

GREATER CLARK COUNTY SCHOOLS

**January 25, 2023**

CONTRACTOR'S ROUTE(S) PROPOSAL PACKAGE\*

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\*Note: All documents contained in this package are to be considered part of the "specifications" for this transportation/fleet contract award procedure.



**(Please publish in the News and Tribune on Saturday, Feb 4th, 2023 and Saturday, Feb 11th, 2023 per IC 5-3-1-2(e). If the News and Tribune maintains an Internet Website, please publish this information on the same days as indicated above, in accordance with IC 5-3-1-1.5.)**

GREATER CLARK COUNTY SCHOOLS  
NOTICE OF INTENT TO NEGOTIATE FOR  
SCHOOL BUS TRANSPORTATION/FLEET CONTRACT ROUTE(S)

Notice is hereby given that designees for the Board of School Trustees of Greater Clark County Schools, Clark County, Indiana, will negotiate with interested persons/entities for the award of transportation and/or fleet contract route(s) who have submitted sealed PROPOSALS to the Board c/o the Superintendent of Schools, Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana. **Said PROPOSALS must be submitted by no later than 9:00 a.m. (EDT) on Feb 15th, 2023.** Said proposals to be negotiated will be to provide transportation services for school children on equipment to be furnished by the persons/entities submitting the proposals. Negotiations based on the proposals received for the individual route will be conducted at the Transportation Service Center. **Negotiations will be Feb 15th, 2023 beginning at 10:30 a.m. (EDT)**

Route and Contract specifications along with other related information are on file and are available in the office of the Board of School Trustees/Superintendent of Schools, located at the Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130 and at the Transportation Office located at 301 E. 11th Street, Jeffersonville, Indiana 47130. Proposals received after **9:00 a.m. (EDT) on Feb 15th, 2023** will not be considered and will be returned. Final negotiation and contract awards, as applicable, will be considered by the Board of School Trustees at its regular meeting on **Feb 21st, 2023.**

The following bus contract(s) is/are open for proposals:

**143 & Hanover Route.**

The mileage and specific route of each bus contract is subject to a final enrollment determination for the applicable school year.

Contracts shall be awarded to the lowest responsible proposer subject to the terms and conditions of Indiana Code 20-27 et seq. provided that the amount is satisfactory to the school corporation.

The Board of School Trustees reserves the right to reject any and all proposals.

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Keith Freeman, Secretary  
Board of School Trustees  
Greater Clark County School Corporation



## **SPECIFICATIONS FOR SCHOOL BUS AWARD OF CONTRACT**

It is the responsibility of any person or company submitting a proposal or being awarded a contract under the specifications set out herein to be familiar and comply with all statutory provisions of the Indiana Code applicable to Transportation Contracts per IC 20-27 *et al.* Provisions 1 – 7 below are mandated by state law to be part of the specifications and contract documents. All other information contained herein is either excerpts from applicable Indiana Code provisions or provided to advise a prospective proposer of the terms and conditions of the transportation or fleet contract. In the event that there is an error in the language contained herein, the terms and conditions set out in the Indiana Code control the specifications and contract documents. The words “bidder”/“proposer” shall be used interchangeably throughout this document with the same meaning as is true for bidder/proposer or “contractor.”

The Board of School Trustees, in accordance with IC 20-27-5-14, may reject any or all bids/proposals. If a proposal is not received for a specified route, the School Board may either re-advertise for bids/proposals or negotiate a contract for the route without further advertising.

These specifications shall be placed on file in the office of the Board of School Trustees/Superintendent of Schools located at the Administration Building located at 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130 and in the office of the Transportation Department located at 301 East 11<sup>th</sup> Street, Jeffersonville, IN 47130 at least fifteen (15) days before the advertised date for beginning negotiations or receiving proposals or bids.

### **1. DESCRIPTION OF ROUTE:**

A general geographic description or map of each route being proposed is attached to and made a part of these specifications. This information is provided in accordance with state law and in order to give the proposer an idea of the area to be served. Since routes are not finalized until enrollment is determined for the upcoming school year, the specific geographic description of the route will not be known until that time. However, since the contract is awarded based on a per mile rate any change of the route will be appropriately compensated. If there are questions on the geographic area to be served, the proposer should contact Greater Clark’s Transportation for further explanation.

### **2. NUMBER OF STUDENTS TO BE TRANSPORTED:**

Included with the general geographic descriptions identified in Item 1, is a statement regarding the approximate number of students to be transported on each route. Since the routes are not finalized until enrollment is determined for the upcoming school year, the final number of students to be transported will not be known until that time.

### **3. NUMBER OF MILES TO BE TRAVELED:**

Included with the general geographic descriptions identified in Item 1, is a statement regarding the approximate number of miles to be traveled on each school day for each route. Since the routes are not finalized until enrollment is determined for the upcoming school year, the final number of miles to be traveled each school day will not be known until that time. Mileage will be adjusted throughout the year as necessary.

Per IC 20-27-5-15, the governing body may alter a school bus route at any time.

**4. EQUIPMENT:**

The proposer shall give in his/her Proposal a brief description of the equipment which he/she proposes to supply in carrying out the Contract, such "description" to include model, year, capacity, wheelbase, etc., of the chassis. The bus body shall be equipped with a rear strobe light.

The proposer shall provide lettering consisting of the name of the school district (Greater Clark County Schools), and the number assigned by the district to the bus in prescribed size and manner. The route number shall be on each side and on the front and rear of the bus.

It is understood that all equipment furnished during the term of the Contract shall comply to all statutes, school bus specifications and safety regulations in force; and that if any equipment owned by the Contractor is condemned in whole or in part during the term of the Contract, it shall be replaced by the Contractor without expense to the Corporation and without claims for adjustment in per diem compensation. Each vehicle shall be subject to inspection by the designated Administrator of the Transportation Department, or his designee, during the term of the Contract to determine if it continues to meet statutory requirements.

All contract buses must have their brake and kingpin inspections completed by a GCCS mechanic at the GCCS bus compound.

All video and radio communication systems provided by the corporation must be checked daily for working order and reported for repair if necessary.

**5. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:**

Insurance: The owner/driver shall obtain and maintain during the life of the Contract Public Liability and Property Damage Insurance coverage as shall protect him/her, any substitute, agent or employee as well as the Greater Clark County School Corporation's Board of Trustees, their employees, agents and assigns from claims for damage for personal injury, including accidental death, as well as from claims for property damage which may arise from fulfilling the terms under the contract, whether such operation be by owner/driver, a substitute driver; and employee or agent; and the amount of such insurance shall be as follows:

Public Liability in an amount not less than \$500,000 for injuries including accidental death to any one (1) person, and subject to the same limit for each person in an amount of not less than \$1,000,000 on account of one (1) accident, and Property Damage Insurance in an amount not less than \$100,000. Medical payment for each person, \$5,000.

Further, Greater Clark County School Corporation, its Board of School of Trustees, employees, agents and assigns shall be named as an additional named insured on said insurance policies.

A valid insurance policy shall be filed with the Chief Financial Officer (CFO) at the time of signing the contract. This policy will be retained in the CFO's office. Realizing that some premiums for insurance are paid on a monthly, quarterly or semi-annual basis, it is the owner/driver's responsibility to provide verification to the CFO of the method of payment for said coverage and proof that the payments are made as indicated. This proof can be provided on an annual basis during the term of the contract.

**6. AMOUNT OF SURETY BOND:**

The owner/driver awarded this Contract shall provide a performance bond to the Corporation for each year of the Contract in the amount of \$2,500 per year made payable to Greater Clark County Schools. Failure on the part of the driver awarded the contract to provide the per year performance bond on or before August 1 of each

year for each year of this Contract shall result in the driver being in breach of the Contract.

**7. SOLICITATION OF PROPOSALS AND TERM OF CONTRACT:**

Proposals shall be submitted to the Board of School Trustees in accordance with the timeline set out in the document entitled "GREATER CLARK COUNTY SCHOOLS NOTICE OF INTENT TO NEGOTIATE FOR SCHOOL BUS TRANSPORTATION/FLEET CONTRACT ROUTE(S)."

**8. TRANSPORTATION OR FLEET CONTRACTS; REQUIREMENTS FOR PROPOSER/BIDDER:**

In accordance with IC 20-27-5-13, before a proposer/bidder may be awarded a transportation contract, the proposer/bidder must meet the following conditions: (1) The proposer/bidder must meet the physical requirements prescribed in IC 20-27-8-1 as evidenced by a certificate signed by an Indiana physician who has examined the proposer/bidder. (2) The proposer/bidder must hold a valid public passenger chauffeur's license or commercial driver's license issued by the bureau of motor vehicles.

**9. FLEET CONTRACT (MORE THAN ONE) ROUTE:**

Any proposer may submit a proposal for more than one (1) route as a Fleet Proposal; and if awarded a contract for more than one (1) route, he/she is deemed a "Fleet Contractor" and shall be required to enter into a Fleet Contract per IC 20-27-5-26 et seq.

**10. CONTRACT AWARDS:**

Contracts shall be awarded to the lowest responsible proposer/bidder subject to the provisions of IC 20-27-5-12; however, the governing body may refuse to award the contract to the lowest responsible proposer/bidder if the amount of the proposal is not satisfactory to the school corporation.

