

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Raymond E. Lechner, Ph.D.

Superintendent

Wilmette Public Schools District 39



We would like to formally request an F.O.I.A. for the Regular Student Transportation Contract FY 18 – 20 that has been awarded to North Shore Transit, for your district. We would like to ask for all materials, correspondence, emails, notes and your scoring matrix (for each of the contractors who submitted bids) that your business office used to assess the school bus transportation criteria for the basis of your award to a company that was not the lowest qualified bidder. We would like to make these requests based on the school district's Board Report dated February 27, 2017. Pursuant to the Freedom of Information Act (5 ILCS140/1.1)

The School Code ILCS 5/10-20.21 states that bids can be awarded by first considering the bidder or bidders most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price. However, at no time shall a cause of action lie against a school board for awarding a pupil transportation contract per the standards set forth in the subsection (a) unless cause of action is based on fraudulent conduct.

To quote your board report we will show you our questions and concerns:

1. Safety and comfort were the highest valued criteria in our matrix. NST scored very high with uniformly positive references, while A I Bus and Alltown Bus references indicated difficulties with being on time to bus stops and parent communications. References for AI Bus and Alltown indicated there appears to be impact from high driver turnover. Lack of timeliness in arrival at bus stops creates safety issues which are exacerbated by poor parent communications.
2. NST outsourced the other two vendors in Quality criteria, based on supervision, staff/driver training, customer service and other factors. For example, AI Bus and Alltown indicate that a single person would be assigned to the district's account while NST has a team, as noted in their organization chart, to address any issues that arise.
3. NST outsourced the other two vendors in the Technology criteria as the only vendor to agree in its bid to use the District's software, Versa – Trans.
4. NST has provided the district with the strongest proposal and is the best fit for our district. Although NST had the highest overall cost, it's per route rate was reduced by 13% over this year's rate. This reduction was due to economies of scale gained from increased business at their Skokie location.
5. The rate of retention is about 55% for the same drivers from year to year for our district.
6. NST is committed to safety.

7. Over 95% of their fleet is using bio-diesel fuel, which may reduce harmful emissions by over 30% and is better for the environment and the children we transport.

Alltown Bus Service scored 12.5 (out of 25 Points) on the matrix used in Factor A. Safety and Comfort. Description of that column states: Communications, routing, accidents, driver turnover. Question is, how and where did the district obtain this information about Alltown Bus Service?

Alltown Bus Service scored 11.3 (out of 15 points) on the matrix used in Factor C. Quality. Description of that column states: Supervision, staff Training, Customer Service. Question is, how and where did the district obtain this information about Alltown Bus Service?

Alltown Bus Service scored 9.4 (out of 15 points) on the matrix used in Factor E. References. Description of that column states: Service Quality. Question is, how and where did the district obtain this information about Alltown Bus Service? Can the district produce this information in detail from the references that Alltown Bus provided?

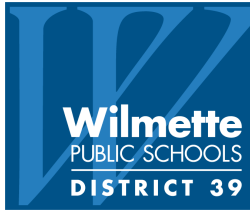
Alltown Bus Service scored 13.1 (out of 15 points) on the matrix used in Factor F. Tech Exper. Description of that column states: Technical Expertise. Question is, how and where did the district obtain this information? Can the district produce proof or (do they know) that Alltown Bus Service personnel do not have the experience with Versa – Trans?

It appears that much of the evaluations in the Matrix used, was based on material not requested in the bid specs. At no time during the district's evaluation process did the district reach out to Alltown for additional information that you seem to have only on the carrier currently providing service to your district.

The Board Report has been made public on your web site, to the public and private sector. Incomplete or inaccurate information so published may be defamatory and cause harm to our reputation and our business in the future.

Thank you,

  
Greg Polan



Mikaelian Education Center  
615 Locust Road  
Wilmette, Illinois 60091

**Gail F. Buscemi**  
Business Manager

buscemig@wilmette39.org  
t 847.512.6001  
f 847.256.1782

March 21, 2017

**Via Electronic Mail Only**

Mr. Greg Polan  
Alltown Bus Service, Inc.  
7300 N. St. Louis  
Skokie, IL 60076

**RE: RESPONSE TO FOIA REQUEST**

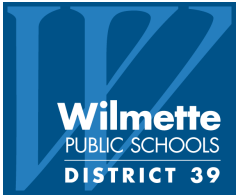
Dear Mr. Polan:

This letter is in response to your *Freedom of Information Act* (“FOIA”) request received by the District on March 14, 2017. Specifically, you requested the following:

*“We would like to formally request an F.O.I.A. for the Regular Student Transportation Contract FY 18-20 that has been awarded to North Shore Transit, for your district. We would like to ask for all materials, correspondence, emails, notes and your scoring matrix (for each of the contractors who submitted bids) that your business office used to assess the school bus transportation criteria for the basis of your award...”*

We have interpreted your request as a request for the RPF and addenda for the above contract, as well as the bids responsive thereto, the materials, correspondence, email, notes and scoring matrix used by the business office to assess those bids, and the resulting contract. As such, we have compiled documents responsive to your request, and due to the size of the files these scanned documents are attached to 4 separate email messages.

Because the information you have provided to the District contemporaneously with your FOIA requests indicates that your request for information is related to and will be used for the solicitation of District and/or other business, it is our understanding that your request is made for a commercial purpose as defined in subsection (c-10) of Section 2 of this Act. A person whose request to inspect or copy a public record was treated by the public body as a request for a commercial purpose under Section 3.1 of this Act may file a request for review with the Public Access Counselor for the limited purpose of reviewing whether



the public body properly determined that the request was made for a commercial purpose. A person whose request is for other than a commercial purpose has a right to have a denial of a FOIA request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor  
Office of the Attorney General  
500 South 2nd Street  
Springfield, Illinois 62706  
Fax: 217-782-1396  
E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this partial denial letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of your partial denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

Sincerely,

Gail Buscemi  
Business Manager/FOIA Officer

Attachments:

1. Response to Alltown FOIA 170321.pdf
2. Bid Tab\_Eval
  - Bid Tabulations-Bus Bids.pdf
  - Bus Bid EvaluationNarrative.pdf
  - Eval Matrix.pdf
3. Invitation to Bid
  - Addendum #1.pdf
  - Addendum #2.pdf
  - WPSD39\_Bus Bid 2017-18.pdf
4. Reg Ed Contract 2017\_2020.pdf
5. Transportation Bids Received (email messages 2-4)
  - AI Bus Service.pdf
  - Alltown Bus Service.pdf
  - North Shore Transit.pdf

WILMETTE PUBLIC SCHOOLS DISTRICT 39  
FY 18-20 REGULAR TRANSPORTATION SERVICES CONTRACT

BID PROPOSAL

CONTRACT/BID BOND ADD. 1 & 2

ALL TOWN BUS Yes Yes

2017/2018 Regular Education Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per single shuttle tier	115.5	3	176	60,984.00
Cost per single tier - Private	299	1	176	52,624.00
Cost per triple tier - WJHS/HMS/E lementary	299	4	176	210,496.00
Cost per quadruple tier	299	5	176	263,120.00
Midday routes	99.9	6	176	105,494.40

2017/2018 Activities, Charters, and Field Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	52.5	630	33,075.00
Minimum Trip Charge	3 Hours - \$157.50		

2017/2018 Athletic Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	55.9	145	8,105.50
Minimum Trip Charge (may not exceed two hours)			

2017/2018 Evacuation Drills Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	25	48	1,200.00
Minimum Charge			

2018/19 Percentage Increase for Year 2	3%
2019/20 Percentage Increase for Year 3	3%

Summer School Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per triple tier	299	4	19	22,724.00

Savings if the District Waives the Performance Bond Requirement: \_\_\_\_\_ \$2,600.00

Cost of Monitors per Route: \_\_\_\_\_ 90.00/route/day

A 1 BUS SERVICE Yes Yes

2017/2018 Regular Education Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per single shuttle tier	30	3	176	15,840.00
Cost per single tier - Private	240	1	176	42,240.00
Cost per triple tier - WJHS/HMS/E lementary	275	4	176	193,600.00
Cost per quadruple tier	300	5	176	264,000.00
Midday routes	100	6	176	105,600.00

2017/2018 Activities, Charters, and Field Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	45	630	28,350.00
Minimum Trip Charge	3 Hours - \$135.00		

2017/2018 Athletic Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	50	145	7,250.00
Minimum Trip Charge (may not exceed two hours)	\$100.00 (2 Hours)		

2017/2018 Evacuation Drills Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	45	48	2,160.00
Minimum Charge			

2018/19 Percentage Increase for Year 2	3%
2019/20 Percentage Increase for Year 3	3%

Summer School Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per triple tier	275	4	24	26,400.00

Savings if the District Waives the Performance Bond Requirement: \_\_\_\_\_ \$ 4,970.00

Cost of Monitors per Route: \_\_\_\_\_ \$95.00

NORTH SHORE TRANSIT Yes Yes

2017/2018 Regular Education Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per single shuttle tier	106.54	3	176	56,253.12
Cost per single tier - Private	301.25	1	176	53,020.00
Cost per triple tier - WJHS/HMS/E lementary	319.62	4	176	225,012.48
Cost per quadruple tier	319.62	5	176	281,265.60
Midday routes	113.13	6	176	119,465.28

2017/2018 Activities, Charters, and Field Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	60.72	630	38253.6
Minimum Trip Charge	3 Hours - \$182.16		

2017/2018 Athletic Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	60.72	145	8,804.40
Minimum Trip Charge (may not exceed two hours)	2 Hours - \$121.44		

2017/2018 Evacuation Drills Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour		48	
Minimum Charge			

2018/19 Percentage Increase for Year 2	
2019/20 Percentage Increase for Year 3	

Summer School Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per triple tier		4	19	

Savings if the District Waives the Performance Bond Requirement: \_\_\_\_\_

Cost of Monitors per Route: \_\_\_\_\_

## **Bus Bid Evaluation February 2017**

Per invitation to bid Award of Contract- item # 83

Factors to be considered in evaluation proposals will include an analysis of the Bidder's ability to provide safety and comfort for the students, stability of service and other factors relating to the terms of delivery, quality and serviceability, including quality of supervision, training procedures and practices general experience, satisfaction of references, financial responsibility of the Bidder and any other information the District deems appropriate for its evaluation. Price shall also be a significant factor.

In addition I followed the ILCS 5/10-20.21 which states that bids can be awarded by first considering the bidder or bidders most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.

Six Criteria were used to prepare a weighted evaluation matrix. The criteria is as follows:

Cost-cost of bus service

Stability- stability of service provider, proof of financial stability

Quality-Supervision, Staff/driver training, Customer Service

Familiarity-Familiarity with schools & routes

References-service quality as reported from bus company provided references

Tech Experience-Technical experience with routing software, communication software

Each Company was evaluated on the above criteria.

**AI Bus Service**-founded in 2007, current fleet 43 buses, bus yard at 7508 St Louis Skokie, IL, currently ½ their fleet is fitted with video camera systems, plan to outfit in the near future.

**Cost**- lowest bidder at \$299/triple or quadruple route.

Current customers list is typically private schools, special ed routes on a limited basis and in 2010 approved to do charter service for CPS.

### **References checked-**

Sacred Heart Schools (high school) only reference that returned the call-indicated they transport 405 students with 9 buses and 13 stops, drivers are pretty consistent and know their routes, the director of operations is great to work with and will make adjustments if needed within a couple of days.

Spoke with Katie Perkin at Evanston High School where AI does 3 routes am & pm of special ed students. AI does door to door service that is timely and works well for their district. The transportation liaison has been with the school for three years and indicated there is some driver turnover. There is only one driver remaining in the three years of service. AI also does some charter trips when needed.

Called one other references without a response

**Stability**-Company is organized by Agudath Israel of Illinois a 501 (c)(3) corporation that owns the buses and cash that were used to start AI Bus Service LLC. Appears to have the financial backing and has been issued an unmodified opinion on their financial statements.

**Familiarity with Schools**- no acknowledgement of this in proposal

**Technical Expertise**- no reference in the bid proposal to using the district's software, Versa Trans or communication software. They have a transportation manager who oversees dispatchers, routing , management of drivers, communication with schools and districts. No other mention regarding this topic.

**All Town Bus Service**-is currently the 25<sup>th</sup> largest private school bus contractor in the United States. All Town was founded in 1990. The company has 400 buses working out of four locations, two in the city, one in Skokie and one in Harvey.

**Stability** - All Town has a \$10M available in credit lines solely for working capital needs and an additional \$6M available in an equipment credit line. The cost to provide the services requested will not create a financial burden is indicated in the proposal. The reports from their accounts were through Dec 31, 2015 and were on a review basis that indicated they are not aware of any material modifications or misstatements. These reports are not an audit.

**Cost**-Second lowest bidder at \$275/ triple route and \$300/quadruple route.

**References** checked-

New Trier High School-spoke with Frank Lamberti (transportation liaison), she has been working with All Town for 12 years. Frank indicated that all the routes are made by All Town even if it is late which is not unusual. They have 9 am/pm routes that run 1 tier with 600 riders. The parent communication is not that great but they are looking into an app for students and parents to see where the bus is on the route.

Glenview SD #34- spoke with Eric Miller (Bus Mgr) Glenview transports 4700 students with 45 buses. This is year 3 of a three-year contract. The first two years were awful with late buses, poor communication with parents and actual routing. The school district held several Town Hall meetings with the bus company and parents to air concerns and to address issues in the first two years. The business manager told the bus company if they didn't improve they would not be servicing the district after year three. This last year G. Polan took a more active role and service has been much improved. The district has a dedicated staff member at All Town to call. Glencoe School District #35-spoke with Jason Edelheit how indicated that this is the roughest year yet. All Town has been bussing for them since 2003 and each year it feels like service gets lesser and lesser. This district has 300 riders with 7 routes. This year they had a driver wh had a near miss accident so Glencoe asked for a new driver. The next driver was worse and they are now on their third driver. Jason indicated that the drivers have changed a lot this last year too so the service isn't consistent.

**Familiarity with District:** Services New Trier High School with students located in Wilmette. No other acknowledgement. G. Polan is a community member and his children attended Wilmette PSD #39, but this was not noted in the bid documents.

**Technical Expertise:** no reference in the bid proposal to using the district's software, Versa Trans or communication software. Verbally G. Polan indicated that he is familiar with the software and as long as he has access to our software that isn't an issue.

**Quality:** this refers to supervision, staff training and customer service. All Towns's driver training is high quality along with their equipment maintenance program. Based on references, since I do not see any indication in the bid proposal, the customer service piece seems to be lacking. I see no indication of responsiveness to parent phone calls. I see no indication of a communication process for bus breakdowns or drivers being late on a route.

**North Shore Transit-** is one of 15 wholly owned subsidiaries of Cook-Illinois Corporation. Cook-Illinois is one of the largest school bus contractors in North America. Cook-Illinois provides over 2,200 school buses in and around the Chicago-land area on a daily basis.

**Stability-**The financial reports are current through June 30, 016 and the auditors issued an unmodified opinion. A letter from Wells Fargo bankd indicates the company has a secured revolving line of credit and a secured equipment loans.

**Cost-**The highest bidder at \$319.62/ triple or quadruple route. This is a **13%** decrease in route cost for FY 16-17 at 367.38/triple or quadruple route.

References-Community Consolidated SD # 59 spoke with Mary the transportation liaison who has worked with them for the last 6 years. This district transports 3500 students with 43 buses. They are extremely happy with the service and feel their office team goes above and beyond to make the client happy.

Hawthorne SD #73- spoke with Gloria their bus person. Worked with Lakeside (subsidiary of CookOIllinois) since 2005. This district transports 4000 students on a daily basis. Mary is very happy with the service and the support she gets for routing. Mary indicated that the company will bend over backwards to meet your needs.

**Familiarity with District-** current provider so knows the district routes, students and buildings

**Technical Expertise-** The staff is well versed on using our software for routing along with our Trip tracker program for field trips. Cook-Illinois has a staff member that formerly worked for Versa-Trans as a trainer so the expertise is above and beyond. North Shore is the company that recommended neighborhood stops that would remain from year to year so families would know where their stop will be.



**Quality**- this refers to supervision, staff training and customer service. North Shores driver training is high quality along with their equipment maintenance program. The proposal indicates that the bus fleet will not exceed 5 years with a maximum allowable age for any single unit is 10 years. North Shore has agreed to this. (item #38). North Shore has provided the district with an organizational chart with contact names. North Shore uses a team approach so that any staff answering their phones is able to deal with a call from the district.

Based on the Evaluation Matrix attached, I am recommending we award the contract to North Shore Transit. I acknowledge the cost will be roughly \$43,000 more for the regular school year routes but feel that the continuity with the same company along with the references checked more than compensates for the price.

Transportation Service Provider Evaluation Worksheet

Procurement Description

SERVICE Year **2018**

Scope of Services **Bus Transportation Services-Regular**

Bid Proposal Due Date **2/9/17**

Factor	Description	Maximum Points
A. Safety & Comfort	Communication, routing, accidents, driver turnover	25
B. Stability	Stability of Service Provider, Financial Stability	15
C. Quality	Supervision, Staff Training, Customer Service	15
D. Familiarity	Familiarity with School	15
E. References	Service Quality	15
F. Tech Exper	Technical Expertise	15

Scoring of Factors

Worst 0 1 2 3 4 Best

Falls criterion Exceeds criterion

Tallying Points for Each Factor Score

4

Calculating Overall Points Sum Points for Each Factor

Name	Factor A Safety & Comfort	Factor B Stability	Factor C Quality	Factor D Familiarity	Factor E References	Factor F Tech Exper	Total Points	Factor G Cost
A I Bus Service	2.0 <b>12.5</b>	4.0 <b>15.0</b>	3.0 <b>11.3</b>	1.0 <b>3.8</b>	2.0 <b>7.5</b>	2.0 <b>7.5</b>	<b>57.6</b>	275/300
All Town Bus	2.0 <b>12.5</b>	4.0 <b>15.0</b>	3.0 <b>11.3</b>	4.0 <b>15.0</b>	2.5 <b>9.4</b>	3.5 <b>13.1</b>	<b>76.3</b>	299/299
North Shore Transit	4.0 <b>25.0</b>	4.0 <b>15.0</b>	3.8 <b>14.3</b>	4.0 <b>15.0</b>	4.0 <b>15.0</b>	4.0 <b>15.0</b>	<b>99.3</b>	319.62/319.62
	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	<b>0.0</b>	
	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	<b>0.0</b>	<b>0.0</b>	
	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	<b>0.0</b>	<b>0.0</b>	
	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	0.0 <b>0.0</b>	<b>0.0</b>	<b>0.0</b>	

Gail F Buscemi  
Evaluated by (printed)

*Gail F. Buscemi*  
Evaluated by (Signature)

2/10/17  
Evaluation Date

# WILMETTE PUBLIC SCHOOLS, DISTRICT 39

## INVITATION TO BID TRANSPORTATION SERVICES

### TRANSPORTATION BID SPECIFICATIONS ADDENDUM #1

FEBRUARY 2, 2017

If you have any questions regarding this addendum, please contact Gail Buscemi, Business Manager at [buscemig@wilmette39.org](mailto:buscemig@wilmette39.org). Confirmation of receipt of addendum must be acknowledged on the Bid Proposal Appendix 2 document.

#### **Item I.**

Page 8, #28 a. – The language has been revised to the following:

purchase, pay for and keep in force during the term of the contract and any extension thereof such comprehensive general liability and property damage insurance, as well as automobile liability insurance policies acceptable to the District as shall adequately insure the Contractor and the District and their officers, employees and authorized agents against loss in the following minimum coverage limits:

Bodily Injury & Property Damage	<del>\$10,000,000</del> \$2,000,000 each occurrence
Umbrella Liability	\$25,000,000
Medical Expense Reimbursements	\$50,000 per person
Uninsured Motorists	\$1,000,000 each occurrence
Underinsured Motorists	\$1,000,000 each occurrence

**Item II.**

Page 106 Clarification -The following table provides additional bus route detail:

Bus #	Route	WJHS	HMS	Elem	SFX/SJS	KDG	Other
		7:30/2:55	8:10/3:57	8:45/3:25	8:15/2:55	11:35/12:30	
1	A	x	x	x		x Rom	Band Bus 2
2	B	x	x	x			HMS Music Shuttle
3	C	x	x	x			Act Bus 1
4	D	x	x	x			Act Bus 2
5	E	x	x	x			Band Bus 1
6	F	x	x	x			Band Bus 3
7	G	x	x	x		x CEN	
8	H	x	x	x		x MCK	
9	I	x	x	x		x HAR	
10	J	x	PM only				NT Shuttle 7:40/8:45
11	One Tier Bus				x		MM Orch Shuttle 6:50

**Clarification:**

The Single Tier-Private route is the St. Francis/St. Joe bus route which also does the Marie Murphy Shuttle in the a.m.

**Item III.**

Page 11 # 44

The Contractor shall provide and manage a web-based notification system to communicate time-critical transportation information to District personnel. Currently the District utilizes Bright Arrow to send out messages to parents.

*The Contractor provided web-based notification system is not a requirement of the contract.*

**Item IV.**

Page 10, #38 – Clarification regarding age of buses.

The average age of the Contractor’s bus fleet will not exceed five (5) years. The maximum allowable age for any single unit is ten (10) years. This shall include any spare buses.

*The district will not accept older buses due to parent demands for newer buses.*

**Item V.**

Page 12, # 56- Clarification on contractor provided monitors.

Currently there are 4 monitors that ride the regular transportation bus routes to assist special education students at the district’s cost. Please indicate a cost on the Bid Proposal.

# WILMETTE PUBLIC SCHOOLS, DISTRICT 39

## INVITATION TO BID TRANSPORTATION SERVICES

### TRANSPORTATION BID SPECIFICATIONS ADDENDUM #2

FEBRUARY 7, 2017

If you have any questions regarding this addendum, please contact Gail Buscemi, Business Manager at [buscemig@wilmette39.org](mailto:buscemig@wilmette39.org). Confirmation of receipt of addendum must be acknowledged on the Bid Proposal Appendix 2 document.

#### **Item I.**

Addendum # 1 Clarification on the following table-bus route detail:

Bus #	Route	WJHS	HMS	Elem	SFX/SJS	KDG	Other
		7:30/2:55	8:10/3:57	8:45/3:25	8:15/2:55	11:35/12:30	
1	A	x	x	x		x Rom	Band Bus 2
2	B	x	x	x			HMS Music Shuttle
3	C	x	x	x			Act Bus 1
4	D	x	x	x			Act Bus 2
5	E	x	x	x			Band Bus 1
6	F	x	x	x			Band Bus 3
7	G	x	x	x		x CEN	
8	H	x	x	x		x MCK	
9	I	x	x	x		x HAR	
10	J	x	PM only				NT Shuttle 7:40/8:45
11	One Tier Bus				x		MM Orch. Shuttle 6:50

#### **Clarification:**

McKenzie was on the C route, Harper was on the D route and Romona has the J bus in the pm.

The band bus runs before WJHS and is considered a 4th tier.

The WJHS activity bus runs after HMS and is considered a 4th tier.

The J bus has a run from HMS to Central on the HMS p.m. runs. This is a new route just added called the “Express” Bus. This bus is the first to leave Highcrest and drops all the students at Central School, one stop.

# **WILMETTE PUBLIC SCHOOLS, DISTRICT 39**

## **INVITATION TO BID TRANSPORTATION SERVICES**

### **TRANSPORTATION BID SPECIFICATIONS**

JANUARY 26, 2017

To Be Accepted By:

Gail Buscemi, Business Manager  
Wilmette Public Schools, District 39  
615 Locust Road  
Wilmette, Illinois 60091  
847.256-2450

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6. ATTENDANCE CENTER BELL TIMES

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2. BID PROPOSAL
3. CERTIFICATIONS BY BIDDER AND NON-COLLUSION AFFIDAVIT
4. CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG FREE WORKPLACE  
ACT
5. CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY
6. TRANSPORTATION SERVICES CONTRACT

## **PUBLICATION NOTICE**

### **TRANSPORTATION SERVICES INVITATION TO BID**

NOTICE IS HEREBY GIVEN that the Board of Education of Wilmette Public Schools, District 39 will receive sealed bids for student transportation services. The Invitation to Bid may be found by accessing the District's website at [www.wilmette39.org](http://www.wilmette39.org) and will be available in the District Business Office at 615 Locust Road, Wilmette, IL 60091.

A **mandatory pre-bid meeting** will be held on February 2, 2017 at 9:00 a.m. at Wilmette Public Schools, District 39 Mikaelian Education Center, 615 Locust Road, Wilmette, Illinois. Bidders may submit questions to Gail Buscemi, District Business Manager, at (847) 512-6001 or [buscemig@wilmette39.org](mailto:buscemig@wilmette39.org) until 4:30 p.m. on February 6, 2017. Sealed bids will be accepted per the Invitation to Bid until 2:00 p.m. on February 9, 2017 at which time they will be publicly opened and read aloud.

The Board reserves the right to reject any and all bids, to accept bids in whole or in part, to waive any irregularities or defects in any bid, and to waive technicalities in the bidding should it deem such action be in the best interest of the District.

For Publication on January 26, 2017



## INSTRUCTIONS TO BIDDERS

1. NOTICE IS HEREBY GIVEN that the Board of Education of Wilmette Public Schools, District 39 will receive sealed bids for regular student transportation services. The Invitation to Bid may be found by accessing the District's website at [www.wilmette39.org](http://www.wilmette39.org) and will be available in the District Business Office at 615 Locust Road, Wilmette, IL 60091.
2. **Pre-bid Conference:** A mandatory pre-bid conference will be held on February 2, 2017 at 9:00 a.m. The conference will be held at Wilmette Public Schools, District 39 Administration Building, located at 615 Locust Road, Wilmette, IL 60091. The Bid Specifications will be reviewed and only those in attendance may receive any amendments or corrections as a result of this conference. All bidders or their representatives are required to attend as failing to do so will disqualify the Bidder from submitting bids.
3. Sealed bids must be received in the District Business Office, located at 615 Locust Road, Wilmette, IL 60091, on the forms provided. All bids must be delivered in sealed envelopes marked on the outside, "Transportation Services Bid" and shall be addressed to Gail Buscemi, Business Manager. Bids will be accepted by the District until 2:00 p.m., Central Standard Time, on February 9, 2017, at which time they will be publicly opened and read aloud. The District utilizes the time posted on [www.time.gov](http://www.time.gov) as its official time for bid openings. The District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the District before the specified deadline. No bids or amendments to bids will be accepted after 2:00 p.m. on February 9, 2017. Late bids will be returned to the Bidder unopened.
4. The term of the contract shall be three years beginning August 1, 2017, through the end of the District's summer school program in 2020. The parties may mutually agree in writing to up to two additional one-year extensions of the contract for the 2020-2021 and 2021-2022 school years.
5. Schedule of Events

<i>Event</i>	<i>Date &amp; Time</i>
Advertise ITB, mail public announcements, ITB issued to prospective Bidders	January 26, 2017
Mandatory Pre-Bid Meeting	9:00 a.m. on February 2, 2017
Inquiry Submittal Deadline	4:30 p.m. on February 6, 2017
Deadline for submitting bids (and Bid Opening)	2:00 p.m. on February 9, 2017
Board Recommendation & Vote	February 27, 2017

6. Bids may be modified or corrected by substitution of another bid, via letter or in person, prior to the time and date established for the opening of Bids. The Bidder is responsible for ensuring the District receives any Bid withdrawal correspondence. A telephone request for withdrawing the Bid will not be honored. No bid shall be withdrawn without the consent of the Board of Education after the scheduled closing time for the receipt of bids. All bids submitted must be valid for a minimum period of sixty (60) days after the date set for the bid opening.

7. **As permitted by law, the Board of Education reserves the right to reject any or all bids, or portion thereof, or to waive any informality, irregularities or defects in any or all bids and to accept that bid which in its opinion is in the best interest of the District. Any such decision shall be considered final.** The contract will be awarded by the District, if at all, to the Bidder most able to provide safety and comfort for the students, stability of service and other factors relating to the terms of delivery, quality and serviceability, including quality of supervision, training procedures and practices general experience, satisfaction of references, financial responsibility of the Bidder and any other information the District deems appropriate for its evaluation. Price shall also be a significant factor.
  
8. **Bid Bond:** A Bid Bond or bid security (in the form of a certified check) in the amount of \$50,000 (made payable to Wilmette Public Schools, District 39) from a qualified and acceptable surety is required with any bid. If the Bidder refuses to enter into a contract with the District or fails to furnish the required performance bond hereunder, the amount of the Bid Bond will be forfeited to the District as liquidated damages and not as a penalty. Bid bonds or certified checks will be returned to unsuccessful bidders within sixty (60) days after the contract is awarded.
  
9. **Qualifications & Experience:** A Bidder submitting a bid shall have a minimum of five (5) years of experience in providing contracted student transportation to school districts in the State of Illinois. A Bidder must include within its submission details of its experience in providing such service that includes a list of references. Qualified Bidders will be financially stable. The District reserves the option of validating financial and control status and matters with the Bidder before awarding the services and Bidder shall cooperate with the District and provide timely responses to any such information requests.  
  
Bidders must provide an audited financial statement(s) of the past four years and substantiate the availability of financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Bid or its supporting exhibits. Failure to satisfy this concern may cause the District to reject the bid.  
  
Bidders must ensure that their bids contain sufficient information for the District to make its determination by presenting acceptable evidence of the above to perform the services called for by the contract.
  
10. Any explanation, statement, or alternate which the Bidder wishes to make must be placed in the same envelope with the bid but shall be written separately and independently of the bid and attached thereto. Unless the Bidder so indicates, it is understood that the Bidder has bid in strict accordance with the specification requirements.
  
11. Bids shall be without interlineations, or erasures. No oral, telephonic, facsimile, electronic, or telegraphic bid or revision to a bid will be considered.
  
12. The bid shall be based on the premise that the District will not be responsible for financing, holding title to, or licensing of vehicles.
  
13. Bidders shall examine the Instructions and Bid Specifications and any bid submitted shall be deemed as submitted without question or objection to any specification or instruction. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained.
  
14. Bidders shall not include taxes in their quotations, which District are not subject to; namely, Retailers Occupation Tax, (both State and Local) Sales Tax of any kind, Service Use Tax, and any other such inapplicable tax. As required under the Illinois *School Code*, Bidder certifies that in general, it and its

affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois *Use Tax Act*, 35 ILCS 105/1 et seq., regardless of whether it is a “retailer maintaining a place of business within this State” as defined in Section 2 of the *Use Tax Act*, 35 ILCS 105/2. However, the District will provide appropriate tax exemption certificates for such tax and other taxes applicable to the purchase of fuel, oil, tires, etc. that have been properly certified as being used exclusively for District purposes.

15. The Bidder shall include the following information with its Bid Response:
  - a. Evidence, to the satisfaction of the District, the following:
    - i. The Bidder has management experience in operating buses and transporting public school children enrolled in grades pre-K-8.
    - ii. The Bidder can supply buses equipped for the convenience, safety and comfort of the students. The Bidder can supply current Illinois safety inspected school buses.
    - iii. The Bidder will have employees with sufficient experience to maintain the fleet of buses to provide transportation to the District’s students.
  - b. A description of any litigation filed by or against the Bidder in the past five years, including the case number and name, jurisdiction of the court, and summary of the case; and
  - c. A description of all contracts on which the Bidder has defaulted in the past seven years.
16. Each bid must be accompanied by a Bid Submission Checklist. This list must be utilized as the cover sheet for all itemized documents required to be included in your sealed bid. You must submit your bid documents in the order of the checklist. The form of the Bid Submission Checklist is included within the bid documents.
17. Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the Bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.
18. Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the Bidder 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). The form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.

Each bid must also include an executed Non-Collusion Affidavit. The form for the Non-Collusion Affidavit is included with the bid documents.
19. Each bid from a company with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the Bidder shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the Bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1 et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with

the Illinois Drug-Free Workplace Act certifying that the Contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the Bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the Bidder has made false certification or that the Bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act. **Each bid must be accompanied by a copy of the Bidder's current drug and alcohol testing procedures, which must be in strict compliance with State and Federal regulations.**

20. A list of up to 5 other school districts in the State of Illinois where Bidder is currently providing transportation services must be enclosed.
21. **Costs Incurred in Preparation of Bids:** All costs directly or indirectly related to preparation of a bid responding to this ITB, any oral presentations required to supplement and/or clarify a bid, and any reasonable appearance which may be required by the District in connection with this Invitation To Bid, shall be the sole responsibility of the Bidder, and shall not be reimbursed in any manner by the District.
22. **Ownership of Bids:** All materials submitted in response to this request become the property of the District. Selection or rejection of a bid does not affect this right. All bids submitted will be retained by the District and not returned to Bidders. Bidders acknowledge that once a contract is awarded, the contract becomes a public document and may be subject to disclosure under the Illinois *Freedom of Information Act*.
23. Each Bidder agrees that evaluation of its bid by the District involves considerable effort by District staff. Bidders who choose to submit a bid will do so in consideration of the specific condition contained in this paragraph, or should not bid.

Any unsuccessful Bidder who challenges the District award of a transportation contract to another bidder, in any type of litigation, shall, unless the unsuccessful Bidder prevails in such litigation, be responsible for the school district's attorney fees, costs and expenses, in defending such litigation. This provision is not reciprocal.

24. Inquiries shall be submitted in writing by an authorized representative of the Bidder, clearly cross-referenced to the relevant ITB section. Answers to questions that change or substantially clarify the ITB shall be issued by addendum and provided to all prospective Bidders. Inquiries concerning this ITB may be delivered by 4:30 p.m. on February 6, 2017 via e-mail to Gail Buscemi, Business Manager, at [buscemig@wilmette39.org](mailto:buscemig@wilmette39.org). Any addendums to this Invitation to Bid will be posted on the District's website and emailed to Bidders via an email address provided at the mandatory pre-bid conference. Any addendums must be acknowledged on the Base Bid Proposal in order for the base bid proposal to be valid.

**25. Definitions:**

- Bid - The entirety of the vendor's submittal to each point of this ITB, including any and all supplemental bids or information not explicitly requested within this ITB.
- Bid Proposal - That part of the Contract Bid document where Bidder/Proposer places their pricing and if awarded this pricing becomes the operating rates for the services provided.

- Bidder, Proposer, Vendor, Supplier, Provider - For purposes of this ITB, “bidder”, “proposer”, “vendor,” “supplier,” and “provider” pertain to any entity responding to this ITB with the intention of providing the requested services to the District as a result of this ITB process.
- Boundaries - For purposes of this ITB defined as school attendance boundary or area.
- Charter, Field Trips, & Activities - Bus trips to transport students from District schools to other venues within or out of the District. Charter, Field Trips, & Activities Trips will be charged on an hourly basis.
- Athletic Trips - Bus trips to transport students from District schools to other venues within or out of the District for athletic purposes. Athletic Trips will be charged on an hourly basis. The Contractor may not require a minimum hourly charge of more than two (2) hours for Athletic Trips. Contract Documents - In this case Contract Documents will include the Invitation to Bid, including Publication Notice, Instructions to Bidders, Bid Specifications, Bid Specifications Attachments, Appendix, Bid Proposal, Transportation Services Contract, any addenda and Contractor’s proposal and certifications, as well as any written material clarifications provided to all bidders.
- Contractor - The Bidder to which the contract is ultimately awarded.
- Contract Year - a 12 month period during which the agreement is in force.
- District - Wilmette Public Schools, District 39.
- Dry Run – A practice exercise of the bus routes prior to the start of the school year.
- Extended School Year (ESY) or Summer School - That period of time when classes are called into session after the regular closing of school and before the opening of the following school year.
- Midday Routes - At midday, the delivery of AM session students assigned bus stop and the pick-up of PM session students.
- Monitors - Individuals who ride on the bus with the driver to assist students/driver as required.
- Multiple Routes - Double, triple, and quadruple routes are regular routes that are run back to back in which after dropping off students on one route the driver begins another with an AM or PM block.
- Regular Routes – The daily pick-up and delivery of a group of students on an assigned bus from assigned bus stop to school (AM) or from school to assigned bus stop (PM). Does not include midday routes.
- School Calendar - Official calendar adopted by the District Board listing all attendance days, holidays, half days, etc. Calendar will normally consist of 176 attendance days including approximately five (5) half days. Based upon weather or other conditions, calendar may change/fluctuate from what was originally intended. The District reserves the right to modify the school calendar from year to year, including start and end times for the school day, and after the 2017-18 school year the District shall notify the contractor in writing of any and all changes to the school calendar at least 30 days prior to the first day of school.
- Shuttle- Direct routes between schools or fixed locations without student stops in between. Normally completed during the school day. Shuttles may be included in triple and quadruple tiers. The District may also require single tier shuttles.
- State - State of Illinois
- Eligible Students - Students designated by the District who are to be transported by the Contractor.
- Pay Riders - Any student made eligible by the District as a result of their paying for transportation at the rate established by the District.

# BID SPECIFICATIONS

## General

26. Scope of Work: Bidder shall submit a bid evidencing the ability to service the District's regular transportation needs as outlined in these Specifications and in the attached Overview of Bus Service. Special education transportation service is not included in this ITB.

From time to time, the District has additional transportation needs that exceed the scope of this Invitation to Bid. Particularly, the District may have the need to transport one or more students with disabilities to out-of-district placement locations or to transport homeless students to/from other school districts. In some of these situations, a single student may be the only student on a particular route. As the District's needs in such situations are unknown in advance, they are not part of this Invitation to Bid. The District, however, expects the Bidder to submit information as part of this Bid exhibiting an ability to service under separate agreement these types of students and routes on an as needed basis through the use of more efficient and economic, but legally compliant, vehicles other than large school buses. Although not required to be included in the Bid Proposal, the District can consider Bidders' ability to transport one or more students with disabilities to out-of-district placement locations or to transport homeless students to/from other school districts.

27. Contractor shall, during the life of the contract, operate and maintain the minimum-required number of school buses to transport conveniently and safely all students designated by the District to be served under the provisions of the bid. Such transportation shall be provided on each and every day that school is convened and in accordance with the bus routes and schedules developed by the District and affirmed by the Contractor. Length of the contract, on August 1, 2017, will be for three (3) years with the option of two, one-year extensions exercisable by mutual agreement.

28. Insurance:

The Contractor shall, at its sole expense, **with no exceptions:**

- a. purchase, pay for and keep in force during the term of the contract and any extension thereof such comprehensive general liability and property damage insurance, as well as automobile liability insurance policies acceptable to the District as shall adequately insure the Contractor and the District and their officers, employees and authorized agents against loss in the following minimum coverage limits:

Bodily Injury & Property Damage	\$10,000,000 each occurrence
Umbrella Liability	\$25,000,000
Medical Expense Reimbursements	\$50,000 per person Uninsured
Motorists	\$1,000,000 each occurrence
Underinsured Motorists	\$1,000,000 each occurrence

- b. purchase, pay for and keep in force during the term of the contract and any extension thereof, Employers' Liability Insurance and Worker's Compensation Insurance including Occupational Diseases, with Statutory Limits of at least \$1,000,000 or otherwise as provided by the laws of the State of Illinois.
- c. provide Certificates of Insurance for all required coverages. With the exception of worker's compensation insurance, unless permitted under such policy, all insurance required of the

Contractor shall be primary and non-contributory. The Certificate shall name the Board of Education of Wilmette Public Schools, District 39, its individual Board members, officers, employees, and agents as primary additional insureds without regard to other insurance maintained by the District and shall provide for a 45-day written notice to the District of material change or cancellation.

29. While the District does not desire to become involved in the daily transportation operations, should an event occur that would hinder the Contractor from providing this service, the District shall pursue all options available to ensure the education process continues.
30. The Contractor, at the request of the District, shall furnish a Performance Bond. The Performance Bond shall be in an amount equal to Fifty Percent (50%) of the amount of the base contract, as security for the faithful performance of the transportation 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 that provided by Illinois law. The bond shall name the District as primary co-obligee and shall be deemed to include the terms listed with the Contract Documents. The savings, should the District waive this requirement, shall be listed on the Bid Proposal. If the District waives this requirement, the savings shall accrue to the District.

The Performance Bond shall guarantee the performance of the duties placed on the Contractor pursuant to the transportation contract with the District, and shall indemnify the owner from any liability or loss resulting to the District from any failure of the Contractor fully to perform each or all of said duties. The Performance 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 Best's Insurance Guide (current edition), unless a lower rating is approved by the Owner, in writing.

If at any time the District becomes dissatisfied with any security or sureties then upon the bond, or for any reason such bonds cease to be adequate security for District, the Contractor shall within five 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 shall have qualified.

31. The Contractor shall operate school buses on behalf of the District for field trips, athletic trips, and charters. The Contractor shall guarantee the District the availability of sufficient equipment and drivers to satisfy District requirements. However the District reserves the right to use alternative transportation sources should the need exist. Upon request, the Contractor must make available vehicles with wheelchair lifts and other accessible features, as necessitated by the needs of the District's student population.
32. Service Quality/Assurance: It is recognized that service to the District and its patrons is the essence of this agreement and to that end this service shall be regularly monitored. Contractor shall be responsible for daily transportation operations, including but not limited to routing and customer service. Upon the District's request, Contractor shall submit to the District a monthly transportation report. This report shall outline specific levels of operation; number of buses, routes, drivers, students transported, route miles, number of accidents, on-time arrival percentage, complaints received and their reconciliation, as well as outline any service issues along with actions and recommendations. At least once annually, Contractor shall be prepared to conduct quality assurance surveys of all buildings served. Such surveys shall be attached to the following month's Transportation Report. District and Contractor shall jointly design such surveys. These surveys may also be used to measure satisfaction levels of the District patrons.

33. On a monthly basis, Contractor shall submit with its invoicing a summary that substantiates mileage for all routes and trips conducted. Additional reporting will be required of Contractor in order to assist the District in meeting all state reporting requirements.
34. The Contractor or its local management shall belong and have access to professional associations related to school transportation such as NAPT (National Association of Pupil Transportation) IAPT (Illinois Association of Pupil Transportation), etc.
35. If school must be cancelled due to inclement weather or for any other reason, the District shall notify the Contractor prior to 5:30 a.m. on the day of such cancellation. In the event that school must be dismissed early, the District shall notify the Contractor as soon as possible before the dismissal. All decisions of the District shall be final. During times of inclement weather, Contractor shall advise the District, of the readiness of its fleet and personnel and its ability to perform. The coordination between District personnel and Contractor as to the condition of the buses and bus routes and the advisability of attempting to make basic runs during periods of heavy snow, fog, and/or ice storms is essential. Notwithstanding the foregoing, all decisions of the District shall be final.

### **Facility/Maintenance Services**

36. Contractor must own or lease a facility within a 10 mile radius of the District administration office, which is located at 615 Locust Road, Wilmette, Illinois 60091, to house all of the buses to be used to transport the District's students. The facility shall have and publish a phone number dedicated to the patrons and administration of the District. In the event of equipment breakdown, the bidder shall provide for the repair or replacement of equipment with spare buses within 25 minutes of breakdown or less.

### **Equipment**

37. The Bidder shall show evidence of the ability to purchase or lease required vehicles and other equipment, unless presently owned or controlled and not committed to servicing other contracts during the term of this proposed contract, from a reputable vehicle manufacturer, vendor or broker, and a financing commitment, letter of credit or other evidence of available funding for such purchase or lease contract should be included in the bid.
38. The average age of the Contractor's bus fleet will not exceed five (5) years. The maximum allowable age for any single unit is ten (10) years. This shall include any spare and special needs buses.
39. All costs of operation including, but not limited to, fuel, oil, greasing, cleaning, repairs, licenses, drivers, and insurance are to be included in the Contractor's bid.
40. The Contractor shall keep all equipment for the transportation of students in strict accordance with all Federal and State standards and such equipment shall be maintained in sound mechanical condition at all times to pass any/all required State and Federal mandated School Bus inspections. Said equipment shall be kept clean and in satisfactory condition. All school buses and service vehicles must be equipped with two-way radios (not Citizen's Band) for communication with the bus company and drivers must remain in contact via two-way radios during all routes and trips. The District reserves the right to request the removal of a bus from service should they determine it is mechanically unsound.
41. Should the District require updates to vehicles such as seatbelts, the District will work closely with the Contractor to accomplish such updates. Any additional cost related to the District's request shall be open to negotiation.



42. The number of buses and the number of routes and trips 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 needed to serve the District during the term of the contract. The District reserves the right to change the number of routes as it deems in its best interest. In preparing its bid, the Bidder shall specify the daily rate for the District. The total arrived at for the category of cost shall be added together and that final total is the cost that will be compared with the bids made by other Bidders.
43. The Contractor shall equip each bus, including any spare buses used, with GPS technology. The Contractor shall make available to the District access to key “Real Time” information that will allow for enhanced service. This access can be web-based with the capability to gather important information such as on-time performance, late buses, stop times, route times, speed, etc. The District will work closely with the vendor to coordinate these efforts. Acceptable GPS products include, but are not limited to, Synovia and Zonar products.
44. The Contractor shall provide and manage a web-based notification system to communicate time-critical transportation information to District personnel. Currently the District utilizes Bright Arrow to send out messages to parents.
45. The Contractor shall equip each bus, including any spare buses used, with Digital Camera technology, to ensure the safety and wellbeing of all riders. At a minimum the system should allow for three viewing angles (aisles, door, and driver). In addition, the system should be capable of recording in color and be viewable in low light conditions. The system must be able to store at least 120 hours of video. The Contractor shall make available to the District access to video as needed or as requested by the District. The Contractor understands that the District has sole rights to this video and the District must approve and may direct **all** distribution and viewing of any video of District students, routes, etc. The usage of the Digital cameras shall be in strict compliance of policies and procedures established by the Board of Education.
46. Should an act of vandalism occur on the bus, the Contractor shall fix or repair all damage as quickly as possible. The District shall assist, to the extent legally possible, in helping the Contractor obtain restitution from persons guilty of causing vandalism should they be District students.
47. The Contractor shall keep spare vehicles on hand to cover emergencies or breakdowns on the road. There shall be a minimum of two, or 10% margin, whichever is greater, of spare buses available. The District shall only be charged for the number of vehicles used for assigned routes. The District reserves the right to ask the Contractor to increase their spare count if need exists.
48. The presence and possession of any firearm, including a handgun as defined in the *Illinois Firearm Concealed Carry Act*, 430 ILCS 66/1, *et seq.*, and/or weapon as defined by District policy, shall be prohibited by all persons boarding the bus, including but not limited to the driver and students. Each bus shall have displayed at every entrance to the bus, a “no firearm” colored sign that will be provided by the District to the Contractor.

## **Personnel**

49. The Contractor shall provide adequate supervisors; dispatch, maintenance, safety, and office personnel based on need and available to the District during route times every day school is in session.

The Contractor shall also provide adequate support for items left on the bus or field trips that extend past District hours.

50. The Contractor shall employ only qualified and licensed bus drivers, substitutes, and monitors who shall be required at all times to exercise the highest degree of care and to observe and comply with all laws, ordinances, rules and regulations pertaining to the operation of school buses. Contractor shall not provide any drivers who have been convicted or pled guilty of any driving-related crime.
51. No later than 15 days before the first day of school and within 24 business hours of any request thereafter by the District, the Contractor shall submit information and documentation about each specific Contractor employee (drivers, monitors, substitutes, etc.), including:
  - a. Legal name;
  - b. Social security number;
  - c. Driver's CDL number and school bus driver's permit number;
  - d. Evidence of the drivers and monitors successfully passing drug and alcohol screening;
  - e. Evidence of the drivers and monitors successfully passing a criminal background check in accordance with the 625 ILCS 5/6-106.1 and evidence that the drivers and monitors are not listed on the Illinois Sex Offender Database or the Illinois Child Murderer and Violent Offender against Youth Database;
  - f. A Certificate from the Contractor certifying that all of its employees who will be providing services to the District have submitted to and passed a physical examination; and
  - g. Acknowledgement of Mandated Reporter Status.
52. All transportation personnel (including drivers) shall be required to wear a photo ID badge approved or issued by the District.
53. Standard of Dress: The Contractor will work with the District to develop an acceptable standard of dress for drivers and monitors. Acceptable standards would be, but not limited to collared shirt or a vest.
54. The District shall have the right to direct removal and/or reassignment of any person or driver being utilized by Contractor to fulfill this agreement. Any request by the District to remove or transfer a particular Contractor employee from a route shall be honored immediately.
55. All Contractors' employees are subject to all current and future state and federal laws and regulations pertaining to the operation of school buses and to any regulations set forth by the Board of Education.
56. The Contractor will provide qualified monitors for buses as requested by the District. The Contractor will be compensated per route for each monitor actually requested by the District, at the rate set forth on the Bid Proposal.
57. The Contractor and its employees shall at all times observe and comply with all law, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.
58. It shall be mandatory that the Contractor will not discriminate against members of the public, any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental impairment unrelated to ability, or unfavorable discharge from military service; and further that he will comply with all the provisions of the Illinois Department of Human Rights as required by the rules and regulations for public contracts. The Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans With*

*Disabilities Act* (42 U.S.C. § 12101 *et seq.*) and rules and regulations promulgated thereunder. As required by Illinois law, in the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the *Illinois Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Contractor agrees as follows:

- a. That it will not discriminate against any employee or applicant for employment because of race, color, religion, creed, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship, physical or mental handicap or disability, military status, unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- b. That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service or arrest record status.
- d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligation under the *Illinois Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the *Illinois Human Rights Act* and the Department's Rules.
- f. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the *Illinois Human Rights Act* and the Department's Rules.

59. The Contractor shall at its expense keep substitute drivers in a number of no less than three (3) who shall be familiar with the District's routes. The substitute drivers shall not be assigned permanent routes and will be used to cover bus schedules when a driver is absent. The District reserves the right to ask the Contractor to increase their substitute count if need exists.

60. The District's expectation is continuity of driver assignments to specific routes. No permanent reassignment of drivers shall occur after the school year begins without the written agreement of the District.

61. The Contractor shall at all times keep all bus drivers, monitors, supervisors and other employees informed of applicable District rules and regulations governing the operation of school buses, the conduct of students and methods and procedures for maintaining discipline. All transportation related student discipline problems will be handled in conformance with District policies.

62. Contractor shall employ personnel competent and proficient in the use of Versatrans routing software, GPS, electronic communications, databases, access and reporting systems described in these Specifications and as required by State and Federal laws and regulations. With its bid, Bidder shall submit proof of experience and present ability in these areas and identify the positions and personnel that will be assigned to ensure the delivery of these services as part of the contract if awarded to Bidder.
63. The Contractor will ensure that its employees receive training on handling students with food allergies in compliance with Board Policy 7:285 (Food Allergy Management Program); on mandated reporting of abused and neglected children (see Board Policy 5:90); and on such other safety-related subjects as the District may direct. The District may choose to provide such training to Contractor's employees, including, but not limited to, inviting the Contractor's employees to participate in District-run trainings.

### **Safety**

64. Should an accident ever occur, the Contractor will immediately notify the appropriate District personnel, giving all information known at the time. The Contractor shall submit to the District, within 24 hours, a detailed written report.
65. Each bus driver shall complete a thorough walk-through of the bus at the end of each run and immediately after the last drop off to make certain no student has fallen asleep between the seats or on the floor. In the event an employee of the Contractor discovers a student asleep or otherwise present on the bus after the final stop on the route, the Contractor shall submit to the District a detailed written report of the situation within 24-hours. At no time will the Contractor permit unauthorized passengers on the bus.
66. The Contractor shall provide and carry out a school bus safety program. The program will be provided to all of the District schools. The Contractor will collaborate with the District to develop drop off policies that conform to the expectations of the District. The program shall include the performance of the twice a year bus evacuation drills per State of Illinois regulations, which will be compensated at the rate set forth in Bid Proposal of this Contract.
67. The Contractor shall be responsible for implementing and maintaining a comprehensive student transportation safety program. A summary of the safety program and copies of the annual safety updates shall be provided to the District for review upon request. **THE BIDDER'S RESPONSE MUST INCLUDE A SUMMARY OF ITS EXPERIENCE WITH SPECIAL NEEDS CHILDREN AND THE TRAINING THAT ITS EMPLOYEES RECEIVE RELATED TO SUCH STUDENTS AND RELATED TO STUDENT TRANSPORTATION SAFETY.** The Contractor will provide CDL training. The Contractor will provide a list of certified drivers indicating the type of training they have received. The District may require a student identification process as part of this program.
68. The Contractor shall provide adequate safety personnel, such as Safety Director, Road Supervisors, and Trainers to properly oversee the operation of the District's transportation program.

### **Routing and Schedules**

69. The District will provide detailed route/student information for school bus routes to the Contractor. This will include the standard Versatrans package such as route itineraries, bus schedules, special student directions, etc.
70. The bus routes designed by the Contractor and District Personnel and approved by the District shall be followed exactly by the bus driver. All buses shall be properly identified by a route number on a large

visible placard on the exterior of the bus located to the left of the front door (as viewed from the exterior of the bus). Any changes that are presented to a driver by a parent or member of the community will be referred to the District personnel for a decision, not driver decision. Any change the bus driver feels should be made for convenience must be pre-approved by the School District Personnel. The District reserves the right to adjust any routes or stops as deemed necessary.

71. It is the District's expectation that buses arrive at least 10 minutes prior to the starting bell and depart no more than 10 minutes after the dismissal bell.
72. Route Scheduling: The District currently uses Versatrans as its routing software. The District owns, hosts, and maintains this software on a server, and will make such software accessible to the Contractor.
  - a) Routing services are defined as utilizing routing software, designing bus routes, assigning riders, pairing or packaging bus routes, and/or optimizing accordingly.
  - b) The Contractor shall use compatible Versatrans Software and receive the necessary training to provide local support. Any training needed by the Contractor from Versatrans will be conducted at the sole expense of the Contractor. It is expected that routing information will be communicated electronically to the Contractor.
  - c) All student data will be treated as confidential information and shall not be given or sold to any third party by the Contractor. It is further understood that the map, student data and bus routes shall remain the property of the District in the event that the contract between the Contractor and the District are terminated. Contractor shall not disclose the District's 'school student record' or 'educational record' information (as defined by applicable student records laws) to any third party without District's consent. Notwithstanding the status of the Contractor as an independent contractor, the Contractor shall consider itself to be under the control of the District with respect to limitations on the scope and duration of access to District's student record data and maintenance of confidentiality of information therein. The Contractor understands that it is authorized to access such student record data only on the limited basis set forth herein, and that such data cannot otherwise be copied, imaged, downloaded, or uploaded, from the District's system. Contractor may not delegate or assign such access rights to any other persons or entities, and shall notify District in the event of any breach of the confidentiality of such data.
  - d) Whenever the ridership requirements or educational programs change to the degree that adjustment of existing routes is needed, the Contractor shall provide additional bus(es) or reduce bus(es) as may be required. Routes run by an additional buses shall be compensated at the rate set forth in Bid Proposal of this contract. The District will only be charged for routes actually run.
  - e) Absolutely no increase or decrease in the number of buses utilized or services provided shall be made without prior approval from the District. The effective date of any increase or decrease in transportation services shall be mutually agreed upon by the Contractor and the District.
  - f) The Contractor will work with the District to correct any errors or adjustments to routes prior to any implementation. It is expected the Contractor will perform Dry Runs to ensure the route directions, timing, and efficiency is correct prior to the start of the school year. Any changes needed shall be communicated immediately to the District for correction/adjustment in Versatrans. In no case shall a driver perform his/her route in an unsafe manor as a result of incorrect route information.

## **Student Discipline**

73. The District will provide discipline and student management training. The final decision with respect to all student discipline problems, suspension, or expulsion of any student from transportation services shall rest with the District. The bus driver is responsible for such discipline as is required to properly operate the bus. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver ever use corporal punishment or eject a student from a bus for misbehavior. All discipline problems shall be reported in writing following completion of the route. Further procedures and regulations for the administration of discipline shall be established cooperatively between the District and the Contractor.

All vandalism damages to the Contractor's equipment or facilities will be the responsibility of the Contractor; however, the District shall assist, to the extent legally possible, in helping the Contractor obtain restitution from persons guilty of causing vandalism should they be District students. The Contractor may, upon concurrence by the District, refuse to provide a student with transportation services until vandalism damages caused by such student are paid.

## **Indemnification/Hold Harmless**

74. The Contractor shall hold the District, its Board of Education, individual Board members, officers, employees, and agents harmless and does hereby indemnify the District, its Board of Education, individual Board members, officers, agents and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of the Contractor, except to the extent that claim or demand arises from or is caused by the negligence or willful misconduct of the District, its Board of Education, individual Board members, officers, agents or employees.

Contractor's indemnification and hold harmless obligations described herein shall survive the expiration of the Agreement.

## **Noncompliance**

75. Noncompliance is defined as, but not limited to, the failure to transport students on a bus route or routes as contracted or as requested in accordance with the terms of this contract, or the failure to make changes to routes as specified and directed by the District in accordance with the terms of the contract. Should the District find the Contractor in noncompliance with the provisions of its contract and while not the intent of the District, the District will be entitled to impose the following as liquidated damages:

- a. Late pick-up at school or late drop off at school (15 minutes or more as defined by approved route sheet) = \$50 per route
- b. No service on any regularly scheduled route = route rate x 125%
- c. No shows for extra-curricular/charter route = \$250 per occurrence
- d. Tardiness (15+ minutes) for extra-curricular/charter route = \$75 per occurrence
- e. Failure to provide a properly licensed/approved bus driver = \$150 per occurrence
- f. Combination Routes - When a regular route or portion of a regular route is temporarily combined, Contractor shall forfeit 75% of the rate for each route or routes affected.

76. Failure of the District to invoke or assert the above noncompliance damages shall not operate as a waiver of any equitable or legal remedies the District holds under law.

## **Assignment**

77. No portion of this contract shall be assigned or any part of the same subcontracted without the written consent of the Board of Education, but in no case shall such consent relieve the Contractor from its obligations or change the terms of the contract.

## **Law and Regulations**

78. During the entire term of this contract, the Contractor shall comply in every aspect with the official policies of the District, federal laws and regulations and all laws and regulations of the State of Illinois affecting or regulating the transportation of school children including but limited to the Motor Vehicle Code, the School Code, and the rules and regulations of the Illinois State Board of Education.

## **Force Majeure**

79. The parties understand that under certain circumstances the Contractor may be unable to perform in the customary manner due to an act of God, fire, strike, loss of transportation facilities, lock-out or commandeering of materials, products, plants or facilities by the Government.

In the event that service is interrupted for any of the above reasons or any other event which prevents the Contractor from furnishing service, the District shall have the right to secure and substitute other transportation service. The Contractor agrees to pay the difference between its route rate and the charges of the substitute bus company, plus any consequential damages related to the interruption in service.

## **Termination of Contract**

80. The District shall have the right to terminate this contract for convenience at the end of any school year by giving written notice to the Contractor no later than April 1 of the school year at the end of which service will terminate. Termination for cause by either party is permitted only after the breaching party is provided notice of the breach and has not cured the breach within 7 days of receipt of said notice.

## **Compensation**

81. In consideration for services rendered under this contract, the District shall pay to the Contractor all sums due and calculated in accordance with the rates set forth in "Bid Proposal". The Contractor shall invoice the District by the third (3<sup>rd</sup>) working day of the month for transportation services provided through the last day of the preceding month, together with such other information as may be required by the District to enable the District to comply with all relevant requirements for reimbursement. After verification of the statement, the District shall pay the verified amount due to the Contractor within 45 days. The Contractor shall provide a separate invoice for all additional transportation that is not part of the regular routes. Such invoice shall list the date of the trip, point of origin, destination, for who service was provided and the cost. The Contractor shall also submit such other reports as may from time to time be requested by the District. Such reports shall be on such forms as may be furnished or prescribed by the District. Records sufficient to confirm the accuracy of all such reports shall be kept by the Contractor and made available for inspection by the District at all reasonable times for one (1) year after the submission of each report.

Payment of any disputed items may be withheld by the District until mutual agreement is reached between the Contractor and the District relative to the item or provision upon which the difference arises or until the matter is judicially resolved.

## **Escalation**

82. It is recognized: (1) that certain of the Contractor's operational expenses, such as the cost of materials, services, and labor, may change materially, up or down, during the contract period; (2) that such changes in cost cannot be determined in advance; (3) that without a realistic escalation clause in the contract, the parties must out of necessity agree on a rate high enough to compensate for possible, yet unknown, added costs to cover the entire term of the contract; (4) that if an escalation clause is included in a contract, which is fair and just to both the Contractor and the District, cost projections can be more accurate and corresponding rate will be lower than it otherwise would be.

Therefore, the compensation for the services described herein is fixed for the term of the contract and the subsequent extension years.

In the event the District transportation needs materially change during the term of this contract, including any extensions or renewals hereof, than at the request of either party, the rate(s) of compensation payable hereunder shall be renegotiated.

## **Award of Contract**

83. Factors to be considered in evaluating proposals will include an analysis of the Bidder's ability to provide safety and comfort for the students, stability of service and other factors relating to the terms of delivery, quality and serviceability, including quality of supervision, training procedures and practices general experience, satisfaction of references, financial responsibility of the Bidder and any other information the District deems appropriate for its evaluation. Price shall also be a significant factor.  
Award of the contract will 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, and as is permitted by the Illinois School Code, 105 ILCS 5/10-20.21.
84. Upon award of contract, Contractor agrees to execute a contract substantially in the form of the contract attached hereto as Appendix 6.



**INVITATION TO BID  
TRANSPORTATION SERVICES**

***BID SPECIFICATIONS  
ATTACHMENTS***

**The following is a list of Attachments:**

1. OVERVIEW OF BUS SERVICE
2. BUS BID/DISTRICT HIGHLIGHTS
3. WILMETTE PUBLIC SCHOOLS, DISTRICT 39 ATTENDANCE/ BOUNDARY  
MAP
4. DETAIL OF CURRENT ROUTES
5. DISTRICT CALENDAR
6. ATTENDANCE CENTER BELL TIMES

## ATTACHMENT 1 OVERVIEW OF BUS SERVICE

The District serves over 3,600 pre-kindergarten through eighth grade students in and around the Wilmette and East Glenview area in Illinois, and includes approximately 10,000 households.

The District operates six schools: Wilmette Junior High School, Highcrest Middle School, Romona Elementary School, Harper Elementary School, McKenzie Elementary School, and Central Elementary School. Students attend Romona Elementary School for Pre-K through 4th grade. Students attend Central, McKenzie or Harper Elementary School for grades K through 4th Grade. Students attend Highcrest Middle School from 5th-6th grade. After attending Wilmette Junior High School for grades 7 through 8, most graduates attend New Trier High School.

The students, parents, and principals enjoy and expect a very high level of service.

**Miles per year per 2015-16 transportation claim:** 88,264

**Students Transported:** Approximately 1,300. 100% of the students receiving transportation services at the District are Pay Riders. Bus service is optional for students at the District. Thus, all students, including both those students who live within and outside of a 1.5 mile radius of their school, can elect to receive transportation services, if the bus fee is paid by the student.

**Charter and Field Trips Volume:** approximately 282 trips

**Student Transportation Days:** 176 (includes 5 half days)

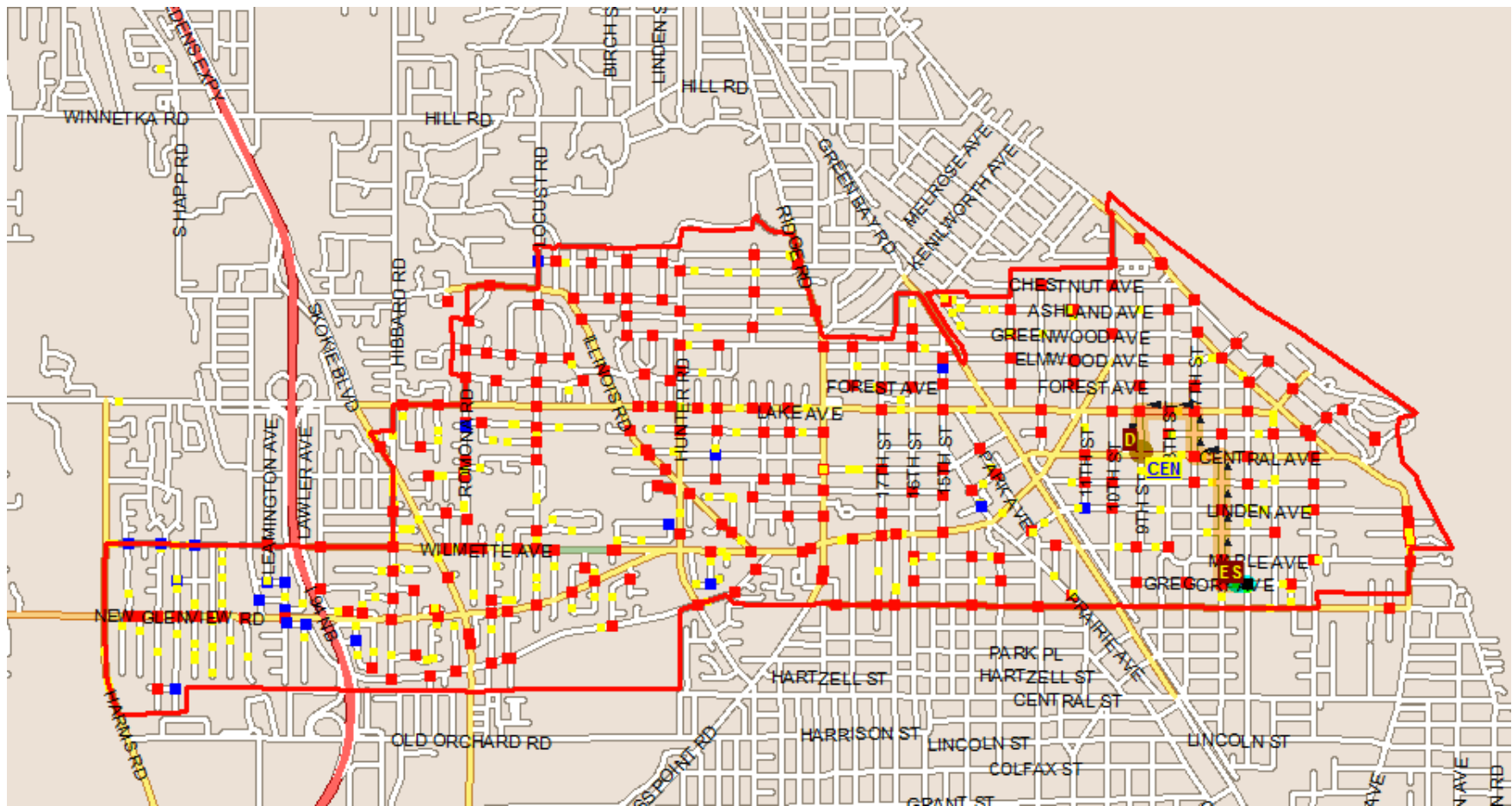
**Summer School ESY Transportation Days:** 24 Days; Times: 8:30 – 11:45 a.m., Monday-Friday, approximate dates July 1, 2017 through July 19, 2017. Actual summer school schedule is June 14-July 19.

This contract does not include special education transportation services.

**ATTACHMENT 2**  
**BUS BID/DISTRICT HIGHLIGHTS**

- \* **Glenview Road, Wilmette Avenue, along with other heavily traveled roads are treated as a divided highway, the District, picks up and drops off on both sides of the street.**
- \* **Bus routes (tiers) are AM & PM.**
- \* **Midday kindergarten routes can vary. This year we have 5 midday routes. Please note: McKenzie & Harper elementary school share mid-day kindergarten buses.**
- \* **Kindergarten students may have two different pick-ups and drop offs within a school boundary. (i.e. Romona - Kindergarten enrichment at Wilmette Park District or Banner Preschool).**
- \* **At mid-day, kindergarten students are dropped/picked up at home address, as long as not on dead end road or cul-de-sac.**
- \* **Kindergarten students must be released to a parent or guardian.**
- \* **Some students will have two different home addresses within District boundaries and ride on two different bus routes. This is more prevalent among HMS & WJHS students.**
- \* **Highcrest Middle School & Wilmette Junior High School students are transported to Beth Hillel or other private institutions.**
- \* **Some Highcrest students are dropped off at the Community Recreation Center for after school care.**
- \* **The two parochial schools that are within District boundaries share one designated bus.**
- \* **Actual field trips hours may be higher than stated. Some PTO/As have contracted with an outside vendor due to the District's limited resources.**

**ATTACHMENT 3**  
**WILMETTE PUBLIC SCHOOLS, DISTRICT 39 ATTENDANCE/ BOUNDARY MAP**



District Boundaries

**ATTACHMENT 4  
DETAIL OF CURRENT ROUTES**

# Central AM Route 1 of 3 ( I Route)

Anchor Time 8:45    Route timed at 13:20



# Central AM Route 2 of 3 ( F Route)

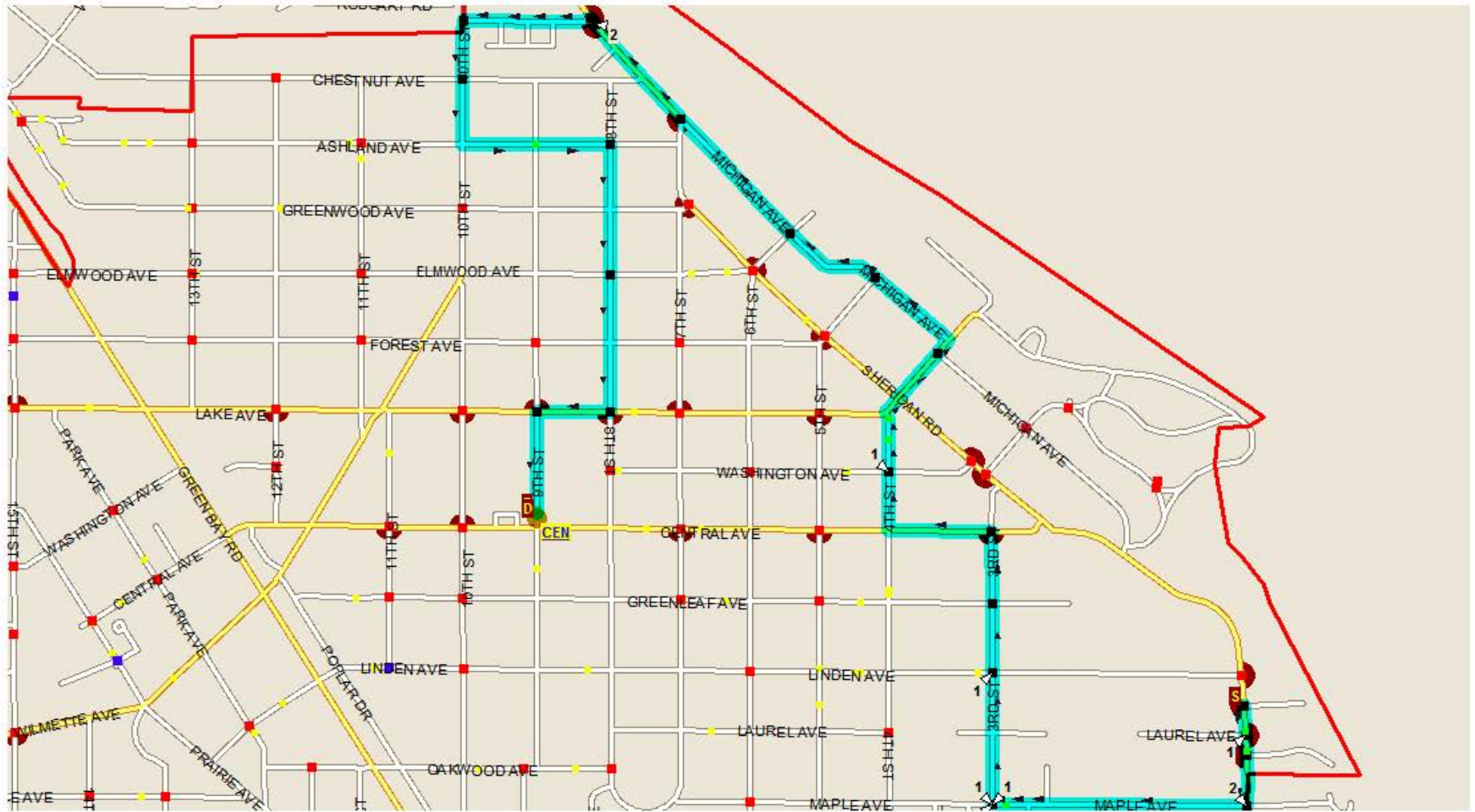
Anchor Time 8:45 Route Time 13:03





# Central Am Route 3 of 3 ( E Route)

Anchor Time 8:45 Running Time 12:35



# Central Midday Out

Departs at 11:35 Route Time 3:54

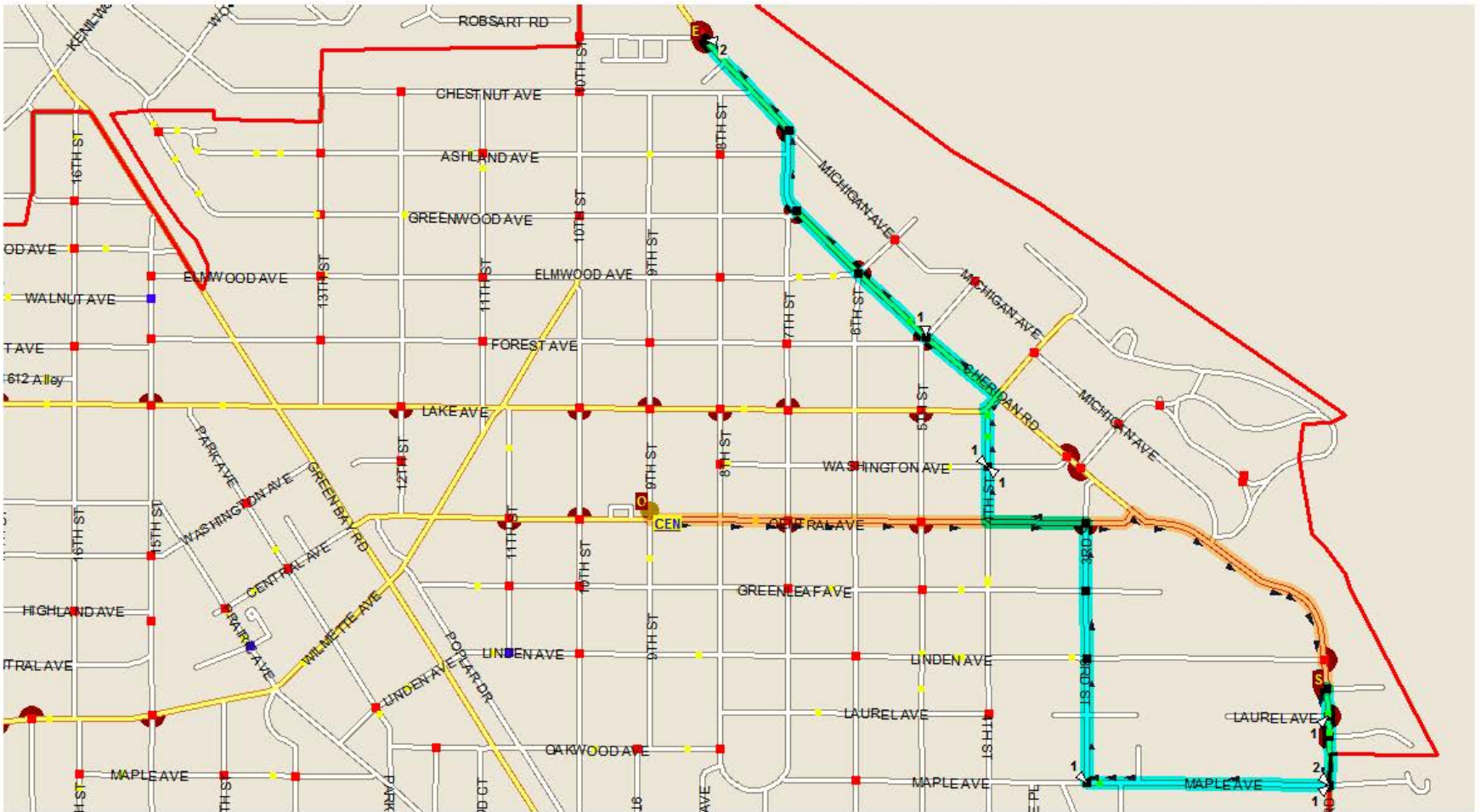


## Central Midday In

Anchor Time 12:30-No riders at this time

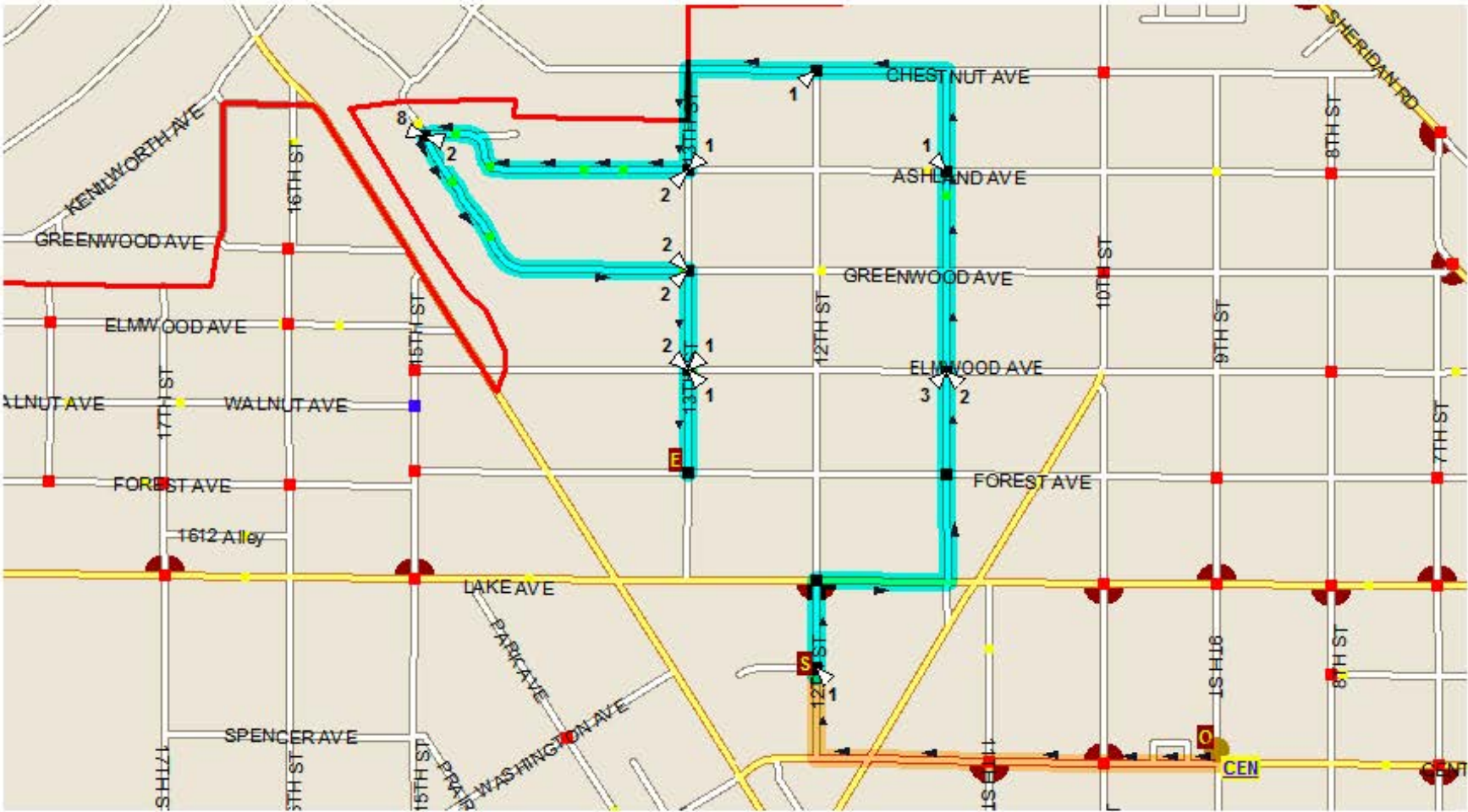
# Central PM Route 1 of 3 Route E

Departs at 3:25 Running Time 10:52



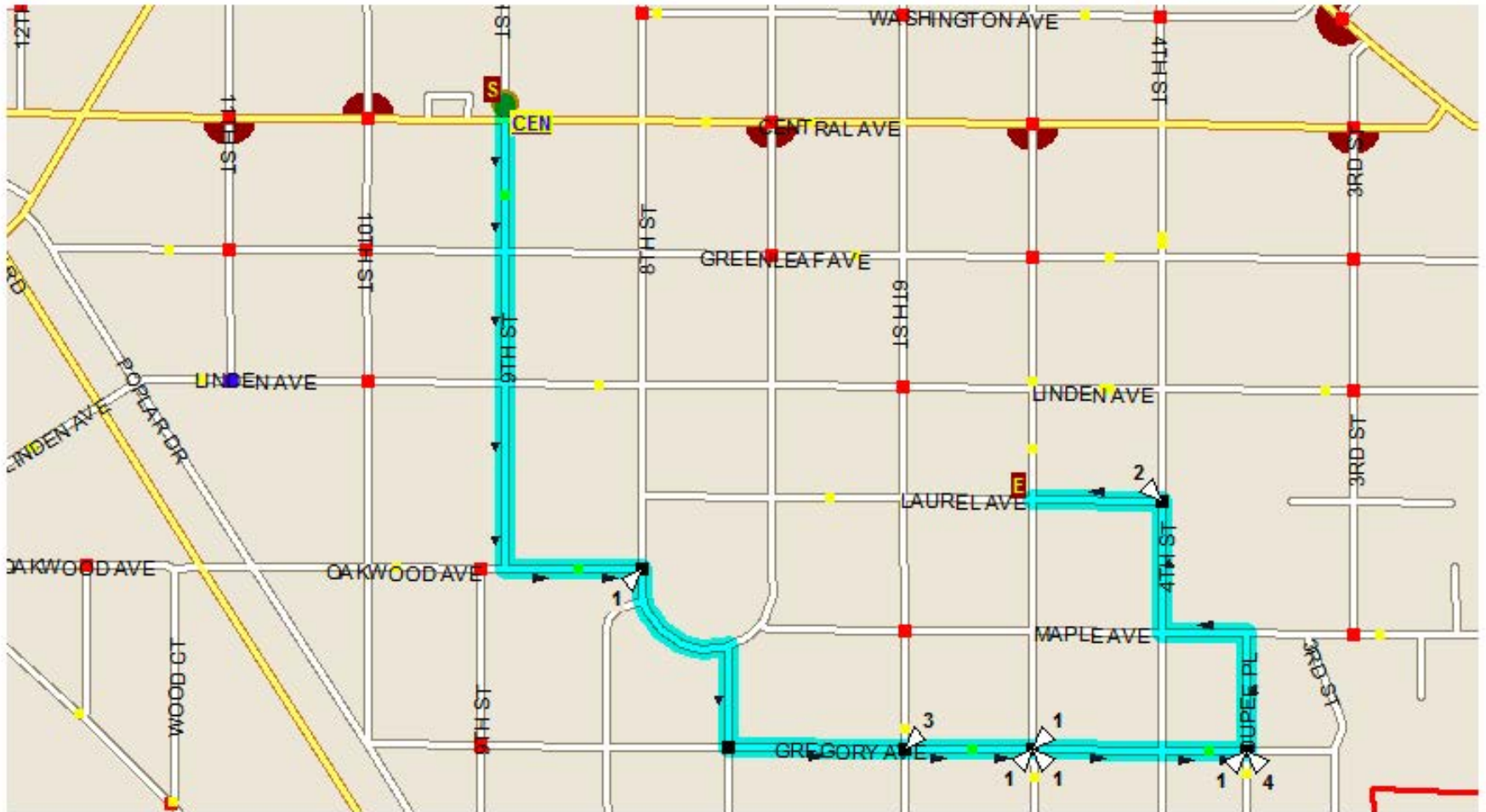
# Central PM Route 2 of 3 (F Route)

Departs at 3:25 Running Time 11:59



# Central PM Bus 3 of 3 ( H Route)

Departs at 3:25 Running Time 7:36



# Harper AM Route Route D

Anchor Time 8:45 Route Time 13:25



# Harper Mid Day Out

Departs at 11:35 Running Time 7:52



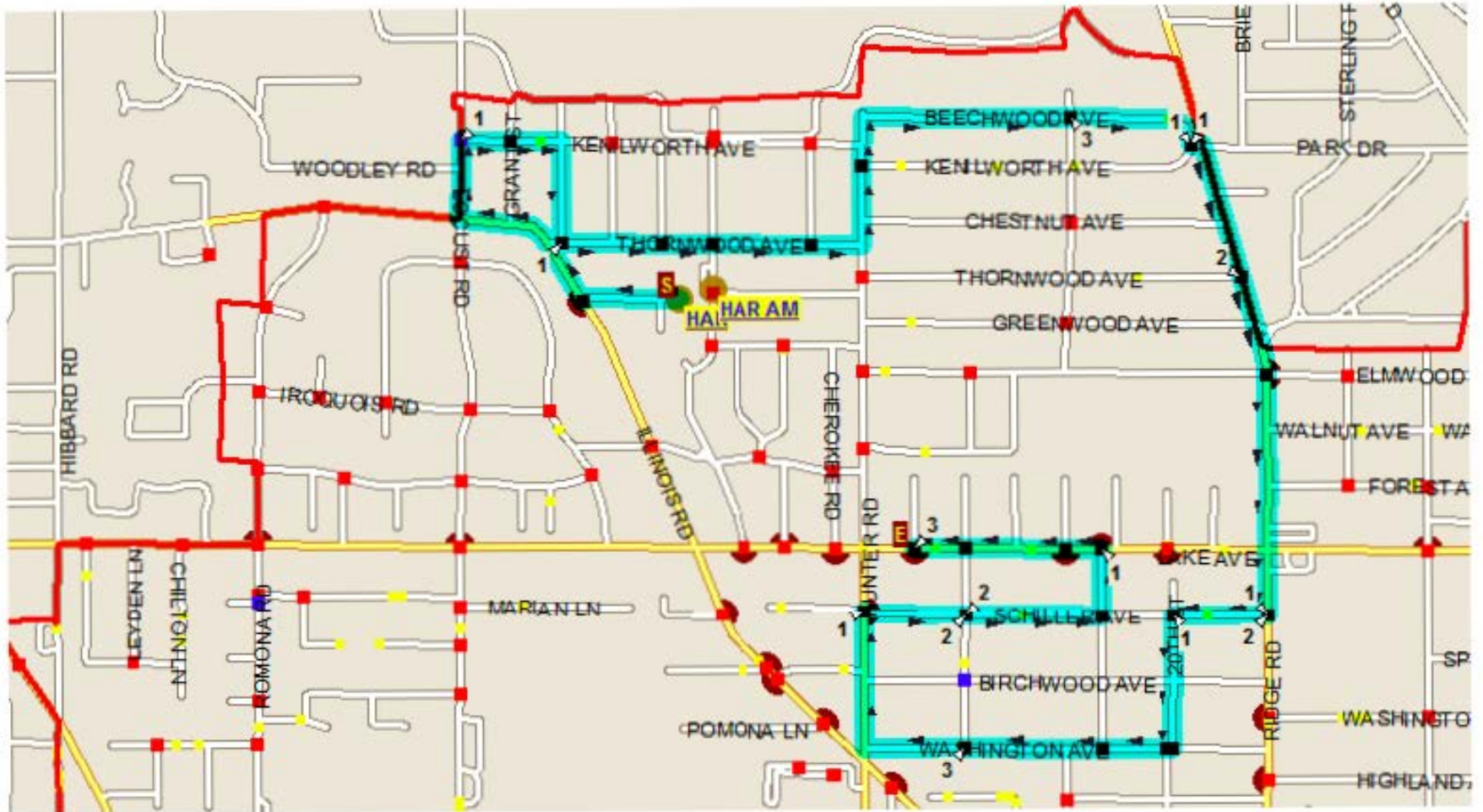


## Harper Midday In

Anchor Time 12:30-No riders at this time

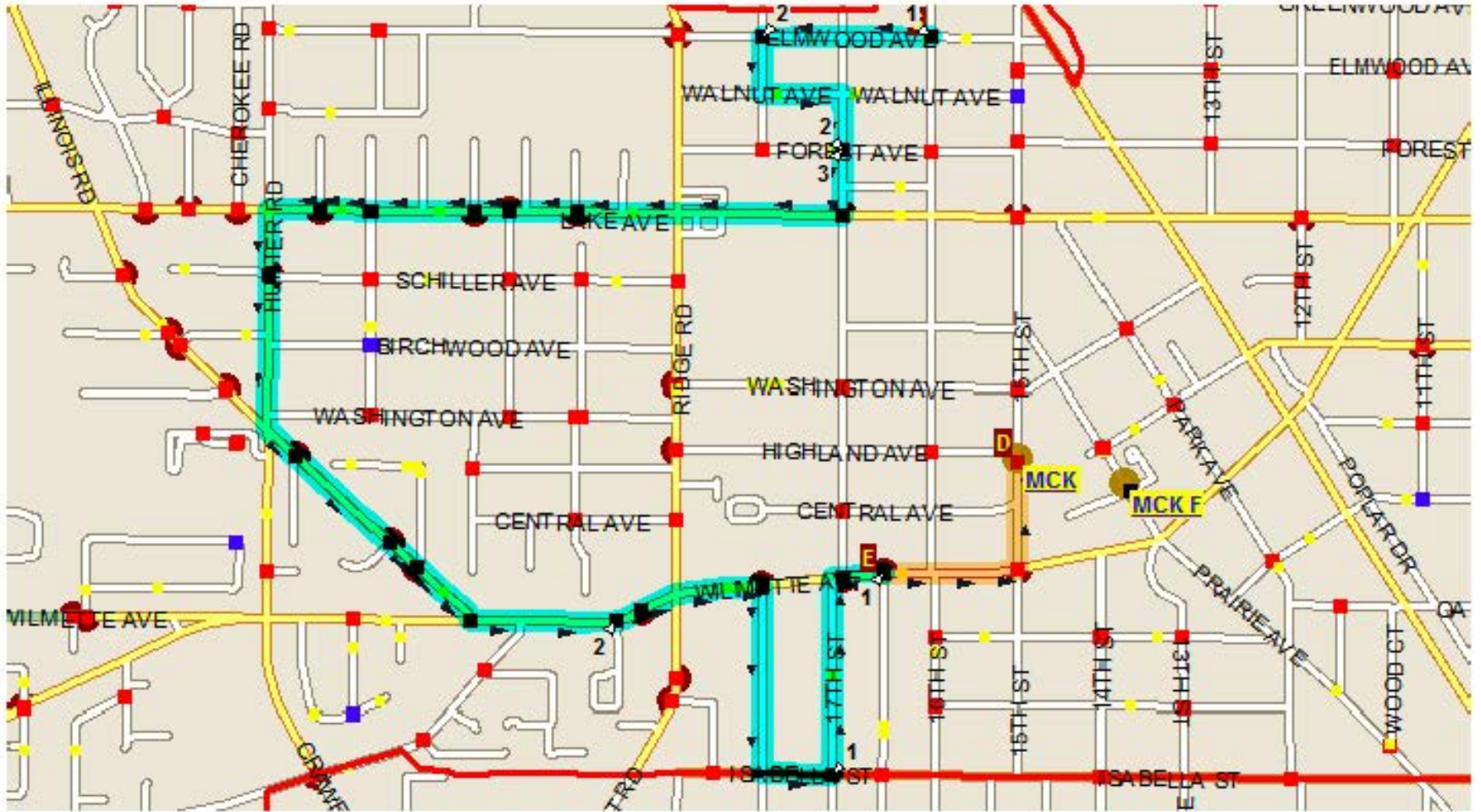
# Harper PM Route

Departs at 3:15 Running Time 17:56



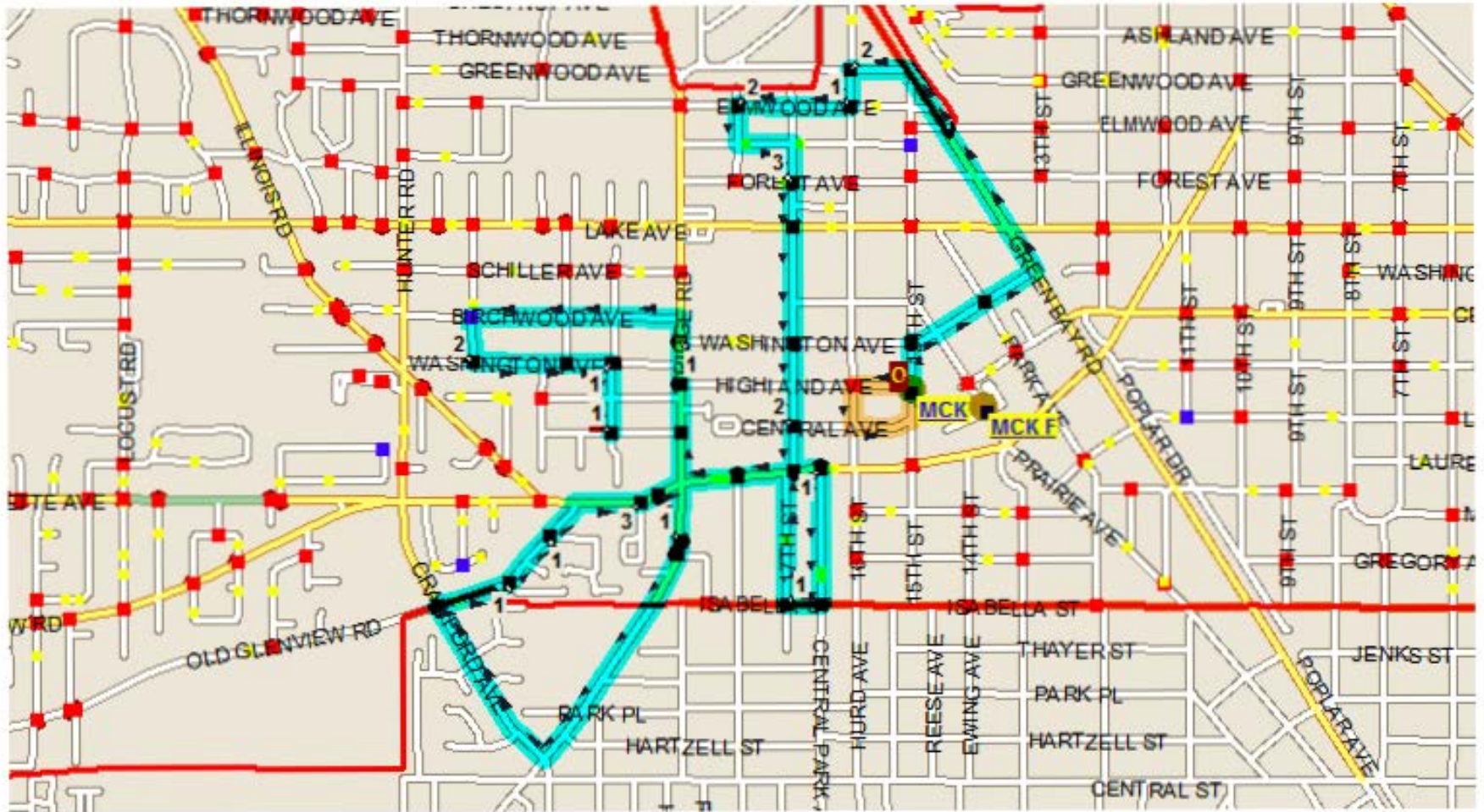
# McKenzie AM Route

Anchor Time 8:45 Running Time



# McKenzie PM Route

Departs at 3:25 Running time 26:40



## McKenzie Midday Out

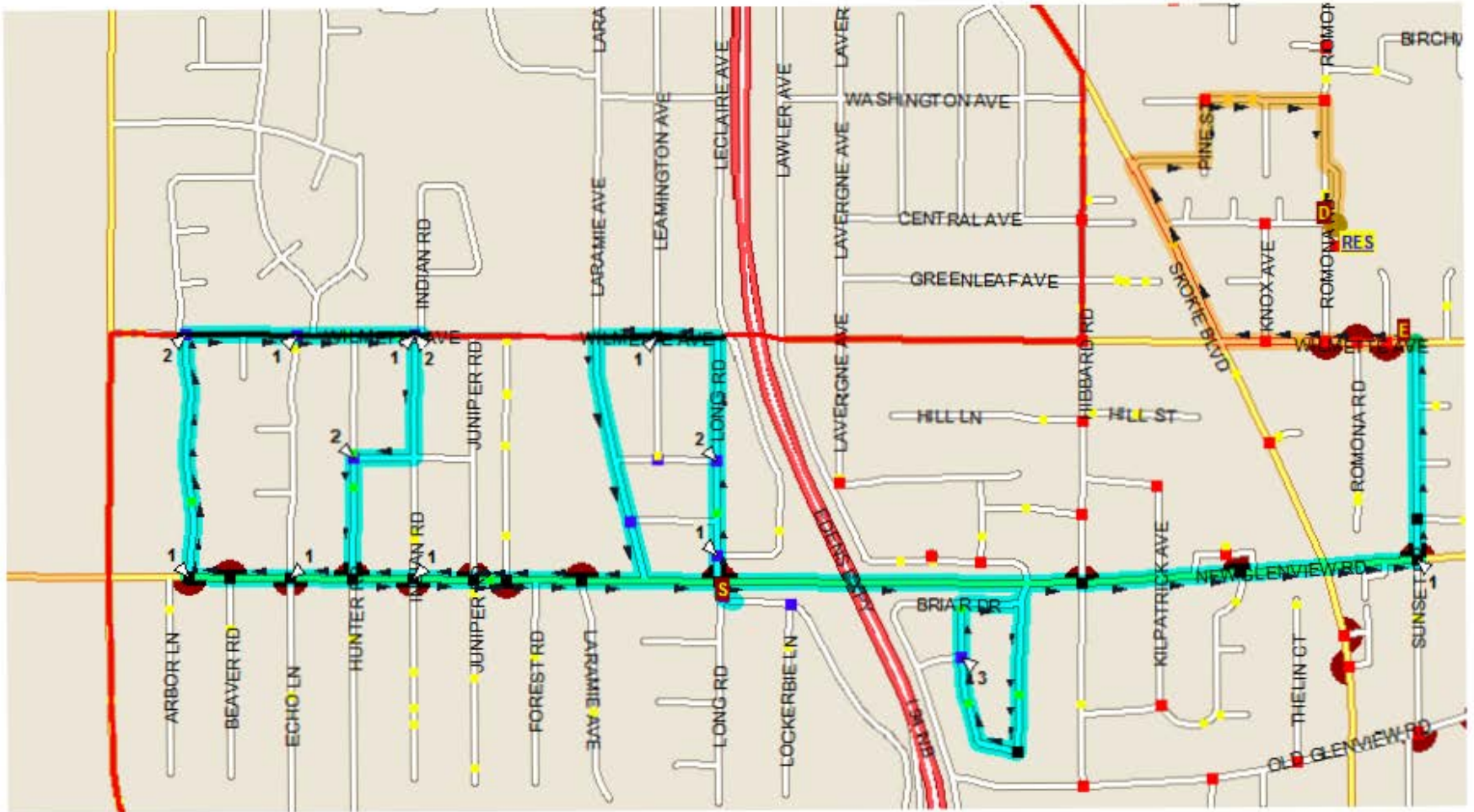
Departs at 11:35 No Riders at this time

## McKenzie Mid Day In

Anchor Time 12:30 No Rides at this Time

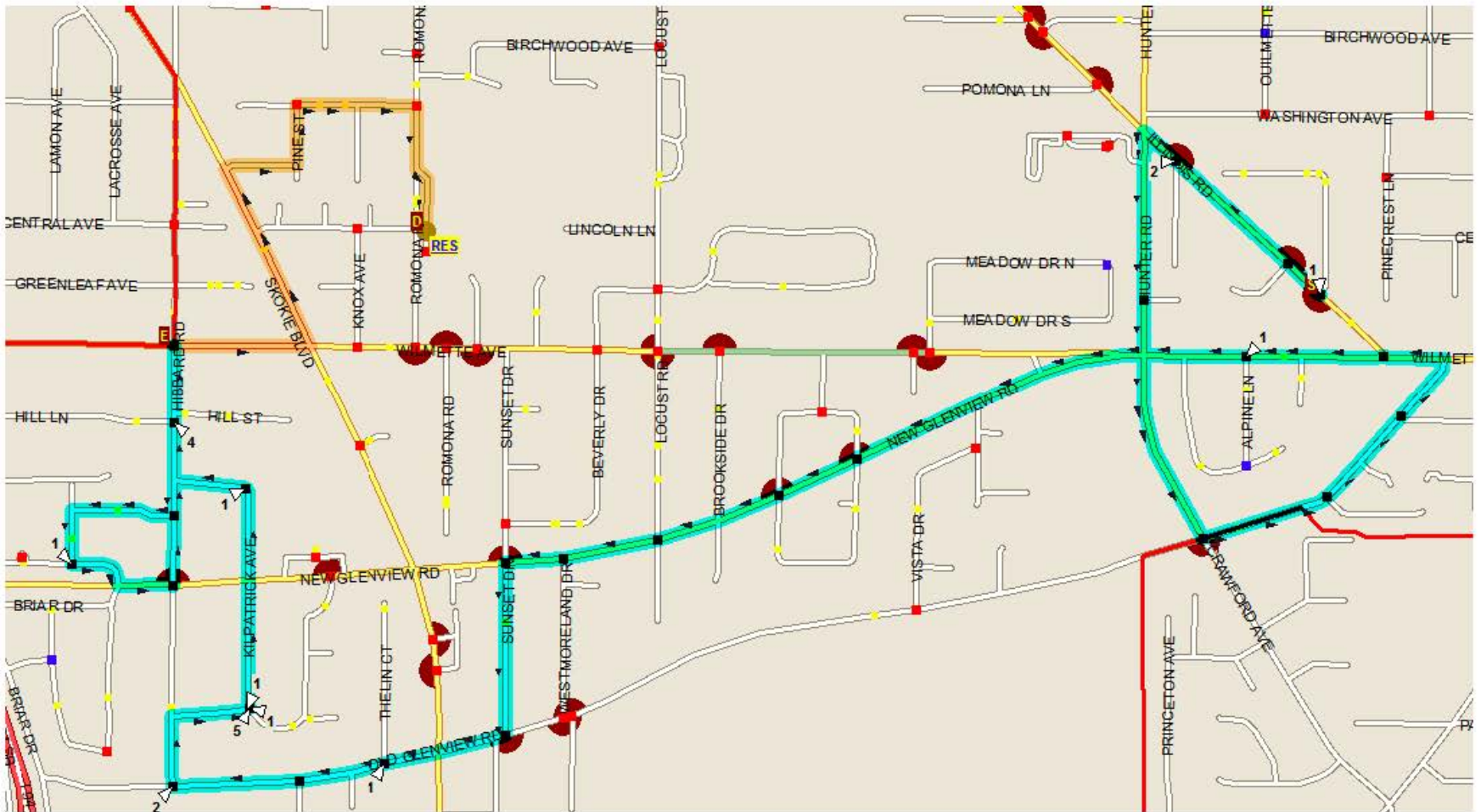
# Romona AM Route 1 of 4 (A Route)

