



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Tuesday June 20, 2023 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

The Chelmsford School Committee (CSC) intends to conduct an in-person meeting on the date and time specified. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at langj@chelmsford.k12.ma.us prior to 12:00 p.m. on Tuesday June 20, 2023 to be scheduled to provide in-person input under the public participation portion(s) of the agenda.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of June 6, 2023

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

PUBLIC COMMENTS:

The School Committee will hear from members of the public on items listed under New Business on the posted agenda. Speakers are asked to limit comments to 3 - 5 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments when the item is reached on the agenda.

NEW BUSINESS

1. Presentation: Chelmsford DPW Paving and Sidewalk Master Plan Update
2. Spotlight on the Departments: Health & Physical Education
3. Vote to Approve Special Education Student Transportation Contract
4. Acceptance of Financial Audit Report: McCarthy & Parker Middle School Student Activity Funds

5. FY2023 Recommended One-Time Budget Expenditures
6. FY2023 Recommended Budget Transfers
7. 2022/23 Student Enrollment Update
8. School Committee Warrant Signing Schedule
9. School Committee End-of-Year Goals Review
10. Superintendent End-of-Year Goals Review
11. 2022/23 Superintendent's Evaluation Process
12. Personnel Report: May 2023

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

The School Committee will hear from members of the public on general matters of education interest. Speakers are asked to limit comments to 3 - 5 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments at future meetings.

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
June 6, 2023
Meeting Minutes**

Members Present: Ms. Donna Newcomb (Chair), Mr. Dennis King (Vice Chair), Ms. Susan Mackinnon (Secretary) and Ms. Maria Santos. Mr. John Moses is not present tonight.

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson Collins (Director of Business & Finance)

Call to Order

6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

“This meeting is being live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. In-person public participation will be taking place tonight in accordance with the Chelmsford School Committee Public Participation Guidelines. Anyone speaking tonight during the public input portion of this meeting has notified the superintendent's office of their desire to speak and has been provided with these guidelines. Upon request written comments received no later than 12:00 p.m. on the day of this meeting will also be read and made part of the record of the meeting during the second public comment session.”

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of May 16, 2023.

Mr. King motioned to accept the minutes from our meeting on May 16, 2023. Ms. Santos seconded. Motion carries 4-0.

CHS Student Representative Announcements

Keya shared that the seniors held their graduation on Saturday at the Tsongas Center in Lowell. Next week finals will be held. On Monday, Tuesday and Wednesday students will take finals for two classes. On Thursday there will be one final and a make-up period. On June 8th the Nashua English Honor Society and National Honor Society inductions will be held at the CHS PAC. On Saturday the Junior Class Cotillion will take place in the CHS cafeteria.

Lana added that some freshmen and sophomores took the biology MCAS today. The second session will be held tomorrow. On June 13th “Move-up Day” will take place for eighth-graders. They will meet with sophomores and juniors who will mentor them. They will tour CHS and be able to ask questions.

Tonight, was the last meeting of this school year for Keya and Lana. They will return when school opens at summer's end.

Good News

Dr. Hirsch shared that seven more days of school remain. Graduation on Saturday was great! It was the 106th graduation for CHS! Ms. Santos congratulated Chelmsford Telemedia for the “amazing” coverage of the event.

Public Comments

None

New Business

1. Spotlight on the Departments: Chelmsford Community Education Program

Robyn Adams, Director, and Kelley DoFolco, Assistant Director, from Community Education joined the meeting to provide updates to The Committee. This Summer will mark the return of “Summer Splash” for preschool aged children. “Lion’s Pride” at CHS has become a full day program for preschool and preK. Also, the return of “Travel” for adult education has returned featuring day and weekend trips. This program had been suspended due to COVID. The “Extended Day” program continues to offer before and after school day care at all four elementary schools as well as Parker Middle School. Vacation care is offered during February and April school vacations. Tonight’s agenda packet includes many pictures from a variety of programs from Adult Ed.

Kelley shared that this year’s Adult Education at the Westland’s School offered 150 classes this spring with 2,700 adults participating. Cooking, yoga and dance classes are popular as well as special programs for adults with children. Robyn added that “Summerfest” takes place for six weeks for children in grades 1-6. There are weekly themes and field trips as well. This program services 130 students each day. “SummerQuest” for teens began in 2019 and provides full day programs including daily field trips! Registration for all programs is online. Many programs fill up fast and have waiting lists! This entire presentation may be viewed on Chelmsford Telemedia.

2. Presentation – CPS School Nutrition Program Year-in-Review

Nancy Antolini, Director of School Nutrition, joined the meeting to provide an update on what has been happening in school nutrition this year. She began with an update of breakfasts and lunches served this year so far. Meals were funded this year by the Commonwealth of Massachusetts, at this point it is not known if they will continue this funding with the FY2024 budget. Meal prices will not increase for next school year. The many accomplishments during the 2022/23 school year include: an increase in meals served; new “made from scratch” recipes; new tables in three more cafeterias; vending machines at CHS; a partnership with Valley Collaborative; farm to school meals and monthly sanitation training for all cafeteria staff. Looking ahead McCarthy and CHS kitchens will be modernized. Storefront murals and fresh painting will be done at the elementary schools during the summer and fall. “Taste it Tuesdays” will be expanded to all elementary schools in conjunction with the Wellness Committee. Ms. Antolini plans to initiate a student advisory council in the coming school year. She concluded her presentation by inviting The Committee and the administration to lunch!

Mr. King motioned to approve the new position of Chelmsford Public Schools School Nutrition Operations Supervisor / Registered Dietitian as presented. Ms. Santos seconded. Motion carries 4-0.

Mr. King motioned to approve the new position of Chelmsford Public Schools School Culinary Manager as presented. Ms. Santos seconded. Motion carries 4-0.

3. Recognition of LGBTQ+ Pride Month – June 2023

Dr. Lang recommends The Committee review and acknowledge the adaptation of The Select Committee's proclamation which was read into tonight's record by Ms. Mackinnon:

Chelmsford Public Schools
PROCLAMATION
Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+)
Pride Month June 2023

WHEREAS, the Chelmsford Public Schools is a welcoming learning community; and WHEREAS, the Chelmsford Public Schools recognizes the importance of equality and freedom; and

WHEREAS, the nation was founded upon and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness and that each shall be accorded the full recognition and protection of law; and

WHEREAS, the Chelmsford Public Schools' Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community are a vital part of all fields and professions and contribute to a stronger community; and

WHEREAS, The Chelmsford Public Schools is dedicated to fostering acceptance of all its members and preventing discrimination and bullying based on sexual orientation and gender identity; and

WHEREAS, the Chelmsford Public Schools is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender and sexual identities of its residents; all of which contribute to the vibrant character of our system; and

WHEREAS, the Centers for Disease Control (CDC) recognizes that LGBTQ + teens are at higher risk to be the victims of violence and have increased suicide rates; and

WHEREAS, it is imperative that young people in the district, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and school leaders.

NOW, THEREFORE, we the Chelmsford School Committee and on behalf of the Chelmsford Public Schools, hereby proclaim and recognize June 2023 as Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ +) Pride Month in the Chelmsford Public Schools and urge all members to recognize the contributions made by members of the LGBTQ + community and to actively promote the principles of equality and liberty.

Signed this 6th day of June, 2023

Mr. King motioned to proclaim and recognize June 2023 as Lesbian, Gay, Bisexual, Transgender and Queer Pride Month in the Chelmsford Public Schools. Ms. Mackinnon seconded it. Motion carries 4-0.

4. MASC Resolution

The Chair stated that the MASC Resolution will be presented by The Chelmsford School Committee at the annual conference in November 2023. She thanked Mr. King for his major contribution in writing the resolution. The full resolution is included in tonight's agenda packet.

Mr. King motioned to submit the resolution to include issues of Diversity, Equity and Inclusion within Charting the Course orientation program to MASC for consideration at the MASC yearly conference in November. Ms. Santos seconded. Motion carries 4-0.

5. FY2023 Recommended One-Time Budget Expenditures
6. FY2023 Recommended Budget Transfers

Mr. King motioned to approve the FY2023 local operating budget transfers totaling \$ 168,683 for the Chelmsford Public Schools as presented. This budget transfer is from four DESE categories that are favorable to five DESE categories where the items should be purchased. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.

7. Vote to Approve FY2024 Non-Affiliated Staff Salary Increases

Ms. Johnson-Collins included a memorandum in tonight's agenda packet concerning the 3% cost-of-living pay increases for the remaining Non-Affiliated Staff.

Mr. King motioned to approve a three percent increase for the annual salary or hourly rate of pay as specified for the listed non-affiliated employees effective July 1, 2023. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.

8. Middle School Merger/Realignment Update

Dr. Lang mentioned that middle school transition teams have been meeting all year to prepare for the realignment. All teachers were able to have their requests for next year honored and all, but one support staff were granted their preference. For busses there will be town-wide pick-ups of all 5th through 8th graders at the same time. The first stop will be McCarthy for grades 7 and 8 and then the bus will take the 5th and 6th graders to Parker. McCarthy's start time will be 8:10 a.m. with Parker starting at 8:20 a.m. This time change is minimal. DM Group is helping to fine tune the master schedules. Staff have already toured the schools and met with the staff already there. Teachers who are moving have been packing up their classrooms. A moving company has already been hired for this process. Staff will be able to get into their new classrooms two weeks before the opening of school. Student transition tours are taking place now with more to be offered in late summer. "Meet and Greets" are already scheduled. All new hiring will be completed by next week. Mr. Josh Blagg, currently a dean at CHS will be the new principal for Parker. Dr. Jeff Parks, currently at Parker, will be the new principal at McCarthy. Class sizes at the two middle schools will be slightly reduced. Dr. Lang will provide updates at summer meetings.

9. Approval of Field Trip Requests

Mr. King motioned to approve the McCarthy Middle School eighth grade field trip to Canobie Lake Park, Salem, New Hampshire on June 14, 2023. Ms. Santos seconded. Motion carries 4-0.

Mr. King motioned to approve the Community Ed. SummerQuest field trip to Seven Rivers Paddling in Portsmouth, New Hampshire on July 12, 2023. Ms. Santos seconded. Motion carries 4-0.

Mr. King motioned to approve the CHS Spanish Exchange trip to Almeria, Spain from April 10th through April 20, 2024. Ms. Santos seconded. Motion carries 4-0.

Liaison Reports

Ms. Santos reported that the CHS PTO met and have a new board in place for next school year. They expressed thanks to the community for the support given for the "After Prom". Over 200 students participated! The PTO is also thankful to the Chelmsford Council of Schools for all the parent volunteers. She shared that the McCarthy PTO met. They have already met with the Parker PTO. They will have two separate boards but will hold one meeting together in the months of next year. She was unable to attend the recent Wellness Committee meeting where they expressed gratitude for the renovations to the staff lounges.

Mr. King stated that Center School had their last meeting and elected new board members. They will have co-chairs for each of their offices resulting in 12 board members. CHIPS PTO re-elected their previous board. SEPAC will hold a virtual meeting tomorrow evening.

Ms. Mackinnon will attend the PTO meeting at Harrington on Thursday.

Ms. Newcomb added that the Chelmsford Friends of Music will meet on June 14th.

Action Items/New Items

Ms. Santos would like information on the anticipated enrollment for next school year. She is concerned about the elementary enrollment. She would like to see a review of the Strategic Plan. Dr. Lang suggested a year in review be presented at July's meeting. He proposes a forum be held for the community early next school year as a review and preview of next year's goals.

Mr. King would like to see a report on student attendance and compare it to prior years.

The Chair like a review of the policies on "public input" for the Committee meetings due to a recent SJC ruling. Dr. Lang will be in touch with Town Manager Cohen concerning this.

Adjournment (7:31 p.m.)

Mr. King motioned to adjourn. Ms. Santos seconded. Motion carries 4-0.

**Respectfully submitted,
Sharon Giglio,
Recording Secretary**

DPW PAVING
AND SIDEWALK
MASTER PLAN
UPDATE

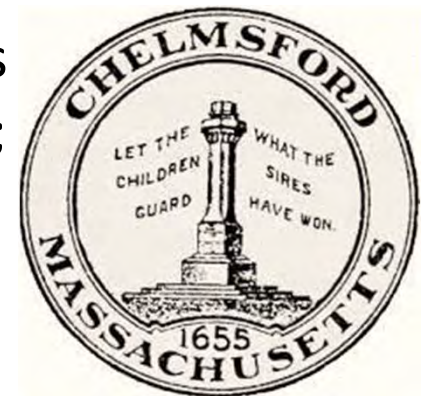


Christine Clancy, P.E.
DPW Director

6/14/2023

PAVEMENT MANAGEMENT SYSTEM OVERVIEW

- 2012 Town implemented pavement management system
- 2021 reevaluated all 187 miles of Town roads. Database is utilized and maintained to plan annual pavement maintenance work.
- Pavement management considers preventative maintenance opportunities as well as rehabilitation opportunities.
- Roadway classifications are considered in management plan
 - Arterial (most used), collectors, local roads (least used)
- Other factors considered when planning annual list such as proximity to other work; utility improvement coordination; development work.



PAVEMENT MANAGEMENT SYSTEM OVERVIEW

- Pavement Condition Index (PCI)
 - Severity of pavement distresses are recorded and weighted into a formula to arrive at a PCI
 - PCI is a scale of 0 to 100
 - Zero is a road of impassable condition
 - 100 is a road in perfect condition
 - Roads can be segmented during their evaluation to accurately portray the PCI of the various segments



PAVEMENT MANAGEMENT SYSTEM OVERVIEW

Treatment Band	PCI	Description
Do Nothing	93-100	Excellent condition
Routine Maintenance	86-92	Good Condition - may need crack sealing or minor localized repair
Preventative Maintenance	73-85	Fair condition - pavement surface may be in need of surface treatment, full depth patch and/or crack sealing
Structural Improvement	61-72	Deficient condition - pavement surface structure in need of added strength for existing traffic. Typical repairs are overlay with or without milling or leveling
Base Rehabilitation	0-60	Poor Condition - in need of base improvement. Typical repairs are reclamation or full depth reconstruction

PAVEMENT MANAGEMENT SYSTEM OVERVIEW



Town Mileage and PCI Update

Thursday, March 23, 2023

<u>Treatment</u>	<u>Sum Of Miles</u>	<u>Sum Of Square Yards</u>	<u>Avg Of PCI</u>
Crack Sealing	18.74	294908.87	88
Do Nothing	50.12	830916.07	98
Micro Sealing	38.80	618072.33	77
Mill And Overlay	49.45	832690.31	66
Reclamation	30.34	453556.40	53
	187.44		Town PCI = 76

Note: 2021 Pavement Management Report indicated \$39.6 M in backlog of pavement improvements

SUMMARY OF 2022 COMPLETED PAVING

<u>NAME</u>	<u>FRSEGMENT</u>	<u>TOSEGMENT</u>	<u>TREATMENT</u>	<u>Square Yards</u>	<u>Miles</u>
BOWL ROAD	STEDMAN ST	PRIVATE RD	Mill And Overlay	4647	0.26
CHARLESGATE ROAD	BOSTON RD	FENWICK RD	Reclamation	1493	0.08
CLIFF ROAD	OLD WESTFORD RD	CUL DE SAC	Mill And Overlay	2829	0.17
CLINTON AVENUE	STEDMAN ST	PRIVATE DR	Mill And Overlay	5024	0.33
EAST PUTNAM AVENUE	FIRST ST	THIRD ST	Mill And Overlay	1647	0.15
FENWICK ROAD	CUL DE SAC (N)	CUL DE SAC (S)	Reclamation	2272	0.15
FIRST STREET	WARREN AVE	GEORGE ST	Mill And Overlay	1984	0.18
FIRST STREET	EAST PUTNAM AVE	WARREN AVE	Mill And Overlay	1500	0.13
FLETCHER STREET	CHELMSFORD ST	NORTH RD	Mill And Overlay	5441	0.28
FREEMAN ROAD	MILL RD	CUL DE SAC LOOP	Mill And Overlay	9654	0.59
GEORGE STREET	FIRST ST	FIRST ST (LOOP)	Mill And Overlay	1257	0.08
GRANITEVILLE ROAD	DAVIS RD	SCHOOL ST	Mill And Overlay	24732	1.32
HALL ROAD	BOSTON RD	PARKER RD	Mill And Overlay	5411	0.44
HART ROAD	ACTON RD	PURCELL DR	Mill And Overlay	3078	0.24
KATRINA ROAD	GLEN RD	PARKING LOT	Mill And Overlay	5401	0.33
LAFAYETTE TERRACE	BERKELEY DRIVE	WINDSOR ROAD	Mill And Overlay	2444	0.17
MEEHAN DRIVE	ACTON RD	PURCELL DR	Mill And Overlay	2877	0.19
MONUMENT HILL ROAD	SPAULDING ROAD	SCHOOL STREET	Mill And Overlay	7647	0.43
PURCELL DRIVE	ACTON RD	CUL DE SAC LOOP	Mill And Overlay	7820	0.46
RACK ROAD	AMBLE RD	OLD WESTFORD RD	Mill And Overlay	3409	0.21
THIRD STREET	EAST PUTNAM AVE	WARREN AVE	Mill And Overlay	1404	0.13
THORNTON LANE	PURCELL DR	CUL DE SAC	Mill And Overlay	1923	0.12
WINTER STREET	DEAD END	DEAD END	Mill And Overlay	3320	0.18
WOODLAWN AVENUE	DALTON RD	DEAD END	Mill And Overlay	5550	0.34
Totals:				112765	6.95

6.95 Miles Paved
\$1.97M Spent
\$115,997 in Cracksealing
PCI = 76

2023 PAVING PLAN

- 7.4 miles of Mill and Overlay
 - 2.94 miles are Groton Rd and North Rd (rotary to 495 overpass) to be completed by MassDOT Fall 2023 or Spring 2024
- 1.5 miles of Microsealing
- 2.6 miles of Reclaim
- 0.5 miles Spot Milling (Chelmsford Street)

***Estimated construction cost of \$5.2 million* for 12 miles
*\$1 million state paving***

- Cracksealing project to be completed throughout Town (\$37,000)

2023 PAVING PLAN

2023 RECLAIM PROJECT	2023 MILL AND OVERLAY PROJECT
Biltmore Ave	Clydesdale Rd
Boardwalk	Danforth Ln
Campers Trail	Drum Hill Rd
Charles Way	East Sheppard Ln
Courthouse Ln	Erlin Rd
Fisher Rd	Essex Pl
Fleetwood Dr	High St
Herbert Rd	Indian St
Jean Ave	Judith Rd
Old Westford Rd (Essex Pl - Cliff Rd)	Laredo Dr
Pine Hill Rd (Hunt Rd - 600' Sw of Lady Slipper Ln)	Longspur Rd
	Main St (Wilson Ln - Town Line)
2023 MICROSEALING PROJECT	Manning Rd (Carlisle - Dunstan Rd)
Housatonic Ave	Montview Rd
Howard Rd	Pennsylvania Ave
Lancaster Ave	Percheron Rd
Oak Knoll Ave	Pine Hill Rd (600' sw of Lady Slipper Lane - Town Line)
Saint Nicholas Ave	Prairie Rd
Sandra Dr	Sheppard Ln
Westland Ave	Somerset Pl
	Westchester Rd
	Windsor St
	Worthen St
	Groton Rd (State)
	North Rd (Rotary to I-495 Overpass) (State)
	Spot Milling on Chelmsford Street (Boston Rd - Alpine Ln)

SUMMARY OF 2022 COMPLETED SIDEWALK

Billerica Road 2,608 LF replaced
Fletcher Street 2,677 LF replaced
Middlesex Street 150 LF New sidewalk installed
Washington Street 179 LF replaced
Wilson Street 200 LF replaced
Vinal Square 595 LF replaced

1.21 Miles Replaced/Constructed
\$339,264 Spent

2023 SIDEWALK PLAN

1200 LF Church Street
1265 LF Main Street (School St to Town Line)
270 LF Central Square spot repairs (Brick sidewalk)
415 LF asphalt sidewalk repair (curb remains) on Wilson Street
1000 LF Essex Place
950 LF Percheron Road
Miscellaneous curb ramps at 20 locations
2600 LF Tyngsboro Rd (Vinal Square – Wellman Ave) – MassDOT

**1 Mile Proposed
\$400,000 Estimated Construction***

** Excludes MassDOT work*

SIDEWALK MASTER PLAN DEVELOPMENT OVERVIEW

- Environmental Partners completed an inventory and assessment in fall/winter 2022/2023 of the existing sidewalk infrastructure Townwide.
- Inventory and Assessment includes:
 - Sidewalk sections assessing overall condition as well as point defects
 - Pedestrian curb ramp assessments
 - Database developed with information, allowing for future updates
 - Online portal of inventory and assessment for future planning/updates
- Sidewalk Masterplan includes:
 - Explanation of the methodology used for prioritization
 - Section 504 Transition Plan, or Curb Ramp Prioritization
 - Existing Sidewalk recommended improvement priorities and preliminary estimated costs for existing sidewalk
 - Recommendations for New Sidewalks and recommended priorities/estimated costs

SIDEWALK MASTER PLAN

DATA COLLECTION PROCESS

EP evaluated a total of 46.5 miles of sidewalk as part of this project and a total of 922 pedestrian curb ramp locations, 756 of which were Town-owned. The evaluation focused on the Town's accepted roadway network, which are the roadways the Town is responsible for maintaining.

