across the entire First Student fleet

FOCUS KEY-OSK

First Student has deployed a tablet solution to ensure route assignment accuracy. The FOCUS Key-Osk is installed near the Dispatch area of our location and provides the following operational advantages:

- Control of driver swipe in and out with verified schedule and set allowances
- Task assignments are automatically populated from First Student's FOCUS™ operations management system
- Improves ability for location to drive swipe compliance as the FOCUS Key-Osk uses a driver defined 4-digit pin to swipe in and out, eliminating the need for a physical card to be carried by the driver
- Direct schedule feedback at Task Start and swipe allowances around that schedule results in increased driver schedule awareness
- Elimination of paper exception log allows for improved Payroll review

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The Driver Workflow System

First Student utilizes tablets in conjunction with our proprietary Driver Workflow System to combine driver performance with route efficiency. The Driver Workflow System is a fully integrated solution that improves the efficiency of our transportation operation. This new process begins when the driver reports to work, and then assists the driver throughout the day from pre-check, routing, turn-by-turn navigation, and driver post-trip procedures. All tasks are managed via a tablet application that is fully integrated with the First Student routing systems, and our proprietary payroll and reporting systems.

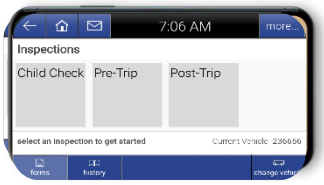
Additionally, with district-provided student data, the tablet can be leveraged for additional functionality like ridership tracking. After the last stop, the tablet will track the completion of a child check and bus inspection.

Turn-by-turn navigation

Pre-loaded daily schedules ensure the driver onboards quickly, adheres to the assigned route, and eliminates the need for paper trip sheets.

Supercharged CCM

In-app guided adherence to child check mate (CCM) inspection procedures decrease the odds of leaving a child behind.



Improved route efficiency

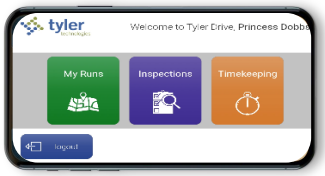
The driver is electronically linked to a specific bus, and specific route improving accuracy, reporting, and arrival times.

Voice Activated Co-pilot

Once the bus leaves the depot, the safety view will guide the driver to the next stop via voice direction and screen directions. When the route is completed, the driver will be routed back to the depot.

Safer Bus Rides

Drivers consistently execute industry leading safety procedures to guarantee safer trips for your students. Inspections and Maintenance

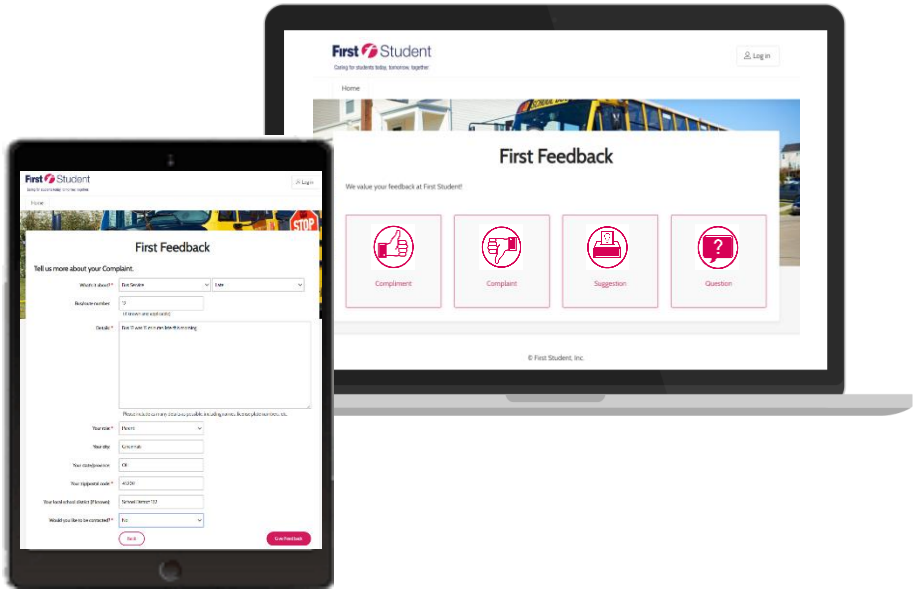


The Driver Workflow app incorporates five distinct steps:

1. The driver is required to login at shift start, where the route and vehicle are assigned. The driver is also assigned a tablet. These assignments improve the accuracy of our reporting.
2. The tablet directs the driver to consistently execute our industry leading pre-trip inspection procedures to ensure safer trips for your students. This step enables First Student to quickly identify, assess and automatically report all immediate or preventative repairs to Maintenance.
3. The driver's scheduled route is displayed via a map view, with all scheduled stops, eliminating the need for paper trip sheets and ensuring the driver adheres to the proper route. This tablet-based system allows substitute or on hand drivers have efficient tools that aid them in safety completing their route. Our dispatcher has access to make any needed route changes via the tablet.
4. Once the bus leaves the depot, the safety view will activate and guide the driver to the next stop via voice direction and screen directions. When the route is completed, the driver will be routed back to the depot.
5. The system is integrated with Child Check Mate™ and requires specific adherence to the post-trip child check by recording all search activity, further decreasing the odds of a child left on the bus.

First Feedback

First Feedback – First Student's proprietary online feedback management system – provides parents, community members, and school personnel the opportunity to submit feedback about a driver, bus, or experience via a simple, easy-to-use online tool. First Feedback accelerates our ability to gather information, research, respond, and track service compliments and concerns, ensuring we continuously improve on the service we provide to our community partners.



Valuable Feedback in One Place

- First Feedback is a straightforward, user-friendly system for compliments, complaints, suggestions, and questions
- Users submitting feedback can opt in to be contacted via phone or email for follow-up
- All users who request follow-up will be contacted
- All submitted feedback and applicable follow-ups are retained in the system for long-term reporting
- Feedback reporting will help identify potential systematic local issues and trends

Enhanced Feedback Reporting

First Feedback allows First Student to ensure that comments and concerns from the Oswego community do not go unheard. The site opens a communication channel between community members and First Student staff that gives us the opportunity to identify potential issues in the field, evaluate our customer service and ensure we are closing the loop. The feedback administrator is fed insights through this channel which identify trends in certain kinds of feedback or in certain areas, helps them to provide further transparency to District officials, and ensures we are following up in a timely manner.

What First Feedback means for Oswego Community Unit School District 308

- **Reliability of Information:** Key details are collected upfront, meaning we won't waste time backtracking for information
- **Transparency:** The system keeps stakeholders informed, allowing district leaders to be well-versed and prepared when incidents are escalated
- **Consistent Records**: Confidence that your transportation partner is holding the right people accountable, is taking opportunities for coaching and giving recognition to those going above and beyond – insuring that no incident, big or small, slips through the cracks

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AVAILABLE TECHNOLOGY OPTIONS

While our main objective is addressing the specific needs you have today, we are also your partner in bringing Oswego Community Unit School District 308 fleet and technology goals to fruition. The following are some of First Student's technology offerings.

Digital Camera System

Seon is First Student's preferred source of onboard camera technology. They are the world's leading manufacturer of video surveillance systems for new and aftermarket buses and motor coaches. Trusted by 4,000+ school districts and 180,000+ systems in the market, Seon has a reputation for quality and reliability and is ranked consistently as the world's top provider of mobile video surveillance equipment on school buses by IHS Group, an independent electronics research firm.

High-resolution video cameras offer an additional safeguard for both students and drivers. School administrators can view images and footage in the event of an incident, which allows for an immediate and informed response.

FirstView® Bus Tracking and Parent Communication Platform

The FirstView® Product Suite by First Student brings together GPS, electronic routing software and First Student's operations platform, FOCUS™, to provide enhanced communication and visibility into your transportation system. The suite consists of the FirstView® District Dashboard and the FirstView® Parent App.

FirstView® Parent App

The FirstView® parent app gives parents direct access to the status of their child's bus. Whether deciding the best time to meet at the stop, or seeking detailed delay notifications, FirstView® gives parents and students the information they need to plan their day and stay connected. Our app was developed in collaboration with parents/caregivers and district officials, so all features and capabilities were designed to meet the specific communication needs of these school community members. The app can be accessed from any smartphone or desktop and includes in-app ability to provide feedback for future updates.

Live Tracking and Predictive Stop Arrival Times: Shows location and direction of a student's bus, stop times for the day and times for school arrivals and departures.

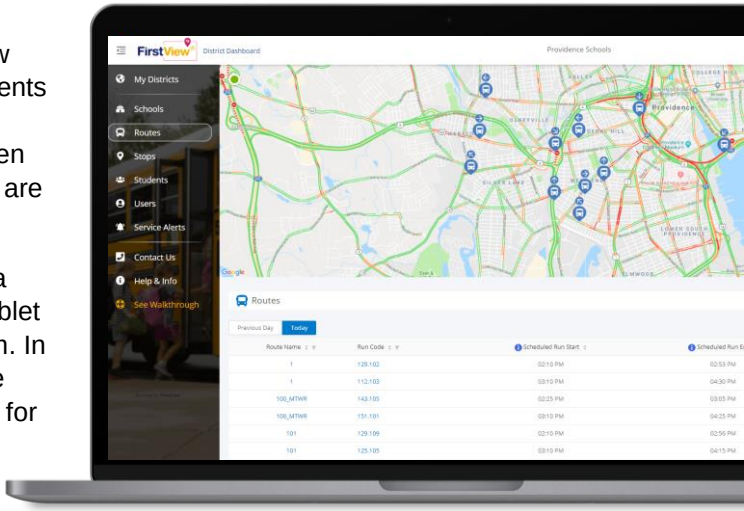
Custom Alerts and Messages: Set up push or email alerts for when a student's bus is a chosen distance or number of minutes away from the stop. Alerts provide messages and an estimated length of delays.

Additional User Notifications: Main users of the FirstView® Parent App can connect three additional email accounts to receive email alerts.

FirstView® District Dashboard

A smooth start and finish to the school day depends on how well communication systems keep teachers, principals, parents and transportation staff on the same page. And with all the activity in a school building requiring communication between staff and school officials, information accuracy and mobility are key.

The FirstView® District Dashboard can be incorporated as a stand-alone pro duct and easily accessed via desktop or tablet for clear, mobile access to your entire transportation system. In addition to helping manage daily communication needs, the platform gathers accurate, system-wide transportation data for administrative-level decision making.



Tracking: View when buses will arrive at schools and stops in real-time

Reporting: One-stop view of bus arrival status at school and stops in real-time

Messaging: Push custom notifications to FirstView® subscribers

Visibility: Drill down to analyze school-, route-, stop- and student-level information

Security: Control user access and app security

Customization: Configure settings to the exact information needs of your district personnel

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FirstACTS® Student Conduct Tracking

FirstACTS® (Active Conduct Tracking System) is a powerful web-based communication tool that helps you easily and efficiently track student conduct on school buses. Designed to improve reliability and speed, FirstACTS® delivers driver notifications directly to the school, tracks the school's actions and provides a response back to the driver. This platform offers a range of reporting capabilities and tools to assist in tracking specific actions by driver, student, school or bus. Student incident histories can be searched, and trends and patterns can be identified and addressed.

Connect: Easily identify, communicate and escalate issues to the right people

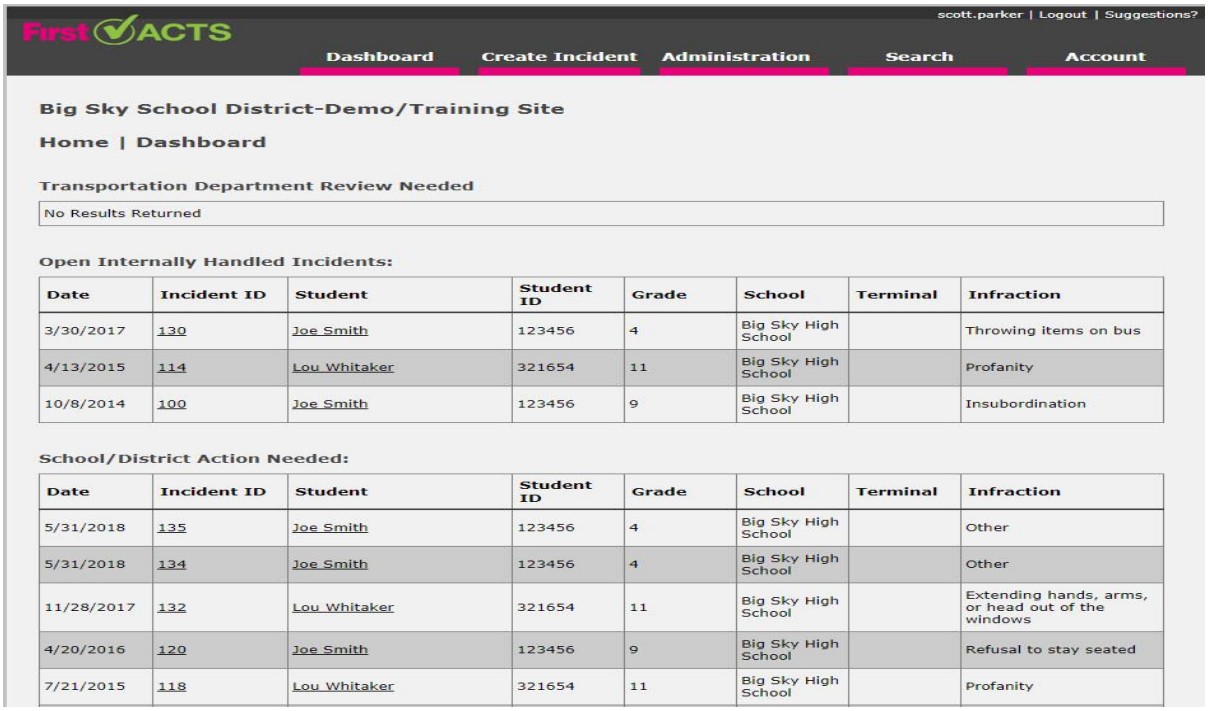
- Eliminate tedious and time-consuming tasks of tracking, filing, locating, and delivering paper documents
- Preloaded student and driver information makes it easy to report student behavior incidents
- Streamlined reporting process to administrators gives school bus drives confidence that issues will be quickly resolved, improving job satisfaction

Customize: Implemented to deliver what your district needs

- Flexible tool configured to meet the specific needs of your school district
- Student incident histories can be easily searched to quickly identify trends for prompt action
- Timely information provided to you quickly after the event, with the option to upload into your Student Information System

Control: Safe, secure, workflow access to critical information and updates

- Improved workflow management allows administrators and teachers to focus on their primary objective-education
- Administrators identify appropriate personnel to receive incident notifications and reports, ensuring privacy
- Proactive reminders keep administrators and staff informed, expediting resolution times



TRANSITION AND START-UP PLAN

The First Student Transition/Start-Up Plan outlines key activities, item owners and technical support staff essential to a successful school year start up. We require our local teams to adhere to the planning guide, which prioritizes activities based on key learnings from First Student's long history of managing student transportation systems. Our location manager reports to your superintendent (or designee) to assure a prompt and effective response to any issues or concerns that occur during the launch.

YOUR TRANSITION TEAM

Our initial focus is on hiring supervisory personnel to oversee the facility and operations set-up. With support from our region management team, we plan and manage hiring and training, carry out safety practices, establish communication plans, order equipment and oversee maintenance/environmental compliance procedures. A team of local managers, region management staff and corporate team members lead the process; each person is assigned tasks associated with his/her area of expertise.

- Location manager (main district contact): TBD
- Area general manager: Leslie Norgren
- Region safety manager: Travis Gidner
- Region finance director: Scott Passini
- Region human resources director: Shar Campbell
- Region maintenance manager: Jeff Hess
- Director of business development: Michael Ensign

ALIGNING WITH OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308

As part of First Student's transition process, our team meets with your district designee(s) to align fully on service requirements, procedures and expectations as well as the school year start-up timeline. We also make certain to identify any unique circumstances or service requirements that necessitate modifications in the planning schedule. Beginning in the second year of our contract term, this annual meeting also includes a review of the prior school year's start-up evaluation and feedback.

The following is a general outline of this meeting:

- Determine communication protocols (i.e. meeting frequency, emergency notification, late bus notification and parent communication)
- Review and agree to issue/problem resolution process
- Review Oswego Community Unit School District 308's accident/incident procedures and policies
- Agree and acknowledge initial route information for dry runs
- Agree and acknowledge last day for scheduling route changes prior to school start

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Early Action Steps

Our early action steps are focused on assessing fleet requirements; reviewing and understanding contract terms; laying groundwork for ongoing driver recruitment and retention; ensuring facility readiness; and preparing the fleet for inspections and start up.

- Review budget and fleet delivery schedule
- Review contract terms, policies and procedures, and run through start-up tasks with staff
- Order safety equipment and communicate/post safety protocols, including weather contingency plan, radio codes and emergency evacuation procedures
- Form location Recruitment Team and develop a custom Recruitment Action Plan
- Determine projected driver need for school year, taking route count, projected turnover, daily absenteeism and other historical trends into consideration
- Update driver information database for phone, email, address, etc.

DRIVER HIRING AND TRAINING

Our location manager, area general manager, talent acquisition specialist, regional human resource manager and region safety manager all play a key role in driver hiring and training activities.

- Carry out driver retention plan (to include multiple points of contact over summer months)
- Engage First Student's talent acquisition team for support as needed
- Schedule and coordinate driver meetings, interviews, screening and initial training
- Conduct driver orientation and training
- Complete an audit of driver compliance files

ROUTING SYSTEM

Our dispatcher(s) begins coordinating bus routes around 1 month prior to school start. He/she will work closely with those responsible for development of routes, local police departments and any other key stakeholders.

- Collect data required to a routing system build, namely: maps, schools, students, current routes
- Build system: import map and configure, import students, build stops & assign students, build routes
- Train key users on requisite functionality
- Import "rolled over" student data to routing system
- Make stop and route adjustments needed to accommodate student changes
- Provide updated route plans to a) district for review, and b) the location for dry runs, validation and refinement and route selection
- Communicate route plans to the community using applicable communication vehicles
- Implement ongoing project for student file updates and route change requests

FLEET AND MAINTENANCE

Our region maintenance manager supports our local maintenance personnel in establishing work processes, organizing a safe and efficient shop environment, and preparing the fleet for state inspection and start up.

- Complete vehicle registration
- Tailor fleet to contract specifications and test equipment functionality
- Establish preventive maintenance program and schedule
- Input vehicle list into maintenance/operations system
- Stock parts inventory for common occurrences (e.g. lights, light assemblies, mirrors, etc.)

FACILITY OCCUPANCY

Our real estate and environmental departments support our local team in all due diligence activities related to occupancy of a new facility. In addition, our environmental consultants provide guidance for site assessments, prepare permitting and conduct environmental training as needed.

- Determine facility modifications
- Establish employee-parking, garage, training rooms and offices
- Contact local, county and state offices
- Gather all facility permits/licenses
- Initiate environmental best practices
- Record site plan with regional office
- Complete fuel delivery system and conduct facility safety self-audit

KICK-OFF MEETING

Our school year kick-off meeting includes the following key activities.

- Train and/confirm GPS System understanding (drivers and maintenance personnel)
- Obtain updated credentials
- Go over payroll procedures and exception submission process
- Review service expectations
- Review important safety material and updates
- Review route options and do route selection

DISTRICT COMMUNICATIONS

Finally, we work with your communications designee to circulate back-to-school communications regarding bus service through the most effective channels. Examples of the ways First Student can assist include:

- FAQ handout and other educational materials
- PTA/PTO meetings attendance
- Kindergarten orientation
- Driver visits to school for safety lessons
- Presentations on transition as requested
- Operations team visit to school
- On-board experience for children and parents
- “Stuff the Bus” event

DEVELOPED FROM OUR MORE THAN 100 YEARS OF SERVICE, OUR TIME-TESTED TRANSITION PLAN SERVES AS AN OPERATIONAL TRANSITIONAL GUIDE

First Student

Caring for students today, tomorrow, together.®

ADDENDA ACKNOWLEDGEMENT

SD308
COMMUNITY UNIT
SCHOOL DISTRICT

To: Transportation Service Contractors

From: Dawn M. Simosky, CDPT, CSNT

Director of Transportation

Date: March 12, 2020

Re: Addendum #2 to Pupil Transportation RFP

This Addendum (#2) to the March 2020 Request for Proposal is herein provided to all Contractors in attendance at the mandatory pre-proposal meeting on March 5, 2020 held at the District Transportation Center located at 55 Stonehill Road, Oswego, IL at 10:00 AM.

The following Addendum is herein incorporated into the Request for Proposal for Transportation Services and if in conflict with the original document, will supersede said requirements. All other provision of the Request for Proposal will remain in full force as stated.

Addendum:

Page 2 **1.7 RFP Proposal Format**

All Proposals submitted must be in the following order: Cover Letter, Appendixes A through M in alpha order, Litigation/Regulatory Preceding List, Contractor Line of Credit, Proof of ability to obtain vehicles, Contractor Resume, addendum (if applicable). Followed by any additional information the bidder would like to provide in support of their proposal.

Pgs. 24-28 **APPENDIX B: Compliance With/Exceptions to RFP** (see attached)

SD308

COMMUNITY UNIT
SCHOOL DISTRICT

To: Transportation Service Contractors

From: Dawn M. Simosky, CDPT, CSNT

Director of Transportation

Date: March 11, 2020

Re: Addendum to Pupil Transportation RFP

This Addendum to the March 2020 Request for Proposal is herein provided to all Contractors in attendance at the mandatory pre-proposal meeting on March 5, 2020 held at the District Transportation Center located at 55 Stonehill Road, Oswego, IL at 10:00 AM.

The following Addendum is herein incorporated into the Request for Proposal for Transportation Services and if in conflict with the original document, will supersede said requirements. All other provision of the Request for Proposal will remain in full force as stated.

Addendum:

Page 38 Appendix J: Annual Base Bid Cost Projection Information

Special Education Routes Out-of District

Route #9203 Student No longer attends

Page 39 Appendix J: Annual Base Bid Cost Projection Information

Special Education Routes Out-of District

Route #227 Student No longer attends

Listed below is a culmination of questions and clarification requested from multiple providers via email and at the Pre-Bid Meeting.

First Student

Caring for students today, tomorrow, together.®

BONDING & INSURANCE

Liberty Mutual Surety
1 S. Wacker Drive Suite 2200
Chicago, IL 60606

March 13, 2020

Oswego Community Unit School District 308
55 Stonehill Road
Oswego, IL 60543

Re: First Student
Project: Request for Proposal of Pupil Transportation Services

To Whom It May Concern:

Liberty Mutual Insurance Company, is proud to be the surety for First Student. We feel this firm is an exceptional organization both from a financial perspective and a managerial point of view.

We understand that First Student has submitted, or will submit, their bid for the project described above. It is our present intent to provide the Performance Bond required should First Student be the successful bidder, subject to satisfactory review of the contract documents and the request from First Student to provide such bonds.

Liberty Mutual Insurance Company has a Best's rating of A/XV and a Treasury limit in excess of $1,289,139,000.00. We continue to be confident in First Student's ability to perform and we recommend them for your favorable consideration.

This letter is not to be construed as an agreement to provide bonds for any particular project, but is offered as an indication of our past experience with this firm. Any arrangement for bonds required by contract is a matter between First Student and the Surety and we assume no liability to the owner or third parties, if for any reason we do not execute the bonds.

LIBERTY MUTUAL INSURANCE COMPANY

By: Sandra M. Winsted

Sandra M. Winsted, Attorney-in-Fact

ACKNOWLEDGEMENT BY SURETY

STATE OF ILLINOIS
COUNTY OF COOK

On this 13th day of March, 2020 before me, Judy A. Andersen, a Notary Public, within and for said County and State, personally appeared Sandra M. Winsted to me personally known to be the Attorney-in-Fact of and for Liberty Mutual Insurance Company and acknowledged that she executed the said instrument as the free act and deed of said Company.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.

Notary Public in the State of Illinois
County of Cook

OFFICIAL SEAL
JUDY A ANDERSEN
NOTARY PUBLIC, STATE OF ILLINOIS
COOK COUNTY
MY COMMISSION EXPIRES 05/19/2023

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8202354-285057**

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Judy A. Andersen, Jessica B. Dempsey, Debra J. Doyle, Jennifer L. Jakaitis, Judith A. Lucky-Eftimov, James B. McTaggart, Sandra M. Nowak, Diane M. O'Leary, Christina L. Sandoval, Susan A. Welsh and Sandra M. Winsted

all of the city of Chicago state of Illinois each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 15th day of October, 2019.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: _____
David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 15th day of October, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 13 day of March 2020

By: _____
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 03/12/2020

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

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

PRODUCER
Aon Risk Services Northeast, Inc.
c/o Aon Client Services
4 Overlook Point
Lincolnshire IL 60069 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 **FAX (A/C. No.):** (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	National Union Fire Ins Co of Pittsburgh	19445
INSURER B:	Commerce & Industry Ins Co	19410
INSURER C:	ACE Property & Casualty Insurance Co.	20699
INSURER D:	New Hampshire Insurance Company	23841
INSURER E:	American Home Assurance Co.	19380
INSURER F:		

INSURED
First Student Inc
600 Vine Street
Suite 1400
Cincinnati OH 45202 USA

COVERAGES **CERTIFICATE NUMBER:** 570080883170 **REVISION NUMBER:**

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

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY**			GL3629890	12/31/2018	04/01/2020	EACH OCCURRENCE	$5,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$5,000,000
							MED EXP (Any one person)	Excluded
							PERSONAL & ADV INJURY	$5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$10,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$5,000,000
	OTHER:							
A	**AUTOMOBILE LIABILITY**			CA 192-18-09	12/31/2018	04/01/2020	COMBINED SINGLE LIMIT (Ea accident)	$5,000,000
A				CA 192-18-01	12/31/2018	04/01/2020		
	X ANY AUTO			MA			BODILY INJURY (Per person)	
A	OWNED AUTOS ONLY / SCHEDULED AUTOS			CA 192-18-08	12/31/2018	04/01/2020	BODILY INJURY (Per accident)	
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			VA			PROPERTY DAMAGE (Per accident)	
B	X **UMBRELLA LIAB** X OCCUR			28295050	12/31/2018	04/01/2020	EACH OCCURRENCE	$10,000,000
	EXCESS LIAB CLAIMS-MADE			SIR applies per policy terms & conditions			AGGREGATE	$10,000,000
	DED X RETENTION							
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N			WC014649551	12/31/2019	04/01/2020	X PER STATUTE OTH-ER	
E				WC014649548	12/31/2019	04/01/2020		
D	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER N	N / A		WC014649547	12/31/2019	04/01/2020	E.L. EACH ACCIDENT	$5,000,000
D	**(Mandatory in NH)**			WC014649549	12/31/2019	04/01/2020	E.L. DISEASE-EA EMPLOYEE	$5,000,000
D	If yes, describe under DESCRIPTION OF OPERATIONS below			WC014649550	12/31/2019	04/01/2020	E.L. DISEASE-POLICY LIMIT	$5,000,000
A	Excess WC			XWC6583124	12/31/2019	04/01/2020	EL Each Accident	$5,000,000
				SIR applies per policy terms & conditions			EL Disease - Policy	$5,000,000
							EL Disease - Ea Emp	$5,000,000

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

Oswego Community School District#308 and its Board of Education is included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies. General Liability and Automobile Liability policies evidenced herein is Primary and Non-Contributory to other insurance available to an Additional Insured, but only in accordance with the policy's provisions. First Student is 100% self-insured for Automobile Physical Damage coverage. First Student Provides Self-Administered Auto Medical Payments Coverage. Contractual Liability coverage is included under the General Liability policy.

CERTIFICATE HOLDER

Oswego Community School
District #308
55 Stonehill Road
Oswego IL 60543 USA

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Aon Risk Services Northeast, Inc.

Holder Identifier :

Certificate No : 570080883170

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AGENCY CUSTOMER ID: 100000000112

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Aon Risk Services Northeast, Inc.	First Student Inc
POLICY NUMBER: See Certificate Numbe 570080883170	
CARRIER: See Certificate Numbe 570080883170 / NAIC CODE:	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	EXCESS LIABILITY							
C				XCQG46844245002 $15M XS $10M	12/31/2018	04/01/2020	Aggregate	$10,000,000
							Each Occurrence	$10,000,000

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First Student

Caring for students today, tomorrow, together.®

DRUG & ALCOHOL POLICY

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)
DRUG & ALCOHOL POLICY

FirstGroup America is dedicated to providing safe, dependable, and economical transportation services to its patrons. FirstGroup America employees are a valuable resource and it is also our goal to provide a safe, healthy and satisfying working environment for our employees. In meeting these goals, it is our policy to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

This Substance Abuse Policy implements a drug and alcohol testing program for all safety-sensitive employees. Each employee shall be provided a signed copy of the adopted policy. *Policy items implemented under the authority of FirstGroup America are italicized throughout this policy.* All other policy items are implemented under the authority of the US DOT and/or the Federal Transit Administration.

Per FirstGroup America authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

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29. **System Contacts and Substance Abuse Assistance Resources**

A Zero Tolerance Company

1. Purpose

The purpose of this policy is to assure worker fitness for duty and to protect FirstGroup America employees, customers, and the public from the safety and health risks posed by the misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable federal, state, and local legislation and regulations governing workplace anti-drug use and alcohol misuse. These include DOT 49 CFR Part 40; 49 CFR Part 382 as well as the Company zero tolerance policy. This policy incorporates the requirements of the above regulations for safety-sensitive and non-safety sensitive employees.

Reporting to work in an impaired or unfit condition because of the use or consumption of controlled substances or alcohol is strictly prohibited. Any employee who uses, possesses, or is involved in the sale or purchase of any prohibited drugs, while on Company premises, conducting Company business or operating Company equipment is considered to be in violation of Company policy.

If any conflict occurs between state and local laws and any requirement of the above-mentioned Federal regulations, the Federal regulations prevail. However, Federal regulations do not pre-empt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

2. Covered Employees

As a condition of employment, all employees are required to submit to drug and alcohol testing as allowed by law. Testing of those in Safety Sensitive positions shall be in accordance with 49 CFR Part 382.

Safety Sensitive

As defined by the FMCSA, safety-sensitive employees include those who operate a commercial motor vehicle (CMV) in commerce. This includes drivers, mechanics, and dispatchers if they may be required to drive a CMV at any time. An employee is considered to be performing a safety-sensitive function when:

- Driving or required to be ready to drive
- Waiting to be dispatched
- Inspecting, repairing, securing assistance, loading or unloading the CMV

Non-Safety Sensitive Employees

Employees in non-safety sensitive positions are subject to the Company's drug and alcohol testing program pursuant to an applicable Collective Bargaining Agreement or State law. All employees not subject to federal drug and alcohol testing will be subject to testing under the Company policy. <u>The same guidelines will be used for non-safety-sensitive testing.</u>

3. Prohibited Substances

In accordance with US DOT 49 CFR Parts 382 and 40, the following are prohibited substances:

- Cocaine
- Phencyclidine (PCP)
- Cannabinoids (Marijuana)
- Amphetamines (includes methamphetamine and MDMA- Ecstasy)

- Semi-synthetic opioids (I.e., hydrocodone, oxycondone, hydromorphine, oxymorphine)
- Alcohol Misuse as defined in Section 26, below.

4. Prescription and Over the Counter Medications

The appropriate use of legally prescribed drugs and non-prescription medications are not prohibited. A legally prescribed drug means a prescription or other written approval from a physician for the use of a drug by an individual in the course of medical treatment. However, the use of any substance which carries a warning label that indicates mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought, before performing safety sensitive duties.

The misuse or abuse of legally prescribed drugs is prohibited; this includes the use of medication that is prescribed to another individual as well as illegally obtained prescription drugs.

FirstGroup America requires employees to inform their supervisor of over the counter or prescription medications that may potentially impair performance before the start of their shift. It is the employee's responsibility to obtain and provide documentation the employee's supervisor from a certified medical professional confirming the employee's fitness to safely perform his/her job responsibilities.

5. Medical Marijuana

49 CFR Part 40.151 does not authorize "medical marijuana" under state law to be a valid medical explanation for an employee's positive drug test result. Marijuana remains a schedule I drug and the use of marijuana by safety sensitive employees is prohibited. *FirstGroup America will not accept a prescription for medical marijuana as an explanation for a positive drug screen result.*

6. Synthetic Cannabinoids and Synthetic Stimulants

FirstGroup America prohibits the use and/or possession of synthetic cannabinoids ("K2", "Spice", "herbal incense") and synthetic stimulants ("Bath Salts"), while on Company property. Violation of this part will result in disciplinary action up to and including termination.

7. Employee Protections

The procedures that will be used to test for the presence of prohibited substances or misuse of alcohol shall be such that they protect the employee's privacy, the validity of the testing process, and the confidentiality of the test results.

All urine drug testing and breath alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. All urine specimen collections, analysis and reporting of results shall to be in accordance with 49 CFR Part 40, as amended.

Drug and alcohol testing shall be conducted in a manner that will ensure the highest degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (HHS).

Alcohol initial screening tests will be conducted using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) or non-evidential alcohol screening device that has been approved by NHTSA. Confirmatory tests for alcohol concentration will be conducted utilizing a NHTSA approved EBT.

1. Except as required by law or expressly authorized in this section, FirstGroup America shall not

release employee information that is contained in records maintained per 49 CFR Part 382.

2. An employee may, upon written request, obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.

3. FirstGroup America shall release information regarding an employee's records as directed, by the specific written consent of the employee authorizing release of the information to an identified person. Release of such information is permitted only in accordance with the terms of the employee's consent.

4. Records pertaining to a Substance Abuse Professional's evaluation, treatment and follow up testing results shall be made available to a subsequent DOT employer upon receipt of written consent from an employee.

8. Employee Responsibility to Notify FirstGroup America of Criminal Drug Conviction

It is a violation of this policy for any employee to fail to immediately notify FirstGroup America of any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution. Violating employee shall be immediately removed from safety sensitive duties.

Per FirstGroup America authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

9. Voluntary Self-Referral

An employee who voluntarily (not in response to a Company request to take a drug or alcohol test or the positive result of a drug or alcohol test) admits to management that he or she has a substance abuse or alcohol problem, and who wishes to voluntarily submit to a Rehabilitation Program, shall be placed on unpaid medical leave. Any voluntary requests for treatment must be made prior to any pending drug/alcohol test or disciplinary related action.

An appropriate leave of absence may be granted for treatment and rehabilitation. The employee may be permitted to take accrued sick leave or administrative leave to participate in the Substance Abuse Counselor prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the Substance Abuse Counselor has determined that the employee has successfully completed the required treatment program and releases him/her to return to a safety sensitive duties. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

Payment for treatment will be coordinated through the employee's health insurance provider. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services. The employee must present evidence of having enrolled in and successfully completed, at his or her own expense, a rehabilitation program approved by FirstGroup America. The employee must submit to a non-DOT pre-employment drug and alcohol test, at his or her own expense, which produces a negative result. The employee must sign FirstGroup America's Post-Rehabilitation Return to Work Agreement. If a test result is canceled by the lab, the individual will be required to undergo another test and successfully pass the test with a verified negative result before performing safety- sensitive duties.

An employee placed on unpaid leave as provided in this section must satisfy the provisions of the items above not later than 12 weeks from the commencement of this leave. An employee failing to do so shall be deemed to have abandoned his or her job. Any employee who is returned to work as provided in this section of the policy and who fails to comply with any of the terms of the Post – Rehabilitation Return to Work Agreement will be discharged. Employees will not be disciplined for requesting treatment, but will be expected to observe job performance standards and work rules as they apply to every employee. Any decision to seek help will not interfere with an employee's eligibility for promotional opportunities. Confidentially of information will be maintained at all times.

10. Employee Training

Information concerning the general effects of alcohol and controlled substances is available in section 28 of this policy.

Supervisors who make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral and performance indicators of probable drug use and 60 minutes on the physical, behavioral and performance indicators of probable alcohol use.

11. Pre-employment Drug and Alcohol Background Checks

In compliance with 49 CFR Part 40.25, FirstGroup America must make a good faith effort to obtain drug and alcohol testing records from prior DOT covered employer(s) for the previous three years for all applicants seeking safety-sensitive positions and all current employees transferring into a safety-sensitive position. FirstGroup America will require each applicant/transferee to a safety-sensitive position to complete a written consent that allows the release of drug and alcohol testing information from previous DOT covered employers. An applicant/transferee who refuses to provide written consent will not be permitted to perform safety-sensitive functions for FirstGroup America.

All safety-sensitive applicants who have previously failed a DOT drug or alcohol test must provide proof that they have completed a Substance Abuse Professional's evaluation, treatment and return to duty process in addition to a pre-employment drug test with negative results, prior to their employment into a safety-sensitive job function. The credentials, training and education of the Substance Abuse Professional must meet the requirements of 49 CFR Part 40 Subpart O.

12. Pre-Employment Testing

All safety-sensitive position applicants shall undergo a urine drug test prior to placement in a safety sensitive position. FirstGroup America must be in receipt of a negative urine drug test result prior to the applicant's performance of any safety sensitive function. A cancelled test result will require an applicant to undergo a subsequent pre-employment urine drug test, until a negative test result can be obtained.

*If an applicant's pre-employment urine drug test result is verified as **positive**, the applicant will be excluded from consideration for employment per FirstGroup America authority.* Applicant will be provided a referral to a Substance Abuse Professional meeting the required qualifications per 49 CFR Part 40.281, as amended.

An employee returning from an extended leave period of 30 consecutive days or more, and whose name was removed from the random testing selection pool, will be subject to a pre-employment urine drug test. FirstGroup America must be in receipt of a negative drug test result prior to the employee being reinstated to safety sensitive duty*. FirstGroup America requires a pre-employment test for final candidates of employment.*

13. Random Testing

Employees in safety-sensitive positions shall be subject to random, unannounced testing. The minimum annual percentage rate for random alcohol testing and the minimum annual percentage rate for random controlled substances testing shall be in accordance with 49 CFR Part 382, as amended. The percentages of testing shall be based on the average number of safety-sensitive employees per calendar year.

Random alcohol testing shall be conducted on a safety sensitive employee during, just before or just after the performance of a safety-sensitive function.

Random urine drug testing may be conducted anytime while an employee is on duty or on call, or on standby duty.

Non-safety-sensitive employees shall be subject to random, unannounced testing. The minimum annual percentage rate for testing is determined by FirstGroup America.

The selection of employees for random alcohol and drug testing shall be made by a scientifically valid method. The selection process shall provide each covered employee an equal chance of being tested each time selections are made. A computer based random number generator that is fair and equitable for the covered employees shall derive the list.

14. Reasonable Suspicion Testing

All safety-sensitive employees are subject to reasonable suspicion urine drug testing and/or breath alcohol testing. Reasonable suspicion testing is required when one or more trained company officials can articulate and substantiate physical, behavioral, and performance indicators of probable drug use or alcohol misuse by observing the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion testing for alcohol misuse can only be made when observations leading to that testing occur during, just preceding, or just after the period of the workday that the employee is required to be in compliance with FMCSA regulations. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty.

All FirstGroup America employees are subject to reasonable suspicion testing when one or more trained company officials can articulate and substantiate physical, behavioral, and performance indicators of probable drug use or alcohol misuse by observing the appearance, behavior, speech, or body odors of the employee.

15. Post-Accident Testing

Any safety-sensitive employee involved in an accident that meets the criteria below shall be required to submit to drug and alcohol tests as soon as practicable after the accident.

FMCSA thresholds for post-accident testing:

Fatality: if the accident involved the loss of human life, any surviving covered employee will be required to submit to drug and alcohol tests.
Citation: if the employee receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

- Bodily injury to any person whom as a result of the injury, immediately receives medical treatment away from the scene of the accident

- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

The following chart may be used to determine if drug and alcohol tests are required:

Type of accident involved	Citation issued to the CMV driver	Test must be performed by employer
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

At FirstGroup America, for all FMCSA related accidents, we use the Post Accident Testing Chart to aid in our decision to test or not to test.

Covered employees are prohibited from using alcohol for eight hours following any accident or until the required post-accident test is administered, whichever comes first. Every effort will be made to conduct post-accident drug and alcohol tests as soon as possible following an accident. Covered employees involved in accidents must remain readily available for testing, including notifying the Company of their location if they leave the scene of the accident before testing, and will be considered to have refused to submit to testing if they fail to do so. This requirement will not require the delay of necessary medical attention for injured people following an accident or prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or obtain necessary emergency medical care.

FirstGroup America's policy is such that following a post-accident test, the employee is not allowed to perform any safety-sensitive function until the Company has received negative test results. So long as they are not subject to any disciplinary action related to the accident, any employee whose drug test and/or alcohol test produces a negative result shall be promptly returned to his or her regular work and be made whole for any lost wages, unless the employee is suspended for any additional purposes concurrent with the waiting of the test results.

16. Refusal to Submit to Urine Drug Testing

All employees will be subject to urine drug testing and breath alcohol testing as described in sections 12-15. An employee who fails to cooperate with the testing process or attempts to thwart the testing process will be considered to have "refused testing". Refusal to submit to required testing is a violation of this substance abuse policy.

Per FirstGroup America authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

(1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
(2) Failure to remain at the testing site until the testing process is completed (after the process has been started)
(3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations
(4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
(5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
(6) Failure or decline to take an additional drug test the employer or collector has directed you to take
(7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by FirstGroup America.
(8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
(9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
(10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
(11) Admitting to the collector or MRO that you adulterated or substituted the specimen.
(12) When the MRO verifies your drug test result as adulterated or substituted.