**11. EARNEST MONEY DEPOSIT:**

Each proposer shall submit a certified or cashier's check with his/her Route(s) Proposal in the amount of five hundred dollars (\$500.00) for each Proposal submitted as assurance of his/her intent to make a Proposal. Said check to be released to unsuccessful proposers/bidders after Board approval. Board Policy (3328) states that the earnest deposit will be held until after the first run of the new school year.

**12. REFERENCES:**

New proposers/bidders must provide **with Proposal**, references or performance letters from their most recent employer(s) within the past five (5) years. Failure to provide references will deem proposer/bidder nonresponsive.

**13. DESCRIPTIVE DATA:**

The work considered under these specifications includes the furnishing of a body and chassis by the contractor, and the contractor to furnish all supplies, materials and necessary repairs to the body and chassis.

The contractor will provide transportation to elementary, middle and/or high school students; living along or

adjacent to the route as outlined in Item 1, or who may be along or adjacent to said route during the term of the Contract.

**14. COMPENSATION:**

The compensation shall be on a per diem basis and for the full school term. "School term" is defined as the number of days on which the calendar of the school corporation provides that students are to be in attendance in the respective schools to which bus drivers shall transport pupils, and to attend required Corporation Orientation. In case a contract owner fails to attend planned meetings as directed, the Greater Clark County Schools will deduct the amount of the contract owner's per diem for each day's absence from such planned meetings. Contract owner will be compensated for attendance at such meetings.

All payments issued to fleet or transportation contractors are done via Greater Clark's Accounts Payable system. Payments during a contract year will be issued on a bi-monthly basis using 26 pays.

If the driver fails to complete/perform his regular route without bona fide reason, he/she shall receive no pay for that day. The Superintendent will be the final authority.

**15. CHANGES IN ROUTES - CHANGES IN COMPENSATION:**

Indiana Code allows the Board of Trustees the right to change, alter and/or extend the given route during the term of the Contract as they deem necessary or advisable. Mileage will be adjusted as necessary which could increase the daily rate.

(THIS SPACE INTENTIONALLY LEFT BLANK.)

**16. OWNER/DRIVER:**

- (a) Pursuant to IC 20-27-5-19, a transportation or fleet contract entered into under this chapter may not be sold or assigned except by written agreement of both parties to the original contract and by the assignee or purchaser of contract.



- (b) After notice to the Board of School Trustees or its authorized agent, a school bus driver may provide a substitute driver for any of the following reasons: (1) Illness of the school bus driver. (2) Illness or death of a member of the school bus driver's family. (3) Compulsory absence of a school bus driver because of jury duty. (4) Performance of services and duties required by service in the general assembly. (6) Attendance at meetings of the committee. (7) Management by a school bus driver of the school bus driver's personal business affairs. However, a school bus driver may not be absent for management of personal business affairs for more than ten (10) days in any one (1) school year without the approval of the governing body. IC 20-27-5-20.
- (c) A substitute school bus driver may not operate a school bus unless the substitute school bus driver meets the standards required by IC 20-27-8-1 and has been approved by the governing body or its authorized agent. IC 20-27-5-21.
- (d) A school bus driver's transportation contract may be terminated for incompetency, physical disability, negligence, or failure to faithfully perform the school bus driver's duties under the contract only after the school bus driver has received notice and a hearing in accordance with the procedure set out in IC 20-27-5-22.
- (e) All school bus drivers and/or substitutes are subject to random drug testing, failure of said test will be grounds for immediate termination of the contract.
- (f) Public Passenger/Commercial Drivers License. If the contract to be awarded is a Transportation Contract, the provisions of Item 7 above apply. Otherwise, each driver before entering into a Contract shall have his/her Public Passenger/Commercial Drivers License recorded in the Transportation Office. Also, each substitute driver shall have his/her Public Passenger/Commercial Drivers License recorded in the same manner.
- (g) Unless subject to the requirements of Item 8 above apply, successful proposers shall provide by the first of August names, addresses, copies of licenses, driving summary, completion of release form and a copy of a physical fitness\* certificate of all drivers, including substitutes. The Board of School Trustees reserves the right to reject any driver after review of all documentation submitted. Failure to provide all required documentation of qualifications will deem Contract between the parties void.

\*Physical fitness requirements, as set out in IC 20-27-8-1(a)(7) are:

- (1) Sufficient physical ability to drive a school bus.
  - (2) Possession and full normal use of both hands, both arms, both feet, both legs, both eyes and both ears.
  - (3) Freedom from any communicable disease that:
    - (i) may be transmitted through airborne or droplet means; or
    - (ii) requires isolation of the infected person under 410 IAC 1-2.3.
  - (4) Freedom from any mental, nervous, organic or functional disease which might impair his/her ability to properly operate a school bus.
  - (5) Possession of a visual acuity, with or without glasses, with at least 20/40 in each eye and a field vision with 150 degree minimum and with depth perception of at least eighty percent (80%).
- (h) The Board of School Trustees may, at any time require a school bus driver operating a school bus for the school corporation to submit to a physical examination by an Indiana physician selected by the corporation. The school corporation shall pay the cost of an examination under this section. IC 20-27-8-6.
  - (i) Per IC 20-27-8-1, An individual may not drive a school bus for the transportation of students or be

employed as a school bus monitor unless the individual satisfies the following requirements: (1) Is of good moral character. (2) Does not use intoxicating liquor during school hours. (3) Does not use intoxicating liquor to excess at any time. (4) Is not addicted to any narcotic drug. (5) Is at least: (A) twenty-one (21) years of age for driving a school bus; or (B) eighteen (18) years of age for employment as a school bus monitor. (6) In the case of a school bus driver, holds a valid public passenger chauffeur's license or commercial driver's license issued by the state or any other state. (7) Possesses the following required physical characteristics as set out in Item 17(g) above.

- (j) No driver shall smoke in the school bus or on school property in accordance with Indiana statute and Greater Clark School Board policy #4171/4271 (tobacco and smoke-free). Effective, July 1, 2006 Greater Clark School Board policy #4171/4271 provided for a smoke-free campus.
- (k) School bus drivers employed under these specifications are not considered employees of Greater Clark within the terms of the Workers Compensation laws; neither is the School Corporation to be liable for employees' contribution under the O.A.S.I. statutes.
- (l) The driver shall at all times keep himself/herself clean and presentable and keep the bus in a clean and sanitary condition. The bus will be subject to inspection by a Transportation Official at any time.
- (m) Indemnification and Hold Harmless: The Owner/Driver agrees to indemnify and hold Greater Clark harmless from any and all damages, claims, and liability arising from or connected with, directly or indirectly, the owner's actions, or the actions of their agents and employees under this Agreement, including without limitation, any damage or injury to person or property. If Greater Clark County School Corporation, without fault, becomes a party to litigation commenced by or against the owner or owner's agents or employee, the owner shall provide full and complete defense for said school corporation as part of this indemnification and hold harmless agreement. The indemnification provided by this paragraph shall include Greater Clark County School Corporation's legal costs and attorney's fees in connection with any such claim, action, or proceeding. The owner does hereby release Greater Clark County School Corporation from all liability for any accident, damage, or injury caused to person or property related, directly or indirectly, to the services provided under this Agreement, excluding liability of Greater Clark County School Corporation for Greater Clark's negligence, and notwithstanding whether such acts or omissions are active or passive. Notwithstanding any provision to the contrary, this section shall survive termination of this Agreement.
- (n) Confidentiality: The Owner/Driver agrees to comply with all confidentiality regulations applicable to Greater Clark including but not limited to FERPA, NCLB, and state or federal law.
- (o) Independent Contractor: The owner/driver acknowledges that the relationship between himself/ herself and Greater Clark is that of an independent contractor.

## 17. SCHEDULE:

The driver shall work under the direction of the designated Administrator of the Transportation Department, and will co-operate with the Board of Trustees and the Superintendent of Schools, CFO, school principals and teachers in operating his/her route on a satisfactory school schedule. The pupils must be delivered to school at the time designated by the superintendent. The driver must be at the school to take the children home when school is out in the afternoon. If school is closed early for any reason then the driver, at the direction of the designated Administrator of the Transportation Department or school principals, shall be at school to take the

pupils home at such time as is directed.

The driver shall consider it a part of his/her duties to cooperate in establishing a schedule of stops and to adhere faithfully to that schedule. Such schedule shall be subject to the approval of the designated Administrator of the Transportation Department, CFO and the Board of School Trustees.

**18. COMMUNICATION SYSTEMS:**

All buses will be outfitted with 2-way communications, a GPS tracking system, and a digital camera system at Corporation expense, and Corporation retains ownership of said equipment.

**19. MISCELLANEOUS:**

**The owner of the contracted route shall not utilize a current GCCS School Bus Driver or anyone who has previously driven for GCCS in the capacity of a School Bus Driver to drive for the owner of the contracted route unless given explicit consent in writing from the Director of Transportation.**

**BIDS SHOULD BE SUBMITTED AT A FUEL RATE OF \$5.00 PER GALLON.**

The owner/driver shall abide by all reasonable requests and rulings of the Board of Trustees as provided by the designated Administrator of the Transportation Department.

All owners/drivers must have a listed telephone number and said number must be on file with the Transportation Department.

Abusive and threatening conducts are proper grounds for terminating a school bus driver's contract.

