

Big Spring School District

45 Mount Rock Road
Newville, PA 17241
(717) 776-2000

REQUEST FOR PROPOSAL (hereinafter referred to as “RFP”) DATED MARCH 14, 2025

The Big Spring School District (“BSSD” or “District”), invites qualified transportation organizations (hereinafter referred to as “Contractor(s)”), to submit contract proposals (hereinafter referred to as “proposals”) for:

CONTRACTED PUPIL TRANSPORTATION

SUBMISSION OF PROPOSALS

The Contractor(s) must submit four (4) copies (1 original, 3 photocopies) and one electronic copy (on a USB flash drive) of the completed proposal in a sealed envelope clearly marked:

“BSSD TRANSPORTATION PROPOSAL 2025”

**Proposals are due by 11:00 a.m., prevailing time, on
Friday, March 14, 2025.**

Proposals received after this date will not be considered.

Mail or deliver proposals to the following address:

Big Spring School District
Attention: Cristy Lentz, Business Manager
45 Mount Rock Road
Newville, PA 17241

TENTATIVE SCHEDULE

Mandatory Pre-Bid Meeting – March 4, 2025 (11:00 a.m.)

(The above will be held at the District Administration Office - 45 Mount Rock Rd., Newville, PA)

Bids Due and Public Bid Opening – March 14, 2025 (11:00am)

Initial Review of Proposals – March 17-28, 2025

Conduct Interviews with Contractor(s), if necessary – March 31-April 3, 2025

Contract Awarded (tentative) by Board – April 22, 2025

SPECIFICATIONS

SCOPE

The Big Spring School District (hereinafter referred to as the “District”) is located in south central Pennsylvania in Cumberland County. The District encompasses approximately one hundred ninety-eight (198) square miles and is comprised of the following municipalities: Borough of Newville, Cooke Township, Penn Township, North Newton Township, South Newtown Township, Lower Mifflin Township, Upper Mifflin Township, Lower Frankford Township, Upper Frankford Township, Lower West Pennsboro Township, and Upper West Pennsboro Township. The area is primarily residential/rural but includes commercial and industrial uses also.

The District currently operates three elementary schools (K-5): Mount Rock Elementary, Newville Elementary, and Oak Flat Elementary; Big Spring Middle School (grades 6-8); and Big Spring High School (grades 9-12) (hereinafter individually referred to as a “School” and collectively as the “Schools”).

The District operates a Full-Day Kindergarten program at each elementary school.

The District partners with Cumberland Perry Area Career & Technical Center (CPACTC.) The District provides transportation to and from daily for high school students enrolled at CPACTC.

Under the provisions of Act 372 of 1972 and applicable case law, the District provides transportation for resident students that attend non-public schools located within the District’s boundaries and up to ten (10) miles beyond.

STATEMENT OF PURPOSE

The Contractor(s) that is selected by the District, by and through the Big Spring School District Board of School Directors (hereinafter referred to as the “Board”), enters into a Contract for Pupil Transportation Services (hereinafter referred to as the “Contract”) with it, and then supplies the transportation services must be referred to as the “Contractor”.

The transportation of Big Spring School District students is a specialized function. The essence of any student transportation contracted service is that the students be transported to and from School regularly, promptly, safely and without interruption or incident. The children’s interest in transportation takes precedence over the interest of either the Contractor and its drivers or the District. The primary obligation of the Contractor is to operate its affairs so that the District must be assured of continuous, reliable and safe service. For the protection of our children, drivers and all other people coming in contact with the children must be of stable personality and of high moral character. The District places, and the Contractor accepts full responsibility of assuring such qualities in personnel. Therefore, all required security clearances, background checks and employment history reviews must be satisfactorily completed, and thereafter updated, in accordance with all applicable laws.

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Under the Contract, the Contractor will be responsible for all aspects of pupil transportation service, subject to the approval of the District. As such, the Contractor must have the management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses, spare vehicles and other vehicles; offices, vehicle maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet these Specifications. By submitting a Proposal and accepting a Contract, the Contractor represents that it has such management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses, spare vehicles and other vehicles; offices, vehicle maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet these Specifications.

GENERAL INSTRUCTIONS TO PROSPECTIVE CONTRACTORS

The following instructions describe the Proposal process and assumptions that the Contractor(s) is expected to, and must have made, in the preparation of its Proposal.

1. FORM OF PROPOSAL

All Proposals must be submitted on forms that are supplied with this RFP, or a facsimile of the supplied forms. Alternate submissions of Proposals will be returned to the Contractor(s) for proper completion and will be considered irregular. It is understood that the Board may, at its discretion, reject a Proposal on these grounds. **TIME IS OF THE ESSENCE WITH RESPECT TO THIS PROPOSAL AND ANY FOLLOWING CONTRACT.**

2. PRE-SUBMISSION INQUIRIES

Contractor(s) may submit questions or requests for information in writing by **12:00 p.m.(noon), Friday, March 7, 2025.**

In the case of communications outlined in this subsection “received” also means postmarked. E-mail communications will be accepted at transportrfp@bigspring.k12.pa.us. Telephone conversations will not be considered as communication within the meaning of this paragraph.

Written responses to any Contractor(s)’s questions or requests will be distributed by email to all prospective Contractor(s). The District will make a good faith effort to provide all relevant information, but reserves the right to reject any request if considered to be extraneous or burdensome.

3. SUBMISSION DATE AND TIME

All Proposals submitted in response to this RFP must be sealed in an opaque envelope clearly marked “**BSSD TRANSPORTATION PROPOSAL 2025**” and addressed to Cristy Lentz, Business Manager. **Deadline for receipt is Friday, March 14 2025, at 11:00 a.m. prevailing time at the District Administration Office, 45 Mount Rock Road, Newville, PA 17241.**

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The District intends to oversee the receipt of Proposals in response to this RFP with similar rigor as if the process were a formal bid. There must be no question as to whether one Contractor becomes aware of another Contractor's price Proposal in advance. For this reason, Contractors are encouraged to hand-deliver Proposals on the final day of submission and remain for the formal opening and reading. No consequence will accrue to a Contractor(s) who chooses not to accept this opportunity. Proposals will also be accepted by mail, private delivery services, or hand delivery at any time prior to the opening. Deliveries of Proposals after the deadline for receipt will not be accepted. Within the context of this paragraph a postmark is of no consequence. Submission of a Proposal by facsimile, email or phone will NOT be accepted at any time.

4. PUBLIC READING OF PROPOSALS

Proposals will be opened and read in public at the submission date and time. It is understood that the opening will be public and that members of the public and the press may be present.

5. REVIEW AND AWARD

It is the intention of the Board to announce an award at a regular meeting of the Board on Tuesday, April 22, 2025. This is an aggressive timetable, which the Board hopes to follow. It would not be unusual for the Board to postpone a final decision about a matter of this magnitude because of a need for further analysis or consideration. For this reason, submitted Proposals must be valid and must not be withdrawn for a minimum of seventy-five (75) days following the submission date. The District will notify all Contractor(s) in writing when a final decision is made.

6. ADDITIONAL SUBMISSIONS

As a public entity concerned with the responsible disbursement of taxpayer funds, cost will be an important consideration in making the award. It is understood, however, that this will not be the only consideration. Many other factors will contribute to a decision about a transportation Contractor(s), including, but not limited to experience, skill, reputation, and successful performance for nearby school districts. Award will not necessarily be made to the lowest quote. So that the Board can make an informed judgment and evaluation about each Contractor, submissions other than the Proposal form are required. Submission requirements and dates are the same as for the Proposals. This category of information will not be routinely copied and given to participants. Requests for copies of supplemental information will be treated as requests for information under Board Policy and will require a specific written request. Copies will be provided electronically.

It is understood that all Contractor submissions will be a part of the public record. It is understood that Contractor(s) accept this "right to know" on the part of the public and the District's responsibility to comply. In any case, it is the right of the public to inspect all supporting submissions of the awarded Contractor, except for matters not subject to disclosure under the Right-to-Know Law.

7. AMBIGUOUS LANGUAGE OR CLARIFICATION

As noted in the General Instructions section of this RFP, there is an opportunity for each Contractor to request clarification of specific items in the RFP, or of general conditions and expectations. If a Contractor does not request clarification, it must be assumed that it clearly understood the requirements of the Specifications and must accept the District's interpretation of the specifications after the submission date and signing of the contract.

8. PROPOSAL PREPARATION COSTS

It is understood that the District is not responsible for the Proposal or preparation costs incurred by any Contractor associated with the development of a response to this RFP.

9. EVALUATION OF PROPOSALS

The District will make a fair evaluation of all submitted Proposals that comply with the instructions and requirements of the RFP. Basic to a fair evaluation, is the presumption that all Contractors quoted on the same general level and quality of service. A considerable effort has been executed to conduct this process on a level playing field. To this end, the District has established minimum and required levels of service. It is the intention of the Board that all Contractors will meet the listed minimum or specific standards. Where the level of service or performance standard is quantifiable and the Contractor proposes to exceed the listed standard, the Contractor should so note, and the Board may consider this circumstance, in its determination of the value of the Proposal. The weight that the Board applies to this, and other factors, is at its sole and total discretion.

GENERAL SPECIFICATIONS FOR STUDENT TRANSPORTATION

1. SCOPE OF SERVICES

The District intends to provide transportation of public, parochial, private, McKinney-Vento, and certain special needs students, as required by law, by the use of contracted services. The schedule for services will be as established by the school calendars of the respective entities, which may vary from year to year. The District reserves the right to provide services or contract with other parties for additional needs if it is economically beneficial to do so.

2. BASIS OF QUOTATION

The basis of this RFP is the District's transportation system generally as it exists in 2024-2025. For additional reference, the following documents are relevant to the quotation and are provided/noted as appendices.

- a) This Request for Proposals (RFP)
- b) Invitation to Respond to the RFP

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c) Note this is a sample contract only. Upon selection, the District and Contractor will negotiate and develop an appropriate contract incorporating the terms of this RFP and other mutually agreeable terms.

d) The current relevant policies of the District (posted at go.boarddocs.com/pa/seas/Board.nsf/Public), including but not limited to:

- i) 206 – Assignment Within District
- ii) 207 – Confidential Communication of Students
- iii) 806 – Child Abuse
- iv) 810 – Transportation
- v) 810.3 – Drug/Alcohol Testing - School Vehicle Drivers
- vi) 818 – Contracted Services Personnel

e) Schedule A – Proposal and Cost Breakdown of Daily Runs **(Return to District)**

f) Schedule B – 2023-2024 Bus Route Mileage Report

g) Schedule C – 2023-2024 High School Athletic and Extra-Curricular Schedule

h) Schedule D – Number of vehicles for 2023-2024 School year

i) Schedule E – Current, approved 2024-2025 School Calendar

j) Non-Collusion Affidavit **(Return to District)**

3. ALL INCLUSIVE NATURE OF THE PROPOSAL

It is understood that all of the documents that are a part of this Proposal package, as well as subsequent bulletins, must be considered incorporated as part of the Contract.

4. EFFECT OF SUBSEQUENT LEGISLATION

Financial and operational implications of legislation that become effective subsequent to submission of the Proposal involving the operation of equipment, site, or relating to employee matters, must be the sole operational and financial responsibility of the Contractor. Matters that affect the level (i.e., number of vehicles and mileage to be paid for) of the required student transportation service will be the responsibility of the District.

5. FAMILIARIZATION

Contractors are required to examine the entire RFP, including the Specifications and attachments, and to become familiar with the routes, schedules, bus stops, traffic conditions, topography, road conditions, locations of Schools, including entrance driveways and exits, and with all other facts pertinent to the performance of the transportation services. When making a Proposal, it must be deemed that each Contractor understands all aspects of the services to be provided, based upon the documents, its independent investigation and its experience.

6. OFFICE SPACE AND TERMINAL FACILITIES

The District prefers the Contractor(s) to provide an office and at least one (1) terminal facilities, within the District's boundaries. If the Contractor(s) does not have a current facility to meet this

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desire, and it cannot be fulfilled by the start of the contract, July 1, 2025, the District requests the Contractor(s) to submit a detailed plan with a reasonable timeline, to meet this request. The failure to meet this request within six (6) months of the award of the Contract will be a basis for District to cancel the Contract if it so chooses.

7. MANAGEMENT OF EMPLOYEES

Personnel furnished by the Contractor to perform the functions specified in the Contract must be employees of the Contractor. The Contractor must pay all salary, wages, social security taxes, federal and state unemployment insurance, and any other taxes and deductions relating to the employment of such employees. The Contractor must provide all other required management services at its expense, including personnel services, such as licensing, training, supervision, and evaluation, necessary to carry out the terms of the Contract.

Contractor is fully and solely responsible as an employer for its compliance with all local, state, and federal laws and regulations, including but not limited, to the Patient Protection and Affordable Care Act.