Refusals to test will result in employee's immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O.

17. Shy Bladder Situations

Urine is collected at a DOT approved collection site and is sent to a DHHS certified laboratory for testing. The employee must provide at least 45 mL of urine or they are considered or they are considered to have a "shy bladder".

If the employee cannot produce the required quantity of urine (shy bladder), the collection site will offer employee the opportunity to consume up to 40oz. of water within a three (3) hour time frame in order to produce the required 45mL of urine. <u>The employee may NOT exit the premises of the testing facility for any reason during this time.</u> If employee leaves the testing facility, the test will be considered a refusal subjecting the employee to immediate suspension and corrective action up to and including termination.

In the event of a "shy bladder," employee must undergo a medical review. The Company will refer the employee to a physician acceptable to the MRO and employee will be required to provide evidence of a medical condition hindering the production of urine. The employee has 5 days to get a medical

evaluation once a shy bladder occurs. If the medical review proves that there is a valid medical condition, the employee shall be reimbursed and returned to duty with full pay or placed back into the recruiting process.

18. Observed Urine Drug Collections

During an observed collection, the employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around, that they do not have a prosthetic device. The collector/observer must witness the employee's urine leave the body and enter the collection cup. The collector/observer must be the same gender as the employee being observed.

Observed collections are required in the following circumstances:

- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.
- Anytime a follow up or return to duty test is required (test types not applicable to FirstGroup America policy)

19. Specimen Analysis

All specimens will be analyzed in accordance with the procedures set forth in 49 CFR Part 40, as amended. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

20. Dilute Test Results

*Upon receipt of MRO verified **dilute** drug test results with creatinine levels greater than 5 mg/dL and less than 20 mg/dL, FirstGroup America will accept the result and there will be no retest.*

Upon receipt of a MRO verified dilute drug test result with creatinine levels greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL FirstGroup America will conduct a recollection under direct observation.

21. Medical Review Officer's Role and Responsibilities

The designated Medical Review Officer (MRO) shall be a licensed physician (doctor of medicine or osteopathy) with knowledge of drug disorders. FirstGroup America shall use the following Medical Review Officer:

Name of MRO: National Diagnostics
Address: 4600 Park Road, Suite 500
Charlotte, NC 28209
Phone Number: 1-800-404-0016 **Fax Number:** 704-364-5961

The role of the MRO is to review and interpret confirmed positive test results obtained through the employer's testing program. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

Additionally, the MRO cannot accept an assertion of consumption of a hemp food product as a basis for verifying a confirmed marijuana (THC) test result as a negative. Consumption of a hemp food product is not to be considered a legitimate medical explanation for a prohibited substance or metabolite in an individual's specimen.

An employee shall be notified by the MRO of a laboratory confirmed positive test and a verification interview will be conducted with the employee, by the MRO in accordance with 49 CFR Parts 40.131, through 40.141

22. Verified Positive Results

MRO verified positive urine drug tests will result in immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O, will be provided to employee.

Per FirstGroup America authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

23. Cancelled/Invalid Test Results

A drug test that has been declared cancelled by the Medical Review Officer, because the specimen was invalid or for other reasons, shall be considered neither positive nor negative. Additionally, a specimen that has been rejected for testing by the laboratory is reported by the MRO as a cancelled test.

When a negative urine drug test result is required (as is the case with pre-employment, return to duty and follow up test types) the employer must conduct another drug test on the individual. For some categories of cancelled drug tests, the MRO will indicate that a re-collection of a specimen using direct observation specimen collection procedures is required, regardless of test type. Direct observation collection procedures will be in accordance with 49 CFR Part 40.67 as amended. The MRO may also direct an employee to undergo a medical evaluation to determine whether or not clinical evidence of drug use exists when there are documented medical explanations for an individual producing invalid specimens and a negative result is needed for a pre-employment, return to duty or follow-up test.
For alcohol testing, a test that is deemed to be invalid per 49 CFR Part 40.267, shall be cancelled and therefore considered neither positive nor negative.

24. Split Specimen Testing

Split specimen collection procedures will be followed in obtaining specimens. An employee is entitled to request, within 72 hours of learning of a verified positive test result, that the split specimen be tested at a different DHHS certified laboratory than that which conducted the test of the primary specimen. If the test result of the split specimen fails to reconfirm the presence of the drug or drug metabolite, the test result shall be ruled "Canceled". The procedures for canceled tests, as outlined in 49 CFR Part 40.187, will be followed. If the test result of the split specimen is positive, the test results shall be deemed positive. If the laboratory's test of the primary specimen is positive, adulterated or substituted and the split specimen is unavailable for testing, a recollection under direct observation is required. Direct observation collection procedures will be in accordance with 49 CFR Part 40 as amended.

Split Specimen Testing is not authorized for test results reported by the MRO as "Invalid".

Payment of Split Specimen Testing:

When an employee has made a request to the MRO for a test of the split specimen, FirstGroup America is required to ensure that the cost for the split specimen testing is covered, in order for a timely analysis of the sample. *FirstGroup America will seek reimbursement from the employee for the cost of the completed test, if the results reconfirm the original positive finding*.

25. Alcohol

For the purposes of this policy, alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. 49 CFR Part 382 authorizes alcohol testing and requires FirstGroup America to take action on the findings, regardless of whether it was ingested as a beverage alcohol or in a medicinal or other preparation.

26. Alcohol Use and Breath Alcohol Testing

No safety-sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. If there is actual knowledge that an employee may be under the influence of alcohol while performing safety sensitive functions, the employee shall not be permitted to perform or continue to perform safety-sensitive functions, pending a reasonable suspicion interview, conducted per Section 12. No safety-sensitive employee shall use alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall use alcohol within eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.

A Breath Alcohol Technician (BAT) qualified to conduct DOT breath alcohol testing shall conduct all DOT required alcohol screening tests.

In accordance with the provisions of 49 CFR Part 40, as amended, the results of both the screening and confirmation of breath alcohol tests, as applicable, shall be displayed to the individual being tested immediately following the test(s).

The results of breath alcohol testing will be transmitted by the breath alcohol technician to FirstGroup America in a confidential manner, in writing, in person, by telephone or electronic means in accordance with 49 CFR Part 40, as amended. All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

FirstGroup America affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. Handling of tests and confidentially shall be in conformance with 49 CFR Part 40, and as described below:

If the initial test indicates alcohol is present, but in concentrations less than 0.02, the employee may be returned to duty after a 24 hour stand-down (off-duty) period.

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. An alcohol concentration of 0.04 or greater will be considered a DOT alcohol violation and a violation of this policy. An employee testing positive for alcohol at any level will be immediately removed from safety sensitive duty. Employees testing 0.40 or greater will be provided with a referral to a DOT qualified Substance Abuse Professional, in accordance with 49 CFR Part 40, as amended.

FirstGroup America considers a confirmation test that indicates an alcohol concentration of .02 to be a positive test and a violation of this substance abuse policy. Per FirstGroup America authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

27. **Refusal to Submit to Alcohol Testing**

The following actions constitute a refusal to submit to Alcohol Testing:

(1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
(2) Fail to remain at the testing site until the testing process is complete.
(3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations.
(4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
(5) Fail to undergo a medical examination or evaluation, as directed by FirstGroup America.
(6) Fail to sign the certification at Step 2 of the ATF.
(7) Fail to cooperate with any part of the testing process.

A referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided. *Per FirstGroup America authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

28. General Effects of Controlled Substances and Alcohol

Alcohol

Alcohol is the most commonly abused substances in the United States. It is a depressant and it slows down physical responses and progressively impairs mental functions. Signs and symptoms of use include the following:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy reaction rate

- Slurred speech

Chronic consumption of alcohol (average of three serving per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Neurological problems, including dementia and stroke
- Cardiovascular problems
- Cancer of the mouth, throat, esophagus, liver, and colon. In general, the risk of cancer increases with increasing amounts of alcohol.
- Liver diseases, including alcohol hepatitis and cirrhosis.
- Gastrointestinal problems, including pancreatitis and gastritis
- Psychiatric problems, including depression, anxiety, and suicide

Cannabinoids/Marijuana

Marijuana is a solid form made of THC. THC binds to certain nerve cells and kicks off a series of cellular reactions that ultimately lead to the high by affecting other chemical processes. Within a few minutes of inhaling marijuana smoke, a person will experience one or more of the following:

- Dreamy relaxation
- An increased or vivid sense of smell, taste, and hearing
- A dry mouth
- Rapid heartbeat
- Some loss of coordination
- Poor sense of balance
- A distorted sense of distance
- A diminished sense of time
- Slower muscular reaction times
- A general feeling of intoxication

Use of marijuana has both short term and long term health effects such as:

- Problems with the transfer of information from short to long term memory, and thus difficulty learning/remembering
- Distorted visual perception
- Difficulty thinking clearly
- Decreased ability to solve problems
- Loss of muscular coordination
- Increased heart rate
- Lung and other cancers, decreased immune responses and a significant decrease in the ability to learn new information
- A stronger tolerance for the drug, which requires increased dosage
- Increased risk of heart attacks
- Increased difficulty sustaining and shifting attention even in emergency situations
- Increased difficulty registering, organizing, and applying information which at first lasts several days after the “high”, and can continue for many weeks
- Brain cell damage
- Mood swings as the drug ebbs and flows in the body
- Altered psycho-social behavior which can manifest as a lack of caring
- The development of an entire new set of friends who “use.”

Cocaine and Crack Cocaine
Cocaine is a powerfully addictive central nervous stimulant that directly affects the brain but is also a topical deadening agent. Cocaine closes down the blood vessels that supply blood to the body. Ingestion of cocaine results in the user feeling:

- Euphoric;
- Energetic;
- Talkative;
- Mentally alert, especially to the sensations of sight, sound, and touch;
- Without appetite; and
- With little need for sleep.

Use of cocaine has both short term and long term health effects such as:

- Bizarre, erratic, and violent behavior;
- Tremors;
- Nose bleeds;
- Paranoia;
- Restlessness;
- Irritability;
- Anxiety;
- Sudden death;
- Constricted blood vessels;
- Increased temperature;
- Increased heart rate;
- Dilated pupils; and
- Increased blood pressure.

Amphetamines/Methamphetamines – Amphetamines/Methamphetamines is a highly altered chemical mixture that releases large amounts of neurotransmitter dopamine and has a stimulant-like effect. Use of Amphetamines/Methamphetamines has both short term and long term effects to your health such as:

- A “rush”;
- Increased activity level;
- Decreased appetite;
- Heightened sense of well-being;
- Increased respiration;
- Increased body temperature;
- Insomnia;
- Compulsive drug-seeking and drug use;
- Functional and molecular changes in the brain;
- Violent behavior;
- Anxiety;
- Confusion;
- Mood disturbances and delusions;
- Pain and withdrawal; and
- Homicidal and/or suicidal thoughts.

Opiates

Opiates are a broad family derived from the processing of opium, which is extracted from the seed pod of certain varieties of poppy plants. The morphine derived from this process is one of the most powerful painkillers known. Heroin is the more famous of the opiates and is highly addictive. Use of opiates has both short term and long term effects to your health such as:

- Drowsiness lasting for several hours;
- Clouded mental function;
- Slowed heart rate;
- Severely slowed breathing;
- A warm flushing of the skin;
- Dry mouth;
- Heavy feeling in the arms and legs which may be accompanied by nausea, vomiting and severe itching;
- Suppression of pain;
- Addiction
- Infectious diseases (i.e., HIV/AIDS and hepatitis B and C)
- Collapsed veins
- Bacterial infections
- Abscesses
- Infection of heart lining and valves; and
- Arthritis and other rheumatologic problems.

Phencyclidine (PCP)

PCP is classified as a dissociative anesthetic and effects are unpredictable and often times trance-like. When PCP is snorted or smoked, PCP rapidly moves from the blood to the brain to disrupt the functioning of sites known as NMDA (N-methyl-D-aspartate) receptor complexes. Use of PCP has both short term and long term effects on your health such as:

- Shallow, rapid breathing;
- Increased blood pressure;
- Increased heart rate;
- Elevated temperature;
- Feelings of detachment from reality;
- Distortions of space, time, and how the user perceives his/her body;
- Hallucinations;
- Panic;
- Fear;
- Feelings of invulnerability and exaggerated strength;
- Severe disorientation;
- Violence;
- Suicidal tendencies;
- Memory loss; and
- Addiction.

Methylenedioxymethamphetamine (MDMA, Ecstasy)
The user of Ecstasy will feel a euphoria which takes effect 15-60 minutes after beginning use and lasts for many hours. Other effects include:

- Mild intoxication;
- Relaxation;
- Euphoria;
- Discomfort
- Disorientation
- Elevated blood pressure and heart rate;
- Irritation and nervousness;
- Optical and acoustic hallucinations;
- An excited calm or peace;
- Lack of appetite;
- Feelings of well-being;
- Increase in physical and emotional energy;
- Increased sociability and closeness;
- Heightened sensitivity;
- Increased responsiveness to touch;
- Changes in perception and;
- Empathy.

At higher doses and long terms use:

- Agitation;
- Panic attacks;
- Illusory or hallucinatory experiences may occur;
- Cerebral hemorrhage;
- Frequent bouts of dysphoria;
- Heart and circulatory failure;
- Neurotoxicity;
- Paranoid psychoses and;
- Stroke
- Users develop a strong psychological dependence on the drug. Chronic users develop increasing tolerance as they increase their doses. Those undergoing withdrawal will suffer bouts of depression and headaches.

Semi-Synthetic Opioids (hydrocodone, hydromorphone, oxymorphone, and oxycodone)
When you have a mild headache or muscle ache, an over-the-counter pain reliever is usually enough to make you feel better. But if your pain is more severe, your doctor might recommend something stronger -- a prescription opioid. Opioids are a type of narcotic pain medication. Common types are oxycodone (OxyContin), hydrocodone (Vicodin), morphine, and methadone. They can have serious side effects if you don't use them correctly.

Opiates usually produce a "high" of some type; the faster-acting they are, the more intense the high they produce. Heroin produces a very intense high thanks to its very short duration of action: its half-life is between 15 and 30 minutes. Morphine is much longer, lasting from 4 to 6 hours.

The short-term effects of opiate use can include:

- Feelings of euphoria.
- Pain relief.
- Drowsiness.
- Sedation.

Because of the intense high produced by the interaction of several opiates and the brain, the drugs remain extremely addictive, sometimes causing measurable symptoms of addiction in under three days.

29. System Contacts and Substance Abuse Assistance Resources

Corporate Drug and Alcohol Administrator
Address: 600 Vine St Cincinnati, OH 45202
Phone: 513-241-2200

National Hot-Line Numbers and Help Lines:
National Counseling Resource
1-800-607-1010

The American Council on Alcoholism Help Line
1-800-527-5344

The National Institute on Drug Abuse Hot Line
1-800-662 HELP

Alcoholics Anonymous 212-686-1100

American Substance Abuse Professionals (ASAP) – www.go2asap.com
888-792-2727

A copy of the referenced regulations (49 CFR Parts 40 and Part 382); are available on the CUTR Substance Abuse Management Resource Website: sam.cutr.usf.edu

Please sign the Acknowledgement of Receipt of this Policy (attached) and return to your supervisor or Designated Employer Representative.

Employee Acknowledgement of Receipt
Of FirstGroup America Substance Abuse Policy

I have received a legible copy of FirstGroup America's Substance Abuse Policy. I understand that my employment with FirstGroup America is conditioned upon full adherence to this policy.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

SEPTRAN™
STUDENT TRANSPORTATION

March 18, 2020

Ms. Dawn M. Simosky
Director of Transportation
Oswego Community Unit School District 308
55 Stonehill Road
Oswego, IL 60543

Dear Ms. Simosky,

Septran, Inc. (Septran) is pleased to submit the enclosed response to the Oswego Community Unit School District 308's request for proposal to provide pupil transportation services.

Ever since our partnership with Oswego Community Unit School District 308 began, Septran/NELLC has had a consistent track record of providing, safe, on time, and efficient transportation services which are customer focused. We have worked with you to find opportunities to save costs while maintaining the high standard for quality you have come to expect.

Continuing with Septran/NELLC to provide your regular education transportation needs provides continuity and minimizes the inherent risk and potential disruption often caused with a change of contractor. We understand how to deliver solutions and results in this environment and are proud of the partnership we've established with the Oswego Community Unit School District 308 and its community. We are confident we're the best partner for you going forward to also meet your special education transportation needs.

Highlights of our proposal include:

- **Local Team** – Our dedicated team of proven transportation professionals whose experience servicing the needs of Oswego Community Unit School District 308 are unmatched.
- **Financial Strength** – Ensure you that we are able to meet the Oswego Community Unit School District 308's needs throughout the contract term.
- **Fleet** – Septran provide buses that meet district specifications.
- **Partnership** – A joint collaboration between Septran and the district has been created that has proven to improve and benefit our employee performance so that we can meet the specific needs of the Oswego Community Unit School District 308's students, employees and the community.
- **Operational Plan** – A plan for account management, routing, reporting, and compliance with state and federal regulations proven effective throughout our partnership with the Oswego Community Unit School District 308.

Septran/NELLC will continue to devote the resources, both locally and from our corporate headquarters, needed to provide the safest, most cost effective school bus transportation services that Oswego Community Unit School District 308 has come to expect. We look forward to having the opportunity to renew our partnership and continue serving the district, the students, the parents and the community. Please review the ***Executive Summary*** section of the proposal that provides highlights of our plan.

Respectfully,

Fred Smith, Director of Business Development

Executive Summary

School Bus Transportation

Septran, Inc. (Septran) is pleased to submit the enclosed response to the Oswego Community Unit School District 308's request for proposal to provide pupil transportation services.

As you are aware, we have a rich history of providing special needs student transportation services; we can trace our history back 1969 providing transportation services with two school buses in Edina, Minnesota and 13 school buses in Joliet, Illinois. Since that time, Septran has selectively grown the company to more than 1,000 buses in northern Illinois and Minnesota. Today, Septran serves nearly 50 school districts and three special education COOPs. We have developed a strong caring family culture which has transferred to tremendous loyalty in all of our employees. Most of Septran's front line management team has been with the company for 25 years or more. This consistent management team has provided high quality service through a driver workforce strengthened by low turnover and consistent development and training. This service culture has translated into enduring partnerships with employees, vendors, school districts and most importantly the community of administrators, parents and children that are served on a daily basis.

Septran has a strong record of success and decades of experience in student transportation. We are confident we can continue providing exceptional service to your district. We will remain continually focused on delivering our service promise: **Getting students to school safely, on time and ready to learn®**. Our mission is to deliver service excellence to earn the partnership, loyalty and trust of our customers and employees.

Being responsive and solution-oriented, serving as a trusted partner, and giving our customers peace of mind that their students are safe with us is vital to our success.

Proposed School District Benefits

Our proposal includes the following benefits for your school district.

- Minimized risk of disruption to service due to changing contractor.
- Septran has included DriveCam cameras on each bus. **Brochure included at the end of this section.**

- Zonar EVIR/GPS and SEON cameras in each route and spare vehicle.
- Driver Wages – Driver Wages – We have provided for a very comprehensive compensation package for drivers. Our goal is to become the employer of choice for dedicated drivers.
- Community Involvement – We will continue with our support of the district's community programs.
- General manager Lisa Clements and her local senior team, along with our regional and corporate staffs will continue to enhance and improve our current partnership.
- Our employees will continue to have the opportunity to participate in our health insurance plan. This helps ensure the well-being of our employees and provide reliable service for students under our care.
- Our employees are eligible to participate in a 401(k) retirement plan with a company match up to 4%. By providing a company match this encourages our employees to be a part of the team for many years to come. Tenured drivers are safer.
- Our total compensation plan will help reduce turnover. This ensures you of continued quality service because Durham drivers will be more experienced and more familiar with your students and their routes.

Exceptional Customer Service

Our managers are constantly faced with the challenge of providing exceptional customer service. This is what sets a contractor operated bus system apart from a public system. We must remain vigilant to seek efficiencies and pass along the benefits in order to keep costs down and ensure value for every dollar spent. This way you can be assured that you are best spending your precious tax dollars.

We believe our customers are the heart of our business.

School Bus Transportation

Honesty, accountability, and transparency are how we approach all matters. We will continue to work with the Oswego Community Unit School District 308 to uncover problems and issues for resolution and constantly communicate with you during all steps of the way. We are a company that is willing to work with you so that together we shall continue to exceed the student transportation expectations of your school district. At Septran, we believe the customer is the heart of our business. We understand your district's need to continue to have affordable yet dependable student transportation services.

Safety is Always Our First Priority

The safety of each student and employee is our first commitment and Septran knows there is no substitute. We constantly strive to find the safest way to operate, not the most expedient or least expensive.

The best trained drivers in the business work for Septran. Buses are built with safety in mind, but it is the drivers who make the buses safe. Septran is committed to continually developing innovative training strategies and programs designed to keep the safest drivers operating our buses. We understand the importance of what we do, and we work tirelessly to ensure safety is our first priority.

With regards to Illinois DOT, accidents per million miles, all school bus locations was 0.33.

High Caliber Local Leadership

Our vision is to deliver service excellence to earn the trust and loyalty of our clients, customers and employees. Septran empowers local management to make decisions that positively impacts the customer service and satisfaction with both the school district and the community.

- Our vast network of additional customer service centers located in Illinois provides us with greater flexibility and added available resources if needed.

Our values are the compass by which we have navigated the past 100 years and how we will continue on our journey to excellence in the years to come.

Core Values

Our five core values are focused on safety, customers, people, communities and excellence. We live these values throughout the organization. Nobody else will try harder for our customers than we do. As you will read in our proposal, our company's number one priority is **getting children to school safely, on time and ready to learn®.**

A Team You Can Count On

Septran has a wealth of experience, serving more than 50 educational partners in Illinois and Minnesota. We understand the challenges of running a student transportation program and are committed to working in partnership with the districts we serve. Our local team will work diligently to build solid relationships with administrators, teachers and drivers while providing the best possible service to the students. We plan to become active members of your community, and we will make every effort to support local initiatives. We are delighted to be considered to provide professional services to your district and are confident we can provide outstanding services to your students, your district and your community.

Should you have any further questions regarding this proposal, please contact Fred Smith, Director of Business Development, at (630) 441-7162.

Our company's policies, programs and procedures included in this proposal are those currently in effect. We reserve the right to revise our policies, programs and procedures over time.

DRIVECAM ENHANCES THE SAFETY OF NATIONAL EXPRESS SCHOOL STUDENTS AND DRIVERS

Taking safety to the next level with cutting-edge technology

THE DRIVECAM PROCESS

Strengthening our ongoing commitment to safety, National Express School is implementing the Lytx DriveCam video safety program. Student safety is our top priority, and the addition of DriveCam provides further peace of mind for parents, our district partners and the residents in the communities we serve.

DriveCam is designed to:

- Reinforce bus drivers' safe driving performance
- Fine-tune driver skills
- Provide data-driven insights to learn from coachable events
- Give greater visibility to driving behavior

HOW IT WORKS

DriveCam uses a windshield-mounted camera that faces the driver inside and the road ahead outside of the bus. Sensors detect unusual driving events such as:

- Hard braking
- Sudden swerves
- Rapid change in speed

LEARN MORE

Visit https://www.lytx.com to learn more.

APPENDIX A: REQUEST FOR PRICING ACKNOWLEDGEMENT

On this 16th day of March, 2020, the undersigned declares that he/she has carefully examined the Instructions and Conditions for this bid and will honor all purchase orders, prices and specifications set forth in the Request for Proposal. The undersigned acknowledges that:

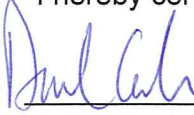
- Oswego Community Unit School District 308 reserves the right to accept or reject any or all Proposals in whole or in part, or to waive any informality therein. If, in the opinion of the District, it is in their best interest, the Contract may be awarded to a Provider regardless of lowest proposal.

- If an award is made to the undersigned Contract Provider, they agree to enter into a Contract with Oswego Community Unit School District 308 to furnish professional transportation services in strict accordance with this proposal.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in the Request for Pricing.

My signature also certifies that this firm has no business or personal relationship with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Oswego Community Unit School District 308, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relations with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest with Oswego Community Unit School District 308, pertaining to any and all work or services to be performed as a result of the RFP and any resulting contract with the Oswego Community Unit School District 308.

I hereby certify that I am authorized to execute this document as a Representative of the Company:



Director of Commercial Development

Authorized Signature and Title

Daniel Cecchin / Director of Commercial Development

Printed / Type Name

Septran, Inc.

Name of Company

APPENDIX B: COMPLIANCE WITH/EXCEPTIONS TO REQUEST FOR PRICING

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
1.1	RFP Overview	✓		
1.2	Mandatory Pre-Proposal Meeting	✓		
1.3	Questions	✓		
1.4	Addenda to RFP	✓		
1.5	Irrevocability of Proposal (RFP)	✓		
1.6	Proprietary Information	✓		
1.7	RFP Proposal Format	✓		
2.1	Request for Pricing Documents	✓		
2.2	Requirements for Signing RFP	✓		
2.3	Compliance with Laws	✓		
2.4	Non-Discrimination	✓		
2.5	Certificate of Eligibility	✓		
2.6	Familial Relationships	✓		
2.7	Safe Ride Program	✓		
2.8	Illinois Drug-Free Workplace Act	✓		
2.9	Cost Projections	✓		
2.10	Annual Base Bid	✓		
2.11	Background/References	✓		
2.12	Litigation/Regulatory List	✓		
2.13	Proposal Expenses	✓		
2.14	Indemnity	✓		
2.15	Subletting or Assignment	✓		
2.16	District 308 Right of Termination	✓		
2.17	Contractor Default	✓		
2.18	Payments	✓		

APPENDIX B: COMPLIANCE WITH/EXCEPTIONS TO REQUEST FOR PRICING

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
2.19	Tax Exemption	✓		
2.20	Insurance Policies	✓		
2.21	Prevailing Wage Law	✓		
2.22	Contractor Fiscal Responsibility	✓		
2.23	Performance Bond	✓		
3.1A	Regular/Sped Boundaries	✓		
3.1B	Equipment / Personnel	✓		
3.1C	Regular Education Students	✓		
3.1D	Special Education Students	✓		
3.1E	Term of Contract	✓		
3.1F	Rules / Regulations / Statutes	✓		
3.1G	Employee In-Service Training	✓		
3.1H	Director of Transportation	✓		
3.2A	Evidence of Purchase / Lease	✓		
3.2B	Vehicle Age / Mileage		✓	We will provide buses that meet the specifications exclusive of the mileage limitation.
3.2C	Supplies / Parts / Service	✓		
3.2D	Vehicle Design / Equipment	✓		
3.2E	Seat Belts	✓		
3.2F	Safety Devices	✓		
3.2G	Vehicle Modifications	✓		
3.2H	PA 95-0176 Erratic Driving	✓		
3.2I	Two-Way Radio Communication	✓		
3.2J	Digital Camera Technology	✓		
3.2K	GPS Technology	✓		
3.2L	Child Check System	✓		
3.2M	Guarantee Routes / Buses	✓		
3.2N	Standby Vehicles	✓		

APPENDIX B: COMPLIANCE WITH/EXCEPTIONS TO REQUEST FOR PRICING

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
3.3A	Route / Student Information	✓		
3.3B	School Calendar and Schedules	✓		
3.3C	Parent / Guardian Notification	✓		
3.3D	Special Ed Student Requirement	✓		
3.3E	Presence of Parent / Guardian	✓		
3.3F	School Arrival Times	✓		
3.3G	Unauthorized Persons	✓		
3.3H	Student Vehicle Transfers	✓		
3.3I	Vehicle Mechanical Failure	✓		
3.3J	School Departure Procedure	✓		
3.3K	Telephone Communication	✓		
3.3L	Emergency School Closing	✓		
3.4A	Yearly Route Information	✓		
3.4B	Pick-up / Drop-off Locations	✓		
3.4C	Route Schedule Changes	✓		
3.4D	Information Custody	✓		
3.4E	Route / Employee Information	✓		
3.4F	Parent / Guardian Concerns	✓		
3.5A	Bus Driver Information	✓		
3.5B	Bus Monitor Information	✓		
3.5C	New Employee Information	✓		
3.5D	Vehicle Information / Update	✓		
3.6A	Facility Location	✓		
3.6B	Phone Services	✓		
3.7A	Staffing Requirements	✓		
3.7B	Absenteeism	✓		
3.7C	Employee Interview	✓		

APPENDIX B: COMPLIANCE WITH/EXCEPTIONS TO REQUEST FOR PRICING

		Compliance		
Section	**RFP Category**	**YES**	**NO**	**Reason for "No" Compliance?**
3.7D	Hiring Practices	✓		
3.7E	Qualified Employees	✓		
3.7F	Persons Operating Vehicles	✓		
3.7G	Employee Dismissal / Change	✓		
3.7H	School District Rules/Regulations	✓		
3.7I	Employee Age Requirements	✓		
3.7J	Audit of Payroll Documentation	✓		
3.7K	School Closing Notification	✓		
3.8A	Accident Notification	✓		
3.8B	Vehicle / Student Safety Check	✓		
3.8C	School Bus Safety Program	✓		
3.8D	Special Education Training	✓		
3.8E	Sexual Harassment Policy	✓		
3.8F	Confidentiality	✓		
3.8G	Safe Environment	✓		
3.8H	Smoke Free Environment	✓		
3.8I	Vandalism Damages	✓		
3.8J	Student Seating Requirements	✓		
4.1A	Contractor Compensation	✓		
4.1B	Submission of Information	✓		
4.1C	District Verification	✓		
4.1D	Payment of Disputed Items	✓		
4.2A	Fuel Price Fluctuation	✓		
4.2B	Fuel Price Cap	✓		
4.2C	Bulk Fuel Purchasing	✓		
4.2D	Fuel Mileage Determination	✓		
4.3A	Interest of the School District	✓		

APPENDIX B: COMPLIANCE WITH/EXCEPTIONS TO REQUEST FOR PRICING

		Compliance		
Section	**RFP Appendix**	**YES**	**NO**	**Reason for "No" Comply?**
4.3B	Determination of Eligibility	✓		
4.3C	Contractor Information	✓		
5.1	Contractor Resume	✓		
6.1	Definition of Terms	✓		
A	RFP Acknowledgement	✓		
B	Compliance / Exceptions to RFP	✓		
C	Contractor References	✓		
D	Non-Familial Relationship Affidavit	✓		
E	Non-Collusion Affidavit	✓		
F	Criminal Background Check	✓		
G	Certificate of Eligibility	✓		
H	Sexual Harassment Policy	✓		
I	Drug-Free Workplace Act	✓		
J	Annual Base Bid Cost Projection Information	✓		
K	Request for Pricing Part One	✓		
K	Request for Pricing Part Two	✓		
L	Background Questionnaire	✓		
M	State Safe Ride Program	✓		

APPENDIX C: CONTRACTOR REFERENCES

Please list a minimum of three (3) K-12 school districts for which your company currently and/or previously provided transportation services for within the past three years. Attach an additional sheet if necessary.

School District Reference #1

School District Name Carpentersville School District 300

Contact Name Deborah Mason Phone Number (847) 551-8300

Date of Service Initiation 2007 to Present

Services Provided Home-to-School Transportation

School District Reference #2

School District Name Lake Villa School District 41

Contact Name Ania Kasprzyk Phone Number (847) 245-8010

Date of Service Initiation 2006 to Present

Services Provided Home-to-School and Special Education Transportation

School District Reference #3

School District Name North DuPage Special Education Cooperative; d/b/a Septran, Inc.

Contact Name Jim T. Nelson Phone Number (630) 894-0490

Date of Service Initiation 2007 to Present

Services Provided Special Education Transportation

School District Reference #4

School District Name Grayslake Community High School District 127

Contact Name Mike Zelek Phone Number (847) 986-3444

Date of Service Initiation 1997 to Present

Services Provided Home-to-School Transportation

APPENDIX D: NON-FAMILIAL RELATIONSHIP AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.

NON-FAMILIAL RELATIONSHIP AFFIDAVIT

STATE OF Illinois)ss

COUNTY OF DuPage)

TAX ID# 35-1159975

Daniel Cecchin Being duly sworn, deposes and says that he/she is the "Proposer", which has submitted to Oswego Community Unit School District 308 a Proposal to provide transportation services, and hereby represents and warrants, except as provided below, that no familial relationships exist between the Proposer or any employee of the Proposer, and any member of the Board of Education of District 308 or the Superintendent of the School District.

No Exceptions
(If no exceptions, please state as such)

List any Familial Relationships:

No Exceptions
(If no exceptions, please state as such)

Affiant's Signature

On this 16th day of March, 2020, before me, a Notary Public, in and for the above-referenced county personally appeared Daniel Cecchin, who made an oath that he/she signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes the same to be true.

Subscribed and sworn to before me:

This 16th day March, 2020

Notary Public

OFFICIAL SEAL
KIMBERLY TAGGART
Notary Public, State of Illinois
My Commission Expires 9/21/21

APPENDIX E: NON-COLLUSION AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.
Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT)

STATE OF Illinois)ss
COUNTY OF DuPage)

TAX ID# 35-1159975

Daniel Cecchin Being duly sworn, deposes and say that the "Proposer", which has submitted to Oswego Community Unit School District a Proposal to provide pupil transportation services. Except as specified below, the Proposer constitutes the only firm having an interest in the Proposal or in any contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

No Exceptions

(If no exceptions, please state as such)

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud, and that no employee, administrator, or Board member of Oswego Community Unit School District 308 is directly or indirectly interested in the Proposal.

Affiant's Signature

On this 16th day of March, 2020, before me, a Notary public, in and for the above-referenced county personally appeared Daniel Cecchin, who made an oath that he/she signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes the same to be true.

Subscribed and sworn to before me:

This 16th day March, 2020

Notary Public

OFFICIAL SEAL
KIMBERLY TAGGART
Notary Public, State of Illinois
My Commission Expires 9/21/21

APPENDIX F: CRIMINAL BACKGROUND CHECK AFFIDAVIT

The affidavit set forth below must be executed on behalf of the Proposer and provided with each Request for Proposal. The Board of Education will not accept this RFP without this completed and notarized form.

CRIMINAL BACKGROUND CHECK AFFIDAVIT

STATE OF Illinois)
) ss
COUNTY OF DuPage)

TAX ID# 35-1159975

Daniel Cecchin Being duly sworn, deposes and says that he/she is the "Proposer", which has submitted to Oswego Community Unit School District 308 a Proposal to provide pupil transportation services and warrants and represents that any and all persons who will work directly or indirectly for the Proposers, including, but not limited to, Proposer's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall not have been convicted of any criminal offences listed in 105 ILCS 5/21B-80 and shall not have be listed in the Illinois Sec Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. In this regard, Proposer agrees, without limitation, to report within three (3) business days to the School District when any such person is charged with any of the above-mentioned crimes or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, pleads guilty or pleads no contest to that crime. Proposer further agrees that it will require any and all persons who will work directly or indirectly for the Proposer in the furtherance of this RFP to present themselves for fingerprinting to permit criminal history and criminal background checks pursuant to 105 ILCS 5/10-21.9 of the Illinois School Code, to satisfy the legal provisions cited in this paragraph before any person performs any services under the contract.

Affiant's Signature

APPENDIX F: CRIMINAL BACKGROUND CHECK AFFIDAVIT CONTINUED

On this 16th day of March, 2020, before me, a Notary Public, in and for the above-referenced county personally appeared Daniel Cecchin, who made an oath that he/she has read the foregoing Criminal Background Check Affidavit, by him/her signed and that the contents thereof are true except as to those matters stated herein to be based on information and belief, and as to those matters, he/she believes same to be true.

Subscribed and sworn to before me:

This 16th day March, 2020

Notary Public

OFFICIAL SEAL
KIMBERLY TAGGART
Notary Public, State of Illinois
My Commission Expires 9/21/21

APPENDIX G: CERTIFICATE OF ELIGIBILITY

I, Daniel Cecchin, pursuant to Section 5/10-20.21 (b) of the School Code, hereby certify that neither I nor any of my partners, or officers of Septran, Inc. (company name):

1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E-1 et seq., as amended;

2. Have ever been convicted of the Offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended;

3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or

4. Have made an admission of guilt of any of the above conduct which is a matter of record. Furthermore, I certify that I, my partners, officers or owners of Septran, Inc. and its affiliates have and will continue to collect and remit Illinois Use Tax, to the extent required under the Illinois Use Tax Act, 35 ILCS 105/1 et seq.

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification is false.

Contract Provider:
Daniel Cecchin
Septran, Inc.
Printed or Typed Name of Contract Provider

By: _____

Date: 3/16/2020

Subscribed and sworn to before me:

This 16th day March, 2020.

_____
Notary Public

OFFICIAL SEAL
KIMBERLY TAGGART
Notary Public, State of Illinois
My Commission Expires 9/21/21

APPENDIX H: CERTIFICATE OF SEXUAL HARASSMENT POLICY

I, Daniel Cecchin, certify that Septran, Inc. (company name) has a written sexual harassment policy which includes (i) the illegality of sexual harassment; (ii) a definition of sexual harassment; (iii) a description of sexual harassment; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process through the Illinois Department of Human Rights; (vi) directions on how to contact the Illinois Human Rights Department and Illinois Human Rights Commission; and (vii) protection against retaliation for exercising rights under the policy in accordance with 775 ILCS 5/2-105(A)(4).

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification is false.

Contract Provider:
Daniel Cecchin
Septran, Inc.

Printed or Typed Name of Contract Provider

By: _____

Date: 3/16/2020

Subscribed and sworn to before me:

This 16th day March, 2020.

_____
Notary Public

OFFICIAL SEAL
KIMBERLY TAGGART
Notary Public, State of Illinois
My Commission Expires 9/21/21

APPENDIX I: CERTIFICATE OF COMPLIANCE WITH A DRUG-FREE WORK PLACE ACT

I, Daniel Cecchin, as an authorized agent, do hereby certify that Septran, Inc. (check appropriate circle):

Name of Business

- ✓ Has twenty-five (25) or more employees and pursuant to Section 3 of the Illinois Drug Free Workplace Act, 30 ILCS 580-1 et seq., shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act. I further certify that is not ineligible for award of contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

- ○ Has fewer than twenty-five (25) employees and shall provide a drug free workplace for all employees engaged in the performance of work under this contract.

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this RFP/contract void if this certification pursues false.

Contract Provider:
Daniel Cecchin
Septran, Inc.
Printed or Typed Name of Contract Provider

By: _____

Date: 3/16/2020

Subscribed and sworn to before me:

This 16th day March, 2020.

_____
Notary Public

OFFICIAL SEAL
KIMBERLY TAGGART
Notary Public, State of Illinois
My Commission Expires 9/21/21

PART I

DRUG AND ALCOHOL PREVENTION PROGRAM

INTRODUCTION

National Express is dedicated to providing safe and dependable transportation services to our customers. National Express is also dedicated to providing a healthy, satisfying drug and alcohol-free work environment for its employees. These obligations are severely jeopardized by an employee who is unfit for duty due to drug use or alcohol misuse.

Drug and/or alcohol use can cause work performance problems such as accidents, route delays, damage to property and equipment, excessive absenteeism, threats to passenger and public safety, and poor workplace decisions. It can cause sickness and workplace injuries resulting in higher health care and workers' compensation premiums. Finally, drug and/or alcohol use can cause significant harm to National Express' public image.

Drug and alcohol testing is mandated by the U.S. Department of Transportation (DOT) in 49 CFR Part 40 for certain job functions defined as safety-sensitive. In addition, drugs are prohibited in the workplace by the "The Drug-Free Workplace Act of 1988" located in 20 CFR Part 29. As such, there are two specific drug and alcohol testing procedures outlined in this program: DOT Procedures (Part III) and Company Procedures (Part IV). All other Parts of this program are applicable regardless of the testing procedures being used.

National Express' Drug and Alcohol Prevention Program has been created to protect our customers, the public, and employees. It mandates discipline up to and including termination. At the same time, it offers free substance abuse evaluation services, and a second chance to employees who voluntarily come forward and seek professional rehabilitation services prior to being notified of a drug or alcohol test. This program is intended to comply with all applicable state and federal regulations governing workplace anti-drug and alcohol abuse programs in the transportation industry.

PART II

DRUG-FREE WORKPLACE ACT

NATIONAL EXPRESS
NOTICE TO EMPLOYEES

Pursuant to the Drug-Free Workplace Act of 1988

Substance abuse is a major focus of today's society. The effect of this abuse on an employee's job performance is costly to the employee, his/her family, and to the employer. A drug and alcohol testing program has been developed whose purpose is to insure a drug-free and alcohol-free workplace. No employee who unlawfully uses, is impaired by, or under the influence of, drugs and/or alcohol will be permitted to function in a position where his/her actions could affect the safe operation of a motor vehicle, equipment, or endanger the safety of passengers, the public, or fellow workers.

Pamphlets on drug and alcohol abuse are available at each Customer Service Center. Also, the National Express' Employee Assistance Program is available to assist employees in receiving rehabilitation treatment and counseling to help resolve substance abuse problems.

Employees found unlawfully using, impaired by, or under the influence of, controlled substance(s) and/or alcohol in the workplace will be subject to discipline up to and including termination. The employee may be referred to the Employee Assistance Program. Additionally, employees engaged in the unlawful manufacture, distribution, or dispensation, or found in possession, of an unprescribed controlled substance(s) and/or alcohol in the workplace will be subject to discipline up to and including termination.