A school bus driver shall attend an annual state-mandated safety meeting or workshop

All contracted buses must have their brake and kingpin inspection completed by a GCCS bus mechanic at the GCCS bus compound.

All drivers of contract routes are subject to submitting a yearly driving record check.

All documents included in the "Contractor's Route(s) Proposal Package" are to be considered part of the "specifications" developed for this transportation/fleet contract award procedure.

As stated in the opening paragraph of these specifications, the Board of School Trustees reserves the right to reject any and all Proposals made by any prospective owner/operator or fleet owner.

Questions should be directed to the designated Administrator of the Transportation Department at the Greater Clark Service Center by calling: (812) 288-4809.

Issued by:

The Board of School Trustees  
Greater Clark County Schools  
2112 Utica-Sellersburg Road  
Jeffersonville, IN 47130  
(812) 283-0701



Route No. \_\_\_\_\_

SCHOOL BUS PROPOSAL

PLEASE PRINT OR TYPE ALL DATA:

\*ALL LINES MUST BE PROPERLY COMPLETED FOR THE YEAR OF THE BUS BEING PROPOSED TO VALIDATE PROPOSAL

1. CONTRACTORS PERSONNEL DATA:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

This form must be delivered to the GCCS Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130.

2. PROPOSAL DATA - TERM OF CONTRACTS:

A. 2 4 Years (circle one)

B. Capacity of bus must be at least 66 passenger.

3. TYPE OF EQUIPMENT TO BE USED AND CORRESPONDING QUOTE(S):

Please enter the appropriate information for each Proposal, if desired. If no Proposal is submitted for a contract, please enter the word "none".

( ) YR. CONTRACT	CORP RENTAL _____ (daily rate of 90.00) *
A. YEAR _____	A. YEAR _____
B. CAPACITY _____	B. CAPACITY _____
C. CHASSIS _____ (or equivalent)	C. CHASSIS _____ (or equivalent)
D. WHEELBASE _____	D. WHEELBASE _____
E. BODY MAKE _____ (or equivalent)	E. BODY MAKE _____ (or equivalent)
F. QUOTE _____ (RATE PER MILE)	F. QUOTE _____ (RATE PER MILE)

\*if corp rental is chosen, it **must** be in place for the remainder of said contract.  
If contractor is providing bus, quotes should be set at **\$5.00** per gallon for bidding purposes.

CERTIFICATION

I certify that I have read and understand all provisions of the Proposal process. Further if awarded the contract; I will fully comply with all personal and equipment provisions to meet the contractual requirements.

PROPOSER'S SIGNATURE

DATE SIGNED

\_\_\_\_\_

\_\_\_\_\_



**DRIVER-OWNED EQUIPMENT CONTRACT FOR TRANSPORTING CHILDREN**

Term \_\_\_\_\_ School Year \_\_\_\_\_ School No. \_\_\_\_\_ School District: 1010

This contract entered into on the \_\_\_\_ day of \_\_\_\_\_, **2023**, between the Board of School Trustees for the Greater Clark County School Corporation, Clark County, Indiana, hereinafter referred to as the School Corporation, and \_\_\_\_\_, Driver.

WITNESSETH:

WHEREAS the Governing Body of said School Corporation has given proper notice by publication in accordance with IC 20-27-5-10, and the Driver pursuant to said notice has \*(A) submitted a proposal, or (B) submitted a bid, the terms of which reflect said Driver to be the lowest responsible bidder in an amount satisfactory to the Governing Body and that the Driver can meet the requirements prescribed in IC 20-27-5-13 and the physical requirements set out in IC 20-27-8.

Now therefore in consideration of the foregoing and in consideration of the payment by the School Corporation to the Driver of the sum stated below, the Driver agrees to perform the following work as provided by the specifications on file in the office of the School Corporation and as hereinafter provided,

To drive the school bus of Route No. \_\_\_\_\_ in School District No. 1010, for the School term or terms of \_\_\_\_\_ in the School Corporation above named and to the extent of the available seats on the school bus transport all the children of school ages now residing along and adjacent to said route or who may be along and adjacent to said route during the life of this contract and in accordance to said specifications to and from the designated school(s) in said school district, during the school term or terms above enumerated.

The route known as No. \_\_\_\_\_ is described as follows:

\_\_\_\_\_ and as more particularly described by a copy of the route specifications attached hereto and made a part hereof by reference.

BUS OWNERSHIP conditions: It is also mutually agreed to between the parties hereto:

1. That said School Corporation is to furnish and provide 2-Way Radio, a GPS tracking system, and a digital video camera system for use during contracted time.
2. That the Driver is to furnish the Bus Chassis and Body and everything necessary to operate the route.

*Unless corp. rental box was checked on accepted bid.*

Said work is to be governed by the following conditions.

1. The Driver is to drive the bus along the designated route each day during the school term or terms above enumerated, unless the school be dismissed for a holiday or by order of the School Corporation. That the Driver shall operate the bus over the route upon the schedule fixed by the School Corporation:
2. The Driver to have control of all school children so conveyed between the homes of the children and the school(s). He shall keep order and maintain discipline in the bus, being firm but polite, impartial and fair, and see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge.
3. The Driver is to perform personally all of the said work set out in this agreement, and shall not sell or assign his contract to any other person nor substitute any other person as driver, except with the approval of the School Corporation.
4. That the School Corporation may at any time alter and/or extend the route herein covered. In the event that the route as changed, altered or extended is longer than the route as described in this contract, the Driver shall be paid as additional compensation for each mile or fraction thereof in excess of the mileage of the originally contracted route, a sum equal to the average rate per mile as provided in this contract.
5. The Driver shall give a surety bond in such sum as fixed by the School Corporation, such bond to be conditioned upon the faithful performance of the full term of the contract. The Driver shall carry public liability and property damage insurance in a company authorized to do business in the State of Indiana in such amount as the School Corporation may deem necessary to afford adequate protection in the operation of the bus involved. Copies of all insurance policies shall be furnished to the School Corporation by the Driver. Greater Clark County School Corporation, its Board of School of Trustees, employees, agents and assigns shall be included as additional named insureds on Driver's policies of insurance.
6. The provisions of all Indiana statutes, rules and regulations of the State School Bus Committee, as same may be amended, pertaining to safety in the operation of school buses and the transportation of school children, are made a part of this contract by reference and Driver agrees to abide thereto.
7. The Driver hereby agrees that said school bus will be used to transport school children to and from school under the terms of this contract, and only for such additional permitted uses which are in accord with the provisions of IC 20-27-9 et seq., as same may be amended.
8. It is agreed that the provisions of IC 20-27-1 et seq. and IC 9-21-1 et seq., and as same may be amended, are hereby made a part of this contract, and that it is the intention of the parties thereto to enter into a binding contract subject to the School Transportation Code (IC 20-27- 1 et seq.), the provisions of which shall prevail over any part of this contract determined to be in conflict therewith.
9. This contract incorporates by reference all present policies of the School Corporation with respect to the transportation of students and passengers and are hereby made a part of this contract.
10. This contract incorporates by reference applicable United States Department of Transportation regulations as same are amended and are hereby made a part of this contract.
11. The School Corporation shall pay the Driver the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) per day which is \_\_\_\_\_ per mile for the established route miles for the number of days (a) on which the calendar of the school Corporation provides that students are to be in attendance at school, (b) the driver is required by the School Corporation to operate the bus on school related activities, and (c) days of in service training which is either requested by statute or authorized by the School Corporation, including, but not limited to, the safety meeting workshops. Mileage will be adjusted as necessary which could increase or decrease the daily rate.



12. Failure of Driver to comply with the terms of this contract, including all terms and conditions incorporated by reference, shall be deemed cause for cancellation of the contract at the option of School Corporation Governing Body, or its authorized agent. In the event of such breach by Driver, School Corporation's authorized agent shall first recommend cancellation of the contract to School Corporation's Governing Body, which may act upon such recommendation without notification or opportunity for Driver to be heard, but such cancellation shall not be effective until the Governing Body takes action on such recommendation. Notwithstanding, the above School Corporation, acting by its authorized agent, may suspend Driver with or without pay, immediately, for any conduct or omission constituting cause for cancellation of the contract, pending actual cancellation of the contract.
13. Driver acknowledges and agrees that the relationship with Greater Clark County School Corporation is an independent contractor relationship.
14. Driver agrees that all terms and conditions set out in the document entitled "Contractor's Route(s) Proposal Package" are incorporated into this document as if set out in full herein.
15. Driver agrees to indemnify and hold Greater Clark harmless from any and all liability, personal injury or property damage, which might arise as a result of driver's employees or agents' performance of the terms of this Contract.
16. All contract buses will have their brake and kingpin inspections completed by a GCCS mechanic at the GCCS bus compound.
17. All video and radio communication equipment must be checked daily for working order and reported for repair immediately if necessary.

IN WITNESS WHEREOF, the parties have hereunto signed their names this \_\_\_\_\_  
day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Driver

Greater Clark County School Corp.

\_\_\_\_\_  
President, School Board

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**FLEET CONTRACT FOR TRANSPORTING CHILDREN**

Term \_\_\_\_\_ School District: 1010

This contract entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2023

between the Board of School Trustees for the Greater Clark County School Corporation, Clark County, Indiana, hereinafter referred to as the School Corporation, and \_\_\_\_\_, Fleet Contractor.