CURB RAMPS

The EP team collected the following data at each intersection with existing pedestrian curb ramps:

- Material
- General Condition
- Opening Width (Concrete Only)
- Slope Reading (Concrete Only)
- Ramp Type (e.g., Apex, Perpendicular; Concrete Only)

SIDEWALKS

Sidewalks were broken down from intersection to intersection in order to report on their condition.

The EP team collected the following data:

- Length (Feet)
- Width (Feet)
- General Condition (Excellent, Good, Fair, Poor)
- Material Type (Asphalt, Concrete, Brick, other)
- Structural Issues (only identified on sidewalks in Excellent or Good condition)
- Whether or not there was a grass strip

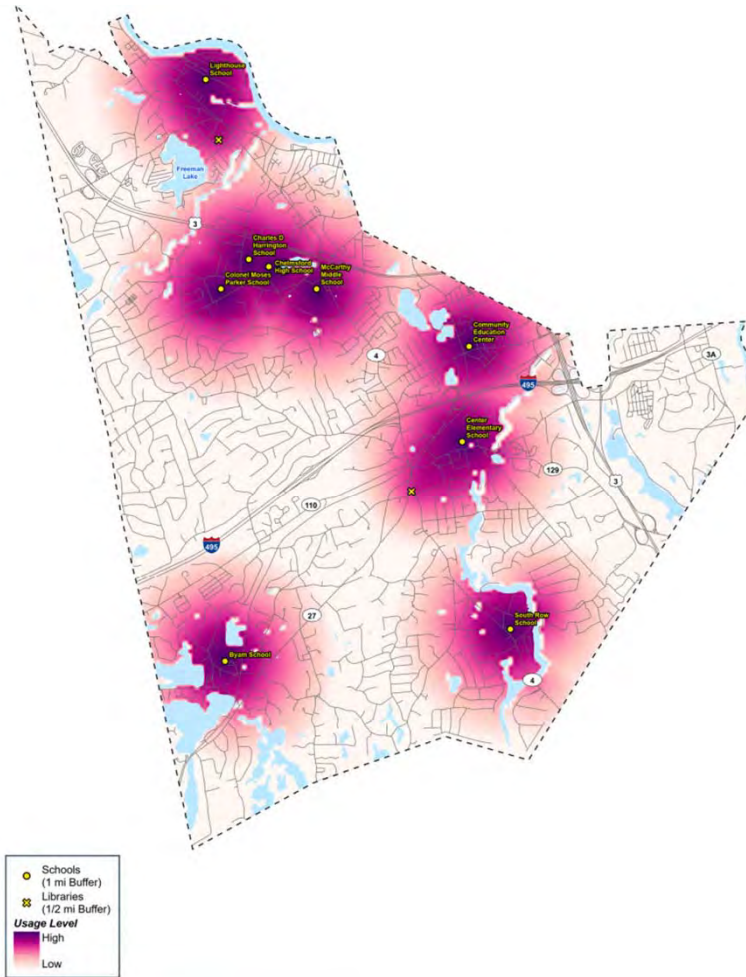
SIDEWALK MASTER PLAN – EXISTING NETWORK



46.5 TOTAL MILES

**BACKLOG OF \$22.1 MILLION IN
REPAIRS/REPLACEMENTS**

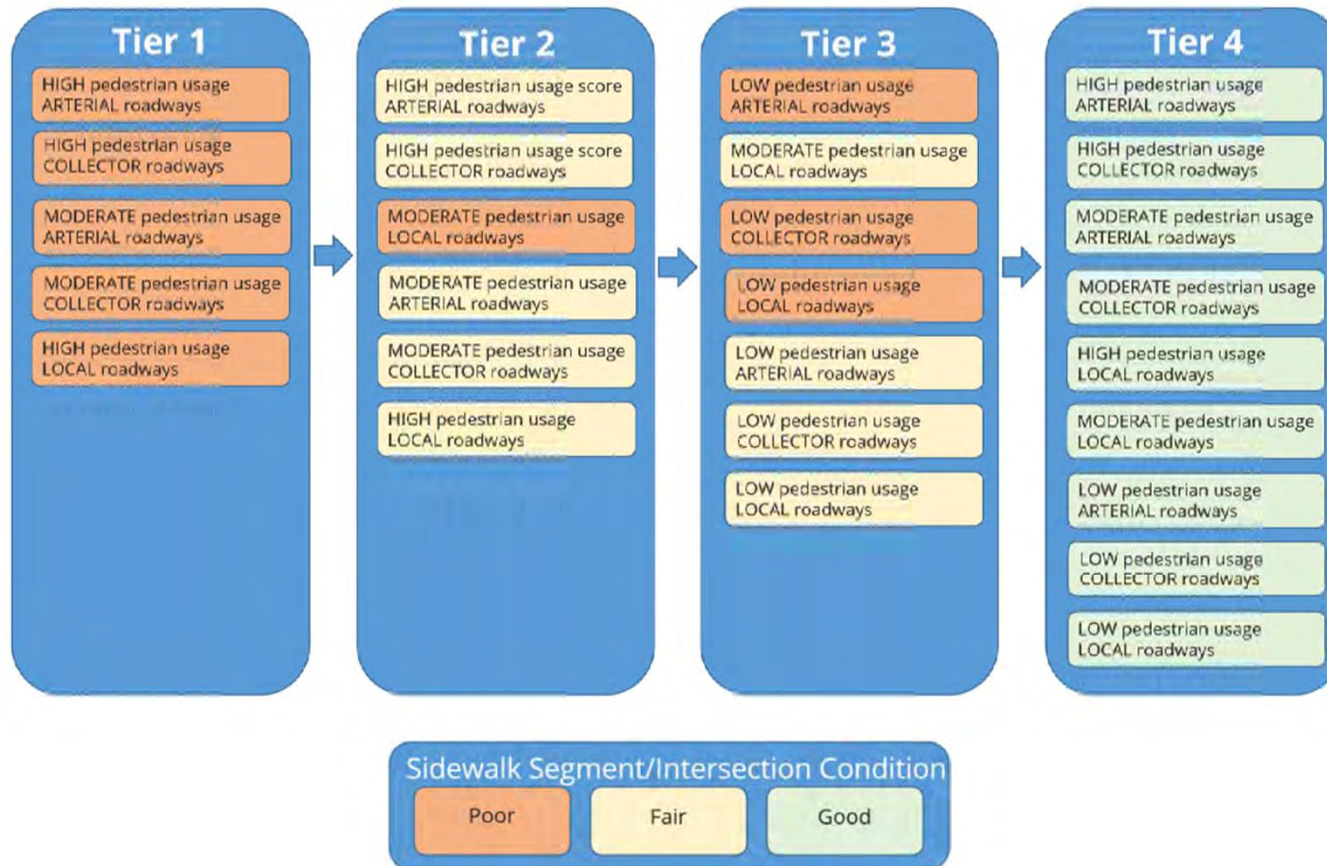
SIDEWALK MASTER PLAN – PEDESTRIAN USAGE MAP



6/14/2023 – PAVING AND SIDEWALK MASTERPLAN UPDATE

SIDEWALK MASTER PLAN

SIDEWALK SEGMENT, SIDEWALK MAINTENANCE LOCATION, & PEDESTRIAN CURB RAMP PRIORITIZATION



SIDEWALK MASTER PLAN – EXISTING NETWORK

SIDEWALK SEGMENTS

Chelmsford, MA



Total Length Sidewalks (miles): 46.46
 Estimated Network Worth: \$19,877,705

RANK	SIDEWALK RANK VALUE	SIDEWALK SEGMENT ID	STREET / STREET SIDE	SIDEWALK CONDITION	SIDEWALK MATERIAL	GRASS STRIP	AVERAGE WIDTH (FT)	LENGTH (FT)	APPROXIMATE COST TO REPLACE	RUNNING TOTAL COST
1	4240	SWL-429	CHURCH STREET Odd	Poor	Asphalt	No	4	1,168	83,561	\$83,561
2	1908	SWL-419	ESSEX PLACE Even	Poor	Asphalt	Yes	4	1,002	43,180	\$126,741
3	1908	SWL-428	POPLAR LANE Even	Poor	Asphalt	Yes	4	467	20,113	\$146,853
4	1908	SWL-427	POPLAR LANE Odd	Poor	Asphalt	Yes	4	470	20,258	\$167,111
5	954	SWL-423	PERCHERON ROAD Even	Poor	Asphalt	Yes	4	944	40,709	\$207,820
6	954	SWL-154	DALTON ROAD Odd	Poor	Asphalt	No	5	228	20,362	\$228,182
7	954	SWL-153	DALTON ROAD Odd	Poor	Asphalt	No	6	457	49,088	\$277,270
8	848	SWL-25	TOLLCROSS ROAD Even	Repair/Rep	Asphalt	Yes	4	743	32,015	\$309,285
9	848	SWL-38	MONTCASTLE DRIVE Odd	Poor	Asphalt	Yes	4	731	31,512	\$340,797
10	848	SWL-40	MONTCASTLE DRIVE Even	Poor	Asphalt	Yes	4	738	31,797	\$372,594
11	848	SWL-29	TOLLCROSS ROAD Odd	Poor	Asphalt	Yes	4	847	36,509	\$409,104

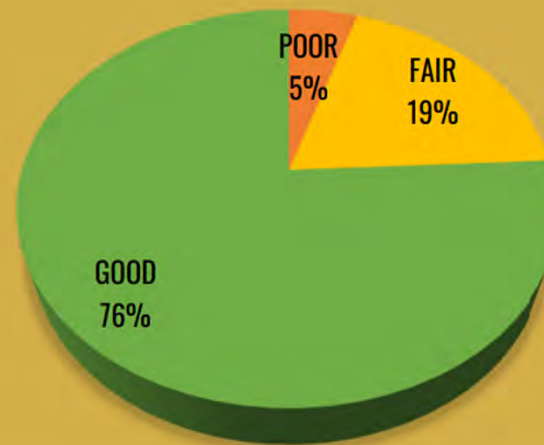
SIDEWALK MASTER PLAN – 504 TRANSITION PLAN

CURB RAMP INVENTORY

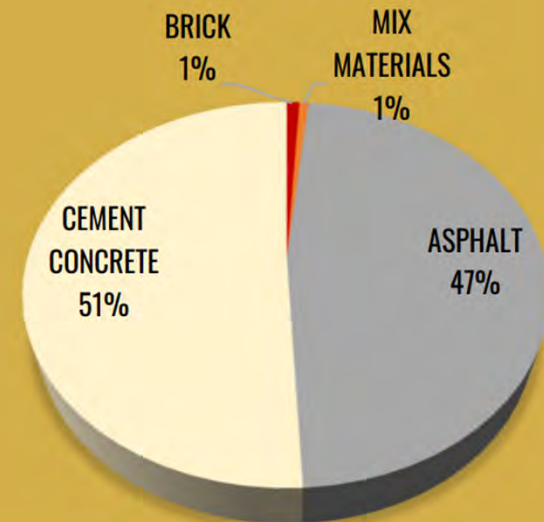
As part of the Infrastructure Condition Assessment, EP's staff field inventoried 922 pedestrian curb ramp locations, 756 of which were Town-owned. The focus of the study was to inventory and assess curb ramps found along Town-accepted roadways.

The figures on the right provide an overview of existing ramp condition and material of the ramps inventoried. This information is stored in a database allowing the Town to identify areas in a state of disrepair.

RAMP CONDITON



RAMP MATERIAL



520 OF 756 CURB RAMPS REQUIRE RECONSTRUCTION

Estimated \$2.2 Million



SIDEWALK MASTER PLAN – 504 TRANSITION PLAN

SECTION 504 TRANSITION PLAN FOR PEDESTRIAN CURB RAMPS

Chelmsford, MA

Official Responsible:

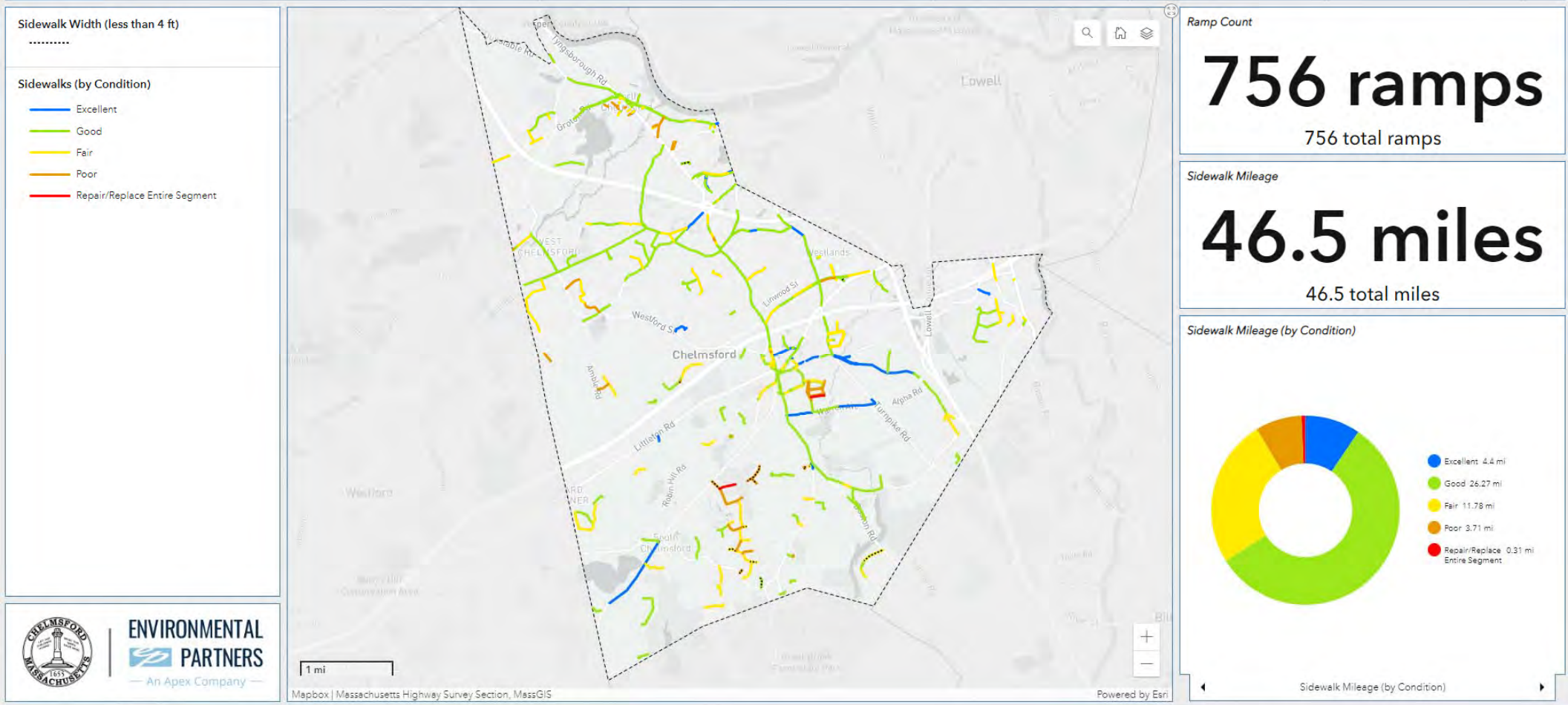
Number of Curb Ramps for Reconstruction: 520