All employees must notify National Express of any criminal drug statute arrest and/or convictions within 24 hours. Employees who are convicted of drug possession, drug use, trafficking, or manufacturing will be terminated. Additionally, all employees employed in driving positions must notify National Express of any arrest and/or convictions for driving under the influence or while intoxicated within 24 hours. Employees employed in driving positions who are convicted of driving under the influence or while intoxicated will be terminated.

All employees are expected to abide by National Express' policy on a drug-free workplace.

PART III

DRUG & ALCOHOL TESTING - DOT PROCEDURES

APPLICABILITY

National Express has two separate drug and alcohol testing procedures. The DOT Procedures as described in this Part are designed to comply with the U.S. Department of Transportation (DOT) regulations. The DOT Procedures apply only to those employees and job applicants whose job responsibilities meet the following criteria:

- Regularly, periodically, or occasionally includes the operation of a commercial motor vehicle in commerce in any State, and
- Subject to the Commercial Driver's License (CDL) requirements of part 383 of the DOT regulations, and
- While performing safety-sensitive functions (as defined in Appendix A)

Whereas, the Company Procedures (Part IV) apply to all employees and job applicants, regardless of position or job classification; therefore, each employee or job applicant covered by these DOT Procedures is also covered by the Company Procedures. For such individuals, the DOT Procedures will be applied as the primary standard when circumstances mandate that the drug and/or alcohol testing is covered by federal regulations. If circumstances do not warrant testing under DOT Procedures, then the Company Procedures will be used as the secondary standard. An employee or job applicant covered by both procedures will only be required to undergo one drug and/or one alcohol test as dictated by the standard used for the circumstances.

This DOT section incorporates all of the requirements and procedures set forth by federal regulations 49 CFR part 40, and part 382.

DOT PROHIBITIONS

The use, sale, purchase, transfer, or possession of any prohibited substance(s) by an employee while on Company premises, while engaged in Company business, or while under the authority of the Company is strictly prohibited.

Illegal Drugs

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the substance will not adversely affect the employee's ability to safely perform safety-sensitive functions. This includes Marijuana, Phencyclidine (PCP), Cocaine, Opiates, and Amphetamines. Additionally, no employee requiring the performance of safety-sensitive functions shall refuse to submit to a required controlled substances test or report for duty or remain on duty after testing positive for controlled substances.

Legal Drugs (Prescription Medications)

The misuse or abuse of legal drugs is prohibited if it causes a positive test which cannot be medically explained and verified by the Medical Review Officer. All prescriptions must be administered properly, issued in the employee's name by a licensed medical practitioner, and properly followed.

Employees taking legally prescribed medication(s) must report such use to his/her immediate supervisor prior to beginning work and may be required to present written evidence from the prescribing medical professional which describes the effects that such medication(s) may have on the employee's ability to perform his/her tasks.

At the sole discretion of the Company's Drug and Alcohol Program Manager, or his/her designee, an employee may be temporarily removed, without pay, from a safety-sensitive position if deemed appropriate.

Alcohol

Any employee with an alcohol concentration of 0.02 or greater is prohibited from performing any Company business. Additionally, the DOT regulations prohibit the following:

- Use while performing a safety-sensitive function,
- Use during the four hours before performing a safety-sensitive function,
- Reporting for duty or remaining on duty to perform safety-sensitive function with an alcohol concentration of 0.04 or greater,
- Possession of alcohol, including possession of prescription or over-the-counter medications containing alcohol (unless the packaging seal is unbroken),
- Use during the eight hours following an accident, or until he/she undergoes a post-accident breath alcohol test, whichever occurs first, and
- Refusal to take a required breath alcohol test

DOT TESTING PROCEDURES

A prohibited substance may be detected through a drug or an alcohol test following the safeguards set forth by the DOT in 49 CFR Part 40. These safeguards are mandated to assure protection, integrity, validity, and the accuracy of the results.

Testing requirements call for urine tests for five drugs (Marijuana, PCP, Cocaine, Opiates, and Amphetamines) and breath tests for alcohol. These requirements are subject to change consistent with alterations to 49 CFR Part 40.

Drug testing will be conducted in laboratories certified by the National Laboratory Certification Program (NLCP) under the guidance of the Substance Abuse and Mental Health Services Administration (SAMSHA) and Department of Health and Human Services (HHS). Collection may be observed if there is reason to believe that a particular individual may alter or substitute the specimen to be provided.

Evidential Breath Testing (EBT) will be conducted by a Breath Alcohol Technician (BAT), and EBT devices will meet Model Specifications for Devices to Measure Breath Alcohol provided by the National Highway Traffic Safety Administration (NHSTA).

Collection Process

The individual reporting to the test site must have some form of photographic identification to show to collection personnel. If requested, the collector must show identification. The individual will be asked to remove unnecessary outer garments, such as coats and jackets, and to empty his or her pockets. Purses and briefcases will remain with the outer garments, though wallets may be retained.

Drug Testing Collection

The collector will have only one urine specimen under his/her supervision at one time. Unauthorized persons are not permitted in the designated collection area. The collection procedure is complete when the urine bottle has been sealed and initialed and the individual has departed the collection area or, in the case of an individual who cannot provide a complete specimen, the procedure is complete when the person has entered a waiting area.

The collector will be present during urine specimen collection. He or she will not observe the actual collection process in cases where observation is not required. To the extent possible, a private stall will be provided for privacy reasons. Should use of a public restroom be required, no other persons will be permitted in the restroom, bluing agent will be placed in the toilets if possible; a collector of the same gender will stay in the restroom but not in the stall of the restroom.

The individual will be asked to wash and dry his/her hands. The collector will give the individual a sealed specimen bottle and direct him/her to the lavatory to provide a urine specimen of at least 45 ml. No other items except the specimen bottle may be taken into the lavatory. The individual will be instructed not to flush the toilet.

When the specimen is returned, the collector will inspect it for signs of adulteration and measure the specimen's temperature within four minutes of when the specimen is provided. A temperature in the range of 90-100 degrees F/32-38 degrees C is acceptable. The collector then divides the specimen into a 30 ml primary specimen and a 15 ml split specimen (split sample). "Specimen A" bottle seal is place over the 30 ml bottle and "Specimen B" seal is place over the split sample bottle. The individual initials both seals.

The individual will then be asked to read and sign a statement on the appropriate Federal Drug Testing Custody & Control Form. This certifies that the specimen identified as having been collected from the individual is in fact the specimen that the individual provided. All sections of the form are completed by the donor and the collector, and the donor is given a copy of this form. The donor's participation is now complete. The sealed specimens are then placed in a sealed pouch and stored in a secured refrigerator until pickup by the laboratory courier.

Laboratory Urinalysis for Drugs

An approved NLCP laboratory will conduct an initial screen on the primary sample. If the initial screen is positive (as defined by Positive Test in Part V), the sample will be tested again by a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test. If the confirmatory test sample also tests positive, or is determined by the laboratory to be adulterated or substituted, the results will be forwarded to a Medical Review Officer (MRO).

Role of the Medical Review Officer (MRO)

An MRO is a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders. The MRO is required to report all drug test results to the employer. The MRO will discuss all positive test results and adulterated or substituted samples with the employee prior to verifying a positive test result or refusal to test because of adulteration or substitution. After the verification process is complete, the MRO shall communicate all confirmed positive test results and refusal to test results to the employee and to National Express. Additionally, the MRO facilitates the split sample process.

Split Sample

After notification by the MRO of a positive test result or refusal to test because of adulteration or substitution, the employee may request a test of the split-specimen. Such a request must be made in writing or verbally to the MRO within 72 hours after notification. The employee is not required to pay for the test from his or her own funds prior to the split sample being tested; however, National Express will seek reimbursement for the cost of the test. A second laboratory will test the split-specimen and is only required to run a confirmatory test for the specific substance with appeared in the primary sample. The results must be immediately forwarded to the MRO which in turn will notify the employee and National Express of the final result.

Alcohol Testing Process

Alcohol testing is performed by a Breath Alcohol Technician (BAT). An evidential breath testing (EBT) machine is used to collect and analyze breath samples for any alcohol content. Results are read immediately. A screening test is given first; if results are 0.02 or greater, a confirmation test is performed. One individual will be tested at a time, and the BAT shall not leave the testing area.

The BAT explains the testing process and completes Step 1 on the DOT Breath Alcohol Testing form. The individual completes Step 2 on the form and signs the certification form. Note: Refusal to sign the certification is regarded as a refusal to take the test. The BAT opens an individually sealed mouthpiece in view of the person and attaches it to the EBT. The individual blows forcefully into the mouthpiece for at least six seconds or until the EBT gives the signal to stop. The BAT shows the results of the test. If the results are less than 0.02, the BAT dates the testing form and signs the certification in Step 3 and testing is completed.

If the results are 0.02 or greater, a confirmation test must be performed. Prior to conducting the confirmation test, a waiting period of at least 15 minutes and not more than 30 minutes is observed. The BAT instructs the individual not to eat, drink or put any object or substance in his/her mouth, and to the extent possible, not belch during the waiting period. However, the test will be conducted even if these instructions are disregarded. A new mouthpiece is used for the confirmation test. Before confirmation testing begins, the BAT ensures that the EBT registers 0.00, if it does not register 0.00, testing must be done on another approved instrument. After the confirmation test is completed, the individual is shown the readout of the results. If confirmation test results are 0.02 or greater, National Express will be notified immediately. The BAT will complete the information, date and sign the certification in Step 3. The employee will complete Step 4 for all results of 0.02 or greater. If the test result printed by the EBT does not match the displayed result or if a sequential test number printed by the EBT does not match the sequential test number displayed by the EBT prior to the confirmation test, the BAT shall note the disparity in the "Remarks" section of the testing form. Both the BAT and individual shall initial and sign the notation. The test is considered invalid and the employee is so advised.

DOT CAUSES FOR TESTING

Pre-Employment

All job applicants for safety-sensitive positions will be required to undergo and pass a drug test as a condition of employment and prior to performing safety-sensitive functions. Current employees are required to undergo and pass a drug test prior to transfer into a safety-sensitive position. Any **driver** who has been on a leave of absence for a duration of 30 days or longer must undergo a DOT pre-employment drug screen and cannot operate a company vehicle until a negative result has been received by location management. This does not include drivers who are recalled to work after a seasonal lay off (i.e. summer break).

Post-Accident

All drivers performing safety-sensitive functions are required to submit to post-accident drug and alcohol testing arising from a commercial motor vehicle accident that results in any of the following criteria:

- Fatality, **or**
- Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, and our driver receives a moving violation citation within 8 hours of the occurrence, **or**
- One or more vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and our driver receives a moving violation citation within 8 hours of the occurrence

Random

Random testing for drugs and alcohol will be performed on all drivers who poses a commercial driver's license. The DOT sets random testing rates in Part 382 which are currently at a minimum annual rate of 10% of the safety-sensitive workforce for alcohol and 25% for drugs. However, the regulations permit employers to test at annual rates that exceed the DOT minimums, and National Express has chosen to draw random selections at rates of 55% for both drug and alcohol tests to ensure compliance with the DOT minimums. Employees will be selected monthly based on a computer-based random number generator that is matched with an employee name and identification number. Employees are required to submit to random drug and alcohol testing during the month they are selected and once notified by an appropriate supervisor or manager. Random tests that cannot be completed during the selected month (i.e., seasonal layoff) must be documented appropriately as a "missed test" (refer to Appendix D). The Company reserves the right to contract out its random selection administration to an outside firm, if the company believes it is advantageous or desirable to do so.

Reasonable Suspicion

All employees are required to submit to drug and alcohol testing when at least one supervisor, manager or other company official who is trained in detecting the signs and symptoms of drug use and alcohol misuse reasonably

questions the employee's fitness for duty. Reasonable suspicion consists of personal observations based on appearance, behavior, speech, or body odors of the employee that lead to an objective conclusion that an individual may be under the influence of drugs or alcohol.

If at all possible, the supervisor or manager should interview the individual in a private office with another supervisor or manager as a witness. After the interview, if reasonable suspicion warrants drug or alcohol testing, the employee shall remain under direct supervision until he or she is turned over to the clinic. A supervisor shall drive the employee to the clinic.

Return-to-Duty

A return-to-duty drug and/or alcohol test is required when a safety-sensitive employee returns from a drug and/or alcohol treatment program as explained in Part VII "REHABILITATION", or when the employer is made aware of an employee's treatment program.

Follow-Up

A safety-sensitive employee who returns to duty after a substance-related leave or after an evaluation made by a substance abuse professional is subject to unannounced follow-up testing. The frequency and duration of such testing will be solely determined by the substance abuse professional, but National Express will determine the actual days for follow-up testing. The duration could extend up to 60 months with a minimum requirement of at least 6 tests within the first 12 month period.

PART IV

DRUG & ALCOHOL TESTING - COMPANY PROCEDURES

APPLICABILITY

National Express is committed to maintaining a drug-free and alcohol-free workplace. Drug use and alcohol misuse is highly detrimental to the safety of employees and passengers, and the health and productivity of employees. National Express establishes and administers a comprehensive company program of drug and alcohol testing for the following reasons:

- To maintain the highest safety standards for our employees, passengers, customers and the traveling public, and to help prevent accidents;
- To maintain the opportunity for a drug-free and alcohol-free workplace for our employees;
- To maintain an environment conducive to efficient and productive business operations including quality decision making, sound judgment, effective communication, and excellent performance;
- To improve worker productivity, lessen worker absences, and decrease health care costs; and
- To maintain compliance with federal and state regulations

For these reasons, <u>all</u> job applicants and employees are subject to these Company Procedures. Employees and job applicants meeting the DOT guidelines will have the DOT Procedures applied as the primary standard when circumstances mandate (refer to Part III). If circumstances do not warrant testing under DOT Procedures, then the Company Procedures will be used as the secondary standard. An employee or job applicant covered by both procedures will only be required to undergo one drug and/or one alcohol test as dictated by the standard used for the circumstances.

This section is intended to comply with federal requirements and procedures set forth by the Drug Free Workplace Act.

COMPANY PROHIBITIONS

Unlawfully manufacturing, possessing, transferring, distributing, dispensing, selling, purchasing, using or being under the influence of a drug(s) or alcohol, by any employee while on company time, on company property, in a company vehicle, or while performing work duties on or off the company's premises is prohibited.

<u>Illegal Drugs</u>

The illegal use of any controlled substances by any employee is prohibited. Additionally, no employee shall refuse to submit to a required controlled substances test or report for duty or remain on duty after testing positive for controlled substances.

<u>Legal Drugs (Prescription Medications)</u>

The prohibitions for legal drugs will comply with the guidelines as outlined in the DOT Procedures (Part III).

<u>Alcohol</u>

Because alcohol is a legal substance, this procedure defines specific alcohol-related conduct. The following alcohol use is prohibited:

- Having an alcohol concentration of 0.02 or greater, as indicated by a Breath Alcohol Test, while on company time, on company property, in a company vehicle, or while performing work duties on or off the company's premises,

- Using alcohol, while on company time, on company property, in a company vehicle, or while performing work duties on or off the company's premises, and
- Using during the eight hours following an accident (company definition of Motor Vehicle Accident, Preventable Third-Party Injury, Work-Related Injury/Illness), or until he/she undergoes a breath alcohol test, whichever occurs first, and
- Reporting for duty or performing work for the company within four hours of using alcohol for those employees defined by the company's safety-sensitive definition (bus monitors/aides and non-CDL mechanics)

COMPANY TESTING PROCEDURES

Employees and job applicants required to undergo drug and/or alcohol testing under the Company Procedures will provide both urine and breath specimens to the collector as required by the type of test. Specimen collection and testing protocol will be in accordance with the guidelines established in the DOT Procedures (Part III), and generally accepted business practices. The following exceptions apply to the Company Procedures:

- Federal/DOT Chain & Custody Forms, and DOT Breath Alcohol Testing Forms should not be used for urine and breath tests, and
- Split specimens are not required for urine tests; therefore, there is no provision for split specimen testing

COMPANY CAUSES FOR TESTING

Pre-Employment

All persons who have received offers of employment, regardless of the job classification or the duties to be performed, will be required to undergo and must pass the company's drug testing as a condition of employment. Each offer is made contingent upon the job applicant passing the drug testing. The company reserves the right not to employ a job applicant whose pre-employment urine drug test result is confirmed positive. Current employees are required to undergo and pass a drug test prior to transfer into a company defined safety-sensitive position (bus aide/ monitor and all employees who are not required to have a CDL).

Post-Accident

In order to ensure complete accident investigation and the existence of a thorough, on-going monitoring program to help prevent accidents, any employee involved in the following company defined accidents must undergo the company's drug and alcohol testing:

- Preventable Street Motor Vehicle Accident

If circumstances do not reasonably allow for a preventability decision within the testing time requirements, then a drug and alcohol test must be completed. Any employee who is responsible for causing or contributing to the cause of a work-related injury/illness to another employee will also undergo drug and alcohol testing. An employee involved in an accident must remain readily available for such testing or may be deemed to have refused to undergo testing.

Reasonable Suspicion

All employees are required to submit to drug and alcohol testing when at least one supervisor, manager or other company official who is trained in detecting the signs and symptoms of drug use and alcohol misuse reasonably questions the employee's fitness for duty. Reasonable suspicion consists of personal observations based on appearance, behavior, speech, or body odors of the employee that lead to an objective conclusion that an individual may be under the influence of drugs or alcohol.

If at all possible, the supervisor or manager should interview the individual in a private office with another supervisor or manager as a witness. After the interview, if reasonable suspicion warrants drug or alcohol testing, the

employee shall remain under direct supervision until he or she is turned over to the clinic. A supervisor shall drive the employee to the clinic.

Fitness-for-duty Examination/Evaluation

Any employee whose actions, inactions, behavior, conduct, appearance, speech, and/or body odor(s) lead a supervisor, manager, or company official to question the employee's fitness-for-duty, but where the company does not at that time have adequate resources and/or information to determine reasonable suspicion, the employee will be referred to a Company authorized medical clinic for the purpose of examination/evaluation by a physician to determine if the employee is fit for duty.

If during the examination/evaluation the physician, physician's assistant, or nurse detects signs and symptoms of drug use or alcohol misuse, the employee will immediately undergo drug and alcohol testing on a reasonable suspicion basis.

A supervisor shall drive the employee to the clinic if fitness-for-duty is questioned.

Return-to-Work (From a Leave of Absence)

Employees other than drivers who are returning to work from a Leave of Absence of 30 days duration or longer must undergo the company's drug and alcohol testing prior to their return to work. (Note: Employees recalled to return to work from a seasonal layoff are not required to undergo Return-to-Work testing).

In addition to this testing requirement, the company reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. An employee returning from a medical or disability leave will be required to provide a return-to-work release, acceptable to the company, from his/her treating physician certifying his/her ability to perform work duties safely and satisfactorily.

Return-to-Work and Follow-Up (From a Rehabilitation Program)

A return-to-work drug and/or alcohol test is required for employees in company defined safety-sensitive positions upon return from a drug and/or alcohol treatment program as explained in Part VII "REHABILITATION", or when the employer is made aware of an employee's treatment program.

Additionally, employees in company defined safety-sensitive positions that return to duty after a substance-related leave or after an evaluation made by a substance abuse professional are subject to unannounced follow-up testing per the guidelines established in the DOT Procedures (Part III).

The Company reserves the right to terminate any employee from a company defined safety-sensitive position for failure to comply with this testing.

PART V

DRUG AND ALCOHOL TESTING – COMMON PROCEDURES

APPLICABILITY

Items contained within this Part are applicable to all drug and alcohol testing mandated under the DOT Procedures (Part III) and the Company Procedures (Part IV).

This section incorporates the requirements and procedures set forth by federal regulations 49 CFR part 40, and part 382 as well as the Drug Free Workplace Act.

TIME REQUIREMENTS FOR TESTING

Any employee involved in any of the circumstances requiring drug and alcohol testing will undergo the testing at the collection site assigned to that Customer Service Center (CSC) or office immediately upon request of the Company; and in no event will the employee be allowed more than the following amounts of time for testing:

- Pre-employment: Upon Company's request and prior to beginning work
- Post-Accident:
    - Drug: As soon as possible and within 32 hours of the accident
    - Alcohol: As soon as possible and within two hours of the accident; attempts to administer a breath alcohol test will cease after 8 hours following the accident
- Random: As soon as possible and within two hours of notification of the employee
- Reasonable Suspicion:
    - Drug: As soon as possible and within two hours of reasonable suspicion determination
    - Alcohol: As soon as possible and within two hours of reasonable suspicion determination; attempts to administer a breath alcohol test will cease after 8 hours following reasonable suspicion determination
- Return-to-Work: Upon Company's request and prior to returning to work
- Return-to-Duty: Upon Company's request and prior to returning to work
- Follow-Up: Upon Company's request and within two hours of employee notification

If a required Breath Alcohol Test is not administered within two hours following the accident or reasonable suspicion determination, the CSC shall prepare and maintain on file a record of "Missed Test" (Appendix D) stating the reasons the test was not promptly administered. If the test has not been administered within 8 hours, the CSC shall cease all attempts to conduct the alcohol test all together. The CSC shall prepare and maintain the same record of "Missed Test" for all drug tests not completed within the time requirements.

The time requirements for Post-Accident testing under the DOT Procedures commence at the time of the accident. In the case of any Post-Accident testing under the Company Procedures, the employee will be sent for testing following the Company's receipt of notification of the accident, incident or injury, regardless of any delays in receiving such notification.

If the testing cannot be completed during the normal business hours of the collection site assigned to the CSC, the Company will decide whether the employee will undergo testing at an alternative site, or wait for testing at the assigned collection site on the next working day.

In the event the employee is confined to a hospital for treatment of injuries, the employee will undergo testing at the treating hospital.

RETURN TO WORK PENDING DRUG TEST RESULTS

For DOT and Company required drug tests, an employee can return to work pending the drug test results under the following circumstances: post-accident testing, return-to-duty, return-to-work, follow-up testing, and random testing. An employee or applicant must await his/her negative test clearance under the following circumstances: reasonable suspicion, pre-employment, and transfer to a safety-sensitive position.

PRESUMPTION OF INNOCENCE

There is a presumption of innocence for employees undergoing testing for any circumstance except reasonable suspicion; therefore, they should not be put on Administrative Leave unless they have contacted the Company with self-admission of illegal use, self-admission of a positive result, or were tested based on reasonable suspicion. Of course, an employee who is being tested could be placed on Administrative Leave under another policy, such as when investigating a motor vehicle accident.

NEGATIVE DILUTE TEST RESULTS

All drug tests reported by the MRO as negative dilute will require the employee to immediately undergo another test of the same type. The results of the second test, not the original test, become the test of record. If the second test is also negative dilute, then no further testing is allowed and the employee is considered to have a negative drug test. It may be possible for some individuals to have creatinine levels that will consistently produce a negative dilute drug test. In such cases, compliance with this provision is still required.

INSUFFICIENT BREATH PROVIDED FOR AN ALCOHOL TEST

If a BAT notifies a company representative that an employee was unable to provide sufficient breath to conduct an alcohol test, the employee will be instructed to obtain a medical evaluation within five days from a licensed physician who is acceptable to National Express per 49 CFR Part 40.265. Upon receipt of the physician's report, the Drug and Alcohol Program Manager will determine if the test will be canceled for valid medical reasons or considered a refusal to test.

POSITIVE TEST RESULTS

National Express will be notified by the MRO of a verified positive drug test result. A verified positive test means a prohibited substance appearing in the employee's urine specimen which surpasses the thresholds established by the Department of Health and Human Services as adopted by the Department of Transportation in 49 CFR Part 40. These thresholds are determined by medical experts to be evidence that an illegal substance is in an employee's system (see Appendix B for threshold levels).

National Express will be notified by the BAT or affiliated medical provider of an alcohol confirmation test result of 0.02 or greater.

Refer to Part VI "CONSEQUENCES" for a positive test.

REFUSALS

An employee must follow the instructions and directions of all National Express supervisors, managers, and medical personnel involved in the testing process. A refusal means that an employee fails to provide a drug or alcohol testing sample as required by this policy without a valid medical explanation from a doctor chosen by National Express, or engages in conduct that obstructs the testing process.

Refusals include, but are not limited to, the following: refusal to take the test, inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation acceptable to National Express, tampering with or attempting to adulterate the specimen or collection procedure, not reporting to the collection site in the time allotted, refusal to sign the testing form, or leaving the scene of an accident without valid reason as

determined by National Express before the tests have been conducted. A refusal constitutes a violation of National Express' policy (refer to Part VI "CONSEQUENCES").

EVALUATIONS, REFERRALS, AND REHABILITATION

An employee concerned about his/her substance or alcohol use should immediately seek assistance. Part VII "REHABILITATION" of this program discusses available resources.

TRAINING

All safety-sensitive employees are required to receive a copy of this policy and be afforded an opportunity to ask questions about this policy prior to assuming any safety-sensitive job. All managers and supervisors responsible for covered employees are required to attend one hour of training for reasonable cause determination for alcohol and one hour of training for reasonable cause determination for drugs.

PAYMENT OF EMPLOYEE'S TIME FOR TESTING

Each employee will be paid his/her regular hourly wage rate for the time involved in undergoing any drug and alcohol testing required by the Company. Note: This clause applies only to active employees and will not apply in the case of a job applicant undergoing pre-employment testing, or in the case of an employee on a leave of absence undergoing drug and alcohol testing in conjunction with his/her rehabilitation and return to work/duty.

SPECIMEN RETENTION

All negative urine specimens will be maintained by the laboratory for a period of one week. Positive specimens must be maintained by the laboratory in frozen storage for a period of one year (or longer if litigation is pending).

RECORDS RETENTION

The laboratory, unless otherwise instructed by the employer in writing, will maintain all records pertaining to a given urine specimen for a minimum of two years. The MRO shall review or consider any medical information provided by the tested employee when a confirmed positive test could have resulted from legally prescribed medication. The medical information provided by the employee to the MRO as part of the testing verification may not be disclosed to any third party except in the case of a lawsuit or other proceeding initiated by or on behalf of the employee.

The employer shall maintain records of its drug prevention program for a minimum period as follows:

- Five years: verified positive test results, documentations of refusal to test, covered employee's referral to the Substance Abuse Professional (SAP), and copies of annual Management Information System (MIS) reports submitted to the DOT,
- Two years: records related to the collection process and employee training, and
- One year: records of negative drug test results

Such records shall be kept in a secured area with controlled access. Records may be destroyed after 5 years at the discretion of the employer; however, National Express requires that all test results be kept indefinitely for all active employees. Records for terminated employees will be kept according to the Administrative Policies and Procedures Manual.

CONFIDENTIALITY

All test results including DOT drug and alcohol reference check results are forwarded to the employee's manager or his/her designee in a sealed envelope or via a secured website. All results will be kept confidential. In the case of positive drug or alcohol results, the MRO or BAT immediately notifies the manager or his/her designee by phone so the employee may be immediately removed from performance of safety-sensitive duties. Test result records are the

property of the Company and will be treated as confidential. These records may only be released to the employer and employee. Such information may
also be released to state or federal agencies as required by regulations, and to other parties when required as a result of lawsuit or other action involving the employee with the appropriate court-ordered subpoena.

DRUG AND ALCOHOL LOG

Each CSC will maintain a drug and alcohol log with a minimum of the following information: employee name, social security number, type of test, date of test, and results of test.

COMPANY PARTIES AND FUNCTIONS

While Company parties and functions are generally not held during normal work hours and are voluntarily attended, it is important they reflect National Express' commitment to safety. Managers and supervisors must take steps to ensure any Company-sponsored event where alcoholic beverages are served or available remains a safe and professional environment. To ensure our employee's safety, the following measures are recommended:

- Arrange car pooling with designated drivers
- Ensure non-alcoholic beverages and food are available
- Give each employee a limited number of drink tickets for alcoholic beverages
- Operate a cash bar away from the dining area
- Have one or more person in charge of ensuring employees are capable of driving when they leave the function
- Have a bus available with a designated driver to transport any employees home who should not drive themselves

RESERVATION OF COMPANY'S RIGHT TO REVISE PROCEDURES

National Express retains the sole right to change, amend, or modify any term or provision of this policy so as to comply with appropriate federal or state laws and regulations. The Company reserves the right to employ alternative specimen collection and/or testing procedures, methodology, and/or technology if in its sole judgment it is prudent and reasonable to do so, and it maintains compliance with applicable government regulations. The Company reserves the right to employ alternative testing devices if in its sole judgment it is prudent and reasonable to do so, and it maintains compliance with applicable government regulations.

DRUG AND ALCOHOL PROGRAM MANAGER

National Express' Drug and Alcohol Program Manager designated to monitor, facilitate, and answer questions pertaining to this policy or these procedures is the Company's Vice President of Safety or his/her designee.

EFFECTIVE DATE

Conditions of this policy are effective May 1, 2008.

PART VI

CONSEQUENCES

Any employee who tests positive for a drug(s) or alcohol in accordance with the provisions of this policy will be terminated.

Any employee who refuses or fails to comply with the Company's request to undergo drug and alcohol testing in accordance with the provisions of the policy will be terminated.

Any employee who clearly obstructs the specimen collection or testing process, or who adulterates his/her specimen, or who fails to provide his/her own specimen, or who provides a specimen that is not his/her own, or who refuses to complete or sign appropriate test forms, will be terminated.

Employment with National Express is considered to be "at-will", and the employer/employee relationship may be terminated by either party at any time for any reason, with or without cause. Additionally, the Company reserves the right to terminate any employee based solely on unsatisfactory job performance, unacceptable conduct, violation of a safety rule(s) or practice(s), or on the seriousness of an accident or incident in which that employee is involved, drug and alcohol testing notwithstanding. The Company will be the sole judge of performance, competency and severity in such matters.

Circumstances not covered by this policy will be dealt with on a case-by-case basis using a "reasonableness" standard. Violations include, but are not limited to the following:

Intoxication/Under the Influence

Reporting to work intoxicated/under the influence of drugs and/or alcohol is absolutely prohibited. Any employee who reports to work intoxicated/under the influence will be terminated. An employee who is called into work unexpectedly has a responsibility to inform his/her supervisor immediately if he/she is unfit for duty; otherwise, he/she will be treated the same as any other regularly scheduled or on-call employee.

Positive Test Result

Any employee who tests positive for drugs or has a breath alcohol concentration of 0.04 or more for alcohol for any test will be terminated.

Positive Test Result Reported on DOT Drug and Alcohol Reference Check

Every applicant with previous safety-sensitive experience is hired contingent upon receiving a satisfactory drug and alcohol reference check from all previous DOT employers within last 3 years. Any employee that receives a reference check indicating a positive test for drugs or alcohol will be terminated regardless of the result of the National Express' pre-employment drug test.

Alcohol Concentration from 0.02 to 0.0399

Any employee whose breath alcohol concentration is 0.02 to 0.0399 will be immediately removed from all Company work and placed on administrative leave for a minimum of 24 hours, without pay. In such a case and if there are no other violations of this policy, the employee will be required to undergo a Follow-Up test (i.e. retest) as soon as possible after 24 hours have elapsed from the previous test. If the follow-up test result is less than 0.02, the employee will be returned to duty without any back pay for time missed, and a final written warning will be issued. If the follow-up test result is above 0.02, the employee will be terminated. Repeat offenders of this section will be terminated.

Alcohol Use within 4 Hours of Reporting to Work

Any employee who consumes alcohol within 4 hours of reporting to work regardless of alcohol concentration and such use can be reasonably confirmed by the company will be terminated.

Refusal

Any employee who refuses to take a test as defined under "Refusals" in Part V will be terminated.

Manufacture, Trafficking, Possession and Use

The illegal use, sale, manufacture, distribution or possession of drugs and/or alcohol while on the job, on Company property or while conducting Company business will result in termination.

Criminal Drug Conviction at Workplace

Any employee who fails to notify the Company of any criminal drug conviction or drug-related offense will be terminated. Any employee who is convicted of such an offense will be terminated.

Alcohol Prohibited After Accident

Any safety-sensitive employee required to take a post-accident alcohol test is prohibited from alcohol use for eight hours following the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.

Any employee who is subject to post-accident testing yet fails to remain readily available for such testing is deemed to have refused to submit to testing and will be terminated absent any extenuating circumstances. Exceptions will be handled on a case-by-case basis and include being detained at the accident scene by law enforcement or receiving medical treatment for injuries.

Duty to Report

All National Express employees have a duty to report violations of this Program to the proper National Express officials. Any employee who has actual knowledge of a violation by any other employee must report such a violation. Failure to report is grounds for discipline up to and including termination.

Prescription/Over-the-Counter

Before beginning a work shift, an employee must report to his/her supervisor the use of prescription drugs. It is the employee's responsibility to determine from a physician, practitioner, or pharmacist whether or not job performance would be impaired. A positive result for the illegal use or misuse of prescriptions will result in the employee being terminated.

PART VII

REHABILITATION

Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) is offered to National Express employees and their families at no cost to the employee. This program includes professionals qualified in the area of substance abuse evaluations and referrals. The EAP offers counseling, evaluations, and referrals to rehabilitation programs (see Appendix C for EAP contact information).

Substance Abuse Professional (SAP)

Any employee who tests positive for the presence of illegal drugs above the minimum thresholds set forth in 49 CFR Part 40 (Appendix D), or who tests 0.04 or above on an alcohol confirmation test will be terminated. Even though terminated, the employee will be given the contact information to National Express' EAP to solicit local or national agencies specializing in the treatment of substance or alcohol abuse. Not all agencies may be qualified or willing to perform the duties of a Substance Abuse Professional (SAP). A Substance Abuse Professional (SAP) is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor (certified under Part 40.281) with knowledge of and clinical experience in the diagnosis and treatment of drug and/or alcohol-related disorders. Assessment by a SAP does not shield an employee from termination.

Rehabilitation

If an employee advises National Express that he/she has a drug(s) and/or alcohol problem prior to the time that he/she is specifically requested to undergo drug and alcohol testing under the DOT Procedures or Company Procedures, the employee will be granted a leave of absence, without pay, to enter an appropriate drug and/or alcohol rehabilitation program, selected for by the employee, and conducted by a Substance Abuse Professional. National Express provides access to an Employee Assistance Program, and all costs for rehabilitation services over and beyond the EAP program shall be in accordance with the employee's benefit guidelines or at the employee's own expense.

As a condition of the employee's return to work and continued employment, the employee must successfully complete each of the following:

- Rehabilitation Completion: Present proper proof of completion of an appropriate drug and/or alcohol rehabilitation program, acceptable to the company.
- Return-to-Duty/Work Testing: Following completion of such rehabilitation program, the employee must undergo and pass a drug and alcohol test.
- Follow-Up Testing: For a period of five years, the employee will be subject to ongoing monitoring for the use of drugs and alcohol. During this period, the employee must undergo periodic unannounced Follow-Up drug and alcohol testing at any time requested by the Company. The employee must report for testing immediately, and in no event will be allowed more than two hours to report to such testing. The employee will be required to undergo a minimum of six Follow-Up tests in the first 12 months after returning to duty. The Company will determine the number of tests required during the remainder of the five-year period.

During this time, the employee is still subject to random testing in accordance with the other provisions of this Program. If the employee tests positive for a drug(s) or alcohol at any time, or refuses or fails to comply with the Company's request to undergo drug and alcohol testing at any time, he/she will be terminated immediately.

Confidentiality

Confidentiality of employees referred to the SAP will be maintained:

1. Employees must sign a release of information form authorizing SAP personnel and any involved treatment facility to advise Human Resources & Safety personnel on the progress of treatment.
2. Employees going through a substance abuse or alcohol detoxification program will be required to submit written documentation from the SAP as to the successful completion of the program.

Those who voluntarily seek treatment in an external treatment program outside the EAP must submit regular progress reports during treatment and a statement from the Substance Abuse Professional showing successful completion of the program.

Literature

Drug and alcohol substance abuse prevention literature is available at a number of different sources. Substance abuse literature is included in Appendix F of this written program, through the EAP, and Human Resources & Safety Department.

Employees may also access national or local hotlines and help lines, support groups, and treatment facilities provided outside of the Company for further substance abuse information.

APPENDIX A: DEFINITIONS

For the purposes of this policy, the following definitions will apply:

Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration – The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

Alcohol Testing Form (ATF) - The form used to document the administration of a breath sample from the time the employee presents themselves to the Breath Alcohol Technician for the purposes of providing a sample until the testing is complete. DOT Procedures require the use of the U.S. Department of Transportation (DOT) Alcohol Testing Form while Company Procedures will utilize a non-DOT Alcohol Testing Form that complies with state and/or local practices.

Alcohol Use – The drinking or swallowing of any beverage, liquid mixture, or preparation including any medication containing alcohol.

Breath Alcohol Technician (BAT) – A person who instructs and assists individuals in the alcohol testing process and operates an approved evidential breath testing device.

Chain of Custody – The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. DOT Procedures require the use of the Federal Drug Testing Custody and Control Form (CCF) while Company Procedures use the Forensic Drug Testing CCF.

Collection Site – A place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test and a breath sample for an alcohol test.

Commerce - Any trade, traffic, or transportation within the jurisdiction of the United States between a place in a State and a place outside of such State (or the United States); and any such trade, traffic, or transportation that affects the same. Examples of commerce include field trips and/or charters that cross state lines.

Commercial Motor Vehicle – A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property in the vehicle, and:

- Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit withy a gross vehicle rating of more than 10,000 pounds,
- Has a gross vehicle weight rating of 26,001 or more pounds,
- Is designed to transport 16 or more passengers, including the driver, or
- Is of any size and is used in hazardous materials transportation requiring placards.

Company Procedures - The drug and alcohol testing procedures established and administered under National Express' authority to comply with the Drug Free Workplace Act. All job applicants and employees not performing job functions under the DOT Procedures are subject to testing under the Company Procedures as outlined in Part IV.

Company Vehicle – Any motor vehicle owned or leased by the company; any motor vehicle in the care, custody and control of the company and used to conduct company business; or any motor vehicle operated by a company employee in fulfillment of or in conjunction with a contractual agreement between the company and a customer. Note: a commercial drivers license is not required to operate all company vehicles.

Controlled Substance – Any substance defined by 21 U.S.C. 802 and includes all substances listed on Schedules I through V, of 21 CFR Part 1308.

CSC (Office or Yard) – Any National Express customer service center, office, or yard from which the company conducts any of its business, operations, maintenance, or parks company vehicles.

Dilute Specimen – A specimen with creatinine and specific gravity values that are lower than expected for human urine.

DOT – The United States Department of Transportation and any of its agencies including but not limited to: the Federal Motor Carrier Safety Administration (FMCSA), the Federal Highway Administration (FHWA), and the National Highway Traffic Safety Administration (NHTSA).

DOT Procedures – The drug and alcohol testing procedures established and administered to comply with DOT regulations. All job applicants and employees performing job functions as set forth in 49 CFR part 382 are subject to testing under the DOT Procedures as outlined in Part III.

Driver – Any employee who operates a commercial motor vehicle, regardless of his/her Company job title. This includes, but is not limited to: full time, regularly employed drivers; part time, substitute, casual, intermittent or occasional drivers; lease drivers and independent, owner-operator contractors. For the purposes of pre-employment testing only, the term "driver" includes a job applicant applying for a job that includes the driving of a commercial motor vehicle.

Drugs – Any substance that is defined as a controlled substance other than alcohol. The drugs for which tests are required under Company Procedures and DOT Procedures are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates.

Employee – Any person who is employed by the Company, regardless of his/her Company title is subject to drug and/or alcohol testing under the DOT Procedures and/or Company Procedures of this policy. This includes, but is not limited to: full time, regularly employed positions; part time, substitute, casual, intermittent or occasional job positions. For the purposes of pre-employment testing only, applicants for any job position are subject to pre-employment testing.

Evidential Breath Testing (EBT) Device – A device approved by the National Highway Traffic Safety Administration (NHTSA) for the testing of breath alcohol and included in NHTSA's Conforming Products List for breath testing devices.

Medical Review Officer (MRO) – A licensed Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.) who has knowledge of drug abuse disorders and has appropriate training to interpret and evaluate drug test results.

Motor Vehicle Accident (Company Procedures) – A vehicle accident as defined in the next paragraph that results in death, bodily injury, property damage or physical damage, regardless of the nature, extent, or dollar amount (i.e., $1 or more) of injury or damage.

A vehicle accident is an unplanned event or series of events, involving any company owned, leased or operated motor vehicle, on public or private property (including the CSC yard), that results in any of the following:

- Collision with another vehicle,
- Collision with a fixed object,
- Collision with a pedestrian, bicycle, or animal,
- Undercarriage collision with a driveway, inclined entrance, roadway, etc.,
- Overturning the vehicle or running off the roadway,
- A roll-away collision from a parked position,
- A passenger injury as a result of vehicle movement (acceleration, stopping, etc.),
- A collision between any vehicle and a pupil or school bus driver while crossing during a flashing red signal light crossing

For the purposes of post-accident testing, only "preventable street" motor vehicle accidents are subject to drug and alcohol testing under the Company Procedures. A "street" accident is defined as any of the above mentioned events that occur outside the confines of the CSC yard. If the circumstances do not reasonably allow for a preventability decision (as outlined in the Safety Committee Handbook) within the testing time requirements, then a drug and alcohol test must be completed.

Motor Vehicle Accident (DOT Procedures) – An accident involving a commercial motor vehicle on a public road that meets any of the following criteria:

- Fatality, **or**
- Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, and our driver receives a moving violation citation within 8 hours of the occurrence, **or**
- One or more vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and our driver receives a moving violation citation within 8 hours of the occurrence.

For the purposes of post-accident testing, only motor vehicle accidents meeting these criteria are subject to drug and alcohol testing under the DOT Procedures. A motor vehicle accident that does not meet the DOT criteria but meets the "preventable street" criteria will require testing under the Company Procedures.