Anchor Time 8:45 Running Time 18:52



# Romona Am Route 2 of 4 (B Route)

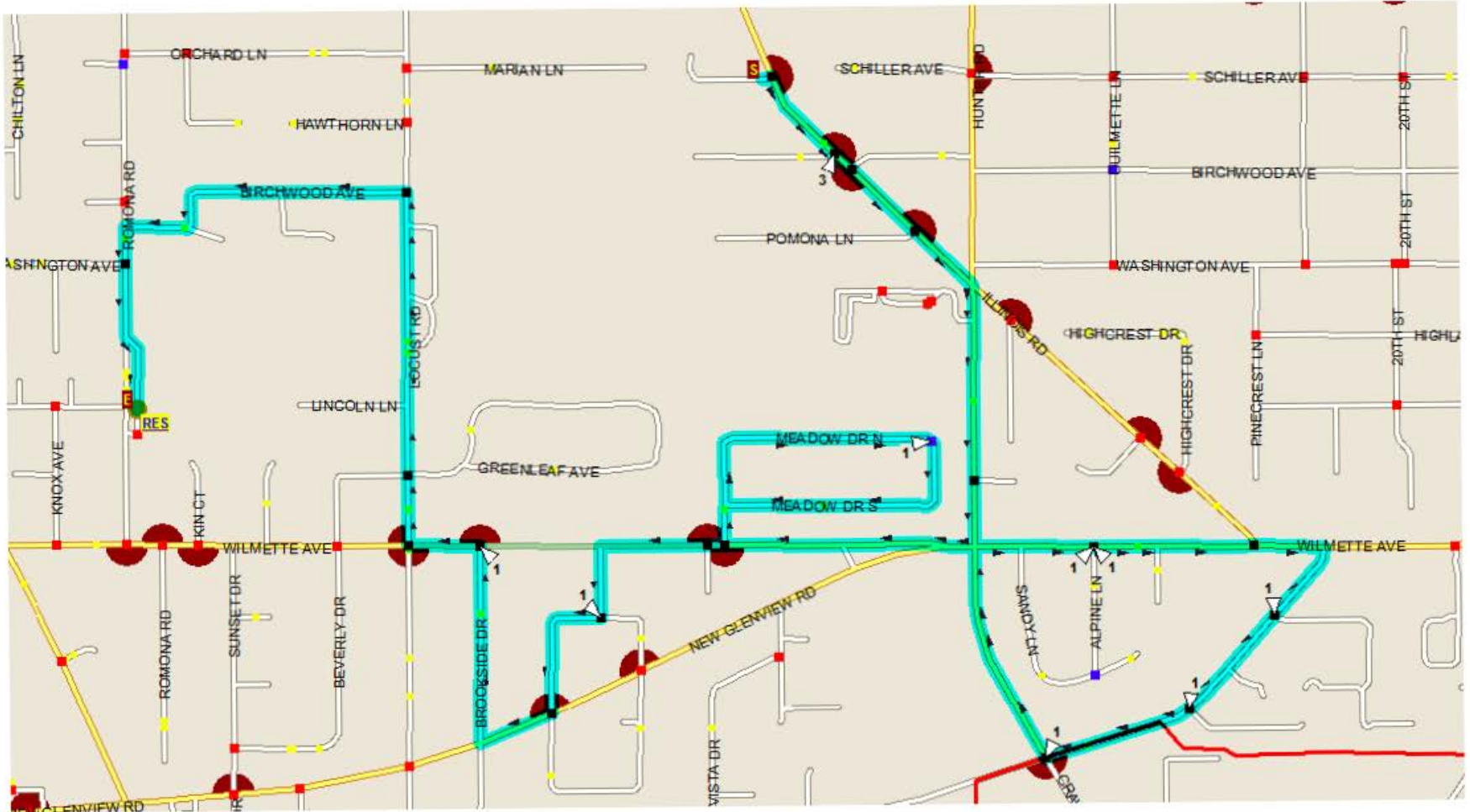
Anchor Time 8:45 Running Time 18:04





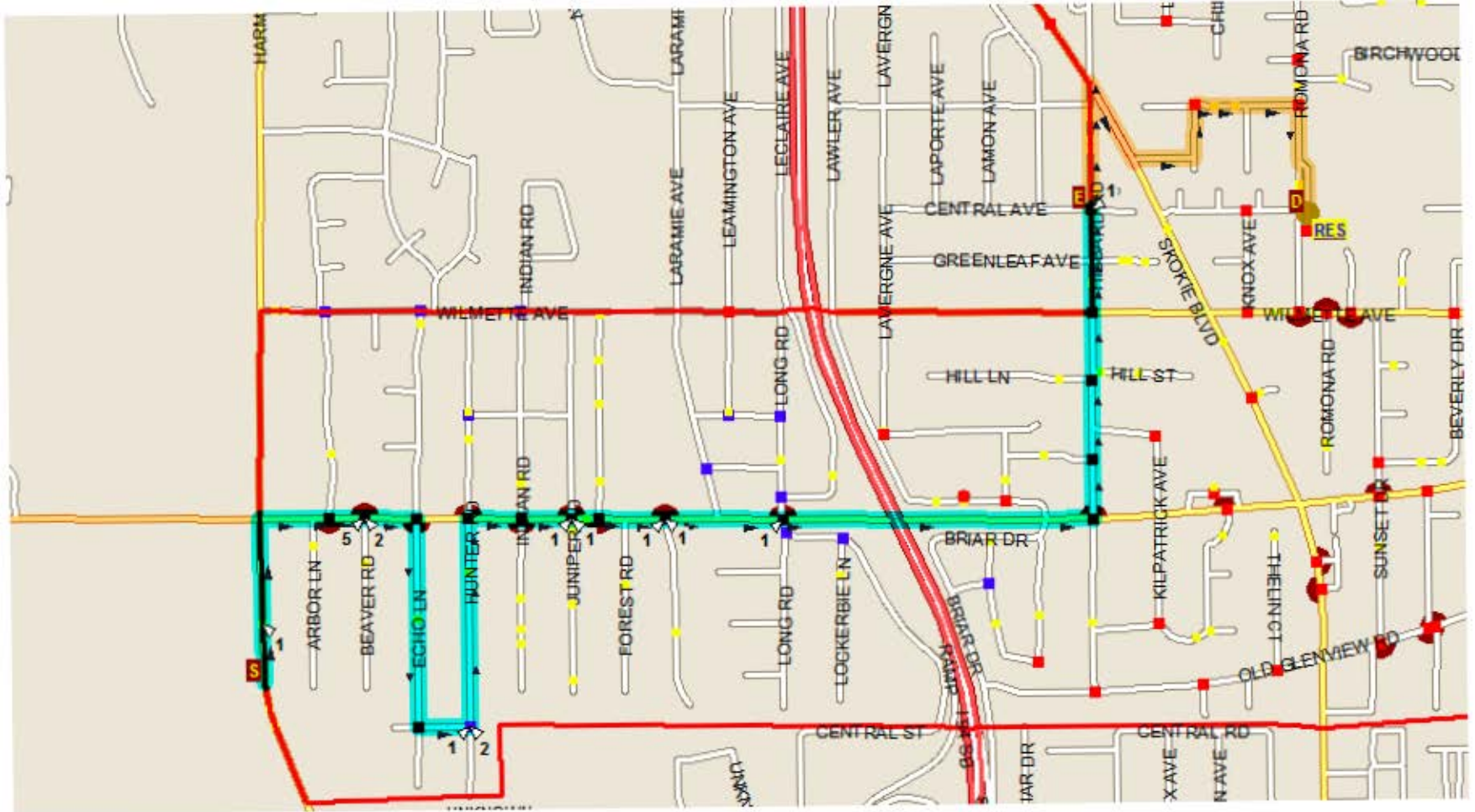
# Romona AM Route 3 of 4 (G Route)

Anchor Time 8:45 Running Time 14:30



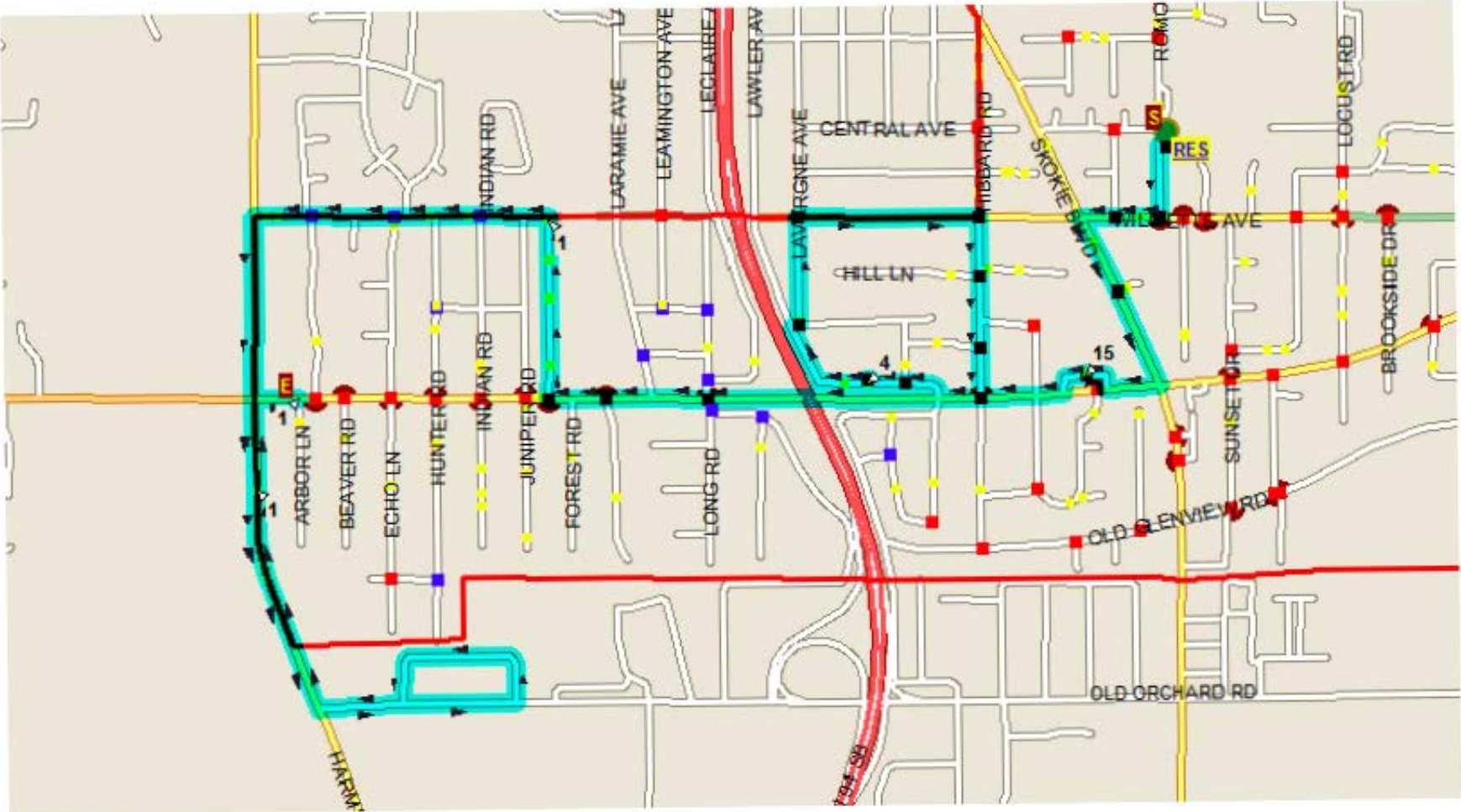
# Romona AM Route 4 of 4 ( H Route)

Anchor Time 8:45 Running Time 12:06



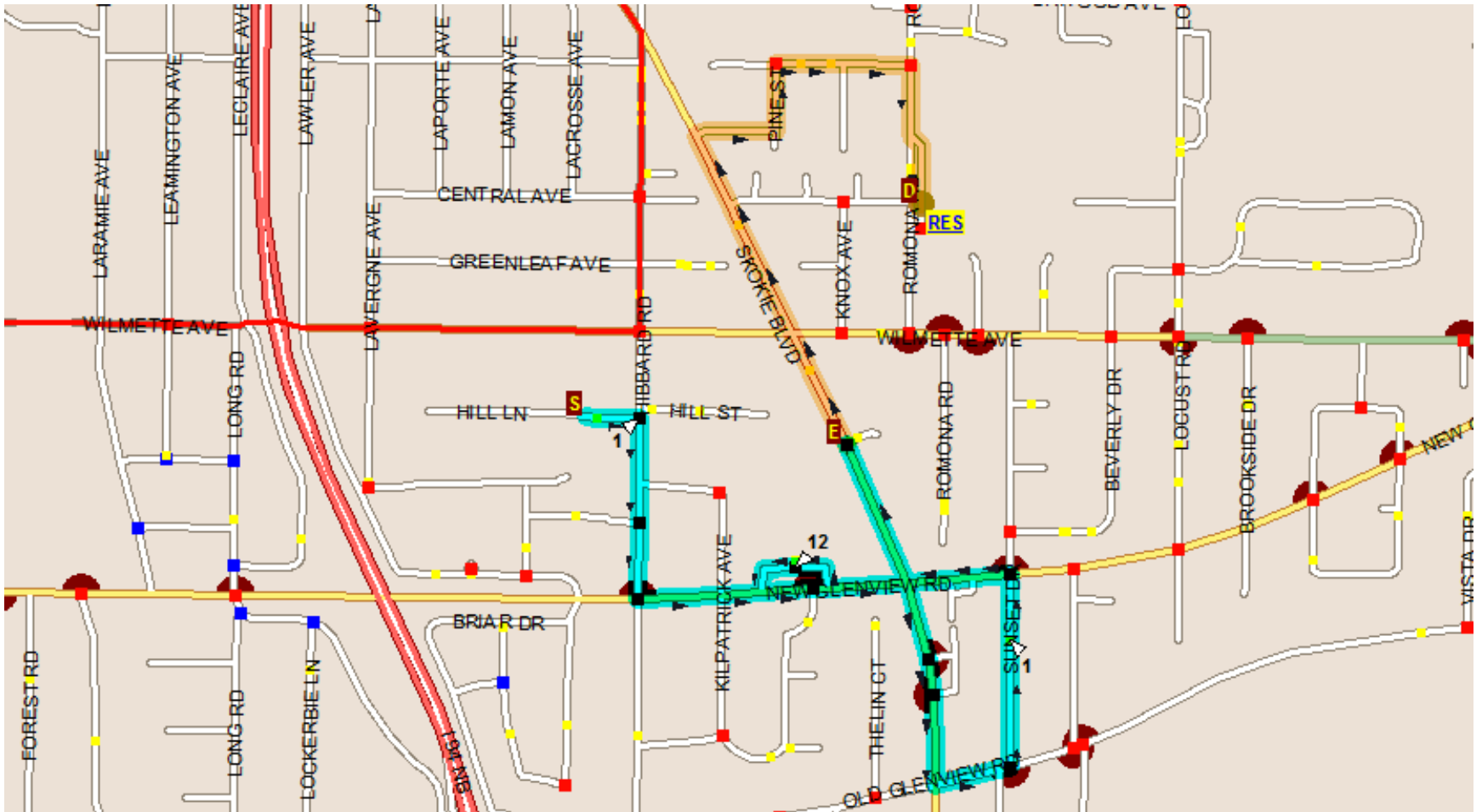
# Romona Midday Out

Departs at 11:35 Running Time 19:30



# Romona Midday In

Anchor Time 12:30 Running Time 8:13



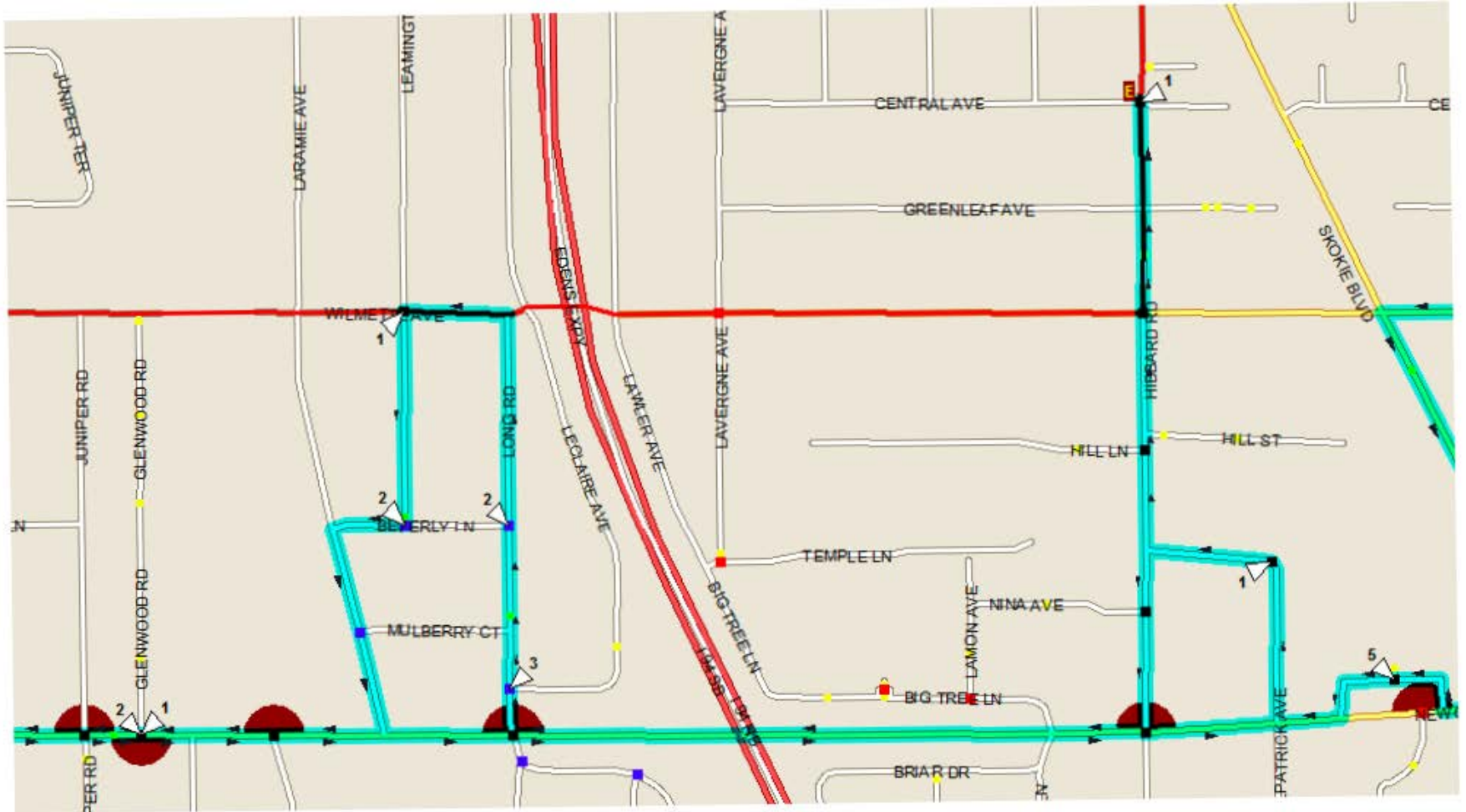
# Romona PM Bus 1 of 5 (G Bus)

Departs at 3:25 Running Time 17:05



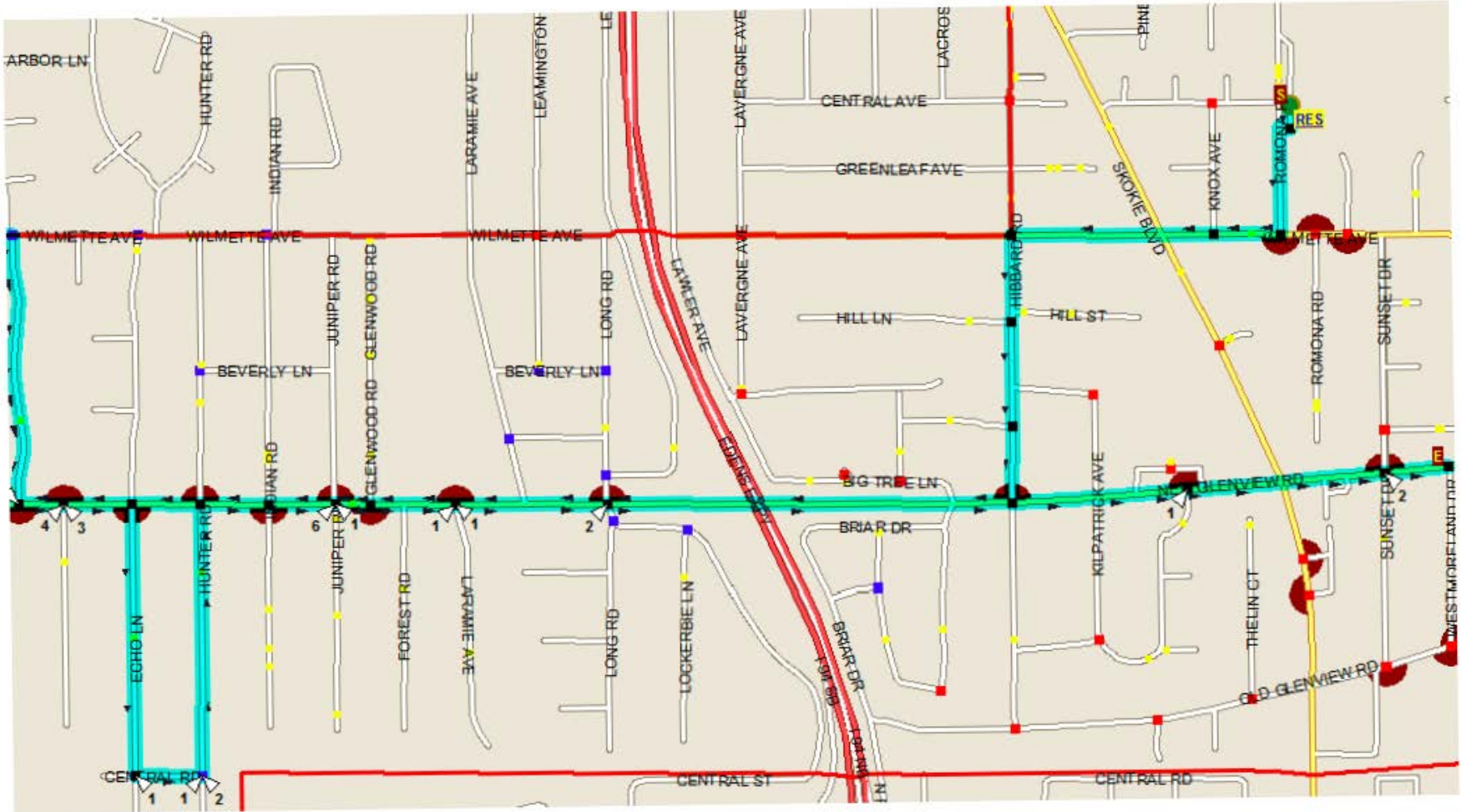
# Romona PM Bus 2 of 5 (A Bus)

Departs at 3:25 Running 19:04



# Romona PM Route 3 of 5 (I Route)

Departs at 3:25 Running Time 16:07



# Romona PM Route 4 of 5 (B Route)

Departs at 3:45 Running Time 24:28





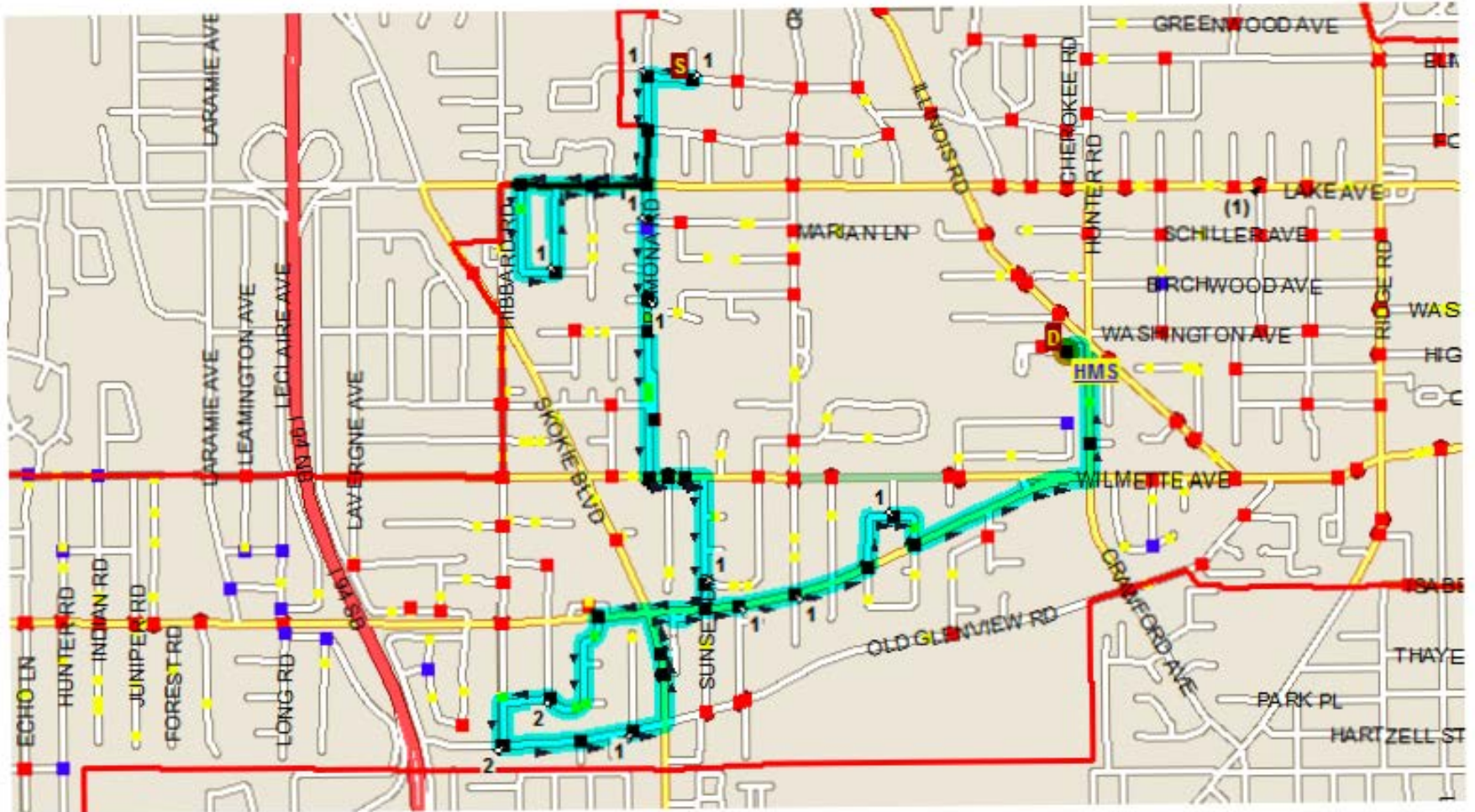
# Romona PM Route 5 of 5 (J Route)

Departs at 3:25 Running Time 7:33



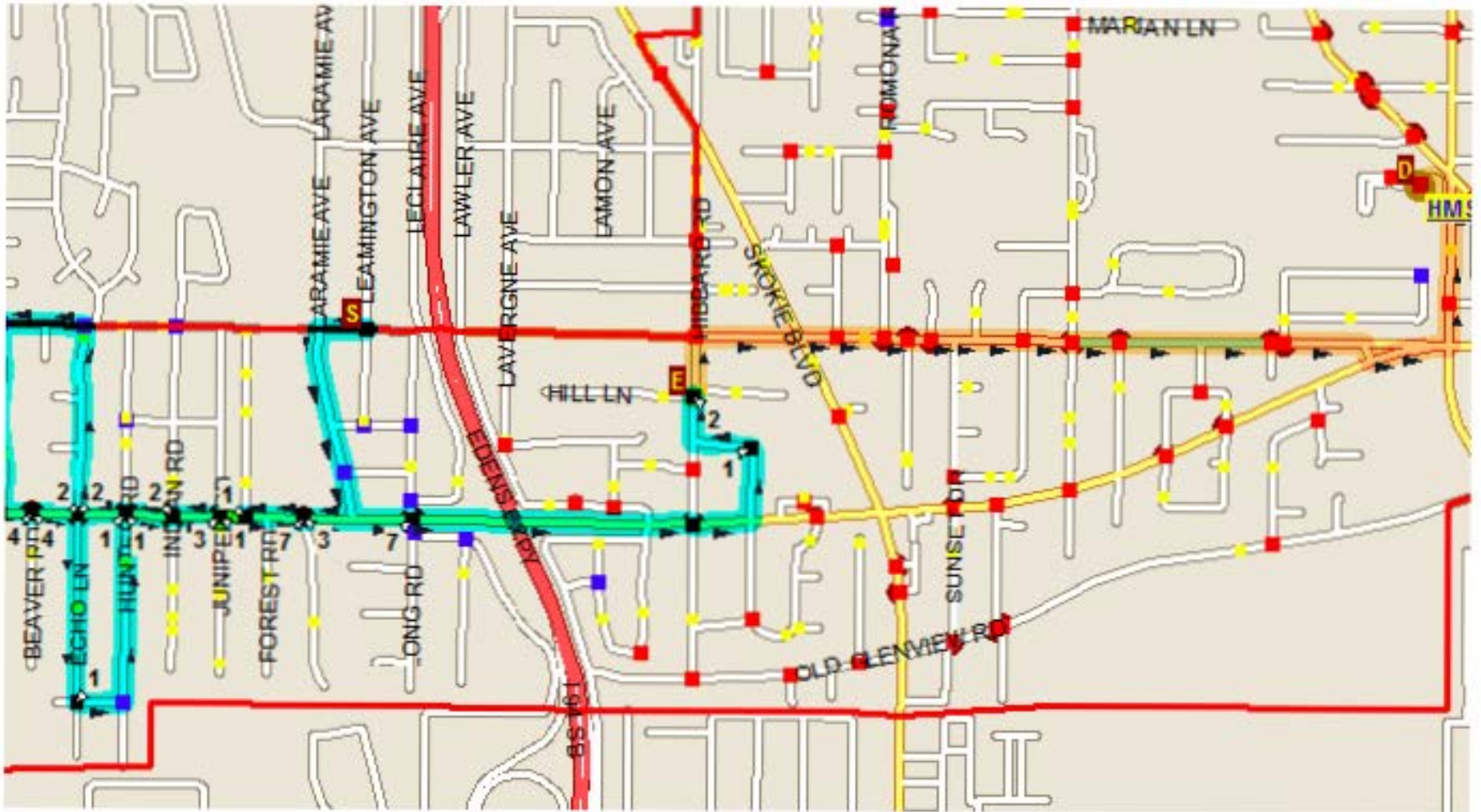
# Highcrest AM Route 1 of 9 (B Route)

Anchor Time 8:10 Running Time 17:35



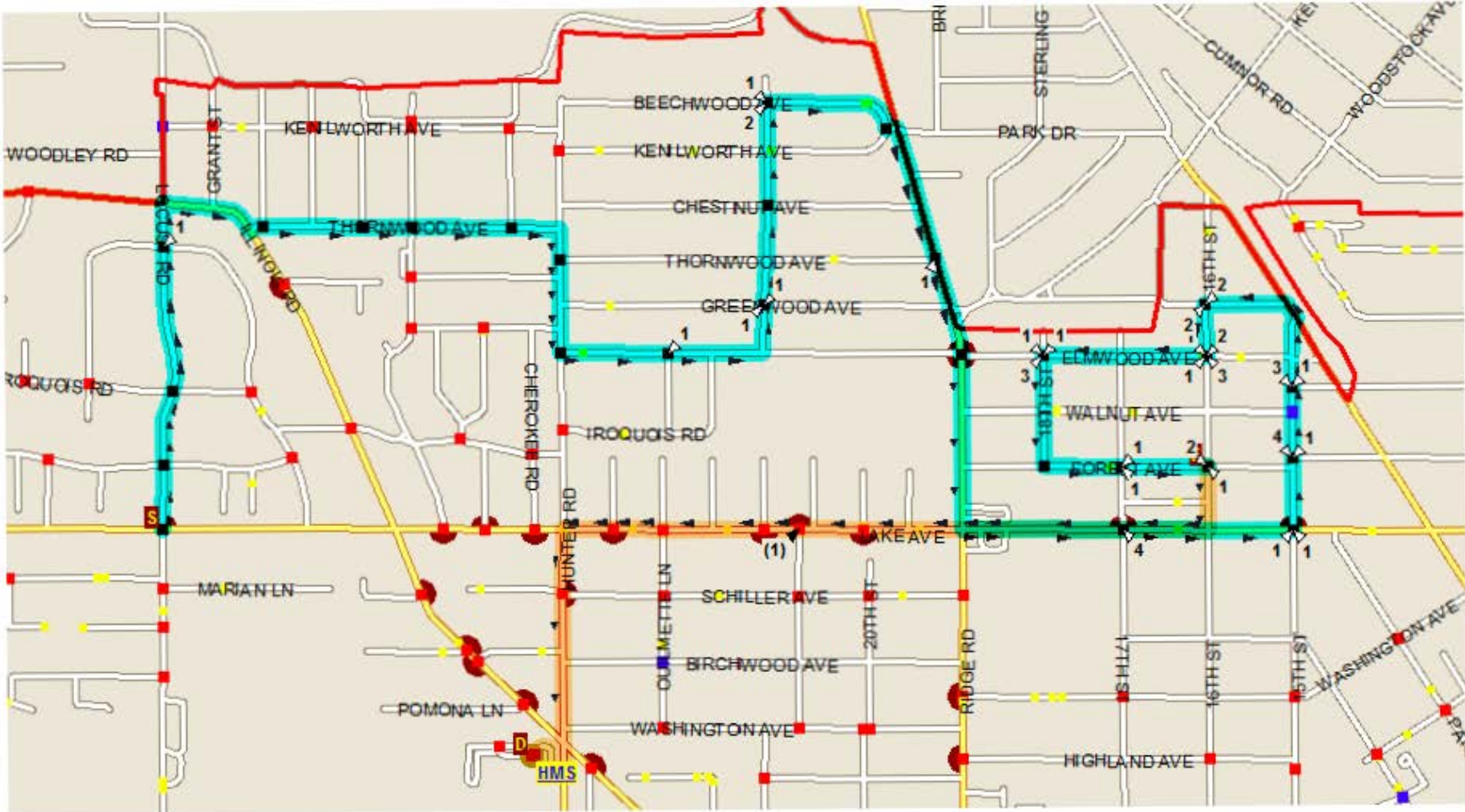
# Highcrest AM Route 2 of 9 (A Route)

Anchor Time 8:10 Running Time 19:54



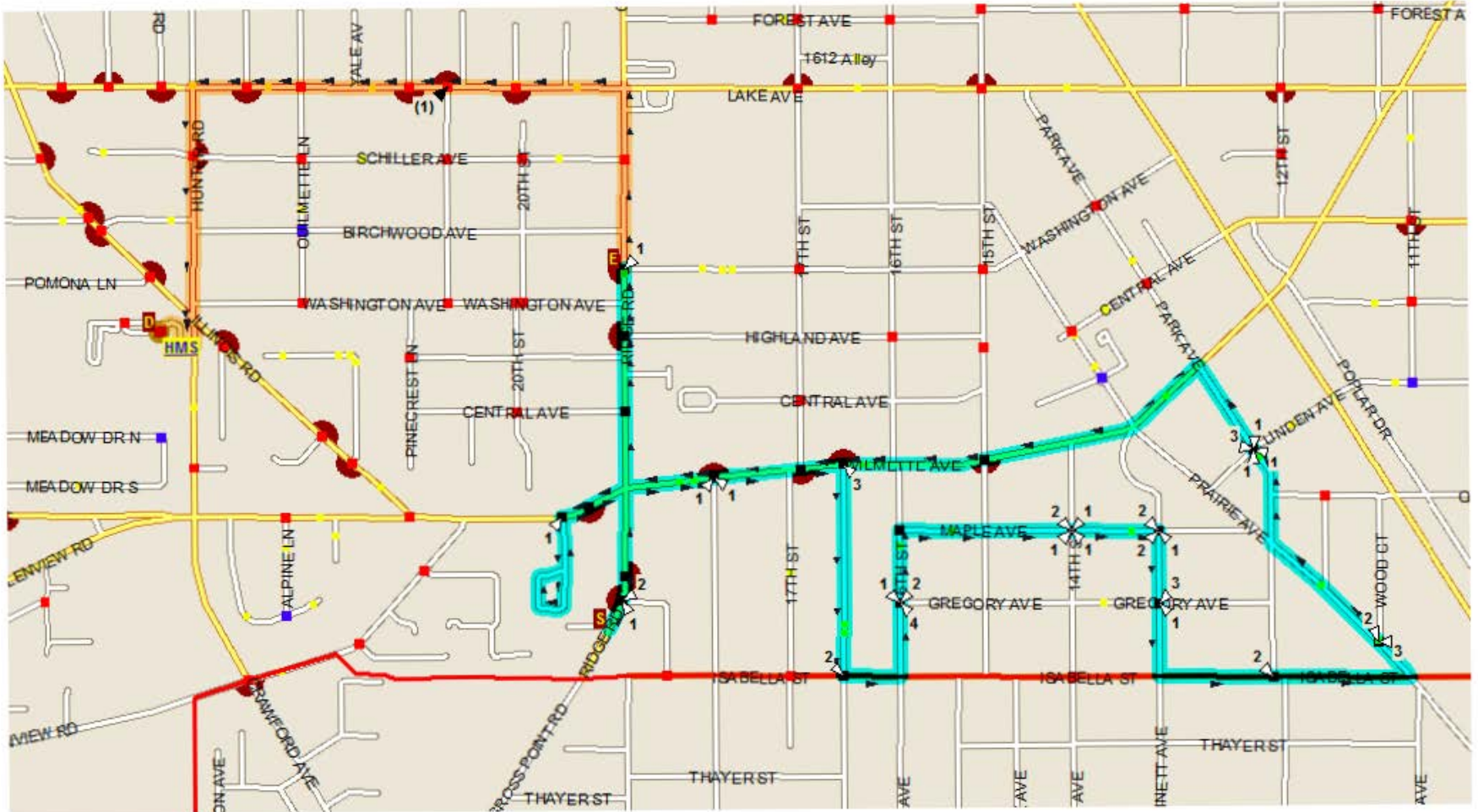
# Highcrest AM Route 3 of 9 (D Route)

Anchor Time 8:10 Running Time 23:43



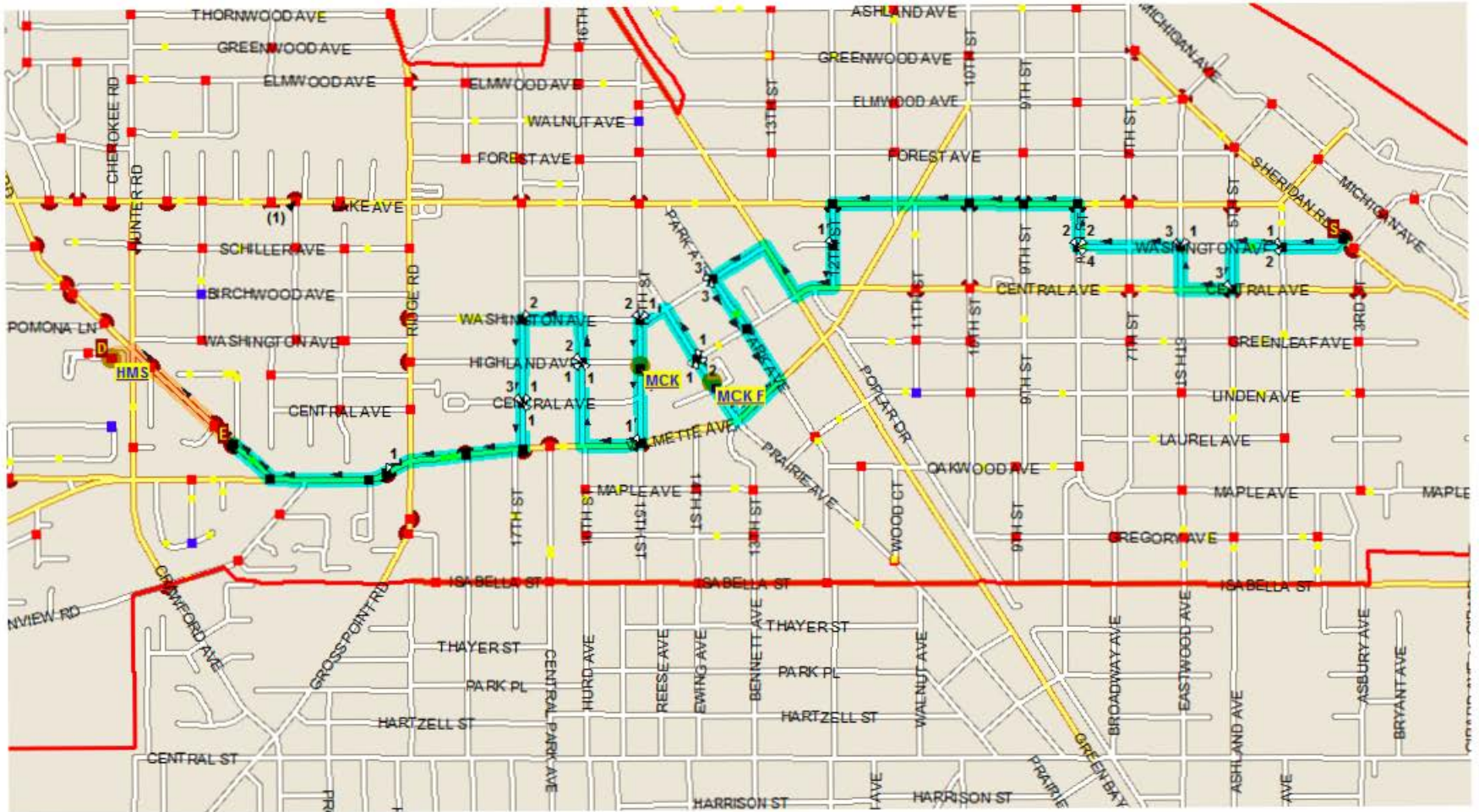
# Highcrest AM Route 4 of 9 (G Route)

Anchor Time 8:10 Running Time 20:42



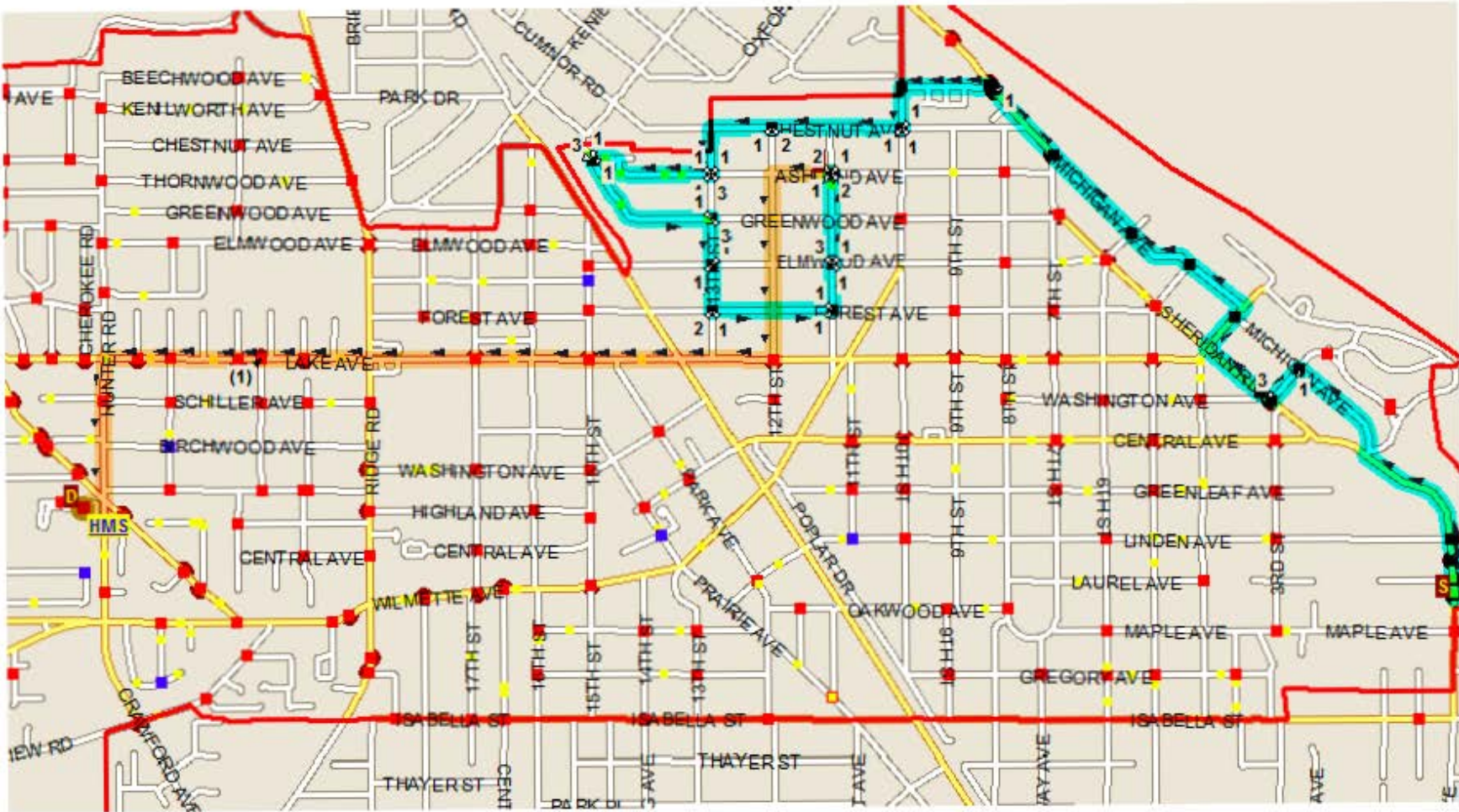
# Highcrest AM Route 5 of 9 (I Route)

Anchor Time 8:10 Running Time 20:32



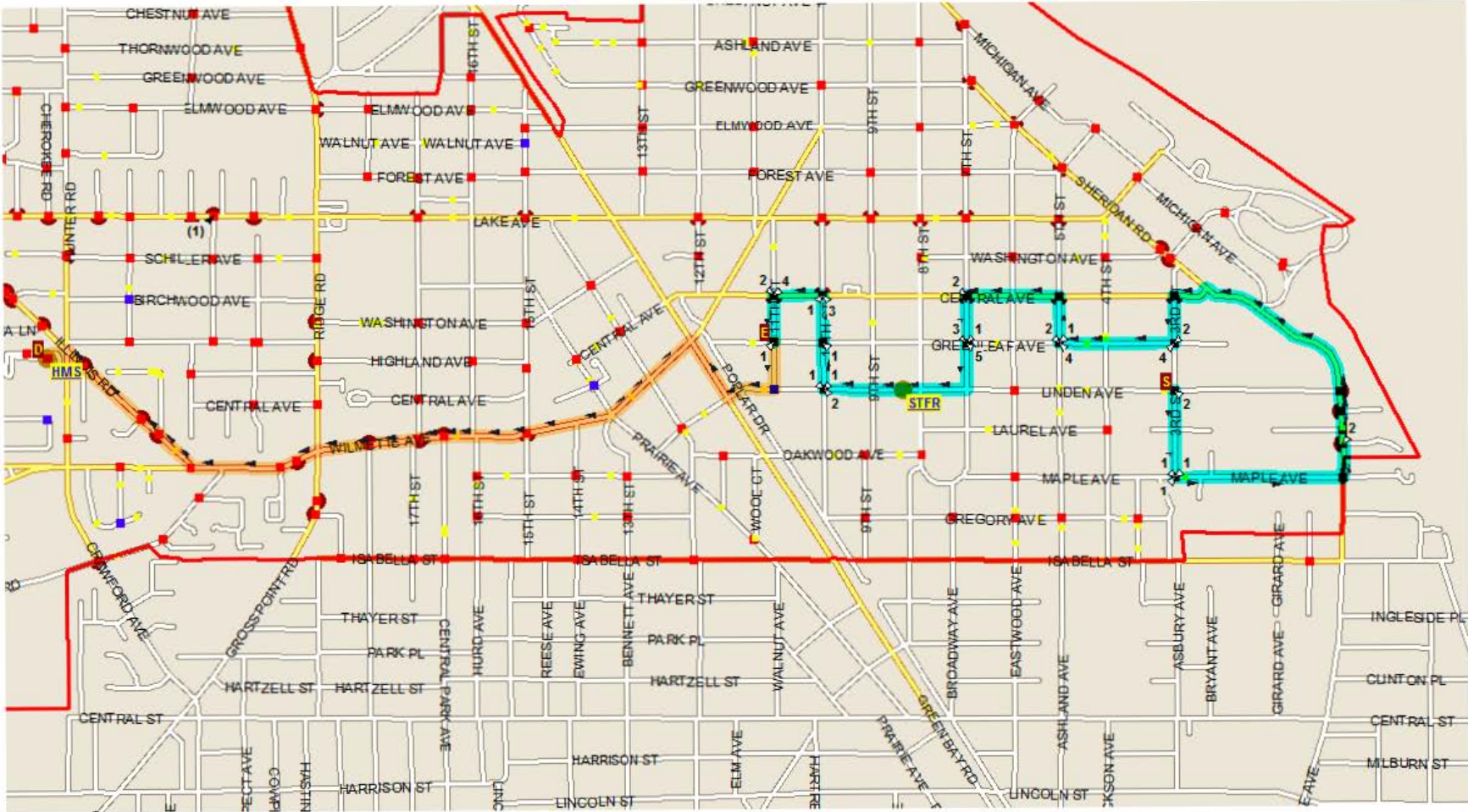
# Highcrest AM Routes 6 of 9 (C Route)

Anchor Time 8:10 Running Time 25:34



# Highcrest AM Route 7 of 9 (F Route)

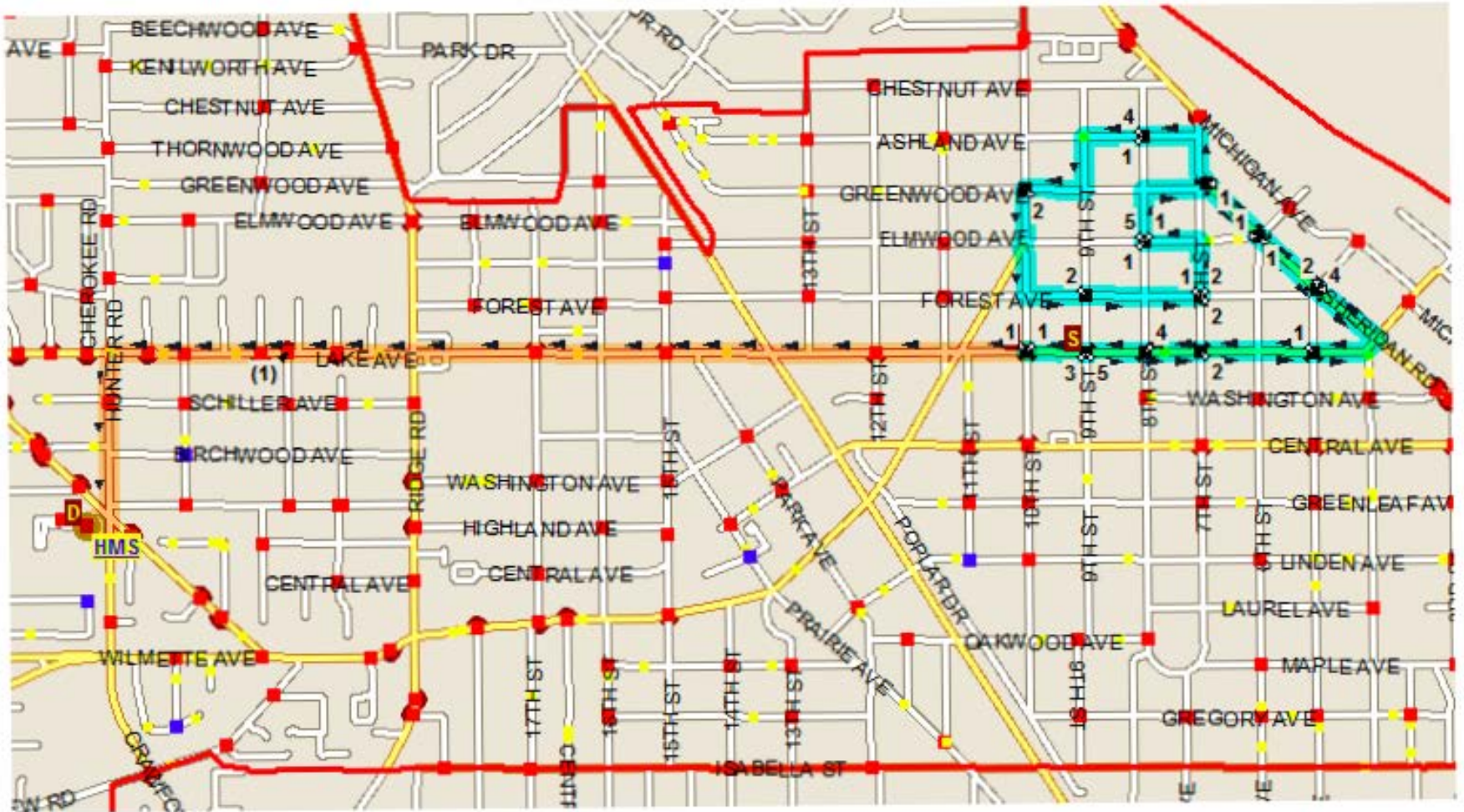
Anchor Time 8:10 Running Tim 20:36





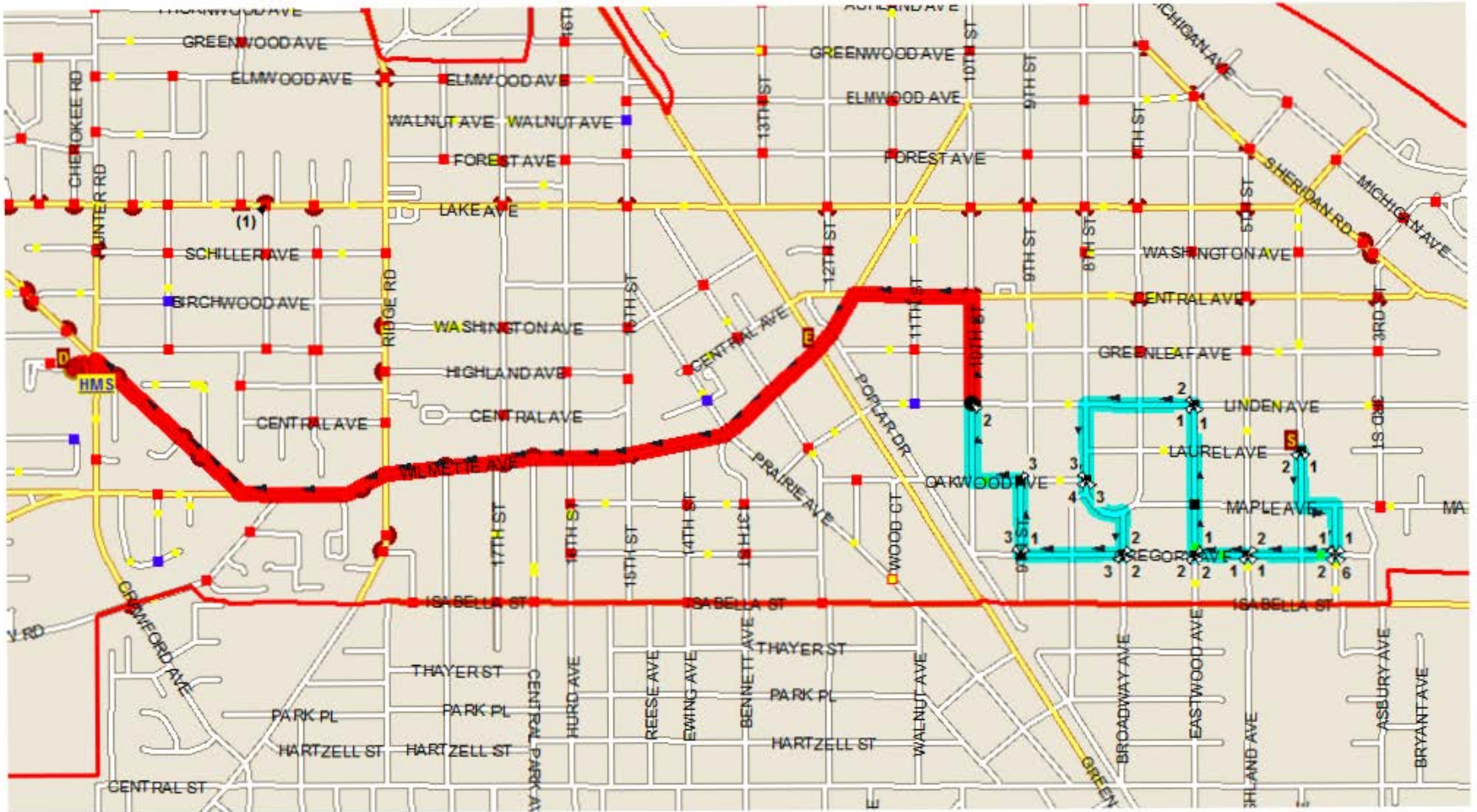
# Highcrest AM Route 8 of 9 (H Route)

Anchor Time 8:10 Running Time 21:19



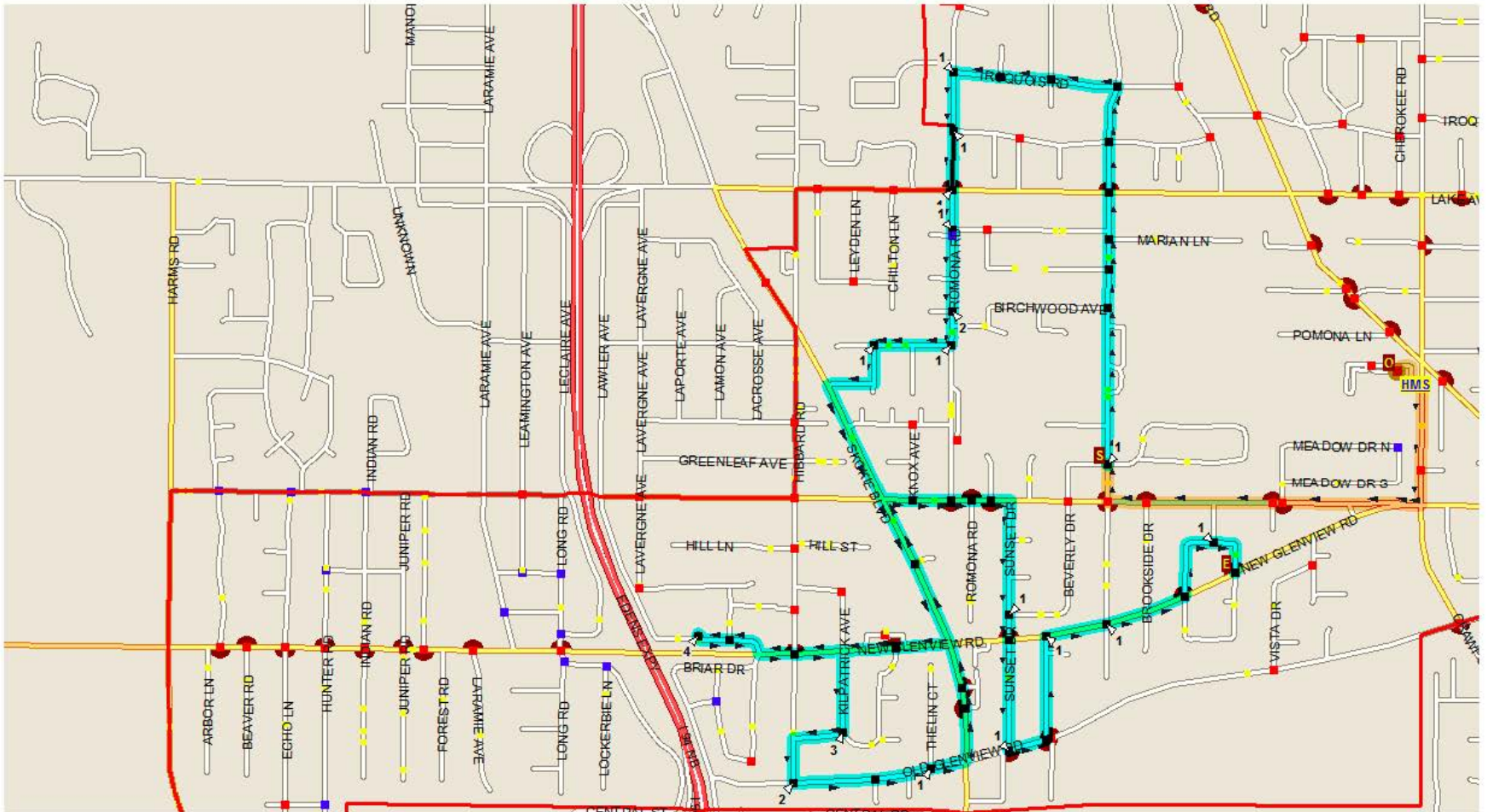
# Highcrest AM Route 9 of 9 (E Route)

Anchor Time 8:10 Running Time 19:01



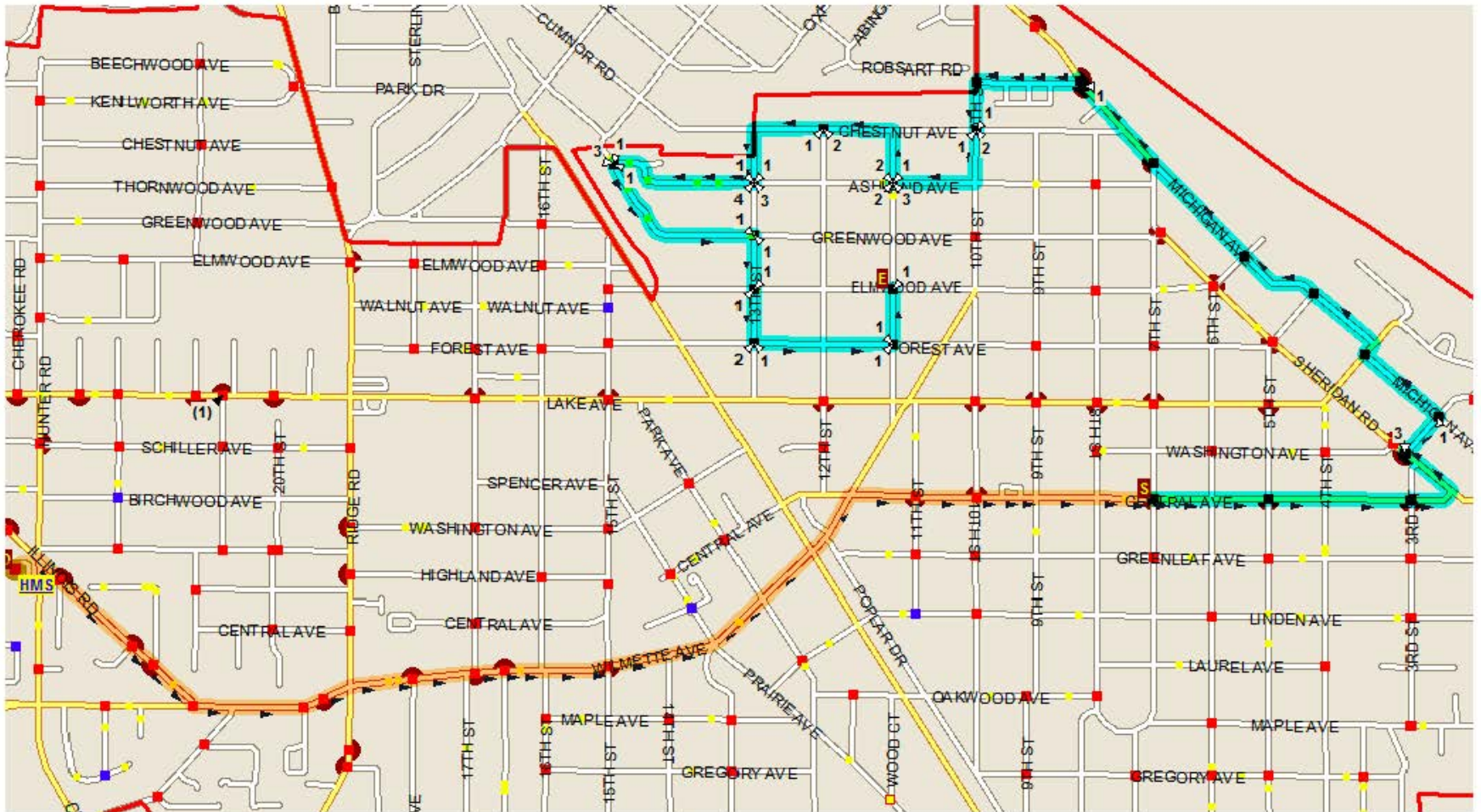
# Highcrest PM Route 1 of 9 (B Route)

Departs at 3:57 Running Time 24:12



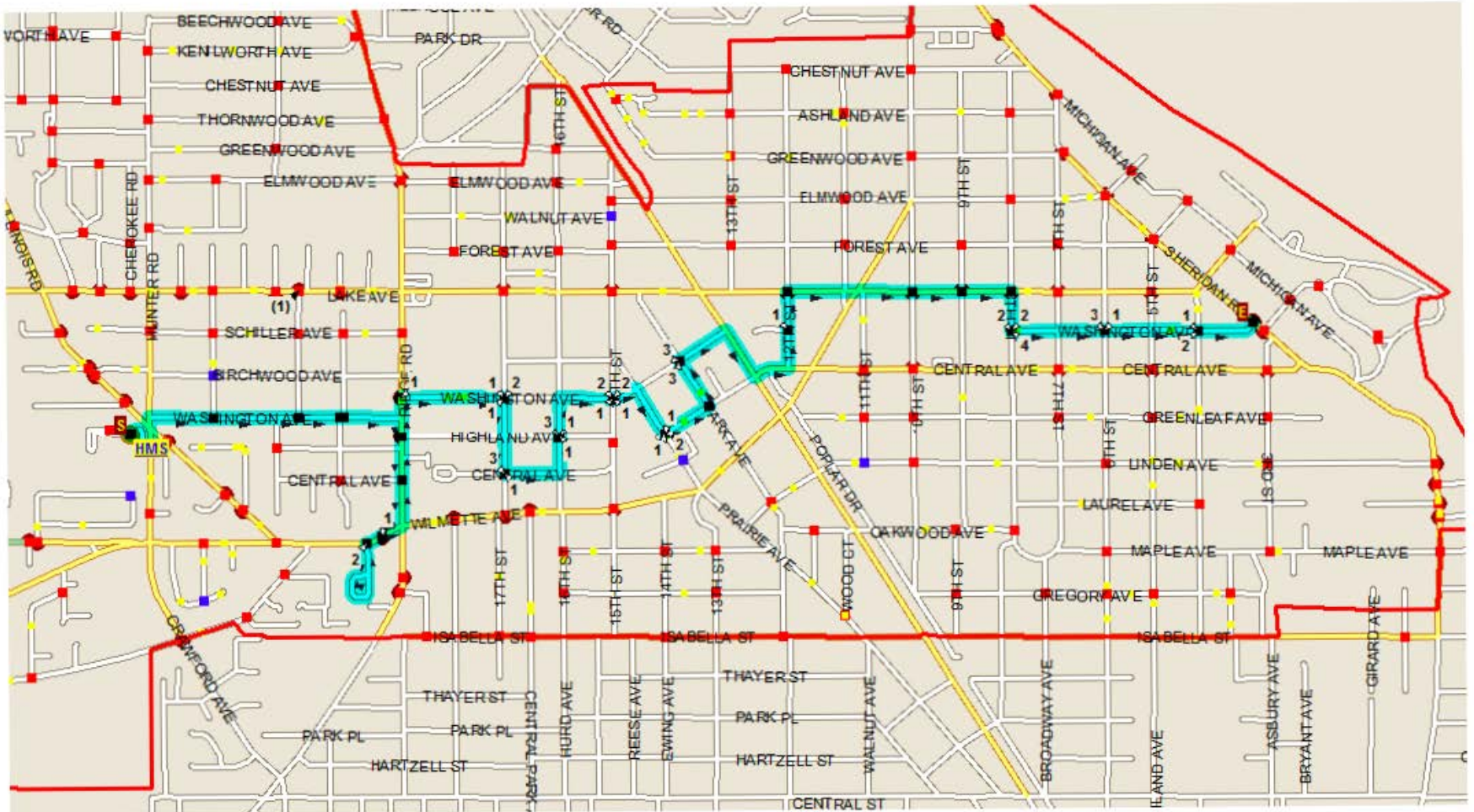
# Highcrest PM Route 2 of 9 (C Route)

Departs at 3:57 Running Time 23:13



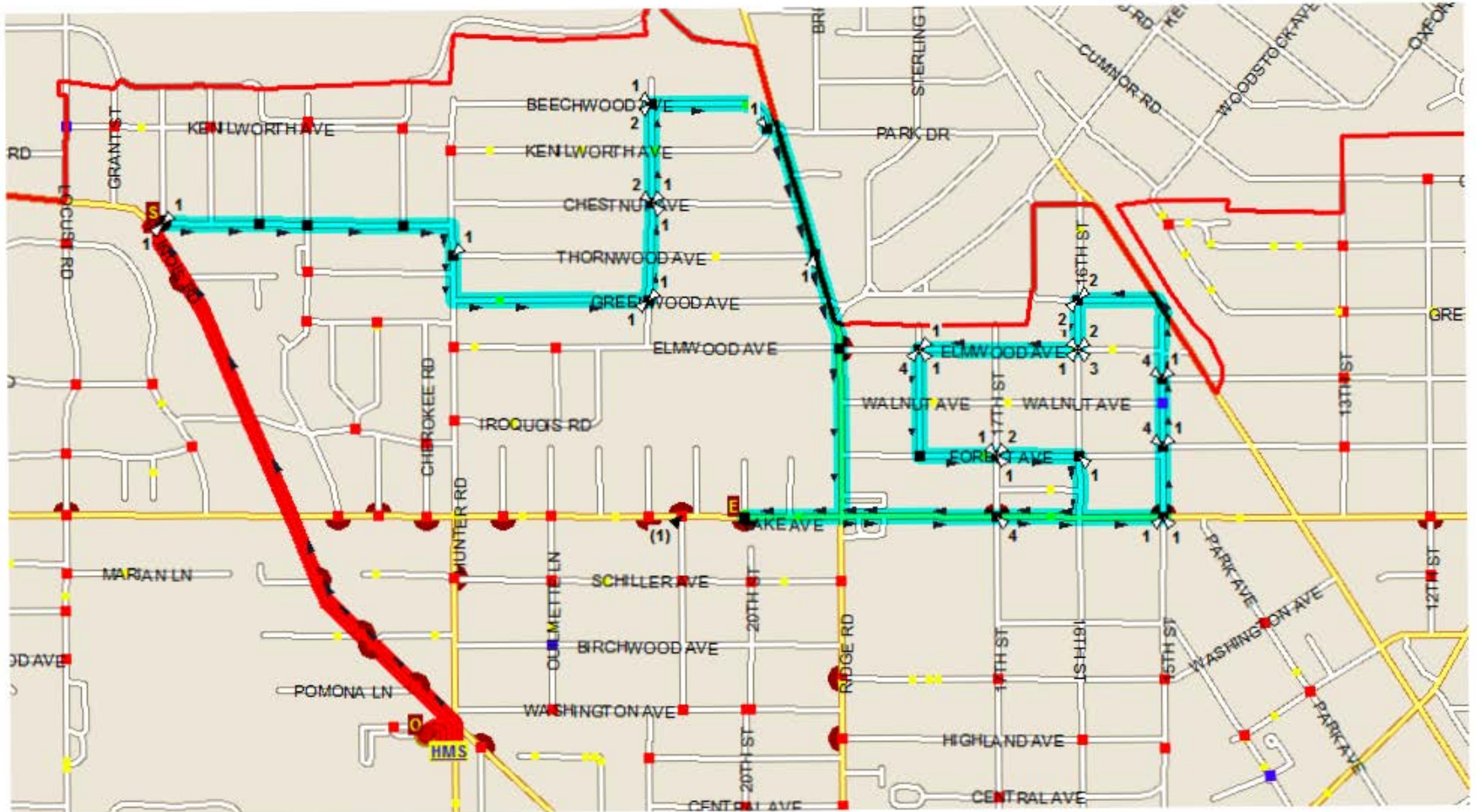
# Highcrest PM Route 3 of 9 (I Route)

Departs at 3:57 Running Time 20:19



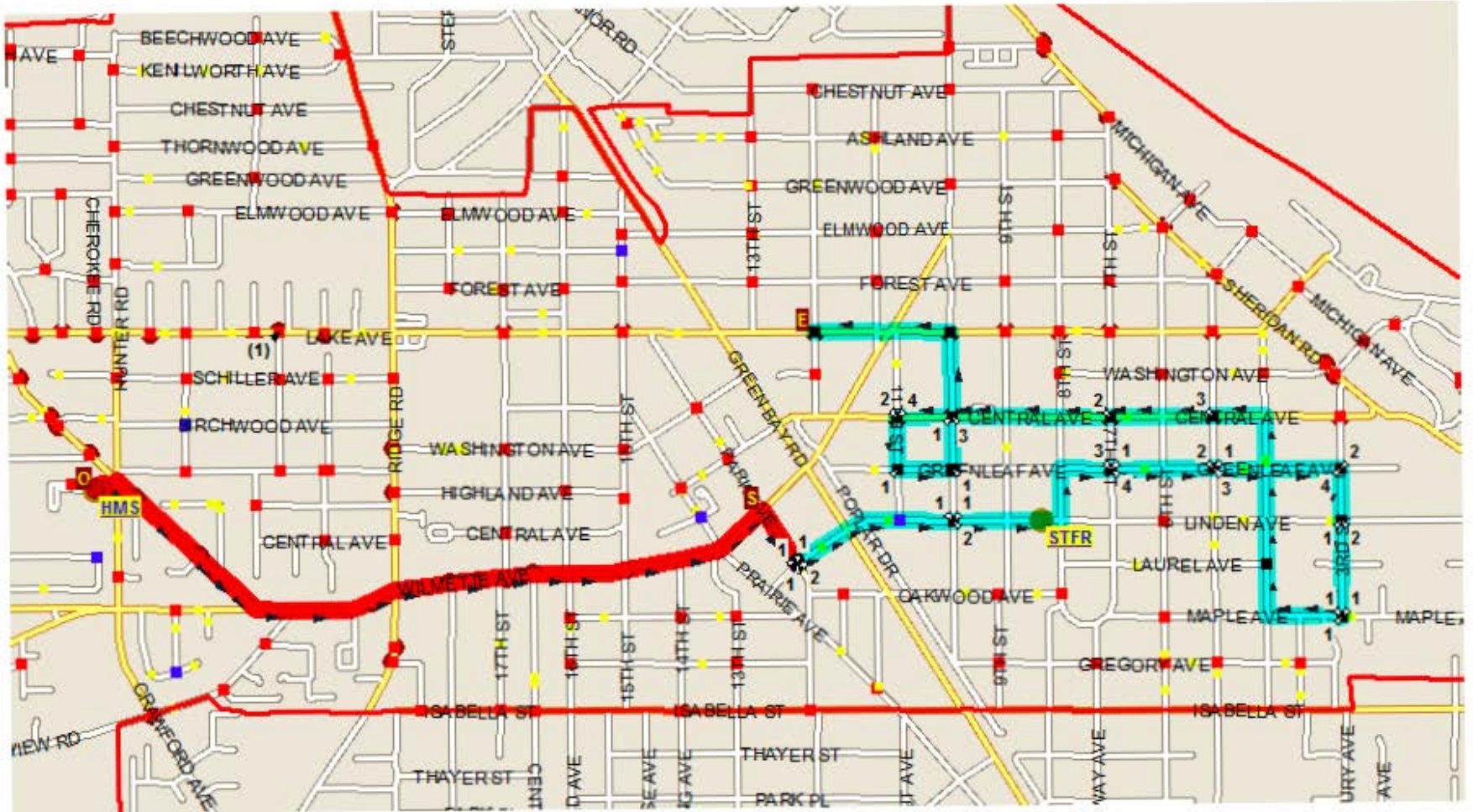
# Highcrest PM Route 4 of 9 (D Route)

Departs at 3:57 Running Time 21:26



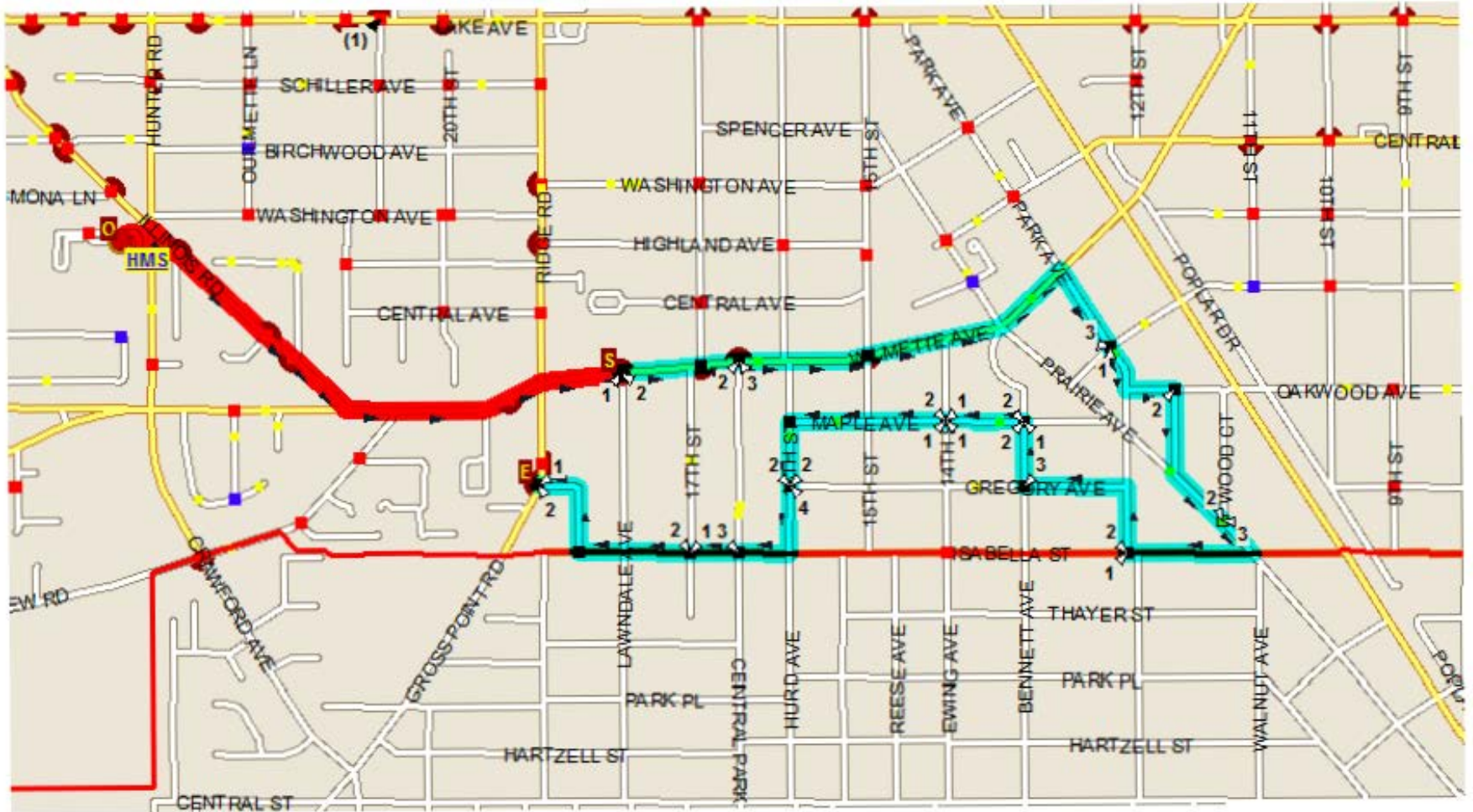
# Highcrest PM Route 5 of 9 (F Route)

Departs at 3:57 Running Time 21:49



# Highcrest PM Route 6 of 9 (G Route)

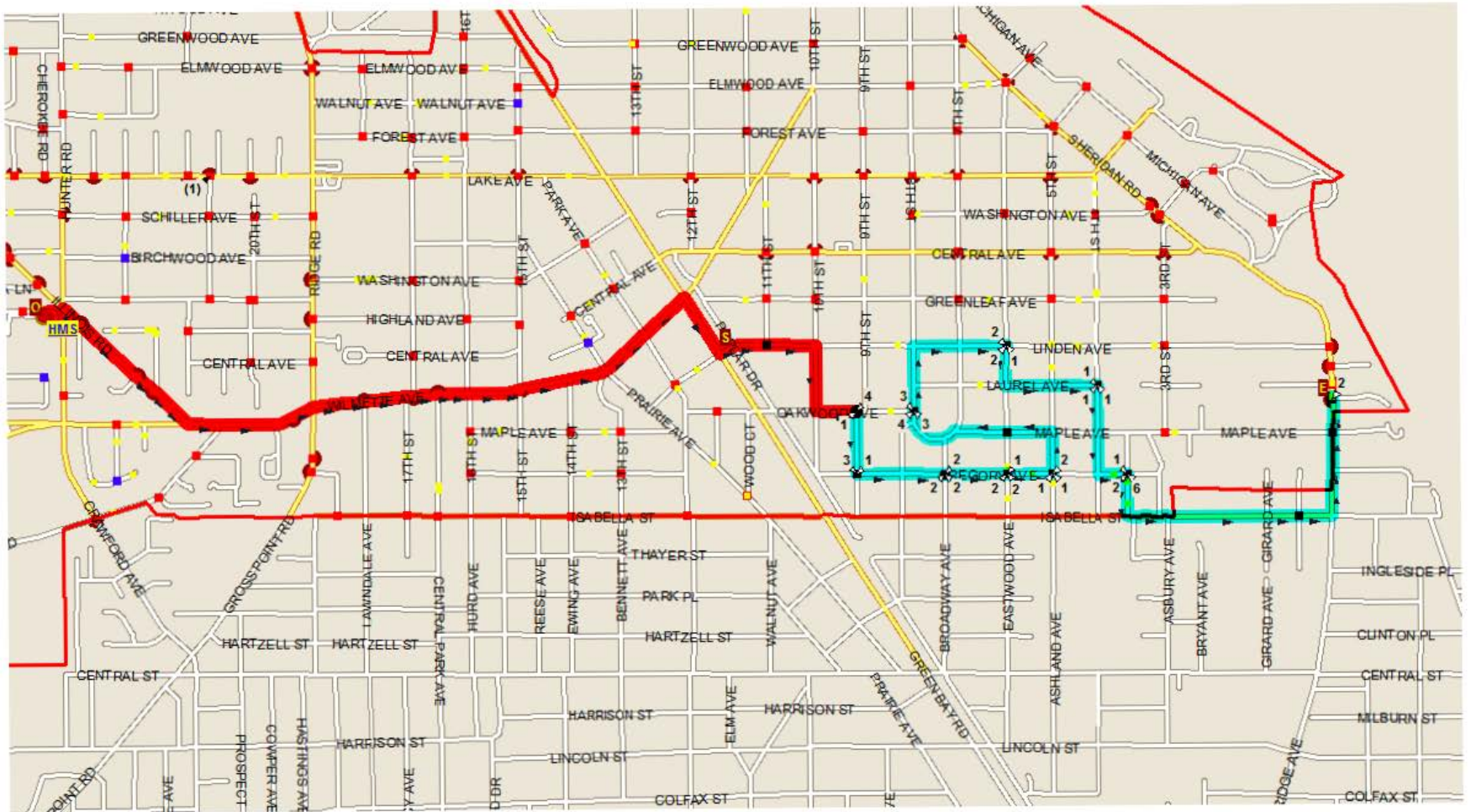
Departs at 3:57 Running Time 16:36





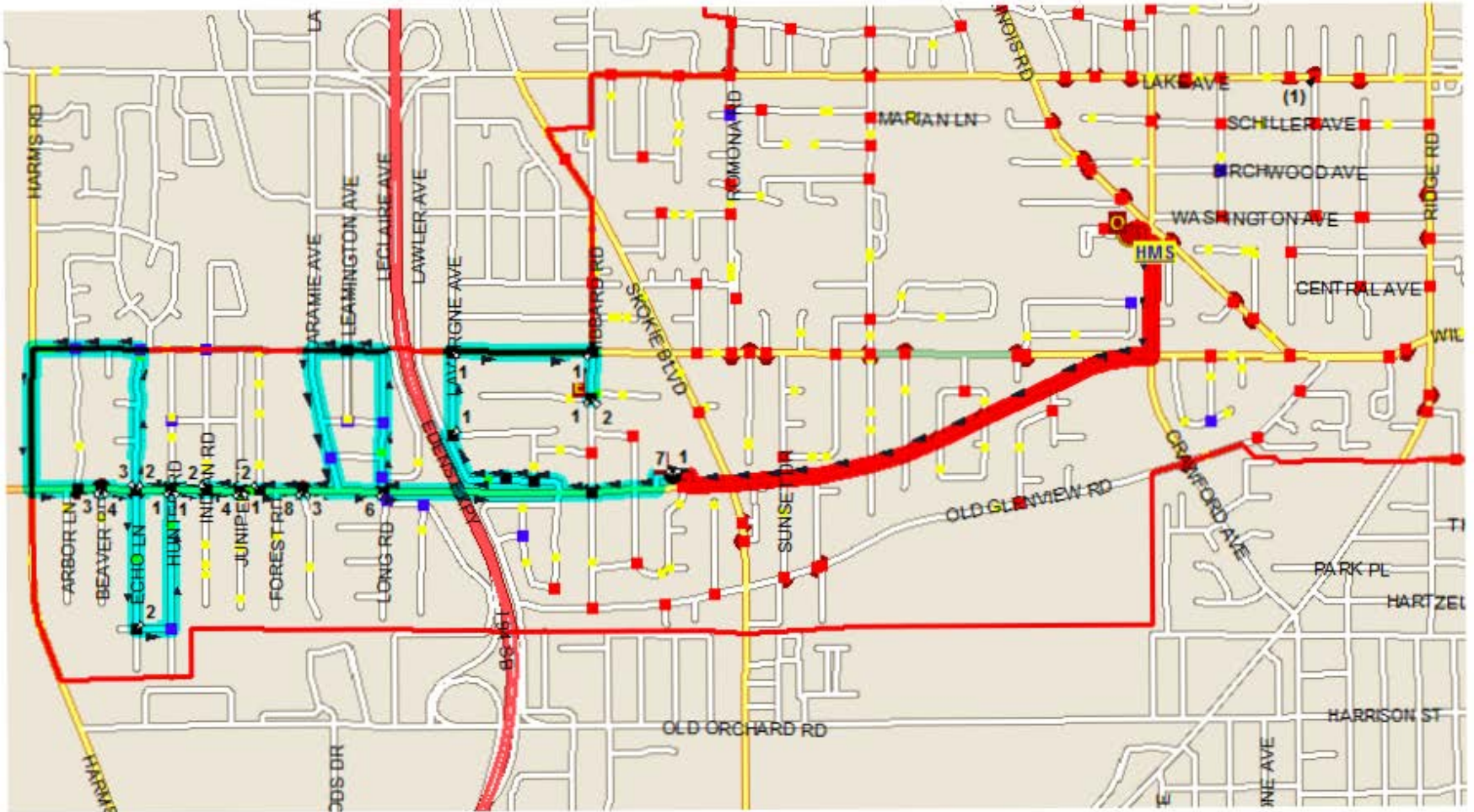
# Highcrest PM Route 7 of 9 (E Route)

Departs at 3:57 Running Time 20:38



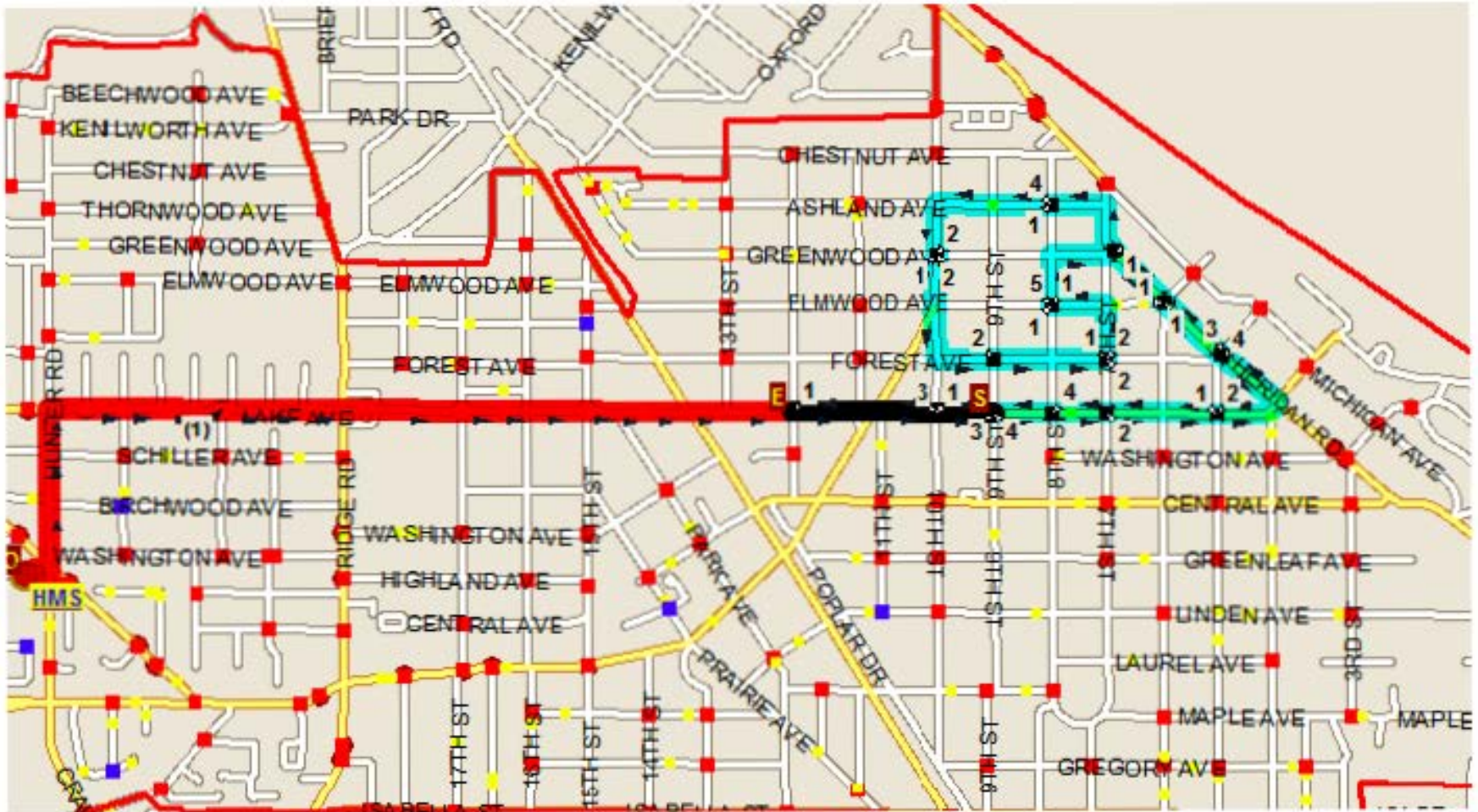
# Highcrest PM Route 8 of 9 (A Route)

Departs at 3:57 Running Time 23:54



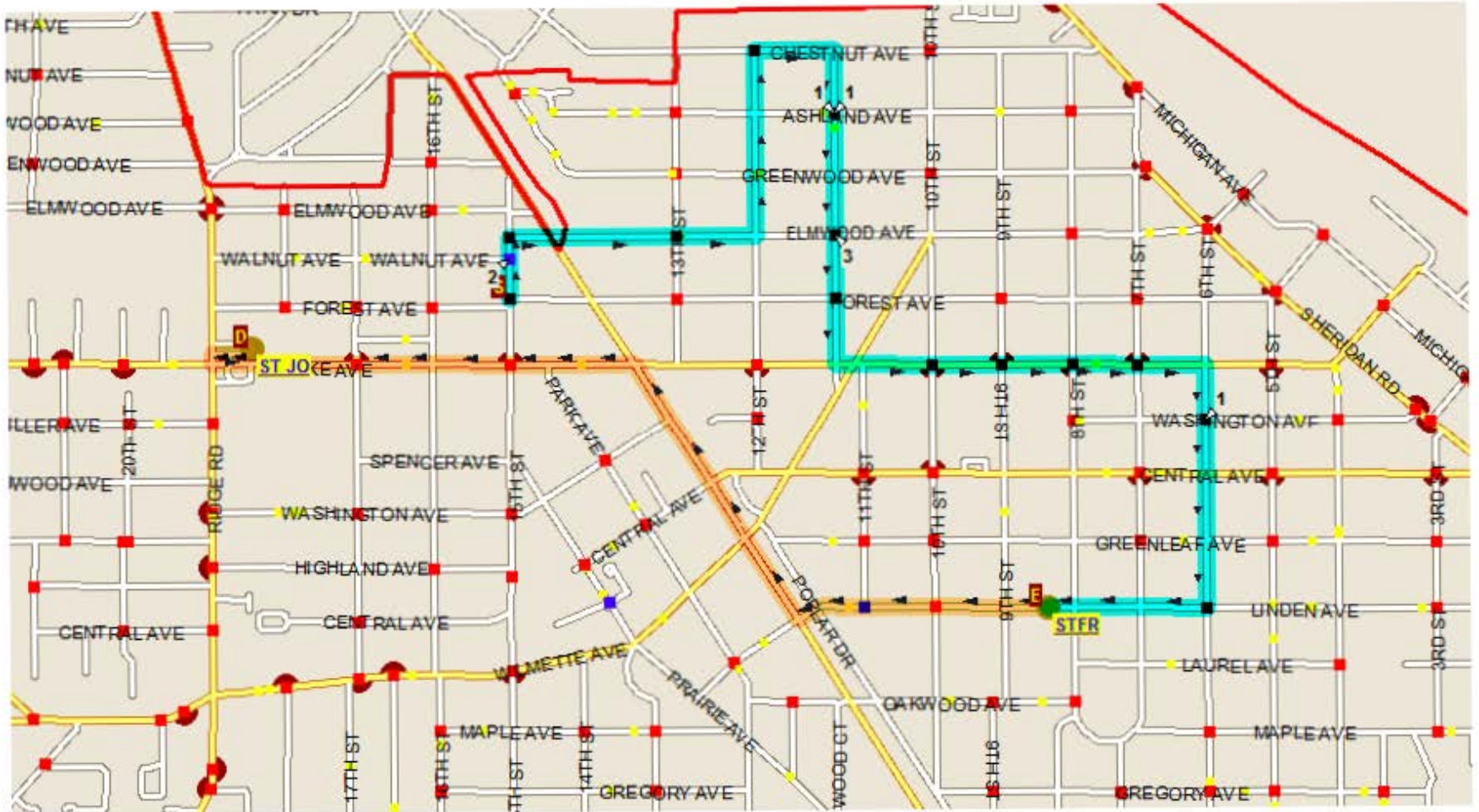
# Highcrest PM Route 9 of 9 (H Route)

Departs at 3:57 Running Time 21:54



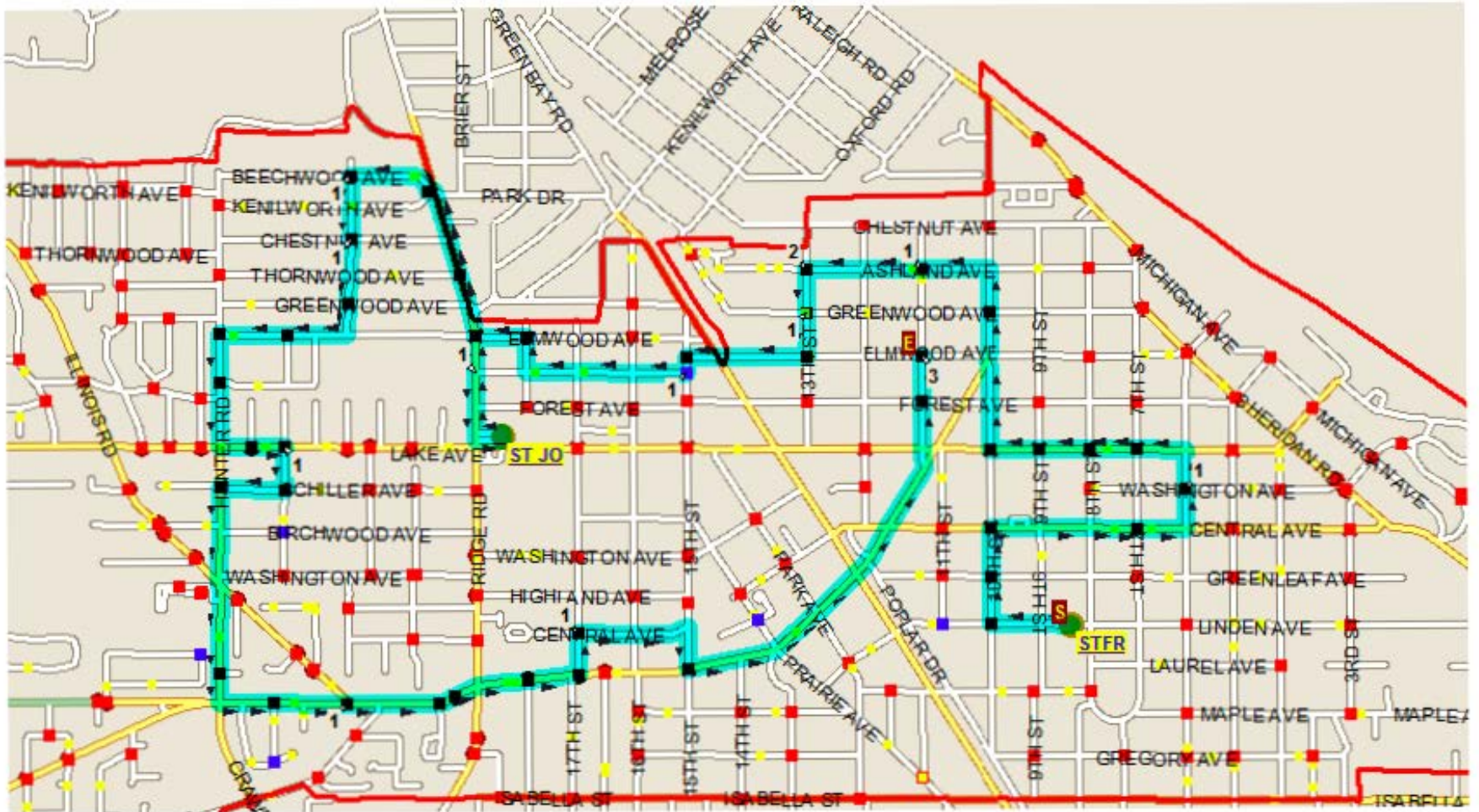
# SJS/SFX AM Route

Anchor Time 8:15 Running Time 15:04



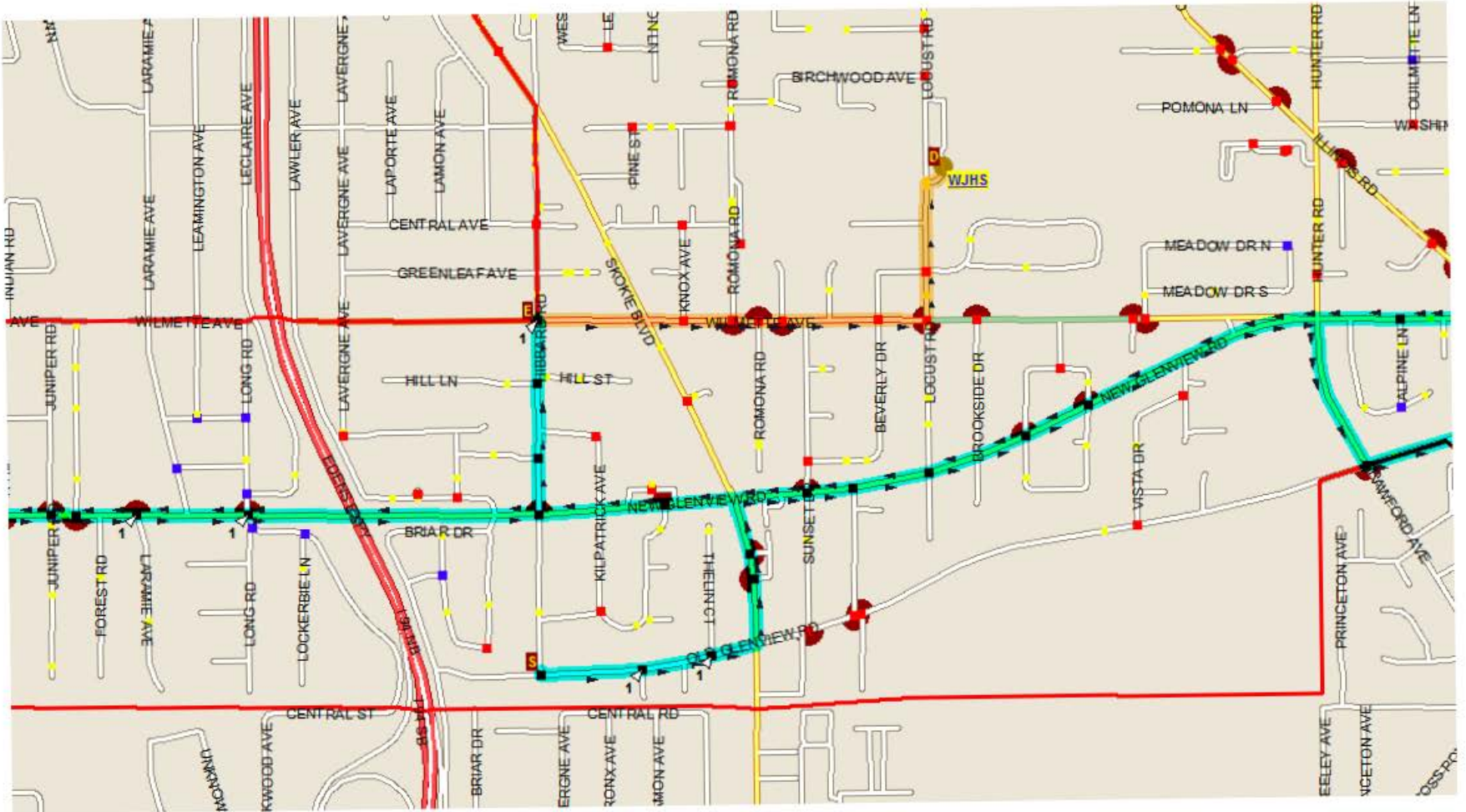
# SJS/SFX PM Route

Departs 2:55 Running Time 29:18



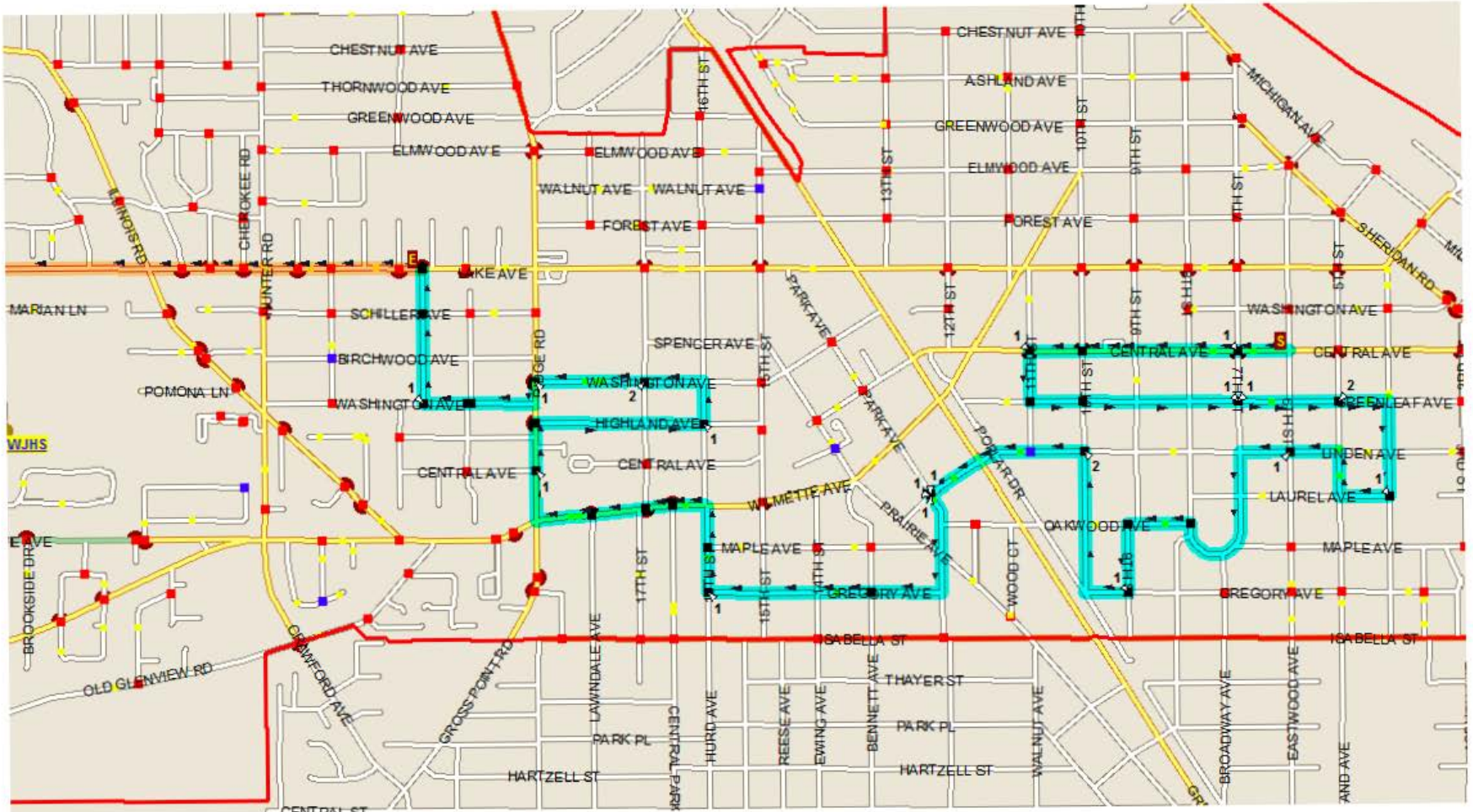
# WJHS Band Bus 1 of 3 (Bus 1)