Estimated Cost: \$ 2,210,000

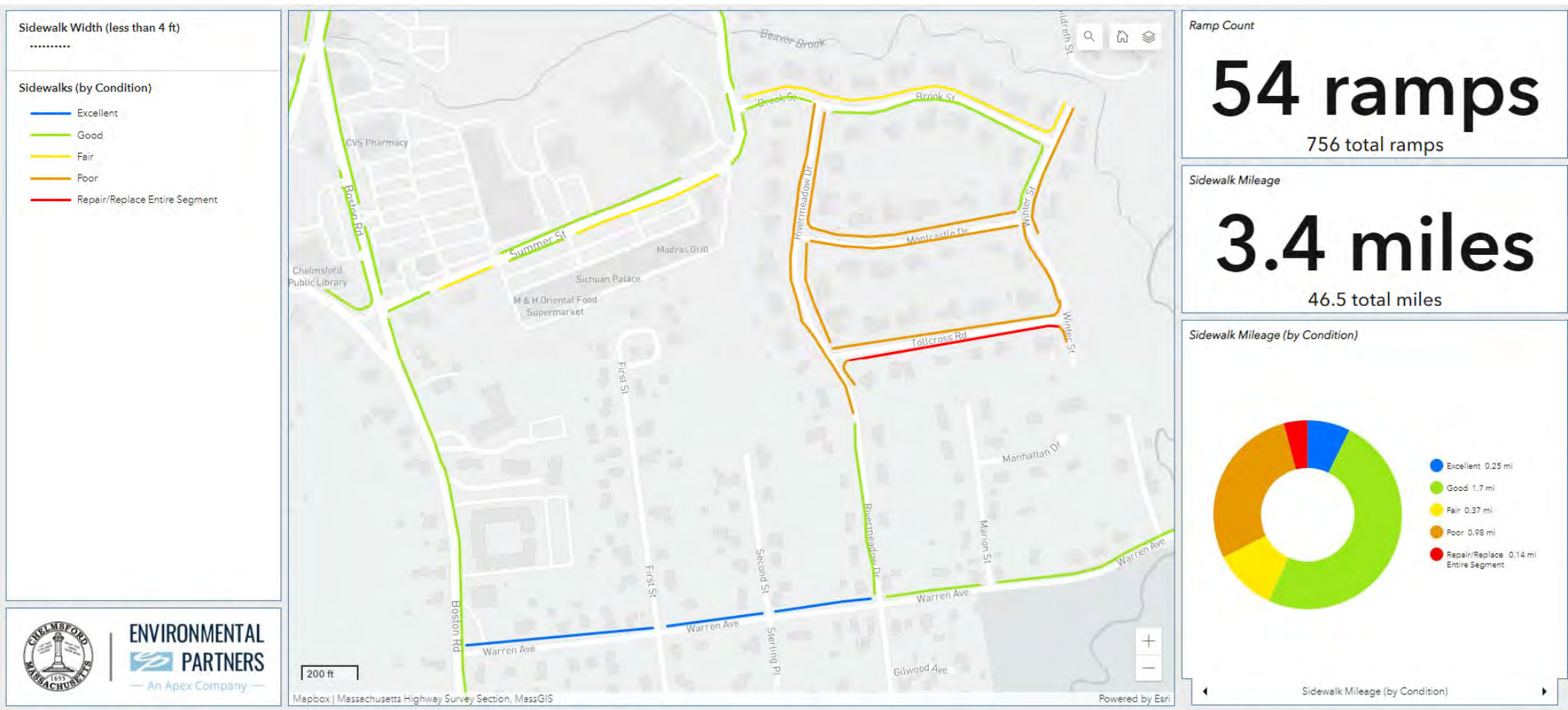


INTERSECTION RANK	INTERSECTION RANK VALUE	INTERSECTION ID	RAMP ID	STREET	RAMP CONDITION	RAMP MATERIAL	REASON	APPROXIMATE RECONSTRUCTION COST	RUNNING TOTAL COST	CONSTRUCTION YEAR
1	4240	INT-144	R-522	BOSTON ROAD	Fair	Brick	No DWP (non concrete ramp)	\$ 4,250	\$ 4,250	
			R-523	BOSTON ROAD	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 8,500	
			R-524	BOSTON ROAD	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 12,750	
2	4240	INT-434	R-525	BOSTON ROAD	Poor	Concrete	No DWP, Max Slope > 8.3%	\$ 4,250	\$ 17,000	
			R-913	TYNGSBOROUGH ROAD	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 21,250	
3	4240	INT-325	R-723	OLD WESTFORD ROAD	Poor	Concrete	Ramp Condition < Good	\$ 4,250	\$ 25,500	
4	2120	INT-267	R-69	DALTON ROAD	Good	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 29,750	
			R-70	DALTON ROAD	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 34,000	
5	2120	INT-269	R-73	DALTON ROAD	Good	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 38,250	
			R-74	DALTON ROAD	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 42,500	
6	106	INT-15	R-499	ACTON ROAD	Poor	Concrete	Max Slope > 8.3%	\$ 4,250	\$ 46,750	
7	1908	INT-49	R-428	BOSTON ROAD	Fair	Concrete	Ramp Condition < Good	\$ 4,250	\$ 51,000	
			R-429	BOSTON ROAD	Poor	Concrete	No DWP	\$ 4,250	\$ 55,250	
8	1908	INT-89	R-29	BOSTON ROAD	Fair	Concrete	Ramp Condition < Good	\$ 4,250	\$ 59,500	
			R-30	BOSTON ROAD	Poor	Concrete	Max Slope > 8.3%, Ramp Opening < 5'	\$ 4,250	\$ 63,750	
9	1908	INT-301	R-648	GRANITEVILLE ROAD	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 68,000	
10	1908	INT-326	R-97	STEDMAN STREET	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 72,250	
			R-98	STEDMAN STREET	Fair	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 76,500	
11	1908	INT-86	R-444	BOSTON ROAD	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 80,750	
			R-446	BOSTON ROAD	Good	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 85,000	
12	848	INT-435	R-914	WELLMAN AVENUE	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 89,250	
13	848	INT-201	R-739	DAWN DRIVE	Poor	Asphalt	No DWP (non concrete ramp)	\$ 4,250	\$ 93,500	
14	840	INT-170	R-759	CHELMSFORD STREET	Fair	Concrete	Ramp Condition < Good	\$ 4,250	\$ 97,750	
			R-760	CHELMSFORD STREET	Fair	Concrete	Max Slope > 8.3%	\$ 4,250	\$ 102,000	
15	840	INT-187	R-762	CHELMSFORD STREET	Good	Concrete	Max Slope > 8.3%, Ramp Opening < 5'	\$ 4,250	\$ 106,250	
			R-763	CHELMSFORD STREET	Fair	Concrete	Max Slope > 8.3%, Ramp Opening < 5'	\$ 4,250	\$ 110,500	
			R-764	CHELMSFORD STREET	Fair	Concrete	Ramp Opening < 5'	\$ 4,250	\$ 114,750	
			R-765	CHELMSFORD STREET	Fair	Concrete	Max Slope > 8.3%, Ramp Opening < 5'	\$ 4,250	\$ 119,000	
16	840	INT-143	R-519	BOSTON ROAD	Good	Mix Materials	No DWP (non concrete ramp)	\$ 4,250	\$ 123,250	
			R-520	BOSTON ROAD	Fair	Concrete	Ramp Condition < Good	\$ 4,250	\$ 127,500	
			R-521	BOSTON ROAD	Fair	Concrete	Ramp Condition < Good	\$ 4,250	\$ 131,750	
			R-534	BOSTON ROAD	Good	Mix Materials	No DWP (non concrete ramp)	\$ 4,250	\$ 136,000	
			R-535	BOSTON ROAD	Good	Mix Materials	No DWP (non concrete ramp)	\$ 4,250	\$ 140,250	
			R-536	BOSTON ROAD	Good	Mix Materials	No DWP (non concrete ramp)	\$ 4,250	\$ 144,500	

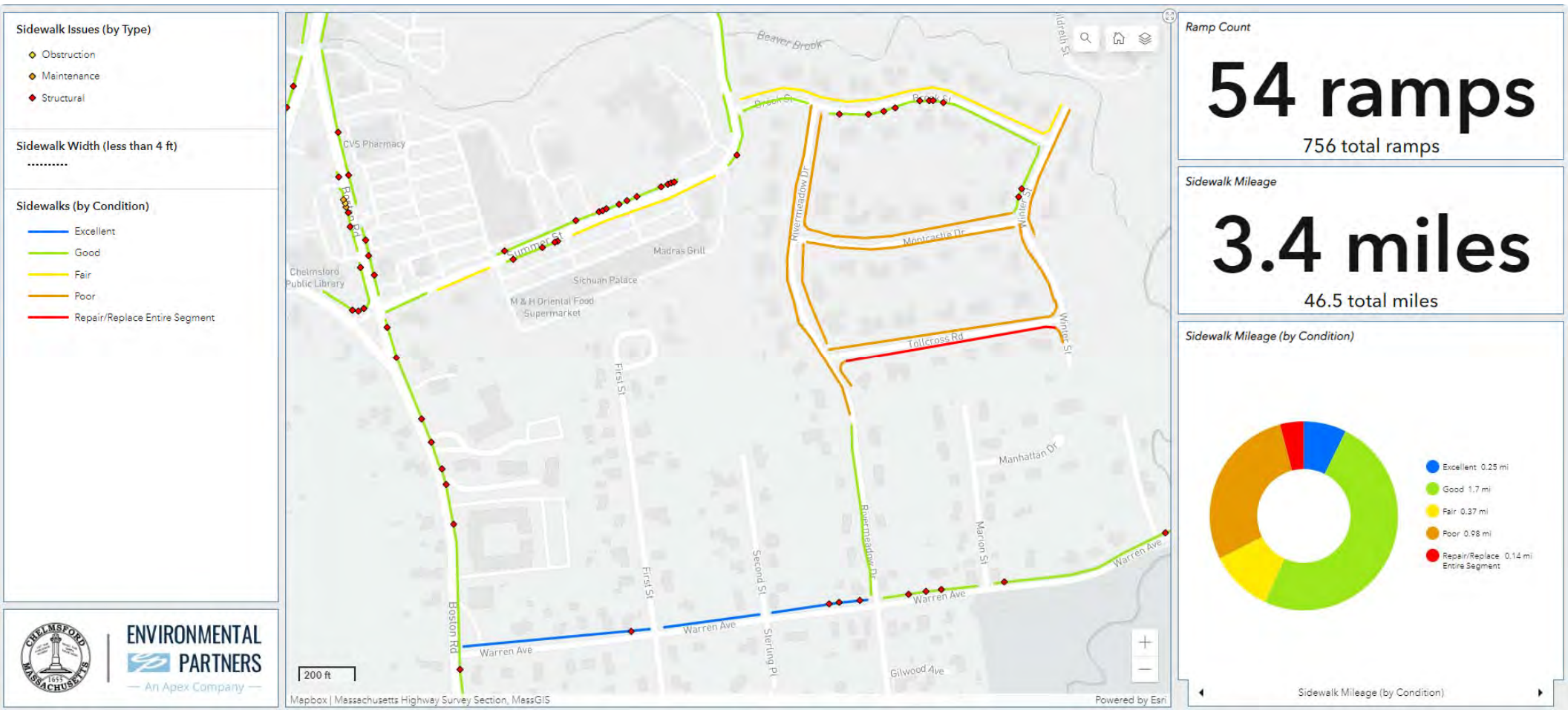
SIDEWALK MASTER PLAN – EXISTING NETWORK



SIDEWALK MASTER PLAN – EXISTING NETWORK



SIDEWALK MASTER PLAN – EXISTING NETWORK



SIDEWALK MASTER PLAN – CURB RAMP ASSESSMENT

Ramps (by Condition)

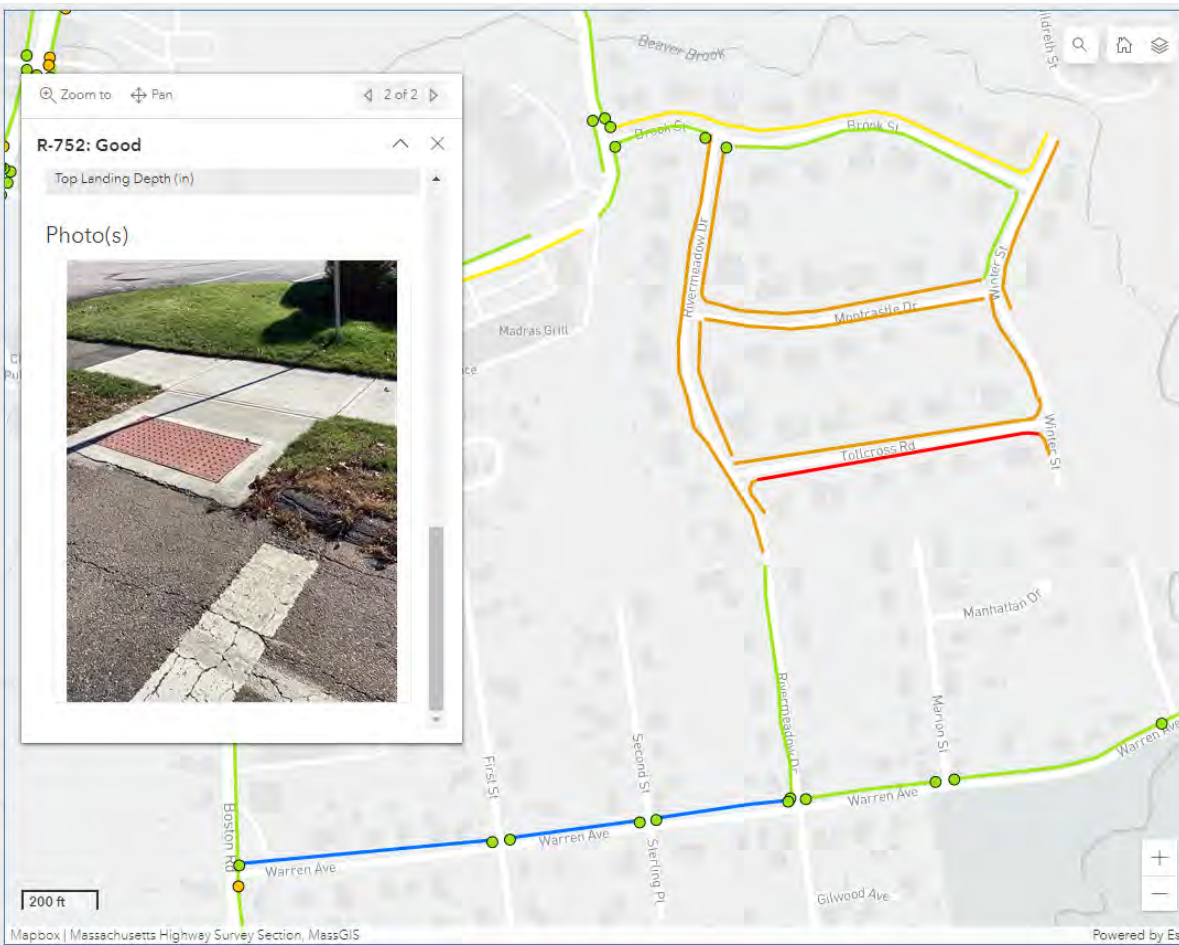
- Good
- Fair
- Poor

Sidewalk Width (less than 4 ft)

.....

Sidewalks (by Condition)