8. SUPERVISION

- a) Contractor must provide a qualified contract manager and staff of employees. The manager must be trained and experienced in the supervision of school bus and van drivers. The Contractor's manager must cooperate fully with the District's Supervisor of Transportation or another designated District employee.
- b) Contractor must make the contract manager and staff available to the District for community related inquiries and upon request and advance notice of the District. Availability of the manager and staff will occasionally be required outside of regular business hours. Staff must be paid at the hourly rate agreed upon in the Contract by the District for attending meetings.
- c) The District reserves the right to require the removal of the contract manager and/or dispatcher for non-performance of duties, persistent violation of school policy, or for supervising the operation in such a way as to interfere with the efficient operation of the District. If any of these circumstances are observed, the manager's supervisor will be promptly notified, giving the opportunity for corrective action. Repeated violations may, in the District's option, result in the removal of the contract manager from their post. In the event that the District chooses to exercise this option, thirty days' notice, with reasons for the demand, will be given.
- d) Contractor must furnish such reports as may be required, and at the times designated, by the District or its designated representative. The Contractor agrees to provide the Supervisor of Transportation (BSSD) with verification of every requirement for buses and bus drivers, as outlined by the Pennsylvania Department of Transportation, Pennsylvania Department of Education, and the

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Contract, prior to the opening of school, or whenever new drivers are used, including, but not limited to valid school bus driver licenses, physical examination cards, and criminal background checks.

- e) Contractor is responsible for the behavior and actions of its employees, particularly with regard to adherence to all relevant policies of the District. Violations of District policies by the Contractor and/or its employees, may, at the option of the District, serve as cause for the termination of the Contract, and/or immediate removal of the offending driver(s) or staff.
- f) Contractor must provide a mechanism acceptable to the District to receive complaints and concerns regarding its provision of service to students in the District. Contractor must respond to all such concerns and complaints within forty-eight (48) hours of receipt, must take reasonable action to address such concerns and complaints, and must copy the District on all responses. If the District prefers that such responses be directed to only the District, the District must notify the Contractor of such a procedure.
- g) Contractor must provide a process acceptable to the District to receive day-to-day communication from the District, including, but not limited to, inquiries, requests, directives and reservations. These may come in the form of phone calls, emails or facsimiles from the District's Supervisor of Transportation or another designated District employee. Contractor must respond to all such non-emergency communication within twenty-four (24) hours. Emergency communication will require an immediate response.
- h) Contractor will immediately report to the District any employee, who has contact with students, who receives a citation for any moving motor vehicle violation while operating a school bus or any other vehicle. The District reserves the right to require the Contractor to immediately suspend any driver who receives such citation(s) pending disposition, and to remove said employee from District service after conviction, or based upon clear and convincing evidence, or in the event of admission to an accelerated rehabilitative disposition (ARD) or similar program.
- i) Contractor will require any employee who has contact with students to provide written notice within twenty-four (24) hours after it becomes aware of an arrest or conviction of any of its employees for a misdemeanor or felony offense. Reportable offenses are outlined on Form PDE-6004. Contractor will immediately report such information to the District's Transportation Department. The District reserves the right to require the Contractor to suspend any driver who is arrested for any misdemeanor or felony pending disposition and to remove from District service after conviction, or based upon clear and convincing evidence, or in the event of admission to an ARD or similar program.
- j) Personnel furnished by Contractor to perform the functions included in this Contract shall be employees of Contractor, and Contractor shall pay all salaries,

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wages, Social Security Taxes, Federal and State Unemployment Insurance and Workers' Compensation Insurance relating to such employees as required by law.

- k) Contractor is responsible for the behavior and actions of its employees acting within the scope of their employment, particularly with regard to adherence to the transportation policies and regulations of the District. The District reserves the right to a meeting with Contractor to discuss the removal of any driver, monitor, dispatcher, or supervisor who, in the judgment of the District, is not rendering satisfactory service. Any requests for removal of a driver, monitor, dispatcher, or supervisor by the District shall be final and binding on Contractor and shall be immediately implemented. In such event, Contractor shall have a reasonable period of time to replace such removed employee.
- l) If Contractor is unable to provide any of the regularly scheduled transportation services set forth in this Agreement (“cancelled run/trip”), Contractor shall notify the District in a timely manner. The District may obtain replacement transportation services for the cancelled run/trip. Contractor agrees to reimburse the District for the difference between the cost of the transportation services under this Agreement and the actual cost incurred by the District for the replacement transportation services. If the District is unable to obtain replacement transportation services, Contractor agrees to credit the District an amount equal to the cost of the cancelled run/trip as set forth in this Agreement.

9. DRIVERS

It is the intention of the District to contract for the transportation of public, private, charter and special needs school students on each School day as established by their respective calendars. The Contractor will be responsible for providing drivers, for managing drivers, and for furnishing the required number of drivers to transport students to and from school on a daily basis and for assigned athletic and field trips.

Every school bus driver will be acknowledged by the Board after properly being listed and submitted to the District as required in paragraph (d) below, along with Contractor’s certification of compliance with the requirements herein and recommendation for acknowledgement.

- a) Every school bus driver provided by the Contractor will meet all regulations, presently in existence or implemented over the term of the Contract, of the Bureau of Traffic Safety of the Pennsylvania Department of Transportation with regard to application, age, fitness, competence, conduct, licensing, physical examination, and continuing eligibility. Drivers must pass periodically administered physical examinations, which may be required by the Public Utility Commission, the Interstate Commerce Commission and/or the Pennsylvania Department of Transportation.
- b) Drivers will have physical examinations provided at the expense of the driver or Contractor.

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- c) Mandatory drug testing and approved random testing programs, as specified by state and federal laws, are required to be performed by the District-approved provider, at the expense of the Contractor. Drivers will be required to undergo mandatory drug and alcohol testing at the expense of the Contractor when a school bus or van accident occurs. Contractors are responsible to comply with all federal laws, state laws, local laws, and District policies pertaining to drug and alcohol testing of drivers and related personnel who provide student transportation services for the District.
- d) Contractor agrees to submit a list of certified drivers and copies of driver licenses, physical examination cards, and S-Endorsement cards to the District before August 1 of each school year under the Contract, throughout the school year as drivers' cards and certificates are renewed, and prior to the start of service by new drivers. Additionally, the Contractor will provide proof of current Act 34 (PA Criminal History Background Check), Act 151 (Child Abuse History Clearance), Act 114 (FBI Fingerprint Report), Act 168 (Sexual Misconduct/Abuse Disclosure Release Form), and Act 24/Act 82 (Arrest/Conviction Report and Certification Form), as well as any other necessary clearances to the District for all personnel involved in the Contract, including but not limited to all drivers, before drivers are allowed to transport students. All criminal clearances must be renewed at least every five (5) years in a manner consistent with applicable law. If any of the aforementioned items expire the driver will be immediately suspended from providing student transportation; and the District may require the Contractor to pay Fifty Dollars (\$50.00) per day for each day said documentation is not provided to the District after initially requested. The District will not be responsible to pay for any such trainings or be obligated to pay for Contractor's driver clearances.
- e) Any loss of driver's licenses, traffic violations, arrest of or criminal charges against a driver (including, but not limited to, DUI) must be reported to the District immediately. A current ten (10) year driver history report will be provided to the District at the beginning of each school year for every driver, as well as all drivers hired throughout the school year. The Contractor will fully comply with Act 168, 24 P.S. 1-111.1, and conduct employment history reviews consistent with the law.
- f) Both regular and substitute drivers will be assigned as consistently as possible to the same bus run for the purpose of route familiarization and pupil control. It is the express desire of the District that the rate of driver turnover be minimized to the fullest extent possible.
- g) District retains the right to evaluate the drivers and all other personnel employed by the Contractor for the performance of the Contract by any and all reasonable means.

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- h) Contractor must comply promptly with a request by the District to remove any school bus driver who, in the District's opinion, is not qualified to operate a school bus, cannot properly manage students or is otherwise unacceptable, or remove any other personnel employed by the Contractor who is not performing up to District expectations.
- i) All drivers must receive child abuse recognition and reporting training as required by law (Pennsylvania Act 126).
- j) Contractor shall ensure that every bus driver and substitute driver maintains and possesses the appropriate Emergency Information packet provided by the District for the route they are driving at all times while transporting students. The Emergency Information Packet will contain at a minimum the Crisis Management Plan for Transportation, seating chart and a current bus roster which will include student emergency contact information. Contractor shall use its best efforts to provide a replacement vehicle within 30 minutes of breakdown when such breakdown occurs within the boundaries of the District.

10. LICENSES

The Contractor and its employees must acquire and maintain valid permits and licenses required by law. All costs and fees for such license will be the sole responsibility of the Contractor or the drivers under its employ.

11. VEHICLES PROVIDED

- a) School buses and all other vehicles used in the performance of the Contract (collectively the "Vehicles") will at all times conform to the standards for school transportation vehicles approved by the Department of Transportation, Public Utility Commission and Mass Transit Authority, as applicable. School buses (Type A vehicles) must meet the minimum standards of the Bureau of Traffic Safety and pass annual inspection by the Pennsylvania State Police. Type B and C school Vehicles will conform to the standards of the Bureau of Traffic Safety. All Vehicles will conform to the provision of the law of the Commonwealth of Pennsylvania, pass state required inspections, and be in good mechanical and sanitary condition.
- b) Contractor will provide a sufficient number of spare buses and vans at its facility, in the amount of ten percent (10%) of the regular bus and van fleets for breakdowns, preventative maintenance, accident-damaged Vehicles, athletic trips and field trips. Under no circumstances will the number of spare full-size buses be less than three (3); spare mini-buses one (1) and spare vans one (1) at any facility.
- c) Contractor agrees to provide all vehicle maintenance and repairs on all buses, cars, and vans utilized under the Contract at its own cost.

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- d) Contractor must furnish daily interior cleaning, sanitization and disinfection of the Vehicles in compliance with all relevant CDC and Department of Health guidelines in effect during the term of the Contract, at contractor's expense. Exterior cleaning will be done at least twice a month, beginning in August and continuing through June. Vehicle windows must be clean and clear and Vehicle numbering must be visible at all times, including when utilizing a spare bus. The Contractor will also perform daily pre-trip inspections and promptly correct any deficiencies discovered on any Vehicles or equipment to be utilized under the Contract. Under no circumstances may an unsafe Vehicle be used to transport students. The Contractor will maintain on file the completed inspection sheets and submit copies of the sheets on demand to officials of the District when requested.
- e) District retains the right to inspect, at any time, any of the Vehicles to ensure safety, cleanliness, and contractual compliance.
- f) All buses/vans will be numbered in accordance with PA Code, Title 67, Chapter 171.55 for buses and PA Code, Title 67, Chapter 171.124 for vans on all sides of the vehicle and be visible at all times.
- g) All school buses assigned to regular daily routes by the Contractor must be no older than twelve (12) years, with the average fleet age not to exceed six (6) years at any time. All vans to be utilized by the Contractor must be no older than twelve (12) years from the date of manufacture. Buses older than twelve (12) years may be retained for use as spare buses, if designated as such at the start of the school year but may be no more than fifteen (15) years of age. The Contractor is to provide a minimum of 10% of the regular bus and van fleets as spare buses/vans as backup units for breakdown, preventative maintenance and accident-damaged buses. The Contractor will also supply a reasonable number of additional buses to provide for special services, such as District School activities, athletic trips and field trips. Daily use of spare buses will be kept to a minimum and the Supervisor of Transportation will be notified by e-mail or telephone when this occurs.
- h) If the funding formula for transportation reimbursement from the Pennsylvania Department of Education (hereinafter referred to as "PDE") is significantly changed, including examples where bus age becomes irrelevant to the formula, the Contract may be opened between the District and Contractor for the sole purpose of renegotiating rates based on bus age or any other significant change to the PDE transportation reimbursement formula.
- i) It is understood and agreed by both parties that the Contractor, when engaged in one- or two-hour delays for the start of classes, must use the extra time to prepare the Vehicles for service. School bus engines will be started earlier and left running, but only in accordance with the Pennsylvania Diesel-Powered Motor

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Vehicle Idling Act, also known as Act 124 (see Title 35 P.S., Chapter 23B), so that alternate vehicles can be used in the case of failed starts. In subzero weather during delayed openings, Contractor will do short test runs to be sure that their vehicles can complete their routes. The vehicles used for these short test runs during delayed openings can be private vehicles.

- j) The District will collaborate with the Contractor(s) for locality parking of contracted vehicles when not in use. The Contractor's manager will be responsible for all buses to be on time at the first stop of each route each school day.
- k) Contractor will be required to provide buses and drivers to any or all Schools of the District in the event of an emergency evacuation. As much notice as possible will be given to the Contractor to assemble staff for the provision of evacuation transportation. See the Big Spring School District Emergency Response Plan for, which is provided by the District to the Contractor.
- l) Contractor will install on the roof of each vehicle a white flashing strobe light not to exceed one-third (1/3) the body length forward from the rear of the roof edge. The light must have a single clear lens emitting light, minimum ten (10) Joule, three hundred sixty (360) degrees around its vertical axis and may not extend above the roof more than the maximum legal height. A manual switch and a pilot light will be included to indicate when the light is in operation.
- m) The District currently owns a GPS system; however, the District would be willing to collaborate with Contractor(s) if Contractor(s) already has/have their own system installed.