WITNESSETH:

WHEREAS the Governing Body of said School Corporation has given proper notice by publication in accordance with IC 20-27-5-10, and the Fleet Contractor, pursuant to said notice has \*(A) submitted a proposal, or (B) submitted a bid, the terms of which reflect said Fleet Contractor to be the lowest responsible bidder in an amount satisfactory to the Governing Body and the Fleet Contractor will employ drivers who meet the requirements prescribed in IC 20-27-5-13 et seq. and the physical requirements set out in IC 20-27-8 et seq.

Now, therefore, in consideration of the foregoing and in consideration of the payment by the School Corporation to the Fleet Contractor of the sum stated below, the Fleet Contractor agrees to be responsible for the performance of the following work as provided by the specifications on file in the office of the School Corporation which are incorporated into and made a part of this contract as if set out in full herein, and as hereinafter provided, viz:

To ensure that the school buses are driven on Route Nos. \_\_\_\_\_

in School District No.1010 for the school term or terms of the \_\_\_\_\_ School Year in the School Corporation above named and to the extent of the available seats on the school buses, transport all the children of school ages now residing along and adjacent to said routes or who may be along and adjacent to said routes during the life of this contract and in accordance to said specifications to and from the designated school(s) in said school district, during the school term or terms above enumerated.

The routes known as Nos. \_\_\_\_\_ are described as follows:

and as more particularly described by a copy of the route specifications attached hereto and made a part hereof by reference.

BUS OWNERSHIP: Conditions: It is also mutually agreed to between the parties hereto:

1. That said School Corporation is to furnish and provide 2-Way Radio, GPS tracking system, and digital camera system for use during contracted time.
2. That the Fleet Contractor Owner / Driver is to furnish the Bus Chassis and Body and everything necessary to operate the route. *Unless corp. rental box was checked on accepted bid.*

Said work is to be governed by the following conditions:

1. The Drivers assigned by the Fleet Contractor are to drive the buses along the designated routes each day during the school term or terms above enumerated, unless the school be dismissed for a holiday or by order of the School Corporation. That the buses shall be operated over the routes upon the schedule fixed by the School Corporation.
2. The Drivers assigned by the Fleet Contractor are to have control of all school children so conveyed between the homes of the children and the school(s). They shall keep order and maintain discipline in the buses, being firm but polite, impartial and fair, and see that no child is imposed upon or mistreated while in their charge, and shall use every care for the safety of the children under their charge.
3. The Fleet Contractor is to ensure satisfactory performance of all the said work set out in this agreement, and shall not sell or assign his contract to any other person except with the approval of the School Corporation.
4. That the School Corporation may at any time alter and/or extend any route herein covered. In the event that any route as changed, altered, or extended is longer than the route as described in this contract, the Fleet Contractor shall be paid as additional compensation for each mile or fraction thereof in excess of the mileage of the originally contracted route, a sum equal to the average rate per mile as provided in this contract.
5. The Fleet Contractor shall give a surety bond in such sum as fixed by the School Corporation, such bond to be conditioned upon faithful performance of the full term of the contract. The Fleet Contractor shall carry public liability and property damage insurance in a company authorized to do business in the State of Indiana in such amount as the School Corporation may deem necessary to afford adequate protection in the operation of the buses involved. Copies of all insurance policies shall be furnished to the School Corporation by the Fleet Contractor. Greater Clark County School Corporation, its Board of School of Trustees, employees, agents and assigns shall be included as additional named insureds on Contractor's policies of insurance.
6. The provisions of all Indiana statutes, and rules and regulations of the State School Bus Committee, as same may be amended, pertaining to safety in the operation of school buses and the transportation of school children, are made a part of this contract by reference and the Fleet Contractor agrees to abide thereto.
7. The Fleet Contractor hereby agrees that said school buses will be used to transport school children to and from school under the terms of this contract, and only for such additional permitted uses which are in accord with the provisions of IC 20-27-9 et seq., and as same may be amended.
8. It is agreed that the provisions of IC 20-27-1 et seq. and IC 9-21-1 et seq., as same maybe amended, are hereby made a part of this contract, and that it is the intention of the parties thereto to enter into a binding contract subject to the School Transportation Code (IC 20-27-1 et seq. and the Motor Vehicles Traffic Regulation Code, IC 9-21-1 et seq.), the provisions of which shall prevail over any part of this contract determined to be in conflict therewith.
9. This contract incorporates by reference all present policies of the School Corporation with respect to the transportation of students and passengers and is hereby made a part of this contract.
10. This contract incorporates, by reference, applicable United States Department of Transportation regulations as same are amended and are hereby made a part of this contract.
11. The School Corporation shall pay the Driver the sum of \_\_\_\_\_ Dollars (\$) per day which is \_\_\_\_\_ per mile for the established route miles for the number of days (a) on which the calendar of the school Corporation provides that students are to be in attendance at school, (b) the driver is required by the School Corporation to operate the bus on school related activities, and (c) days of in service training which is either requested by statute or authorized by the School Corporation, including, but not limited to, the safety meeting workshops. Mileage will be adjusted as necessary which could increase or decrease the daily rate.

12. Failure of Fleet Contractor to comply with the terms of this contract, including all terms and conditions incorporated by reference, shall be deemed cause for cancellation of the contract at the option of School Corporation Governing Body, or its authorized agent. In the event of such breach by Fleet Contractor, School Corporation's authorized agent shall first recommend cancellation of the contract to School Corporation's Governing Body, which may act upon such recommendation without notification or opportunity for Fleet Contractor to be heard, but such cancellation of the contract shall not be effective until the Governing Body takes action on such recommendation. Notwithstanding the above, School Corporation, acting by its authorized agent, may suspend the Fleet Contractor with or without pay, immediately, for any conduct or omission that may constitute good and sufficient cause for cancellation of the contract, pending actual cancellation of the contract.
13. Driver acknowledges and agrees that the relationship with Greater Clark County School Corporation is an independent contractor relationship.
14. Driver agrees that all terms and conditions set out in the document entitled "Contractor's Route(s) Proposal Package" are incorporated into this document as if set out in full herein.
15. Driver agrees to indemnify and hold Greater Clark harmless from any and all liability, personal injury or property damage, which might arise as a result of driver's employees or agents' performance of the terms of this Contract.
16. All contract buses will have their brake and kingpin inspections completed by a GCCS mechanic at the GCCS bus compound.
17. All video and radio communication equipment must be checked daily for working order and reported for repair immediately if necessary.
18. The owner of the contracted route shall not utilize a current GCCS School Bus Driver or anyone who has previously driven (within a two year period) for GCCS in the capacity of a School Bus Driver to drive for the owner of the contracted route.

IN WITNESS WHEREOF, the parties have hereunto signed their names this \_\_\_\_\_ day of 2023.

Fleet Contractor \_\_\_\_\_

School Corporation: Greater Clark County Schools

\_\_\_\_\_  
President, School Board

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Run - 143 MEMPHIS/HENRYVILLE AM