Primary Specimen – In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his/her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen.

Performing (a safety-sensitive function) – A driver and/or employee is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

Random Selection – A process in which drug and alcohol tests are unannounced, each employee in the random DOT selection pool has an equal chance of selection, and the number of drug and alcohol tests conducted annually equals or exceeds 25% for urine drug tests and 10% for breath alcohol tests for all employees in the eligible random pool.

Reasonable Suspicion – A circumstance in which the company believes the actions, appearance, behavior, or conduct of an employee and/or driver who is on duty are indicative of the use of a drug(s) and/or alcohol.

Safety-Sensitive Function – All time from the time a driver/employee begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:

- All time at a motor carrier's or shipper's plant, terminal, facility, or other property waiting to be dispatched, unless the driver/employee has been relieved from duty by the company;
- All time inspecting, servicing, or conditioning any commercial vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, spent on or in a commercial vehicle (except for time spent resting in the sleeper berth);
- All time loading or unloading a vehicle, supervising or assisting in the loading or unloading of a vehicle, attending a vehicle being loaded or unloaded, remaining in readiness to operate a vehicle, or in giving or receiving receipts for shipments or passengers loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Safety-Sensitive Positions (DOT Procedures) – Those employees and job applicants whose job responsibilities meet the following criteria:

- Regularly, periodically, or occasionally includes the operation of a commercial motor vehicle in commerce in any State, and
- Subject to the Commercial Driver's License (CDL) requirements of part 383 of the DOT regulations

Safety-Sensitive Positions (Company Procedures) – Those employees and job applicants whose job responsibilities meet the following criteria:

- Regularly, periodically, or occasionally operates a company vehicle (excluding private passenger automobiles not used in the transportation for hire); including all drivers, and any maintenance or office employee who is certified, qualified, or allowed to operate a company vehicle,
- Any maintenance employee who inspects, services, repairs, fuels, washes, or drives a company vehicle, and
- Any employee who works within a company vehicle as an assistant or aide to the driver.

Split Specimen – In drug testing, a part of the urine specimen that is sent to the first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Substance Abuse Professional (SAP) - A person who evaluates employees who have violated drug and alcohol regulations and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Third-Party Injury - A personal injury sustained by a third-party arising out of an incident or non-collision accident involving an employee who caused the injury, who contributed to the injury cause, or who could have prevented the injury from occurring.

Examples of third-party individuals include but are not limited to: passengers, pedestrians, and visitors to the company. Examples of incidents or non-collision accidents include but are not limited to: failure to safely load or unload a wheelchair, an employee's violation of safety rules, and an employee's horseplay or misconduct.

If the circumstances do not reasonably allow for a preventability decision within the testing time requirements, then a drug and alcohol test must be completed.

Work-Related Injury/Illness - A personal injury or illness sustained by an employee through his/her role as an employee. The injury or illness must arise out of the employee's job duties or out of a relationship with his/her work. An injury results from an occupational accident; an illness results from a job-related exposure to a hazardous substance or condition.

APPENDIX B: DRUG SCREEN CUTOFF LEVELS

The following cutoff levels are to be used effective October 1, 2010

INITIAL CUTOFF LEVELS		CONFIRMATION CUTOFF LEVELS	
Marijuana Metabolites	**50 ng/ml**	**THCA**	**15 ng/ml**
Cocaine Metabolites	**150 ng/ml**	**Benzoylecgonine**	**100 ng/ml**
Opiate Metabolites Codeine/Morphine	**2000 ng/ml**	**Codeine**	**2000 ng/ml**
6-Acetylmorphine	**10 ng/ml**	**6-Acetylmorphine**	**10 ng/ml**
Phencyclidine	**25 ng/ml**	**Phencyclidine**	**25 ng/ml**
Amphetamines AMP/MAMP	**500 ng/ml**	**Amphetamines**	**250 ng/ml**
		Methamphetamine	**250 ng/ml**
MDMA	**500 ng/ml**	**MDMA**	**250 ng/ml**
		MDA	**250 ng/ml**
		MDEA	**250 ng/ml**

ng/ml: nanograms per millimeters

Employees should note that thresholds are subject to change due to DOT requirements. The Company will make every reasonable effort to keep employees informed of any changes; however, it is the employee's responsibility to keep abreast of any changes. Information regarding the thresholds may be obtained by reviewing the drug and alcohol regulations via the internet at http://www.dot.gov.

APPENDIX C: CONTACT NAMES & NUMBERS

Drug and Alcohol Program Manager/Designated Employee Representative

Michelle Simon
Vice President of Safety
2601 Navistar Drive
Lisle, IL 60532
(630) 821-9059

Drug Testing Laboratory

LabCorp
1904 Alexander Drive
RTP, NC 27709
800-833-3984

Medical Review Officer (MRO)

NDI
Dr. T.E. Simo, M.D.
Park Abbey Building
4600 Park Rd.
Suite 500
Charlotte, NC 28209
704-364-7550

Employee Assistance Program (EAP)

Guidance Resources Online
www.guidanceresources.com
888-628-4824
Plan ID: LFGsupport

APPENDIX D: MISSED TEST FORM

Missed Drug and/or Alcohol Test

Employee Name: _____ ID or SSN: _____

Date/Time Test Should Have Been Administered: _____

Reason for Test: _____

Date/Time Employee was Notified and Clinic to Be Used:

_____

Check All That Apply:

- ☐ DOT Test
- ☐ Company Test
- ☐ Missed 2 hour BAT
- ☐ Missed 8 hour BAT
- ☐ Missed drug test

Reasons for Missed Test:

_____

_____

_____

_____

Signature of Manager: _____ Date: _____

This form is to be filed in the employee's medical file with copy forwarded to Area Director, Safety Education & Development.

January 2019

APPENDIX E:

REASONABLE SUSPICION EVALUATION GUIDELINES AND CHECKLIST

Drug and Alcohol Free Workplace
Observation Guidelines

Observable behaviors that may indicate impairment due to mood altering substances such as alcohol and/or drugs of abuse are listed below.

Speech

Slurred, unusually slow and deliberate, talkativeness, rambling, excited speech patterns, laughing out of context, inability to carry on a rational conversation.

Actions / Movements

Shaky hands, decreased eye-hand coordination, poor coordination, staggering.

Demeanor (Behavior)

Distorted sense of time, physical or verbal aggressiveness, combative, extreme anxiousness, irritability, nervousness, panicky, mood swings, unusually depressed, unusually elated, unusually suspicious (paranoid), mistakes due to lack of attention or poor judgment, sleepy, drowsy, disoriented, staring into space, dazed, overly calm.

Appearance / Clothing

Reddening of the eyes, jerky eye movements, dilated or constricted pupils, inappropriate dress, haggard looking, needle marks over veins on arms and hands, odor of alcohol.

Performance

Failure to follow instructions, frequent mistakes, tardiness, minimal work effort, inconsistent work pace, poor judgment.

Drug and Alcohol Free Workplace
Fitness-for-Duty Observation Checklist

Prepare this form each time an individual is suspected of abnormal actions, appearance or conduct which requires a reasonable suspicion drug and/or alcohol test.

Employee Name: _____ ID or SSN: _____

Date of Observation: _____

Time of Observation: _____

Location: _____

Circle All Observed Indicators:

Speech	**Balance**	**Walking**
Rapid	Swaying	Stumbling
Slurred	Unsteady	Grasping for support
Incoherent	Falling	Staggering
Excessively Talkative		

Emotional Indicators		**Physical Indicators**	
Depression	Withdrawal	Dilated Pupils	Rapid Breathing
Anxiety	Moodiness	Redness of eyes	Tremors
Alienation	Irritability	Cold Sweats	Odor of Alcohol

Other observed abnormal behaviors:

_____

_____

_____

_____

To the best of my knowledge and belief, this report represents the appearance, behavior and/or conduct of the above-named employee, observed by me, and upon which I base my decision to require the employee to submit to a reasonable suspicion drug and/or alcohol test.

Witnessed by: _____ Date: _____

Signature of Manager: _____ Date: _____

This form is to be retained in the employee personnel file.

January 2019

APPENDIX F:

DRUG AND ALCOHOL AWARENESS INFORMATION

EFFECTS OF DRUGS AND ALCOHOL

The Department of Transportation mandates all affected employees be provided with training material discussing the effects of alcohol and controlled substance use on an individual's health, work and personal life. The information in this section is intended to help individuals understand the personal consequences of substance abuse.

Driving under the influence of alcohol or drugs could impair one's motor skills, reaction time, and judgment. In addition to putting the driver at risk, driving under the influence is also a public health concern because it endangers the lives of passengers and others who share the road.

ALCOHOL

Alcoholic beverages are the most widely used psychoactive drugs known to man. Alcoholism ranks as one of the major health threats in the nation along with cancer and heart disease.

Although used routinely as a social legal drug, alcohol can also have negative physical and mood-altering effects. These physical or mental alterations in a driver may have serious personal and public safety risks.

Health Effects of Alcohol Use

Ninety-five percent of all alcohol consumed is absorbed into the body through the stomach, small intestine and colon. Complete absorption into the blood requires 2-6 hours or more. The rate of absorption into the blood stream is influenced by the presence of food in the system, the time period of consumption, the driver's body weight and metabolism. Once alcohol is in the bloodstream, alcohol quickly goes to every cell and tissue in the body. Alcohol causes red blood cells to coagulate together in sticky wads, slowing circulation and depriving tissues of oxygen. Alcohol in the blood can cause anemia by reducing the production of red blood cells. Alcohol decreases the ability of white blood cells to destroy bacteria and degenerates the clotting ability of blood platelets. Alcohol kills brain cells, which is permanent damage. Long-term alcohol use causes loss of memory, impaired judgment, and learning ability due to the damage done to the brain cells.

Alcohol affects the central nervous system of the body more than any other bodily function. Because alcohol is a depressant, it inhibits the control mechanisms of the brain, which results in restrained activities in various parts of the brain. An extremely high dose of alcohol can depress the central nervous system to a point where breathing may stop completely, resulting in death.

Besides the effects alcohol has on the central nervous system, it causes damage and destruction to the tissue cells in the body including brain cells. Excess alcohol use can depress the appetite and prevent the absorption of amino acids, vitamins and other nutrients, which contribute to malnourishment of the body. Alcohol hampers the liver's ability to metabolize fat which leads to fatty liver disease and cirrhosis of the liver. Alcohol increases the blood pressure in people with hypertension, which can lead to life threatening heart problems.

A large dose of alcohol can cause:

- blurred vision

- impairment in perception
- decreased mental alertness
- decreased physical coordination

An average of three or more servings per day of beer (12 oz.), whiskey (1 oz.), or wine (6 oz.) over time, may result in the following health hazards:

- Dependency
- Fatal liver disease
- Kidney disease
- Pancreatitis
- Ulcers
- Decreased sexual functions
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Spontaneous abortion and neonatal mortality
- Birth defects

Withdrawal from heavy alcohol use can lead to:

- Severe tremors
- Convulsions
- Death

Social Issues Related to Alcohol Use

- Alcohol is implicated in 200,000 deaths each year
- 50% of deaths by motor vehicles and fires are alcohol related
- 67% of murders are alcohol related
- 33% of suicides are alcohol related
- 67% of all incidents of domestic violence are alcohol related
- 33% of all cases of child abuse are alcohol related
- 24% of our national expenditure for hospital care is alcohol related
- 7% increase in the chances of divorce or separation when alcohol is abused in a family
- 30,000 people will die each year from alcohol caused liver disease, cirrhosis, or pancreatitis
- 10,000 people will die each year due to alcohol-related brain disease or suicide

Workplace Issues Associated with Alcohol Use

- Increased absenteeism
- Unexplained leaving of the workplace
- Increased mistakes and errors in work performance
- Needless risk-taking
- Deterioration in personal appearance
- Poor concentration
- Inconsistent work quality
- Increased Workers' Compensation claims
- Increased accidents in the workplace
- Impairs ability to drive

Sobering Issues

Time is the only sobering agent that works! Contrary to public opinion, steam baths, black coffee, and exercise have no effect on the rate at which alcohol is metabolized. A person will feel more alert; however, they will still be intoxicated!!! Aspirin taken while under the influence of alcohol increases the blood alcohol level by 34%. Aspirin blocks the action of the enzyme that breaks down alcohol before it reaches the bloodstream. The use of any medication while alcohol is in the body requires extreme caution and consultation with a physician.

Warning Signs of Alcohol Abuse

- Smell of alcohol
- Excessive use of mints/mouthwash
- Slowdown in job performance
- Increased absenteeism and tardiness
- Slow, unsteady gate
- Stupor or drowsiness
- Slurred speech
- Errors in judgment

DRUGS

MARIJUANA

Health Effects of Marijuana Use

The most prominent effects of marijuana use are on the central nervous system and the cardiovascular system resulting in deterioration of motor coordination, memory and thinking ability, increased heart rate and blood pressure and bloodshot eyes.

There are more than 520 chemicals found in marijuana. Out of those chemicals, THC is the primary mind-altering ingredient. In the past 10 years, the strength of marijuana has increased from .05 to 4% THC content to as high as 11% THC content. THC concentrates in fatty areas of the body, the brain and sexual glands. It takes 30 days for the THC from one marijuana joint to be eliminated from the body.

Marijuana use causes:

- Deterioration of motor coordination
- Deterioration of memory and thinking ability
- Increased heart rate and blood pressure
- Emphysema-like condition
- Respiratory tract and sinus infections
- Depression of the body's immune system response, making users more susceptible to infection
- Chronic smoking causes changes in brain cells; long-term brain damage may occur
- Chronic smoking of marijuana in males causes a decrease in testosterone and reduced sperm count including temporary sterility
- Smoking of marijuana in females can cause a decrease in fertility
- Marijuana contains cancer-causing substances

Workplace Issues Related to Marijuana Use

- Delayed decision making
- Diminished concentration
- Impaired short-term memory
- Impaired signal detection (a risk for users who are operating machinery)
- Impaired tracking and visual distance measurements
- Erratic cognitive function
- Distortion of time estimation
- Erratic sleep patterns
- Impairs ability to drive

COCAINE

Cocaine has immediate effects on the central nervous system. Cocaine is a powerful physical and mental stimulant which produces a condition of hyper-stimulation lasting about 30 minutes, and characterized by over-alertness, euphoria and a feeling of great power. The drug produces a constriction of peripheral blood vessels, a rise in body temperature and metabolic rate, dilated pupils, and an increase in heart rate and blood pressures. Over-dosage may lead to extreme anxiety, fever, convulsions, cerebral infarction, heart problems and ensuing death.

Health Effects of Cocaine Use

- The most psychologically addictive drug affecting a neurotransmitter in the brain is known as dopamine. Cocaine depletes dopamine, which causes the survival-oriented normal drives in the body (hunger, thirst, sleep) to change to the drive to obtain cocaine.
- Regular use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing damage to critical nerve cells. Parkinson's Disease could also occur.
- Cocaine causes the heart to beat faster, harder and rapidly increases blood pressure. It also causes spasms of blood vessels causing strokes and heart attacks.
- Strong dependency can occur with one “hit” of cocaine. Usually mental dependency occurs within days for “crack” or within several months for snorting coke. Cocaine causes the strongest mental dependency of all the drugs.
- Treatment success rates are lower than with other chemical dependencies.
- Cocaine is extremely dangerous when taken with other depressant drugs. Death due to overdose is rapid. Fatal effects are usually not reversible by medical intervention.

Workplace Issues Related to Cocaine Use

- Extreme mood and energy swings create instability. Sudden noise causes a violent reaction.
- Lapses in attention and ignoring warning signals increase probability of accidents.
- High cost frequently leads to theft and/or dealing.
- Paranoia and withdrawal may create unpredictable or violent behavior.
- Performance is characterized by forgetfulness, absenteeism, tardiness, and missing assignments.
- Impairs ability to drive

OPIATES

Narcotic drugs alleviate pain and depress body functions and reactions. Often used as painkillers for surgery and other medical treatments.

Health Effects of Opiate Use

- IV needle users have a high risk of contracting hepatitis or AIDS when sharing needles.
- Increased pain tolerance. As a result, a person may severely injure themselves and fail to seek medical attention as needed.
- Narcotic effects are multiplied when combined with other depressant drugs causing an increased risk for an overdose.
- Because of tolerance and dependency combined, there is a serious financial burden for the users.

Workplace Issues Related to Opiate Use

- Side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the user at high risk for an accident.
- Causes impairment of physical and mental function.
- Impairs ability to drive.

AMPHETAMINES

Amphetamines are a central nervous system stimulant that speeds up the mind and body.

Health Effects of Amphetamine Use

- Regular use causes strong psychological dependency and increased tolerance.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to increased blood pressure.
- Chronic use may cause heart or brain damage due to severe constriction of capillary blood vessels.
- Euphoric stimulation increases impulsive and risk-taking behavior, including bizarre and violent acts.
- Withdrawal may result in severe physical and mental depression.

Workplace Issues Related to Amphetamine Use

- Since the drug alleviates the sensation of fatigue, it may be abused to increase alertness during periods of overtime or failure to get rest.
- With heavy use or increasing fatigue, the short-term memory or physical enhancement reverses and becomes impairment.

PHENCYCLIDINE (PCP)

Often used as a large animal tranquilizer. Abused primarily for its mood-altering effects, low doses produce sedation and euphoric mood changes. Mood can rapidly change from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare. Sudden noises or physical shocks may cause a "freak out" in which the person has abnormal strength, violent behavior, and an inability to speak or comprehend.

Health Effects of PCP Use

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP, when combined with other depressants, including alcohol, increases the possibility of an overdose.
- If misdiagnosed as LSD induced, and treated with Thorazine, can be fatal.

- Irreversible memory loss, personality changes, and thought disorders may result.

Workplace Issues Related to PCP Use

- Not common in workplace primarily because of the severe disorientation that occurs.
- There are four phases to PCP abuse:
    - Acute toxicity causing combativeness, catatonia, convulsions and coma. Distortions of size, shape and distorted perception are common.
    - Toxic psychosis with visual and auditory delusions, paranoia and agitation.
    - Drug-induced schizophrenia.
    - Induced depression which may create suicidal tendencies and mental dysfunction.

SIGNS OF DRUG ABUSE

- Bloodshot eyes or pupils that are larger or smaller than usual.
- Changes in appetite or sleep patterns. Sudden weight loss or weight gain.
- Deterioration of physical appearance and personal grooming habits.
- Unusual smells on breath, body, or clothing.
- Tremors, slurred speech, or impaired coordination.
- Drop in attendance and performance at work or school.
- Unexplained need for money or financial problems. May borrow or steal to get it.
- Engaging in secretive or suspicious behaviors.
- Sudden change in friends, favorite hangouts, and hobbies.
- Frequently getting into trouble (fights, accidents, illegal activities).
- Unexplained change in personality or attitude.
- Sudden mood swings, irritability, or angry outbursts.
- Periods of unusual hyperactivity, agitation, or giddiness.
- Lack of motivation; appears lethargic or "spaced out."
- Appears fearful, anxious, or paranoid, with no reason.

ADDITIONAL SOURCES OF INFORMATION / ASSISTANCE

- Additional information regarding the drug and alcohol abuse is available from the following sources:
    - National Institute on Drug Abuse - http://www.nida.nih.gov/
    - The Partnership for a Drug Free America - http://www.drugfree.org/
    - National Alcohol Substance Abuse Information Center - http://www.addictioncareoptions.com/about.asp
        - 1 - 800 784 6776
- Employees may also access national or local hotlines and help lines, support groups, and treatment facilities provided outside of the Company for further substance abuse information.
- Information regarding drug and alcohol rehabilitation / Employee Assistance Program (EAP) can be found in Part VII of the company's Drug and Alcohol Policy.

Signature Page for DOT and Company Drug and Alcohol Testing Procedures

Acknowledgment of Receipt

I hereby acknowledge that I have been given a copy of National Express' Drug and Alcohol Testing policy (DOT Procedures and Company Procedures), as located in National Express' Administrative Policy & Procedure Manual, and assume full responsibility for reading and understanding all of its provisions. I further understand that these policies supersede any and all previous policies, handbooks, and oral or implied promises or representations regarding drug and alcohol testing.

I also acknowledge that I have been given a copy of the Drug and Alcohol Awareness Information explaining the effects of alcohol and drug use on an individual's health, work and personal life.

_____ _____

Date CSC Number

_____ _____

Signature of Employee Employee Number

_____

Employee Name (please print)

This form is to be retained in the employee personnel file.

January 2019

APPENDIX J: ANNUAL BASE BID COST PROJECTION INFORMATION

Each Proposer should use the information provided below as well as Request for Pricing Financial Data, as the bases to complete the proposal (See Appendix N: Request for Pricing Proposal). The Annual Bid Cost must include all related costs as stated in the Contractual Agreement as well as the requirements as stated in this RFP to conduct the routes as defined. A school year is defined as 177 days.

Regular Education Routes In District (Full size bus)

	Schools			Type		
Route #	**AM**	**PM**	**AM/PM**	**Regular or Special Ed**	**In or Out of District**	**Daily Hours**
9101	Oswego East HS/ Murphy JH/ The Wheatlands ES	Oswego East Hs/ Murphy JH/ The Wheatlands ES	AM/PM	Regular	In District	5.00
9102	Oswego East HS/ Plank JH/ Old Post ES	Oswego East HS/ Plank JH/ Old Post ES	AM/PM	Regular	In District	5.00
9103	Oswego East HS/ Bednarcik JH/ Goal	Oswego East HS/ Bednarcik JH/ Churchill ES	AM/PM	Regular	In District	4.50
9104	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.50
9105	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9106	Oswego East HS/ Plank JH/ Hunt Club ES	Oswego East HS/Plank Jh	AM/PM	Regular	In District	4.25
9107	Oswego HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	5.25
9108	Oswego East HS/ Thompson JH/ Goal	Oswego East HS/ Thompson JH	AM/PM	Regular	In District	4.25
9109	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9110	Oswego East HS/ Bednarcik JH/ Southbury ES	Oswego East HS/ Bednarcik JH/ Southbury ES	AM/PM	Regular	In District	5.00
9111	Oswego East HS/ Murphy JH/ Grande Park ES	Oswego East HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.25
9112	Oswego East HS/ Murphy JH/ Churchill ES	Oswego East HS/ Murphy JH/ Churchill ES	AM/PM	Regular	In District	4.75
9113	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9114	Oswego East HS/ Plank JH/ Old Post ES	Oswego East HS/ Plank JH/ Old Post ES	AM/PM	Regular	In District	5.50
9115	Plank JH/ Boulder Hill ES	Plank JH/ Boulder Hill ES	AM/PM	Regular	In District	4.00
9116	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	Oswego East HS/ Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.75
9117	Oswego East HS/ Murphy JH/ Homestead ES	Oswego East HS/ Murphy JH/ Homestead ES	AM/PM	Regular	In District	4.50
9118	Oswego East HS/ Bednarcik JH	Oswego East HS/ Bednarcik JH	AM/PM	Regular	In District	4.00
9119	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.00
9120	Oswego East HS/ Murphy JH/ Churchill ES	Oswego East HS/ Murphy JH	AM/PM	Regular	In District	4.75
9121	Oswego East HS/ Murphy JH	Oswego East HS/ Murphy JH	AM/PM	Regular	In District	4.25
9122	Oswego East HS/ Murphy JH	Murphy JH/ Trip Drops	AM/PM	Regular	In District	4.00

9123	Oswego East HS/ Bednarcik JH/Wolfs Crossing ES	Oswego East HS/ Bednarcik JH/Wolfs Crossing ES	AM/PM	Regular	In District	5.25
9124	Oswego HS/ Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.00
9125	Oswego HS/ Murphy JH/ Grande Park ES	Oswego HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.25
9126	Thompson JH/ Long Beach ES	Thompson JH/ Long Beach ES	AM/PM	Regular	In District	4.00
9127	Traughber JH/ Long Beach ES	Traughber JH/ Long Beach ES	AM/PM	Regular	In District	4.75
9128	Murphy JH/ Wolf's Crossing ES	Murphy JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9129	Plank JH/ Old Post ES	Plank JH/ Old Post ES	AM/PM	Regular	In District	4.25
9130	Bednarcik JH/ Wolf's Crossing ES	Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9131	Murphy JH/ The Wheatlands ES	Murphy JH/ The Wheatlands ES	AM/PM	Regular	In District	4.00
9132	Plank JH/ Wolf's Crossing ES	Plank JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9133	Bednarcik JH/ Wolf's Crossing ES	Bednarcik JH/ Wolf's Crossing ES	AM/PM	Regular	In District	4.00
9134	Bednarcik JH/ Long Beach ES	Bedanarcik JH/ Long Beach ES	AM/PM	Regular	In District	4.00
9135	Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	4.00
9136	Murphy JH/ Grande Park ES	Murphy JH/ Grande Park ES	AM/PM	Regular	In District	4.00
9137	Plank JH/ Boulder Hill ES	Plank JH/Trip Drops	AM/PM	Regular	In District	4.00
9138	Oswego East HS/ Plank JH	Oswego East HS/ Plank JH	AM/PM	Regular	In District	4.25
9139	Oswego East HS/ Plank JH/ The Wheatlands ES	Oswego East HS/ Plank JH/ The Wheatlands ES	AM/PM	Regular	In District	4.50
9140	Oswego East HS/ Murphy JH/ Grande Park ES	Oswego East HS/ Murphy JH/ Grande Park ES	AM/PM	Regular	In District	5.00

Special Education Routes Out-of-District (Bus size/equipment determined by route)

Route #	AM	PM	AM/PM	Regular or Special Ed	In or Out of District	Aide Y/N	# of Aides	Daily Hours
9201	Camelot Genoa	Camelot Genoa	AM/PM	Special Ed	Out of District	Y	1	7.75
9202	Camelot Naperville	Camelot Naperville	AM/PM	Special Ed	Out of District	Y	1	5.50
9203	Chicago Autism	Chicago Autism	AM/PM	Special Ed	Out of District	N	0	7.00
9204	Claire Woods	Claire Woods	AM/PM	Special Ed	Out of District	Y	1	4.75
9205	Core Academy	Core Academy	AM/PM	Special Ed	Out of District	Y	1	4.00
9206	Giant Steps	Giant Steps	AM/PM	Special Ed	Out of District	Y	1	5.75
9207	Glen Oaks South	Glen Oaks South	AM/PM	Special Ed	Out of District	N	0	5.00
9210	Glen Oaks West	Glen Oaks West	AM/PM	Special Ed	Out of District	N	0	5.25
9211	Krejci	Krejci	AM/PM	Special Ed	Out of District	Y	1	3.00

9212	Parkland Prep Plainfield	Parkland Prep Plainfield	AM/PM	Special Ed	Out of District	Y	1	4.00
9213	Guiding Light Woodridge	Guiding Light Woodridge	AM/PM	Special Ed	Out of District	Y	1	5.00
9214	Seal Lombard	Seal Lombard	AM/PM	Special Ed	Out of District	N	0	5.25
9215	Seal Romeoville	Seal Romeoville	AM/PM	Special Ed	Out of District	Y	1	4.75
9217	Seal Romeoville	Seal Romeoville	AM/PM	Special Ed	Out of District	N	0	4.75
9219	Parkland Prep Plainfield	Parkland Prep Plainfield	AM/PM	Special Ed	Out of District	Y	1	4.00
9220	Soaring Eagle	Soaring Eagle	AM/PM	Special Ed	Out of District	Y	1	5.00
9221	Parkland Prep Streamwood	Parkland Prep Streamwood	AM/PM	Special Ed	Out of District	Y	1	6.25
9222	Turning Point	Turning Point	AM/PM	Special Ed	Out of District	Y	1	3.50
9224	Little Friends	Little Friends	AM/PM	Special Ed	Out of District	Y	1	4.50
9225	Premier Academy	Premier Academy	PM	Special Ed	Out of District	N	0	4.50
9227	Trinity	Trinity	AM/PM	Special Ed	Out of District	Y	1	5.75
9228	New Hope	New Hope	AM/PM	Special Ed	Out of District	N	0	7.25
9229	Krejci	Krejci	AM/PM	Special Ed	Out of District	Y	1	5.00
9230	Guiding Light Shorewood	Guiding Light Shorewood	AM/PM	Special Ed	Out of District	Y	1	4.75
9232	Marklund Day School	Marklund Day School	AM/PM	Special Ed	Out of District	Y	1	5.50
9234	Out of District/In District as needed	TBD	AM/PM	Special Ed	Out of District	TBD		
9236	Out of District/In District as needed	TBD	AM/PM	Special Ed	Out of District	TBD		

Special Education Wheel Chair Routes Out-of-District (Bus size/equipment determined by route)

Route #	AM	PM	AM/PM	Regular or Special Ed	In or Out of District	Aide Y/N	# of Aides	# of WC	Daily Hours
9223	Elim Christian School	Elim Christian School	AM/PM	Special Ed	Out of District	Y	1	1	7.75
9226	MKV OHS/Goal/Wheatlands	MKV Goal/ OHS	AM/PM	Special Ed	Both	Y	1	1	8.0

APPENDIX K: REQUEST FOR PRICING PROPOSAL
RFP PROJECTION SUMMARY PART ONE

Name of Company Septran, Inc.

Company Address 2601 Navistar Drive, Lisle, Illinois 60532

Proposal Prepared by Fred Smith Email Address Fred.Smith@nellc.com

Phone Number (630) 821-5400 Fax Number (630) 821-5385

ANNUAL BASE BID COST SUMMARY

Year One Total Cost (7/1/20-6/30/21) $ 3,513,184.50 yearly

Year Two Total Cost (7/1/21-6/30/22) $ 3,618,623.40 yearly

Year Three Total Cost (7/1/22-6/30/23) $ 3,727,138.56 yearly

Grand Total (Three Year Contract) $ 10,858,946.46

Optional Extension Year One (7/1/2023-6/30/2024) $ 3,838,906.98 yearly

Optional Extension Year Two (7/1/2024-6/30/2025) $ 3,954,144.60 yearly

*Annual costs assume 50 Regular Education routes with 1.44 hours of excess charges per day

HOURLY STARTING WAGES

School Bus Driver hourly base rate as of July 1, 2020: $19.50

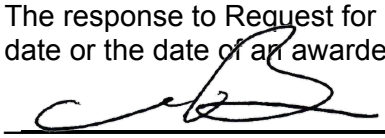
School Bus Monitor hourly base rate as of July 1, 2020: $13.75

(Do not include Performance Bond cost above)

Cost of Performance Bond $ 20,004.27 yearly

The undersigned declares that he/she is a qualified representative of the provider and has carefully examined all requirements for the Request for Pricing documentation including any/all addendums and fully understands those requirements.

The response to Request for Pricing (RFP) is irrevocable until the earlier or ninety (90) days from this date or the date of an awarded bid.



3/18/2020

Charlie Bruce, Senior Vice President Business Development
Signature and Title Date

Names of Principal Officers and designated official capacity
(If Partnership or assumed name, indicate all owners)

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

	Year One	Year Two	Year Three	Extension Year One	Extension Year Two
ANNUAL BASE BID	**SCHOOL YEAR 2020-21**	**SCHOOL YEAR 2021-22**	**SCHOOL YEAR 2022-23**	**SCHOOL YEAR 2023-24**	**SCHOOL YEAR 2024-25**
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.	$332.17	$342.14	$352.40	$362.97	$373.86
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.	No bid	No bid	No bid	No bid	No bid
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.	No bid	No bid	No bid	No bid	No bid
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.	$11.25	$11.59	$11.94	$12.29	$12.66
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.	No bid	No bid	No bid	No bid	No bid
Surcharge per wheelchair bus, per day.	$0.00	$0.00	$0.00	$0.00	$0.00
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.	$88.56	$91.20	$93.92	$96.72	$99.64
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	$5.54	$5.70	$5.87	$6.05	$6.23
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.	$103.08	$106.17	$109.36	$112.64	$116.02
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.	$12.89	$13.28	$13.68	$14.09	$14.51

Initials

APPENDIX K: REQUEST FOR PRICING PROPOSAL
RFP PROJECTION SUMMARY PART ONE

Name of Company Septran, Inc.

Company Address 2601 Navistar Drive, Lisle, Illinois 60532

Proposal Prepared by Fred Smith Email Address Fred.Smith@nellc.com

Phone Number (630) 821-5400 Fax Number (630) 821-5385

ANNUAL BASE BID COST SUMMARY

Year One Total Cost (7/1/20-6/30/21) $ 2,073,829.00 yearly

Year Two Total Cost (7/1/21-6/30/22) $ 2,135,979.47 yearly

Year Three Total Cost (7/1/22-6/30/23) $ 2,200,018.60 yearly

Grand Total (Three Year Contract) $ 6,409,827.06

Optional Extension Year One (7/1/2023-6/30/2024) $ 2,265,937.04 yearly

Optional Extension Year Two (7/1/2024-6/30/2025) $ 2,334,008.91 yearly

*Annual costs assume 24 MPV routes with 1.22 hours of excess charges per day, 6 Yellow Mini-Bus routes with 1.23 hours of excess charges per day and 20 Monitors for 5.31 hours per day.

HOURLY STARTING WAGES

School Bus Driver hourly base rate as of July 1, 2020: $19.50

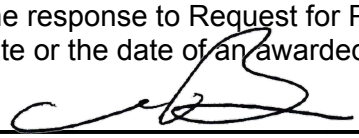
School Bus Monitor hourly base rate as of July 1, 2020: $13.75

(Do not include Performance Bond cost above)

Cost of Performance Bond $ 12,304.11 yearly

The undersigned declares that he/she is a qualified representative of the provider and has carefully examined all requirements for the Request for Pricing documentation including any/all addendums and fully understands those requirements.

The response to Request for Pricing (RFP) is irrevocable until the earlier or ninety (90) days from this date or the date of an awarded bid.



3/18/2020

Charlie Bruce, Senior Vice President Business Development
Signature and Title Date

Names of Principal Officers and designated official capacity
(If Partnership or assumed name, indicate all owners)

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

	Year One	Year Two	Year Three	Extension Year One	Extension Year Two
ANNUAL BASE BID	**SCHOOL YEAR 2020-21**	**SCHOOL YEAR 2021-22**	**SCHOOL YEAR 2022-23**	**SCHOOL YEAR 2023-24**	**SCHOOL YEAR 2024-25**
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.	No bid	No bid	No bid	No bid	No bid
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.	$257.53	$265.26	$273.22	$281.42	$289.86
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.	$257.53	$265.26	$273.22	$281.42	$289.86
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.	$9.75	$10.04	$10.35	$10.66	$10.98
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.	$9.75	$10.04	$10.35	$10.66	$10.98
Surcharge per wheelchair bus, per day.	$0.00	$0.00	$0.00	$0.00	$0.00
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.	$88.56	$91.20	$93.92	$96.72	$99.64
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	$5.54	$5.70	$5.87	$6.05	$6.23
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.	$113.36	$116.76	$120.26	$123.87	$127.59
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.	$14.18	$14.61	$15.05	$15.50	$15.97

Initials_____

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

	Year One	Year Two	Year Three	Extension Year One	Extension Year Two
ANNUAL BASE BID	**SCHOOL YEAR 2020-21**	**SCHOOL YEAR 2021-22**	**SCHOOL YEAR 2022-23**	**SCHOOL YEAR 2023-24**	**SCHOOL YEAR 2024-25**
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.	No bid	No bid	No bid	No bid	No bid
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.	$285.09	$293.64	$302.45	$311.52	$320.87
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.	$285.09	$293.64	$302.45	$311.52	$320.87
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.	$11.25	$11.59	$11.94	$12.29	$12.66
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.	$11.25	$11.59	$11.94	$12.29	$12.66
Surcharge per wheelchair bus, per day.	$0.00	$0.00	$0.00	$0.00	$0.00
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.	$88.56	$91.20	$93.92	$96.72	$99.64
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	$5.54	$5.70	$5.87	$6.05	$6.23
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.	$128.87	$132.74	$136.72	$140.82	$145.04
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.	$16.11	$16.59	$17.09	$17.60	$18.13

Initials

APPENDIX K: REQUEST FOR PRICING PROPOSAL
RFP PROJECTION SUMMARY PART ONE

Name of Company Septran, Inc.

Company Address 2601 Navistar Drive, Lisle, Illinois 60532

Proposal Prepared by Fred Smith Email Address Fred.Smith@nellc.com

Phone Number (630) 821-5400 Fax Number (630) 821-5385

ANNUAL BASE BID COST SUMMARY

Year One Total Cost (7/1/20-6/30/21) $ 5,452,670.50 yearly

Year Two Total Cost (7/1/21-6/30/22) $ 5,243,798.04 yearly

Year Three Total Cost (7/1/22-6/30/23) $ 5,401,109.40 yearly

Grand Total (Three Year Contract) $ 16,853,531.52

Optional Extension Year One (7/1/2023-6/30/2024) $ 5,563,047.98 yearly

Optional Extension Year Two (7/1/2024-6/30/2025) $ 6,136,995.51 yearly

*Annual costs assume 50 Regular Education routes with 1.44 hours of excess charges per day, 24 MPV routes with 1.22 hours of excess charges per day, 6 Yellow Mini-Bus routes with 1.23 hours of excess charges per day and 20 Monitors at 5.31 hours per day

HOURLY STARTING WAGES

School Bus Driver hourly base rate as of July 1, 2020: $19.50

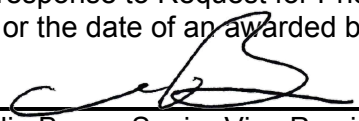
School Bus Monitor hourly base rate as of July 1, 2020: $13.75

(Do not include Performance Bond cost above)

Cost of Performance Bond $ 31,543.54 yearly

The undersigned declares that he/she is a qualified representative of the provider and has carefully examined all requirements for the Request for Pricing documentation including any/all addendums and fully understands those requirements.

The response to Request for Pricing (RFP) is irrevocable until the earlier or ninety (90) days from this date or the date of an awarded bid.



3/18/2020

Charlie Bruce, Senior Vice President Business Development
Signature and Title Date

Names of Principal Officers and designated official capacity
(If Partnership or assumed name, indicate all owners)

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

	Year One	Year Two	Year Three	Extension Year One	Extension Year Two
ANNUAL BASE BID	**SCHOOL YEAR 2020-21**	**SCHOOL YEAR 2021-22**	**SCHOOL YEAR 2022-23**	**SCHOOL YEAR 2023-24**	**SCHOOL YEAR 2024-25**
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.	$316.99	$326.50	$336.30	$346.39	$356.78
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.	$285.09	$293.64	$302.45	$311.52	$320.87
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.	$285.09	$293.64	$302.45	$311.52	$320.87
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.	$11.25	$11.59	$11.94	$12.29	$12.66
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.	$11.25	$11.59	$11.94	$12.29	$12.66
Surcharge per wheelchair bus, per day.	$0.00	$0.00	$0.00	$0.00	$0.00
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.	$88.56	$91.20	$93.92	$96.72	$99.64
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	$5.54	$5.70	$5.87	$6.05	$6.23
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.	$98.37	$101.32	$104.36	$107.49	$110.71
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.	$12.30	$12.67	$13.05	$13.44	$13.84

Initials

APPENDIX K: REQUEST FOR PRICING PROPOSAL SUMMARY PART TWO

	Year One	Year Two	Year Three	Extension Year One	Extension Year Two
ANNUAL BASE BID	**SCHOOL YEAR 2020-21**	**SCHOOL YEAR 2021-22**	**SCHOOL YEAR 2022-23**	**SCHOOL YEAR 2023-24**	**SCHOOL YEAR 2024-25**
Vehicle / Driver Rates					
Level one: Rate per vehicle, per day up to four (4) hours, for a round trip regular education route that is within the boundaries of the School District.	n/a	n/a	n/a	n/a	n/a
Level Two: Rate per vehicle, per day up to four (4) hours, for a round trip special education route that is within the boundaries of the School District.	$257.53	$265.26	$273.22	$281.42	$289.86
Level Three: Rate per vehicle, per day up to four (4) hours, for a round trip that is outside the boundaries of the School District.	$257.53	$265.26	$273.22	$281.42	$289.86
Level One and Two Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip that is within the boundaries of the School District.	$9.75	$10.04	$10.35	$10.66	10.98
Level Three Extensions: Rate per vehicle, per fifteen (15) minutes increment above the four hour minimum for a round trip outside the boundaries of the School District.	$9.75	$10.04	$10.35	$10.66	10.98
Surcharge per wheelchair bus, per day.	$0.00	$0.00	$0.00	$0.00	$0.00
Bus Monitor Rates					
Bus Monitor: rate per bus monitor, per day for up to four (4) hours.	$88.56	$91.20	$93.92	$96.72	$99.64
Bus Monitor Extensions: rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	$5.54	$5.70	$5.87	$6.05	$6.23
Field Trip Rate					
Rate per bus, per field trip for two (2) hours, plus tolls and parking fees if applicable. Rate includes any and all vehicle requirements.	$128.87	$132.74	$136.72	$140.82	$145.04
Rate per bus, per field trip, per fifteen (15) minute increment above two hours. Rate includes any and all vehicle requirements.	$16.11	$16.59	$17.09	$17.60	$18.13

Initials

APPENDIX L: CONTRACTOR BACKGROUND QUESTIONNAIRE

This Form must be completed in full by each Contractor proposing to provide transportation services in responses to this RFP.