12. SAFETY PRECAUTIONS

Contractor must require all drivers to comply with the following safety precautions:

- a) All traffic regulations must be observed at all times.
- b) Each driver is expected to remain with the bus at all times when the bus engine is running whether at a school building or stopped elsewhere.
- c) The speed of a vehicle must always be consistent with the safety of the passengers and will at no time exceed the speed limit as set forth in the minimum standards of the Bureau of Traffic Safety, Pennsylvania Department of Transportation, as promulgated from the Motor Vehicle Code, or a reasonable speed for road conditions. It will be the duty of each driver to operate the bus at a reasonable rate of speed, with proper control, at all times.
- d) Each driver must use the greatest care to guard the children, prevent overcrowding and maintain order in the bus at all times. Any child refusing to

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obey the driver will be reported to the building principal and Supervisor of Transportation using the Bus Conduct Report form provided by the District.

- e) All children riding on the buses must be transported to their designated stops, unless they have previous approval by the Supervisor of Transportation or other designated District employees. Kindergarten and first grade students may not be dropped off at stops unless an adult is present or a waiver is in place; otherwise, the child(ren) will be returned to the school.
- f) No school bus will be loaded beyond the seating capacity as set forth in the minimum standards as indicated on the “Approved School Bus Sticker.”
- g) There will be no eating (food and/or drinks) in any of the vehicles used to transport students, with the exception of water. Use of tobacco, drugs or alcoholic beverages in the buses or on School property is prohibited at all times. Contractors will enforce District policies, including the requirement that there is no smoking or other use of tobacco products allowed at any time on school buses, used in the District. (See Board Policy #810.) Drivers will wear face coverings (if required) and offer face coverings for students (if required by current law or Health and Safety Plan).
- h) Contractor will provide the District with their driver procedures and policy handbook. The District will provide the Contractor and each driver with a copy of its Driver Handbook. The District will require the Contractor to comply with District policies, as well as the District’s Driver Handbook, if there is a conflict between the Contractor’s policies and the District’s policies and/or handbook. The Contractor will revise or add sections to any of the Contractor’s documents in order to address concerns of the District. The Contractor will ensure each of its employees understands and complies with all Contractor/District policies and procedures.
- i) All vehicles operated by the Contractor must contain equipment to enable the Contractor to clean up infectious waste/bodily fluid discharges. All drivers must be trained in the proper handling and disposition of said infectious waste/bodily fluid discharges.
- j) Each driver is expected to conduct a vehicle walk-thru at the end of each route to ensure that no children are left on the bus.
- k) Contractor agrees to routinely perform vehicle mirror checks to optimize bus safety.
- l) In the event the District institutes any additional safety standards for the transportation of students, the successful Contractor agrees to install or implement such safety enhancements, at the Contractor’s expense.

13. FUEL

Contractor will provide fuel and or gasoline for all contracted vehicles used exclusively for transportation for District pupils.

14. BUS ROUTES AND BUS STOPS

- a) Bus routes must maximize the state transportation reimbursement formula including ridership, age, and minimal empty mileage, while being mindful of student ride time.
- b) Bus routes and bus stops will be prepared by the Supervisor of Transportation, with assistance from the Contractor. Said bus routes and stops must be approved by the Board and may be modified at the sole discretion of the District, through the Supervisor of Transportation, and made available to the Contractor. The Contractor will not deviate from the designated routes or stops except with prior written or verbal consent of the District, or in an emergency.
- c) When the same vehicle is serving more than one school, the District will, without any obligation to do so, make every effort to reconcile the school calendars of the schools served.
- d) In case of an emergency, any deviation of established routes will be reported promptly to the Supervisor of Transportation for the District.
- e) If the District finds it necessary to delete a bus run from the system during the school term, the Contractor will be given as much advance notice as possible. The Contractor may elect to remove any bus from service and reassign buses as necessary upon notifying the Transportation Office. Generally, one of the oldest units will be removed from the system, regardless of the route eliminated. The Contract price will be reduced as determined by the approved daily rate as proposed for the particular run involved times the number of school days remaining.
- f) Schedule B provides information on the routes and the number of students that were scheduled in the District for the 2024-2025 school year.
- g) Schedule C provides sample information from the 2023-2024 athletic schedule. The athletic runs and extra-curricular field trips are in addition to the daily runs and will be billed separately as determined by the established rates of the Contract.
- h) Schedule E provides the currently approved 2024-2025 school calendar.
- i) All supplemental trips (i.e. athletic trips, field trips, etc.) are maintained in FMX software purchased by the District. The District will provide the Contractor with a

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login for FMX to obtain trip information. Contractor agrees to obtain directions to destinations for field trips and athletic trips from the requestor at least twenty-four (24) hours before the scheduled departure. Last minute contacts with the Transportation Office seeking directions are unacceptable and will be limited to trips rescheduled due to the District's request.

15. TWO-WAY COMMUNICATIONS

The District currently has its own two-way radios system. All contracted vehicles purchased during the term of this Contract must be equipped with said radios. The radio system will remain the personal property of the District and any licensing renewal fees will be paid by the Contractor.

Cellular telephones will be required on trips outside of the District's radio network to insure the continuity of communication. Drivers should find a safe location to stop the bus if it becomes necessary for them to use a cell phone for emergency purposes.

16. DIGITAL AUDIO VIDEO MONITORS

Contractor will provide every vehicle with a functioning digital audio and video recording device so that all activity on each vehicle can be recorded for use by the District. Contractor will ensure that any use of audio and video recording devices is in accordance with law. All vehicles will display a laminated statement regarding the recording of audio and video activity in the front and rear of each vehicle (this information will be provided to the Contractor by the District before the start of each school year). Contractor must retain recordings for at least two (2) weeks when instructed by the District. Such recordings will be available to the District upon request.

17. PUPIL SUPERVISION

The District delegates to the Contractor the necessary authority to supervise and to control students on vehicles in accordance with District rules. Authorization will not include corporal punishment, or the right to eject any offender under circumstances other than those which present an immediate danger likely to result in injury. The driver will promptly report any student behavior or safety concern to the student's building principal, and the Supervisor of Transportation. The School Bus Incident Report form must be completed by the driver and forwarded to the building administrator or the District Transportation Office.

Contractor will utilize digital video and audio monitoring equipment as a means to supervise bus students and to augment the written student discipline referral.

Pupils will board and be discharged from the bus only at the designated stops and at the extreme right of the road or other location as designated by the District. No pupils will be permitted to get on or off the bus while it is in motion. No school bus operator will start the bus, or signal the driver of any vehicle, who has stopped in compliance with the provision of Section 3345 of the Pennsylvania Motor Vehicle Code, to proceed, until after each child on the vehicle has been safely seated, or when exiting, has reached a place of safety.

No person other than a school pupil must be transported in a vehicle except in an emergency, or when designated by the Superintendent or designee. Nothing except approved passengers and their belongings will be transported in the vehicle while it is engaged in transporting pupils to and from school. The Board does permit individuals with disabilities to use service animals in District buildings, on District property, and on vehicles that are owned, leased or controlled by the District, upon request and submission of required documentation in accordance with Board Policy 718 (Service Animals In Schools).

18. STUDENTS WITH SPECIAL NEEDS

Drivers assigned to transport disabled, special education, and early intervention program students must be given special training, at Contractor's expense, concerning the techniques of handling such children. The District reserves the right to place its own personnel on these vehicles to assist these students for physical, emotional, or disciplinary reasons.

19. RIGHT TO CONTRACT WITH OTHERS

The District reserves the right to contract with parents, guardians, and others for the transportation of pupils.

20. SCHOOL CANCELLATION OR DELAYED START OF SCHOOL

The Superintendent or designee will have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The Contractor agrees to advise the District of road conditions when requested. The Contractor further agrees to abide by the decision of the Superintendent or designee and operate on the assigned schedules and routes.

21. EMERGENCY AND OTHER SERVICES

Contractor agrees to make Vehicles and drivers available to the District in the event of emergency transportation requirements for events that include, but are not limited to, weather conditions, civic emergencies, safety evacuations, etc.

22. REGULATIONS AND COMPLIANCE

Contractor must comply with all rules, policies and procedures of the District and all legal requirements including the Public School Code, Pennsylvania Motor Vehicle Code, all regulations adopted by the Pennsylvania State Department of Education, the Pennsylvania Department of Transportation and the United States Department of Transportation.

23. INDEPENDENT CONTRACTOR

It is understood that the Contractor is an independent contractor and not an officer, agent or employee of the District while engaged in carrying out and complying with any of the terms and

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conditions of the Contract. Drivers and other personnel are the employees of the Contractor and not of the District.

24. NON-TRANSFERABLE CONTRACT

The Contract will not be transferred, subcontracted or assigned without the prior approval of the Board and the written consent of the District, which may be withheld in its sole discretion. The Contract for school transportation services or any right, title, or interest therein, may not be assigned by Contractor without approval of the Board, which approval may be withheld. Any "material" change in the ownership of the stock of the Corporation, Contractor, shall be considered an "assignment" and this Contract may be terminated by the Board of School Directors, at its discretion. For the purposes of this provision, a "material" change shall be a sale, transfer, pledge, or assignment, except inter-family transfers, of 50 percent (50%) or more of any class of stock of, or membership interest in, the Corporation.

25. TERM

The Contract will be awarded for up to five (5) year term with an option by the District to extend the Contract for an additional year(s) at its discretion. The Contract will commence on July 1, 2025.

The transportation services provided will be performed in compliance with the terms and conditions of the Contract and its attached Schedules and will commence on the first day of classes as stipulated by the Board and will run for a period of one hundred eighty (180) days, or less, for each of the school years of the Contract, unless revised according to the school calendar to exceed one hundred eighty (180) days. Should the District extend the school year beyond one hundred eighty (180) days, additional days will be charged at the same rate as the current contract. Refer to Schedule E for the District's 2024-2025 School Calendar.

26. PERFORMANCE BOND

- a) Upon award of a Contract, the Contractor will need to provide, annually, a Performance Bond.

Contractors must furnish, at its own expense and with the Proposal, a Proposal bond or certified check in the amount of ten percent (10%) of the first-year annual price being proposed. The Proposal bond will be on the form and the provider of such Performance Bond may be required to receive approval from the District or its Solicitor. If the Proposal security is in the form of a Proposal bond, it will be accompanied with a power of attorney evidencing the authority of the agent of the surety to execute the bond as of the date of the Proposal. The Proposal bond form must be executed by a surety named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies," as published in Circular 570 (as amended) by the Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department, and the amount of the bond will not exceed the underwriting risk of

such surety as set forth in said circular or revision thereof. The surety will be licensed and qualified to do business in the Commonwealth of Pennsylvania. The Proposal security will name as payee or obligee, as appropriate, the District, and will be in an amount not less than 10% of the first year's annual price being proposed. Proof of the ability to furnish a 100% performance bond must also be submitted with the Proposal.

- b) Contractor will require the attorney-in-fact, who executes the required bond on behalf of the surety, to affix a certified and current copy of the power of attorney to the bond.
- c) Upon the request of any person or entity appearing to be a potential beneficiary of the bond covering payment of obligations arising under the Contract, the Contractor will promptly furnish a copy of the bond or will permit a copy to be made.
- d) If any Surety hereunder makes any assignment for the benefit of creditors, commits any act of bankruptcy, is declared bankrupt, files a voluntary petition for bankruptcy, or in the reasonable opinion of the District is insolvent, the Contractor must immediately furnish and maintain another Surety, satisfactory to the District, in addition to insurance or bond required by this Contract. If the Contractor fails to do so, then the District may purchase or maintain such insurance or bond, with expenses and costs thereof being the liability of the Contractor, including, but not limited to, reasonable attorney's fees.

27. DEFAULT AND FORFEITURE

If the Contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the Contract (each a "Default"), including home to school transportation of public, parochial, private, and certain special needs students, as well as transportation for athletic/ band trips, and field trips, and additional routes, the District may serve written notification (a "Notice") upon Contractor of intention to terminate and, unless within ten (10) days after service of such written notice, the Contractor will, upon expiration of ten (10) days, cease and make satisfactory arrangements for the correction thereof and cure the Default, the Contract must cease and terminate. If the Default threatens the health, safety or welfare of students, the opportunity to cure may be shortened by the District or the District may, at its sole option, cure the Default and assess all costs and expenses incurred against the Contractor. If the time necessary to cure the Default exceeds ten (10) days, but the Contractor proceeds with efforts to cure the Default within the ten (10) days and proceeds promptly to affect a cure, the District may allow additional time to cure the Default. If the Contractor cures the Default within the time provided in the Notice, then the Contract will remain in full force and effect. If the Contractor causes a second Default in any Contract year, then the District may terminate the Contract immediately, with written Notice. The District may then procure services elsewhere. The District may in its sole discretion offset subsequent payments to Contractor. The District may procure services elsewhere and the Contractor will be

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liable for any increased costs (beyond the Proposal) in obtaining such alternative transportation services, plus District incurred personnel time when obtaining transportation coverage. The District may also call for the forfeiture of the Performance Bond and requirement payment thereof by the Surety. In addition, the District will be entitled to pursue all remedies available at law or in equity, and further, it will be entitled to recover all costs and expenses incurred, including reasonable attorneys' fees. Any disputes arising pursuant to the Contract will be brought before the Court of Common Pleas of Cumberland County, Pennsylvania, and the parties hereby submit to the exclusive jurisdiction and venue of that Court.