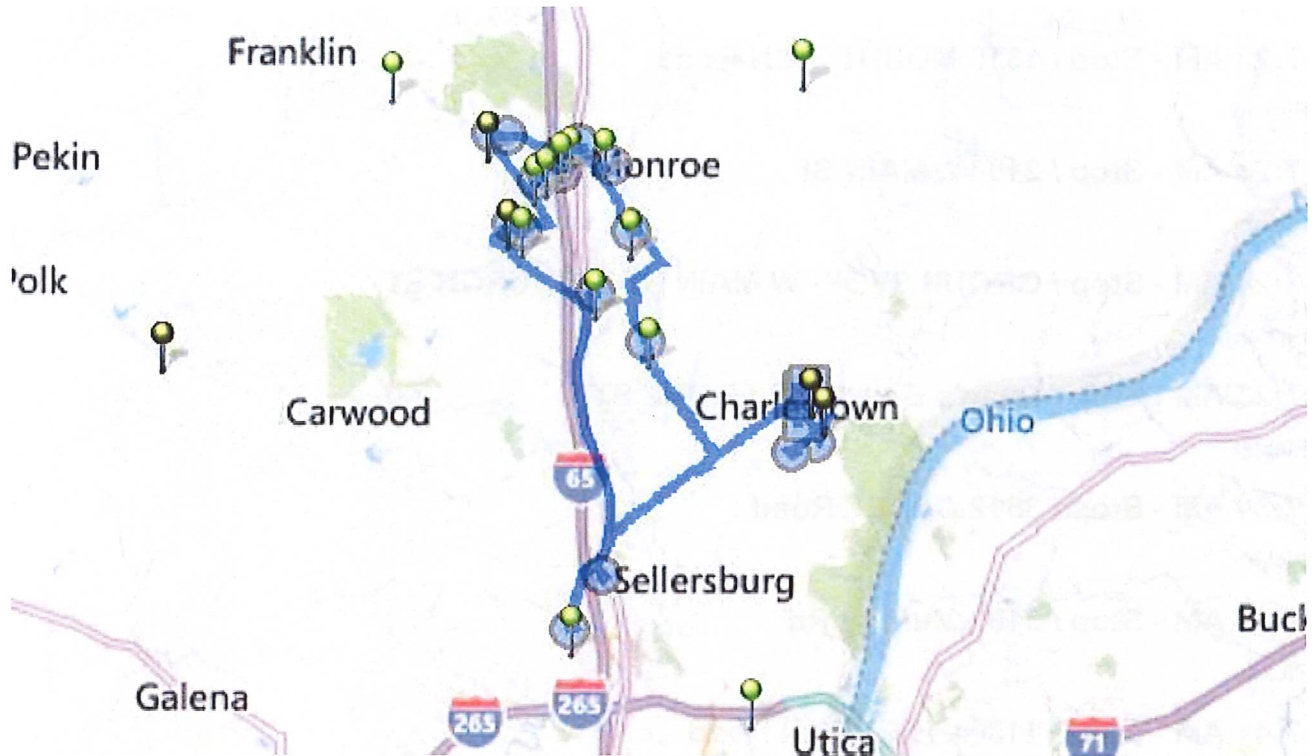
6/2/2022 - 5/27/2023

Driver:  
Time: 2 hr 25 min  
Students: 52 / 52

Vehicle: 145  
Distance: 53.69 mi  
Description: 143 MEMPHIS/HENRYVILLE ROUTE

Mon, Tue, Wed, Thu, Fri

## Map



#1 - 6:14 AM - Whitten / 101 Industrial Way

#2 - 6:38 AM - Stop / JOSEPH DR & SCOTT AVE

1 Pickup

#3 - 6:45 AM - Stop / GROUP -US-31 & S Fern St

1 Pickup

#4 - 7:00 AM - Stop / 15110 SILVER MAPLE CT

3 Pickup

#5 - 7:03 AM - Stop / CHAMPIONS POINTE PKWY & PINE VALLEY WAY

1 Pickup

#6 - 7:04 AM - Stop / Augusta Pkwy and Prestwick PL

2 Pickup

#7 - 7:09 AM - Stop / 1805 HENRYVILLE BLUELICK Road

1 Pickup

#8 - 7:09 AM - Stop / 2204 HENRYVILLE BLUELICK Road

2 Pickup

**#9 - 7:13 AM - Stop / 3687 SPEITH Road**

1 Pickup

**#10 - 7:14 AM - Stop / Ryan's MOM 9712 W State Route 160**

**#11 - 7:20 AM - Stop / 804 TWIN OAKS Drive**

1 Pickup

**#12 - 7:23 AM - Stop / 1310 MOUNT ZION Road**

1 Pickup

**#13 - 7:24 AM - Stop / 210 W. MAIN St**

1 Pickup

**#14 - 7:24 AM - Stop / GROUP STOP- W MAIN ST & CHURCH ST**

4 Pickup

**#15 - 7:25 AM - Stop / Ryan's Dad 101 S FRONT ST**

1 Pickup

**#16 - 7:30 AM - Stop / 3812 CANEY Road**

2 Pickup

**#17 - 7:35 AM - Stop / 3103 Murphy Rd**

2 Pickup

**#18 - 7:41 AM - Stop / 11304 TRELOAR Road**

1 Pickup

**#19 - 7:55 AM - Charlestown High / 1 Pirate Pl**

10 Dropoff

3 Pickup

**#20 - 8:11 AM - Stop / Charlestown Middle School**

11 Dropoff

1 Pickup

**#21 - 8:30 AM - Stop / St Michael Dr & Rosewood Dr**

22 Pickup

**#22 - 8:32 AM - Pleasant Ridge Elementary / 1250 Monroe St**

9 Dropoff

1 Pickup

**#23 - 8:38 AM - Jonathan Jennings Elementary**

22 Dropoff



# Run - 143 MEMPHIS/HENRYVILLE PM

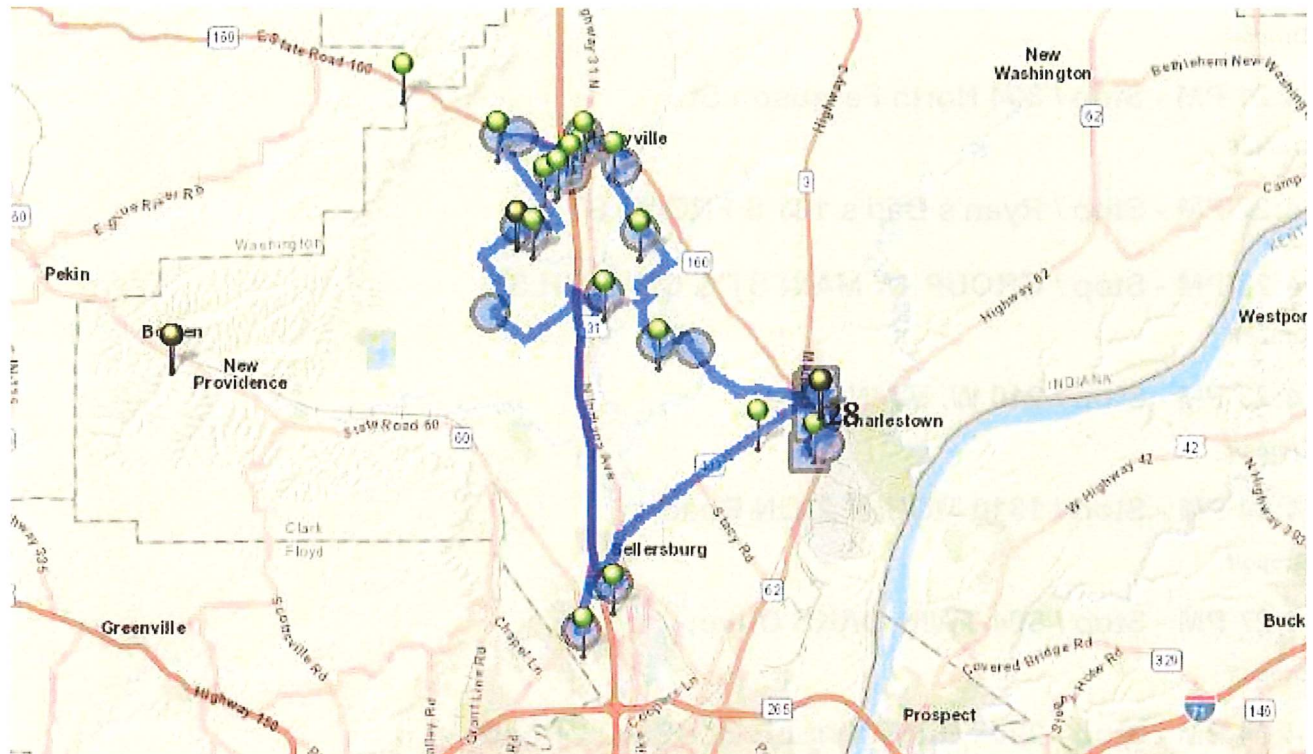
6/2/2022 - 5/27/2023

Driver:  
Time: 2 hr 53 min  
Students: 53 / 53

Vehicle: 145  
Distance: 59.97 mi  
Description: 143 MEMPHIS/HENRYVILLE ROUTE

Mon,Tue,Wed,Thu,Fri

## Map



**#1 - 2:54 PM - Whitten / 101 Industrial Way**

**#2 - 3:00 PM - CHS / 1 Pirate Pl**

12 Pickup

**#3 - 3:10 PM - CMS / 8804 High Jackson Road**

10 Pickup

**#4 - 3:35 PM - Jonathan Jennings Elementary**

21 Pickup

**#5 - 3:39 PM - Stop / ST MICHAEL DR & ROSEWOOD DR**

**#6 - 3:41 PM - Pleasant Ridge Elementary / 1250 Monroe St**

1 Dropoff

10 Pickup

**#7 - 3:44 PM - Stop / St Michael Dr & Rosewood Dr**

23 Dropoff

**#8 - 3:54 PM - Stop / WHITTINGHILL RD & SPRING RUN RD**

1 Dropoff

**#9 - 3:57 PM - Stop / 11304 TRELOAR Road**

1 Dropoff

**#10 - 4:15 PM - Stop / 3103 Murphy Rd**

2 Dropoff

**#11 - 4:20 PM - Stop / 3812 CANEY RD**

2 Dropoff

**#12 - 4:21 PM - Stop / 304 North Ferguson St**

1 Dropoff

**#13 - 4:22 PM - Stop / Ryan's Dad's 101 S FRONT ST**

**#14 - 4:23 PM - Stop / GROUP -W MAIN ST & CHURCH ST**

4 Dropoff

**#15 - 4:23 PM - Stop / 210 W. MAIN St**

1 Dropoff

**#16 - 4:24 PM - Stop / 1310 MOUNT ZION Road**

1 Dropoff

**#17 - 4:27 PM - Stop / 804 TWIN OAKS Drive**

1 Dropoff

**#18 - 4:34 PM - Stop / 2204 HENRYVILLE BLUELICK Road**

2 Dropoff