- Excellent
- Good
- Fair
- Poor
- Repair/Replace Entire Segment



Ramp Count

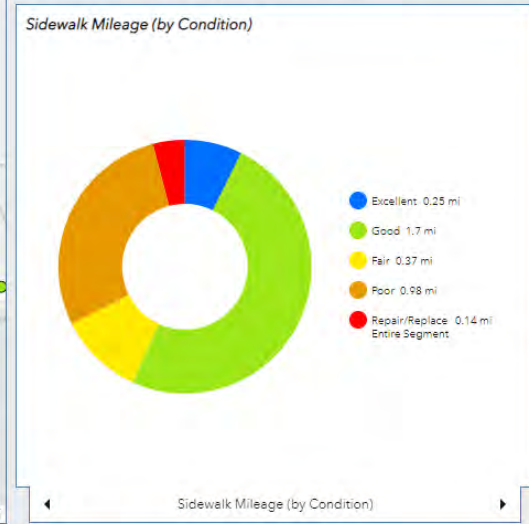
54 ramps

756 total ramps

Sidewalk Mileage

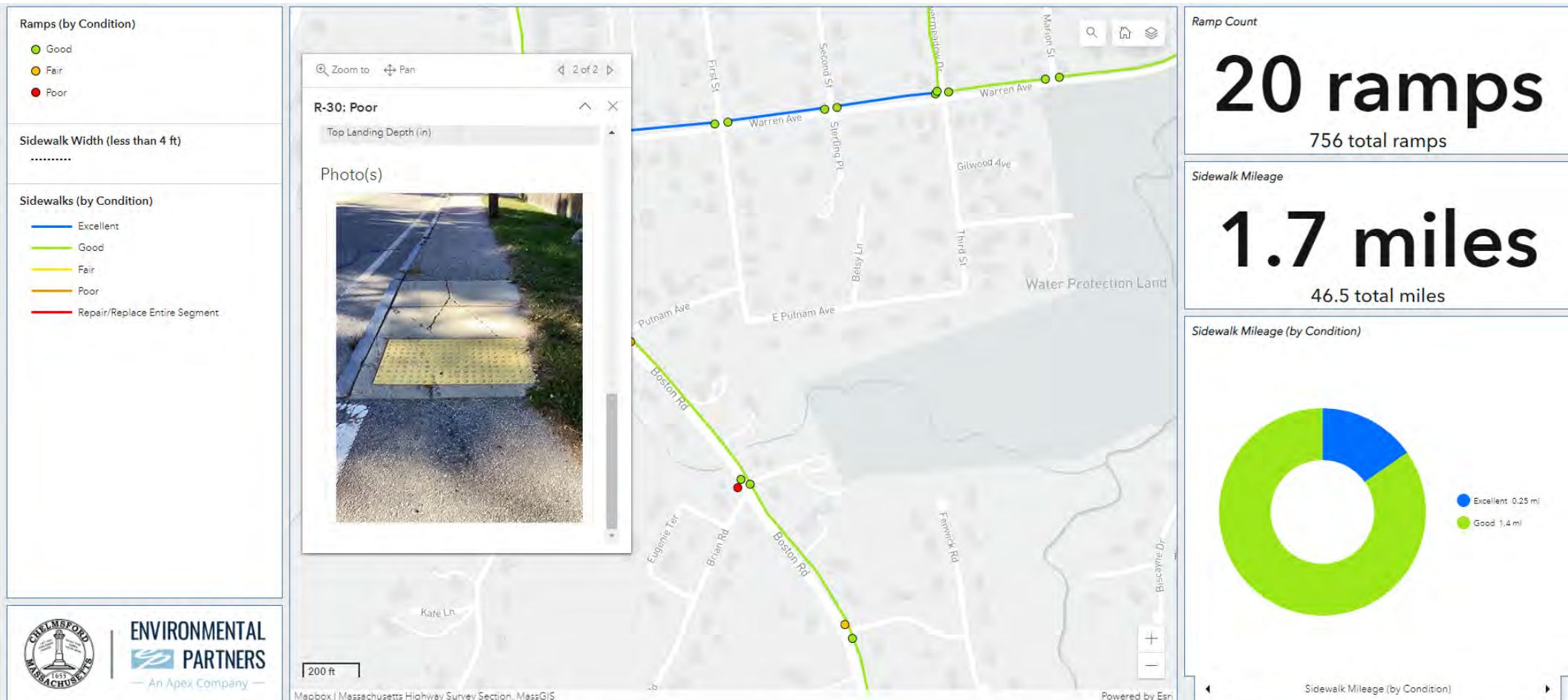
3.4 miles

46.5 total miles

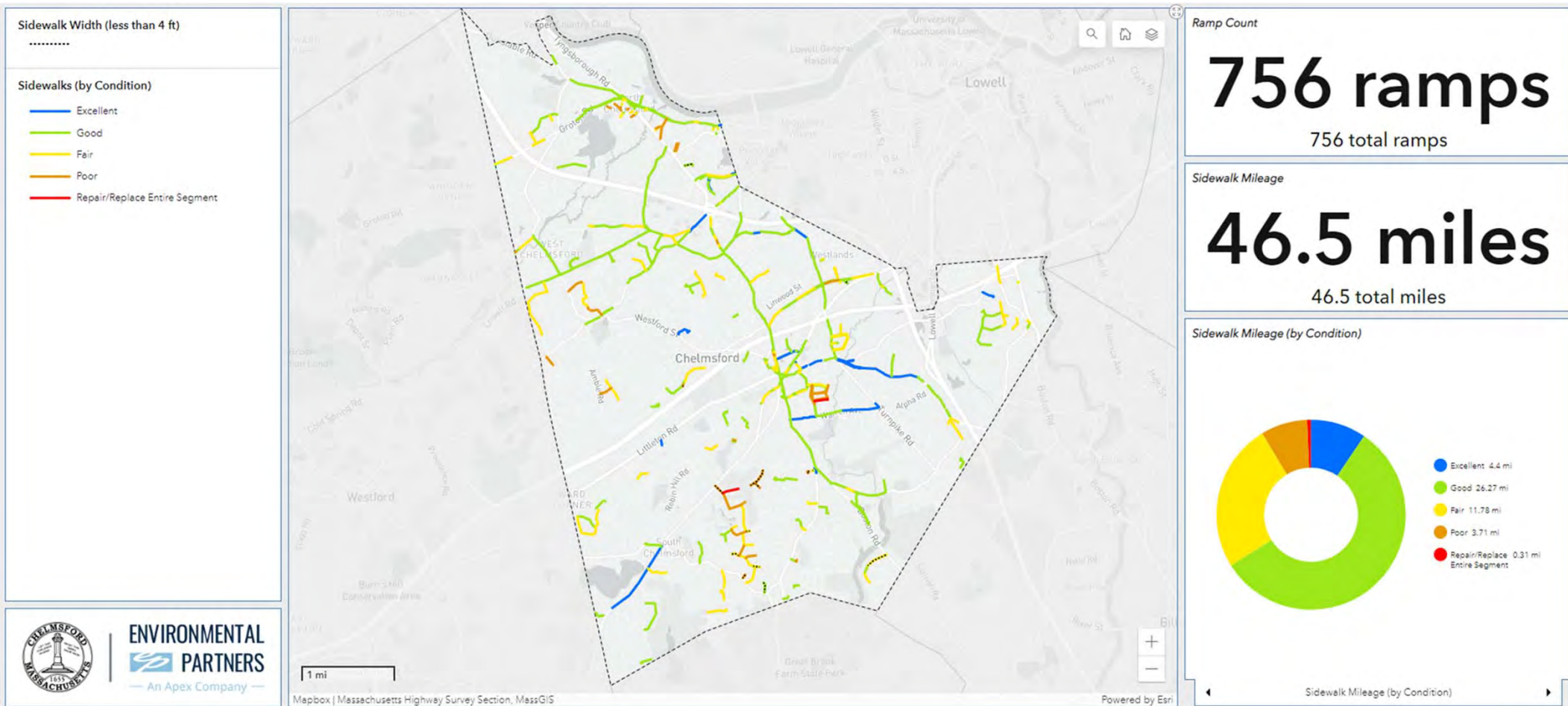


ENVIRONMENTAL PARTNERS
— An Apex Company —

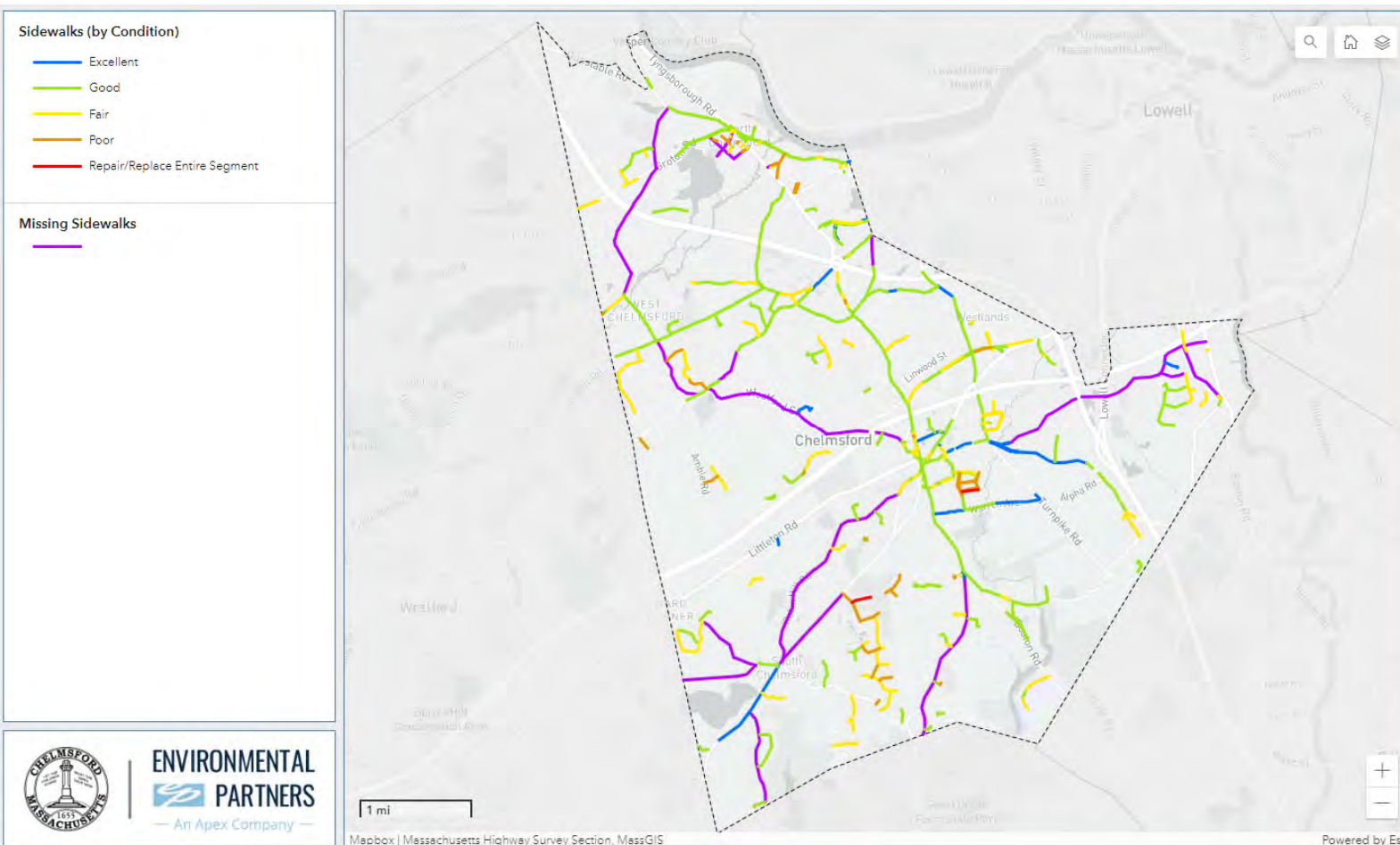
SIDEWALK MASTER PLAN – CURB RAMP ASSESSMENT



SIDEWALK MASTER PLAN – EXISTING NETWORK



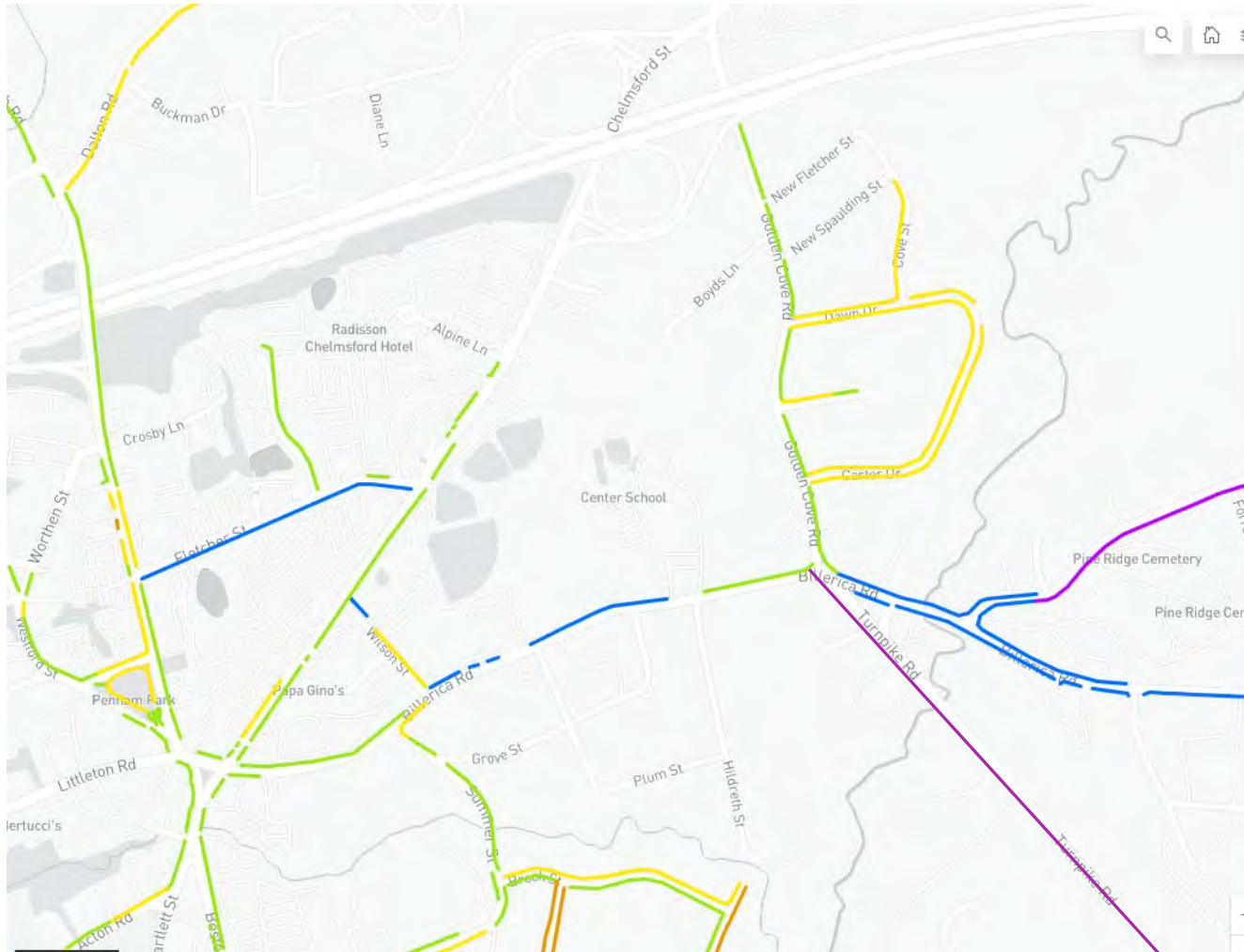
SIDEWALK MASTER PLAN – NEW SIDEWALK



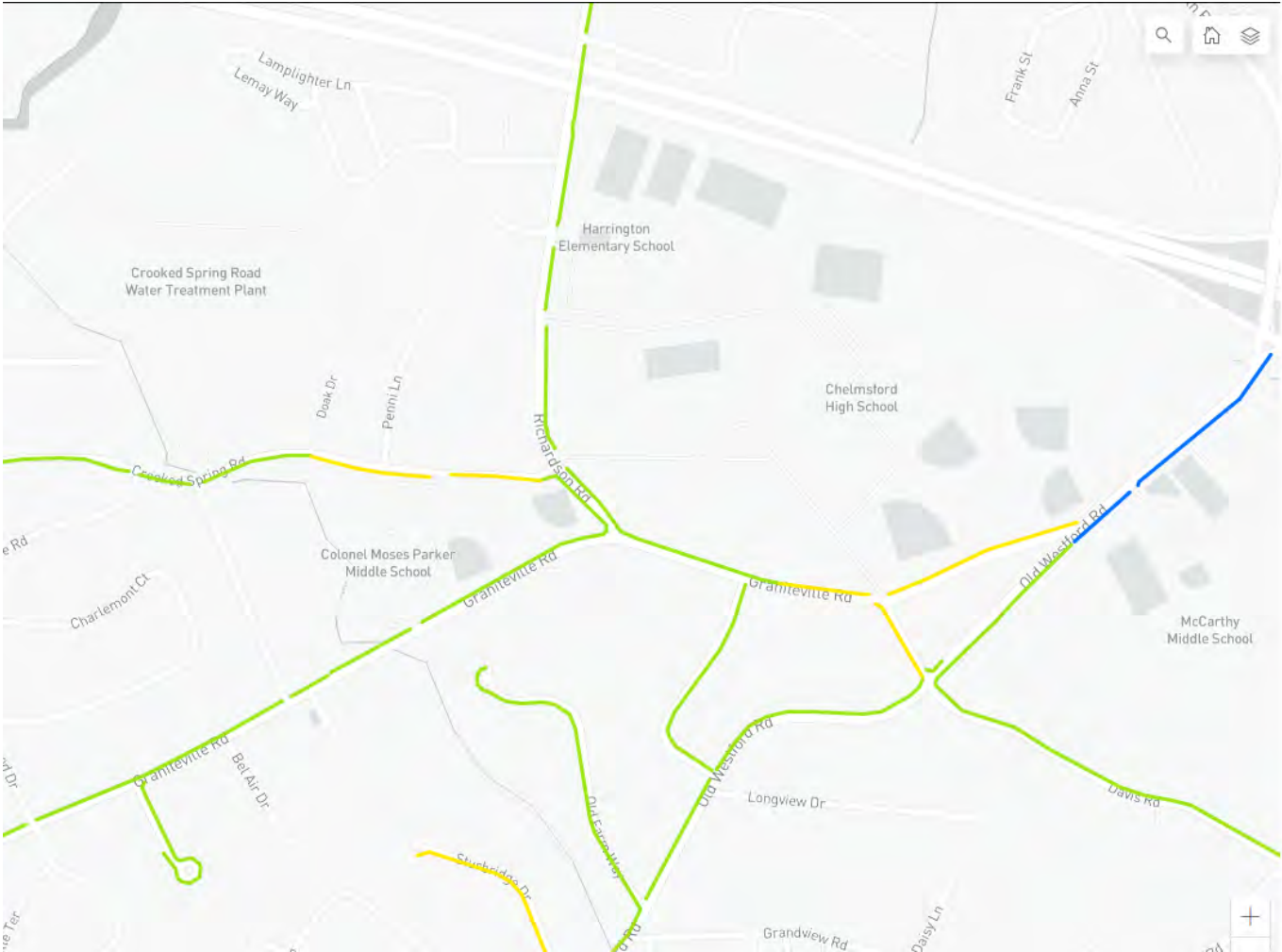
- **OPPORTUNITY FOR TO IMPROVE CONNECTIVITY OF EXISTING SIDEWALK NETWORK**

14.1 MILES
\$13 MILLION

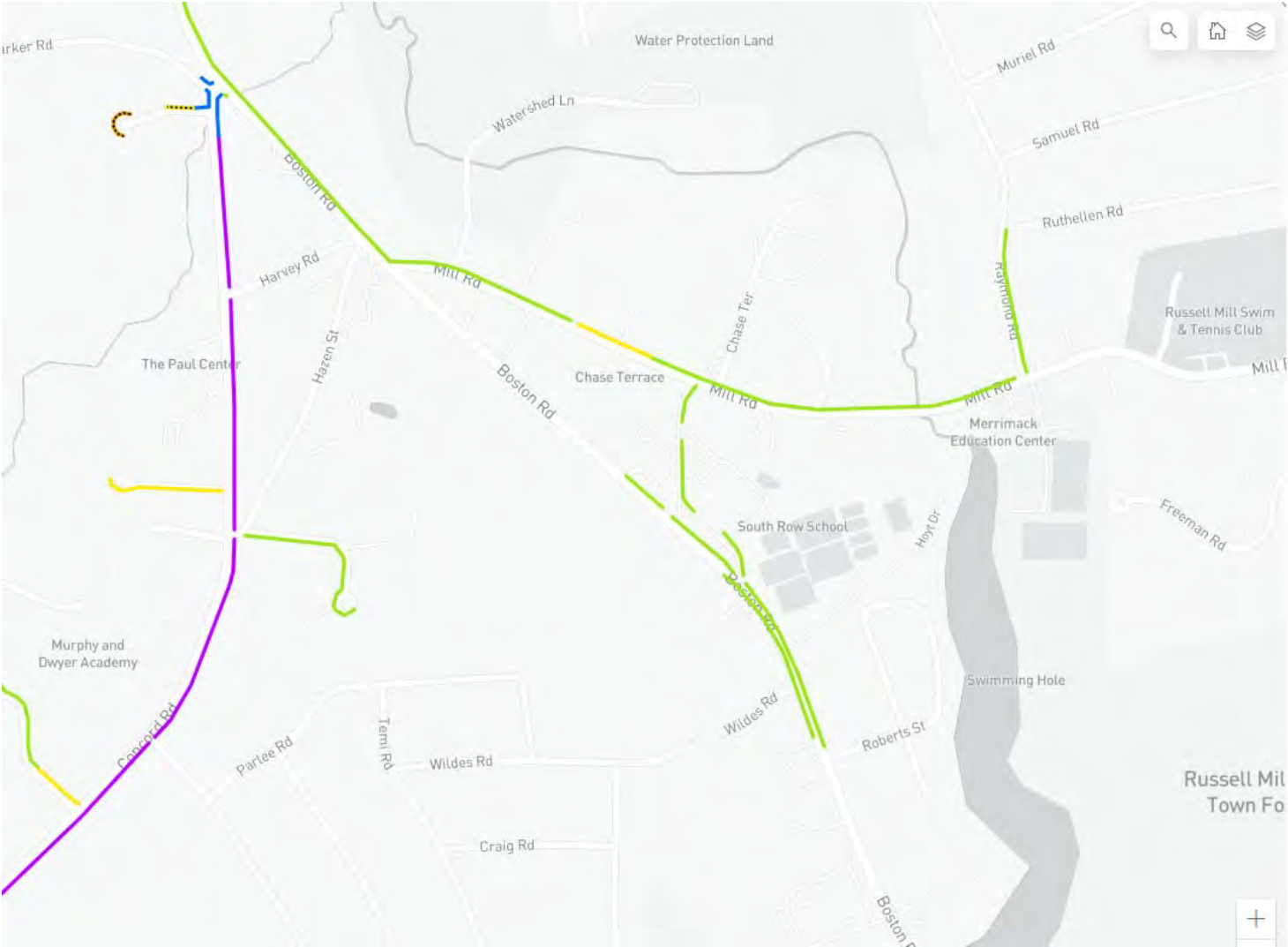
SIDEWALK MASTER PLAN – CENTER SCHOOL



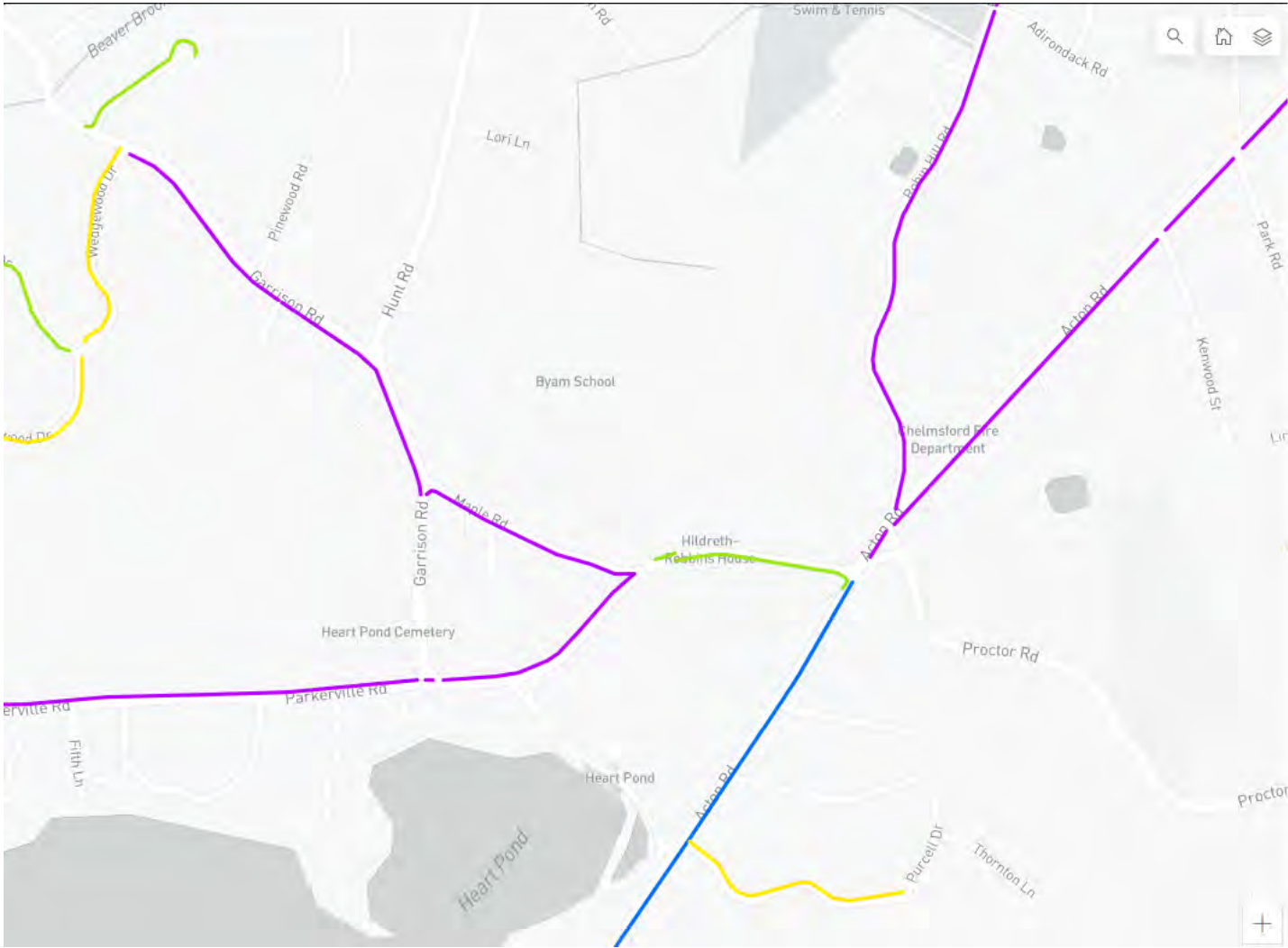
SIDEWALK MASTER PLAN – CHS, PARKER, HARRINGTON