Anchor Time 6:50 Running Time 19:47



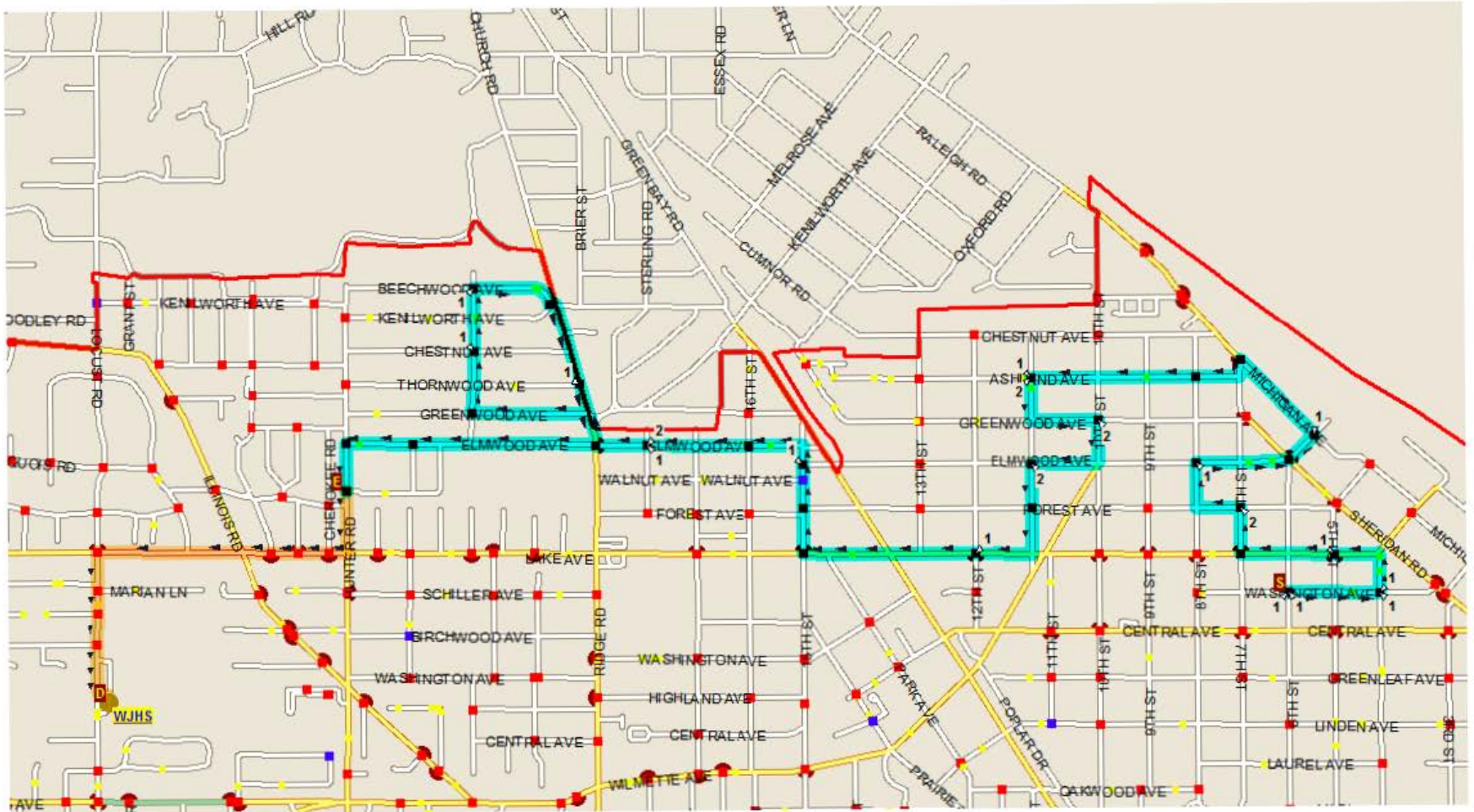
# WJHS Band Bus 2 of 3 (Bus 2)

Anchor Time 6:50 Running Time 27:27



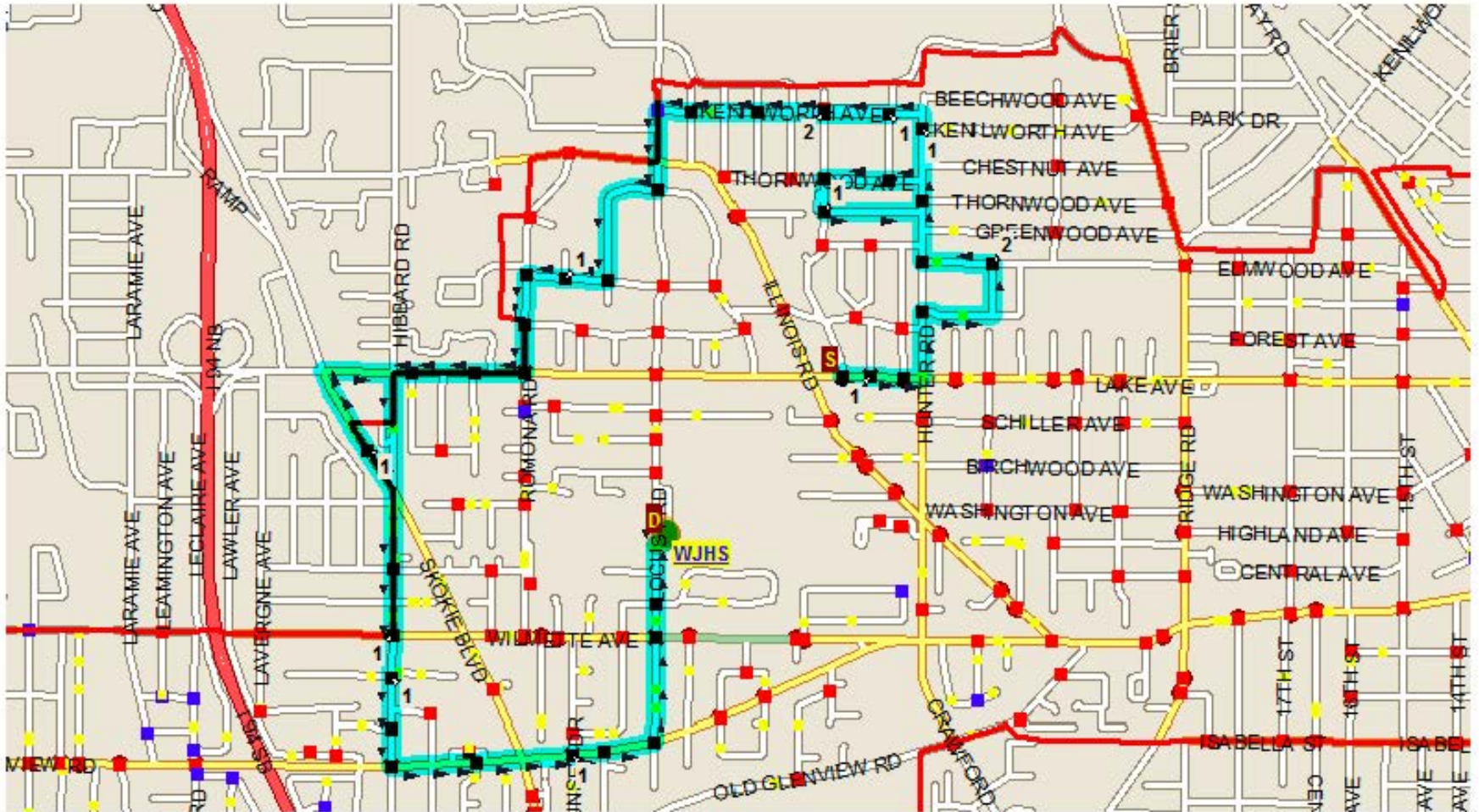
# WJHS Band Bus 3 of 3 (Bus 3)

Anchor Time 6:50 Running Time 26:02



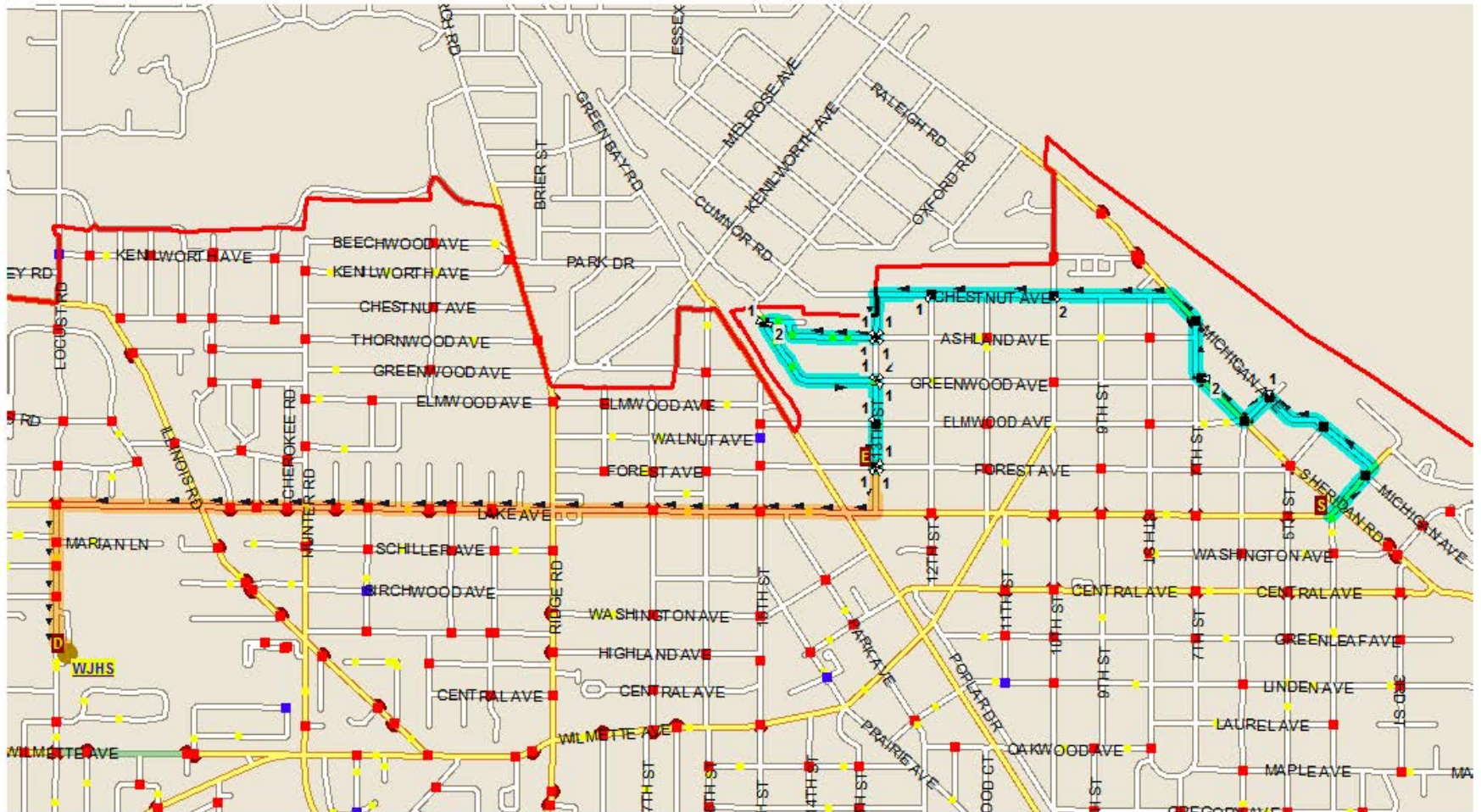


WJHS AM Route 1 of 9 (B Route)  
Anchor Time 7:30 Running Time 23:41



# WJHS AM Route 2 of 9 (C Route)

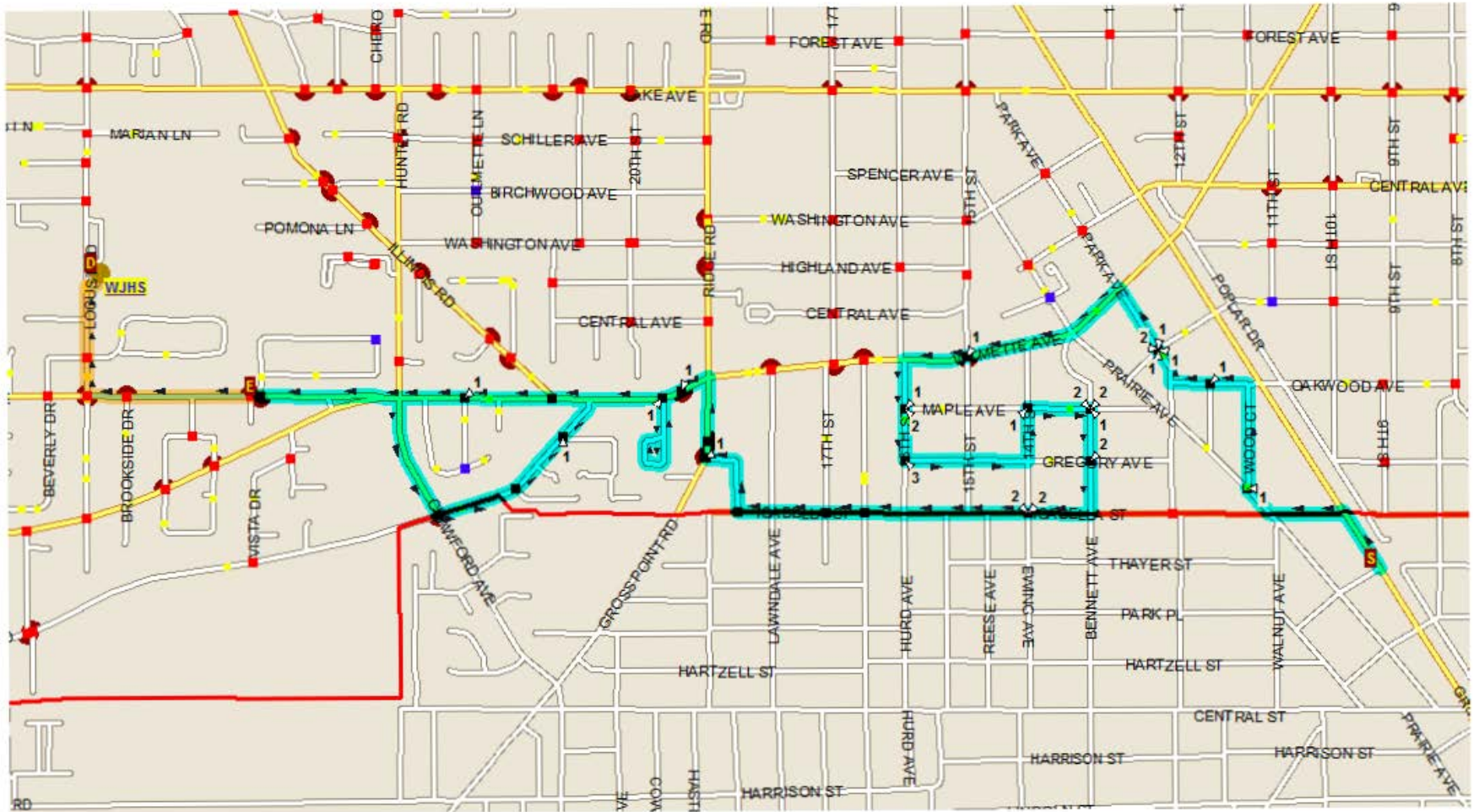
Anchor Time 7:30 Running Time 17:43





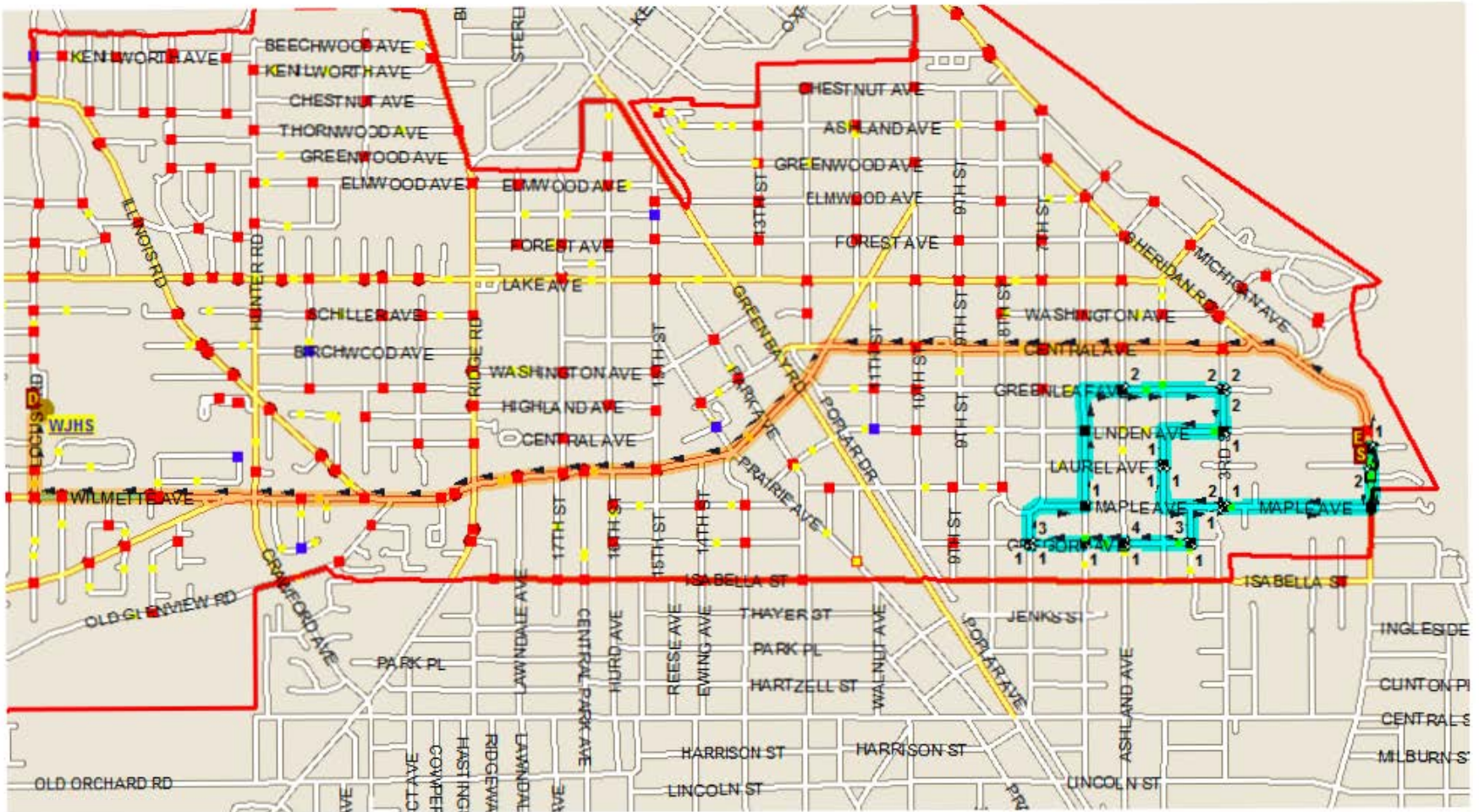
# WJHS AM Route 4 of 9 (G Route)

Anchor Time 7:30 Running Time 21:50



# WJHS AM Route 5 of 9 (E Route)

## Anchor Time 7:30 Running Time 25:22

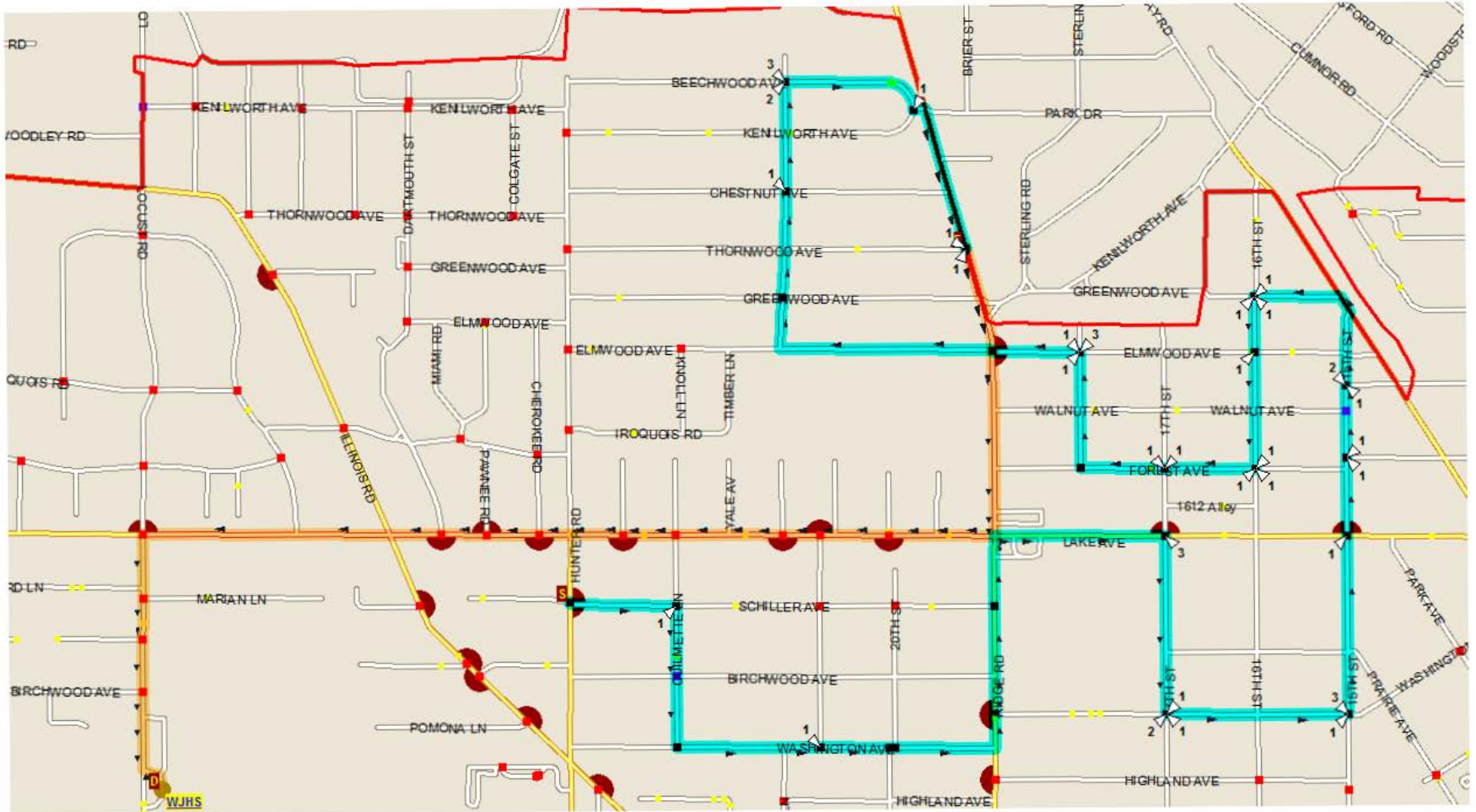


WJHS AM Route 6 of 9 (I Route)  
Anchor Time 7:30 Running Time 20:04



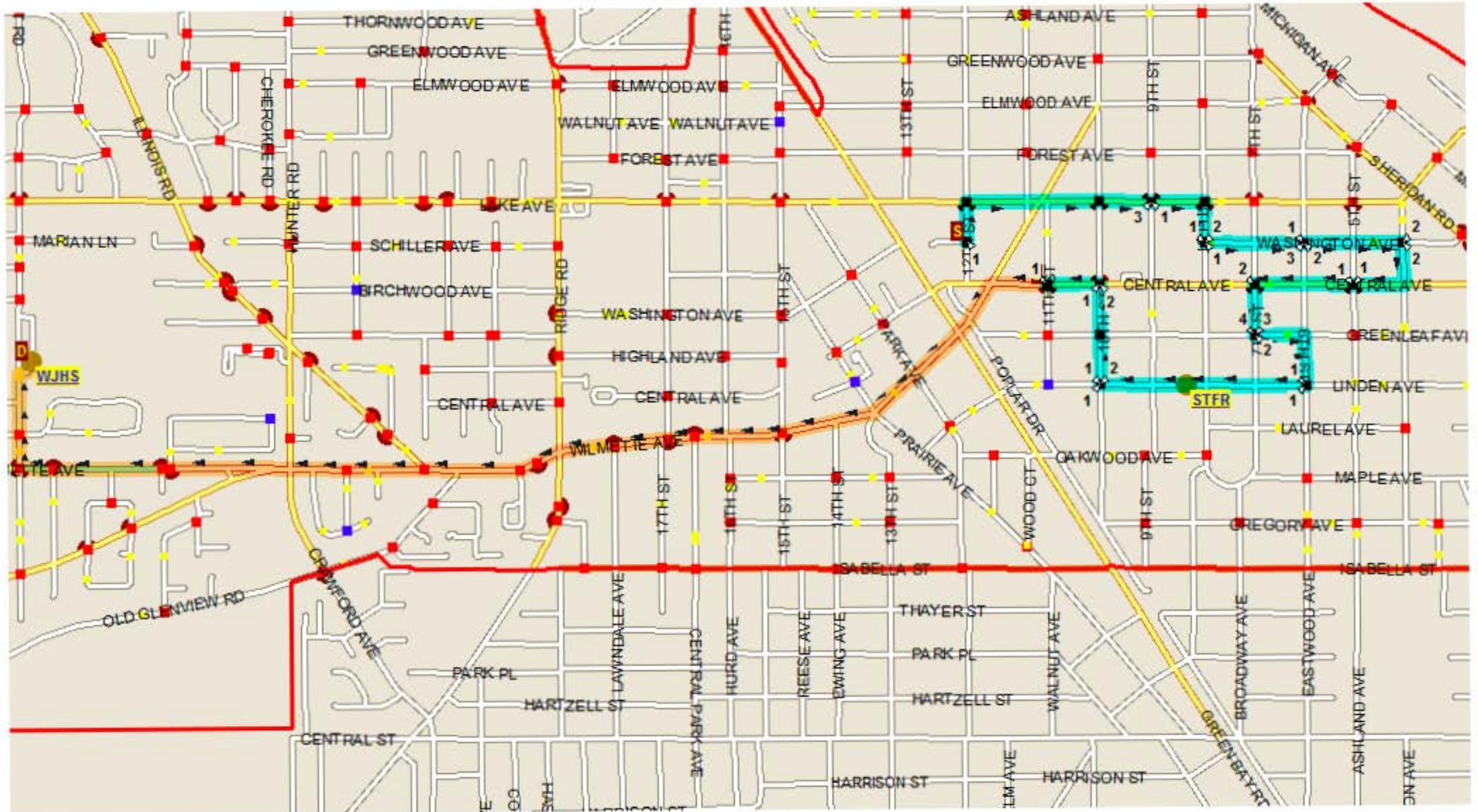
# WJHS AM Route 7 of 9 (D Route)

Anchor Time 7:30 Running Time 26:03



# WJHS AM Route 8 of 9 (F Route)

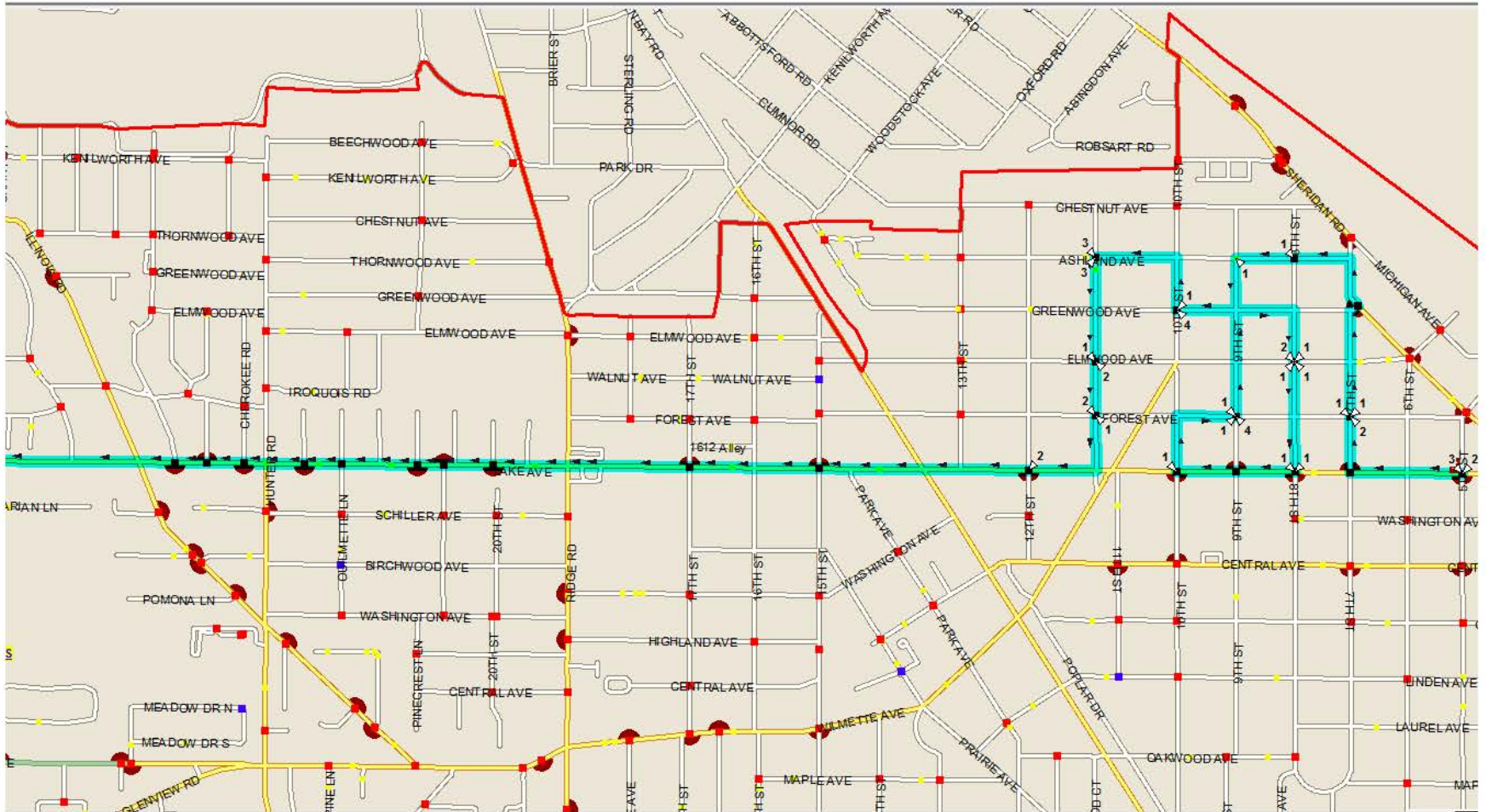
Anchor Time 7:30 Running Time 19:59





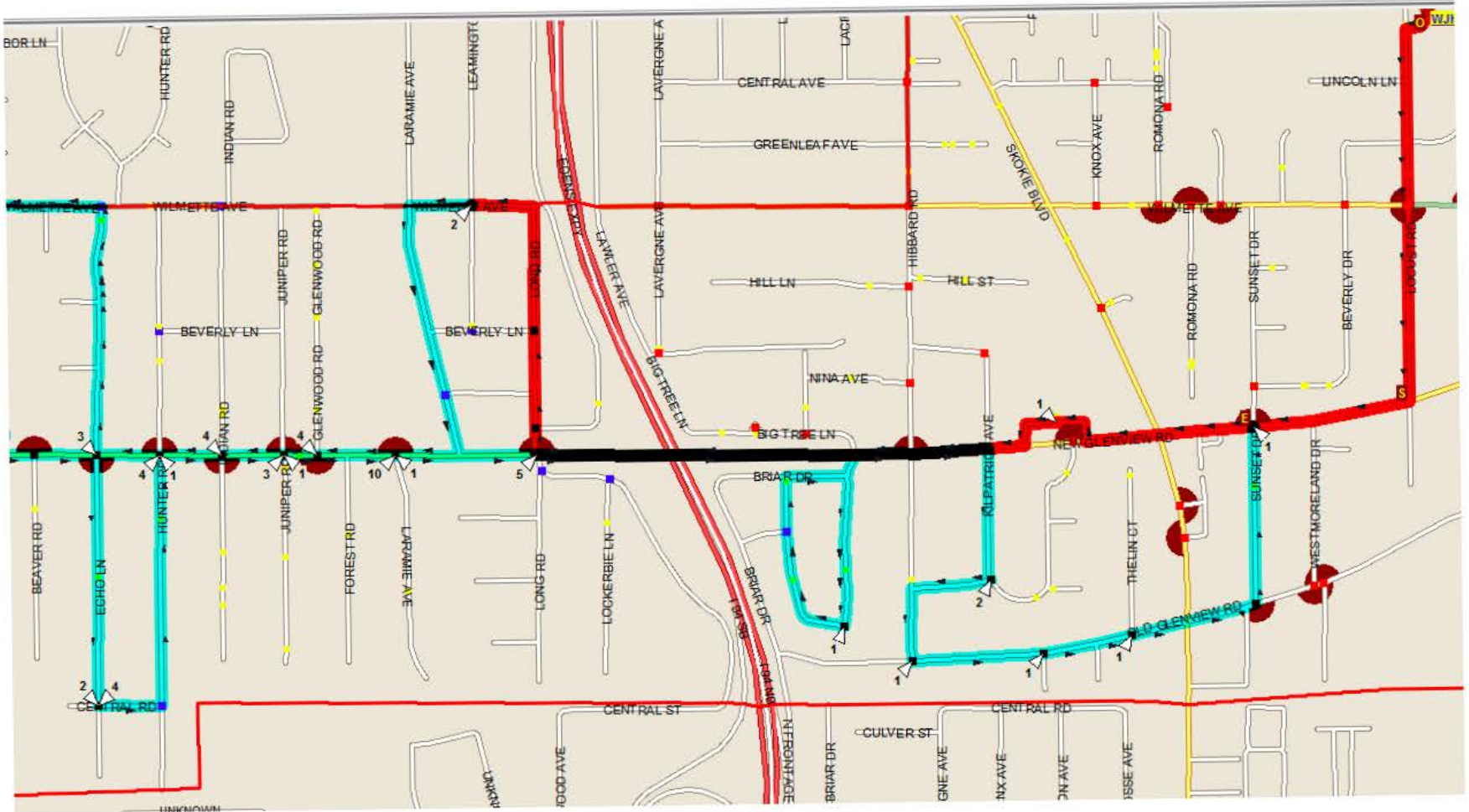
# WJHS AM Route 9 of 9 (H Route)

Anchor Time 7:30 Running Time 21:46



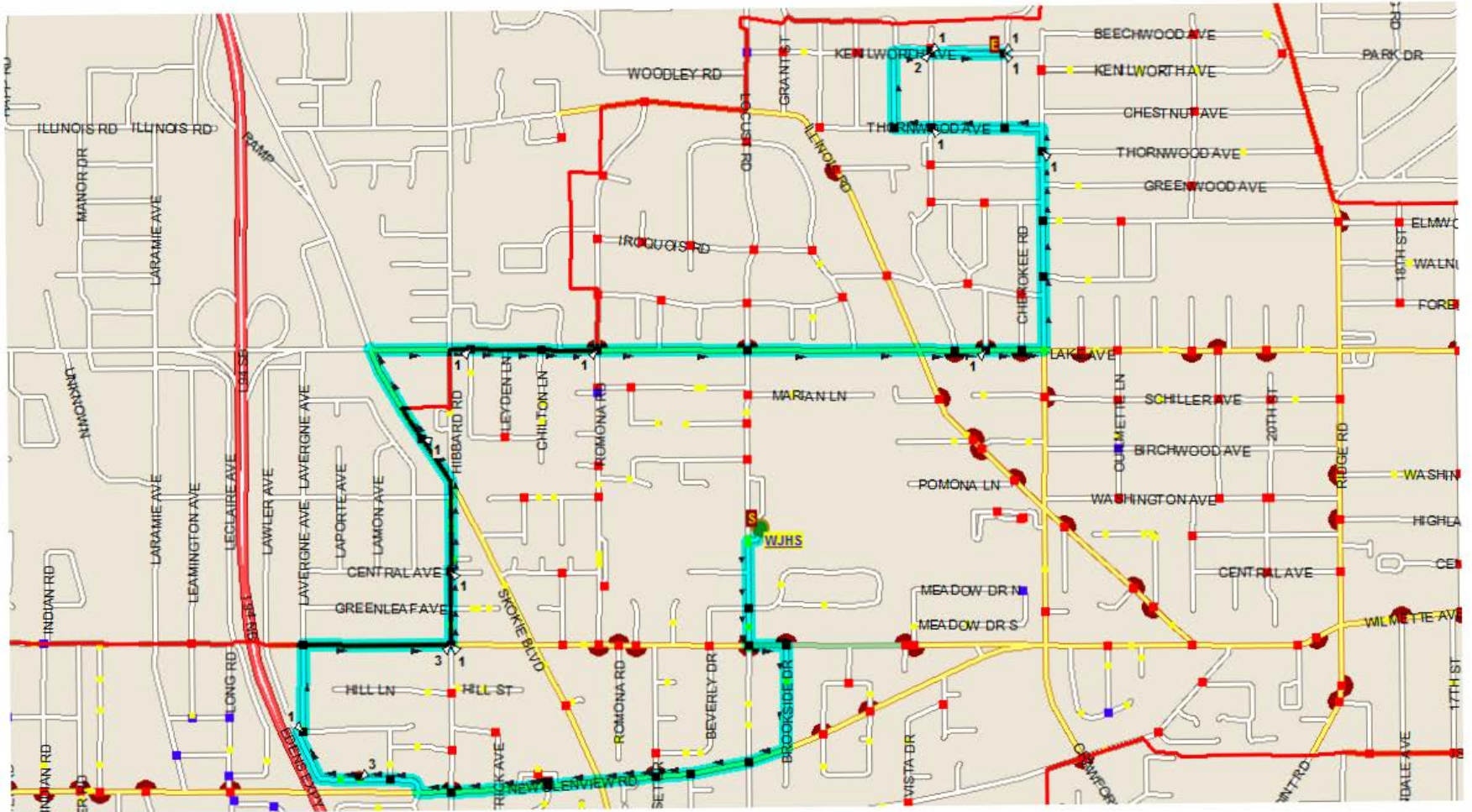
# WJHS PM Route 1 of 10 (A Route)

Departs at 2:55 Running Time 27:42



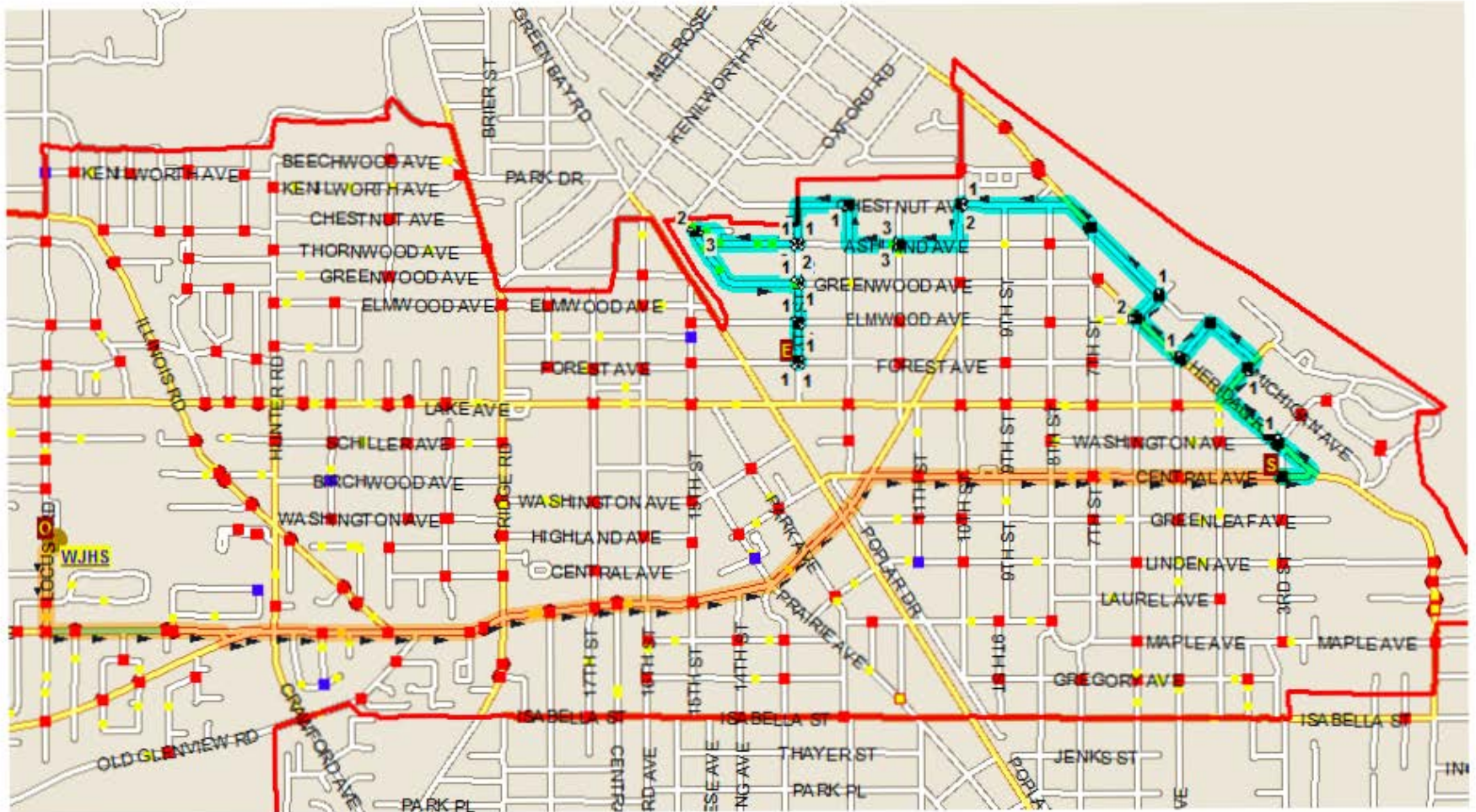
# WJHS PM Route 2 of 10 (B Route)

Departs at 2:55 Running Time 27:42



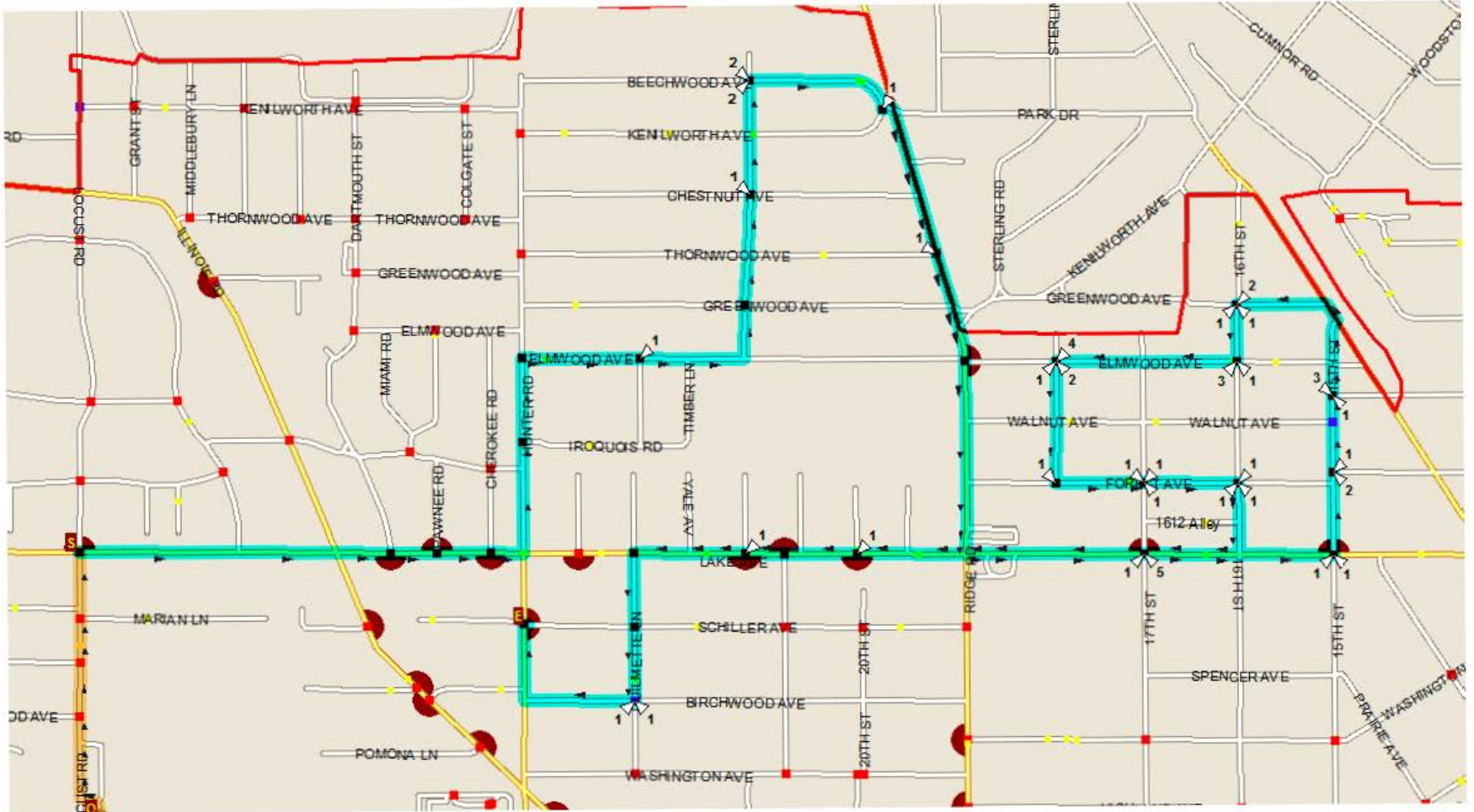
# WJHS PM Route 3 of 10 (C Route)

Departs at 2:55 Running Time 23:51



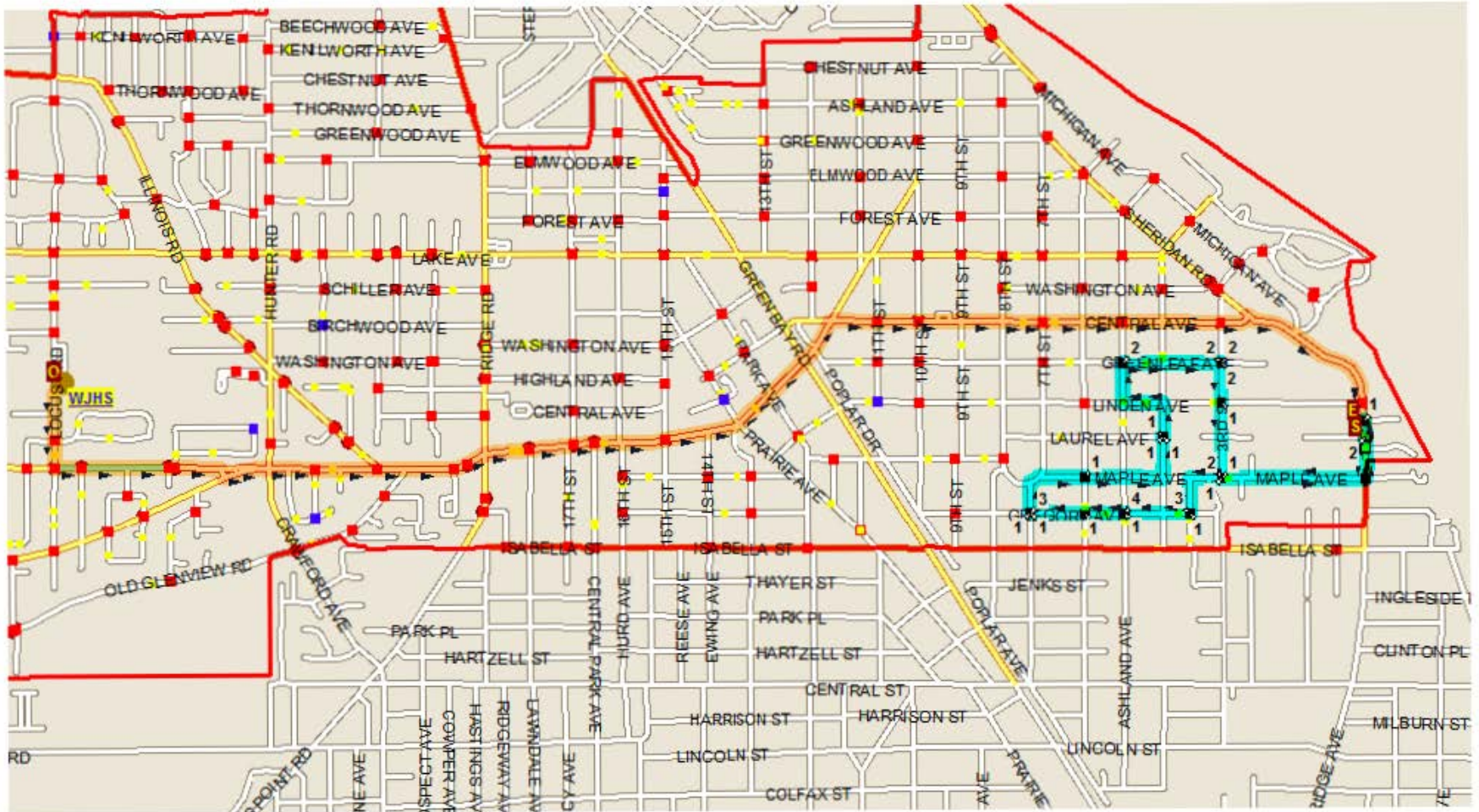
# WJHS PM Route 4 of 10 (D Route)

Departs at 2:55 Running Time 24:29

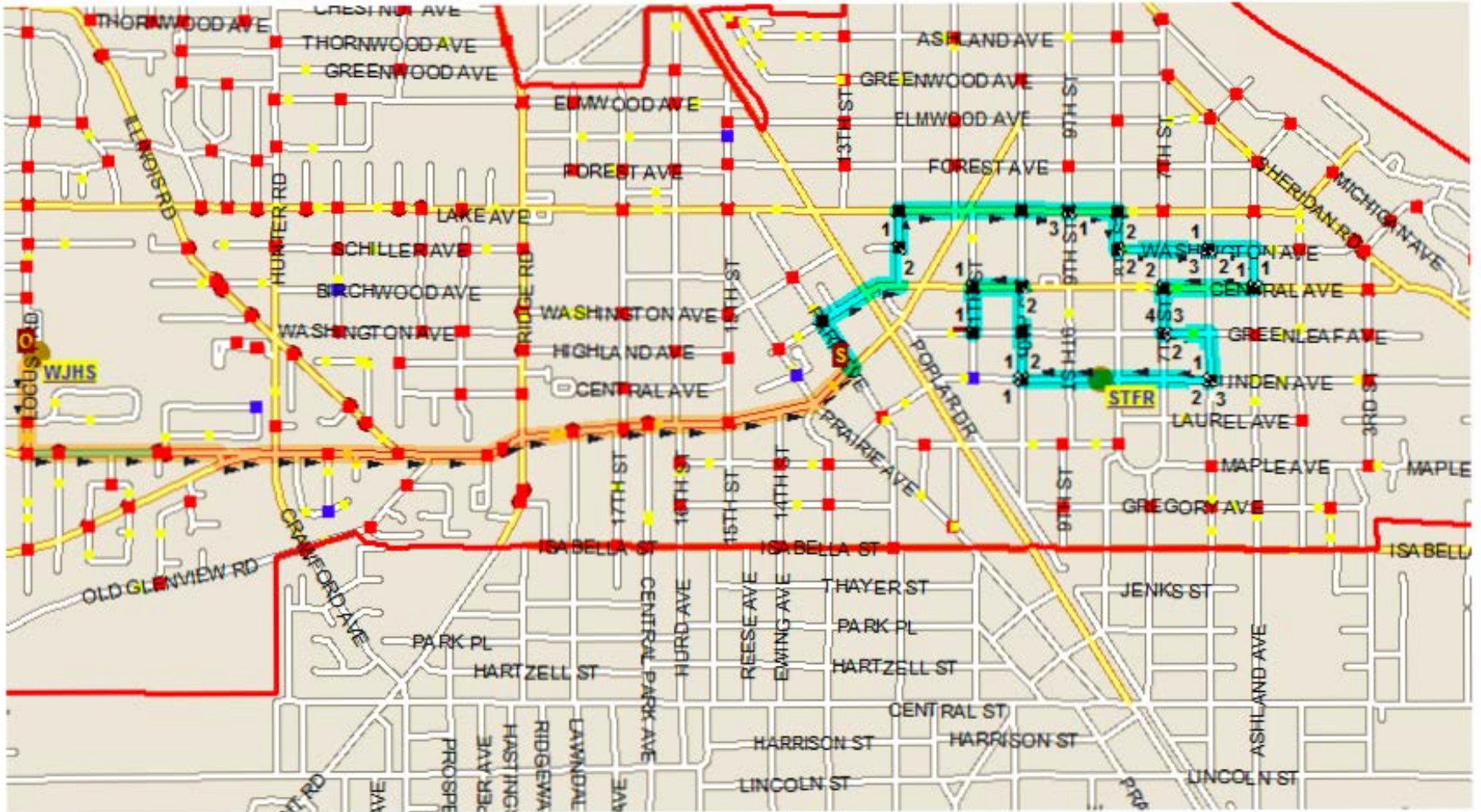


# WJHS PM Route 5 of 10 (E Route)

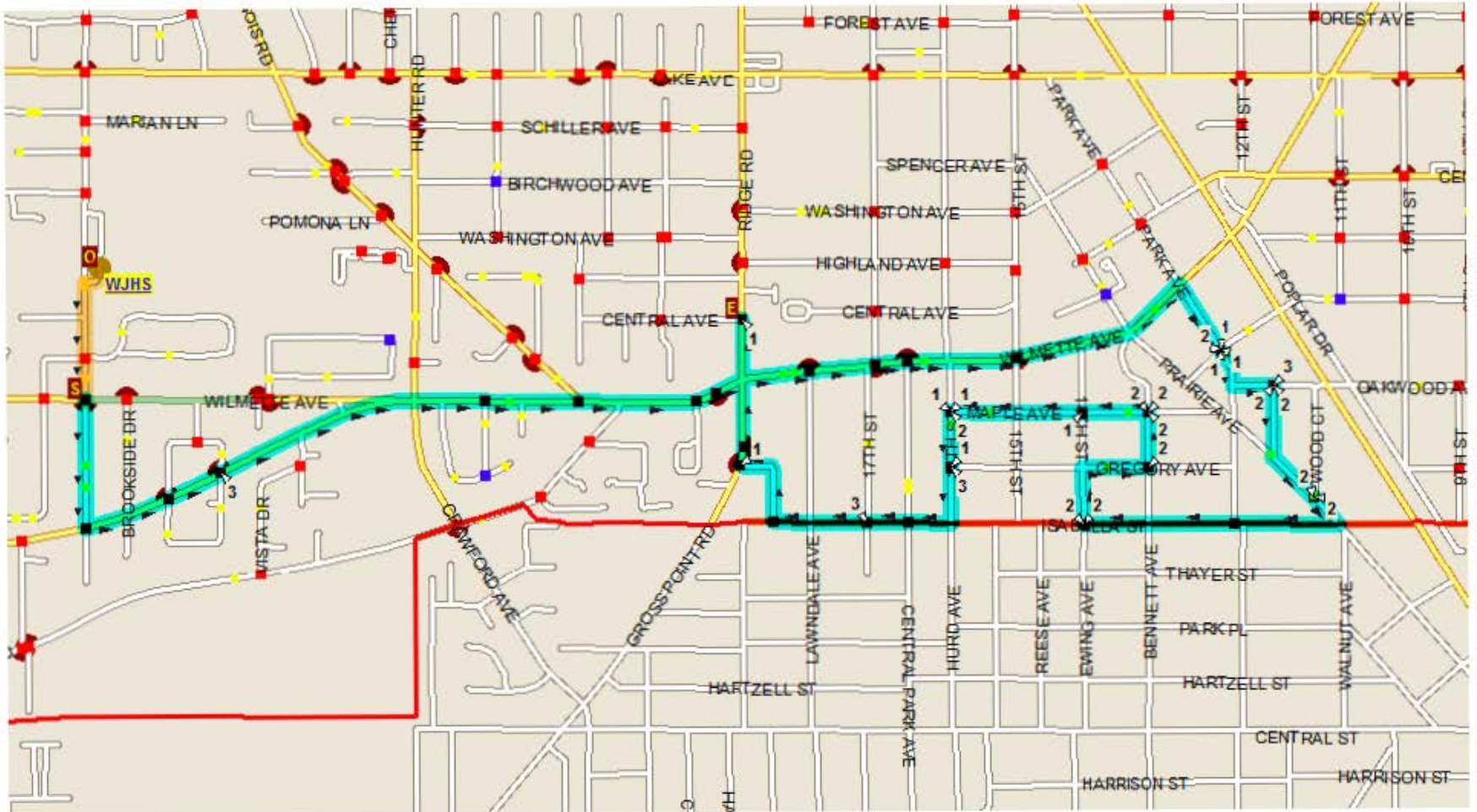
Departs at 2:55 Running Time 25:12



# WJHS PM Route 6 of 10 (F Route) Departs at 2:55 Running Time 20:35

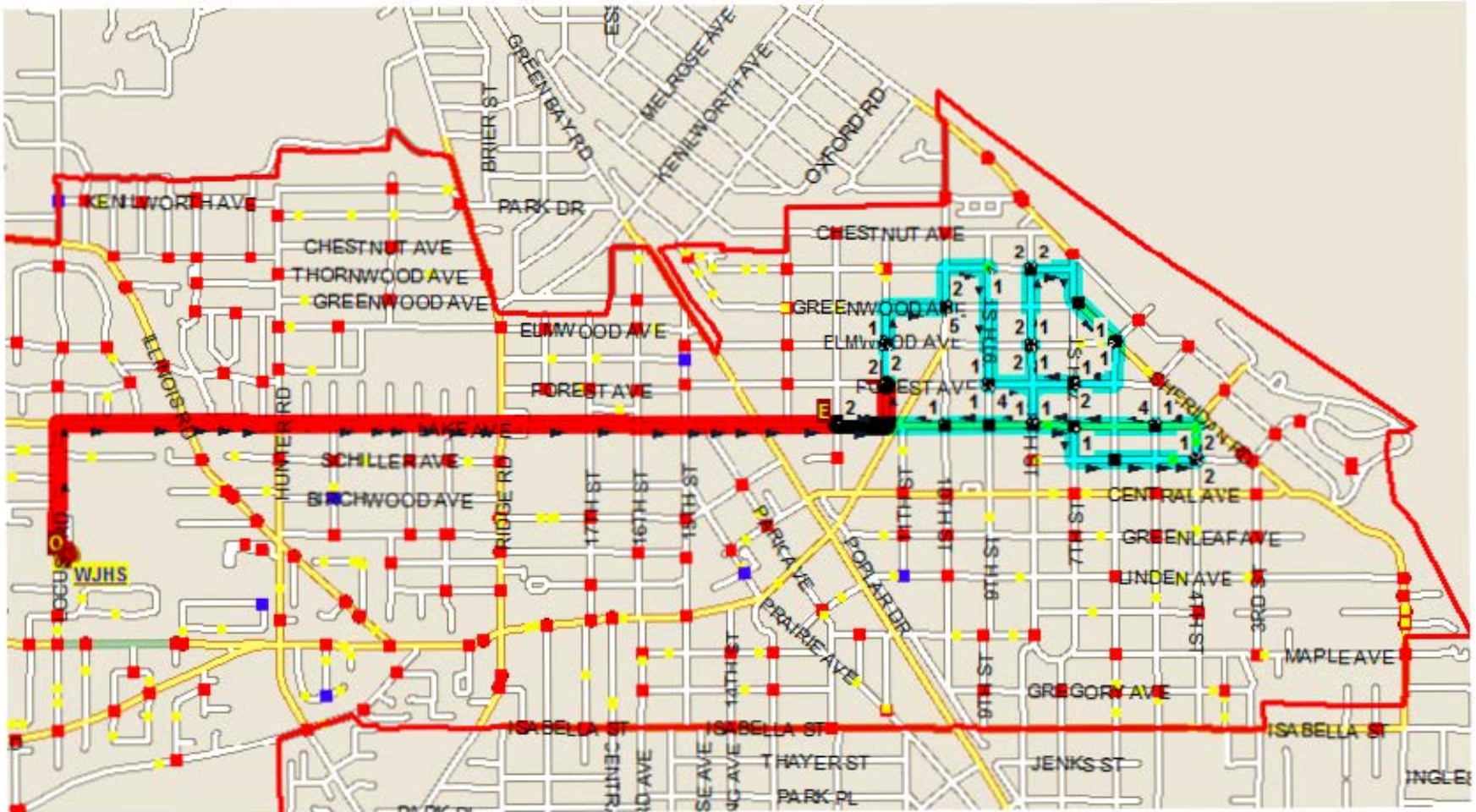


# WJHS PM Route 7 of 10 (G Route) Departs at 2:55 Running Time 20:24



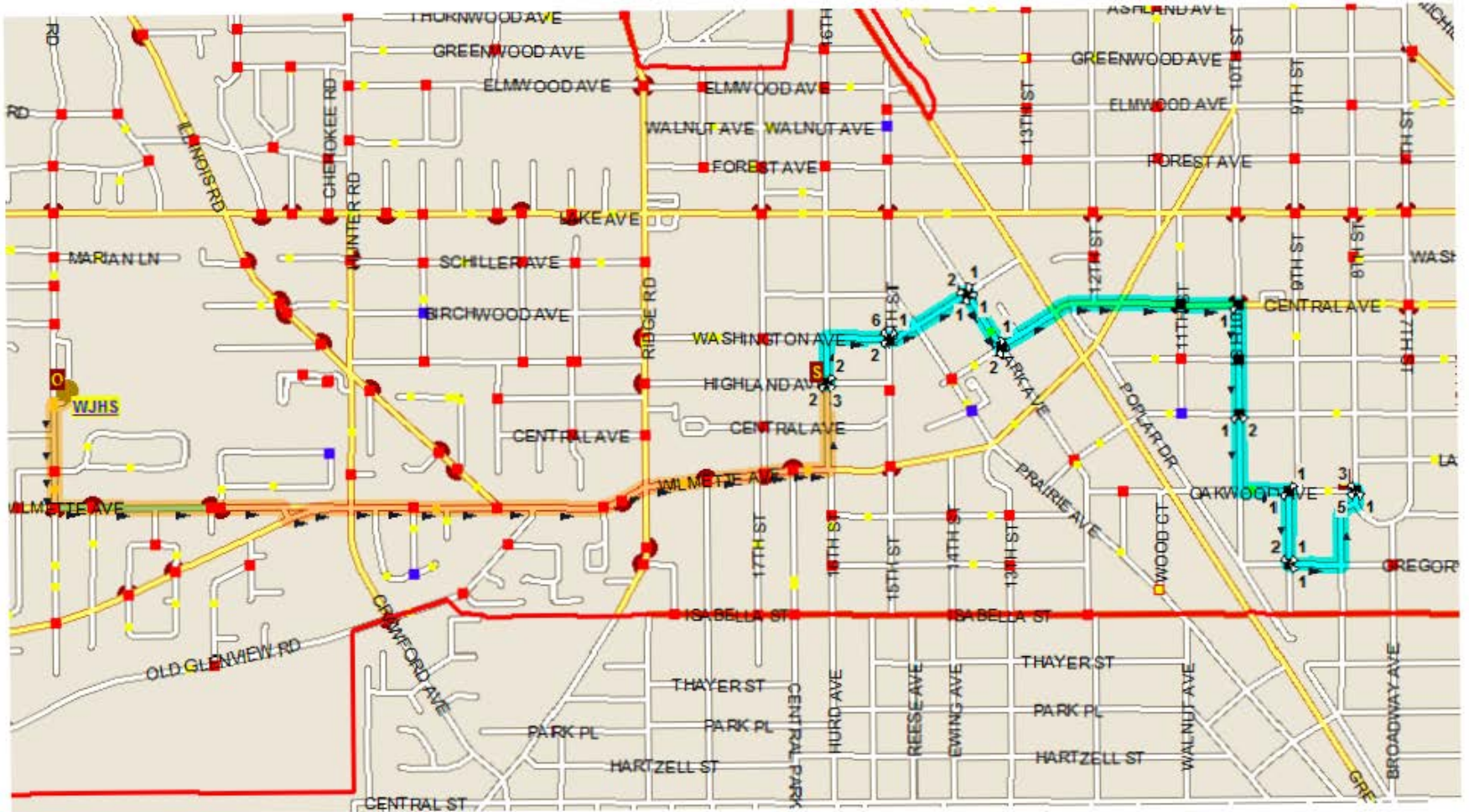


WJHS PM Route 8 of 10 (H Route)  
Departs at 2:55 Running Time 24:58



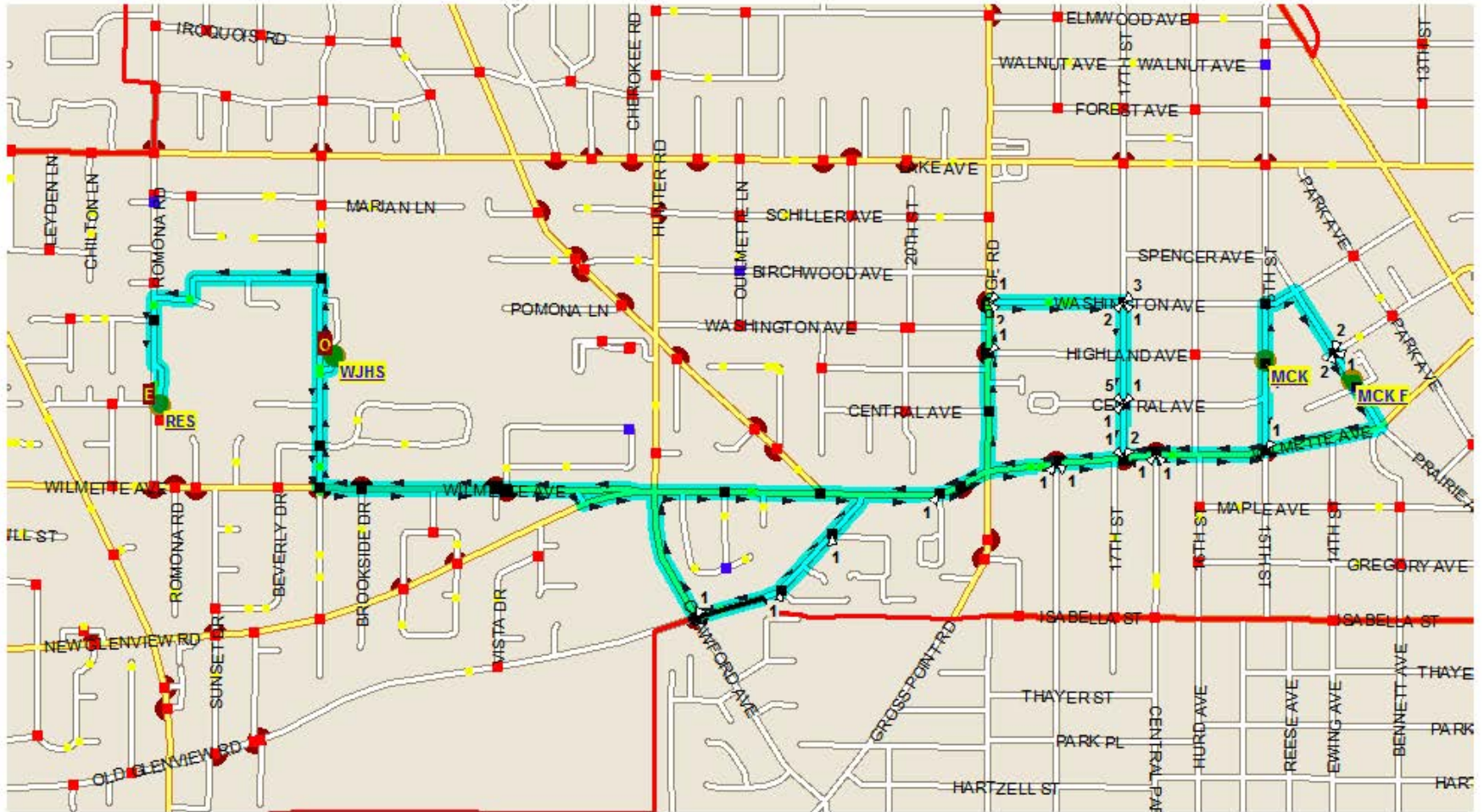
# WJHS PM Route 9 of 10 (I Route)

Departs at 2:55 Running Time 16:31

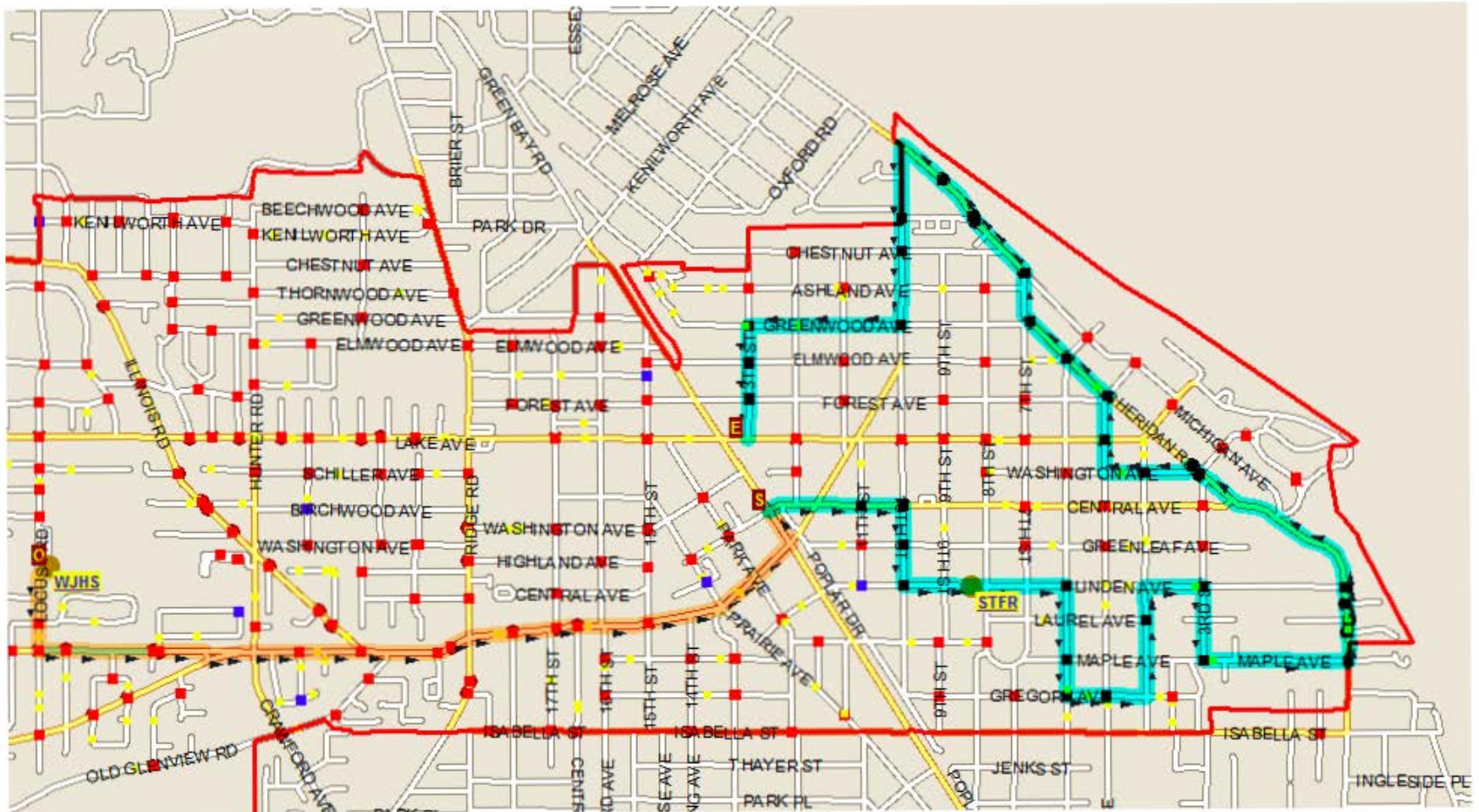


# WJHS PM Route 10 of 10 (J Route)

Departs at 2:55 Running Time 25:33



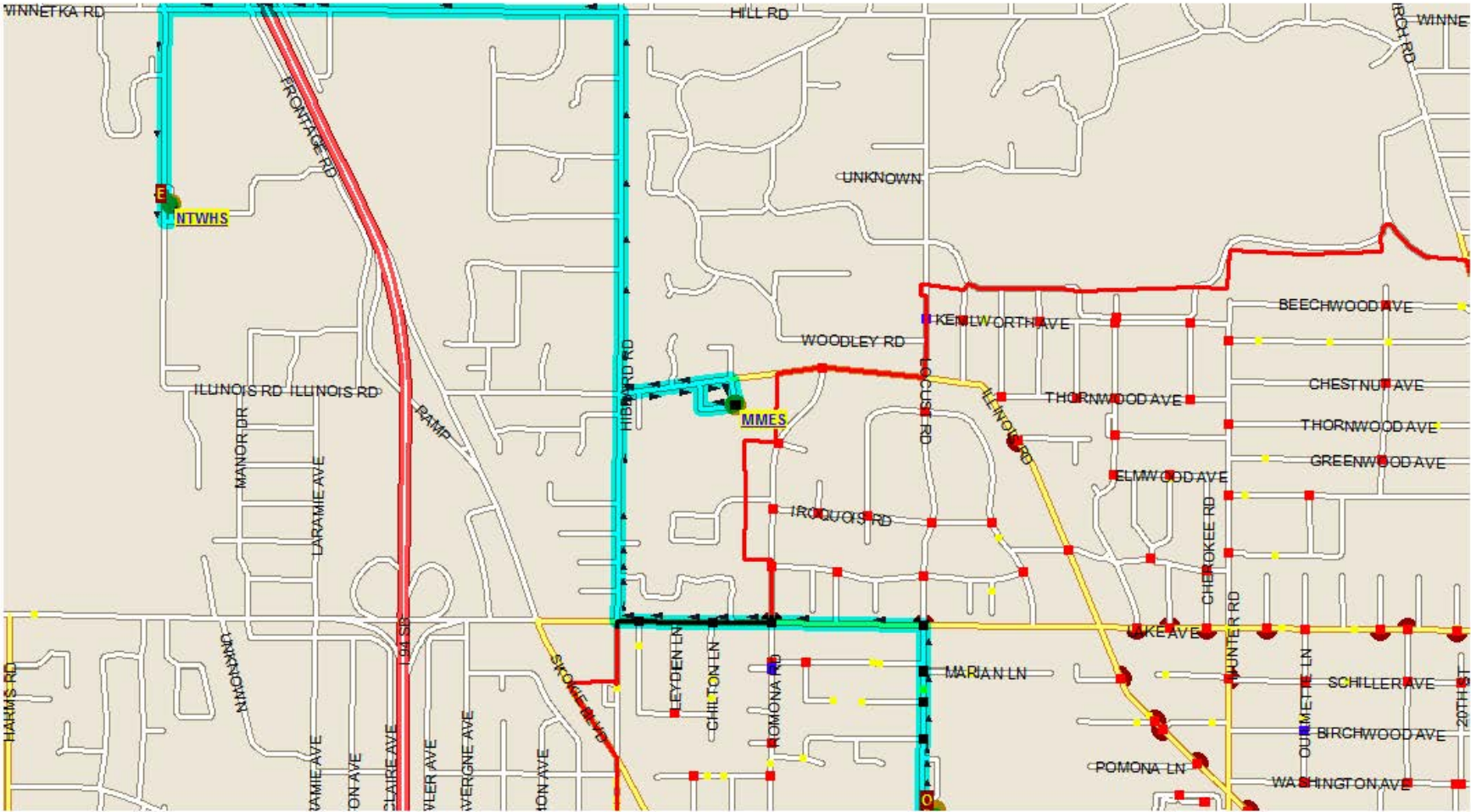
# WJHS Late Activity Bus 1 of 3 (Bus 1) Departs at 4:30 Running Time 23:17



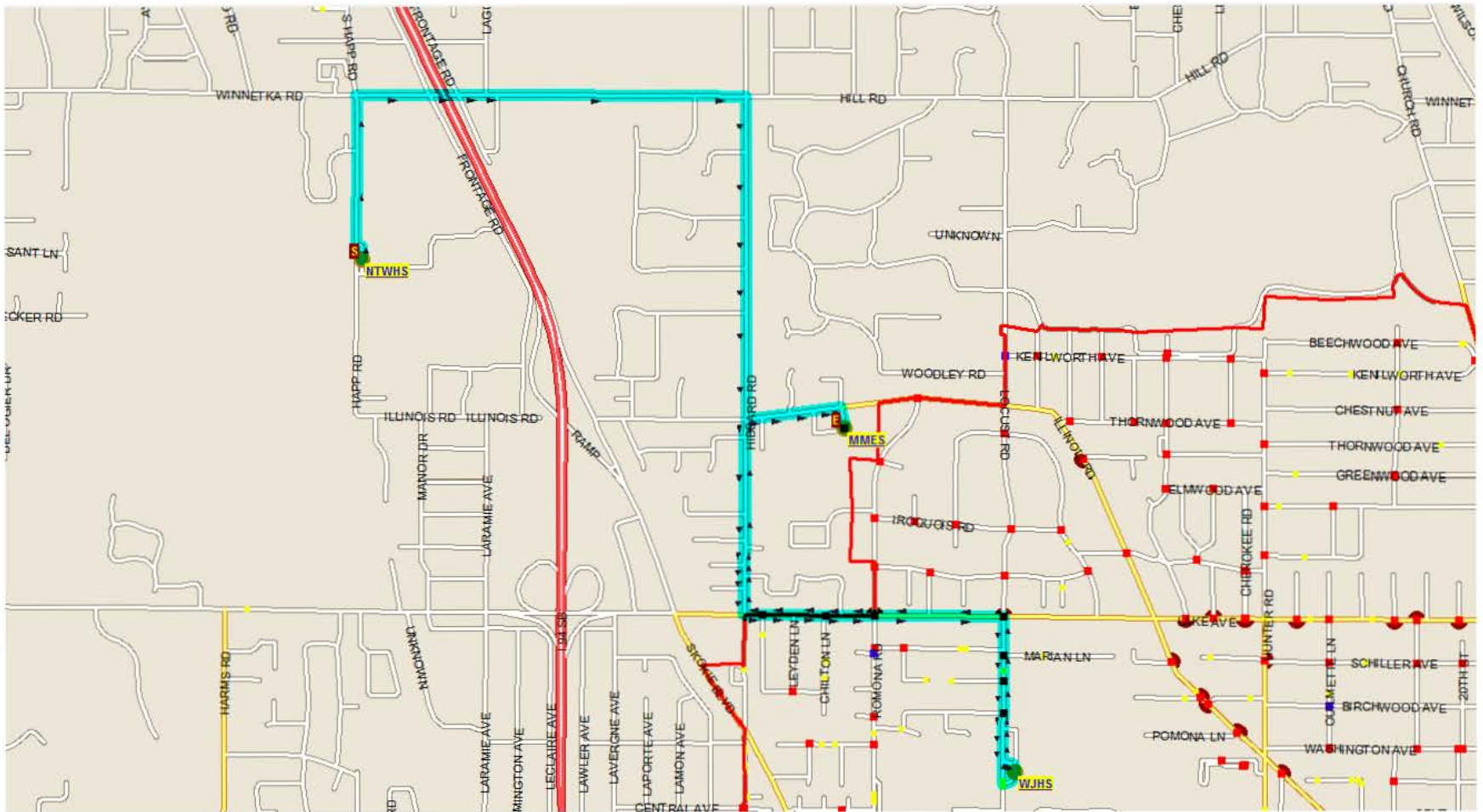




# WJHS NT Bus Out (Shared With Avoca) Departs at 7:40 Running Time 11:11



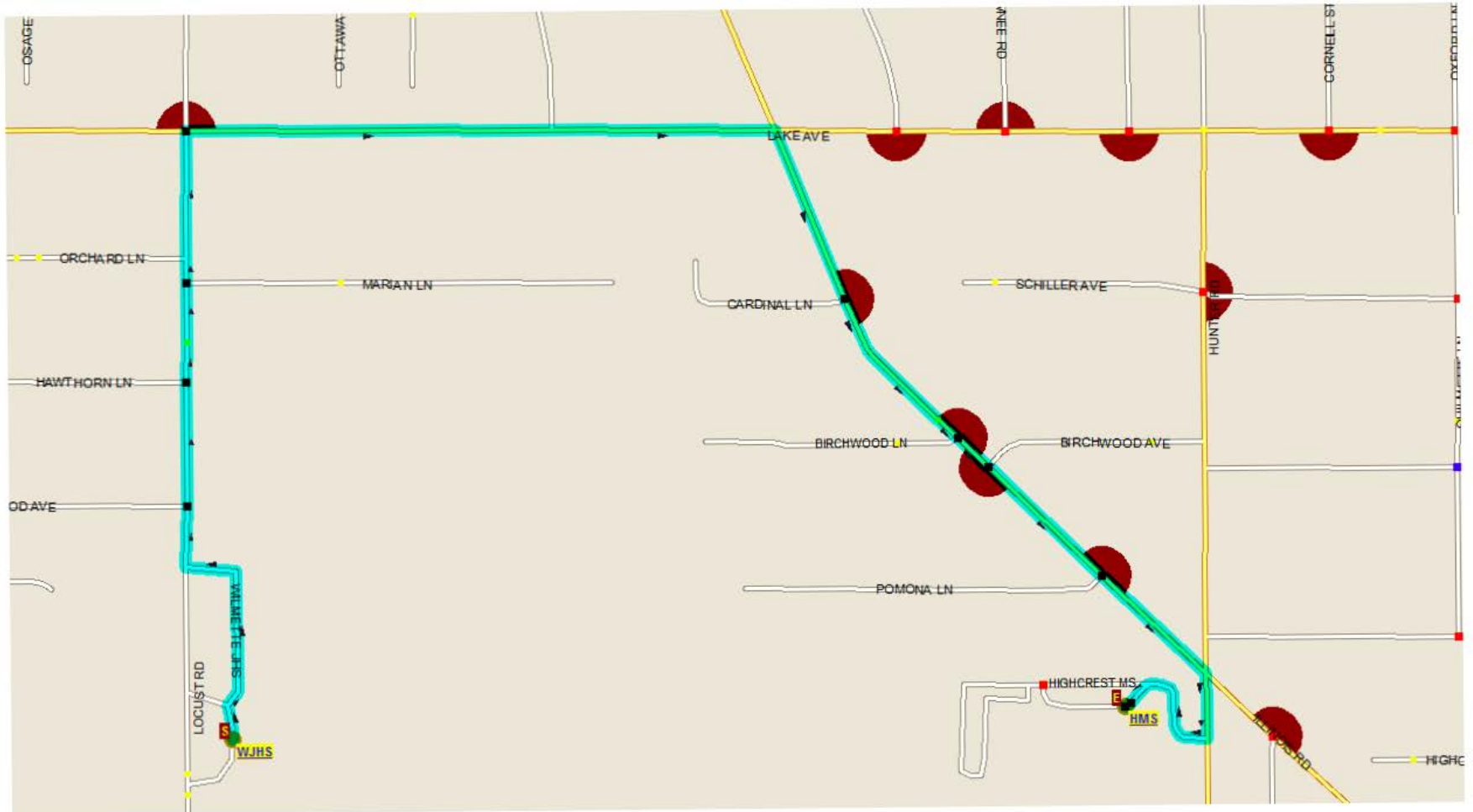
# WJHS NT Bus Back (Shared With Avoca) Departs at 8:45 Running Time 14:45



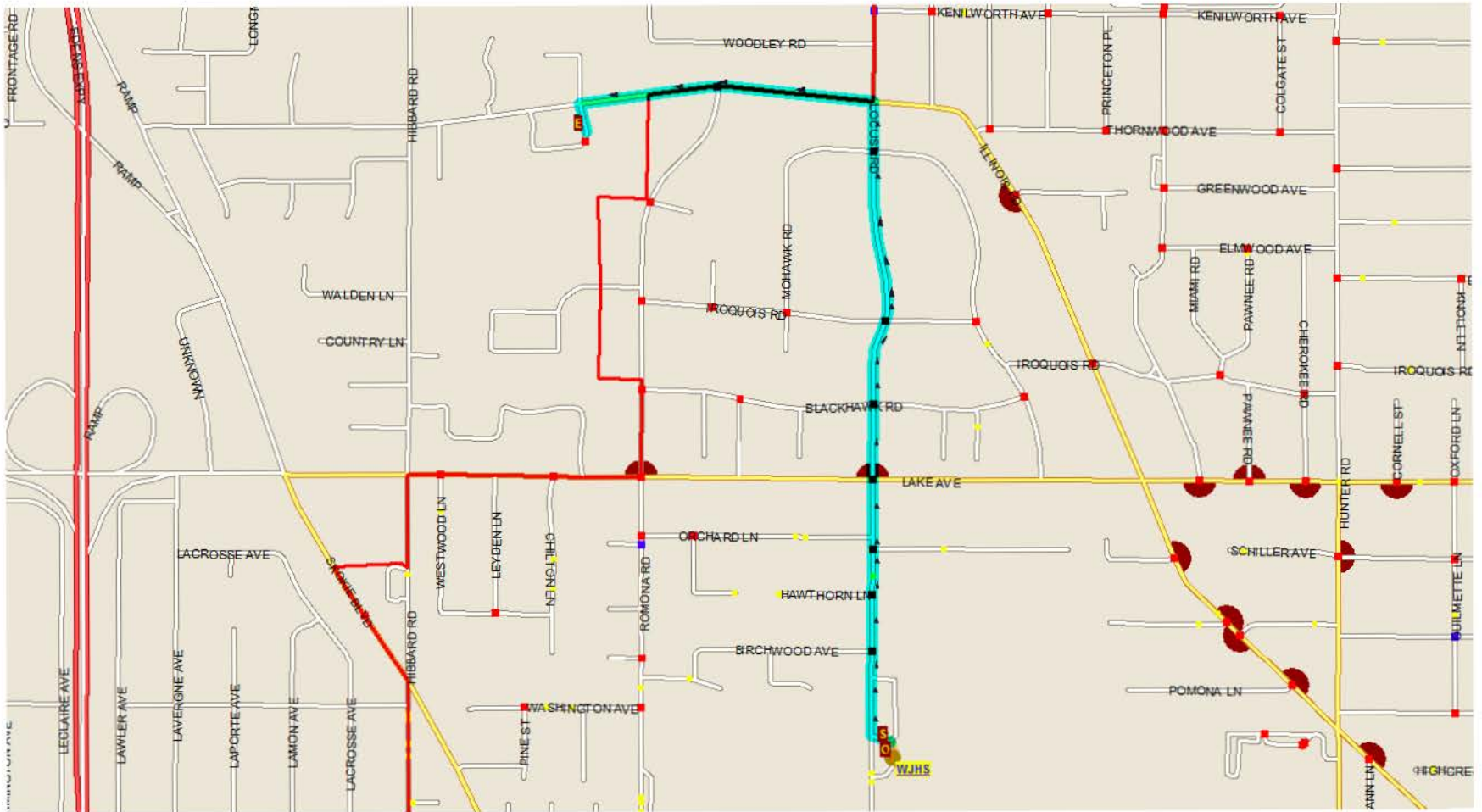


# WJHS –HMS Band Shuttle

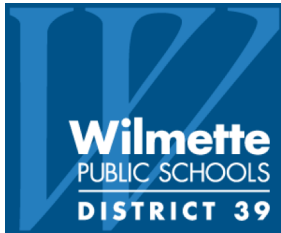
Departs at 7:40 Running Time 3:10



# WJHS Marie Murphy Shuttle (Note: MM covers the return trip) Departs at 6:55 Running Time 3:51



**ATTACHMENT 5  
DISTRICT CALENDAR**



**WILMETTE PUBLIC SCHOOLS DISTRICT #39**  
**2017 – 2018 DRAFT SCHOOL YEAR CALENDAR**

**2017**

August	31	Thursday	Opening Teacher Institute Day
September	1	Friday	Teacher Institute Day
	4	Monday	NO SCHOOL – Labor Day
	5	Tuesday	Half-Day Attendance – Institute Day
	6	Wednesday	First Full School Day
	21	Thursday	NO SCHOOL – Rosh Hashanah
	22	Friday	NO SCHOOL – Teacher Institute Day
October	31	Monday	SIP – Early Release Day
November	9	Thursday	NO SCHOOL/Parent-Teacher Conferences
	10	Friday	NO SCHOOL/Parent-Teacher Conferences
	20	Monday	NO SCHOOL – Professional Development Day
	21 – 24	Tues. – Fri.	NO SCHOOL – Thanksgiving Break
December 25 – January 5, 2018			NO SCHOOL – Winter Break

**2018**

January	8	Monday	School Resumes after Winter Break
	15	Monday	NO SCHOOL – Martin Luther King Day
February	19	Monday	NO SCHOOL – President’s Day/Teacher Institute Day
March	26 – 30	Mon. – Fri.	NO SCHOOL – Spring Break
April	19	Thursday	K-4 Early Release (Parent-Teacher Conferences)
	20	Friday	NO SCHOOL (K-4 Parent-Teacher Conferences/ 5-8 Professional Development Day)
May	28	Monday	NO SCHOOL – Memorial Day
June	15	Friday	Last Day of School for Students (if no snow days are used) – Early Release Day

June 18 – 22 are reserved as school attendance days in the event of emergency closings during the school year.

**ATTACHMENT 6  
ATTENDANCE CENTER BELL TIMES**

<b>Start/Dismissal Times for 2016-2017 School Year*</b>				
<b>School</b>	<b>Start</b>	<b>Dismissal PreK-K</b>	<b>Start PreK-K</b>	<b>Dismissal</b>
Wilmette Junior High	8:00 a.m.			2:46 p.m.
Highcrest Middle	8:49 a.m.			3:40 p.m.
Central Elementary	8:55 a.m.	11:30 a.m.	12:40 a.m.	3:15 p.m.
Harper Elementary	8:55 a.m.	11:30 a.m.	12:40 a.m.	3:15 p.m.
McKenzie Elementary	8:55 a.m.	11:30 a.m.	12:40 a.m.	3:15 p.m.
Romona Elementary	8:55 a.m.	11:30 a.m.	12:40 a.m.	3:15 p.m.

\* This bell schedule is subject to change. The District is currently in the process of considering revisions to its bell schedule for the 2017-2018 school year. The District will provide any approved changes to the Bidders as soon as practicable.

# **INVITATION TO BID TRANSPORTATION SERVICES**

## ***APPENDIX***

1. BID SUBMISSION CHECKLIST
2. BID PROPOSAL
3. CERTIFICATIONS BY BIDDER AND NON-COLLUSION AFFIDAVIT
4. CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG FREE  
WORKPLACE ACT
5. CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY
6. TRANSPORTATION SERVICES CONTRACT

**APPENDIX 1**  
**BID SUBMISSION CHECKLIST**

Each bid must be accompanied by a Bid Submission Checklist. This list must be utilized as the cover sheet for all itemized documents required to be included in your sealed bid. Submit your bid documents in the order of the checklist.

Name of Bidder: \_\_\_\_\_

Item	Description	Bidder Confirmation	District Confirmation
1.	Bid Submission Checklist		
2.	Bid Bond (\$50,000)		
3.	Details of experience (5 years) in providing contracted student transportation to school districts in the State of Illinois, including a list of references.		
4.	Audited financial statement (past 4 years) and substantiation of the availability of financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Bid or its supporting exhibits		
5.	Documentation of Management experience, bus availability, and mechanic availability		
6.	Description of any litigation filed by or against the Bidder in the past five years (if any)		
7.	Description of all contracts on which the Bidder has defaulted in the past seven years (if any)		
8.	Drug and Alcohol Testing Procedures		
9.	List of five other Illinois school districts where Bidder is currently providing transportation services		
10.	Evidence of Insurance as outlined in the Bid Specifications		
11.	Show evidence of the ability to purchase/lease vehicles and equipment		
12.	Experience in Special Needs Transportation and Employee Training in Special Needs Students and Safety		
13.	Certifications By Bidder; Non-Collusion Affidavit		
14.	Drug Free Workplace Certification		
15.	Sexual Harassment Policy Certification		
16.	Bid Proposal		

**APPENDIX 2  
 BID PROPOSAL**

<b>2017/2018 Regular Education Transportation</b>	<b>Rate Per Bus/Day</b>	<b>Est. # of Routes*</b>	<b>Est. # of Days</b>	<b>Est. Annual Cost</b>
Cost per single shuttle tier		3	176	
Cost per single tier – Private		1	176	
Cost per triple tier – WJHS/HMS/Elementary		4	176	
Cost per quadruple tier		5	176	
Midday routes		6	176	

<b>2017/2018 Activities, Charters, and Field Trips Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour		630	
Minimum Trip Charge			

<b>2017/2018 Athletic Trips Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour		145	
Minimum Trip Charge (may not exceed two hours)			

<b>2017/2018 Evacuation Drills Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour		48	
Minimum Charge			

<b>Summer School Transportation</b>	<b>Rate Per Bus/Day</b>	<b>Est. # of Routes*</b>	<b>Est. # of Days</b>	<b>Est. Annual Cost</b>
Cost per triple tier		4	24	

\*The estimated number of routes and annual hours contained in the above tables are merely estimates and are not to be considered minimums for the purpose of compensation under this Contract.



<b>2018/19</b> <b>Percentage Increase for Year 2</b>	
<b>2019/20</b> <b>Percentage Increase for Year 3</b>	

**Savings if the District Waives the Performance Bond Requirement:** \_\_\_\_\_

**Cost of Monitors per Route:** \_\_\_\_\_

By signing below I acknowledge that I have received addenda nos. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_ as presented.

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 3  
CERTIFICATIONS BY BIDDER; NON-COLLUSION AFFIDAVIT**

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

The undersigned hereby certifies that the Bidder is in compliance with the the Equal Employment Opportunity Clause and the Illinois Human Rights Act as amended under paragraph 58 of the bid specifications.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

The undersigned, being duly sworn, on oath states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that his/her bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

The undersigned further states that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, commission, or thing of value on account of such contract.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

The undersigned hereby certifies he has read, understands, and agrees that acceptance by the District of the Bidder's offer will create a binding contract.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Bid submitted by:

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**APPENDIX 4**  
**CERTIFICATIONS OF COMPLIANCE WITH**  
**ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it 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 and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

**APPENDIX 5**  
**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

**APPENDIX 6  
TRANSPORTATION SERVICES CONTRACT**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the Board of Education of Wilmette Public Schools, District 39, Cook County, Illinois ("District"), and \_\_\_\_\_ ("Contractor") (collectively referred hereto as "the parties").

**W I T N E S S E T H**

**WHEREAS**, District has requested public bids for the provision of student transportation services ("Work"); and

**WHEREAS**, Contractor has submitted a bid for provision of the Work; and

**WHEREAS**, District has awarded this Contract to Contractor to provide bus transportation in accordance with the bid specifications package.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

**1. Duration of Contract.** The Contract shall be effective from August 1, 2017, and shall continue in force and effect through the end of the District's summer school program in 2020. The District and Contractor may mutually agree in writing to exercise up to two (2) one-year extensions of this Contract in writing prior to the expiration of this Contract or any extension hereof. Any extension of this Contract shall be on the same terms and conditions as the original term.

**2. Termination of Contract.** The District shall have the right to terminate this Contract for convenience at the end of any school year by giving written notice to the Contractor no later than April 1 of the school year at the end of which service will terminate. Termination for cause by either party is permitted only after the breaching party is provided notice of the breach and has not cured the breach within 7 days of receipt of said notice.

**3. Contract Documents.** The documents comprising the entirety of this Contract are the Invitation to Bid, including Publication Notice, Instructions to Bidders, Bid Specifications, Bid Specifications Attachments, Appendix, Bid Proposal, this Transportation Services Contract, any addenda and Contractor's proposal and certifications, as well as any written material clarifications provided to all Bidders.

**4. Document Supremacy.** In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision most beneficial to the District shall prevail. Contractor expressly waives the doctrine of *contra proferentum*, and any and all ambiguities shall be construed in the District's favor.

**5. Compensation.** Contractor shall provide all Work as awarded by District and shall be compensated according to the terms of the District's specifications and the Contractor's bid.

**6. Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other

promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

7. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

**IN WITNESS WHEREOF**, the parties have signed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2017.

**CONTRACTOR:**

**BOARD OF EDUCATION OF  
WILMETTE PUBLIC SCHOOLS,  
DISTRICT 39,  
COOK COUNTY, ILLINOIS:**

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

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

**Its:** \_\_\_\_\_

**Its:** \_\_\_\_\_  
**President**

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**ATTEST**

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

**Its:** \_\_\_\_\_  
**Secretary**

**Dated:** \_\_\_\_\_

415499\_1

**APPENDIX 6  
TRANSPORTATION SERVICES CONTRACT**

**THIS AGREEMENT** is entered into this 27<sup>th</sup> day of February, 2017, by and between the Board of Education of Wilmette Public Schools, District 39, Cook County, Illinois ("District"), and North Shore Transit, Inc. \_\_\_\_\_ ("Contractor") (collectively referred hereto as "the parties").

**W I T N E S S E T H**

**WHEREAS**, District has requested public bids for the provision of student transportation services ("Work"); and

**WHEREAS**, Contractor has submitted a bid for provision of the Work; and

**WHEREAS**, District has awarded this Contract to Contractor to provide bus transportation in accordance with the bid specifications package.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

**1. Duration of Contract.** The Contract shall be effective from August 1, 2017, and shall continue in force and effect through the end of the District's summer school program in 2020. The District and Contractor may mutually agree in writing to exercise up to two (2) one-year extensions of this Contract in writing prior to the expiration of this Contract or any extension hereof. Any extension of this Contract shall be on the same terms and conditions as the original term.

**2. Termination of Contract.** The District shall have the right to terminate this Contract for convenience at the end of any school year by giving written notice to the Contractor no later than April 1 of the school year at the end of which service will terminate. Termination for cause by either party is permitted only after the breaching party is provided notice of the breach and has not cured the breach within 7 days of receipt of said notice.

**3. Contract Documents.** The documents comprising the entirety of this Contract are the Invitation to Bid, including Publication Notice, Instructions to Bidders, Bid Specifications, Bid Specifications Attachments, Appendix, Bid Proposal, this Transportation Services Contract, any addenda and Contractor's proposal and certifications, as well as any written material clarifications provided to all Bidders.

**4. Document Supremacy.** In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision most beneficial to the District shall prevail. Contractor expressly waives the doctrine of *contra proferentum*, and any and all ambiguities shall be construed in the District's favor.

**5. Compensation.** Contractor shall provide all Work as awarded by District and shall be compensated according to the terms of the District's specifications and the Contractor's bid.

**6. Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other



promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

7. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

IN WITNESS WHEREOF, the parties have signed this Agreement on the 27<sup>th</sup> day of February, 2017.

**CONTRACTOR:**  
North Shore Transit, Inc.

**BOARD OF EDUCATION OF  
WILMETTE PUBLIC SCHOOLS,  
DISTRICT 39,  
COOK COUNTY, ILLINOIS:**

By: Thomas M. O'Sullivan  
Thomas M. O'Sullivan  
Its: Vice President, Contracts & Bids

By: Alice D. Schaff  
Alice D. Schaff  
Its: President  
President

Dated: \_\_\_\_\_

Dated: 2/27/17

ATTEST

By: Raymond E. Leckie  
Raymond E. Leckie  
Its: Secretary  
Secretary

Dated: 2/27/17

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**APPENDIX 1**  
**BID SUBMISSION CHECKLIST**

Each bid must be accompanied by a Bid Submission Checklist. This list must be utilized as the cover sheet for all itemized documents required to be included in your sealed bid. Submit your bid documents in the order of the checklist.

Name of Bidder: Ai Bus Service

Item	Description	Bidder Confirmation	District Confirmation
1.	Bid Submission Checklist	PF	
2.	Bid Bond (\$50,000)	PF	
3.	Details of experience (5 years) in providing contracted student transportation to school districts in the State of Illinois, including a list of references.	PF	
4.	Audited financial statement (past 4 years) and substantiation of the availability of financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Bid or its supporting exhibits	PF	
5.	Documentation of Management experience, bus availability, and mechanic availability	PF	
6.	Description of any litigation filed by or against the Bidder in the past five years (if any)	PF	
7.	Description of all contracts on which the Bidder has defaulted in the past seven years (if any)	PF	
8.	Drug and Alcohol Testing Procedures	PF	
9.	List of five other Illinois school districts where Bidder is currently providing transportation services	PF	
10.	Evidence of Insurance as outlined in the Bid Specifications	PF	
11.	Show evidence of the ability to purchase/lease vehicles and equipment	PF	
12.	Experience in Special Needs Transportation and Employee Training in Special Needs Students and Safety	PF	
13.	Certifications By Bidder; Non-Collusion Affidavit	PF	
14.	Drug Free Workplace Certification	PF	
15.	Sexual Harassment Policy Certification	PF	
16.	Bid Proposal	PF	



The Hanover Insurance Company

Massachusetts Bay Insurance Company

Worcester, MA 01605

AIBS-0209

### Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we, **AI BUS SERVICE, LLC.** hereinafter called Principal, and **MASSACHUSETTS BAY INSURANCE COMPANY**, a corporation established under the laws of the State of New Hampshire and having its principal office in Worcester, Massachusetts and/or **THE HANOVER INSURANCE COMPANY**, a corporation established under the laws of the State of New Hampshire and having its principal office in Worcester, Massachusetts, as Surety, hereinafter called Surety, are held and firmly bound unto **WILMETTE PUBLIC SCHOOLS DISTRICT 39** as Obligee, in the penal sum of **FIFTY THOUSAND AND 00/100 (\$50,000.00)DOLLARS** for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that whereas the Principal has submitted to the **WILMETTE PUBLIC SCHOOLS DISTRICT 39** a certain Bid, attached hereto and hereby made a part of hereof, to enter into a contract in writing to provide **STUDENT TRANSPORTATION SERVICES**

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the Owner may accept such Bid; and Surety does hereby waive notice of any such extension.

SIGNED, SEALED AND DATED this 9<sup>TH</sup> day of FEBRUARY, 2017

**AI BUS SERVICE, LLC.**

BY  (Seal)

**THE HANOVER INSURANCE COMPANY**

BY   
**DEBRA J. EZRA, ATTY-IN-FACT**



The Hanover Insurance Company

Massachusetts Bay Insurance Company  
Worcester, MA 01605

## CONSENT OF SURETY

We, the undersigned, **THE HANOVER INSURANCE COMPANY** and/or **MASSACHUSETTS BAY INSURANCE COMPANY**, corporations organized and existing under the laws of the state of New Hampshire and authorized to do business in the State of IL with offices at **Worcester, Massachusetts** do hereby consent and agree with **WILMETTE PUBLIC SCHOOLS DISTRICT 39** that if the foregoing proposal of **AI BUS SERVICE, LLC.** for **STUDENT TRANSPORTATION SERVICES** be accepted and the contract be timely awarded and executed by **WILMETTE PUBLIC SCHOOLS DISTRICT 39** we will, upon its being awarded and entered into, become surety for the said **AI BUS SERVICE, LLC.**

In a sum not to exceed **AMOUNT BID** Dollars (\$) ) for the faithful performance of said contract.

Signed, sealed and dated this **9TH** of **FEBRUARY, 2017**

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY**

BY: \_\_\_\_\_

  
**DEBRA J. EZRA, ATTY-IN-FACT**

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

**POWER OF ATTORNEY**

**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.**

**KNOW ALL PERSONS BY THESE PRESENTS:**

That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, (hereinafter individually and collectively the "Company") does hereby constitute and appoint,

**Robert G. Lull and/or Debra J. Ezra**

Of **Atlantic Coast Surety, Inc. of Mahwah, NJ** each individually, if there be more than one named, as its true and lawful attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, any and all surety bonds, recognizances, undertakings, or other surety obligations. The execution of such surety bonds, recognizances, undertakings or surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company, in their own proper persons. Provided however, that this power of attorney limits the acts of those named herein; and they have no authority to bind the Company except in the manner stated and to the extent of any limitation stated below:

**Any such obligations in the United States, not to exceed Twenty Million and No/100 (\$20,000,000) in any single instance**

That this power is made and executed pursuant to the authority of the following Resolutions passed by the Board of Directors of said Company, and said Resolutions remain in full force and effect:

RESOLVED: That the President or any Vice President, in conjunction with any Vice President, be and they hereby are authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as it acts, to execute and acknowledge for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons.

RESOLVED: That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile. (Adopted October 7, 1981 – The Hanover Insurance Company; Adopted April 14, 1982 – Massachusetts Bay Insurance Company; Adopted September 7, 2001 – Citizens Insurance Company of America)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this 15<sup>th</sup> day of June, 2016.



THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA

*Robert Thomas*  
Robert Thomas, Vice President

THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA

*J. Michael Pate*  
J. Michael Pate, Vice President

THE COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF WORCESTER ) ss.

On this 15<sup>th</sup> day of June 2016 before me came the above named Vice Presidents of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



*Diane J. Marino*  
Diane J. Marino, Notary Public  
My Commission Expires March 4, 2022

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 9<sup>th</sup> day of February, 2017

CERTIFIED COPY

*Theodore G. Martinez*  
Theodore G. Martinez, Vice President



**The Hanover Insurance Company, Bedford, New Hampshire  
Assets and Liabilities as of December 31, 2015**

**ASSETS**

	<b>2015</b>
Cash in Banks (Including Short-Term Investments).....	\$ 17,879,085
Bonds and Stocks.....	\$5,157,345,953
Other Admitted Assets.....	<u>\$1,751,113,764</u>
<b>Total Admitted Assets.....</b>	<b><u>\$6,926,338,802</u></b>

**LIABILITIES, CAPITAL AND SURPLUS**

Reserve for Unearned Premiums.....	\$1,500,006,384
Reserve for Loss and Loss Expense.....	\$2,575,997,846
Reserve for Taxes.....	\$ 27,386,244
Funds held under reinsurance treaties.....	\$ 3,466,200
Reserve for all other liabilities.....	\$ 631,441,115
Capital Stock - \$1.00 par.....	\$ 5,000,000
Net Surplus.....	<u>\$2,183,041,013</u>
Policyholders' Surplus.....	<u>\$2,188,041,013</u>
<b>Total Liabilities, Capital and Surplus.....</b>	<b><u>\$6,926,338,802</u></b>

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF WORCESTER

I, Andrew C. Furman, Treasurer of The Hanover Insurance Company, being duly sworn deposes and says that he is the above described officer of said Company, and certifies that the forgoing statement is a true statement of the condition and affairs of the said Company on December 31, 2015.

