

King Philip Regional School District

18 King Street, Norfolk, MA 02093 508-520-7991

School Bus Transportation Services

Invitation for Bids

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General Information and Bid Submission Requirements

1. All bids are to be sealed and marked "**School Bus Transportation Bid – King Philip Regional School District**" and shall be received at the King Philip Regional School District Business Office at 18 King Street in Norfolk (King Philip Middle School) until **11:00 AM on Friday, March 5th, 2021**, at which time they will be publicly opened and read.
2. **A Pre-Bid Conference shall be held on Thursday, February 11th, 2021 at 1:00 PM** local time via videoconferencing at the following link:

<https://meet.google.com/gau-tyce-cfa>
3. Questions regarding the bid may be directed to Larry Azer, Director of Finance & Operations, King Philip Regional School District, 18 King Street, Norfolk, MA 02056, Telephone (508) 520-7991 x2301, e-mail AZERL@KINGPHILIP.ORG **Questions will be accepted no later than 12:00 PM on Monday, February 22nd, 2021. Responses will be issued by Monday, March 1st, 2021.**
4. If, at the time of the scheduled bid opening, the District Office is closed due to uncontrolled events such as fire, snow, ice, or building evacuation, the bid opening will be postponed until 11:00 AM on the next normal business day. Bids will be accepted until that date and time.
5. If bids are forwarded by mail, the sealed envelope mentioned above must be enclosed in another envelope, addressed as specified above, and sent by certified mail. The outside envelope must be clearly marked with the bid title of the project.
6. Bidders will submit bid prices as indicated in the specifications. In lieu of statements to the contrary, it will be understood that all prices shall be on items as specified.
7. If any changes are made to this Invitation for Bid (IFB), an addendum will be issued. Addenda will be emailed to all bidders on record as having picked up the IFB. All bidders are required to acknowledge in writing their receipt of any addenda.
8. A bidder may correct, modify, or withdraw a bid by written notice received by the District prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification # ____." Each modification must be numbered in sequence and must reference the original IFB.
9. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the District or fair competition. Minor informalities will be waived, or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.
10. The District may cancel this IFB or reject in whole or in part any and all bids, if the District determines that cancellation or rejection serves the best interests of the District.
11. All bid prices submitted in response to this IFB must remain firm for forty-five (45) days following the bid opening.

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12. Action on the award will be taken within thirty (30) days after the opening of the bids. The time for award may be extended for up to fifteen (15) additional days by mutual agreement between the District and the apparent lowest responsive and responsible bidder.
13. Bids must be made on all routes as designated. Partial bids will not be accepted.
14. Bids must include Forms 1 through 4, the appropriate certification forms (see Item 15 below), a non-collusion form, and a tax compliance form.
15. A bid must be signed as follows: (1) if the bidder is an individual, by her/him personally; (2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed. (see attached Certification Forms 1 – 4)
16. Bids must include a bid deposit of \$1,000 in the form of a certified check made payable to the King Philip Regional School District.
17. Should any successful bidder fail to enter into a contract within fifteen (15) days after notice of award has been mailed or fail within such time to furnish a performance bond as required, the bid deposit shall become the property of the King Philip Regional School District as liquidated damages for such failure.
18. Bid deposits will be held by the King Philip Regional School District during the time stipulated for the execution of contracts and the submission of the performance bond. After the expiration of such period, the bid securities of such bidders, which have not become the property of the King Philip Regional School District, will be returned to the bidders.
19. A performance bond for each school year of the three (3) year contract period, payable in the amount of 100% of the yearly contract bid price, which is in favor of, the King Philip Regional School District, shall be furnished and paid for by the successful bidder, guaranteeing the fulfillment of all terms and conditions of this contract. The performance bond shall be submitted by July 1st of each year of the Contract and shall be issued by a surety company licensed to do business in the Commonwealth of Massachusetts, and shall obligate the Contractor, its surety, and their successors and assigns for all of the services to be performed by the Contractor under the Contract.
20. The additional cost of the performance bond shall be listed separately on the bid form. The King Philip Regional School Committee may, upon review of the Contractor's financial data, vote to waive the performance bond, reducing the yearly contract price accordingly.
21. The King Philip Regional School Committee reserves the right to consider the District's investigation of the financial stability of the Contractor as noted in Bidder Qualifications above to determine whether to waive the performance bond.
22. The bidder to whom the award is made must enter into a written contract with the King Philip Regional School District (hereinafter named the "District") and the requirements of these specifications are considered a part of the contract with the successful bidder.
23. The successful bidder will be required to enter into a written contract for a period of three (3) years beginning July 1, 2021 and ending June 30, 2024. Pursuant to Chapter 30B of M.G.L. this contract is contingent upon sufficient appropriation for each succeeding year of the contract.