**#19 - 4:34 PM - KNIGHT, PAISLEY / 2108 Henryville Bluelick Rd**

2 Dropoff

**#20 - 4:38 PM - Stop / 3687 SPEITH Road**

1 Dropoff

**#21 - 4:39 PM - Stop / 9712 W State Route 160**

1 Dropoff

**#22 - 4:47 PM - Stop / Augusta Pkwy and Prestwick PL**

2 Dropoff

**#23 - 4:48 PM - Stop / CHAMPIONS POINTE PKWY & PINE VALLEY WAY**

1 Dropoff

**#24 - 4:53 PM - Stop / Percy King Rd & Beyl Rd**

1 Dropoff

**#25 - 5:01 PM - Stop / 15110 SILVER MAPLE CT**

3 Dropoff

**#26 - 5:16 PM - Stop / Parallel Ave & Linnwood Ave**

1 Dropoff

**#27 - 5:23 PM - Stop / JOSEPH DR & SCOTT AVE**

1 Dropoff

**#28 - 5:46 PM - Whitten / 101 Industrial Way**



# Run - PS2 HANOVER AM

6/2/2022 - 5/27/2023

Driver: HOBBS, JOHN

Vehicle: PS2

Mon, Tue, Wed, Thu, Fri

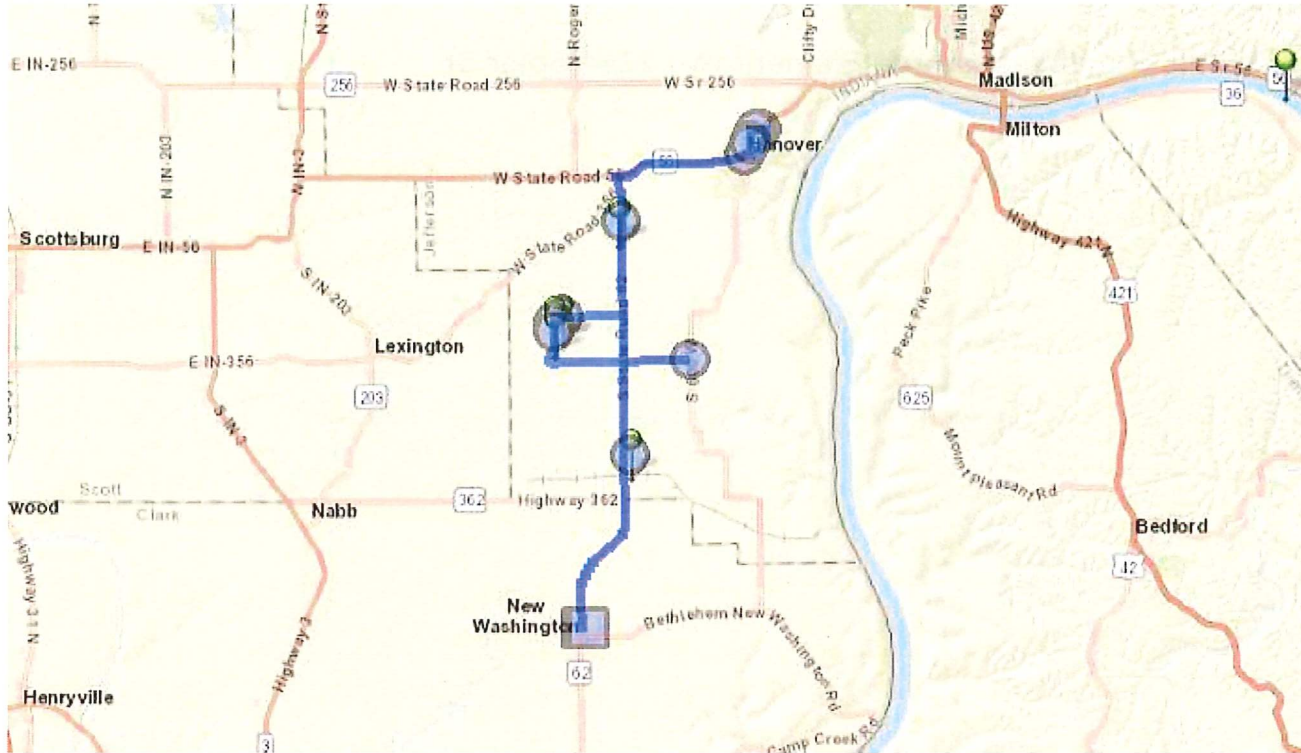
Time: 1 hr 11 min

Distance: 34.68 mi

Students: 9 / 9

Description: PS2 HANOVER AM

## Map



**#1 - 6:50 AM - New Washington Middle/High / 226 State Road 62**

**#2 - 7:22 AM - Hanover Implement / 151 W Lagrange Rd**

**#3 - 7:23 AM - Stop / 470 E LAGRANGE RD (MCDONALDS)**

**#4 - 7:23 AM - Stop / 160 E Rd E Kuntz Rd Rd E**

1 Pickup

**#5 - 7:25 AM - Stop / Thornton Rd & Maple St**

**#6 - 7:25 AM - Stop / 254 Thornton Rd**

**#7 - 7:32 AM - Stop / 2986 S State Road 62**

2 Pickup

**#8 - 7:38 AM - Stop / 8765 W Jones Rd**

4 Pickup

**#9 - 7:39 AM - Stop / 5142 S Davis Rd**

**#10 - 7:39 AM - Stop / 5303 S Davis Rd**

1 Pickup

**#11 - 7:51 AM - Stop / W Prospect Rd & S 600 W**

**#12 - 7:51 AM - Stop / Unknown Address**

1 Pickup

**#13 - 7:59 AM - New Washington Middle/High / 226 State Road 62**

4 Dropoff

**#14 - 8:00 AM - New Washington Elementary / 224 Poplar St**

5 Dropoff

# Run - PS2 HANOVER PM

6/2/2022 - 5/27/2023

Driver: HOBBS, JOHN

Vehicle: PS2

Mon, Tue, Wed, Thu, Fri

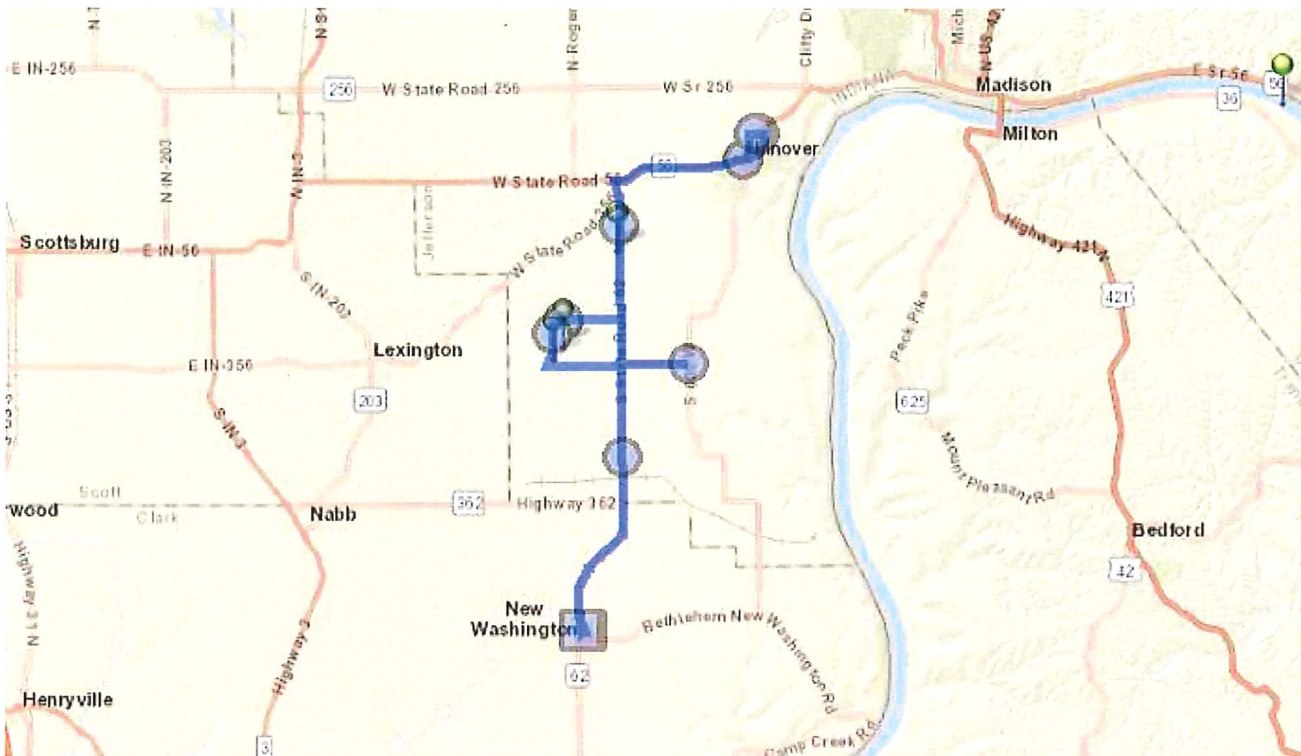
Time: 57 min

Distance: 36.51 mi

Students: 6 / 6

Description: 130 HANOVER PM

## Map



### #1 - 3:00 PM - New Washington Middle/High / 226 State Road 62

4 Pickup

### #2 - 3:00 PM - New Washington Elementary / 224 Poplar St

2 Pickup

### #3 - 3:09 PM - Stop / 7362 W Jackson Rd

### #4 - 3:10 PM - Stop / W Prospect Rd & S 600 W

### #5 - 3:12 PM - Stop / 8765 W Jones Rd

2 Dropoff

### #6 - 3:13 PM - Stop / 5303 S Davis Rd

1 Dropoff

### #7 - 3:22 PM - Stop / 2986 S State Road 62

2 Dropoff

### #8 - 3:23 PM - Stop / 151 W Lagrange Rd

### #9 - 3:24 PM - Stop / 470 E LAGRANGE RD (MCDONALDS)

**#10 - 3:24 PM - Stop / 160 E Rd E Kuntz Rd Rd E**

1 Dropoff

**#11 - 3:56 PM - New Washington Middle/High / 226 State Road 62**



## **ADDENDUM TO CONTRACT**

If there are terms/conditions set out in the Contract document that are in contradiction to the terms/conditions set out in this Addendum, the language of this Addendum controls the relationship of the parties. The terms/conditions set out below are to be considered incorporated into the original Contract as if set out therein in full.