Andrew C. Furman,  
Treasurer

hanover.com

The Hanover Insurance Company  
440 Lincoln Street, Worcester, MA 01653

Citizens Insurance Company of America  
808 North Highlander Way, Howell, MI 48843

## Ai Bus Service Company Overview

### Background

Ai Bus Service was founded in 2007 with the sole purpose of providing safe and efficient quality transportation for school children in the Chicagoland area. It is our intention to operate Ai Bus in a safe and cost effective manner to ensure continued success and growth into the future. Our operations are currently handled out of our bus yard located at 7508 St Louis, Skokie, IL. This is a leased site where we have been since we founded our company. Our corporate office is located in Chicago from which we run our accounting department.

We are currently contracted to provide daily transport for the following schools and school districts:

Arie Crown Hebrew Day School

ASPIRA Haugen

British International School Chicago

By The Hand

Catherine Cook School

Chicago Public Schools

EMBARC

➤ Evanston Township High School

Frances Xavier Warde School

German School Chicago

Ivy Garden Learning Center

JCC

Joan Dachs Bais Yaakov,

↪ Loyola Academy

Lycee Francais de Chicago

Northside Catholic Academy

Ogden International School

Passages Charter School

↪ Sacred Heart School

Smart Learning Center  
St Vincent DePaul  
Turner Construction  
Yeshiva Ohr Baruch,  
→ Yeshivas Tiferes Tzvi  
WITS

We also have agreements with over 50 schools in our area to be a provider of charter and field trip service on an ongoing basis. We have successfully provided charter service for the Chicago Public Schools since we were approved in 2010. In addition, we are under contract with many summer camps to provide summer busing routes and field trips.

Our current fleet stands at 43 buses which are used on a daily basis to cover all our contracts. We keep our fleet at an average of 5 years of age. All our buses are at least 71 passenger capacity and are equipped with seatbelts. We have been pre-approved to lease up to 25 additional buses as needed to honor contracts

All fuel that we use is bio diesel. Our current winter blend is 11% B99 biodiesel mixed with regular #2 diesel

Customer retention is very important to us. We have renewed all our contracts with our costumers each year.

### **Management**

We pride ourselves with the quality of service provided. Our management has experience in dealing with schools and districts. We are always looking for ways to improve the service and making it more efficient. Led by our Director of Operations Pinky Friedman, we have gained tremendous knowledge in the operation of running a safe and efficient school bus company. Our dispatchers have experience in the busing industry and are knowledgeable of the local areas. Our dispatchers are familiar with all routes and are available at all times to take



calls and make instant adjustments as needed. We always keep substitute drivers and buses available in close proximity to the routes in case there is a problem we can get it solved with the least inconvenience to our costumers. We are experienced in the creation of safe, efficient, and cost effective routes. We use the local knowledge of our drivers and dispatchers along with software to that effect.

### **Meet our staff**

**Director of Operations** – Pinky Friedman responsible for overseeing entire operation. Responsibilities include bidding on contracts, maintaining contracts, costumer relations, oversee dispatching department, oversee accounting and HR, oversee maintenance program, oversee and coordinate safety program.

**Transportation Manager** – Heidi Nathaniel oversees dispatchers, routing, management of drivers, communication with schools and districts.

**Office Manager** – Eli Kahn responsible for booking reservations, accounting/billing, and fuel management.

**Maintenance Supervisor** – Head mechanic Hector Beltran – oversees mechanics, creates and institutes preventive maintenance program, performs all necessary maintenance.

### **Maintenance**

Ai Bus is registered with the Federal Motor Carrier Safety Administration (FMCSA) and carries a U.S. DOT number as an interstate school bus operator. Ai Bus is operating in compliance with Federal Motor Carrier Safety Regulations (FMCSR).

On site we operate a shop which can provide most preventive maintenance and basic repairs such as brake replacement and oil changes. Larger repairs such as transmission and engine work are contracted to shops certified by their respective dealers.

All vehicles are maintained in accordance with manufacturer recommendations and requirements. Our preventive maintenance program will meet and exceed

state and federal inspection requirements. In addition, we will follow our company's preventive maintenance program, which includes the following:

Driver's daily pre trip inspection

Weekly inspection of belts, hoses, and fluid levels

Defects found as a result of the above inspections will be repaired immediately if safety related; otherwise, they will be made at the next preventive maintenance inspection

A preventive maintenance inspection, covering safety and other mechanical components, will be conducted by trained maintenance technicians following strict schedules according to specified days and miles

Manufacturer recommendations will be followed or exceeded on all scheduled maintenance programs, i.e., oil changes, lubrication, belt and hose replacements, component replacements, etc.

Each of our buses is scheduled for regular preventive maintenance inspection according to hours of operation, miles traveled, or days operated, depending on the type of operation and service being provided.

## **Safety**

When a driver applies for a position, the following takes place:

- In-person interview
- A check of the applicant's motor vehicle record
- School bus driving eligibility is checked
- Applicant is sent for physical, drug screen, and TB test
- A background/sex offender search is conducted on applicant
- Applicant is sent for fingerprint check

If all of the steps above are successfully completed, and the applicant is determined eligible for training, they are given a Commercial Driver's License (CDL) study guide, as well as information needed to learn state regulations

regarding passenger and school bus procedures. The applicant is then involved in a CDL training classes, and when we feel they are ready, they then take the written test at the State driver's facility. Once they obtain a training permit, we place them with a trainer, who provides instruction on a variety of topics such as defensive driving, proper pre-trip inspection, student management, mirror training, checking for sleeping children, emergency evacuations and procedures, and much more. Thereafter a behind the wheel evaluation is conducted to insure their readiness to safely and effectively transport passengers.

At Ai Bus we are constantly training our drivers in safety. To that effect we provide annual refresher courses for our drivers to renew their permits. In addition we have an annual defensive driving course given by an independent safety trainer. We have monthly driver meetings where safety and maintaining student discipline are the main topics.

Each year a driver review is conducted where we obtain an updated MVR for each driver and go over his/her record before renewing their driving privileges with our company.

All drivers have a file with all their information including original application, copy drivers license, MVR, annual drug and physical, fingerprints, and annual driving review.

### **Communication**

In our experience running a successful bus program is a partnership between the bus company and the district. Effective communication is imperative to achieve that goal. We will always have a responsible person available to assist on any issues that may arise.

Student discipline is a critical issue for both the company and the district. Keeping this in mind, we strongly feel that a partnership approach regarding student management is key to students reaching their full potential in the classroom. So,

we customize a student management plan that is based on the district's discipline policy while incorporating our best practices. Plus, we rely on close cooperation between the school site staff and the driver for effective implementation.

All our buses have a two-way radio system so the drivers can be contacted immediately when necessary.

### **GPS**

All our vehicles are equipped with Synovia GPS system. This system was created specifically for the school bus industry. The system can track location as well as assure that the drivers are doing proper pretrips and are stopping at the correct stops, not speeding, and driving in a safe and defensive manner.

### **Video**

We have begun to have our fleet fitted with video camera systems. Currently half of the fleet is under video surveillance. We plan to have the rest of our fleet fitted in the near future.



## References

**Sacred Heart Schools** - Matt Manely - Transportation supervisor. [matt.manley@shschicago.org](mailto:matt.manley@shschicago.org) 773.262.4446, 5 year contract 9 daily round trip buses.

**Evanston Township High School** - Katie Perkins, Transportation supervisor. [perkiska@eths.k12.il.us](mailto:perkiska@eths.k12.il.us) 847-424-7014, 3 year contract, 3 daily round trip buses for special needs transportation.

**YTT** -Yehoshua Pinkus – Administrator. [yehoshuap@jdbyytt.org](mailto:yehoshuap@jdbyytt.org) 773-465-8889 x620, 10 years recurring contract. Currently providing 3 morning routes and 6 afternoon routes.

More available upon request

	Nov '15 - Oct 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contracted Customer Charter	43,366.05
Contracted Route Revenue	1,391,295.82
Misc/Other Income	398.80
Transp Fees - Agudah	46,544.25
Transp Fees - CPS	88,389.25
Transp Fees - Grant	271,206.00
Transp Fees - Other	551,231.40
Transp Fees - Scheduled Charter	87,792.50
Transp Fees - Summer	205,325.59
<b>Total Income</b>	<b>2,685,549.66</b>
<b>Cost of Goods Sold</b>	
Insurance-Work Comp	57,870.76
Maintenance-Bus Cleaning	4,228.60
Maintenance-Lubricants	12,958.26
Maintenance-Outsourced Repairs	26,934.52
Maintenance-Parts & Supplies	49,447.86
Maintenance-Tires	8,470.82
Outside Contracting-Busing	10,820.00
Payroll-Charter Earnings	0.00
Payroll-FICA Taxes	68,916.74
Payroll-Other Earnings	76,724.94
Payroll-Route Earnings	478,423.26
Payroll-Salaries	325,413.58
Payroll Maintenance	77,715.54
Supplies-Fuel	173,893.89
Travel Tolls	6,320.00
<b>Total COGS</b>	<b>1,378,138.77</b>
<b>Gross Profit</b>	<b>1,307,410.89</b>
<b>Expense</b>	
Accident Claim Settlements	7,696.43
Bad Debt Expense	3,000.00
Depreciation Expense	276,131.69
Financial & Credit Card Fees	12,141.97
Gifts & Mktg-Customers	3,759.65
Insurance-Auto	125,390.38
Insurance-Liability	68,944.03
Interest Expense	64,294.16
License Fees-Drivers	15,031.75
License Fees-Other	2,499.37
Miscellaneous Expense	1,704.64
Payroll-Admin&Office	113,584.61
Payroll-Commissions	139,866.62
Payroll-Office FICA Tax	19,389.00
Payroll - Unemployment	345.04
Payroll Expenses	-0.07
Postage and Delivery	40.00
Prof Fees- Legal	20,447.00
Prof Fees-Advertising	8,614.79
Prof Fees-Other	12,144.69
Prof Fees-Payroll Service	5,590.25
Rentals-Bus GPS Units	14,152.79
Rentals-Bus Radios	9,885.38
Rentals-Facilities & Bldg	96,714.62
Supplies-Driver Uniforms	6,170.34
Supplies-Office & Other	5,640.60
Supplies-Shop Tools	855.79
Telephone	2,474.83
Travel & Ent-Auto	3,402.43
Travel & Ent-Meals	2,955.46
Uncategorized Expenses	0.00

12:01 PM

02/09/17

Accrual Basis

**AI Bus service, LLC**  
**Profit & Loss**  
November 2015 through October 2016

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	<u>Nov '15 - Oct 16</u>
Utilities-Electric	4,817.95
Utilities-Gas	532.24
Utilities-Waste Disposal	497.70
<b>Total Expense</b>	<u>1,048,716.13</u>
<b>Net Ordinary Income</b>	258,694.76
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Allocated Administration	110,000.00
Federal Income Tax Expense	12,000.00
<b>Total Other Expense</b>	<u>122,000.00</u>
<b>Net Other Income</b>	<u>-122,000.00</u>
<b>Net Income</b>	<u><u>136,694.76</u></u>

**AI BUS SERVICE, LLC**  
**FINANCIAL STATEMENTS**  
**OCTOBER 31, 2015 AND 2014**



**AI BUS SERVICE, LLC  
INDEX TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED OCTOBER 31, 2015 AND 2014**

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# **WASSER BRETTLER KLAR & LIPSTEIN, LLP**

CERTIFIED  
PUBLIC  
ACCOUNTANTS

132 NASSAU STREET, SUITE 300  
NEW YORK, NEW YORK 10038-2490  
TELEPHONE (212) 962-6100  
TELEFAX (212) 608-4176

MAX WASSER, CPA (1970 - 2014)  
MICHAEL LIPSTEIN, CPA  
IRA J. WASSER, CPA  
CHARLES STEINMAN, CPA

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
AI Bus Service, LLC  
Chicago, Illinois

We have audited the accompanying financial statements of AI Bus Service, LLC (the "Organization") which comprise the statement of financial position as of October 31, 2015, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of AI Bus Service, LLC as of October 31, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Prior Period Financial Statements**

The financial statements of AI Bus Service, LLC as of October 31, 2014, were audited by other auditors whose report dated July 31, 2015, expressed an unmodified opinion on those statements.

*Wasser, Brettler, Klar & Lipstein, LLP*  
WASSER, BRETTLER, KLAR & LIPSTEIN, LLP  
Certified Public Accountants

New York, New York  
November 8, 2016

**AI BUS SERVICE, LLC**  
**STATEMENTS OF FINANCIAL POSITION**  
**OCTOBER 31, 2015 AND 2014**

**ASSETS**

	<u>2015</u>	<u>2014</u>
Cash	\$ 9,563	\$ 16,573
Accounts receivable (net of allowances)	243,734	347,135
Due from affiliate	773,426	486,553
Property and equipment (net of allowances)	<u>1,684,207</u>	<u>1,117,642</u>
<b>Total Assets</b>	<b><u>\$2,710,930</u></b>	<b><u>\$1,967,903</u></b>

**LIABILITIES AND NET ASSETS**

<b>Liabilities</b>		
Accounts payable and accrued expenses	\$ 180,907	\$ 77,467
Long term debt	952,477	288,117
Capital lease obligations	<u>418,244</u>	<u>536,737</u>
<b>Total Liabilities</b>	<b><u>1,551,628</u></b>	<b><u>902,321</u></b>
<b>Net Assets</b>		
Unrestricted	<u>1,159,302</u>	<u>1,065,582</u>
<b>Total Net Assets</b>	<b><u>1,159,302</u></b>	<b><u>1,065,582</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$2,710,930</u></b>	<b><u>\$1,967,903</u></b>

See independent auditor's report and accompanying notes to the financial statements.

**AI BUS SERVICE, LLC**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED OCTOBER 31, 2015 AND 2014**

	<u>2015</u>	<u>2014</u>
<b>Revenues and Other Support</b>		
Transportation fees	<u>\$2,254,401</u>	<u>\$1,756,187</u>
<b>Expenses</b>		
Program services	1,999,135	1,415,200
Management and general	<u>161,546</u>	<u>238,746</u>
<b>Total Expenses</b>	<u>2,160,681</u>	<u>1,653,946</u>
<b>Increase in Net Assets</b>	93,720	102,241
<b>Net Assets - Beginning of Year</b>	<u>1,065,582</u>	<u>963,341</u>
<b>Net Assets - End of Year</b>	<u><u>\$1,159,302</u></u>	<u><u>\$1,065,582</u></u>

See independent auditor's report and accompanying notes to the financial statements.

**AI BUS SERVICE, LLC**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEARS ENDED OCTOBER 31, 2015 AND 2014**

	<u>Program Services Busing</u>	<u>Management and General</u>	<u>2015 Total</u>	<u>2014 Total</u>
Salaries and Benefits				
Busing	\$ 900,779	\$ -0-	\$ 900,779	\$ 683,789
Administrative	96,007	132,002	228,009	137,856
Maintenance and housekeeping	<u>71,487</u>	<u>-0-</u>	<u>71,487</u>	<u>46,714</u>
Total Salaries and Benefits	1,068,273	132,002	1,200,275	868,359
Materials, supplies and rentals	257,335	-0-	257,335	321,155
Insurance and occupancy	242,034	11,455	253,489	196,564
Depreciation	199,645	-0-	199,645	159,176
Repairs and maintenance	98,472	-0-	98,472	22,093
Consulting and professional fees	54,172	6,296	60,468	20,617
Interest expense	48,201	-0-	48,201	32,627
Miscellaneous	9,986	9,986	19,972	18,191
Travel	11,891	1,807	13,698	9,285
Transportation expense	6,572	-0-	6,572	-0-
Printing, postage and telephone	<u>2,554</u>	<u>-0-</u>	<u>2,554</u>	<u>5,879</u>
Total Expenses	<u>\$1,999,135</u>	<u>\$161,546</u>	<u>\$2,160,681</u>	<u>\$1,653,946</u>

See independent auditor's report and accompanying notes to the financial statements.

**AI BUS SERVICE, LLC**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED OCTOBER 31, 2015 AND 2014**

	<b>2015</b>	<b>2014</b>
<b>Cash Flows From Operating Activities</b>		
Increase (Decrease) in Net Assets	\$ 93,720	\$102,241
Adjustments to Reconcile Increase (Decrease) in Net Assets to Net Cash Provided By Operating Activities		
Depreciation	199,645	159,176
Accounts and pledges receivable	103,401	( 146,365)
Due from affiliate	( 286,873)	57,460
Accounts payable and accrued expenses	103,440	24,967
<b>Total Adjustments</b>	<b>119,613</b>	<b>95,238</b>
<b>Net Cash Provided By Operating Activities</b>	<b>213,333</b>	<b>197,479</b>
<b>Cash Flows From Investing Activities</b>		
Purchase of property and equipment	( 766,210)	( 439,820)
<b>Net Cash Used In Investing Activities</b>	<b>( 766,210)</b>	<b>( 439,820)</b>
<b>Cash Flows From Financing Activities</b>		
Proceeds from capital leases	664,360	385,775
Payments on capital leases	( 118,493)	( 137,942)
<b>Net Cash Provided By (Used In) Financing Activities</b>	<b>545,867</b>	<b>247,833</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>( 7,010)</b>	<b>5,492</b>
<b>Cash and Cash Equivalents - Beginning of Year</b>	<b>16,573</b>	<b>11,081</b>
<b>Cash and Cash Equivalents - End of Year</b>	<b>\$ 9,563</b>	<b>\$ 16,573</b>

**SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION**

**Cash Paid During the Year for:**

<b>Interest</b>	\$ 48,201	\$ 32,627
<b>Income Taxes</b>	\$ -0-	\$ -0-

See independent auditor's report and accompanying notes to the financial statements.

**AI BUS SERVICE, LLC**  
**NOTES TO FINANCIAL STATEMENTS**  
**OCTOBER 31, 2015**

**NOTE 1 - ORGANIZATION**

AI Bus Service LLC began operations during fiscal 2008, and includes the accounts primarily related to the busing program that provides bus transportation to and from school for Orthodox Jewish day school children in the Chicago area. The Organization is the sole member of AI Bus Service LLC, and capitalized it by transferring to it cash and the bus fleet, net of accumulated depreciation and the capital lease obligations.

Agudath Israel of Illinois (the "Organization") was founded in 1976 for the purpose of providing social services to the Orthodox Jewish community of greater Chicago and the Midwestern United States through providing a wide range of community services and programs, including five-day and overnight camps. During the year ended October 31, 2015 the Organization started a program called Kiwi Kids to provide nutritional lunches to Chicago area schools. The Organization is a not-for-profit corporation, exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law.

**NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Presentation**

The financial statements have been prepared in conformity with accounting principles applicable to nonprofit organizations. Unrestricted net assets are available for support of the Organization's operations and are not subject donor-imposed restrictions. Temporarily restricted net assets are donor-imposed restrictions that may or will be met either by actions of the Organization or the passage of time. Temporarily restricted net assets are released and reclassified to unrestricted net assets when restrictions have been met. There were no temporarily or permanently restricted net assets as of October 31, 2015.

**B. Basis of Accounting**

The books and records of the Organization are maintained on the accrual basis in accordance with accounting principles generally accepted in the United States of America ("GAAP").

**C. Property and Equipment**

Property and equipment are carried at cost. Depreciation is being computed using the straight-line method over the estimated useful lives of the assets, which range from three to ten years for software, furniture and equipment and the bus fleet, and 15 to 30 years for building and improvements.

**D. Revenue Recognition**

Contributions are recorded as revenue in the period received. Revenue from government and other grant and contract agreements is recognized as it is earned through expenditure or service delivery in accordance with the agreement.

See independent auditor's report.



**AI BUS SERVICE, LLC**  
**NOTES TO FINANCIAL STATEMENTS**  
**OCTOBER 31, 2015**

**NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. Functional Expenses**

Operating expenses directly identified with a functional area are charged to that area and, where expenses affect more than one area, they are allocated on the basis of ratios determined by management.

**F. Use of Estimates**

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management makes estimates and assumptions affecting the reported amounts of the assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

**G. Comparative Data**

The financial statements include certain prior year summarized comparative information in total, but not by net asset class. This information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, this information should be read in conjunction with the Organization's consolidated financial statements for the year ending October 31, 2014 from which the summarized information was derived.

**H. Income Taxes**

Accounting standards on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization and various positions related to the potential sources of unrelated business income tax (UBIT). The tax benefits recognized in the financial statements from any such position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. The Organization has reviewed the tax positions for the open tax years (current and prior three tax years) and has concluded that no provision for income tax is required in the financial statements. As of October 31, 2015, there were no unrecognized tax benefits identified or recorded as liabilities.

Form 990 is filed by the Organization and is subject to examination by the Internal Revenue Service ("IRS") up to three years from the extended due date of each return. Form 990 filed by the Organization is not subject to examination for the years 2011 and prior.

See independent auditor's report.

**AI BUS SERVICE, LLC  
NOTES TO FINANCIAL STATEMENTS  
OCTOBER 31, 2015**

**NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES (continued)**

**I. Subsequent Events**

Management has evaluated subsequent events through November 8, 2016, the date the financial statements were available to be issued.

**J. Reclassifications**

Certain October 31, 2014 balances were reclassified to conform to the current year presentation, without any affect on total net assets.

**NOTE 3 - ACCOUNTS RECEIVABLE**

Accounts receivable consists of amounts due from customers to which AI Busing provides services. Receivables as of October 31, 2015 are net of a \$5,000 allowance for doubtful accounts that was determined based on historical experience and analysis of the specific accounts. Uncollectible accounts are written off in the year they are deemed to be worthless.

**NOTE 4 - PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following as of October 31, 2015:

Bus fleet	\$2,507,486
Furniture and equipment	<u>50,847</u>
	2,558,333
Accumulated depreciation	<u>( 874,126)</u>
<b>Total Property and Equipment</b>	<b><u>\$1,684,207</u></b>

During the year ended October 31, 2015, the Organization purchased additional buses totaling \$751,205. During previous years, the Organization had purchased buses for \$1,797,356 (one of which was subsequently retired for \$41,074). These buses are utilized to support operations pursuant to the bus grant discussed in Note 8.

See independent auditor's report.

**AI BUS SERVICE, LLC**  
**NOTES TO FINANCIAL STATEMENTS**  
**OCTOBER 31, 2015**

**NOTE 5 - LONG TERM DEBT**

Long term debt consists of the following as of October 31, 2015

**Balance as of**  
**October 31, 2015**

Note payable to TCF Equipment finance issued in July 2014 in the amount of \$124,310, payable in 60 monthly installments of \$2,222, including interest of 6.13% per annum until June 2019. A final payment of \$12,431 is due in July 2019. The note is collateralized by the buses that were purchased with the note proceeds.

\$ 95,514

Note payable to TCF Equipment Finance issued in September 2014 in the amount of \$70,155, payable in 60 monthly installments of \$1,357, including interest of 6.24% per annum until August 2019. The note is collateralized by the buses that were purchased with the note proceeds.

54,324

Note payable to TCF Equipment Finance issued in September 2014 in the amount of \$54,155, payable in 60 monthly installments of \$1,047, including interest of 6.22% per annum until August 2019. The note is collateralized by the buses that were purchased with the note proceeds.

42,756

Note payable to TCF Equipment Finance issued in September 2014 in the amount of \$54,155, payable in 60 monthly installments of \$1,047, including interest of 6.22% per annum until August 2019. The note is collateralized by the buses that were purchased with the note proceeds.

42,756

Note payable to General Electric Capital Corporation issued in August 2015 in the amount of \$750,705, payable in 60 monthly installments of \$14,032, including interest of 4.6% per annum until August 2020. The note is collateralized by the buses that were purchased with the note proceeds.

717,127

**Total Long Term Debt**

**\$952,477**

As of October 31, 2015, the future minimum principal and interest payments are as follows:

<u>Year ending October 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$193,297	\$ 43,164	\$ 236,461
2017	203,308	33,153	236,461
2018	213,849	22,612	236,461
2019	218,125	11,329	229,454
2020	<u>123,898</u>	<u>2,390</u>	<u>126,288</u>
<b>Totals</b>	<u><b>\$952,477</b></u>	<u><b>\$112,648</b></u>	<u><b>\$1,065,125</b></u>

See independent auditor's report.

**AI BUS SERVICE, LLC  
NOTES TO FINANCIAL STATEMENTS  
OCTOBER 31, 2015**

**NOTE 6 - CAPITAL LEASE OBLIGATIONS**

As of October 31, 2015, the cost of buses held under capital leases, expiring at various dates through 2019, was \$1,756,282. Approximate future minimum lease payments required under the capital leases are as follows:

2016	\$145,131
2017	136,454
2018	<u>169,928</u>
	451,513
Imputed interest	( 33,269)
<b>Total</b>	<b><u>\$418,244</u></b>

The total residual value at the end of the lease term is \$137,558. The Organization has the option to purchase the buses at the conclusion of the leases.

**NOTE 7- GRANTS**

During fiscal 2015, the Organization was awarded a grant for contract services for the 2014 - 2015 school year in the amount of \$1,200,000. The grant was eliminated due to budget cuts by the State of Illinois. As of this date no action has been taken by the State. The Organization has applied for a similar grant to be awarded for the 2015 - 2016 school year.

**NOTE 8- COMMITMENTS AND CONTINGENCIES**

AI Bus Service LLC has a lease agreement for the rental of space for buses through December 2016. The terms of the lease generally provide for payment of base rent plus operating expenses and property taxes. Rent expense for 2015 was approximately \$74,000.

The approximate future minimum lease payments under the above lease is as follows:

2016	\$ 72,000
2017	<u>36,000</u>
<b>Total</b>	<b><u>\$108,000</u></b>

**NOTE 9 - SUBSEQUENT EVENTS**

As mentioned in Note 7, the \$1,200,000 grant for contract services for the 2014 - 2015 school year in the original Illinois state budget was subsequently eliminated due to budget cuts.

See independent auditor's report.

# **AI Bus Service, LLC**

Financial Report  
October 31, 2013

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## Independent Auditor's Report

To the Board of Directors  
AI Bus Service, LLC  
Chicago, Illinois

### Report on the Financial Statements

We have audited the accompanying financial statements of AI Bus Service, LLC (the Organization) which comprise the statement of financial position as of October 31, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of AI Bus Service, LLC as of October 31, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited the consolidated financial statements of Agudath Israel of Illinois, and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 21, 2013. In our opinion, the summarized comparative information presented herein as of October 31, 2012, is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

*McGladrey LLP*

Chicago, Illinois  
July 30, 2014



**AI Bus Service, LLC**

**Statement of Financial Position**

**October 31, 2013 (With Comparative Totals for 2012)**

	<b>2013</b>	<b>2012</b>
<b>Assets</b>		
Cash	\$ 11,081	\$ 12,239
Accounts receivable, net	200,770	156,856
Due from affiliate	544,013	475,337
Equipment, net	836,998	404,079
	<u>\$ 1,592,862</u>	<u>\$ 1,048,511</u>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts payable and accrued expenses	\$ 52,500	\$ 39,108
Interest payable	-	747
Capital lease obligation	577,021	153,201
	<u>629,521</u>	<u>193,056</u>
<b>Net Assets</b>		
Unrestricted	963,341	855,455
	<u>963,341</u>	<u>855,455</u>
	<u>\$ 1,592,862</u>	<u>\$ 1,048,511</u>

See Notes to Financial Statements.

**AI Bus Service, LLC**

**Statement of Activities  
Year Ended October 31, 2013 (With Comparative Totals for 2012)**

	<b>2013</b>	<b>2012</b>
Revenue and other support:		
Transportation fees	<b>\$ 1,222,522</b>	<b>\$ 1,098,735</b>
	<b>1,222,522</b>	<b>1,098,735</b>
Expenses:		
Program services	<b>963,001</b>	<b>781,475</b>
Management and general	<b>151,635</b>	<b>105,129</b>
	<b>1,114,636</b>	<b>886,604</b>
<b>Increase in net assets</b>	<b>107,886</b>	<b>212,131</b>
Net assets:		
Beginning of year	<b>855,455</b>	<b>643,324</b>
End of year	<b>\$ 963,341</b>	<b>\$ 855,455</b>

See Notes to Financial Statements.

AI Bus Service, LLC

Statement of Functional Expenses  
Year Ended October 31, 2013 (With Comparative Totals for 2012)

	<u>Program Services</u>	<u>Management</u>	<u>2013</u>	<u>2012</u>
	<u>Busing</u>	<u>and</u>	<u>Total</u>	<u>Total</u>
		<u>General</u>		
Salaries and fringe benefits	\$ 506,311	\$ 116,560	\$ 622,871	\$ 462,603
Insurance and occupancy	120,199	1,200	121,399	71,475
Maintenance	54,587	-	54,587	190,599
Materials, supplies and rentals	158,821	3,858	162,679	48,144
Office and other expenses	6,223	1,416	7,639	3,817
Printing, postage and telephone	-	5,708	5,708	5,395
Professional fees	1,612	19,585	21,197	8,767
Travel	3,461	3,308	6,769	6,975
Depreciation	97,519	-	97,519	78,079
Interest expense	14,268	-	14,268	10,986
	<u>\$ 963,001</u>	<u>\$ 151,635</u>	<u>\$ 1,114,636</u>	<u>\$ 886,840</u>

See Notes to Financial Statements.

AI Bus Service, LLC

Statement of Cash Flows  
Year Ended October 31, 2013 (With Comparative Totals for 2012)

	2013	2012
Cash Flows from Operating Activities		
Increase in net assets	\$ 107,886	\$ 212,131
Adjustments to reconcile net increase in net assets to net cash provided by operating activities:		
Depreciation	97,519	78,079
Changes in operating assets and liabilities:		
Accounts receivable	(43,914)	(120,087)
Due from affiliate	(68,676)	(39,875)
Accounts payable and accrued expenses	13,392	(5,434)
Interest payable	(747)	747
<b>Net cash provided by operating activities</b>	<b>105,460</b>	<b>125,561</b>
Cash Flows from Investing Activities		
Purchase of equipment	(530,438)	-
<b>Net cash used in investing activities</b>	<b>(530,438)</b>	<b>-</b>
Cash Flows from Financing Activities		
Proceeds from capital lease	530,438	-
Payments on capital lease	(106,618)	(122,385)
<b>Net cash provided by (used in) financing activities</b>	<b>423,820</b>	<b>(122,385)</b>
<b>Increase (decrease) in cash</b>	<b>(1,158)</b>	<b>3,176</b>
Cash:		
Beginning of year	12,239	9,063
End of year	<b>\$ 11,081</b>	<b>\$ 12,239</b>
Supplemental Disclosure of Cash Flow Information		
Interest paid	<b>\$ 15,015</b>	<b>\$ 10,239</b>

See Notes to Financial Statements.

## AI Bus Service, LLC

### Notes to Financial Statements

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#### Note 1. Nature of Operations and Significant Accounting Policies

AI Bus Service, LLC (the Organization) began operations during fiscal 2008, and includes the accounts primarily related to the busing program that provides bus transportation to and from school for Orthodox Jewish day school children in the Chicago area. The Organization is a not-for-profit corporation, exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law.

Agudath Israel of Illinois (Agudath), an affiliated entity, was founded for the purpose of providing social services to the Orthodox Jewish community of greater Chicago and the Midwestern United States through providing a wide range of community services and programs, including five-day and overnight camps. Agudath capitalized the Organization by transferring to it cash and the bus fleet, net of accumulated depreciation and the capital lease obligation.

**Basis of presentation:** The financial statements have been prepared in conformity with accounting principles applicable to nonprofit organizations.

**Cash:** Amounts reflected as cash include amounts held in checking and savings accounts.

**Accounts receivable:** Accounts receivable primarily consisted of amounts due from the transportation grant. Uncollectible accounts are written off in the year they are deemed to be worthless.

**Equipment:** Equipment is carried at cost. Depreciation is being computed using the straight-line method over the estimated useful lives of the assets, which range from five to seven years for the bus fleet.

**Revenue recognition:** Contributions are recorded in the period received.

**Functional expenses:** Operating expenses directly identified with a functional area are charged to that area and, where expenses affect more than one area, they are allocated on the basis of ratios determined by management.

**Donated services:** No amounts have been reflected for donated volunteers' time because their services do not meet the criteria for recognition in the financial statements. However, a substantial number of volunteers have donated significant amounts of time to the Organization's activities, principally for fundraising and governance.

**Use of estimates:** In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management makes estimates and assumptions affecting the reported amounts of the assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

**Comparative data:** The financial statements include certain prior year summarized comparative information in total, but not by net asset class. This information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, this information should be read in conjunction with the consolidated financial statements for Agudath for fiscal year 2012 from which the summarized information was derived.

## AI Bus Service, LLC

### Notes to Financial Statements

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#### Note 1. Nature of Operations and Significant Accounting Policies (Continued)

**Income taxes:** Accounting standards on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization and various positions related to the potential sources of unrelated business income tax (UBIT). The tax benefits recognized in the financial statements from any such position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. The Organization has reviewed the tax positions for the open tax years (current and prior three tax years) and has concluded that no provision for income tax is required in the financial statements. As of October 31, 2013, there were no unrecognized tax benefits identified or recorded as liabilities.

Form 990s are filed by the Organization and are subject to examination by the Internal Revenue Service (IRS) up to three years from the extended due date of each return. Form 990s filed by the Organization are generally no longer subject to examination for the years 2009 and prior.

**Subsequent events:** The Organization has evaluated subsequent events for potential recognition and/or disclosure through July 30, 2014, the date the financial statements were available to be issued.

#### Note 2. Equipment

Equipment consisted of the following as of October 31, 2013:

Bus fleet	\$ 1,352,304
Accumulated depreciation	(515,306)
	<u>\$ 836,998</u>

During July 2013, April 2013, July 2011, April 2010, July 2007 and 2006, the Organization purchased buses for \$70,328, \$460,110, \$74,352, \$80,000, \$247,245 and \$458,422 (one of which was subsequently retired), respectively.

#### Note 3. Capital Lease Obligation

As of October 31, 2013, the cost of buses held under capital leases, expiring through 2018, was \$1,352,304. Approximate future minimum lease payments required under the capital leases are as follows:

2014	\$ 133,000
2015	122,000
2016	126,000
2017	101,000
2018	95,021
	<u>\$ 577,021</u>

**AI Bus Service, LLC**

**Notes to Financial Statements**

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**Note 4. Commitments and Contingencies**

The Organization had a five-year lease agreement for the rental of space for buses that expired in August 2012, and is currently on a month-to-month basis. The terms of the lease generally provided for payment of base rent plus operating expenses and property taxes. Rent expense for 2013 was approximately \$34,000, primarily relating to costs for additional office space and grounds. The Organization is currently in the process of renewing the lease for an additional five-year term.

BUS #	Licence Plate	Vin	Make	Model	Year	apacitamer	CPS
5	62 218 SB	4UZABRDX8CZ11104	FRHT	C2	08	71	
10	55 651 SB	4UZABRCT97CW18821	FRHT	C2	07	71	
12	62 219 SB	4UZABRDD78CZ11111	FRHT	C2	08	71	
14	62 217 SB	4UZABRDD58CZ11110	FRHT	C2	08	71	
18	55 653 SB	4UZABRCT07CW18822	FRHT	C2	07	71	x
20	70 642 SB	4UZABRDU8BCAT4834	FRHT	C2	11	71	x
22	76 256 SB	4UZABRDU2BCAR8352	FRHT	C2	11	71	
24	80 072 SB	4UZABRDU4CCBK5004	FRHT	C2	12	78	
26	55 654 SB	4UZABRCT27CW18823	FRHT	C2	07	71	x
28	82 521 SB	4DRBUAFP06B229309	INTL	IC CE	06	71	
101	81 866 SB	4UZABRDK3BCAW0644	FRHT	C2	11	71	x
102	81 875 SB	4UZABRDK9BCAW0647	FRHT	C2	11	71	x
103	81 876 SB	4UZABRDK7BCAW0646	FRHT	C2	11	71	x
104	81 877 SB	4UZABRDK5BCAW0645	FRHT	C2	11	71	
105	81 871 SB	4UZABRDU0ACAP9507	FRHT	C2	10	71	x
106	81 872 SB	4UZABRDU9ACAP9506	FRHT	C2	10	71	
107	81 873 SB	4UZABRDK3BCAW0711	FRHT	C2	11	71	
108	81 874 SB	4UZABRDK0BCAW0648	FRHT	C2	11	71	
109	82 786 SB	4UZABRDK49CZ85151	FRHT	C2	09	71	x
110	82 785 SB	4UZABRDD18CZ17888	FRHT	C2	08	71	x
111	84 171 SB	4DRBUSKP6DB047719	INTL	IC 200	13	71	
112	84 172 SB	4DRBUSKP7DB237402	INTL	IC 200	13	71	x
113	87 162 SB	4DRBUSKP6EB777616	INTL	IC CE	14	77	x x
114	87 164 SB	4DRBUAAP9BB256316	INTL	IC CE	11	71	x
115	87 163 SB	4DRBUAAP7BB256315	INTL	IC CE	11	71	x x
116	83 224 SB	4DRBUC8P8FB514204	INTL	IC CE	15	71	x x
117	83 225 SB	4DRBUC8PXF514205	INTL	IC CE	15	71	x x
118	83 223 SB	4DRBUC8P1FB620798	INTL	IC CE	15	72	x x
119	83 226 SB	4DRBUC8P3FB620799	INTL	IC CE	15	72	x x
120	83 227 SB	4DRBUC8P6FB620800	INTL	IC CE	15	72	x x
121	83 228 SB	4DRBUC8P8FB620801	INTL	IC CE	15	72	x
122	83 229 SB	4DRBUC8PXF620833	INTL	IC CE	15	72	x x
123	83 230 SB	4DRBUC8P1FB620834	INTL	IC CE	15	72	x x
124	90 173 SB	4DRBUAAPXDB167325	INTL	IC CE	13	77	x x
125	83 249 SB	4DRBUAAP3DB167327	INTL	IC CE	13	77	x x
126	83 250 SB	4DRBUAAP8DB167324	INTL	IC CE	13	77	x x
127	92 715 SB	4DRBUC8P8GB724190	INTL	IC CE	16	72	x x
128	92 716 SB	4DRBUC8P5GB723014	INTL	IC CE	16	72	x x
129	92 713 SB	4DRBUC8P7GB723015	INTL	IC CE	16	72	x x
130	92 714 SB	4DRBUC8P1GB724189	INTL	IC CE	16	72	
613	55 652 SB	4UZABRCT47CW18824	FRHT	C2	07	71	



## **Key Personnel**

**Director of Operations** – Pinky Friedman responsible for overseeing entire operation. Responsibilities include bidding on contracts, maintaining contracts, customer relations, oversee dispatching department, oversee accounting and HR, oversee maintenance program, oversee and coordinate safety program. Has been in current position for 9 years.

**Transportation Manager** – Heidi Nathaniel oversees dispatchers, routing, management of drivers, communication with schools and districts. Has been in current position for 2 years. Has previous experience dispatch with Positive connections

**Office Manager** – Eli Kahn responsible for booking reservations, accounting/billing, and fuel management. Has been in current position for 2 years.

**Maintenance Supervisor** – Hector Beltran – oversees mechanics, creates and institutes preventive maintenance program, performs all necessary maintenance. Has been in position for 5 years. Currently and previous 15 year experience working on school buses with David Smier and Illinois Central

## **Legal Actions/proceedings**

N/A

## **Defaulted contracts**

**N/A**

# **AI Bus Service, LLC**

Financial Report  
October 31, 2014

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## Independent Auditor's Report

To the Board of Directors  
AI Bus Service, LLC  
Chicago, Illinois

### Report on the Financial Statements

We have audited the accompanying financial statements of AI Bus Service, LLC (the Organization) which comprise the statement of financial position as of October 31, 2014, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of AI Bus Service, LLC as of October 31, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited the 2013 consolidated financial statements of Agudath Israel of Illinois, and we expressed an unmodified audit opinion on those 2013 audited financial statements in our report dated July 30, 2014. In our opinion, the summarized comparative information presented herein as of October 31, 2013, is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

*McGladrey LLP*

Chicago, Illinois  
July 31, 2015

**AI Bus Service, LLC**

**Statement of Financial Position**

**October 31, 2014 (With Comparative Totals for 2013)**

	<b>2014</b>	<b>2013</b>
<b>Assets</b>		
Cash	<b>\$ 16,573</b>	<b>\$ 11,081</b>
Accounts receivable, net	<b>347,135</b>	<b>200,770</b>
Due from affiliate	<b>486,553</b>	<b>544,013</b>
Property and equipment, net	<b>1,117,642</b>	<b>836,998</b>
	<b><u>\$ 1,967,903</u></b>	<b><u>\$ 1,592,862</u></b>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts payable and accrued expenses	<b>\$ 77,467</b>	<b>\$ 52,500</b>
Capital lease obligations	<b>824,854</b>	<b>577,021</b>
	<b><u>902,321</u></b>	<b><u>629,521</u></b>
<b>Net Assets</b>		
Unrestricted	<b><u>1,065,582</u></b>	<b><u>963,341</u></b>
	<b><u>\$ 1,967,903</u></b>	<b><u>\$ 1,592,862</u></b>

See Notes to Financial Statements.



**AI Bus Service, LLC**

**Statement of Activities**

**Year Ended October 31, 2014 (With Comparative Totals for 2013)**

	<u>2014</u>	<u>2013</u>
Revenue and other support:		
Transportation fees	<u>\$ 1,756,187</u>	<u>\$ 1,222,522</u>
Expenses:		
Program services	1,415,200	963,001
Management and general	<u>238,746</u>	<u>151,635</u>
	<u>1,653,946</u>	<u>1,114,636</u>
<b>Increase in net assets</b>	<b>102,241</b>	<b>107,886</b>
Net assets:		
Beginning of year	<u>963,341</u>	<u>855,455</u>
End of year	<u>\$ 1,065,582</u>	<u>\$ 963,341</u>

See Notes to Financial Statements.

AI Bus Service, LLC

Statement of Functional Expenses  
Year Ended October 31, 2014 (With Comparative Totals for 2013)

	<u>Program Services</u>	<u>Management</u>	<u>2014</u>	<u>2013</u>
	<u>Busing</u>	<u>and</u>	<u>Total</u>	<u>Total</u>
		<u>General</u>		
Salaries and fringe benefits	\$ 711,377	\$ 156,982	\$ 868,359	\$ 622,871
Insurance and occupancy	166,406	30,158	196,564	121,399
Maintenance	22,093	-	22,093	54,587
Materials, supplies and rentals	306,159	14,996	321,155	162,679
Office and other expenses	-	18,191	18,191	7,639
Printing, postage and telephone	-	5,879	5,879	5,708
Professional fees	11,995	8,622	20,617	21,197
Travel	5,367	3,918	9,285	6,769
Depreciation	159,176	-	159,176	97,519
Interest expense	32,627	-	32,627	14,268
	<u>\$ 1,415,200</u>	<u>\$ 238,746</u>	<u>\$ 1,653,946</u>	<u>\$ 1,114,636</u>

See Notes to Financial Statements.

**AI Bus Service, LLC**

**Statement of Cash Flows**

**Year Ended October 31, 2014 (With Comparative Totals for 2013)**

	2014	2013
<b>Cash Flows from Operating Activities</b>		
Increase in net assets	\$ 102,241	\$ 107,886
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Depreciation	159,176	97,519
Changes in operating assets and liabilities:		
Accounts receivable	(146,365)	(43,914)
Due from affiliate	57,460	(68,676)
Accounts payable and accrued expenses	24,967	13,392
Interest payable	-	(747)
<b>Net cash provided by operating activities</b>	<u>197,479</u>	<u>105,460</u>
<b>Cash Flows from Investing Activities</b>		
Purchase of fixed assets	(439,820)	(530,438)
<b>Net cash used in investing activities</b>	<u>(439,820)</u>	<u>(530,438)</u>
<b>Cash Flows from Financing Activities</b>		
Proceeds from capital leases	385,775	530,438
Payments on capital leases	(137,942)	(106,618)
<b>Net cash provided by financing activities</b>	<u>247,833</u>	<u>423,820</u>
<b>Increase (decrease) in cash</b>	<b>5,492</b>	<b>(1,158)</b>
<b>Cash:</b>		
Beginning of year	<u>11,081</u>	<u>12,239</u>
End of year	<u>\$ 16,573</u>	<u>\$ 11,081</u>
<b>Supplemental Disclosure of Cash Flow Information</b>		
Interest paid	<u>\$ 32,627</u>	<u>\$ 15,015</u>

See Notes to Financial Statements.

## AI Bus Service, LLC

### Notes to Financial Statements

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#### **Note 1. Nature of Operations and Significant Accounting Policies**

AI Bus Service, LLC (the Organization) began operations during fiscal 2008, and includes the accounts primarily related to the busing program that provides bus transportation to and from school for Orthodox Jewish day school children in the Chicago area.

Agudath Israel of Illinois (Agudath), an affiliated entity, was founded for the purpose of providing social services to the Orthodox Jewish community of greater Chicago and the Midwestern United States through providing a wide range of community services and programs, including five-day and overnight camps. Agudath capitalized the Organization by transferring to it cash, the bus fleet and the capital lease obligation. Agudath is a not-for-profit corporation, exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law.

**Basis of presentation:** The financial statements have been prepared in conformity with accounting principles applicable to nonprofit organizations.

**Revenue recognition:** Transportation fees are recorded in the period in which they are earned. For the year ended October 31, 2014, approximately 50 percent of the transportation fees were attributable to transactions with Agudath. During April 2015, a transportation grant for funding of the busing program that Agudath was receiving from the State of Illinois was suspended. Agudath is applying for a similar grant for the 2015 - 2016 school year.

**Functional expenses:** Operating expenses directly identified with a functional area are charged to that area and, where expenses affect more than one area, they are allocated on the basis of ratios determined by management.

**Donated services:** No amounts have been reflected for donated volunteers' time because their services do not meet the criteria for recognition in the financial statements. However, a substantial number of volunteers have donated significant amounts of time to the Organization's activities, principally for fundraising and governance.

**Accounts receivable:** Accounts receivable consisted of amounts due from the transportation grant and individuals and organizations for whom program services were provided. Accounts receivable as of October 31, 2014 are net of a \$2,500 allowance for doubtful accounts that was determined based on historical experience and analysis of the specific accounts. Uncollectible accounts are written off in the year they are deemed to be worthless.

**Due from affiliate:** The Organization has advanced to Agudath since fiscal 2008 a net total amount of \$486,553 for use in its operations. Advances in any given year have varied depending on working capital needs of Agudath and the Organization.

**Property and equipment:** Fixed assets are carried at cost. Depreciation is being computed using the straight-line method over the estimated useful lives of the assets, which range from three to ten years for software, equipment and the bus fleet. Leasehold improvements are amortized on a straight-line basis over the life of the lease.

**Use of estimates:** In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management makes estimates and assumptions affecting the reported amounts of the assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

## AI Bus Service, LLC

### Notes to Financial Statements

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#### Note 1. Nature of Operations and Significant Accounting Policies (Continued)

**Comparative data:** The financial statements include certain prior year summarized comparative information in total, but not by net asset class. This information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, this information should be read in conjunction with the consolidated financial statements for Agudath for fiscal year 2013 from which the summarized information was derived.

**Income taxes:** Form 990s are filed by Agudath and are subject to examination by the Internal Revenue Service (IRS) up to three years from the extended due date of each return. Form 990s filed by Agudath are generally no longer subject to examination for the years 2010 and prior. Agudath is the sole member of the Organization, and as such, the Organization is treated as a disregarded entity for tax purposes.

Accounting standards on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization and various positions related to the potential sources of unrelated business income tax (UBIT). The tax benefits recognized in the financial statements from any such position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. The Organization has reviewed the tax positions for the open tax years (current and prior three tax years) and has concluded that no provision for income tax is required in the financial statements. As of October 31, 2014, there were no unrecognized tax benefits identified or recorded as liabilities.

**Subsequent events:** The Organization has evaluated subsequent events for potential recognition and/or disclosure through July 31, 2015, the date the financial statements were available to be issued.

#### Note 2. Fixed Assets

Fixed assets consisted of the following as of October 31, 2014:

Bus fleet	\$ 1,756,282
Leasehold improvements	8,350
Equipment and software systems	27,492
	<hr/>
	1,792,124
Accumulated depreciation	(674,482)
	<hr/>
	<u>\$ 1,117,642</u>

During fiscal 2014, the Organization purchased additional buses totaling \$403,978. During previous years, the Organization had purchased buses for \$1,393,378 (one of which was subsequently retired for \$41,074).

**AI Bus Service, LLC**

**Notes to Financial Statements**

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**Note 3. Capital Lease Obligations**

As of October 31, 2014, the cost of buses held under capital leases, expiring through 2019, was \$1,756,282. Approximate future minimum lease payments required under the capital leases are as follows:

2015	\$	222,600
2016		225,780
2017		217,300
2018		139,920
2019		68,900
		<u>874,500</u>
Imputed interest		(49,646)
	\$	<u><u>824,854</u></u>

**Note 4. Commitments and Contingencies**

The Organization had a five-year lease agreement for the rental of space for buses that expired in August 2013. The lease was renewed through December 2016. The terms of the lease generally provide for payment of base rent plus operating expenses and property taxes. Rent expense for 2014 was approximately \$74,000, primarily relating to costs for additional office space and grounds.

The approximate future minimum lease payments under the above lease are as follows:

2015	\$	71,000
2016		72,000
2017		36,000
	\$	<u><u>179,000</u></u>

## **EMPLOYEE ALCOHOL USE & CONTROLLED SUBSTANCE ABUSE POLICY**

Effective Date: 11/01/2007

In compliance with both Illinois and Federal law, AI Bus Service must test all employees for controlled substances and alcohol, who either operate or perform safety-sensitive functions on commercial motor vehicles owned, operated, leased or under direction of AI Bus Service. These tests will be conducted by Advocate Medical Group and will be used to determine if an employee is either using a controlled substance or has a breath alcohol concentration (BrAC) in excess of the limits set by the Department of Transportation (DOT). All employees must be drug free to continue to be employed full time or part time as a driver, contractor, sub-contractor, leased driver or owner operator for AI Bus Service.

### **GOAL AND PURPOSE**

The goal and purpose of the legally required testing procedure is to reduce highway accidents that result from driver use of either alcohol or controlled substances. Controlled substances include but are not limited to cocaine, marijuana, opiates, amphetamines, phencyclidine and their metabolites.

### **EFFECTS OF DRUG AND ALCOHOL USE**

We all know that the use of alcohol and drugs can disrupt families, cause motor vehicle accidents and disrupt lives for the rest of your life. As a result we are concerned about our employees and desire that you not use drugs and not abuse alcohol. If you have a problem please seek help from a professional Substance Abuse Professional, (SAP). Your Human Resource department will have information to help you in selecting a SAP organization.

### **APPLICATION**

This testing program applies to all employees, including those who either operate or perform a safety-sensitive function on a commercial motor vehicle for AI Bus Service. This includes all drivers who are hired, supervised or directed by the employer. All provisions that apply to employees who do not operate a CMV are based on the employers' lawful independent authority.

### **DESIGNATED EMPLOYEE REPRESENTATIVE, (DER)**

This employer has designated "Pinky Friedman" as the Company's Safety Director and official representative to answer all questions and concerns regarding these regulations and policies.

### **DEFINITIONS**

**Driver/Employee:** Any person who is required to hold a federal commercial drivers license and drives a commercial motor vehicle or performs a safety-sensitive function on a commercial motor vehicle for the employer.

**The Employer:** AI Bus Service

Vehicle/CMV: A commercial motor vehicle.

## **SAFETY-SENSITIVE FUNCTIONS**

Safety-sensitive functions for operators of Commercial Motor Vehicles are listed under 395.2 of the Federal Motor Carrier Safety Regulations as prescribed by the United States Department of Transportation Federal Highway Administration, on-duty time, paragraph one (1) through seven (7). This includes the following times and/or activities.

- At a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver is relieved from duty by the Motor Carrier.
- Inspecting servicing or conditioning any CMV at any time.
- At the driving controls of a CMV in operation.
- While in or upon any CMV except while sleeping in a sleeper berth.
- Supervising or assisting in loading or unloading a CMV.
- Attending a CMV being loaded or unloaded.
- While in readiness to operate a CMV.
- When giving or receiving receipts for shipments loaded or unloaded.
- Repairing, obtaining assistance, or remaining in attendance upon a disabled CMV.

## **CONTROLLED SUBSTANCE AND ALCOHOL PROHIBITIONS**

*Restrictions for the use of both alcohol and controlled substances are "prohibitions".*

### ***Controlled Substance prohibitions:***

1. Employees will not report for duty or be on duty while using a controlled substance.
2. Employees will not report for duty or be on duty if they have tested positive for a Controlled substance.
3. Employees cannot refuse to submit to drug testing.
4. Once the employer knows about any of the above acts it will not permit the Employee to perform safety-sensitive functions.
5. Employees are required to report the use of any prescription medication that may hinder the Employee's ability to perform safety sensitive functions.

### **Alcohol prohibitions:**

1. An Employee will not report for duty, be on duty, be on the job site or the employers premises:
  - If using alcohol.
  - If in possession of alcohol or an open container that is or was used to hold alcohol (unless it is being transported as cargo.)

*Note: This includes any product (medication, food or other cargo) containing alcohol regardless of the alcohol content.*
  - With an alcohol concentration of .04 or greater.
  - Within four hours of using alcohol.
2. A driver who has an accident may not use alcohol until post-accident testing has



- been done or for a period of eight (8) hours, whichever comes first.
3. Employees cannot refuse to submit to alcohol testing.
  4. Once the employer knows about any of the above acts it will not permit the Employee to perform a safety-sensitive function.

**Note:** *A driver found to have an alcohol concentration of between .02 and .04 shall not be permitted to perform safety-sensitive functions until a test of .02 or less is obtained or at least 24 hours have passed since a test that was in excess of .02. The other consequences imposed by the regulations, however, do not apply. The employer may take action independent of the DOT regulations and FHWA authority that is consistent with the law.*

## **PRESCRIPTION MEDICATION**

Employees are allowed to use prescription medication while on duty only when such use is in accord with a physician's directions and when that physician has assured the Employee that such use will not adversely affect the employee's ability to perform safety-sensitive functions. Employees are required to inform AI Bus Service regarding their use of prescription medication. Before taking a controlled substance test, employees are urged to write down or photocopy all prescription medications the employee has ingested.

## **TYPES OF TESTING**

There are five categories of drugs that are you will be tested for, they are:

1. Marijuana metabolites
2. Cocaine metabolites
3. Amphetamines
4. Opiate metabolites
5. Phencyclidine (PCP)

There are six situations where AI Bus Service will administer drug testing to determine the presence of alcohol and/or controlled substances:

### **Pre-employment (Controlled substance testing only)**

**When:** Before a new hire will perform any safety-sensitive duties for the employer or when a person transfers into a safety-sensitive function from elsewhere in the company.

### **Random**

**When:** Drivers will be randomly selected from a pool, by means of a computerized "Random number generator", maintained by Peterson Occupational Health. The Random selection process ensures that each driver in the pool has an equal chance of being tested each time selections are made. Random testing for alcohol will be completed just before, during or immediately after performing safety-sensitive work. Random testing for drugs can be done any time a driver is at work, under the direction of and/or "on-call" for the employer or on the property of the employer. Once the driver has been notified that he/she has been selected for testing, they must proceed immediately to a Peterson Occupational Health designated collection site. Random testing will be done throughout the year.

Testing rates are as follows:

- At least 10% of the total number of driver's will be randomly tested for alcohol during the year.
- At least 50% of the total number of driver's will be randomly tested for controlled substances during the year.
- DOT may change the random testing rates for a given year.
- The employer may increase the random testing rates for any given year.

### **Reasonable Suspicion**

When: If the employer has reason to believe that any employee's behavior or appearance may indicate alcohol or drug use. Testing for reasonable suspicion must be based on:

- The observations of a trained supervisor.
- Specific, clearly stated observations concerning the employee's appearance, behavior, speech or body odor.
- Observations for alcohol testing will be made just before, during, or just after the performance of a safety-sensitive function.

**Note:** *Alcohol testing for reasonable suspicion should be done within two (2) hours of the observation. Tests that cannot be done within eight (8) hours of the observation will not be done. Even if a reasonable suspicion test is not done, the employee will not report for duty or stay on the job while under the influence of alcohol or while impaired by alcohol as shown by behavior, speech or performance that indicates alcohol misuse. The employer will not allow the employee to continue to perform safety-sensitive duties until a test is done and the employee's alcohol concentration is less than .02 or 24 hours have passed from the time of the initial observation.*

### **Post-accident**

When: Following accidents where; a life was lost, or a citation issued to AI Bus Service driver and bodily injury occurs to a person who, as a result of the injury immediately receives medical treatment away from the scene of the accident or a citation is issued to AI Bus Service driver and one or more motor vehicles incurred 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.

**Post-accident alcohol testing** should be done within three (3) hours of the accident. If a test cannot be completed within eight (8) hours, it will not be done at all.

**Post-accident controlled substance testing** will be collected within 32 hours of the accident. If a test cannot be completed within 32 hours it will not be done at all.

### **Return-to-duty**

When: Return-to-duty testing will be done on drivers who violate prohibitions and are returning to work. In order to return to work an alcohol concentration of less than .02 and/or a negative controlled substance test are required.

**Follow-up**

Follow-up testing will be done on employees' when returning to a safety-sensitive function. The Department of Transportation calls for a minimum of six (6) tests during the first year back in a safety-sensitive position. However, follow-up testing may continue for up to five (5) years at the discretion of the employer.

**ACCESS TO RECORDS**

Other than government officials mandated to review AI Bus Service testing results, no person shall obtain the individual test results of any employee without the expressed written consent of the employee. Unless required to by Federal law, the employer will not release the test results of either an employee or former employee without the individual's written authorization.

**ASSISTANCE IF YOU HAVE A PROBLEM**

The following locations will help you should you have a problem:

National Council on Alcohol & Drug Dependence: 1-800-662-2255

Public Information Office  
20 Exchange Place  
Suite 2902  
New York, NY 10005-2902

Alcohol and Drug Referral Hotline: 1-800-252-6465

## **Current Contracted Bus Service**

**Arie Crown Hebrew Day School** – 4 routes daily + Charter service

**ASPIRA Haugen** – Charter school provide 6 daily round trip routes + charter service

**British International School Chicago** – 1 round trip route daily + charter service

**By The Hand** – CPS after school program

**Catherine Cook School**

**Chicago Public Schools** – Have previously been contracted to provide Charter bus service from 2010-13 and 2015-17. We currently have 15 CPS certified buses.

**EMBARC** – CPS after school program

**Evanston Township High School** – we cover 4 daily round trip routes for the special education department

**Frances Xavier Warde School** - two daily round trip routes + charter service

**Ivy Garden Learning Center** – CPS after school program

**JCC** – Charter service

**Joan Dachs Bais Yaakov**, - 2 daily routes

**Loyola Academy** – 1 route

**Lycee Francais de Chicago** – 4 daily routes

**Northside Catholic Academy** – 2 daily routes + charter service

**Ogden International School** - provide 3 daily routes which parents pay privately for

**Passages Charter School** - Charter school provide 6 daily round trip routes + charter service

**Sacred Heart School** – 9 daily round trip routes + charter service

**Smart Learning Center** – CPS after school program

**Turner Construction** - daily parking lot shuttle service

**WITS** – CPS after school program

**Yeshiva Ohr Baruch** - 3 daily round trip routes

**Yeshivas Tiferes Tzvi** - 7 daily routes + charter service



One Oakbrook Terrace, #209 • Oakbrook Terrace, IL • t: 630.833.0480 f: 630.833.0876

February 8, 2017

Wilmette Public Schools, District 39

615 Locust Road

Wilmette, IL 60091

Gail Buscemi,

My agency, Shriver-Capacity Insurance Agency, LLC, is working with AI Bus Service, LLC on insurance to meet the transportation bid specifications outlined in the invitation to bid from January 26, 2017 and the addendum #1 from February 2, 2017.

At this time we have him qualified for the coverages as they are outlined. The carriers are all A rated with very strong financial sizes.

Please let me know if you have any questions.

Best Regards,

A handwritten signature in black ink, appearing to read 'M. Daniels', is written over the printed name.

Michael McDaniels



Current Coverage

AGUDA-2

OP ID: 2M

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/02/2016

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 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 Brown & Brown of Garden City dba Sobel Affiliates 595 Stewart Avenue Garden City, NY 11530-4735	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED A.I. Bus Service, LLC 7508 North St. Louis Avenue Skokie, IL 60076	INSURER A: National Casualty Co.      NAIC # 11991	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES      CERTIFICATE NUMBER:      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, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			KKO00205490-00	12/04/2016	12/04/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Phys Dam <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			KKO00205465-00	12/04/2016	12/04/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coil \$ 1,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$ 0			XKO00205477-00	12/04/2016	12/04/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCC330164A	12/04/2016	12/04/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

<b>CERTIFICATE HOLDER</b>  A.I. Bus Service Inc, LLC 7508 St. Louis Ave Skokie, IL 60076	<b>CANCELLATION</b>  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 
--	--

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Midwest Transit Equipment, Inc.  
146 W. Issert Drive • P.O. Box 582  
Kankakee, IL 60901  
(800) 933-2412

February 7, 2017

AI Bus LLC  
3542 W. Peterson Ave  
Chicago, IL 60659

To Whom It May Concern,

Midwest Transit Equipment is the largest school bus dealer in the USA, we represent numerous new lines of school buses, and we specialize in used buses that are 1-7 years old in all sizes. Our current inventory of used buses coming this summer that are available is approximately 900.

We do have Type A & B buses available.

Approximately 90 with special needs wheelchair applications and approximately 70 that are 25-35 passengers. All of these smaller Type A & B buses are 1-7 years old.

We also will have over 750 71-77 passenger buses that are 1-7 years old.

Should you have any questions please contact me at 800-933-2412, ext. 1448

Best Regards,

**Rick Hanson**  
**Used Bus Sales Manager**  
*Midwest Transit Equipment Inc.*  
*146 West Issert Drive, Kankakee, IL 60901*  
*Ph (815) 933-2412 ext 1448 FX (815) 929-1868*  
*Toll Free (888) 873-3287 or (800) 933-2412*  
*email [rick.hanson@midwesttransit.com](mailto:rick.hanson@midwesttransit.com)*  
*website [www.used-bus.com](http://www.used-bus.com)*

## Driver Training Program

We are constantly training our drivers in safety. To that effect we provide annual refresher courses for our drivers to renew their permits. In addition we have special driver courses provided by an independent safety trainer. We have monthly driver meetings where safety and important industry information is discussed. As example over the past school year we had 9 – 1hour safety meetings on the following topics:

harassment training

winter driving safety

“know your route” training (from NHTSA)

“driver attitude for school bus drivers” (from NHTSA)

Student management and discipline

Smith system of defensive driving

Accident procedures and emergency evacuation techniques

“danger zones” safely loading and unloading passengers

Performing a proper Pre-trips inspection

Special needs training

Before a driver is sent out in a bus the following must be completed:

- Drivers must clear an FBI and State Police background check.
- Driver must have a clean driving record and be pre-approved by the Secretary of State to drive buses.
- Driver must clear a drug test.
- Driver must complete special physical exam for bus drivers.
- Once this is complete a driver is given a behind-the-wheel evaluation to insure their readiness to safely and effectively transport passengers. Behind the wheel training is minimum 4 hours for returning drivers.
- The driver completes "dry runs" of the route that he/she will be assigned.
- Each year a driver review is conducted where we obtain an updated MVR for each driver and go over his/her record before renewing their driving privileges with our company.

New drivers training is provided by our trainer Joseph King who has been training for 10 years + Training includes book study which typically takes 2 weeks of 2 hours per day, pretrip/skills (behind the wheel in secure environment) 10 hours, and on the road training 10 hours.



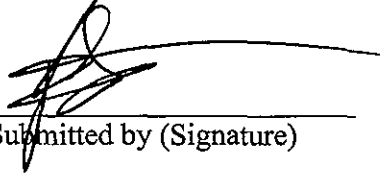
## **Special Needs Transportation Experience**

We have been providing special needs transportation services for Evanston Township High School. This is our 3<sup>rd</sup> year in the contract. Drivers covering SPED routes receive extra training in how to properly transport SPED students.

**APPENDIX 3  
CERTIFICATIONS BY BIDDER; NON-COLLUSION AFFIDAVIT**

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

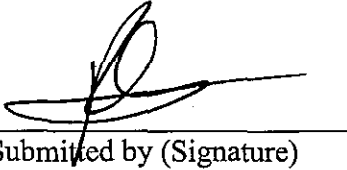
Ai Bus Service LLC, Pinky Friedman  
Name of Bidder (Please Print)

  
Submitted by (Signature)

Director of Operations  
Title

The undersigned hereby certifies that the Bidder is in compliance with the the Equal Employment Opportunity Clause and the Illinois Human Rights Act as amended under paragraph 58 of the bid specifications.

Ai Bus Service LLC, Pinky Friedman  
Name of Bidder (Please Print)

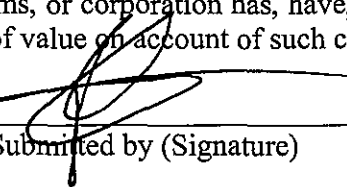
  
Submitted by (Signature)

Director of Operations  
Title

The undersigned, being duly sworn, on oath states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that his/her bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

The undersigned further states that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, commission, or thing of value on account of such contract.


Ai Bus Service LLC, Pinky Friedman  
Name of Bidder (Please Print)

  
Submitted by (Signature)

Director of Operations  
Title

The undersigned hereby certifies he has read, understands, and agrees that acceptance by the District of the Bidder's offer will create a binding contract.

Ai Bus Service LLC  
Name of Bidder (Please Print)

Pinky Friedman   
Bid submitted by:

3542 W Peterson Ave  
Address Chicago IL 60659


Director of Operations  
Title

773-279-9110 x501  
Phone Number

2-9-17  
Date

**APPENDIX 4  
CERTIFICATIONS OF COMPLIANCE WITH  
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it 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 and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

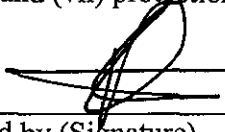
Ai Bus Service LLC, Pinky Friedman                        
Name of Bidder (Please Print)                      Submitted by (Signature)

Director of Operations  
Title

**APPENDIX 5  
CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Ai Bug Service LLC, Pinky Friedman  
Name of Bidder (Please Print)

  
Submitted by (Signature)

Director of Operations  
Title

**APPENDIX 2  
BID PROPOSAL**

2017/2018 Regular Education Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per single shuttle tier	\$30.00	3	176	\$15,840.00
Cost per single tier – Private	\$240.00	1	176	\$42,240.00
Cost per triple tier – WJHS/HMS/Elementary	\$275.00	4	176	\$193,600.00
Cost per quadruple tier	\$300.00	5	176	\$264,000.00
Midday routes	\$100.00	6	176	\$105,600.00

2017/2018 Activities, Charters, and Field Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	\$45.00	630	\$28,350.00
Minimum Trip Charge	3 hr / \$135.00		

2017/2018 Athletic Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	\$50.00	145	\$7,250.00
Minimum Trip Charge (may not exceed two hours)	\$100.00		

2017/2018 Evacuation Drills Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	\$45.00	48	\$2,160.00
Minimum Charge	\$45.00		

Summer School Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per triple tier		4	24	

\*The estimated number of routes above tables are merely estimates and are not to be considered minimums for the purpose of the contract.


275<sup>00</sup> - emailed  
 -----  
 2/9/16

2018/19 Percentage Increase for Year 2	3%
2019/20 Percentage Increase for Year 3	3%

Savings if the District Waives the Performance Bond Requirement: \$ 4,970.00

Cost of Monitors per Route: \$95.00

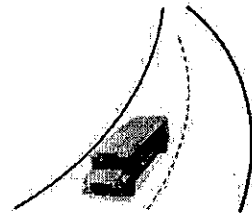
By signing below I acknowledge that I have received addenda nos. 1, 2, \_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_ as presented.

Signature:   
 Signed by: Pinkey Friedman  
 Date: 2-9-17

# Ai Bus Service LLC

## Protocols & Procedures

August 2016



**AI BUS SERVICE**

**SAFE AND DEPENDABLE**



## **Mission Statement**

It is the mission of Ai Bus Service to provide a safe and reliable transportation service for our students and costumers. We are dedicated to providing courteous and professional service for our clients while maintaining a high standard of safety.

The purpose of this manual is to provide standards and guidelines for work procedures.

## **Role of a Bus Driver**

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per their schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct. The School Bus Driver must also work with students, parents, and costumers in a courteous and professional manner. It is critical for School Bus Drivers to operate the School Bus in a safe manner. Operating a school bus in an unsafe manner may result in injury or even the loss of life. Drivers must comply with all laws associated with transporting children.

## **School Bus Driver Job Description**

- Operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily pre-trip, safety, and maintenance checks
- Clean the bus as scheduled and/or required
- Advise dispatch of any requirements for maintenance or repairs
- Pick up and deliver students as per a set schedule
- Maintain order and decorum on the school bus
- Make note of any behavioral or disciplinary problems
- Learn routes thoroughly and always have proper directions
- Communicate with schools, parents, and costumers and to provide feedback to management as needed
- Maintain proper licensing to drive a school bus

## **Hiring Process**

Ai Bus Service shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation and other legally protected categories.

All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3 day period, the individual must present a receipt for the application of the documents within 3 days of the hire and present the required documents within 21 days of hire.

All employees must be fingerprinted before starting work. Ai Bus Service will cover the expense of the fingerprinting.

New employees must complete special DOT physical exam for bus drivers. They must also furnish evidence of physical fitness to perform assigned duties and freedom from communicable diseases, including tuberculosis. Company will cover the expense of for such an examination.

All school bus drivers must possess a valid school bus driver permit.

### **Drug and Alcohol Testing**

Ai Bus Service shall adhere to federal and state law and regulations requiring a school bus driver drug and alcohol testing program. The following tests will be performed as required by law:

A. Post-Offer: All drivers applying to work at the company will be required to be tested as part of their physical exam.

B. Post-Accident: Alcohol and drug test shall be conducted after an accident involving a school bus on a public road in the following instances:

1. If the accident involved the loss of human life,
2. If the driver received a citation for a moving violation arising from the accident
3. If any vehicle involved was damaged and required towing from the scene

C. Random: Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid process, and each driver shall have an equal chance of being tested each time selections are made.

D. Reasonable Suspicion: Tests shall be conducted when a supervisor, in accordance with law has reasonable suspicion that the driver has violated the company's alcohol or drug prohibitions. The reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up tests shall not perform or continue to perform safety-sensitive functions and may be subject to disciplinary action including the possibility of the termination of employment.

The manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited on Ai Bus Service premises, in any Company-owned or leased motor vehicle, or other location at which the driver is to perform work.

### **Permit Renewal**

School bus drivers are required to complete the following on an annual basis in order to keep a valid school bus permit:

1. Complete the physical which meets the guidelines of the DOT. Physical includes a drug and alcohol screening. The cost of the tests will be covered by the company.

2. Attend and complete annual refresher course approved by the secretary of state. The company will have free 2 hour refresher course in August. If you cannot attend you will need to find a private class and cover the cost of the class.

3. **It is the employees' responsibility to keep track of their permit expiration date and to notify the company of the required testing.**

Employees must bring in all correspondence received at their address on the status of their license and permit to be stored the drivers file. Drivers must report any accidents or tickets in your private owned vehicle to your manager.

Prior to each school year, Ai Bus will conduct a review of each employee before renewing their driving privileges for the coming year. A State driving record will be reviewed as well as company performance and customer satisfaction.

### **Attendance and Punctuality**

Attendance and punctuality is very important. Students, parents and schools rely on you and prefer to see the same drive every day. Drivers are expected to arrive at their pickup locations 10 minutes prior to the start time of their trip. Punctuality is a must.

Employees should make every effort to schedule appointments and personal business around their assigned shifts. All requested time off must be approved in advance and the request received by dispatch or management at least 3 days prior to the date you are requesting.

If an employee is sick or must be off work for any valid reason, it is the responsibility of the employee to call the Dispatcher a minimum of **2 hours** prior to report time. A call is to be made each day you are sick, unless you know that you are going to be off for a specified period of time and you make this clear on your first call in. If you are off sick for three days or more, you must have a doctor's note stating you are able to return to

work. Failure to follow this procedure will result in disciplinary action.

Should a last minute emergency occur, you must notify your dispatcher immediately. If you are running more than 5 minutes late to your route, a sub driver will be dispatched to cover your route. You will not be paid for routes covered by a sub.

No show / no call will result in immediate disciplinary action.

The following are considered excused absences. Driver is responsible to bring in proof of required absence.

- Jury Duty
- Disciplinary time off (suspension)
- Required training
- Family medical leave
- Personal court appearance
- Military leave
- Death in immediate family

### **Conduct**

All drivers are expected to maintain a high standard of conduct. Drivers must remain professional at all times. The following behaviors may result in disciplinary action:

- Being rude to a customer or parent
- Use of inappropriate language on the radio or to fellow worker
- Inappropriate behavior with a student or co-worker
- Insubordination to dispatch or management

### **Bidding**

Routes: Prior to each school year all drivers have the right to bid on the respective open route packages. The winner of the bid will be chosen based on seniority.

Charters / Field Trips: Field trips and or sports trips will be bid as the need occurs. All drivers have the right and option to bid on all such trips. Trips will be awarded based on a rolling seniority system. A rolling seniority system is one in which the first Bid sheet of the year is conducted based on seniority. During the awarding process the seniority list is rolled over as many times as is required to exhaust the list of trips. The next bid sheet and all subsequent bid sheets will start with the next driver on the seniority list after the driver who was the last successful bidder on the previous bid sheet

A driver bidding charter work is fully responsible to bid ONLY charters that he/she can do from start to finish without conflicting with their school routes. Staff members should NOT have to check hours of bidding drivers to ensure the compatibility of charters and routes. Drivers are also responsible to watch the charter board daily to monitor postings and their respective assignments.

A driver that refuses an assigned charter that was bid and assigned or is late for an assigned charter will not be eligible for another charter for two weeks. A second occurrence will result in a one month suspension from the charter rotation. A third occurrence will result in a suspension from charter rotation for the balance of the school year or ninety (90) days.

If a driver bids a field or a sports trip, the driver must stay with the group and/or the bus from the start of the trip until the trip returns. The only exception is when the trip is assigned as a Take and Drop trip. The driver may leave to eat, but must limit the time to one hour and are not allowed to drive the bus more than three miles. If a driver leaves to eat, the driver must leave a cell phone number with the Coach, Teacher or person in charge so they can reach the driver in an emergency.

An employee who is a no call/no show for a charter will result in suspension from all charter rotations for a period to be determined in the reasonable discretion of the Company

### **Dress Code**

- Appearance is very important. Employees must present a neat, clean, and professional appearance when on duty.
- Employees will be issued uniforms which must be worn at all times while on duty. Each employee will be issued 3 polo shirts, a sweatshirt, a jacket, and a cap.
- Employees pants/shorts or skirts must be modest and meet school and company guidelines. If you have questions regarding the dress code please see your supervisor.
- Open toe shoes, sandals, or heels are forbidden at all times.
- Only company issued caps may be worn
- If an employee wants to wear more layers due to cold, Company issued uniform with logo must be visible at all times.
- It is the employee's responsibility to ensure that cleaning of his/her uniform is maintained and appropriately cared for.
- It is not recommended that uniforms be worn off duty. Faded or worn uniforms shall not be worn.
- Employees may not drive any vehicles while not wearing company uniform. There will be extra uniforms available at the yard if an employee forgot his/her uniform. A \$3 dry clean fee will be assessed to the employee per item needed.
- Replacement and extra uniforms will be available for purchase.
- Employees must keep proper hygiene and maintain a neat appearance.
- Uniforms must be returned upon retirement, resignation and/or termination.

## Reporting to Work

All drivers reporting to work for both AM and PM shift will be guaranteed a minimum of 2 hours per shift. Drivers must clock in with their electronic time card prior to their required "route package" report time. Drivers must clock in and out, both before and after, AM and PM shifts. Drivers that have a charter following their route do not need to clock out. However, they must let a manger know prior to the next clock in so that their timecard can be reset. Late clock-ins will be deducted from the drivers "route package" pay. Drivers who fail to clock in will not be considered present.

Drivers that are assigned routes that take less than the 2 hours will be required to complete other work to complete the 2 hours. "Other work" may include but not limited to, driving, yard work, cleaning, and office work. Drivers that fail to check in with dispatch for other work, and/or refuse "other work" will not be paid the minimum 2 hours.

After clocking in:

- Check in with dispatch.
- Check the Bulletin board
- Check watch against base clock
- Check your mailbox
- Take your keys and go to the yard to begin your pre-trips

## OPERATING THE SCHOOL BUS

### Daily Pre-trip Inspection

The driver must inspect each bus they drive utilizing the School Bus Driver Daily Inspection Form. After completing the pre-trip inspection the form is to be properly filled out and the original copy deposited in the transportation office before commencing your assigned duties. The pre-trip inspection is required by Illinois State Law in addition to being a Company policy. A driver that fails to perform a Pre-Trip inspection can lose their bus drivers permit for a period of three years. All defects found during the inspection must be noted on the inspection form. If the defect discovered is a safety concern or a major mechanical concern, the driver is to have maintenance check the issue before using the bus for their duties. If maintenance advises that the bus is out of service driver is to see the dispatcher on duty for a spare bus assignment.

Drivers must check their buses for body damage before leaving the yard. Drivers will be held accountable for any unrecorded damage. **Vehicle damage reports** are available in the dispatch office.

Sweep buses each morning and afternoon and dispose of all trash in the designated location. Do not sweep trash into any parking lot or any other public area. Use containers that are provided for these purposes.

Keep an up-to-date route sheet in the bus at all times. This is essential in an emergency situation or when a relief operator is required.

### **Daily Under the Hood Inspections**

The driver must perform a daily under the hood inspection. During the inspection all hoses should be inspected for leakage, swelling and cracks. The belts should be checked for tightness, excessive wear and cracks. Make sure no wires are hanging loose or frayed. While the hood is up it is an excellent time to inspect the front springs, the steering box and the pitman (steering) arm. Check all the fluids oil, coolant, brake, power steering and transmission fluids. When checking your oil the color can vary from clear to black but never milky color. The best time to perform the under the hood inspection is after you have been operating your bus for a period of time and all components are warm. To properly check your transmission fluid the engine must be running and the transmission in neutral and your emergency brake set.

### **Operation of the School Bus**

The company has many school buses with varying states of sophistication and engine instrumentation based on the year the bus was produced. Each driver must become familiar with the features and requirements of the vehicle being driven. School buses must not be operated when low on critical fluids i.e. oil, water/antifreeze, brake, power steering or transmission fluid although all fluids are necessary. A bus must never be driven when the engine is over normal operating temperature. Normal engine operating temperatures will vary from bus to bus and can range from 170-210 degrees. Engine operating temperature can be affected by ambient outside temperatures but still should not exceed 210 degrees. If the engine operating temperature reaches 220 degrees or the bus displays a red "Warn Engine" light pull the bus safely off the road and shut the engine down. Then call the dispatcher for instruction. If you see steam or smoke coming out from under the hood or you have a red "Warn Engine" light pull the bus safely off the road and shut the engine down. Then call the dispatcher for instruction. Buses are equipped with a number of warning lights in the instrument panel some are yellow and some are red. Yellow lights are considered warning lights while "Red" lights are of a more serious nature. Some buses have fuel filter lights that are yellow and could illuminate during operations. This is not a critical condition unless your bus is losing power and should be reported when you return to the garage. If your bus is losing power and not operating properly then call the dispatcher for instruction.

### **School Bus Routes**

When driving a school bus route you must drive the route following the driver's directions on the route sheet. The driver is not authorized to change the route or to add or change bus stops on the route. If you have a problem with your route you are to discuss it with your supervisor.

### **Post Trip Inspection**

The driver must inspect the bus after each route or trip to insure no students are left on the bus. This is an Illinois State Law in addition to a Company policy. All Company buses are equipped with a "No Child Left on the Bus Alarm System" for your assistance in performing the inspections. A driver that fails to perform the Post-Trip inspection can lose their bus drivers permit for a period of three years. If any driver reaches the end

of their route or a scheduled school trip and discovers that a child has fallen asleep or failed to get off at their regularly scheduled bus stop the driver must call the dispatcher and report the incident at once. The dispatcher will assist the driver in deciding the plan of action. The dispatcher will notify the parent and the school involved of the incident and the plan of action immediately. A driver's failure to report such an incident will result in disciplinary action.

### **Clock Out**

Drivers must clock out at the electronic time clock, once they have completed each AM or PM shift.

### **Bus Engine Idling**

It is an Illinois State Law and a Company policy that buses with diesel engines will not be idled more than ten (10) minutes while sitting. This is not only to preserve the environment but also to save diesel fuel. Idling in front of schools is not permitted. Drivers must shut their engines while waiting for school dismissal.

### **Bus Possession Responsibilities**

School buses are only allowed to be used for the purpose of transporting students to and from school or scheduled school activities. No driver is permitted to take a school bus home between routes or to go off the scheduled route for any reason. The only exception to this procedure is to detour around an accident or an emergency situation that is blocking the normal scheduled route. If a driver must detour off the scheduled route, the driver should call the dispatcher for notification and assistance. If a driver must stop the bus for any reason while students are on the bus, i.e. bus disciplinary problems, the driver should advise the dispatcher of the location and when the route resumes. If the driver has a situation where they must stop the bus for any reason, when students are not on board, they must advise the dispatcher that they need to be out of the bus for a period of time. When a driver leaves the bus they must turn off the engine and take the keys with them locking the bus if possible. When the driver returns to the bus they must advise the dispatcher they are back in the bus and in route to their destination. Failure to obtain permission to take a bus off route will result in disciplinary action.

### **Driving**

When driving a school bus you need to exercise safety first and utilize all your driving skills and training to be your best. Observe and obey all informational and warning symbols illuminated on the instrument panel of the school bus. Be alert and survey the situation around you at all times. Be aware of the road ahead for as far as you can see. Adjust your speed to meet road conditions at all times. You should plan for programmed stops in advance, using your brakes gently to coast to a smooth stop. Accelerate away from stops easily picking up speed slowly and smoothly. Do not follow other vehicles too close and utilize the 4 second rule to judge your distance. Use your accelerator to control your speed and avoid braking and accelerating sharply. Do not exceed posted speed limits at any time and do not drive your bus over 60 miles per hour. Your driving habits and practices can affect fuel consumption by as much as 30%.



## **Backing Procedures and Policies**

One of the most dangerous maneuvers a driver can attempt is to back up a bus. Backing up should only be used if you have no other alternative. Radio in to dispatch for permission prior to backing up. Once permission is granted, get out of your bus and look at the space you will be using. Have an adult spotter assist you with the maneuver.

Right turn on red with students on the bus is not permitted.

## **Cell Phones**

The use of a cell phone while operating the school bus is not permitted. Should an emergency arise that requires using your cell phone, pull over the bus to a safe spot and secure the bus before using the phone.

## **Radio**

Radio communication is for emergencies and for the drivers to communicate with dispatch. Radios must remain on at all times on a level that the driver can clearly hear. Radio is to be used for business purposes only. Personal usage of the radio will not be tolerated.

## **Cameras**

Many of the company buses are equipped with audio/video surveillance. Buses that are equipped will have a posted warning sign. The purpose of the camera systems is to promote and encourage driving safety and proper student behavior. Cameras may not be tampered with.

## **Smoking**

Smoking is not allowed on any school bus or within 15 feet of a school bus. Smoking is not permitted on any school property or within 15 feet of school property. Drivers that smoke must make sure that the smell of smoke isn't detected on the bus. It is recommended to use a fabric spray such as "Febreze" and mouthwash to ensure that the odor has been removed.

## **Fuel**

All vehicles must be fueled when there is less than a half a tank of fuel. Drivers should never leave on a trip or route with less than a half a tank of fuel. All buses should be fueled at the Marathon gas station at the corner of Howard and McCormick. Fueling requires a special PIN number. Ask your dispatcher for your PIN. Fueling a bus with passengers on board is illegal. If you have a field trip and you are using a different bus than your assigned bus you are responsible for making sure you fuel the bus at the end of your trip.

## **MAINTAINING ORDER ON THE BUS**

## Student Discipline

Bus driver is responsible for maintaining proper order on his bus at all times. Any misconduct should immediately be reported to the school authorities and a **student disciplinary form** must be filled out by the driver. School principals will accept student disciplinary reports and will discipline students as needed. A driver has no authority to discipline a student riding the bus. Should a driver feel that a situation is not being handled properly, they should inform their manager.

A driver may talk professionally to the students regarding the behavior that is expected of them.

## Tips for Dealing with Students

- Remember, children are people too. They should always be treated with respect even if they are disrespecting you. Never embarrass a student in front of their peers.
- Gain respect by being on time, greeting your students every day, and by learning their names.
- Never threaten students.
- Never appoint students as bus patrols.
- Despite disruptions, the driver should make every effort to continue the run until all students are transported to the school or their bus stop. If a student's behavior becomes hazardous to himself or others, the driver should pull over until the disruption passes. If the issue persists and it's possible to do so, the driver should call dispatch for permission to return student to the school. **Permission must granted by dispatcher before returning to school.**
- Assigning seats for the bus ride may be helpful in some circumstances. If you feel this would be beneficial for your route, ask dispatch for permission. Dispatch will contact the school and get approval for proper seating arrangements.
- Drivers may only play approved music/radio on the bus. Driver should ask their school or dispatch for approved music.

## Accidents

In the event that your bus is involved in an accident, it is important to remain calm. If there are students on board, the driver should help to keep them calm as well. Next, the driver should determine if there are any injuries on board.

Contact the dispatcher immediately and provide the following information:

1. Is the driver injured?
2. Are there students on board, and if so, are there any injuries?
3. Is there another vehicle involved?
4. Does the driver appear to be injured?
5. What is the exact location and direction of travel?

If there are any injuries, perform first aid as necessary. **Do not move the bus** unless the police arrive on the scene and advise the driver to do so. If on the roadway, make sure the bus is secured by using the hazard lights, placing the red triangles on the roadway and evacuating the students if the driver believes they be in harm's way. Have your current route sheet available for the police. Inform the police that a supervisor is in route to the scene.

Once the drive has the students clam and the bus secured, exchange information with the driver from the other vehicle. Gather the following information:

1. Complete name and address
2. Drivers license number
3. Vehicle information and vehicle license plate number
4. Other driver's insurance information
5. Phone number to reach the driver

**Do not discuss the accident with the other driver. Do not make comments of any kind. Do not admit fault or accuse the other driver of fault.**

A supervisor will attempt to come to the scene to assist the driver.

Upon return to the base, driver will be required to fill out an **accident form**. Drivers involved in a DOT accident will be immediately required to take a drug test.

There will be a follow up investigation for all accidents involving a school bus. All preventable accidents will be reviewed by the company's accident panel. The panel will interview the driver and witnesses and attempt to recreate the accident to determine the driver's role in the incident. Following any accident the driver will be required to study with the safety trainer; they will review the incident and discuss ways the incident could be avoided in the future. Should the incident be considered a serious negligence by the driver, he/she will be suspended and sent for retraining. Driver may return to duty once successfully showing proper skill and technique in operating the bus. A driver that gets into a 2<sup>nd</sup> accident in a year will be suspended for a week and will be required to attend safety training before returning to duty. A 3<sup>rd</sup> accident in a year will result in termination of employment. **Any driver involved in a hit-and-run, or any driver involved in an accident and does not immediately report it to the company will result in termination of employment.**

## **Incidents**

Any time a passenger is injured on the bus unrelated to the bus being in an accident, an **incident report** must be filled out regardless of how minor the injury may be. The driver must solicit the name of the injured passenger with their phone number along with any information pertaining to the injury. An **incident report** is also required in the event of damage sustained to the vehicle by a passenger.

## **Improper Contact with the Child**

Any type of improper contact with a child will result in immediate termination. Drivers are never to call the home of a student or provide parents with personal home or cell numbers. Drivers may not do any personal favors for students or parents. Drivers should not take pictures with, or of students.

### **Tickets**

Drivers will be responsible to pay for any red light violation notices or any parking tickets obtained while operating their bus. Multiple red light violations or moving violations will result in disciplinary actions.

### **Cleanliness of the Bus**

Drivers are responsible for maintaining the cleanliness of the buses they use. Drivers are expected to throw away garbage and sweep their buses daily. Drivers are responsible to make sure their vehicle is equipped with a garbage can and broom. Drivers should make sure they have a body fluid cleanup kit available to cleanup bodily fluids. Cleanup supplies will be available for the drivers at the base. All windows and doors must be closed at the end of each day.

### **Responsibility of a Charter Driver**

- Arrive at the charter pickup ten minutes early.
- Please have emergency money for tolls or miscellaneous needs.
- Drivers that work after hours or on weekends must have a working cell phone.
- Know where you are going before the field trip. It is the bus operator's responsibility to know how to get to the trip destination. The dispatch Office will provide maps and directions upon request.
- When you arrive at the school, discuss the run with school personnel. Do not pull away from the school until you verify that the chaperone on the bus knows the location of your destination. If they have an alternative run that they prefer, work with their directions, if possible
- **Stay together!** If there are multiple buses on your charter you are required to stay together and go as a convoy. No one should head off on their own unless specifically requested by the customer. Drivers should plan together with each other prior to the trip the best route that they will all follow. Do not leave any drivers behind.
- Charter drivers are responsible to arrive at the location with a clean bus.
- It is the driver's responsibility to make sure that all seatbelts are working properly.
- Driver is responsible to completely fill out the charter sheet.
- Drivers may not ask customers for tips. Tips are optional and will be included in the driver's paycheck.
- Driver is responsible to bring in any checks or payments that are received from the customers.
- Remember, the driver is a partner with the bus company. Any discounts or free charters that need to be given due to bad service will be the responsibility of the driver as well.
- Drivers must remain with their group for the duration of the trip unless special permission is granted by dispatch.

## Parking Procedures

Drivers must not pull into the lot faster than 10 MPH. Drivers must park in the lined spots. All buses should be backed into their spots. Always get out of bus and look before backing. When entering the lot, driver should enter the company designated parking area from the west side of the lot. Once all lined spots are taken, driver should begin parking in 3 rows down the center aisle. Once the center aisle is full drivers should back the buses in the final remaining spots along the west wall of the lot. There should be 3 rows of backed in buses. There will be a lot attendant to assist with the parking after the PM routes. Drivers must follow instructions of lot attendants. Please see your supervisor to clarify the company parking procedures.

Buses must be checked at the end of each route for lost and found items. Any items found must be returned to the school from which they came from. Any lost and found items that are unidentified should be brought into the bus base and reported to dispatch.

Keys should be left on top of the first-aid box or in the insurance card envelope over the service door.

## Disciplinary Action

The goal of disciplinary action is not to reprimand the driver, it is to help the driver become aware of his actions and provide the driver with the tools needed to become a better employee.

Examples of disciplinary action to be taken may include: verbal warning, written warning, removal from charter work, suspension, final warning, and termination. Disciplinary action will be taken based on the severity of the violation of company policy. Failure to comply with warnings will result in further write-ups and progressive discipline. Anytime disciplinary action is taken the following form documenting the incident will be stored in the drivers file. Copies will be given to the driver as well.

**AT BUS SERVICE**  
**DISCIPLINARY ACTION FORM**

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

I. Disciplinary Action

Verbal  Written  Suspension  Final Warning  Termination

Other: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. This form is a confidential document and should be kept in a secure location. It is not to be distributed to other employees. It is the property of the company and should be returned to the manager if it is lost or stolen. It is not to be used for any other purpose.

**AT BUS SERVICE**  
**WARNING NOTICE**

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

I. Disciplinary Action

Verbal  Written  Suspension  Final Warning  Termination

Other: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Safety Meeting**

Drivers are required to complete a minimum of 8 hours of safety training per year. These classes are in addition to the 2-hour refresher course required by the state to renew permits. Safety classes and meetings are held throughout the school year. Drivers will be paid to attend the meetings. Attendance is mandatory. Failure to attend will result in disciplinary action.

This handbook is intended to provide a reference for personnel related policies and procedures for bus drivers employed by Ai Bus Service. This handbook is a compendium of Company policies and practices that govern the relationship between the employee and the Company and that should guide the actions of both the employee and the Company.

Much of what was noted is common sense. However, some is also a product or requirement of federal and/or state law. Should you have questions or suggestions please submit them to the office in writing.

This protocols and procedures handbook supersedes all previous handbooks, manuals, letters, memoranda or understandings that may have been issued on subjects contained herein.

**APPENDIX 6  
TRANSPORTATION SERVICES CONTRACT**

**THIS AGREEMENT** is entered into this \_\_\_ day of \_\_\_\_\_, 2017, by and between the Board of Education of Wilmette Public Schools, District 39, Cook County, Illinois ("District"), and Ai Bus Service LLC ("Contractor") (collectively referred hereto as "the parties").

**W I T N E S S E T H**

**WHEREAS**, District has requested public bids for the provision of student transportation services ("Work"); and

**WHEREAS**, Contractor has submitted a bid for provision of the Work; and

**WHEREAS**, District has awarded this Contract to Contractor to provide bus transportation in accordance with the bid specifications package.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

**1. Duration of Contract.** The Contract shall be effective from August 1, 2017, and shall continue in force and effect through the end of the District's summer school program in 2020. The District and Contractor may mutually agree in writing to exercise up to two (2) one-year extensions of this Contract in writing prior to the expiration of this Contract or any extension hereof. Any extension of this Contract shall be on the same terms and conditions as the original term.

**2. Termination of Contract.** The District shall have the right to terminate this Contract for convenience at the end of any school year by giving written notice to the Contractor no later than April 1 of the school year at the end of which service will terminate. Termination for cause by either party is permitted only after the breaching party is provided notice of the breach and has not cured the breach within 7 days of receipt of said notice.

**3. Contract Documents.** The documents comprising the entirety of this Contract are the Invitation to Bid, including Publication Notice, Instructions to Bidders, Bid Specifications, Bid Specifications Attachments, Appendix, Bid Proposal, this Transportation Services Contract, any addenda and Contractor's proposal and certifications, as well as any written material clarifications provided to all Bidders.

**4. Document Supremacy.** In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision most beneficial to the District shall prevail. Contractor expressly waives the doctrine of *contra proferentum*, and any and all ambiguities shall be construed in the District's favor.

**5. Compensation.** Contractor shall provide all Work as awarded by District and shall be compensated according to the terms of the District's specifications and the Contractor's bid.

**6. Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other

promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

7. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

IN WITNESS WHEREOF, the parties have signed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2017.

**CONTRACTOR:**

**BOARD OF EDUCATION OF  
WILMETTE PUBLIC SCHOOLS,  
DISTRICT 39,  
COOK COUNTY, ILLINOIS:**

By: *[Handwritten Signature]*  
Its: *Director of Operations*

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

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<b>10</b>	Insurance	<b>22</b>	(Not Used)
<b>11</b>	Equipment Purchase	<b>23</b>	(Not Used)
<b>12</b>	Special Needs Experience and Driver Training	<b>24</b>	(Not Used)

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

February 9, 2017

Gail Buscemi, Business Manager  
Wilmette Public Schools, District 39  
615 Locust Road  
Wilmette, IL. 60091

Dear Gail Buscemi and Wilmette Public Schools, District 39,

We at Alltown Bus Service, Inc are pleased to have the opportunity to bid on your student transportation needs. Alltown has a long history of excellent service within the North Suburban and Chicagoland area and our management, employees and drivers have many years of experience in the school transportation industry. We have included all requested information to demonstrate that we have the expertise to transport the children of your district. Greg Polan, President, Owner and General Manager of Alltown has been in the business of transporting students for over 38 years.

We currently operate over 375 buses out of four locations, two in the city, one in Skokie and one in Harvey. Our size allows us to provide personal attention to your individual needs, yet affords us the ability to be as cost effective as much larger companies. In addition, during our twenty-six year history, Alltown has never defaulted on a contract nor had a contract terminated due to poor service. This is a reputation we are proud of and we are determined to continue this mark of excellence.

Alltown appreciates the opportunity to participate in the bid for Transportation Services. We acknowledge and agree to comply with the terms set forth in the Bid package including all attachments and specified documents listed in the instructions to bidders. If awarded buses under this bid, we will provide the services described within the required time frames and with the personnel and equipment specified.

The contact person relative to the administration of this contract is Greg Polan.

We would like the opportunity to provide transportation services to the Wilmette Public Schools and we will do an outstanding job for the students, parents and schools of Wilmette.

Sincerely,



Greg Polan, President

GP:it

**APPENDIX 1  
BID SUBMISSION CHECKLIST**

Each bid must be accompanied by a Bid Submission Checklist. This list must be utilized as the cover sheet for all itemized documents required to be included in your sealed bid. Submit your bid documents in the order of the checklist.

Name of Bidder: Alltown Bus Service, Inc.

Item	Description	Bidder Confirmation	District Confirmation
1.	Bid Submission Checklist	X	
2.	Bid Bond (\$50,000)	X	
3.	Details of experience (5 years) in providing contracted student transportation to school districts in the State of Illinois, including a list of references.	X	
4.	Audited financial statement (past 4 years) and substantiation of the availability of financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Bid or its supporting exhibits	X	
5.	Documentation of Management experience, bus availability, and mechanic availability	X	
6.	Description of any litigation filed by or against the Bidder in the past five years (if any)	X	
7.	Description of all contracts on which the Bidder has defaulted in the past seven years (if any)	X	
8.	Drug and Alcohol Testing Procedures	X	
9.	List of five other Illinois school districts where Bidder is currently providing transportation services	X	
10.	Evidence of Insurance as outlined in the Bid Specifications	X	
11.	Show evidence of the ability to purchase/lease vehicles and equipment	X	
12.	Experience in Special Needs Transportation and Employee Training in Special Needs Students and Safety	X	
13.	Certifications By Bidder; Non-Collusion Affidavit	X	
14.	Drug Free Workplace Certification	X	
15.	Sexual Harassment Policy Certification	X	
16.	Bid Proposal	X	

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Alltown Bus Service, Inc.  
7300 N. St. Louis  
Skokie, IL 60076

### SURETY:

(Name, legal status and principal place of business)

International Fidelity Insurance Company  
One Newark Center  
Newark, NJ 07102-5207  
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

### OWNER:

(Name, legal status and address)

Wilmette Public School District 39  
615 Locust Road  
Wilmette, IL 60091

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$ 50,000 Fifty Thousand Dollars and 00/100

### PROJECT:

(Name, location or address, and Project number, if any)


School Bus Transportation

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

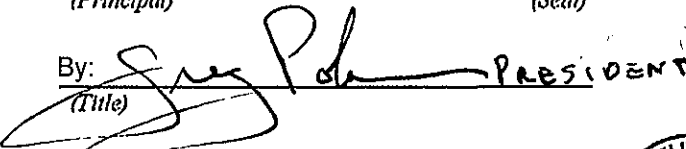
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of February, 2017


  
\_\_\_\_\_  
(Witness)

Alltown Bus Service, Inc.  
\_\_\_\_\_  
(Principal) (Seal)

By:  PRESIDENT  
\_\_\_\_\_  
(Title)

International Fidelity Insurance Company  
\_\_\_\_\_  
(Surety) (Seal)

  
\_\_\_\_\_  
(Witness) Diane Rubright

By:   
\_\_\_\_\_  
(Title) Kelly A. Gardner Attorney-in-Fact



**POWER OF ATTORNEY**  
**INTERNATIONAL FIDELITY INSURANCE COMPANY**

HOME OFFICE: ONE NEWARK CENTER, 20TH FLOOR  
NEWARK, NEW JERSEY 07102-5207

**KNOW ALL MEN BY THESE PRESENTS:** That INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing laws of the State of New Jersey, and having its principal office in the City of Newark, New Jersey, does hereby constitute and appoint

Kelly A. Gardner as attorney-in-fact to execute the following Surety bond:  
Surety Bond Number: Bid Bond  
Principal: Alltown Bus Service, Inc.  
Obligee: Wilmette Public School District 39

and the execution of such instrument in pursuance of these presents, shall be as binding upon the said INTERNATIONAL FIDELITY INSURANCE COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of Article 3-Section 3, of the By-Laws adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting called and held on the 7th day of February, 1974.

The President or any Vice President, Executive Vice President, Secretary or Assistant Secretary, shall have power and authority

- (1) To appoint Attorneys-in-fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and,
- (2) To remove, at any time, any such attorney-in-fact and revoke the authority given.

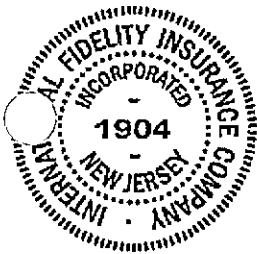
Further, this Power of Attorney is signed and sealed by facsimile pursuant to resolution of the Board of Directors of said Company adopted at a meeting duly called and held on the 29th day of April, 1982 of which the following is a true excerpt:

Now therefore the signatures of such officers and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, INTERNATIONAL FIDELITY INSURANCE COMPANY has caused this instrument to be signed and its corporate seal to be affixed by its authorized officer, this 30th day of October, 2015.

STATE OF NEW JERSEY  
County of Essex

INTERNATIONAL FIDELITY INSURANCE COMPANY

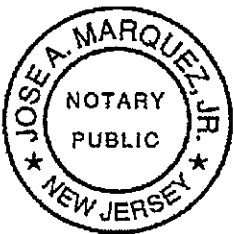


A handwritten signature in cursive script, appearing to read "Robert W. Minster".

Robert W. Minster, Chief Executive Officer

On this 30th day of October, 2015, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said the he is the therein described and authorized officer of the INTERNATIONAL FIDELITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate Seal of said Company; that the said Corporate Seal and his signature were duly affixed by order of the Board of Directors of said Company.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.



A handwritten signature in cursive script, appearing to read "Jose A. Marquez, Jr.". The signature is written over a faint circular outline.

A NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires November 21st, 2020

**CERTIFICATION**

I, the undersigned officer of INTERNATIONAL FIDELITY INSURANCE COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the By-Laws of said Company as set forth in said Power of Attorney, with the ORIGINALS ON IN THE HOME OFFICE OF SAID COMPANY, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect

IN TESTIMONY WHEREOF, I have hereunto set my hand this 9th day of February, 2017.

A handwritten signature in cursive script, appearing to read "Maria A. Franco".

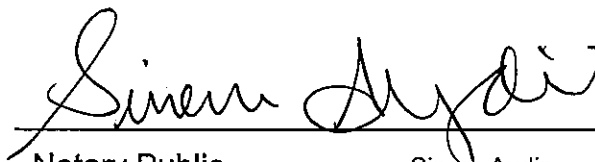
Assistant Secretary

State of Illinois  
County of DuPage

**SURETY ACKNOWLEDGEMENT (ATTORNEY-IN-FACT)**

I, Sinem Aydin Notary Public of DuPage County, in the State of Illinois,  
do hereby certify that Kelly A. Gardner Attorney-in-Fact, of the International Fidelity  
Insurance Company who is personally known to me to be the same person whose  
name is subscribed to the foregoing instrument, appeared before me this day in person, and  
acknowledged that she signed, sealed and delivered said instrument, for and on behalf of the  
International Fidelity Insurance Company for the uses and purposes therein set forth.

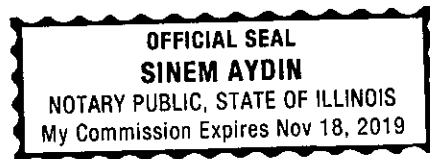
Given under my hand and notarial seal at my office in the City of Westmont in  
said County, this 9th day of February, 2017.



Notary Public

Sinem Aydin

My Commission expires: 11/18/2019



**Alltown Bus Service References**

**CHICAGO BOARD OF EDUCATION/PUBLIC SCHOOLS** 773-553-2860  
Dept. of Student Transportation  
125 S. Clark  
Chicago, IL 60603  
Contact: Kevin McGuire

Service: Over 300 Routes for Public and Non Public Schools  
Including 80 handicapped and special needs buses  
1991 to present

**NEW TRIER HIGH SCHOOLS DISTRICT 203** 847-784-3408  
7 Happ Road  
Northfield, IL 60093  
Contact: Cheryl L. Wortham

Service: 12 Routes for Public Schools  
2003 to present

**GLENCOE PUBLIC SCHOOLS DISTRICT 35** 847- 935-7830  
620 Greenwood Road  
Glencoe, IL 60022  
Contact: Jason Edelheit

Service: 9 Routes for Public Schools  
2003 to present

**COOK COUNTY SCHOOL DISTRICT 152** 708- 333-0300  
16001 Lincoln Avenue  
Harvey, IL 60426  
Contact: Dr. Kevin Nohelty

Service: 33 Routes for Public Schools  
2012 to present

**WEST HARVEY-DIXMOOR SCHOOL DISTRICT 147** 708- 339-9500  
191 W 155<sup>th</sup> Place X 5505  
Harvey, IL 60426  
Contact: Tonisha Sibley

Service: 26 Routes for Public Schools  
2012 to present

**Alltown Bus Service References (cont)**

**GLENVIEW SCHOOL DISTRICT 34** 847-998-5000

1401 Greenwood Road  
Glenview, IL. 60026  
Contact: Eric Miller

Service: 47 Buses (approximately 115 AM Routes, 114 PM Routes)  
Sept.2014 to present

**EAST MAINE SCHOOL DISTRICT 63** 847-299-1900

10150 Dee Road  
Des Plaines, IL. 60016  
Contact: David Bein

Service: 11 Buses (approximately 17 AM Routes, 15 PM Routes)  
Sept.2015 to present

**EVANSTON TOWNSHIP HIGH SCHOOL DISTRICT 202** 847-424-7104

1600 Dodge Ave.  
Evanston, IL 60201  
Contact: Mary Rodino

Service: Charter and Athletic Transportation  
2007-2009, 2011 to present .