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24. It is understood and agreed upon that the contract entered into between the District and the successful bidder shall not be altered by the successful bidder in any manner unless the District shall have first assented thereto in writing.
25. Any knowing or intentional violation by the successful bidder of any material provision of the contract, or of the specifications forming a part thereof, shall constitute cause for termination of said contract by the District if it shall so elect, but no waiver thereof by said District shall be taken, deemed, or construed as affecting the right of said District to so terminate for any other or future violation, or for any repetition of the same violation.
26. Schedule of payments to the successful bidder will be at the end of every month, September through June, namely 1/10 of the total bid price as determined for each year of the three-year contract, plus the costs associated with field trips, athletic events, etc. that have occurred during that month.
27. The bidder shall provide and maintain throughout the term of this contract the King Philip Regional School District a Certificate of Insurance providing proof of insurance for type and coverage indicated herein and naming the King Philip Regional School District as an additional insured. The successful bidder must annually file a copy of these insurance policies with the District. All insurance companies shall be admitted Massachusetts companies. The coverage shall include the following:
 - Worker's Compensation and Employers' Liability as required by the laws of the Commonwealth of Massachusetts.
 - General liability insurance of \$1,000,000 each occurrence and \$3,000,000 general aggregate.
 - Sexual Harassment/Molestation insurance for \$250,000 per incident
 - Automobile liability insurance bodily injuries and/or death, of \$1,000,000 per person and \$5,000,000 on each occurrence for bodily injury on each bus, and property damage coverage for each school bus with minimum limits of \$1,000,000 per vehicle and \$5,000,000 combined single limit.
 - Umbrella liability should be carried in the amounts of \$5,000,000 per occurrence, \$5,000,000 products/completed operations, and \$5,000,000 general aggregate.
28. Fuel Escalation: The District will consider a Fuel Escalation / De-escalation Clause Adjustment annually for each fiscal year on January 15th of each year with a formula based upon the published index of US EIA New England Diesel Retail (On-Highway) Prices.

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Bid Specifications / Scope of Services

1. The bidder agrees to furnish all necessary bus storage, drivers, equipment, gasoline, oil, grease, tires, maintenance, and repairs throughout the period of the contract.
2. Prevailing wage rates must be paid to school bus drivers for all activities directly associated with the transportation of pupils. Pursuant to Section 7A of Chapter 71 of M.G.L., prevailing wage rates are attached to this IFB.
3. All routes, time schedules and mileage shall be fixed by the Superintendent of Schools or their designee, under the direction of the King Philip Regional School District Committee.
4. Specific times of starting on bus routes and arrival at school will be determined by the Superintendent or their designee and notice thereof reasonably given to the successful bidder. In the afternoons, the buses are not to depart the school property until ten (10) minutes have elapsed from the scheduled dismissal times. This is to ensure that all students are safely boarded and not left behind.
5. **Responses to this IFB must include pricing for all of the following start and end time options:**
 - a) 7:30 AM to 2:15 PM (Current Schedule)
 - b) 7:45 AM to 2:30 PM (Alternate 1)
 - c) 8:00 AM to 2:45 PM (Alternate 2)
 - d) 8:15 AM to 3:00 PM (Alternate 3)
 - e) 8:30 AM to 3:15 PM (Alternate 4)
6. Trips, number of routes, and the order of trips and/or routes may be changed or modified whenever the Superintendent or their designee deems conditions make such changes necessary.
7. The bidder shall agree to supply buses for late runs during the school year. The number of buses used, and the departure days and times, will be determined by the Superintendent of Schools or their designee. It is also agreed that the King Philip Regional School District will not be charged for drivers waiting time for these buses leaving school after regular closing hours.
8. Each school year is to consist of 180 days unless otherwise mandated by the Massachusetts Department of Elementary and Secondary Education (DESE).
9. The bidder agrees that on each school day, when the King Philip Regional School District shall decide to keep school for one session or any other portion of a day, the bidder will have their bus(es) ready at the two schools to take on pupils immediately after the time set by the Superintendent or their designee for the closing of school.
10. The successful bidder shall report immediately after its occurrence, to the Superintendent of Schools, or their designee, each and every accident or any other event or circumstance which causes unavoidable delay, or in any way interferes with the strict performance of the agreement or results in injury or damage to person(s) or property.
11. The bidder agrees to provide the District's Director of Finance and Operations with any information necessary to complete required reports, e.g., the Department of Elementary and Secondary Education (DESE) End-Of-Year Financial Report (EOYR).

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12. The Contractor will be paid by the School Committee only for the actual number of days for which transportation is provided in accordance with MGL Chapter 41, Section 56. In the event of school closure due to unforeseen circumstances declared an emergency by the governor and with such authorization from the governor and/or legislative branches to pay for services not rendered, the district shall compensate the contractor up to fifty (50) percent of the daily rate cost per day. If the contractor seeks additional funds in excess of fifty (50) percent, said contractor shall have to provide full financial costs that include, but are not limited to, driver salary, excise tax, insurance, and any other factors included in a run rate.

Driver and Staff Requirements

1. During the first thirty (30) school days, the successful bidder agrees to assign a person acceptable to the District to be at the King Philip Regional High School and Middle School bus drop off/pick up locations each day when school is in session, at least 20 minutes before the opening of school in the morning, at least 10 minutes after school has started, and also at least 15 minutes before the closing of school in the afternoon. This person is to be present during the above times for the purpose of helping load and unload buses; also, with whom the administrative staff of the District may consult about the bus routes, bus stops, pupil behavior, field trips, and athletic trips.
2. The successful bidder agrees to comply with the enclosed Transportation Guidelines (Appendix A) and King Philip Regional School District Transportation Policy EEA (Appendix B).
3. The successful bidder agrees to furnish careful and competent drivers who are over 21 years of age and who meet all the regulations as prescribed by the Registrar of Motor Vehicles. Immediately upon discovery of carelessness, incompetence, and/or criminal record by the successful bidder or the District, the driver or drivers must be replaced in a manner satisfactory to the Superintendent of Schools or their designee.
4. Prior to the beginning of each school year, the successful bidder will provide a list of regular and substitute drivers to be used in the contract. Pursuant to state regulations, all drivers are subject to a criminal offender records information and fingerprint review by the Superintendent of Schools or their designee.
5. The successful bidder must give reasonable assurance that its drivers are of good moral character. The District reserves the right to issue final approval for all drivers.
6. Section V of Appendix A- Transportation Guidelines, entitled "Regulations Concerning Bus Drivers," is a part of these specifications so listed.