If the Contractor fails to perform satisfactorily any of the transportation services required under the provisions of the Proposal and Contract, the Contractor will not be paid for those days in which it fails to provide transportation services. If the Contractor continuously fails to meet the required time schedule, for example but not limited to, if bus arrival time is continuously after the scheduled start of the student day, Contractor must additionally be liable; and, upon submission of an invoice by the District, pay five hundred dollars (\$500.00) per day to the District. In the event the District provides a driver or vehicle, or in lieu thereof at the option of the District, the Contractor will pay to the District, upon submission of an invoice by the District, in addition to any other accounts payable hereunder, additional administrative costs in the amount of one thousand dollars (\$1,000.00) per day. Invoices not paid within 30 days will be deducted from the next payment to the Contractor.

If the Contractor breaches any provision of this agreement and if such breach is not cured within the timeframe described above in the first paragraph of this section, the District, after providing notice of such breach in reasonable detail, will have the right to terminate the Contract by giving written notice thereof to the Contractor, which termination will go into effect immediately upon receipt.

The District reserves the right to waive this requirement.

28. PAYMENT

The acceptance by the Contractor of the Final Payment will be and hereby is a release to the District of all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the District and others relating to or arising out of this work, excepting the Contractor's claims for interest upon the Final Payment, if this be improperly delayed.

Payments of any invoice will not preclude the School District from making a claim for adjustment on any item found not to have been in accordance with the Contract Documents.

Payments for services rendered under the provisions of a Contract awarded hereunder will be made upon receipt of a proper itemized invoice. District and Contractor will meet prior to initiation of contract to develop an invoice form and supporting details to meet the needs of the District, including a requirement for multiple copies of the invoices. The invoice must be accompanied by a detailed electronic worksheet that lists monthly trip information by vehicle including but not limited to route number, vehicle size, hours per day, daily rate, total days in

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service, early dismissal rate, number of early dismissals, detail of each dismissal, late runs, bus monitor daily rate and number of bus monitors, and other charges on a per bus basis. All information required to comply with Commonwealth subsidy requirements must be included.

Bus mileage reports must be taken for the month on the first Wednesday of the month by drivers and submitted to the Contractor. Mileage forms will be submitted to the District by the 15th of the month.

Payment will be issues to the Contractor by the 30th of the month for services from the 15th of the current month to the 15th of the following month based on the mileage forms received. Payment will not be made until the mileage reports have been received and verified.

No payment will be made for buses that are scheduled to operate but that fail to provide services due to mechanical problems, driver shortages, or similar operating issues that are deemed by the District to be under the control of the Contractor.

The Contractor(s) will maintain records during the term of the Contract(s) and for 4 years thereafter of the daily services provided to the District on a route by route basis, and will submit such records upon request by the District for audit in support of each of the monthly invoices

Supplementary trips will be invoiced at a minimum on a monthly basis and paid for separately based upon the timeliness of invoices submitted by the Contractor to the Transportation Office.

All invoices for the school year will be received in the Transportation Office by June 30th of that school year.

29. INSURANCE

Contractor will provide a certificate of insurance in the minimum amounts specified prior to the effective date of the Contract. The certificates on insurance must be issued by a company or companies legally authorized to conduct business in the Commonwealth of Pennsylvania and carrying a Best rating of A or better. Policies will name the District as an additional insured and must not be cancelled except upon thirty (30) days prior written notice to the District. A certificate will be delivered to the Board Secretary on an annual basis each year thereafter. The District must be named additional insured on all policies except for the Worker's Compensation Policy.

- a) General Liability
\$1,000,000 – per occurrence
\$3,000,000 – general aggregate
- b) Comprehensive Automobile Liability
\$1,000,000 – combined single limit
\$1,000,000 – uninsured/underinsured motorist

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- c) Abuse & Molestation
\$1,000,000 – per occurrence
\$1,000,000 – general aggregate
- d) Umbrella coverage - \$5,000,000
- e) Worker's Compensation – Per statutory requirements. Included in worker compensation coverage will be employer liability insurance with a limit of at least \$100,000 for each occurrence and will cover disease and injuries excluded under applicable worker compensation law.

These insurance certificates will contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the District.

The District must be immediately informed of all accidents or potential claims against liability or umbrella policies. The Contractor and the District will investigate all accidents involving Contractor's vehicles. Every accident report must include the name and seating location of each person aboard the vehicle at the time of the accident. The accident report will also include all information regarding any possible injuries and information requested by law enforcement personnel. Contractor will submit a detailed written report to the District's Transportation Department and the Superintendent within twenty-four (24) hours of an accident. The Contractor will punctually provide additional requested reports.

Each party will immediately notify the other of any accident or condition that arises out of or relates to the services performed by the Contractor for the District on District business, so as to handle potential problems on a timely basis and in the best interest of both parties.

Said insurance coverage shall be issued by a company or companies legally authorized to do business in Pennsylvania and acceptable to the Board. Contractor agrees to furnish satisfactory evidence of each type of insurance to the Board. Final certificates of insurance must be presented to the Board by Contractor at the time of the execution of this Contract. The certificates of insurance must state that the District is an additional insured as required under this Agreement.

Coverage must be written on an "occurrence" basis and shall be maintained without interruption from date of commencement of work until completion or termination of this Agreement.

Contractor shall continuously provide updated and current certificates of insurance throughout the term of this Agreement as coverage expires.

Contractor's coverage naming the District, its Board members, officers, and employees, individually and collectively, as additional insured shall include an endorsement specifying that Contractor's coverage is primary to any other coverage available to the District, including without limitation, coverage maintained by the District wherein the District is named insured and that no act or omission shall invalidate the coverage.

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Contractor is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.

Failure of Contractor to obtain and maintain the required insurance shall constitute a breach of contract and Contractor will be liable to the District for any and all cost, liabilities, damages and penalties (including reasonable attorney's fees, court and settlement expenses) resulting from such breach, unless the District provides Contractor with a written waiver of the specific insurance requirement.

None of the requirements contained herein as to the types, limits, or District's approval of insurance coverage to be maintained by Contractor are intended to and shall not in any manner, limit, qualify or quantify the liabilities and obligations assumed by Contractor under this Agreement, any other agreement with the District, or otherwise provided by law.

Failure of Contractor to provide insurance as herein required or failure of the District to require evidence of insurance or to notify Contractor of any breach by Contractor of the requirements of this Agreement shall not be deemed to be a waiver of any of the terms of this Agreement, nor shall they be deemed to be a waiver of the obligation of Contractor to defend, indemnify and hold harmless the parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of Contractor and independent of the duty to furnish a copy of certificate of such insurance policies.

30. SAFETY AND OPERATIONS REPORTING

Contractor must provide the following reports to the District at the frequency indicated in the list. Reports will be transmitted electronically as indicated and be immediately available to the District's personnel upon request for review. The reports are to include, but are not limited to the following:

Daily	Line-up of driver/routes
Weekly	Maintenance log: use of spare buses
Monthly	Mileage reports, compliance report for preventive maintenance and safety checks, special education ridership logs
Quarterly	Buses out of service, pre- and post- inspection reports with deficiencies, accident logs
Semi-Annually	Log of State inspection report
Yearly (August)	Log of State inspection reports

The District may request additional reports involving compromised data arising from or related to the provision of these services. Contractor will submit sample reports currently used in other operations or proposed to be used for the Contract.

31. INDEMNIFICATION

Contractor will defend, indemnify and hold harmless the District and its Board members, officers, agents, employees and representatives from and against any and all claims, suits, judgments and demands whatsoever, including without limitation, costs, litigation expenses, counsel fees, damages, losses and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or relating to or caused or claimed to have been caused, in whole or in part, by the acts or omissions of the Contractor, its agents, subcontractors and employees. Such obligations will not be construed to negate, abridge, or reduce the rights or obligations of indemnity that would otherwise exist as to a party or person described in this section. This indemnification obligation will survive termination of the Contract.

32. DISCRIMINATION PROHIBITED

Discrimination Prohibited – According to Title 62 P.S. § 3701, the Contractor agrees that:

- a) In the hiring of employees for the performance of work under the Contract, no Contractor, or any person acting on behalf of the Contractor, will by reason of gender, race, creed or color discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates. No Contractor, or any person on their behalf, will in any manner discriminate against or intimidate any employee hired for the performance of work under the Contract on account of gender, race, creed or color;
- b) The Contract may be cancelled or terminated by the District and all money due or to become due hereunder may be forfeited for a violation of the terms or conditions of the discrimination portion of the Contract.

33. HUMAN RELATIONS ACT

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 P.L. 744) (43 P.S. Section 951, et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, religious creed, ancestry, age, sex, national origin, handicap or disability by employers, employment agencies, labor organizations, contractors and others. The Contractor must agree to comply with the provisions of the Act as amended that is made part of this Specification.

34. AWARD

The Board will not be required to make an award entirely on the basis of the lowest price Proposal in dollars and reserves the right to reject any and all Proposals, waive an irregularities, or to modify the terms of the Proposals to protect the interests of the District. The Board also reserves the right to award only those areas of the Proposal that offers the District the best value.

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For example, the Board may award the public and non-public transportation to one Contractor while offering the special needs transportation component to another Contractor.

35. SUPPLEMENTAL INFORMATION

Each Contractor is required to submit the following information and/or responses along with its Proposal:

- a) Client list comprised of Pennsylvania school districts; include name of school district, contact information, student enrollment, number of Vehicles, number of routes, and years of service to that school district. Also include a list of clients who have stopped using Contractor's services for any reason within the last three (3) years.
- b) Proof that the Contractor is financially solvent: submit three (3) most recent annual financial statements with comparison statements from previous years.
- c) Average daily salary and average years of employment for drivers with current company.
- d) Location of bus lot(s)
- e) Safety record for the last five (5) years, indicating all Vehicle accidents.
- f) Customer service procedures relating to parent complaints regarding any Contractor Vehicle.
- g) Listing of training topics that are required of every driver, meeting applicable federal and state laws and regulations. This training requirement includes mandatory reporting of suspected child abuse.
- h) Description of customary communication between the Contractor and parents of special needs students. Description of any additional training that drivers of special needs students obtain.
- i) Description of the Contractor's methods utilized to recruit and to retain highly qualified drivers.
- j) Describe the protocol used to respond in the event of a Vehicle accident.
- k) Current copy of Health and Safety Plan to include the daily cleaning procedures, frequency and the products being used.
- l) Indicate if the Contractor is currently involved in or settled any litigation with a current or former customer. Also indicate any litigation issues involved in or settled in the last three (3) fiscal years.

- m) Indicate if the Contractor has a union agreement with its drivers, and, if so, the contract period for the same.
- n) Indicate if Contractor is currently involved in or settled any labor relation issues with current or former employees. Also indicate any labor issues involved in or settled in the last three (3) fiscal years.
- o) Indicate ability to consider the deployment and use of Vehicles with alternative fuels (i.e. Compressed Natural Gas - CNG).

36. ADDITIONAL REQUIREMENTS

The District reserves the right to require Contractor to comply with additional requirements or procedures, as may be reasonably necessary to effect transportation services as envisioned herein.

37. JURISDICTION/VENUE

If a dispute arises, the parties are to make a good faith effort to resolve the dispute without litigation. If litigation is initiated by either party, the parties acknowledge and agree that such litigation must be initiated in the Court of Common Pleas of Cumberland County (or if applicable in the United States District Court for the Middle District of Pennsylvania), which is the exclusive venue, and which Court has jurisdiction for all matters related to this Agreement. Further, the parties acknowledge and agree that this Agreement was mutually negotiated, drafted, and executed and that the RFP and any subsequent Agreement shall be subject to and interpreted under the laws of the Commonwealth of Pennsylvania.

BSSD Policies

Current and relevant policies of the District include but not limited to:

- i) 206 – Assignment Within District
- ii) 207 – Confidential Communication of Students
- iii) 806 – Child Abuse
- iv) 810 – Transportation
- v) 810.3 – Drug/Alcohol Testing - School Vehicle Drivers
- vi) 818 – Contracted Services Personnel

These above policies are included in the RFP packet and the District's policies can also be accessed at: <https://go.boarddocs.com/pa/bgsp/Board.nsf/vpublic?open>



Book	Policy Manual
Section	200 Pupils
Title	Assignment Within District
Code	206
Status	Active
Adopted	December 16, 1996
Last Revised	September 17, 2012

Purpose

The Board directs that the assignment of students to schools within this district be consistent with the educational needs and abilities of students and the best use of district resources.

Authority

The Board shall determine periodically the school attendance areas of the district and shall expect the students within each area to attend the designated school. In assigning students to schools within the district, no discrimination shall occur.[1][2]

Delegation of Responsibility

The Superintendent shall periodically review the existing attendance areas and recommend to the Board changes that may be justified by considerations of student transportation and travel, financial and administrative efficiency, and the effectiveness of the instructional program.

Guidelines

Students shall be assigned to the school in their attendance area as approved by the Board, except that the Superintendent may assign or reassign students to other schools when such transfers are considered to be in the best educational interest of the student and/or the school.

The Superintendent of designee shall assign incoming transfer students to school grades and classes that afford each student the greatest likelihood of realizing his/her educational potential and academic goals.

The building principal shall assign students in the school to appropriate grades, classes or groups based on consideration of the needs and abilities of the students as well as the administration of the school.

Every effort will be made to continue a student in the elementary school initially assigned.