**NORTH SHORE SCHOOL DISTRICT 112** 847- 681-6711

1936 Green Bay Road  
Highland Park, IL 60035  
Contact: Moshin Dada

Service: 109 Routes (33 buses) for Public Schools  
2010 through 2013/14 SY

**EVANSTON PUBLIC SCHOOLS DISTRICT 65** 847-859-8010

1500 McDaniel Ave.  
Evanston, IL 60201  
Contact: Dr. Mary Brown

Service: 65 Routes for Public Schools  
2005 through 2010 SY

**CEDA** 312-617-7499

208 S LaSalle, Suite 1900  
Chicago, IL 60604  
Contact: Chester Tindall

Service: 13 Routes through 2009/2010 SY



# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Wilmette Public Schools, District 39  
Transportation Services  
February 9, 2017

## **Financial Resources**

Alltown Bus Service is currently the 25<sup>th</sup> largest private school bus contractor in the United States (School Bus Fleet, July 2016 [www.schoolbusfleet.com](http://www.schoolbusfleet.com)). Our transportation group has \$10 million available in credit lines solely for working capital needs and an additional \$6 million available in an equipment credit line. The costs to provide the services requested in this bid specification will not create a financial burden or deplete our available resources. Please review the information provided behind this tab to further demonstrate the financial strength of Alltown Bus Service.

The formal financial statements for 2015 - 2012 are included with this document.

**This entire section is designated as exempt under the Illinois Freedom of Information Act (“FOIA”). Under no circumstances is this page or the information submitted with Tab #4 or otherwise made available to the Wilmette Public Schools to be provided to any party through the FOIA.**

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Alltown Bus Service, Inc.

**ALLTOWN BUS SERVICE, INC.**

**FINANCIAL STATEMENTS**

**For the Years Ended December 31, 2015 and 2014**

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# O'MALLEY&KWIT

Certified Public Accountants

Patrick O'Malley, CPA  
William M. Kwit, CPA  
Stephen A. Dubey, CPA

321 North Clark Street  
Suite 930  
Chicago, IL 60654  
Tel 312.245.0077  
Fax 312.245.0184  
www.omalleyandkwit.com

## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To Management  
Alltown Bus Service, Inc.  
Skokie, Illinois

We have reviewed the accompanying financial statements of Alltown Bus Service, Inc. (an S corporation), which comprise the balance sheets as of December 31, 2015 and 2014, and the related statements of income, retained earnings, and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

*O'Malley & Kwit, LLC*

June 17, 2016

ALLTOWN BUS SERVICE, INC.

BALANCE SHEETS  
December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 1,186	\$ 68,169
Receivables		
Trade	3,269,342	3,125,517
Affiliates	2,433,903	2,621,909
Other	68,858	70,297
Prepaid expenses	<u>809,778</u>	<u>729,177</u>
Total current assets	<u>6,583,067</u>	<u>6,615,069</u>
EQUIPMENT AND LEASEHOLD IMPROVEMENTS,		
Net of accumulated depreciation of \$658,627 and \$925,456	<u>443,986</u>	<u>489,904</u>
TOTAL ASSETS	<u>\$ 7,027,053</u>	<u>\$ 7,104,973</u>
LIABILITIES AND SHAREHOLDER'S EQUITY		
CURRENT LIABILITIES		
Short-term borrowing - bank	\$ 2,150,471	\$ 2,612,988
Accounts payable - trade	501,801	575,178
Due to customer	100,820	-
Accrued wages and salaries	154,192	148,335
Accrued expenses	<u>712,225</u>	<u>583,424</u>
Total current liabilities	<u>3,619,509</u>	<u>3,919,925</u>
SHAREHOLDER'S EQUITY		
Common stock - no par value; authorized - 10,000 shares; issued and outstanding - 1,000 shares	1,000	1,000
Additional paid - in capital	100,284	100,284
Retained earnings	<u>3,306,260</u>	<u>3,083,764</u>
Total shareholder's equity	<u>3,407,544</u>	<u>3,185,048</u>
TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY	<u>\$ 7,027,053</u>	<u>\$ 7,104,973</u>

See Accompanying Notes and Independent Accountants' Review Report.

ALLTOWN BUS SERVICE, INC.

STATEMENTS OF INCOME  
For the Years Ended December 31, 2015 and 2014

	2015		2014	
	Amount	Percent of Net Sales	Amount	Percent of Net Sales
NET SALES	\$21,602,139	100.0%	\$20,841,014	100.0%
COST OF SALES	<u>17,650,621</u>	<u>81.7</u>	<u>17,163,949</u>	<u>82.4</u>
Gross profit	3,951,518	18.3	3,677,065	17.6
OPERATING EXPENSE	<u>3,485,866</u>	<u>16.1</u>	<u>3,418,005</u>	<u>16.4</u>
Income from operations	<u>465,652</u>	<u>2.2</u>	<u>259,060</u>	<u>1.2</u>
OTHER (INCOME)/EXPENSE				
Gain on sale of equipment	(1,000)	0.0	-	-
Interest expense	<u>59,400</u>	<u>0.3</u>	<u>67,603</u>	<u>0.3</u>
Total other (income)/expense	<u>58,400</u>	<u>0.3</u>	<u>67,603</u>	<u>0.3</u>
INCOME BEFORE INCOME TAXES	407,252	1.9	191,457	0.9
Income tax	<u>6,006</u>	<u>-</u>	<u>3,831</u>	<u>-</u>
NET INCOME	<u>401,246</u>	<u>1.9%</u>	<u>187,626</u>	<u>0.9%</u>

See Accompanying Notes and Independent Accountants' Review Report.

ALLTOWN BUS SERVICE, INC.

STATEMENTS OF RETAINED EARNINGS  
For the Years Ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Balance at beginning of year	\$ 3,083,764	3,114,165
Net income	401,246	187,626
Distributions to shareholder	<u>(178,750)</u>	<u>(218,027)</u>
Retained earnings, end of year	<u>\$ 3,306,260</u>	<u>\$ 3,083,764</u>

See Accompanying Notes and Independent Accountants' Review Report.

ALLTOWN BUS SERVICE, INC.

STATEMENTS OF CASH FLOWS  
For the Years Ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Cash flows from operating activities		
Net income (loss)	\$ 401,246	\$ 187,626
Adjustments to reconcile net income (loss) to net cash provided (used) by operating activities		
Depreciation and amortization	96,680	120,920
Change in assets and liabilities		
(Increase) decrease in receivables - trade	(143,825)	1,587,626
(Increase) decrease in receivables - other	1,439	-
(Increase) decrease in prepaid expenses and deposits	(80,602)	(183,904)
Increase (decrease) in accounts payable	(73,377)	97,319
Increase (decrease) in accrued expenses	134,658	(108,074)
Increase (decrease) in due to customer	100,820	-
Net cash provided (used) by operating activities	<u>437,039</u>	<u>1,701,513</u>
Cash flows from investing activities		
Capital expenditures	(51,762)	(126,371)
Proceeds from sale of equipment	1,000	-
Net cash provided (used) by investing activities	<u>(50,762)</u>	<u>(126,371)</u>
Cash flows from financing activities		
Net increase (decrease) in line of credit	(462,517)	(1,310,012)
Net (increase) decrease in receivables - affiliate	188,007	(30,687)
Distributions to shareholder	(178,750)	(218,027)
Net cash provided (used) by financing activities	<u>(453,260)</u>	<u>(1,558,726)</u>
Net increase (decrease) in cash	(66,983)	16,416
Cash at beginning of year	<u>68,169</u>	<u>51,753</u>
Cash at end of year	<u>\$ 1,186</u>	<u>\$ 68,169</u>
Supplementary disclosures:		
Income taxes paid during the year	<u>\$ 3,488</u>	<u>\$ 6,161</u>
Interest paid during the year	<u>\$ 59,819</u>	<u>\$ 62,476</u>

See Accompanying Notes and Independent Accountants' Review Report.



ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2015 and 2014

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NOTE 1 – NATURE OF OPERATIONS

Alltown Bus Service, Inc. (the Company), an Illinois corporation, was incorporated September 10, 1990. The Company is engaged as a provider of contract school bus transportation in the Midwestern United States, primarily the Chicago Metro area.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of Estimates – The presentation of the financial statements in conformity with generally accepted accounting principles of the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash – Cash includes amounts on hand and amounts on deposit at financial institutions.

Receivables and Revenue Recognition – Accounts receivable are stated in the balance sheet at their estimated realizable value. Sales and income are recorded when services are performed and receivables are recorded at that time. The Company extends credit to its various customers based upon the customer's ability to pay. Management believes that no allowance for doubtful accounts is necessary. The Company writes off receivables as a charge to the bad debt expense when, in its estimation, it is probable that the receivable is worthless.

Equipment and Leasehold Improvements – Equipment and leasehold improvements are recorded at cost less accumulated depreciation. The Company's policy is to depreciate these assets over their estimated useful lives as indicated in the following table by use of straight-line and accelerated methods.

	<u>Years</u>
Equipment	5-10
Automobiles	5
Leasehold improvements	31.5-40

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2015 and 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equipment and Leasehold Improvements (continued) – Equipment and leasehold improvements consisted of the following at December 31:

	<u>2015</u>	<u>2014</u>
Equipment	\$ 676,713	\$ 977,387
Automobiles	-	12,073
Leasehold improvements	<u>425,900</u>	<u>425,900</u>
	1,102,613	1,415,360
Accumulated depreciation	<u>(658,627)</u>	<u>(925,456)</u>
Total equipment and leasehold improvements	<u>\$ 443,986</u>	<u>\$ 489,904</u>

Total depreciation expense was \$96,680 and \$120,920 for 2015 and 2014, respectively.

Advertising – The Company expenses advertising costs as they are incurred. Advertising expense for the years ended December 31, 2015 and 2014 were \$27,241 and \$28,007, respectively.

Income Taxes - The Company has elected to be taxed as an S corporation under provisions of the Internal Revenue Code. Accordingly, all taxes except for state replacement taxes are paid by the shareholder.

For the years ended December 31, 2015 and 2014, income tax expense was \$6,006 and \$3,831, respectively.

As of December 31, 2015 and 2014, income tax payable was \$6,254 and \$3,736, respectively.

The Company files income tax returns in the U.S. federal jurisdiction and the Illinois state jurisdiction. The Company is no longer subject to U.S. federal and Illinois state income tax examinations by tax authorities for years before 2012.

The Company follows the provisions of uncertain tax positions as addressed in FASB Accounting Standards Codification 740-10-65-1. The Company recognized no increase in the liability for unrecognized tax benefits. The Company has no tax position at December 31, 2015 for which the ultimate deductibility is highly certain but for which there is uncertainty about the timing of such deductibility. The Company recognizes interest accrued related to unrecognized tax benefits in interest expense and penalties in operating expenses. No such interest or penalties were recognized during the periods presented. The Company had no accruals for interest and penalties at December 31, 2015 and December 31, 2014.

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2015 and 2014

NOTE 3 – PREPAID EXPENSES

Prepaid expenses consisted of the following at December 31:

	<u>2015</u>	<u>2014</u>
Prepaid insurance	\$ 516,357	\$ 436,171
Prepaid parts and supplies	230,464	252,447
Prepaid expenses - other	<u>62,957</u>	<u>40,559</u>
Total prepaid expenses	<u>\$ 809,778</u>	<u>\$ 729,177</u>

NOTE 4 – RELATED PARTIES

As of December 31, 2015 and 2014, the Company was owed \$2,407,014 and \$2,621,909, respectively, from an affiliate. The affiliate is a leasing company (“Leasing Company”), which was formed in 1990 and is affiliated through common ownership.

The Leasing Company leased transportation equipment to the Company in 2015 and 2014 under one-year renewable leases. The original cost of the equipment was approximately \$25.5 million and \$27.5 million at December 31, 2015 and 2014, respectively. The current lease expires on December 31, 2016. The total lease payments to the Leasing Company were \$2,472,000 and \$1,920,000 in 2015 and 2014, respectively.

The Company leases both its Skokie, Illinois facilities and both its Chicago, Illinois facilities from a limited liability company (“LLC”), which was formed in 1996 and is affiliated through common ownership. The properties have an original cost of approximately \$2.3 million. The lease term for all facilities ends on December 31, 2016. The minimum annual payment required under each of the two Skokie leases is \$120,000. The minimum annual payment required under each of the two Chicago leases is \$120,000. The Company is responsible for all operating expenses of the facilities. Rental expense related to these leases amounted to \$480,000 in both 2015 and 2014.

The Company had an outstanding receivable due from a third affiliate, affiliated through common ownership. As of December 31, 2015 the amount was \$26,889, and it was repaid in 2016.

The LLC executed an assignment of rents and leases to The Private Bank to secure the repayment of the debt of the Company, the affiliate, and the LLC.

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2015 and 2014

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NOTE 5 – SHORT-TERM BORROWINGS - BANK

The Company has a \$5,000,000 revolving line of credit from The Private Bank. Borrowings under this line of credit accrued interest at either LIBOR plus 2.40% or The Private Bank's prime lending rate which was 3.50% and 3.25% on December 31, 2015 and 2014, respectively. Borrowings are payable on demand. The loan agreement is renewable annually at the bank's discretion on October 30 and contains loan covenants which provide for certain minimum financial thresholds. The Company and the Leasing Company must maintain tangible net worth of \$6,800,000. As of December 31, 2015 and 2014, the Company was obligated to the bank in the amount of \$2,150,471 and \$2,612,988, respectively. Borrowings under the line of credit are secured by all of the Company's assets and are personally guaranteed by the shareholder of the Company.

NOTE 6 – ACCRUED EXPENSES

Accrued expenses consisted of the following at December 31:

	<u>2015</u>	<u>2014</u>
Insurance claims payable	\$ 234,000	\$ 123,489
Accrued real estate taxes	390,600	383,200
Accrued tax - other	1,620	5,955
Accrued tax - payroll	42,559	60,388
Employee tax withholding	31,221	266
Accrued income tax	6,254	3,736
Accrued interest	<u>5,971</u>	<u>6,390</u>
Total accrued expenses	<u>\$ 712,225</u>	<u>\$ 583,424</u>

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2015 and 2014

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NOTE 7 – OPERATING LEASES

The Company leases office facilities from the LLC and transportation equipment under one year renewable leases from the Leasing Company (See Note 4).

The Company leases automobiles under operating leases. One lease expired February 2015 and had monthly payments of \$2,236. The second lease expires July 2017 and has monthly payments of \$1,193. A new lease started in 2015, expires March 2018, and has monthly payments of \$2,163.

Minimum future rental payments under non-cancelable operating leases having remaining terms in excess of one year as of December 31, 2015 for each of the next five years and in aggregate are:

<u>Year Ending December 31.</u>	<u>Total</u>
2016	\$ 40,272
2017	33,114
2018	6,489
2019	-
2020	-
Subsequent to 2020	-
Total future payments	<u>\$ 79,875</u>

Total rent expense for all operating leases including those with related parties was \$3,111,122 in 2015 and \$2,554,077 in 2014.

NOTE 8 – EMPLOYEE BENEFIT PLAN

The Company maintains a profit sharing plan, qualified under the Internal Revenue Code, covering substantially all employees. The plan provides for discretionary contributions in such amounts as determined by the Board of Directors. The Company's policy is to fund profit sharing costs as they are incurred. The Company terminated the plan effective October 31, 2015.

No contribution was made for the years ended December 31, 2015 and 2014.

NOTE 9 – CONCENTRATIONS OF CREDIT RISK

Financial instruments that potentially subject the Company to significant concentrations of credit risk consist primarily of trade accounts receivable. The Company performs ongoing credit evaluations of its customers. Credit losses, when realized, have been within the range of management's expectations.

The Company maintains its cash balances in two financial institutions located in Chicago, Illinois and Dundee, Illinois. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. The Company's uninsured cash balance totaled \$0 and \$25,228 at December 31, 2015 and 2014, respectively.

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2015 and 2014

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NOTE 9 – CONCENTRATIONS OF CREDIT RISK (CONTINUED)

For the years ended December 31, 2015 and 2014, one major customer accounted for approximately 62% and 66% of the Company's net sales, amounting to \$13,362,378 and \$13,676,589, respectively.

For the years ended December 31, 2015 and 2014, one major customer accounted for more than 66% and 67% of the Company's receivables-trade, amounting to \$2,047,541 and \$2,018,371, respectively.

NOTE 10 – VARIABLE INTEREST ENTITIES

Generally accepted accounting principles requires consolidation of all variable interest entities in which the Company holds a variable interest and is the primary beneficiary of the entity. Generally, a variable interest entity, or VIE, is a legal entity with one or more of the following characteristics: (a) the total at risk equity investment is not sufficient to permit the entity to finance its activities without additional subordinated financial support from other parties; (b) as a group the holders of the equity investment at risk lack any one of the following characteristics: (i) the power, through voting or similar rights, to direct the activities of the entity that most significantly impact its economic performance, (ii) the obligation to absorb the expected losses of the entity, or (iii) the right to receive the expected residual returns of the entity; or (c) some equity investors have voting rights that are not proportional to their economic interests, and substantially all of the entity's activities either involve, or are conducted on behalf of, an investor that has disproportionately few voting rights. The primary beneficiary of a VIE is required to consolidate the VIE and is the entity that has (a) the power to direct the activities of the VIE that most significantly impact the VIE's economic performance, and (b) the obligation to absorb losses of the VIE or the right to receive benefits from the VIE that could potentially be significant to the VIE.

In determining whether the Company is the primary beneficiary of a VIE, the Company considers qualitative and quantitative factors, including, but not limited to: which activities most significantly impact the VIE's economic performance and which party controls such activities; the amount and characteristics of the Company's interests and other involvements in the VIE; the obligation or likelihood for the Company or other investors to provide financial support to the VIE; and the similarity with and significance to the business activities of the Company. Significant judgments related to these determinations include estimates about the current and future fair values and performance of the property held by these VIEs and general market conditions.

At December 31, 2015 and 2014, the Company holds variable interests in two VIEs (see Note 4) for which the Company is not deemed to be the primary beneficiary. The Company has concluded that it is not the primary beneficiary of either VIE because the Company neither bears the risk to absorb losses or has the right to receive any benefits that could be significant to either of these VIEs. In making that determination the Company considered its obligation under its guarantees relative to the equity in each of the VIEs. Based on the level of equity in each of the VIEs, the equity holder would bear the risk to absorb losses significant to the VIE. Additionally, the Company considered the capital structure of the entities and determined that the equity holder has the right to receive any significant benefits.

**ALLTOWN BUS SERVICE, INC.**

**NOTES TO FINANCIAL STATEMENTS**  
**For the Years Ended December 31, 2015 and 2014**

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**NOTE 10 – VARIABLE INTEREST ENTITIES (CONTINUED)**

The Company's maximum exposure to loss as a result of its involvement with the unconsolidated VIEs is limited to the extent of any financial support that it voluntarily provides in the future.

While the Company has no contractual obligation to do so it makes loans to one of the VIEs. The balance of the loan at December 31, 2015 and 2014 was \$2,407,014 and \$2,621,909, respectively.

**NOTE 11 – RECLASSIFICATION**

For comparability purposes, certain figures for the period ending December 31, 2014 have been reclassified where appropriate to conform with the financial statement presentation used in 2015. These reclassifications did not affect next income.

**NOTE 12 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through June 17, 2016, the date which the financial statements were issued.





**ALLTOWN BUS SERVICE, INC.**

**FINANCIAL STATEMENTS**

**For the Years Ended December 31, 2013 and 2012**

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# O'MALLEY & KWIT

Certified Public Accountants

Patrick O'Malley, CPA

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[www.omalleyandkwit.com](http://www.omalleyandkwit.com)

To the Board of Directors of  
Alltown Bus Service, Inc.  
Skokie, Illinois

## Independent Accountants' Review Report on Financial Statements

We have reviewed the accompanying balance sheets of Alltown Bus Service, Inc. as of December 31, 2013 and 2012, and the related statements of income, retained earnings and cash flows for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles in the United States of America.

*O'Malley + Kwit, LLC*

July 30, 2014

**ALLTOWN BUS SERVICE, INC.  
BALANCE SHEETS**

**December 31, 2013 and 2012**

ASSETS	<u>2013</u>	<u>2012</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 51,753	\$ 126,613
Receivables		
Trade	4,740,917	3,803,250
Affiliate	2,591,222	1,281,791
Other	42,524	76,738
Employee loan	-	168,269
Prepaid expenses	<u>545,272</u>	<u>669,042</u>
Total current assets	<u>7,971,688</u>	<u>6,125,703</u>
<b>EQUIPMENT AND LEASEHOLD IMPROVEMENTS,</b>		
Net of accumulated depreciation of \$804,536 and \$693,572	<u>484,453</u>	<u>407,066</u>
<b>TOTAL ASSETS</b>	<u>\$ 8,456,141</u>	<u>\$ 6,532,769</u>
<b>LIABILITIES AND SHAREHOLDER'S EQUITY</b>		
<b>CURRENT LIABILITIES</b>		
Short-term borrowing - bank	\$ 3,923,000	\$ 2,025,000
Accounts payable - trade	477,859	416,685
Accrued wages and salaries	116,877	141,335
Accrued expenses	<u>722,956</u>	<u>796,125</u>
Total current liabilities	<u>5,240,692</u>	<u>3,379,145</u>
<b>SHAREHOLDER'S EQUITY</b>		
Common stock - no par value; authorized - 10,000 shares; issued and outstanding - 1,000 shares	1,000	1,000
Additional paid - in capital	100,284	100,284
Retained earnings	<u>3,114,165</u>	<u>3,052,340</u>
Total shareholder's equity	<u>3,215,449</u>	<u>3,153,624</u>
<b>TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY</b>	<u>\$ 8,456,141</u>	<u>\$ 6,532,769</u>

See Accompanying Notes and Independent Accountants' Review Report.

ALLTOWN BUS SERVICE, INC.

STATEMENTS OF INCOME  
For the Years Ended December 31, 2013 and 2012

	2013		2012	
	Amount	Percent of Net Sales	Amount	Percent of Net Sales
NET SALES	\$23,191,073	100.0%	\$21,182,492	100.0%
COST OF SALES	19,295,619	83.2	17,595,992	83.1
Gross profit	3,895,454	16.8	3,586,500	16.9
OPERATING EXPENSE	3,405,796	14.7	2,996,173	14.1
Income from operations	489,658	2.1	590,327	2.8
OTHER EXPENSE (INCOME)				
Interest expense (income), net	36,255	0.2	(14,263)	(0.1)
Total other expense	36,255	0.2	(14,263)	(0.1)
INCOME BEFORE INCOME TAXES	453,403	1.9	604,590	2.9
Income tax	6,066	-	7,051	-
NET INCOME (LOSS)	447,337	1.9%	597,539	2.9%

See Accompanying Notes and Independent Accountants' Review Report.

ALLTOWN BUS SERVICE, INC.

STATEMENTS OF RETAINED EARNINGS  
For the Years Ended December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Balance at beginning of year	\$ 3,052,340	2,460,473
Net income	447,337	597,539
Distributions to shareholder	<u>(385,512)</u>	<u>(5,672)</u>
Retained earnings, end of year	<u>\$ 3,114,165</u>	<u>\$ 3,052,340</u>

See Accompanying Notes and Independent Accountants' Review Report.

ALLTOWN BUS SERVICE, INC.

STATEMENTS OF CASH FLOWS  
For the Years Ended December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Cash flows from operating activities		
Net income (loss)	\$ 447,337	\$ 597,539
Adjustments to reconcile net income (loss) to net cash provided (used) by operating activities		
Depreciation and amortization	110,964	98,088
Loss on bad debts	168,269	-
Change in assets and liabilities		
(Increase) decrease in receivables	(903,452)	1,037,163
(Increase) decrease in prepaid expenses and deposits	123,769	187,639
Increase (decrease) in accounts payable	61,174	(79,841)
Increase (decrease) accrued expenses	<u>(97,627)</u>	<u>(149,947)</u>
Net cash provided (used) by operating activities	<u>(89,566)</u>	<u>1,690,641</u>
Cash flows from investing activities		
Capital expenditures	<u>(188,351)</u>	<u>(75,680)</u>
Net cash provided (used) by investing activities	<u>(188,351)</u>	<u>(75,680)</u>
Cash flows from financing activities		
Net increase (decrease) in line of credit	1,898,000	(2,520,279)
Net (increase) decrease in due from affiliate	(1,309,431)	1,017,550
Distributions to shareholder	<u>(385,512)</u>	<u>(5,672)</u>
Net cash provided (used) by financing activities	<u>203,057</u>	<u>(1,508,401)</u>
Net increase (decrease) in cash	(74,860)	106,560
Cash at beginning of year	<u>126,613</u>	<u>20,053</u>
Cash at end of year	<u>\$ 51,753</u>	<u>\$ 126,613</u>
Supplementary disclosures:		
Income taxes paid during the year	<u>\$ 9,368</u>	<u>\$ 7,100</u>
Interest paid during the year	<u>\$ 39,350</u>	<u>\$ 58,521</u>

See Accompanying Notes and Independent Accountants' Review Report.

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2013 and 2012

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NOTE 1 – NATURE OF OPERATIONS

Alltown Bus Service, Inc. (the Company), an Illinois corporation, was incorporated September 10, 1990. The Company is engaged as a provider of contract school bus transportation in the Midwestern United States, primarily the Chicago Metro area.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of Estimates – The presentation of the financial statements in conformity with generally accepted accounting principles of the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash – Cash includes amounts on hand and amounts on deposit at financial institutions.

Receivables and Revenue Recognition – Accounts receivable are stated in the balance sheet at their estimated realizable value. Sales and income are recorded when services are performed and receivables are recorded at that time. The Company extends credit to its various customers based upon the customer's ability to pay. Management believes that no allowance for doubtful accounts is necessary. The Company writes off receivables as a charge to the bad debt expense when, in its estimation, it is probable that the receivable is worthless.

Equipment and Leasehold Improvements – Equipment and leasehold improvements are recorded at cost less accumulated depreciation. The Company's policy is to depreciate these assets over their estimated useful lives as indicated in the following table by use of straight-line and accelerated methods.

	<u>Years</u>
Equipment	5-7
Automobiles	5
Leasehold improvements	7-31.5



ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2013 and 2012

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equipment and Leasehold Improvements (continued) – Equipment and leasehold improvements consisted of the following at December 31:

	<u>2013</u>	<u>2012</u>
Equipment	\$ 851,016	\$ 662,665
Automobiles	12,073	12,073
Leasehold improvements	<u>425,900</u>	<u>425,900</u>
	1,288,989	1,100,638
Accumulated depreciation	<u>(804,536)</u>	<u>(693,572)</u>
Total equipment and leasehold improvements	<u>\$ 484,453</u>	<u>\$ 407,066</u>

Total depreciation expense was \$110,964 and \$98,088 for 2013 and 2012, respectively.

Advertising – The Company expenses advertising costs as they are incurred. Advertising expenses for the years ended December 31, 2013 and 2012 were \$22,539 and \$20,729, respectively.

Income Taxes - The Company has elected to be taxed as an S corporation under provisions of the Internal Revenue Code. Accordingly, all taxes except for state replacement taxes are paid by the shareholder.

For the years ended December 31, 2013 and 2012, income tax expense was \$6,066 and \$7,051, respectively.

As of December 31, 2013 and 2012, income tax payable was \$6,066 and \$9,368, respectively.

The Company files income tax returns in the U.S. federal jurisdiction and the Illinois state jurisdiction. The Company is no longer subject to U.S. federal and Illinois state income tax examinations by tax authorities for years before 2010.

The Company follows the provisions of uncertain tax positions as addressed in FASB Accounting Standards Codification 740-10-65-1. The Company recognized no increase in the liability for unrecognized tax benefits. The Company has no tax position at December 31, 2013 for which the ultimate deductibility is highly certain but for which there is uncertainty about the timing of such deductibility. The Company recognizes interest accrued related to unrecognized tax benefits in interest expense and penalties in operating expenses. No such interest or penalties were recognized during the periods presented. The Company had no accruals for interest and penalties at December 31, 2013 and December 31, 2012.

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2013 and 2012

NOTE 3 – PREPAID EXPENSES

Prepaid expenses consisted of the following at December 31:

	<u>2013</u>	<u>2012</u>
Prepaid insurance	\$ 259,324	\$ 334,475
Prepaid parts and supplies	236,062	239,492
Prepaid expenses - other	<u>49,886</u>	<u>95,075</u>
Total prepaid expenses	<u>\$ 545,272</u>	<u>\$ 669,042</u>

NOTE 4 – RELATED PARTIES

As of December 31, 2013 and 2012, the Company was owed \$2,471,222 and \$1,281,791, respectively, from an affiliate. The affiliate is a leasing company (“Leasing Company”), which was formed in 1990 and is affiliated through common ownership. Outstanding advances bore interest at 5.00 % per annum for 2012. The Company earned interest of \$76,691 on these advances in 2012. Interest was not charged during 2013.

The Leasing Company leased transportation equipment to the Company in 2013 and 2012 under one-year renewable leases. The original cost of the equipment was approximately \$23.5 million and \$22.8 million at December 31, 2013 and 2012, respectively. The current lease expires on August 30, 2014. The total lease payments to the Leasing Company were \$3,120,000 in both 2013 and 2012.

The Company leases both its Skokie, Illinois facilities and both its Chicago, Illinois facilities from a limited liability company (“LLC”), which was formed in 1996 and is affiliated through common ownership. The properties have an original cost of approximately \$2.3 million. The lease term for all facilities ends on September 1, 2014. The minimum annual payment required under each of the two Skokie leases is \$120,000. The minimum annual payment required under each of the two Chicago leases is \$120,000. The Company is responsible for all operating expenses of the facilities. Rental expense related to these leases amounted to \$480,000 in both 2013 and 2012.

As of December 31, 2013, the Company had outstanding advances due from a third affiliate, affiliated through common ownership in the amount of \$120,000. These advances were repaid in 2014.

The LLC executed an assignment of rents and leases to The Private Bank to secure the repayment of the debt of the Company, the affiliate and the LLC.

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2013 and 2012

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NOTE 5 – SHORT-TERM BORROWINGS - BANK

The Company has a \$5,000,000 revolving line of credit from The Private Bank. Borrowings under this line of credit accrued interest at either the LIBOR rate plus 2.40% or The Private Bank's prime lending rate which was 3.25% on December 31, 2013 and 2012. Borrowings are payable on demand. The loan agreement is renewable annually at the bank's discretion on December 20 and contains loan covenants which provide for certain minimum financial thresholds. The Company and the Leasing Company must maintain tangible net worth of \$6,800,000. As of December 31, 2013 and 2012, the Company was obligated to the bank in the amount of \$3,923,000 and \$2,025,000, respectively. Borrowings under the line of credit are secured by all of the Company's assets and are personally guaranteed by the shareholder of the Company.

NOTE 6 – ACCRUED EXPENSES

Accrued expenses consisted of the following at December 31:

	2013	2012
Insurance claims payable	\$ 245,000	\$ 300,000
Accrued real estate taxes	314,300	304,649
Accrued use tax	7,409	7,707
Accrued tax - other	50,806	78,730
Employee tax withholding	68,112	66,053
Profit sharing payable	30,000	25,000
Accrued income tax	6,066	9,368
Accrued interest	<u>1,263</u>	<u>4,618</u>
Total accrued expenses	<u>\$ 722,956</u>	<u>\$ 796,125</u>

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2013 and 2012

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NOTE 7 – OPERATING LEASES

The Company leases office facilities from the LLC and transportation equipment under one year renewable leases from the Leasing Company (See Note 4).

The Company leases two automobiles under operating leases. The leases expire February 2014 and January 2015, respectively. The monthly payment amounts are \$1,049 and \$2,236, respectively.

Minimum future rental payments under non-cancelable operating leases having remaining terms in excess of one year as of December 31, 2013 for each of the next five years and in aggregate are:

<u>Year Ending December 31.</u>	<u>Total</u>
2014	\$ 28,930
2015	2,236
2016	-
2017	-
2018	-
Subsequent to 2018	-
Total future payments	<u>\$ 31,166</u>

Total rent expense for all operating leases including those with related parties were \$3,733,420 in 2013 and \$3,710,928 in 2012.

NOTE 8 – EMPLOYEE BENEFIT PLAN

The Company maintains a profit sharing plan, qualified under the Internal Revenue Code, covering substantially all employees. The plan provides for discretionary contributions in such amounts as determined by the Board of Directors. The Company's policy is to fund profit sharing costs as they are incurred.

The Company made contributions of \$30,000 and \$25,000 for the years ended December 31, 2013 and 2012, respectively.

NOTE 9 – CONCENTRATIONS OF CREDIT RISK

Financial instruments that potentially subject the Company to significant concentrations of credit risk consist primarily of trade accounts receivable. The Company performs ongoing credit evaluations of its customers. Credit losses, when realized, have been within the range of management's expectations.

The Company maintains its cash balances in two financial institutions located in Chicago, Illinois and Dundee, Illinois. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. The Company's uninsured cash balance totaled \$92,601 and \$0 at December 31, 2013 and 2012, respectively.

**ALLTOWN BUS SERVICE, INC.**

**NOTES TO FINANCIAL STATEMENTS**  
**For the Years Ended December 31, 2013 and 2012**

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**NOTE 9 – CONCENTRATIONS OF CREDIT RISK (CONTINUED)**

For the years ended December 31, 2013 and 2012, one major customer accounted for more than 68% and 70% of the Company's net sales, amounting to \$15,777,857 and \$14,991,285, respectively.

For the years ended December 31, 2013 and 2012, one major customer accounted for more than 82% and 72% of the Company's receivables-trade, amounting to \$3,832,492 and \$2,684,956, respectively.

**NOTE 10 – VARIABLE INTEREST ENTITIES**

Generally accepted accounting principles requires consolidation of all variable interest entities in which the Company holds a variable interest and is the primary beneficiary of the entity. Generally, a variable interest entity, or VIE, is a legal entity with one or more of the following characteristics: (a) the total at risk equity investment is not sufficient to permit the entity to finance its activities without additional subordinated financial support from other parties; (b) as a group the holders of the equity investment at risk lack any one of the following characteristics: (i) the power, through voting or similar rights, to direct the activities of the entity that most significantly impact its economic performance, (ii) the obligation to absorb the expected losses of the entity, or (iii) the right to receive the expected residual returns of the entity; or (c) some equity investors have voting rights that are not proportional to their economic interests, and substantially all of the entity's activities either involve, or are conducted on behalf of, an investor that has disproportionately few voting rights. The primary beneficiary of a VIE is required to consolidate the VIE and is the entity that has (a) the power to direct the activities of the VIE that most significantly impact the VIE's economic performance, and (b) the obligation to absorb losses of the VIE or the right to receive benefits from the VIE that could potentially be significant to the VIE.

In determining whether the Company is the primary beneficiary of a VIE, the Company considers qualitative and quantitative factors, including, but not limited to: which activities most significantly impact the VIE's economic performance and which party controls such activities; the amount and characteristics of the Company's interests and other involvements in the VIE; the obligation or likelihood for the Company or other investors to provide financial support to the VIE; and the similarity with and significance to the business activities of the Company. Significant judgments related to these determinations include estimates about the current and future fair values and performance of the property held by these VIEs and general market conditions.

At December 31, 2013 and 2012, the Company holds variable interests in two VIEs (see Note 4) for which the Company is not deemed to be the primary beneficiary. The Company has concluded that it is not the primary beneficiary of either VIE because the Company neither bears the risk to absorb losses or has the right to receive any benefits that could be significant to either of these VIEs. In making that determination the Company considered its obligation under its guarantees relative to the equity in each of the VIEs. Based on the level of equity in each of the VIEs, the equity holder would bear the risk to absorb losses significant to the VIE. Additionally, the Company considered the capital structure of the entities and determined that the equity holder has the right to receive any significant benefits.

ALLTOWN BUS SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS  
For the Years Ended December 31, 2013 and 2012

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NOTE 10 – VARIABLE INTEREST ENTITIES (CONTINUED)

The Company's maximum exposure to loss as a result of its involvement with the unconsolidated VIEs is limited to the extent of any financial support that it voluntarily provides in the future.

While the Company has no contractual obligation to do so it makes loans to one of the VIEs. The balance of the loan at December 31, 2013 and 2012 was \$2,471,222 and \$1,281,791, respectively.

NOTE 11 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through July 30, 2014, the date which the financial statements were issued.



# Daimler Truck Financial

Date: 07/15/2016

MRS BUS, INC.  
7300 N. ST LOUIS  
SKOKIE, IL 60076

Application #: 100-308-9630 / V3

Dear: GREG POLAN

Daimler Truck Financial, business unit of Mercedes-Benz Financial Services USA LLC, is pleased to make the following approval to MRS BUS, INC., MRS BUSSING, LLC & ALLTOWN BUS SERVICE, INC. for the acquisition of the equipment described herein. This Approval is subject to the terms and conditions outlined below.

**Expiration Date:**

- \* This approval will expire on 07/31/2017 (the "Expiration Date"). Any transactions funded pursuant to this Approval must be presented to Daimler Truck Financial at least five (5) business days prior to the Expiration Date.

**Line of Credit Amount:**

- \* \$6,000,000.00
- \* All amounts funded pursuant to this Approval shall deplete the Total Approved Amount / Total Adjusted Capitalized Cost on a pro rata basis (e.g., funding a \$50,000 contract shall decrease the funds available under the Total Approved Amount / Total Adjusted Capitalized Cost by \$50,000). Payment made by MRS BUS, INC., MRS BUSSING, LLC & ALLTOWN BUS SERVICE, INC. on accounts funded pursuant to this Approval will replenish the credit available under the Total Approved Amount / Total Adjusted Capitalized Cost provided that at no time shall the amounts outstanding under this Approval exceed the Total Approved Amount / Total Adjusted Capitalized Cost.

**Group # 1 - \$6,000,000.00**

Equipment: New / Used Bus

**Approved Terms of Contract(s):**

- \* Retail
- \* 36 Months

**Interest Rate:**

- \* Please contact your District Finance Manager, Jason Sparkman

**Contract Requirements for All Groups:**

**Retail Commitment Items**

- \* Retail Contract
- \* Retail Dealer Transaction Summary-TFFF1334

**Requirements:**

- Documentation must be signed by President/Vice-President (for Corporations) or Member/Manager (for LLC), otherwise a Certificate of Authority- Global form-TFFF3035 is required. All signatures (on every document) must be accompanied with the signer's title.
- Titling Requirements: a) For Retail, provide a copy of completed Title Application showing Mercedes-Benz Financial Services USA LLC as Lienholder using the following address (except in NJ): PO Box 279319, Sacramento, CA 95827. For state specific lienholder codes and addresses refer to the Information Notices under "Title P.O. Boxes and Addresses Updated" which can be located in the Notices Section on F&I Pro. b) For Leases, provide a copy of completed Title Application showing Daimler Trust as Owner and Daimler Title Co. as Lienholder. Use the following address for Daimler Trust as Owner: 13650 Heritage Pkwy, 1st Floor, Fort Worth, TX 76177. Use the following address for Daimler Title Co. : PO Box 279274, Sacramento, CA 95827. For state specific lienholder codes and addresses refer to the Information Notices under "Title P.O. Boxes and Addresses Updated" which



can be located in the Notices Section on F&I Pro.

- Insurance Certificate listing Mercedes-Benz Financial Services USA LLC as loss payee for retail contracts and/or Daimler Trust as loss payee and additional insured for leases. Physical damage insurance for the greater of Actual Cash Value or the amount financed, with a deductible of not more than \$10,000 per unit and, if Leasing, combined single limit coverage of not less than \$1,000,000 Liability Insurance is also required
- Intercompany Lease Agreement between MRS BUS, INC. & MRS BUSSING, LLC & ALLTOWN BUS SERVICE, INC. (TFFF1996).
- Annual company prepared or better financial statements required within 90 days of FYE.
- Subordination agreements from First American Bank is required prior to funding any leases.
- Affidavit regarding Subletting for Mrs Bus, Inc., Mrs Bussing, LLC verifying that all DTF equipment is leased exclusively to Alltown Bus Service, Inc.

In order to better service your new account, we offer consolidated billing, AUTO-PAY® and online payment options. Please inform your contact at MIDWEST BUS SALES, INC. of your preference prior to taking delivery.

Please ship all contract packages to the following addresses:  
FedEx users: 4054 Willow Lake Blvd, Suite 2079, Memphis, TN 38153  
UPS or USPS users: 3268 Progress Way, Suite 2079, Wilmington, OH 45177

Notwithstanding the foregoing, Daimler Truck Financial may cancel this Approval at any time for any reason upon notice to Applicant. Further, Daimler Truck Financial has no obligation to fund if the Applicant is in default of any obligations owed to Mercedes-Benz Financial Services USA LLC.

Daimler Truck Financial is pleased to be the source for your equipment financing needs and looks forward to working with you. If you have any questions, please do not hesitate to contact Jason Sparkman at .

Sincerely,

Anthrone Pulliam  
Fleet Credit Analyst

Jason Sparkman  
District Finance Manager

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Wilmette Public Schools, District 39  
Transportation Services  
February 9, 2017

## Qualifications

Alltown Bus Service, Inc., is a School Bus Transportation company providing student transportation services in the Chicago Metropolitan Area since 1990. We provide full transportation service to many school districts and charter schools in the Chicago area.

Alltown was founded in 1990 by Greg Polan to serve the needs of children who attend the public schools in the Chicago area. Greg has been in the school bus transportation industry since 1978 and has been involved with the National School Transportation Association, as well as the Illinois State Transportation Association and is past President of the Chicago School Transport-Action Association.

Alltown currently has a fleet in excess of 400 buses and operates from four terminals located throughout the metro area. Alltown has efficiently operated from these facilities for many years and has continually expanded each to handle the increased demand. Our maintenance garages, adjacent land and office space at each location are more than sufficient to house all vehicles inside well lighted, completely fenced and secure areas with room for growth. In addition to our facilities, Alltown maintains a staff of managers, drivers and mechanics that are well trained, experienced and qualified to provide safe and dependable student transportation.

## Company Information:

Legal Name:	Alltown Bus Service, Inc.
Headquarters	7300 N. Saint Louis Avenue, Skokie, IL 60076
Principal place of business:	Chicago Metropolitan Area (see terminal facilities)
Legal Form:	Subchapter S Corporation
Principal Owner:	Greg Polan
Illinois Authorization:	Authorized and in good standing with the Secretary of State; File # D 5609-950-6

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**Alltown Bus Service, Inc.**

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Wilmette Public Schools, District 39  
Transportation Services  
February 9, 2017

## **Legal Actions & Litigation/Regulatory Proceedings List**

Within the past five years to present, Alltown Bus Service has not been involved in litigation or regulatory proceedings pertaining to contract disputes or negligence actions for:

- (i) school districts with which Alltown has been a party providing any type of pupil transportation services; or
- (ii) supplies, equipment or services of the type which are subject to the proposed contract with the Wilmette Public Schools; or
- (iii) non-compliance of Alltown's supplies, equipment and services, or Alltown's working conditions and employment practices, with OSHA and other applicable state and federal requirements; or
- (iv) any suits whereby an employee of Alltown was found to have mistreated pupils in any manner.

Additionally, neither Alltown, its shareholder nor any affiliated company has ever:

- a. been notified by any state Department of Public Safety that the Department considered revoking our pupil transportation license for violations of pupil transportation and/or school bus operating regulations.
- b. served probation from any Department of Public Safety.
- c. had a judgment for back taxes from any state or government agency.
- d. filed for bankruptcy protection.
- e. been charged through grand jury indictment or criminal information for bid rigging, conspiracy to commit bid rigging or other anti-competitive behavior or any other criminal action.

Claims resulting from the operation of vehicles are referred to our insurance carrier for defense and may include lawsuits seeking damages for personal injury or property damage. Following are the details for all open insurance proceedings.

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**Alltown Bus Service, Inc.**

Outstanding Claims Alltown Bus Service

Wilmette Public Schools, District 39							
Transportation Services							
2/9/2017							
<b>Legal Actions/Procedures - Insurance Claims</b>							
Successful claims made against Alltown - NONE							
Outstanding claims and pending dispositions against Alltown							
	<b>Plaintiff Name</b>	<b>Defendant Name</b>	<b>Claim #</b>	<b>Date of Proceeding</b>	<b>Name of Court</b>	<b>Court No.</b>	<b>Judgement Order</b>
1	Juana Martinez	Alltown Bus Service	1390059-156	3/14/13 complaint filed	Circuit Court of Cook County	13 L 2650	N/A
2	Wright-Way Rescue	Alltown Bus Service / Janice O'Leary	1149497	5/5/15 complaint filed	Circuit Court of Cook County	15 L 62022	N/A
3	Marisa Townsend	Alltown Bus Service / Kamel Fezoui	1221391	1/13/16 complaint filed	Circuit Court of Cook County	16 L 378	N/A
4	Helen Wright	Alltown Bus Service / Junior Brown	1160665	1/29/16 complaint filed	Circuit Court of Cook County	16 L 1005	N/A
5	Melissa Berry	Alltown Bus Service / Janie Morgan	1180252	9/16/16 complaint filed	Circuit Court of Cook County	16 L 8710	N/A
<b>Alltown Bus Service, Inc.</b>							

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Wilmette Public Schools, District 39  
Transportation Services  
February 9, 2017

## **Default on Contracts**

We are pleased and proud to inform Wilmette Public Schools, District 39 that in the company's 26 year history Alltown has never defaulted on a contract and no contract has ever been terminated prior to its original or extended term. The loss of any contract for regular transportation services for any District was the direct result of the normal bid process.

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**Alltown Bus Service, Inc.**

## Drug & Alcohol Policy & Compliance

The Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing of Safety-Sensitive transportation employees in the transportation industry. DOT publishes rules on who must conduct drug and alcohol test, how to conduct those tests and what procedures to use when testing. These regulations cover all transportation employers, safety-sensitive transportation employees and service agents. Encompassed in 49 Code of Federal Regulations (CFR) Part 40, the Office of Drug & Alcohol Policy & Compliance (ODAPC) publishes, implements and provides authoritative interpretation of these rules.

**Alltown Bus Service, Inc** is committed to be in compliance with 49CFR Part 40, and Section 6-106.1 (a) of the Illinois Vehicle Code **Zero Tolerance for School Bus Drivers** to maintain a drug & alcohol free workplace at all times. The following tests apply to all persons who are required to have a CDL for the type vehicle being operated:

**Pre-Employment:** This test is required and negative results must be received before a motor carrier allows a driver to perform a safety sensitive function. The pre-employment test is only required for controlled substances. Alcohol testing is permitted.

**Reasonable Suspicion:** This test is required when a trained supervisor/employer has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances.

**Random:** This unannounced testing is based on a random selection of drivers. The selection must be made by a scientifically valid method and all drivers covered by this rule must have an equal chance of being tested. The names of the drivers who are selected for testing must be kept confidential until such time that the carrier notifies the driver to take the test. Once the driver is notified, he/she must immediately proceed to the testing facility and undergo testing. Every driver's name that is selected for testing must be returned to the selection pool so that all drivers have an equal chance of being selected at any time.

Random alcohol testing is also required by the DOT. However, random alcohol tests can only be administered just prior to a driver performing a safety-sensitive function, while performing a safety-sensitive function, or just after performing a safety-sensitive function.

Random controlled substance tests can be conducted at any time the driver is notified.

**Post Accident:** This test applies to all CDL drivers who are involved in fatal crashes. The test must also be conducted on all CDL drivers who are cited for moving violations arising in a crash that requires a vehicle being towed or an injury requiring attention away from the scene. The alcohol test must be conducted within 8 hrs and the controlled substances test must be conducted within 32 hours of the crash.

**Return to Duty:** This type of test may vary, but is not performed for School Bus Drivers.

**Types of Testing:** Alcohol testing is accomplished by breath analysis.

Drug testing is accomplished by a split urine sample method of testing. The specimen is tested for marijuana, cocaine, opiates, amphetamines, and phencyclidine.

### General Policy Provisions:

The misuse or abuse of alcohol, controlled substances or prescription medications is prohibited. Any of the following actions constitutes a violation of Alltown Bus Service, Inc.'s Drug & Alcohol Policy and may subject an employee to disciplinary action including immediate termination:

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, on the premises, in owned vehicles, or on business.
- Working or reporting to work, conducting company business, or being on premises or in a company-owned, leased or rented vehicle while under the influence of an illegal drug, alcohol, or in an impaired condition.
- Switching, adulterating or attempting to tamper with any sample submitted for medical testing, or otherwise interfering or attempting to interfere with the process.

**Consequences of refusal to take a DOT drug test:**

As an employee, you have refused to take a drug test if you:

- a. fail to appear for any test.
- b. fail to remain at the testing site.
- c. fail to provide a urine specimen for any drug test required.
- d. fail to cooperate with any part of the testing process.

Any employee who refuses to take a company authorized drug and/or alcohol test shall incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations and be immediately removed from safety sensitive operations and shall forfeit continued employment.

Any employee having a "positive" drug/alcohol test shall be immediately removed from safety sensitive operations and shall forfeit continued employment.

If the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Any employee who is convicted of violating a criminal statute pertaining to drug and/or alcohol must notify the Human Resources Department within five days after conviction.

**VERIFICATION OF EMPLOYEE NOTIFICATION**

**I have read and understand Alltown Bus Service Inc.'s substance abuse policies and the consequences of non-compliance.**

**Name:** \_\_\_\_\_

**(please print)**

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_





**ALLTOWN BUS SERVICE, INC.**  
**Drug and Alcohol Testing Program**

**DRUG TESTING POLICY**

Alltown Bus Service complies with all Federal and State regulations for drug and alcohol testing. Simply stated, any driver who possess a Commercial Driver's License (CDL) must be tested for both alcohol and drugs. This policy has been implemented to comply with the rules and regulations of the United States Department of Transportation (DOT) which issues regulations governing the safe transportation of children and other transportation entities.

**DEFINITIONS:**

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol 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 Use: The consumption of any beverage, mixture or preparation including any medication containing alcohol.

Commercial Motor Vehicle (CMV): A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property in the motor vehicle

- (1) Has a gross combination weight rating of 26001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds or
- (2) Has a gross vehicle weight of 26001 or more pounds
- (3) Is designed to transport 16 or more passengers, including the driver.

Confirmation Test: For alcohol testing means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration. For controlled substances testing means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/Mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

Driver: Means any person who operates a commercial motor vehicle. This includes but is not limited to; full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers, and independent owner-operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.

**ALLTOWN BUS SERVICE, INC.**  
**Drug and Alcohol Testing Program (continued)**

**DEFINITIONS (cont):**

Driver (cont): For the purposes of pre-employment/pre-duty testing only, the term driver includes a person applying to an employer to drive a commercial motor vehicle.

Performing (a safety sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Refusal to submit to an alcohol or controlled substances test) means that a driver

- (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this part.
- (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part or,
- (3) engages in conduct that clearly obstructs the testing process.

Random: A urinalysis or a breath test or other diagnostic test for the purpose of determining the presence of controlled substances or the level of alcohol in the tested subjects system. The employer must randomly select drivers to be tested throughout the year so that at the end of the calendar year at least 50% of the average number of drivers employed throughout the calendar year have been tested for controlled substances and 10% tested for alcohol use.

Reasonable Suspicion: An employer must require a driver to submit to a controlled substance test if the employer has "reasonable suspicion" to believe that the driver has violated the prohibitions of Subpart B concerning controlled substances. Subpart B states:

- (a) "No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances. EXCEPT when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV."
- (b) "No employer having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function."
- (c) "An employer may require a driver to inform the employer of ANY therapeutic drug use."

**ALLTOWN BUS SERVICE, INC.**  
**Drug and Alcohol Testing Program (continued)**

**DEFINITIONS (cont):**

Reasonable Suspicion (cont):

Signs that may lead to reasonable suspicion but are not limited to are:

1. A sudden change, usually for the worse (change in attitude, work performance or behavior).
2. An "I don't care attitude
3. Deteriorating or erratic performance
4. Hang-over symptoms
5. Drug culture jargon
6. Secretive behavior
7. Changes in personal appearance and hygiene
8. Sleeping on the job
9. Excessive tardiness

Safety-Sensitive Function Means any of on-duty functions.

Screening Test (also known as initial test) in alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Substance Abuse Professional (SAP): A licensed physician (Medical Doctor or Doctor of Osteopathy, or a licensed or certified psychologist, Social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorder.

Post-Accident Testing Is to be performed as soon as possible following an accident. For alcohol, testing will be performed within two hours but no later than eight hours after an accident. For controlled substances, testing will be performed within eight hours and no later than 32 hours after the accident.

**ALLTOWN BUS SERVICE, INC.**  
**Controlled Substances Testing Policy**

It is the policy of Alltown Bus Service that its employees and business locations be drug free. The possession of controlled substances by employees is prohibited while on the job. Alltown management is taking part in the national goal of creating a drug free transportation environment.

The company's controlled substances policy follows the Department of Transportation and State regulations for commercial vehicle drivers. Simply stated, any driver who possesses a Commercial Driver's License (CDL) must be tested for controlled substances.

**TYPES OF TESTING**

1. Pre-Employment
2. Random
3. Reasonable Suspicion
4. Post-Accident
5. Return to Duty
6. Follow-Up Testing

Pre-Employment: No employer may permit an employee to perform a safety-sensitive function until the employee has been tested for controlled substances and the employer has received the negative test result from the physician.

Random: The Random Drug Test consists of a urinalysis test for Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine and any/all drugs required by statute. The criteria for random selection will be based on neutral factors. Alltown Bus Service uses a computer program which lists all employees and the program generates a list showing those employees to be tested. There will be 50% of the drivers tested in a twelve month period of time (spread evenly) from January 1 - December 31. A company official will notify an employee when his or her name has been selected and will instruct the employee to report immediately to a collection site for provision of a urinalysis test. Drivers who have been chosen for a random test must proceed immediately to the test site. The only exception would be a driver who is performing a safety-sensitive function. In that case, the employer must ensure that the driver cease performing the safety-sensitive function and proceed to the test site as soon as possible.

Since random drug testing is a major deterrent to substance misuse, the DOT is very concerned that the random selection of drivers and the dates tested be spread throughout the year.

Reasonable Suspicion Testing: An employer must require a driver to submit to a controlled substance test if the employer has a "reasonable suspicion" to believe that the driver has violated the prohibitions of Subpart B concerning controlled substances.

**ALLTOWN BUS SERVICE, INC.**  
**Controlled Substances Testing Policy (continued)**

Reasonable Suspicion Testing (cont):

Subpart B states:

- (A) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances. EXCEPT when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.
  
- (B) No employer having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function.
  
- (C) "An employer may require a driver to inform the employer of ANY therapeutic drug use.

Post-Accident Testing If a driver is involved in an accident while operating a CMV and the accident resulted in:

1. Loss of human life or,
  
2. A citation to the driver for a moving traffic violation,

A controlled substance test must be performed on the surviving driver within 32 hours. An alcohol test must be performed within 2 hours but no later than 8 hours of the accident.

Return to Duty Testing: If a driver has been relieved of duty due to a prohibited practice as outlined in Subpart B pertaining to controlled substance use, that driver is required to undergo a return-to-duty test which results in a negative test result before he/she can return-to-duty in a safety-sensitive function.

Follow-Up Testing: When it has been determined that a driver has participated in a prohibited conduct as outlined in Subpart B, that driver is then removed from any safety-sensitive functions and is referred to a substance abuse professional.

**ALLTOWN BUS SERVICE, INC.**  
**Alcohol Testing Policy**

It is the policy of Alltown Bus Service that its employees and business locations be alcohol free. The use of alcohol by employees is prohibited within (4) hours the beginning of work hours. Alltown is taking part in the national goal of creating an alcohol free transportation environment.

Alltown's alcohol use policy follows the Department of Transportation and State regulations for commercial vehicle drivers. Simply stated, any driver who possesses a Commercial Driver's License (CDL) must be tested for Alcohol misuse.

**TYPES OF TESTING**

1. Pre-Employment Testing
2. Random
3. Reasonable Suspicion
4. Post-Accident
5. Return to Duty
6. Follow-Up Test

Pre-employment: No employer may permit an employee to perform a safety-sensitive function until the employee is tested for alcohol use and the results are negative.

Random Alcohol Testing: Employees are subject to unannounced random alcohol testing, the company will periodically select employees at random for testing. The criteria for random selection will be based on neutral factors. DHT Transportation uses a computer program which lists all employees and the program generates a list showing those employees to be tested. There will be 10% of the drivers tested in a twelve month period of time (spread evenly) from January 1st to December 31st. A company official will notify an employee when his or her name has been selected and will instruct the employee to report immediately to a collection site for provision of a breathalyzer test.

Reasonable Suspicion: An employer must require a driver to submit to an alcohol test if the employer has "reasonable suspicion" to believe that the driver has violated the prohibitions of "Subpart B" concerning alcohol misuse which states:

Alcohol concentration

No driver shall report for duty or remain on any duty requiring the performance of a safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No employer having actual knowledge that a driver has an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.

Post-Accident: If a driver is involved in an accident while operating a CMV and the accident resulted in:

**ALLTOWN BUS SERVICE, INC.**  
**Alcohol Testing Policy (continued)**

Post-Accident (cont):

1. Loss of life, or a
2. Citation to the driver for a moving traffic violation,

An alcohol test must be performed on the surviving driver as soon as practical. It should be administered within two hours and no longer than eight hours.

Return to Duty: If a driver has been relieved of duty due to a prohibition practice as outlined in "Subpart B" pertaining to alcohol misuse, that driver is required to undergo a return-to-duty test which indicates an alcohol concentration of less than 0.02 before he/she can return to duty in a safety-sensitive function.

Following-Up Testing: Regulations require that the driver be subject to unannounced follow-up alcohol testing as directed by the substance abuse professional.



**Alltown Bus Service Current Contracts**

**CHICAGO BOARD OF EDUCATION/PUBLIC SCHOOLS** 773-553-2860  
Dept. of Student Transportation  
125 S. Clark  
Chicago, IL 60603  
Contact: Kevin Mc Guire

Service: Over 300 Routes for Public and Non Public Schools  
Including 100 handicapped and special needs buses  
1991 to present

**NEW TRIER HIGH SCHOOLS DISTRICT 203** 847-784-3408  
7 Happ Road  
Northfield, IL 60093  
Contact: Cheryl L. Wortham

Service: 12 Routes for Public Schools  
2003 to present

**GLENCOE PUBLIC SCHOOLS DISTRICT 35** 847-935-7830  
620 Greenwood Road  
Glencoe, IL 60022  
Contact: Jason Edelheit

Service: 9 Routes for Public Schools  
2003 to present

**COOK COUNTY SCHOOL DISTRICT 152** 708-333-0300  
16001 Lincoln Avenue  
Harvey, IL 60426  
Contact: Dr. Kevin Nohelty

Service: 33 Routes for Public Schools  
2012 to present

**WEST HARVEY-DIXMOOR SCHOOL DISTRICT 147** 708-339-9500  
191 W 155<sup>th</sup> Place  
Harvey, IL 60426  
Contact: Tonisha Sibley

Service: 26 Routes for Public Schools  
2012 to present

**Alltown Bus Service References (cont)**

**GLENVIEW SCHOOL DISTRICT 34**

847-998-5000

1401 Greenwood Road  
Glenview, IL. 60026  
Contact: Eric Miller

Service: 47 Buses (approximately 115 AM Routes, 114 PM Routes)  
Sept.2014 to present

**EAST MAINE SCHOOL DISTRICT 63**

847-299-1900

10150 Dee Road  
Des Plaines, IL. 60016  
Contact: David Bein

Service: 11 Buses (approximately 17 AM Routes, 15 PM Routes)  
Sept.2015 to present

**EVANSTON TOWNSHIP HIGH SCHOOL DISTRICT 202**

847-424-7104

1600 Dodge Ave.  
Evanston, IL 60201  
Contact: Mary Rodino

Service: Charter and Athletic Transportation  
2007-2009, 2011 to present

**FOREST PRESERVES OF COOK COUNTY**

312-603-8954

69 West Washington Street  
Chicago, IL 60602  
Contact: Various

Service: Charter Transportation  
2015 to present

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Wilmette Public Schools, District 39  
Transportation Services  
February 9, 2017

## **Plans to Secure Buses**

We have contacted our vehicle suppliers regarding the availability of buses for any increase in the number of additional units required and for general fleet upgrades prior to the 2017/2018 school year. Attached is a list of the buses in our current fleet that are five years old or newer.

Submitted under Tab 4 you will find information on our financial resources including our equipment line of credit. This information will demonstrate our ability to purchase the vehicles necessary to provide the service levels offered with this Bid submission.

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**Alltown Bus Service, Inc.**

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Wilmette Public Schools, District 39  
Transportation Services  
February 9, 2017

## **Insurance**

Attached are copies of Alltown's current certificates of insurance. Upon award of the contract, all insurance coverage relating to the buses, employees and operations involved in the performance of the Wilmette Public Schools, District 39 contract will be modified to meet the requirements (as needed) according to the bid specifications.

---

**Alltown Bus Service, Inc.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/28/2016

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 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).

<b>PRODUCER</b> P.A. Post Agency, LLC One International Blvd. Suite 405 Mahwah NJ 07495-0025		<b>CONTACT NAME:</b> Keith Adams <b>PHONE (A/C, No, Ext):</b> (201)252-3010 <b>FAX (A/C, No):</b> (201)252-3011 <b>E-MAIL ADDRESS:</b> kadams@postfinancial.com															
<b>INSURED</b> Alltown Bus Service, Inc. MRS Bus, Inc. and MRS Bussing, LLC 7300 N. Saint Louis Ave Skokie IL 60076		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: National Interstate Ins Co</td> <td>32620</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: National Interstate Ins Co	32620	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:																	
INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

**COVERAGES**

CERTIFICATE NUMBER: 16-17 MASTER

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, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			SPG 3600225-04	5/1/2016	5/1/2017	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			SPA3600225-04	5/1/2016	5/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			SPX3600225-04	5/1/2016	5/1/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	EXCESS AUTO LIABILITY			SPX3600226-05	5/1/2016	5/1/2017	5,000,000 XS 10,000,000
A	EXCESS AUTO LIABILITY			SPX3600227-04	5/1/2016	5/1/2017	5,000,000 XS 15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED, BUT ONLY AS RESPECTS THE OPERATIONS OF THE NAMED INSURED,

**CERTIFICATE HOLDER****CANCELLATION**

WILMETTE PUBLIC SCHOOLS DISTRICT 39 C/O DR. CRYSTAL LEROY 615 LOCUST ROAD WILMETTE, IL 60091	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 Keith Adams/JLS <i>Keith B. Adams</i>
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/06/2017

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.

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PRODUCER  <b>SHRIVER-CAPACITY INSURANCE AGENCY LLC</b> ONE OAK BROOK TERRACE SUITE 209 OAK BROOK TERRACE, IL 60181 PH# 630-833-0480 FX#630-833-0876	CONTACT NAME <b>VICKI CARVER</b>	PHONE (A/C No. Ext): <b>630-833-0480</b>	FAX (A/C No.): <b>630-833-0876</b>
	E-MAIL ADDRESS: <b>VICKI@SHRIVERINSURANCE.COM</b>		
INSURED  <b>ALLTOWN BUS SERVICE, INC.</b> 7300 N. ST. LOUIS SKOKIE, IL 60076	INSURER(S) AFFORDING COVERAGE <b>INSURER A: ICW (INS COMPANY OF THE WEST)</b>		NAIC # <b>27847</b>
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES      CERTIFICATE NUMBER: 100342      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, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	WIL5032972	2/15/16	2/15/17	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER  <b>WILMETTE PUBLIC SCHOOLS, DISTRICT #39</b> 615 LOCUST ROAD WILMETTE, IL 60091	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  

# ALLTOWN BUS SERVICE



Bus #	Year	Make	CAP	VIN	IL License	Body	Trans	Fuel	Ins
17401	2017	FRT	40	4UZABRDU4HCHV7928	92024S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17402	2017	FRT	40	4UZABRDU6HCHV7929	92021S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17403	2017	FRT	40	4UZABRDU2HCHV7930	92022S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17404	2017	FRT	40	4UZABRDU4HCHV7931	92023S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17405	2017	FRT	40	4UZABRDU6HCHV7932	92014S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17406	2017	FRT	40	4UZABRDU8HCHV7933	92012S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17407	2017	FRT	40	4UZABRDUXHCHV7934	92011S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17408	2017	FRT	40	4UZABRDU1HCHV7935	92010S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17409	2017	FRT	40	4UZABRDU3HCHV7936	92020S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17410	2017	FRT	40	4UZABRDU5HCHV7937	92013S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17501	2017	FRT	71	4UZABRDU5HCHS5943	92019S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17502	2017	FRT	71	4UZABRDU7HCHS5944	92018S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17503	2017	FRT	71	4UZABRDU9HCHS5945	92017S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17504	2017	FRT	71	4UZABRDU0HCHS5946	92016S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17505	2017	FRT	71	4UZABRDU2HCHS5947	92026S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17506	2017	FRT	71	4UZABRDU4HCHS5948	92025S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17507	2017	FRT	71	4UZABRDU6HCHS5949	92029S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17508	2017	FRT	71	4UZABRDU2HCHS5950	92028S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>

Bus #	Year	Make	CAP	VIN	IL License	Body	Trans	Fuel	Ins
17509	2017	FRT	71	4UZABRDU4HCHS5951	92027S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
17510	2017	FRT	71	4UZABRDU6HCHS5952	92015S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15401	2015	FRT	40	4UZABRDU1FCFY6679	83631S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15402	2015	FRT	40	4UZABRDU5FCFY6684	83629S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15403	2015	FRT	40	4UZABRDU8FCFY6677	83628S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15404	2015	FRT	40	4UZABRDU8FCFY6680	83632S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15405	2015	FRT	40	4UZABRDU1FCFY6665	83633S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15406	2015	FRT	40	4UZABRDUXFCFY6678	83630S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15407	2015	FRT	40	4UZABRDUXFCFY6681	83635S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15408	2015	FRT	40	4UZABRDU1FCFY6682	83626S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15409	2015	FRT	40	4UZABRDU3FCFY6683	83634S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15410	2015	FRT	40	4UZABRDU0FCFY6673	83627S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15411	2015	FRT	40	4UZABRDU5FCFY6667	86193S	Thomas	Auto	Dioese	<input checked="" type="checkbox"/>
15412	2015	FRT	40	4UZABRDU8FCFY6663	83876S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15413	2015	FRT	40	4UZABRDU3FCFY6666	86441S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15414	2015	FRT	40	4UZABRDU5FCFY6670	86195S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15415	2015	FRT	40	4UZABRDU7FCFY6668	86194S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15416	2015	FRT	40	4UZABRDUXFCFY6664	86192S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15417	2015	FRT	40	4UZABRDU6FCFY6662	83874S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15418	2015	FRT	40	4UZABRDU2FCFY6674	83875S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>



Bus #	Year	Make	CAP	VIN	IL License	Body	Trans	Fuel	Ins
15419	2015	FRT	40	4UZABRDU4FCFY6661	83877S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15420	2015	FRT	40	4UZABRDU9FCFY6669	86442S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15421	2015	FRT	40	4UZABRDU2FCFY6660	83878S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15422	2015	FRT	40	4UZABRDU4FCFY6675	86198S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15423	2015	FRT	40	4UZABRDU6FCFY6676	86199S	Thomas	Auto	DIESE	<input checked="" type="checkbox"/>
15424	2015	FRT	40	4UZABRDU7FCFY6671	86196S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15425	2015	FRT	40	4UZABRDU9FCFY6672	86197S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15426	2015	FRT	40	4UZABRDU1FCGJ7980	86189S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15427	2015	FRT	40	4UZABRDU3FCGJ7981	86188S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15428	2015	FRT	40	4UZABRDU7FCGJ7983	86186S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15429	2015	FRT	40	4UZABRDU5FCGJ7982	86187S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15430	2015	FRT	40	4UZABRDU9FCGJ7984	86477S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15601	2015	FRT	65	4UZABRDU0FCFX0439	80350S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15602	2015	FRT	65	4UZABRDU2FCFX0443	80349S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15603	2015	FRT	65	4UZABRDU9FCFY4002	80348S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15604	2015	FRT	65	4UZABRDU0FCFY4003	80347S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15701	2015	FRT	71	4UZABRDU1FCFX0451	80346S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15702	2015	FRT	71	4UZABRDU9FCFX0455	80345S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
15703	2015	FRT	71	4UZABRDU0FCFY4079	80322S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14601	2014	FRT	65	4UZABRDU7ECFF9738	82751S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>

Bus #	Year	Make	CAP	VIN	IL License	Body	Trans	Fuel	Ins
14602	2014	FRT	65	4UZABRDU9ECFF9739	82753S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14603	2014	FRT	65	4UZABRDU5ECFF9740	82754S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14604	2014	FRT	65	4UZABRDU3ECFF9736	82744S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14605	2014	FRT	65	4UZABRDU0ECFF9743	82745S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14606	2014	FRT	65	4UZABRDU2ECFF9744	82746S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14607	2014	FRT	65	4UZABRDU8ECFF9747	82747S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14609	2014	FRT	65	4UZABRDU4ECFF9857	89385S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14610	2014	FRT	65	4UZABRDU6ECFF9858	89384S	Thomas	Aquto	Diesel	<input checked="" type="checkbox"/>
14611	2014	FRT	65	4UZABRDU0ECFF9855	89386S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
14612	2014	FRT	65	4UZABRDUXECFF9863	89382S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13201	2013	Chevy24		1GB3G3BL8D1190720	83667S	Collins	Auto	Diesel	<input checked="" type="checkbox"/>
13202	2013	Chevy24		1GB3G3BL5D1190576	83668S	Collins	Auto	Diesel	<input checked="" type="checkbox"/>
13203	2013	CHEV24		1GB6G5BL1D1140685	93504S	Collins	Auto	Diesel	<input checked="" type="checkbox"/>
13204	2013	CHEV24		1GB6G5BLXD1140197	93503S	Collins	Auto	Diesel	<input checked="" type="checkbox"/>
13205	2013	CHEV24		1GB6G5BL8D1139145	93502S	Collins	Auto	Diesel	<input checked="" type="checkbox"/>
13206	2013	CHEV24		1GB6G5BL5D1140236	93501S	Collins	Auto	Diesel	<input checked="" type="checkbox"/>
13501	2013	FRT	71	4UZABRDU1DCBT1263	74353S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13502	2013	FRT	71	4UZABRDU8DCBT1275	74351S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13503	2013	FRT	71	4UZABRDUXDCBT1276	74352S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13504	2013	FRT	71	4UZABRDU2DCBT1336	74355S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>

Bus #	Year	Make	CAP	VIN	IL License	Body	Trans	Fuel	Ins
13505	2013	FRT	71	4UZABRDU0DCBT1366	74354S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13506	2013	FRT	71	4UZABRDU2DCBT1238	82737S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13507	2013	FRT	71	4UZABRDU4DCBT1239	82748S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13508	2013	FRT	71	4UZABRDU0DCBT1240	82750S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13509	2013	FRT	71	4UZABRDU2DCBT1241	82749S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13510	2013	FRT	71	4UZABRDU4DCBT1242	82755S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13511	2013	FRT	71	4UZABRDU9DCBT1284	82752S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13512	2013	FRT	71	4UZABRDU0DCBT1349	86190S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13513	2013	FRT	71	4UZABRDU0DCBT1352	86482S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13514	2013	FRT	71	4UZABRDU5DCBT1346	80293S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
13515	2013	FRT	71	4UZABRDU9DCBT1351	86200S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12501	2012	FRT	71	4UZABRDU7CCBA2232	66547S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12502	2012	FRT	71	4UZABRDU9CCBA2233	66548S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12503	2012	FRT	71	4UZABRDU0CCBA2234	66549S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12504	2012	FRT	71	4UZABRDU2CCBA2235	66550S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12505	2012	FRT	71	4UZABRDU4CCBA2236	67913S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12506	2012	FRT	71	4UZABRDU6CCBA2237	67915S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12507	2012	FRT	71	4UZABRDU8CCBA2238	67916S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12508	2012	FRT	71	4UZABRDUXCCBA2239	68049S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12509	2012	FRT	71	4UZABRDU6CCBA2240	68015S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>

Bus #	Year	Make	CAP	VIN	IL License	Body	Trans	Fuel	Ins
12510	2012	FRT	71	4UZABRDU8CCBA2241	68016S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12511	2012	FRT	71	4UZABRDUXCCBA2242	68047S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12512	2012	FRT	71	4UZABRDU1CCBA2243	68048S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12513	2012	FRT	71	4UZABRDU3CCBA2244	68032S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12514	2012	FRT	71	4UZABRDU5CCBA2245	67983S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12515	2012	FRT	71	4UZABRDU7CCBA2246	68034S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12516	2012	FRT	71	4UZABRDU9CCBA2247	68035S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12517	2012	FRT	71	4UZABRDU0CCBA2248	68033S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12518	2012	FRT	71	4UZABRDU2CCBA2249	67917S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12519	2012	FRT	71	4UZABRDU9CCBA2250	67918S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12520	2012	FRT	71	4UZABRDU0CCBA2251	67919S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12521	2012	FRT	71	4UZABRDU2CCBA2252	67920S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12522	2012	FRT	71	4UZABRDU4CCBA2253	68036S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12523	2012	FRT	71	4UZABRDU6CCBA2254	74283S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12524	2012	FRT	71	4UZABRDU8CCBA2255	80295S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12525	2012	FRT	71	4UZABRDUXCCBA2256	80294S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12526	2012	FRT	71	4UZABRDU7CCBA2263	82738S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12527	2012	FRT	71	4UZABRDU1CCBA2257	86439S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12528	2012	FRT	71	4UZABRDU3CCBA2258	86191S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12529	2012	FRT	71	4UZABRDU1CCBA2209	86445S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>

Bus #	Year	Make	CAP	VIN	IL License	Body	Trans	Fuel	Ins
12530	2012	FRT	71	4UZABRDU1CCBA2212	86449S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12531	2012	FRT	71	4UZABRDU3CCBA2213	86481S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12532	2012	FRT	71	4UZABRDU8CCBA2210	86446S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12533	2012	FRT	71	4UZABRDUXCCBA2211	86440S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12534	2012	FRT	71	4UZABRDU5CCBA2231	86479S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12535	2012	FRT	71	4UZABRDU0CCBA2296	86478S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12536	2012	FRT	71	4UZABRDU5CCBA2293	86448S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
12537	2012	FRT	71	4UZABRDU7CCBA2294	86444S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
11201	2011	GMC	24	1GD675BL5B1164685	86447S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
11301	2011	IC	35	4DRAPSKK3BB266030	71536S	BE	Auto	Diesel	<input checked="" type="checkbox"/>
11302	2011	IC	35	4DRAPSKK5BB266031	71537S	BE	Auto	Diesel	<input checked="" type="checkbox"/>
11303	2011	IC	35	4DRAPSKK7BB266032	71538S	BE	Auto	Diesel	<input checked="" type="checkbox"/>
11304	2011	IC	35	4DRAPSKK9BB266033	71539S	BE	Auto	Diesel	<input checked="" type="checkbox"/>
11305	2011	IC	35	4DRAPSKK0BB266034	71540S	BE	Auto	Diesel	<input checked="" type="checkbox"/>
11310	2011	GMC	14	1GD675BL2B1111877	88843S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
11311	2011	GMC	14	1GD675BL7B1113494	88842S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
11401	2011	FRT	24	4UZABRDU1BCAR8360	67886S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
11402	2011	FRT	24	4UZABRDU3BCAR8361	67845S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
11403	2011	FRT	24	4UZABRDU5BCAR8362	67843S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>
11404	2011	FRT	24	4UZABRDU7BCAR8363	67844S	Thomas	Auto	Diesel	<input checked="" type="checkbox"/>

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Wilmette Public Schools, District 39  
Transportation Services  
February 9, 2017

## **Special Needs Transportation and Experience**

Over 80% of the routes serviced by Alltown for the Chicago Public Schools (“CPS”) are for special education students. More than 80 wheelchair equipped buses are provided for the CPS contract. In addition, our current contracts with Districts 63, 147 and 152 all include transportation for special needs students (see Tabs 3 & 9)

Alltown provided service to the Niles Township Department of Special Education (“NTDSE”) from 1996 through 2007. This was a consortium of ten (10) districts jointly providing special education services to their students at both in-district and out-of-district locations.

Special attention is given to our drivers during their initial training and all in-service instruction for transporting special needs students. This includes, but is not limited to, students with disabilities, proper wheelchair and safety vest securement and student management. See the attached driver training program for more detail.

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**Alltown Bus Service, Inc.**

The primary objective of the Safety and Training Department is to ensure that all school bus drivers employed by Alltown Bus Service, Inc., perform their prescribed duties in a manner that is safe and efficient. To perform these duties the drivers must be properly trained. Our training process includes, but is not limited to:

- ◆ All new applicants must provide us with a current copy of their Motor Vehicle Report
- ◆ Meet or exceed all requirements for school bus drivers as prescribed by the State of Illinois, including completion of all written and road test for CDL Drivers
- ◆ Completion of the State Board of Education Initial Class
- ◆ Upon completion, driver applicants are assigned to train with one of our nine (9) State Certified Safety Officers. During the training process applicants are taught all essential elements needed to become safe, efficient and effective school bus drivers.
- ◆ Driver applicants receive behind the wheel training as well as classroom training. These elements include but are not limited to the following:

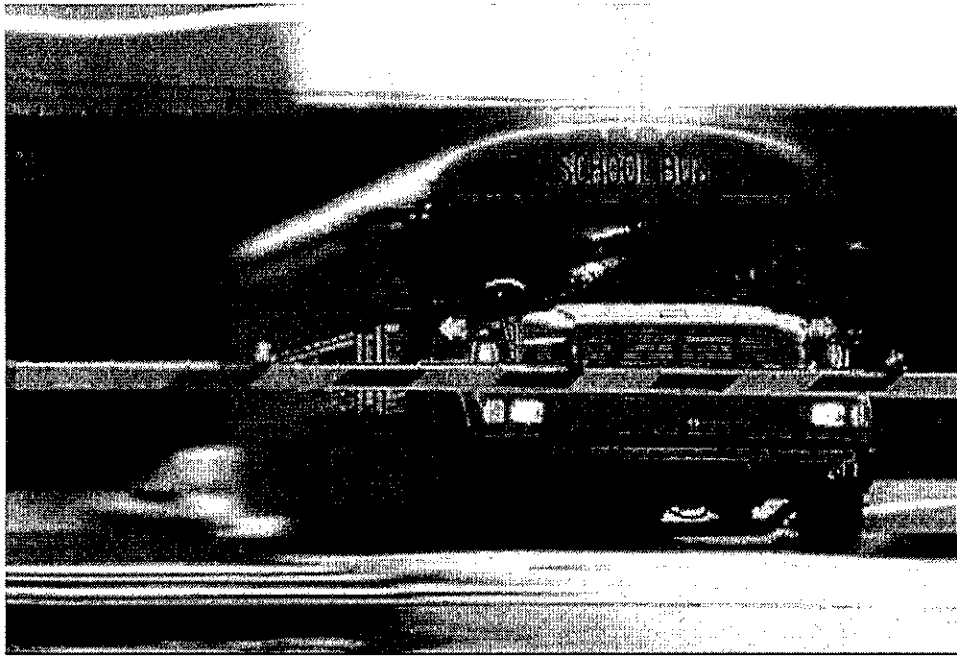
- ◆ Proper Pre-Trip Inspection
- ◆ Loading and unloading
- ◆ Transporting Students with Disabilities
- ◆ Proper Wheelchair and Safety Vest Securement
- ◆ Proper turns and use of signals
- ◆ Railroad Crossing
- ◆ Backing
- ◆ Evacuation
- ◆ First Aid
- ◆ Student Management
- ◆ Defensive Driving Skills

Alltown Bus Service, Inc. is committed to school bus driver safety. Once an applicant has received a CDL with necessary endorsements, the training process does not stop. All drivers are required to complete yearly behind-the wheel retraining and are further required to attend monthly safety meetings. During these safety meetings we cover all areas of school bus safety including re-enactment and mock simulations.

Our Safety classes are taught by our Director of Safety and Training, who in addition to having over ten years of school bus experience, is also a Certified Instructor for the Illinois State Board of Education, School Bus Division and a national speaker on the importance of School Bus Safety.

Please read the manual for a complete description of our Training and Safety Program.

## INTRODUCTION



**WAYNE FORDON**  
**DIRECTOR OF SAFETY & TRAINING**

Welcome to Alltown Bus Service's Driver Training Process. During training you will be absorbing a great deal of information. We have prepared this training manual as a helpful guide for you and for us. Our trainers are individuals and have their own unique way of presenting information to you. In the process of learning new information there are bound to be questions that are not answered unless you ask. It is necessary for the best results during training that there is a give and take dialogue between the trainer and the student. Our goal, with your help, is to gain a safe, knowledgeable, professional school bus driver.

GOOD LUCK!



## SCHOOL BUS DRIVER TRAINING PROGRAM

Alltown Bus Service, Inc. maintains a high standard of service to its customers. Alltown considers the training of its school bus drivers to be of the greatest importance in maintaining our high standards of service. At the present time, Alltown employs nine (9) trainers who have a third party license issued by the Secretary of State. These employees are responsible for the behind the wheel initial training of our new hires as well as all on going road training. In addition to road training, all of our new drivers receive initial classroom instruction conducted by our training staff. New hires must also attend a company orientation meeting given by the president of Alltown. All drivers are required to complete yearly defensive driver retraining. Additionally, throughout the year all of our drivers are required to attend company meetings, in-services, and safety meetings, all of which provide for ongoing classroom instruction.

### 1.

#### INITIAL TRAINING FOR NEW HIRES

- A. Minimum of 60 hours behind the wheel training including:
  - 1. Pre-Trip/Post Trip Inspections
  - 2. Reference Point Driving, Defensive Driving and Corner Turning Procedures
  - 3. Railroad Crossings
  - 4. Loading and Unloading Procedures
  - 5. Use of Emergency Signaling equipment and Bus Evacuation Procedures
  - 6. Minimum of two (2) "dry-runs" of your route with the Road Supervisors and/or Trainers including Route Interpretation
  - 7. 2-Way Radio Usage
  - 8. Lift Operation and Wheel Chair Securement
  - 9. Basic First Aid Procedures
  - 10. Accident & Incident Procedures
- B. Orientation - School Bus Driver Employee Manual
  - 1. Wages/Benefits
  - 2. School Bus Driver Responsibilities
  - 3. Alltown Bus Service Rules and Regulations
  - 4. Alltown Bus Service Disciplinary Rules
  - 5. School and Park District Policies and Procedures
- C. Minimum eight (8) hour classroom instruction - School Bus Driver Training Manual
  - 1. Pre-Trip/Post Trip Walk Throughs
  - 2. Special Operational Requirements of School Buses
  - 3. City, State and Federal School Bus Operational Laws and Requirements
  - 4. Safe Driving Practices – Defensive Driving
  - 5. Loading and Unloading Procedures --
    - A. The Danger Zone
    - B. Drawstring Awareness
    - C. Wheel Chair Securement and Lift Operation
  - 6. Railroad Crossings
  - 7. Use of the two-way radio
  - 8. Accident and Incident Procedures
    - A. Hazard/Accident Avoidance
    - B. Bus Evacuation
  - 9. Student Management
  - 10. Sensitivity Training for Students with Special Needs
  - 11. Understanding City Directions and Addresses/Route Itinerary
  - 12. First Aid
  - 13. Prevention of the Spread of Infectious Diseases by Body Fluids

## SCHOOL BUS DRIVER TRAINING PROGRAM (cont.)

### I. CONTINUED IN-SERVICE TRAINING THROUGHOUT THE SCHOOL YEAR

Throughout the school year all School Bus Drivers are required to attend a minimum of ten (10) hours of continual training. Included in this training are the quarterly safety meetings conducted by our Safety Supervisors and Bi-Monthly In-Service Meetings. Safety Meetings and In-Services will review any topics covered at the eight-hour initial training class and any new incidents and concerns we at Alltown feel need to be discussed. Loading and Unloading Procedures and Post-Trip Walk Throughs are reviewed at all Safety Meetings and In-Services. Topics at these meetings include but are not limited to the following:

- A. Student behavior management
- B. Defensive driving
- C. Emergency Evacuations
- D. Railroad Crossings
- E. Loading and Unloading Procedures -- including the Danger Zone
- F. Post Trip Walk Throughs
- G. 2-Way Radio Usage
- H. Department of Transportation (DOT) log
- I. Charter (Field Trip) Training

### III. RETRAINING WHEN NECESSARY

The Safety Supervisors, Training Staff and Managers may at any time request retraining for a School Bus Driver if they feel there is a need for such retraining. Examples of retraining situations include but are not limited to the following:

- A. Post- Accidents
- B. Post-Incidents
- C. "Check Rides" by Road Supervisors
- D. Driving complaints

### IV. LUNCH CLUB MEETING

All School Bus Drivers are required to attend one lunch meeting with management every school year. These meetings are a good chance for the School Bus Driver to voice any concerns he/she may have regarding his/her duties as a School Bus Driver or his/her employment at Alltown Bus Service, Inc.

## PRETRIP YOUR BUS

Each day that a school bus is operated the driver will conduct a pretrip inspection. The pretrip consists of inspecting the mechanical and safety equipment on the bus. The law requires this pretrip inspection.

If there is only one driver that uses the bus all day then only one pretrip inspection is required. If more than one driver uses the bus in a day then each driver is required to perform a pretrip inspection. If a replacement bus is given to a driver on any day, for a break down, or for any other reason then another pretrip inspection is required.

**Any time that a pretrip inspection is preformed a pretrip inspection form must be filled out.**

There is a portion of the pretrip that can be completed by someone other than the driver. That portion of the pretrip includes, fluids and belts and wiring. However, the person performing that inspection must sign off on that portion of the pretrip inspection form. If that person does not sign off on that portion, then the driver's signature indicates that the driver took care of that aspect of the pretrip inspection.

A pretrip inspection book will remain in the bus at all times. Once a pretrip book has been completed it remains in the bus for an additional 30 days (it took 30 days to complete) which means that the pretrip inspection book remains in the bus for a 60-day period of time in all. Once the second pretrip book has been completed, the first book will be turned in to the office where it will be stored for a minimum of six months.

The pretrip inspection starts as you are approaching the bus for the first time that day. Look under the bus for leaks and if there are any leaks talk to a supervisor. Also check the general condition of the bus; look for things like low or flat tires, broken springs or shocks, dents and scratches on the bus.

### I. START THE PRETRIP

Stand back (approximately 10 feet) from the front of the bus so that you can see from the top of the bus to the bottom. Make sure that the bus is level.

#### A. FRONT OF THE BUS

Check radio antenna

Check School Bus Decal to make sure that it is clean and readable.

Check clearance lights and yellow lights (clean and no broken or missing lenses)

Check 8-way lights (amber and red) clean and no broken or missing lenses.

Check Windshield (not cracked and safety sticker and city sticker in place and current)

Check Wipers and Wiper Blades for wear.

Check mirrors (West Coast, crossover, and service door spot mirrors not broken or missing).

Check Right and Left turn signal lights (clean and no broken or missing lens).

Check Hazard Lights (clean and no broken or missing lenses).

Check Headlights (clean and not broken).

Bumper needs to be secure

Check crossing arm (not loose or hanging and working properly).

License plates (clean and bolts secure)

Look under the vehicle for any leaks or loose or hanging items.

#### B. FRONT WHEEL INSPECTION

4/32" Tread depth

No fabric, cuts or bulges showing on the top or sides of front tires

Tires must be properly inflated

The rims must be the same size and not bent or welded

No missing spacers, nuts or studs

No rust around the nuts

No broken air valves

No broken or leaking axle seal

No missing, worn or thin brake shoes.

No scarring on the brake drum

No oil, grease or brake fluid on drum or brake shoes  
No broken brake lines  
Make sure to check both front wheels in the same manner.

**C. LEFT SIDE OF THE BUS**

Standing back from and at the middle of the bus you are looking for:  
Check Side clearance lights (for cracked or broken lens and make sure they are working)  
Check Windows (not cracked or broken)  
Check Stop Arm (not damaged or bound on anything, lens intact, and lights working properly)  
Check Turn signal (lens not cracked and working)  
Check the Battery Compartment Door to make sure that it is securely latched.  
Check Battery, is secure, post not corroded and cables are tight and not worn  
Check the overall condition of the bus (no body damage that would keep the bus from operating properly).  
Check that the side emergency door (if equipped) is not locked, fully opens freely, and has no obstructions, latches properly, and buzzer is working.  
Check under the bus for exhaust leaks and it is secure

**D. BACK WHEEL INSPECTION**

Back of bus has dual (two)-tire system.  
The tires must be the same size.  
No radial or bias ply tires used together.  
2/32" tread on each back tire.  
No fabric, cuts or bulges showing on top or sides of tires  
No debris between the wheels  
The tires must be properly inflated  
The rims must be the same size and not bent or welded  
No missing spacers, nuts or studs.  
No rust dust around the nuts  
No missing center tire spacer  
No broken air valves  
No broken or leaking axle seal  
Brake rotor secure, not damaged or warped  
Brake pads free of grease/fluid not damaged or excessively worn.  
No brake lines broken

**E. BACK OF THE BUS INSPECTION**

Check clearance lights (clean and not broken)  
Check School Bus Decal is legible  
Check 8-Way lights (amber and red) clean and no broken or missing lenses)  
Check windows (no cracks and not loose)  
Check Hazard lights (clean and no broken or missing lenses)  
Check Rear Service Door opens and closes freely, hinges are not worn  
Check bumper to make sure that it is secure  
Check license plates (current, clean and bolts are secure)  
Check general body condition  
Check clamps and hangers (None missing or hanging or loose)  
Look under the bus at the suspension and exhaust system. Push the tail pipe with your foot for tightness of hangers. The exhaust pipe should not extend more than 1" past the body of bus.

**F. SUSPENSION INSPECTION**

No broken hangers  
No broken "I" bolts  
No missing or broken "U" bolts  
No missing or broken or shifting leafs  
If 1/4 of the leafs missing, the bus is put in the shop  
No leaking shock absorbers  
Shock absorber bushings must be intact top and bottom.

## **G. RIGHT SIDE OF THE BUS INSPECTION**

Standing back from and at the middle of the bus you are looking for:

Check side clearance lights (for cracked or broken lenses and make sure they are working)

Check windows (not cracked or broken)

Check fuel cap and fuel door (intact, not broken, or damaged)

Check overall condition of the bus (no body damage that would keep the bus from operating properly).

Check under the bus for hanging debris.

## **II. INSIDE THE BUS INSPECTION**

Floor mats on steps have no cuts, bulges or debris on them

Handrail is secure

Fire extinguisher is in the green area of the dial

There are three reflective triangles in the red box

First Aid Kit with contents complete and properly secured.

Bus identification and insurance card is in place / Check Fuses if applicable

Garbage basket should never be more than half full.

Turn the ignition switch to "on" position

Check the front and back of seats for cuts or loose seats (as you walk to the back of the bus)

Lift the handle on the back door so that the buzzer goes off

Check the rubber around door to make sure it's intact so that no exhaust leaks come into the bus.

Check windows on each side

Check floor mats are not cut and free of debris

Check the dome lights are intact and not cracked or broken

### **A. DRIVER'S SEAT INSPECTION**

Check the overhead mirror, sun visor, and exterior mirrors for their condition and that they are properly adjusted.

No broken steering wheel/No broken steering column

No more than a 2" play in the steering wheel

Ignition switch in the "on" position, check that the gas, oil, temp, and fuel gauges are working.

Rubber covering on the gas and brake pedal not worn or missing.

Check the driver's seatbelt (Not worn or broken)

Check the neutral safety switch by putting the gearshift in a gear other than neutral, making sure that the parking brake is engaged, try to start the bus. The bus should start only in neutral.

Check interior lights, defroster fans, heater motors, and windshield wipers and windshield fluid.

Check to see to that the 2-way radio is on and operational. (this is State law)

Check the 8-way lights by pushing the panel switch on to activate the amber lights.

While these lights are on, move to the back of the bus and open the back door and lean out and check to see if the lights on the 8-way system are working.

Move back toward the front of the bus checking the emergency exits (making sure they are latched but not locked).

Check to see that the interior of the bus is clean - this is the driver's responsibility.

Return to the driver's seat and check:

The clearance lights/Strobe light/Hazard lights (4 ways)/Headlights

Open the door to check the red lights of the 8-way system.

Also check the ease which the door opens and closes.

### **B. HYDRAULIC BRAKE INSPECTION**

All buses have hydraulic brakes. You check the **hydraulics** by pressing the brakes to the floor three (3) times, then hold the brakes (the third time) down for five seconds. If the brake pedal continues to go down farther, there is a leak.

Check the **service brake** by putting the bus in low gear and letting it roll and then stopping the bus by stepping on the brake.

Check **emergency brake** by putting the bus in low gear and letting it roll forward, then stopping the bus by pulling up on the emergency (parking) brake handle and stopping the bus.

One of the elements of the bus driver's responsibility comes when the route or trip is completed and the driver has returned to the school and begins to "shut down" the bus.

### **CHECK THE BUS AT SHUT DOWN**

Procedures for shutting down your bus at the end of the route or trip are simple. The few steps you need to take are vital to you, the driver, and to the students you are responsible for and who have been placed in your charge. The steps are as follows:

1. **SECURE THE BUS** – Place the transmission in neutral and set the parking brake.
2. **DIESELS** – Let diesels cool down five minutes before shutting the bus off.
3. **WALK THE BUS!** – Walk to the back of the bus to check for sleeping children **by looking on and under all seats**. Leaving a child on the bus at the end of your route or trip is inexcusable. It is **YOUR RESPONSIBILITY** to see that no child is left on the bus. Failure to thoroughly check the bus can result in the termination of your employment. It is also a **Class 4 felony** if you are convicted of leaving a child on a school bus. Also check for items that have been left, trash on the floor (sweep the bus if needed), and any damage to the seats.
4. **RECORD ANY PROBLEMS** – Record any mechanical or functional trouble and/or damage to the bus that may have occurred since the initial daily report. If immediate attention is needed, make sure the proper person is notified.

Optional things to be done if they are your responsibility:

- a. Check the transmission fluid while the engine is hot and running (this is normally done after the morning route).
- b. Fill up the fuel tank if it reads half a tankful or less.

### **POST TRIP INSPECTION**

*It is essential that you stop your bus after the last child has been dropped off and before you return to the base to walk through and check for any sleeping child or any child that did not get off the bus at their regular stop. This means that you must walk the bus after each and every route. It is YOUR RESPONSIBILITY to see that no child is left on the bus.*

### **MIRROR ADJUSTMENT**

A school bus is approximately 40 feet long, 8 feet wide and 10 feet high. A school bus has many blind spots due to its size. To maneuver the vehicle safely not only will you need to use all the mirrors you have; you will wish you had more mirrors. The proper adjustment of these mirrors is essential for the safe operation of the bus. All mirrors tell only a little of the true picture and the driver should not rely on any one mirror for the whole picture. Mirrors distort size and distance. Their lack of coverage does keep essentials from the driver. But without mirrors it would be nearly impossible to drive a school bus safely. So learn to read and make use of the information that you can get from the mirrors. Use mirrors in combination to get a better picture of what is going on outside of your bus. This is one of the most important skills that you will learn about a school bus.

#### **A. Student Mirror**

The rectangular mirror over your head as you sit in the driver's seat is called the inside rearview mirror or more commonly called the student mirror. It should give you a view of most of the students inside the bus and will also act as an additional rearview mirror. It does not give you a full picture of what is behind the bus.

#### **B. West Coast Mirrors**

The long rectangular mirrors (one on each side) outside the bus are called outside rearview mirrors or more commonly known as West Coast Mirrors. These mirrors are used to view traffic coming up from behind the vehicle and in making right and left turns. You will also use these mirrors to make sure that your passengers are not putting things outside the windows. They should be adjusted to view along the side of the bus and to be able to view traffic traveling a long way behind your bus. When looking in this mirror your bus should NEVER appear at an angle.

### **C. Round Convex Rearview Mirrors**

These mirrors look down the side of the bus. These mirrors create even more of a distortion than the others due to their shape. These mirrors cannot tell you the distance of objects. These mirrors are good to use as spot mirrors at the service door and to show that someone or something is close to the bus. They are helpful in making right turns.

### **D. Round Convex Crossover Mirrors**

These mirrors view the area across the bumper of the front of the bus. Crossover mirrors will allow you to see the area directly in front of the bus to approximately 6 feet in front of the vehicle. There are other mirrors or combination of mirrors that are useful in the same way that the above mirrors are useful. For example: Bug Eye, so named as it looks like a large eye. It is used to view both the Side Spot Mirror and the Crossover Mirror. Another example is the Split West Coast Mirror. This mirror consists of two mirrors that need to work together to give you a view of along the side of the bus as well as the traffic traveling a long distance behind the bus.

## **BASIC MANEUVERING SKILLS**

In this part of your training you will learn to use your mirrors to maneuver your bus. A school bus is a large vehicle and has many blind spots (places you cannot see even if you use your mirrors). You will learn to use a combination of skills to move your bus from one place to another safely.

There are four parts to the basic skills test that a driver needs to learn to maneuver the school bus safely. These four parts are: Measured Right Turn, Stopping-At-The Line, Straight Line Backing and Docking

### **MEASURED RIGHT TURN**

The measured right turn requires the driver to bring the bus around a right turn so that the right rear wheels come as close as possible to the center cone without hitting the cone.

1. You must signal for the turn in advance.
2. You will position the vehicle properly so that you don't hit the cone.
3. Your rear wheel will be approximately one foot from the cone centered on the rear axle when you stop.

This turn demonstrates your ability to use the right West Coast mirror and the right side round convex mirror as well as your awareness of the bus.

### **STOPPING AT THE LINE**

Stopping-at-the-line requires the driver to drive the school bus down 100 feet long by 12-foot wide lane and then stopping at a line marked at the end of the lane.

1. You must stop within one foot of the line.
2. You must not go past the line
3. You must not weave in the lane
4. You must make a smooth stop at the line

This demonstrates your ability to use the crossover mirrors to stop at the line without crossing it.

### **STRAIGHT LINE BACKING**

Once you have completed the Stopping-at-the-line maneuver you will continue straight through the same lane again and clear the stop line by a little distance. You will then back the school bus down through the lane until you have cleared the other end of the lane.

1. You must activate the hazard lights before you start backing.
2. You must back smoothly (not swerving) down the lane.
3. You must not stop the vehicle while backing.

This maneuver is showing how well you can use your West Coast Mirrors and Round Convex Mirrors. You must use both West Coast Mirrors equally to accomplish this maneuver correctly.

### **DOCKING MANEUVER**

The Dock is 12' wide and 20' long. You will back the school bus into the dock and stop before it reaches the rear of the dock. You should make no more than two forward movements for slight adjustment. (A slight adjustment is defined as the length of a bus or no further forwards than even with the starting point of the turn.

1. You must activate your hazard before moving backwards.
2. Your backing must be smooth.
3. You must stop within one foot of the line that marks the end of the d
4. You must not go over or pass the line.

This maneuver is showing how well you use all your mirrors. Your inside rearview mirror will give you a general view of where your vehicle is (you will see the cones when backing) in this mirror. The outside mirrors will show you the cones as they come into view.

#### **BACKING**

The first thing that the instructor will tell you about backing up a school bus is **DON'T BACK UP A SCHOOL BUS**. Then the instructor will proceed to teach you how and when to back up a school bus. What the instructor means by this is not to back up a school bus when you can avoid doing so. It is one of the most dangerous maneuvers because there are so many blind spots that you can't see them all. If this is so, why do we teach you to back a bus? First the Secretary of State requires you to perform this maneuver. Second, you will not be able to avoid all situations that require you to back up your bus. Third, while you are learning to back up your bus, you are also learning to use your mirrors and to judge the distance and position of your vehicle.

Think twice about backing your vehicle and if you cannot avoid it then use all the help you can get to accomplish this maneuver. Use your hazard lights and horn and move very slowly.

#### **ON THE ROAD SKILLS**

At first you will practice driving your bus up and down a straight roadway just getting the feel of moving this school bus. Then you will practice Right and Left turns. Once you have accomplished these skills and you make your instructor comfortable with your driving, you will go out on the road and highways. Remember, the right-of-way is yours **only** if someone gives it to you.

The school bus driver must be prepared to yield the right-of-way. Other drivers may not be aware of this, but the professional driver must be. The bus driver will encounter both aggressive and timid drivers, drivers whose judgement is impaired by drugs or emotions; drivers with little experience with their vehicle, the area, and the weather conditions or just with driving. We share the road with these drivers. And, even when they think they know what they are doing, we must be prepared for their incorrect judgments, rudeness or just down right foolishness.

**You, the professional driver must be prepared to yield the right-of- way at all times.**

Tail swing on a 40-foot school bus is approximately 18 inches. The larger the vehicle the larger the tail swing. Use your mirrors to check for clearance at the rear of the vehicle as you make your turn. Accidents occur because the driver forgot to allow sufficient space for the tail swing. This may result in extensive damage to the front of the other vehicle.

#### **RIGHT TURNS**

When making any turn check traffic as you approach the turn to make sure that it is clear to do so. Right turns are the most difficult.

Get in the right lane well in advance of the turn (Think ahead). If you forget to prepare, other traffic will not let you in and you will have to bypass the turn.

1. Turn on your right turn signal either 100 feet city or 200 rural.
2. Move to the right lane well in advance
3. Place your bus close enough to the right curb not to let other traffic in.
4. Give yourself enough space to make the turn.
5. If you need more space than you have take that additional space after you turn.
6. Be very alert of other traffic and pedestrians.
7. Yield the right of way
8. Enter the turn slowly and accelerate only when it is clear to do so.
9. All throughout the process of turning your eyes are going to be moving from one mirror to another to make sure that it is safe to make the turn.
10. If multiple right turn lanes exist, always turn from the lane that is farthest from the curb



## LEFT TURNS

Left turns are more dangerous than right hand turns.

1. Put your left turn signal on 100 feet city and 200 feet rural.
2. Move to the left lane well in advance
3. Position your bus so that you have the required space to turn
4. Be very alert of other traffic and pedestrians
5. Yield the right of way
6. Keep your wheels straight while waiting to turn
7. Enter the turn slowly and accelerate only when it is clear to do so
8. All through out the turn your eyes are going to be moving from one mirror to another to make sure that it is safe to continue the turn
9. Accelerate to normal speed after the turn.

**Right turns on Red are prohibited for any school bus.**

## INTERSECTIONS

A large percentage of accidents happen at intersections. An intersection is not just a place where two or more roadways meet with a stop sign or traffic light; it can also be driveways, alleyways, parking lot entrances and expressway entrances. As a professional driver you will need to learn to use caution when approaching an intersection.

These are some rules to live by at intersections:

1. Have your vehicle under control by slowing down as you approach an intersection.
2. A Yellow light means be prepared to stop. Avoid RED LIGHT VIOLATIONS!
3. Cover the brake as you approach the intersection.
4. Keep your head and eyes moving.
5. Always be the professional and let the intersection clear before you proceed. It pays off in the long run.

## UP HILL AND DOWN HILL PARKING WITH AND WITHOUT CURBS

### UP HILL PARKING WITH CURB

Position the vehicle with the edge of the roadway within 12 inches of the curb. The vehicle is aligned straight with the curb. The wheels are turned away from the curb. The vehicle is then backed until the wheels touch the curb and this helps keep the bus in place. The vehicle is parked by placing the gearshift in neutral and the parking brake is on. **WHEELS ARE UP, UP AND AWAY.**

### UP HILL PARKING WITHOUT CURB

Position the vehicle with the edge of the roadway and the wheels are turned toward the side of the road without a curb, so that if the vehicle does roll it rolls away from traffic. The gearshift is placed in neutral and the parking brake is on.

### DOWN HILL PARKING WITH CURB

Position the vehicle with the edge of the roadway within 12 inches of the curb. The vehicle is aligned straight with the curb. The wheels are turned toward the curb. The vehicle is then driven toward the curb until it touches the curb. The gearshift is placed in neutral and the parking brake is on. **THE WHEELS ARE FACING DOWN AND TO THE CURB.**

### DOWNHILL PARKING WITHOUT CURB

Position the vehicle with the edge of the roadway and the wheels are turned toward the side of the roadway. The gearshift is placed in neutral and the parking brake is on. **THE WHEELS ARE FACING DOWN AND TO THE PASSENGER SIDE EXIT**

## REFERENCE-POINT DRIVING

A reference point is some fixed object or point on your bus that when lined up with points outside the bus will give you consistent reference to judge when to turn, move, stop, line up your bus or judge the amount of space available around your bus.

Any point on the bus such as the door, outside mirrors, windshield center post, bus hood, front and rear bumpers, etc. can be used as a reference point. These points are easily detectable and readily seen by the driver. The distance or guidelines outside the bus are then predetermined by direct measurement or observation before the driver uses his bus for the first time. Once these points are determined and the driver is comfortable with the understanding of what each reference point is telling him or her, these points should remain constant.

Here are a few simple steps for determining reference points on your bus (get some help at first, if possible).

1. Position yourself comfortably in your driver's seat.
2. Pick an easily observable point on the hood or windshield of your bus.
3. With the help of someone outside your bus (if possible), on a conventional style bus, find the point on the ground where the edge of the hood lines up with the point on the ground directly in front of it.
4. Once you have determined this point, note it in your mind and remember it for future reference.
5. Remember to do this in your own bus, since the point of reference may change from bus to bus depending on the height of the driver's seat and the model of the bus.