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Bus Requirements

1. Bids are to be submitted on a three (3) year basis using new or used buses of 2016 year manufacture or later with less than 50,000 miles at the beginning of contract. All vehicles shall not be older than five (5) years old at any time during this contract. A current listing of all vehicles including year of manufacture and mileage shall be provided to the district by August 1st every year during the contract.
2. The District estimates that it will require twenty-four (24) buses, initially, with a minimum seating capacity of 71 passengers. Should the need arise at any time during the term of the contract to increase or decrease the number of buses, such additions or deletions shall be compensated for by either party at a daily rate per bus not to exceed the yearly per bus rate as provided in the original contract.
3. The successful bidder shall agree to use buses which conform to the General Laws of the Commonwealth and the rules and regulations of the Department of Motor Vehicles relating to the transportation of public school children. All buses to be used must pass an inspection by the Department of Motor Vehicles prior to the start of each school year and as required by the Department of Motor Vehicles during each school year. A complete report of each such inspection is to be filed with the Superintendent of Schools or their designee within five business days of the start of the school year in each contract year.
4. The successful bidder further agrees to use buses which are satisfactory to the King Philip Regional School District Committee and to have buses inspected by a neutral party at any time, if requested by the Superintendent of Schools or their designee.
5. The successful bidder must agree that his bus or buses be kept at all times in a condition of cleanliness, inside and out, satisfactory to the Superintendent of Schools or their designee.
6. Each bus shall carry at all times the following equipment:
 - a) One (1) set of flares,
 - b) One (1) (readily available) fire extinguisher of suitable type and capacity,
 - c) A first aid kit placed on the inside of the bus, and
 - d) All other equipment as required by the laws of the Commonwealth of Massachusetts and the Regulations of the Registry of Motor Vehicles and the Department of Elementary and Secondary Education.
7. Each bus shall carry a video or digital recording device. The procurement, handling, and cataloging of tapes or discs, as well as the maintenance of the cameras, will be the responsibility of the Contractor. The Contractor will furnish the recordings to the Superintendent of Schools or their designee within 24 hours of request. The Contractor shall submit with the bid documentation describing the camera system to be used. All video and data obtained in the mobile digital recording devices will become the sole property of the King Philip Regional School District. Sufficient removable data storage media must be available to replace units that may be turned over to the King Philip Regional School District. The original media will be returned to the contractor as soon as practicable. No video may be viewed prior to being turned over to a representative of the King Philip Regional School District without prior authority from the Superintendent or their designee to preview it. The video system shall be supplied, installed and fully operable in 100% of the vehicles by the first day the vehicle is put into service in the King Philip Regional School District.

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8. The District will license and make use of transportation routing software to set bus routes and bus stops. The District will provide the Contractor with viewing access to the route information and will solicit input in adjusting routes and stops for safety and efficiency.
9. The successful bidder agrees to equip all buses and/or bus drivers with a reliable means of communicating with the bidder's company offices and the District's offices at all times.
10. Each bid shall contain a detailed description of each bus on forms provided (Form #3) with specifications. If specific buses cannot initially be listed in detail, a general description of the buses to be used showing approximate age should be indicated on Form #3. The successful bidder will be required to submit the Form #3 detailed description of each bus prior to signing of the contract.
11. If, for any reason, said bus or buses cannot be operated on any school day, the bidder agrees to provide suitable insured transportation in the place thereof, without additional charge.
12. If the successful bidder wishes to paint King Philip Regional School District on both sides of the buses, this will be acceptable to the King Philip Regional School District, provided that if the buses are used by any group or organization other than King Philip, this lettering will be covered.

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Quality Requirements and References

1. Bidders must have a minimum of five (5) years of satisfactory performance under at least three (3) different contracts similar in size to this proposed contract.
2. Bidders must provide a complete list of all school districts with which a contract for school bus transportation has been in effect within the past five (5) years. Poor references may be a basis for a determination that a bidder is not a responsible bidder. (See Form #2, Evidence of Qualifications)
3. The bidder shall not assign, sublet, or transfer in whole or in part any work associated with this agreement.
4. The District may, at its discretion, require the Contractor to provide sufficient financial data to demonstrate its ability to carry out this contract before making an award. In addition, the District reserves the right to investigate the financial stability of any and all bidders to determine what assurance the District may have of subsequent services. This investigation may include but is not limited to a credit report from a credit reporting agency indicating the bidders' credit history for the last five (5) years, and/or current financial statements attested to by a certified public accountant.

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Rule for Award

One contract will be awarded to the responsive and responsible bidder offering the lowest total present value adjusted cost over the three-year contract. The present value of each year's bid price will be calculated by the District utilizing a discount factor of 4%.

Daily Regular Route Buses- Annual Cost:

Present value of FY 2021-22 Cost of 24 buses
plus
Present value of FY 2022-23 Cost of 24 buses
plus
Present value of FY 2023-24 Cost of 24 buses

The present value calculation will assume payment on the basis of 1/10 payment at the end of each month, September to June as per Item #21.