Contractor Background Information	Contractor Response
Contractor Name	Septran, Inc
Company Address	2601 Navistar Drive, Lisle, IL 60532
Proposal Submitted by	Fred Smith
Proposer Email Address	flsmith@durhamschoolservices.com
Telephone Number	(630) 441-7162
Fax Number	(630) 821-5385
Year in which company was founded	1969
Is company wholly owned? If not, list parent company	Septran, Inc. is a division of National Express LLC (NELLC). National Express Group (NEG) is our parent company and is located in the United Kingdom.
Gross sales of the companies last fiscal year	We typically do not report Gross Sales as we are a contract business.
Please list your company's last three annual revenue figures	2019 - $1,570,641,436 2017 - $1,311,067,481 2018 - $1,416,143,239
Total number of pupil transportation contracts	541 in total
Total number of pupil transportation contracts located in Illinois	43 in Illinois
Average onsite employee turnover rate	Voluntary turnover for the past 12 months is 27%
Average years of service per onsite employee	4.5 years
Where is your closest support facility?	1019 Jericho Road, Aurora, IL
Where is your headquarters facility?	15 Cannonball Trail, Bristol, IL (Yorkville facility)
Is your company an equal opportunity employer?	Please refer to the attached section ***Contractor Response*** for our company statement.
How many total employees does your company have?	Full-time Employees: 1,969 Part-time Employees: 20,582
The contractor may be required to provide audited financial information for the previous two years	Septran, Inc. is prepared to furnish the school district with our financial information upon request.

APPENDIX L: BACKGROUND QUESTIONNAIRE CONTINUED

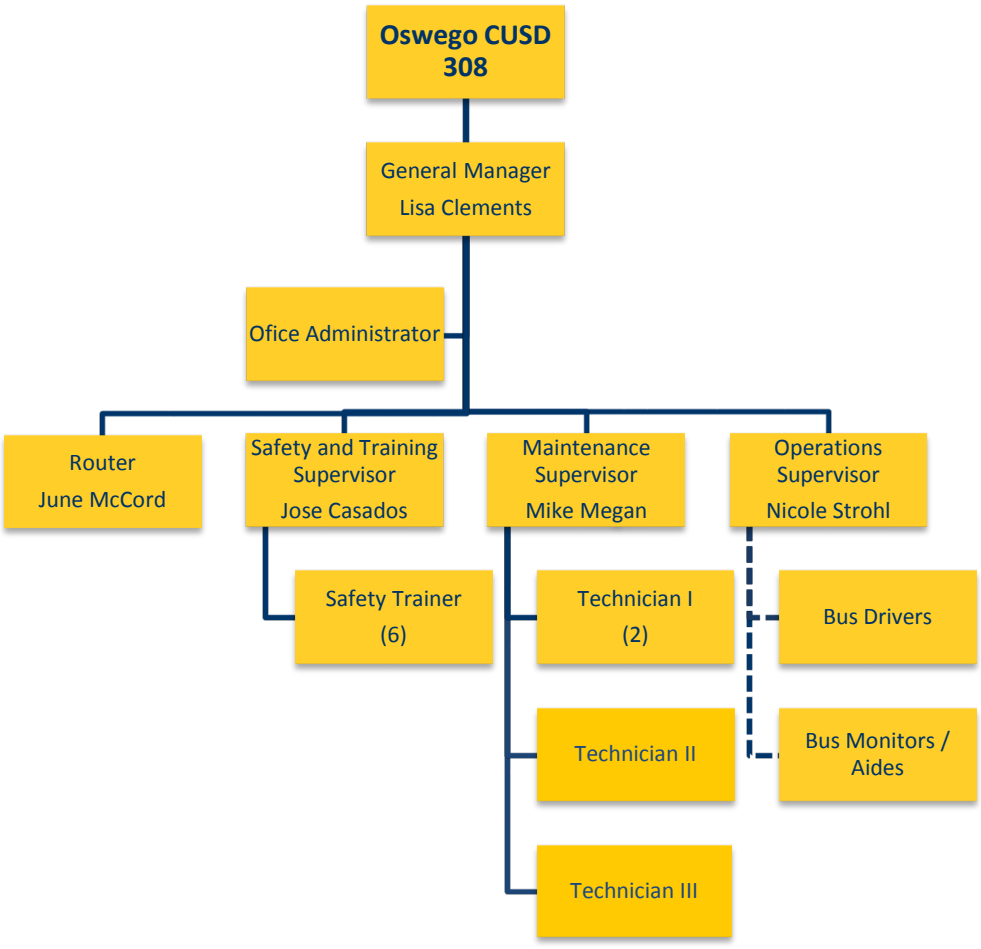
Privately held companies wishing to maintain confidential financial information must provide information detailing the company's long term stability. Please provide a current Dun & Bradstreet (D&B) as part of the Proposal response.	Septran, Inc.'s Dunn & Bradstreet Number is: 06-282-0501
If the Contractor is proposing to use a subcontractor during the contract, please provide background information on the subcontractor, contractor's relationship with your firm and the specific services that the subcontractor will be providing. A complete list of subcontractors is required. The District has the right to accept or deny any or all subcontractors of the Contractor at any time.	Septran, Inc. is not proposing the use of any subcontractors to satisfy this contract.
Please provide descriptions of the services proposed, including staffing descriptions and key assumptions.	Please refer to the attached section entitled ***Contractor Response*** for this information.
Please describe what training is provided to your employees (Type and Hours)	Please refer to the attached section entitled ***Contractor Resume*** for this information.
Please confirm that you will provide a dedicated team of employees for the School District that will not work in other districts or companies for the duration of their work assignment to the School District	Septran, Inc. can confirm that a dedicated team of employees will be provided to meet the requirements of the Oswego Community Unit School District 308. This team will not be on loan to any other districts or companies during the length of this contract.
Please describe your recruitment process including background and reference checks.	Please refer to the attached section entitled ***Contractor Response*** for this information.

Is your company an equal opportunity employer?

Equal Employment Opportunity

Septran, Inc. does not allow discrimination on the basis of race, color, religious belief, sex, marital status, age, national origin, ancestry, physical or mental disability, medical condition (including pregnancy, childbirth or related medical conditions), sexual orientation, family care leave status, or veteran status in recruitment, selection, training, utilization, promotion, termination or any other personnel action. We are committed to providing a work environment that is free of discrimination. Therefore, harassment will not be tolerated based on any of the above mentioned legally protected characteristics. Additionally, Septran will make reasonable accommodations to allow a person with a disability to perform a job's essential functions, providing that such an accommodation does not jeopardize the health or safety of our employees, our passengers, or the community we serve.

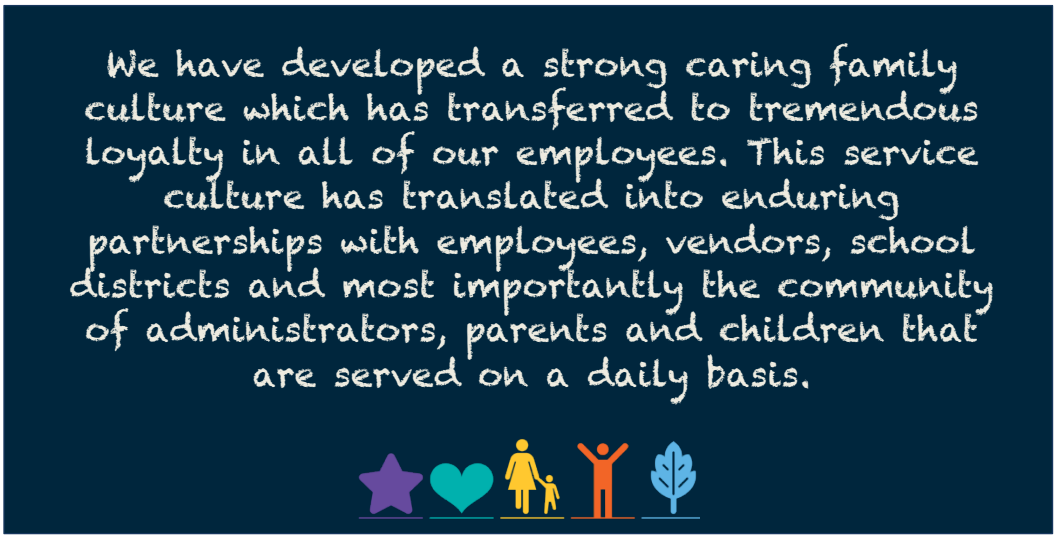
Please provide descriptions of the services proposed, including staffing descriptions and key assumptions.



Staffing and Management Personnel

LOCAL SUPPORT STAFF

Septran will continue to provide management and support personnel who are thoroughly trained and experienced in operating Yorkville Community Unit School District 115's transportation program. Your local management team will continue being supported directly by our regional and corporate headquarters' staff.



Lisa Clements

General Manager

As the General Manager at Septran for student transportation services in Yorkville, Illinois, Lisa Clements has risen through the ranks starting 10 years ago as a bus driver. Lisa's natural leadership and understanding of the business led to her being promoted to operations supervisor, which she held for three years. During her tenure as operations supervisor, Lisa utilized her strong business acumen and soft skills to turn the CSC start up into "One of the best the district has ever been part of." Currently in the GM position, Lisa continues to build upon the enhancements in the CSC that she implemented three years ago. Under Lisa's leadership, the CSC continues to grow and excel by focusing on child safety, parent needs and school district budget. Prior to Septran, Lisa was a marketing communications manager for both Siemens and Ameritech. Lisa became an independent marketing consultant and won a long-term contract with Wheels, Inc.

RESPONSIBILITIES

The general manager (GM) role is responsible for the overall operations and performance of the customer service center (CSC) and establishes CSC performance goals that are aligned with our company's performance objectives. This leadership role focuses on continuous improvement in the areas of operations, finance, safety and operating systems. The priority of the GM is to ensure the effective delivery of service and maintaining and enhancing customer relationships.

Nicole Strohl

Operations Supervisor

Nicole Strohl has worked at Septran for student transportation services in Yorkville, Illinois, for 12 years. She began her career as a school bus driver before moving up the ladder to become a router and dispatcher. She was recently promoted to her current position as operations supervisor. While with Septran, Nicole has excelled in safety and leadership. As a driver, Nicole had a perfect driving record including incident and accident free for numerous years. The essential lessons learned from driving a school bus and dispatching have helped Nicole evolve her skills in safety and communications.

RESPONSIBILITIES

The operations supervisor role is responsible for delivering, assessing and overseeing continued student transportation operations including ensuring the delivery of excellent student transportation services while maintaining high customer satisfaction. This position directly oversees more than one of the following daily operations at the CSC: driver workforce, routing and dispatch, overall vehicle activities, customer service and overall CSC operational productivity.

Jose Casados

Safety and Training Supervisor

Jose Casados has worked at Septran for student transportation services for two and a half years as the safety and training supervisor in Yorkville, Illinois. He has 20 years of experience in the transportation industry with 16 years of experience in safety and training. He has worked in different types of transportation over his career, including fixed route, and para-transit and school bus. Due to his experience, he is very familiar with both the FMCSA and FTA regulations regarding passenger transportation. Jose's focus is on ensuring that our drivers transport each and every student in a safe and timely manner.

RESPONSIBILITIES

The safety and training supervisor role identifies key safety issues affecting the safety of passengers and employees and takes corrective action to resolve these concerns. This role also supports the recruitment and selection of qualified school bus drivers and provides ongoing training according to company established guidelines and legal requirements. The leadership role also manages, plans, develops, schedules, delivers and improves bus transportation training programs. Overall, this position ensures a commitment to safety through effective leadership, role modeling and implementing practices that demonstrate safety is a core value and priority in all aspects of work.

Safety Trainer

The safety trainer role coordinates, conducts and documents required training for employees, conducts monthly safety workshops for drivers, coordinates and documents semi-annual behind-the-wheel school bus driver evaluations. This position also assists in the development and administration of customer safety awareness programs and company-sponsored safety programs while liaising with our customers to assess and evaluate safety issues, generate reports and follow-up as required. There is a compliance administration function to this role as well which includes reviewing records and performing administrative safety duties as needed.

Michael Meegan

Maintenance Supervisor

Michael Meegan has extensive experience with fleet maintenance. For almost 15 years, he worked in both military and corporate business. He also facilitated multiple roles as a maintenance manager, trainer, lead technician, and QA/QC inspector. During his experience overseeing several fleets of military/civilian equipment, his duties included ordering scheduled and unscheduled repairs to ensure equipment readiness, maintaining and organizing relevant paperwork, and managing the location's inventory.

Michael earned an associate's degree and five certifications in applied science in automotive technology at Illinois Valley Community College. He has obtained a bachelor's degree in applied manufacturing technology from Northern Illinois University. Additionally, he is working on earning his MBA with a concentration in management from Southern Illinois University of Edwardsville.

Currently, he is the maintenance supervisor at Septran's Yorkville location, overseeing six maintenance technicians. Mike is responsible for maintenance, diagnosis, and the repair of a fleet of approximately 190 student transportation vehicles. Mike strives to maintain the highest safety standards to ensure the safety of all students and drives.

RESPONSIBILITIES

The maintenance supervisor role oversees, diagnoses, schedules and repairs vehicles in order to accomplish results and meet business objectives. This leader provides day-to-day supervision of the coordination, scheduling and auditing of preventative, electrical and mechanical maintenance repairs for our school buses to ensure operational readiness during scheduled working hours.

Technician I

The technician I role is an expert-level diesel and gas position which is responsible for repairs to all aspects of vehicles including preventative maintenance inspections and repairs, air and hydraulic brake repairs, tire repairs, warranty procedures, driveline, steering and suspension, electrical trouble-shooting, AC, refrigeration, overheads, overhauls and rebuilds of engines and transmissions.

Technician II

The technician II role is responsible for repairs to all aspects of vehicles and/or school buses under direct supervision of immediate supervisor or technician I. Repairs will include but not be limited to: preventative maintenance inspections and repairs, air and hydraulic brake repairs, warranty procedures, driveline, steering and suspension, electrical trouble-shooting and AC. Complies with safety and compliance procedures and continues to learn new technology in advanced diagnostics, internal engine and transmission repairs.

Technicians III

The technician III role is an entry-level positions that assists technicians in preventative maintenance activities. This position will be required to work/train with a senior technician (technician I or II) which will provide opportunities to train in technician II level responsibilities.

Router

The router position directs all activities related to routing and routing systems including structuring cost efficient and timely routes. This role produces and maintains a master record of all routes and provides operating copies to the

dispatch supervisor daily. This role reads and keeps up to date with all documents relating to the routing program (manuals, updates, maps, etc.). They will partner with the dispatchers to be the front line to address customer inquiries telephonically and work together to manager and resolve customer concerns or escalate them as appropriate.

Office Administrator

The office administrator role support for back and front office processes and is the initial point of contact for internal and external visitors. This position ensures the efficient management of information dissemination throughout the location.

Bus Drivers

The bus driver role transports students to and from school, following a preplanned route according to a definite time schedule. The key focus of this role is to safely operate buses in compliance with traffic regulations and ensure the safety of school children in loading, unloading and transporting them to and from school.

Bus Monitors/Aides

The bus monitor/aide role assists the driver in ensuring the safety of the children while they ride, board, or exit the vehicle or during emergencies.

We will work diligently to ensure the same substitute bus driver and/or bus monitor will be provided for the same route of the particular absent driver and/or monitor.

REGIONAL AND CORPORATE SUPPORT STAFFS

Our regional and corporate support staffs work closely with each customer service center by monitoring customer satisfaction, operational trends, safety statistics, and employee relations, and by supporting community involvement. We pride ourselves on our outstanding client relationships through our open discussions, involvement with district board meetings, and regular visits for feedback and/or auditing procedures. Our regional and corporate support staffs will be available to your district along with the proposed onsite local team.

Please review the following bios of our regional and corporate teams ready to be part of your district's team.

REGIONAL TEAM

Lucy Kalkman

Senior Vice President of Field Operations, Central Area

Lucy Kalkman joined National Express in 2018 and brings more than 20 years of senior management experience in multi-state and multi-unit operations. Lucy has extensive expertise in areas of strategic planning, process improvement, operations, facility maintenance and management, inventory management, safety and human resources. A key strategic and tactical contributor, her vision and expertise into business performance have driven notable enterprise growth in the school and retail sectors. Lucy brings valuable insight and knowledge to the leadership and management challenges faced by growing companies and brands. Lucy holds a B.S. in business management and administration with a minor in human resources from Northern Illinois University.

Michael Boettcher

Region Manager, Western Suburbs Region

Michael Boettcher started his career in 2015 as a general manager in training learning at multiple sites with complex special education transportation operations and has progressively advanced in his leadership role to Region Manager. Mike was then promoted to General Manager overseeing the Aurora CSC of our Durham School Services operation. In his time at the Aurora CSC, he managed over 120 routes, 140 buses, and 275 employees. He has extensive experience improving driver safety, increasing profitability, and providing satisfactory customer service to all of our clients. As the Region Manager of Trinity Transportation, Durham's sister company, Michael oversaw all 10 of our General Managers and their CSCs and assist with the daily operations of all of the locations within the Trinity operation. On October 1st, 2019, Michael joined the Western Suburbs as Region manager, supervising several locations in Illinois as well as the Indianapolis region for National Express. Michael holds a B.A. in business management with a minor in finance from North Central College in IL.

Curtis Wheeler

Area Director of Safety, North Central US

Kevin Wheel started at National Express in 2004 as a school bus driver/safety trainer. He then became a safety-training supervisor in 2006 and then progressed on to become a general manager in 2007 and is currently the area director of safety since 2019. Kevin has 30 years of management experience with an emphasis on safety. He received a B.S. degree as well as is OSHA certified (30 hours) and ALICE certified instructor. Kevin is involved in his community as a certified instructor for Boys Town and a member of the Iowa Transportation Advisory Committee.

CORPORATE TEAM

Gary Waits

Chief Executive Officer, Student Transportation

Gary Waits brings nearly 20 years of experience in the transportation industry and has held many leadership positions within multiple transportation organizations. He joined National Express in 2010 and previously was the divisional CEO of National Express Transit Corporation, COO of our East area of operations, and most recently CFO and treasurer. Prior to joining our team, Gary was the chief financial officer for First Student and then the vice president of finance for North America for First Group.

Judith Crawford

Chief Executive Officer, Transit/EVP, Commercial Development

Judith Crawford is the CEO of National Express Transit Corporation (NEXT) and the EVP of commercial development for NELLC. She is responsible for the transit operations across the U.S., and the commercial development sector for the whole business. Prior to her current role, she was the CFO for NELLC. Judith brings more than 10 years of financial management and operational experience. She has overseen many strategic and operational projects within our organization. Before beginning her career with NELLC, Judith worked for KPMG in the United Kingdom.

Alejandro Castro

Chief Financial Officer and Treasurer

Alejandro Castro brings more than 25 years' experience, serving most recently as managing director of North America for Ceva Logistics. Prior to that, he served as the CFO, Americas for Ceva. His extensive expertise includes various roles with progressing responsibility in finance with Olam, ConAgra Foods and PwC. Alejandro is a certified public accountant and received his MBA from Instituto Tecnológico Autónomo de México.

Bob Ramsdell

Chief Safety Officer

With over 26 years of successful leadership in the transportation industry, Bob Ramsdell has developed broad expertise in the areas of operations, safety and human resources. Since joining the company in 1997, Bob has provided consistent leadership in the company's safety, operations, human resources, labor relations and recruiting functions. His long oversight of safety and driver recruiting has established a lasting culture of hiring and training the safest drivers in the industry. Returning to once again lead our safety program after overseeing our central area operations for six years, Bob brings a wide breadth and depth of experience to help ensure we get children to and from school safely each day. Prior to joining NELLC, Bob served as the director of safety and training for DAVE Transportation, a provider of contracted public transit services to cities, counties and agencies in 16 states. Bob holds a master of business administration degree from DePaul University and a bachelor's degree in English from California State University, Fullerton. He received the National School Transportation Association's prestigious Golden Merit Award in 2002.

John Finn

Senior Vice President, Maintenance

John Finn brings more than 20 years of experience to the maintenance team, having managed fleet operations of up to 50K buses and over 450 maintenance facilities in both the US and Canada. He recently joined NELLC after having spent more than 37 years in the transportation industry. John has a reputation for his proactive focus on LEAN, Blue Seal and ASE Technician programs and parts reclamation programs. John earned his degree in Business Administration and Management from Merrimack College; he is a Master ASE Certified Technician, holds certifications in OSHA and Safety Leadership, and is currently a member of both NAFA and the School Bus Fleet.

Dorothy Capers

Executive Vice President and Global General Counsel

Dorothy Capers is a corporate attorney and legal business partner with more than 28 years of extensive in-house, government and private law firm experience, primarily in the areas of litigation and litigation management. She joined NELLC in 2015 and recently comes from U.S. Foods, where she served for six years as associate general counsel and led the litigation and bankruptcy team for more than 70 locations in 39 states. Most recently, Dorothy helped guide U.S. Foods through its $8.2 billion proposed merger with Sysco. Prior to U.S. Foods, she has held positions at the City of Chicago Department of Law, the Cook County State's Attorney's Office and Metra Railroad. Dorothy previously served as President of the Black Women Lawyer's Association of Greater Chicago and is currently on the board of directors at the Illinois Equal Justice Foundation. She holds a J.D. from Howard University School of Law and a B.A. in speech communication and history from the University of Illinois, Urbana-Champaign.

Mike Goddard

Senior Vice President, Human Resources

Mike Goddard provides the strategic direction for human resource programs, policies and procedures - encompassing benefits, training, human resource information services, performance management and human resource generalist activities. Mike has more than 10 years of global HR experience, as well as previously holding senior executive roles in transport operations. Mike has been supporting HR at the organization since 2011 alongside his role as group HR director for the parent company, National Express Group. He began his current position as SVP of human resources in 2014.

Carina Noble

Senior Vice President, Communications and External Affairs

Carina Noble has been with the organization since 2001 and held varying roles across divisions from transportation planning to transit and now student transportation. In her current role, she has oversight for strategic communications, external affairs and customer strategy. Carina holds a Bachelor of Arts degree from the College of the Holy Cross and an M.B.A. from Boston College. In 2011, Carina was awarded the National Student Transportation Association's (NSTA) Golden Merit Award, which recognizes excellence in service, safety, and community responsibility. She is on the board of directors of NSTA where she began serving as their president-elect in 2019.

Carey Paster

Chief Operating Officer, Operational Compliance

Carey Paster is currently responsible for SOP compliance across North America. He recently served as the senior vice president and chief operating officer of the Eastern United States for National Express, and previously held the role of vice president of mergers and acquisitions since 2011. Prior to joining National Express, he has held the roles of CEO and president of sales, marketing, and commercial with First Group, and CEO and president of First Student. Overall, Carey has been involved in the transportation industry for over 43 years. Carey holds an M.B.A. from Northeastern University and a bachelor's degree in business administration from University of Massachusetts in Amherst.

John Elliott, Jr.

Senior Vice President, Customer Operations

John Elliott, Jr. joined NELLC in 2015 in an executive leadership role, overseeing our company's safety programs such as field safety support, safety training, safety analytics and safety audit. In March 2017, John took on the role as our senior vice president of business development assisting with acquisitions and leading our sales efforts for both school bus and transit. In June 2019, he transitioned into the role of senior vice president of customer operations. Throughout his 26-year career, John has held numerous leadership roles in the petrochemical industry. Before joining NELLC, he was at Chevron Phillips Chemical Company, where he spent the majority of his tenure overseeing global/domestic sales and marketing of key product lines where he acquired considerable management, purchasing and commercial experience.

Charlie Bruce

Senior Vice President, Business Development

Charlie Bruce rejoined National Express in 2019 as the senior vice president of business development. He is currently responsible for growing the school bus business at the organization. He has extensive experience gained while working for two Fortune 500 companies and with over 300 districts regarding their student transportation needs. In his previous capacity, he was the founder and senior partner of the Transportation Advisory Group, which has provided consulting services to the yellow bus industry for both the private and public sectors. In addition, Charlie was named President of the Bus Parts Warehouse located in Syracuse, New York, where his business acumen resulted in an achievement of nearly 20% in year-over - year growth. He is currently a member of the board of directors for Gatekeeper Systems, Inc., a leading provider of high-resolution video security and safety systems for mobile applications.

Please describe your recruitment process including background and reference checks.

Employee Hiring

OUR STAFFING PHILOSOPHY AND WORK CULTURE

Septran is not just another bus company. We differentiate ourselves by providing the best service to our customers while providing the best opportunities to our employees. Our approach is to treat both customers and employees as partners where we work to deliver on long-term commitments around goals, priorities and standards.

Through effective employee screening, continuous training, the use of prevention tools and communicating daily safety messages to our employees, we continually strive to improve our safety performance.

We know our employees are the key to our success, so we give them every opportunity to develop and leverage their strengths. We provide employees with the following:

- Climate of trust and respect
- Commitment to safety through employee screening, training, technology and corporate support
- Open door policy
- Professional job-related training
- Competitive wages and benefits
- Career growth path

You can tell the difference if you visit a Septran customer service center. You will see how employees interact with one another, depend on each other as a team and respect the experience each has to offer. This dedication can be seen in the way our drivers dedicate time to children, to the community and to the special needs children they serve. Thousands of former school district employees, who now work for us, enjoy our special focus on serving our children and the community. You will see thorough attention to detail in every aspect of the job, from drivers who check the buses over just once more before beginning their routes to dispatchers who must make route adjustments at a moment's notice.

PREFERENTIAL HIRING

We practice preferential hiring with existing school district employees. After the partnership with a district begins, we will hold a "Meet and Greet" for all current transportation employees. We know that a change in employers can be difficult and that the earlier we communicate with the affected staff, the better the transition is for everyone. Our objective for this meeting is to provide information about our company practices and to encourage open communication. We will explain the hiring process, what can be expected by employees, wages, benefits and operating policies. Time is allocated for questions and answers.

The next immediate step is to hold a hiring event for all drivers and monitors. At the hiring event, stations are set up for each part of the interview process. Key stations are:

- **Welcome desk** – Applicants sign-in and receive company literature.
- **Applications** – Employee applications are completed along with other necessary forms. We verify accuracy of the required documentation and gather any other needed information.

- **Interview** – All applicants will participate in a job-related interview with the general manager, safety director or other key personnel.
- **ESI Assessment** – All applicants complete our employee safety inventory which assesses the applicant's tendencies and attitudes towards safety.
- **Pre-employment screening** – After a conditional offer of employment is provided, all applicants will be scheduled for necessary employment screenings which will include drug testing and physical examinations (required by company policy and DOT standards). Additional screenings may be required by the state including fingerprinting.
- **Check out** – We verify all information is accurate, discuss next steps and answer any remaining questions.

From here, one of our project managers will assume responsibility for completion of the transition, ensuring that every task or item listed in the transition plan is completed on schedule.

NEW HIRE AND FULL-TIME POSITIONS

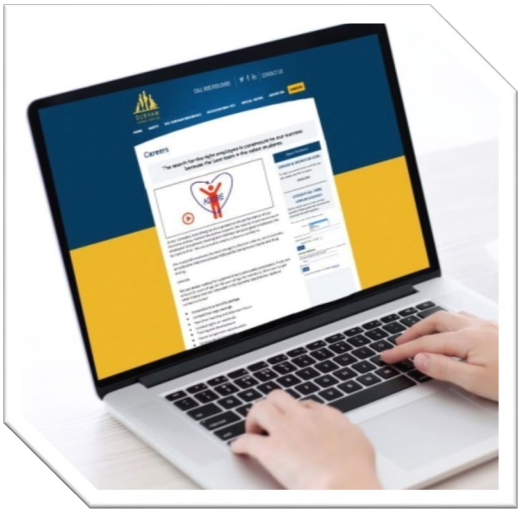
Applicants who are interested in our full-time opportunities will complete an application and submit a resume that will be reviewed by the appropriate supervisor and recruiting team. Additional steps will include a behavioral-based interview and conditional offer of employment and completion of necessary background checks per company policy and state requirements. New hires are then placed into appropriate training and orientation sessions.

All screening and assessments comply with federal, state and local regulations.

RECRUITMENT

Driver Selection and Performance Criteria

We have expert driver recruiters to staff our operations at or above required levels at all times. Our recruiting professionals' research market driven salaries from local and surrounding communities, including salaries from other industries which may compete for front line employees and uses this key information to ensure our salaries remain competitive in the market.



To ensure we are always properly staffed, all locations have access to our comprehensive online recruiting toolkit named **ADORE** (**A**ttract,

Decide, **O**nboard, **R**etain and **E**ngage). This toolkit includes templates, plans, videos, marketing materials and best practice samples of how to effectively recruit **our most important resource – our Drivers**.

Our corporate recruitment team will partner with local operations staff to develop a comprehensive staffing campaign, including appropriate print and online advertising, promotions with local vendors, and various other techniques customized for your community. Working closely with the local management team, we use a variety of recruitment techniques to attract employees from your local area:

- Community-based organizations including PTAs, churches, government agencies and local chamber of commerce groups
- Print and radio advertising in local media
- Advertisements at retail locations, community centers, retirement residences and veteran groups
- Onsite advertisements at local customer service centers
- Unemployment offices and various job training programs
- Direct mail to area households

DRIVER SELECTION

In support of our commitment to safety, we meet or exceed all required federal and state mandates for school bus transportation. The depth of our practice for checking employee criminal backgrounds, motor vehicle records and work history sets us apart from our competitors, both in the work environment we create and in the service we provide.

HIRING REQUIREMENTS AND POLICIES

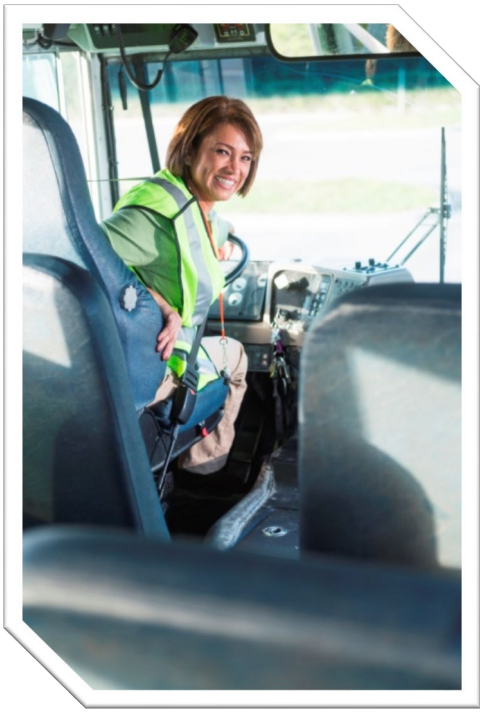
We use an Applicant Tracking System (ATS) to hire all driver, monitor, maintenance and staff employees. Taleo allows us to drive a consistent hiring process that complies with all employment legislation. This ATS also allows us to evaluate our hiring effectiveness and provides us with key metrics to ensure we continually improve our overall recruiting efforts.

Each new candidate must go through our pre-employment qualification screening. We have high expectations for our employees and look for the best to serve your district. We use a third party vendor, HireRight, an industry-leading, hiring process management and compliance company, to ensure the background checks, drug testing, DOT checks, physicals, driving records and other mandated background information is thoroughly screened for the most qualified candidates.

Driver Qualifications

The following are qualifications for employment as a driver with our company:

- At least 21 years old and have had a valid driver's license for at least three years
- Complete an employment application, including acceptable employment references
- Participate and successfully complete a structured, behavioral-based interview
- Score acceptably on the employee safety inventory (ESI)
- Possess an acceptable motor vehicle report (MVR) (driving record abstract)
- Submit to and pass a background check with no criminal convictions for sex, drug, violent offenses or felonies
- Complete a physical examination
- Pass any additional state or locally required driver qualification checks (fingerprinting, child check registries, etc.)
- Successfully complete our company's driver training program
- Satisfactorily pass a behind-the-wheel evaluation by designated evaluators
- Secure a commercial driver's license with passenger endorsement
- Be properly licensed to operate a school bus in the state of employment



Bus Monitor Qualifications

The following are qualifications for employment as a bus monitor with us:

- At least 18 years old
- Complete an employment application, including acceptable employment references
- Pass a pre-employment drug test and physical examination
- Complete our training program and obtain any applicable state training certifications

- Pass a criminal background check
- Satisfactorily demonstrate job competency through an in-bus evaluation by designated evaluators

Medical Assessments

As a condition of hire, we require applicants for driving positions and non-driving safety-sensitive positions, e.g., mechanics and bus assistants, to undergo medical examinations to ensure they are physically fit for the job for which they have applied. At a minimum, medical assessments are given:

- At the driver and monitor selection stage
- Every two years for drivers
- Annually for drivers over the age of 65 where state and local laws allow frequency of medical assessments to be based on age

Motor Vehicle Record Check

We review each applicant's and employee's current motor vehicle report. At a minimum, applicants and employees in driving positions must meet the following standards for driving records:

- No driving while intoxicated or driving under the influence for at least 10 years
- No homicide, manslaughter or assault arising out of the operation of a motor vehicle
- No major violations within the past 36 months:
- Failure to stop at the scene of an accident (hit and run)
- Driving while license is suspended or revoked
- Possession of opened container of alcoholic beverages
- Reckless driving
- Speed contest, drag racing or attempting to elude an officer of the law
- Speeding ticket for driving more than 15 miles per hour or more over the posted limit

Annual Review of Driving Record

Driving records for each employee who drives a company vehicle must be obtained and reviewed annually. Driving records may be reviewed more frequently as required by state law or contract. As part of the review, the driving record is signed and dated by a supervisor and the employee.

Drug and Alcohol Testing Programs

Our drug and alcohol testing program has been created to protect our customers, the public, and our employees. It mandates discipline up to and including termination. This program is intended to comply with all applicable state and federal regulations governing workplace anti-drug and alcohol abuse programs in the transportation industry.

Our third party vendor, HireRight, has assigned a medical review officer to perform employee drug and alcohol testing mandated by the U.S. Department of Transportation (DOT) in 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs." Drugs are prohibited in the workplace by "The Drug-Free Workplace Act," located in 20 CFR Part 29. Accordingly, there are two specific drug and alcohol testing procedures outlined in our company's drug and alcohol prevention program; we include DOT procedures and company procedures. The DOT procedures apply to employees and job applicants in safety-sensitive job functions, including all drivers and other employees who may operate commercial motor vehicles or perform safety-sensitive functions.

Under the DOT procedures, testing will be conducted in the following instances:

- Pre-employment
- When a driver is involved in an accident that results in any of the following criteria:
  - Fatality
  - Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident and our driver receives a moving violation citation within eight hours of the occurrence
  - One or more vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and our driver receives a moving violation citation within eight hours of the occurrence
- Random testing. The DOT requires 50% of employees performing safety-sensitive functions to be tested for drugs; and 10% tested for alcohol annually; we exceed this requirement by randomly testing 55% of all

employees performing safety-sensitive functions for both drugs and alcohol annually
- Any time there is reasonable suspicion of use
- When an employee performing a safety-sensitive function returns from a drug and/or alcohol treatment program, in which the employee would also be subject to follow-up testing

If circumstances do not warrant testing under DOT procedures, then the company's procedures will be used as the secondary standard. Under the company's procedures, testing will be conducted in the following instances unless otherwise prohibited by state law:

- Post-accident, for any employee involved in the following:
  - Preventable street motor vehicle accident
  - Preventable third-party injury
  - Work-related injury or illness
  - Any time there is suspicion of drug or alcohol use
- When a supervisor, manager or company official questions an employee's fitness-for-duty
- When an employee returns to work after a leave of absence of 30 days or longer
- When a safety-sensitive employee returns from a drug and/or alcohol treatment program, in which the employee would also be subject to follow-up testing

Background Check Policy

We obtain criminal background checks, which may include fingerprinting, to comply with applicable state and federal laws, as well as company policy and district standards. An applicant will not be denied employment based solely on the grounds of a conviction or guilty plea for a criminal offense. The type of offense, the date of the offense, and the relevance of the criminal conviction/guilty plea to the position applied for may be considered in the employment decision. Before any background check is run, we require each applicant to complete and sign a disclosure and authorization form to give permission to check their criminal and driving records. Prior to being disqualified from employment, the applicant must be given a pre-adverse action letter which provides instruction on how to view the information contained in the criminal and driving record check.

Education Verification (All Non-Driving Positions)

Education is verified before an offer of employment is extended. For eligibility, all information must be verified with no discrepancies. A candidate will be

considered ineligible if there is significant discrepancy in the major course of study or if the candidate did not complete the education component but reported it as being complete. Candidates are given the opportunity to provide records to prove attendance or completion.

Employment Verification (All Non-Driving Positions)

Prior employment is verified before an offer of employment is extended. Verification is limited to the preceding three years of employment or three previous employers. For eligibility, all information must be verified with no discrepancies. A candidate will be considered ineligible if there is a significant discrepancy in the title or responsibility documented.

Employee Safety Inventory (ESI) Assessment

In addition, each driver applicant must successfully complete our employee safety inventory (ESI), an assessment tool that measures the employee's attitude towards safety. Drivers who possess the proper attitudes toward safety and accident prevention will be less likely to engage in unsafe behaviors on the job. On-the-job accidents can result in lost work time, increased insurance rates, workers' compensation claims, disability payments, civil suits and lowered employee morale.

Perhaps the most important selection criteria are the disposition and personality traits the candidate demonstrates during the interview process. We know people are the key to everything we do. We encourage our interviewers to ask themselves, "Would I feel comfortable letting this person drive my children?" If the answer is "no," the person is not hired. Simply put, when you hire great people and surround them with a positive culture, you deliver excellent service. If the structured interview does not indicate the person has the commitment and desire to work with young people, they will not be hired.

Hiring Disqualifications

An applicant may be disqualified based on the following criteria:

- Unsatisfactory driving record or accident history
- Convictions for sexual offenses of any nature (felony or misdemeanor)
- Convictions for drug possession, use, trafficking or manufacturing
- Convictions for assault or battery

- A pattern of misdemeanor convictions
- DUI within the past 10 years
- Any felony conviction
- Receives a "not recommended" result on the ESI assessment
- Failure to meet age and legal work authorization requirements

An applicant is similarly rejected if he or she has a poor work history with previous employers or if he or she misrepresents information on the application. Failure to pass the physical or pre-employment drug screen is also grounds for rejection.

State Laws

Where a state law specifically prohibits a component of the criminal background checks policy, that state law will be followed.

NEW HIRE PAPERWORK

Every new applicant must complete new hire paperwork to be kept on file with our company. New hire paperwork complies with all federal, state and local mandates. New hire paperwork consists of, but is not limited to:

- New hire form
- Employee handbook acknowledgment
- Corporate confidentiality and privacy policy
- W-4 form
- Corporate personal appearance policy
- NELLC contact list
- Form I-9 employment eligibility
- Direct deposit
- Information security policy

Recordkeeping

Each location is required to keep employee records on file per federal, state and local mandates. Employee records are kept confidential, released only to persons designated and authorized to view, compliant with all laws and regulations, and consistent with our policies. Active employees have the right to review information in their employee file in the presence of a supervisor or manager.

ORIENTATION

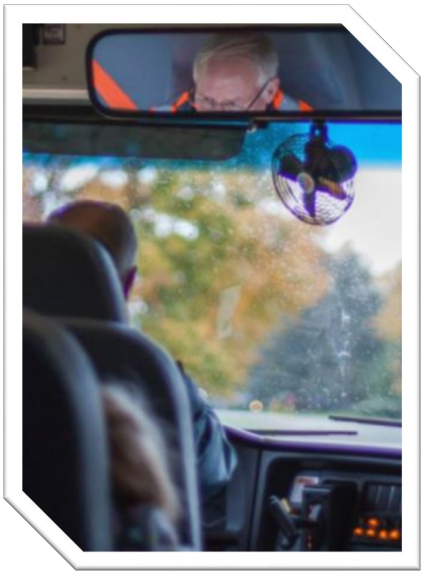
A formal orientation program is held at all locations and includes general information about our company, opportunities for development, key company guidelines and the employee handbook. Supervisors ensure that each new employee participates in the program and receives the necessary information and training to acclimate to their new positions. During the employee's first 90 days on the job, the supervisor will assess the employee's ability to get along with others, punctuality, attendance and other indicators of job success. During this time, employees are encouraged to meet with supervisors to set performance goals and to discuss any questions or concerns.

Orientation Checklist

Supervisors are responsible for familiarizing new employees with their local work environment during the first few weeks on the job.

Company and Job Information

- Company mission and values
- Tour of work area, introduction to staff
- Function of work group and of job, interdependence of job functions
- Explanation of responsibilities
- Levels of supervision and management
- Availability of supervisor for questions
- Work habits (promptness, appearance, etc.)
- Safety guidelines
- Reporting accidents, work injuries or hazardous situations
- Internal and external customers
- Equipment and supplies



Guidelines and Procedures

- Work schedule
- Attendance and punctuality guidelines
- Business confidentiality
- EEO guidelines
- Harassment guidelines
- Professional conduct guidelines
- Meal and break periods
- Drug and alcohol guidelines
- Smoking rules
- Use of telephone and personal calls
- Rules for parking personal and company vehicles
- Time reporting
- Time off (holidays, vacations and sick leave)
- Notifying supervisor of lateness or absence
- Supervisor's telephone number
- Promotions and job posting
- Personal appearance and uniforms
- Safety equipment and guidelines
- Location of entrances, elevators, restrooms, lounge or eating area, fire exit, storm shelter and facilities for disabled

Salary and Benefits

- Method and frequency of pay, payroll periods and deductions
- Overtime
- Benefit plans
- Performance feedback and salary review process

LAW AND POLICY COMPLIANCE

Upon hire, each employee will be subjected to all federal and local laws, rules, regulations and requirements, as well as company policies and procedures outlined in our employee handbook. All employees are required to sign, acknowledge and conform to these rules.