SIDEWALK MASTER PLAN – SOUTH ROW



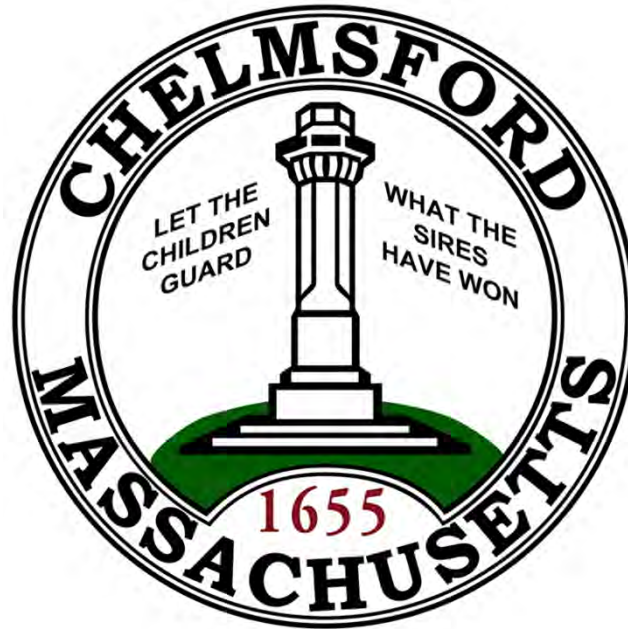
SIDEWALK MASTER PLAN – SOUTH ROW



NEXT STEPS

- PROGRAM DEPENDENT ON FUNDING. \$46M BACKLOG ROADWAY, \$22M BACKLOG EXISTING SIDEWALKS, \$13M NEW SIDEWALKS = **\$81M IN INFRASTRUCTURE NEEDS**
- UTILIZE PAVING MASTER PLAN AND SIDEWALK MASTER PLAN DATA COLLABORATIVELY AS A PLANNING TOOL
- RECOMMEND FOCUS ON EXISTING SIDEWALKS AND 504 TRANSITION PLAN WITH CURRENT FUNDING
- NEW SECTIONS SUBJECT TO FUNDING AVAILABILITY
- PARKERVILLE ROAD SUBMITTED FOR FEDERAL EARMARK OPPORTUNITY
- AS NEW SECTIONS OF SIDEWALK ARE ADDED, CONSIDER SNOW CLEARANCE MAINTENANCE RESPONSIBILITIES

Questions/Comments



Christine Clancy, P.E.
DPW Director
978-250-5228
cclancy@chelmsfordma.gov

Anthony Reppucci, P.E.
Town Engineer
978-250-5228
areppucci@chelmsfordma.gov

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

From: Jay Lang, Ed.D., Superintendent of Schools

Date: June 17, 2023

Re: Spotlight on the Departments: Health and Physical Education

Attached please find a PowerPoint presentation provided by Kathryn Simes, Department Coordinator for Health and Physical Education. I look forward to hearing Ms. Simes's presentation and discussing the work that is ongoing in the district with respect to these subject areas at our next school committee meeting.



Wellness Department

Presented by: Katie Simes - Department
Coordinator for Physical Education, Health
Education, and Family & Consumer Sciences

Special Guests: Courtney Quinn - Byam PE Teacher
Sam Harris - Grade 4 @ Byam
Will Harris - Grade 3 @ Byam

Overview

1. Byam Unified Group
2. McCarthy Course:
 - a. Unified PE: Fall 24'
3. Unified Game Day
4. Fitness Center News:
 - a. Parker
 - b. McCarthy




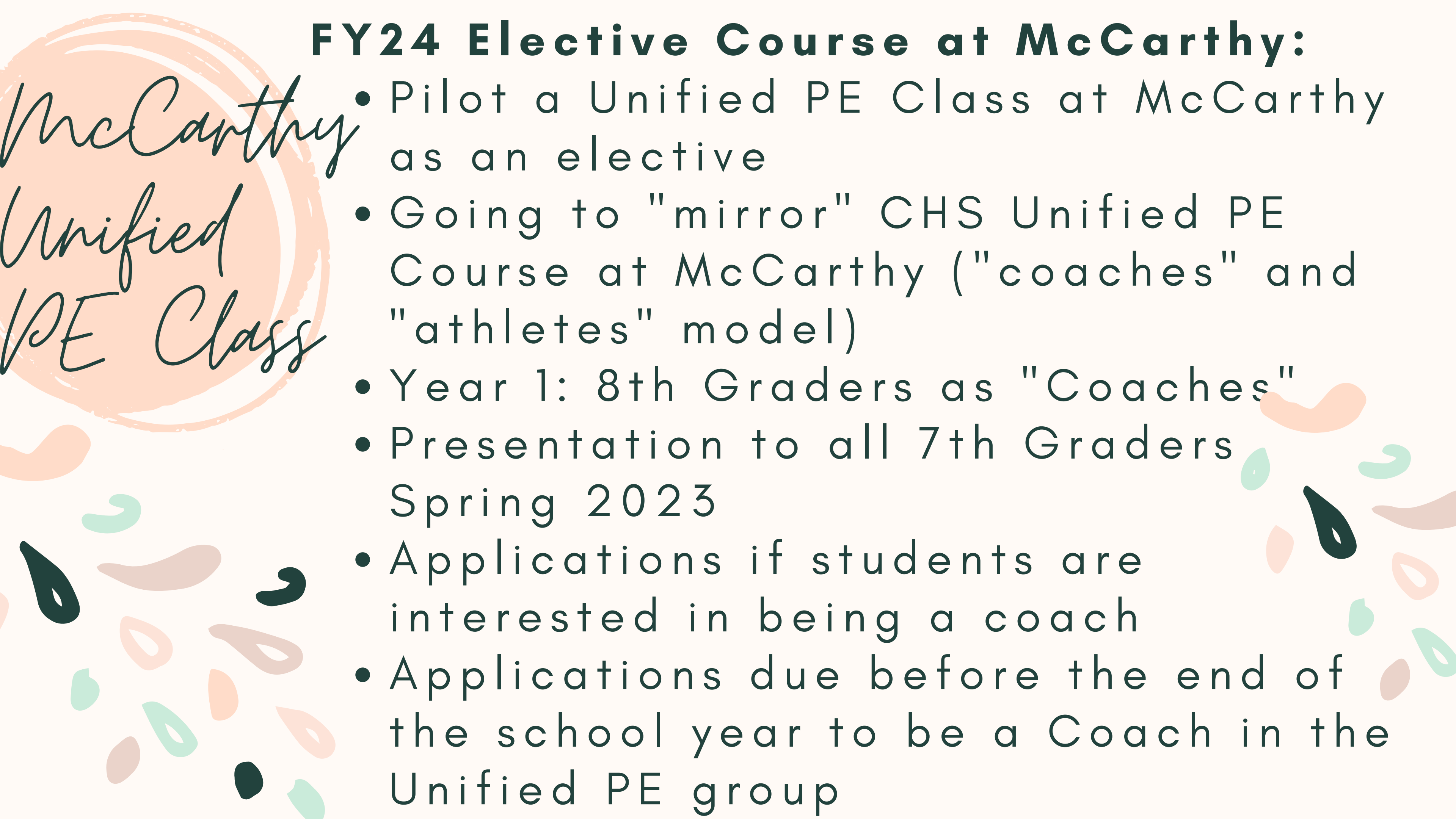
Bram Unified Group

UNIFIED GROUP PILOT

- **Number of Students:** 16
- **Frequency of Class:** Once a week
- **Selection of Students:**
 - PE Teacher - Initial list and Selection (Role Models and Collaborative Partners)
 - PE Teacher and Principal - Finalization of the list of students
 - Letters sent home to families about the Unified PE Group
- **Rationale:** Unified classes allow students to develop leadership skills, confidence, and create new friendships. It empowers students to foster an inclusive class and creates a more inclusive school environment.

LET'S HEAR FROM OUR
STUDENTS IN THIS CLASS:
SAM AND WILL HARRIS

- **What do you like most about this class?**
 - **How does this class differ from your PE class?**
 - **What types of activities do you get to do in this class?**
 - **Is there anything else you would like to share with us about this class?**
- 



McCarthy
Unified
PE Class

FY24 Elective Course at McCarthy:

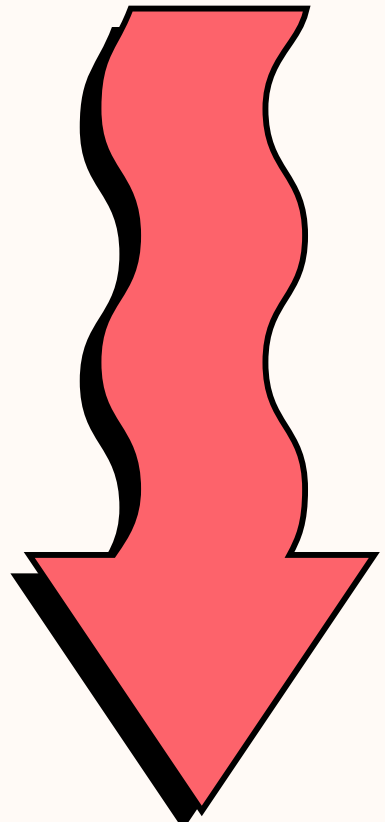
- Pilot a Unified PE Class at McCarthy as an elective
- Going to "mirror" CHS Unified PE Course at McCarthy ("coaches" and "athletes" model)
- Year 1: 8th Graders as "Coaches"
- Presentation to all 7th Graders Spring 2023
- Applications if students are interested in being a coach
- Applications due before the end of the school year to be a Coach in the Unified PE group

UNIFIED GAME DAY

- Chelmsford's 1st annual 2023 Special Olympics Massachusetts Unified Game Day
- The event focused on leadership, sportsmanship, community building, and most importantly having fun!

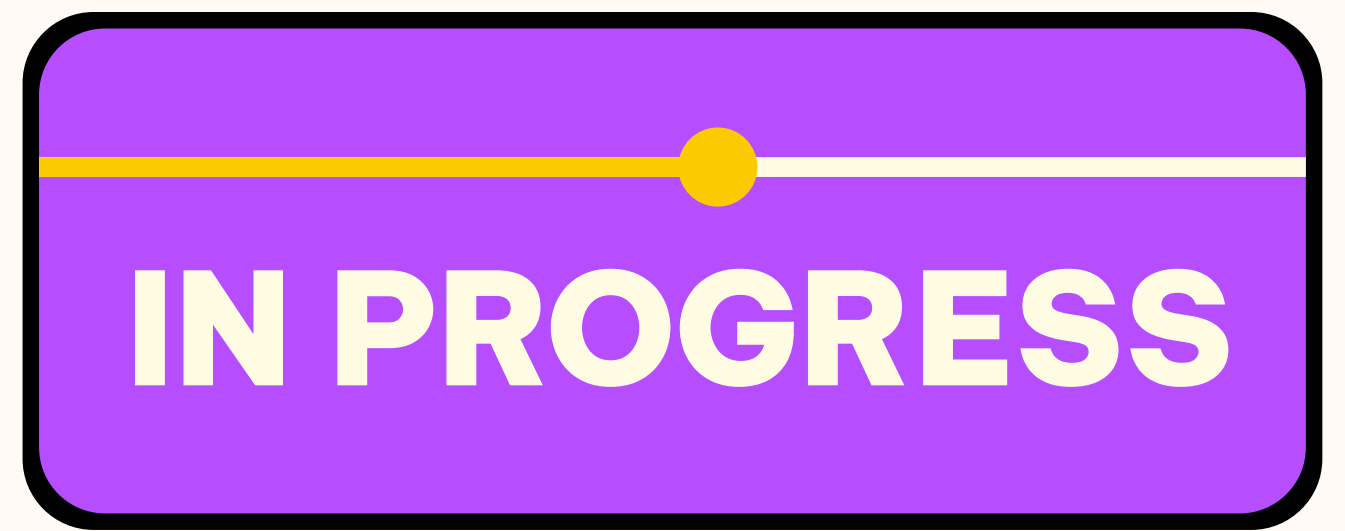


Unified Game Day Video



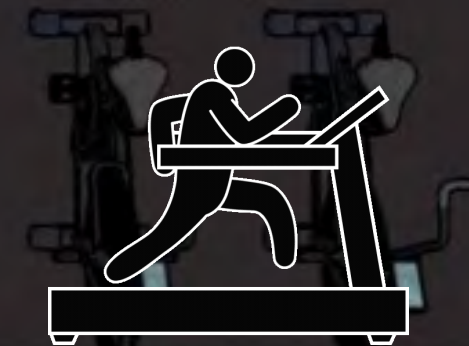
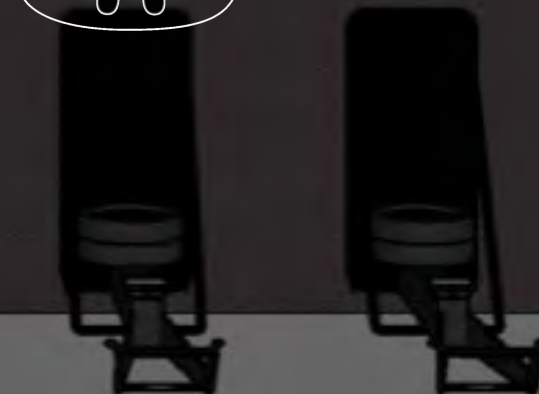
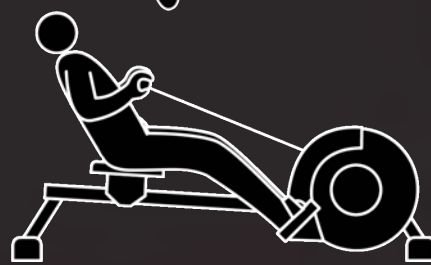
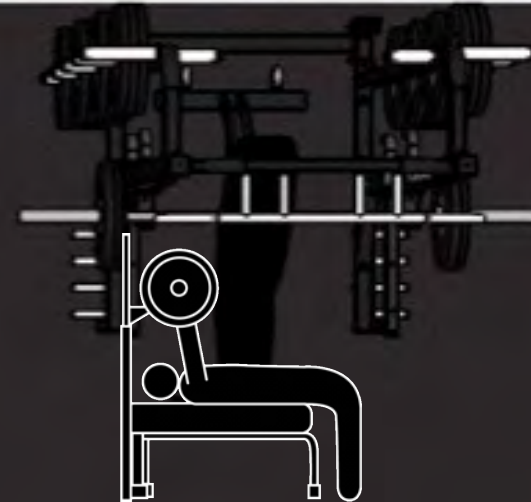
McCarthy Fitness Center





Where we Are Going...





The image features a central watercolor splash in shades of light orange and cream. The words "THANK YOU" are written across this splash in a bold, red, hand-drawn font. The letters are thick and slightly irregular, giving it a personal, artistic feel. The background is white, with additional watercolor splashes in muted green and brown tones scattered in the corners.

THANK YOU

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Ed.D., Superintendent of Schools
Members of the School Committee

FROM: Joanna Johnson-Collins, Director of Business & Finance

DATE: June 15, 2023

RE: Contract for OOD Special Education Student Transportation Services

The current contract for providing out of district special education transportation services to the students of the Chelmsford Public School expires on June 30, 2023. The District, therefore, requested that transportation providers submit bids for a new contract effective July 1, 2023. As with the prior contract, Chelmsford partnered with the neighboring districts of Billerica and Tewksbury in this process to provide for better pricing. Summarized below is an outline of the process, outcome and recommendation for a new contract.

Date in 2023	Summary of activity
Mar 13	IFB 23-01 prepared and advertised in the Goods and Services Bulletin, COMMBUYS and the Lowell Sun
Mar 13-Apr 4	Received six requests for IFB packets and sent out six packets to the individual requesters
Mar 21	Held voluntary Pre-Bid Conference at 11am, four people attended
Mar 22	Sent out responses to questions received to all who requested bid packets
Mar 30	Received one bid at 1:10pm, prior to the April 4 deadline
Apr 4	Bid opening at 2pm, two people attended, Trombly Motor Coach Service, Inc., was the successful bidder
Apr 4-6	Distributed the bid to Billerica Public Schools and Tewksbury Public Schools.
May	Request legal counsel to draft a three year contract with Trombly Motor Coach Service, Inc. with an option for a one year renewal in year four and another one year renewal in year five.
June 20	Request School Committee approval of a contract with Trombly Motor Coach Service, Inc. at a regularly scheduled School Committee meeting

This summary was presented at the April 25, 2023 school committee meeting, with a follow up to bring forward the request to enter into a contract.

I recommend the school committee vote at the regular meeting on June 20, 2023 to enter into a three year contract with optional 4th and 5th year extensions exercised at the sole discretion of the Chelmsford School Committee, as proposed. The three-year contract period covers the time from July 1, 2023 through June 30, 2026.

Thank you.

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

This Contract is made this ____ day of _____, 2023, by and between the Chelmsford Public School District acting by and through the Chelmsford School Committee, 230 North Road, Chelmsford, MA 01824, (hereinafter the “School” or “Owner”), and Trombly Motor Coach Service, Inc., a corporation organized under the laws of Massachusetts, with a principal office located at 1480 Broadway Road (Rear), P.O. Box 190, Dracut, MA 01826 (hereinafter the “Contractor”).

The words "he," "him" and "his" in this Contract, as far as they refer to the Contractor, shall so refer whether the Contractor is an individual, partnership or corporation. All prior contracts, if any exist between the School and the Contractor, are hereby terminated and shall be of no force and effect.

I. Designated Representatives

The District designated Jay Lang, Ed.D., Superintendent of Schools, Chelmsford Public School District, 230 North Road, Chelmsford, Massachusetts 01824, and Contractor designates Cornelius Van Dyk, Chief Financial Officer, as their respective authorized representatives to provide approvals, directives, and permissions including changes, and to receive notices or other communications under this Contract at the addresses stated above, via certified mail, return receipt requested.