Late Runs & Extra-Curricular Runs - Fixed Cost for Contract Period:

Present value of 36,000 miles (12,000 per contract year) and 3,300 waiting hours (1,100 per contract year) at proposed rate for Extra-Curricular Runs
plus
Present Value of 42,000 miles (14,000 per contract year) at proposed rate for Late Runs

For purposes of calculating the present value of this portion of the proposed bid, the calculation will assume payment on the basis of 1/10 payment at the end of each month, September to June, for each contract year. (E.g., Late Runs: $14,000/10 = 1,400$ per month Sept – June). Actual payments will vary due to transportation activity during that month.

The result of the calculated total three-year present value adjusted Daily Regular Route Bus cost will be added to the calculated total three-year present value adjusted Late Runs & Extra-Curricular Runs cost to get the total present value adjusted bid cost.

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Form #1- Statement of Understanding

To: King Philip Regional School District, Norfolk, Massachusetts 02056

The undersigned represents that this proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder for the same work; that he has informed himself fully in regard to the "Invitation for Bid", and the bus routes of the King Philip Regional School District, 18 King Street, Norfolk, MA, 02056, and has made his own examination and estimates and from them makes this proposal.

The undersigned understands that the King Philip Regional School District Committee reserves the right to waive any formalities in, to reject any and all bids or any part thereof, and/or accept any bid or part thereof, or to select a bidder whose bid is not the lowest, which it considers to be for the best interests of the King Philip Regional School District.

With the above understanding, the undersigned proposes to furnish to the King Philip Regional School District pupil transportation services and to comply in all aspects with said specifications for the sum or sums stated.

Signature

Date

Name (please print)

Title

Company Name

Business Address

Town

State

Zip

Telephone Number

Fax Number

All bidders are required to submit this form with their bid.

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Form #2- Evidence of Qualifications

The undersigned agrees to execute a contract to furnish transportation for the pupils of the King Philip Regional School District with a starting date no later than July 1, 2021 after notification of the acceptance of this proposal.

The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon according to the requirements of the specifications.

1. How long have you been in business of school bus transportation? _____

2. With whom do you presently hold contracts for school bus transportation?
(Include contact telephone numbers and addresses) (Attach sheets if necessary)

3. With whom have you had contracts for school bus transportation over the last 5 years?
(Include contact telephone numbers and addresses) (Attach sheets if necessary)

4. Do you own your own buses? _____

5. If yes, how many? _____

6. If no, who does own them? _____

7. Where will your buses be housed? _____

Signature

Date

Name (please print)

Title

Company Name

All bidders are required to submit this form with their bid.

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Form #3: Description of Equipment to be used to Provide Transportation Services

Bus #	Manufacturer	Year of Manufacture	Mileage on Date Submitted
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
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21			
22			
23			
24			

Attach additional sheets if necessary.

All bidders are required to submit this form with their bid.

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Form #4- Bid Pricing Sheet

The proposed contract amounts for three (3) years, July 1, 2021 to June 30, 2024, for school bus transportation of the King Philip Regional School District are as follows:

1. Daily Regular Route Buses- Annual Cost:

		Current Schedule	Alternate #1	Alternate #2	Alternate #3	Alternate #4
		7:30 AM – 2:15 PM	7:45 AM – 2:30 PM	8:00 AM – 2:45 PM	8:15 AM – 3:00 PM	8:30 AM – 3:15 PM
A1	Daily cost per bus for FY 2022					
A2	(A1) * 180 days * 24 buses = FY 2022 total cost					
A3	Performance Bond for 100% of FY 2022 total cost					
B1	Daily cost per bus for FY 2023					
B2	(B1) * 180 days * 24 buses = FY 2023 total cost					
B3	Performance Bond for 100% of FY 2023 total cost					
C1	Daily cost per bus for FY 2024					
C2	(C1) * 180 days * 24 buses = FY 2024 total cost					
C3	Performance Bond for 100% of FY 2024 total cost					
GRAND TOTALS (A2 + A3 + B2 + B3 + C2 + C3)						

For a description of how the cost of the proposals will be compared, see Section 4- Rule for Award.

Note: In any given year during the contract term, the number of buses required by the District may increase or decrease. Any increase/decrease will be at that year's per bus rate as listed above.

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2. Late Runs & Extra-Curricular Runs- Fixed Cost for Contract Period:

(A) The proposed rate for field trips, athletic contests, and school sponsored trips will be

\$ _____ per mile, plus \$ _____ per hour for drivers waiting time.

(Estimated Need- 12,000 miles and 1,100 hours annually**)

(B) The proposed rate for late run buses referred to in Item 7 on Page 5 will be

\$ _____ per mile.

(Estimated Need- 14,000 miles annually**)

** Note: In any given year during the contract term, the number of miles and number of hours waiting time may increase or decrease. Any increase/decrease will be at the unit prices specified on this bid form.

3. Base Price of Fuel:

This bid is based on a gasoline price of \$ _____ per gallon and a diesel price of

\$ _____ per gallon and will be hereinafter referred to as the "Base Price of Fuel".

The Contractor agrees to maintain accurate and complete records relative to the use of fuel by each of its King Philip Regional Pupil Transportation Vehicles. These records and all information requested by the district shall be made available prior to the awarding of any fuel adjustment.

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Acknowledgement of Receipt of Addenda:

Addendum # _____ dated _____ Initials: _____

Addendum # _____ dated _____ Initials: _____

Addendum # _____ dated _____ Initials: _____

Signature

Date

Name (please print)

Title

Company Name

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Certification Form #1- Individual Signature

If bid is by an **individual**, please fill in the information below.

Name

Address

Social Security Number

Home Telephone Number

Firm Telephone Number

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Certification Form #2- Partnership Signatures

If bid is by a **partnership**, please fill in the information below.