Compliance with All Applicable Laws

We will comply with all federal, state and local laws applicable to providing student transportation services for the district. This includes maintaining the requisite licenses, permits, certifications, ratings or other requirements for operation of the business.

APPENDIX M: ILLINOIS SECRETARY OF STATE SAFE RIDE PROGRAM

Septran, Inc. is in and will maintain compliance with the Illinois Secretary of

Printed or Typed Name of Contract Provider

State Safe Ride Program as it pertains to school bus transportation.

Contract Provider:
Daniel Cecchin
Septran, Inc.
Printed or Typed Name of Contract Provider

By: _____

Date: 3/16/2020

Subscribed and sworn to before me:

This 16th day March, 2020.

_____
Notary Public

OFFICIAL SEAL
KIMBERLY TAGGART
Notary Public, State of Illinois
My Commission Expires 9/21/21

Litigation/Regulatory Preceding List

Pending Litigation

Septran, Inc.'s first line of defense is effectively managing claim exposure is to promote the culture of compliance and safety. Given the size of our operation, it is inevitable that the company will incur losses while in the course of providing student transportation services. For this reason, Septran has in place an insurance program which adequately provides coverage for Workers' Compensation, Automobile and General Liability commensurate with its size and scope of operations. Additionally, given the size of Septran's workforce it is inevitable that the Company will be called upon to defend lawsuits or administrative actions filed by employees from time to time, including employment discrimination claims. To minimize its risk of litigation in this area, Septran has detailed policies prohibiting discrimination and harassment of any nature in the workplace and consistently enforces those policies.

Septran has no pending lawsuits in which it is a debtor in bankruptcy, a defendant to a claim for breach of contract for the provision of student transportation services, a respondent in an administrative action for deficient performance or a defendant in a criminal action.

Bank of America
Merrill Lynch

March 11th, 2020

Attn: Dawn M. Simosky, Director of Transportation
Oswego Community Unit School District 308
55 Stonehill Road
Oswego, IL 60543

Dawn:

Please accept this letter as confirmation that National Express LLC (the "Customer") has been a client of Bank of America, N.A. (the "Bank") since 2000. During this period the Customer has satisfactorily fulfilled its obligations.

This letter is being provided as a matter of courtesy at the request of the Customer. Please note that the information provided by the Bank in this letter is given as of the date of this letter and is subject to change without notice, and is provided in strict confidence to you for your own use only, without any responsibility, guarantee, representation, warranty, commitment or liability on the part of the Bank, its parents, subsidiaries or affiliates or any of its directors, officers or employees to you or any third party, and none of them assumes any duties or obligations to you in connection herewith or any transaction between you or your affiliates and the Customer. This letter is not to be quoted or referred to without the Bank's prior written consent. The Bank cannot provide any opinions of the creditworthiness of the Customer or any of its affiliates, and the above information does not constitute an opinion of the Bank of the ability of the Customer to successfully perform its obligations under any agreement it may enter into with you, the Bank or any other person or entity.

The Bank has no duty and undertakes no responsibility to update or supplement the information set forth in this letter.

By:

_____
Name: Grant Helm
Title: Vice President; Treasury Officer

"Bank of America Merrill Lynch" is the marketing name for the global banking and global markets businesses of Bank of America Corporation. Lending, derivatives, and other commercial banking activities are performed globally by banking affiliates of Bank of America Corporation, including Bank of America, N.A., member FDIC. Securities, strategic advisory, and other investment banking activities are performed globally by investment banking affiliates of Bank of America Corporation ("Investment Banking Affiliates"), including, in the United States, Merrill Lynch, Pierce, Fenner & Smith Incorporated and Merrill Lynch Professional Clearing Corp., both of which are registered broker-dealers and members of FINRA and SIPC, and, in other jurisdictions, by locally registered entities. Investment products offered by Investment Banking Affiliates: Are Not FDIC Insured * May Lose Value * Are Not Bank Guaranteed.

IC Bus, LLC
2701 Navistar Drive
Lisle, IL 60532 USA

P : 630-753-5000
W : navistar.com

March 12, 2020
National Express
Attn: Mr. Keshav Ragunathan
2601 Navistar Drive
Lisle, IL 60532

RE: Transportation Services RFP:
Oswego, Illinois

Letter of Intent to Deliver from IC Bus, LLC.

Mr. Ragunathan,

IC Bus formally commits to deliver (58) 72 passenger Type C buses, on or before, July 20, 2020.

Purchase order will need to be received by IC Bus no later than March 30, 2020 to ensure delivery by said date. PO's received after this date may result in delivery beyond July 2020.

Sincerely,

Kelly White
Regional Sales Manager
IC Bus, A Navistar Company
c: 847-636-0665
e: Kelly.White@navistar.com

Thomas Built Buses, Inc.
PO Box 2450 (27261)
1408 Courtesy Road
High Point, NC 27260
336-889-4871 Phone
336-889-2589 Fax

March 12, 2020

Oswego, Illinois

To: Keshav Ragunathan
Sr. Director, Asset Management
National Express LLC.

This letter is to inform you that Thomas Built Buses ("TBB") and National Express Corporation currently have a contractual agreement ("agreement") in place. Under the terms of this agreement, TBB assures that National Express Corporation has prioritized and reserved production slots, with sufficient quantity to fulfill certain client contracts requiring new buses.

Buses provided by TBB for National Express Corporation:

Quantity	Type	Fuel	# Passengers	Other	Order Date	Est. Start Delivery date	Est. End Delivery Date
	Type A DRW	Gas	30P	A/C	3/13/2020	6/3/2020	7/20/2020
	Type A DRW	Gas	24P + 2	A/C W/C	3/13/2020	6/3/2020	7/20/2020

Sincerely,
Steve Riley

Steve Riley
Direct Sales Account Manager
Thomas Built Buses, Inc.
Thomas Built Buses, Inc. is a subsidiary of Daimler Trucks North America LLC, a Daimler company

1) **List of School District presently being served in the State of Illinois, including number of routes, size of route and number of students transported in each listed School District.**

Current Contracts

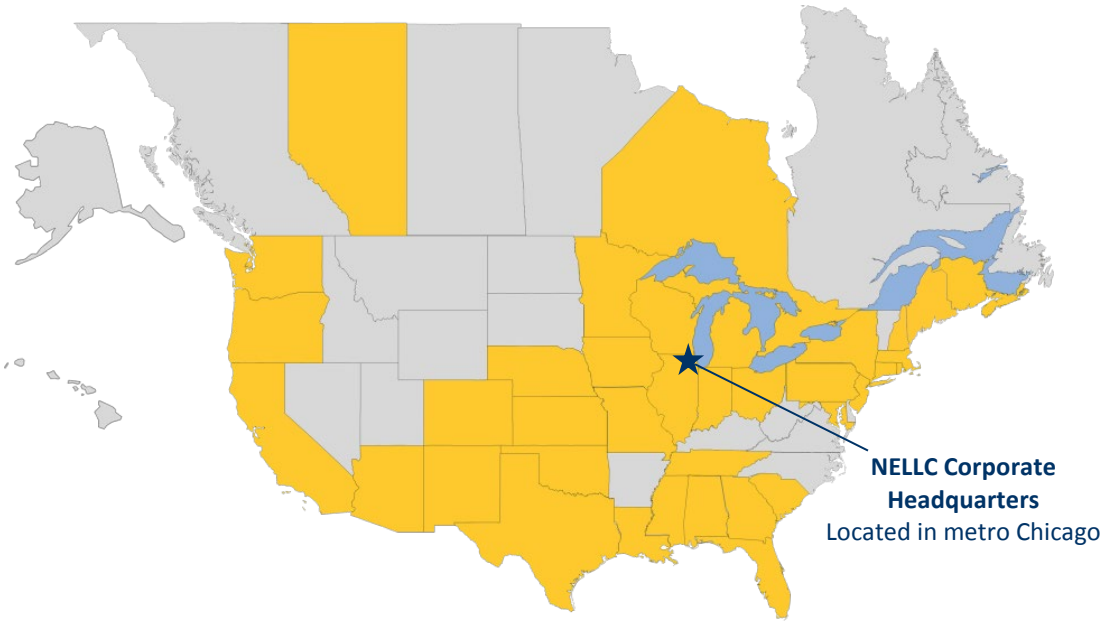
Addison School District 4	26 Buses
Antioch School District 117	23 Buses
Beach Park School District 3	41 Buses
Board of Education of Mount Vernon City Schools District No. 80	30 buses
Board of Education of Taylorville Community Unit School District No. 3	27 buses
Carbondale Elementary School District 95	24 buses
Carpentersville Community Unit School District 300	179 buses
East Aurora School District 131	67 buses
Harvard Community Unit School District 50	33 buses
Lake Villa District 41	51 buses
Macomb Community Unit School Dist. 185	25 buses
North DuPage Special Education Cooperative (NDSEC)	38 buses
North Suburban Special Education District (NSSED)	27 buses
Oswego Community Unit School District 308	28 buses
Plainfield Community Consolidated School District 202	92 buses
Villa Park School District 45 (DuPage 45)	27 buses
West Aurora School District 129 and East Aurora School District 131	62 buses
Yorkville Community Unit School District 115	115 buses

***Our contracts include regular education, special education and extra-curricular trips**.

2) Size and type of service involved in present operation.

Septran, Inc. (Septran) can trace its history back 1969 providing transportation services with two school buses in Edina, Minnesota and 13 school buses in Joliet, Illinois. Since that time, Septran has selectively grown to nearly 1,000 buses in northern Illinois and Minnesota. Today, Septran serves nearly 50 school districts and three special education COOPs. Our specialization has helped us to nurture a unique commitment to quality service that remains throughout our company today.

Headquartered in Lisle, Illinois, Septran is a school bus transportation division of National Express LLC (NELLC). National Express Group (NEG) is our parent company and is located in the United Kingdom.



With combined resources, our organization operates more than **26,500 school buses**, employs more than **31,400 people**, and serves more than **700 school districts** in **35 states** and **three provinces**.

3) **Route planning and organizational procedures.**

Technology

Our company is committed to staying current with changing technologies in the student transportation industry. The technology solutions we offer our customers are intended to provide increased safety and greater operational efficiencies. We can provide the following options based on individual contract specifications:

- Cameras – Onboard video and audio recording
- DriveCam®
- Stop-arm cameras
- Two-way radios
- Bus WiFi
- GPS
- Electronic vehicle inspection
- Student tracking
- COMPASS – Proprietary operations platform
- Driver DashBoard
- Oracle Enterprise Resource Planning (ERP) system
- Computerized routing software

"Our technology provides benefits that enhance daily safety procedures and ensures the students we transport are safe and secure on their ride to and from school every day."

– Andy Ptak, Vice President of IT

CAMERAS

We can equip your buses with the AngelTrax HDX hybrid mobile digital video recording system with digital cameras with day, night and audio capability. The number of cameras is customized per the district's needs.

The features will include:

- Supports 4-channel system
- Stores up to 500 GB for plenty of recording space
- Provides a simple point-and-click graphical user-interface
- Offers a compact, integrated lock box design
- Panic button for driver to depress during an incident which will highlight in the recording
- Includes a user-friendly software program

DRIVECAM®

To reinforce our commitment to safety and continuous employee training and development, our company is pleased to offer the DriveCam® program. The program is an innovative tool that can improve safety, reduce accident frequency and minimize severity of accidents. This includes access to DriveCam's state-of-the-art in-cab video system and driver risk management tools.

The DriveCam program, powered by the Lytx Engine™, is a video-based driver safety program that identifies, prioritizes and helps prevent the causes of poor driving before they lead to a more serious outcome. Below is how the program works.

1. **Capture the Right Data** – The video event recorder captures driving behavior data and provides real-time driver feedback.

2. **Upload Video and Data** – The exception-based video and data are uploaded via a secure wireless connection to the DriveCam Review Center and are immediately available to Septran.

3. **Analyze, Score and Prioritize** – Proprietary predictive data analytics, combined with expert video review, highlight the causes of poor driving and prioritize actions needed to reduce risk and operating costs.

4. **Access Driver Management Portal** – Configurable alerts direct us to online tools, including dashboards for companywide visibility, accountability and analysis of risky driving behaviors.

5. **Coach the Driver** – Flexible coaching and training methods are applied based on Septran's operational capabilities and profiles.

6. **Safer Driver Returns to the Road** – Continuous monitoring verifies that lessons have been applied, resulting in safer drivers and fewer accidents.

The result is that combining predictive analytics with coaching and a "programmatic" approach changes behavior and therefore delivers positive outcomes. DriveCam is proven to:

Prevent collisions by fine-tuning driver skills
Strengthen driver performance through coaching and training
Focus managers on events that require attention by providing feedback for review

STOP-ARM CAMERAS

Due to our focus on student safety, Septran is a proponent of offering stop-arm cameras on our buses. Use of the cameras enables local law enforcement to identify stop-arm violators and levy a fine for offenses. While the enforcement/fines vary by state, the technology is proven to improve the overall safety of the students as awareness of the cameras and local laws are enforced.

TWO-WAY COMMUNICATOR

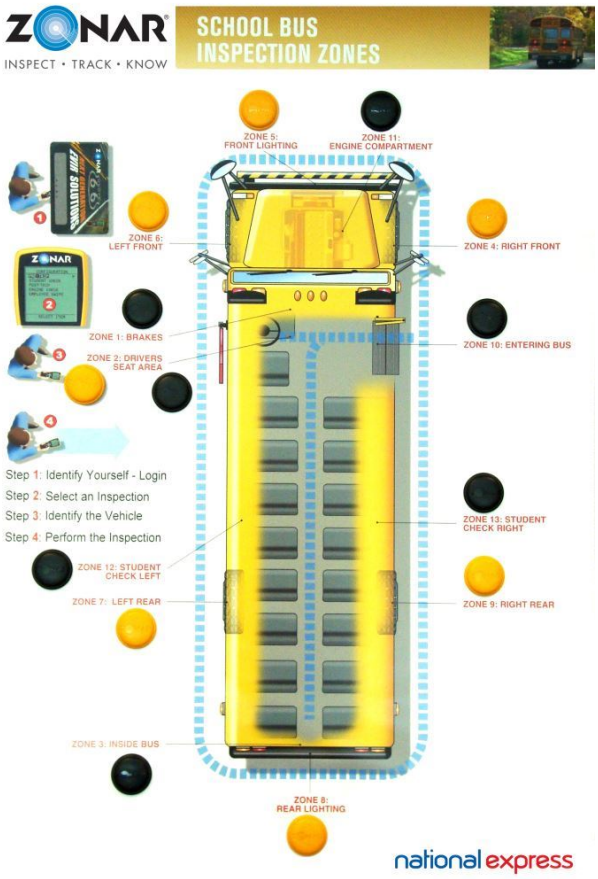
Two-way radios are provided for each school bus as a communication tool for our operations. The capability of instant communication between the buses and the customer service center helps us maintain high quality of service, while providing the ability to respond to emergencies. Operations and radio procedures, including radio etiquette, emergency procedures, and effective communication, are provided to each driver during initial training classes to ensure proper, professional use of the system.

BUS WIFI

As a value-added service, we would be happy to discuss the capability of offering buses with WiFi capability. WiFi is a great way for students to check in with parents, complete homework or send email. The service is provided via a cellular modem connection which is distributed for use throughout the bus by a wireless router. Up to 50 unique connections can be supported at any one time. Internet filtering service is configured on each device (Norton Connect Safe), so that any device connected to our bus WiFi will be filtered for objectionable content. Additionally, the router does not need to be permanently installed as it can be portable and shared among several buses.

ZONAR® GPS AND EVIR SYSTEM

We have partnered with Zonar systems for GPS technology equipped with an electronic vehicle inspection system, and will work together with your district to incorporate the near real-time benefits of this technology into your daily procedures.



Drivers use Zonar's electronic vehicle inspection system to complete the bus's pre- and post-inspection. Each zone must be checked before and after route service. During the inspection, the zone's information is automatically uploaded to Zonar's ground traffic control application and alerts operations if an inspection is incomplete.

We are one of a few school bus transportation providers that equip buses with a total of 13 Zonar zones, three of which are child check zones.

Additional GPS and EVIR Benefits

- Provides authorized personnel the ability to locate buses in the event of an emergency.
- Monitors idling to save on fuel costs and reduce harmful emissions.
- Ability to track and report on time performance.
- Enables prompt resolutions to concerns due to ability to track buses at near real-time.
- Ensures drivers do proper pre- and post-trip inspections.
- Automatically notifies maintenance department of any defects or inspections concerns via a driver inspection report.
- Electronic child check system that ensures drivers conduct mandatory child checks at the end of each route.

Operations Daily Activities

Zonar's ground traffic control is a powerful web-based fleet tracking application that provides a near real-time picture of fleet operations with unmatched visibility, ease and control. Real savings from Zonar® fleet management software include:

- **Fuel usage** – Shows the total fuel shot through the injectors on a per trip, driver or vehicle basis.
- **Geo-fencing** – Increases efficiency by predicting vehicle arrival.
- **Emission** – Monitors engine idle time per vehicle and operator to save fuel and emissions.
- **Time card** – Provides groundbreaking end-to-end workday visibility of vehicle operator productivity.
- **ZAlert** – Provides automatic near real-time notification of missed inspection events impacting safety.

We are also using the new Zonar Connect tablet, which is an android based device that can be installed in the bus. The tablet will still include the standard EVIR functionality of pre-trip, post-trip inspections and child check inspections. It will also include the standard feature of sending maintenance defect reports based on the outcome of an inspection, and time clock in/out for driver pay. Additionally, the tablet can also provide new functionality such as navigation, similar to a Garmin device, driver messaging, alerting for idling and speeding, and hours of service recording. With the new android based tablet, we can also develop and utilize custom software to optimize routing and other driver actions.

STUDENT TRACKING

As a value added service, we would be happy to discuss the capability to track students with GPS using Zonar's ZPass student tracking system. This system allows us to determine if individual students are on a bus at any given time, and track where students get on and off the bus. In conjunction with GPS, the technology may be used to locate children in the event of an emergency. The system requires each student to carry a card that contains a radio frequency identification (RFID) chip. The RFID card must be swiped at the card reader as the student enters or exits the bus. If a student boards the wrong bus, we can quickly determine which bus they are on or the bus stop where they left the bus.

COMPASS

COMPASS is a software system that manages master scheduling, daily operations, dispatch, tasks, scheduling charter and field trips, customer invoicing, and driver time and attendance that links to payroll. The software is fully integrated with common GPS provider solutions for data, driver check-in/out, pre- and post-trip inspections, and child checks. We use this platform to ensure excellent service delivery, safety, and for controlling fuel consumption and driver wage costs.

The major functionality and value that COMPASS provides include:

- **Route definition** – COMPASS provides a master database where routes are defined, and where certain locations of interest, e.g., schools and stops are geo-mapped, integrating directly with our GPS technology solution.

- **Master scheduling** – All schedules are built and maintained in the system. Since COMPASS is fully integrated with our GPS technology solution, we have the ability to efficiently compare the established schedule of a route to the actual execution of the route. We use this for analysis and route optimization, ensuring best in-class service delivery while controlling operating costs.

- **Daily dispatch** – By using a near real-time system that is linked to GPS, the dispatcher can manage the daily flow of buses departing and arriving per the schedule, as well as the proper allocation of buses to the routes. Drivers and monitors will check in electronically to alert the dispatch office of their attendance. The system will alert the dispatcher when buses are late or behind schedule.

- **Field trip scheduling** – COMPASS is used to manage all field trip scheduling, including bus and driver availability to ensure a reliable field trip service.

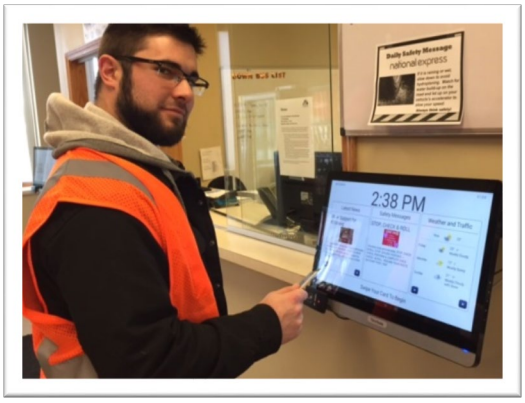
- **Driver time and attendance, payroll** – We use GPS to closely measure driver attendance and schedule performance. COMPASS is able to accurately pay drivers as well provide analytics for driver wage cost optimization.

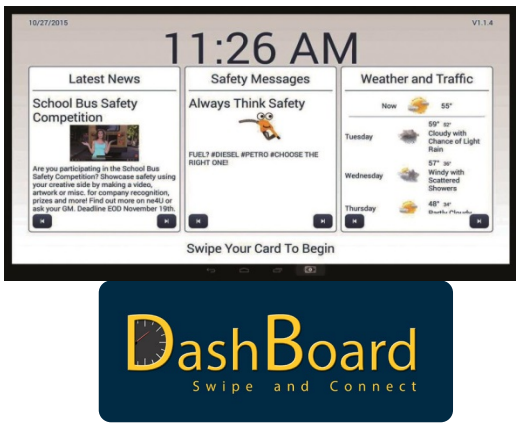
- **Driver evaluations and qualifications** – Compass is used to manage all aspects of a drivers qualifications and history to ensure safety. Information on driver certifications, licensing, training, incidents, ride-alongs, child check observations and safety records are stored as well as alerts that notify supervisors of upcoming testing.

- **Customer billing** – Using route and trip performance data points from GPS, COMPASS can provide information that drives more accurate customer invoices. Details on route execution and performance that is used to support invoices can be provided easily to the customer as requested.

DRIVER DASHBOARD

A touchscreen device is installed at the dispatcher's window at most sites (per the size of the customer service center) that allows the driver to check in and out of daily assignments.





Key benefits for the DashBoard include more accurate tracking of driver time and elimination of wasteful time, especially at the beginning and end of routes. Additionally, the DashBoard also posts other types of driver information such as safety, training and other communication. Lastly, an upcoming feature of the Dashboard will be to display various driver KPIs such as idling, speeding, child checks, trip inspections and other compliance metrics. All of this is designed to engage the driver towards improved performance and safety.

On Time Performance Initiative

We are in the process of implementing an on time performance system that integrates GPS data with our COMPASS software system to create a unified report with the following data:

- School name
- Route number
- Scheduled time
- Actual time
- Status (on time, delayed, late)
- Scheduled bus
- Actual bus

A dashboard is made available to the dispatcher that shows, in near real time, whether a bus has left the yard on time or if it is running late. The same dashboard will also show if a bus has arrived to a school within the scheduled time or if it is late. This allows the dispatcher to monitor the progress of routes from end to end.

This dashboard will be made available to the customer, perhaps at a district building, for the customer to monitor overall progress of routes on a near real-time basis.

DATA ANALYTICS

Our company has identified the need to shift data analytics from a reactive to a proactive environment. The objective is to provide information that help drive behavioral change through trending analysis. This analytics platform on DOMO is used to:

Identify trends and patterns to predict results and tailor solutions.
Provide micro and macro level data visualization and analysis.
Ensure stakeholders can proactively get information and be notified if performance falls below thresholds.

ORACLE ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Oracle Enterprise Resource Planning (ERP) system provides timely metrics, reports and proactive alerts, enabling our employees to streamline information across the company in a timely and efficient manner. Oracle ERP integrates data including procurement, financial, human resources and maintenance systems to provide employees with a complete view of their resources, expenses and progress. Using Oracle, we can achieve increased productivity through standard practices, time efficiency, report generation, flow processes and recordkeeping while reducing human error.

COMPUTERIZED ROUTING SOFTWARE

We have a wealth of experience using all of the major routing software programs in districts across the country, including Versatrans, Edulog, Transfinder, Trapeze and PolyPlot (MI). We are committed to finding the most efficient routing solutions to help manage your growth. We will work with your district to make ongoing recommendations that allow you to achieve additional savings.

Our experienced routing team is ready to assist your district with any challenges that may arise. They have worked with all facets of software including implementations and route building, boundary analysis, bell time studies, route efficiency studies and fleet optimizations. We will analyze routes and provide recommendations for any changes that could improve cost effectiveness or annual state reimbursement.

DISASTER RECOVERY PLAN

A disaster can result from a number of accidental, malicious or environmental events such as fire, tornado, flood, terrorist attack, human error, software or hardware failures.

We have two teams in place to help safeguard our data and hardware in the event of a disaster. A disaster management team is in charge of all applications and network connections, and a facilities team is responsible for other security, health, safety and building issues.

In case of a disaster, our critical applications have a backup system based out of our facilities data center, located in Atlanta, Georgia. If this data center experiences a disaster, a redundant, backup system is located at our corporate headquarters.

4) Employee Training and organizational procedures.

Employee Training Programs

Our employee training programs prepare our employees to deliver the safest and most reliable service in the student transportation industry. Each department has specific training that focuses on the needs of both external and internal customers. Each employee is expected to pass all required instructional materials and to meet or exceed qualifications as outlined by local, state and federal regulations. Our customer service centers receive unmatched support from a team of safety and training professionals consisting of both region and corporate resources.

School Bus Transportation

Our drivers are the best trained in the business.

We offer new hire and continual training courses designed for:

- Certified instructors
- Drivers, monitors and dispatchers
- Mechanics
- Managers

New drivers must complete rigorous training courses that average 40-44 hours of classroom and behind-the-wheel training. Dispatchers and monitors are required to pass the driver training classroom curriculum, and if applicable, dispatchers will continue our behind-the-wheel training and CDL licensing for driver certification. Other training programs incorporate mandatory mechanic certification and also an incentive for ASE certification. We require all management personnel to attend our annual management training courses taught through our National Express University (NXU) program. Every employee is also required to participate in annual refresher training and to attend our safety meetings.

CERTIFIED INSTRUCTORS AND TRAIN-THE-TRAINER PROGRAM

We go to great lengths to ensure our own trainers are certified and skilled to train. Area safety directors and driver trainers must complete a four-day S.T.A.R. (Safety Training Alleviates Risk) academy driver training course. Through this certification program, participants receive comprehensive training in adult learning styles, facilitation techniques, how to teach using STAR classroom and behind-the-wheel curriculum. To ensure application of learning, the participants take part in demonstrating newly acquired or enhanced skills in simulation activities in the classroom and with

practicing key driving skills in a closed course. Each customer service center is equipped with the proper certified trainers who have passed this extensive train-the-trainer course. Once certified the trainers are required to participate in recertification every three years. This ensures their skills are up-to-date with the latest in instructional techniques and offers continued one-on-one development of their competencies in training.

DRIVER, MONITOR AND DISPATCHER TRAINING PROGRAM

We understand the key to providing safe transportation is to provide great employees. The right attitude, the best training, and most of all, possessing the highest standard of care for the students are critical success factors of our training. Our safety training program, S.T.A.R., has been developed specifically for us to ensure our customers are provided with the best skilled drivers and monitors. This program emphasizes current safety prevention tactics, proper bus inspections, student management and the extra attention our special needs riders deserve. Monitors are required to participate in the classroom training program with emphasis on safety basics, intersection, danger zones and student management. Since many dispatchers began as drivers, those who retain their CDL license are also required to participate in all driver classroom and behind-the-wheel curricula.

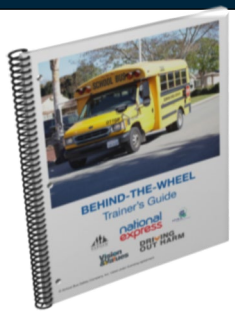
Classroom Training

Our classroom training is 20-30 hours of in-depth material to prepare our drivers and monitors for the safest driving practices. The delivery of the curriculum incorporates various instructional methods. We use lecture, digital video device courses, classroom discussions, simulations and assessments to assist with the understanding, retention and application of the training content.

School Bus Transportation

We have more than 16 training modules covering all aspects of driver training.

Behind-the-Wheel Training



Our behind-the-wheel training course gives each driver the opportunity to apply classroom principles to real-life situations in a controlled environment. Since we operate several different types of buses, every driver must be familiar with the bus type and the location of all controls and gauges on the bus he or she will be operating. Drivers must also know where, emergency equipment and emergency exits are located on the bus and how to operate the devices. In addition, the driver must know seat belt operations, seat adjustments, lifts and tie-downs, types and locations of mirrors, and other specifics such as vandalock, glow plugs and choke.

Behind-the-wheel training ranges from 20-22 hours. Immediate feedback is provided to compliment or improve the driver's skills during this time.

LLLC Defensive Driving™

LLLC driving principles educate drivers on how to avoid accidents and to always be prepared for any traffic situation. These principles consist of:

Look Ahead

Drivers are trained to look 15 seconds ahead of where the bus is at any given point in time. By always using the ***Look Ahead*** principle, drivers can identify potential hazards early enough to react and safely make adjustments.

Look Around

Drivers must take in the entire scene when driving. Drivers are taught to ***Look Around*** for other cars, pedestrians and fixed or moveable objects on or near the road, especially when making a turn.

Leave Room

Drivers learn to ideally ***Leave Room*** on all six sides of the bus – in the front, the rear, on each side of the bus, and above and below the bus. This will help to maintain and monitor the space in front of the bus by keeping an adequate following distance. Techniques are taught for tailgating vehicles, highway driving and low clearance overheads.

Communicate

Drivers are taught to use headlights, brake lights and turn signals to ***Communicate*** their intentions. Drivers must use signals before turning or changing lanes and to allow at least four flashes before taking any action.

First-Aid Training

Our first-aid policy is communicated during driver training and is reinforced during safety meetings. When a medical situation arises, the driver must contact dispatch immediately so the emergency medical personnel can be contacted and dispatched to the scene. Each facility and bus is equipped with a bodily fluid disposal kit. This kit contains items such as latex gloves, eye shield/face mask, apron, powered absorbent material, scoop and scraper, disinfectant, paper towels and biohazard disposal bags with twist ties.

We have a policy for administering EpiPens® that includes additional training and parental sign-off. We offer this service as an option to customers who specifically request it and agree that the policy is right for its students. We will be happy to discuss our policy further upon interview or award.

Bus Safety and Student Management Training

One of the most important aspects of our training program is student behavior management. For the safety of all passengers and for any interaction we may have with the public, our drivers are trained to deal with problematic behavior that may put others at harm.

BUS SAFETY

We will instruct K-3 students on proper entry and exit of the bus, emergency evacuation techniques, and general school bus safety through live demonstrations, videos and educational materials. These fun, instructional

games are also available on our website. Throughout the year, our education programs focus on safety around the bus "Danger Zone," emergency evacuations, and safe riding procedures.

We are active participants in National School Bus Safety Week, held every October. We travel to various areas and teach children about school bus safety with the help of "Pride," our labrador retriever mascot. We conduct 30-minute shows to educate students from kindergarten to the third grade. Our transportation professionals are also available to speak at classroom presentations or community organizations.

PREPARING DRIVERS ON PROPER STUDENT CONDUCT AND CONTROL

Our goal is to safely and comfortably transport students to and from school, on time, and ready to learn. We know this part of the day is important to children, especially young children, and that what happens on the bus can make or break the rest of the day. Understanding the children and their needs helps drivers to handle situations which may arise on the school bus. Drivers are taught to be courteous and to always be in control. Drivers set school bus boundaries through initial authority recognition and by building relationships with students based on mutual respect.

Courtesy is Contagious

The power of a smile cannot be over emphasized. Drivers are trained to be welcoming and to acknowledge each child by name, to help set a positive tone for a comfortable school bus ride.

Dealing with Negative Behavior

Septran will follow the district's discipline procedures, however if there is not a procedure in place, we recommend the following approach.

Our drivers are taught to never allow bullying, sarcasm, or put downs by other students. We will always follow your district's policies for dealing with problematic issues, while following our own basic standards for a safe bus ride. Our drivers are trained to be professional and to be positive at all times, never displaying negative behaviors or facial expressions. The same way courtesy is contagious, so is a negative demeanor.

Addressing Problems and Discipline Procedures

Our drivers are trained to not issue challenges or ultimatums, but rather to follow a four step approach for progressive discipline. Any action a driver may take requires a report submitted to his or her supervisor.

- 1st infraction – Verbal warning.
- 2nd infraction – 2nd warning and ask school to notify the parents of the incident.
- 3rd infraction – 3rd warning and recommend that riding privileges be suspended until school meets with parents.
- 4th infraction – 4th warning and recommend temporary or permanent removal from the bus.

Severe infractions will be dealt with on a case-by-case basis in conjunction with the school district's policies and with school officials. We don't want to take away transportation privilege; however, there are instances where a child's behavior causes a serious safety problem for the other children and that child must be removed from the bus. We will consult with your district before any suspension actions are taken. When a suspension of privileges is recommended, we give the child's parents time to make other arrangements for that child to be transported to school, and we will try to accommodate that child until those arrangements have been made.

Passengers Other Than Students

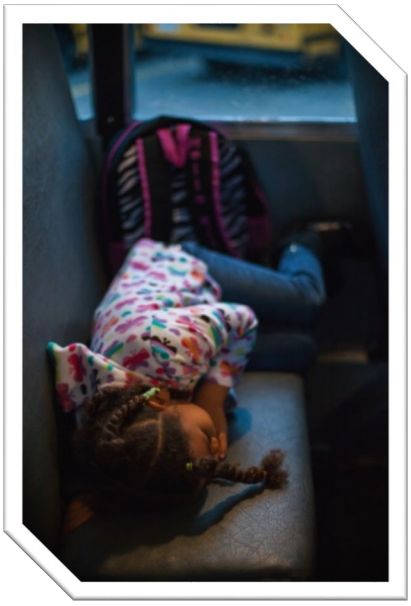
No riders except our personnel or school district personnel are allowed on the bus without prior approval by the local manager. An employee's pre-school age children/grandchildren may ride the bus if the terms and conditions of our employees' children/grandchildren ride along policy are met.

Refusal to Transport a Student

A driver may not refuse transportation to a student unless there is a clear and present danger to others, e.g., a student carrying a weapon.

Release of Students

Once students have boarded buses at the school, they may not be released to anyone other than school district personnel or at their regular stop unless prior permission is given.



MY CHILD CHECK POLICY

Drivers and bus monitors must complete a thorough check of the bus for children at the end of each route and prior to leaving the bus at any time. Failure to comply with this policy will lead to disciplinary action; if a child is left unattended, the driver and bus monitor (if present) will be terminated.
Each driver and bus monitor sign a pledge annually committing their responsibility to safety by completing a thorough child check at the end of each route and prior to leaving the bus at any time.

We use Zonar®, which is equipped with child check technology. Zon ar® includes an RFID tag in three locations of the bus to ensure drivers conduct mandatory child checks at the end of each route.

ZONAR®
INSPECT • TRACK • KNOW

SPECIAL NEEDS TRAINING PROGRAM

Our business is devoted to special needs transportation; today, we are recognized experts in this area. We hire people with the integrity, patience and sensitivity necessary to be a positive influence in the lives of children with special needs. Transporting students with special needs presents unique challenges to our drivers; we have developed a customized training curriculum for these drivers. All drivers and aides who provide transportation for special education students must first complete our regular training program before beginning the special needs program.

The seven DVD training program includes:

- Legislation overview
- Transportation challenges
- Types of special needs
- Lifts and mobility devices
- Securement

- Emergency evacuations
- Balancing needs

The training covers the logistics of student transportation and also focuses heavily on behavior management and the reasons behind the behavior. In one activity, each trainee sits in a wheelchair while it is put on the lift and transported. Exercises like this help drivers to put themselves in the place of the children they serve, experiencing the world from the perspective of a child with special needs. Additional classes on working with visually impaired, deaf, autistic, and wheelchair-bound students are available as required by student needs. Special needs drivers can also meet with each child's parents before school starts to ensure they have adequate insight into the individual needs of each child.

We view transportation as an important part of each special needs student's educational program; learning about each student's particular needs helps us to provide service at the highest levels possible.

Classroom Training Objectives

After completing the classroom portion of this program, drivers and aides will have an understanding of the following:

- Rights of special education students
- Special education student characteristics
- Special education student management techniques
- Behavior patterns of special education students
- Procedures for special education student drop-off
- Ambulatory special education student procedures
- Procedures for transporting students using wheelchairs
- Securement procedures for student equipment
- Emergency procedures

Practical Training Objectives

Before transporting special needs students, drivers and aides must have hands-on, practical experience in the following areas:

- Ambulatory loading, securement and unloading
- Securing student equipment
- Wheelchair loading, securement and unloading
- Emergency evacuation

This program takes three hours to complete, including classroom instruction, practical training and completion of the written exam.

Driver Evaluations

All drivers and participating dispatchers undergo a behind-the-wheel evaluation at least once per school year and if involved in a motor vehicle accident. Drivers are given the opportunity to discuss their evaluations with the training supervisor or general manager. If warranted by the evaluation, retraining is assigned and conducted.

In-Service Training

In order to remain qualified as one of our school bus drivers, all drivers must participate in at least 10 hours of in-service training per school year. This can be accomplished through attending mandatory safety meetings, special driver seminars and workshops.

Topics include:

- Enhanced familiarization with school district
- Pre- and post-trip inspections
- Fire extinguisher instruction and demonstration
- Breakdown procedures
- Evacuation procedures
- Defensive driving techniques
- Accident procedures
- Operation lifesaver (railroad crossing procedures)
- Mirror use, backing and turning point set-up
- Student management

- Student safety awareness
- Winter driving techniques
- Safety competition practice (classroom and behind-the-wheel)
- Post-accident retraining
- Rules and regulations for loading/unloading

MANAGER TRAINING AND DEVELOPMENT

National Express University (NXU)

In 2014, we invested in a learning management system (LMS) which houses and tracks important training curriculums in the areas of leadership, compliance, safety and technical training for all our full-time staff members.

In 1994, we became one of the first school bus transportation companies to implement a formal management training program. This training program consists of several phases. First, new general managers at each location participate in a comprehensive six month GM onboarding orientation session. Second, each year, we provide an annual in-person regional training forum that includes all management and supervisory staff. Third, for newly selected site supervisors (on the job between 30 to 120 days), we require participation in an onsite four day manager orientation. This session includes discussions and training topics that vary from orientation to operational duties, such as customer service, software applications, COMPASS - our proprietary dispatch and payroll platform, and recordkeeping. Through presentations, scenarios, activities, testing, peer learning, focus group discussions and homework assignments, managers learn the tools and resources needed to deliver the level of service we promise to our customers. Finally, there is an online suite of courses compiled specifically for our first line supervisors called front line leadership, which provides overall leadership theory to new leaders.

This learning event meets the core needs of new leaders with a focus on four key areas:

- **Culture** – Aligning customer service center operational behaviors and actions to our vision and values and our mission of getting students to school safely, on time and ready to learn®.
- **Organization** - Showcasing the company's structure from the local customer service center level to support from our corporate headquarters.
- **Results** – Articulating and defining the company's targets and goals for managers to integrate strategic planning into how they make decisions as

it relates to their overall management of customer service center operations.
- **Excellence** – Committing to making service and processes better throughout the company.

Online Performance and Learning System (OPAL)

OPAL is our company's 24-hour virtual coach and provides immediate answers to a manager's day-to-day challenges and guidance for long-term leadership development. In 90 seconds, managers can search OPAL to get best practices, tools and tips on how to manage over 500 leadership challenges.

In OPAL, managers can learn how to:

- Manage a conflict at his/her local CSC
- Give effective feedback and coaching
- Conduct a performance improvement meeting with an employee
- Create an individual development plan
- Build or rebuild team/personal trust with others
- Build a highly effective team
- Manage time better
- Easily make improvements to any process
- Become better organized
- Improve verbal and written communication skills
- Manage hundreds of other leadership and management challenges

All this and more can easily be found in OPAL. OPAL is a free 24-hour support tool/resource for all managers and leaders in our organization.

5) Vehicle maintenance program.

Maintenance Program

We are committed to quality preventive maintenance and follow-up and have developed a proactive approach to preventive maintenance that is designed to improve reliability by reducing the number of breakdowns, increased safety and lowered overall running costs. We efficiently and consistently exceed standards of excellence through our preventive maintenance program and maintenance software, Dossier, the cornerstone of our fleet operation.

PREVENTATIVE MAINTENANCE (PM)

Preventive maintenance isn't just about repairing deficiencies as a result of an inspection; it is also a means for monitoring and preventing potential problems. Our reliable PM schedules allow us to help predict maintenance needs. By properly performing inspections and repairs, we help prevent future unplan ned repairs such as breakdowns and driver reported defects. Our PM program uses a formal review process and our extensive data management system to continually improve.

PM Process

Each bus is scheduled for regular PM inspections according to miles traveled or days operated. Schedules depend on the type of operation, service provided and state regulations. Our computerized system tracks PM schedules, provides alerts when a maintenance inspection is due, and contains listings of other required adjustments and services performed per manufacturers' recommendations, e.g., brakes, tires, steering, suspension, drive train, electrical systems and all ancillary equipment on each bus.

PM inspections are based upon state DOT mandated schedules and/or our minimum guidelines and are recorded on a multi-point checklist that includes all vehicle components and systems. A second, more extensive PM inspection is conducted every 12 months. If a technician finds a defect during the scheduled

PM inspection, they are required to note the defect and enter it into the maintenance software system to generate a repair order. All defects are discussed with the maintenance manager who assigns the repair work to a technician for completion. A bus will not be returned to service until all needed repairs have been completed. Once all necessary repairs, adjustments and service requirements have been performed, the technician will inform the maintenance manager.

Standard Inspection Procedures and Intervals

Our scheduled maintenance program includes a systematic procedure for the servicing and inspection of each vehicle. Our program ensures that all vehicles meet or exceed the standards for vehicles set by the states regarding the operation of all safety related equipment.