### **MANNER AND TIMING OF CONTRACT PAYMENTS**

All payments issued to fleet or transportation contractors are done via Greater Clark's Accounts Payable system. Payments during a contract year will be issued on a bi-monthly basis using 26 pays.

### **DIRECT DEPOSIT OPTION**

Greater Clark County Schools will provide a direct deposit option for fleet or transportation contractors whenever that option is available by the corporation's software vendor. The anticipated date for availability of this option is December 2008. However, at such time as direct deposit for vendor contracts is available, fleet or transportation contractors will be allowed to choose to have contract payments issued in this manner.

### **FLEET CONTRACTS – LIMITATION ON NUMBER OF ROUTES**

Any bidder may submit a proposal for more than one (1) route as a Fleet Proposal; and if awarded a Contract for more than one (1) route, , but not more than fifteen (15) routes, he/she is deemed a "Fleet Contractor" and shall be required to enter into a Fleet Contract per IC 20-27-5-26 et seq.

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

GCCS Representative: \_\_\_\_\_ Date: \_\_\_\_\_



**BOND**

KNOW ALL PERSONS BY THESE PRESENTS. That we \_\_\_\_\_  
as principal, and \_\_\_\_\_  
as sureties, all of \_\_\_\_\_ County, in the State of Indiana, are firmly bound unto the School  
Corporation, in the penal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the payment of which well and  
truly be made, we bind ourselves jointly and severally, and our joint and several heirs, executors, administrators, and  
assigns, firmly by these presents, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The conditions of the above obligation are such that, where as the \_\_\_\_\_  
\_\_\_\_\_ School Corporation, of \_\_\_\_\_ County, in the State of Indiana, has let  
and contracted with said \_\_\_\_\_ to drive the conveyance on a school  
route in the said School Corporation above named, during the school term or terms of \_\_\_\_\_ and  
\_\_\_\_\_ known as "Route No. \_\_\_\_\_" (as per the contract, route  
and specifications attached hereto).

NOW THEREFORE, if the said \_\_\_\_\_ shall well and faithfully do and  
perform their contract in accordance with the terms thereof, then this bond shall be null and void; otherwise, we bind  
ourselves to pay all expenses incurred in carrying out the full agreement, as entered into by and between the said  
\_\_\_\_\_ and \_\_\_\_\_ School  
Corporation.

WITNESS our hand and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)





**Human Resources**  
2112 Utica-Sellersburg Road  
Jeffersonville, IN 47130  
(812) 283-0701, Fax (812) 288-4880

**GREATER CLARK COUNTY SCHOOLS  
LIMITED CRIMINAL HISTORY REQUEST**

Greater Clark County School's Board Policy 4111.3/4211.3 and Indiana Law (IC 20-26-5-10) both require that individuals likely to have "direct, ongoing contact with children" have a "limited criminal history" on file with the school system prior to beginning such contact with children. The Indiana law defines a limited criminal history as meaning "information with respect to any arrest, indictment, information, or other formal criminal charge, which must include a disposition. However, information about any arrest, indictment, information, or other formal criminal charge which occurred less than one year before the date of a request shall be considered a limited criminal history even if no disposition has been entered.

**IN ORDER FOR THE CRIMINAL RECORDS/SECURITY CLEARANCE CHECK TO BE COMPLETED, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**NAME:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_  
Street and/or Apartment Number  
\_\_\_\_\_  
City State Zip Code

**PREVIOUS ADDRESS:** \_\_\_\_\_  
Street and/or Apartment Number  
\_\_\_\_\_  
City State Zip Code

**DATE OF BIRTH:** \_\_\_\_\_ **SOCIAL SECURITY NUMBER:** \_\_\_\_\_

The undersigned provides the above information and acknowledges that Greater Clark County Schools will use the above information to obtain a limited criminal history to be maintained on file at the administrative office of the Greater Clark County Schools.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_





# Greater Clark County School Corporation Human Resources Department

2112 Utica Sellersburg Road  
Jeffersonville, Indiana 47130

Phone: (812) 288-4802  
FAX: (812) 288-4880

## • Classified Reference Form •

### APPLICANT

I, \_\_\_\_\_ have applied for a position as a(n) \_\_\_\_\_

PRINT NAME

JOB TITLE

with the Greater Clark County School Corp. and would appreciate your help in completing the reference form below and mailing it to the Greater Clark County School Corporation at the address listed above. Thank you for your assistance.

My name during my term of employment with you was \_\_\_\_\_ and I was employed as a(n)

PRINT NAME

from

to

JOB TITLE

MONTH/YEAR

MONTH/YEAR

SIGNATURE

SOCIAL SECURITY NUMBER

DATE

### REFERENCE

Note: Please mail this reference form directly to the Greater Clark County School District. Do not return it to the applicant. Your reply will be kept in the strictest confidence.

I have known the person named above during the period (enter dates): \_\_\_\_\_ to \_\_\_\_\_

My **PROFESSIONAL** relationship to the applicant has been that of: \_\_\_\_\_

Position(s) held by the applicant during the referenced time period: \_\_\_\_\_

Based on my opinion, the applicant's **STRONGEST** points are: \_\_\_\_\_

Based on my opinion, the applicant's **WEAKEST** points are: \_\_\_\_\_

Based on my observations regarding the applicant, I  would  would not recommend this applicant for the position(s) identified with the Greater Clark County School District.

#### I would rate the applicant in relation to other employees or students I have known as follows:

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO DATA
Dependability / Reliability					
Safety Consciousness: Self, Safety of Others, Equipment					
Acceptance of Direction / Change					
Ability to Work with Others					
Attitude towards Supervision					
Work Skills: Quality, Thoroughness, Accuracy, Quantity					
Attendance: Absenteeism, Tardiness					

#### Contact Information:

COMPANY NAME

NAME OF PERSON COMPLETING FORM

ADDRESS

JOB TITLE

CITY

( )

PHONE NUMBER

STATE

ZIP

SIGNATURE

DATE







Service Center  
 301 E. 11<sup>th</sup> St.  
 Jeffersonville, IN 47130  
 (812) 288-4809

**REFERENCE INQUIRY**

TO: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_, has submitted a proposal to provide transportation services for the Greater Clark County School Corporation. It will be greatly appreciated if you will complete the statements below as requested. I thank you for your help in this matter.

Sincerely,

*Daniel Borders*  
 Director of Transportation

CATEGORY	Superior	Strong	Average	Fair	Poor
1. Driving Skills: Applies defensive driving, alert and Responsive					
2. Attitude towards children: Recognizes needs of children, sympathetic relations with pupils and parents					
3. Personality: Wholesome, pleasing					
4. Character: Evidence of strength					
5. Social Qualities: Evidence of social maturity					
6. General appearance: Acceptable, appropriateness and taste in dress, attractive, neat					
7. Emotional stability: Self-control					
8. Ethics: Professional relationships					
9. Health: Physical fitness, free from chronic ailments, not subject to frequent absence					
10. Citizenship: Interest in community life					

11. When was the applicant in your employ? \_\_\_\_\_

12. For what position is the applicant best adapted? \_\_\_\_\_

13. Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature

Official Position

Date



## BUS PROPOSAL PROCESS

1. Sealed Proposals will be received until 9:00 a.m. (EDT) on Feb 15th, 2023 at the Administration Building, 2112 Utica-Sellersburg Rd., Jeffersonville, Indiana 47130. With the proposer's name, bus route and bus number located on the **outside of the sealed envelope**.
  2. Sealed Proposals will be opened and read aloud on Feb 15th, 2023 at the Service Center, 301 E. 11<sup>th</sup> Street., Jeffersonville, Indiana 47130 at 10:30 a.m.
  3. In order to be considered a qualified proposer you must:
    - a. Submit a sealed Proposal on Form GCCS-102 for each route for which you desire to be considered.
    - b. Attach to each route Proposal a \$500 certified or cashier's check as earnest money/intent to be considered. Cash will not be accepted.
    - c. New proposers/bidders or those never awarded a contract shall submit required references per Form GCCS-100 item 12.
  4. You may make a proposal on Route 143 and/or Route PS2/Hanover.
  5. Read the specifications carefully (Form GCCS-100).
  6. Proposal will be negotiated on Feb. 15th, 2023 beginning 10:30am at the Service Center 301 E. 11<sup>th</sup> Street., Jeffersonville, Indiana 47130.
- \* All persons submitting Proposals may be present.
7. Contract Award Procedure:
    - a. Each person submitting Proposals will be invited to a Negotiating Meeting at such location as is designated in the notice of the meeting.
    - b. Each route is subject to negotiation of the terms of the Proposal.
    - c. The Board reserves the right to conduct such negotiations in such manner as it deems satisfactory.
    - d. If no Proposal is satisfactory, the Board reserves the right to reject all Proposals.
    - e. It shall be within the discretion of the Board's President to appoint a board member to serve on the negotiation team.
  8. Successful Proposal(s) will require notarized Non-Collusion Affidavit/Acceptance of Proposal as Contract Forms signed.
  9. If a person submits a Proposal which is accepted, but is later repudiated or withdrawn by the proposing person, such person shall forfeit the \$500 earnest money deposit on that route.
  10. If you have any questions, please call the Transportation Department, (812) 288-4809 and ask for Daniel Borders or Jeff Brooks.