Name

Address

Treasury Reporting Number

Telephone Number

Partner

Partner

Home Address

Home Address

Social Security Number

Social Security Number

Home Telephone Number

Home Telephone Number

Attach additional sheets if necessary, to include all partners

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Certification Form #3- Corporation Signatures

If bid is by a **corporation**, please fill in the information below.

Contractor

Address

Treasury Reporting Number

Telephone Number

President

Vice-President

Home Address

Home Address

Social Security Number

Social Security Number

Home Telephone Number

Home Telephone Number

Treasurer

Clerk

Home Address

Home Address

Social Security Number

Social Security Number

Home Telephone Number

Home Telephone Number

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Certification Form #4- Corporation Certification of Vote

If the bid is by a **corporation**, please fill in the information below.

I, _____, Clerk of _____ hereby certify that, at a meeting of the Board of Directors of said Corporation duly held on _____, 2021, at which time was duly passed and is now in full force and effect: (Date)

“Voted: That _____
(Name of Officer authorized to sign for Corporation)

be and he hereby is authorized, directed, and empowered for, in the name of and on behalf of the Corporation, to sign, seal with the corporate seal, execute, acknowledge and deliver all Contracts, Bond or obligation of this Corporation: the execution of any such Contract, Bond or obligation by such _____ to be valid and binding upon this Corporation for all
(Name of Officer)

proposed, and that a certificate of the Clerk of this Corporation setting forth this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation is delivered to the Town of Wrentham.”

I further certify that _____ is the duly elected
(Name of Officer)
_____ of said Corporation.
(Title)

Signed: _____
(Clerk/Secretary)

Place of Business: _____

Date of Contract: _____

AFFIX CORPORATE SEAL

Countersignature: _____
(Name and Title of Officer)

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign that Contract or other instrument of the Corporation, this Certificate must be countersigned by another Officer of the Corporation.

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Certification Form #5: Non-Collusion Affidavit

Non-collusion Affidavit of Prime Bidder

State of _____

County of _____

- (1) He/she is the (owner, partner, officer, representative, or agent) of _____
that has submitted the attached bid.
- (2) He/she is fully informed respecting the preparation and contents of the attached bid and of all circumstances respecting such bid.
- (3) Such bid is genuine and is not a collusive or sham bid.
- (4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with other bidder, firm, or person to submit a collusive or sham bid in connection with the contract for which the bid has been submitted; or to refrain from bidding in connection with such contract; or has in any manner, indirectly sought by agreement, or collusion, or communication, or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or of any bidder, or to fix any overhead, profit or cost elements to bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or agreement any advantage against the King Philip Regional School District or any person interested in the proposed contract.
- (5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, employees, or parties in interest, including this affiant.

(Signature)

Title

(Company Name and Address)

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public

My Commission expires: _____

All bidders are required to submit this form with their bid.

King Philip Regional School District

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School Bus Transportation Services

Certification Form #6: Tax Return Certification Information

Pursuant to M.G.L. c. 62C, 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature

By: Corporate Officer
(Mandatory, if applicable)

Company Name

All bidders are required to submit this form with their bid.

King Philip Regional School District

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School Bus Transportation Services

Appendix A- Transportation Guidelines

Transportation Guidelines

It is the intent of the King Philip Regional School District Committee to comply with the letter and spirit of the laws of the Commonwealth of Massachusetts and the regulations of the Registry of Motor Vehicles and the Department of Education pertinent to transportation of pupils. This Transportation Policy governs any areas not covered by a specific declaration of policy.

I. Eligibility

1. All District pupils residing more than one and one-half (1½) miles from schools which they attend are entitled to transportation privileges.

II. Riding Limits, Routes and Bus Stops

1. Bus routes are established under the direction of the Superintendent of Schools in cooperation with the bus contractor so that an authorized bus stop is available within a reasonable walking distance of the home of every resident student entitled to transportation and that distance does not exceed one mile.
2. Bus routes are developed to minimize the total amount of time a student must spend on a school bus and to effect as financially sound a pattern of routes as possible or practical.
3. Authorized bus stops are located at convenient intervals in places where pupils may be loaded and unloaded, cross highways and await the arrival of buses with reasonable safety.

III. Administration of the Transportation Program

1. The Superintendent of Schools is responsible for the execution of the transportation policy and the guidelines adopted to implement the policy.
2. Bus contractors are subject to all statutes of the Commonwealth of Massachusetts governing buses, drivers, and inspections and licensing.

IV. Supervision of Riders

1. The primary responsibility of each bus driver is for the safety of the students.
2. Bus drivers have full authority over their buses and their student passengers subject to other stipulations in this policy.

V. Regulations Concerning Bus Drivers

1. The bus contractor shall be responsible for and file with the Superintendent of Schools prior to the opening of schools in September, the following data:
 - (a) A list of regular and substitute drivers for School Committee approval. The stipulations (b-c) apply to regular and substitute drivers.

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- (b) A registered physician's report stating that each driver is in sound physical condition and capable of performing the duties of a bus-driver including a statement indicating freedom from tuberculosis. Each driver must meet the physical requirement.
 - (c) A yearly report that each driver's vision meets normal requirements for the duty of bus driver.
 - (d) A list of names, addresses, dates of birth, telephone numbers and expiration date of all school bus licenses of all drivers. Each driver must hold a valid school bus operator's permit.
 - (e) The above data is to be updated throughout the year when new drivers are added or deleted.
- 2. All drivers are subject to a criminal offender records information review.
 - 3. All drivers must attend conferences and safety meetings as required.
 - 4. The King Philip Regional School District Committee reserves the right to withdraw or revoke the approval of any driver and, further, delegates such authority to the Superintendent of Schools.