II. Contract Documents

The contract documents (the “**Contract Documents**”) shall consist of the following:

1. This Contract;
2. The District’s Solicitation for Proposals and all attachments, attached hereto as Exhibit A (the “**Solicitation**”); and
3. Contractor’s Out-of-District School Bus Transportation Bid Proposal and all attachments (the “**Proposal**”) attached hereto as Exhibit B.

III. Scope of Services

The Contractor shall provide services related to Out of District Special Education Student Transportation, as set forth in the School’s Solicitation for Proposals and attachments, attached hereto as Exhibit A and the Contractor’s Proposal and all attachments, attached hereto as Exhibit B, both of which are incorporated herein by reference. Contractor agrees that it shall pay for, or cause to be paid for, the cost of any and all labor performed or furnished, all materials used or employed, and all rental or hire of equipment employed in the course of performing the work set forth in this Contract.

IV. Standard of Care

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

The Contractor shall exercise due care and diligence in the rendition of all services under this Contract in accordance with the applicable professional standards in the Eastern Massachusetts area. The Contractor's services shall be performed as expeditiously as is consistent with such standards, with professional skill and care, and with the orderly progress of the work.

V. Term

The term of this Contract shall begin on July 1, 2023 and end on June 30, 2026 (the "**Term**"). If permitted by applicable law, School shall have the right, but not the obligation, in its sole discretion, to extend the Term of this Contract for one (1) year periods up to a maximum of two (2) additional years, from July 1, 2026 to June 30, 2027, and from July 1, 2027 to June 30, 2028, respectively, by providing written notice to Contractor of its intention to extend the Term not later than March 1, 2026 and March 1, 2027, respectively.

VI. Incorporation of the Invitation for Bids/Order of Priority of Contract Documents

The provisions of the Solicitation and the Contractor's Response are incorporated herein by reference. In the event of any conflict among the Contract Documents, the Documents shall be construed according to the following priorities:

Highest Priority:	Amendments to Contract (if any)
Second Priority:	Contract
Third Priority:	Addenda to the Solicitation (if any)
Fourth Priority:	Solicitation
Fifth Priority:	Contractor's Response to Solicitation.

VII. Payment

In consideration for performance of the work in accordance with the requirements of this Contract, the School shall pay the Contractor the prices set forth in the Contractor's Response, Option A, a copy of which is attached hereto and incorporated by reference.

This Contract is a fixed unit price contract and therefore miscellaneous expenditures associated with the Contractor's work on this project shall not be paid by the School. In the event that an unforeseen miscellaneous expense is incurred, the Contractor shall receive the School's approval in writing prior to incurring the expense if it will subsequently seek payment of said expense from the School.

Payment shall be made to the Contractor for work completed in accordance with this Contract. All requests for payment shall be submitted to the School as an

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

invoice and shall specify work completed, and the billing rate for each employee who performed work on the project.

The Contractor shall submit a monthly invoice, in duplicate, to the Owner for work completed in accordance with this Contract during the month in question.

Payment will be due thirty (30) days after receipt of the Contractor's invoice by the School for services rendered in accordance with this Contract. The School shall not make payments in advance.

If the School objects to all or part of any invoice, the School shall notify the Contractor in writing within two (2) weeks of the date of receipt of the invoice, and shall pay that portion of the invoice not in dispute within thirty (30) days after the date of receipt of the invoice.

Payment of the amounts due under this Contract shall release the School and its officers, employees, boards, commissions, committees, agents and representatives, from any and all claims and liability in any way relating to this Contract or anything done in pursuance thereof.

VIII. Warranty

DELETED-NOT APPLICABLE

IX. Compliance with Laws

The Contractor shall comply with all provisions of Federal, Massachusetts and local law applicable to his work including, without limitation, statutes, by-laws, rules, regulations, orders and directives, as amended, and including, without limitation, the Williams-Steiger Occupational Safety and Health Act, as amended, and related regulations, as amended, in effect throughout the term of this Contract and any extension or renewal thereof. Without limitation, the Contractor shall comply with the provisions of Chapter 149, Section 26 to 27D of the Massachusetts General Laws, as amended, and the applicable minimum wage rates as determined by the Massachusetts Commissioner of Labor and Industries. This Contract shall be considered to include in their entirety all terms respecting workers' compensation insurance and other terms required to be included in it by Chapter 152 of the Massachusetts General Laws, as amended, as though such terms were set forth in their entirety herein.

X. Insurance

The Contractor shall provide and maintain throughout the term of the Contract and any extension or renewal thereof the insurance as set forth in the contract documents, with companies that are authorized and licensed in the

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

Commonwealth of Massachusetts to issue policies for the coverages and limits so required.

- a. The School shall be named as an additional insured on each such policy of Commercial General Liability Insurance, and Automobile Liability Insurance.
- b. All certificates and policies shall contain the following provision:

“Notwithstanding any other provision herein, should any of the above policies be cancelled or materially amended before the expiration date thereof, the issuing company will mail thirty (30) days prior written notice thereof to the named certificate holder and to the School Superintendent, 230 North Road, Chelmsford, MA 01824, before such cancellation or amendment shall take place.”
- c. Certificates evidencing such insurance in five (5) copies shall be furnished to the School at the execution of this Contract. Such certificates shall not merely name the types of policy provided, but shall specifically refer to this Contract and shall state that such insurance is as required by this Contract. The Contractor shall make no claims against the School or its officers for any injury to any of its officers or employees or for damage to its equipment arising out of work contemplated by the Contract.
- d. The Contractor shall also be required to provide to the School with its proof of insurance coverage endorsements or riders to the policies of commercial general liability insurance and automobile liability insurance, which indicate that the School is named as an additional insured on each such policy.
- e. No insurance shall be obtained from an insurer which:
 - (1) is not licensed to sell insurance in the Commonwealth of Massachusetts; or
 - (2) is not authorized to provide insurance as an excess or surplus lines insurer, and does not have a current Best’s rating of A or better.
- f. Failure to provide and continue in force such insurance as aforesaid shall be deemed a material breach of this Contract and shall operate as an immediate termination thereof.

XI. Indemnification

The Contractor shall compensate the School for all damage to School property of any nature arising out of the Contractor's work. To the fullest extent permitted by

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

law, the Contractor shall indemnify, defend, and hold harmless the School and all of its officers, employees, boards, commissions, committees, agents and representatives from and against all claims, causes of action, suits, costs, damages, and liability of any kind which arise out of the breach by the Contractor of its obligations under this Contract, or the willful or negligent act or omission of the Contractor, its subcontractors, or their officers, employees, agents and representatives or anyone directly or indirectly employed by them, or anyone for whose willful or negligent acts or omissions they may be liable, regarding the work to be performed by the Contractor under the Contract, or which arise out of the violation of any federal, Massachusetts or local or School statute, by-law, rule, regulation, order or directive, or which relate to personal injury or property damage suffered by the Contractor or any of its officers or employees regarding the subject matter of this Contract. Said costs shall include, without limitation, reasonable legal costs, collections fees, and counsel fees incurred in defending any claim or suit that may be brought against the School and any judgment that may be obtained in any such claim or suit.

XII. No Personal Liability

Neither the School, nor any of its officers, employees, boards, committees, commissions, agents and representatives, shall be under any personal obligation or incur any personal liability by reason of this Contract, the execution thereof or anything relating thereto which arises out of the breach or violation of any provision of this Contract, or the violation of any Federal, Massachusetts or School or local statute, by-law, rule, regulation, order or directive, or which relates to personal injury or property damage suffered by the Contractor or its employees, regarding the subject matter of this Contract.

XIII. Familiarity with Area of Work

By signing this Contract, the Contractor acknowledges that it has examined the subject matter of this Contract, and that it is familiar with all sites which are the subject of this contract in the School and with all conditions of this Contract. The Contractor has entered into this Contract in reliance on its own examinations and estimates as to the amount and character of its work, and conditions which may be encountered in the performance thereof, and shall assume all risks and bear all losses pertaining thereto.

XIV. Performance Bond

DELETED-NOT APPLICABLE

XV. Labor and Materials Payment Bond

DELETED- NOT APPLICABLE

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

XVI. Independent Contractor Status

The Contractor shall provide services under this Contract as an independent contractor with the School and not as an employee of the School. No employee, agent or representative of the Contractor shall be entitled to receive any benefits of employment with the School, including without limitation salary, overtime, vacation pay, holiday pay, sick leave, health insurance, life insurance, pension or deferred compensation.

XVII. Use of Alcohol and Controlled Substances Prohibited

The Contractor hereby acknowledges that the use of alcoholic beverages, narcotics, and mood altering substances, except under current valid, legal prescriptions, by any officer, employee, agent, or representative of the Contractor is prohibited on School property which is the subject matter of this Contract and during all hours of work under this Contract. If any officer, employee, agent, or representative of the Contractor violates the foregoing provision, the School shall have the right to order that such officer, employee, agent, or representative of the Contractor shall not be permitted to return to work on this Contract. Under such circumstances, the Contractor shall promptly remove the subject officer, employee, agent, or representative from the job site and shall not permit the subject officer, employee, agent, or representative to perform further work in conjunction with this Contract.

XVIII. No Smoking

Pursuant to Massachusetts General Laws (M.G.L.) c. 270, §22, the Commonwealth of Massachusetts Smokefree Workplace Law, the Contractor, its officers, employees, agents, and representatives shall refrain from smoking and from using tobacco products in any public building in the School.

XIX. Criminal Background Screening

For each employee of the Contractor who is performing services under this Contract, the Contractor shall, subject to its confidentiality and privacy obligations owing to its employees and third parties, provide a written confirmation to the School that such employee passed the Contractor's pre-employment criminal background screen. In the event that any employee refuses to permit the Contractor to provide such information to the School, the Contractor shall not assign such employee to perform services for the School, and such employee shall not be authorized to perform services for the School. The School shall be permitted to keep such information in its files. Pursuant to M.G.L. c. 71, §38R and 42 U.S.C. §16962, each employee of Contractor who performs services under this Contract shall be subject to Criminal Offender Record Information

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

(CORI) and Criminal History Record Information (CHRI) screening. As part of such comprehensive criminal background screening, each such employee shall be subject to Statewide Applicant Fingerprint Identification Services (SAFIS) screening, as well as to any and all other federal and state statutes, rules, and regulations regarding fingerprinting. No employee of the Contractor shall perform services under this Contract unless he/she has successfully passed all such applicable screening.

XX. Delays/Force Majeure

Except as specifically set forth in this Contract, neither party shall hold the other responsible or liable for damages or delays in performance caused by acts of God, interruptions in the availability of labor, or other events beyond the control of the other party, or that could not have been reasonably foreseen or prevented. For this purpose, such acts or events shall include unusually severe weather, floods, epidemics, wars, riots, strikes, lockouts, or other industrial disturbances, protest demonstrations, and project site conditions which could not have been reasonably anticipated. Should such acts or events occur, both parties shall use their best efforts to overcome the difficulties arising and to resume as soon as reasonably possible the normal pursuit of the services for the Project.

XXI. Termination

- a. If the Contractor shall breach any provision of this Contract, which breach is not cured within twenty-one (21) days of written notice thereof from the School to the Contractor, the School shall have the right to terminate this Contract upon written notice to the Contractor.
- b. If any assignment shall be made by the Contractor or by any guarantor of the Contractor for the benefit of creditors, or if a petition is filed by the Contractor or by any guarantor of the Contractor for adjudication as a bankrupt, or for reorganization or an arrangement under any provision of the Bankruptcy Act as then in force and effect, or if an involuntary petition under any of the provisions of the Bankruptcy Act is filed against the Contractor and such involuntary petition is not discharged within ninety (90) days thereafter, in any event the School may terminate this Contract upon written notice to the Contractor.
- c. The award of this Contract and the continued operation of this Contract are contingent upon appropriation by School of sufficient money to fund the Contract. Should School fail to appropriate necessary funds therefor, the School shall no longer be under any obligation to tender performance, including payment, under the terms of this Contract. In that event, the School may terminate this Contract upon written notice to the Contractor.

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

- d. The School may terminate this Contract upon written notice to the Contractor if a source of money to fund the Contract is lost during the Contract term. In the alternative, the parties may agree in writing to amend the Contract to provide for a Contract price which represents a reduced appropriation for the Contract term.
- e. The School may also terminate this Contract for convenience upon thirty (30) days' written notice to the Contractor.

In the event of termination, the Contractor shall be entitled to be paid for services rendered in accordance with this Contract prior to termination.

In the event that this Contract is terminated pursuant to Section 19a or 19b above, the School may make any reasonable purchase or contract to purchase services in substitution for services due from the Contractor and may deduct the cost of any substitute contract, or damages sustained by the School due to non-performance or non-conformance of services together with incidental and consequential damages from the Contract price, and shall withhold such damages from sums due or sums which become due.

XXII. Notices

Except as otherwise provided in this Contract all notices required or permitted to be given hereunder shall be in writing and shall be delivered by certified mail or registered mail, return receipt requested, to the parties at the following address or such other address or addresses as to which a party shall have notified the other party in accordance with this Section.

If to the School: Superintendent of Schools
Chelmsford Public Schools
230 North Road
Chelmsford, MA 01824

With copies to: Andrew J. Waugh, Esq.
Murphy, Hesse, Toomey & Lehane, LLP
50 Braintree Hill Office Park, Suite 410
Braintree, MA 02184

If to the Contractor: Cornelius Van Dyk, Chief Financial Officer
Trombly Motor Coach Service, Inc.
1480 Broadway Road (Rear), P.O. Box 190
Dracut, MA 02186

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

XXIII. Miscellaneous Provisions

- a. Any action at law or suit in equity instituted by the Contractor as a result of the performance, non-performance or alleged breach of this Contract shall be filed in the Superior Court of the Commonwealth of Massachusetts for Middlesex County, MA, and in no other court or jurisdiction.
- b. No action or failure to act by the School, or payment by the School, shall constitute a waiver of a right or duty afforded to the School under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing. No forbearance or indulgence in any form or manner by the School shall be construed as a waiver or in any way limit the legal or equitable remedies available to the School. No waiver by the School of any default or breach by the Contractor shall constitute a waiver of any subsequent default or breach.
- c. If the Contractor discovers or is informed of any discrepancy or inconsistency in the Contract Documents in relation to any law, statute, ordinance, by-law, decree, code, rule, regulation, or order, the Contractor shall promptly, before commencing services under this Contract, report the same to the School in writing.
- d. The Contractor acknowledges that it has not been influenced to enter into this Contract, nor has the Contractor relied upon any warranties or representations not set forth in this instrument.
- e. The Contractor shall maintain the confidentiality of information designated by the School as confidential, unless withholding such information would violate the law or create a risk of significant harm to the public, or unless the Contractor has been required to release such information by final judgment or order of a court of competent jurisdiction, or unless the School has expressly waived such confidentiality in advance in writing.
- f. The Contractor shall not represent or purport to represent that it speaks for the School vis-à-vis the media or the public at-large without the School's express, written consent in advance.
- g. Prior to commencing services under this Contract, the Contractor shall furnish the School, in writing, the names, addresses and telephone numbers of not fewer than two (2) principal employees of his business who are to be contacted in the event of an after-hours emergency.

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

- h. By entering into this Contract, the Contractor certifies under penalties of perjury that its entry was made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.
- i. By entering into this Contract, the Contractor certifies under the penalties of perjury, pursuant to M.G.L. c.62C, Section 49A(b), that it has complied with all laws of the Commonwealth relating to taxes, to reporting of employees and contractors, and to withholding and remitting child support.
- j. The Contractor understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Contractor with respect to the services required to be provided under this Contract. The Contractor and its officers, employees, agents, subcontractors and affiliated agencies shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.
- k. Prevailing wage rates shall be paid, pursuant to M.G.L. c.149, §§26-27G, if they are applicable.
- l. The Contractor shall not discriminate against or exclude any person from participation herein on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object), age, genetic information, ancestry, children, marital status, veteran status or membership in the armed services, the receiving of public assistance, and handicap. The previous sentence shall include, but not be limited to, the following: advertising, recruitment; hiring; rates of pay or other forms of compensation; terms; conditions or privileges of employment; employment upgrading; transfer; demotion; layoff; and termination. The Contractor shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object), age, genetic information, ancestry, children, marital status, veteran status or membership in the armed services, the receiving of public assistance, and handicap.
- m. To the extent that any of the foregoing sections required by Massachusetts

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

law are inconsistent with other, non-statutory sections in this Contract, any statutorily-mandated provisions contained herein shall control.

- n. The Contractor shall not assign or subcontract in whole or in part this Contract or in any way transfer any interest in this Contract without the prior express written approval of the School, which consent may be withheld in District's sole and absolute discretion. If any such delegation, assignment, or transfer is approved by District, this Contract shall be binding upon Contractor's assigns, transferees, and/or successors in interest.
- o. The Contractor shall not assign any money due or to become due to the Contractor unless the School shall have received prior written notice of such assignment. No such assignment shall relieve the Contractor of its obligations under this Contract.
- p. This Contract may be amended only by written consent of the parties.
- q. This Contract constitutes the entire agreement of the parties and any other agreement, written or oral, that may exist is excluded from this Contract. When executed, this Contract supersedes any other agreement of any of the parties in connection with the transaction contemplated.
- r. If any provision, or portion thereof, of this Contract shall be adjudged to be invalid or unenforceable by final judgment or order of a court of competent jurisdiction the remaining provisions shall continue in effect to the extent permitted by law.
- s. The provisions of this Contract shall be binding upon and inure to the benefit of the heirs, assigns and successors in interest of the parties.
- t. This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, regardless of choice of law issues or principles.
- u. This Contract is executed in triplicate as a sealed instrument.

[The remainder of this page is left intentionally blank.]

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

IN WITNESS WHEREOF, District and Contractor have executed or caused to be executed this Contract by their duly authorized officials in multiple counterparts, each of which shall be deemed an original on the date first above written. One counterpart each has been delivered to the District, Contractor, District Counsel, and District Director of Business and Finance.

CHELMSFORD PUBLIC SCHOOLS
By: the Chelmsford School Committee

TROMBLY MOTOR COACH SERVICE,
INC.

Donna M. Newcomb, Chair

Signature

Dennis F. King II., Vice Chair

Printed Name

Susan Mackinnon, Secretary

Printed Title

John W. Moses

Maria L. Santos

Dated: _____

Dated: _____

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

CERTIFICATE OF APPROPRIATION

In accordance with the requirements of M.G.L. Chapter 44, Section 31C, this is to certify that an appropriation in the amount of this CONTRACT is available therefore, and the Chelmsford School Committee is authorized to execute this CONTRACT and the approve all requisitions and execute change orders.

Joanna M. Johnson-Collins
Director of Business and Finance

Date

APPROVED AS TO FORM:

Andrew J. Waugh, Esq.
District Counsel

Date

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

CERTIFICATE OF VOTE

I _____, hereby certify
(Clerk/Secretary)

that I am the duly qualified and acting
_____ of _____
(Title) (Corporation Name)

and I further certify that at a meeting of the Directors of said Corporation duly called and held on _____ 2023, at which meeting all Directors were present and voting, the following vote was unanimously passed:

VOTED: To authorize and empower either
_____, _____;
(Name) (Title)

_____, _____; or
(Name) (Title)

_____, _____;
(Name) (Title),

any one acting singly, to execute all contracts and bonds on behalf of the Corporation.

I, further certify that the above vote is still in effect on this, the _____ day of _____, 20____, and has not been changed or modified in any respect.