Whenever possible and advisable, siblings shall be assigned to the same building.

No student shall be allowed to attend school outside of his/her assigned attendance areas, except by special permission of the Superintendent.

The Superintendent may grant permission for students to attend a district elementary school other than the one assigned if it is beneficial in balancing class sizes.

Moving Into a New Attendance Area

If an existing resident of the district moves into a new attendance area after the ninetieth (90th) school day, the children may continue to attend classes in the original school if it is in the best interest of the child. This exception shall be valid only for the remainder of the current school year. A transfer must be made for the following school year. The parents will be responsible for transportation to and from the school.

Babysitting/Childcare Requests

Requests for changes in student transportation other than to and from their home will be permitted for babysitting or childcare.

Babysitting/childcare providers must be located within the attendance boundaries of the district and all providers must be located on an establish bus route. Transportation arrangements must remain the same for each day of the week. Pick up and drop off locations can be difference but they must remain the same for each days of the week.

Transfers From Other Schools

It is the policy of the Big Spring School District that students who enter school after having attended another public or private school immediately prior to entering the district will be assigned as determined by the Superintendent. Elementary school and middle school students will be placed in a grade that is closest to the student's demonstrated achievement level and chronological age. Students of high school age will be placed according to the courses required for graduation. In order to place the student appropriately, the district reserves the right to assess the student using locally-developed tests and/or standardized tests in determining placement. Further, the school district reserves the right to include in the review and placement process those school district personnel who are most able to assist with such a determination.

Legal

1. 24 P.S. 1310

2. Pol. 103



Book	Policy Manual
Section	200 Pupils
Title	Student Health
Code	207
Status	Active
Adopted	February 3, 1997
Last Revised	October 15, 2012

Every child of school age shall have access to school nurse services.

An annual health/emergency information form for all students shall be kept on file in the nurse's office of each building.

Designated school personnel in each building will be responsible for first aid care unless the nurse is in the building. If the nurse is not in the building, he/she should be notified if the injury or illness is declared an emergency. The parent is to be notified of the emergency as soon as possible.

All accidents must be reported on a school accident report form completed by the school nurse with input from other employees who have knowledge of the accident.

If a child becomes ill during school hours and a nurse is not available, the building principal or office secretary may call the home and request that the parent come to school and take the child home.

The health room log maintained in every school will include the names of all students who receive care or are seen in the health suite.

Students who are ill may be permitted to return to their home or a designated area where appropriate care will be provided. The student is to be taken home by the parent/guardian or designee or, with parental permission, by authorized school personnel. With parental permission, high school students who are ill but who are able to drive themselves home will be permitted to drive themselves home.

Teachers will receive confidential information regarding those students with potentially life threatening diagnoses, chronic health problems or diagnosed diseases from the school nurse at the beginning of the school term. The school nurse will keep teachers informed during the school year when any new student health information is received.

This information will be obtained from the school health survey and/or directly from conversations with parents/guardians.



Book	Policy Manual
Section	800 Operations
Title	Child Abuse
Code	806
Status	Active
Adopted	February 5, 1996
Last Revised	October 7, 2024

Authority

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[1][2][3][4]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Bodily injury - impairment of physical condition or substantial pain.[5]

Child - an individual under eighteen (18) years of age.[5]

Child abuse - intentionally, knowingly or recklessly doing any of the following:[5]

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.

7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present at a location while a violation of 18 Pa. C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.^[8]
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: Is required to register as a Tier II or Tier III sexual offender under 42 Pa. C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under eighteen (18) years of age when the crime was committed; has been determined to be a sexually violent predator under 42 Pa. C.S. § 9799.24 (relating to assessments) or any of its predecessors; or has been determined to be a sexually violent delinquent child as defined in 42 Pa. C.S. § 9799.12 (relating to definitions).^{[9][10][11]}
9. Causing the death of the child through any act or failure to act.

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:^[12]

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.
^[1]

Independent contractor - an individual who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children. The term does not include an individual who has no direct contact with children.^{[5][13]}

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child, a spouse or former spouse of the child's parent/guardian, a paramour or former paramour of the child's parent/guardian, a person responsible for the child's welfare, an individual residing in the same home as the child, an individual fourteen (14) years of age or older who is responsible for the child's welfare or who resides in the same home as the child, or an individual eighteen (18) years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.^{[5][14]}

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or

regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit organization.[5]

Program, activity or service - a public or private educational, athletic or other pursuit in which children participate. The term includes, but is not limited to, the following:[5]

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. An outreach program.
5. An enrichment program.
6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency. [5]

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.[5]

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[5]

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[5]

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation - any of the following:[5]

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

- c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

Paragraph 1 does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

- 2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in a district school under eighteen (18) years of age.[5]

Volunteer - an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children on a regular basis. This would include individuals listed as "Independent Volunteers", "Coaches", or "Sponsors" in the Big Spring School District Volunteer Handbook and policy.[13]

Delegation of Responsibility

In accordance with Board policy, the Superintendent or designee shall:

- 1. Require each candidate for employment to submit an official child abuse clearance statement and other background checks as required by law.[6][7][15][16][17][18]
- 2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's official child abuse clearance statement is current.[19][20][21]
- 3. Require each volunteer to submit an official child abuse clearance statement and other background checks as required by law.

School employees, independent contractors and volunteers shall obtain and submit new background checks and clearances every thirty-six (36) months.[20]

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

Guidelines

Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics: [1][3][4][22]

- 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.

2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[22]
[23].
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.[24]

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[1]

The district shall provide each volunteer with training on child abuse recognition and reporting.

Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:[13]

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[13]

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[13]

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.[25]

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.[26]

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[27]

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[28]

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[29]

Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies or an oral report via the statewide toll-free telephone number. A person making an initial oral report of suspected child abuse must also submit a written report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[13][30][31]

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[13][30][31]

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.[13][30][31]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[32][33][34][35][36]

Investigation

The school principal shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[13][37]

Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[38]

Legal

1. 24 P.S. 1205.6
2. 23 Pa. C.S.A. 6301 et seq
3. Pol. 333
4. Pol. 818
5. 23 Pa. C.S.A. 6303
6. 24 P.S. 111
7. 23 Pa. C.S.A. 6344
8. 18 Pa. C.S.A. 7508.2
9. 42 Pa. C.S.A. 9799.12

10. 42 Pa. C.S.A. 9799.24

11. 42 Pa. C.S.A. 9799.55

12. 23 Pa. C.S.A. 6304

13. 23 Pa. C.S.A. 6311

14. 22 U.S.C. 7102

15. Pol. 302

16. Pol. 304

17. Pol. 305

18. Pol. 306

19. 23 Pa. C.S.A. 6344.3

20. 23 Pa. C.S.A. 6344.4

21. Pol. 309

22. Pol. 317.1

23. 24 P.S. 2070.1a

24. Pol. 824

25. 23 Pa. C.S.A. 6318

26. 23 Pa. C.S.A. 6319

27. 18 Pa. C.S.A. 4906.1

28. 18 Pa. C.S.A. 4958

29. 23 Pa. C.S.A. 6320

30. 23 Pa. C.S.A. 6305

31. 23 Pa. C.S.A. 6313

32. 24 P.S. 1306.2-B

33. 24 P.S. 1319-B

34. 22 PA Code 10.2

35. 22 PA Code 10.21

36. 22 PA Code 10.22

37. 23 Pa. C.S.A. 6346

38. 23 Pa. C.S.A. 6368

24 P.S. 111.1

22 PA Code 10.1 et seq

24 P.S. 1527

24 P.S. 2070.1a et seq

18 Pa. C.S.A. 4304

42 Pa. C.S.A. 9799.58

20 U.S.C. 7926

Pol. 317

Pol. 916



Book	Policy Manual
Section	800 Operations
Title	School Vehicle Drivers
Code	810.3
Status	Active
Adopted	June 17, 2019
Last Revised	June 17, 2019

Purpose

The Board recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definition

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a "school bus" or "commercial motor vehicle." [1]

Authority

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services. [3]

Delegation of Responsibility

The Superintendent or designee may develop administrative regulations to implement this policy and the requirements of law, which may include:

1. Establishing procedures for obtaining and reviewing each school vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle. [4]

The Superintendent or designee may provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and

2. Educational materials related to misuse of alcohol and use of controlled substances.

The Superintendent or designee may also provide notice to representatives of employee organizations of the availability of this information.

Guidelines

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][5][6][7][8][9]

Prior to employment and at least once each school year, school vehicle drivers shall, upon request, submit a copy of a valid driver's license to the Superintendent or designee.[4]

Reporting Requirements

School vehicle drivers shall immediately report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][10]

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the business day following the day the school vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A school vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within seventy-two (72) hours. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee and the contract carrier immediately following the notice of the suspension, revocation, cancellation, loss or disqualification.[4]

Prohibited Conduct -

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol;[12]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances; or [13]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

School vehicle driver's primary responsibility is the safe operation of the school vehicle to ensure student safety. Use of cellular phones should be limited to emergency use and the school vehicle driver should use only when the vehicle is stopped.

Consequences/Discipline -

The district shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:[4][12]

1. Has any detectable amount of alcohol in his/her system; or
2. Refuses to take a test to determine his/her alcohol content.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a school vehicle driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

Legal

1. 75 Pa. C.S.A. 102
2. Pol. 818
3. 75 Pa. C.S.A. 3316
4. 75 Pa. C.S.A. 1606
5. 23 Pa. C.S.A. 6344
6. 23 Pa. C.S.A. 6344.3
7. 24 P.S. 111
8. 24 P.S. 111.1
9. Pol. 304
10. Pol. 317
11. 49 CFR 40.13
12. 75 Pa. C.S.A. 1612
13. 75 Pa. C.S.A. 3802
14. 49 CFR 40.191
15. 49 CFR 40.261
- 24 P.S. 510
- 23 Pa. C.S.A. 6301 et seq

75 Pa. C.S.A. 1601 et seq

67 PA Code 71.3

49 CFR Part 40

Pol. 351



Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Active
Adopted	March 7, 2005
Last Revised	June 17, 2013
Last Reviewed	June 17, 2019

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation. [3][11].

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[12][13][14][15][16]

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[2][4][17]

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[18][19]

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[20][21]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[22]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[23][24]

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[7]

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[5][7]
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[7]
3. Provide each school bus/school vehicle driver with Board Policies, administrative regulations (if prepared), and additional information as required by the law.
4. Prepare a district map or schedule indicating each bus stop and bus route.[7]

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][26][27][28][29]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[30][31]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[32][33][34]

5. 22 PA Code 23.1
6. 22 PA Code 23.2
7. 22 PA Code 23.4
8. Pol. 610
9. Pol. 611
10. Pol. 818
11. 67 PA Code 447.1 et seq
12. 22 PA Code 23.3
13. 24 P.S. 1374
14. Pol. 103
15. Pol. 103.1
16. Pol. 113
17. Pol. 140
18. 20 U.S.C. 6312
19. Pol. 255
20. 42 U.S.C. 11432
21. Pol. 251
22. 35 P.S. 4601 et seq
23. 35 P.S. 4608
24. 67 PA Code 212.101
25. Pol. 121
26. Pol. 209.1
27. Pol. 209.2
28. Pol. 210
29. Pol. 210.1
30. Pol. 113.4
31. Pol. 216
32. 24 P.S. 1517
33. 75 Pa. C.S.A. 4552
34. Pol. 805
24 P.S. 1331
24 P.S. 1365
24 P.S. 1366
24 P.S. 2541
24 P.S. 2542
22 PA Code 15.1 et seq
22 PA Code 23.6
75 Pa. C.S.A. 4551-4553
20 U.S.C. 6301 et seq
42 U.S.C. 11431 et seq

49 CFR Part 37

49 CFR Part 38

Pol. 810.1



Book	Policy Manual
Section	800 Operations
Title	Contracted Services Personnel
Code	818
Status	Active
Adopted	June 20, 2013
Last Revised	February 2, 2015
Last Reviewed	June 17, 2109

Purpose

In its effort to provide cost-effective programs, the Board uses outside independent contractors for a variety of purposes. The district is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the district. This policy is adopted to outline those requirements and the manner in which the district shall direct and monitor contractor compliance.

Definitions

For purposes of this policy, contractor employee shall include an individual who:

1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and
2. Has or will have direct contact with children.

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

For purposes of this policy, independent contractor shall mean an individual or entity that contracts with the district to provide services.

Authority

The district is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirement, and the arrest and conviction reporting requirements.[2][3][4]

Guidelines

Prior to using contracted services, a written contractual agreement shall be entered into between the district and the independent contractor and maintained centrally by the district in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:

1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.[5]
2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school district services.[6][7][8][9]
3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.

The Superintendent or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[2][3][4][5][10]

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

Pre-Employment Requirements

Employment History Review -

Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the district in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.[4]

Independent contractors shall inform the district, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the district objects to the assignment, the independent contractor may not assign the contractor employee to the district.[4]

Independent contractors shall, upon request, provide the district to which a contractor employee is assigned access to the employee's employment history review records.