VI. Requirements for Data in the School Transportation Vehicle

- 1. A copy of the vehicle route should be placed in each bus prior to the beginning of school.
- 2. Emergency numbers such as police, school, garage, hospital, etc., must be posted in each bus.
- 3. Drivers are expected to keep their buses clean at all times.

VII. Bus Routes

The bus contractor will maintain an up-to-date map in a scale large enough to be functional showing the following information:

- 1. Location of all roads.
- 2. Type of roads.
- 3. Locations of schools.
- 4. Route of each bus.
- 5. Location of all railroad crossings.
- 6. Location and nature of other route hazards.

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7. Location of bus stops (which should be located **at** the safest possible location and only where there is adequate clear vision in each direction).
8. Location of emergency routes when used in case of road restrictions.

VIII. Safety Education

The bus safety program will include the following:

1. Classroom instruction.
2. Assembly programs.
3. Demonstration and practice of emergency evacuation drill on the bus. The principals of the respective schools will be responsible for 1 and 2 above and will also provide each student with a student handbook containing the rules of students riding school buses. The bus contractor will be responsible for item #3.

IX. Accidents

1. In spite of all precautions the possibility of accidents cannot be entirely eliminated. Drivers should be trained so, if and when accidents do occur, they know how to meet the emergency. The following are suggested to drivers:
 - (a) Stop the bus at the edge of the road.
 - (b) Turn off the ignition.
 - (c) Keep calm and never lose your temper. Do not argue or try to place blame for the accident.
 - (d) Set out lanterns, flags, or flares **at** once. (Reflectors are acceptable.)
 - (e) Make pupils as safe and comfortable as possible, moving them **to** a safe and comfortable location if necessary.
 - (f) Under no condition allow students **to** proceed home by begging rides or walking.
 - (g) If necessary, send a responsible pupil for the type of help needed.
 - (h) Notify the bus contractor, school officials and the local police.
2. In accidents involving injury the following additional procedures should be observed:
 - (a) Do not move injured persons unless absolutely necessary and then only when the extent of the injury has been determined and such movement is deemed safe.
 - (b) Keep onlookers away from the injured.

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- (c) Keep injured persons lying down to prevent fainting and shock.
- (d) Give first attention to persons who appear to have stopped breathing or who are bleeding excessively.
- (e) Keep the patient warm, make him feel comfortable and promote his ease of mind in any way possible.
- (f) Send a responsible person to call a physician or ambulance, giving information concerning location of the accident and the injured person, the nature and possible extent of injuries and the supplies available at the scene of the accident, as well as what first aid is being given.
- (g) Avoid allowing the patient to see his own injury.

X. General Rules for Bus Drivers

1. There will be no smoking by drivers while transporting students.
2. Drivers will be at all times courteous and exemplary in speech and actions.
3. Drivers will not leave bus unattended when students are in the bus.
4. All doors shall be kept closed while the bus is in motion.
5. Each school bus shall be operated by a person who is fully licensed.
6. No fueling shall take place while any school bus is occupied by students.
7. No person shall operate a school bus at a rate of speed exceeding the posted speed limit while actually engaged in carrying students.
8. Smoking and the possession of alcoholic beverages are not permitted on the buses under any circumstances in accordance with state law. All violators of the law must be reported to the school authorities.
9. A school transportation vehicle cannot be put in motion until all pupils are seated.
10. No school transportation vehicle can stop to load to discharge pupils except at stops regularly designated by school authorities.
11. There shall be no standees on buses, except as provided in M.G.L. Chapter 90 (Appendix C).
12. Buses for instructional and recreational student activities (including athletics) are subject to the same rules as home/school transportation.
13. Special transportation provision will be made for handicapped students as required.
14. Drivers are to report disciplinary problems on the forms provided by the district. A copy noting the action taken will be returned to the driver.

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15. Late buses will be run at approximately 3:30 p.m. (detention, extra help), 4:30 p.m. (intramurals) and 6:30 p.m. (interscholastic athletics). Late bus' runs may be modified as determined by need, energy and economic conditions.
16. Each bus driver will prepare and retain on the bus a list of assigned riders on the regular home/school runs. A copy of the list will be filed with the school principal.
17. The contractor will inform all drivers of currently effective laws relating to the operation of school buses and make certain that they understand changes in the laws as they become effective.

XI. Disciplinary Actions - Students

1. Bus drivers are in charge of and responsible for the safety and orderly conduct of the students in their vehicles.
2. Drivers must not touch students except to assist them or to render first aid.
3. Drivers must not remove a pupil from a specific bus run as a disciplinary measure except in that extreme circumstance in which the student presents a severe danger to the safety of the other students. In that circumstance the student may be dropped off at the nearest bus stop. Such action will be reported by the driver to the parents, the school principal or his/her designee and the bus contractor as soon as possible, preferable directly or by telephone.
4. Bus drivers have no authority to appoint students as bus monitors and must not do so. If repeated misbehavior problems arise, they may take any or all of the following actions:
 - (a) Report each incident to the school principal or his designee.
 - (b) Request that the school principal or his designee ride on the bus for one or more trips to observe the problem.
 - (c) Request that the school principal or his designee board the bus and talk to the students.
 - (d) Require individual passengers to sit in assigned seats so they can be observed.
5. An extreme procedure is as follows:
 - (a) Stop the bus at the edge of the road.
 - (b) Turn off the ignition.
 - (c) Set the emergency brake.
 - (d) Separate the fighters (if applicable).
 - (e) Send a pupil to call the school principal or his designee.
 - (f) The school official will take appropriate action to resolve the problem.