Signature

Printed Name

Printed Title

The certification contained hereabove shall be executed by CONTRACTOR or copy of current "certification of authority to sign for the Corporation" shall be attached

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

EXHIBIT A

See Attached.

**SPECIAL EDUCATION
OUT OF DISTRICT
STUDENT TRANSPORTATION
2023-2028
INVITATION FOR BID
23-01**

The Chelmsford Public School Department on behalf of the School Departments of Billerica, Chelmsford and Tewksbury invites the submission of sealed bids for:

Out-of-District Special Education Transportation Services

The bid is for a three (3) year contract beginning July 1, 2023 and ending June 30, 2026 with the option of two (2) additional one (1) year contract extensions beginning July 1, 2026 and ending June 30, 2027 and beginning July 1, 2027 and ending June 30, 2028 respectively from the responsive and responsible vendors to provide special education school bus transportation services described in the Invitation for Bids (IFB) packet available from:

CHELMSFORD PUBLIC SCHOOL DISTRICT

Central Administration Offices
Business Department
230 North Road
Chelmsford, MA 01824
(978) 251-5100

IFBs will be available beginning Monday, March 13, 2023. All bids must be sealed and will be accepted by mail or in person at the Chelmsford Public Schools, Central Administration Offices, Business Office, 230 North Road, Chelmsford, MA 01824 until **2:00 p.m.** local time on **Tuesday, April 4, 2023** at which time they will be opened and read publicly. Bids must be submitted in a sealed envelope, which is plainly marked on the face "BID FOR SPECIAL EDUCATION OUT OF DISTRICT STUDENT TRANSPORTATION FOR THE BILLERICA, CHELMSFORD AND TEWKSBURY PUBLIC SCHOOL DISTRICTS."

A voluntary Pre-Bid Conference will be held at the Chelmsford Public Schools, Central Administration Offices, School Committee Conference Room, 230 North Road, Chelmsford, MA 01824 on Tuesday March 21, 2023 at 11:00 a.m.

OVERVIEW OF IFB 23-01

Interested proposers are invited to develop routes to the schools/programs listed in Appendix B, and to detail costs on the Pricing Sheets in Exhibit C. Contractor(s) shall perform such awarded service only upon designation by the Billerica, Chelmsford, and Tewksbury School Departments on behalf of the School Committees of Billerica, Chelmsford, and Tewksbury.

A separate proposal is required for each School Committee's consideration and approval, all proposers should be aware that these three (3) school districts are working in close collaboration with one another in order to take advantage of any economies of scale that may exist in transporting our students to the same out-of-district educational facilities throughout the school year. Bidders should be mindful of this expectation as they prepare their routes and associated cost proposals.

The three (3) participating school districts do not guarantee continuation of any or all routes or schedules, or that any new students will not be added to any of the routes, schedules, etc. during any particular school year. The proposer is solely responsible for the accuracy of mileage estimates. The proposer is responsible for determining the accuracy of any estimate or information provided by the three (3) districts in which it uses to formulate its proposal for transportation services and acknowledges that it has had the opportunity to investigate the same. In submitting a proposal, the proposer acknowledges that such information and estimates do not constitute a representation, guarantee, or warranty of accuracy and failure to secure and investigate the accuracy of such estimates and information relied upon by any proposer shall in no way relieve any proposer from obligation in respect to their proposal. Furthermore, the proposer thereby releases, indemnifies, and agrees to hold harmless the three (3) participating districts of any and all claims, demands, suits, causes of action, arbitration, or disputes whatsoever arising out of or relating to such estimates and/or information.

Proposers shall give a route price for transportation services as detailed herein and in the specifications for the entire time of performance under the contract (3 years). Please note that the route price given for the transportation services detailed herein and in the Specifications shall remain the same throughout the contract; no separate fuel escalation clause shall be incorporated into any proposal.

The School Departments shall review the proposals submitted and award contracts to the proposer offering the lowest price for the services proposed for the entire time of performance under the contract (3 years with two additional one-year contract extensions) for the combined 3 districts. In addition to cost, other criteria to be used in determining the contract award will be reference checks and the viability and feasibility of the proposed route(s). The contractor(s) shall perform such awarded service only upon designation by the school departments upon their needs.

The three (3) participating school districts reserve the right to reject any and all proposals that may be determined to be not in the best interest of the school districts. The participating school districts also reserve the right to reject any and all unbalanced route priced proposals.

**SPECIFICATIONS FOR
OUT-OF-DISTRICT SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES
2023-2028**

ARTICLE I – DEFINITIONS

TERM	That entire period of time as determined in Article II
SCHOOL COMMITTEES	The duly designated School Committees of the Towns of Billerica, Chelmsford, and Tewksbury
SCHOOL DEPARTMENT	The school administration of the School Committees
CONTRACTOR/VENDOR	That proposer, whose proposal is accepted by the School Committees and who has entered into a written contract
STUDENT	That individual who is designated by the School Committees as requiring transportation under this contract
DRIVER	That individual designated by the Contractor to operate a vehicle.
VEHICLE	A new or used motor vehicle, whether owned or leased, operated by the Contractor, and used by the Contractor for transportation in accordance with this contract. Said vehicle shall be appropriate for transporting students under all pertinent rules, regulations, and laws, and it shall be the Contractor's duty and obligation to maintain all of said vehicles and equipment in optimal operating and safety condition during the entire term(s) of this contract and the mileage of said vehicle shall not exceed one hundred twenty five thousand (125,000) miles or no more than six (6) years old.

Unless a contrary intent is otherwise expressed or demonstrated when, hereinafter, used the term "Schools" shall include the following terms/concepts: School Committees and School Department as defined above.

ARTICLE II – TERM

The term of this contract is three (3) consecutive years with the option of two additional one-year contract extensions. This contract will commence on July 1, 2023. The days on which transportation is to be furnished shall be as designated and required by the School Committees.

ARTICLE III – TRANSPORTATION SCHEDULE

A. SCHEDULE

Appendix B provides the anticipated starting and ending times of the schools and/or programs to which students attend. These times may reflect the starting and ending times during the 2022-2023 school year, as the actual times may not have yet been established for the 2023-2024 school year. It is expected that the contractor and the Schools will work together to obtain the 2023-2024 school calendars from the receiving schools or programs.

B. CHANGES

The School Committees reserve the right to add, rearrange, reassign, or adjust or delete routes and schedules when it is in the best interest of the School Department to do so. All changes in routes are to be approved in advance by the School Departments.

In the event a School Department needs to add a new student to the transportation schedule during the school year, the School Department must notify the Contractor who will in turn be prepared to provide transportation services for that student within five (5) school days of initial notification. The Contractor in turn shall provide the School Department with an estimate of the cost associated with the transportation the new student.

In the event a School Department needs to remove a student from the transportation schedule during the school year, that School Department shall notify the Contractor immediately of the anticipated end date of transportation needs for that student. The Contractor in turn shall adjust its monthly billings accordingly.

C. MAINTENANCE OF SCHEDULE

The schedule of route operation shall be maintained in such a manner that students awaiting vehicles shall not be required to wait longer than five (5) minutes beyond the time of the schedule of the stop. The vehicle shall not delay at a stop longer than necessary for students to board the vehicle. Delay at stops, to permit the boarding of students not present during the time the vehicle is being loaded, shall not be permitted. The first stop of any vehicle for any pupil in the proposal shall occur in the most efficient manner possible. Students shall be picked up at the school within five (5) minutes after closing time and shall be returned home within ten (10) minutes of a scheduled arrival time. No “to school” route shall start prior to the scheduled starting time, nor shall it arrive at school more than ten (10) minutes prior to the start of school as indicated above nor shall it arrive after the scheduled “first bell” time. Changes in school hours may be instituted by the school authorities and shall not affect contract prices.

The Contractor shall be solely responsible for any and all costs incurred in achieving and ensuring compliance with the Contractor’s transportation obligations.

Each and every failure by the Contractor to maintain the schedule as herein provided shall be a breach of the Contract and shall subject the Contractor to an assessment of liquidated damages as provided in Article V Section F.2

Repeated breaches as heretofore described which are found to be in the opinion of the School Departments the cause for undue disruption to the students, shall constitute a material breach of the Contract and shall forthwith terminate the Contract upon such finding and shall further subject the Contractor to an assessment of liquidated damages as hereafter provided.

The imposition/exaction of liquidated damages shall not preclude the School Department from any of its other remedies and damages, either at law or in equity, including claims under and against performance bonds or insurance, nor shall it preclude initiation of contract, tort, or other legal actions and the award of additional damages hereunder.

ARTICLE IV – THE CONTRACTOR

A. SERVICES

The Contractor shall furnish the scheduled transportation for all students as designated herein and who may from time to time be designated by the School Departments. Scheduled transportation shall be in accordance with the transportation schedule in Appendix B.

The Contractor shall furnish all services necessary and required, or those which are in the Schools' discretion, deemed convenient or desirable consisting of the following in general: transportation equipment, maintenance of equipment, operation, supervision, training, inspection, registration, licensing, insurance and conformation to all applicable laws, rules, regulations of the Federal Government, the Interstate Commerce Commission, the Commonwealth of Massachusetts, and to all rules and regulations established by the Massachusetts Department of Elementary and Secondary Education, and the Department of Motor Vehicles, as such rules may pertain to school vehicles, and to all applicable rules and regulations established by the School Committees, and all other laws, rules, and regulations pertinent hereto.

B. BOND

The Contractor shall furnish a performance bond for each year of the contract. The amount of the Bond shall be equal to 100% of the yearly amount of the contract. The performance bond for the first year of the contract must be presented within five (5) days of the notice of contract award. The performance bond for the second and third year of the contract must be presented by July 1, 2024 and July 1, 2025, respectively and if the two additional one year contract extensions are exercised the performance bond for the fourth and fifth year of the contract must be presented by July 1, 2026 and July 1, 2027 respectively.

Failure to provide a bond and/or an adequate bond constitutes a material breach of the contract and the contract may be terminated at the School Departments option, satisfying its wants through another contractor and without waiving any and all remedies available to the School Committees at law, in equity, or as provided within the contract.

C. INSURANCE

The Contractor shall obtain and maintain in effect insurance, such that each vehicle is covered for property and personal liability as follows:

1. Property damage liability coverage in an amount not less than two hundred fifty thousand dollars (\$250,000) for each vehicle used.
2. Personal liability coverage in an amount not less than one million dollars (\$1,000,000) for any one person, and five million dollars (\$5,000,000) for any one accident; uninsured/underinsured coverage of not less than five hundred thousand dollars (\$500,000) per person and one million dollars (\$1,000,000) per occurrence, excess liability coverage of not less than three million dollars (\$3,000,000).
3. The aforementioned property damage liability insurance and personal liability insurance referenced in C.1 and C.2 shall also include extra territorial coverage and shall cover all owned, non-owned, and leased vehicles and shall cover all employees, independent contractors, passengers, ~~passengers~~ of other vehicles, and pedestrians.
4. General liability insurance coverage in an amount not less than one million dollars (\$1,000,000), against claims for bodily injury, death and property damage, including contractual liability coverage, and coverage for intentional/criminal acts of its agents, servants, or employees.
5. Workers' Compensation insurance as required by the General Laws of the Commonwealth of Massachusetts in the required statutory amounts.
6. For all of the required insurance stated above, the School Committees of Billerica, Chelmsford, and Tewksbury must be named as both the certificate holder and as an "additional named insured" for the duration of the contract and the contract should be specifically identified in the certificate on the above required policies, and shall have a waiver of subrogation and similar waiver provisions as against School Departments and its employees, servants, officers, or agents. These policies should have a thirty (30) day notice of cancellation/non-renewal provision and same should be stated on the certificates of insurance.
7. A certificate of insurance demonstrating the above required insurance coverage enumerated throughout Section C, must be presented to the School Departments before the contract is awarded. Such certificate(s) demonstrating the required insurance coverage of the vehicles to be used by the Contractor for this contract, shall have attached a description and make of each vehicle insured, together with its Massachusetts registration number. No vehicle shall be used by the Contractor for the contract unless insured as herein provided. The Contractor shall notify the School Committees through the School Departments of any changes it may desire to make with respect to the vehicles used in performance of the contract and shall secure written approval of the School Departments before using any vehicle not listed on said certificate.
8. Failure to provide and/or maintain the required insurance and/or adequate insurance constitutes a material breach of the contract and the contract may be terminated at the School Committee's

option, through the School Departments, satisfying its wants through another contractor and without waiving any and all remedies available to the School Committees at law, in equity, or as provided within the contract.

9. Any payment owed the Contractor may be withheld until receipt in advance of the required bonding and insurance documents for each year.

D. INDEMNIFICATION

The Contractor acknowledges and agrees that it is responsible as an independent Contractor for all operations under this Agreement and for all the acts of its employees, servants, and agents and agrees that it shall defend, indemnify, and hold harmless the School Committees and the School Departments and their officers, boards, committees, and employees from and against any and all loss, damage, cost, charge, expense, liability, action, and claim which may be made against it or them or to which it or they may be subject resulting from Contractor's performance and/or obligations hereunder and will pay promptly on demand all costs and expenses of the investigation and defense thereof, including attorney's fees and expense. This indemnification is not limited by a limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under the Workmen's Compensation Act, Disability Benefits Act, or other employee's benefits.

E. COMPENSATION

The Contractor acknowledges and agrees that it is responsible for compensating the drivers under this Agreement. Compensation to Drivers and all other personnel involved in carrying out this contract shall be in accordance with and as determined by the Commonwealth of Massachusetts, Department of Labor for the classes of labor involved in accordance with G.L. Chapter 71, Section 7A.

F. ROUTES AND SCHEDULES

The Contractor shall conduct transportation in conformance with the specifications as herein set forth and in accordance with routes and schedules as, from time to time, may be determined by the School Department to be compatible to School and or program schedules. If a student's home district is closed due to inclement weather, the Contractor is not required to provide transportation for that student.

G. PROGRAM CALENDAR

The Contractor, prior to September 1 of each year, shall obtain a program calendar for each receiving program/school serviced by the Contract.

The Contractor shall thereafter contact a representative of each Receiving Program service and confirm starting dates, daily starting and release times, appropriate pick-up and drop-off time, and pick-up points, and any other information necessary for safe transportation.

H. COMMUNICATION

The Contractor shall maintain adequate communication with appropriate program representatives and with the parents of each student transported with reference to unscheduled program changes (days off, early release, and no-school announcements). When and if an unscheduled program change occurs, the Contractor is responsible for responding appropriately. The Contractor shall have one designated person on their staff as the contact person for the Schools.

I. ROUTE SHEETS

The Contractor shall provide written reports showing the time that each rider is picked up and the time that each rider reached his/her destination as required by the Schools. These reports are to be compiled by the Contractor and submitted to the School Departments upon request.

J. IDENTITY OF DRIVERS

On or before July 1st of each year, the Contractor shall provide the School Departments with a list of all known drivers and substitute drivers along with a certificate that each driver is of good moral character as cited in Chapter 90 of the General Laws of the Commonwealth of Massachusetts and that a thorough background check has been made of each driver, including but not limited to FINGERPRINTING and a CORI check and other items listed in Article IX, Section F.3, which indicates that none of the same have any state or federal criminal record.

The list shall contain the name, address, telephone number, and license number of each driver. The list shall also verify that each driver has not had his/her license revoked or suspended.

The Contractor shall provide the School Departments with a release executed by each driver granting both the Contractor and the School Committees the right to perform a complete state and federal criminal background check. Notwithstanding the above or anything else therein, it shall remain the sole responsibility of the Contractor to ensure that it provides careful and safe bus drivers and to conduct a thorough investigation into its personnel/drivers both before and during their employment.

K. IDENTITY OF VEHICLES

On or before July 1st of each year, the Contractor shall provide a list showing license plate numbers, registration certification numbers as issued by the Registry of Motor Vehicles, manufacturer, model, year of manufacture, vehicle identification numbers (VIN) and current mileage for each vehicle. Each vehicle must satisfy all applicable laws and regulations with special attention to the current and future requirements of 540 Commonwealth of Massachusetts Regulation Sections 7.00 through 7.07 or other pertinent regulations that are enacted during this contractual period.

All vehicles must be properly maintained throughout the life of the contract and may be inspected by the School Department personnel at any time. For example, doors shall not stick, all locks and seat belts must work, and there shall be no broken or cracked glass, no torn upholstery, by way of example only. Vehicles shall be clean, inside and out, and shall be smoke-free at all times. A vehicle is not acceptable if

there is a lingering odor of smoke from the driver or anyone else previously smoking within the vehicle. No vehicle shall be in need of body repair.

The Schools reserve the right to make unannounced inspections of all vehicles and if deemed unsafe by the Schools, the vehicle will be removed from the fleet.

L. DESIGNATION OF DRIVERS, VEHICLES, ROUTES

On or before one week prior to the commencement of contract operations, the Contractor shall submit in writing to the School Departments, a list designating the assignment of drivers and vehicles to each route (notably, all must satisfy the requirements of Article VII, including but not limited to, criminal background checks, physical examinations, and drug testing).

M. INFORMATION TO DRIVERS

The Contractor shall provide each driver with each student's name, the name(s) of their parent(s) or legal guardian(s), their addresses, and the telephone number(s) of each parent(s) (including, but not limited to home, work, cell, etc.). These student information lists are to be in the driver's possession at all times during transportation.

N. INFORMATION TO PARENTS

The Contractor shall telephone the parents of each student transported at least two days before the first pick-up. The contractor will identify the driver by name, the substitute driver by name, describe the vehicle that will be used, give an approximate pick-up and drop-off time, and inquire as to any facts that should be known about the student to ensure safe transportation.

O. SUBSTITUTION OF DRIVERS OR MONITORS

The Contractor shall inform the School Departments if there is a need to have a substitute driver or monitor. The Contractor shall inform the School Departments within 48 hours, if possible, of the substitution in each instance of substitution, and the substitute shall be a previously designated substitute driver/monitor (notably satisfying all background checks), assigned to the route in question.

P. SUBSTITUTION OF VEHICLES

The Contractor shall make no substitution of vehicles without the permission of the School Departments for the duration of the contract period, except in case of emergency or breakdown, and then only for a period not to exceed one (1) week. All substitute vehicles shall be subject to all contract requirements.

Q. TELEPHONE COMMUNICATION

The Contractor shall maintain a telephone connection through which the School Departments may make quick contact with the owner or his/her agent and he/she shall appear for conferences with the School Departments when requested. The contractor shall also supply a twenty-four (24) hour "hot line" to

address any special or emergency issues or problems that arise. Between the hours of 6:00 a.m. and 5:00 p.m. on days when students are being driven, the Contractor shall have its phones staffed such that one of its supervisors with the authority to make decisions/changes/adjustments and to implement them immediately shall be available to confer with the School Departments. If the Contractor employs an answering/message service for its incoming calls between 5:00 p.m. and 6:00 a.m., it shall arrange to have one of its supervisors with decision making authority to make decisions/changes/adjustments and to implement them immediately shall respond within two (2) hours to telephone calls from the School Departments during these hours.

R. SUPERVISOR

The Contractor shall provide a full-time Supervisor, who will assume control of the vehicles and drivers. The supervisor or his/her designee should be immediately available by telephone, cell phone, or pager from 5:00 a.m. to 6:00 p.m. on school days and within two (2) hours (as indicated above) at all other times.

S. ACCIDENTS

The Contractor shall **immediately** notify the School Departments of any/all accidents in which a vehicle that is transporting students is involved. Written reports are required within 24 hours to the School Departments regarding such accidents. The Contractor shall make reports immediately to any local police department when severity of either property or personal damage warrants that action.