Criminal History -

Prior to assignment of contractor employees to perform work for the district in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[2][3]

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.[3]

Tuberculosis Test -

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[11][12]

Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.[3][10]

If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Superintendent or designee.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[3][10]

Contractor employees who provide transportation services shall immediately notify the independent contractor and the district's transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges. Contractor employees may not provide transportation services, at any time, while their license is suspended, revoked, or canceled. [13]

Educator Misconduct

If the Superintendent reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Superintendent or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy 317.1.[14][15]

Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[16]
3. District policy related to reporting of suspected abuse and sexual misconduct.[17]
4. Maintenance of professional and appropriate relationships with students.

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.[1]

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law and Board policy.[17][18]

Confidentiality

No contractor employee shall be permitted access to confidential student information unless the district has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building principal.[19]

Legal

1. 24 P.S. 1205.6
2. 23 Pa. C.S.A. 6344
3. 24 P.S. 111
4. 24 P.S. 111.1
5. 55 PA Code 3490.132
6. 49 CFR Part 382
7. 67 PA Code 71.3
8. 75 Pa. C.S.A. 1612
9. 75 Pa. C.S.A. 3802
10. 23 Pa. C.S.A. 6344.3
11. 24 P.S. 1418
12. 28 PA Code 23.44
13. 75 Pa. C.S.A. 1606
14. 24 P.S. 2070.9a
15. Pol. 317.1
16. 24 P.S. 2070.1a et seq
17. Pol. 806
18. 23 Pa. C.S.A. 6311
19. Pol. 216
- 24 P.S. 1362
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 75 Pa. C.S.A. 1601 et seq
- Pol. 610
- Pol. 810

Schedule A

**Big Spring School District
RFP Contracted Pupil Transportation
Proposal and Cost Breakdown**

A	B	C	D	E	F
	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
PRIMARY TRANSPORTATION SERVICES					
Daily Cost Per Completed Route (Currently BSSD has all double runs):					
84 Passenger Buses					
72 Passenger Buses					
48 Passenger Buses					
30 Passenger Buses					
Wheelchair Vans					
Regular Vans					
SPECIAL TRANSPORTATION SERVICES					
Daily Cost Per Completed Route:					
9 Passenger Vans					
7 Passenger Vans					
Mini Buses					
SUPPLEMENTAL TRANSPORTATION SERVICES					
Daily Cost Per Completed Route:					
Field / Athletic Trips (per mile)					
Extra-Curricular Activities (per mile)					
Activity - after school (per run)					
OTHER TRANSPORTATION SERVICES					
Daily Cost Per Completed Route:					
Bus Monitor (per run)					
Mid-Day Runs					
Layout/Hourly Driver Rate					
Other Charges (Please List):					

Schedule B

Big Spring School District Contracted Vehicle Mileage Report

	Cap	Miles with	Miles without	Max Riders	# of Days
BUSES					
PUBLIC RUNS					
1	72	55.1	40.4	70.0	179
2	72	75.6	28.1	67.8	179
3	72	82.8	58.8	57.4	181
4	72	91.0	50.4	71.5	179
5	72	77.0	40.0	54.0	179
6	72	114.3	53.5	65.4	181
7	72	91.8	45.3	63.9	179
8	72	75.0	40.0	69.3	179
9	72	54.3	19.4	71.5	179
10	72	81.4	33.8	53.1	179
11	72	87.0	45.0	69.1	179
12	72	63.0	28.3	53.9	189
13	72	88.3	31.4	64.1	179
14	72	120.9	64.5	72.0	183
15	77	81.9	28.9	60.8	179
16	72	77.0	53.6	71.8	181
17	72	91.4	77.9	72.0	179
18	72	58.6	23.5	68.0	179
19	72	74.8	27.1	69.0	179
20	72	85.5	26.3	51.1	179
21	72	90.5	19.9	48.6	179
22	30	89.3	35.3	11.0	99
NON-PUBLIC RUNS					
23	72	61.9	41.0	60.0	189
ACTIVITY RUNS					
24	72	31.0	11.0	69.4	179
25	72	30.0	2.0	63.9	179
VANS					
26	7	56.6	79.0	2.0	191
27	7	46.1	55.8	2.4	179
28	9	54.0	51.0	7.0	102
29	7	32.4	20.9	2.5	182
30	7	69.1	37.6	4.5	179
31	7	49.0	59.6	4.5	179
32	7	181.5	190.3	1.0	54
33	9	39.9	43.5	7.0	181
34	7	38.0	47.8	2.5	183
35	8	44.1	58.1	5.9	181
36	4	60.3	47.9	2.5	178
37	7	182.0	195.0	1.0	20
38	9	67.4	59.9	6.8	80
39	9	54.0	51.0	6.3	79

Schedule C

Calendar August 2023

Module: Transportation request Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

235848 - Cheerleaders to Pine Forest Commons

7:45a - 4p

235706 - HS Field Hockey to Char Commons

2p - 8p

235727 - JV Football to Shippen Fitness Center

3p - 8p

236089 - HS Cross Country to Her Commons

2p - 3p

235743 - HS Volleyball to Greenc Commons

3:15p - 9:30p

235737 - HS G Soccer to James B Commons

3p - 9:30p

235731 - JH Football to Juniata Fitness Center

4:30p - 10:30p

235922 - Volleyball to Northeast Commons

6:30a - 5p

235722 - HS Football to Greencast Fitness Center

4:15p - 11p

235781 - HS Cheer to Greencastle Commons

5:15p - 10:45p

235205 - Band to Greencastle Band Room

4:45p - 10:45p

235769 - JH Field hockey to Shipp Office

2p - 6:45p

235759 - HS XC TO CHAMBERSBU Commons

3:15p - 8:45p

235760 - HS Cross Country to Le Commons

6a - 4p

236120 - Marching Band - Compet stadium

1p - 7:45p

Calendar September 2023

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
<div>📅 8:30a - 2:30p</div> <div>236334 - MS - Adventure/experience Big Spring Middle School</div>	<div>📅 9:30a - 2:30p</div> <div>235963 - First Grade Field Trip Newville Elementary front of buildi</div> <div>📅 5:15p - 11p</div> <div>235740 - HS G Soccer to Greencas Commons</div>	<div>📅 1:30p - 7:15p</div> <div>235787 - JH XC to Greencastle Commons</div> <div>📅 2p - 8p</div> <div>235732 - JH Football to Biglerville Office</div> <div>📅 2p - 6:45p</div> <div>235773 - JH FH to Greencastle Office</div> <div>📅 2p - 6:30p</div> <div>235923 - JH Cheer to Biglerville Office</div>	<div>📅 1:45p - 8p</div> <div>236037 - JH Field Hockey to Wayn Office</div> <div>📅 5:15p - 10:45p</div> <div>235961 - HS B Soccer to Shippens Natatorium</div>	<div>📅 4:15p - 11p</div> <div>235724 - HS Football to Trinity Fitness Center</div> <div>📅 5:15p - 10:15p</div> <div>235208 - Band To Trinity Band Room</div> <div>📅 5:15p - 10:15p</div> <div>235783 - HS Cheer to Trinity Commons</div>	<div>📅 7:30a - 4:30p</div> <div>235762 - HS Cross Country to Carl Commons</div> <div>📅 8a - 2:45p</div> <div>235698 - HS B Soccer to Susqueh Natatorium</div> <div>📅 3:30p - 11:30p</div> <div>236121 - Marching Band - Compet Door 11 - Band Room</div>	
1	2	3	4	5	6	7
<div>📅 8:30a - 2:30p</div> <div>236656 - YBEC Trip October High School</div> <div>📅 4p - 8:15p</div> <div>235715 - HS Field Hockey to Milto Commons</div>	<div>📅 2p - 8p</div> <div>235763 - HS Cross Country to Ship Commons</div> <div>📅 3:15p - 9:30p</div> <div>235747 - HS Volleyball to West Pe Commons</div> <div>📅 4:30p - 11:15p</div> <div>235702 - HS B Soccer to James Br Natatorium</div>	<div>📅 4:15p - 10:30p</div> <div>235741 - HS G Soccer to Northern Commons</div>		<div>📅 7:45a - 2:30p</div> <div>235507 - KILE Livestock Judging Big Spring High School</div>		

Calendar October 2023

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	<div> <div>8:30a - 2:30p</div> <div>236656 - YBEC Trip October High School</div> <div>4p - 8:15p</div> <div>235715 - HS Field Hockey to Milton Commons</div> </div>	<div> <div>2p - 8p</div> <div>235763 - HS Cross Country to Ship Commons</div> <div>3:15p - 9:30p</div> <div>235747 - HS Volleyball to West Per Commons</div> <div>4:30p - 11:15p</div> <div>235702 - HS B Soccer to James B Natatorium</div> </div>	<div> <div>4:15p - 10:30p</div> <div>235741 - HS G Soccer to Northern Commons</div> </div>		<div> <div>7:45a - 2:30p</div> <div>235507 - KILE Livestock Judging Big Spring High School</div> </div>	
	8	9	10	11	12	13
	<div> <div>1:30p - 8p</div> <div>235729 - JV Football to West Perr Fitness Center</div> <div>3p - 9:30p</div> <div>235748 - HS Volleyball to James B Commons</div> <div>4:30p - 9:45p</div> <div>235703 - HS B Soccer to West Per Natatorium</div> </div>		<div> <div>1:45p - 6:45p</div> <div>235774 - JH FH to West Perry Office</div> <div>2p - 7:45p</div> <div>235733 - JH Football to Milton Her Office</div> </div>	<div> <div>4:30p - 11p</div> <div>235725 - HS Football to Boiling Sp Fitness Center</div> <div>5:30p - 10:30p</div> <div>235209 - Band to Boiling Springs Band Room</div> <div>5:30p - 10p</div> <div>235785 - HS Cheer to Boiling Sprin Commons</div> </div>	<div> <div>4:30p - 9:30p</div> <div>235704 - HS B Soccer to Boiling St Natatorium</div> </div>	
	15	16	17	18	19	20
	<div> <div>8:30a - 2:30p</div> <div>236335 - MS - Adventure/experien Big Spring Middle School</div> <div>9:30a - 2:15p</div> <div>236761 - BSMS FFA Ag Industry Tr Big Spring Middle School</div> </div>	<div> <div>9:30a - 2:15p</div> <div>236660 - MS FFA Ag Industry Trip Big Spring Middle School</div> <div>3p - 9:30p</div> <div>235746 - HS Volleyball to Gettysbu Commons</div> <div>3:45p - 9:30p</div> <div>235705 - HS B Soccer to Greencas Natatorium</div> </div>	<div> <div>2p - 6:45p</div> <div>235775 - JH FH to Boiling Springs Office</div> <div>2:15p - 7:30p</div> <div>235734 - JH Football to Bermudiar Office</div> <div>2:15p - 6:30p</div> <div>235924 - JH Cheer to Bermudian S Office</div> <div>2:30p - 9:45p</div> <div>235716 - HS Field Hockey to Bisho Commons</div> </div>	<div> <div>2:30p - 9p</div> <div>235717 - HS Field Hockey to Camp Commons</div> <div>3:30p - 9:30p</div> <div>235749 - HS Volleyball to Shippens Commons</div> <div>5:30p - 11p</div> <div>235742 - HS G Soccer to Shippens Commons</div> </div>	<div> <div>8:30a - 2:30p</div> <div>236856 - YBEC-October 20 High School</div> <div>9:30a - 1:50p</div> <div>236549 - NV Kdg Field trip to Holla Newville Elementary</div> <div>3:45p - 11p</div> <div>235726 - HS Football to Upper Dau Fitness Center</div> <div>4:45p - 10:45p</div> <div>235784 - HS Cheer to Upper Daup Commons</div> <div>4:45p - 10:30p</div> <div>235210 - Band to Upper Dauphin Band Room</div> </div>	
						21