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- (g) As a last resort, call the police to come to the scene.
6. The driver will report the offenses on a form to be provided by the District containing the following data:
- | | |
|-----------------|----------------------------|
| Student's Name | Nature of the offense |
| Bus Designation | Disciplinary Actions taken |
| Date | Time |
7. Any violations of the rules and regulations for student behavior on school buses must be reported to the school principal. A copy will be returned to the driver showing the action taken by the principal.
8. School principals or their designees are the only individuals authorized to administer punishment when rule infractions are reported. Reports must be prompt and punishment will be administered as soon as possible after it has been reported. All punishments are to be reported to the parents and noted on the Bus Conduct Report. A copy of the report will be returned to the bus driver.

Suspension of a pupil riding the bus for a designated period or permanently can only be administered by the school principal.

The following specific penalties apply:

- Smoking or possession of alcoholic beverages on a school bus:
 - First offense - 20 school days suspension of riding privileges.
 - Second offense - Suspension of riding privileges for the remainder of the school year.

Note: In both cases there may be additional penalties as determined by State Statutes.

- Non-Cooperative Behavior
 - First offense - 10 school days suspension of riding privileges.
 - Second offense -20 school days suspension of riding privileges.
 - Third offense - Suspension of riding privileges for the remainder of the school year.

Note: All days are school days: days when school is in session.

XII. General Rules for Students

- Pupils transported in a school transportation vehicle are under the authority of and directly responsible to the driver of the vehicle.
- The driver of any school transportation vehicle is responsible for the orderly conduct of the pupils transported.

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3. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for a pupil to be denied transportation on a school transportation vehicle by the school principal.
4. Each pupil may be assigned a seat in which he will be seated at all times unless permission to change is given by the school authorities and/or the driver.
5. Students are not to leave their seats until the bus has come to a complete stop and the driver has opened the door.
6. Seats will not be changed while the bus is in motion.
7. Outside of ordinary conversation, classroom conduct must be observed. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and may result in a serious accident.
8. Pupils are to assist in keeping buses clean by keeping their refuse off the floor. Upon returning from a field trip or special event, chaperones are responsible for seeing that the buses are cleared of all students' belongings and refuse. Pupils must also refrain from throwing anything out of the windows.
9. No pupil shall at any time extend his or her head, hands, or arms, out of windows whether the school bus is in motion or standing still.
10. Pupils must cross the highway in front of the school bus but only after looking to be sure that no traffic is approaching from either direction. Cross well-forward of the bus.
11. Pupils who have to walk for some distance along the highway to their bus stop should walk on the left-hand side facing the oncoming traffic. This precaution will also apply to pupils leaving the bus stop.
12. Pupils must keep their books and belongings out of the aisles.
13. Pupils must be on time at the designated school bus stops. This does not mean waiting inside the pupil's house until the bus arrives.
14. Pupils should step off the road while waiting for the bus. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
15. With the exception of regularly scheduled morning or afternoon bus runs, NO bus is to leave the school without adult supervisors/chaperones unless specifically authorized by the school principal.
16. Smoking and alcoholic beverages are not permitted in school buses under any circumstances.
17. No pupil can engage in unnecessary conversation with the driver while the bus is in motion.
18. The above rules and regulations will apply to any trip under school sponsorship.

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19. No animals with the exception of designated service animals can be transported in a school transportation vehicle.
20. No weapons of any sort can be carried on a school transportation vehicle.
21. No persons should be allowed to occupy a position in a school transportation vehicle that interferes with the vision of the driver to the front, to either side of him or through the mirror to the rear, or with the operation of the vehicle.
22. Listen carefully and obey any directions issued by the driver.
23. Failure to comply with these regulations and the reasonable requests of drivers and school authorities can result in denial of the permission to ride for a period of time or permanently. School principals or their designees administer punishments when rule infractions are reported.

The following penalties apply –

Smoking or possession of alcoholic beverages on a School Bus

First offense - 20 school days suspension of riding privileges.

Second offense - Suspension of riding privileges for the remainder of the school year.

In both cases there may be additional penalties as determined by State Statutes.

Non-Cooperative Behavior

First offense - 10 school days suspension of riding privileges.

Second offense - 20 school days suspension of riding privileges.

Third offense - Suspension of riding privileges for the remainder of the school year.

Note: All days are school days: days when school is in session.

It is not the intention of the District to enforce rules that are arbitrary, or repressive. It is the responsibility of the District, however, to ensure the safety of each student to the maximum extent possible while being transported. To achieve this goal all pupils must behave appropriately as passengers in a school bus. Clearly understood and well-enforced rules are necessary for the safety of all pupils who ride school buses.

XIII. Procedures for Requesting Field Trips and Athletic Transportation

The teacher or department desiring a field trip will fill out the Request for Field Trip Form (Appendix C) in duplicate. Forms will be submitted at least two weeks prior to the date of the proposed trip. Forms will be forwarded through the principal to the Office of the Superintendent for final action. Upon approval/disapproval one copy of the form will be returned to the appropriate Principal.

The principal's office will arrange transportation with the bus contractor.

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All interscholastic athletics' transportation is the direct responsibility of the Athletic Director, who will schedule all transportation with the bus contractor.