Respectfully,

Daniel Borders  
Director of Transportation

**SCHOOL BUS AWARD PROCESS  
PRIVATE-OWNED CONTRACTOR**

Please note that the Proposal Process has been revised to incorporate the Board of School Trustees' new approach/direction to improve the safety and condition of our entire fleet within the limits of the law.

**I. PROPOSAL SUBMISSION DATA:**

- A. DEADLINE DATE: Feb. 15<sup>th</sup> 2023 at 9:00 a.m. (EDT)  
OPENING DATE: Feb. 15<sup>th</sup> 2023 at 10:30a.m. (EDT)
- B. LOCATION: Administration Bldg 2112 Utica Sellersburg Road E, Jeffersonville, Indiana 47130, c/o Business Office. Telephone: 283-0701
- C. Received and acknowledged by: The Business Office
- D. Submit Sealed Proposal utilizing GCCS Form 102 for each route. Separate Form 102 will be completed for each route.
- E. New Proposers/Bidders or those not previously awarded contracts are to submit required references per Form GCCS-100 Item 12 to proposal.
- F. Attach a \$500 Certified/Cashier's Check for each Proposal submitted. Cash will not be accepted.
- G. Two (2) or Four (4) Year Contract – One (1) to Eighteen (16) Year Model, at least 66 passenger bus. (PS2-Hanover route must be at least 33 passenger bus)

**II. FLEET CONTRACT.**

- A. Any Proposer/Bidder may submit a Proposal for more than one (1) route as a Fleet Proposal; and if awarded a Contract for more than one (1) route, , but not more than fifteen (15) routes he/she is deemed a "Fleet Contractor" and shall be required to enter into a Fleet Contract (I.C. 20-27-5-6). Any Proposer/Bidder who submits a Proposal for more than one (1) bus route understands that the School Corporation reserves the right to award a Contract only on those routes that the person is the lowest responsible Proposer/Bidder.
- B. Fleet Owners who are successful on less than two routes are not personally required to drive a route, provided they show proof of service in other school corporations.

**III. NEW LENGTH/TERM OF CONTRACTS:**

- A. Two (2) or Four (4) Year – One (1) to Eighteen (18) Year Model

**IV. CONTRACT NEGOTIATION/AWARD PROCEDURES:**

- A. PLACE: Transportation Service Center, 301 E. 11<sup>th</sup> Street., Jeffersonville, IN 47130
- B. Negotiations will be conducted and routes will be offered as follows:
  - 1. **CONTRACT WITH OPPOSITION - OTHER PROPOSER:**
    - a. Separate all Proposals by geographical areas.
    - b. Route Proposals will be negotiated in numerical order. Offer route to lowest Proposer/Bidder if bid is acceptable to corporation; if not acceptable, ask for counter-Proposal and continue until lowest responsible Proposal is received. Continue with each route, same procedure.
    - c. After completion of last route, calculate the "daily" for each area and the system wide total.
    - d. Contract signing pending Board approval.
    - e. Successful bid awards will be made available to the public after Board approval.
  - 2. **CONTRACTS WITH NO OPPOSITION - NO OTHER PROPOSALS:**
    - a. Separate routes by geographical area.
    - b. Call each route and Proposer/Bidder, one at a time, to the table and negotiate.
    - c. Criteria to be used for negotiations: cost-per-mile, age of bus, route conditions, etc.
    - d. If agreement is reached, recommend award of Contract.
    - e. Contract signing pending Board approval

**C. FINAL PROCESSING:**

1. Transportation personnel will prepare a consolidated report of the recommended Contract awardees and routes.
2. Send report to Board of School Trustees prior to Board meeting.
3. Board will meet Feb. 21<sup>st</sup> 2023 -to consider the recommendation. Winning Bidders will take over said route on Feb. 27<sup>th</sup>, 2023
  - a. If Board approves recommendation, issue Contracts to successful bidders.
  - b. If Board disapproves recommendation, new instructions will be issued.
  - c. Board reserves the right to accept and/or reject any and all Proposals.



**\*\*\*Sample\*\*\***

**Updated May 2014**

**(Insert employer name or place on letterhead / Return to employer when complete)**

**Physical Fitness Certificate**

**School Bus Driver**

**Special Purpose Bus Operator (special purpose bus capacity greater than 15 passengers)**

**School Bus Monitor (not required)**

Indiana Code 20-27-8-1, in part states, (a) an individual may not drive a school bus for the transportation of students or be employed as a school bus monitor unless the individual satisfies the following requirements:

(7) Possess the following required physical characteristics:

(A) Sufficient physical ability to be a school bus driver, as determined by the state school committee. (Title 575 IAC 1-8)

(B) Possession and full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.

(C) Freedom from any communicable disease that:

(i) may be transmitted through airborne or droplet means; or

(ii) requires isolation of the infected person under 410 IAC 1-2.3.

(D) Freedom from any mental, nervous, organic, or functional disease which might impair the person's ability to properly operate a school bus.

(E) Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150 degree minimum and with depth perception of at least 80%.

Indiana Code 20-27-9-5(c)(1), in part , states if the special purpose bus has a capacity of more than fifteen passengers, the operator meet the requirements for a school bus driver set forth in I.C. 20-27-8-4

**Physical Fitness Certificate Requirement**

An individual who is or intends to become a school bus driver must obtain a physical examination certificate stating that the individual possesses the physical characteristics required by section 1(a)(7) of this chapter. The certificate shall be made by an individual who is registered in the Federal Motor Carrier Safety Administration's National Registry of Certified Medical Examiners after the certified medical examiner has conducted a physical examination of the school bus driver or prospective school bus driver. The school corporation shall determine how the certified medical examiner who is to conduct the physical examination is chosen and who must pay for the physical examination.. (I.C. 20-27-8-4)

I certify that \_\_\_\_\_ possesses the physical characteristics required by I.C. 20-27-8-1 to be a school bus driver, school bus monitor, or special purpose bus operator. The certificate of examination shall be filed with the school corporation or employer not more than seven days after the examination. (I.C. 20-27-8-5)

\_\_\_\_\_  
Certified medical examiner signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Certified medical examiner national registry ID number

\_\_\_\_\_  
Date of examination

This physical examination expires 24 months from the above date. (I. C. 20-27-8-5)

\_\_\_\_\_  
Certified medical examiner's address and telephone number





## REQUEST FOR NON-CORPORATION USAGE OF SCHOOL BUSES

Request use of buses to transport groups and/or organizations in compliance with IC 20-27-9-6 Indiana Code, which as summarized reads:

6. (a) In addition to the exemptions granted in this chapter and notwithstanding the section 16 of this chapter, a school corporation may allow a school bus operated under a fleet or transportation contract and not owned in whole or in part by a public agency to be used in for the transportation of a group or an organization for any distance, if that group or organization agrees to maintain the condition of the school bus and to maintain order on the school bus while in use.
- (b) When authorizing transportation, described in subsection (a), the school corporation shall require the owner of the school bus to:
  - (1) obtain written authorization of the superintendent of the contracting school corporation;
  - (2) clearly identify the school bus with the name of the sponsoring group; and
  - (3) provide proof to the superintendent and the sponsoring group of financial responsibility, as required by IC 9-25 and IC 20-27-5-9 for the transportation.
- (c) The governing body of a school corporation may allow, by written authorization, the use of a school bus owned in whole or in part by the school corporation for the transportation needs of a fair or festival operated by or affiliated with a nonprofit organization exempt from federal taxation under Section 501 (c)(3) through 501 (c)(7) of the Internal Revenue Code .

Non-compliance of this section may lead to termination of this Contract.

\_\_\_\_\_  
Owner

Greater Clark County School Corp.  
By:



NON-COLLUSION AFFIDAVIT

STATE OF INDIANA  
\_\_\_\_\_ CLARK SS:

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

He further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

\_\_\_\_\_  
\_\_\_\_\_  
Bidder/Agent  
For \_\_\_\_\_  
Firm/Corporation

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20\_\_ .  
My Commission Expires:

\_\_\_\_\_ Date

\_\_\_\_\_ Notary Public

ACCEPTANCE OF PROPOSAL AS CONTRACT

It appearing from the records that there is now a sufficient unobligated appropriation of funds available, the foregoing agreement is accepted by the \_\_\_\_\_ of \_\_\_\_\_ Indiana, as to classes or items \_\_\_\_\_ .

Such acceptance to operate as a Contract binding such \_\_\_\_\_ .

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2022/2023 SUCCESSFUL PROPOSERS  
FOR SCHOOL BUS ROUTES  
SCHOOL YEAR BEGINNING 2022 - 2023

ROUTE #	YEAR OF BUS PROPOSED	# MILES TO BE CONTRACTED	RATE/MILE PROPOSED	DAILY RATE	LENGTH OF CONTRACT
_____	_____	_____	_____	_____	_____ YEARS
_____	DIESEL				
_____	#89 UNLEADED				

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Administrator's Signature