Calendar October 2023

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<div>1</div> <div> <div>8:30a - 2:30p</div> <div>23656 - YBEC Trip October</div> <div>High School</div> <div>4p - 8:15p</div> <div>235715 - HS Field Hockey to Milton Commons</div> </div>	<div>2</div> <div> <div>2p - 8p</div> <div>235763 - HS Cross Country to Shil Commons</div> <div>3:15p - 9:30p</div> <div>235747 - HS Volleyball to West Per Commons</div> <div>4:30p - 11:15p</div> <div>235702 - HS B Soccer to James B Natatorium</div> </div>	<div>3</div> <div> <div>4:15p - 10:30p</div> <div>235741 - HS G Soccer to Northern Commons</div> </div>	<div>4</div> <div> <div>1:45p - 6:45p</div> <div>235774 - JH FH to West Perry Office</div> <div>2p - 7:45p</div> <div>235733 - JH Football to Milton Hei Office</div> </div>	<div>5</div> <div> <div>4:30p - 11p</div> <div>235725 - HS Football to Boiling Sp Fitness Center</div> <div>5:30p - 10:30p</div> <div>235209 - Band to Boiling Springs Band Room</div> <div>5:30p - 10p</div> <div>235785 - HS Cheer to Boiling Sprin Commons</div> </div>	<div>6</div> <div> <div>7:45a - 2:30p</div> <div>235507 - KILE Livestock Judging</div> <div>Big Spring High School</div> </div>
	<div>8</div> <div> <div>1:30p - 8p</div> <div>235729 - JV Football to West Perry Fitness Center</div> <div>3p - 9:30p</div> <div>235748 - HS Volleyball to James B Commons</div> <div>4:30p - 9:45p</div> <div>235703 - HS B Soccer to West Per Natatorium</div> </div>	<div>9</div> <div> <div>9:30a - 2:15p</div> <div>235746 - HS Volleyball to Gettysbu Commons</div> <div>3:45p - 9:30p</div> <div>235705 - HS B Soccer to Greencas Natatorium</div> </div>	<div>10</div> <div> <div>1:45p - 6:45p</div> <div>235774 - JH FH to West Perry Office</div> <div>2p - 7:45p</div> <div>235733 - JH Football to Milton Hei Office</div> </div>	<div>11</div> <div> <div>4:30p - 11p</div> <div>235725 - HS Football to Boiling Sp Fitness Center</div> <div>5:30p - 10:30p</div> <div>235209 - Band to Boiling Springs Band Room</div> <div>5:30p - 10p</div> <div>235785 - HS Cheer to Boiling Sprin Commons</div> </div>	<div>12</div> <div> <div>4:30p - 9:30p</div> <div>235704 - HS B Soccer to Boiling St Natatorium</div> </div>	<div>13</div> <div> <div>8:30a - 2:30p</div> <div>236856 - YBEC-October 20</div> <div>High School</div> <div>9:30a - 1:50p</div> <div>236549 - NV Kdg Field trip to Holla</div> <div>Newville Elementary</div> <div>3:45p - 11p</div> <div>235726 - HS Football to Upper Dau Fitness Center</div> <div>4:45p - 10:45p</div> <div>235784 - HS Cheer to Upper Daup Commons</div> <div>4:45p - 10:30p</div> <div>235210 - Band to Upper Dauphin Band Room</div> </div>
	<div>15</div> <div> <div>8:30a - 2:30p</div> <div>236335 - MS - Adventure/experien</div> <div>Big Spring Middle School</div> <div>9:30a - 2:15p</div> <div>236761 - BSMS FFA Ag Industry Tr Big Spring Middle School</div> </div>	<div>16</div> <div> <div>9:30a - 2:15p</div> <div>236660 - MS FFA Ag Industry Trip Big Spring Middle School</div> <div>3p - 9:30p</div> <div>235746 - HS Volleyball to Gettysbu Commons</div> <div>3:45p - 9:30p</div> <div>235705 - HS B Soccer to Greencas Natatorium</div> </div>	<div>17</div> <div> <div>2p - 6:45p</div> <div>235775 - JH FH to Boiling Springs Office</div> <div>2:15p - 7:30p</div> <div>235734 - JH Football to Bermudiar Office</div> <div>2:15p - 6:30p</div> <div>235924 - JH Cheer to Bermudian S Office</div> <div>2:30p - 9:45p</div> <div>235716 - HS Field Hockey to Bisho Commons</div> </div>	<div>18</div> <div> <div>2:30p - 9p</div> <div>235717 - HS Field Hockey to Camr Commons</div> <div>3:30p - 9:30p</div> <div>235749 - HS Volleyball to Shippent Commons</div> <div>5:30p - 11p</div> <div>235742 - HS G Soccer to Shippens Commons</div> </div>	<div>19</div> <div> <div>8:30a - 2:30p</div> <div>236856 - YBEC-October 20</div> <div>High School</div> <div>9:30a - 1:50p</div> <div>236549 - NV Kdg Field trip to Holla</div> <div>Newville Elementary</div> <div>3:45p - 11p</div> <div>235726 - HS Football to Upper Dau Fitness Center</div> <div>4:45p - 10:45p</div> <div>235784 - HS Cheer to Upper Daup Commons</div> <div>4:45p - 10:30p</div> <div>235210 - Band to Upper Dauphin Band Room</div> </div>	<div>20</div> <div> <div>8:30a - 2:30p</div> <div>236856 - YBEC-October 20</div> <div>High School</div> <div>9:30a - 1:50p</div> <div>236549 - NV Kdg Field trip to Holla</div> <div>Newville Elementary</div> <div>3:45p - 11p</div> <div>235726 - HS Football to Upper Dau Fitness Center</div> <div>4:45p - 10:45p</div> <div>235784 - HS Cheer to Upper Daup Commons</div> <div>4:45p - 10:30p</div> <div>235210 - Band to Upper Dauphin Band Room</div> </div>
						<div>21</div>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24	25	26	27	28
<div>🏒 9a - 4p</div> <div>236894 - Field Hockey to PSU Big Spring High School</div>	<div>🏒 11a - 11:30a</div> <div>236789 - Pick up from Shippenstun Shippensburg University</div>	<div>🏒 9a - 2:30p</div> <div>236827 - Special Olympics, Dickins Big Spring Middle School</div> <div>🏒 9:15a - 2p</div> <div>236644 - Special Olympic Local Tr BSHS, BSMS, OF, NV</div> <div>🏒 9:15a - 2p</div> <div>236649 - Special Olympics @ Dick Big Spring Middle School</div> <div>🏒 9:15a - 2p</div> <div>236692 - Special Olympics High School</div> <div>🏒 9:15a - 2p</div> <div>236706 - Special Olypics High School</div> <div>🏒 9:15a - 1:45p</div> <div>236651 - Roller Local Special Olytr BSMS Commons</div> <div>🏒 9:15a - 1:45p</div> <div>236708 - Special Olympics Newville Elementary</div> <div>🏒 9:15a - 1:30p</div> <div>236661 - Local Special Olympics High School</div> <div>🏒 9:15a - 1:15p</div> <div>236667 - Special Olympics Dickins Oak Flat Elementary</div> <div>🏒 9:15a - 1:15p</div> <div>236712 - Special Olympics Dickins Oak Flat Elementary School</div>	<div>🏒 8a - 12p</div> <div>236820 - BSMS Environmental Clu Big Spring Middle School</div>	<div>🏒 10a - 1:30p</div> <div>236382 - Tour at Hollibaugh Bros. Oak Flat Elementary</div>	<div>🏒 9:15a - 1:45p</div> <div>236394 - Hollibaugh's Fruit Farm Big Spring Middle School</div>	<div>🏒 4:15p - 10:15p</div> <div>236123 - Marching Band - Compet Stadium</div>
29	30	31	1	2	3	4
<div>🏒 8:30a - 2:30p</div> <div>236336 - MS - Adventure/experien Big Spring Middle School</div> <div>🏒 2:30p - 8:45p</div> <div>235730 - JV Football to Middletow Fitness Center</div>						
5	6	7	8	9	10	11

Calendar November 2023

Module: Transportation request Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31	1	2	3
	<div>8:30a - 2:30p</div> <div>236336 - MS - Adventure/experien</div> <div>Big Spring Middle School</div>		<div>8a - 12p</div> <div>236820 - BSMS Environmental Clu</div> <div>Big Spring Middle School</div>			
	<div>2:30p - 8:45p</div> <div>235730 - JV Football to Middletow</div> <div>Fitness Center</div>					
5	6	7	8	9	10	11
12	13	14	15	16	17	18
<div>8:15a - 2:30p</div> <div>236836 - Susquehanna University</div> <div>Big Spring Middle School</div>	<div>10a - 12p</div> <div>236329 - Roller November CBI</div> <div>BSMS Commons</div>	<div>8:15a - 2:30p</div> <div>237318 - YBEC Trip November</div> <div>High School</div>	<div>8:15a - 2:30p</div> <div>237318 - YBEC Trip November</div> <div>High School</div>	<div>9:30a - 11a</div> <div>236395 - Shopping at Saylor's</div> <div>Big Spring Middle School</div>		
<div>8:30a - 2:30p</div> <div>236337 - MS - Adventure/experien</div> <div>Big Spring Middle School</div>	<div>4:40p - 8:25p</div> <div>236933 - CDP Area FFA Roller Skat</div> <div>Big Spring Middle School</div>					
19	20	21	22	23	24	25
<div>7:30a - 6p</div> <div>237004 - County Chorus</div> <div>Outside 151</div>	<div>7:30a - 9:15a</div> <div>237005 - County Chorus (Day 2)</div> <div>Outside 151</div>					
<div>8:30a - 2:30p</div> <div>236338 - MS - Adventure/experien</div> <div>Big Spring Middle School</div>						
26	27	28	29	30	1	2
	<div>4:15p - 9:15p</div> <div>237270 - HS G Basketball to Dover</div> <div>Commons</div>		<div>2p - 3p</div> <div>235883 - JH B Basketball to Carlis</div> <div>Office</div>	<div>4p - 11p</div> <div>237315 - HS B Wrestling Rough Rider Invitational</div> <div>Natorium</div>		<div>6:15a - 4p</div> <div>237312 - Swimming to Dover</div> <div>Natorium</div>
3	4	5	6	7	8	9
	<div>10a - 12p</div> <div>236330 - Roller December CBI</div> <div>BSMS Commons</div>			<div>9:45a - 1:45p</div> <div>236840 - Fundraiser Prize to Carlis</div> <div>Big Spring Middle School</div>	<div>6:15a - 3:30p</div> <div>237305 - HS G Wrestling to Dallast</div> <div>Fitness Center</div>	

Calendar December 2023

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Calendar January 2024

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	21	22	23	24	25	26	
	<div>🕒 8:30a - 2:30p</div> <div>236342 - MS - Adventure/experien</div> <div>Big Spring Middle School</div> <div>🕒 11a - 1p</div> <div>237621 - CBI Trip Newville Diner</div> <div>Big Spring Middle School</div> <div>🕒 2p - 7:15p</div> <div>235888 - JH B Basketball to Boiling Office</div> <div>🕒 2p - 7:15p</div> <div>235889 - JH B Basketball to Boiling Office</div>	<div>🕒 1:30p - 10:30p</div> <div>237274 - HS B and G JV Basketball Commons</div> <div>🕒 4p - 9:45p</div> <div>235876 - HS B and G Varsity Basketball Commons</div>	<div>🕒 2:15p - 7p</div> <div>235864 - JH G Basketball to Green Office</div> <div>🕒 3:45p - 4p</div> <div>237530 - Elementary Jazz Band Room Mt Rock and Newville Elementary</div>	<div>🕒 4:15p - 10p</div> <div>237429 - HS / JH B Wrestling to Green Fitness Center</div>	<div>🕒 2:30p - 9p</div> <div>237855 - JH B Wrestling to North Commons</div> <div>🕒 4:15p - 9:45p</div> <div>235855 - HS G Basketball to Green Commons</div>	<div>🕒 6a - 5p</div> <div>237856 - JH B Wrestling to North Commons</div> <div>🕒 10a - 11:30a</div> <div>236997 - ACES FFA Convention High School (ag/department - gree</div>	
	28	29	30	31	1	2	
<div>🕒 236997 - ACES FFA Convention High School (ag/department - gree</div>	<div>🕒 8a - 2:30p</div> <div>237684 - January YBEC Trip High School</div> <div>🕒 1:30p - 10:30p</div> <div>235858 - HS G Basketball to Wayne Commons</div> <div>🕒 1:30p - 9:30p</div> <div>235900 - JV Boys and Girls Basketball Commons</div> <div>🕒 2p - 7:15p</div> <div>235890 - JH B Basketball to Shipping Office</div>	<div>🕒 2:45p - 9:15p</div> <div>235808 - Swimming to Shippenburg Natatorium</div> <div>🕒 4p - 10p</div> <div>235877 - HS Boys Basketball to North Commons</div>	<div>🕒 1:50p - 7:50p</div> <div>237387 - HS Bocce to Greencastle Commons</div> <div>🕒 2:30p - 7:30p</div> <div>235867 - JH G Basketball to West Office</div>	<div>🕒 1:45p - 7p</div> <div>235868 - JH G Basketball to Gettysburg Office</div>		<div>🕒 5:45a - 4p</div> <div>237932 - HS B Wrestling to Tamaqua Fitness Center</div> <div>🕒 7a - 5p</div> <div>237651 - JH B Wrestling to Cumberland Fitness Center</div>	
	4	5	6	7	8	9	
	<div>🕒 8:30a - 2:30p</div> <div>236341 - MS - Adventure/experien</div> <div>Big Spring Middle School</div> <div>🕒 2:30p - 7:45p</div> <div>235893 - JH B Basketball to Camp Office</div>		<div>🕒 2:15p - 8p</div> <div>235869 - JH G Basketball to Wayne Office</div> <div>🕒 3:45p - 4p</div> <div>237531 - Elementary Jazz Band Room Mt Rock and Newville Elementary</div> <div>🕒 4:30p - 10p</div> <div>235878 - HS Boys Basketball to Back Commons</div> <div>🕒 4:30p - 9p</div> <div>237858 - JH G Wrestling to Carlisle Fitness Center</div>	<div>🕒 12:20p - 1:30p</div> <div>237961 - Swimming at the High School Oak Flat Elementary</div> <div>🕒 2:30p - 8p</div> <div>235891 - JH B Basketball to East Flat Office</div>	<div>🕒 10a - 11:40a</div> <div>236396 - Shopping at Saylor's Oak Flat Elementary</div> <div>🕒 12:20p - 1:30p</div> <div>237962 - Elementary swimming Oak Flat Elementary</div>	<div>🕒 7:30a - 4:30p</div> <div>238050 - JH G Wrestling to Spring Fitness Center</div>	
						10	