Driver Pre-Trip and Post-Trip Inspections

Our first line of defense for identifying defects is through the driver daily pre- and post-trip inspection using a driver Electronic Fleet Management solution. Drivers use this device on a daily basis to report the condition of the vehicle they operate and to alert maintenance departments of any defects that affect the operation and safety of the vehicle. If a driver notes a defect during their inspection, they are required to report defects through the Electronic Vehicle Inspection Reporting (EVIR) or manual Driver Vehicle Inspection Reporting (DVIR).

ELECTRONIC WORK ORDER GENERATION AND REPAIR PROCESS

Any defect recorded through the EVIR is reviewed by and responded to by the maintenance manager. If any reported defects are critical, then a work order is opened and the bus will be kept off the road until the repair is complete and the work order is closed. Work orders are included in the vehicle's permanent record.

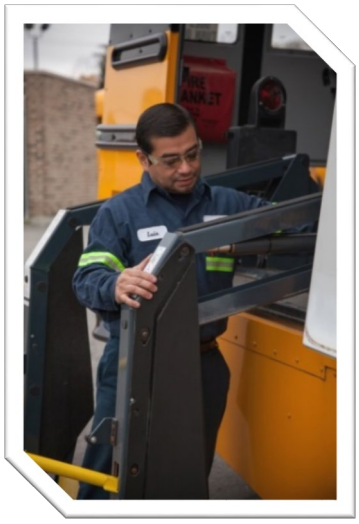
DRIVER OBSERVATION WHILE IN ROUTE

Drivers are also to be alert to indications of vehicle malfunction while driving such as unusual vibrations, noise, odors, abnormal instrument readings, and

erratic brake and steering operations. Additionally, proper starting procedures will help increase the useful life of vehicles, as there are different starting procedures for gasoline-fueled, spark ignition engines and multi-purpose diesel-fueled engines.

WHEEL CHECK INSPECTION

As a part of the driver's daily pre-trip inspections, we have installed wheel lug nut indicators on our vehicles. The wheel lug nut indicators allow for increased ease of visual inspection of loosening wheel nuts during driver pre-trip inspections. A more in-depth inspection is performed by our technicians at a minimum during the PM annual inspection.



WHEEL CHAIR LIFT/RAMP INSPECTIONS

Daily pre-trip inspections test the ramp and chair lift for proper operational function. Annually, wheel chair lifts and ramps are inspected for battery conditions, electrical connections, pivot points and lubrication.

HVAC SYSTEMS

Drivers check during their daily pre-trip inspections to see if the vehicle's heating and cooling components are working properly. During PM inspections, technicians inspect the HVAC systems for leaks, worn hoses, chafing, proper operational components, and proper heating and cooling for potential failures.

TIRES

Drivers inspect tires daily during their pre- and post-trip inspections. It is less expensive to change a tire in the shop than on the road, and fuel economy improves with proper tire inflation, mounting and driving habits. Achieving the lowest tire cost per mile begins with getting the correct tire and maintaining it properly. Tire preventative maintenance includes inspection for tread depth, wear patterns, sidewall cuts, proper inflation, balance and alignment. We have partnered with tire vendors at most locations to perform audits of our tires at our shops twice a year.

Emissions Inspections

The fleet maintenance manager coordinates with state and local officials to ensure that our fleet meets emissions program standards. In compliance with the Clean Air Act of 1977, some states have implemented mandatory emissions

testing programs. Owned and leased vehicles are subject to the requirements of the jurisdiction where the vehicles are regularly housed. Regular inspection intervals typically range from 180 days or 10,000 miles for larger vehicles and 180 days or 5,000 miles for smaller type vehicles.

Bus Cleaning

We realize that the interiors and exteriors of the buses must be kept in a clean and sanitary condition at all times in order to provide a pleasant environment for each passenger. Each driver is required to sweep and clean the interior of the bus daily. This includes floors, seats and the driver area. Exteriors are washed as necessary to maintain a clean, professional appearance.

Fleet Maintenance Compliance Audits

Regional maintenance managers (RMMs) and/or state certified mechanics regularly perform compliance audits to review vehicle maintenance processes and documentation at each customer service center. This review ensures maintenance employees are performing necessary procedures and processes according to our standards of performance along with federal and state requirements. In addition, RMMs conduct an annual facility audit to ensure the maintenance shop operates in a safe and compliant manner. A sample of the fleet is physically inspected to ensure vehicles are properly maintained and in the best condition possible. In addition, shop supervisors and regional maintenance managers perform random post PM audit to review quality of PMs performed.

UNPLANNED BREAKDOWNS

A vehicle breakdown or road-call is an unplanned interruption in the service of a bus that requires a technician to inspect the bus for a possible problem or to perform a mechanical repair before the bus can continue or start on a planned route or trip. When a breakdown occurs, the driver will immediately call the

dispatcher or general manager to communicate and discuss the problem. The breakdown information will be communicated to the shop supervisor. Upon completion of the response and repair, all actions and parts are documented on the repair order and recorded in the vehicle maintenance tracking system as an in service failure.

If the bus has not left the customer service center, a technician will diagnose the problem and repair it. If the problem cannot be safely repaired in order to meet the route's schedule, a replacement bus will be dispatched. If the bus is in route to pick up passengers or has started picking up passengers, a replacement bus will be dispatched to transfer the passengers safely and to pick up the remaining passengers. A repair technician will be dispatched in a service vehicle to repair the broken bus.

Mechanical Failure Review

All mechanical failures that occur on the road or while assigned to an operator will be reviewed for cause. The maintenance facility lead or supervisor will review each occurrence for prior maintenance history, including last PM type, mileage, technician making repairs and the circumstances leading up to the failure.

Cold Weather Start-Up Maintenance Program

Our cold start procedure helps prevent breakdowns or unnecessary stalling due to exposed cold weather. The procedure helps to ensure operations will run on-time and without any initial delay. Drivers are trained to properly start a vehicle and identify dangerous issues, e.g., frozen batteries or starter problems. Drivers are advised to place plastic bags on mirrors and wiper blades after the last run if snow or freezing rain is forecasted. At all times, ice and snow are removed from the stop-arm and crossing gate and opening and closing mechanisms. Drivers are required to keep the fuel tank full at all times.

COMPUTERIZED FLEET MAINTENANCE – DOSSIER SYSTEMS: FLEET MAINTENANCE AND DIAGNOSTIC TECHNOLOGIES

Septran uses Dossier systems, a fleet maintenance system to schedule all preventive fleet maintenance, repair

orders, manage parts inventory, warranty returns and review repair order history for failure analysis. Each of our buses are scheduled for regular PM inspections according to miles traveled or days operated, depending on the type of operation and service being provided. We use this system with the help of work orders for managing maintenance work, procuring parts, managing inventory and maintaining history.

Key Performance Indicators (KPIs)

Each fleet location is managed with a weekly review of KPIs using the Dossier system. The local fleet management team is responsible for ensuring proficiency in key areas such as timely completion of inspections, cost controls, productivity, completion of manufacturer safety recalls, percentage of on-road failures and percentage of out-of-service vehicles.

KPI Reports

Dossier offers a configurable series of dashboards showing critical KPIs. We have access to comprehensive reports that our technicians can analyze to better serve our school districts. Customized electronic reports may also be created quickly as needed.

Our KPI reports include:

- Preventative maintenance (PM) compliance
- On road failures
- Mileage updates
- Warranties, repairs and claims
- Parts inventory
- Electronic repair order and vehicle recordkeeping
- Asset performance (utilization, cost/hour, etc.)
- Schedule and resource loading
- Work orders and work requests

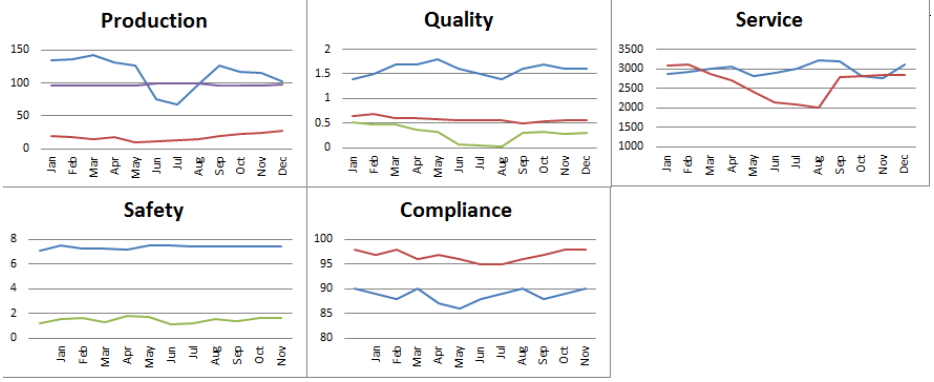
Quality Checks

Management personnel will review the KPI reports weekly. The regional maintenance manager and shop supervisor will perform a monthly audit on vehicles to help ensure vehicle safety and verify the quality of the inspections recently completed by each technician. He/she will review the inspection reports with the technicians to ensure PM excellence.

Sample Maintenance Performance Report

Production KPIs	Total Locations	Quality KPIs	Total Locations	Service KPIs	Total Locations
Miles per bus	103.03	Out Of Service	1.60%	PM Mean Time To Repair in hours	1.4
Out Of Service duration in days	5	In Service Failures	0.55%	PM Mean Time Between Failure	3,104
Fleet availability	98.40%	% of routes impacted	0.30%	Wos entered	2,834

Safety KPIs	Total Locations	Compliance KPIs	Total Locations
Avg. Age in years	7.4	PM %	90.20%
Injuries per million hours worked	1.6	PM Audit %	97.80%



Diagnostic Tooling Systems

Diagnostic software and tools are used to minimize downtime of the bus while improving the efficiency and quality of the repairs. We use JPRO® Commercial Fleet diagnostic system, along with other OEM diagnostic software, to diagnose failures and help determine root cause and necessary repairs.

Our fleet diagnostic system provides diagnostic and troubleshooting information for vehicle components. The diagnostic system senses active and inactive vehicle faults to give our technicians the ability to quickly review critical elements of each system. The system also records data into log files for playback, view and chart engine parameters, has report printing capability, and launches the fleet maintenance software for proper parts replacement. Key data point collections exist for the following components: vehicle, engine, transmission and brake.

- **Vehicle** – Diagnostic elements include road speed limit, cruise set speed limit, average fuel economy, total engine hours, odometer, coolant level, battery voltage and oil level.

- **Engine** – Diagnostic elements include air inlet pressure, exhaust pressure, fuel pressure, boost pressure, oil pressure, oil temperature, coolant temperature, fuel temperature, exhaust temperature, air inlet temperature and battery voltage.

- **Transmission** – Diagnostic elements include transmission input speed, transmission output speed, transmission fluid temperature, gear selected, gear obtained and battery voltage.

- **Brake** – Diagnostic elements consist of road speed and wheel speeds.

OEM MANUFACTURERS AND PARTS INVENTORY

To ensure the best quality parts are being used, we use OEM parts with major brand name suppliers only such as International®, Bridgestone®, Thomas Built®, Valvoline® and Exide Battery®. OEM parts support our commitment to safety and quality as well as the confidence in and reliability of our buses. Our facilities carry ample parts inventory to perform all necessary repairs in a timely manner.

MAINTENANCE STAFF'S QUALITY COMMITMENT

We provide a professional fleet organization that encourages local initiative and decision making while working within a centrally managed network to create a working environment that rewards achievement, enthusiasm and team spirit, and offers personnel the opportunity for development and growth. Fleet operations will provide direction, management, and services to maximize fleet resources and to help ensure that we provide the safe and reliable service. We use a continuous process improvement approach that incorporates a customer service focus, safety practices, sound environmental methods, and encourages employees to excel in their professionalism and competency.

As part of our continued commitment to excellence, our performance development system (PDS) program embeds training and continuous improvement methodology for proactive scheduling of work and identifying and eliminating barriers to service optimization. We are always looking for ways to improve and take our service to the next level.

MAINTENANCE TRAINING

We believe our employees make the difference in providing the best possible vehicle maintenance for our customers. Preventive maintenance training to our maintenance staff enables us to maximize fleet resources and to ensure we provide the right bus in the safest, most reliable and cost-effective manner. In addition, technicians have the opportunity to get the training directly from manufacturers for engines, alternators, electrical system etc. We also send a few technicians each year to hands-on factory training offered by bus manufacturers to ensure we have a trained knowledge pool.

"We are committed to being recognized as the leading provider of maintenance services...providing safe, reliable transportation for our passengers, our customers, our employees and the communities we serve. We continually train and challenge our technicians and managers to be the "Best of the Best" in everything they do."

– Keshav Ragunathan, Senior Director Asset Management & Engineering

All technicians are required to receive preventive maintenance training. Each technician is required to take the PMX program covering topics such as engine, drive train, brake and body systems. A passing score of 80% is required to obtain the certification.

Required Certifications

- PM certification (all technicians)
- Brake training (Tech II and above)
- Air-conditioning certification (all as required)
- CDL (all technicians)
- Other certification as required by NELLC or regulatory agency(s)

Maintenance Safety Training Meetings

All of our maintenance shops will have a mandatory 30-minute safety training meeting conducted by the maintenance facility lead at least once a month, covering such topics as shop safety practices, fire prevention and new techniques.

Maintenance Information Portal

We have developed an information portal that hosts technical information and training resources for all of our technicians. With service information now becoming widely available via the electronic media, we have setup this portal that can be accessed by every technician. Information hosted via this portal include PM training resources, manufacturer technical and service information, field campaigns issued by suppliers, etc.

ASE Certification Program

Our maintenance personnel are encouraged to participate in the automotive service excellence (ASE) certification program for school bus technicians. ASE is a broad-based program, testing general areas for school bus technician skills. The certification is tailored to specific tasks the technician must perform every day at the customer service center. We reimburse tuition for the ASE certification exam and award up to a $500 recognition award to employees who achieve certification. We have also instituted a program to award annual bonus to our master certified technicians that are continuously employed by us.

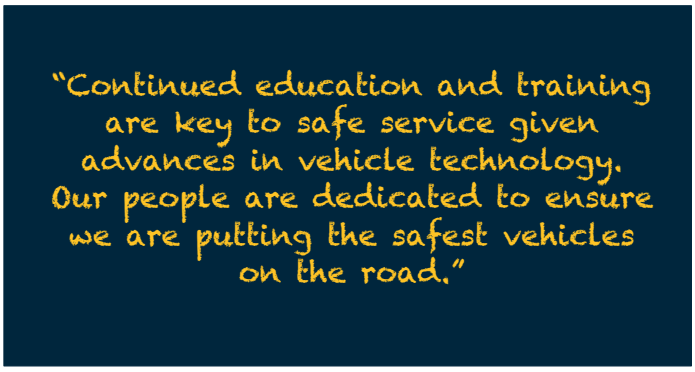
Technicians earn classifications based on education, experience, and possession of hand tools, as well as successfully passing ASE and our internal tests. Our technician classification system has three designations:

- Class I technician
- Class II technician
- Class III technician

Each designation has specific minimum requirements outlined in job descriptions. Technicians also develop their skills through in-service training provided throughout the year. Because of our rigorous certification process, our company has some of the best-trained technicians in the student transportation industry, resulting in a safer fleet and lower maintenance costs. We have 25 master certified technicians and more than 65 employees are currently progressing through various stages of the program.

Maintenance Shop Blue Seal Certification

We have started the certification process of our repair shops that will meet the ASE criteria for blue seal of excellence recognition program. This program will enable us to showcase the quality of technicians we employ, while providing best service to our customer. We strive to remain an attractive choice for employment of qualified technicians.



ASE Blue Seal of Excellence RECOGNIZED BUSINESS

6) Description and quantity of current vehicles owned to be used to perform the contract.

We will provide buses that meet the specifications exclusive of the mileage limitation.

7) Description and quantity of vehicles to be purchased to fulfill the contract.

We will provide buses that meet the specifications exclusive of the mileage limitation.

8) Location of facility

15 Cannonball Trail, Bristol, IL 60512 (Yorkville)

SD308
COMMUNITY UNIT SCHOOL DISTRICT

To: Transportation Service Contractors

From: Dawn M. Simosky, CDPT, CSNT

Director of Transportation

Date: March 11, 2020

Re: Addendum to Pupil Transportation RFP

This Addendum to the March 2020 Request for Proposal is herein provided to all Contractors in attendance at the mandatory pre-proposal meeting on March 5, 2020 held at the District Transportation Center located at 55 Stonehill Road, Oswego, IL at 10:00 AM.

The following Addendum is herein incorporated into the Request for Proposal for Transportation Services and if in conflict with the original document, will supersede said requirements. All other provision of the Request for Proposal will remain in full force as stated.

Addendum:

Page 38 Appendix J: Annual Base Bid Cost Projection Information

Special Education Routes Out-of District

Route #9203 Student No longer attends

Page 39 Appendix J: Annual Base Bid Cost Projection Information

Special Education Routes Out-of District

Route #227 Student No longer attends

Listed below is a culmination of questions and clarification requested from multiple providers via email and at the Pre-Bid Meeting.

Questions & Clarification:

1. Audio and video is required to the district within 4 hours. What if the bus is on a trip or other similar reason that does not allow the video to be submitted in that time frame?

   If the contractor notifies The District of a valid reason that they are unable to meet the 4 hour requirement, The District at their discretion, may waive the fine.

2. Can we have a copy of the contractor's CBA?

   Yes. See Attachment #1 of Addendum.

3. There is Monitor in-service training listed in the RFP document. What does that entail?

   Monitor in-service training can include safety meeting training, but should also incorporate tasks that are monitor specific such as special needs, student management, C.S.R.S. etc. The District may incorporate specific training if the need or requirement arises.

4. Are seat belts required on the buses that will run the regular education bus routes?

   No, not required for regular routes. SD308 does provide front belts for Kindergarten students. Special Service students may, if the IEP requires, need a lap shoulder belt.

5. Is pre-trip/dead head time included in the 4 hour base route time?

   Our current contracts do not include pre-trip or dead head time. The current contracts begin route mileage and hourly charges upon the bus crossing into the District boundary. "*The fuel mileage calculation and the excess route hour calculations will be calculated starting and ending at the closest district boundaries.*" We plan to continue this language in the new contract.

6. Do regular Education routes require monitors?

   No. There are not currently any permanent monitor assignments on regular education bus routes.

7. Is the current vendor experiencing a driver shortage that is effecting their service to The District?

   We are not sure if they are experiencing a driver shortage or not, as there is not currently impact to our service.

8. Please provide wages, and benefits of current District drivers. Please provide the current CBA.

   https://www.sd308.org/cms/lib/IL01906463/Centricity/Domain/146/OTA%20Professional%20Agreement%202018-2022%20Accessible.pdf

9. Please provide the details regarding the summary invoice for Nov 2019.

   See Attachment #2 of the Addendum.

10. Advise on the timeline regarding expected contract award date.

    At this time we plan to take a recommendation to the board as information on April 6, 2020, and for action on April 27, 2020.

11. Provide a copy of the Pre-bid sign in sheet.

    See Attachment #3 of the Addendum.

12. Please provide bus metric information.

    See Attachment #4 of the Addendum.

13. Please provide a current fleet list of the buses the current regular education contractor is running (including bus types, A/C, and seating capacities)

    See Attachment #5 of the Addendum.

14. Will the district reimburse the contractor for the cost of the performance bond?

    No.

15. Can the District provide the salaries/wages of the current administrative and maintenance personnel employed by the current contractor?

    No.

16. Please provide detailed routes sheets for Out of District Special Service routes.

    Route sheets in the original RFP packet labeled *Special Service Routes* were provided.

    The District requested clarification if additional information beyond provided routes is requested. Response was No.

17. Please provide one way and round trip mileage for Out of District Special Service routes.

    See Attachment #6 of the Addendum.

18. Please provide the number of students per route for the Out of District Special Service routes.

    See Attachment #6 of the Addendum.

19. Please provide equipment needed (vest, star seat, etc.) for each Out of District Special Service route.

    See Attachment #6 of the Addendum.

20. Please provide current vehicles being used for each Out of District Special Service route.

    See Attachment #7 of the Addendum.

21. Can we use mini-vans for Out of District Special Service transportation or will you allow an alternate bid to be submitted to consider potential efficiencies?

    The District would encourage providers to submit proposals using standard school bus equipment but the District will review and consider an alternate proposal using first division vehicles.

22. Please provide detailed billing for Special Service routes.

    See Attachment #2 of the Addendum.

23. Can you clarify the TBD routes? Are those routes run daily? Are they new routes or something else?

    The TBD routes are listed as an additional two routes that are currently In-District Special Service Routes provided by the contractor daily. Due the nature of IEPs and the constant changes of Special Service routing, The District is including the two additional routes, but they may change as needed.

24. The RFP document shows 40 regular routes. However the invoices provided show 52-55 regular routes currently being run. What number of regular routes are expected to be run?

    The RFP indicates on Pg. 1, Request for Pricing (RFCP) Overview, states, *School District 308 is seeking proposals for qualified pupil transportation management companies to provide transportation services for approximately forty-five to sixty in-district regular education routes*...The district will maintain a minimum number of regular education routes with the contractor throughout the term of the contract. See attached additional routes Attachment #8 of the Addendum.

25. The RFP document specifies 177 school days, but the supplied calendar shows 174 school days. How many days will there be?

    The District will hold attendance for 174 days. Private placement out of district buildings sometimes have additional calendar days. A midrange number for out of district routes was figured at 177.Calendars for each out of district school will be provided once available.

26. Will the district allow the use of 84 passenger buses for regular routes?

    Yes, provided they meet all Federal and State requirements.

27. Will the district consider removing the mileage requirements for buses while maintaining the age limitations?

    Yes, provided proof of routine scheduled maintenance is taking place and documented.

28. For small vehicles, will a mix of suburban, MPV and vans be acceptable?

    The District would encourage providers to submit proposals using standard school bus equipment but the District will review and consider an alternate proposal using first division vehicles.

SD308
COMMUNITY UNIT SCHOOL DISTRICT

To: Transportation Service Contractors

From: Dawn M. Simosky, CDPT, CSNT

Director of Transportation

Date: March 12, 2020

Re: Addendum #2 to Pupil Transportation RFP

This Addendum (#2) to the March 2020 Request for Proposal is herein provided to all Contractors in attendance at the mandatory pre-proposal meeting on March 5, 2020 held at the District Transportation Center located at 55 Stonehill Road, Oswego, IL at 10:00 AM.

The following Addendum is herein incorporated into the Request for Proposal for Transportation Services and if in conflict with the original document, will supersede said requirements. All other provision of the Request for Proposal will remain in full force as stated.

Addendum:

Page 2 **1.7 RFP Proposal Format**

All Proposals submitted must be in the following order: Cover Letter, Appendixes A through M in alpha order, Litigation/Regulatory Preceding List, Contractor Line of Credit, Proof of ability to obtain vehicles, Contractor Resume, addendum (if applicable). Followed by any additional information the bidder would like to provide in support of their proposal.

Pgs. 24-28 **APPENDIX B: Compliance With/Exceptions to RFP** (see attached)

Our Company's Vision and Values

VISION

Our vision is to deliver service excellence to earn the partnership, loyalty and trust of our customers and employees.

VALUES

Septran is pleased to have the opportunity to partner with your district; we are committed to serve you safely and to provide the personal attention you need for successful transportation services. Our operations focus on our five core values: ***Safety, Customer, People, Community and Excellence***.

Safety

Safety Performance

No one takes safety more seriously than we do; our goal is zero accidents. With collaborative support from our employees, we have created a safer atmosphere by encouraging open discussions on safety concerns and by hiring strong managers who make sure employees have the appropriate training and equipment to safely perform their jobs.

Customers

Retention

Our customer retention rate is one of the highest in the school bus transportation industry; we're proud to have maintained a high level for the past several years. We believe our personal attention to our district partners' needs, our commitment to safety, and our customer service philosophy and practices are just some of the reasons our customers are so satisfied with us.

Exceptional Customer Service

Our vision is to earn the lifetime loyalty of each district by delivering safe, high quality, passenger transport services.

We will work closely with you and are always open to suggestions to ensure your program is the best it can be. Our goal is to deliver a smooth and seamless partnership between your district and Septran.

People

We Are a People Business

From the students and passengers we transport safely every day to our outstanding team members making a difference in the communities where we live and work, it's all about people.

Enjoy the Ride Program

We know how important our people are to the success of our organization. Our employee relations program, ***Enjoy the Ride***, was designed to acknowledge the effort and contribution employees make to our company every day.

Employee Diversity

Our company has a long history of employing a diverse workforce. Our focus is treating people with trust and respect and never tolerating discriminatory behavior. Through our equal employment opportunity policy and management training program, managers and supervisors are well versed in our zero tolerance nondiscrimination policies.

Community

Communications and Social Media

POSITIVE DISTRICT RELATIONS

Our communications department works closely with districts to publicize important news affecting local school bus services. We are responsive to newspaper, radio and television media, and have a history of success at improving the public image of school bus transportation.

SUPPORTING YOUR DISTRICT'S EVENTS

We look forward to supporting your district's community events and district projects. Our community involvement includes donating buses, collecting goods for families in need and active participation in local charity events in your community.

SOCIAL MEDIA

We understand the importance of social media and the expectation for company information to be available online and in real-time. We encourage district administrators, parents, employees and the community to join us to learn about job fairs, community events, awards and employee recognition programs.

Website: www.septranbus.com

Community Diversity

MINORITY BUSINESS ENTERPRISE PARTICIPATION

Our company is proud to support local minority-owned businesses and vendors. We will, in good faith, continue to support minority businesses within your community.

Excellence

As part of our commitment to excellence and continuously increase our value offering to our customers and employees, we have a dedicated organization focused on driving efficiencies throughout our organization, embed best practices and sustain a culture of innovation. Our

management operating system incorporates lean and six sigma methodologies to constantly identify and eliminate barriers to performance excellence and empower our employees to provide the best in class service to our customers.

Taking Maintenance Excellence to the Next Level

Maintenance technicians are a critical part of our mission to **getting children to school safely, on time and ready to learn®**. Providing safe student transportation starts with putting safe vehicles on the road. To foster excellence in its maintenance operations, we support our maintenance professionals who work to achieve master technician certification by the National Institute for Automotive Service Excellence (ASE), an independent, non-profit organization that works to improve the quality of vehicle repair and service by testing and certifying repair and service professionals.

As we continue on the path to excellence, our maintenance teams are taking the extra steps towards becoming "the best of the best" by earning their ASE. Individual maintenance technicians across our organization have put in the hard work and dedication to complete a series of rigorous tests, ranging from body systems and diesel engines to suspension and steering, to earn ASE master certification. In addition to earning master certification, their respective maintenance shops went even further to achieve ASE Blue Seal of Excellence – the ultimate recognition from ASE.

At least 75 percent of technicians performing diagnosis and repairs at our customer service centers must be ASE certified in order to qualify for the ASE Blue Seal of Excellence Recognition Program. Each area of service offered in the maintenance shop must be covered by at least one ASE-certified technician.

Illinois Performance Excellence Center (ILPEx) for Commitment to Excellence

2016 AND 2015 BRONZE AWARDS

ILPEx Illinois Performance Excellence

National Express LLC was selected for this award based on our demonstrated commitment to excellence and our pursuit of continuous improvement. This recognition is especially meaningful as organizations can take many years to achieve this honor. In the beginning of November 2015, a team of assessors spent an entire week in our corporate headquarters and select customer service centers, speaking to over 100 team members. During the visit, the assessing team dug into the details of our business and assessed the extent to which we demonstrate excellence; our business was assessed using the Malcolm Baldrige Criteria for excellence.

The ILPEx assessment was a review of our organization's continuous improvement efforts. This recognition not only confirms our improvement from 2011 to 2016 but validates the journey to excellence that we continue to travel.

> "We are committed to the success of our partnerships and continue to strive towards excellence in everything that we do."
>
> *– Judith Crawford, EVP, Commercial Development*

Special Needs Transportation Services

School transportation is unique to each special needs student and our company has a long history of providing special needs transportation services. We have maintained our passion for serving the special needs community as we have grown our business for the past century. Today, we provide special needs transportation services from nearly 200 locations throughout the United States and are responsible for getting more than 100,000 special needs students to and from school.

With 100 years' experience, our organization operates nearly 200 special needs locations, transporting more than 100,000 special needs students.

Partners in Special Education

Because of the nature of special needs transportation, open communications and a cooperative approach between parents, students, teachers, drivers, special education supervisors, transportation supervisors and monitors help to ensure that safe, reliable and efficient services are provided. Once an Individual Education Plan (IEP) team has

determined that a student with special needs will require transportation, routing becomes an important part of the student's success equation. Our aim is to support each special needs student's educational goals and to make each trip to and from school is as safe and pleasant as possible. As expert providers in special needs transportation, our employees can help make sure that the education locations, equipment and vehicle needs, personnel needs, pick up points, drop off points and time on board, will all be taken into proper consideration.

Customized Service Offerings

We understand that your district's special needs transportation requirements are unique to each of your student's needs and that requirements can change. The breadth and depth of our operations combined with our decades of experience demonstrates we are well prepared to adapt to your district's needs. From making changes in routes to customized training to procuring new equipment, we have the expertise to provide what your district needs.

Here are some of the benefits your district will realize when partnering with us:

- Customized training based on student needs
- Participation in district-provided training
- Driver assignment based on student needs
- Ongoing communications with district personnel
- Transportation expertise at IEP meetings
- Introductory meetings with parents and students prior to school start
- Routing optimization
- Shared routing, when applicable

Safety

Safety is a top priority for all employees. Our proven safety program encompasses all aspects of transportation, including operations, training, maintenance and administration, while remaining centered on people—students, employees and the public. Our combined safety and training programs are the tools and resources we use to provide continual safe and efficient operations. We've combined this foundation with our expertise and experience working with special needs students to our special needs operations, which involve many additional safety considerations.

Our comprehensive safety program includes:

- Thorough employee background screening
- Annual driver evaluations and record checks
- Continuous school bus safety training
- Daily bus safety inspections
- Child check policy
- Proactive bus maintenance program

People

We hire people with the integrity, patience and sensitivity necessary to be a positive influence in the lives of students with special needs. Our special needs routes are operated by our most experienced drivers, who have an average of 10 years of experience working with special needs students. Many of our special needs drivers have been operating the same routes for years, providing continuity that is important to special needs students. The experience and desire to work with special needs students extends to management. Our general managers have an average of 14 years of special needs experience; a number of them got their start in this field as special needs drivers.

OUR SPECIAL NEEDS DRIVERS

Drivers of special needs students are faced with a unique set of responsibilities in providing safe and timely transportation of their students. The driver's primary job is to safely operate the bus in order to get the students to and from school safely. Having patience along with strong communication skills, critical thinking and problem solving are all qualities a special needs driver needs to possess.

Verbal Communications

Drivers are responsible for communicating with each student based on that student's particular needs. For example, children on the autism spectrum need to be spoken to slowly, and repetition and consistency are important. Visual and hearing impaired children may be communicated with by touch. The communication needs of children with multiple disabilities or traumatic brain injury are specific

to each child. In other words, the driver needs to know and understand each student individually and to be sure to treat each one with respect and sensitivity. Communication with parents, dispatch, school personnel and other students are also part of the driver's role.

WRITTEN COMMUNICATIONS

Strong writing and observational skills are also important for the special needs driver. Should an issue arise with a special needs child, the driver needs to be able to thoroughly document it to help assess progress against the particular student's goals or to determine if corrective action is justified. Because treatment of special needs students is highly regulated, it is critical to be able to demonstrate that each student has been treated in accordance with the law.

PROBLEM SOLVING/CRITICAL THINKING

For both special needs and mainstream bus routes, drivers need to be able to manage a diverse population of students with varying needs, being vigilant for any issues. Drivers are continually faced with making judgment calls based on many factors, especially in emergency situations. The ability to think critically and act quickly while maintaining safety is a must. Special needs drivers are responsible for creating emergency evacuation plans for the students on their routes, taking into account the needs of each child in getting him/her off the bus and keeping the child safe after evacuation.

TRAINING

Transporting students with special needs requires unique skillsets. To that end, we offer an extensive, state-of-the-art industry special needs training program to our bus drivers and monitors. Before beginning special needs training, our drivers complete our basic training, a minimum of 40 hours of classroom and behind-the-wheel activities.

Introductory Special Needs Training

Our training covers the logistics of student transportation and also focuses on behavior management and reasons behind the behavior. In the classroom portion of our special needs curriculum, drivers and monitors learn about all aspects of special needs transportation, including: types of special needs; lifts and mobility devices; securement; balancing needs; emergency evacuations; transportation challenges; and laws protecting special needs students.

Additional Information

Hands-on training is a critical part of our training program. It includes: ambulatory loading, securement and unloading; securing student equipment; wheelchair loading and emergency evacuation. In one activity, each trainee sits in a wheelchair while it is loaded on the lift and is then transported. Exercises like this help drivers to put themselves in the place of the students they serve, experiencing the world from the perspective of a child with special needs.

Training on Individual Disabilities and Assistive Devices

We view transportation as an important part of each special needs student's educational program; learning about each student's particular needs helps us to provide service at the highest levels possible. We customize additional training according to each school district's unique protocols, which can range from working with parents, school personnel, nurses/medical professionals, equipment vendors, to participating in IEP meetings. Additional classes on working with visually impaired, deaf, autistic and wheelchair-bound students are available as required by student needs.

Ongoing Training

Our drivers and monitors receive ongoing training during monthly safety meetings held during the school year and as needed, e.g., if a new special needs student is added to a route.

STUDENT BEHAVIOR MANAGEMENT

One of the most important aspects of our training program is student behavior management. For the safety of all passengers and any interaction we may have with the public, our drivers are trained to deal with problematic behavior that may put others at harm.

ROUTING OPTIMIZATION

Special needs routing is a dynamic and complex effort that requires vigilance, flexibility, and an attention to detail – keeping in mind student needs, program

locations, equipment needs, traveling time, economics and local resources available. Additional factors we consider are vehicle size, seating arrangements and requirements, individual behavioral and medical needs, wheelchair accessibility, animal usage, nurse and monitor needs. We currently operate more than 7,000 special needs routes and can use our expertise and experience in this area along with our tried-and-true technology to meet your transportation scheduling needs.

TRANSPORTATION EFFICIENCIES

We understand that federal and state funding has not kept pace with escalating special education expenditures, placing the financial burden on districts. We partner with your district to help you manage overall transportation costs. As private contractors, we must remain vigilant to identify efficiencies and pass along the benefits in order to keep costs down and ensure value for every dollar.

- National purchasing power for buses, parts and maintenance
- Flexibility in managing changing equipment needs
- Competitive pricing, wages and benefits
- Added transparency through use of technology

COMMUNITY COMMITMENT

We have a strong history of supporting Special Olympics. In 1996, we adopted Special Olympics as our number one charitable cause. As a provider of special needs transportation, we have seen first-hand the positive impact Special Olympics makes on children with special needs and we have been honored to support this outstanding organization for 20 years. In addition to making financial contributions, many of our employees volunteer during the games to judge, pass out medals and shuttle athletes.

Customer Service and Quality Control

Septran's goal is to provide exceptional customer service to you and your stakeholders at all times. Through our customer service training, awareness programs and our annual customer service surveys, we are able to deliver on our promise while continuing to improve our services based on your feedback. We have numerous customer feedback mechanisms in place to ensure that we consistently meeting your needs.

DRIVING OUT HARM

We strive to distinguish ourselves from our competitors by delivering the most effective and customer-centric school bus transportation service to your district. Our vision is to deliver service excellence to earn the partnership, loyalty and trust of our customers and employees. An example of this is our *Driving Out Harm* program, which ensures you, as well as everyone within your district and community, will receive the personal attention you deserve.

The *Driving Out Harm* program flows from our core values. The program permeates through our organization at every level; the rules are displayed at each location, and each employee receives a pledge card as a reminder of our customer service philosophy and commitment. Employees are continually exposed to new initiatives, training and processes that enhance how we deliver customer service.

CUSTOMER SERVICE SURVEYS

At Septran, we strive to continuously improve the services and solutions we bring to our customers and ensure an optimal customer experience. Customer surveys help us measure how well we are delivering on our promise. We survey customers at least twice per school year. These surveys represent an opportunity for us to formally measure how we are doing, gain a better understanding of our customers' needs, and implement new programs in order to improve customer satisfaction and demonstrate additional value to the partnership.

Annual Customer Survey

Our annual customer survey focuses on our relationships with our customers and our overall service of the contract. To confirm that we are delivering to our customers what they need and feel is important to their districts, we ask customers to choose which factors are most important to them in a student transportation provider and tell us how we are delivering in those areas. The data compiled from the survey allows us to continue to make improvements in order to be a better partner.

Back-to-School Customer Survey

Each year, we distribute a back to school survey to our customers to help gauge our service delivery during the first 30-45 days of the new school year. This allows us to check in with customers shortly after the school year begins and serves as another touch point of our commitment to being a good partner and service provider. By asking questions about performance, communication, and overall satisfaction, we can analyze how successful our start-up services are with new and existing customers. All results and comments are reviewed by our executive team; any improvements noted are discussed between on-site management and the district for appropriate resolutions.

ACCOUNT MANAGEMENT

Communication with Districts

We believe the key to providing great customer service is through ongoing communication; we strive to develop a partnership with each school district in which both parties work together to ensure that the student transportation program is the best it can be. Our local managers will meet regularly with school administrators and will be readily available to assist the district. Corporate and regional support is also available as needs arise. In addition, subject matter experts will visit your local customer service center (CSC), audit our programs and meet with district representatives.

Septran may also host customer feedback sessions, in which key contacts from districts we serve are invited to an offsite meeting to discuss what's working and what's not with the Septran operations staff. This helps us evaluate our performance and is instrumental in helping us make changes to enhance our customer service system-wide. Past sessions have helped us determine what additional training we should provide for our general managers, and how frequently corporate staff should visit our local CSCs.

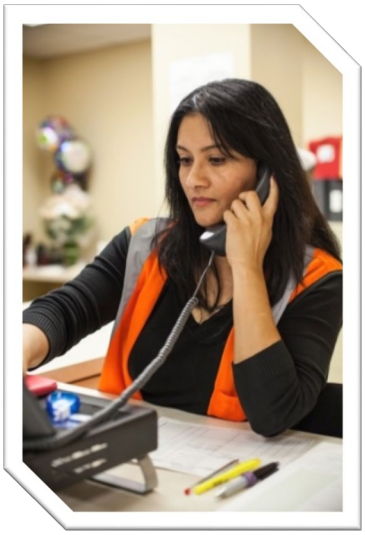
Communication with Constituents

Septran has a number of other feedback mechanisms to ensure we are accessible and responsive to the needs of the administrators, students and parents we serve.

Some examples include:

- General managers regularly attend local parent and teachers association meetings.

- Staff will hold safety presentations for parent groups to include question-and-answer sessions.
- Parents are encouraged to call the local CSC with any questions or concerns.



Complaint Resolution

At Septran, we take each complaint seriously. Because safety is our number one priority, any complaint made regarding a driver's performance is handled immediately. All concerns are documented in a daily log and then forwarded to the safety and training supervisor as well as the operations supervisor. Our local team works together with the district to determine if the allegation can be substantiated through witness interviews, field observations, driving evaluations, and clarification of district policy or procedure. Appropriate corrective action will take place, that may include retraining or in a worst-case scenario, termination.

In the event the parent or administrator does not feel that their complaint has received the proper level of attention, a senior executive will help facilitate resolution. Our goal is to work in partnership with our customers, while keeping in mind adherence to legal and safety practices.

Feedback Management System

As part of our commitment to excellence, we have developed a cloud-based feedback management system called BusReport* that will be used to manage suggestions and complaints, both internally and externally, in a structured fashion. Internally, this system will replace daily logs by tracking everything in BusReport. Externally, we will accept feedback from the public at 1-833-BUSREPORT or *www.busreport.com*, through a customer portal where our customers can enter more detailed feedback using their own login credentials.

All feedback received through this system will be funneled directly to our local customer service center, where the general manager will assign responsibility to research and resolve issues. Prior to final resolution, our general managers will have seen and approved the research and subsequent conclusion. To ensure issues are addressed in a timely manner, email reminders alert our team members when something is due. If they do not resolve issues in a timely manner, cases are forwarded to our regional support staffs. After cases have been completed, team dashboards allow our CSCs to view possible trends.

Additionally, the general public and our customers will receive automatic email updates which will give them a confirmation of feedback entry, a case number and updates when a case has been closed. Our customers will also be able to view the major steps of each case as it pertains to track the progress of issue resolution.

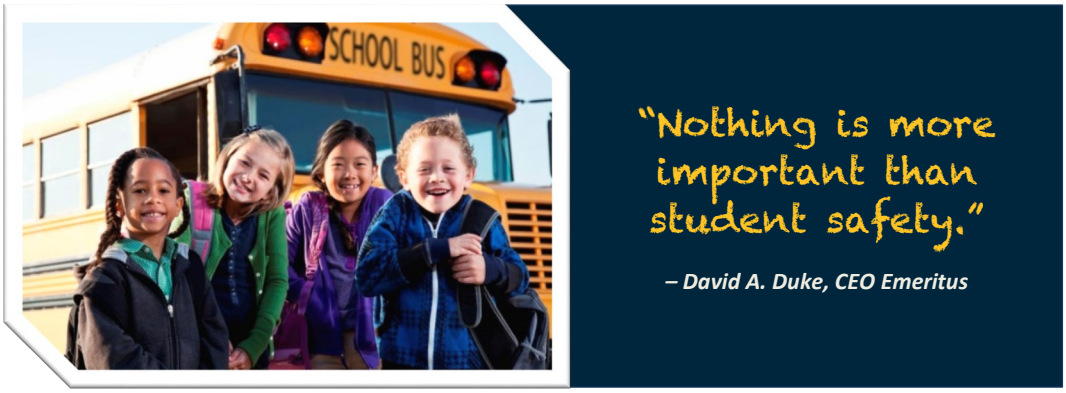
Through BusReport, our organization can benefit from the feedback received and help us to continually improve to ensure we provide the safest transportation possible.