XIV. Transportation Records

The bus contractor will provide the following to the Superintendent of School on a monthly basis:

1. Invoice for contract services 1/10 of annual contract price from September to June.
2. Invoice for late runs indicating dates, time, and mileage at contract price.
3. Invoice for athletic trips, indicating date, time, destination, mileage and waiting time for driver at contract price.
4. Invoice for other special trips indicating date, time, destination, mileage and waiting time of driver at contract price.

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School Bus Transportation Services

Appendix B: School District Transportation Policies & Procedures

SUPPORT SERVICES	E
STUDENT TRANSPORTATION SERVICES	EEA

The major purpose of the school district's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school district will contract for transportation services. Contracts will be awarded on a competitive bid basis by the regional school committee. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment,
2. Inspection of buses,
3. Qualifications and examinations of bus drivers,
4. Driving regulations,
5. Small vehicle requirements, if applicable,
6. Insurance coverage, and
7. Adherence to local regulations and directives as specified in bid contracts.

The superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS: M.G.L 4:4; 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 718:4; 718:5; 718:8; 74:8A; 76:1; 76:1261; 76:14; 76:16C

SUPPORT SERVICES	E
SCHOOL BUS SAFETY PROGRAM	EEAE

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport students will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

LEGAL REFS: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986
M.G.L. 90:1 et seq.; 713:2; 713:7L
Highway Safety Program Standard No. 17

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School Bus Transportation Services

SUPPORT SERVICES	E
BUS DRIVER EXAMINATION AND TRAINING	EEAEA

The Regional School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. No person under 18 years and only persons of high character will be allowed to operate school buses.
4. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
5. The contractor will furnish the School Committee with a list of names of drivers and their safety Records for the last three years.
6. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.
7. C.O.R.I. information must be obtained for each contractor-employed bus driver who regularly provides school related transportation to pupils.

LEGAL REFS: Highway Safety Program Standard No. 17
M.G.L. 90:7B; 90:8A; 90:8A ½
Chapter 385 of the Acts of 2002 – An Act to Further Protect Children

SUPPORT SERVICES	E
DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS	EEAEA-1

The District shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The District will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, Section 382 et seq. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

LEGAL REF.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing Programs
49 C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing
49 C.F.R. Part 391 Qualification of Drivers

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School Bus Transportation Services

SUPPORT SERVICES	E
STUDENT CONDUCT ON SCHOOL BUSES	EEAEC (also JICC)

The King Philip Regional School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Building Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

SUPPORT SERVICES	E
STUDENT CONDUCT ON SCHOOL BUSES	EEAEC-R (also JICC-R)

Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported to the school Principal or Assistant Principal. He/she will report the incident in writing to the parent.
2. All bus transportation procedures are contained in the High School or King Philip-North Student Handbook. Parents are asked to refer to the appropriate student handbook for additional information.

Loading and Unloading at Bus Stops

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Required Conduct aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.

Parents and students will be informed of these regulations in the student handbook at the beginning of each school year, and parents will be asked to return signed forms indicating that the student handbook have been received and read. Parents will be held responsible for any defacing or damaging of the bus.

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School Bus Transportation Services

Appendix C: Request for Field Trip Form

_____ High School _____ Middle School Date: _____

Teacher: _____ Department: _____

Date of Trip: _____ Specific Destination: _____

Estimated Time of Departure from School: _____ Time of Arrival at Destination: _____

Estimated Mileage: _____ Estimated Waiting Time for Driver: _____ Hrs. _____ Min.

Number of Students: _____ Number of Chaperones: _____ Number of buses needed: _____

Signature (Teacher in Charge) Date

_____ Approved

_____ Disapproved

Assistant Principal Date

_____ Approved

_____ Disapproved

Principal Date

Estimated Mileage: _____ Waiting Time: _____ Total Cost _____

Business Administrator Date

_____ Approved

_____ Disapproved

Superintendent of Schools Date

Requests for field trips are to be filled in in duplicate form at least two weeks prior to the proposed date of the trip.



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

ROSALIN ACOSTA
Secretary
MICHAEL FLANAGAN
Director

Awarding Authority: King Philip Regional School District
Contract Number: SBTS2224 **City/Town:** NORFOLK
Description of Work: School Bus Transportation Services FY 2022-2024
Job Location: Norfolk, Plainville, Wrentham

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the “Wage Request Number” on all pages of this schedule.
 - An Awarding Authority must request an updated wage schedule from the Department of Labor Standards (“DLS”) if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
 - The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
 - All apprentices working on the project are required to be registered with the Massachusetts Department of Labor Standards, Division of Apprentice Standards (DLS/DAS). Apprentice must keep his/her apprentice identification card on his/her person during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **Any apprentice not registered with DLS/DAS regardless of whether or not they are registered with any other federal, state, local, or private agency must be paid the journeyworker's rate for the trade.**
 - The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F “rental of equipment” contracts.
 - Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee’s name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at <http://www.mass.gov/dols/pw>.
 - Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
 - Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
 - Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.
-

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
School Bus						
Athletic/ Field Trips/ Extra-Curricular <i>SCHOOL BUS - 25/EASTERN-8751/Transdev</i>	09/01/2020	\$18.28	\$-	\$0.00	\$0.00	\$18.28
	09/01/2021	\$18.48	\$-	\$0.00	\$0.00	\$18.48
School Bus Driver <i>SCHOOL BUS - 25/EASTERN-8751/Transdev</i>	09/01/2020	\$26.66	\$-	\$0.00	\$0.00	\$26.66
	09/01/2021	\$26.96	\$-	\$0.00	\$0.00	\$26.96

Additional Apprentices Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours.)

Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.

*** APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.

**** APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.