Calendar February 2024

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Calendar March 2024

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Calendar April 2024

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Calendar May 2024

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Sun	Mon	Tue	Wed	Thu	Fri	Sat		
28	29	30	1	2	3	4		
	<div>☞ 2:15p - 8:30p 237733 - Varsity Softball / JV Base Commons</div> <div>☞ 2:15p - 8:15p 238668 - JH B Soccer to Camp Hill Office</div>	<div>☞ 2:15p - 8p 237801 - JH Volleyball to Greencastle Commons</div>	<div>☞ 8a - 2:30p 237584 - Kindergarten trip to Oak Flat Elementary 2B/1SEV</div> <div>☞ 8:45a - 2p 238619 - Consortia Prom Big Spring High School</div> <div>☞ 2p - 8p 237701 - Varsity Baseball / JV Soft Commons</div> <div>☞ 2:30p - 8p 237806 - JH Track to Boiling Springs Commons</div> <div>☞ 2:30p - 8p 237816 - JH Boys Soccer to East Flat Commons</div> <div>☞ 3:45p - 4p 237540 - Elementary Jazz Band Rehearsal Oak Flat and Newville Elementary</div>	<div>☞ 8:30a - 3:30p 236816 - 3rd Grade Field Trip - Hermitage Newville Elementary - 2B</div> <div>☞ 2p - 8p 237820 - HS Track to West Perry Commons 2B</div>	<div>☞ 9:30a - 3:30p 236385 - Mt. Rock Kindergarten Rehearsal Mt. Rock 2B</div> <div>☞ 12:15p - 2:15p 238111 - Community Service Trip in front of Oak Flat 1B</div> <div>☞ 2p - 8p 237695 - Varsity Baseball / JV Soft Commons</div> <div>☞ 2:30p - 8p 237810 - JH Boys Soccer to Green Commons</div>	<div>☞ 8:30a - 2:30p 236349 - MS - Adventure/experience Big Spring Middle School 1B</div> <div>☞ 9:30a - 3:30p 236646 - Turkey Hill Experience Mt. Rock Elementary 2B</div> <div>☞ 9:30a - 2:15p 238158 - OF 4th Grade Field Trip to Oak Flat Elementary 1SEWCV</div> <div>☞ 10a - 11:45a 238054 - Elementary Band District Rehearsal Oak Flat Elementary and Newville Elementary</div>	<div>☞ 8:30a - 2:30p 236349 - MS - Adventure/experience Big Spring Middle School 1B</div> <div>☞ 9:30a - 3:30p 236646 - Turkey Hill Experience Mt. Rock Elementary 2B</div> <div>☞ 9:30a - 2:15p 238158 - OF 4th Grade Field Trip to Oak Flat Elementary 1SEWCV</div> <div>☞ 10a - 11:45a 238054 - Elementary Band District Rehearsal Oak Flat Elementary and Newville Elementary</div>	<div>☞ 7:45a - 2:45p 238293 - JV Baseball to Juniata Commons</div>
5	6	7	8	9	10	11		
<div>☞ 1:45p - 2:45p 237824 - HS Track to Greencastle Commons</div>	<div>☞ 10a - 2p 236331 - Roller May CBI BSMS Commons</div> <div>☞ 2p - 8:15p 237734 - Varsity Softball / JV Base Commons</div>	<div>☞ 2p - 8p 237804 - JH Track to Waynesboro Commons</div> <div>☞ 2:15p - 8p 237766 - JH G Soccer to Boiling Springs Commons</div>	<div>☞ 7:45a - 5p 236951 - 3rd grade field trip to Mt. Oak Flat 2B</div> <div>☞ 2p - 7:30p 237703 - Varsity Baseball / JV Soft Commons</div>	<div>☞ 8:30a - 3:30p 236129 - 2nd Grade Hershey Field Newville Elementary 2B</div> <div>☞ 9:30a - 2p 237275 - East Broad Top Railroad Oak Flat Elementary 2SES8</div> <div>☞ 2:15p - 8:30p 237981 - JH Track to CV Office</div>	<div>☞ 8:45a - 2:45p 238674 - Varsity Baseball to Hermitage Commons</div>			
12	13	14	15	16	17	18		
<div>☞ 9:45a - 3:30p 236928 - Mount Rock 5th Grade Field Trip to Mt. Rock Elementary Office 2B</div>	<div>☞ 9:30a - 3:30p 237497 - Third Grade Field Trip to Mt. Rock Elementary 2B</div> <div>☞ 1p - 2:15p 235642 - 5th Grade Middle School Front of Newville Elementary</div> <div>☞ 1p - 2:15p 237834 - 5th Grade Middle School Front of Oak Flat 2B</div>	<div>☞ 8a - 5p 237689 - May YBEC Trip High School</div> <div>☞ 8:45a - 2:30p 236601 - School bus tour of Gettysburg Oak Flat 2B</div> <div>☞ 8:45a - 2:30p 238158 - OF 4th Grade Field Trip to Oak Flat Elementary 1SEWCV</div> <div>☞ 10a - 11:45a 238054 - Elementary Band District Rehearsal Oak Flat Elementary and Newville Elementary</div>	<div>☞ 8:30a - 2:30p 236349 - MS - Adventure/experience Big Spring Middle School 1B</div> <div>☞ 9:30a - 3:30p 236646 - Turkey Hill Experience Mt. Rock Elementary 2B</div> <div>☞ 9:30a - 2:15p 238158 - OF 4th Grade Field Trip to Oak Flat Elementary 1SEWCV</div> <div>☞ 9:30a - 2:15p 239512 - HS Transition Tour MS Room 208</div>	<div>☞ 8a - 2:15p 236819 - 6th Grade Field Trip Big Spring Middle School 4B</div> <div>☞ 9:30a - 2p 236819 - MDS Picnic at Adventure Oak Flat Elementary and Big Spring</div> <div>☞ 12p - 1:45p 239512 - HS Transition Tour MS Room 208</div>	<div>☞ 7:45a - 2:45p 238293 - JV Baseball to Juniata Commons</div>			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20	21	22	23	24	25
<div>☞ 7:30a - 2p</div> <div>238598 - Vocational Field Trip</div> <div>Front of High School at office 1B</div>	<div>☞ 7:30a - 9:45a</div> <div>238597 - Mock Interviews</div> <div>Front of High School at office 1B</div>	<div>☞ 9:30a - 11:45a</div> <div>238056 - Elementary Band District</div> <div>Oak Flat Elementary and Newville</div>	<div>☞ 9:30a - 7:30p</div> <div>236356 - 8th Grade Hersheypark F</div> <div>Front of Middle School 4B</div>	<div>☞ 8:15a - 3:30p</div> <div>236807 - 4th grade field trip - Getty</div> <div>Newville Elementary School 2B</div>		
<div>☞ 9:30a - 11:45a</div> <div>238055 - Elementary Band District</div> <div>Oak Flat Elementary and Newville</div>	<div>☞ 7:45a - 3:15p</div> <div>237546 - Fourth Grade Field Trip</div> <div>Mount Rock Elementary 2B</div>	<div>☞ 9:30a - 11:15a</div> <div>239385 - Band Rehearsal at the Mt</div> <div>Oak Flat Elementary-Wheelchair Bt</div>		<div>☞ 9:30a - 2:30p</div> <div>236921 - 7th Grade Field Trip</div> <div>In front of the MS 4B</div>		
			<div>☞ 9:45a - 3:30p</div> <div>236930 - Mount Rock 5th Grade Fi</div> <div>Mt. Rock 1B</div>			
26	27	28	29	30	31	1
		<div>☞ 10:30a - 12p</div> <div>239383 - Senior Walk</div> <div>Commons 4B</div>				
2	3	4	5	6	7	8

Calendar June 2024

Module: Transportation request

Request type: Athletic Trip, Field Trip - Non Special Education, or Field Trip - Special Education

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
			🚌 10:30a - 12p 239383 - Senior Walk Commons 4B			
2	3	4	5	6	7	8
9	10	11	12	13	14	15
		🚌 7a - 2p 235521 - State FFA Convention Ag Department Greenhouse				
16	17	18	19	20	21	22
23	24	25	26	27	28	29
		🚌 6:15a - 3:45p 239552 - Staff to Dallastown High Stadium Parking Lot		🚌 7:30a - 11:30a 239665 - Wrestling to Team Camp Fitness Center		
🚌 239665 - Wrestling to Team Camp Fitness Center	30	1	2	3	4	5
						6

Schedule D

Big Spring School District Transportation RFP

Number of vehicles for 2023-2024 School year

Current Big Buses in use	22
Approximate Van in use	32

Schedule E

BIG SPRING SCHOOL DISTRICT - 2024 - 2025 CALENDAR

JULY 2024						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 - Independence Day Off

AUGUST 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 & 19 Board Meetings
9, 12, and 13 - New Teacher Orientation
14, 15, 16, and 19 - Staff Development (No Students)
20 - First Day for Students
30 - Labor Day Recess

SEPTEMBER 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Labor Day Recess
9 & 23 Board Meetings
27 - Early Release for Students (Staff Development)

OCTOBER 2024						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7 & 21 Board Meetings
14 - Staff Development (No Students)

NOVEMBER 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 - Early Release for Students (Staff Development)
18 - Board Meeting
26 - Act 80 Day (No Students)
27 - Staff Development (No Students)
28 and 29 - Thanksgiving Recess

DECEMBER 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 - Thanksgiving Recess
3 - Board Meeting (Re-Organization)
16 - Board Meeting
20 - Early Release for Students (Staff Development)
23 - 31 Holiday Recess

JANUARY 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 - Holiday Recess
20 - Board Meeting
20 - Staff Development (No Students)

FEBRUARY 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

3 - Staff Development (No Students)
17 - Presidents Day - Students & Staff Off
18 - Board Meeting
28 - Early Release for Students (Staff Development)

MARCH 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 & 17 - Board Meetings
21 - Staff Development (No Students)
28 - Early Release for Students (Staff Development)

APRIL 2025						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 & 22 Board Meetings
17, 18, and 21 - Spring Recess

MAY 2025						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 & 19 - Board Meetings
26 - Memorial Day Recess
29 - Last Day for Students
30 - Graduation and Staff Development
31 - Graduation Rain Date 10:00 am

JUNE 2025						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 & 23 - Board Meetings



Students Begin Classes



Students Conclude Classes



Students & Staff Off



Staff Development
(No Students)



Staff Development
(Early Dismissal for Students)



New Teacher Orientation



Graduation and Rain Date



Board Meeting



Act 80 Day
(No Students)

DAYS:

	Pupils	Staff
Aug.	8	12
Sept.	20	20
Oct.	22	23
Nov.	18	19
Dec.	14	14
Jan.	21	22
Feb.	18	19
Mar.	20	21
Apr.	19	19
May	20	21
June	0	0
Total	180	190

MAKE-UP DAYS:

February 17, 2025	Day 1
April 17, 2025	Day 2
April 21, 2025	Day 3

STAFF DEVELOPMENT DAYS:

August 14, 15, 16, and 19, 2024
October 14, 2024
November 27, 2024
January 20, 2025
February 3, 2025
March 21, 2025
May 30, 2025

SECONDARY MARKING PERIODS:

1st	8/20/2024 - 10/25/2024
2nd	10/28/2024 - 1/17/2025
3rd	1/21/2025 - 3/20/2025
4th	3/24/2025 - 5/29/2025

ELEMENTARY TRIMESTERS:

1	8/20/2024 - 11/8/2024
2	11/11/2024 - 2/21/2025
3	2/24/2025 - 5/29/2025

EARLY RELEASE:

	MS-12:20 HS-12:30 Elem-1:45
September 27, 2024	Staff Development
November 1, 2024	Staff Development
December 20, 2024	Staff Development
February 28, 2025	Staff Development
March 28, 2025	Staff Development

The Board of School Directors reserves the right to amend this calendar, if necessary.

Big Spring School District Transportation RFP

Non-Collusion Affidavit

Firm Name:

Business Address:

Telephone No. _____

I. GENERAL PROPOSAL CERTIFICATION

The Proposer certifies that he or she will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this proposal.

II. NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, the Proposer certifies that:

- a. Each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - 1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competitor;
 - 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor; and
 - 3) No attempt has been made or will be made by the Proposer to induce and other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.
- b. A proposal will not be considered for award nor will any award be made where (a) - (1), (2), and (3) above have not been complied with, provided however, that if in any case the Proposer cannot make the foregoing certification, the Proposer will so state and will furnish with the proposal a signed statement which sets forth in detail the reasons therefor. Where (a) - (1), (2), and (3) above have not been complied with, the proposal will not be considered for award nor will any award be made unless the Big Spring School District determines that such disclosure was not made for the purpose of restricting competition.

Proposer's Initials

Big Spring School District Transportation RFP

The fact that a Proposer has (a) published price lists, rates or tariffs covering items being procured, (b) informed prospective customers of proposed or pending publication of new or revised price lists for such items or (c) sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any proposal will be deemed to have been authorized by the board of directors of the Proposer, and such authorization will be deemed to include the signing and submission of the proposal and the inclusion therein of the certification as to non-collusion as the act and deed of the corporation.

Signature _____

Title _____

Sworn to and Subscribed Before Me

On This _____ Day of _____, 2025.

Notary Public

Proposer's Initials