If the distance from your reference point to your front bumper measures 18 feet, you will know that whenever you are sitting in the driver's seat, the point on the ground that you see directly in front of the hood of your bus, is 18 feet from the front bumper. This will be helpful for determining the proper distance to stop at railroad grade crossings.

For determining reference points to the side or rear of your bus, make sure that you are seated comfortably in your seat with seat belt attached. Then, mark points on the various outside rear view mirrors on either side of your bus.

To determine the point directly below your rear bumper, use a point in your left (or right) rear view mirror that lines up directly over the bottom of your left rear wheel well and your rear bumper. Now measure the distance from this point on the ground to the edge of your rear bumper. Remember this distance. Repeat the process for the right side of your bus.

The rear reference point can be helpful when estimating the distance from your rear bumper to some point on the ground and can be especially helpful at a railroad crossing when determining the distance of your rear bumper from the track. You must remember to allow more distance at any railroad crossing since trains overlap the track by about 3 feet.

These measurements should be made and will only be applicable on level ground. Adjust your front and rear measurements when your bus is stopped on a sloped surface.

## LOADING AND UNLOADING PASSENGERS

### LOADING PASSENGERS

1. Activate the eight ways by pushing the panel switch 100 feet before the stop in the city and 200 feet in a rural area. This panel switch will cause the amber lights of the eight-way system to flash.
2. Check location of passengers at the stop.
3. Check traffic both front and rear.
4. Stop bus within 12 inches from the curb when possible.  
Passengers should be at least ten feet in front of the bus and at an angle to the bus and about five feet back from the curb.
5. Keep your foot on brake and put the transmission in neutral.
6. Set the parking brake
7. Check traffic approaching from the front and rear of the bus.

8. When traffic is clear open the service door. Instruct passengers to come to the bus only when the door is opened for them. Passengers that have to cross the roadway should be instructed to wait for your signal to cross and not cross before you signal for them to do so.
9. For passengers that need to cross the roadway: Teach passengers how to cross the roadway at least 10 feet in front of the bus on your signal. Make sure that your signal is clear, do not confuse your passenger or the traveling public. Make sure that all traffic is remaining stopped and then signal your passenger to cross the roadway and keep your eyes on that passenger and traffic. Also instruct your passenger to keep his/her eyes on you as they cross. This is a continuous process of teaching, as your passengers will forget if this routine is not constantly practiced.
10. Passengers are to use the handrail as they enter the bus and should be greeted.
11. Count passengers as they board the bus
12. Passengers should go directly to their seats.
13. Close the door.
14. Check traffic to the front and rear of the bus.
15. Check for any late passengers.
16. Put your bus in gear.
17. Check traffic again and put on turn signal to go back into traffic, when it is safe to do so.

**You should NEVER exceed the legal passenger limit. If the count exceeds the limit immediately notify dispatch.**

**Never transport unauthorized persons on your bus.** Threats to students or the driver by any person must be reported. In the event of a high risk situation (i.e. a weapons and/ or hostage situation) contact 911 immediately with your location and situation, also notify your dispatch office. Use good judgment and common sense; keep the safety of students your top priority. Avoid stopping but also consider bus evacuation if necessary. Never be confrontational.

**Dropping off Kindergarten & 1st grade pupils:** After school, no kindergarten or 1st grade pupil will be dropped off unless the bus driver sees that an adult or older sibling is present to receive them. If no adult or older sibling is visible, the driver may try to drop the child off again later in the bus run or may simply return the child to his or her school, always check with dispatch first.

Any **change in bus assignment** must be approved by the school principal and transportation supervisor. No one may enter a school bus except students and authorized personnel. To avoid safety problems, buses will not transport children to non-school activities or friends' homes after school except in emergency circumstances. Bus drivers will not accept directions for emergency transportation from anyone except the school principal.

## **UNLOADING PASSENGERS**

1. Check traffic in the rear and front of the bus.
2. Activate the right turn signal to indicate a change of lane.
3. Signal using the Amber light panel switches 100 feet before the stop in the city and 200 feet in a rural area.
4. Come to a complete stop within 12 inches of the curb if possible.
5. Keep your foot on the brake and put the bus in neutral.
6. Engage the parking brake. (secure the bus)
7. Check traffic in both front and back **AND ON THE LEFT SIDE** to make sure that all traffic is completely stopped before you open your service door.
8. **REMEMBER THAT YOUR BUS IS A STOP SIGN ON WHEELS. GIVE OTHER MOTORISTS AMPLE TIME TO REACT TO YOUR SIGNALS BEFORE YOU LET A PASSENGER OFF THE BUS.**
9. Count the passengers as they leave your bus. Watch for clothing which could be caught in the bus handrail; jacket or sweatshirt drawstrings, backpack straps, scarves, or other loose clothing which are especially dangerous
10. If a passenger has to cross the roadway, direct the passenger to a point 10 feet in front of the bus and signal them when it is safe to cross. Inform the passenger to continuously check traffic as they cross.

11. Count passengers again to make sure that you can account for where all of them have gone.
12. Check all mirrors again to make sure that all passengers have left the immediate area of the bus.
13. When it is safe to do so, signal back into traffic.

The most dangerous time for passengers is during loading and unloading. The "Danger Zone" around the bus is the area 10 feet on all sides. It is this area that all passengers and the driver need to be most aware of in the process of getting on or off the bus. The driver needs to use extra caution and be aware of where all his passengers are (inside as well as outside) before engaging the gears of the bus to move.

Your instructor will teach you put your bus in neutral and to engage your emergency brake when picking up and dropping off passengers. However, many drivers get complacent about this procedure. **DON'T LET THIS HAPPEN TO YOU, THE RISK IS TOO HIGH.**

#### **LAW REQUIRES STOP-ARM USE**

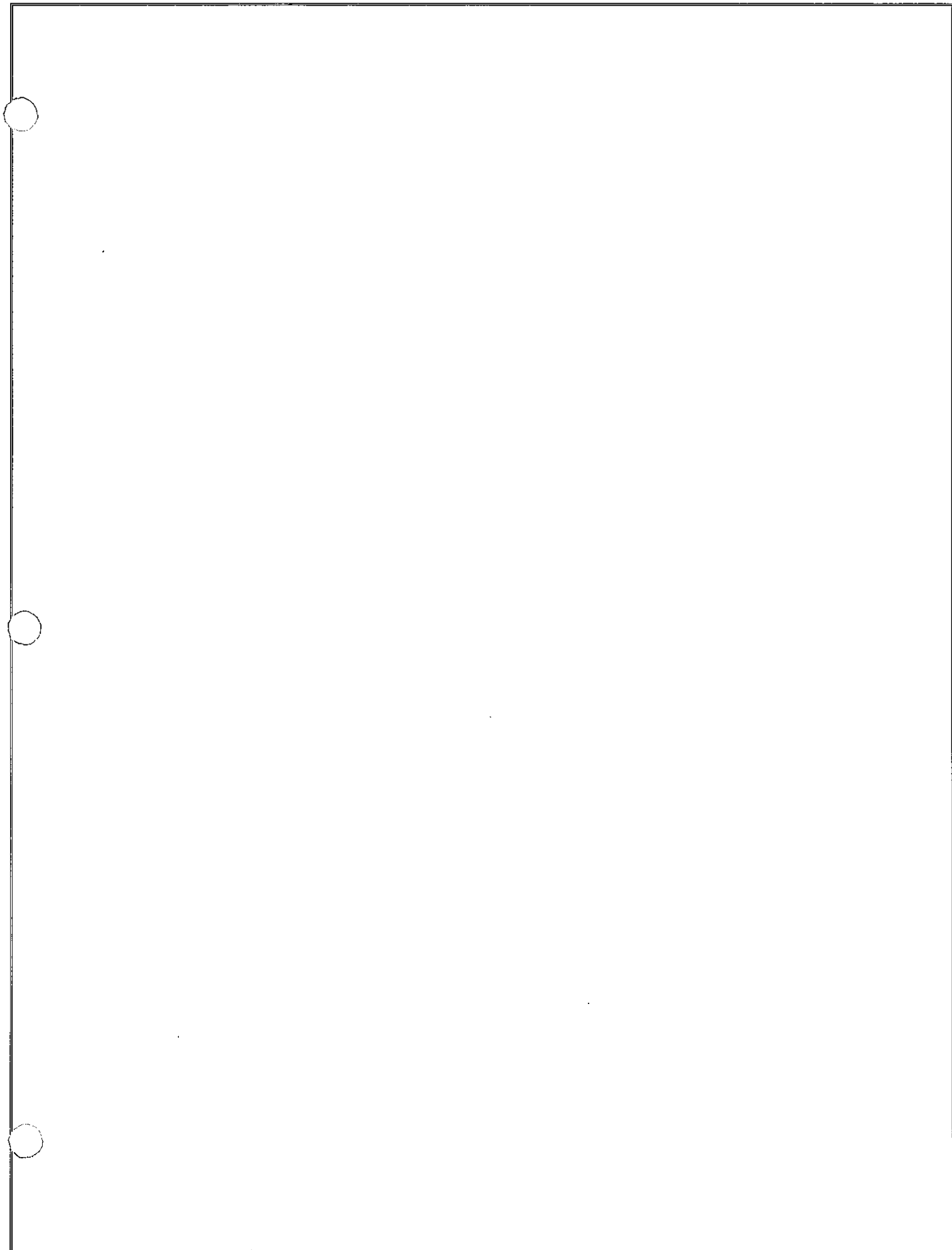
The State Board has received several phone calls questioning the use of stop arms on schools buses. By law, the stop arm and alternately flashing red signal lamps must be used after the bus has stopped to load or unload pupils, whether on the street or in school parking lots. The stop arm must be closed before the bus is placed in motion again. Local law enforcement and local school board policy cannot supersede state law by requiring that drivers not use the stop-arm at the school or on school property. The stop signal arm and alternately flashing red signal lamps are to be used when loading and unloading students--there are no exceptions.

The State Board, Illinois Department of Transportation and Secretary of State support the intent of the law--that traffic flow be disrupted to allow students to safely enter and exit the bus. Legal counsel, State Police and the Illinois Sheriff's Association agree--the law must be followed until it's changed.

One of the responsibilities of local school boards is to oversee the loading and unloading of school buses at the school. Proper supervision and controlled loading and unloading allow for the smooth and consistent use of the stop arm. Traffic interruption can be limited to a one-time stop rather than numerous and inconsistent stop-arm use.

Districts are responsible for providing safe busing information to parents and teachers and should work with community groups (insurance providers, PTA, Chamber of Commerce, etc.) to promote bus safety. At the beginning of school, information regarding the use of the stop arm should be distributed as part of the district's transportation policies in the handbook distributed to parents.

The public, parents, and legislature continually press for legislation to mandate safer busing. We must all do our part to keep students safe



## PROPER PROCEDURES FOR LOADING AND UNLOADING WHEELCHAIRS

Injuries and even fatalities can occur when a wheelchair is not properly secured in a bus or van. The consequences of improper wheelchair securement could be:

1. The wheelchair can tip over when the bus stops, starts or turns suddenly
2. The passenger can fall out of the wheelchair when the bus stops, starts or turns suddenly.
3. The wheelchair passenger's head can strike the bus wall, window, or ceiling when the bus goes over a bump or stops suddenly.
4. The wheelchair and passenger can be thrown violently around the inside of the bus in a collision or rollover.
5. Securement straps can damage a passenger's medical equipment.

### When loading wheelchair passengers:

1. Load only one at a time so no passenger is left unattended either on the bus or at the loading area.
2. Ensure that all wheelchair locks are in the locked position before operating the lift.
3. Carefully pull the wheelchair onto the lift with the *student's back to the bus*.
4. **KEEP ONE HAND ON THE WHEELCHAIR AT ALL TIMES** while loading or unloading wheelchairs.
5. Be sure the safety barrier at the front of the lift is up when the lift is in a raised position
6. Always face the child being loaded.
7. Prior to activating the lift, be sure there is adequate clearance on all sides of the wheelchair and that both hand locks on the wheelchair are locked.
8. The bus driver and the school bus aide must act as a team when loading/unloading wheelchairs. They are both responsible for the loading and unloading of students in wheelchairs. While one is positioning the wheelchair, the other will close the lift/door and then assist in the securement of the wheelchair, assuring that the wheelchair locks are applied and the wheelchair is secure for transport.
9. Whenever possible, use a four-point tie down system to secure a wheelchair and its passenger. The tie down system should include lap belt, shoulder straps, and/or special wheel tie downs as appropriate. Attach tie-down straps to the main structure of the wheelchair. Never attach a wheelchair securement strap to a removable part of the wheelchair i.e. armrests, leg rests, removable wheels etc. Use four straps on every wheelchair – no matter how short the trip. Ideally, the wheelchair should be centered between front and back sets of straps when fully secured, and all straps should meet the wheelchair at nearly the same angle.
10. On newer buses, wheelchairs are secured in a forward-facing position, using some type of strap and safety tie-down system attached from points on the floor to four points on the wheelchair frame. It is believed that when wheelchairs are forward-facing they will better withstand a collision and better protect their passengers. You still may encounter buses, in which wheelchairs are transported sideways, not forward-facing. Make sure the tie-down straps are tightened so the chair won't tip. If your regular bus is out of service, you may be assigned to a spare bus. It is important that you know how to use the securement equipment before the bus leaves the yard. If you are unfamiliar with a securement system ask your manager or a staff member at the child's school. Let your supervisor know of all worn, frayed, damaged, or missing straps, tie-downs; and adjustment buckles; they should be replaced immediately.
11. In most situations, the driver's responsibility is the operation of the bus and any lifting apparatus on the bus. The attendant is responsible for the children on the bus. The driver is responsible for the safety of everyone on the bus; therefore, the driver should make a final check of all wheelchair belts and straps before leaving a pupil's pickup location. A bus aide should never feel insulted when the driver makes his final check. This is only done for the safety of the child.

## THE TWO MOST IMPORTANT THINGS TO REMEMBER WHEN SECURING WHEELCHAIRS:

### 1. DON'T RUSH

It will take at least several minutes to adequately secure most wheelchairs. There is simply no way around it. Wheelchair routes take longer than ambulatory routes because the loading and securement procedures take much more time. "Cutting Corners" when handling wheelchairs will sooner or later result in an injury to a child.

### 2. ASK QUESTIONS

Securing wheelchairs is not simple. There are several different types of chairs, buses, securement systems and passengers. If you are unsure about anything ask the bus driver or a staff member at the school.

## BASIC WHEELCHAIR CAUTIONS

1. Always use, but never rely on, wheelchair brakes.
2. Back the chair down steep inclines.
3. Check wheelchair handgrips - are they loose?
4. Check wheelchair armrests - are they locked in place?
5. Communicate with wheelchair passengers.
6. Judge distances by the front of the wheelchair footrests – they may stick out.
7. Push a wheelchair at your normal walking speed. Don't rush.
8. Treat wheelchairs carefully- they are your passenger's feet and legs.
9. Watch that the passenger's feet or hands don't get caught in wheels or lift mechanism.

### WHEELCHAIR LOADING SAFETY TIPS

Always hold the wheelchair on the lift.

Always use lift seatbelt

Check wheelchair seatbelt

Don't ride the lift with the chair

Don't use a lift if it is not working properly

Make sure wheelchair brakes are set

Make sure lift roll stop is in working order

Never allow students to play with lift

No standing passengers on lift

Stay alert

Wheelchair passengers should face away from the bus when on the lift

## WHEELCHAIR LIFT PROCEDURES

Many of our buses are equipped with Braun Hydraulic Wheelchair Lifts that are used to load and unload Disabled and Medically Fragile Children.

A hydraulic pump that is run by an electric motor operates these lifts. So if your battery is dead or if you lose electrical "ground", your lift will not operate.

All of Alltown Bus Service, Inc.'s Lift Buses are equipped with a Manual Hydraulic Back-up System that will enable the operation of the lift if electrical power fails for any reason.

Each Driver and School Bus Aide must be properly trained to operate the Electrical Hydraulic System as well as the manual back up. This training should include the Test and Visual Inspection that should be performed prior to the bus going on route. This Test and Inspection should be part of the Pre-trip Inspection Procedure.

### THE TEST SHALL CONSIST OF:

1. Operate Lift Up and Down
2. Check to see if the Fold and Automatic Stop are working

### While the Lift is in the "Down" Position, Visually check the following items:

- Check Pin in Linkage of Hydraulic Jack on Manual Back-up System
- Check Reservoir Level (Visual Check)
- Check all six (6) Hinges on the Automatic Roll Stop for Cracks and Breaks.

## RAILROAD CROSSING

### A SCHOOL BUS MUST STOP AT ALL RAILROAD CROSSINGS--WHETHER CARRYING PASSENGERS OR NOT.

A railroad crossing up ahead should signal a driver to:

1. Move into the right lane
2. Turn off all radios, fans, or any other noise making devices.
3. Turn on Hazard Lights 100 feet city to 200 feet rural before the crossing.
4. Stop between 50 and 15 feet.
5. Open driver's window and service door.
6. Look and listen in both directions
7. Never allow a student exit the bus to check for a train
8. Never exit the bus yourself to check for a train.  
If there is a train coming:
  9. Keep the bus at a distance from the railroad tracks until the train has passed.
  10. Place the bus transmission in neutral and engage the parking brake.
  11. After the train passes, on a manual transmission bus the gearshift shall be placed in low starting gear. The driver will look in both directions, close the service door and check again in both directions and proceed across the tracks without changing gears. The automatic transmission bus will (after following the above precautions) proceed over the tracks using the normal driving gear.
  12. After crossing the tracks keep your hazard lights until you have traveled 100 feet from the tracks.



If there is a multi-track crossing the school bus stops one time at the track closest to the bus. Once a train has passed make sure that the bells and lights have quit and the track is clear (you must be able to see the tracks clearly) as another train may be coming.

**NO DRIVER SHALL DRIVE ANY VEHICLE THROUGH, AROUND OR UNDER ANY CROSSING GATE OR BARRIER AT A RAILROAD CROSSING WHILE SUCH GATE OR BARRIER IS CLOSED OR IS BEING OPENED OR CLOSED.**

**IF A GATE OR BARRIER IS SIGNALING BUT NO TRAIN ARRIVES, REPORT THIS PROBLEM TO DISPATCH AND FIGURE OUT AN ALTERNATE ROUTE DO NOT CROSS THE TRACKS.**

**Make sure that the tracks are clear on the other side before you start to cross the tracks.**

## **DEFENSIVE DRIVING**

A defensive driver is a person that can avoid the mistakes of others while making sure that they are constantly attentive to their own driving habits. This person will correct him/herself when something goes wrong to improve their driving abilities. This constant self-correction will make this person a good, defensive driver. This person will enjoy driving and not feel as though it is a chore or just a job with a paycheck. The following is a look at one method of defensive driving. It is a proven method with many excellent points. However, any driver will use whatever information he/she can to improve their driving skills.

The "Smith System" is one method for teaching defensive driving. You will find that the techniques and principles are very helpful in learning to operate a school bus. We are addressing only a part of the system in this instruction segment. You will be hearing about the "Smith System" often through your training. Accidents, believe it or not, fall into only a few categories. Mechanical failure accounts for a very low percentage of accidents. Most accidents are the results of driver errors. For Example: Drivers not paying attention or paying attention to the wrong things, drivers not allowing enough time to see a hazardous situation and respond properly, drivers not allowing enough space for what they intended to do, a driver expecting the other to do the right thing or a driver failing to take into consideration the changing weather or road conditions.

Professional drivers will manage the space around their vehicles to give themselves plenty of time to see and respond to any situation. The "Smith System" offers five key points to help you manage the space and gain the time necessary to respond to any situation.

### **1. AIM HIGH IN STEERING@**

We want you to use your position, in the driver's seat, to its full advantage. You sit approximately seven feet above the level of the roadway. You can see over the rooftops of most traffic. You sit high; we want you to look into the distance. Far enough into the distance to see potential problems before they become real problems. Think of this as looking into your future. Where are you going to be in 15 seconds? What are you going to find when you get there? At 30 miles per hour, 15 seconds into the future is 440 feet: the length of a football field, its end zones and then some. At 30 miles per hour, 15 seconds is approximately one or two city blocks. At 60 miles per hour, 15 seconds is 1320 feet: roughly equal to the height of the Sears Tower. At 60 miles per hour, 15 seconds is approximately 1/4 to 1/2 mile ahead.

Seeing into the future is only the first step. You must recognize potential hazards and take steps to deal with them before they become emergencies. What do you see when you look

that far down the road? Is there construction ahead? Is your lane blocked? If it is, now is the time to change lanes. Change lanes now and you can do it safely and smoothly. Looking 15 seconds ahead, you should not be surprised by a lane closure, a lane ending or a stalled car. Are there children playing on the sidewalk ahead? Will they come out into the street? If they are a potential hazard--and they always are--prepare to deal with it now. Is there a traffic light ahead? What color will it be when you get there?

## **2. GET THE BIG PICTURE@**

You are sitting high. You are looking into your future. As you try to understand what is going on ahead of your vehicle, you must also try to understand what is going on around your vehicle.

Your mirrors will help you do this; but, only if they are adjusted properly and you use them. Check your mirrors every 5 to 8 seconds. When you check them, look deliberately for traffic. See and understand what is happening. Checking your mirrors takes time. Usually only one or two seconds, but two seconds at 30 miles per hour is 88 feet! You will, therefore, need to space your vehicle well away from the one ahead.

The "Smith System" gives, a rule of thumb, one second of following distance for every 10 feet of vehicle length--up to 40 miles per hour. A 35-foot long school bus needs 3 ½ or 4 seconds--minimum. We want you to add 2 additional seconds. This means that you should have a 6-second following distance.

## **3. KEEP YOUR EYES MOVING@**

After awhile driving can become routine. You have been over the same ground so many times that you hardly need to think about what you are doing. You daydream. You have seen drivers waiting at a traffic light, staring straight ahead, a fixed stare, oblivious to everything happening around them.

To avoid daydreaming and the fixed stare, you will need to keep your eyes moving. Don't let your eyes come to rest on any one object for more than a few seconds. Scanning your mirrors as you are driving helps to keep you from daydreaming.

When waiting at a traffic light, or stop sign, check for approaching traffic. Even when the light turns green, give yourself three seconds. Time enough to look to the left, then right and then back to the left. Three seconds to break the fixed stare and regain the big picture.

## **4. LEAVE YOURSELF AN OUT@**

You are trying to manage the space around your vehicle so that if something happens you will have time to react and a place to maneuver. You want to try to keep the maximum amount of space all around your vehicle. This won't always be possible, so strive to manage the space to the front and side of the vehicle.

Much of traffic moves in packs. Groups of vehicles, usually tailgating, usually are exceeding the speed limit. You want to avoid the pack.

Avoid driving next to parked cars whenever you can. Whenever you stop behind another vehicle in traffic, stop far enough back so that you can see the pavement under that vehicle (about a car length). If that vehicle should stall, you will be able to pull forward and around. You avoid the necessity of even thinking about backing up.

Think of it this way--be sociable in traffic. Stay away from as much traffic as you can.

## **5. MAKE SURE THEY SEE YOU@**

One of the best ways to avoid traffic accidents is to make sure that the other drivers and pedestrians you meet see you. Most people will seek to avoid an accident, if they see you. Make your presence known. Give a tap of the horn. A tap is understood to be friendly. A long blow of the horn is understood to be angry, rude and could come as such a shock as to actually cause an

accident. When you see pedestrians waiting on a curb, give a short friendly tap of the horn, and make sure they turn toward you and make eye contact. Your horn is not the only way of attracting someone's attention. You should always drive with your headlights on even in daylight. The eye is naturally attracted to bright objects. You can also raise and lower your lights to gain someone's attention.

Your brake lights, turn signals and hazard lights can all be used to your advantage to get eye contact and make sure you are seen. Eye contact, however, does not guarantee your safety. Approach with caution and be prepared to stop or yield the right-of-way.

## **SCHOOL BUS EVACUATION**

### **WHEN TO EVACUATE:**

The decision to evacuate will be one of the most important that a driver will make in an emergency situation. Keeping students on the school bus may be the safest place for them. This is the decision that the driver has to make, keep the students on the bus or get them off.

### **EVACUATE IF:**

**Danger of Fire:** Stop and evacuate if the bus engine or any part of the bus is on fire. If the bus is near a fire, gasoline, or other combustible material and the bus are unable to move.

**In an unsafe position:** If the bus is stopped by an accident or mechanical failure. Evacuate if the bus is in the path of a train, or the position of the bus is dangerous, example: if the bus is in the middle a roadway and around a bend and cannot be seen by oncoming traffic.

**If the bus is in any position that you feel puts the students in danger because of their presence on the school bus.**

**Natural emergencies that may require evacuation:** Try to pull the bus off road and away from electrical wires, telephone wires, utility poles and trees. If there is a tornado try to find a ditch for students to climb into for safety.

If students have to be evacuated, evacuate in a way that takes into consideration the maximum safety for all students. Evacuate to a point at least 100 feet away from the side of the bus but do not cross a roadway unless absolutely necessary.

## **EVACUATION DRILLS**

Illinois law requires that all bus-riding students must experience a practical school bus evacuation drill at least once each year or more depending on the District's rules.

There are several ways to evacuate:

- Front Door only**
- Rear Door only**
- Front and Rear Doors together**
- Emergency Exit Hatches**

Know that the front windshield can be kicked out; teach students how this should be done. Teach students to look around as they get on any bus to see where all the exits are located.

Students need to know:

- That the driver is in charge at all times.
- If the driver is unable to direct the evacuation, students need to know how to get help.

- The location of emergency equipment.
- The students should leave the bus and go to a point at least 100 feet to the side of a bus and regroup for further instructions.

Start evacuation by directing passengers closest to the exit to be used.

### **FRONT DOOR**

1. Stop the bus and shut off the engine on the grounds and remove the keys.
2. Appoint two helpers to assist students getting off.
3. Appoint one helper to go to an assigned place away from the bus for students getting off to go to (at least 100 feet away).
4. Driver should stand and let passengers know that this is an emergency drill.
5. "Remain seated". This is a front door drill.
6. Start with the students seated in the rear of the bus (they are closest to danger) alternating left to right, tell students to "Walk" do not "RUN" and use the Handrail when exiting.
7. Place yourself behind the row of seats that are exiting and when the right side has gone, direct the left side to do the same. This is a traffic control method. Continue this procedure from the back to the front of the bus and make sure that all students are off of the bus.
8. After the last student has gotten off the bus, recheck from back to front making sure that all students are off the bus, then you exit the bus.

### **REAR DOOR**

1. Secure the bus on school grounds (make sure parking brake is set) and take keys with you.
2. Stand and face the students and say "remain seated" this is an emergency drill, rear door evacuation.
3. Have a student (previously trained) to open the back door.
4. The student must know not open the door until you tell him/her to do so.
5. Two students (previously trained) get out the back door first and stand on the ground and at each side of the door.
6. Student should stop at the door, drop to the floor, and put their hands on the shoulders of the waiting students and then scoot out the rear door to the ground.
7. A third student (designated line leader) should direct the students to a point away from the bus in an orderly manner.
8. Remember on a rear door evacuation you must start at the front of the bus and move back To the rear door (students that are closest to danger must always be removed first).

### **FRONT AND REAR DOOR**

1. Secure the bus on school grounds (make sure that the parking brake is engaged) and take the keys with you.
2. Stand and face the students. Give the following commands "remain seated". This is an emergency drill, front and rear door evacuation.
3. Walk to the center of the bus and face the rear of the bus
4. All students to the front will leave through the front door, alternating rows, and left to right, in a single file line, on command.

5. All students to the rear of the bus will leave through the rear door, alternating rows, left to right in a single file line, on command.

### **SIDE DOOR**

A side door evacuation is not recommended as the students have to get out into traffic. Explain to students how and when the side door exit is to be used and stress that this is a last resort option.

### **ROOF HATCH EXIT**

Explain to the students that the roof hatches are emergency exits as well as air vents. Explain that the roof hatch would be used in case of a bus roll over.

**The driver should plan in advance of an emergency situation the following:**

1. The students that would be most capable and helpful during an emergency.
2. How to place those students to your best advantage.

### **EVACUATION DRILLS FOR STUDENTS WITH SPECIAL NEEDS**

The decision to have special needs students take part in evacuation drills should be made with input from parents and school officials. The driver should never make this decision. The parents and school officials realize that it is important for the child to understand as much as possible what is expected during an evacuation. The teacher could conduct a simulated evacuation in the classroom, so that the child has the experience.

Drivers and (their attendants if there is one) should discuss how they will evacuate students with special needs. They can make-up emergencies and then discuss how they would handle that situation with each child.

If you are driving a bus with only special needs students you should have emergency information on each student, which is CONFIDENTIAL but is necessary for them to get help during an emergency. This information should include:

- Student's name and address**
- Emergency telephone numbers for parents**
- Physicians phone number**
- Nearest hospital for emergency care**
- Description of student's special needs**
- Medications and dosages that the student is currently taking**
- Any other special directions for taking care of the student**

This information should be kept in a place that emergency medical personnel will be able to find it, even without the help of the driver and attendant, should they become incapacitated.

### **REASONS FOR EVACUATION**

It is better to keep students on the bus if at all possible. Some of the reasons that may make it necessary to evacuate are: fire or danger of fire, unsafe position of the bus, the bus stalls on railroad tracks, the position of the bus is in danger of causing a collision and cannot be moved.

There should be an evacuation plan that is agreed upon by the driver and the attendant which includes exiting from different doors, the order which will be used for each student, what each person will do and be responsible for, during evacuation.

There several methods for lifting students to evacuate them from the bus.

**A. ONE PERSON LIFT FROM A WHEELCHAIR**

1. Undo the seat belt.
2. Keep equal weight on both feet and lower yourself to the level of the student by bending your knees before lifting.
3. Put one arm around the upper back and the other under both knees.
4. Hold the student to your body. **BEND AT THE KNEES AND LIFT WITH YOUR LEG MUSCLES.**

**B. TWO PERSON LIFT FROM A WHEELCHAIR**

1. To save time and congestion, leave the chair where it is secured and carry the student to the exit.
2. One person stands in front of the student, the other person stands at the back and to the side of the student.
3. The person in back removes the armrest
4. The person in front folds up the foot rest and removes the seat belt and other positioning devices.
5. The person in front, bending at the knees, lowers herself or himself to place her or his arms under the student's knees.
6. The person at the back places her or his under the student's armpits, reaching forward to grasp both of the student's wrists firmly. Your right hand to the student's right wrist and your left hand to the left wrist.
7. Lift together on the count of three; remember to bend from your knees.
8. Walk to the area where the student is to be placed, and lower her or him on the count of three; remember to bend at your knees.

**C. LIFTING FROM A BUS SEAT**

1. Use the same procedures as above, but first, slide the student to the edge of the bus seat near the aisle before lifting.
2. The weight of the student will dictate whether a one or two person lift is then used.

**D. BLANKET DRAG**

1. Fold a blanket in half, place it on the floor as close to the student as possible.
2. Follow the basic procedures above and lower the student to the blanket.
3. Place the student's head in the direction of the exit.
4. Pick up the end of the blanket from the head end and drag the student to the exit.
5. Using the blanket like a hammock, remove the student from the bus.
6. As soon as the student's upper body is out of the bus, lower the student to the ground and using the blanket, drag the student to safety.

Generally, this procedure takes two people: one inside the bus holding the blanket, the other (the stronger) outside the bus.

**REMEMBER**

**Students should not be evacuated unless the driver or attendant is sure that there is greater danger to stay on the bus than to exit the bus.**

## ACCIDENT AND INCIDENT PROCEDURES

During and after an accident your first responsibility is to the well being of your passengers. For this reason and your own well being it is very important that you stay calm. Immediately report any accidents to the dispatcher and they will help you get through the procedures to be followed. Do not move your bus until you are told to do so by a police officer, or by the dispatcher, if no police are at the scene.

The driver must learn where emergency equipment is located and how to use it long before an accident requires their use. The driver needs to make sure that emergency equipment is in place, completely there, and in working order.

### EMERGENCY EQUIPMENT

#### First Aid Kit

Know what is in the first aid kit and know how to use it. You cannot fumble around when you have an emergency.

Make sure that your first aid kit is always fully equipped and refill when necessary. Ask a supervisor and they will get any refill items that you may need.

#### Fire Extinguishers

Make sure that the needle is in the green (meaning that the extinguisher is fully charged) every day.

Pull the pin on a fire extinguisher and point the nozzle at the base of the fire to put it out.

#### Emergency Triangles

Know how to put the emergency triangles together and how they stand up.

Place one of them in the front of the bus and the other two in the back of the bus so that they can warn on coming traffic in both directions that you are a hazard.

Make sure that you, the driver maintain an up-to-date route sheet, so that in case of an emergency you can provide an accurate list of the children on your bus when necessary.

### ACCIDENT PROCEDURES

1. Turn off the ignition and TAKE THE KEY WITH YOU.
2. Place the transmission in neutral and set the parking brake
3. Turn on the Hazard Lights.
4. DO NOT MOVE THE BUS until a police officer tells you to do so.
5. Put the Triangles out to mark your bus as a hazard.
6. Talk to and check students for injury, so that you can tell medical personnel or police.
7. Look over your bus quickly to see if there is any change, which a fire is about to, or has erupted
8. CALL DISPATCH AND REPORT THE ACCIDENT
  - A. Make sure that dispatch knows your exact location (repeat it several times).
  - B. Make sure that dispatch understands the type of injuries (if any).
  - C. Let dispatch know if you have to evacuate your bus.
  - D. Dispatch will take care of notifying the police or other authorities.

Try not leave students unattended, but if you have to, appoint a student to supervise.

Make your absence short.

9. Cooperate with medical personnel and the police. Tell them what you know and answer all the questions that you can. They will also ask how you are doing; answer as honestly and as fully as you can.
10. Do not discuss the accident with anyone except police or your company representatives.
11. If possible find out which student goes to which hospital.
12. Do not release any student to anyone unless the authorities tell you to do so.
13. If you are authorized to transport students from the scene, contact dispatch before moving the bus.
14. Once everything is over and you should follow the directions of dispatch as to what they want you to do next. They will usually ask that you return to base to decide the next step.
15. You will need to make a written report on the accident and to fill out the appropriate accident forms.

### **BASIC BEHAVIOR MANAGEMENT STRATEGIES**

Major assets for a school bus driver are compassion and understanding. These are hard concepts to learn. However following some simple steps can help a driver become able to cope with the situations that arise on a school bus. It is important to remember that your job is transporting passengers to and from their destination safely. Anything that gets in the way of this must be dealt with assertively. The elements that will make you successful at this endeavor are a student's behavior and your professionalism in dealing with student interaction.

Student behavior and your professionalism in dealing with student interaction are the elements that will make your ride to school either pleasant or unpleasant. So let's get started with understanding these elements.

Student cooperation is something that at first seems to be easy to obtain, but as students get to know you they will work at finding the limits. So the first step is to establish some rules in the first two weeks of school. Most buses carry students with a wide range in ages. For that reason your rules need to be simple so that all students can understand them. All rules need to carry consequences for the students that choose not to comply with them.

The problem here is to make sure that the consequences that you decide on agree with school and company policy. Otherwise, the consequences are very hard to carry out. You will get support only if you are reasonable about this interaction with students. Some of the actions that you cannot take are to put a student of the bus anywhere. You must drop them off at their designated stop or school and no other place unless authorized by the school. You also cannot refuse to pick up a student the next day due to misbehavior.

Once you establish the rules and the consequences for bus conduct you must follow through being consistent and fair and without exception. Allow students to be heard when there is an infraction of the rules. Students will rebel if they feel as though they have been treated unfair. Once they rebel it is hard to get them back. If you want a peaceful bus it is essential to gain their confidence in you, that you will treat them fairly without exception. Make sure that you can live with your rules.

You must build a rapport with your students so that they will feel they can come to you with any problem and you will deal with them fairly. Students must feel you care about them. They will feel this way if you can greet them in the morning and in the afternoon as though you want to see them. Get to know their names. This may take some time especially if you have a long run, but it is essential to learn their names. Learn the names of the troublemakers first, that seems terrible to



say, but if you call someone by name then they respond more readily to your request. Example, Joe, please sit down is more effective than "Hey you, sit down!"

While you are getting to know students don't forget to greet students in the morning and in the afternoon. Also, don't forget to be positive in your comments. It is much more effective to give a compliment than to criticize all the time. Show students that even when you have to talk with them about an infraction of the rules that you are talking about their behavior and not about how well you like them. In other words separate the student from the infraction and address the infraction. Don't forget the students that are never in trouble for anything and you will have some of these students also. Remember their names, this is harder than it seems.

## **DEALING WITH AN INFRACTION OF THE RULES**

### **\*\*When a student breaks a rule:**

#### **\*\*The Four Steps of Giving Directives**

1. A polite directive (Example, Joe please.....)
2. Set the expectation (You are expected to.....)
3. State the consequence (If you fail to ... then...)
4. Present the Choice (It looks like you have a decision to make. You are right you can (negative behavior (pause) and what will happen is (negative consequence) or you can (desired behavior) and (positive outcome).

#### **\*\*Stopping Disruptive Behavior**

1. Calmly ask, "What are (were) you doing?"
2. Ask, Are you supposed to (identify behavior) on this bus?
3. Ask, What happens when you (behavior) on this bus?
4. Present the choice or assign the consequence. It looks like you have a decision to make. You're right, you can (negative behavior) (Pause and what will happen is (negative consequence) or you can (desired behavior) and (Positive outcome).

**\*\* The above material was quoted from Strategies Training Systems\*\***

Do not show hostility when you deal with an infraction of the rules. Keep your composure. This is sometimes easier said than done, but if you lose your composure and debate with The student or yell at the student **YOU HAVE LOST CONTROL OF THE SITUATION. NEVER TOUCH A STUDENT IN ANGER AND BE VERY CAREFUL ABOUT ANY KIND OF TOUCHING.**

## **DEFINITIONS FOR STUDENTS WITH DISABILITIES AND HOW THEY APPLY**

You might ask why it is necessary for all drivers to learn about children with disabilities? These children are transported only on buses designated for special education aren't they? This may or may not be true. There is a current push for students with disabilities to be included in regular education classrooms and not to be segregated in any way. This means that whether or not you drive for special education does not matter. There will be special education students placed on your bus for transportation.

There is no reason to be concerned about this if you are prepared to understand the scope of what is needed to include special education students. It may mean that by the nature of their disability they may have additional needs to consider during transportation. The driver may need to be more concerned with seating situations. There is a good chance that it may mean that no changes are necessary, as students with disabilities are more like their non-disabled peers.

It is essential that the driver (and attendant if there is one) get to know the individual child and that child's needs and how those needs should be addressed. The parents, other siblings, and teachers can keep the driver informed of any special needs that the child might have during transportation. Some needs will be obvious, example a child with disabilities that include blindness, deafness, orthopedically impaired, deaf, or hard of hearing, will be communicated to the driver or will be obvious to the driver from the first introduction to the child. Other disabilities are not so obvious, example: a child who has seizures, learning disabilities or emotionally disturbed children. This information should be given the driver as soon as the driver is assigned to the route.

The driver needs to have the ability to take these differences in stride and keep a positive attitude. Children with disabilities usually know that they are different, but they are still human beings with feelings. Treat them with the same respect as you would any other student and know when to give discipline when needed just like any other student. The driver's attitude will dictate how well the other children can adjust to a special needs student. This can be a very rewarding experience for both special needs students and non-special needs students.

### **Definitions of Exceptionalities from Individuals with Disabilities Education Act.**

The definitions that follow are based on the Federal guidelines for students with disabilities.

#### **AUTISTIC**

A developmental disability significantly affecting verbal and non-verbal communication and social interaction, generally evident before age of three, which adversely affects educational performance. Characteristics of autism include--irregularities and impairment in communication, engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not include children with characteristics of the disability "serious emotional/behavioral disturbances".

## **DEAF**

A hearing impairment, which is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child's educational performance.

## **DEAF-BLIND**

Having both hearing and visual impairments, which adversely affects a child's education performance, the combination of which produces such significant communication and other developmental and educational disabilities that these needs cannot be accommodated by services solely for deaf or blind children.

## **HARD OF HEARING**

A hearing impairment, whether permanent or fluctuation, which adversely affect a child's educational performance, but which is not included under the definition of deaf.

## **INTELLECTUALLY DISABLED**

Significantly sub-average general intellectual functioning which exists concurrently with deficits in adaptive behavior and is manifested during the developmental period, adversely affecting a child's educational performance.

## **MULTI-DISABLED**

Having several impairments such as those defined here, which adversely affects a child's educational performance, the combination of which produces such significant educational needs that these needs cannot be accommodated by services provided solely for one of the impairments. This term does not include children with deaf-blindness.

## **ORTHOPEDEICALLY IMPAIRED**

A severe orthopedic impairment which adversely affects a child's education performance. The term includes impairments caused by congenital anomaly, impairments caused by disease, and impairments from other causes.

## **OTHER HEALTH IMPAIRMENTS**

Having limited strength, vitality or alertness due to chronic or acute health problems including, but not limited to, a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia or diabetes, which adversely affects a child's educational performance.

## **SERIOUSLY EMOTIONALLY/BEHAVIORALLY DISTURBED**

A condition exhibiting one or more of the following characteristics over a long period of time, and to a marked degree, which adversely affects educational performance: (a) an inability to learn which cannot be explained by intellectual, sensory or other health factors; (b) an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; (c) inappropriate types of behavior or feelings under normal circumstances; (d) a general pervasive

mood of unhappiness or depression; or (e) a tendency to develop physical symptoms or fears associated with personal or school problems. The term includes children who are schizophrenic. The term does not include children who are socially maladjusted, unless it is determined that they also are seriously emotionally/behaviorally disturbed.

### **SPECIFIC LEARNING DISABILITY**

A disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in an inability to listen, think, speak, read, write, spell, or to perform mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include children who have learning problems which are primarily the result: (1) of visual, hearing or motor disabilities, or intellectual disability; (2) of emotional disturbance; or (3) of environmental, cultural or economic disadvantage.

### **SPEECH-LANGUAGE IMPAIRED**

A communication disorder such as stuttering impaired articulation, language impairment or a voice impairment which adversely affects a child's educational performance.

### **TRAUMATIC BRAIN INJURED**

An injury to the brain caused by an external physical force or by an internal occurrence such as stroke or aneurysm, resulting in total or partial functional disability or psycho-social maladjustment that adversely affect educational performance. The term includes open or closed head injuries resulting in mild, moderate, or severe impairments in one or more areas, including: cognition, language, memory, attention, reasoning, abstract thinking, judgment, problem-solving, sensory, perceptual and motor abilities, psychosocial behavior, physical functions, information processing and speech. The term does not include brain injuries that are congenital or degenerative, or brain injuries induced by birth trauma.

### **VISUALLY IMPAIRED**

A visual impairment which, even with correction, adversely affects a child's educational performance. The term includes children who are partially seeing and blind.

## UNDERSTANDING CITY DIRECTIONS AND ADDRESSES

1. Everything in the city is based on the fact that Madison Street is zero dividing North from South.
2. Everything in the city is based on the fact that State Street is zero dividing East from West.
3. Addresses ending in an even number will appear (with few exceptions) on the North and West sides of the street.
4. Addresses ending in an odd number will appear (with few exceptions) on the South and East sides of the street.
5. Usually the driver will be given an address that shows the hundreds in brackets next to the address. Example: Western and Lawrence (2400 W) & (4800 N).
6. This information tells the driver to watch the numbers in the addresses and go West until she/he gets to 2400W and then go North until he/she gets to 4800N.
7. Angle streets are the exception to this system and then you can go to the street that is straight North, South, East, or West and connect with the angle street. Practice makes the driver aware of where these streets are and where the driver's address will come in.
8. This will tell a driver how to approach a home address so that he/she will always approach from the right side so that the student does not have to cross the street.
9. Some maps show one way streets but this knowledge is usually acquired through practice, practice, practice.
10. This is why it is important for the driver to practice their routes before they pick up students.
11. After a while most drivers will learn what the "Hundreds" are for each of the major thoroughfares.

### For Example:

#### From Madison Street North:

Chicago Ave.	800N
Division St.	1200N
North Ave.	1600N
Armitage	2000N
Fullerton	2400N
Diversey	2800N
Belmont	3200N
Addison	3600N

#### And From State Street West:

Halsted	800W
Racine	1200W
Ashland	1600W
Damen	2000W
Western	2400W
California	2800W
Kedzie	3200W
Kimball	3600W

### ALLTOWN BUS SERVICE, INC. 2-WAY RADIO OPERATION

The value of our radio communication network has been proven many times over, not only in the more efficient day- to-day operations of our buses, but also in the ability of dispatch personnel to respond and provide invaluable aid to our drivers and attendants in case of breakdowns, accidents or other emergencies.

USE OF CODES: The following codes are to be used whenever possible. By using codes properly, entire phrases or sentences can be eliminated with no possibility of misunderstanding:

10-1	Receiving poorly
10-2	Loud and clear
10-3	Give me instructions

10-4	Message understood
10-5	Moving in traffic
10-6	Will confirm as soon as possible
10-7	Bus out of service
10-8	Bus in service
10-9	Repeat message
10-10	Cease all calls
10-19	Return to base
10-20	Give you location
10-21	Call by phone
10-22	Disregard
10-23	Stand by
10-24	Assignment complete
10-33	Accident – Give Bus Number, Location, and if there are injuries (on bus or Outside bus)
	Only Emergency Message at This Time
10-36	Time check
10-500 followed by location	Emergency on Board (i.e. weapons, explosives, etc.) Dispatcher calls police immediately
10-99	Active fighting
“Affirmative” Yes	“Negative” No
(Be sure to sign-off with “Unit # _____,clear”.)	

## PREVENTION OF THE SPREAD OF INFECTIOUS DISEASES BY BODY FLUIDS

Children get scraped knees cuts and bruises. As a professional you need know of the potential danger of blood borne pathogens and how to minimize your risk.

### A. BLOOD BORNE DISEASES

Students are not immune to blood borne diseases and you can be exposed to infection from those students. The two major diseases are carried by blood are HBV and HIV.

A. Hepatitis (HBV) means inflammation of the liver. Hepatitis B symptoms are:

1. Flu-like symptoms that become so severe that you may require hospitalization.
2. You may have no symptoms at all.
3. Your blood, saliva and other body fluids may be infected
4. The virus can be spread to sexual partners, and family members.

Hepatitis B may severely damage your liver, leading to cirrhosis and almost certain death. The best way to protect yourself from hepatitis B infection is to get vaccinated.

B. Human immunodeficiency virus (HIV) attacks the body’s immune system, causing the disease known as AIDS. Some of the symptoms are:

1. can carry the virus without knowing it.
2. can suffer from flu-like symptoms, fever, diarrhea and fatigue
3. will eventually develop AIDS
4. Can develop aids related illnesses including neurological problems, and other infections.

HIV is not transmitted by touching or working around people who carry the disease. It is transmitted through sexual contact, and contact with blood and some body fluids.

#### B. CLEANING UP BODY FLUID SPILLS

When gloves are not available or unanticipated contact occurs, hands and other affected areas should be washed with soap and running warm water immediately after contact when at all possible.

Clean and disinfect all hard, soiled, washable surfaces immediately. Remove the soil before applying disinfectants. If it is a small spill apply paper towels or tissues to wipe up the soiled area and dispose of paper towels in a plastic bag. Disinfect area.

If dealing with a large spill apply commercial sanitary absorbent agent on soiled area. After the soil is absorbed, dispose of soil into plastic bag and have the area disinfected when you get back to the garage.

***MOST IMPORTANTLY YOU SHOULD WASH YOUR HANDS WITH SOAP AND RUNNING WARM WATER!!***

#### C. HOUSEKEEPING RULES

All equipment and environmental working surfaces must be cleaned with an appropriate disinfectant or a 10 percent bleach to water solution as soon as possible after contact with blood or other potentially infectious materials

### FIRST AID

#### FIRST AID KIT:

##### Contents:

- 1 package of adhesive bandages (16-1")
- 2 packages of 4" bandage compresses
- 2 packages of 2" bandage compresses
- 1 package with one 40" triangle bandage with two safety pins
- 1 package with one wire or wood splint
- Rubber gloves (optional)

**A minimum number of sealed packages must always be present. A tourniquet or any type of ointment, antiseptic, or other medicine is NOT included.**

Addressing an emergency situation on your bus involves everyone. Students will be emotionally upset when they are involved in an emergency situation. The first thing to do is to quickly assess the situation. Who is hurt and in what way. Talk in a calm voice. If you are hysterical, students will pick up on this and controlling the situation will become more difficult. First is anyone bleeding, if so, cover the wound from sight if possible, as some students will relate bleeding to death and become hysterical. Show that you are confident and decisive about you decisions. Try to engage any injured student on his or her own behalf. Example, have a student apply direct pressure to their wound, while you attending to others or while you are calling dispatch for assistance. Stay focused on the task at hand and what you need to do to get help and to aid and comfort the student or students until medical help arrives.

You are not a doctor but it is your job to aid and assist any passenger until help arrives. Once you have assessed the situation and know what needs to be done to assist your passengers go to the radio and let dispatch know what your situation is and what you need.

You must speak in a clear voice and convey by voice what the urgency is. Example: I have a child with a cut on his finger or I have a child bleeding profusely. Dispatch will need some information, such as Where you are (be very specific); I am at the intersection of or I am ½ block from which particular intersection. Dispatch will need to know just what the situation is: I have a person who cannot breathe, or a person who is in shock.

Once you have made your situation clear to dispatch, you will need to go back to assisting your passengers. If you do not get assistance within a short period of time (10 minutes) go back to dispatch and inform them. Once assistance has arrived and you get a chance, call dispatch and let them know that help has arrived.

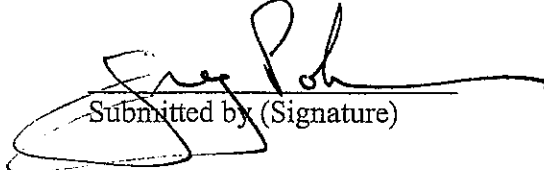
Specific procedures for dealing with situations such as bleeding, airway obstructions, shock, fractures and dislocations will be discussed in your "Illinois School Bus Driver Training Curriculum".



**APPENDIX 3  
CERTIFICATIONS BY BIDDER; NON-COLLUSION AFFIDAVIT**

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

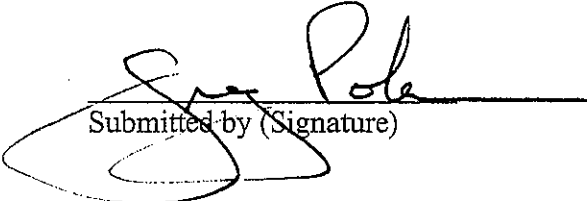
Alltown Bus Service, Inc.  
Name of Bidder (Please Print)

  
Submitted by (Signature)

President  
Title

The undersigned hereby certifies that the Bidder is in compliance with the the Equal Employment Opportunity Clause and the Illinois Human Rights Act as amended under paragraph 58 of the bid specifications.

Alltown Bus Service, Inc.  
Name of Bidder (Please Print)

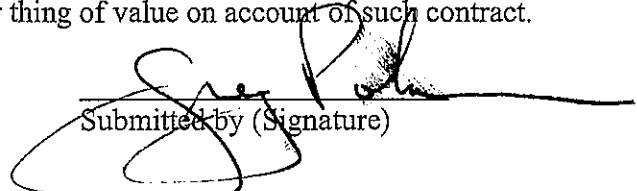
  
Submitted by (Signature)

President  
Title

The undersigned, being duly sworn, on oath states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that his/her bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

The undersigned further states that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, commission, or thing of value on account of such contract.

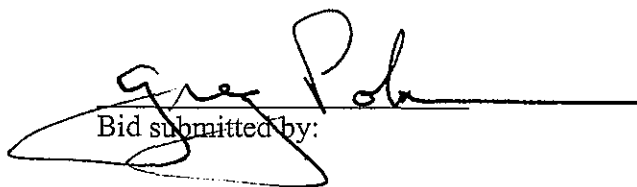
Alltown Bus Service, Inc.  
Name of Bidder (Please Print)

  
Submitted by (Signature)

President  
Title

The undersigned hereby certifies he has read, understands, and agrees that acceptance by the District of the Bidder's offer will create a binding contract.

Alltown Bus Service, Inc.  
Name of Bidder (Please Print)

  
Bid submitted by:

7300 N. Saint Louis Ave., Skokie  
Address

President  
Title

847-674-0090  
Phone Number

February 9, 2017  
Date

**APPENDIX 4  
CERTIFICATIONS OF COMPLIANCE WITH  
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it 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 and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Alltown Bus Service, Inc.  
Name of Bidder (Please Print)

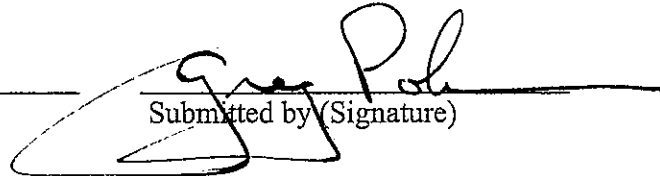
  
Submitted by (Signature)

President  
Title

**APPENDIX 5**  
**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Alltown Bus Service, Inc.  
Name of Bidder (Please Print)

  
Submitted by (Signature)

President  
Title

**APPENDIX 2  
BID PROPOSAL**

2017/2018 Regular Education Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per single shuttle tier	115.50	3	176	60,984.00
Cost per single tier – Private	299.00	1	176	52,624.00
Cost per triple tier – WJHS/HMS/Elementary	299.00	4	176	210,496.00
Cost per quadruple tier	299.00	5	176	263,120.00
Midday routes	99.90	6	176	105,494.40

2017/2018 Activities, Charters, and Field Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	52.50	630	33,075.00
Minimum Trip Charge	3 Hours	SEE ATTACHED RATES SHEET FOR OTHER RATES NOT SPECIFIED	

2017/2018 Athletic Trips Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	55.90	145	8105.50
Minimum Trip Charge (may not exceed two hours)			

2017/2018 Evacuation Drills Rate	Rate Per Hour	Est. # of Annual Hours*	Est. Annual Cost
Rate Per Hour	25.00	48	1200.00
Minimum Charge			

Summer School Transportation	Rate Per Bus/Day	Est. # of Routes*	Est. # of Days	Est. Annual Cost
Cost per triple tier	299.00	4	24	28,704.00

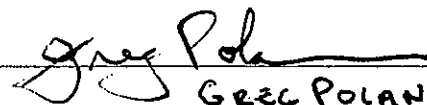
\*The estimated number of routes and annual hours contained in the above tables are merely estimates and are not to be considered minimums for the purpose of compensation under this Contract.

2018/19 Percentage Increase for Year 2	3%
2019/20 Percentage Increase for Year 3	3%

Savings if the District Waives the Performance Bond Requirement: \$2600<sup>00</sup>

Cost of Monitors per Route: 90<sup>00</sup> PER ROUTE / PER DAY

By signing below I acknowledge that I have received addenda nos. 1, 2, \_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_ as presented.

Signature:   
 Signed by: GREG POLAN  
 Date: FEB. 9, 2017

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

## WILMETTE PUBLIC SCHOOLS DISTRICT 39

THE FOLLOWING IS A PRICE LIST FOR ALL FIELD TRIPS

### FIELD TRIPS\*

(SCHOOL DAYS BETWEEN 9:00 AM-2:45PM)

	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
	<b>\$52.50</b>	<b>\$54.00</b>	<b>\$55.50</b>
	rate per hr	rate per hr	rate per hr
	<b>\$1.55</b>	<b>\$1.60</b>	<b>\$1.65</b>
	rate per mile	rate per mile	rate per mile
*Three hour minimum	<b>\$157.50</b>	<b>\$162.00</b>	<b>\$166.50</b>
** After 50 miles	3 Hr Min charge	3 Hr Min charge	3 Hr Min charge

### Additional Prime Time Charges-School Days Only

	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Between 2:45 pm-4:00 pm	<b>\$55.50</b>	<b>\$56.00</b>	<b>\$58.00</b>
*Four Hour minimum	Min. of 4 hours	Min. of 4 hours	Min. of 4 hours
	<b>\$222.00</b>	<b>\$224.00</b>	<b>\$232.00</b>
	4 Hr Min charge	4 Hr Min charge	4 Hr Min charge
Weekday Trips after 4:00 pm ***	<b>\$52.50</b>	<b>\$54.00</b>	<b>\$55.50</b>
***Four hour minimum	Min. of 4 hours	Min. of 4 hours	Min. of 4 hours
	<b>\$210.00</b>	<b>\$216.00</b>	<b>\$222.00</b>
	Minimum charge	Minimum charge	Minimum charge
	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Out-of -State trips ( prime)	<b>\$59.00</b>	<b>\$60.50</b>	<b>\$62.00</b>
	Min. of 4 hours	Min. of 4 hours	Min. of 4 hours
Overnight Driver Charge	<b>\$120.50</b>	<b>\$124.00</b>	<b>\$127.50</b>
	Flat rate per bus	Flat rate per bus	Flat rate per bus
Busses cancelled on site	<b>\$87.50 per bus</b>	<b>\$90.00 per bus</b>	<b>\$92.50 per bus</b>

**ALL TRIPS TAKEN ON WEEKENDS, NON-SCHOOL DAYS AND HOLIDAYS WILL BE CHARGED  
AT A MINIMUM OF FIVE HOURS.**

**\*\* ADDITIONAL MILEAGE CHARGES APPLY TO ALL TRIPS AFTER 50 MILES**

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Wilmette Public Schools, District 39  
Transportation Services  
February 9, 2017

## **GPS System**

Each school bus servicing the District will be furnished with GPS hardware and software from Zonar Systems. Attached is literature for the base GPS system. This is referred to as Ground Traffic Control.

## **Video System**

Each school bus servicing the District will be furnished with a three camera video system from Protect. This system provides audio and high resolution video. A brochure for the product is attached.

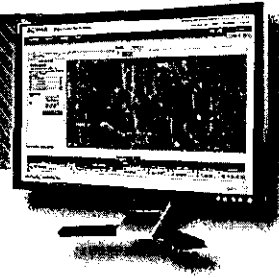
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**Alltown Bus Service, Inc.**



# GROUND TRAFFIC CONTROL™

WEB-BASED FLEET MANAGEMENT



## Like Air Traffic Control for Your Ground Fleet

### Your fleet at your fingertips

Ground Traffic Control® will provide your organization with the most accessible real-time picture of fleet operations. With an unlimited number of users and 24/7 access from computers, tablets, and smartphone web browsers, Ground Traffic Control® is the most robust package on the market. The service now includes dashboards. All this power for tracking, reporting, and easy exporting of fleet data is included with your Zonar service.

### Monitors the field from anywhere

Our web-based software allows fleet management to see vehicle speeds, idle times and geo-fence entry at any time, from anywhere. Now it's easy to coordinate a workforce out in the field, by having actionable data organized in one accessible location.

### Alerts protect your assets

If a driver is speeding dangerously, idling excessively, or entering a prohibited area, you will know right away. Ground Traffic Control® alerts the right people with a text message, email or pop-up window within the application whenever a user-created threshold is violated.

### Geo-fencing for smart mapping

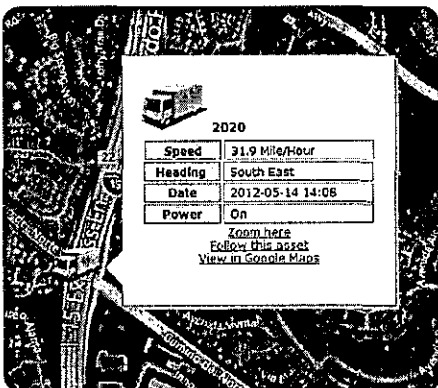
With unlimited freeform geo-fencing capabilities, Ground Traffic Control® will make sure assets are where they should be, and will alert you if they're out of place. This prevents both theft and waste.

### Entire fleet or a single asset

Ground Traffic Control® comes pre-built with macro-to-micro reporting capabilities to calculate overall fleet mileage or details of each asset's path, including each stop and start.

What will Ground Traffic Control® do for you?

- **Map** every turn of the key, every stop and start, and all activity.
- **Supervise** each driver's speed, path, safety and idling.
- **Customize** reports, alerts and dashboards for each user's preferences.
- **Alert** management to speeding drivers, excessive idling and prohibited geo-fence crossings.
- **Ensure** maximum safety, transparency, and accountability.
- **Automate** tasks that used to be a burden on drivers, dispatch and administrative staff.
- **Integrate** with third-party systems, using our open API for maximum ROI.

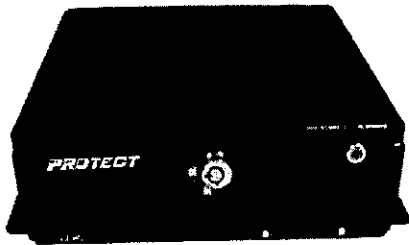


**Keith Leech, Fleet Manager**  
City of Sacramento, California

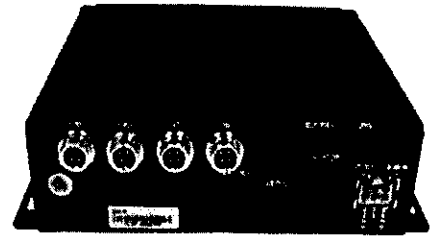
*"It pays to work with Zonar because they listen, they respond, and they deliver. The results of our ROI analysis are impressive. We achieved a fuel savings of nearly 25%, which is significant for a fleet of any size."*

# PROTECT

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PROTECT YOUR DRIVERS  
PROTECT YOUR SCHOOL



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- Extremely Compact - Only 6.0" x 7.2" x 1.2".

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"Here For You"

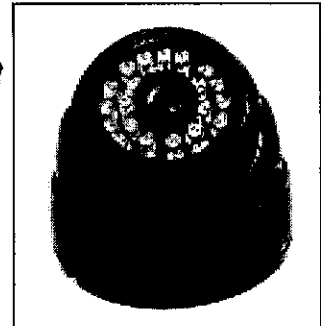
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CA-06

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**ALLTOWN BUS SERVICE, INC.**  
**MAINTENANCE PROGRAM**

**Alltown will perform the following PM services according to the attached maintenance schedule.**

<b>PM-A</b>	<b>Lube/Oil, Filters</b>
<b>PM-B</b>	<b>Lube/Oil, Filters, Brakes,</b>
<b>PM-C</b>	<b>Lube/Oil, Filters, Brakes, Transmission</b>

<b>PM-A</b>	<b>3,300 miles</b>
<b>PM-B</b>	<b>9,900 miles or 182 days</b>
<b>PM-C</b>	<b>19,800 miles or 365 days</b>

<b>PM-A</b>	<b>6 times per year</b>
<b>PM-B</b>	<b>2 time per year</b>
<b>PM-C</b>	<b>1 time per year</b>

# ALLTOWN BUS SERVICE, INC.

## VEHICLE "A" INSPECTION PROCEEDURE

### Interior

#### 1. State Inspection Sticker

- a. Check the date in which the school bus was last certified by the State.

#### 2. Entry Door Operation and Seals

- a. The entry door must open and close fully and the door will latch and unlatch easily.
- b. The door seals will be intact so as to keep the outside elements from entering the bus.
- c. Lube the door hinges as necessary, wipe off excess oil.

#### 3. Temperature and Oil Warning Devices (If Equipped)

- a. Temperature warning device will operate with the key on and engine off. Warning device will go off when the engine is started.
- b. Oil pressure warning will sound with the ignition on and the engine off. Oil pressure warning will turn off when the engine is started and develops oil pressure.
- c. The warning device could be a light or buzzer.

#### 4. Neutral Safety System

- a. Place the gear selector in each gear and attempt to start the engine (brake applied). The engine should start in park or neutral only.

#### 5. Horn, Gauges and Dash Lights

- a. Electric or air horns must be audible.
- b. All gauges must operate properly. Speedometer, odometer, voltmeter and or amp meter, oil pressure, coolant temperature, fuel gauge, air gauges, transmission temperature gauge and vacuum gauge.
- c. Turn on dash lights and check for burnt out bulbs.
- d. Check dash light rheostat for operation.

## **6. Heaters, Defrosters and Fans**

- a. Heaters: With engine at operating temperature, check heaters for operation. Inspect for leakage and proper identification and operation of switches and fans.
- b. Defrosters: Inspect for functioning defrosters including switches and fans.
- c. Auxiliary Fans: Operate smoothly on all speeds.

## **7. Windshield Wipers and Fans**

- a. Wiper Motors: Check wipers at all speeds for proper operation and ability to park.
- b. Wiper Blades: Check condition of wiper blades.
- c. Washers: Check windshield washers for proper operation.

## **8. Indicator Lamps**

- a. Check turn signal indicators in dash.
- b. High beam indicator in dash.
- c. Eight or Four way indicators on overhead or switch panel.(Red and Amber)
- d. Low air or vacuum.
- e. Low oil pressure.
- f. High coolant temperature.
- g. Glow plug light.
- h. Temperature.

## **9. Clutch, Gear Shift and Throttle Operation**

- a. Clutch: Check for correct travel. Check for slipping or chattering when engaged.
- b. Gear Shift: Operates easily, goes into proper gear, shift pattern displayed.
- c. Throttle Operation: Operates smoothly and returns.

## **10. Clutch and Brake Pedal Operation**

- a. Clutch Pedal: Check for 1 ½" free play. Check all nuts, bolts and pins in linkage.
- b. Brake Pedal: Check for unusual pedal travel (soft, pulsating, low or high pedal). Check all nuts and bolts in the operation.
- c. Check clutch and brake pedal pads.

## **11. Steering Free Play**

- a. With the engine running on vehicle with power steering.
- b. Maximum steering wheel free play will be no more than the following:

16" steering wheel – 2"  
18" steering wheel – 2 ¼"  
20" steering wheel – 2 ½"  
22" steering wheel – 2 ¾"

## **12. Applied / Unapplied Brake Test for Air / Vacuum Loss**

- a. Air: With fully charged system, engine off, wheels chocked, and parking brake released, allow air pressure to stabilize, record psi drop per minute. 2 psi maximum. With fully charged system, record pressure drop in psi per minute with brakes fully applied. 3 psi maximum.
- b. Vacuum: Applied or unapplied with engine off, 3 inches of mercury loss maximum.

## **13. Low Air / Vacuum Warning Buzzer and Wigwags**

- a. Turn key on (engine off), then pump the brakes until low air warning operates (light, buzzer or wigwag). Observe gauge pressure when warning light or buzzer comes on. (Should function when pressure is lowered to 60 psi).
- b. Key on, engine off, pump brake system down until low vacuum warning operates (light, buzzer, wigwag). Maximum 8 inches of mercury.

## **14. Air Governor Setting – 90 PSI Low – 120 PSI High**

- a. Build air pressure to governed or cutout pressure (120 PSI).
- b. With engine idling, make a series of brake applications and observe gauge pressure when governor cuts in (90 PSI).

## **15. Interior Lights**

- a. Check interior light lens covers.
- b. Operate interior lights.
- c. Operate step well light.

## **16. Windshield and Window Glass Condition and A.S. Rating**

- a. A.S. 1 is a laminated type with .030" plastic. Used in windshields. A.S. 1 will be etched in the glass.
- b. A.S. 2 is a tempered or laminated glass with .015" of plastic. Used in side and rear glass. A.S. 2 will be etched in the glass.
- c. Check glass for chips, cracks, bulls eyes and fogging of all glass.

## **17. Window Mechanisms and Seals**

- a. All windows should rise up and lower smoothly and lock in the full up position.
- b. Windows should lower to state required opening.
- c. Check for cuts and cracks in window seals.
- d. Lightly lubricate window slides.

## **18. Seat Condition and Mounting**

- a. Passenger Seat Condition: Check for worn, cracked or cut seat backs and bottoms. Insure foam is not broken down or missing.
- b. Mounting: Check all floor and side rail-mounting bolts. Check all seats for cracked frames.
- c. Driver's Seat: Check for proper seat movement and that it locks in place. Check mounting bolts. Check for worn, cracked or cut seat back or bottom.
- d. Seat Belts: Check all seat belt latches, adjusters and retractors.
- e. Check that all seats are latched and secure.
- f. Check for proper color matching of seat belts per state regulations.

## **19. Interior Body, Floor and Stanchions**

- a. Interior Body: Check that all roof, wall and heater panels are secure and that all screws and bolts are intact.
- b. Floor: Check floor condition for holes, torn floor mates, loose or missing trim and trim screws.
- c. Stanchions: Check for loose or missing bolts, broken frames and proper covering.

## **20. Fire Extinguisher Date, Charge and Mounting**

- a. Check that the proper number of fire extinguishers are installed and secure.
- b. Check date of last service.
- c. Check for proper rating and charge.
- d. Check for pin and security tie.

## **21. Road Warning Devices and Mounting**

- a. Check that road flares or triangles are properly mounted and in good condition. (3 required)

## **22. First Aid / Body Fluids Kit, Contents and Mounting**

- a. Check that the first aid kit is properly mounted and has the required contents per state requirement.
- b. Contents must be sealed.
- c. Check that body fluids kits are in place where required.

## **23. Emergency Exits Operation, Warning Devices and Signage**

- a. Warning Device Operation: With key on, open emergency door and or windows. Warning buzzer and or light should operate.
- b. Door should open or close easily.
- c. Check for proper identification on emergency exit.

## **24. Interior Clean**

- a. Check that walls and floor is clean and swept.

## **25. Backup Alarms (If Required)**

- a. Check that the alarm operates. Turn the key on and put the bus in reverse. For Allison transmission, the engine must be started.

## **26. Public Address System (If Required)**

- a. Check operation of public address system.
- b. Check inside and outside speakers.

## **Exterior**

### **1. All Exterior Lights and Signals**

- a. Check condition of all light lens covers.
- b. Check headlights, high and low beam, clearance lights, taillights, stop lights, turn signals, and reverse light and license plate light.
- c. Check operation of strobe light. ( If Required)

### **2. Stop Arm Paddle – Condition and Operation**

- a. Check that stop arm is secure and lenses are in good condition.
- b. Operate stop arm in proper sequence.
- c. Check operation of alternating lights.
- d. Check crossing arm for proper operation and securement.
- e. Lubricate stop arm and crossing arm hinges as needed. (Wipe off excess oil)

### **3. Mirror Condition and Mounting**

- a. Check all mirrors for missing or loose bolts, cracks and proper position.
- b. Check for peeling or flaking of mirror glazing.

### **4. Record Body Damage (Be specific)**

- a. Check exterior for body damage.
- b. Report all body damage.

### **5. Bumper Bolts**

- a. Check that all bumper bolts are in place and tight.
- b. Check tow hook mounting.



## **6. Paint, Lettering and Appearance**

- a. Check condition of all lettering.
- b. Check for damage to paint.

## **7. Emergency Exit and Signage**

- a. Check emergency exit for smooth operation.
- b. Check emergency exit door seal.
- c. Check emergency exit for proper identification.
- d. Lubricate door handle and hinges. Wipe off excess oil.

## **8. Axle Flange and Lug Nuts, Oil Hub**

- a. Check axle flanges for oil leaks.
- b. Torque all lug nuts to manufactures specifications.
- c. Check oil hubs for leaks and fill and needed.

## **9. Tire Condition, Cracked Wheels, Valve Stem, Caps and Alignment of Rear Wheels**

- a. Check for curbing, cuts, and general sidewall condition.
- b. Check wheels around lug nuts for cracking or rust.
- c. Check valve stem condition and steel valve caps on.
- d. Check that wheels are aligned so as to air inner dual.
- e. Check that tires are properly matched, size and tread design.

## **10. Tread Depth**

- a. Check tread depth with gauge and record.
- b. Per policy, tread minimums are 5/32 front and 3/32 rear.

## **11. Tire Inflation**

- a. Inflate with stand off gauge.

## **Under the Hood**

### **1. Any Visible Leakage, Identify and Repair and Clean Area as Needed**

- a. Check valve covers, front main seal, fuel pump, etc. for signs of leakage.
- b. Steam clean as required.

## **2. Engine Oil Level**

- a. Service engine oil to proper level.

## **3. Automatic Transmission Fluid Level and Condition**

- a. Check transmission fluid for color. (Should be Red)
- b. Fluid should not smell burnt.
- c. Engine should be at operating temperature to check level. Service to proper level.
- d. Check for leaks and repair if required.

## **4. Brake Fluid**

- a. Clean area around master cylinder.
- b. Check master cylinder fluid level. Service or repair if required.
- c. Clean any spilled fluid with a rag.
- d. Check for leaks.

## **5. Power Steering Fluid**

- a. Check power steering fluid level and service or repair if required.
- b. Check for leaks.

## **6. All Belts – Condition, Tension and Alignment**

- a. Check all belts for cracks, cuts, and over all condition. Replace if required.
- b. Check for proper alignment.
- c. Check belts for proper tension.
- d. Check all pulleys for securement.

## **7. Component and Accessory Mounting and Connections**

- a. Check all brackets and all mounting bolts for the air compressor, power steering pump, alternator and smog pump. Insure all connections are secure.

## **8. All Hoses and Lines – Condition and Routing**

- a. Check all hoses: Radiator, air compressor, power steering, vacuum, fuel and air conditioner.
- b. Check all fuel, compressor and transmission cooler lines.
- c. Check all hoses and lines for rubbing and routing.

## **9. Coolant Level and Protection**

- a. Check coolant level. Service with 50/50 mixture of coolant. (DO NOT REMOVE RADIATOR CAP ON ENGINE AT OPERATING TEMPERATURE)

- b. Check coolant protection. Should be at  $-35$  degrees
- c. Check coolant PH level. Should be 7.2. Treat as required.

#### **10. Pressure Test Coolant System**

- a. Pressure test radiator.
- b. Pressure test radiator cap.

#### **11. Water Pump, Fan Clutch Play**

- a. Check weep hole in water pump for leaks.
- b. Check play on water pump.
- c. Check fan clutch for securement.
- d. Check fan blade for cracks and alignment.

#### **12. Air Filter Condition**

- a. Check restriction gauge in air cleaner. Service if required.
- b. If not so equipped, check air cleaner on lube, oil and filter service.

#### **13. Carburetor, Choke and Throttle Operation**

- a. Check carburetor for fuel leaks.
- b. Check choke operation.
- c. Check throttle linkage for binding and proper operation.

#### **14. Distributor Cap, Coil and Ignition Wires**

- a. Check distributor cap and coil for securement.
- b. Check ignition wire connections.
- c. Check spark plug wire routing.

#### **15. PCV System and Emissions Pump**

- a. Check PCV valve, diverter valves, smog pumps and hoses.

#### **16. Exhaust System and Mountings**

- a. Check for loose or missing exhaust manifold bolts.
- b. Check exhaust manifold for cracks and evidence of leakage.
- c. Check exhaust donuts for leakage.

#### **17. Battery Fill Level and Mounting**

- a. Service battery to proper level.
- b. Check that battery is secure.

## **18. Clean Battery and Connections**

- a. Remove battery connections from battery and clean with baking soda and water.

## **19. Drain Fuel / Water Separator**

- a. Drain water out of fuel filter.

## **20. Tilt Hood Mounts**

- a. Inspect hood mounts for securement, alignment and wear.
- b. Check hood for cracks and damage.
- c. Check hood for proper operation, hinges and latches.

## **Under the Bus**

### **1. King Pin and Wheel Bearing Play**

- a. Support bus off ground with safety stands.
- b. Before lubricating, place a pry bar in the bottom hole of the wheel and rock up and down. Apply the brakes to differentiate between king pins and wheel bearing play.
- c. Check for condition of thrust bearing.

### **2. Tire wear, Condition and Matching**

- a. Attention should be placed on how even the wear is, side wall condition and variance of tread on the same axle.
- b. Under no condition should recaps be place on the front axle.

### **3. Leakage at Backing Plate and Wheel Seals**

- a. Visual inspection around the backing plate areas, hubs and wheel surfaces for wetness.

### **4. Steering Box, Mounting, Linkage, Looseness and Leaks**

- a. While rocking the steering wheel, check for movement of the gearbox at the frame mount, knocks, seal and hose leaks and tightness of the linkage.

### **5. Front Shocks and Mounting**

- a. Check for loose, cracked or broken mountings, missing grommets and leaking shock absorbers.

## **6. Front Springs, Bushings and U-Bolts**

- a. Check spring hangers, spring leaves, shackles for wear, looseness, extended or missing grommets, loose u-bolts, broken leaves or center pin.

## **7. Engine leaks, Lines, Filters, Hoses and Mounts**

- a. Under the bus, visually check for leaks in lines, hoses and exhaust. Feel the hoses for cracks and hardness. Check for tightness
- b. Check motor mounts for missing bushings and loose bolts.

## **8. Starter Mounting and Connections**

- a. Check for movement of the starter and loose mounting bolts.
- b. Check wiring for corrosion, broken wires and loose connections.

## **9. Exhaust System and Mountings**

- a. Look and listen for exhaust leaks and broken brackets.
- b. Check clamp bolt with a wrench and all supports and brackets for proper mounting.
- c. Check band clamps.

## **10. Transmission Mounted Parking Brake**

- a. Check lining for wear, adjustment, mounting and cable connection.

## **11. Transmission Leaks, Fluid Level and Mounts**

- a. Check for leaks around the filter, pan gasket, and pan bolts for tightness.
- b. Check dipstick tube and cooling lines for leaks.
- c. Check transmission-mounting bolts for tightness.

## **12. Output Shaft Play**

- a. Check output shaft for leaks and movement when pulling up and down and side to side.

## **13. Driveshaft, Guards, U-Joints and Center Support**

- a. Along the length of the driveshaft check for loose or missing bolts in the u-joints, center support and guards.
- b. Push and Pull at u-joints checking for tightness before lubrication.

#### **14. Body Hold Downs and Insulators**

- a. Look at hold downs for loose or missing bolts and alignment.
- b. Check for loose or missing frame padding or insulators.

#### **15. Wiring Along Frame, Condition and Securement**

- a. Check all wires for cracks in the cover and loom, loose connections, and proper mounting and routing.

#### **16. Differential Fluid Level**

- a. Visual inspection of seals and gaskets for leaks.
- b. Remove the plug and check the fluid level and condition. It should be at or just below the bottom of the fill plughole.

#### **17. Pinion Play**

- a. With the rear of the bus supported by safety stands, push up and down on the drive shaft and twist the shaft looking for excessive play.

#### **18. Breather Vent**

- a. Visual check for dirt and wetness around the vent.
- b. Make sure the vent is loose and moves freely.

#### **19. Rear Shocks and Mounting**

- a. Check for loose, cracked or broken mountings, missing grommets and leaking shock absorbers.

#### **20. Rear Springs, Bushings and U-Bolts**

- a. Check spring hangers, spring leaves, shackles for wear, looseness, extended or missing grommets, loose u-bolts, broken leaves and center bolts.

#### **21. Leakage at Backing Plates and Wheel Seals**

- a. Visually inspect backing plate areas, hubs and wheel surfaces for wetness.

#### **22. Fuel Tank Straps and Lines**

- a. Check for secure mountings, leaks, fuel lines, filler cap and proper mounting.
- b. Check that the heat shield is in place and secure.

### **23. Tail Pipe and Hangers, Condition, and Securement**

- a. Tail pipe must extend to, but not more than  $\frac{1}{4}$ " beyond the rear bumper, not more than  $\frac{1}{2}$ " below the rear bumper and not more than  $\frac{1}{2}$ " beyond the body if it is a side exhaust.

### **24. Lubricate Entire Chassis**

- a. Lubricate entire chassis points and look for out of specification movement at places like king pins, u-joints and tie rod ends.
- b. Take weight off front wheels before lubrication of front-end components.

### **25. Check Drag Link, Tie Rod Ends, Idler Arm**

- a. The steering linkage should be checked before lubrication for out of specification movement

## **Brakes**

### **1. Visual and Audible Leaks**

- a. Check for visible or audible air of hydraulic leaks.

### **2. Check All Lines Along the Chassis**

- a. Inspect hydraulic hoses and lines for leaks, corrosion, bubbling, cracks, chafing, flattened or restricted section and improper support.

### **3. Vacuum Booster Hoses and Mounting**

- a. Inspect system for collapsed, broken, chafed and improperly supported hoses, lines, loose or broken clamps and audible leaks.
- b. Inspect vacuum tank for corrosion, damage and loose mountings.

### **4. Hydraulic Lines, Wheel Cylinders, Calipers**

- a. Inspect wheel cylinders/calipers for leaks.
- b. Inspect steel lines; flex hoses for cracks and deterioration.

### **5. Air Chamber, Relay Valves and Lines**

- a. Inspect all air hoses, lines and connections
- b. Check attachment of all connecting lines and look for proper supporting parts. Be sure lines are free from contact with frame, axles, exhaust system and other lines.
- c. Inspect relay valves, connections and securement.
- d. Check air chambers for missing dust caps and anchor bolts for mounting.

## **6. Slack Adjusters, Linkage and Bushings**

- a. Inspect for worm pins, clevises, bushings or missing cotter pins.
- b. Inspect for broken or missing washers, clips, clevises, couplings, rods and anchor pins.
- c. Inspect slack adjusters for defective grease retainers.

## **7. Air Tanks and Lines**

- a. Inspect all air hoses, lines and connections
- b. Inspect the air tank for mounting, damage and corrosion.

## **8. Visually Inspect Lining and Drums**

- a. Inspect linings through the inspection holes in the dust cover.
- b. Inspect for cracks on outside of drum.
- c. Inspect drums for overheating.

## **9. Adjust Brakes with Wheels Off the Ground**

- a. Raise the bus off the ground. Place safety stands under the bus.
- b. Adjust front brakes to specification.
- c. Use the same procedure for the rear brakes.
- d. Under no circumstances should the slack adjuster angle be less than 90 degrees and no more than 105 degrees in the applied position.

## **10. Parking and Emergency Brake System**

- a. With the parking brake applied, engine running, put bus in low gear and let the clutch out slowly to see if the parking brake holds. If automatic, put the bus in gear and apply slight acceleration to make sure the parking brake holds.
- b. Check for oil leaks.

## **11. Two - Way Check Valves in Dual Air System**

- a. Drain primary air tank. Watch only primary air gauge to drop. Only primary tank should drain.
- b. Drain secondary air tank. Watch only secondary air gauge drop. Only secondary tank should drain.
- c. Only one air tank should drain at a time.

## **12. Drain All Air Tanks**

- a. Open all air tank pet cocks and drain tanks.



- b. Close all petcocks and start engine, build air pressure and check for air leaks at petcocks.

## **Bus Lift Inspection**

### **1. Check Lift For Proper Operation**

- a. Operate wheel chair lift for at least 2 complete cycles. Look for any sudden jerking, catching, dragging or excessive movement in normal operation.
- b. Check brake interlock if equipped.

### **2. Inspect for Stress Cracks, Mounting and Alignment**

- a. Check lift for any signs of cracking or breakage at the welds.
- b. Check platform to see if it is secure.
- c. Check all mounts looking for any missing, loose or broken bolts or welds.
- d. Check all alignment guides for excessive wear.

### **3. Check for Worn or Missing Pins, Hinges, Latches, Pivots and Bushings**

- a. Check pins and bushings making sure they are not excessively loose or worn making sure pins are secure and have proper clips on.
- b. Check hinges making sure they move freely and operate properly.
- c. Check all latches making sure they catch and release properly. Look at all pivot points, look for excessive wear or sticking.

### **4. Inspect all Hydraulic Fittings and Lines for Leaks**

- a. Check all fittings for a secure and proper connection.
- b. Check lines for [proper routing, bubbling, cracking or rubbing which might cause a leak.
- c. Check all hydraulic cylinders for leaks and scoring of cylinder pistons or rams.

### **5. Inspect All Electrical Connections and Micro Switches**

- a. Check electrical wires and connections for looseness or bad connections.
- b. Check wires making sure they are free from all moving parts of the lift, and are not rubbing against anything that might cause shorts.
- c. Check switches making sure they are working properly and at the right time, check switches for corrosion.

### **6. All System Covers, Instructions and Warning Signs In Place**

- a. Check all covers making sure they are properly mounted and secured.

- b. Check instructions and warning signs making sure they are in a good visible place, clean and legible.

#### **7. Impact Test Safety Barrier**

- a. Check all safety barrier for looseness and cracking.
- b. Push and pull on barriers to check for securement.

#### **8. Complete Lubrication Including Channels**

- a. Lubricate all hinges, pins and pivot points with a light oil or grease. Lubricate channels with light grease where they run.

#### **9. Check Wheelchair Securement Tracks for Correct Mounting**

- a. Check track for secure mounting and proper hold down.
- b. Check for loose or missing bolts.

#### **10. Condition and Securement of Control and Cable**

- a. Check the control box making sure the mounting position is in place where it has easy access and won't get caught when doors are closed.
- b. Check cable making sure it has not been pinched in the door and there are no cuts in the cover.

#### **11. Additional Fire Extinguisher If Required**

- a. Check the fire extinguisher for proper rating, charge and mounting. Make sure it is accessible and has a current inspection card.

#### **12. Lift Door Warning Devices**

- a. Check warning devices to ensure they are working properly.

#### **13. Wheel Chair Tie Downs**

- a. Check for the proper number of tie downs
- b. Check tie downs for condition and cleanliness.

#### **14. Lift Cover In Place**

- a. Ensure the lift cover is properly in place.
- b. Check the condition of the padding.

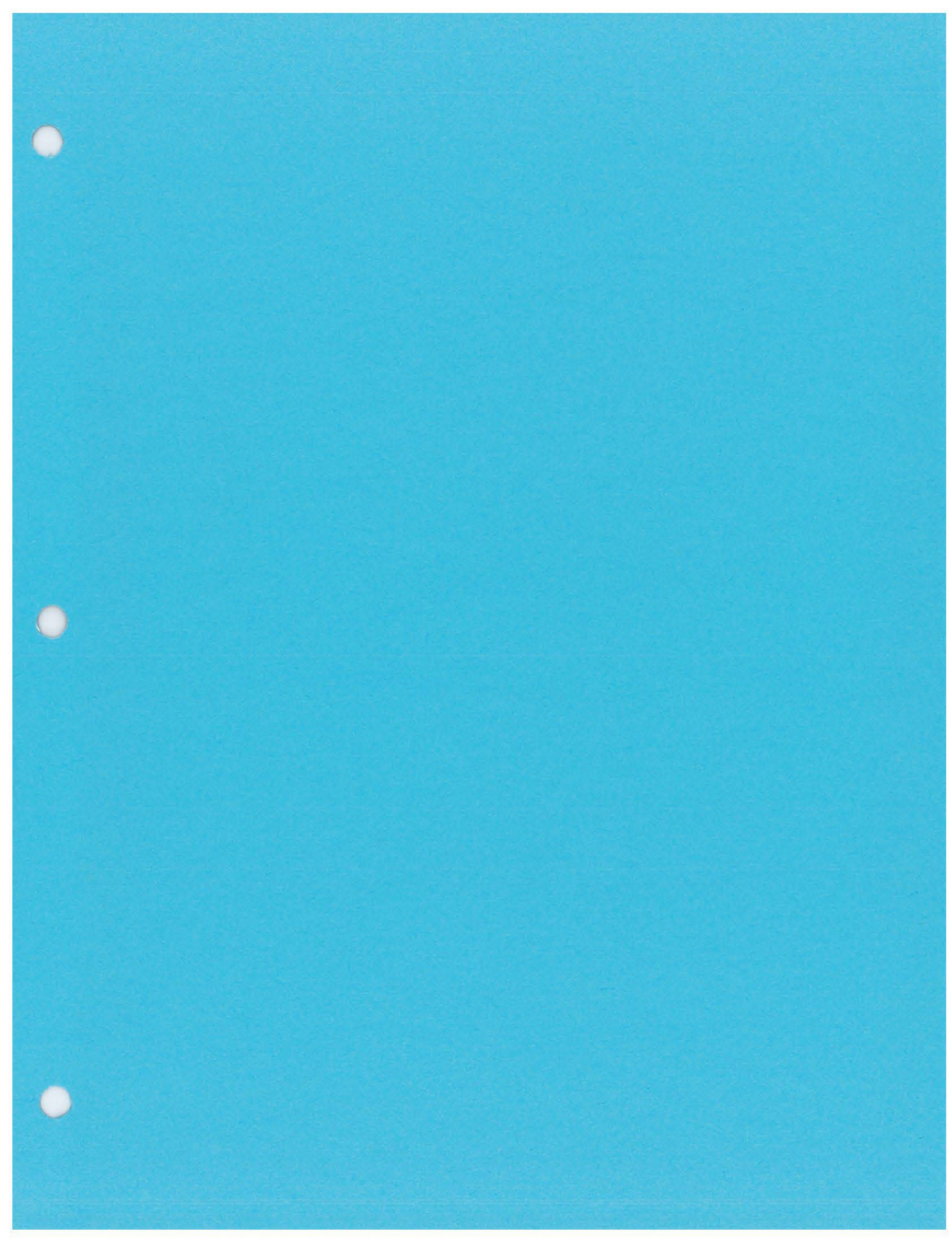
**15. Wheel Chair Securement Device Operating Properly**

- a. Check all securement devices making sure they will operate and secure properly

**ROAD TEST THE BUS**

**DISCUSS MAJOR REPAIRS WITH YOUR SUPERVISOR**

**NOTE ALL REPAIRS REQUIRED**



# ALLTOWN BUS SERVICE, INC.

## VEHICLE "B" INSPECTION PROCEEDURE

### Air Brake System

#### 1. Remove All Wheels and Drums

- a. Support vehicle with proper jack stands
- b. Remove all wheels
- c. Remove all hubs
- d. Do not blow our brake dust with air.

#### 2. Check Wheel Seals for Leakage

- a. Remove all wheel seals.
- b. Discard all wheel seals
- c. Clean and inspect all wheel bearings.
- d. Replace as necessary.

#### 3. Inspect Brake Drums and Rotors

- a. Inspect drums and rotors for heat cracks, scoring, etc.
- b. Replace as necessary.

#### 4. Mic All Drums and Rotors and Record Final Reading

- a. Measure and record actual final reading.
- b. Replace as necessary.

#### 5. Inspect Brake Lining and Disc Pads

- a. Clean lining and pad rivet holes.
- b. Inspect lining/pad for flaking or separation.
- c. Inspect for uneven wear.
- d. Inspect shoes for cracks or wear.
- e. Replace as necessary.

#### 6. Record Lining and Disc Pad Thickness

- a. Record lowest measurement of linings/pads on "B" inspection form.
- b. Replace as necessary.

7. **Replace Linings/Disc Pads When Required**

- a. Replace according to State specifications.

8. **Inspect Brake Components**

- a. S – cam bushings, rollers, return springs, anchor pin.
- b. Slack adjusters, clevis pins.
- c. Air chambers.
- d. Replace service brake diaphragm at 80,000 mile intervals. Do not attempt spring brake diaphragm replacement.

9. **Lubricate Cams, Rollers, and Wheel Bearings**

- a. Repack all wheel bearings with grease.
- b. Lubricate cams, rollers, anchor pins and slack adjusters.
- c. Install wheel bearings.
- d. Lubricate wheel seal surface.
- e. Install seal using proper seal driver.

10. **Inspection and Approval**

- a. Before installing drums, work must be inspected and approved by a supervisor or his designee.

11. **Reinstall Drums and Wheels**

- a. Install and adjust wheel bearings, lock nut, torque to specification and bend lock tabs.
- b. Refill front oil filled bearing cavity.
- c. Reinstall axles, torque axle lock nut to specification.
- d. Inspect wheel nuts, studs and clamps. Replace as needed.
- e. Install wheels using safe lifting practices and equipment.
- f. True wheel run out.
- g. Torque wheel nuts to manufacturers specifications.
- h. Clean hubs and wheels of excess grease/oil/fluids. Touch-up chipped paint.
- i. Refill rear end lubricant.

12. **Adjust Brakes**

- a. Adjust brakes to state specifications using a tape measure.

13. **Air Leakage Check and Measure for Loss**

- a. Check compressor cut in/out setting and build up time.

- b. Check emergency brake operation.
- c. Check low air warning buzzer operation and light.
- d. Perform air leakage test per state specifications.
- e. Treadle valve, pedal operation.
- f. Air compressor for leaks and replace filter.
- g. Air dryer, were applicable.
- h. Check one-way valves.
- i. Check pressure release valves.
- j. Check spitter valves
- k. Drain air tanks.

**ROAD TEST – SHOP MANAGER OR DESIGNEE SHOULD THOROUGHLY ROAD TEST BRAKING SYSTEM BEFORE RETURNING VEHICLE BACK TO SERVICE.**

**Hydraulic Disc / Drum System**

**1. Remove Wheels and Drums / Rotors**

- a. Support vehicle with proper jack stands.
- b. Remove all wheels.
- c. Remove front hubs/rotors.
- d. Remove rear drums.
- e. Do not blow our brake dust with air.
- f. Rear hub removal not necessary on disc brake inspection. Remove at pad replacement.

**2. Check Wheel Seals for Leakage**

- a. Remove front wheel bearings.
- b. Discard front wheel seals.
- c. Clean/inspect rear wheel bearings. Replace if necessary.
- d. Remove rear wheel bearings on drum brake system.
- e. Discard rear wheel seals.
- f. Clean/inspect rear wheel bearings. Replace if necessary.

**3. Inspect Drums / Rotors**

- a. Inspect drums/rotors for heat cracks, scoring, etc.
- b. Replace as necessary.

**4. Mic All Drums / Rotors and Record Final Reading**

- a. Measure the actual final reading and replace as needed

**5. Inspect Brake Linings / Disc Pads**

- a. Clean lining/pad rivet holes.
- b. Inspect linings/pads for flaking, separation and uneven wear.
- c. Inspect shoes for cracks and wear.
- d. Replace as necessary.

**6. Record Lining / Pad Thickness**

- a. Record the lowest measurement of linings / pads on the inspection form.
- b. Replace as needed.

**7. Replace Lining / Disc Pad When Required**

- a. According to state specifications.

**8. Inspect Brake Components**

- a. Wheel cylinder/caliper for leaks and torn boots. Replace cylinders on all shoe replacements.
- b. Return springs.
- c. Adjusters.
- d. Backing plates/mounting anchors.
- e. Master cylinder/cap seal/power head/vacuum canister/power assist motor.
- f. Inspect lines/fittings for: bubbling, leaking, rusting, pinching, chaffing and routing.
- g. Inspect parking brake components for proper operation and adjustment.

**9. Lubricate Shoe Contact Surface On Backing Plates, Wheel Bearings, Service Self-Adjuster, Inspection Wheel Cylinder Boot and Lube Sliders.**

- a. Repack all wheel bearings with grease.
- b. Clean and lubricate caliper slides and adjusters.
- c. Install wheel bearings.
- d. Lubricate wheel seal surface. Install seal using proper seal driver.
- e. Grease wheel bearings even if oil packed.

**10. Before Installing Drums, Work Must Be Inspected and Approved by Supervisor or Designee.**

**11. Reinstall Drums / Rotors and Wheels**

- a. Install and adjust wheel bearings, lock nut, torque to specification and bend lock tab.
- b. Refill front oil filled bearing cavity.
- c. Reinstall axles, torque axle lock-nut to specifications.



- d. Inspect wheel nuts, studs, clamps and replace as needed.
- e. Install wheels using safe lifting practices and equipment.
- f. True wheel run out.
- g. Torque wheel nuts to manufacturers specifications.
- h. Clean hubs and wheels of excess grease/oil/fluids. Touch up chipped paint.

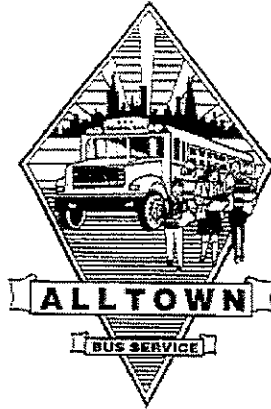
## **12. Bleed and Adjust Brakes**

- a. Dispose of old brake fluid properly.

## **13. Check For Vacuum Leakage at Booster Tank and Hose Connections**

- a. Check system for proper vacuum readings.

**ROAD TEST – SHOP MANAGER OR DESIGNEE SHOULD THOROUGHLY ROAD TEST BRAKING SYSTEM BEFORE RETURNING VEHICLE BACK TO SERVICE.**



**ALLTOWN BUS SERVICE** welcomes you to its family. We are a continuously growing company, specializing in service to the public. Service is our only product. We continue growing because we provide excellent service at a fair price.

**ALLTOWN BUS SERVICE** is a privately owned company. Although we are non-union, we are proud that we are able provide many benefits to our employees. We believe that personal contact between management and employees is essential to our success. All we ask of our drivers is that they follow State of Illinois Rules and Regulations and ALLTOWN rules.

Our management team is always available to answer your questions or assist with issues that arise.

**"SERVICE IS ALL WE HAVE TO SELL"**

X Jan. 2016

**ALLTOWN BUS SERVICE EMPLOYEE MANUAL**

**SPECIAL BENEFITS FOR ALLTOWN BUS SERVICE DRIVERS**

**ALL NEW DRIVERS MUST BE EMPLOYED AT LEAST 45 CALENDAR DAYS TO BE ELIGIBLE FOR ALL BONUSES, HOLIDAYS OR EXTRA PAY DAYS.**

**SAFETY AND TRAINING PAY**

Each driver is expected to attend safety meetings when scheduled for which they will receive one hour of pay at their hourly pay rate.

Any driver who has a preventable accident will be required to be retrained within a reasonable period of time.

**ATTENDANCE**

It is common knowledge that the same driver on a route provides the maximum amount of safety for the children we carry. That is why it is very important to be here and on time every day. Any driver who reports to work on time each and every day will be given a monthly attendance bonus of \$60.00. In addition, any driver who has perfect attendance for an entire quarter (three consecutive months) will receive an additional \$100.00 for perfect attendance. Any driver who arrives late for work or is unable to perform any portion of his/her assigned route will not receive the monthly bonus. Never late means 15 minutes before company posted time the route should leave the branch. You must also be signed-in on time at the schools for your AM, Mid-Day, PM and late activity routes.

Your attendance bonus will be subject to districts' late policy. If you are late for any A.M. or P.M. route once in one month, the company is subject to fines of up to \$250.00. If the company is fined, you will lose your attendance bonus until the liquidated damage is made up.

**BONUSES ARE PAID TO DRIVERS AS A REWARD FOR GOOD ATTENDANCE.  
OUR MOST IMPORTANT GOAL IS TO GIVE  
YOU THE BONUSES IF YOU HAVE EARNED THEM.**

**VACATION PAY**

Any driver who has completed two (2) full years of employment is eligible to receive **ONE ADDITIONAL WEEK'S PAY FOR VACATION.**

After completing four (4) full years of employment, drivers are eligible to receive **TWO ADDITIONAL WEEK'S PAY FOR VACATION.**

After completing twenty (20) full years of employment, drivers are eligible to receive **THREE ADDITIONAL WEEK'S PAY FOR VACATION.**

Vacations will be paid on the anniversary date of your employment. All drivers must have worked a minimum of 40 weeks during the school year to be eligible. Your daily average pay for the school year will be used to determine your vacation pay. You must be an active employee to receive vacation pay.

**PAID HOLIDAYS**

There will be seven (7) paid holidays per year.

**THANKSGIVING  
CHRISTMAS  
LABOR DAY**

**NEW YEARS  
MARTIN LUTHER KING DAY**

**MEMORIAL DAY  
JULY 4TH**

**ALL DRIVERS MUST WORK TWO (2) WORKING DAYS BEFORE AND TWO (2)**

**WORKING DAYS AFTER THE HOLIDAY TO EARN HOLIDAY PAY.**

**BIRTHDAY PAY**

All drivers will receive an **EXTRA DAY'S PAY FOR THEIR BIRTHDAY, PROVIDED THEY WORK ON THAT DAY.** If the birthday falls on a weekend or holiday, the driver must be in attendance two (2) working days before and two (2) working days after the birth date.

**SUMMER WORK**

Summer work is available and will be assigned on the basis of attendance, safety, attitude and requests from the customer.

**PAY RATE AND RAISES**

Pay rates are based on each driver's years of experience as a school bus driver. Each year in September the driver will be **REVIEWED** for an increase in their hourly rate.

All drivers who have been with the company for at least **ONE FULL YEAR**, will be eligible for a raise providing; the route they are driving remains approximately the same, their driving record is good, their attendance is good, their attitude and cooperation towards students, parents, attendants and managers is excellent and provided that the driver has not reached the top level of the pay scale.

**ADDITIONAL FACTORS** in determining your raise include: contract terms with our clients; cost of our liability and workman's compensation insurance and the cost of fuel.

You are paid every week. The payroll week ends on Sunday and the checks are issued on the following Friday at your branch location after your P.M. route. On days when school is not in session checks will be available on Friday at 12:00 Noon. **NO EXCEPTIONS**

**VISION AND DENTAL PLAN**

Alltown is proud to offer a Free Vision and Dental Plan for our Drivers. Enrollment is automatic upon employment and the plan goes into effect 30 days from start date.

**RECRUITMENT BONUSES:**

Alltown Bus SVC is always looking for qualified individuals to join our team of professionals. We offer a variety of attractive recruitment bonuses. Check with the Safety & Training Department for details.

**CREDIT UNION (OPTIONAL)**

Alltown has made membership to the Archer Heights Credit Union available to all employees. The credit union offers full services including checking, savings and loan programs, all without membership fees. Credit union contributions are available through direct payroll deduction, eliminating the need to go to the credit union in person.

**RESPONSIBILITIES OF ALLTOWN DRIVERS**

The driver of a school bus is responsible for the safety of the children in his/her care. The continuance of his/her employment depends upon acceptance of this responsibility. The safety, health and well being of children should always be first and foremost in the mind of the driver, when they are being transported. The success of the transportation program depends upon each driver

### PRACTICES AND PRECAUTIONS THAT MAKE A GOOD DRIVER

1. Comply with all motor vehicle laws of the State of Illinois and the regulations established by the office of the Superintendent of our Districts, the Secretary of State, and Alltown Bus Service, Inc.
2. Operate your bus in a safe manner at all times.
3. Must make PROPER PRE-TRIP INSPECTIONS OF YOUR VEHICLE before leaving your base every day. Report any defect to management. Perform a daily post-trip inspection at the end of each route or charter.
4. Have your bus under complete control AT ALL TIMES. Wearing seatbelts is a must! And the Law.
5. Clean inside your bus at least ONCE EACH DAY.
6. Maintain a good time schedule by NEVER BEING EARLY AND SELDOM LATE.
7. ALWAYS drive defensively. Never unnecessarily block traffic. Don't be overly aggressive or rude. Signal your intentions EARLY.
8. NEVER ask a student to get out of the bus to aid you in any way. If you need assistance radio your base and ask for instructions.
9. NEVER back up your bus. If you need to back up your bus in an emergency, you must have help from another responsible person.
10. NEVER turn right on a red traffic signal.
11. NEVER deviate from your assigned route without permission from management.
12. ALWAYS practice driving habits that are both courteous and safe. Never engage in arguments or abusive language with other motorists or pedestrians.
13. ALWAYS pick-up your route book before morning route and return it after afternoon routes.
14. RADIOS MUST BE ON AT ALL TIMES.

### GENERAL REQUIREMENTS

1. Drivers are expected to address parents, pupils, school staff and other passengers in a courteous manner. Under no circumstance will profanity be tolerated.
2. Obscene and or abusive language is totally unacceptable.
3. Drivers will not physically discipline (hit) pupils at any time. Driver must never touch a student. Drivers cannot expel or otherwise remove a child from a bus UNDER ANY CIRCUMSTANCES.
4. No driver may refuse to add a child or an additional stop to their existing route. If a child is left behind for any reason, it is the driver's responsibility to return to pick that child up if requested to do so by management.
5. If a school or district requests that we remove you from their routes, **we must do so**. This rule is in all of our contracts and we must comply with their requests.
6. Drivers are never to transport unauthorized passengers; this includes but is not limited to hitchhikers, friends, relatives, and parents of students. Immediately call 911 & dispatch if any attempt is made to board the bus.
7. Drivers should call the office at least two (2) hours before their route time if they are ill or cannot report for work. Excessive absence and/or tardiness can result in DISMISSAL.
8. Any driver who has an ALLTOWN or CPS BUS ATTENDANT on their route is responsible to report when this attendant is absent and/or there has been a substitute attendant or if attendant was late.
9. Drivers are not permitted to smoke **at any time on the bus or on school property**. Drivers are not permitted to eat while transporting passengers.
10. All buses are to be returned to Alltown's premises after each route. **No driver shall use a company vehicle for personal use** unless granted permission by Management. Doing so will result in disciplinary action up to and including termination.
11. Driver's personal belongings should never be left on the bus after your daily shift. Alltown will not be responsible for lost or stolen items. Do not block aisles, seats or door openings with personal items.

12. Only manufacturer's required equipment is allowed on Alltown School Buses. Items that are not manufacturer supplied, i.e. televisions, stereo's, etc. are subject to removal and the driver responsible will be disciplined.
13. All moving and parking violations are the driver's sole responsibility. Tickets must be turned in to the office immediately for payment. Fines will be deducted from your paycheck.
14. Drivers with new routes are required to come in to practice before the first day of school. You will be paid for this practice run.
15. All drivers are responsible for keeping their route sheets up to date. A copy of your route sheet and route itinerary should be on your bus at all times. All routes must have route signs. No exceptions.
16. Use of cell phones while operating a school bus is prohibited by law.