BUSREPORT

Our Safety Culture

There is nothing more important to us than safety, one of our core values. Our safety statistics are the result of a rigorous safety culture. Through effective employee screening, continuous training, the use of prevention tools and communicating daily safety messages to our employees, we continually strive to improve our safety performance.

An effective safety program must encompass all aspects of transportation, including operations, training, maintenance, and administration, while remaining focused on people, students, employees and the public. Our number one responsibility is to protect against harm and to give our customers the confidence that we will provide safe and reliable service every day. Our combined safety and training programs are the tools and resources we use to provide continual safe and efficient operations.



Additional Information

Our safety program components are as follows:

- Employee screening
  - Drug and alcohol testing
  - Physical
  - Background check
  - Fingerprinting (as required by state)
  - Motor vehicle report
- Employee safety inventory (ESI) assessment
- Tools and technology
  - Electronic child check
  - Global positioning satellite (GPS)
  - Electronic vehicle inspections
  - Interior systems
  - Student tracking
- Training
  - Onboarding
  - Ongoing driver, monitor and technician training
- ***Driving Out Harm*** 12-step program
- OSHA compliance
- Self-audits
- National affiliations
- Emergency evacuations

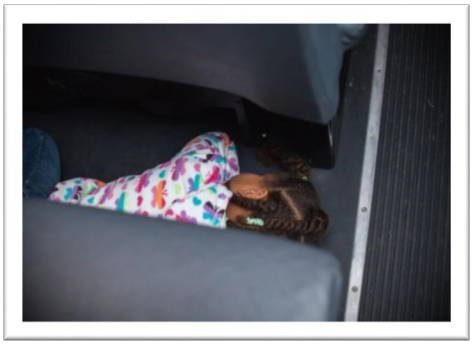
OUR PREVENTION TOOLS AND TRAINING

We use prevention tools, strategy technology, and extensive training on accident and incident prevention to help develop the right employee behaviors.

Electronic Child Check

Drivers and bus monitors must complete a thorough check for sleeping children on the bus at the end of each route and prior to leaving the bus at any time. Each driver and monitor must sign a pledge committing to this responsibility. Failure to comply with this policy will lead to disciplinary action; if a child is left unattended, the driver and bus monitor (if present) will be terminated.

To ensure compliance with this policy, our buses are equipped with Child Check-Mate, an electronic child check system from Zonar® that includes an RFID tag in three locations inside the bus to certify that drivers conduct mandatory child checks at the end of each route. If the check is not completed, the lights and horn on the bus are activated as an alert.



Our child check policy and the use of Zonar® helped discover 222 sleeping children last school year.

GPS

GPS technology provides real time tracking of bus location, direction, and speed. It captures any travel variances from the planned route to actual, while storing the data for review. In addition, GPS systems track idling and provide reports such as on time performance and excessive speed. With near real-time information readily available, we are able to locate buses, re-route or guide around road conditions, and provide solutions to other issues that may arise.

EVIR System

By law, each driver must complete a safety inspection, or daily pre-trip, before leaving the yard. Using our electronic vehicle inspection report (EVIR) system, drivers are required to inspect the 13 check zones for any deficiencies the bus may have. The EVIR system records the inspection results and transmits the information to the maintenance shop for appropriate action.

Cameras

Camera systems (where provided) allow us to protect students and communities by keeping an eye on student behavior, driver behavior and the immediate surrounding public. Our interior camera systems include one to four cameras with digital video and audio recording (varies based on state laws). Exterior cameras may be used in conjunction with local law enforcement, where allowed, to catch drivers that illegally pass a bus during loading and unloading.

Additional Information

"We will work tirelessly to ensure students are always safe!"

– David A. Duke, CEO Emeritus

Student Tracking

As a value-added service, we would be happy to discuss the capability to track students with GPS using Zonar's ZPass student tracking system. This system allows us to determine if individual students are on a bus at any given time and to track where students get on and off the bus. In conjunction with GPS, the technology may be used to locate children in the event of an emergency. The system requires each student to carry a card that contains a radio frequency identification (RFID) chip. The RFID card must be swiped at the card reader as the student enters or exits the bus. If a student boards the wrong bus, we can quickly determine which bus they are on or the bus stop where they left the bus.

Prevention Training

LLLC Defensive Driving™

The LLLC (Look ahead, Look around, Leave room, Communicate) defensive driving principles are tools drivers learn to avoid accidents and to be prepared for various traffic situations. These principles help to maintain a safe amount of room around the vehicle, improve visibility and provide extra time to make decisions while driving.

Student Management Training and Bus Safety Training

Some of the most important aspects of our training program are student behavior management and student safety training. For the safety of all passengers and any interaction we may have with the public, our drivers are trained to deal with problematic behavior that may put others at harm. We offer safety training for students including the bus' "Danger Zone," emergency evacuations and safe riding procedures.

OUR COMPANY'S DRIVING OUT HARM PROGRAM

Driving Out Harm is our principal safety program. It aims to educate all employees on how important it is to drive out all risks of harm to our customers, employees and others affected by our business. We are all leaders in safety at Septran and have personal responsibility for safety in the workforce and safety on the roads. Through our **12 Global Standards**, we identify all national and local requirements, appropriate levels of management and supervision, and expect all levels of personnel to manage our health and safety policies. We feel confident that our program is a significant distinction from all other school bus providers and is an ideal fit for your district's expectations.

1

Competence and Fitness of Bus Drivers

We believe the most important risk control is the competence of our drivers.

Our minimum standards include:

- Driver selection and recruitment qualifications
- Core skills training
- Competence assessment
- Physical capabilities and drug and alcohol testing
- Refresher training
- Monitoring
- Defensive driving
- Pre- and post-trip inspections and recordkeeping

2 Competence and Fitness of Maintenance Staff

Our maintenance personnel also play a critical role in the safety of our operations.

Our minimum standards include:

- Selection and recruitment for high performing maintenance personnel
- Maintaining work competence through training and management
- Maintaining physical fitness to safely perform the job
- Identifying activities which have potential to affect safety
- Recordkeeping

3 Competence and Fitness of Other Staff Personnel

All managers and supervisors have a role in leading safety, as well as a personal responsibility to act and work safely.

Minimum requirements for management and other supervisor personnel include:

- Hiring and placement
- Training
- Competence management
- Physical fitness to perform minimum duties
- Recordkeeping

DRIVING OUT HARM: EMPLOYEE'S GOLDEN RULES

We believe each staff member is a leader in safety regardless of title. Managers are responsible for reminding staff of the rules that have the most important impact on risk control associated with their roles in company and personal safety.

Separate rules have been assigned to drivers, maintenance staff and operations staff. Each employee is given a reminder card of their Golden Rules.

This program:

- Aims to ensure that **safety is always front of mind** so that we achieve a safety record which is **best in class** among transport

operators.
- Our aim is to **drive out all risks of harm** to our customers, our colleagues and others affected by our business.

4 Drugs and Alcohol

Our drug and alcohol standard requires screening personnel in safety sensitive positions up to, and including senior management. Every employee is tested prior to employment, following incidents or accidents, and we also conduct DOT random drug screens.

5 Safety of Vehicles – Buses

Maintenance and procurement personnel are responsible for all vehicle specification standards and safety requirements. Maintenance policies require compliance with all manufacturers' specifications and other federal, state or local standards. Safety requirements also include route risk or emergency procedures associated with any danger that may cause harm to students, drivers and monitors, and any member of the public with who we may be in contact.

MAINTENANCE OEM STANDARDS

We use well-known, qualified original equipment manufacturer ("OEM") vendors whose industry standards surpass many federal, state and local regulations. We work with OEM vendors such as Bridgestone, Goodyear, Interstate Battery and ArvinMeritor for our parts inventory, ensuring that we use the very best equipment for our vehicles.

EMERGENCY ACTION PLAN AND INCLEMENT WEATHER

The emergency action plan is designed to ensure employee safety from security threats, fires, natural disasters and other emergencies. Our safety response guide is used as a reference for local management to address these types of emergencies. Each location is responsible for completing an emergency action plan training guide to address situations specific to their location.

Examples of location plans may include:
- Fire
- Bloodborne pathogens
- Mechanical breakdowns

- Bomb threats
- Crime in progress
- Inclement weather

6

Safety of Premises (Workplace)

Our employees, visitors and contractors have the right to work in a safe and well-managed environment. All potential hazards must be identified, recorded and risk controls implemented to eliminate or reduce risk.

We require monthly facility inspections and risk assessments are made for:

- Design layout and modifications to premises
- Fire safety equipment
- Exit routes
- Working at heights
- Slips, trips and falls
- Fuel storage and other hazardous materials
- Personal protective equipment (PPE)
- Safety inspections

DESIGN, LAYOUT AND MODIFICATION OF PREMISES

The following risks must be assessed, recorded and inspected for our premises.

- Pedestrians and vehicles must be segregated using designated walking routes. This includes the use of one-way systems, minimizing reversing moves, and design of parking arrangements such that people and vehicles are segregated where possible.
- Operational areas must be visibly designated with signs.
- Walkways must be marked and used within all operational areas and kept clear of tripping or slipping hazards.
- Maintenance areas must be clearly designated with signs.
- All low ceilings, beams and objects must be visibly marked.
- Fire exits must be clearly marked, safe and hazard free exit routes must exist, and fire safety equipment must be located in a suitable place.

TOOL AND EQUIPMENT MAINTENANCE

Defective tools can cause injuries. It is vital that workers properly use the tools and equipment, and that the tools and equipment are properly inspected, maintained, not altered or modified in any way, and kept in good repair. To ensure safe use of hand tools, our employees are trained to never use a defective tool, to inspect all tools prior to use, and to ensure defective tools are repaired or discarded. Air, gasoline or electric power tools require skill and the operators' complete attention, even when they are in good condition.

STORAGE AND HANDLING OF HAZARDOUS SUBSTANCES

- Risks associated with the storage and handling of all hazardous substances must be carefully controlled. This applies to all of our premises – maintenance shops, parking lots and office buildings. The control of such substances is subject to federal and state regulations; compliance is mandatory. Hazardous substances can be solids, liquids, gases, fumes or dust that can cause harm to people; including substances that are flammable, explosive, corrosive, toxic or that can otherwise cause ill health or harm.

Examples of hazardous substances we monitor are:

- Fuel (diesel, petrol, LPG)
- Acetylene cylinders
- Oil and other lubricants
- Glues, inks and detergents
- Cleaning products (bleach, toilet cleaner and polishes)
- Dirty water (e.g., in pits and drains)
- Paints and varnishes
- Fumes from engines
- Fumes from welding
- Dust from cutting

The following procedure for storage and use of hazardous substances must be followed: identify hazardous substances, identify the tasks that use these substances and how employees might be exposed to hazards from them, reduce potential exposure, and check and maintain hazardous substances.

HAZARD COMMUNICATION PROGRAM (HAZCOM)

Our hazard communication program complies with OSHA's five key elements:

- **Hazardous material inventory** – Maintaining a list of all hazardous materials on hand.
- **Safety data sheets (SDS)** – SDS collected and maintained for all hazardous substances used or stored at the facility.
- **Labeling** –Labeling hazardous materials in order to identify the material and warn of its potential hazard to employees.
- **Training** – Training employees to identify and work safely with hazardous materials.
- **Written program** – A written program developed encompassing all of the items noted above.

7

Risk Assessment

Risk assessments are an essential part of how we manage safety in all of our activities; it allows us to understand the potential for harm arising from these activities and to plan and implement effective controls to minimize harm to all employees, passengers and members of the public.

ROUTE RISK ASSESSMENT

Route risk assessments are designed to identify locations on the route where particular hazards exist, or specific times where hazards may be more likely to arise. The risks identified on this assessment are used to implement risk reduction controls.

8

Personal Protective Equipment (PPE)

All employees are required to be equipped with PPE, including eye protection, ear plugs, protective clothing and high visibility vests to be worn in assigned areas (designated by posted signs).

HIGH VISIBILITY APPAREL

High risk locations such as parking areas and maintenance shops have the potential to become hazardous. Risk levels increase in times of limited daylight and adverse weather. We require the use of high visibility clothing in an effort to protect our employees and visitors.

9

Accident and Incident Investigation

Reporting of accidents and incidents and an effective investigation process are vital to determine the causes and to identify controls to prevent recurrence. We are staffed with professionals who conduct investigations, reporting, data analysis and recordkeeping.

ACCIDENT AND INCIDENT REPORTING

Timely and accurate reporting of all accidents and incidents is critical. Reports contain structured and completed information for each accident to allow comparisons, metrics and identification of trends during the review process. Compliance with relevant legal requirements for accident and incident reporting to external bodies, e.g., regulators, insurers, etc. is mandatory.

ACCIDENT AND INCIDENT INVESTIGATION

Our effective accident or incident investigations follow a defined process and are led by our experienced safety and legal/risk management team. If a major accident or incident occurs, we comply with statutory regulations that require a formal investigation.

ALLOCATION OF ACCIDENT INVESTIGATION RESOURCES

The legal/risk management department will direct whether the following resources will be dispatched for investigation, depending on federal, state and local regulations in conjunction with our own accident investigation level procedures.

- Senior management may go to the scene to provide moral support to staff and customers.
- The local area director of safety may be present to review the employee file, oversee the local investigation and determine if safety guidelines were followed.
- The maintenance department may review records on the vehicle to determine if the vehicle was in good mechanical condition.
- Legal counsel may be consulted.
- Claim vendors may be notified to dispatch adjusters, engineers, or contractors to the scene to assess damage.

REVIEW OF INVESTIGATION REPORT

Each investigation report must be reviewed by a local supervisor at the customer service center who has not been involved in conducting the investigation. This review process includes checking recommendations are made, dealing with the underlying causes of the accident, following the requirements outlined above, and production of action plans outlining the execution of the recommendations including timescales for execution and resource allocation.

ACCIDENT LOG AND INCIDENT METRICS

- A thorough process for implementing recommendations is critical to help prevent reoccurrences. Once the accident or incident has been reported and investigated, recommendations are made and recorded on the safety action log used to track actions to address the recommendations. Incident metrics provide a means of detecting trends or hazards which may otherwise go unnoticed. Reviewing these metrics helps us to address safety issues and to develop more precise risk assessments and appropriate controls.

10

Incident Response and Management

We understand that an effective response to an incident is critical to the safety of all persons involved and to the prevention of further harm. Our incident management teams are prepared to control the situation and to immediately establish safe conditions, communication and support.

ACCIDENT RESPONSE AND PROCEDURES

It is our goal to have a unified and consistent approach to accident response and procedures. Accident response procedures begin immediately with a report to dispatch to notify all appropriate parties according to the severity of the accident. In the case of minor or major injuries, or if children are on board, immediate notification to the authorities will occur.

Employees are also required to contact our crisis hotline as part of the reporting process so that we can troubleshoot any situation and ensure that the proper response plan is crafted and executed. In addition, each employee is trained to report the incident to our

insurance and claims administrator within 24 hours of occurrence. Sedgwick, our third party administrator, manages auto and general liability claims and workman's compensation, working closely with our legal/risk and safety departments to ensure that claims are effectively managed.

ACCIDENT PROCEDURES

Our bus drivers are trained in this procedure for accidents, never leaving the bus unattended.

- Do not move the vehicle until directed to do so by the authorities
- Contact dispatch with the following information:
- Bus and route number
- Location of accident
- License of other vehicle (if applicable)
- Whether students are on board, and if so, notify state and local police
- Description of injuries and whether medical attention is required
- Number of students on board
- Whether or not emergency vehicles are needed
- Gather the required information for the accident report card, including:
- Name, address, and driver's license number of other drivers involved
- Insurance company name and policy number
- Name of investigating officer and agency
- Distribute courtesy witness cards to any potential witnesses
- Refer all insurance coverage questions to risk management
- Assist law enforcement officials as necessary
- At the return to the customer service center, give a complete report to the supervisor
- In accordance with all local laws and company policy, the local manager/supervisor must arrange for the administration of a drug and alcohol test on the vehicle driver.

11

Safety Audit and Management Checks

All areas of our business are subject to safety auditing and management checks. Safety audits are completed by area directors of safety; results are then analyzed and recorded by our local teams and local safety committee.

SAFETY AUDITING

Our audits give us the assurance that standards for safety are delivered according to requirements, and that the requirements are effective and appropriate. Auditing provides a basis for updating our safety management requirements to reduce risks in our business. Where there are unsafe or potentially unsafe working practices or conditions, these checks provide an excellent means for taking immediate corrective action to reduce risk. Management checks are mandated at all levels, providing a key component of safety performance monitoring in all locations.

SCOPE AND APPLICATION OF REQUIREMENTS

Our standard establishes minimum requirements to be applied at our locations to ensure safety audits and management checks are undertaken in a consistent, rigorous, and effective manner. Audit and management checks in this standard cover activities carried out by our employees and our contractors, and include three tiers of audit:

- **Management checks** – Regular checks carried out by management to ensure day-to-day activities are being conducted safely and in accordance with standards, policies, working instructions and procedures.
- **Internal audits** – Conducted in each customer service center by functionally independent auditors, e.g., area director of safety to check compliance with implementation of standards and policies.
- **External audits** – Commissioned to provide an independent review of the implementation and effectiveness of safety management policies. Audit reports are provided to us for review.

12

Safety Validation of Change

We recognize that changes to your district's transportation services may introduce or increase safety risks if not carefully managed. Managing risks associated with change involves determining the level of safety required, any change process that may need to be implemented and auditing for control.

OUR SAFETY COMMITTEE

Each company facility will have an established safety committee – typically six members including a member of the driver management staff, a maintenance supervisor and a minimum of four drivers. Members meet monthly and when needed to review accidents or injuries in a timely manner. Safety assessment and auditing discussions will be kept on file at the facility for review by the area director of safety and area management. The safety committee assesses and audits accidents and injuries by:

- Detecting and eliminating unsafe conditions, practices, procedures and policies
- Reviewing all motor vehicle accidents, determining cause and recommending prevention measures with the direction and assistance of SVP Safety and legal counsel if deemed necessary
- Reviewing all employee work-related injuries or illnesses, determining cause and recommending prevention measures
- Conducting regular safety inspections of the facility
- Identifying physical hazards in the service area
- Promoting safety awareness
- Acting as role models through strict adherence to company safety policies and procedures
- Assisting the local management staff with the facility safety communication program
- Soliciting feedback and suggestions from employees and making recommendations to management on safety and training issues
- Recommending safety incentive programs
- Recognizing safety accomplishments

Safety Committee Training

The area director of safety assists with instruction. Training topics may include:

- Determining accident/injury root cause
- Safety incentive programs
- Safety communication programs

- Facility safety inspections
- Hazard identification and correction
- Safety policies and procedures
- Group dynamics

OCCUPATIONAL SAFETY AND HEALTH ACT COMPLIANCE (OSHA)

Per OSHA requirements, we provide our employees with a workplace free of recognized hazards that have the possibility of causing an injury. We are committed to providing a safe work environment and to complying with all governmental safety regulations. Our safety programs and efforts comply with the following OSHA requirements:

- Provide well maintained tools and equipment, including personal protective equipment.
- Provide training on hazardous communications, bloodborne pathogens, lock out tag out, accident investigation, safety committee development, etc.
- Maintain proper documentation of training to ensure training is current and provided on a regular basis.
- Conduct regular workplace safety inspections to identify potential hazards and to develop corresponding action plans to remedy any issues.
- Report within eight hours to OSHA any accident that results in a fatality or within 24 hours the hospitalization of one or more employees.
- Maintain an OSHA 300 log at each customer service center, updating as needed. Post the log in each customer service center according to required timelines.
- Each customer service center will post the OSHA poster that informs employees of their rights and responsibilities, and ensure that employees are knowledgeable in communicating safety issues to local management so they can be corrected in a timely fashion.

In addition, our team of area safety directors and corporate safety staff analyze all injuries to develop safety programs in various areas including slip, trip, and fall prevention and safe body mechanics.

AREA AND CORPORATE SUPPORT

Certified Safety and Health Management (CSHM) Credentials

All of our area safety directors have or are in process of receiving the Certified Safety and Health Management (CSHM) certification, the only “safety management” designation that is fully accredited by the Council of Engineering

and Scientific Specialty Board. The CSHM certification is by the Institute for Safety and Health Management (ISHM), founded by the National Safety Management Society as the credentialing organization to establish professional standards.

Employee and Management's Shared Safety Responsibility

Our employees have the responsibility to ensure their environment is safe for themselves and for the safety of the children they transport; we take injury prevention very seriously. We give a thorough training program for new employees along with ongoing training through monthly safety meetings. We maintain each employee's focus on safety through posters, daily safety messages and contests.

Cooperative Effort

We preserve and improve our safety record through a cooperative effort between supervisors and employees, and between colleagues at all levels to contribute to safe working conditions and accident-free performance. Our area safety directors and corporate safety staff meet monthly to review trends, discuss initiatives, and provide training and share ideas and best practices between customer service centers throughout the organization.

Our safety professionals provide support for each customer service center in the following areas:

- Training and developing managers and supervisors
- Promoting safety and developing company programs
- Conducting a bi-annual safety audit
- Improving loss prevention by minimizing risk

Additional Information

We routinely hold company-wide safety conferences. This event allows our general managers to interact with area and corporate support staff and to set safety expectations for the following school year. Breakout sessions are held to provide guidance on safety initiatives and reporting requirements.

Safety meetings provide important information such as reviews of accidents, outlining steps to prevent future accidents of the same type, recognition of safe drivers, suggestions for promoting safety and identification of potential safety hazards. Attendance is mandatory; attendance at a make-up session is required for any missed meetings. Unexcused absences may result in corrective action including termination.

Safety Inspections

Planned inspections assess implementation of safe arrangements on new or current premises by confirming that hazards have not changed, specified control measures are in place, there are no changes in the environment which could adversely impact on risk and any unsafe acts.

Internal Inspections

We have developed a comprehensive inspection program requiring each customer service center to conduct a monthly internal inspection; results are documented on a facility safety inspection form and corrective action plans are developed to address deficiencies.

Risk and Safety Management Inspections

Safety inspections will be conducted monthly by location management and at biannually, by any member of safety management team. These inspections may also be conducted by outside consultants or business partner vendors with prior notification and authorization by risk and safety management. All safety inspections are in compliance with DOT, OSHA and state school bus regulations, along with our own policies at each operating location. In addition, we conduct an annual review of all school bus legislative requirements to ensure we meet all state laws, rules and regulations in each state of operations.

Executive Team Safety Tours

Members of our executive team visit customer service centers with the purpose of discussing safety initiatives and performance. These visits are informal, providing an opportunity for the local safety team to have an open dialogue with our executive team members about safety at each of our locations.

Inspection Reports

Inspections are recorded on the facility safety inspection form, including date completed, name, location, and activities inspected. The location manager maintains records of inspection schedules, checklists, reports, and monitoring of corrective actions from the initial report to the final completion for audit purposes. Inspection records are kept on file for two years.

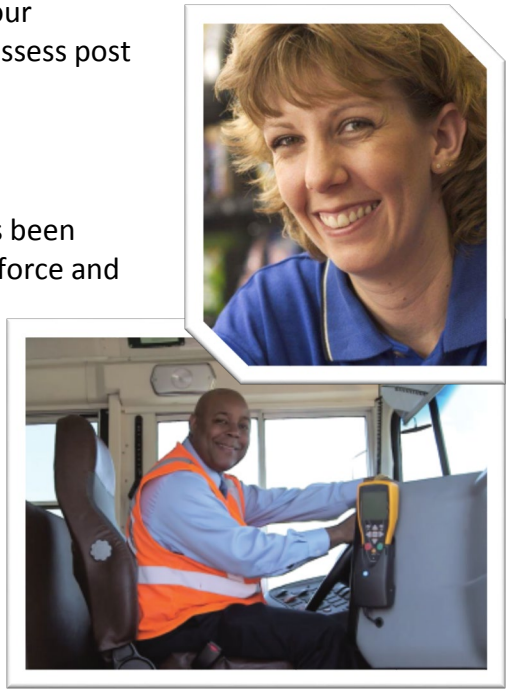
NATIONAL SAFETY DEPARTMENTS AND ADMINISTRATION PARTNERS AND ASSOCIATIONS

We continuously follow new safety initiatives, government safety training seminars, and national safety groups. Below are a few organizations with whom we are proud to be associated:

- U.S. Department of Transportation
- Federal Motor Carrier Safety Administration (FMCSA)
- Occupational Safety and Health Administration (OSHA)
- National Safety Council
- National Association of Pupil Transportation (NAPT)
- American School Bus Council (ASBC)
- National Student Transportation Association (NSTA)

EMERGENCY EVACUATION PERFORMANCE

When emergency circumstances arise in our communities, we are fully prepared to engage in the evacuation procedures. Our emergency action plan and safety response guides were developed to train our employees on how to prepare, react and assess post emergency situations.



Employee Retention

Septran's total compensation program has been designed to retain the current driver workforce and to attract prospective employees. We offer competitive driver wages, health, dental and a 401(k) plan. We also believe in developing our employees to grow with our organization. We also believe in recognizing our employees who go above and beyond their job duties with ***Enjoy the Ride***, a program that rewards those individuals for outstanding performance.

BENEFIT PLANS

Full-Time Employees Plan

Our organization provides company contributions toward medical insurance through BlueCross BlueShield (BCBS). There is a choice of three PPO plans offering in-network and out-of-network benefits; one of which is a High Deductible Health Plan (HDHP) offering that includes a Health Savings Account. Employees have copays for office visits and prescriptions, and pay deductibles and coinsurance for hospital services for the non-HDHP plan offerings. The HDHP Plan requires that employees meet the deductible before the plan pays and copays are only for prescriptions, everything else is paid by coinsurance. Dental and vision insurance is available for purchase.

Additional benefits include:

- Company-paid basic life and accidental death and dismemberment
- Company-paid long-term disability insurance
- Company-paid employee assistance program
- Tuition reimbursement program
- Voluntary short-term disability insurance
- Voluntary life insurance for employee, spouse and dependents
- Voluntary group legal plan
- Flexible spending accounts available for participation
- Paid vacation
- Paid sick time
- Paid holidays
- Retirement plan – matching 401(k) retirement savings plan (with company match of up to 4%) vested immediately

Part-Time Employees Plan

Medical Coverage

Drivers and monitors have the option of the below:

- **Kemper MEC** – This plan provides preventive and wellness benefits that satisfy the individual mandate under the health care reform law.
- **Kemper Buy Up** – Includes the KBA MEC plan plus a limited indemnity benefit plan. The plan reimburses a set amount per service. Once the employee reaches the maximums, no additional benefits are paid for the plan year. The KBA Buy Up plan also includes a limited prescription benefit.
- **Kemper Stand-Alone Rx**

Additional Benefits Provided to Part-Time Drivers and Monitors

- Retirement plan – matching 401(k) retirement savings plan (with a company match of up to 4%) vested immediately
- Company-paid life insurance
- Company-paid employee assistance program
- Tuition reimbursement program
- Dental and vision insurance are available for purchase
- Group legal plan available for purchase
- Paid physicals, drug screens and alcohol screens
- Outside charter work opportunity, where our company owns the fleet, for drivers for other contracts and non-school district customers, such as day care centers, churches, summer camps, etc.

ENJOY THE RIDE PROGRAM

Our company strives to create an engaged workforce where employees enjoy their jobs and feel appreciated for what they do. The ***Enjoy the Ride*** program was built around our company's vision and values and is designed to recognize safety and excellence, develop our people, celebrate years of service to our customers and encourage involvement in the community. The ***Enjoy the Ride*** program drives engagement and retention for all employees.

ENJOY THE RIDE

excellence ▪ safety ▪ people ▪ community ▪ customer

EMPLOYEE DISCOUNTS

PerkSpot

PerkSpot is an online program that allows employees to find discounts and rebates on goods and services from many of the best known brand names in the U.S. and Canada. The PerkSpot site is updated daily with new deals and discounts on clothing, home furnishings, jewelry, cell phones, travel and vacation packages, and more. Discounts may range from 5% to 50% off retail value.

Fleet Experience and Performance Results

Our organization currently operates a fleet of more than 26,500 buses. We have developed a fleet and maintenance program that combines high maintenance standards with evolving engineering technologies.

Results:

- Less than 1% in service failure rate
- Process and compliance with on-time preventative maintenance
- Technician recognition program in place to increase certified master ASE technicians

Our fleet and maintenance program consists of:

- Proposed fleet and specifications
- Green fleet sustainability
- Preventive maintenance and inspection programs
- Dossier maintenance software
- OEM manufacturers warranty and inventory parts
- Maintenance training and certification
- Shop blue seal certification program for eligible maintenance facilities

"We're always looking for and evaluating new technologies to enhance safety."

– Keshav Ragunathan, Senior Director Asset Management & Engineering

Proposed Fleet

Septran is proposing buses which will meet the bid specifications for your district. Our fleet will meet all requirements for your state and district.

FLEET COMPLIANCE AND SPECIFICATIONS

All buses will be inspected and maintained in compliance with applicable state and federal statutes, ordinances and regulations, meeting or exceeding the state minimum safety standards for school buses. Vehicles shall be kept in a clean and sanitary condition. We will make sure we have sufficient spare vehicles available to accommodate any short-term increase in ridership or activities, as well as to ensure vehicles are rotated in and out of service so they may receive their regularly scheduled preventive maintenance. We will provide a supply of spare buses to comply with the spare school bus ratio required by your district.

FLEET REPLACEMENT SCHEDULE

Per the district requirements, we will follow the replacement schedule as outlined in the bid specifications.

Our company will begin adding Fogmaker fire suppression to any new company purchased fleet. Fogmaker, which is installed in the engine compartment of a vehicle, uses water mist to suppress fires by displacing oxygen and reducing the ambient temperature to prevent re-ignition. It also blankets fuel sources with biodegradable, non-toxic foam. This system is armed at all times even when the bus is parked and powered off. This newly added feature will provide extra time for bus evacuations and give our drivers another tool allowing them do their job better.

WHITE FLEET

We may provide the district with white fleet maintenance services or will provide the district with a white fleet, which includes parts ordering and maintenance.

GREEN FLEET SUSTAINABILITY

We have improved and renewed our focus on environmental policies and procedures to meet regulatory compliance in an effort to reduce our carbon footprint and protect biodiversity. We are committed to safeguarding surrounding ecosystems.

Limiting Engine Idling – We recognize the impact fuel consumption has on the environment. A well-maintained and properly operated vehicle will help fuel efficiency.

Fuel – We have extensive experience in using alternate fuels; a number of our locations use CNG and propane fuel. Based on your district's need, we can provide you with a quote for alternative fuel vehicles if desired.

Green School Bus Fleet Certified

The National School Transportation Association (NSTA) Green School Bus Fleet Certification program recognizes NSTA members for environmental efforts through the use of technology. It is the only certification program for the school bus industry that is endorsed by the U.S. Environmental Protection Agency's Clean School Bus USA program. To obtain certification, contractors must complete a survey for each site and submit it to NSTA to be scored.

There are four levels of certification:

- **Platinum Status** – The operator must demonstrate having a written anti-idling policy plus a fleet with an average emission reduction levels of 85% overall (equal to 100% of the fleet at tier 3 level) using any combination of OEM, EPA/CARB verified after-treatment technologies or alternative fueled vehicles.

- **Gold Status** – The operator must demonstrate having a written anti-idling policy plus a fleet with an average emission reduction levels of 42.5% overall (equal to 50% of the fleet at tier 3 level) using any combination of OEM, EPA/CARB verified after-treatment technologies or alternative fueled vehicles.

- **Silver Status** – The operator must demonstrate having a written anti-idling policy plus a fleet with an average emission reduction levels of 25% overall (equal to 50% of the fleet at tier 2 level) using any combination of OEM, EPA/CARB verified after-treatment technologies or alternative fueled vehicles.

- **Bronze Status** – The operator must demonstrate having a written anti-idling policy plus a fleet with an average emission reduction levels of 12.5% overall (equal to 50% of the fleet at tier 1 level) using any combination of OEM, EPA/CARB verified after-treatment technologies or alternative fueled vehicles.

Facility Safety Inspections

Periodic facility safety inspections are a vital part of our overall safety compliance program to ensure the safest work environment possible for employees and other persons visiting our facility by identifying unsafe conditions and physical hazards prior to the occurrence of a loss, and by removing the unsafe condition or physical hazard from the workplace.

Facility safety inspections are conducted monthly by location management and biannually by the safety management team. Findings are documented and corrective actions are developed to address any deficiencies and documented on a safety action plan.

Environment and Sustainability

ENVIRONMENTAL MANAGEMENT AND POLICY STATEMENT

We are committed to operating our business in a manner that reduces the impact of our activities on the environment.

We strive to:

- Continually improve the environmental performance of our business through training, audits and evaluations
- Comply with all environmental laws and requirements
- Recycle waste generated through our bus maintenance to the maximum extent possible
- Minimize the release of hazardous substances that have potential for environmental harm
- Minimize the use of natural resources through initiatives like recycling
- Use technology to monitor emissions
- Ensure environmental considerations are taken into account when developing new sites or upgrading existing facilities

FACILITY ENVIRONMENTAL POLICIES

The following are some examples of our facility environmental policies.

Storm Water Permitting

Facilities with storm water discharge shall meet the requirements established by the NPDES storm water regulations, including training, monitoring, record keeping and reporting. The general manager ensure that all requirements are met, that the appropriate personnel have been designated to conduct visual and analytical monitoring of storm water discharges (if required), that designated staff has been appropriately trained to conduct required monitoring, and that they understand the required monitoring frequency, and complete the appropriate paperwork. Budgets include allowances for fees related to storm water permits.

Spill Prevention, Control, and Countermeasure (SPCC)

For spill prevention measures, we work proactively to prevent an occurrence of a spill or release of materials to the environment.

The general manager is responsible for regular review of the SPCC Plan to ensure that the plan reflects the current operations conducted onsite, that all facility-specific information is correct, that required monthly site inspections of the material storage areas are conducted, and that records of the inspection are maintained onsite.

Spill and Release Response

Spills and releases of hazardous substances, including petroleum products, on or near properties, right-of-ways, or streets and highways where vehicles operate are cleaned up, reported, investigated, and precautions will be taken to prevent injury to the public, passengers, employees and property.

The first responder will report the spill to the general manager and trained employees will follow standard operating procedures for effectuating the containment, control and cleanup of the spilled material. Our environmental team will oversee cleanup and ensure that all assessment, tracking and reporting requirements are followed.

Hazardous Waste Management

The U.S. Environmental Protection Agency and equivalent state environmental regulatory agencies regulate solid and hazardous wastes under the Resource Conservation and Recovery Act (RCRA).

RCRA's goals are to:

- Protect the public from the hazards of waste disposal
- Conserve energy and natural resources by recycling and recovery
- Reduce or eliminate waste
- Cleanup waste, which may have spilled, leaked or been improperly disposed

All waste generated by the facilities will be properly managed onsite and sent to company approved waste vendors only. We will ensure the facilities will not accept or store onsite at any of its facilities any hazardous waste which has been generated.

Oil Recycle Program

We use a third party oil recycling company to remove used oil and oil filters from our facilities and deliver the oil to a recycling facility. The collection company and recycling facility are both regulated entities.

Tires and Batteries

We use third party vendors for both tire recap and recycle as well as used battery recycling. Using these vendors, we redirect potential waste products from being landfilled.

NO IDLING POLICY

We are committed to reducing the amount of time our buses spend idling and have implemented an Idling Policy. Under our policy, all drivers must complete anti-idling training. Limiting engine idling is a practice Septran takes seriously as we recognize the impact fuel use has on the environment. Diesel engines burn one gallon of fuel per hour, emitting pollutions in the air and adding substantial cost to the fuel budget. Since its inception, this policy has resulted in reduced excess idle times, reduced pollution and increased fuel savings.

"Recognizing that our operations can also have an impact on the environment, we are trying to minimize the effects through good management practice."

– Dean Finch, Group CEO

Financial Qualifications

Septran, Inc. is a division of National Express LLC, the North American subsidiary of National Express Group, PLC, one of the largest transportation firms in the United Kingdom. We have a strong balance sheet, the ability to obtain capital and to fund capital expenditures, and a proven track record of financial performance.

Our solid company history is the foundation for our strong operational success today.

Insurance Rating

Septran's insurance carrier, Old Republic Insurance Company, is licensed to do business in your state and is rated in the current edition of A.M. Best's Insurance Guide as A.

Upon award, we will issue an insurance certificate indicating your district as the additional insured.

Surety Rating

Septran's surety providers, Argonaut Insurance Company and Travelers Casualty and Insurance Company of America, are licensed to do business in your state. As rated in the current edition of A.M. Best's Insurance Guide, Argonaut's A.M. Best rating is A and Travelers is A++.

SD308 COMMUNITY UNIT SCHOOL DISTRICT

SEPTRAN
STUDENT TRANSPORTATION

Remit to:
SEPTRAN
***Please hold check for pick up**

Transportation Department
55 Stonehill Dr
Oswego IL 60543

Oswego Community Unit School District 308
4175 Route 71
Oswego, IL 60543

Invoice #: **91859341**
Customer #: **149861**
Date: 9/9/2021

Service Month: AUGUST

Modified Invoice 9/9/2021

	Oswego CUSD 308 Amount		Septran Amount	
Regular Education:				
Route Billing	$ 51,392.60		$ 51,392.60	41120
Excess Hours	$ 14,684.84		$ 14,684.84	41120
Monitor/Aide Billing	$ 11,673.60		$ 11,673.60	41438
Excess Hours	$ 5,101.50		$ 5,101.50	41438
Fuel Reimbursement	1,024.98		$ 1,024.98	52110
Penalties	$ -		$ -	1
	$ 83,877.52		**$ 83,877.52**	
	4025507153303-331			
Total	**$ 83,877.52**	**Total**	**$ 83,877.52**	

SEPTRAN
STUDENT TRANSPORTATION

Please include the Invoice Number on all remittances.

Invoice	**Billing Date**
91859341	03-Sep-2021
Terms	**Due Date**
30 Net	03-Oct-2021
Purchase Order Number	**Sales Order**
Customer Number	**Customer Location**
149861	3086

Bill To:
Attn: Accounts Payable
OSWEGO SCHOOL DISTRICT 308 [Yorkville]
55 STONEHILL ROAD
OSWEGO, IL 60543

Remit To:
Septran Student Transportation
32274 Collections Center Dr.
Chicago, IL 60693-0322

01-AUG-21 - 31-AUG-21 Oswego SPED Home to School August 2021

Line Num	Description	Hours	Miles	Quantity	Unit Price	Amount
1	Oswego SPED Home to School August 2021			1	82,852.54	82,852.54
2	Fuel Escalator			1	1,024.98	1,024.98

Total	83,877.52
Amount Applied	0.00
Amount Credited	
Amount Adjusted	0.00
Payments and Credits	0.00
Outstanding balance as of 07-Sep-2021 in USD	83,877.52

Special Instructions
For questions regarding this invoice, please contact your local representative or email ARHelpdesk@nellc.com

SD308
COMMUNITY UNIT SCHOOL DISTRICT

SEPTRAN
STUDENT.TRANSPORTATION

Remit to:
SEPTRAN
***Please hold check for pick up**

Transportation Department
55 Stonehill Dr
Oswego IL 60543

Oswego Community Unit School District 308
4175 Route 71
Oswego, IL 60543

Invoice #: **91863413**
Customer #: **149861**
Date: **10/14/2021**

Service Month: SEPTEMBER

Modified Invoice 10/14/2021

	Oswego CUSD 308 Amount		Septran Amount	
Regular Education:				
Route Billing	$ 76,254.88		$ 76,254.88	41120
Excess Hours	$ 24,553.73		$ 24,553.73	41120
Monitor/Aide Billing	$ 18,969.60		$ 18,969.60	41438
Excess Hours	$ 9,786.90		$ 9,786.90	41438
Fuel Reimbursement	1,899.01		$ 1,899.01	52110
Penalties	$ -		$ -	1
	$ 131,464.12		**$ 131,464.12**	
	4025507153303-331			
Total	**$ 131,464.12**	0.00 **Total**	**$ 131,464.12**	

SEPTRAN
STUDENT TRANSPORTATION

Please include the Invoice Number on all remittances.

Invoice	Billing Date
91863413	04-Oct-2021
Terms	**Due Date**
30 Net	03-Nov-2021
Purchase Order Number	**Sales Order**
Customer Number	**Customer Location**
149861	3086

Bill To:
Attn: Accounts Payable
OSWEGO SCHOOL DISTRICT 308 [Yorkville]
55 STONEHILL ROAD
OSWEGO, IL 60543

Remit To:
Septran Student Transportation
32274 Collections Center Dr.
Chicago, IL 60693-0322

01-SEP-21 - 30-SEP-21 September Oswego
Special Ed Home to School

Line Num	Description	Hours	Miles	Quantity	Unit Price	Amount
1	September Oswego Special Ed Home to School			1	129,565.11	129,565.11
2	Fuel Escalator			1	1,899.01	1,899.01

Total	131,464.12
Amount Applied	0.00
Amount Credited	
Amount Adjusted	0.00
Payments and Credits	0.00
Outstanding balance as of 05-Oct-2021 in USD	131,464.12

Special Instructions
For questions regarding this invoice, please contact your local representative or email ARHelpdesk@nellc.com