**CHARTERS** - Drivers are paid the rate of 1/3 of the dollar amount of the charter price. Drivers must be on time, courteous and have accurate directions to the destination for each trip. Alltown requires each driver to collect payment for the charter upon arrival at the original pick up point (unless otherwise directed). Drivers are also responsible for informing the customer of the scheduled departure time. The driver must stick to the schedule. If there is a problem, call your base immediately. **Drivers are required to stay with their charter group at the charter site.** Fuel costs for excessive miles will be deducted from the driver's paycheck unless additional miles were due to manager request. On weekend and night charters, drivers are responsible for collection of charter money, overtime rate and any tolls from customer. Remember "SERVICE IS ALL WE HAVE TO SELL" The deadline for turning in charter paperwork to the office is Monday by 12:00 pm. We cannot guarantee that charter pay will appear on a paycheck if we do not receive the paperwork by the deadline listed above.

**Any violation of the above Rules and Regulations will be written up on an Employee's Disciplinary Report which the driver will be requested to sign. Repeated violations of any of the above Rules and Regulations can result in SUSPENSION OR IMMEDIATE DISMISSAL.**

**ANY ACTION WHICH BRINGS THE COMPANY INTO DISREPUTE IN THE EYES OF THE PUBLIC, WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION**

### **ALLTOWN BUS SERVICE RULES & REGULATIONS**

#### **LICENSE REQUIREMENTS**

1. **NO DRIVER SHALL OPERATE A SCHOOL BUS WITHOUT A VALID SCHOOL BUS PERMIT AND DRIVER'S LICENSE IN HIS/HER POSSESSION AT ALL TIMES.**
2. No driver shall operate a vehicle under the influence of alcohol or drugs **UNDER ANY CIRCUMSTANCES. VIOLATION OF THIS RULE WILL RESULT IN IMMEDIATE TERMINATION.**
3. All drivers are subject to random drug and alcohol testing at any time during the year. This is a Federal Law. You are required to submit to the drug/alcohol test immediately upon being notified by management. **THERE ARE NO EXCEPTIONS.** Refusal to test is considered a failure and will result in immediate termination. The company and the school districts we do business with can request a driver to be checked at any time.
4. All drivers will be required to present their Drivers License (C.D.L.) to any Alltown Bus Service Supervisor upon request. You are also required to present your driver's license upon receiving your paycheck. You must also present these items when requested, to B.O.E. or District Personnel at the school you service when they identify themselves.
5. Each year all drivers are required to renew their school bus permit. It is the driver's responsibility to make sure their license/School Bus Permit is current. To keep your permit current you must complete the following items at least 30 days prior to your expiration date:
  - A. Complete a refresher course
  - B. Complete your annual physical and drug screen

It is the driver's responsibility to provide Alltown with a copy of their current CDL and school bus permit confirmation letter or MVR each and every time they are renewed.

*You will not be allowed to drive without a valid CDL license or school bus permit at any time.  
THERE WILL BE NO EXCEPTIONS.*

## ACCIDENTS AND INCIDENTS

1. Drivers **MUST** report any accident or incident, no matter how minor, to the company **immediately**. Instructions on how to proceed will be given to you by the company. This also includes accidents in the parking lot. The company's accident policies must be followed at all times. Failure to follow appropriate procedures could result in your termination.
2. After any accident or incident, you are required to come into the office and make a written report to the Director of Safety and Training or Branch Manager. You will then be required to have an interview with our Safety Director to discuss the accident or incident.
3. If a driver has an accident that results in a traffic ticket or injuries to passengers in either vehicle, or either vehicle has to be towed, the driver is required to go immediately for a post accident drug and alcohol screen. **NO EXCEPTIONS.**
4. All drivers will be scheduled for retraining on a regular basis. If you are found to have unsafe driving habits or too many accidents or incidents you may be terminated. This is a mandatory requirement of your continued employment with the company.
5. **TWO PREVENTABLE ACCIDENTS MAY BE CAUSE FOR DISMISSAL.**

## ACCIDENT PREVENTION PROGRAM

Alltown's Accident Prevention Program is in place in order to make drivers more aware of safe driving practices in our continuing effort to reduce accidents.

Driver's who have been involved in specific preventable accidents may be placed into the program. The following preventable accidents and/or incidents may be cause for drivers to be placed into this program:

1. Two or more preventable accidents of any kind
2. Any rear end accident
3. Any preventable intersection accident
4. Red light violations are considered unsafe driving practices and may be cause for placement into the Program

Any driver placed in the program will be sent for immediate re-training. Once in the program, the driver is subject to termination if he/she is involved in any additional accident(s) within one (1) year of the previous or most recent accident(s). Any time a driver who is placed in the program completes a full year from their most recent accident without any additional preventable accidents; they will be removed from the program and returned to good standing with the company.

**ANY UNREPORTED ACCIDENT MAY BE GROUNDS FOR IMMEDIATE TERMINATION.**

## DAILY REQUIREMENTS

1. Drivers **must** receive their route books every day before AM routes. Each driver is expected to check in and pre-trip his/her vehicle fifteen (15) minutes before departing time.
2. Each driver is required by law to do a proper pre-trip inspection using a Vehicle Inspection Report each day **before departing**. This is your IDOT form.
3. Driver's are **responsible** for checking their bus for sleeping children at the end of **each** route (drop off) both morning, midday and afternoons. **The Electronic Zonar student checks must be completed before proceeding to the next route, field trip or returning to your base.**
4. **RADIOS ARE FOR COMPANY BUSINESS USE ONLY.** Improper radio use is unacceptable and is subject to disciplinary action up to and including termination. It is the driver's responsibility to make sure radios are on and working at all times.
5. Driver's are required to park their bus properly in the designated area and perform a proper post-trip inspection.
6. **NEVER** leave a bus unattended with children on board or while motor is running, **at any time or place**. This includes the area around the garage, parking lot and schools.
7. **NEVER** leave your bus idling anywhere on school grounds or any other time the bus is not actively in use. Remember, this is the law.
8. "Child Reminders" on our buses should be in working order at all times. This system forces the driver to walk to the back of the bus to turn off the system. Disconnection of this system will result in disciplinary action up to and including reimbursement of the fine and termination.
9. If your vehicle needs repairs you will be notified by management to return the bus to the garage. Do not talk to mechanics about repairs, talk to office staff only. Under no circumstance should a driver take an unsafe vehicle on their route.
10. It is the responsibility of the driver to keep the inside of their vehicle clean at all times. This includes sweeping, emptying the trash can and wiping the dash panel and seats.
11. Driver's should fuel their bus when the gauge reads half. Excuses will not be accepted when a driver runs out of fuel. If you have to fuel your bus at an alternate site, fuel receipts must be turned in. Each receipt should have the following information: date, vehicle number, odometer reading and number of gallons pumped.
12. Drivers or attendants are not permitted to use any type of headphone while driving a bus. **THERE ARE NO EXCEPTIONS**
13. When driving the bus, the driver should never engage in any activity that takes their focus from the safe operation of the vehicle, such eating or handling any drinks; conversing with passengers or cell phone use.
14. Drivers must always have a route sign that is clearly marked with the school name and route number on the front passenger side behind the service door and on the right rear window. If your bus does not have a sign, please see your manager. This is your responsibility.
15. Use of a cell phone while operating a school bus is prohibited by law.

**PICTURE ID/ZONAR ELECTRONIC PRE-TRIP ID CARD**



All drivers and aides working at Alltown Bus Service, Inc. that cover a Chicago Public School Route, will receive a CPS picture identification badge and an Alltown picture I.D. These badges must be worn at all times while on duty. See the office for information on obtaining your CPS identification badge and Alltown I.D. Zonar Id cards are also a requirement for drivers covering CPS routes. Check with your Manager to obtain a Zonar ID card.

### **UNIFORM REQUIREMENTS**

Alltown drivers are required to wear a garment with the company logo (provided by Alltown) while on duty.

**The following articles of clothing are not permitted: (This list may be revised at the discretion of the company)**

Apparel having slogans or pictures which could be offensive or against school policy (e.g. religious, political, sexual, alcohol/drug/tobacco related etc.) rubber flip-flops, sandals, open-toe, or high-heel shoes are not acceptable.

A reasonable dress code will be required of all Alltown drivers. Alltown management and its school districts' (customers) are responsible for determining acceptable dress code.

In addition, personal hygiene is a necessity. Being clean and well groomed promotes a professional image and earns a higher regard from your passengers and fellow employees.

### **ALLTOWN BUS SERVICE, INC. – DISCIPLINARY RULES**

#### **1. PERSONAL CONDUCT THAT MAY RESULT IN IMMEDIATE DISCHARGE**

- 1.1 Drinking of alcoholic beverages and/or use of harmful drugs that are not prescribed by a doctor while on duty or any time driver is in readiness for driving
- 1.2 Drinking of alcoholic beverages and/or use of harmful drugs that are not prescribed by a doctor prior to reporting for duty, which would affect the proper performance of his/her duties.
- 1.3 Physical mishandling of passengers, fellow employees, fighting with fellow employees or bus passengers while on duty.
- 1.4 Proven theft or dishonesty of any kind including falsification of time sheets.
- 1.5 Failure to report an accident immediately.
- 1.6 Failure to turn in a written report of accident within 24 hours.
- 1.7 Any loss of company property or acts of vandalism because of not properly securing the vehicle at the end of each route shift.

#### **2. PERSONAL CONDUCT THAT WILL RESULT IN DISCIPLINARY ACTION LEADING UP TO AND INCLUDING TERMINATION**

- 2.1 Discourtesy to customer
  - 1<sup>st</sup> Offense – WARNING IN WRITING
  - 2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION
  - 3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE
- 2.2 Obvious disobedience of orders.
  - 1<sup>st</sup> Offense – WARNING IN WRITING
  - 2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION
  - 3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE
- 2.3 Refusal of an assignment given by supervisory personnel.

**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**

- 2.4 Unacceptable personal appearance contrary to Company Policy.  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**
- 2.5 Failure to notify company within one (2) hours of start time when unable to report for work.  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**
- 2.6 Failure to report to work on time (EXCESSIVE TARDINESS).  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**
- 2.7 Failure to complete time and mileage reports properly or failure to complete required information  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**
- 2.8 Failure to report mechanical defects of equipment to maintenance department as required by D.O.T.  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**
- 2.9 Failure to maintain up-to-date route list on bus and in the office.  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**
- 2.10 Unauthorized use of vehicle, including failure to return vehicle to proper storage facility.  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**
- 2.11 Failure to adequately inspect vehicle and complete pre-trip inspection form and turn in as required.  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**
- 2.12 Failure to maintain and keep bus clean as described by company policy  
**1<sup>st</sup> Offense – WARNING IN WRITING**  
**2<sup>nd</sup> Offense – SUBJECT TO SUSPENSION**  
**3<sup>rd</sup> Offense – SUBJECT TO DISCHARGE**

The following is to inform you of the GPS policies and procedures in place at Alltown Bus Service, Inc. It will give the direction you will need to perform your job duties well and be compliant with the various Federal, State & County/City laws and mandates, and our contractual obligations with the school districts we service.

1. GPS Daily monitoring of pre-trip and Eight Way Alternating Flashing System compliance: The following will be monitored daily.

A pre-trip inspection of the bus is required by law each day for every bus you may drive.

The pre-trip inspection shall consist of inspecting mechanical and safety equipment on the bus.

The pre-trip form must be completed fully in your DOT book and the original form must be turned in before you drive your bus.

You must engage your amber lights (yellow) of your buses eight way alternate flashing system for a minimum of 3 to 5 seconds. The service door needs to be opened to engage the stop arm, crossing arm and red lights for a minimum of 3 to 5 seconds. If your bus has a 'cancel' switch for the crossing arm, you must engage it to make sure you can cancel the crossing arm if required or needed...

The amber (yellow) lights must be engaged 100 feet in urban areas and 200 feet in rural areas to warn other motorists and pedestrians of your intentions. The red signal lamps must be flashing and the stop-signal arm and crossing arm extended each time the bus is completely stopped for the purpose of loading or unloading students. The use of these devices is prohibited at any other time.

2. GPS Daily monitoring of speed limit adherence/compliance: The following will be monitored daily:

Daily monitoring of all drivers speed limit compliance on city/local streets and on the highways while driving all school buses.

Speed Limit Definition: In perfect, ideal road, weather, traffic and daylight conditions the posted speed limit is the maximum you may go.

School Zone Speed: unless otherwise posted, the school zone speed limit is 20 mph (school days between 7 a.m. and 4 p.m. when children are present and signs are posted) Please note: you do not have to physically see children present.

3. GPS Daily monitoring of bus idling adherence/compliance: The following will be monitored daily:

The Federal and State idling guidelines are 10 minutes while you are waiting empty and 15 minutes while waiting with passengers on board.

The City of Chicago has a 3 minute anti-idling policy in place at schools.

You may not idle bus at a school more than 3 minutes in Chicago or 10 minutes in other school districts; unless there are other policies in place.

If you are your school and the students are coming out to board or you are loading and unloading you may idle your bus.

The following is the Alltown Bus Idling Policy:

1. Temp. 99 – 40 degrees

Buses are to be started just long enough to complete the pre-trip prior to departure. Buses are not to be started and left unattended prior to departure. This should take no more than 10 minutes.

2. Temp. 40 – 32 degrees

Buses are to be started just long enough to complete the pre-trip prior to departure. Buses are not to be started and left unattended prior to departure. This should take no more than 15 minutes.

3. Temp. 32 – 10 degrees

Buses are to be started just long enough to complete the pre-trip prior to departure. Buses are not to be started and left unattended prior to departure. This should take no more than 20 minutes.

4. Temp. 10 degrees and below

Buses are to be started and not left unattended, idle time waived.

5. Buses should not be idling while waiting for students; this includes field trips and extracurricular activities.

6. GPS Daily monitoring of routes and bus usage: The following will be monitored daily.

Route adherence: Drivers may not change their routes or pick-up locations. Only the school districts and company may do so.

All buses are to be returned to Alltown's premises after each route. No driver shall use a company vehicle for personal use unless granted permission by Management.

7. MDT Mobile Data Terminal: The following will be monitored daily. Chicago Bureau of Student Transportation requires the MDT unit to be used when performing any Chicago school routes. Refer to the MDT manual for operating instructions

### **Transportation of students – Loading & unloading**

Never transport **unauthorized persons on your bus**. Threats to students or the driver by any person must be reported. In the event of a high risk situation (i.e. a weapons and/ or hostage situation) contact 911 immediately with your location and situation, also notify your dispatch office. Use good judgment and common sense, keep the safety of students your top priority. Avoid stopping but also consider bus evacuation if necessary. Never be confrontational.

**Dropping off Kindergarten & 1st grade pupils:** After school, no kindergarten or 1st grade pupil will be dropped off unless the bus driver sees that an adult or older sibling is present to receive them. If no adult or older sibling is visible, the driver may try to drop the child off again later in the bus run or may simply return the child to his or her school, always check with dispatch first.

Any **change in bus assignment** must be approved by the school principal and transportation supervisor. No one may enter a school bus except students and authorized personnel. To avoid safety problems, buses will not transport children to non-school activities or friends' homes after school except in emergency circumstances. Bus drivers will not accept directions for emergency transportation from anyone except the school principal.

### EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Alltown Bus Service, Inc. affords equal opportunity for employment to all individuals and shall recruit, hire, train, and promote persons; and shall administer all Human Resources actions, such as compensation, benefits, transfers, layoff's, return from layoff, company sponsored training, education, educational assistance and social recreation programs, without regard to race, color, religion, sex, national origin, marital status, disability, medical condition, age, status as a disabled veteran or service in the uniformed services in compliance with Federal, State and local law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the General Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### AMERICANS WITH DISABILITIES ACT POLICY (ADA)

Alltown Bus Service, Inc. shall not discriminate against individuals with disabilities who are qualified to perform the essential functions of the position without reasonable accommodations and will provide reasonable accommodations to otherwise qualified applicants or employees with disabilities.

Alltown Bus Service, Inc. is committed to taking positive action to support the goals of the Americans with Disabilities Act (ADA) in all employment practices including hiring, accommodating, promoting and retraining qualified employees with disabilities.

### AFFIRMATIVE ACTION

Any operating location of Alltown Bus Service, Inc. required to have an Affirmative Action Program shall maintain and adhere to such program.

ALLTOWN BUS SERVICE, INC.

HARASSMENT POLICY

Alltown Bus Service, Inc. is committed to maintaining a work environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status. In keeping with this commitment, we will not tolerate unlawful harassment of our employees by anyone, including any supervisor, co-worker or third party. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated. Supervisory or managerial personnel are responsible for taking proper action to end such behavior in their workplace.

Offensive conduct or harassment of any nature is prohibited. This may include but is not limited to:

- Offensive physical actions, written or spoken and graphic communication such as obscene hand or finger gestures or sexually explicit drawings
- Any type of physical contact such as touching, patting, pinching or brushing against another when the action is unwelcome by the recipient
- Sexual propositions, innuendo, requests, demands, suggestive comments, sexually oriented jokes or teasing
- Slurs, cartoons, jokes and gestures that are offensive

Any such offensive conduct will be considered a prohibited form of harassment when any of the following exist:

- There is a promise (implied, written or spoken) of preferential treatment or negative consequence regarding employment decisions or status
- Such conduct has the effect of creating an intimidating, hostile or offensive work environment, or unreasonably interferes with a person's work performance
- A third party is offended by the sexual conduct or communication of others.

Because harassment is considered a form of employee misconduct, disciplinary action up to and including termination will be taken against any employee engaging in harassing behavior.

Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify their supervisor so the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassing behavior, or if the supervisor fails to remedy the situation, complaints should then be reported to the General Manager or the Human Resources Manager.

It is Alltown Bus Service, Inc.'s policy to investigate all harassment complaints thoroughly and promptly.

Confidentiality will be maintained to the fullest extent possible. If an investigation confirms that harassment has occurred, corrective action will be taken immediately.

Alltown Bus Service, Inc. forbids retaliation against anyone who reports harassment or who has cooperated in the investigation of harassment complaints.

### **Illinois State Law on Medical Use of Marijuana**

Effective Jan. 1, 2014, a new law takes effect in Illinois, establishing a "pilot program" for the medicinal use of cannabis by registered users. **It does not change Federal Law**, which identifies the unlawful use of marijuana.

**The statute prohibits certain individuals from using medical marijuana, including persons in safety sensitive positions who have a school bus permit and/or a commercial driver's license.**

**Employers retain the option of zero tolerance.**

To read more on this law, log onto State of Illinois web site. (Public Act 098-0122)

## Drug & Alcohol Policy & Compliance

The Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing of Safety-Sensitive transportation employees in the transportation industry. DOT publishes rules on who must conduct drug and alcohol test, how to conduct those tests and what procedures to use when testing. These regulations cover all transportation employers, safety-sensitive transportation employees and service agents. Encompassed in 49 Code of Federal Regulations (CFR) Part 40, the Office of Drug & Alcohol Policy & Compliance (ODAPC) publishes, implements and provides authoritative interpretation of these rules.

**Alltown Bus Service, Inc** is committed to be in compliance with 49CFR Part 40, and Section 6-106.1 (a) of the Illinois Vehicle Code **Zero Tolerance for School Bus Drivers** to maintain a drug & alcohol free workplace at all times. The following tests apply to all persons who are required to have a CDL for the type vehicle being operated:

**Pre-Employment:** This test is required and negative results must be received before a motor carrier allows a driver to perform a safety sensitive function. The pre-employment test is only required for controlled substances. Alcohol testing is permitted.

**Reasonable Suspicion:** This test is required when a trained supervisor/employer has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances.

**Random:** This unannounced testing is based on a random selection of drivers. The selection must be made by a scientifically valid method and all drivers covered by this rule must have an equal chance of being tested. The names of the drivers who are selected for testing must be kept confidential until such time that the carrier notifies the driver to take the test. Once the driver is notified, he/she must immediately proceed to the testing facility and undergo testing. Every driver's name that is selected for testing must be returned to the selection pool so that all drivers have an equal chance of being selected at any time.

Random alcohol testing is also required by the DOT. However, random alcohol tests can only be administered just prior to a driver performing a safety-sensitive function, while performing a safety-sensitive function, or just after performing a safety-sensitive function.

Random controlled substance tests can be conducted at any time the driver is notified.

**Post Accident:** This test applies to all CDL drivers who are involved in fatal crashes. The test must also be conducted on all CDL drivers who are cited for moving violations arising in a crash that requires a vehicle being towed or an injury requiring attention away from the scene. The alcohol test must be conducted within 8 hrs and the controlled substances test must be conducted within 32 hours of the crash.

**Return to Duty:** This type of test may vary, but is not performed for School Bus Drivers.

**Types of Testing:** **Alcohol testing** is accomplished by breath analysis.

**Drug testing** is accomplished by a split urine sample method of testing. The specimen is tested for marijuana, cocaine, opiates, amphetamines, and phencyclidine.

### General Policy Provisions:

The misuse or abuse of alcohol, controlled substances or prescription medications is prohibited. Any of the following actions constitutes a violation of Alltown Bus Service, Inc.'s Drug & Alcohol Policy and may subject an employee to disciplinary action including immediate termination:

- Using , selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, on the premises, in owned vehicles, or on business.
- Working or reporting to work, conducting company business, or being on premises or in a company-owned, leased or rented vehicle while under the influence of an illegal drug, alcohol, or in an impaired condition.

- Switching, adulterating or attempting to tamper with any sample submitted for medical testing, or otherwise interfering or attempting to interfere with the process.

### **Consequences of refusal to take a DOT drug test:**

As an employee, you have refused to take a drug test if you:

- a. fail to appear for any test.
- b. fail to remain at the testing site.
- c. fail to provide a urine specimen for any drug test required.
- d. fail to cooperate with any part of the testing process.

Any employee who refuses to take a company authorized drug and/or alcohol test shall incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations and be immediately removed from safety sensitive operations and shall forfeit continued employment.

Any employee having a “positive” drug/alcohol test shall be immediately removed from safety sensitive operations and shall forfeit continued employment.

If the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Any employee who is convicted of violating a criminal statute pertaining to drug and/or alcohol must notify the Human Resources Department within five days after conviction.

### **Employer rights under the Illinois Firearm Concealed Carry Act**

The State of Illinois passed legislation authorizing properly licensed private persons to possess concealed firearms. This legislation however, puts heavy restrictions on most individuals and in particular school bus drivers.

Alltown Bus Service, Inc. expressly **prohibits** the carrying of firearms on any Alltown Bus Service property including School Buses.

The Act contains a lengthy number of Statutorily Prohibited Areas, pertinent to the School Bus Transportation industry; the following are applicable to us:

1. Any area where firearms are prohibited under Federal Law.
2. Pre-school, daycare, elementary school, secondary school, college or university.
3. Public playground, park, or athletic area/facility.
4. Amusement park, zoo or museum. Professional sports stadium/arena, cinema or theatre.

To read more on this law, log onto State of Illinois web site (Public Act 098-0063)

**VERIFICATION OF EMPLOYEE NOTIFICATION**

**I have read and understand Alltown Bus Service Inc.'s substance abuse policies and the consequences of non-compliance.**

**Name:** \_\_\_\_\_

**(Please print)**

**Employee Signature:** \_\_\_\_\_ **Date**



**I HAVE RECEIVED, READ AND FULLY UNDERSTAND ALL RULES,  
REGULATIONS, AND POLICIES PERTAINING TO MY EMPLOYMENT WITH  
ALLTOWN BUS SERVICE.**

\_\_\_\_\_  
**DRIVER NAME** (please print)

\_\_\_\_\_  
**DRIVER SIGNATURE**

\_\_\_\_\_  
**DATE**

# WILMETTE PUBLIC SCHOOLS, DISTRICT 39

## INVITATION TO BID TRANSPORTATION SERVICES

### TRANSPORTATION BID SPECIFICATIONS ADDENDUM #1

FEBRUARY 2, 2017

If you have any questions regarding this addendum, please contact Gail Buscemi, Business Manager at [buscemig@wilmette39.org](mailto:buscemig@wilmette39.org). Confirmation of receipt of addendum must be acknowledged on the Bid Proposal Appendix 2 document.

#### **Item I.**

Page 8, #28 a. – The language has been revised to the following:

purchase, pay for and keep in force during the term of the contract and any extension thereof such comprehensive general liability and property damage insurance, as well as automobile liability insurance policies acceptable to the District as shall adequately insure the Contractor and the District and their officers, employees and authorized agents against loss in the following minimum coverage limits:

Bodily Injury & Property Damage	<del>\$10,000,000</del> \$2,000,000 each occurrence
Umbrella Liability	\$25,000,000
Medical Expense Reimbursements	\$50,000 per person
Uninsured Motorists	\$1,000,000 each occurrence
Underinsured Motorists	\$1,000,000 each occurrence

**Item II.**

Page 106 Clarification -The following table provides additional bus route detail:

Bus #	Route	WJHS	HMS	Elem	SFX/SJS	KDG	Other
		7:30/2:55	8:10/3:57	8:45/3:25	8:15/2:55	11:35/12:30	
1	A	x	x	x		x Rom	Band Bus 2
2	B	x	x	x			HMS/Music Shuttle
3	C	x	x	x			Act Bus 1
4	D	x	x	x			Act Bus 2
5	E	x	x	x			Band Bus 1
6	F	x	x	x			Band Bus 3
7	G	x	x	x		x CEN	
8	H	x	x	x		x MCK	
9	I	x	x	x		x HAR	
10	J	x	PM only				NT Shuttle 7:40/8:45
11	One Tier Bus				x		MM Orch Shuttle 6:50

**Clarification:**

The Single Tier-Private route is the St. Francis/St. Joe bus route which also does the Marie Murphy Shuttle in the a.m.

**Item III.**

Page 11 # 44

The Contractor shall provide and manage a web-based notification system to communicate time-critical transportation information to District personnel. Currently the District utilizes Bright Arrow to send out messages to parents.

*The Contractor provided web-based notification system is not a requirement of the contract.*

**Item IV.**

Page 10, #38 – Clarification regarding age of buses.

The average age of the Contractor's bus fleet will not exceed five (5) years. The maximum allowable age for any single unit is ten (10) years. This shall include any spare buses.

*The district will not accept older buses due to parent demands for newer buses.*

**Item V.**

Page 12, # 56- Clarification on contractor provided monitors.

Currently there are 4 monitors that ride the regular transportation bus routes to assist special education students at the district's cost. Please indicate a cost on the Bid Proposal.

# WILMETTE PUBLIC SCHOOLS, DISTRICT 39

## INVITATION TO BID TRANSPORTATION SERVICES

### TRANSPORTATION BID SPECIFICATIONS ADDENDUM #2

FEBRUARY 7, 2017

If you have any questions regarding this addendum, please contact Gail Buscemi, Business Manager at [buscemig@wilmette39.org](mailto:buscemig@wilmette39.org). Confirmation of receipt of addendum must be acknowledged on the Bid Proposal Appendix 2 document.

**Item I.**

Addendum # 1 Clarification on the following table-bus route detail:

Bus #	Route	WJHS 7:30/2:55	HMS 8:10/3:57	Elem 8:45/3:25	SFX/SJS 8:15/2:55	KDG 11:35/12:30	Other
1	A	x	x	x		x Rom	Band Bus 2
2	B	x	x	x			HMS Music Shuttle
3	C	x	x	x			Act Bus 1
4	D	x	x	x			Act Bus 2
5	E	x	x	x			Band Bus 1
6	F	x	x	x			Band Bus 3
7	G	x	x	x		x CEN	
8	H	x	x	x		x MCK	
9	I	x	x	x		x HAR	
10	J	x	PM only				NT Shuttle 7:40/8:45
11	One Tier Bus				x		MM Crch Shuttle 6:50

**Clarification:**

McKenzie was on the C route, Harper was on the D route and Romona has the J bus in the pm.

The band bus runs before WJHS and is considered a 4th tier.

The WJHS activity bus runs after HMS and is considered a 4th tier.

The J bus has a run from HMS to Central on the HMS p.m. runs. This is a new route just added called the "Express" Bus. This bus is the first to leave Highcrest and drops all the students at Central School, one stop.

**WILMETTE PUBLIC SCHOOLS, DISTRICT 39**

**INVITATION TO BID  
TRANSPORTATION SERVICES**

**TRANSPORTATION BID SPECIFICATIONS**

JANUARY 26, 2017

To Be Accepted By:

Gail Buscemi, Business Manager  
Wilmette Public Schools, District 39  
615 Locust Road  
Wilmette, Illinois 60091  
847.256-2450

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## PUBLICATION NOTICE

### TRANSPORTATION SERVICES INVITATION TO BID

NOTICE IS HEREBY GIVEN that the Board of Education of Wilmette Public Schools, District 39 will receive sealed bids for student transportation services. The Invitation to Bid may be found by accessing the District's website at [www.wilmette39.org](http://www.wilmette39.org) and will be available in the District Business Office at 615 Locust Road, Wilmette, IL 60091.

A **mandatory pre-bid meeting** will be held on February 2, 2017 at 9:00 a.m. at Wilmette Public Schools, District 39 Mikaelian Education Center, 615 Locust Road, Wilmette, Illinois. Bidders may submit questions to Gail Buscemi, District Business Manager, at (847) 512-6001 or [buscemig@wilmette39.org](mailto:buscemig@wilmette39.org) until 4:30 p.m. on February 6, 2017. Sealed bids will be accepted per the Invitation to Bid until 2:00 p.m. on February 9, 2017 at which time they will be publicly opened and read aloud.

The Board reserves the right to reject any and all bids, to accept bids in whole or in part, to waive any irregularities or defects in any bid, and to waive technicalities in the bidding should it deem such action be in the best interest of the District.

For Publication on January 26, 2017

## INSTRUCTIONS TO BIDDERS

1. NOTICE IS HEREBY GIVEN that the Board of Education of Wilmette Public Schools, District 39 will receive sealed bids for regular student transportation services. The Invitation to Bid may be found by accessing the District's website at [www.wilmette39.org](http://www.wilmette39.org) and will be available in the District Business Office at 615 Locust Road, Wilmette, IL 60091.
2. **Pre-bid Conference:** A mandatory pre-bid conference will be held on February 2, 2017 at 9:00 a.m. The conference will be held at Wilmette Public Schools, District 39 Administration Building, located at 615 Locust Road, Wilmette, IL 60091. The Bid Specifications will be reviewed and only those in attendance may receive any amendments or corrections as a result of this conference. All bidders or their representatives are required to attend as failing to do so will disqualify the Bidder from submitting bids.
3. Sealed bids must be received in the District Business Office, located at 615 Locust Road, Wilmette, IL 60091, on the forms provided. All bids must be delivered in sealed envelopes marked on the outside, "Transportation Services Bid" and shall be addressed to Gail Buscemi, Business Manager. Bids will be accepted by the District until 2:00 p.m., Central Standard Time, on February 9, 2017, at which time they will be publicly opened and read aloud. The District utilizes the time posted on [www.time.gov](http://www.time.gov) as its official time for bid openings. The District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the District before the specified deadline. No bids or amendments to bids will be accepted after 2:00 p.m. on February 9, 2017. Late bids will be returned to the Bidder unopened.
4. The term of the contract shall be three years beginning August 1, 2017, through the end of the District's summer school program in 2020. The parties may mutually agree in writing to up to two additional one-year extensions of the contract for the 2020-2021 and 2021-2022 school years.
5. Schedule of Events

<i>Event</i>	<i>Date &amp; Time</i>
Advertise ITB, mail public announcements, ITB issued to prospective Bidders	January 26, 2017
Mandatory Pre-Bid Meeting	9:00 a.m. on February 2, 2017
Inquiry Submittal Deadline	4:30 p.m. on February 6, 2017
Deadline for submitting bids (and Bid Opening)	2:00 p.m. on February 9, 2017
Board Recommendation & Vote	February 27, 2017

6. Bids may be modified or corrected by substitution of another bid, via letter or in person, prior to the time and date established for the opening of Bids. The Bidder is responsible for ensuring the District receives any Bid withdrawal correspondence. A telephone request for withdrawing the Bid will not be honored. No bid shall be withdrawn without the consent of the Board of Education after the scheduled closing time for the receipt of bids. All bids submitted must be valid for a minimum period of sixty (60) days after the date set for the bid opening.



7. **As permitted by law, the Board of Education reserves the right to reject any or all bids, or portion thereof, or to waive any informality, irregularities or defects in any or all bids and to accept that bid which in its opinion is in the best interest of the District. Any such decision shall be considered final.** The contract will be awarded by the District, if at all, to the Bidder most able to provide safety and comfort for the students, stability of service and other factors relating to the terms of delivery, quality and serviceability, including quality of supervision, training procedures and practices general experience, satisfaction of references, financial responsibility of the Bidder and any other information the District deems appropriate for its evaluation. Price shall also be a significant factor.
8. **Bid Bond:** A Bid Bond or bid security (in the form of a certified check) in the amount of \$50,000 (made payable to Wilmette Public Schools, District 39) from a qualified and acceptable surety is required with any bid. If the Bidder refuses to enter into a contract with the District or fails to furnish the required performance bond hereunder, the amount of the Bid Bond will be forfeited to the District as liquidated damages and not as a penalty. Bid bonds or certified checks will be returned to unsuccessful bidders within sixty (60) days after the contract is awarded.
9. **Qualifications & Experience:** A Bidder submitting a bid shall have a minimum of five (5) years of experience in providing contracted student transportation to school districts in the State of Illinois. A Bidder must include within its submission details of its experience in providing such service that includes a list of references. Qualified Bidders will be financially stable. The District reserves the option of validating financial and control status and matters with the Bidder before awarding the services and Bidder shall cooperate with the District and provide timely responses to any such information requests.

Bidders must provide an audited financial statement(s) of the past four years and substantiate the availability of financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Bid or its supporting exhibits. Failure to satisfy this concern may cause the District to reject the bid.

Bidders must ensure that their bids contain sufficient information for the District to make its determination by presenting acceptable evidence of the above to perform the services called for by the contract.

10. Any explanation, statement, or alternate which the Bidder wishes to make must be placed in the same envelope with the bid but shall be written separately and independently of the bid and attached thereto. Unless the Bidder so indicates, it is understood that the Bidder has bid in strict accordance with the specification requirements.
11. Bids shall be without interlineations, or erasures. No oral, telephonic, facsimile, electronic, or telegraphic bid or revision to a bid will be considered.
12. The bid shall be based on the premise that the District will not be responsible for financing, holding title to, or licensing of vehicles.
13. Bidders shall examine the Instructions and Bid Specifications and any bid submitted shall be deemed as submitted without question or objection to any specification or instruction. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained.
14. Bidders shall not include taxes in their quotations, which District are not subject to; namely, Retailers Occupation Tax, (both State and Local) Sales Tax of any kind, Service Use Tax, and any other such inapplicable tax. As required under the Illinois *School Code*, Bidder certifies that in general, it and its

affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois *Use Tax Act*, 35 ILCS 105/1 et seq., regardless of whether it is a “retailer maintaining a place of business within this State” as defined in Section 2 of the *Use Tax Act*, 35 ILCS 105/2. However, the District will provide appropriate tax exemption certificates for such tax and other taxes applicable to the purchase of fuel, oil, tires, etc. that have been properly certified as being used exclusively for District purposes.

15. The Bidder shall include the following information with its Bid Response:

- a. Evidence, to the satisfaction of the District, the following:
  - i. The Bidder has management experience in operating buses and transporting public school children enrolled in grades pre-K-8.
  - ii. The Bidder can supply buses equipped for the convenience, safety and comfort of the students. The Bidder can supply current Illinois safety inspected school buses.
  - iii. The Bidder will have employees with sufficient experience to maintain the fleet of buses to provide transportation to the District’s students.
- b. A description of any litigation filed by or against the Bidder in the past five years, including the case number and name, jurisdiction of the court, and summary of the case; and
- c. A description of all contracts on which the Bidder has defaulted in the past seven years.

16. Each bid must be accompanied by a Bid Submission Checklist. This list must be utilized as the cover sheet for all itemized documents required to be included in your sealed bid. You must submit your bid documents in the order of the checklist. The form of the Bid Submission Checklist is included within the bid documents.

17. Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the Bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.

18. Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the Bidder 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). The form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.

Each bid must also include an executed Non-Collusion Affidavit. The form for the Non-Collusion Affidavit is included with the bid documents.

19. Each bid from a company with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the Bidder shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the Bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1 et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with

the Illinois Drug-Free Workplace Act certifying that the Contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the Bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the Bidder has made false certification or that the Bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act. **Each bid must be accompanied by a copy of the Bidder's current drug and alcohol testing procedures, which must be in strict compliance with State and Federal regulations.**

20. A list of up to 5 other school districts in the State of Illinois where Bidder is currently providing transportation services must be enclosed.
21. **Costs Incurred in Preparation of Bids:** All costs directly or indirectly related to preparation of a bid responding to this ITB, any oral presentations required to supplement and/or clarify a bid, and any reasonable appearance which may be required by the District in connection with this Invitation To Bid, shall be the sole responsibility of the Bidder, and shall not be reimbursed in any manner by the District.
22. **Ownership of Bids:** All materials submitted in response to this request become the property of the District. Selection or rejection of a bid does not affect this right. All bids submitted will be retained by the District and not returned to Bidders. Bidders acknowledge that once a contract is awarded, the contract becomes a public document and may be subject to disclosure under the Illinois *Freedom of Information Act*.
23. Each Bidder agrees that evaluation of its bid by the District involves considerable effort by District staff. Bidders who choose to submit a bid will do so in consideration of the specific condition contained in this paragraph, or should not bid.

Any unsuccessful Bidder who challenges the District award of a transportation contract to another bidder, in any type of litigation, shall, unless the unsuccessful Bidder prevails in such litigation, be responsible for the school district's attorney fees, costs and expenses, in defending such litigation. This provision is not reciprocal.

24. Inquiries shall be submitted in writing by an authorized representative of the Bidder, clearly cross-referenced to the relevant ITB section. Answers to questions that change or substantially clarify the ITB shall be issued by addendum and provided to all prospective Bidders. Inquiries concerning this ITB may be delivered by 4:30 p.m. on February 6, 2017 via e-mail to Gail Buscemi, Business Manager, at [buscemig@wilmette39.org](mailto:buscemig@wilmette39.org). Any addendums to this Invitation to Bid will be posted on the District's website and emailed to Bidders via an email address provided at the mandatory pre-bid conference. Any addendums must be acknowledged on the Base Bid Proposal in order for the base bid proposal to be valid.

**25. Definitions:**

- Bid - The entirety of the vendor's submittal to each point of this ITB, including any and all supplemental bids or information not explicitly requested within this ITB.
- Bid Proposal - That part of the Contract Bid document where Bidder/Proposer places their pricing and if awarded this pricing becomes the operating rates for the services provided.

- Bidder, Proposer, Vendor, Supplier, Provider - For purposes of this ITB, "bidder", "proposer", "vendor," "supplier," and "provider" pertain to any entity responding to this ITB with the intention of providing the requested services to the District as a result of this ITB process.
- Boundaries - For purposes of this ITB defined as school attendance boundary or area.
- Charter, Field Trips, & Activities - Bus trips to transport students from District schools to other venues within or out of the District. Charter, Field Trips, & Activities Trips will be charged on an hourly basis.
- Athletic Trips - Bus trips to transport students from District schools to other venues within or out of the District for athletic purposes. Athletic Trips will be charged on an hourly basis. The Contractor may not require a minimum hourly charge of more than two (2) hours for Athletic Trips. Contract Documents - In this case Contract Documents will include the Invitation to Bid, including Publication Notice, Instructions to Bidders, Bid Specifications, Bid Specifications Attachments, Appendix, Bid Proposal, Transportation Services Contract, any addenda and Contractor's proposal and certifications, as well as any written material clarifications provided to all bidders.
- Contractor - The Bidder to which the contract is ultimately awarded.
- Contract Year - a 12 month period during which the agreement is in force.
- District - Wilmette Public Schools, District 39.
- Dry Run - A practice exercise of the bus routes prior to the start of the school year.
- Extended School Year (ESY) or Summer School - That period of time when classes are called into session after the regular closing of school and before the opening of the following school year.
- Midday Routes - At midday, the delivery of AM session students assigned bus stop and the pick-up of PM session students.
- Monitors - Individuals who ride on the bus with the driver to assist students/driver as required.
- Multiple Routes - Double, triple, and quadruple routes are regular routes that are run back to back in which after dropping off students on one route the driver begins another with an AM or PM block.
- Regular Routes - The daily pick-up and delivery of a group of students on an assigned bus from assigned bus stop to school (AM) or from school to assigned bus stop (PM). Does not include midday routes.
- School Calendar - Official calendar adopted by the District Board listing all attendance days, holidays, half days, etc. Calendar will normally consist of 176 attendance days including approximately five (5) half days. Based upon weather or other conditions, calendar may change/fluctuate from what was originally intended. The District reserves the right to modify the school calendar from year to year, including start and end times for the school day, and after the 2017-18 school year the District shall notify the contractor in writing of any and all changes to the school calendar at least 30 days prior to the first day of school.
- Shuttle- Direct routes between schools or fixed locations without student stops in between. Normally completed during the school day. Shuttles may be included in triple and quadruple tiers. The District may also require single tier shuttles.
- State - State of Illinois
- Eligible Students - Students designated by the District who are to be transported by the Contractor.
- Pay Riders - Any student made eligible by the District as a result of their paying for transportation at the rate established by the District.

# BID SPECIFICATIONS

## General

26. Scope of Work: Bidder shall submit a bid evidencing the ability to service the District's regular transportation needs as outlined in these Specifications and in the attached Overview of Bus Service. Special education transportation service is not included in this ITB.

From time to time, the District has additional transportation needs that exceed the scope of this Invitation to Bid. Particularly, the District may have the need to transport one or more students with disabilities to out-of-district placement locations or to transport homeless students to/from other school districts. In some of these situations, a single student may be the only student on a particular route. As the District's needs in such situations are unknown in advance, they are not part of this Invitation to Bid. The District, however, expects the Bidder to submit information as part of this Bid exhibiting an ability to service under separate agreement these types of students and routes on an as needed basis through the use of more efficient and economic, but legally compliant, vehicles other than large school buses. Although not required to be included in the Bid Proposal, the District can consider Bidders' ability to transport one or more students with disabilities to out-of-district placement locations or to transport homeless students to/from other school districts.

27. Contractor shall, during the life of the contract, operate and maintain the minimum-required number of school buses to transport conveniently and safely all students designated by the District to be served under the provisions of the bid. Such transportation shall be provided on each and every day that school is convened and in accordance with the bus routes and schedules developed by the District and affirmed by the Contractor. Length of the contract, on August 1, 2017, will be for three (3) years with the option of two, one-year extensions exercisable by mutual agreement.

28. Insurance:

The Contractor shall, at its sole expense, **with no exceptions:**

- a. purchase, pay for and keep in force during the term of the contract and any extension thereof such comprehensive general liability and property damage insurance, as well as automobile liability insurance policies acceptable to the District as shall adequately insure the Contractor and the District and their officers, employees and authorized agents against loss in the following minimum coverage limits:

Bodily Injury & Property Damage	\$10,000,000 each occurrence
Umbrella Liability	\$25,000,000
Medical Expense Reimbursements	\$50,000 per person Uninsured
Motorists	\$1,000,000 each occurrence
Underinsured Motorists	\$1,000,000 each occurrence

- b. purchase, pay for and keep in force during the term of the contract and any extension thereof, Employers' Liability Insurance and Worker's Compensation Insurance including Occupational Diseases, with Statutory Limits of at least \$1,000,000 or otherwise as provided by the laws of the State of Illinois.
- c. provide Certificates of Insurance for all required coverages. With the exception of worker's compensation insurance, unless permitted under such policy, all insurance required of the

Contractor shall be primary and non-contributory. The Certificate shall name the Board of Education of Wilmette Public Schools, District 39, its individual Board members, officers, employees, and agents as primary additional insureds without regard to other insurance maintained by the District and shall provide for a 45-day written notice to the District of material change or cancellation.

29. While the District does not desire to become involved in the daily transportation operations, should an event occur that would hinder the Contractor from providing this service, the District shall pursue all options available to ensure the education process continues.
30. The Contractor, at the request of the District, shall furnish a Performance Bond. The Performance Bond shall be in an amount equal to Fifty Percent (50%) of the amount of the base contract, as security for the faithful performance of the transportation 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 that provided by Illinois law. The bond shall name the District as primary co-obligee and shall be deemed to include the terms listed with the Contract Documents. The savings, should the District waive this requirement, shall be listed on the Bid Proposal. If the District waives this requirement, the savings shall accrue to the District.

The Performance Bond shall guarantee the performance of the duties placed on the Contractor pursuant to the transportation contract with the District, and shall indemnify the owner from any liability or loss resulting to the District from any failure of the Contractor fully to perform each or all of said duties. The Performance 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 Best's Insurance Guide (current edition), unless a lower rating is approved by the Owner, in writing.

If at any time the District becomes dissatisfied with any security or sureties then upon the bond, or for any reason such bonds cease to be adequate security for District, the Contractor shall within five 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 shall have qualified.

31. The Contractor shall operate school buses on behalf of the District for field trips, athletic trips, and charters. The Contractor shall guarantee the District the availability of sufficient equipment and drivers to satisfy District requirements. However the District reserves the right to use alternative transportation sources should the need exist. Upon request, the Contractor must make available vehicles with wheelchair lifts and other accessible features, as necessitated by the needs of the District's student population.
32. Service Quality/Assurance: It is recognized that service to the District and its patrons is the essence of this agreement and to that end this service shall be regularly monitored. Contractor shall be responsible for daily transportation operations, including but not limited to routing and customer service. Upon the District's request, Contractor shall submit to the District a monthly transportation report. This report shall outline specific levels of operation; number of buses, routes, drivers, students transported, route miles, number of accidents, on-time arrival percentage, complaints received and their reconciliation, as well as outline any service issues along with actions and recommendations. At least once annually, Contractor shall be prepared to conduct quality assurance surveys of all buildings served. Such surveys shall be attached to the following month's Transportation Report. District and Contractor shall jointly design such surveys. These surveys may also be used to measure satisfaction levels of the District patrons.

33. On a monthly basis, Contractor shall submit with its invoicing a summary that substantiates mileage for all routes and trips conducted. Additional reporting will be required of Contractor in order to assist the District in meeting all state reporting requirements.
34. The Contractor or its local management shall belong and have access to professional associations related to school transportation such as NAPT (National Association of Pupil Transportation) IAPT (Illinois Association of Pupil Transportation), etc.
35. If school must be cancelled due to inclement weather or for any other reason, the District shall notify the Contractor prior to 5:30 a.m. on the day of such cancellation. In the event that school must be dismissed early, the District shall notify the Contractor as soon as possible before the dismissal. All decisions of the District shall be final. During times of inclement weather, Contractor shall advise the District, of the readiness of its fleet and personnel and its ability to perform. The coordination between District personnel and Contractor as to the condition of the buses and bus routes and the advisability of attempting to make basic runs during periods of heavy snow, fog, and/or ice storms is essential. Notwithstanding the foregoing, all decisions of the District shall be final.

#### **Facility/Maintenance Services**

36. Contractor must own or lease a facility within a 10 mile radius of the District administration office, which is located at 615 Locust Road, Wilmette, Illinois 60091, to house all of the buses to be used to transport the District's students. The facility shall have and publish a phone number dedicated to the patrons and administration of the District. In the event of equipment breakdown, the bidder shall provide for the repair or replacement of equipment with spare buses within 25 minutes of breakdown or less.

#### **Equipment**

37. The Bidder shall show evidence of the ability to purchase or lease required vehicles and other equipment, unless presently owned or controlled and not committed to servicing other contracts during the term of this proposed contract, from a reputable vehicle manufacturer, vendor or broker, and a financing commitment, letter of credit or other evidence of available funding for such purchase or lease contract should be included in the bid.
38. The average age of the Contractor's bus fleet will not exceed five (5) years. The maximum allowable age for any single unit is ten (10) years. This shall include any spare and special needs buses.
39. All costs of operation including, but not limited to, fuel, oil, greasing, cleaning, repairs, licenses, drivers, and insurance are to be included in the Contractor's bid.
40. The Contractor shall keep all equipment for the transportation of students in strict accordance with all Federal and State standards and such equipment shall be maintained in sound mechanical condition at all times to pass any/all required State and Federal mandated School Bus inspections. Said equipment shall be kept clean and in satisfactory condition. All school buses and service vehicles must be equipped with two-way radios (not Citizen's Band) for communication with the bus company and drivers must remain in contact via two-way radios during all routes and trips. The District reserves the right to request the removal of a bus from service should they determine it is mechanically unsound.
41. Should the District require updates to vehicles such as seatbelts, the District will work closely with the Contractor to accomplish such updates. Any additional cost related to the District's request shall be open to negotiation.

42. The number of buses and the number of routes and trips 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 needed to serve the District during the term of the contract. The District reserves the right to change the number of routes as it deems in its best interest. In preparing its bid, the Bidder shall specify the daily rate for the District. The total arrived at for the category of cost shall be added together and that final total is the cost that will be compared with the bids made by other Bidders.
43. The Contractor shall equip each bus, including any spare buses used, with GPS technology. The Contractor shall make available to the District access to key "Real Time" information that will allow for enhanced service. This access can be web-based with the capability to gather important information such as on-time performance, late buses, stop times, route times, speed, etc. The District will work closely with the vendor to coordinate these efforts. Acceptable GPS products include, but are not limited to, Synovia and Zonar products.
44. The Contractor shall provide and manage a web-based notification system to communicate time-critical transportation information to District personnel. Currently the District utilizes Bright Arrow to send out messages to parents.
45. The Contractor shall equip each bus, including any spare buses used, with Digital Camera technology, to ensure the safety and wellbeing of all riders. At a minimum the system should allow for three viewing angles (aisles, door, and driver). In addition, the system should be capable of recording in color and be viewable in low light conditions. The system must be able to store at least 120 hours of video. The Contractor shall make available to the District access to video as needed or as requested by the District. The Contractor understands that the District has sole rights to this video and the District must approve and may direct all distribution and viewing of any video of District students, routes, etc. The usage of the Digital cameras shall be in strict compliance of policies and procedures established by the Board of Education.
46. Should an act of vandalism occur on the bus, the Contractor shall fix or repair all damage as quickly as possible. The District shall assist, to the extent legally possible, in helping the Contractor obtain restitution from persons guilty of causing vandalism should they be District students.
47. The Contractor shall keep spare vehicles on hand to cover emergencies or breakdowns on the road. There shall be a minimum of two, or 10% margin, whichever is greater, of spare buses available. The District shall only be charged for the number of vehicles used for assigned routes. The District reserves the right to ask the Contractor to increase their spare count if need exists.
48. The presence and possession of any firearm, including a handgun as defined in the *Illinois Firearm Concealed Carry Act*, 430 ILCS 66/1, *et seq.*, and/or weapon as defined by District policy, shall be prohibited by all persons boarding the bus, including but not limited to the driver and students. Each bus shall have displayed at every entrance to the bus, a "no firearm" colored sign that will be provided by the District to the Contractor.

### **Personnel**

49. The Contractor shall provide adequate supervisors; dispatch, maintenance, safety, and office personnel based on need and available to the District during route times every day school is in session.



The Contractor shall also provide adequate support for items left on the bus or field trips that extend past District hours.

50. The Contractor shall employ only qualified and licensed bus drivers, substitutes, and monitors who shall be required at all times to exercise the highest degree of care and to observe and comply with all laws, ordinances, rules and regulations pertaining to the operation of school buses. Contractor shall not provide any drivers who have been convicted or pled guilty of any driving-related crime.
51. No later than 15 days before the first day of school and within 24 business hours of any request thereafter by the District, the Contractor shall submit information and documentation about each specific Contractor employee (drivers, monitors, substitutes, etc.), including:
  - a. Legal name;
  - b. Social security number;
  - c. Driver's CDL number and school bus driver's permit number;
  - d. Evidence of the drivers and monitors successfully passing drug and alcohol screening;
  - e. Evidence of the drivers and monitors successfully passing a criminal background check in accordance with the 625 ILCS 5/6-106.1 and evidence that the drivers and monitors are not listed on the Illinois Sex Offender Database or the Illinois Child Murderer and Violent Offender against Youth Database;
  - f. A Certificate from the Contractor certifying that all of its employees who will be providing services to the District have submitted to and passed a physical examination; and
  - g. Acknowledgement of Mandated Reporter Status.
52. All transportation personnel (including drivers) shall be required to wear a photo ID badge approved or issued by the District.
53. Standard of Dress: The Contractor will work with the District to develop an acceptable standard of dress for drivers and monitors. Acceptable standards would be, but not limited to collared shirt or a vest.
54. The District shall have the right to direct removal and/or reassignment of any person or driver being utilized by Contractor to fulfill this agreement. Any request by the District to remove or transfer a particular Contractor employee from a route shall be honored immediately.
55. All Contractors' employees are subject to all current and future state and federal laws and regulations pertaining to the operation of school buses and to any regulations set forth by the Board of Education.
56. The Contractor will provide qualified monitors for buses as requested by the District. The Contractor will be compensated per route for each monitor actually requested by the District, at the rate set forth on the Bid Proposal.
57. The Contractor and its employees shall at all times observe and comply with all law, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.
58. It shall be mandatory that the Contractor will not discriminate against members of the public, any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental impairment unrelated to ability, or unfavorable discharge from military service; and further that he will comply with all the provisions of the Illinois Department of Human Rights as required by the rules and regulations for public contracts. The Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans With*

*Disabilities Act* (42 U.S.C. § 12101 *et seq.*) and rules and regulations promulgated thereunder. As required by Illinois law, in the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the *Illinois Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Contractor agrees as follows:

- a. That it will not discriminate against any employee or applicant for employment because of race, color, religion, creed, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship, physical or mental handicap or disability, military status, unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- b. That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service or arrest record status.
- d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligation under the *Illinois Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the *Illinois Human Rights Act* and the Department's Rules.
- f. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the *Illinois Human Rights Act* and the Department's Rules.

59. The Contractor shall at its expense keep substitute drivers in a number of no less than three (3) who shall be familiar with the District's routes. The substitute drivers shall not be assigned permanent routes and will be used to cover bus schedules when a driver is absent. The District reserves the right to ask the Contractor to increase their substitute count if need exists.

60. The District's expectation is continuity of driver assignments to specific routes. No permanent reassignment of drivers shall occur after the school year begins without the written agreement of the District.

61. The Contractor shall at all times keep all bus drivers, monitors, supervisors and other employees informed of applicable District rules and regulations governing the operation of school buses, the conduct of students and methods and procedures for maintaining discipline. All transportation related student discipline problems will be handled in conformance with District policies.

62. Contractor shall employ personnel competent and proficient in the use of Versatrans routing software, GPS, electronic communications, databases, access and reporting systems described in these Specifications and as required by State and Federal laws and regulations. With its bid, Bidder shall submit proof of experience and present ability in these areas and identify the positions and personnel that will be assigned to ensure the delivery of these services as part of the contract if awarded to Bidder.
63. The Contractor will ensure that its employees receive training on handling students with food allergies in compliance with Board Policy 7:285 (Food Allergy Management Program); on mandated reporting of abused and neglected children (see Board Policy 5:90); and on such other safety-related subjects as the District may direct. The District may choose to provide such training to Contractor's employees, including, but not limited to, inviting the Contractor's employees to participate in District-run trainings.

### Safety

64. Should an accident ever occur, the Contractor will immediately notify the appropriate District personnel, giving all information known at the time. The Contractor shall submit to the District, within 24 hours, a detailed written report.
65. Each bus driver shall complete a thorough walk-through of the bus at the end of each run and immediately after the last drop off to make certain no student has fallen asleep between the seats or on the floor. In the event an employee of the Contractor discovers a student asleep or otherwise present on the bus after the final stop on the route, the Contractor shall submit to the District a detailed written report of the situation within 24-hours. At no time will the Contractor permit unauthorized passengers on the bus.
66. The Contractor shall provide and carry out a school bus safety program. The program will be provided to all of the District schools. The Contractor will collaborate with the District to develop drop off policies that conform to the expectations of the District. The program shall include the performance of the twice a year bus evacuation drills per State of Illinois regulations, which will be compensated at the rate set forth in Bid Proposal of this Contract.
67. The Contractor shall be responsible for implementing and maintaining a comprehensive student transportation safety program. A summary of the safety program and copies of the annual safety updates shall be provided to the District for review upon request. **THE BIDDER'S RESPONSE MUST INCLUDE A SUMMARY OF ITS EXPERIENCE WITH SPECIAL NEEDS CHILDREN AND THE TRAINING THAT ITS EMPLOYEES RECEIVE RELATED TO SUCH STUDENTS AND RELATED TO STUDENT TRANSPORTATION SAFETY.** The Contractor will provide CDL training. The Contractor will provide a list of certified drivers indicating the type of training they have received. The District may require a student identification process as part of this program.
68. The Contractor shall provide adequate safety personnel, such as Safety Director, Road Supervisors, and Trainers to properly oversee the operation of the District's transportation program.

### Routing and Schedules

69. The District will provide detailed route/student information for school bus routes to the Contractor. This will include the standard Versatrans package such as route itineraries, bus schedules, special student directions, etc.
70. The bus routes designed by the Contractor and District Personnel and approved by the District shall be followed exactly by the bus driver. All buses shall be properly identified by a route number on a large

visible placard on the exterior of the bus located to the left of the front door (as viewed from the exterior of the bus). Any changes that are presented to a driver by a parent or member of the community will be referred to the District personnel for a decision, not driver decision. Any change the bus driver feels should be made for convenience must be pre-approved by the School District Personnel. The District reserves the right to adjust any routes or stops as deemed necessary.

71. It is the District's expectation that buses arrive at least 10 minutes prior to the starting bell and depart no more than 10 minutes after the dismissal bell.
72. Route Scheduling: The District currently uses Versatrans as its routing software. The District owns, hosts, and maintains this software on a server, and will make such software accessible to the Contractor.
  - a) Routing services are defined as utilizing routing software, designing bus routes, assigning riders, pairing or packaging bus routes, and/or optimizing accordingly.
  - b) The Contractor shall use compatible Versatrans Software and receive the necessary training to provide local support. Any training needed by the Contractor from Versatrans will be conducted at the sole expense of the Contractor. It is expected that routing information will be communicated electronically to the Contractor.
  - c) All student data will be treated as confidential information and shall not be given or sold to any third party by the Contractor. It is further understood that the map, student data and bus routes shall remain the property of the District in the event that the contract between the Contractor and the District are terminated. Contractor shall not disclose the District's 'school student record' or 'educational record' information (as defined by applicable student records laws) to any third party without District's consent. Notwithstanding the status of the Contractor as an independent contractor, the Contractor shall consider itself to be under the control of the District with respect to limitations on the scope and duration of access to District's student record data and maintenance of confidentiality of information therein. The Contractor understands that it is authorized to access such student record data only on the limited basis set forth herein, and that such data cannot otherwise be copied, imaged, downloaded, or uploaded, from the District's system. Contractor may not delegate or assign such access rights to any other persons or entities, and shall notify District in the event of any breach of the confidentiality of such data.
  - d) Whenever the ridership requirements or educational programs change to the degree that adjustment of existing routes is needed, the Contractor shall provide additional bus(es) or reduce bus(es) as may be required. Routes run by an additional buses shall be compensated at the rate set forth in Bid Proposal of this contract. The District will only be charged for routes actually run.
  - e) Absolutely no increase or decrease in the number of buses utilized or services provided shall be made without prior approval from the District. The effective date of any increase or decrease in transportation services shall be mutually agreed upon by the Contractor and the District.
  - f) The Contractor will work with the District to correct any errors or adjustments to routes prior to any implementation. It is expected the Contractor will perform Dry Runs to ensure the route directions, timing, and efficiency is correct prior to the start of the school year. Any changes needed shall be communicated immediately to the District for correction/adjustment in Versatrans. In no case shall a driver perform his/her route in an unsafe manor as a result of incorrect route information.

## Student Discipline

73. The District will provide discipline and student management training. The final decision with respect to all student discipline problems, suspension, or expulsion of any student from transportation services shall rest with the District. The bus driver is responsible for such discipline as is required to properly operate the bus. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver ever use corporal punishment or eject a student from a bus for misbehavior. All discipline problems shall be reported in writing following completion of the route. Further procedures and regulations for the administration of discipline shall be established cooperatively between the District and the Contractor.

All vandalism damages to the Contractor's equipment or facilities will be the responsibility of the Contractor; however, the District shall assist, to the extent legally possible, in helping the Contractor obtain restitution from persons guilty of causing vandalism should they be District students. The Contractor may, upon concurrence by the District, refuse to provide a student with transportation services until vandalism damages caused by such student are paid.

## Indemnification/Hold Harmless

74. The Contractor shall hold the District, its Board of Education, individual Board members, officers, employees, and agents harmless and does hereby indemnify the District, its Board of Education, individual Board members, officers, agents and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of the Contractor, except to the extent that claim or demand arises from or is caused by the negligence or willful misconduct of the District, its Board of Education, individual Board members, officers, agents or employees.

Contractor's indemnification and hold harmless obligations described herein shall survive the expiration of the Agreement.

## Noncompliance

75. Noncompliance is defined as, but not limited to, the failure to transport students on a bus route or routes as contracted or as requested in accordance with the terms of this contract, or the failure to make changes to routes as specified and directed by the District in accordance with the terms of the contract. Should the District find the Contractor in noncompliance with the provisions of its contract and while not the intent of the District, the District will be entitled to impose the following as liquidated damages:

- a. Late pick-up at school or late drop off at school (15 minutes or more as defined by approved route sheet) = \$50 per route
- b. No service on any regularly scheduled route = route rate x 125%
- c. No shows for extra-curricular/charter route = \$250 per occurrence
- d. Tardiness (15+ minutes) for extra-curricular/charter route = \$75 per occurrence
- e. Failure to provide a properly licensed/approved bus driver = \$150 per occurrence
- f. Combination Routes - When a regular route or portion of a regular route is temporarily combined, Contractor shall forfeit 75% of the rate for each route or routes affected.

76. Failure of the District to invoke or assert the above noncompliance damages shall not operate as a waiver of any equitable or legal remedies the District holds under law.

### **Assignment**

77. No portion of this contract shall be assigned or any part of the same subcontracted without the written consent of the Board of Education, but in no case shall such consent relieve the Contractor from its obligations or change the terms of the contract.

### **Law and Regulations**

78. During the entire term of this contract, the Contractor shall comply in every aspect with the official policies of the District, federal laws and regulations and all laws and regulations of the State of Illinois affecting or regulating the transportation of school children including but limited to the Motor Vehicle Code, the School Code, and the rules and regulations of the Illinois State Board of Education.

### **Force Majeure**

79. The parties understand that under certain circumstances the Contractor may be unable to perform in the customary manner due to an act of God, fire, strike, loss of transportation facilities, lock-out or commandeering of materials, products, plants or facilities by the Government.

In the event that service is interrupted for any of the above reasons or any other event which prevents the Contractor from furnishing service, the District shall have the right to secure and substitute other transportation service. The Contractor agrees to pay the difference between its route rate and the charges of the substitute bus company, plus any consequential damages related to the interruption in service.

### **Termination of Contract**

80. The District shall have the right to terminate this contract for convenience at the end of any school year by giving written notice to the Contractor no later than April 1 of the school year at the end of which service will terminate. Termination for cause by either party is permitted only after the breaching party is provided notice of the breach and has not cured the breach within 7 days of receipt of said notice.

### **Compensation**

81. In consideration for services rendered under this contract, the District shall pay to the Contractor all sums due and calculated in accordance with the rates set forth in "Bid Proposal". The Contractor shall invoice the District by the third (3<sup>rd</sup>) working day of the month for transportation services provided through the last day of the preceding month, together with such other information as may be required by the District to enable the District to comply with all relevant requirements for reimbursement. After verification of the statement, the District shall pay the verified amount due to the Contractor within 45 days. The Contractor shall provide a separate invoice for all additional transportation that is not part of the regular routes. Such invoice shall list the date of the trip, point of origin, destination, for who service was provided and the cost. The Contractor shall also submit such other reports as may from time to time be requested by the District. Such reports shall be on such forms as may be furnished or prescribed by the District. Records sufficient to confirm the accuracy of all such reports shall be kept by the Contractor and made available for inspection by the District at all reasonable times for one (1) year after the submission of each report.

Payment of any disputed items may be withheld by the District until mutual agreement is reached between the Contractor and the District relative to the item or provision upon which the difference arises or until the matter is judicially resolved.

## Escalation

82. It is recognized: (1) that certain of the Contractor's operational expenses, such as the cost of materials, services, and labor, may change materially, up or down, during the contract period; (2) that such changes in cost cannot be determined in advance; (3) that without a realistic escalation clause in the contract, the parties must out of necessity agree on a rate high enough to compensate for possible, yet unknown, added costs to cover the entire term of the contract; (4) that if an escalation clause is included in a contract, which is fair and just to both the Contractor and the District, cost projections can be more accurate and corresponding rate will be lower than it otherwise would be.

Therefore, the compensation for the services described herein is fixed for the term of the contract and the subsequent extension years.

In the event the District transportation needs materially change during the term of this contract, including any extensions or renewals hereof, than at the request of either party, the rate(s) of compensation payable hereunder shall be renegotiated.

## Award of Contract

83. Factors to be considered in evaluating proposals will include an analysis of the Bidder's ability to provide safety and comfort for the students, stability of service and other factors relating to the terms of delivery, quality and serviceability, including quality of supervision, training procedures and practices general experience, satisfaction of references, financial responsibility of the Bidder and any other information the District deems appropriate for its evaluation. Price shall also be a significant factor.

Award of the contract will 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, and as is permitted by the Illinois School Code, 105 ILCS 5/10-20.21.

84. Upon award of contract, Contractor agrees to execute a contract substantially in the form of the contract attached hereto as Appendix 6.

**INVITATION TO BID  
TRANSPORTATION SERVICES**

***BID SPECIFICATIONS  
ATTACHMENTS***

**The following is a list of Attachments:**

1. OVERVIEW OF BUS SERVICE
2. BUS BID/DISTRICT HIGHLIGHTS
3. WILMETTE PUBLIC SCHOOLS, DISTRICT 39 ATTENDANCE/ BOUNDARY  
MAP
4. DETAIL OF CURRENT ROUTES
5. DISTRICT CALENDAR
6. ATTENDANCE CENTER BELL TIMES



**ATTACHMENT 1  
OVERVIEW OF BUS SERVICE**

The District serves over 3,600 pre-kindergarten through eighth grade students in and around the Wilmette and East Glenview area in Illinois, and includes approximately 10,000 households.

The District operates six schools: Wilmette Junior High School, Highcrest Middle School, Romona Elementary School, Harper Elementary School, McKenzie Elementary School, and Central Elementary School. Students attend Romona Elementary School for Pre-K through 4th grade. Students attend Central, McKenzie or Harper Elementary School for grades K through 4th Grade. Students attend Highcrest Middle School from 5th-6th grade. After attending Wilmette Junior High School for grades 7 through 8, most graduates attend New Trier High School.

The students, parents, and principals enjoy and expect a very high level of service.

**Miles per year per 2015-16 transportation claim:** 88,264

**Students Transported:** Approximately 1,300. 100% of the students receiving transportation services at the District are Pay Riders. Bus service is optional for students at the District. Thus, all students, including both those students who live within and outside of a 1.5 mile radius of their school, can elect to receive transportation services, if the bus fee is paid by the student.

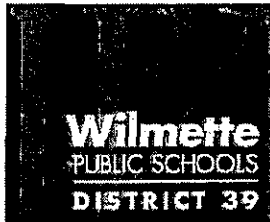
**Charter and Field Trips Volume:** approximately 282 trips

**Student Transportation Days:** 176 (includes 5 half days)

**Summer School ESY Transportation Days:** 24 Days; Times: 8:30 – 11:45 a.m., Monday-Friday, approximate dates July 1, 2017 through July 19, 2017. Actual summer school schedule is June 14-July 19.

This contract does not include special education transportation services.

**ATTACHMENT 5  
DISTRICT CALENDAR**



**WILMETTE PUBLIC SCHOOLS DISTRICT #39**

**2017 - 2018 DRAFT SCHOOL YEAR CALENDAR**

**2017**

August	31	Thursday	Opening Teacher Institute Day
September	1	Friday	Teacher Institute Day
	4	Monday	NO SCHOOL - Labor Day
	5	Tuesday	Half-Day Attendance - Institute Day
	6	Wednesday	First Full School Day
	21	Thursday	NO SCHOOL - Rosh Hashanah
	22	Friday	NO SCHOOL - Teacher Institute Day
October	31	Monday	SIP - Early Release Day
November	9	Thursday	NO SCHOOL/Parent-Teacher Conferences
	10	Friday	NO SCHOOL/Parent-Teacher Conferences
	20	Monday	NO SCHOOL - Professional Development Day
	21 - 24	Tues. - Fri.	NO SCHOOL - Thanksgiving Break
December 25 - January 5, 2018			NO SCHOOL - Winter Break

**2018**

January	8	Monday	School Resumes after Winter Break
	15	Monday	NO SCHOOL - Martin Luther King Day
February	19	Monday	NO SCHOOL - President's Day/Teacher Institute Day
March	26 - 30	Mon. - Fri.	NO SCHOOL - Spring Break
April	19	Thursday	K-4 Early Release (Parent-Teacher Conferences)
	20	Friday	NO SCHOOL (K-4 Parent-Teacher Conferences/5-8 Professional Development Day)
May	28	Monday	NO SCHOOL - Memorial Day
June	15	Friday	Last Day of School for Students (if no snow days are used) - Early Release Day

June 18 - 22 are reserved as school attendance days in the event of emergency closings during the school year.

**ATTACHMENT 6  
ATTENDANCE CENTER BELL TIMES**

<b>Start/Dismissal Times for 2016-2017 School Year*</b>				
<b>School</b>	<b>Start</b>	<b>Dismissal PreK-K</b>	<b>Start PreK-K</b>	<b>Dismissal</b>
Wilmette Junior High	8:00 a.m.			2:46 p.m.
Highcrest Middle	8:49 a.m.			3:40 p.m.
Central Elementary	8:55 a.m.	11:30 a.m.	12:40 a.m.	3:15 p.m.
Harper Elementary	8:55 a.m.	11:30 a.m.	12:40 a.m.	3:15 p.m.
McKenzie Elementary	8:55 a.m.	11:30 a.m.	12:40 a.m.	3:15 p.m.
Romona Elementary	8:55 a.m.	11:30 a.m.	12:40 a.m.	3:15 p.m.

\* This bell schedule is subject to change. The District is currently in the process of considering revisions to its bell schedule for the 2017-2018 school year. The District will provide any approved changes to the Bidders as soon as practicable.

# INVITATION TO BID TRANSPORTATION SERVICES

## *APPENDIX*

1. BID SUBMISSION CHECKLIST
2. BID PROPOSAL
3. CERTIFICATIONS BY BIDDER AND NON-COLLUSION AFFIDAVIT
4. CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG FREE  
WORKPLACE ACT
5. CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY
6. TRANSPORTATION SERVICES CONTRACT

**APPENDIX 1**  
**BID SUBMISSION CHECKLIST**

Each bid must be accompanied by a Bid Submission Checklist. This list must be utilized as the cover sheet for all itemized documents required to be included in your sealed bid. Submit your bid documents in the order of the checklist.

Name of Bidder: \_\_\_\_\_

Item	Description	Bidder Confirmation	District Confirmation
1.	Bid Submission Checklist		
2.	Bid Bond (\$50,000)		
3.	Details of experience (5 years) in providing contracted student transportation to school districts in the State of Illinois, including a list of references.		
4.	Audited financial statement (past 4 years) and substantiation of the availability of financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Bid or its supporting exhibits		
5.	Documentation of Management experience, bus availability, and mechanic availability		
6.	Description of any litigation filed by or against the Bidder in the past five years (if any)		
7.	Description of all contracts on which the Bidder has defaulted in the past seven years (if any)		
8.	Drug and Alcohol Testing Procedures		
9.	List of five other Illinois school districts where Bidder is currently providing transportation services		
10.	Evidence of Insurance as outlined in the Bid Specifications		
11.	Show evidence of the ability to purchase/lease vehicles and equipment		
12.	Experience in Special Needs Transportation and Employee Training in Special Needs Students and Safety		
13.	Certifications By Bidder; Non-Collusion Affidavit		
14.	Drug Free Workplace Certification		
15.	Sexual Harassment Policy Certification		
16.	Bid Proposal		

**APPENDIX 2  
 BID PROPOSAL**

<b>2017/2018 Regular Education Transportation</b>	<b>Rate Per Bus/Day</b>	<b>Est. # of Routes*</b>	<b>Est. # of Days</b>	<b>Est. Annual Cost</b>
Cost per single shuttle tier		3	176	
Cost per single tier – Private		1	176	
Cost per triple tier – WJHS/HMS/Elementary		4	176	
Cost per quadruple tier		5	176	
Midday routes		6	176	

<b>2017/2018 Activities, Charters, and Field Trips Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour		630	
Minimum Trip Charge			

<b>2017/2018 Athletic Trips Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour		145	
Minimum Trip Charge (may not exceed two hours)			

<b>2017/2018 Evacuation Drills Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour		48	
Minimum Charge			

<b>Summer School Transportation</b>	<b>Rate Per Bus/Day</b>	<b>Est. # of Routes*</b>	<b>Est. # of Days</b>	<b>Est. Annual Cost</b>
Cost per triple tier		4	24	

\*The estimated number of routes and annual hours contained in the above tables are merely estimates and are not to be considered minimums for the purpose of compensation under this Contract.

2018/19 Percentage Increase for Year 2	
2019/20 Percentage Increase for Year 3	

**Savings if the District Waives the Performance Bond Requirement:** \_\_\_\_\_

**Cost of Monitors per Route:** \_\_\_\_\_

By signing below I acknowledge that I have received addenda nos. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_ as presented.

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_



**APPENDIX 3  
CERTIFICATIONS BY BIDDER; NON-COLLUSION AFFIDAVIT**

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

The undersigned hereby certifies that the Bidder is in compliance with the the Equal Employment Opportunity Clause and the Illinois Human Rights Act as amended under paragraph 58 of the bid specifications.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

The undersigned, being duly sworn, on oath states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that his/her bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

The undersigned further states that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, commission, or thing of value on account of such contract.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

The undersigned hereby certifies he has read, understands, and agrees that acceptance by the District of the Bidder's offer will create a binding contract.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Bid submitted by:

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**APPENDIX 4  
CERTIFICATIONS OF COMPLIANCE WITH  
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it 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 and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

**APPENDIX 5  
CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

**APPENDIX 6**  
**TRANSPORTATION SERVICES CONTRACT**

**THIS AGREEMENT** is entered into this \_\_\_ day of \_\_\_\_\_, 2017, by and between the Board of Education of Wilmette Public Schools, District 39, Cook County, Illinois ("District"), and \_\_\_\_\_ ("Contractor") (collectively referred hereto as "the parties").

**W I T N E S S E T H**

**WHEREAS**, District has requested public bids for the provision of student transportation services ("Work"); and

**WHEREAS**, Contractor has submitted a bid for provision of the Work; and

**WHEREAS**, District has awarded this Contract to Contractor to provide bus transportation in accordance with the bid specifications package.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Duration of Contract.** The Contract shall be effective from August 1, 2017, and shall continue in force and effect through the end of the District's summer school program in 2020. The District and Contractor may mutually agree in writing to exercise up to two (2) one-year extensions of this Contract in writing prior to the expiration of this Contract or any extension hereof. Any extension of this Contract shall be on the same terms and conditions as the original term.

2. **Termination of Contract.** The District shall have the right to terminate this Contract for convenience at the end of any school year by giving written notice to the Contractor no later than April 1 of the school year at the end of which service will terminate. Termination for cause by either party is permitted only after the breaching party is provided notice of the breach and has not cured the breach within 7 days of receipt of said notice.

3. **Contract Documents.** The documents comprising the entirety of this Contract are the Invitation to Bid, including Publication Notice, Instructions to Bidders, Bid Specifications, Bid Specifications Attachments, Appendix, Bid Proposal, this Transportation Services Contract, any addenda and Contractor's proposal and certifications, as well as any written material clarifications provided to all Bidders.

4. **Document Supremacy.** In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision most beneficial to the District shall prevail. Contractor expressly waives the doctrine of *contra proferentum*, and any and all ambiguities shall be construed in the District's favor.

5. **Compensation.** Contractor shall provide all Work as awarded by District and shall be compensated according to the terms of the District's specifications and the Contractor's bid.

6. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other

promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

7. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

IN WITNESS WHEREOF, the parties have signed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2017.

**CONTRACTOR:**

**BOARD OF EDUCATION OF  
WILMETTE PUBLIC SCHOOLS,  
DISTRICT 39,  
COOK COUNTY, ILLINOIS:**

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_  
President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST**

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

Its: \_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

415499\_1

**APPENDIX 1**  
**BID SUBMISSION CHECKLIST**

Each bid must be accompanied by a Bid Submission Checklist. This list must be utilized as the cover sheet for all itemized documents required to be included in your sealed bid. Submit your bid documents in the order of the checklist.

Name of Bidder: North Shore Transit, Inc.

Item	Description	Bidder Confirmation	District Confirmation
1.	Bid Submission Checklist and Bid Letter	X	
2.	Bid Bond (\$50,000)	X	
3.	Details of experience (5 years) in providing contracted student transportation to school districts in the State of Illinois, including a list of references.	X	
4.	Audited financial statement (past 4 years) and substantiation of the availability of financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Bid or its supporting exhibits	X	
5.	Documentation of Management experience, bus availability, and mechanic availability	X	
6.	Description of any litigation filed by or against the Bidder in the past five years (if any)	X	
7.	Description of all contracts on which the Bidder has defaulted in the past seven years (if any) N/C	None	
8.	Drug and Alcohol Testing Procedures	X	
9.	List of five other Illinois school districts where Bidder is currently providing transportation services	See Item to #3	
10.	Evidence of Insurance as outlined in the Bid Specifications	X	
11.	Show evidence of the ability to purchase/lease vehicles and equipment	See Item to #4	
12.	Experience in Special Needs Transportation and Employee Training in Special Needs Students and Safety	X	
13.	Certifications By Bidder; Non-Collusion Affidavit	X	
14.	Drug Free Workplace Certification	X	
15.	Sexual Harassment Policy Certification	X	
16.	Bid Proposal	X	

17. Additional Supporting Documents

X



3211 West Howard Street Skokie, Illinois 60076  
Phone (847) 677-9700 Fax (847) 677-9716

February 9, 2017

Ms. Gail Buscemi  
Business Manager  
Wilmette Public School District 39  
615 Locust Road  
Wilmette, Illinois 60091

Dear Ms. Buscemi:

Thank you for giving North Shore Transit an opportunity to bid on your Transportation Services Bid for 2017/18 - 2019/20. North Shore Transit is one of fifteen wholly owned subsidiaries of Cook-Illinois Corporation. Cook-Illinois Corp. is one of the largest school bus contractors in North America, and the largest family owned and operated school bus organization in the country. We provide over 2,200 school buses in and around the Chicago-land area on a daily basis. Our home office is located in Oak Brook.

The training we provide to our drivers and aides is extensive and includes a special sensitivity training session for all special education drivers and aides. We take pride on our special training that is above and beyond state regulations. We have a certification program that all wheelchair drivers must attend before they are eligible to transport students in wheelchairs. All drivers and aides must go through a wheelchair loading and unloading program. All of our drivers are specially trained to handle learning disorder, behavioral disorder, and autistic children. They are also made aware of the different types of seizures and how to handle different situations before they are eligible to transport any students. We continue our high expectations of both our drivers and aides by providing ongoing safety meetings and specialized training.

We are American owned, and we encourage our companies to re-invest in the communities we serve. Cook Illinois Corporation has a history of over 50 years of providing quality customer service to our school districts. Cook-Illinois is committed to being in the forefront when it comes to safety and environmental issues. Cook-Illinois has been the leader in the industry for many years powering our school buses using alternative fuels. We used compressed natural gas (CNG) during the 70's and propane fuel during the 80's. We were one of the first school bus companies in Illinois to use bio-diesel fuel and presently over 95% of our fleet is using this alternative fuel. Bio-diesel reduces harmful emissions by over 30%.

This letter contains our understanding and clarifications to your specifications.



## **INSTRUCTIONS TO BIDDERS**

- Item 1 Understood and accepted.
- Item 2 Understood and accepted. Representatives from North Shore Transit attended the mandatory pre-bid meeting.
- Items 3-7 Understood and accepted.
- Item 8 Understood and accepted. Bid Bond is attached.
- Item 9 Understood and accepted. Reference and Financials are attached.
- Items 10-14 Understood and accepted.
- Item 15
- a. i. Understood and accepted. North Shore has been providing student transportation for over 10 years. For 5 of those years we have been servicing Wilmette District 39.
  - ii. Understood and accepted. Please see attached vehicle list.
  - iii. Understood and accepted. North Shore has a shop foreman and mechanics on site that handle all maintenance of school buses.
  - b. Understood and accepted. Litigation is attached.
  - c. Understood and accepted. North Shore has never defaulted on any contracts.
- Items 16-25 Understood and accepted.

## **BID SPECIFICATIONS**

### GENERAL

- Items 26&27 Understood and accepted.
- Item 28 Understood and accepted. Certificate of Insurance is attached.
- Item 29 Understood and accepted.
- Item 30 Understood and accepted. A performance bond will be supplied, if required.
- Items 31-35 Understood and accepted.

### FACILITY/MAINTENANCE SERVICES

- Item 36 North Shore is located at 3211 West Howard Street, Skokie, Illinois, it is a full-service operation with offices for Management, Dispatch, and Supervisors. North Shore Transit's facilities include a shop with three (3) full-service bays to handle

all maintenance on every bus, as well as in-ground fuel storage on the premises. Please see attached maintenance manual.

### EQUIPMENT

- Items 37-40 Understood and accepted. Please see attached fleet list.
- Item 41 Understood and accepted. Seatbelts will be provided on all buses.
- Items 42&43 Understood and accepted. Please see attached G.P.S. information on Zonar.
- Item 44 Understood and accepted. North Shore is planning on implementing Bus Bulletin as a web-based notification system for parents. Parents will be able to receive texts messages from our dispatchers when their route is running late.
- Item 45 Understood and accepted. Please see attached information on Seon digital camera systems.
- Items 46-48 Understood and accepted.

### PERSONNEL

- Items 49-63 Understood and accepted. Please see attached driver training manual.

### SAFETY

- Items 64-68 Understood and accepted. Please see attached safety program.

### ROUTING & SCHEDULES

- Items 69-72 Understood and accepted. North Shore has personnel that are very well versed with VersaTrans routing software. We have been helping in creating efficient routes for the last 5 years.

### STUDENT DISCIPLINE

- Item 73 Understood and accepted.

### INDEMNIFICATION/HOLD HARMLESS

- Item 74 Understood and accepted.

### NON-COMPLIANCE

- Items 75&76 Understood and accepted.

### ASSIGNMENT

- Item 77 Understood and accepted.

LAW & REGULATIONS

Item 78 Understood and accepted.

FORCE MAJEURE

Item 79 Understood and accepted.

TERMINATION OF CONTRACT

Item 80 Understood and accepted.

COMPENSATION

Item 81 Understood and accepted.

ESCALATION

Item 82 Understood and accepted.

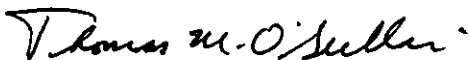
AWARD OF CONTRACT

Items 83&84 Understood and accepted.

We are in receipt of Addendum #1 dated February 2, 2017, and Addendum #2 dated February 7, 2017.

We are ready to answer any questions or to host a site visit at your convenience. Our bid is complete and we feel we have exceeded the requirements with the many added benefits for District 39. With North Shore Transit, you will get not only a company that understands the school bus business but whose family puts their name and reputation at stake in forming a true partnership with their customers. Please call me should you have any questions or need any clarifications.

Sincerely,



Thomas M. O'Sullivan  
Vice President, Contracts & Bids

TMO/mm

Mission Statement

Our primary goal is to transport the youth of today in a safe, efficient and friendly environment

# Document A310<sup>TM</sup> – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

North Shore Transit, Inc.  
dba Lakeside Transportation  
2794 Northwestern Avenue  
Waukegan, IL 60087

### SURETY:

(Name, legal status and principal place of business)

Liberty Mutual Insurance Company  
175 Berkeley Street  
Boston, MA 02116

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

### OWNER:

(Name, legal status and address)

Wilmette Public Schools, District 39  
615 Locust Road  
Wilmette, IL 60091

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$50,000.00

Fifty Thousand Dollars and 00/100

### PROJECT:

(Name, location or address, and Project number, if any)

Regular Student Transportation Services

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.


If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of February, 2017

  
\_\_\_\_\_  
(Witness)

North Shore Transit, Inc. dba Lakeside Transportation  
(Principal) (Seal)

By:   
\_\_\_\_\_  
(Title) V.P. CONTRACTS + BIDS

  
\_\_\_\_\_  
(Witness)

Liberty Mutual Insurance Company  
(Surety) (Seal)

By:   
\_\_\_\_\_  
(Title) Larissa Smith Attorney-in-Fact

Surety Phone No. 617-357-9500

**THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.**

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.

Certificate No. 7578438

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company West American Insurance Company

**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, C. Stephens Griggs; Charissa D. Lecuyer; Charles R. Teter, III; Christy M. Braile; Debra J. Scarborough; Evan D. Sizemore; Jeffrey C. Carey; Larissa Smith; Laura M. Buhmester; Mary T. Flanigan; Megan L. Burns-Hasty; Patrick T. Pribyl; Rebecca S. Leal; Tahitia M. Fry

all of the city of Kansas City, state of MO 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 22nd day of December, 2016.



The Ohio Casualty Insurance Company  
Liberty Mutual Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 22nd day of December, 2016, 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, 2017  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
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 FEB 09 2017 day of February, 2017.



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residential 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.

# Company References





**REFERENCES:**

	<b>NUMBER OF BUSES</b>	<b>TYPE OF SERVICE</b>
<p><b>WILMETTE PUBLIC SCHOOLS DISTRICT 39</b>            615 Locust Road            Wilmette, IL 60091            Ms. Gail Buscemi            (847) 512-6036</p>	<p><b>11</b></p>	<p><b>REGULAR ED SPECIAL ED</b></p>
<p><b>NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION DIST 807</b>            8701 Menard Avenue            Morton Grove, IL 60053            Ms. Kathy Gavin            (847)965-9040</p>	<p><b>35+</b></p>	<p><b>SPECIAL ED</b></p>
<p><b>WINNETKA SCHOOL DISTRICT 36</b>            1235 Oak Street            Winnetka, IL 60093            Mr. Gregory M. Kurr, Chief Financial Officer            (847) 446-9404</p>	<p><b>5</b></p>	<p><b>REGULAR ED</b></p>
<p><b>FOLLOWING IS A LIST OF REFERENCES OF OTHER COOK-ILLINOIS CORPORATION SUBSIDIARIES:</b></p>		
<p><b>LIBERTYVILLE DISTRICT 70</b>            1381 West Lake Street            Libertyville, IL 60048            Dr. Kurt Valentin, Assistant Superintendent Finance and Operations            (847) 362-9030</p>	<p><b>23</b></p>	<p><b>REG &amp; SPEC ED</b></p>
<p><b>HAWTHORN SCHOOL DISTRICT 73</b>            841 West End Court            Vernon Hills, IL 60061            Dr. Susan Zook, Superintendent            (847) 990-4200</p>	<p><b>36</b></p>	<p><b>REG &amp; SPEC ED</b></p>
<p><b>COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59</b>  <b>2011 – PRESENT</b>            2123 South Arlington Heights Road            Arlington Heights, IL 60005            Ms. Vickie Nissen, Assistant Superintendent for Business Services/CSBO            (847) 593-4340</p>	<p><b>43</b></p>	<p><b>REGULAR ED BUSES SPECIAL ED BUSES 4,000 STUDENTS</b></p>



**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
Ms. Stacey Mallek, Assistant Superintendent  
1200 South Dunton  
Arlington Heights, Illinois 60005  
(847) 758-4880

**22 BUSES**

**NORTHWEST SUBURBAN SPECIAL EDUCATION ORGANIZATION**  
NSSEO  
799 West Kensington Road  
Mount Prospect, IL 60056  
Ms. Julie Jilek, Business Services  
(847) 463-8100

**40**

**SPECIAL ED  
PRESCHOOL  
BEHAVIOR MOD**



To Whom It May Concern:

At the request of our customer, Cook Illinois Corp. and subsidiaries (the "Company"), it is our pleasure to inform you of their banking relationship with our bank.

The Company has had various accounts with our bank since March 2012 and has maintained their accounts in good standing. Specifically, the Company maintains various operating accounts, a secured revolving line-of-credit, secured equipment loans and certain financial derivatives.

This letter is provided on behalf of our customer and without liability to the bank and its staff.

Sincerely,



Keith J. Cable  
Senior Vice President

Together we'll go far





## COOK-ILLINOIS CORPORATION

2100 Clearwater Drive, Suite 250  
Oak Brook, Illinois 60523  
Phone: 708-560-9840  
Fax: 708-560-0661  
www.cookillinois.com

February 9, 2017

Ms. Gail Buscemi  
Business Manager  
Wilmette Public School District 39  
615 Locust Road  
Wilmette, Illinois 60091

Dear Ms. Buscemi,

Enclosed please find copies of the Cook-Illinois Corp. and Affiliates audited financial statements for the years ended June 30, 2016, June 30, 2015, June 30, 2014 and June 30, 2013. These are the most recent audited financial statements available. The statements were audited by RSM US LLP, who issued an unqualified opinion on the accompanying consolidated balance sheet of COOK-ILLINOIS CORP. AND AFFILIATES and statement of income for the years then ended. North Shore Transit, Inc. is a wholly-owned subsidiary of Cook-Illinois Corp.

Sincerely,

Greg Fischer  
Chief Financial Officer

GF/mm

Enclosures

# **Cook-Illinois Corp. and Subsidiaries**

Consolidated Financial Report  
June 30, 2016

## Contents

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**Independent Auditor's Report**

To the Board of Directors  
Cook-Illinois Corp. and Subsidiaries  
Oak Brook, Illinois

**Report on the Financial Statements**

We have audited the accompanying consolidated financial statements (the financial statements) of Cook-Illinois Corp. and Subsidiaries (the Company) which comprise the consolidated balance sheets as of June 30, 2016 and 2015, and the related consolidated statements of income, comprehensive income, equity, and cash flows for the years then ended and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Other Matter**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cook-Illinois Corp. and Subsidiaries as of June 30, 2016 and 2015, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**RSM US LLP**

Chicago, Illinois  
October 26, 2016

**Cook-Illinois Corp. and Subsidiaries**

**Consolidated Balance Sheets  
June 30, 2016 and 2015**

<b>Assets</b>	<b>2016</b>	<b>2015</b>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 9,296,788	\$ 8,560,169
Restricted cash	6,660,591	6,660,591
Accounts receivable, trade, less allowance for doubtful accounts 2016 \$199,000; 2015 \$200,000	10,180,694	10,283,063
Inventories	1,995,507	2,611,723
Prepaid expenses and other	589,908	793,988
Income taxes receivable	-	242,488
Deferred income taxes	163,000	231,535
<b>Total current assets</b>	<b>28,886,486</b>	<b>29,383,557</b>
<b>Other assets:</b>		
Mortgage note receivable	253,345	256,905
Prepaid expenses and other	255,122	281,197
Investments in available-for-sale securities	6,046,163	6,386,854
Advances to stockholders	153,460	117,362
Advances to related parties	3,528,448	3,786,074
Cash surrender value of life insurance policies and amounts receivable under split-dollar policies	10,164,789	9,442,822
Investment in joint ventures	801,693	788,099
Deferred income taxes	3,532,595	3,760,338
	<b>24,735,615</b>	<b>24,819,651</b>
<b>Property and equipment:</b>		
Land	5,834,688	5,834,688
Buildings and leasehold improvements	25,504,987	24,738,128
Revenue equipment	114,443,215	113,542,299
Office equipment	1,953,529	1,949,625
	<b>147,736,419</b>	<b>146,064,740</b>
Less accumulated depreciation and amortization	93,437,071	91,765,850
	<b>54,299,348</b>	<b>54,298,890</b>
	<b>\$ 107,921,449</b>	<b>\$ 108,502,098</b>

See notes to consolidated financial statements.

<b>Liabilities and Equity</b>	<b>2016</b>	<b>2015</b>
<b>Current liabilities:</b>		
Line of credit	\$ 3,404,484	\$ 6,608,310
Current portion of long-term debt	9,060,766	3,976,214
Accounts payable	1,918,575	1,791,926
Accrued expenses	12,650,004	12,898,939
Income tax payable	183,110	-
Derivative instruments, current portion	741,729	994,585
<b>Total current liabilities</b>	<b>27,958,668</b>	<b>26,269,974</b>
Long-term debt, less current portion	10,855,459	15,615,943
Notes payable to stockholders	1,165,957	865,040
Derivative instruments, less current portion	610,947	788,861
Other long-term liabilities	9,432,453	9,124,729
<b>Equity:</b>		
<b>Cook-Illinois Corp. stockholders' equity</b>		
Common stock, no par value, authorized 12,000 shares; issued 4,000 shares; outstanding 3,797 shares	4,000	4,000
Class A preferred stock, \$100 par value, authorized 500 shares; no shares issued or outstanding	-	-
Class B preferred stock, \$100 par value, authorized 50,000 shares; issued and outstanding 26,780 shares	2,678,000	2,678,000
Advances to related party	(1,038,378)	(1,021,706)
Retained earnings	34,472,273	32,546,692
Accumulated other comprehensive income	41,856	424,204
	<b>36,157,751</b>	<b>34,631,190</b>
Less treasury stock, 203 common shares at cost	(70,000)	(70,000)
	<b>36,087,751</b>	<b>34,561,190</b>
Noncontrolling interest in consolidated VIEs	21,810,214	21,276,361
<b>Total equity</b>	<b>57,897,965</b>	<b>55,837,551</b>
	<b>\$ 107,921,449</b>	<b>\$ 108,502,098</b>



**Cook-Illinois Corp. and Subsidiaries**

**Consolidated Statements of Income  
Years Ended June 30, 2016 and 2015**

	2016	2015
Revenues	\$ 105,026,563	\$ 102,674,619
Cost of sales and services	<u>85,208,010</u>	<u>85,798,326</u>
<b>Gross margin</b>	<b>19,818,553</b>	<b>16,876,293</b>
Selling and administrative expenses	<u>16,403,922</u>	<u>16,409,922</u>
<b>Operating income</b>	<b><u>3,414,631</u></b>	<b><u>466,371</u></b>
Other income (expenses):		
Interest income (including income from related parties 2016 \$136,571; 2015 \$140,442)	352,425	354,922
Interest expense	(827,435)	(900,510)
Loss on disposition of property and equipment	(4,861)	(98,946)
Equity in net income of investment in joint ventures	213,594	307,441
Other, net	<u>831,878</u>	<u>903,372</u>
	<b><u>565,601</u></b>	<b><u>566,279</u></b>
<b>Income before income taxes</b>	<b>3,980,232</b>	<b>1,032,650</b>
Income tax expense (benefit)	<u>658,922</u>	<u>(502,228)</u>
<b>Net income</b>	<b>3,321,310</b>	<b>1,534,878</b>
Less: net income attributable to the noncontrolling interest in consolidated VIEs	<u>1,395,729</u>	<u>1,279,817</u>
<b>Net income attributable to Cook-Illinois Corp. and Subsidiaries</b>	<b><u>\$ 1,925,581</u></b>	<b><u>\$ 255,061</u></b>

See notes to consolidated financial statements.

# Cook-Illinois Corp. and Subsidiaries

Consolidated Financial Report  
June 30, 2015

THE POWER OF BEING UNDERSTOOD  
AUDIT | TAX | CONSULTING



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## Independent Auditor's Report

To the Board of Directors  
Cook-Illinois Corp. and Subsidiaries  
Oak Forest, Illinois

### Report on the Financial Statements

We have audited the accompanying consolidated financial statements (the financial statements) of Cook-Illinois Corp. and Subsidiaries (the Company) which comprise the consolidated balance sheets as of June 30, 2015 and 2014, and the related consolidated statements of income, comprehensive income, equity, and cash flows for the years then ended and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cook-Illinois Corp. and Subsidiaries as of June 30, 2015 and 2014, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*RSM US LLP*

Chicago, Illinois  
October 29, 2015

Cook-Illinois Corp. and Subsidiaries

Consolidated Balance Sheets  
June 30, 2015 and 2014

Assets	2015	2014
<b>Current Assets</b>		
Cash and cash equivalents	\$ 8,560,169	\$ 8,359,749
Restricted cash	6,660,591	6,660,591
Accounts receivable, trade, less allowance for doubtful accounts 2015 \$200,000; 2014 \$188,000	10,283,063	9,847,432
Inventories	2,611,723	3,134,644
Prepaid expenses and other	793,988	855,593
Income taxes receivable	242,488	-
Deferred income taxes	231,535	557,579
<b>Total current assets</b>	<b>29,383,557</b>	<b>29,415,588</b>
<b>Other Assets</b>		
Mortgage note receivable	256,905	274,268
Prepaid expenses and other	281,197	464,899
Investments in available-for-sale securities	6,386,854	6,327,436
Advances to stockholders	117,362	104,725
Advances to related parties	3,786,074	4,544,667
Cash surrender value of life insurance policies and amounts receivable under split-dollar policies	9,442,822	8,710,214
Investment in joint ventures	788,099	1,147,102
Deferred income taxes	3,760,338	3,030,337
	<b>24,819,651</b>	<b>24,603,648</b>
<b>Property and Equipment</b>		
Land	5,834,688	4,839,500
Buildings and leasehold improvements	24,738,128	24,460,931
Revenue equipment	113,542,299	112,359,438
Office equipment	1,949,625	1,928,331
	<b>146,064,740</b>	<b>143,588,200</b>
Less accumulated depreciation and amortization	91,765,850	92,896,703
	<b>54,298,890</b>	<b>50,691,497</b>
	<b>\$ 108,502,098</b>	<b>\$ 104,710,733</b>

See notes to consolidated financial statements.

<b>Liabilities and Equity</b>	<b>2015</b>	<b>2014</b>
<b>Current Liabilities</b>		
Line of credit	\$ 6,608,310	\$ 6,014,194
Current portion of long-term debt	3,976,214	5,623,701
Accounts payable	1,791,926	1,723,985
Accrued expenses	12,898,939	12,723,432
Derivative instruments, current portion	994,585	-
Income tax payable	-	35,880
<b>Total current liabilities</b>	<b>26,269,974</b>	<b>26,121,192</b>
Long-Term Debt, less current portion	15,615,943	12,855,478
Notes Payable to Stockholders	865,040	1,197,134
Derivative Instruments, less current portion	788,861	-
Other Long-Term Liabilities	9,124,729	9,242,300
<b>Equity</b>		
Cook-Illinois Corp. Stockholders' Equity		
Common stock, no par value, authorized 12,000 shares; issued 4,000 shares; outstanding 3,797 shares	4,000	4,000
Class A preferred stock, \$100 par value, authorized 500 shares; no shares issued or outstanding	-	-
Class B preferred stock, \$100 par value, authorized 50,000 shares; issued and outstanding 26,780 shares	2,678,000	2,678,000
Advances to related party	(1,021,706)	(1,008,591)
Retained earnings	32,546,692	32,291,631
Accumulated other comprehensive income	424,204	522,830
	<b>34,631,190</b>	<b>34,487,870</b>
Less treasury stock, 203 common shares at cost	(70,000)	(70,000)
	<b>34,561,190</b>	<b>34,417,870</b>
Noncontrolling interest in consolidated VIEs	21,276,361	20,876,759
<b>Total equity</b>	<b>55,837,551</b>	<b>55,294,629</b>
	<b>\$ 108,502,098</b>	<b>\$ 104,710,733</b>

**Cook-Illinois Corp. and Subsidiaries**

**Consolidated Statements of Income  
Years Ended June 30, 2015 and 2014**

	<b>2015</b>	<b>2014</b>
Revenues	\$ 102,674,619	\$ 101,673,517
Cost of sales and services	<u>85,798,326</u>	<u>84,242,296</u>
<b>Gross margin</b>	<b>16,876,293</b>	<b>17,431,221</b>
Selling and administrative expenses	<u>16,409,922</u>	<u>15,782,312</u>
<b>Operating income</b>	<u><b>466,371</b></u>	<u><b>1,648,909</b></u>
Other income (expenses):		
Interest income (including income from related parties 2015 \$140,442; 2014 \$151,771)	354,922	374,039
Interest expense	(900,510)	(1,110,117)
(Loss) gain on disposition of property and equipment	(98,946)	2,618,009
Equity in net income (loss) of investment in joint ventures	307,441	(75,984)
Other, net	<u>903,372</u>	<u>552,649</u>
	<u>566,279</u>	<u>2,358,596</u>
<b>Income before income taxes</b>	<b>1,032,650</b>	<b>4,007,505</b>
Income tax (benefit) expense	<u>(502,228)</u>	<u>742,207</u>
<b>Net income</b>	<b>1,534,878</b>	<b>3,265,298</b>
Less: Net income attributable to the noncontrolling interest in consolidated VIEs	<u>1,279,817</u>	<u>1,365,799</u>
<b>Net income attributable to Cook-Illinois Corp. and Subsidiaries</b>	<u><b>\$ 255,061</b></u>	<u><b>\$ 1,899,499</b></u>

See notes to consolidated financial statements.



# **Cook-Illinois Corp. and Subsidiaries**

Consolidated Financial Report  
June 30, 2014

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## Independent Auditor's Report

To the Board of Directors  
Cook-Illinois Corp. and Subsidiaries  
Oak Forest, Illinois

### Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Cook-Illinois Corp. and Subsidiaries (the Company) which comprise the consolidated balance sheets as of June 30, 2014 and 2013, and the related consolidated statements of income, comprehensive income, equity, and cash flows for the years then ended and the related notes to the consolidated financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Cook-Illinois Corp. and Subsidiaries as of June 30, 2014 and 2013, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*McGladrey LLP*

Chicago, Illinois  
October 21, 2014

Cook-Illinois Corp. and Subsidiaries

Consolidated Balance Sheets  
June 30, 2014 and 2013

Assets	2014	2013
<b>Current Assets</b>		
Cash and cash equivalents	\$ 8,359,749	\$ 13,195,717
Restricted cash	6,660,591	6,660,591
Accounts receivable, trade, less allowance for doubtful accounts 2014 \$188,000; 2013 \$187,000	9,847,432	8,330,084
Inventories	3,134,644	3,170,185
Prepaid expenses and other	855,593	1,307,094
Income taxes receivable	-	1,291,059
Deferred income taxes	557,579	629,973
<b>Total current assets</b>	<b>29,415,588</b>	<b>34,584,703</b>
<b>Other Assets</b>		
Mortgage note receivable	274,268	269,844
Prepaid expenses and other	464,899	-
Investments in available-for-sale securities	6,327,436	5,740,956
Advances to stockholders	104,725	103,560
Advances to related parties	4,544,667	12,110,874
Cash surrender value of life insurance policies and amounts receivable under split-dollar policies	8,710,214	7,968,494
Investment in joint ventures	1,147,102	1,223,086
Deferred income taxes	3,030,337	3,684,485
	<b>24,603,648</b>	<b>31,101,299</b>
<b>Property and Equipment</b>		
Land	4,839,500	5,487,737
Buildings and leasehold improvements	24,460,931	26,591,375
Revenue equipment	112,369,438	106,393,139
Office equipment	1,928,331	1,889,862
	<b>143,588,200</b>	<b>140,362,113</b>
Less accumulated depreciation and amortization	92,896,703	90,996,776
	<b>50,691,497</b>	<b>49,365,337</b>
	<b>\$ 104,710,733</b>	<b>115,051,339</b>

See Notes to Consolidated Financial Statements.

<b>Liabilities and Equity</b>	<b>2014</b>	<b>2013</b>
<b>Current Liabilities</b>		
Line of credit	\$ 6,014,194	\$ 3,272,732
Current portion of long-term debt	5,623,701	6,909,003
Accounts payable	1,723,985	1,719,472
Accrued expenses	12,723,432	12,751,636
Income tax payable	35,880	-
<b>Total current liabilities</b>	<b>26,121,192</b>	<b>24,652,843</b>
<b>Long-Term Debt, less current portion</b>	<b>12,855,478</b>	<b>21,523,962</b>
<b>Notes Payable to Stockholders</b>	<b>1,197,134</b>	<b>1,481,753</b>
<b>Other Long-Term Liabilities</b>	<b>9,242,300</b>	<b>8,094,985</b>
<b>Equity</b>		
<b>Cook-Illinois Corp. Stockholders' Equity</b>		
Common stock, no par value, authorized 12,000 shares; issued 4,000 shares; outstanding 4,000 shares	4,000	4,000
Class A preferred stock, \$100 par value, authorized 500 shares; no shares issued or outstanding	-	-
Class B preferred stock, \$100 par value, authorized 50,000 shares; issued and outstanding 26,780 shares	2,678,000	2,678,000
Advances to related party	(1,008,591)	-
Retained earnings	32,291,631	30,392,132
Accumulated other comprehensive income	522,830	258,095
	<b>34,487,870</b>	<b>33,332,227</b>
Less treasury stock, 203 shares at cost	(70,000)	(70,000)
	<b>34,417,870</b>	<b>33,262,227</b>
<b>Noncontrolling interest in consolidated VIEs</b>	<b>20,876,759</b>	<b>26,035,569</b>
<b>Total equity</b>	<b>55,294,629</b>	<b>59,297,796</b>
	<b>\$ 104,710,733</b>	<b>\$ 115,051,339</b>

Cook-Illinois Corp. and Subsidiaries

Consolidated Statements of Income  
Years Ended June 30, 2014 and 2013

	2014	2013
Revenues	\$ 101,673,517	\$ 94,079,470
Cost of sales and services	<u>84,242,296</u>	<u>77,655,370</u>
Gross margin	17,431,221	16,424,100
Selling and administrative expenses	<u>15,782,312</u>	<u>14,540,784</u>
Operating income	<u>1,648,909</u>	<u>1,883,316</u>
Other income (expenses):		
Interest income (including income from related parties 2014 \$151,771; 2013 \$154,896)	374,039	356,500
Interest expense	(1,110,117)	(1,391,672)
Gain on disposition of property and equipment	2,618,009	92,297
Equity in net (loss) income of investment in joint ventures	(75,984)	77,458
Other, net	<u>552,649</u>	<u>1,298,932</u>
	<u>2,358,596</u>	<u>433,515</u>
Income before income taxes	4,007,505	2,316,831
Income tax expense (benefit)	<u>742,207</u>	<u>(559,909)</u>
Net income	3,265,298	2,876,740
Less: Net income attributable to the noncontrolling interest in consolidated VIEs	<u>1,365,799</u>	<u>3,484,881</u>
Net income (loss) attributable to Cook-Illinois Corp. and Subsidiaries	<u>\$ 1,899,499</u>	<u>\$ (608,141)</u>

See Notes to Consolidated Financial Statements.

# Cook-Illinois Corp. and Subsidiaries

Consolidated Financial Report  
June 30, 2013



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## Independent Auditor's Report

To the Board of Directors  
Cook-Illinois Corp. and Subsidiaries  
Oak Forest, Illinois

### Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Cook-Illinois Corp. and Subsidiaries (the Company) which comprise the consolidated balance sheets as of June 30, 2013 and 2012, and the related consolidated statements of income, comprehensive income, equity, and cash flows for the years then ended and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Cook-Illinois Corp. and Subsidiaries as of June 30, 2013 and 2012, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*McGladrey LLP*

Chicago, Illinois  
February 19, 2014

Cook-Illinois Corp. and Subsidiaries

Consolidated Balance Sheets  
June 30, 2013 and 2012

Assets	2013	2012
<b>Current Assets</b>		
Cash and cash equivalents	\$ 13,195,717	\$ 16,757,428
Restricted cash	6,660,591	4,210,591
Accounts receivable, trade, less allowance for doubtful accounts 2013 \$187,000; 2012 \$285,000	8,330,084	8,039,941
Inventories	3,170,185	3,462,895
Prepaid expenses and other	1,307,094	587,751
Income taxes receivable	1,291,059	1,696,984
Deferred income taxes	629,973	1,135,310
Total current assets	34,584,703	35,890,900
<b>Other Assets</b>		
Mortgage note receivable	269,844	271,609
Investments in available-for-sale securities	5,740,956	6,793,157
Advances to stockholders	103,560	168,961
Advances to related parties	12,110,874	11,496,485
Cash surrender value of life insurance policies and amounts receivable under split-dollar policies	7,968,494	7,227,654
Investment in joint ventures	1,223,086	1,254,653
Deferred income taxes	3,684,485	2,981,692
	31,101,299	30,194,411
<b>Property and Equipment</b>		
Land	5,487,737	5,492,050
Buildings and leasehold improvements	26,591,375	25,424,447
Revenue equipment	106,393,139	110,971,046
Office equipment	1,889,862	1,873,191
	140,362,113	143,760,734
Less accumulated depreciation and amortization	90,996,776	92,450,079
	49,365,337	51,310,655
	\$ 115,051,339	117,395,966

See Notes to Consolidated Financial Statements.

Liabilities and Equity	2013	2012
<b>Current Liabilities</b>		
Line of credit	\$ 3,272,732	\$ 3,077,000
Current portion of long-term debt	6,909,003	8,346,711
Accounts payable	1,719,472	1,361,602
Accrued expenses	12,751,636	13,663,004
<b>Total current liabilities</b>	<b>24,652,843</b>	<b>26,448,317</b>
<b>Long-Term Debt, less current portion</b>	<b>21,523,962</b>	<b>25,115,973</b>
<b>Notes Payable to Stockholders</b>	<b>1,481,753</b>	<b>2,068,738</b>
<b>Other Long-Term Liabilities</b>	<b>8,094,985</b>	<b>7,643,766</b>
<b>Equity</b>		
<b>Cook-Illinois Corp. Stockholders' Equity</b>		
Common stock, no par value, authorized 12,000 shares; issued 4,000 shares; outstanding 4,000 shares	4,000	4,000
Class A preferred stock, \$100 per value, authorized 500 shares; no shares issued or outstanding	-	-
Class B preferred stock, \$100 per value, authorized 50,000 shares; issued and outstanding 26,780 shares	2,678,000	2,678,000
Retained earnings	30,392,132	31,000,273
Accumulated other comprehensive income (loss)	258,095	(11,026)
	<b>33,332,227</b>	<b>33,671,247</b>
Less treasury stock, 203 shares at cost	(70,000)	(70,000)
	<b>33,262,227</b>	<b>33,601,247</b>
<b>Noncontrolling interest in consolidated VIE's</b>	<b>26,035,569</b>	<b>22,517,923</b>
<b>Total equity</b>	<b>59,297,796</b>	<b>56,119,170</b>
	<b>\$ 115,051,339</b>	<b>117,395,966</b>

Cook-Illinois Corp. and Subsidiaries

Consolidated Statements of Income  
Years Ended June 30, 2013 and 2012

	2013	2012
Revenues	\$ 94,079,470	\$ 98,160,359
Cost of sales and services	<u>77,655,370</u>	<u>81,839,048</u>
Gross margin	16,424,100	16,321,311
Selling and administrative expenses	<u>14,540,784</u>	<u>14,674,177</u>
Operating income	<u>1,883,316</u>	<u>1,647,134</u>
Other income (expenses):		
Interest income (including income from related parties 2013 \$154,896; 2012 \$74,341)	356,500	339,546
Interest expense	(1,391,672)	(2,226,644)
Gain (loss) on disposition of property and equipment	92,297	(10,249)
Equity in net income (loss) of investment in joint ventures	77,458	(80,693)
Other, net	<u>1,298,932</u>	<u>705,103</u>
	<u>433,515</u>	<u>(1,272,937)</u>
Income before income taxes	2,316,831	374,197
Income tax benefit	<u>(559,909)</u>	<u>(1,057,662)</u>
Net income	2,876,740	1,431,859
Less: Net income attributable to the noncontrolling interest in consolidated VIEs	<u>3,484,881</u>	<u>3,363,212</u>
Net loss attributable to Cook-Illinois Corp. and Subsidiaries	<u>\$ (608,141)</u>	<u>\$ (1,931,353)</u>

See Notes to Consolidated Financial Statements.

# Fleet List



**NORTH SHORE**  
**TRANSIT**

CIC		PA	Location	Bus	Year	Chassis	Body	Total Cap Set Up As	Eng	Trans	EPA	Fuel	Type	Lift	A/C	Tracks	Serial	Plate
18680	1	13	North Shore	EQ1	2010	Chevy	Equinox	4	3.0	6T40		U	V	N	Y	N	2CNFLDEY7A6245339	R751025
18682	1	13	North Shore	EQ4	2012	Chevy	Equinox	4	2.4	6T75		U	V	N	Y	N	2GNFLNEK8C6101248	R650765
18681	1	13	North Shore	EQ5	2011	Chevy	Equinox	4	2.4	6T75		U	V	N	Y	N	2GNALBEC7B1171742	R650764
18685	1	13	North Shore	EQ6	2011	Chevy	Equinox	4	2.4	6T75		U	V	N	Y	N	2CNALBEC9B6272823	R650777
18683	1	13	North Shore	EQ7	2011	Chevy	Equinox	4	2.4	6T75		U	V	N	Y	N	2CNALBEC9B6216025	R650775
18684	1	13	North Shore	EQ8	2010	Chevy	Equinox	4	2.4	6T45		U	V	N	Y	N	2CNALBEW7A6214024	R650776
18679	1	13	North Shore	EQ9	2010	Chevy	Equinox	4	2.4	6T40		U	V	N	Y	N	2CNALBEW1A6245382	R751026
18859	1	13	North Shore	10	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBG8DR807067	S351303
18870	1	13	North Shore	11	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBGXDR807247	S351302
18867	1	13	North Shore	12	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBG3DR765102	S351309
18865	1	13	North Shore	13	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBG6DR772271	S351277
18862	1	13	North Shore	14	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBGXDR772273	S351278
18866	1	13	North Shore	15	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBGXDR765100	S351305
18863	1	13	North Shore	16	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBG3DR795846	S351279
18869	1	13	North Shore	17	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBG1DR807248	S351280
18861	1	13	North Shore	18	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBG2DR796342	S351301
18868	1	13	North Shore	19	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBGXDR794144	S351336
18860	1	13	North Shore	20	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBG1DR804267	S351307
18864	1	13	North Shore	21	2013	Dodge	Caravan	6	3.6	Auto		U	V	N	Y	N	2C4RDGBG7DR778791	S351310
18912	1	13	North Shore	22	2014	Dodge	Caravan	6	3.6L	Auto		U	V	N	Y	UNK	2C4RDGBG7ER276283	V208899
18309	1	13	North Shore	24	2007	IC	CE	71	VT365	2000	4	D	B	N	UNK	N	4DRBUAFP57B341203	69899SB
18911	1	13	North Shore	25	2009	Bluebird	Bluebird	59	ISB	2000		D	B	N	N	N	1BAKFCPH89F260185	72876SB
18649	1	13	North Shore	26	2010	Freightline	Thomas	65	ISB	2000		D	B	N	N	N	4UZABRDU1ACAN4955	77551SB
18585	1	13	North Shore	27	2010	IC	CE	71	MF7	UNK	7	D	B	N	N	N	4DRBUSKP0AB142465	78334SB
18586	1	13	North Shore	28	2010	IC	CE	71	MF7	UNK	7	D	B	N	N	N	4DRBUSKP3AB142461	78333SB
18587	1	13	North Shore	29	2010	IC	CE	71	MF7	UNK	7	D	B	N	N	N	4DRBUSKP5AB142462	78332SB
10826	1	13	North Shore	30	2007	Freightline	Thomas	71	906	2000		D	B	N	N	N	4UZAAXDHX7CX09906	56510SB
18651	1	13	North Shore	31	2009	Bluebird	Bluebird	65	ISB	2000		D	B	N	N	N	1BAKFCPH69F260184	72829SB
18648	1	13	North Shore	32	2011	Bluebird	Bluebird	65	ISB	2000		D	B	N	N	N	1BAKFCPHXBF279620	77553SB
18650	1	13	North Shore	33	2010	Freightline	Thomas	65	ISB	2000		D	B	N	N	N	4UZABRDUXACAN4954	77552SB
18652	1	13	North Shore	34	2008	Bluebird	Bluebird	65	ISB	2000		D	B	N	N	N	1BAKFCPHX8F249719	72827SB
18653	1	13	North Shore	35	2008	Bluebird	Bluebird	65	ISB	2000		D	B	N	N	N	1BAKFCPH68F249720	72828SB
2990	1	13	North Shore	37	2008	IC	CE	65	VT365	2000	4	D	B	N	N	N	4DRBUAFP88B494577	65738SB
2989	1	13	North Shore	38	2008	IC	CE	65	VT365	2000	4	D	B	N	N	N	4DRBUAFP68B494576	65736SB
18125	1	13	North Shore	39	2008	IC	CE	71	MFDT	2000	4	D	B	N	N	N	4DRBUAAP08B494824	16870PT
19404	1	13	North Shore	40	2010	Bluebird		71				D	B	N	N	N	1BAKFCPH2AF274801	89803SB
18588	1	13	North Shore	41	2011	IC	BE	35	MF7	UNK	7	D	B	N	N	N	4DRAPSKK2BB262860	78335SB
10890	1	13	North Shore	42	2008	IC	BE	30	VT365	2000	4	D	B	Y	Y	N	4DRAPAFK48A504521	59358SB
18461	1	13	North Shore	43	2008	IC	CE	28	VT365	2000	4	D	B	Y	N	N	4DRBUAFM68B500379	72877SB



CIC		Fac	Location	Bus	Year	Chassis	Body	Total Cap Set Up As	Eng	Trans	EPA	Fuel	Type	Lift	A/C	Tracks	Serial	Plate
18192	1	13	North Shore	46	2011	IC	BE	35	MF7	2000	7	D	B	N	Y	N	4DRAPSKK9BB314078	71860SB
18435	1	13	North Shore	47	2010	IC	BE	15	MF7	1000	7	D	B	Y	N	N	4DRAPSKK3AB154956	74038SB
18194	1	13	North Shore	48	2011	IC	BE	35	MF7	2000	7	D	B	N	Y	N	4DRAPSKK7BB314080	71195SB
18195	1	13	North Shore	49	2011	IC	BE	35	MF7	2000	7	D	B	N	Y	N	4DRAPSKK9BB314081	71192SB
18196	1	13	North Shore	50	2011	IC	BE	35	MF7	2000	7	D	B	N	Y	N	4DRAPSKK0BB314082	71193SB
18197	1	13	North Shore	51	2011	IC	BE	35	MF7	2000	7	D	B	N	Y	N	4DRAPSKK2BB314083	71194SB
18501	1	13	North Shore	52	2009	IC	BE	35	MF7	2000	7	D	B	N	N	N	4DRAPSKK69A674232	75692SB
18502	1	13	North Shore	53	2009	IC	BE	35	MF7	2000	7	D	B	N	N	N	4DRAPSKK89A674233	75691SB
18503	1	13	North Shore	54	2009	IC	BE	35	MF7	2000	7	D	B	N	N	N	4DRAPSKKX9A674234	75690SB
18504	1	13	North Shore	55	2009	IC	BE	35	MF7	2000	7	D	B	N	N	N	4DRAPSKKX9A666781	75500SB
18137	1	13	North Shore	56	2009	IC	BE	41	MF7	2000	7	D	B	Y	Y	N	4DRBUSKM69B042789	72852SB
19077	1	13	North Shore	57	2012	Chevy	Bluebird	29	6	4L80E		U	B	N	Y	UNK	1GB3G3BG5C1166912	86429SB
18921	1	13	North Shore	59	2011	IC	BE	35	MF7	2000	7	D	B	N	N	UNK	4DRAPSKK5BB346493	80499SB
18434	1	13	North Shore	60	2010	IC	BE	15	MF7	1000	7	D	B	Y	N	N	4DRAPSKK1AB154955	74037SB
10891	1	13	North Shore	61	2008	IC	BE	30	VT365	2000	4	D	B	Y	Y	N	4DRAPAFK68A504522	59357SB
18235	1	13	North Shore	62	2011	IC	BE	20	MF7	2000	7	D	B	N	Y	N	4DRAPSKK9BB314100	71864SB
18193	1	13	North Shore	63	2011	IC	BE	35	MF7	2000	7	D	B	N	Y	N	4DRAPSKK0BB314079	71196SB
19078	1	13	North Shore	65	2012	Chevy	Bluebird	29	6	4L80E		U	B	N	Y	UNK	1GB3G3BG2C1180928	85149SB
19079	1	13	North Shore	66	2012	Chevy	Bluebird	29	6	4L80E		U	B	N	Y	UNK	1GB3G3BG3C1180811	85148SB
18922	1	13	North Shore	67	2011	IC	BE	35	MF7	2000	7	D	B	N	N	UNK	4DRAPSKK7BB346494	80500SB
18515	1	13	North Shore	73	2008	Chevy	Collins	27	6.6			U	B	N	N	N	1GBJG316981196244	75683SB
18516	1	13	North Shore	74	2008	Chevy	Collins	27	6.6			U	B	N	N	N	1GBJG316981196826	75689SB
18517	1	13	North Shore	75	2008	Chevy	Collins	27	6.6			U	B	N	N	N	1GBJG316181197694	75682SB
18636	1	13	North Shore	78	2010	IC	CE	16	MFD	UNK	7	D	B	Y	Y	N	4DRBUAAM0AB146792	78315SB
18136	1	13	North Shore	79	2009	IC	CE	62	DT466	2000	7	D	B	Y	Y	N	4DRBUAAP79B670981	69151SB
2829	1	13	North Shore	80	2008	IC	BE	35	MFD	2000	7	D	B	N	N	N	4DRAPSKK28A651237	63413SB
18436	1	13	North Shore	87	2009	IC	CE	16	DT466	2000	7	D	B	Y	N	N	4DRBUAAMX9B680796	75541SB
19324	1	13	North Shore	94	2010	Bluebird	Bluebird	65	6.7L	2000		D	B	N	N	N	1BAKFCPH4AF274802	89761SB
19190	1	13	North Shore	97	2014	IC	CE	60	MF7	2000		D	B	Y	Y	UNK	4DRBUSKP6EB416533	85368SB
2830	1	13	North Shore	98	2007	IC	BE	30	VT365	2000	4	D	B	Y	Y	N	4DRAPAFK57A338590	62558SB
10898	1	13	North Shore	99	2008	IC	BE	30	VT365	2000	4	D	B	Y	Y	N	4DRAPAFK98A504529	59329SB
18335	1	13	North Shore	104	2008	IC	CE	71	MFD	2000	4	D	B	N	UNK	N	4DRBUAAP68B494830	69872SB
18336	1	13	North Shore	105	2008	IC	CE	71	MFD	2000	7	D	B	N	UNK	N	4DRBUAAP88B494831	69871SB
18338	1	13	North Shore	106	2008	IC	CE	71	MFD	2000	4	D	B	N	UNK	N	4DRBUAAP18B494833	72803SB
2982	1	13	North Shore	117	2007	IC	CE	71	VT365	2000	4	D	B	N	N	N	4DRBUAFP37B380176	65995SB
10828	1	13	North Shore	120	2007	Freightline	Thomas	71	906	2000		D	B	N	N	N	4UZAAXDH37CX09908	56508SB
18993	1	13	North Shore	121	2007	IC	CE	66	VT365	2000	4	D	B	N	N	UNK	4DRBUAFP57B348037	77636SB
18790	1	13	North Shore	124	2009	IC	IC	23	MF7	2000	7	D	B	Y	Y	N	4DRBUSKP29B078831	81746SB
18782	1	13	North Shore	128	2011	IC	IC	24	MF7	2000	7	D	B	Y	Y	N	4DRAPSKK3BB256565	81740SB

CIC		PKC	Location	Bus	Year	Chassis	Body	Total Cap Set Up As	Eng	Trans	EPA	Fuel	Type	Lift	A/C	Tracks	Serial	Plate
18734	1	13	North Shore	129	2010	Chevy	Collins	24	6.6	4L20E		U	B	N	N	N	1GB6G2AG3A1148186	81600SB
18733	1	13	North Shore	130	2010	Chevy	Collins	24	6.6	4L20E		U	B	N	N	N	1GB6G2AG6A1146626	81744SB
18735	1	13	North Shore	131	2010	Chevy	Collins	24	6.6	4L80E		U	B	N	N	N	1GB6G2AG6A1147341	81745SB
18767	1	13	North Shore	134	2009	IC	IC	69	MF7	2000	7	D	B	N	N	N	4DRBUSKP09B078777	82203SB
18310	1	13	North Shore	135	2007	IC	CE	71	VT365	2000	4	D	B	N	UNK	N	4DRBUAFP67B454349	69897SB
18739	1	13	North Shore	137	2009	IC	IC	69	MF7	2500	7	D	B	N	UNK	N	4DRBUSKP49B078748	82177SB
18740	1	13	North Shore	138	2009	IC	IC	69	MF7	2500	7	D	B	N	UNK	N	4DRBUSKP69B078749	81806SB
2602	1	13	North Shore	2602	1988	Ford	Plow	2	7.3	AT545		D	P	N	N	N	1FTHX26M7JKA15850	46894U-B
2699	1	13	North Shore	2699	1979	IH	Plow	2	7.3	4L60E		U	P	N	N	N	AA172JHB20569	110562F
10086	1	13	North Shore	SRV	1992	IH	Thomas	35	7.3	AT545		D	S	N	N	N	1HVBAZRM6NH418467	117417H
19458	1	13	North Shore	84	2014	Chevy	Starcraft	30									1GB6G5BG5E1165299	93387SB
19459	1	13	North Shore	85	2014	Chevy	Starcraft	30									1GB6G5BG2E1166944	93388SB
18536	1	8	North Shore	549	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN6CB606348	75508SB
18537	1	8	North Shore	550	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN8CB606349	75526SB
18538	1	8	North Shore	551	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN4CB606350	75525SB
18539	1	8	North Shore	552	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN6CB606351	75524SB
18540	1	8	North Shore	553	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN8CN606352	75523SB
18541	1	8	North Shore	554	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAANXCB606353	75522SB
18542	1	8	North Shore	555	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN1CB606354	75521SB
18543	1	8	North Shore	556	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN3CB606355	75520SB
18544	1	8	North Shore	557	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN5CB606356	75519SB
18545	1	8	North Shore	558	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN7CB606357	75510SB
18546	1	8	North Shore	559	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN9CB606358	89757SB
18547	1	8	North Shore	560	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN0CB606359	75517SB
18548	1	8	North Shore	561	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN7CB606360	75516SB
18549	1	8	North Shore	562	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN9CB606361	75515SB
18550	1	8	North Shore	563	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN0CB606362	75511SB
18551	1	8	North Shore	564	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN2CB606363	75514SB
18552	1	8	North Shore	565	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN4CB606364	75513SB
18553	1	8	North Shore	566	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN6CB606365	75512SB
18554	1	8	North Shore	567	2011	IC	RE	84	MFD	2000	7	D	B	N	N	N	4DRBWAAN8CB606366	75509SB
18092	1	8	North Shore	568	2009	IC	CE	71	MF7	2000	7	D	B	N	N	N	4DRBUSKP09B674018	68418SB
19177	1	14	North Shore	773	2012	IC	CE	72	MF7	2000		D	B	N	N	N	4DRBUSKP2CB395967	87239SB
19170	1	14	North Shore	774	2012	IC	CE	71	MF7	2000		D	B	N	UNK		4DRBUSKP4CB395887	87241SB
19145	1	14	North Shore	775	2013	IC	CE	72	MF7	2000		D	B	N	UNK		4DRBUSKP2DB043182	87240SB
19171	1	14	North Shore	776	2012	IC	CE	71	MF7	2000		D	B	N	UNK		4DRBUSKP6CB395888	87482SB
19144	1	14	North Shore	777	2013	IC	CE	72	MF7	2000		D	B	N	UNK		4DRBUSKPxDB043172	87480SB
19182	1	14	North Shore	778	2012	IC	CE	72	MF7	2000		D	B	N	UNK		4DRBUSKP9CB460992	87520SB
19178	1	14	North Shore	779	2012	IC	CE	72	MF7	2000		D	B	N	UNK		4DRBUSKP2CB398853	87521SB

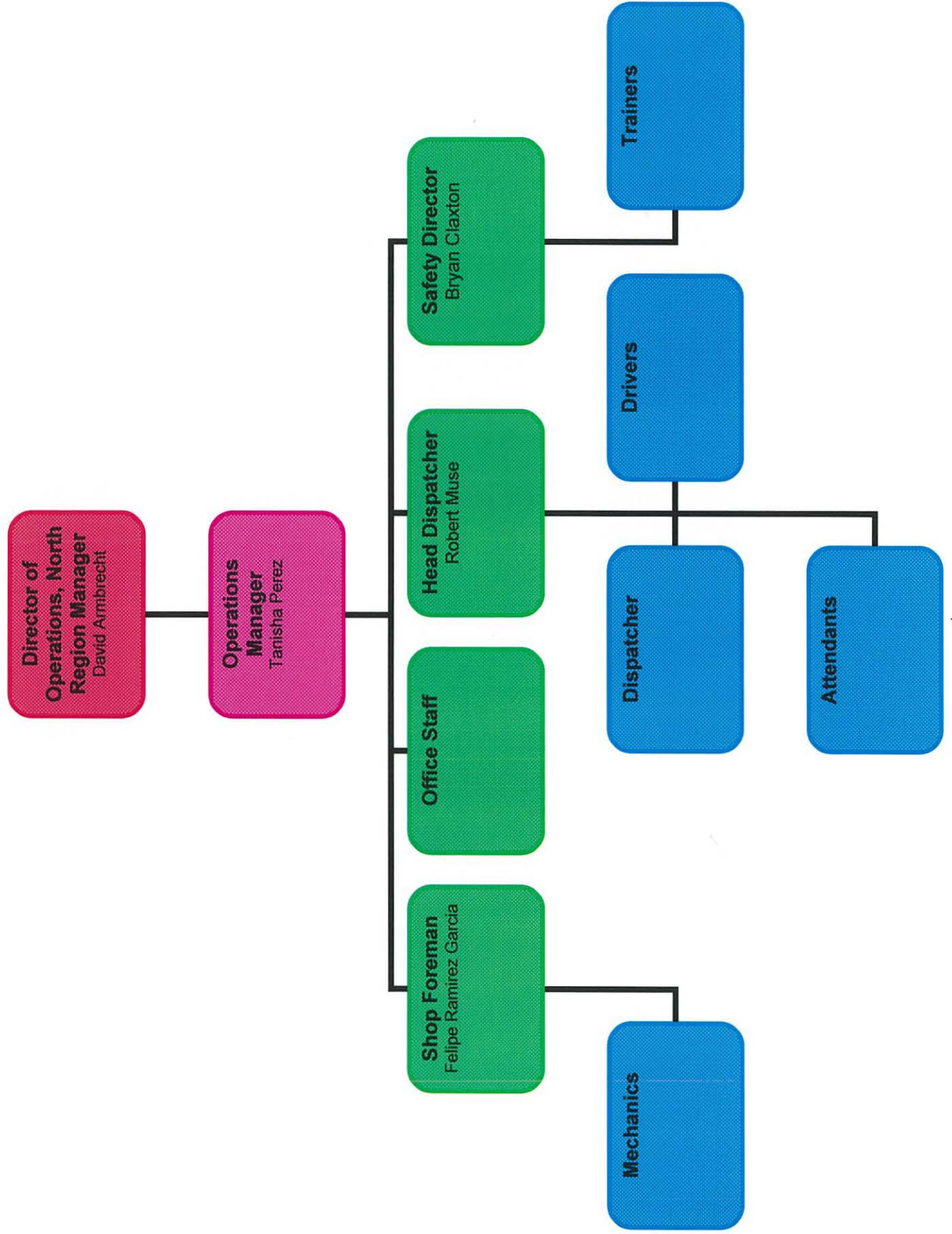
CIC		Fac	Location	Bus	Year	Chassis	Body	Total Cap Set Up As	Eng	Trans	EPA	Fuel	Type	Lift	A/C	Tracks	Serial	Plate
19168	1	14	North Shore	780	2012	IC	CE	71	MF7	2000		D	B	N	UNK		4DRBUSKP7CB597901	87527SB
19188	1	14	North Shore	781	2012	IC	CE	77	MF7	2000		D	B	N	UNK		4DRBUSKP0CB622377	80328SB
19169	1	14	North Shore	782	2012	IC	CE	71	MF7	2000		D	B	N	UNK		4DRBUSKP2CB395886	85366SB
TOTAL		120																



# Organizational Chart Resumes And Job Descriptions



# North Shore Transit Organizational Chart



# DAVID S. ARMBRECHT

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Frankfort, IL 60423

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Email: darmbrecht@lwase843.org

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## CHIEF SCHOOL BUSINESS OFFICIAL (CSBO)

SELF-DRIVEN, RESULTS-ORIENTED OPERATIONS MANAGER WITH DISTINGUISHED EXPERIENCE IN OFFICE PROCEDURES. CLEAR-THINKING LEADER, WITH PROVEN SUCCESS IN HIGH-PROFILE CLIENTELE MANAGEMENT, STRATEGIC THINKING, AND PROBLEM SOLVING. PROVEN TRACK RECORD OF DELIVERING QUALITY CUSTOMER SERVICE RESOLUTIONS TO OPTIMIZE CLIENT AND ORGANIZATIONAL STRUCTURE. THRIVE UNDER PRESSURE, IN FAST-PACED, DEADLINE-DRIVEN ENVIRONMENTS. EXCEPTIONAL RESEARCH, ANALYTICAL AND PEOPLE SKILLS.

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### EDUCATION & TRAINING

- Governors State University (2013) Masters Degree Type 75 – Chief School Business Official (CSBO)
- Trinity Christian College (2010) Bachelors Degree – Business
- Moraine Valley (1999) Associates Degree of Arts - Business Management
- Class B, CDL Training Certification (2000)
- Endorsements – Airbrakes, Passenger and School Bus
- Microsoft Office Specialties – Access, Word, Excel, Power point, and Outlook
- VersaTrans – Transportation Program
- Instructor - (ROE) Will County Regional office of Education (2013)
- Instructor - (CPI) Crisis Prevention Intervention, (2010)
- First Aid/CPR/Certified Athletics Coach

### PROFESSIONAL EXPERIENCE

#### COOK ILLINOIS CORPORATION (CIC)

##### **Regional Manager**

- Overseeing the daily operations for 5 companies in the north Region of Chicago.
- Managing 750 plus employees.

##### ***Key Achievements:***

- Unify and improve efficiencies as it pertains to
  - Customer Relations
  - Employee Retention
  - Staffing Structure
  - Profitability

#### Lincoln Way Community High School District 210

**Transportation Director (2008 – 2015)**

Supervising the daily operations of 225 school buses in which 75 are special needs school buses and their transportation related services.

***Key Achievements:***

- Consolidating two position helping a large growing District absorb the financial stress of a turning economy
- Bidding out all major services, bus leases, office supplies, vans, shop supplies and all relating contracts

**Lincoln-Way Area School District #843**

**Transportation Director (2008-2015)**

- Supervising the daily operations of 75 special needs school buses and transportation related services

***Key Achievements:***

- Implement 10 years of competitive private experience, to a fast growing school district

**COOK ILLINOIS CORPORATION (CIC)**

**American School Bus Company (Subsidiary of CIC)**

**Operations Manager (2006-2008)**

- Opening new branch

***Key Achievements:***

- Opened new site and hired 100 plus employees in 3 months

**Alpha School Bus Company (Subsidiary of CIC)**

**Operations Manager (2005-2006)**

- Supervising the daily operations of over 200 special needs students transportation and transportation related services

***Key Achievements:***

- Developed 14 - day training and orientation procedures

**Frontier Coach Inc. (Subsidiary of CIC)**

**Operations Manager (2002-2005)**

- Supervising the daily operations of student transportation and transportation related services
- Ensure that all school buses and personnel are operating in accordance with the School District contract
- Created monthly office billing procedures and documentation

***Key Achievements:***

- 100% retention rate of customer base, including School Districts #135, #218 and #127.5

2106 W. Birchwood Ave  
Chicago, Illinois 60645

773-510-8040  
[Snapshot75us@yahoo.com](mailto:Snapshot75us@yahoo.com)

# Tanisha D. Perez

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## Summary

Performance driven leader with extensive experience in school bus transportation. Knowledge of D.O.T. rules and regulations. Ongoing experience in Special ED as well as Regular ED transportation. Highly skilled in routing throughout the Chicago land and North Shore areas. Hold a supervisor training certificate, Class B commercial driver's license, and Petroleum storage tank operator certificate.

## Experience

2012-Currently North Shore Transit Skokie, IL

### Operations Manager

- Oversee daily operations for school bus terminal.
- Manage 150 employees including drivers, attendants and mechanics.
- Configure annual budget.
- Training and development with all staff associates.

2011-2012 Grand Prairie Transit Elk Grove Village, IL

### Payroll / Billing Assistant

- Prepared and processed timesheets for 150 employees.
- Managed Accounts payable and receivables.
- Performed various HR duties. .
- Provided quality customer service.

2004-2011 North Shore Transit Skokie, IL

### Office Assistant

- Supported the manager with coordination of daily tasks.
- Performed dispatch duties as needed.
- Generated and maintained billing and payroll..
- Responsible for assignment of drivers.

2002-2004 Chicago School Transit. Skokie, IL

### School Bus Driver

- Performed daily inspections of assigned bus.
- Transported students to and from school safely.
- Tracked mileage and hours used for field trips.
- Maintained school bus permit according to D.O.T regulations.

## Education

1993-1995 Robert Morris College Chicago, IL

A.A.S. Associates of Applied Science degree in Graphic Design.



# Maintenance Program



# Maintenance Program

North Shore Transit has a tradition of performing extensive Comprehensive and Preventive Maintenance as part of our on going commitment to providing safe service. These procedures impact three key areas of our overall performance. Those areas are:

- Overall safe operation
- Reducing mechanical failures
- Reduction of maintenance expense

Our inspection process consists of four different, yet interactive components. Those four components are:

- New Vehicle Inspections
- Preventive Maintenance/Daily Driver Inspections
- 4000 Mile Inspections
- Semi-Annual Inspections

## Maintenance Tracking System

We track all our maintenance and parts inventories using software develop by RTA. This system monitors parts installed, repairs made, vehicle inspections and the mechanic/technician responsible for the repair(s). This system allows us to efficiently use and maintain all equipment, track manufacturer's warranties, and maintain adequate inventory levels.

## New Vehicle Inspections

We always perform a pre-delivery inspection on every newly manufactured vehicle. That inspection contains the following elements:

- Our complete 4000 Mile PM Inspection Form
- Instrument review
- Windshield/wipers
- Safety features
- Brake operation
- Turn signals
- Stop arm
- Lights
- Mirrors
- Wheels/tires
- Fluid levels
- Hoses/radiator
- Drive belts
- Steering
- Fuel system
- Exhaust system
- Transmission
- Lubrication
- Alignment



After completion of the New Vehicle Inspection, road tests are performed to ensure road worthiness. Then all permits, licenses, decals, certifications, and vehicle profile sheets are made sure to be in order before the vehicle can be placed into service.

# Maintenance Program

## Preventive Maintenance/Daily Driver Inspections

We believe that Preventive Maintenance procedures keep our vehicles safe and in service. Our philosophy is to stop the problem before it becomes major. That is why each of our vehicles undergoes a very comprehensive “pre-trip” daily inspection by the driver. Defects or problems that do not directly affect the safe operation of the bus are documented for repair. Any defect that could affect safe delivery of our students means that bus is immediately removed from service. Our daily “pre-trip” consists of the following:

- Inspect for evidence of oil, fuel, or coolant leaks
- Vandalism
- Oil, water, belts, hoses, frayed wiring
- Parking brake
- Wheels/Tires
- Clean windows
- Mirrors
- Warning systems
- Exhaust system
- Entrances/exits
- Drivers seat
- Passenger seats
- Dome lights/horn
- Heater/defroster
- Wipers
- Safety equipment
- Emergency equipment



## 4,000 Mile Inspections

We inspect all vehicles every 4,000 miles. This inspection includes filling out our 100 point Preventative Maintenance form and the following:

- Exterior Inspection Summary
- Interior Inspection Summary
- Engine Compartment Inspection Summary
- Chassis Inspection Summary
- Bus Lift Inspection Summary (where applicable)

# Maintenance Program

## Semi-Annual Inspections

We inspect each vehicle semi-annually as part of the State Safety Inspection requirements. This very comprehensive inspection consists of the following:

- Clean Engine
- 4,000 mile PM form
- Inspect all tires and check air pressure
- Examine all wheels and studs
- Inspect brake linings and disc brake pads
- Inspect all brake components for wear
- Inspect wheel bearings
- Check parking brakes system
- Inspect for fluid leaks
- Check all fluid levels
- Examine steering system
- Inspect all belts and hoses
- Inspect suspension system
- Inspect drive line
- Inspect exhaust system
- Check out electrical system
- Examine interior for any defects
- Inspect all heaters and switches
- Check out all lights
- Thorough road test



We ensure that manufacturer's recalls are handled in a timely manner. We comply with the National Highway Traffic Safety Administration School Bus Safety Assurance Program. In addition, we will inform all necessary parties regarding any safety issue as a result of a recall. We comply with all federal and state regulations.

In addition to the above prescribed vehicle maintenance schedules, we are always prepared for unscheduled vehicle care. We have a full-time maintenance department that is prepared and ready to meet whatever issues arise throughout the working day. We have our own tow truck and licensed personnel to handle the situations that might take place while the vehicles are on the road. Also, we have a full service parts department at its location helping to keep the vehicles up and running with minimal downtime.

We train all our mechanics with the latest information on our buses using factory trained instructors. Mechanics are encouraged to participate in the School Bus ASE Certification Program. The ASE school bus program consists of seven certifications. The seven certifications consist of Brakes, Diesel Engines, Suspension Systems, Drive Train, Body Systems, Electrical, and Air Conditioning. Each mechanic receives a \$100 bonus for each test passed, and is reimbursed for registration.

# Litigation Summary



**LITIGATION SUMMARY  
NORTH SHORE TRANSIT**

From 1/1/2012 to the current time, there have been no lawsuits or legal action taken against North Shore Transit.

# **Company Policies**



**Drug and Alcohol Policy**  
**Harassment In The Workplace**  
**Equal Employment Opportunity**



# Drug and Alcohol Program

## ALCOHOL AND DRUG TESTING REQUIREMENTS

In order to maintain a safe and productive work environment, selected groups of employees in safety sensitive positions may be asked to submit to drug and alcohol testing as a condition of employment. The policy is intended to comply with all state and federal laws governing drug and alcohol testing and is designed to safeguard privacy rights to the fullest extent of the law. A laboratory licensed by the state will conduct any drug and/or alcohol testing required or requested by North Shore Transit.

- ❖ Pre-Employment: North Shore Transit requires ALL prospective employees to be drug tested. The previous employer is obligated to provide work history data.
- ❖ Random Testing: North Shore Transit randomly tests the number of safety-sensitive employees equal to 10% of the average number of safety-sensitive positions for breath alcohol and 50% of that number for controlled substances, which is higher than the current Federal requirement. The random alcohol test must be performed immediately prior to, during, or immediately after performing a safety-sensitive function. All eligible safety-sensitive employees must have an equal chance of being selected.
- ❖ Post Accident Testing: If a driver is involved in an accident and the following conditions exist: a. driver is at fault; b. a vehicle is towed from the scene; c. any person involved requires medical attention; d. a citation is issued to the driver; or e. any vehicle has sustained damage in excess of \$ 500.00, North Shore Transit shall require the employee to be tested for alcohol within one (1) hour or as soon as possible following the incident as well as for controlled substances, both drugs and alcohol. The driver may not report back to duty until North Shore Transit has obtained the results of such testing.
- ❖ Reasonable Suspicion Testing: An employee is required to submit to an alcohol and/or controlled substance test when a properly trained company official or supervisor has observed and documented behavior possibly indicating substance abuse.
- ❖ Employee Consequences: Employees who test positive for drugs or alcohol will be removed from their job immediately and terminated. All positive results shall be reported to the Secretary of State School Bus Safety Section in Springfield, Illinois.
- ❖ All drug screens must be conducted by a SAMSHA/NIDA certified laboratory. All breath/alcohol screens must be administered by a certified breath/alcohol technician (BAT).
- ❖ North Shore Transit has contracted with our clinic to service all physicals, drug testing, breath alcohol screens and work related injuries.





# Harassment In The Workplace Policy

North Shore Transit is committed to maintaining a productive work environment that is free from discriminatory, harassing, or disruptive activity. In keeping with this commitment, we will not tolerate unlawful harassment of North Shore Transit employees, either male or female, by anyone, including any supervisor, co-worker, or customer of North Shore Transit.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as race, color, religion, ancestry, national origin, citizenship status, age, sex, sexual orientation, marital status, disability, veteran's status, or other protected group status as defined by applicable federal, state or local laws and regulations. North Shore Transit will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex may constitute sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment,
- or submission to or rejection of the conduct is used as the basis for an employment decision,
- **OR**
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment which violates this policy may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All North Shore Transit employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately notify your manager. If your manager is not available or it is not something you feel comfortable discussing with your manager, you should immediately notify the Regional Manager or the corporate Human Resources Director. North Shore Transit forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation.

The Company's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, North Shore Transit will keep complaints and the terms of their resolution confidential. If an investigation confirms that this policy was violated, we will take corrective action, including such discipline, up to and including immediate termination of employment, as is appropriate.



# EQUAL OPPORTUNITY

## Equal Employment Opportunity Policy

North Shore Transit, Inc. will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, order of protection status, transgendered status, sexual orientation all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

North Shore Transit, Inc. is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment in every location in which the North Shore Transit, Inc. has employees.

Any employee who believes this policy has been violated should report the situation to their manager or to Human Resources. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the North Shore Transit's investigative procedures.

The North Shore Transit strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.



# CERTIFICATE OF LIABILITY INSURANCE

7/1/2017

DATE (MM/DD/YYYY)

2/3/2017

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).

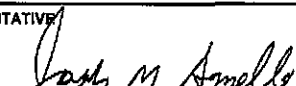
<b>PRODUCER</b> Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____														
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<b>INSURED</b> 1409463 NORTH SHORE TRANSIT, INC. dba Lakeside Transportation 2794 NORTHWESTERN AVE. WAUKEGAN IL 60087															

**COVERAGES**      **CERTIFICATE NUMBER:** 14498525      **REVISION NUMBER:** XXXXXXXX

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, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

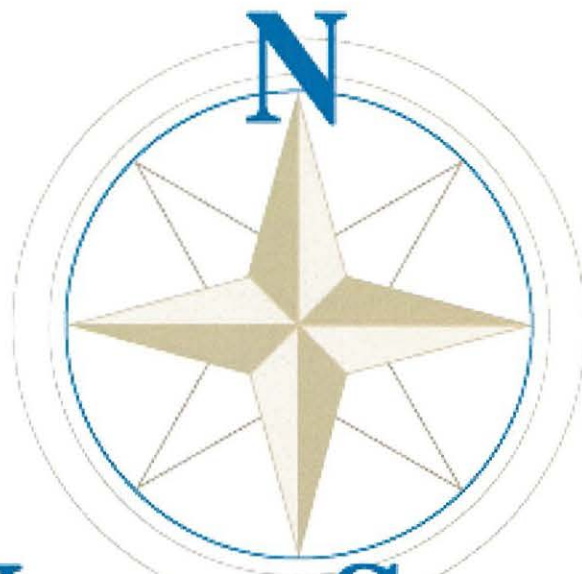
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y	N	HDO G27852385	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	ISA H09043329	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	N	026022533 5227996185	7/1/2016 7/1/2016	7/1/2017 7/1/2017	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$ XXXXXXXX
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLR C48607329	7/1/2016	7/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	SEXUAL ABUSE AND MOLESTATION	N	N	HDO G27852385	7/1/2016	7/1/2017	LIMIT: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 THE CERTHOLDER IS AN ADDITIONAL INSURED WITH RESPECT TO THE GENERAL AND AUTOMOBILE LIABILITY COVERAGE, ONLY AS REQUIRED BY CONTRACT, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

<b>CERTIFICATE HOLDER</b> 14498525 WILMETTE PUBLIC SCHOOLS, DISTRICT 39 615 LOCUST ROAD WILMETTE IL 60091	<b>CANCELLATION</b> 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 
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# **Driver Education and Training Program**



**NORTH SHORE  
TRANSIT**

# Driver Education and Training

North Shore Transit Driver candidates receive a minimum of 50 hours of special training that is divided into two segments. This training consists of 30 hours in the classroom and 20 hours “behind-the-wheel” plus any specific training as required by State law.

Drivers with previous experience for another private Company will receive a minimum of 10 hours in additional training. New and existing drivers are subject to evaluation by the Safety Director and Terminal Manager.

## Our Core Safety Standards

North Shore Transit believes there is no issue more important than Safety. Therefore, every Driver must complete North Shore Transit' rigorous Training Program. All of our Driver candidates are trained on-site by a designated Driver Trainer. We even train Drivers who already possess a valid CDL license. Our Driver Trainers are outstanding Drivers who have an impeccable Safety Record and are chosen because of their driving excellence to train others.

North Shore Transit Training consists of an intensive all inclusive time period of 50 total hours. Those hours are divided into 30 hours in the classroom and 20 hours “behind-the-wheel”. Subjects covered include:

- Commercial Drivers License (CDL)
- Pre and Post Driving
- Passenger boarding and debording
- Public Relations & Customer Service
- Driving the Bus
- Defensive Driving
- Railroad Safety
- Student Management
- Safety and Emergency Procedures
- Introduction to Special Needs (if applicable)
- Preservice Program
- Post Hiring Certification
- Driver Performance Evaluation
- Placard Policy
- Monitor Training (if applicable)



## Commercial Drivers License (CDL)

- Prepares candidates to pass the test

# Driver Education and Training

## Pre and Post Driving...overview of equipment, including:

- Mirror adjustment
- Crossing control arm
- Child Reminder system (manual placard or mechanical)
- Emergency Exits
- Radio and Codes usage
- Safety Equipment
- Climate Controls
- Eight-way Lights
- Video camera (if applicable)
- Brake Components

## Passenger boarding and deboarding

- Approaching and departing bus stops
- When to activate amber and red warning signals
- Pick-up and Drop-off at schools
- Learning the "Danger Zone"
- Rules of crossing for "Walk-Ride-Walk"
- Proper use of crossover mirrors
- Driver's signal for crossing children
- Developing eye contact
- Recognizing a potentially unsafe bus stop
- Recognizing suspicious individuals around a bus stop area



## Public Relations & Customer Service

- Learning the importance of their job
- Understanding who their various Stakeholders are
- Understanding the importance of Customer Service
- Customer Service tips
- Understanding the reasons for poor Customer Service
- Utilize "role reversals" to demonstrate parent trust
- Communication skills
- Service recovery

## Driving the Bus

- Maneuvering the bus
- Backing
- Pivot points for turns

# Driver Education and Training

- Tail swing and sharp turns
- Winter driving
- Night driving
- Freeways
- Intersections
- Passing
- Changing lanes

## **Defensive Driving**

- Overview of the Smith Defensive Driving System
- Personal responsibility
- Preventable collisions
- Recognizing hazards
- Vehicle equipment and condition
- Anti-lock brake systems
- Sharing the road
- Rules of the road

## **Railroad Safety**

- Serious nature of any railroad grade crossing
- Perils and danger to a school bus
- Crossing single and multiple tracks
- The 15-50 rule
- Stop, shift, look, listen, and start
- No second chance

## **Student Management**

- Approaches to discipline
- Maintaining appropriate atmosphere
- Garnering student's respect
- Understanding the School Board's discipline policies
- Rules of conduct
- Discipline reports
- Give respect/get respect
- Four-step progressive discipline system
- Dealing with crisis situations
- Dealing with parents

# Driver Education and Training

## Safety and Emergency Procedures

- Use of emergency equipment
- Fire extinguisher procedures
- Dealing with a mechanical breakdown
- Emergency road reflectors
- Passenger transfer procedures
- If in an accident
  1. Notifying Police
  2. Notifying the Terminal
  3. Rendering assistance
  4. Collecting information
  5. Evacuation procedures
- Dealing with weather conditions

## Introduction to Special Needs (when applicable)

- Covers 17 categories of disabling challenges
- Differences between Special Needs and normal passenger service
- School Board policies
- Motor vehicle laws
- First Aid
- CPR
- Radio communications
- Procedures when parent or guardian not present to receive a passenger

## Preservice Program

- CDL and School Bus license requirements
- School Board Policies
- State Motor Vehicle laws
- Drug and alcohol rules and regulations
- Pre-driving protocol
- Driving the bus
- Defensive driving
- Public Relations
- Student Management
- Safety procedures
- Emergency procedures
- First aid



# Driver Education and Training

- Blood borne pathogens equipment
- Transporting special needs children
- Fuel conservation
- Radio communications

## Post Hiring Certification

- After passing the classroom and driving segment of 50 hours:
  1. Examination of knowledge from classroom training
  2. Evaluation of driving technique
  3. Receives the **NORTH SHORE TRANSIT** Drivers Handbook

## Driver Performance Evaluation

- Driver's performance is subject to annual review
- This review may include any of the following:
  1. Pre-trip inspection
  2. Backing
  3. Transmission Control
  4. The Engine
  5. Steering
  6. Intersections and signals
  7. Proper lane usage and lane changes
  8. Speed and assured clear distance
  9. Braking
  10. Mirror usage
  11. Defensive driving
  12. Turning
  13. Turn signal use
  14. Hazard light use
  15. Boarding and deboarding
  16. Railroad crossings
  17. Wheelchair and lift procedures
  18. Student Management
- An evaluation form identifies any needed improvement
- Evaluation is conducted by the Driver Trainer, General Manager, and an Operations Manager
- Every Driver must attend an additional 5 hours of safety education classes each year



# Driver Education and Training

## Placard Policy

- No Student can be left unattended on any bus under any circumstance
- Every NORTH SHORE TRANSIT bus is equipped with a Child Reminder System (mechanical or manual placard) which must be utilized on every trip
- Driver must walk to the back of the bus carefully inspecting each and every seat.
- As a back up each bus is again carefully inspected upon return to the Terminal



## CONTINUING EDUCATION

North Shore Transit believes that no one should ever stop learning. That is why we have developed a comprehensive Continuing Education program. Every North Shore Transit Driver is required to attend monthly safety meetings. This requirement ensures that North Shore Transit will always put safety first. Because we consider Continuing Education to be part of our driver's job specification, we even pay them for the time that is required for them to attend these classes. We know that paying a driver to attend a safety meeting demonstrates our commitment to Safety being our highest priority. Some of the areas that are continually reemphasized during these safety meetings are:

### Safe Driving Procedures

- Entering and Exiting
- Backing
- Emergency Procedures
- First Aid
- Rail Road Crossings
- Defensive Driving
- Alcohol and Drug Policies
- Teaching new or forgotten skills
- Adverse weather conditions
- Mirrors: usage and adjustment



Safety meetings are completely interactive. Drivers

are encouraged to relate their own personal experiences regarding subjects such as:

- Defensive Driving maneuvers
- Discipline solutions
- Safety experiences
- Sharing of "best practices"

# Driver Education and Training

## SAFETY PLAN

North Shore Transit has a Safety Plan that adopts a pro-active approach to Safety. The Plan is designed to promote a healthy, caring and safe work environment for all employees and to protect the welfare of the children we serve. The framework for this Plan includes our Fifteen Minimum Safety Standards, specific job related courses, tests, and assessment guides to assist our employees in providing ongoing safe service. Each part of this framework supports the other parts. Collectively they provide a comprehensive approach to all of the safety, environmental and transportation issues.

## Guiding Principles

- To provide a safe, caring, and healthy work environment
- "We do it right"...in all that we do
- To improve the responsiveness, security, and reliability of services we provide
- To reduce costs associated with safety, environment and transportation incidents
- To promote employee retention
- To ensure compliance with the Code of Business Conduct including the applicable Occupational Safety and Health Act (OSHA), Environmental Protection Agency (EPA), Department of Transportation (DOT) and other regulatory requirements

## Benefits

- Allows each work group to participate in an established plan which promotes the well being of employees and customers
- Establishes core requirements of a comprehensive safety plan
- Provide flexibility in permitting a work group to add variations to the plan based on local requirements
- Provides positive reinforcement for work practices
- Maximizes employee retention
- Reinforces the performance management process to ensure adherence to the Safety Plan

## Roles and Responsibilities

### Leadership Team:

- Establish and communicate the organization's policy statement to their Team
- Uniformly follow and enforce the Fifteen Minimum Safety Standards and environmental directives
- Participate in a Reward and Recognition process to reinforce positive results
- Establish measurable safety objectives for the organization that are incorporated into the management and compensation process

# Driver Education and Training

## **General Managers and Supervisors:**

- Communicate the organization's policy statement to their team
- Uniformly follow and enforce the Fifteen Minimum Safety Standards and the environmental directives
- Verify job related training in each work classification
- Review incident reports for effective completion and targeting efforts
- Ensure our established Safety Standards are included in orientation training for new or transferred employees as required by Federal and State law
- Develop and maintain competence through the completion of appropriate job classification training
- Implement and administer a job assessment process
- Provide feedback on results
- Maintain appropriate Corporate, Local, State, and Federal documentation
- Participate in Reward and Recognition process to reinforce positive results
- Review measurable objectives and results with employees and incorporate results into the management and compensation process

## **Employees:**

- Complete the training regarding the Fifteen Minimum Safety Standards as required by law
- Read, study, and learn all pertinent job classification training materials
- Follow all job classification requirements
- Maintain all required documentation
- Assist co-workers in following safe job procedures by utilizing effective training, coaching, and reinforcement techniques

## **Risk Management Organization:**

- Develop and implement a comprehensive safety strategy that incorporates assessment processes in transportation, the environment and the work area
- Support the field organization with expertise and advice
- Partner with local branches to establish meaningful performance benchmarks
- Coordinate the job assessment process
- Conduct assessments, analyze findings, and provide feedback on results to local team and executive management
- Participate in Reward and Recognition process to reinforce positive results
- Develop and implement risk management strategies focused on eliminating high risk behaviors

# Driver Education and Training

## EMERGENCY PREPAREDNESS

North Shore Transit provides training on dealing with all types of emergencies. We always work locally with anyone whose services may be required in the event of an emergency. This includes local police, fire and emergency services personnel. North Shore Transit provides instruction in the following categories:

### Accidents

- Protecting the accident scene
- Evacuation and Control
- Evaluating the need for medical assistance
- Notifying the appropriate law enforcement agency
- Notifying school officials and emergency services
- Collect and record essential data
- Communicating with parents or guardians

### Driver Disability

- Handling the situation
- Protecting the passengers
- Notifying those who can help

### Bus Failure

- Securing the bus
- Controlling and transferring the passengers
- Notifying the Board
- Notifying the Terminal
- Acquiring another bus
- Repair and recovery when possible

### Inclement Weather

- School closings
- Delays
- Early dismissals
- Tornado warnings or sightings
- Thunderstorms, snow & ice storms



# Driver Education and Training

## Emergency Evacuation

- Conduct an annual emergency exit drills as required:
- Drills are conducted on school property
- Drills deal specifically with not panicking, but to deboard in a quick and orderly fashion
- Children are taught to leave personal belongings behind, move at least 100 feet away from the bus, and away from the highway or road.

## Safety / Accident Review Committees

North Shore Transit is aware of the fact that no matter how many Policies, Procedures, and Education Programs are in effect accidents will happen. When an accident occurs it must be a learning experience not only for the Driver involved, but for all Drivers.

Each location has a Safety / Accident Review Committee (SARC) to review any accident. Company policy requires an active SARC at all locations. The team must include the Safety Director and meet monthly at a minimum. SARC members are comprised of drivers, a dispatcher, a mechanic, as well as other location employees who want to contribute and are asked to participate on the committee on a voluntary, rotating basis. The SARC's role is to examine and make suggestions to operating management to eliminate unsafe actions and conditions in the workplace, including the offices, shop, grounds, parking, and routes. The SARC's suggestions are taken very seriously and management must formally respond to all suggestions. SARC's across the corporation have taken simple actions such as devising methods to eliminate slippery walkways, filling potholes and other potential tripping hazards. In not so simple cases, they have set up meetings with school personnel and regulatory personnel to minimize serious route hazards such as dangerous intersections, improperly trimmed trees, etc. SARC's also review location accidents and provide input for methods of corrective action.

Factors reviewed are; driver error, mechanical failure, weather conditions, or any other factors that could be contributory to the accident. A complete analysis involving the General Manager, Safety Manager, and other North Shore Transit staff is conducted. If the Driver is found to be responsible, remedial training or disciplinary procedures are applied. The minimum retraining of a Driver involved in a "preventable" accident is three hours. That time could be increased depending on such factors as the severity of the accident or the Driver's past driving record. In addition, accidents and contributing factors are reviewed with all of the other drivers at the Terminal as part of their regular safety meetings in an effort to prevent future accidents and learn from past accidents.



**NORTH SHORE**  
TRANSIT

# Para-Professional Training Manual





# Para-Professional Training

North Shore Transit is committed to delivering safe student transportation. North Shore Transit's safety program is interwoven in all aspects of our operations. Cook-Illinois is a family company; our own children have ridden school buses daily. We believe we must treat every child we transport as if it was our own child.

Para-professionals assist the drivers on routes where extra help is required. Below is an outline of our training program:

## **Para-Professional Job Responsibilities:**

1. Assist students upon boarding and exiting the bus
2. Assure proper fit and securement of students using safety vests
3. Assure proper securement of students using Child Safety Restraint Systems
4. Closely monitor students' behavior
5. Handle any student problems which may arise on the bus
6. Report serious behavior incidents by filling out necessary paperwork
7. Serve as a spotter for the driver in backing the bus
8. Correct knowledge of role in emergency evacuations
9. Assist driver in the loading/unloading and securing the wheelchair and student
10. Assign seats as appropriate
11. Check the bus to ensure that no students have been left on-board
12. Learn the route so as to be able to assist a substitute driver
13. Work as a team with the Driver

## **Company specific policies and Procedures**



# Para-Professional Training

## Overview of Special Needs

### Confidentiality

There are 13 categories of special education as defined by the Individuals with Disabilities Education Act (IDEA). In order to qualify for special education, the IEP team must determine that a child has one of the following:

- Autism
- Blindness
- Deafness
- Hearing Impairment
- Emotional Disturbance
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impaired
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment



Each category is covered with a description and special considerations for the bus.

## Sensitivity Training Exercises

- 5 different exercises are experienced to assist the Para Professional in being sensitive to the needs of our students. It is to be used in conjunction with the Overview of Special Needs training component.

# Para-Professional Training

## Child Safety Restraint Systems Training

- Introduction to Child Safety Restraint Systems (CSRS)
- Securing Child Safety Restraint Systems
- Forward Facing CSRS
  - Integrated Child Safety Seats
  - School bus Specific CSRS
  - BESI Pro-Tech
  - STAR SEAT/STAR Plus Seat
  - Universal Harness
- Special Needs Seat
- Front Facing Car Seat
- Safety Vests
- Evacuations
- Hands on Training

## Wheelchair Training:

- Pre-trip lift and each securement station
- Assessing the safety of the wheelchair being transported
- Loading a student who uses a wheelchair onto the lift
- Securing the wheelchair
- Securing the student
- Securing adaptive equipment and assistive devices
- Care and maintenance of equipment
- Evacuating students who use wheelchairs





# Para-Professional Training

## **Student Management:**

- Expect good behavior
- Protect from harm
- Connect with students
- Correcting Misbehavior: How to correct
- Correcting Misbehaviors: Correction strategies
- How and when to complete write up for behaviors and unusual occurrences
- Child Abuse and Neglect Reporting Procedure
- Violence and Bullying
- Sexual Harassment between students

## **Cook Illinois Emergency Crisis Plan**

## **Natural Disaster Procedures**

Each section of training has a sign-off sheet confirming that the training was completed.

Trainee is given hand-out for each section which they can use for reference.

Prior to supervising students, the Para Professional will ride at least 2 routes with a trained Para Professional. This is to continue their training by actual observation.

# Special Needs Training



**COOK-ILLINOIS  
CORPORATION**

## Overview of Special Needs



# Special Needs Training

## Overview of Special Needs

### Background of Special Education:

#### History of special education in the United States

#### Legal basis for requiring special needs transportation

#### Transportation and the Individual Education Program/Individual Transportation Program

#### Confidentiality

## Special Needs Categories

The Individuals with Disabilities Education Act ("IDEA") has identified a number of Disability (Special Needs) Categories:

There are 13 categories of special education as defined by the Individuals with Disabilities Education Act (IDEA). In order to qualify for special education, the IEP team must determine that a child has one of the following:

- Autism
- Blindness
- Deafness
- Hearing Impairment
- Emotional Disturbance
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Each category covers a description and special considerations for the bus.



# Special Needs Training

General Techniques recommended for use with students with a variety of special needs

- Use People First Language when communicating with or referring to a student with special needs
- Have a day to day routine
- Call children by their name
- Avoid intimidating or threatening communication
- Behavior interventions should be consistent with the interventions implemented in the school building
- Communicate in a way that is clear and understandable to each child.
- Be a role model. Show respect, interest and honesty.
- Stop problems BEFORE they escalate
- Have consistent rules that support safety.
- Expectations should depend on the students functional abilities.
- Take into account each students needs
- Utilize age appropriate assistance
- Plan sufficient time for boarding and exiting the bus
- Evacuation plans should be well thought out and practiced based on students cognitive, emotional and physical abilities

There are more definitive descriptions of each of the above disabilities and techniques for transporting individuals whose needs fall into those categories.

## I. **Autism**

1. Autism is a developmental disorder that is characterized by significant impairment in social interactions and communication abilities.
2. How does Autism affect the student?  
May appear to be in his/her own world.  
May not initiate conversations or respond when others talk to them.  
May show repetitive behaviors such as rocking back and forth, repeating phrases, or repeating an activity over and over again.  
Resistant to change.  
Most students will have some sort of sensory issue. Students may respond excessively to noises or to touch. They may become increasingly agitated to loud noises or to someone touching them especially lightly. A firm, non-fleeting touch, is usually calming and preferred.  
Literal thinkers.
3. Special considerations for the bus ride:  
Incorporate classroom behavior strategies during the bus ride.  
Try to maintain a similar routine to avoid unwanted behaviors.  
Give verbal commands in simple one or two words in a gentle firm voice.  
**(Distract and Redirect)**



# Special Needs Training

Do not provide choices.

Tell them what you want them to do, not what you don't want them to do.

Understand the specific characteristics and communication abilities of each student.

Most students may respond best to a "calm voice".

Maintain close supervision since the student may have no fear of dangers.

Some students may be resistant to light touch.

Students may remain calm with a familiar object.

Ignore behaviors that do not impact bus safety and can't be controlled.

Ask school for picture schedules and graphic aides.

Pull the bus over when severe problems occur.

Do not force eye contact

May have a special interest. and if so attempt to incorporate when enforcing bus rules and routines

## II. DEAF/ BLINDNESS

1. An individual who is deaf/ blind is one who has a combined loss of vision and hearing. Neither their vision nor their hearing can be used as a primary source of accessing information. This is very rare.
2. How does this affect the student?  
Children with deaf/blindness have severe communication and developmental issues.
3. Special Considerations for the bus:  
Driver and monitors will need extensive special training about orientation, mobility and alternative communication methods.

## III. DEAFNESS

1. Deafness is a hearing impairment that is so severe that the student is unable to process sounds or spoken word through hearing.
2. How does Deafness affect the student?  
Speech may be hard to understand due to inability to hear sound correctly.  
Don't assume student has a lack of understanding or intelligence.  
Students have more difficulty learning verbal communication than those who hear.  
May communicate using an alternative method: Sign language; lip reading; communication device; interpreter.  
May speak loudly due to inaccurate feedback.



# Special Needs Training

3. Special Considerations for the bus:

Find a way to communicate (pictures, writing, basic signs, tapping on the seat to get their attention).

Know the students communication method.

May not respond to commands.

Need predictability.

Speak clearly at a normal rate when giving directions. Student may lip read, if so make sure they can see your lips.

Use facial expressions, hand motions or written directions.

Know whether the student needs special assistance getting on or off the bus or special seating during transport.

Plan with student what to do in an emergency

Sit with peer for modeling opportunity

## IV. HEARING IMPAIRMENT

1. Student has impaired hearing that adversely affects their learning and communication.

2. How does Hearing Impairment affect the child?

May have fluctuating hearing and therefore, does not consistently follow verbal commands.

May or may not have a hearing aid or alternative communication.

3. Special considerations for the bus:

Consistency in seating.

See information above on deafness (applies here too).

**Plan with student what to do in an emergency.** Additional supervision may be necessary when dealing with traffic due to inability to judge sound distance and direction

## V. EMOTIONAL DISTURBANCE

1. Emotional Disturbance is a condition exhibiting one or more of the following characteristic over a long period of time that affects the students learning:

An inability to learn that cannot be explained by intellectual, sensory or health factors

Inappropriate types of behavior or feelings in normal circumstances.

An inability to build or maintain personal relationships.

A general overall mood of anxiety, unhappiness or depression.

A tendency to develop physical symptoms or fears associated with personal problems.

The term schizophrenia, bi-polar disorder, depression and other psychiatric disturbances are included in this disorder.





# Special Needs Training

2. How does Emotional Disturbance affect the student?  
The day to day behaviors may range from mild to severe behavior disruptions.  
Family dynamics/support system or lacks thereof affect the student.  
Possibility of abuse.  
Medication influences.
  
3. Special considerations for the bus:  
Behaviors may include failure to stay seated, name calling, hitting, spitting, screaming, stealing, fighting, exiting the bus, and destruction of property.  
Use the students name and learn their interests.  
Do not take their behavior personal. It is **not** about you.  
Don't threaten or try to intimidate.  
Enforce safety rules consistently and fairly.  
Reinforce behavior intervention plans.  
Learn non-verbal clues to anticipate and defuse an incident. Look for triggers that set a student off.  
Have structured routines.  
Monitor to be considered due to the possibility of inappropriate or dangerous behavior.  
Video cameras should be considered. They in no way replace proper adult supervision.  
Be aware of suspension/school removal guidelines/process

## VI. INTELLECTUAL DISABILITY

1. A student with significant developmental delays. They have low general intellectual (cognitive) functioning existing with deficient's in adaptive behavior and life skills.
  
2. How does a Developmental Delay affect the student?  
There may be delays in:  
Physical development (body movement and motor skills).  
Thinking and learning.  
Communication development.  
Social or emotional development.  
Self care and daily living skills.
  
3. Special Considerations for the bus:  
Use their names and learn their interests.  
Provide directions in a clear and simple language.  
It is difficult to follow directions if they don't or can't understand what is being asked of them.  
Watch for patterns about what can provoke a student.  
May have toileting issues.  
Maintain close supervision – student may have no awareness or fear of danger; may not understand the safety rules of the bus.



# Special Needs Training

Assure and document that there is an adult to receive students at both destinations  
Watch for them being bullied.

## **VII. MULTIPLE DISABILITIES**

1. Students will have two or more disabilities.
2. How do Multiple Disabilities affect the student?  
There will be a cognitive deficit.  
Most students will have communication deficits which necessitate alternative communication methods.  
Range and severity of disabilities vary greatly.  
Low incidents of this category.
3. Special Considerations for the bus:  
Students must be closely supervised on the bus ride.  
May have medical issues requiring special procedures or equipment.  
Types of non-verbal communication may be necessary. Student may communicate through body language, eye movements.  
Most require a monitor.  
Drivers and monitors may require special training.  
Structured environment with clear expectations supported through behavioral intervention plan  
Assure and document that there is adult to receive students at both destinations

## **VIII. ORTHOPEDIC IMPAIRMENT**

1. A severe orthopedic impairment that adversely impacts the student's education.
2. How does this affect the student?  
This can be congenital anomalies, impairments that are caused by disease and impairments from other causes.  
Some examples might be cerebral palsy, polio, brittle bone and others.
3. Special Consideration for the bus:  
Students may have problems with motor and physical coordination or strength.  
The school schedule must be adhered to – watch ride times.  
Plan how to evacuate the student in an emergency.



# Special Needs Training

## IX. OTHER HEALTH IMPAIRMENTS

1. Other health impairments that limit alertness, strength, and vitality which impact a student's ability to learn and require special instruction, support or equipment. Impairments can be chronic or acute.
2. How does this affect the student?  
Varied conditions included in this category such as: asthma, attention deficit disorder, sickle cell anemia, diabetes, epilepsy, cancer, heart conditions, stroke, Tourette syndrome, hemophilia and lead poisoning.
3. Special consideration for the bus:  
Most of these students are able to ride on a regular education school bus.  
Need to have a specific plan for each student's medical needs.  
School nurse is a good resource.  
Seating issues.  
Climate control.  
These conditions are often non-obvious. Therefore ITP's and medical authorization forms must be kept up to date to include clear procedures in the event of an emergency

## X. SPECIFIC LEARNING DISABILITY

1. Disorders in one or more of the basic psychological processes involved in understanding or using language, spoken or written.
2. How does this affect the student?  
This could be an imperfect ability to listen, think, speak, read, write, spell or do math.  
May not require special transportation arrangements.  
These students usually do not look different from others; therefore their special needs are not obvious.  
May have difficulty following rules.  
May have difficulty remembering the rules.  
May experience frustration and have outbursts due to difficulty learning and/or communicating.  
Medication issues may affect their behavior.
3. Special considerations for the bus:  
May have trouble following directions.  
Watch for judgment problems.  
May have to find something to keep them busy.  
May have trouble with finding their bus or their assigned seat and staying in their seat.  
Establish trusting and respectful relationships.  
Adult sensitivity might keep the situation from escalating a potential behavior problem.  
Be patient and understanding when giving verbal directions.



# Special Needs Training

## **XI. SPEECH OR LANGUAGE IMPAIRMENTS**

1. Speech or Language Impairments have the highest incidence of all the disabilities.  
This is a communication disorder, such as stuttering, impaired articulation, language or voice impairment that affects the students learning.
2. How does Language Impairment affect the student?  
May have problems speaking clearly or understanding speech.  
Learn each child's patterns of speech.  
A student may "say one thing and do another."  
A child with a language impairment may also have a hearing impairment
3. Special considerations for the bus:  
Speak in simple short phrases.  
Give directions one at a time.  
Use signs, gestures and visual cues (pictures).  
Don't assume that hearing is listening.  
Sit with peers who will provide peer modeling.  
Don't assume that even simple commands will be understood in times of stress.

## **XII. TRAUMATIC BRAIN INJURY**

1. Traumatic Brain Injury means an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's school performance. This disability does not apply to brain injuries that are congenital or degenerative or to brain injuries induced by birth traumas.
2. How does this affect the student?  
Impairments are in one or more areas such as cognition; language; memory, attention, reasoning, abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; psychosocial functions; information processing; and speech.
3. Special consideration for the bus ride:  
Patience and compassion are essential.  
Speak in simple, short phrases.  
Watch for judgment or logical thinking issues.  
The student was not born with the disability – may feel frustrated or angry about what's happened.  
Ask school for any tips they may have for safe transportation.



# Special Needs Training

## XIII. VISUAL IMPAIRMENT INCLUDING BLINDNESS

1. Impairment in vision that, even with correction, adversely affects the students learning.
2. How does this affect the student?  
These students may or may not require special transportation services.  
It depends on how much assistance is needed for them to function independently.
3. Special considerations for the bus ride:  
Some assistance may be required to seat a student.  
Maintain a consistent seating assignment and routine.  
Use verbal instruction to compensate for what cannot be seen.  
Directions should be precise.  
Communication should be friendly and direct.  
Talk through processes to compensate for visual loss.  
Hands on may be necessary.  
Texture or color on the hand rails and stairs.  
May benefit from turning towards the hand rail and using two hands  
May benefit from dragging heel down the back of step to cue step depth  
Velcro patch on back of seat to assist in locating seats.

**APPENDIX 3  
CERTIFICATIONS BY BIDDER; NON-COLLUSION AFFIDAVIT**

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

North Shore Transit, Inc.  
Name of Bidder (Please Print)

Thomas M. O'Sullivan  
Submitted by (Signature)  
Thomas M. O'Sullivan

Vice President, Contracts & Bids  
Title

The undersigned hereby certifies that the Bidder is in compliance with the the Equal Employment Opportunity Clause and the Illinois Human Rights Act as amended under paragraph 58 of the bid specifications.

North Shore Transit, Inc.  
Name of Bidder (Please Print)

Thomas M. O'Sullivan  
Submitted by (Signature)  
Thomas M. O'Sullivan

Vice President, Contracts & Bids  
Title

The undersigned, being duly sworn, on oath states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that his/her bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

The undersigned further states that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, commission, or thing of value on account of such contract.

North Shore Transit, Inc.  
Name of Bidder (Please Print)

Thomas M. O'Sullivan  
Submitted by (Signature)  
Thomas M. O'Sullivan

Vice President, Contracts & Bids  
Title

The undersigned hereby certifies he has read, understands, and agrees that acceptance by the District of the Bidder's offer will create a binding contract.

North Shore Transit, Inc.  
Name of Bidder (Please Print)

*Thomas M. O'Sullivan*  
Bid submitted by: Thomas M. O'Sullivan

3211 West Howard Street, Skokie, IL 60076  
Address

Vice President, Contracts & Bids  
Title

(708)560-9840  
Phone Number

February 9, 2017  
Date

**APPENDIX 4  
CERTIFICATIONS OF COMPLIANCE WITH  
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it 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 and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

North Shore Transit, Inc.  
Name of Bidder (Please Print)

Thomas M. O'Sullivan  
Submitted by (Signature)  
Thomas M. O'Sullivan

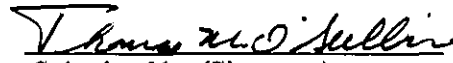
Vice President, Contracts & Bids  
Title



**APPENDIX 5**  
**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

North Shore Transit, Inc.  
Name of Bidder (Please Print)

  
Submitted by (Signature)  
Thomas M. O'Sullivan

Vice President, Contracts & Bids  
Title

**APPENDIX 2  
BID PROPOSAL**

<b>2017/2018 Regular Education Transportation</b>	<b>Rate Per Bus/Day</b>	<b>Est. # of Routes*</b>	<b>Est. # of Days</b>	<b>Est. Annual Cost</b>
Cost per single shuttle tier	\$106.54	3	176	\$56,253.12
Cost per single tier – Private	\$301.25	1	176	\$53,020.00
Cost per triple tier – WJHS/HMS/Elementary	\$319.62	4	176	\$225,012.48
Cost per quadruple tier	\$319.62	5	176	\$281,265.60
Midday routes	\$113.13	6	176	\$119,465.28

<b>2017/2018 Activities, Charters, and Field Trips Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour	\$60.72	630	\$38,253.60
Minimum Trip Charge	\$182.16		

<b>2017/2018 Athletic Trips Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour	\$60.72	145	\$8,804.40
Minimum Trip Charge (may not exceed two hours)	\$121.44		

<b>2017/2018 Evacuation Drills Rate</b>	<b>Rate Per Hour</b>	<b>Est. # of Annual Hours*</b>	<b>Est. Annual Cost</b>
Rate Per Hour	N/C	48	N/C
Minimum Charge	N/C		

<b>Summer School Transportation</b>	<b>Rate Per Bus/Day</b>	<b>Est. # of Routes*</b>	<b>Est. # of Days</b>	<b>Est. Annual Cost</b>
Cost per triple tier	\$319.62	4	24	\$30,683.52

\*The estimated number of routes and annual hours contained in the above tables are merely estimates and are not to be considered minimums for the purpose of compensation under this Contract.

2018/19 Percentage Increase for Year 2	3%
2019/20 Percentage Increase for Year 3	3%

Savings if the District Waives the Performance Bond Requirement: \$3,500.00 is the cost for the performance bond.

Cost of Monitors per Route: \$82.75

By signing below I acknowledge that I have received addenda nos. 1, 2, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as presented.

Signature: Thomas M. O'Sullivan  
 Signed by: Thomas M. O'Sullivan  
 Date: February 9, 2017

**APPENDIX 6  
TRANSPORTATION SERVICES CONTRACT**

**THIS AGREEMENT** is entered into this \_\_\_ day of \_\_\_\_\_, 2017, by and between the Board of Education of Wilmette Public Schools, District 39, Cook County, Illinois ("District"), and North Shore Transit, Inc. \_\_\_\_\_ ("Contractor") (collectively referred hereto as "the parties").

**W I T N E S S E T H**

**WHEREAS**, District has requested public bids for the provision of student transportation services ("Work"); and

**WHEREAS**, Contractor has submitted a bid for provision of the Work; and

**WHEREAS**, District has awarded this Contract to Contractor to provide bus transportation in accordance with the bid specifications package.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Duration of Contract.** The Contract shall be effective from August 1, 2017, and shall continue in force and effect through the end of the District's summer school program in 2020. The District and Contractor may mutually agree in writing to exercise up to two (2) one-year extensions of this Contract in writing prior to the expiration of this Contract or any extension hereof. Any extension of this Contract shall be on the same terms and conditions as the original term.

2. **Termination of Contract.** The District shall have the right to terminate this Contract for convenience at the end of any school year by giving written notice to the Contractor no later than April 1 of the school year at the end of which service will terminate. Termination for cause by either party is permitted only after the breaching party is provided notice of the breach and has not cured the breach within 7 days of receipt of said notice.

3. **Contract Documents.** The documents comprising the entirety of this Contract are the Invitation to Bid, including Publication Notice, Instructions to Bidders, Bid Specifications, Bid Specifications Attachments, Appendix, Bid Proposal, this Transportation Services Contract, any addenda and Contractor's proposal and certifications, as well as any written material clarifications provided to all Bidders.

4. **Document Supremacy.** In the event any term or provision of one Contract Document conflicts with a term or provision of another, the term or provision most beneficial to the District shall prevail. Contractor expressly waives the doctrine of *contra proferentum*, and any and all ambiguities shall be construed in the District's favor.

5. **Compensation.** Contractor shall provide all Work as awarded by District and shall be compensated according to the terms of the District's specifications and the Contractor's bid.

6. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other

promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

7. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

IN WITNESS WHEREOF, the parties have signed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2017.

**CONTRACTOR:**  
North Shore Transit, Inc.

**BOARD OF EDUCATION OF  
WILMETTE PUBLIC SCHOOLS,  
DISTRICT 39,  
COOK COUNTY, ILLINOIS:**

By: Thomas M. O'Sullivan  
Thomas M. O'Sullivan

Its: Vice President, Contracts & Bids

Dated: \_\_\_\_\_

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

Its: \_\_\_\_\_  
**President**

Dated: \_\_\_\_\_

ATTEST

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

Its: \_\_\_\_\_  
**Secretary**

Dated: \_\_\_\_\_

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# Company History



**NORTH SHORE**  
**TRANSIT**



# Company History

## Proudly Serving North Suburban Chicago since 2003

North Shore Transit, Inc. has existed in corporate form since 2003. Located at the intersection of Howard Street and McCormick Boulevard in Skokie, we are ideally located to service many of the north suburban communities of Chicago. We are proud to have provided transportation for Agudath Israel of Illinois, The Jewish Community Center Day Camps along with school districts in Glenview, Evanston, and Winnetka.

North Shore Transit is a full service operation with full-time staff, including a manager, dispatchers, safety and training personnel, a shop foreman, and mechanics. We conduct all maintenance on site, as well as providing our own towing services. If a break-down were to occur, we would send all service vehicles from our facility to assist.

North Shore Transit is a wholly owned subsidiary of Cook Illinois Corporation. Cook Illinois Corporation is the largest family owned and operated school bus company in the country and ranks within the top ten overall in the entire country. With over 2,200 school buses operated every day exclusively in the Chicago land area, we have the resources and knowledge to provide superior school transportation.

Excellent drivers, superior trainers, an outstanding safety record, and regular maintenance programs performed at our full-service on-site facility for our fleet are all part of the quality and service that come with the North Shore Transit operation.



## A Different Kind of Company





# A Different Kind Of Company

North Shore Transit is a wholly owned subsidiary of Cook-Illinois Corporation. Cook-Illinois Corp is a company unlike any other when it comes to employers, and here are a few reasons why we are so proud of who we are.

## Professional Development

Cook-Illinois Corp. is committed to the professional development of its staff and its customers. Over the past years, our parent company, Cook-Illinois has sponsored regional school district "Leadership Counsels" providing a format for superintendents to meet and share ideas in education. We also have held, and continue to hold workshops for Cook-Illinois customers on topics such as special education transportation legal issues with nationally recognized presenter Peggy Burns.

In 2008, Cook-Illinois began our ASE certified mechanic program. The ASE program is an independent, third-party, nationally certified mechanic testing facility, through which we can train and test our mechanics to ensure they have see if they have the skills necessary to maintain our fleet safely and effectively.

We are members of the National School Transportation Association as well as the Illinois School Transportation Association.

## Community Involvement



Whenever we can, we try to support the communities we service. In the southwest suburbs of Chicago, Illinois, DAPSSAV (Drivers, Attendants, Parents, Students, and Schools Against Violence) is an organization started by some of our employees and our concerned about neighborhood violence. We not only supported their cause by donating buses for their annual Stop The Violence Walk, but many of our employees participate in the annual walks.

# A Different Kind Of Company

## Environmental Awareness



We are very proud of our unique “CLEAN AIR MUSEUM on WHEELS” program. Our 43-foot recycled brightly colored school bus was transformed into a mobile classroom. The bus features cartoon character drawings of school children, clouds, butterflies and rainbows. Showcased are four different interactive exhibits that teach students how bio-diesel is a renewable fuel made from

soybean oil, how it is better for the children and how it is made, and the positive outcome it has on our environment. The bus also offers ways children can recycle, which keeps our planet green. The bus visits our various schools during the school year. It also participates in Community Awareness Fairs, County Fairs, and Earth Week Events in and around the Chicagoland Area to promote environmental awareness in the community.



Cook-Illinois Corporation is now the largest private school bus fleet in the country using bio-diesel. Bio-diesel reduces harmful emissions from our school buses by 30%. It is better for the children we transport, especially children with asthma and allergies.

Cook-Illinois is also currently testing the **first hybrid school bus** in the State of Illinois.



July 2009: Our Hybrid Bus at Chicagoland Speedway for NASCAR LifeLock 400 Hybrid Vehicle PreShow

# A Different Kind Of Company

## Employee Involvement

At North Shore Transit, we try to maintain a sense of belonging and family among our employees. This can be encouraged in many ways. We try to prepare our drivers for the annual **State School Bus Safety Rodeo**, a competition of School Bus Driving skills. In order to do so, we host our own corporate-wide Rodeo. Now only does this give our drivers the opportunity to brush up on their safety and driving skills, it also allows them to meet their fellow drivers from sister companies and develop a further sense of camaraderie. In the end, our three top drivers move on to represent our corporation at the state level, having the full support of their teammates back home. It's a team-building exercise where everyone benefits, and our customers benefit from the reminders in safety training.



In addition to encouraging safety training and finding ways to hone driving and safety skills in a fun way, we also strive to maintain a family environment with our drivers with our cookouts. This sense of family is what keeps everyone going during the harsher winter months. Our upper management folks are known for their grilling skills, and they try to visit every location once or twice a year in the warmer months and bring their "famous" pulled pork and beef brisket to all who are willing to eat. When the guys break out the grills, and the drivers and aides bring out their families, everyone is in for a good time!

People have changed over the years, but how we treat our employees has not. We have been successful in business for over 50 years because we know how to hire and treat our employees fairly and properly. Our people are what drive our company!

# A Different Kind Of Company



## A Fun Place To Work

- Welcome Back To School Cook-Outs
- Flying Pancake Breakfasts
- Karaoke Contests
- Wellness Screenings
- Hurrah For Family Summer Cookouts
- Christmas Parties



- Parade Of Lights at InterContinental Hotel
- End Of The Year Parties

Valentine's Party for Managers

- Bonuses for ASE Certification Achievement
- Company Paid Training for Mechanics

Boat Cruise for Managers

Safety Award Banquets

Turkeys At Thanksgiving

Family Outings to Great America

Bird House Painting Parties



# A Different Kind Of Company

The companies of Cook-Illinois strive for continual improvement of service, and that starts from within. One of the ways we've approached the goal of continual improvement is to start with hiring the best possible staff members and insisting that everyone in our companies learn by doing, regardless of title. That means each staff member, regardless of title, has a CDL and has driven a route during the previous year. It means we put importance on professional development for our customers as well as our own staff. It means we stay abreast of new developments in the industry and incorporate those that will serve our customers and our communities in ways that are cost-effective, environmentally safe, and supportive of our students' educational achievement.

It also means that we look to industry experts who help us identify, analyze and improve. In 2012 we took the concrete step of forming a National Advisory Team. The members are Peggy Burns and Pauline Gervais, Consultants with Education Compliance Group, Inc.; and Susan Englert Shutrump, OTR/L, Supervisor, Occupational & Physical Therapy Services, Trumbull County ESC, OH. Peggy is the former in-house legal counsel for Adams 12 Five Star Schools in Colorado, and Pauline is the former Executive Director, Transportation Services, Denver Public Schools.



Peggy, Pauline and Sue bring an objective perspective grounded in safety, operations, service, and compliance. Their combined experience in the pupil transportation industry and the transportation of students with special needs adds depth and breadth of knowledge to the service our companies provide.



# Safety Program



# Safety Programs

North Shore Transit is committed to delivering safe student transportation services in all areas that we service. North Shore Transit's safety program is interwoven in all aspects of our operations. Cook-Illinois is a family company, our own children have ridden school buses daily. We believe we must treat every child we transport as if it was our own child.



## Safety & Service

As your transportation partner, North Shore Transit can provide the complete range of school transportation requirements. We can operate or modify your system to what you require, always with safety in mind. Our carefully screened drivers and maintenance standards are critical to our safety goals. Our drivers complete a combination of state required courses plus additional training that we have identified as necessary for proper driving technique and performance. Our buses are inspected and maintained to exact standards by our certified mechanics in our on-site, full service maintenance facilities.

## Delivering Safety

- Safety starts with the hiring process. We interview, screen and verify records of every driver and monitor.
- Local managers are primarily responsible for hiring and monitoring our drivers' safety performance. Regional Management checks and verifies that our local managers are following our procedures.
- Ongoing road evaluations are done annually to ensure skills are being followed.
- Drivers MVRs are reviewed annually to ensure driver's driving records are clean and in compliance.
- Safety meetings are mandatory.
- Safety bonuses are paid when drivers are accident free.
- Discipline or termination is automatic when safety rules are violated

# Safety Programs

## Safety Organization

All employees are charged with delivering safety. From the CEO to a new hire, no one works at North Shore Transit that does not have safety as their number one goal.

### Corporate Director of Safety

The Corporate Director of Safety is responsible for the direction, coordination, resource support and auditing of the "Safety Process" at all operating locations within the corporation. This would include the delivery of the newly instituted "Excellence in Safety Management Certificate Program" that all current Safety Directors and trainers are participating in. The delivery of location specific Safety Orientation for all mechanics as well as the delivery of an OSHA 10 Hour Safety management class for mechanic foremen and location Safety Directors.

### Corporate Claims Manager

The Corporate Claims Manager is responsible for the management and coordination of services for all work related claim activity (Worker's Compensation, Auto and GL) and is heavily engaged in proactively disputing and/or resolving such claim activity; the Claims Manager works closely with the Director of Safety and the Fleet Manager in a team risk management effort.

### Location Safety Director / Behind the Wheel trainers

Our Location Safety Directors are our first line of defense in location risk management and are active in not only the management of the Safety / Accident Review Committee ("SARC") but in conducting all initial first response investigations of claims and the reporting of the investigation and findings to the Claims Manager and Director of Safety; they have the additional responsibility for either training all new hires or providing training support in accordance with North Shore Transit standards. New hires with experience are given a thorough road evaluation to ensure driving skills meet North Shore Transit standards; all new hires without experience are mentored through the driver training process, strictly adhering to applicable regulatory guidelines.







# Safety Programs

## Location Safety/Accident Review Committee (SARC)

Company policy requires an active SARC at all locations. The team must include the Safety Director and meet monthly at a minimum. SARC members are comprised of drivers, a dispatcher, a mechanic, as well as other location employees who want to contribute and are asked to participate on the committee on a voluntary, rotating basis. The SARC's role is to examine and make suggestions to operating management to eliminate unsafe actions and conditions in the workplace, including the offices, shop, grounds, parking, and routes. The SARC's suggestions are taken very seriously and management must formally respond to all suggestions. SARC's across the corporation have taken simple actions such as devising methods to eliminate slippery walkways, filling potholes and other potential tripping hazards. In not so simple cases, they have set up meetings with school personnel and regulatory personnel to minimize serious route hazards such as dangerous intersections, improperly trimmed trees, etc. SARC's also review location accidents and provide input for methods of corrective action.

## Corporate Safety Support

For more than 50 years, schools and parents have trusted Cook-Illinois Corporation with their most precious cargo. Nothing is more important to us than getting students to school safely and on time. In 1958, when we were just a small company with a handful of buses, we made the commitment to put safety and dependability in the driver's seat, every day and on every route. Today, our fleet has grown and we are now the largest family owned and operated school bus contractor in the United States. While we have expanded our service over the years, we have not forgotten what a privilege and great responsibility it is to transport students.

# DVR Camera Information



# 2/4-Channel DVRs

trooper  
TL2/4

## Just starting out with video surveillance?

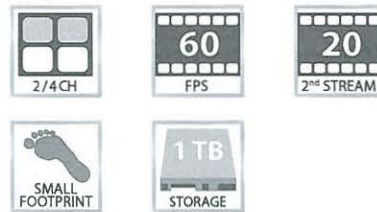
Available in two or four channels, the TL series offers safety, security, and control in one compact, high-performance package. Get the simplicity of an integrated lock-box design, easy mounting system, and point-and-click graphical user interface. Plus it works seamlessly with Seon's Smart-Reach WiFi solution for managing video data remotely.



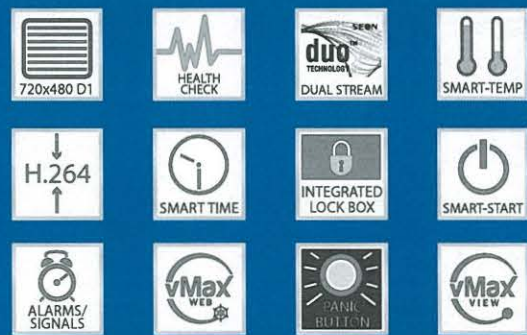
## Key Features & Benefits

- **Record 2 or 4 video channels with audio** with premium image quality (720 x 480 and up to 30 FPS per channel)
- **Plenty of recording space** with 500 GB to 1 TB of storage
- **Dual streaming technology records two information streams;** one for hi-res playback and one for real-time viewing over a cellular network at 5 FPS per channel
- **Enhanced video viewing experience** with an on-screen display of up to five signals (alarms, braking, turns, etc.)
- **Compact, integrated lock-box design** for quick and easy installation and enhanced security
- **Eliminate camera system down-time** by monitoring DVR and HDD status with Health-Check
- **Record vehicle speed & location and easily download footage** with this GPS- and WiFi-ready DVR
- **Panic and diagnostics buttons** provide an easy way to indicate an incident or verify the system is functioning

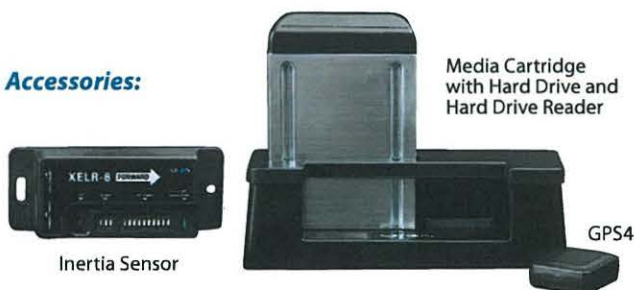
## Included features:



## Included features on all Seon DVRs:



## Accessories:



## Optional add-ons:

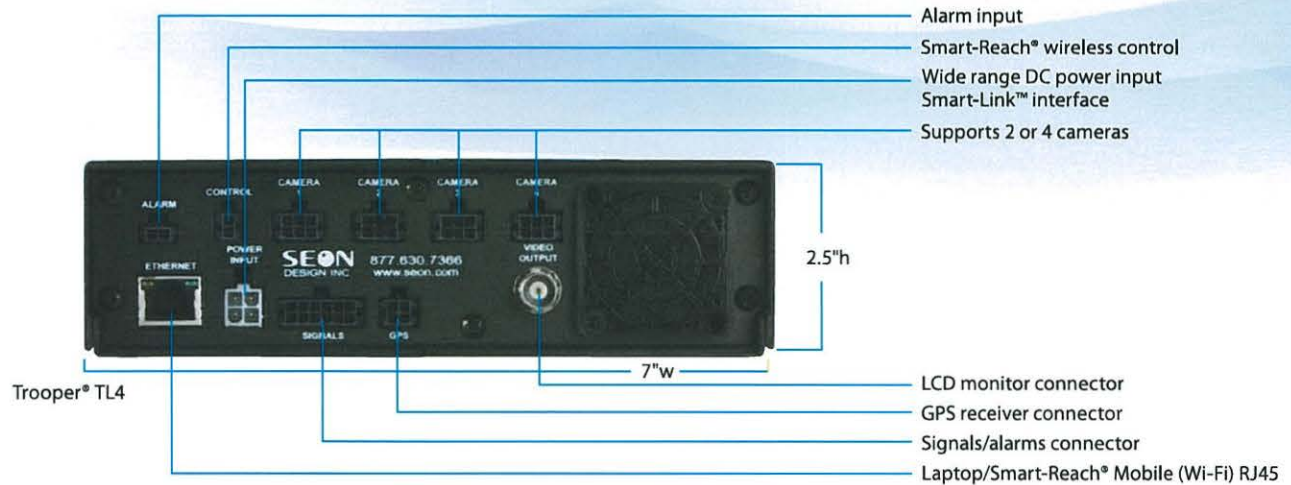


SEON

Trooper® TL2/4 Spec Sheet

# 2/4-Channel DVRs

**trooper**  
TL2|4



## Video

Recording Channels	2 / 4 video channels, 2 / 4 audio channels
Video Resolution	720 x 480 D1 at 30 FPS on all video channels (60 FPS aggregate)
Recording Rates	Main stream: 60 FPS Second stream: 20 FPS
Compression	H.264
Quality Settings	Adjustable, 6 levels
Auto Overwrite	Selectable On/Off protected alarms
Display Modes	Single camera, quad
Playback Rate	Frame advance to 32x
Search Function	Segment, alarm, date/time, event
User Interface	OSD with remote or mouse, web browser, vMax® software suite
Timer	12 programmable timers
Delay On/Off	Selectable 0 to 60 min.
On-Screen Display	Voltage, time & date, HDD size, % full, alarm count, internal temperature
Dual Streaming	Capable of sending low-bandwidth video images live over a broadband (cellular) network
<b>Storage</b>	
Media	Removable media cartridge with hard drive
Capacity	TL4: up to 1 TB (TL2: up to 500 GB)
<b>Input/Output</b>	
Network Interface	RJ45 Ethernet port (TCP/IP)
Wiring Harness	20' (6 m) harness for power (other harness lengths are available)
Panic Alarm Input	20' (6 m) harness with panic button
Event/Diagnostic Button	An indicator panel that marks events for quick searches, auto downloads and displays DVR status
Signals/Alarms	5 signal/alarm inputs

## Smart Features

Smart-Temp™	Ensures the DVR stays at its optimal operational temperature
Smart-Speed™	A built-in monitor that records vehicle speed
Smart-Start™	Safeguards the DVR against electrical spikes with vehicle start-up voltage protection
GPS Ready	Records vehicle speed and location with optional GPS receiver; enables synchronized mapping when used with vMax® software
<b>Electrical</b>	
Voltage Range	8 to 32 VDC
Transient Protection	600 W per signal input
Configuration Backup	Time & programmed info (retained up to 10 years)
<b>Mechanical/General</b>	
Dimensions (H x W x D)	2.5 x 7 x 9.5 in (64 x 188 x 241 mm)
DVR Weight	5.3 lbs (2.4 kg) with lock-box
<b>Environmental</b>	
Operating Temperature	-30 to 50°C (-22 to 122°F)
<b>Approvals</b>	
Emissions	FCC
Safety	UL

**Zonar G.P.S.**



**NORTH SHORE  
TRANSIT**



# V3™

Zonar's V3™ advanced telematics platform sets a new standard for GPS accuracy and data collection. Designed for light- to heavy-duty applications, the V3 captures information directly from the vehicle, GPS satellites and Zonar hardware to provide fleet managers with a 360° view of their operation. All data is instantly transmitted to Ground Traffic Control™ to provide fleet managers the essential information needed to make important operational decisions, improve tracking accuracy, and increase overall safety and compliance.



**REALIZE YOUR FLEET'S  
POTENTIAL  
WITH ZONAR'S V3**

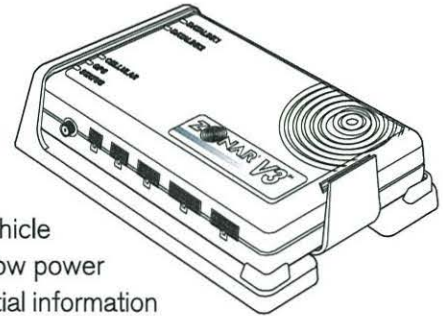
LEARN MORE AT:  
[www.zonarsystems.com/products/v3](http://www.zonarsystems.com/products/v3)

[www.zonarsystems.com](http://www.zonarsystems.com)



## V3™: Fleet GPS Tracking and Vehicle Diagnostics System

The V3 is a telematics platform that collects data directly from the vehicle's ECM and integrates that information with satellite GPS readings for high precision reporting. The V3 features superior GPS tracking capability, remote vehicle diagnostics, 3G high speed data connection, built-in accelerometer, and ultralow power sleep mode. All of these features combine to provide fleet managers with essential information to make important operational decisions, improve data and tracking accuracy, and increase overall safety.



### Features:

- Highly sensitive GPS receiver with low power consumption
- Auto switching internal/external GPS antenna circuitry
- Ultralow power sleep
- 3G Modem for high data bandwidth capability and fast data transfer rates
- 3-axis accelerometer for hard braking, hard acceleration, hard cornering applications
- Additional communication ports to enable added peripheral connectivity options
- Active high or low GPIO inputs
- Internal J3 ECU Interface

### System Specifications:

#### Electrical

DC Input Range: 8 VDC to 30 VDC  
 Operating Current: 100 mA @12V (typical without peripherals)  
 300 mA @12V (maximum without peripherals)  
 Key-Off Current: <1mA

#### Environmental

Operating Temp.: -40C to 85C  
 Storage Temp.: -40C to 85C  
 Humidity: 95% R.H., non-condensing  
 Shock/Vibration: SAE J1455, MIL-STD-202G

#### GPS Receiver

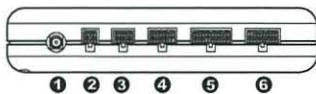
Hybrid GPS/SBAS engine (WAAS, EGNOS, MSAS)  
 Very high sensitivity receiver  
 Rapid acquisition of satellites  
 GPS signal acquisition, tracking and navigation  
 On board GPS data storage

#### GSM/GPRS

Transceiver: GSM (2G) 850/900/1800/1900 MHz  
 WCDMA (3G) 850/1900 MHz

#### Approved External

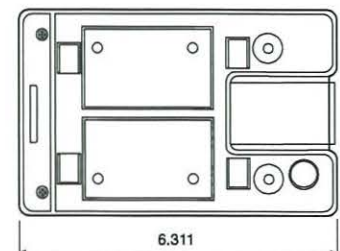
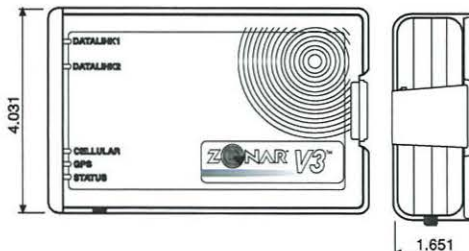
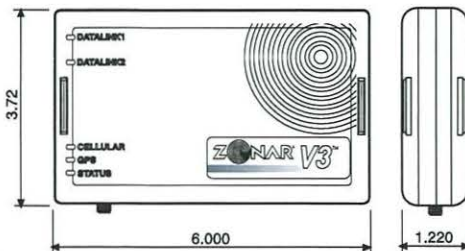
GPS Antennas: San Jose SM-19 - GPS



1. External GPS antenna (Optional)
2. 4 Pin Power Input
3. 6 Pin Accessory
4. 8 Pin 2010 Vehicle Mount (Optional)
5. 12 Pin Discrete Input/Output (Optional)
6. 10 Pin ECM input (JBus 1708/1939)

V3™

V3 MOUNT



DIMENSIONS IN INCHES

[www.zonarsystems.com](http://www.zonarsystems.com)

CONTACT US TODAY • CALL TOLL-FREE: 877 843 3847 EMAIL: [info@zonarsystems.com](mailto:info@zonarsystems.com)

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Rev: 09/17/2012



# GROUND TRAFFIC CONTROL™

WEB-BASED FLEET MANAGEMENT



## Like Air Traffic Control for Your Ground Fleet

### Your fleet at your fingertips

Ground Traffic Control® will provide your organization with the most accessible real-time picture of fleet operations. With an unlimited number of users and 24/7 access from computers, tablets, and smartphone web browsers, Ground Traffic Control® is the most robust package on the market. The service now includes dashboards. All this power for tracking, reporting, and easy exporting of fleet data is included with your Zonar service.

### Monitors the field from anywhere

Our web-based software allows fleet management to see vehicle speeds, idle times and geo-fence entry at any time, from anywhere. Now it's easy to coordinate a workforce out in the field, by having actionable data organized in one accessible location.

### Alerts protect your assets

If a driver is speeding dangerously, idling excessively, or entering a prohibited area, you will know right away. Ground Traffic Control® alerts the right people with a text message, email or pop-up window within the application whenever a user-created threshold is violated.

### Geo-fencing for smart mapping

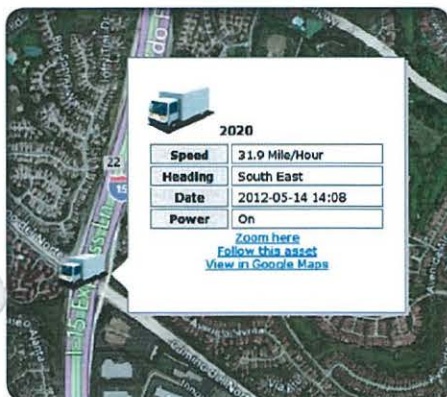
With unlimited freeform geo-fencing capabilities, Ground Traffic Control® will make sure assets are where they should be, and will alert you if they're out of place. This prevents both theft and waste.

### Entire fleet or a single asset

Ground Traffic Control® comes pre-built with macro-to-micro reporting capabilities to calculate overall fleet mileage or details of each asset's path, including each stop and start.

What will Ground Traffic Control® do for you?

- **Map** every turn of the key, every stop and start, and all activity.
- **Supervise** each driver's speed, path, safety and idling.
- **Customize** reports, alerts and dashboards for each user's preferences.
- **Alert** management to speeding drivers, excessive idling and prohibited geo-fence crossings.
- **Ensure** maximum safety, transparency, and accountability.
- **Automate** tasks that used to be a burden on drivers, dispatch and administrative staff.
- **Integrate** with third-party systems, using our open API for maximum ROI.



**Keith Leech**, Fleet Manager  
City of Sacramento, California

*"It pays to work with Zonar because they listen, they respond, and they deliver. The results of our ROI analysis are impressive. We achieved a fuel savings of nearly 25%, which is significant for a fleet of any size."*

# ALLTOWN BUS SERVICE, INC.

7300 N. St. Louis • Skokie, Illinois 60076

Phone (847) 674-0090 • Fax (847) 674-9238

Raymond E. Lechner, Ph.D.

Superintendent

Wilmette Public Schools District 39



We would like to formally request an F.O.I.A. for the Regular Student Transportation Contract FY 18 – 20 that has been awarded to North Shore Transit, for your district. We would like to ask for all materials, correspondence, emails, notes and your scoring matrix (for each of the contractors who submitted bids) that your business office used to assess the school bus transportation criteria for the basis of your award to a company that was not the lowest qualified bidder. We would like to make these requests based on the school district's Board Report dated February 27, 2017. Pursuant to the Freedom of Information Act (5 ILCS140/1.1)

The School Code ILCS 5/10-20.21 states that bids can be awarded by first considering the bidder or bidders most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price. However, at no time shall a cause of action lie against a school board for awarding a pupil transportation contract per the standards set forth in the subsection (a) unless cause of action is based on fraudulent conduct.

To quote your board report we will show you our questions and concerns:

1. Safety and comfort were the highest valued criteria in our matrix. NST scored very high with uniformly positive references, while A I Bus and Alltown Bus references indicated difficulties with being on time to bus stops and parent communications. References for AI Bus and Alltown indicated there appears to be impact from high driver turnover. Lack of timeliness in arrival at bus stops creates safety issues which are exacerbated by poor parent communications.
2. NST outsourced the other two vendors in Quality criteria, based on supervision, staff/driver training, customer service and other factors. For example, AI Bus and Alltown indicate that a single person would be assigned to the district's account while NST has a team, as noted in their organization chart, to address any issues that arise.
3. NST outsourced the other two vendors in the Technology criteria as the only vendor to agree in its bid to use the District's software, Versa – Trans.
4. NST has provided the district with the strongest proposal and is the best fit for our district. Although NST had the highest overall cost, it's per route rate was reduced by 13% over this year's rate. This reduction was due to economies of scale gained from increased business at their Skokie location.
5. The rate of retention is about 55% for the same drivers from year to year for our district.
6. NST is committed to safety.

7. Over 95% of their fleet is using bio-diesel fuel, which may reduce harmful emissions by over 30% and is better for the environment and the children we transport.

Alltown Bus Service scored 12.5 (out of 25 Points) on the matrix used in Factor A. Safety and Comfort. Description of that column states: Communications, routing, accidents, driver turnover. Question is, how and where did the district obtain this information about Alltown Bus Service?

Alltown Bus Service scored 11.3 (out of 15 points) on the matrix used in Factor C. Quality. Description of that column states: Supervision, staff Training, Customer Service. Question is, how and where did the district obtain this information about Alltown Bus Service?

Alltown Bus Service scored 9.4 (out of 15 points) on the matrix used in Factor E. References. Description of that column states: Service Quality. Question is, how and where did the district obtain this information about Alltown Bus Service? Can the district produce this information in detail from the references that Alltown Bus provided?

Alltown Bus Service scored 13.1 (out of 15 points) on the matrix used in Factor F. Tech Exper. Description of that column states: Technical Expertise. Question is, how and where did the district obtain this information? Can the district produce proof or (do they know) that Alltown Bus Service personnel do not have the experience with Versa – Trans?

It appears that much of the evaluations in the Matrix used, was based on material not requested in the bid specs. At no time during the district's evaluation process did the district reach out to Alltown for additional information that you seem to have only on the carrier currently providing service to your district.

The Board Report has been made public on your web site, to the public and private sector. Incomplete or inaccurate information so published may be defamatory and cause harm to our reputation and our business in the future.

Thank you,

  
Greg Polan