T. ASSIGNMENTS

The Contractor shall not assign or sublet the contract, or work, or any part thereof, nor assign money due or to become due without written consent of the School Departments.

U. COMPLIANCE WITH LAWS AND REGULATIONS

In carrying out the terms of this contract, the Contractor shall conform and comply with all current and future applicable laws, rules, and regulations of the provisions of Massachusetts General Laws, including but not limited to, Chapter 90 and with all rules and regulations as may be established by the Federal Government, Interstate Commerce Commission, the Department of Labor, the Department of Motor Vehicles, the Department of Elementary and Secondary Education, and the respective School Committees.

The Contract shall be governed, construed, and enforceable in accordance with the laws of the Commonwealth of Massachusetts.

V. Employees Discipline

The Contractor shall provide the School Departments with an overview of its Standard Operating Procedures for documenting and disciplining their employees for lack of performance or unprofessional conduct.

ARTICLE V – THE SCHOOL DEPARTMENTS

A. PAYMENTS

The School Departments shall make payments to the Contractor in strict adherence to the provisions of Article VIII, as hereinafter set forth.

B. CHANGE IN ROUTES

The School Departments may rearrange, reassign, add, adjust, or delete routes and schedules when it is in the best interest of the School Departments to do so. All changes in routes are to be approved by the School Departments. Unauthorized stops are prohibited. Drivers allowing unauthorized stops will be dealt with in accordance with Contractors disciplinary procedures.

C. TRANSPORTATION OF A STUDENT WHO DOES NOT RESIDE IN ONE OF THE THREE (3) PARTICIPATING COMMUNITIES

If a district other than the three (3) participating districts has a student who the Contractor feels could be safely transported in the same vehicle, the Contractor will notify the School Departments. If the School Departments approve, the route cost will be reapportioned.

D. REJECTION OF DRIVERS

The School Departments may accept or reject any or all drivers at any time within the contract period, if it is deemed by the School Departments, in their sole discretion, to be in the best interest of the School Committees to do so.

E. DISCONTINUANCE OF VEHICLES

The School Departments reserve the right to discontinue the use of any vehicle which is considered, in their sole discretion, to be unsafe, in poor or unsatisfactory condition for the purposes of this contract.

F. BREACH OF CONTRACT

1. The School Departments will keep a daily record of any failures of the Contractor to meet the specifications of the Contract. A copy of the daily record will be made available to the Contractor.
2. * The sum total of all liquidated damages incurred will be deducted on a monthly basis from the monthly payment. Said monthly payment is provided for in Article VIII, Section A.
 - 2.1 Each instance of a late pickup and/or delivery (“late” is defined as more than 10 minutes but less than 45 minutes after a scheduled pickup and/or delivery of a student(s) at a designated location) shall be considered one (1) “late violation.” For each late violation the Contractor may be assessed liquidated damages in the amount of \$50.00.

- 2.2 Each instance of an early pickup and/or delivery (“early” is defined as more than 5 minutes but less than 45 minutes before a scheduled pickup and/or delivery of a student(s) at a designated location) shall be considered an “early violation.” For each early violation the Contractor may be assessed liquidated damages in the amount of \$50.00

Any other failure to comply with the requirements of these Specifications, including but not limited to pickups and/or deliveries 45 minutes or more early or late, shall be “additional cause” for assessment of liquidated damages. Liquidated damages for “additional causes” will be assessed if the Contractor fails to remedy or correct any failure to comply with said Specifications immediately after telephone notification from the School Departments. Written notification will follow. If the Contractor does not correct or remedy the deficiency to the satisfaction of the School Departments, liquidated damages may be assessed at the sole discretion of the School Departments in an additional (beyond “late” and “early” pickup and/or delivery violations) amount of \$100.00 per day for each school day after telephone notification.

3. In the case of failure on the part of the Contractor to execute the work as per agreement, the School Committees reserve the right to terminate the contract, satisfying their wants through a substitute contractor, and the School Departments shall collect from the Contractor any difference between the cost of performance of the substitute and the Contractor as the result of such failure.
4. Exercise of the rights herein specified shall not impair or affect the School Committees’ rights to recover damages for breach of contract, either by suit on the contract or on the bond securing it.

*A late pickup and /or delivery will not be considered a violation if it is caused by an act of nature i.e.: snowstorm or some other event or circumstance which is beyond the control of the contractor. The contractor should contact the School Departments when such an event or circumstance occurs.

ARTICLE VI – VEHICLES

A. MILEAGE LIMITATION OF VEHICLE

No vehicle shall be used during the duration of the contract which has been driven in excess of one hundred twenty-five thousand (125,000) miles or is older than six (6) years.

B. HANDICAPPED ACCESSIBILITY

The Contractor shall provide handicap accessible vehicles based upon the needs of the respective School Departments as specifically outlined in student route profile data.

C. CAPACITY

For the purpose of this contract most routes will be covered by Type II or 7D vehicles. When appropriate, yellow buses may be utilized.

D. CONSTRUCTION AND MAINTENANCE

All vehicles shall be constructed and maintained in accordance with the provisions of General Laws, Chapter 90 and with all rules and regulations as promulgated by the Registry of Motor Vehicles. All required "7D" safety equipment is to be on every vehicle used as part of this proposal.

E. SIGNS

Each vehicle shall have a sign identifying the vehicle as transporting students, as required by appropriate State and Federal statutes.

F. REPORTS OF CONDITION

Reports of inspections shall be submitted to the School Departments within fourteen (14) days of the date of inspection.

G. TIRES

All vehicles shall be equipped with safety mud and snow tires on the rear driving wheels from November 1 through April 15 of each year.

H. COMMUNICATION EQUIPMENT

All vehicles are to be equipped with operating two-way radio communication and the Contractor shall maintain a manned base station at all times students are being transported.

I. CAMERAS

The contractor shall supply and install in all vehicles to be used under the terms of this contract a video system equal to or exceeding the specifications of the "Pro-Vision Video System." There shall be a box installed in each vehicle (min-buses and vans). The video system selected is subject to final approval by the School Departments before installation. The School Departments shall have the right to access and view the routes to be monitored. The contractor shall maintain and store the recorded images for a period agreed upon with the School Departments.

J. OTHER EQUIPMENT

The contractor shall have a GPS tracking system installed in each vehicle able to be monitored by the School Departments. The contractor shall equip the rear emergency door of each vehicle (mini-buses) with an audible device that requires that the driver walk the interior length of the vehicle prior to exiting the vehicle to disengage the audible device. These devices shall be similar to the "Child Check-Mate System."

K. IDENTIFICATION OF VEHICLES

Reference is made to Article IV, Section K.

L. SUBSTITUTION OF VEHICLES

Reference is made to Article IV, Section P.

M. TEMPERATURE

The temperature of the interior of the vehicle shall be maintained at minimum average temperature of not less than fifty-five (55) degrees when occupied. Windows that are to be used for ventilation must be in working order.

N. CLEANLINESS

1. All vehicles shall be cleaned by sweeping or vacuuming daily, and shall be maintained free of noxious odors and poisonous gases at all times.
2. All vehicles shall be thoroughly cleaned by sweeping and vacuuming, and interior washed with water mixture of detergent and disinfectant during each school vacation period. The interior and exterior surfaces of all windows shall be maintained in a clean and safe condition, weather conditions permitting. Under no conditions shall vehicles be operated when the operator's vision is impaired by conditions on the glass surface.

O. PARKING OF VEHICLES

The School Committees have no provisions for providing parking. Parking is the responsibility of the Contractor.

P. SMOKING AND GENERAL DRIVER CONDUCT

Smoking, expectorating, or the chewing of tobacco shall not be permitted in vehicles. The use of profane words or language shall not be permitted. Vehicle radios shall not be played outside of school buildings. Drivers shall enforce such rules. No driver shall smoke or use tobacco products while waiting for a student, whether waiting on the grounds of the student's home or on the grounds of a school/program. Drivers are not permitted to listen to iPods or other devices that require personal headsets or earpieces.

Q. UNAUTHORIZED PASSENGERS

No passengers are to be permitted on any vehicle when in use except school students or authorized personnel of the School Departments or Contractor. Exceptions thereto may be allowed, but only upon specific authorization of the School Departments.

ARTICLE VII – DRIVERS

A. AGE

All Drivers shall be at least twenty-one (21) years of age, shall be of high moral character, shall be experienced and safe drivers, and shall be free of criminal records. The School Departments reserve the right to certify the employment of all Drivers who will be used in transportation of identified students in compliance with Massachusetts General Laws, Chapter 6, Section 172.

B. PHYSICAL EXAMINATION

Each Driver shall be physically examined once a year by a Massachusetts licensed physician. A certified report of the examination, containing information relative to vision, hearing ability, reflexes, condition of heart and respiratory system, shall be on file at the Contractor's office and shall be presented to the School Departments upon request. The cost of the physical examination is to be borne by the Contractor.

C. DRUG TESTING

Each driver must be drug tested in compliance with the U.S. Department of Transportation, Federal Highway Administration, Motor Carrier Safety Regulations, 49 CFR 391.81 et seq. N.B. Subpart H "Controlled Substance Testing." For the purposes of this contract, no driver is exempt from the testing. The cost of the testing is to be borne by the Contractor.

D. ALCOHOL AND WEAPONS

Drivers shall not have any alcohol or weapons in the vehicle at any time.

E. SAFETY OF SCHOOL CHILDREN

Each driver shall place the safety of school children above any other consideration at all times and shall under no circumstances leave the vehicle unattended at any time while it is occupied.

It shall be the responsibility of each driver to assure that the safety of a student is not jeopardized during boarding and disembarking.

It is the responsibility of the bus driver to verify, and communicate to dispatch, that all students have exited the bus and their final run for the day is complete.

F. ORDER AND CONDUCT

Each driver shall maintain order among students within the vehicle. Students disobeying instruction of the Driver shall be reported to the student's attending school/program and the School Department for disciplinary action according to the transportation policy of the School Committee.

G. COMPLAINTS

Drivers shall report complaints and incidents by students or parents of students to the Schools the day of the incident or complaint. The report may be made verbally unless requested by the School to be in writing.

H. IDENTITY

Reference is made to Article IV, Section J.

I. SUBSTITUTION

Reference is made to Article IV, Section O.

J. REJECTION OF DRIVERS

Reference is made to Article V, Section D

K. ACCIDENTS

Each driver shall make a written report to the Contractor of all accidents in which the vehicle, over which he/she has control, is involved. Such report shall be made immediately upon completion of the route.

In the event the accident occurs while transporting students the driver must notify the contractor immediately and the contractor must notify the School Departments immediately.

If the accident involves injury or death of a student, the Driver shall render assistance to any injured, notify the police and make immediate telephone report to the Contractor and the School Departments in addition to the written report.

L. TRAINING

The Vendor will conduct training programs with the drivers, at no additional expense to the School Departments.

1. The vendor must provide in-service training to drivers which will include providing samples of information on student needs and problems and appropriate emergency measures. The vendor must annually submit by October 15th of each school year, evidence of these training by including: Agenda, driver attendance sheet with names, and a copy of training materials.

The training programs shall include:

2. Acquainting them with the proper procedures to follow in case of: brake failure; vehicle stalling; how to react to skids; an accident; driver and student rules and regulations; first aid (including the administration of an epi-pen); and how to care for the special needs of students.

3. The Contractor must agree that all drivers will attend, at no cost to the School Departments, whatever conferences are offered locally by the Registry of Motor Vehicles and the local police departments when requested by the School Departments regarding the transportation of school children.
4. The School Departments may require, at no cost to the School Departments, the drivers to attend additional workshops, including but not limited to provisions of the Massachusetts Anti-Bullying legislation, or any other state mandated trainings. These workshops will be limited to assisting the drivers to meet the needs of the students he/she is transporting.

M. FLUENCY

All drivers shall be fluent in English and able to communicate with students about a vehicle emergency.

N. SCHEDULING OF DRIVERS

To the maximum extent possible, the same driver will be scheduled to drive both the morning and afternoon runs of a particular route.

O. COMMUNICATION OF ABSENCES

If a student is absent five (5) consecutive days, the driver should notify their administrative office who will then notify the student's School Department.

P. COMPLETION OF APPROPRIATE CORI FORMS/FINGERPRINTING

The Contractor shall work closely with the School Departments to have their drivers complete appropriate CORI Forms and fingerprinting. The Contractor is responsible for any/all costs.

ARTICLE VIII – PAYMENT

A. MONTHLY INCREMENTS

Receipt of monthly invoices from the Contractor should be received by the School Departments no later than five (5) business days from the end of the month that is to be billed. The School Departments will work with the Contractor to establish a procedure for apportioning the monthly invoice to each School Department. This procedure will be based upon the cost for each route and the number of students from each district scheduled to be transported on a given route, and noting on the invoice which districts are part of the cost share of the route.

Payment shall be made in monthly installments by each School Department, in arrears, commencing in August 2023. After receipt of the monthly invoice from the Contractor, the School Departments shall remit payment to the Contractor on a net 30 day basis.

B. WITHHOLDING OF PAYMENT

Whenever failure to comply with the contract is in question, “liquidated damages” as defined in Article V, Section E.2, will be withheld until there is mutual agreement or other legal resolution on the failure to comply.

C. QUALIFIED ATTENDANT/MONITOR

The School Departments will pay the Contractor for any “qualified attendant/monitor” required under General Laws, Chapter 71B of the Commonwealth of Massachusetts. The contractor will transport such attendant portal-to-portal.

D. SCHOOL CANCELLATIONS

No payment shall be made for routes not operated during inclement weather, or for any other cause for which schools are closed by the decision of the respective School Committees and/or Superintendent of Schools. If for any reason, any route fails to operate on scheduled days, no payment shall be made for that route.

ARTICLE IX – GENERAL

A. CUSTODY OF STUDENTS

The Contractor and Driver shall be deemed to have custody over students. The custodial responsibility for the physical safety of a student shall commence:

1. At the initial pickup at the student’s dwelling or other structure, at the point in time when the student leaves the door of the dwelling or structure until the student safely arrives at the confines and is received by a staff member of the educational or training facility.
2. At pick-up from the educational or training facility for the return home to the dwelling, from the point in time when the student leaves the door of the educational or training facility building until the student returns and re-enters the interior of said student’s dwelling.
3. Drivers must not leave a vehicle unattended when children are in the vehicle. In an emergency, the driver’s first concern must be for the children.
4. It is recognized that at times, as part of a student’s IEP, a goal might be in the area of independence. In this situation, discussions will take place between appropriate staff from the Contractor, the receiving school/program staff, and the sending district’s staff regarding drop-off at school and/or home.

B. NO EXPRESS OR IMPLIED WARRANTIES BY THE SCHOOL COMMITTEES

Notwithstanding anything to the contrary contained in these documents, it is understood and agreed by and between the Contractor and the School Departments that:

1. No information or data provided by the School Departments herein or in relation to this Contract for transportation services shall be considered to be representative, warranted, or guaranteed to be exact or accurate, (i.e., the School Department does not guarantee continuation of any or all routes or schedules, or that new students will not be added to the routes, schedules, etc.). The Contractor acknowledges that it is responsible for determining the accuracy of any estimate or information provided by the School Departments in which it uses to formulate its proposal and acknowledges that it has had the opportunity to investigate same. In fact, the Contractor agrees that it has not substantially relied on or assumed the accuracy thereof but has instead undertaken its own inquiry and/or investigation to consider, evaluate, and determine any and all facts or factors necessary or convenient for it to submit a valid and binding proposal for transportation services.
2. The Contractor warrants that it is experienced and knowledgeable in developing and preparing such a proposal and that it is experienced and knowledgeable and equipped to provide such transportation services.
3. The Contractor, understanding that any information and/or estimates provided by the School Departments on behalf of the participating districts relating to the proposal for transportation services do not constitute a representation, guarantee, or warranty of accuracy, agrees that failure to secure and investigate the accuracy of such estimates and information relied upon thereby in making its proposal shall in no way relieve Contractor from any obligation in respect to its proposal and, if awarded the Contract, Contractor agrees that it shall execute said Contract and be bound thereby. The Contractor agrees to and hereby releases the School Committees of any and all claims, demands, suits, causes of action, arbitration, or disputes whatsoever arising out of or relating to such estimates and/or information.

C. FAILURE TO PERFORM

If the Contractor is unable to furnish transportation for any given day, the Contractor shall reimburse the School Department for all actual costs required for furnishing alternative transportation as billed to or paid for by the School Committees.

D. TERMINATION BY SCHOOL COMMITTEES

In case of failure on the part of the Contractor to execute the work as per agreement, as determined in the sole and absolute discretion of the School Committees, the School Committees reserve the right in their sole discretion to terminate the contract, satisfying their wants through another Contractor. The School

Departments shall thereupon collect from the Contractor any difference in price as a result of such failure on the part of the Contractor.

The School Committees shall not enter into the contract for transportation services described herein unless funds are available for the first fiscal year at the time of contracting. Payment and performance obligations for succeeding fiscal years shall depend on the availability and appropriation of funds. Please note that the School Committees shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

The School Committees may terminate a contract by giving thirty days (30) written notice to the Contractor.

E. WHERE A CONFLICT OR AMBIGUITY EXISTS CONTRACTOR HAS BURDEN TO PERFORM PURSUANT TO SCHOOLS DEPARTMENTS' OPTION

Notwithstanding anything to the contrary contained in these specification, Contract, or related materials, it is understood and agreed by the Contractor that if there is any conflict between or ambiguity created among the terms of the Contract, any provisions of State law or regulation promulgated thereunder, or any regulation, interpretation, or option selected or discretion implemented by the School Department then unless preemption under State law applies, the School Department will have the right and option to select the option/alternative which is the more onerous and imposes more obligation/responsibility on the Contractor without any increase in Contract price or right to claim adjustments by the Contractor.

F. CONTRACTOR'S EXPRESS WARRANTIES REGARDING PERSONNEL

As a specific condition and requirement of the prospective Contractor to propose for and be qualified to be awarded the Contract, the Contractor agrees to provide, warrant, and represent that, before the date of provision of transportation services that for all of its employees, agents, servants, or personnel, hereinafter "Personnel", having any actual or potential contract or involvement with the Students it:

1. has no Personnel who have either been convicted of any offense involving violence or assault on any person (including but not limited to assault battery, abuse, sexual misuse or abuse, lewd and lascivious conduct, indecent acts, assault battery, or similar offense, domestic abuse or violence), or controlled substance or drug abuse related offense. The above described as used, herein, shall not be limited to actual conviction but shall also mean and include probation, plea bargain, alternative sentence or plea, or non-criminal disposition which arose from or out of a charge or complaint of any of the above or similar offenses. All said personnel of the Contractor shall sign releases and authorizations for the Contractor and School Department to seek and obtain any information related to and involving the above.
2. will coordinate and conduct a drug testing program as described in Article VII, Section C.
3. will obtain releases and authorizations for all said Personnel extending both to the Contractor and the School Departments which shall allow inquiry into and release of the records and information for:
Federal Probation and Criminal Offender Record Check

- a. Federal Bureau of Investigation interstate and inter-jurisdictional probation and criminal offender records.
- b. Massachusetts Board of Probation and CORI inquiry/check
- c. Drug testing results.

G. REQUIRED EXPERIENCE

The Contractor shall demonstrate that it has successfully provided transportation of public school students or special education students enrolled in other educational institutions in Massachusetts. Experience may include prior experience as an owner or principal operator of a company other than the proposer.

H. CONTRACTOR'S REFERENCES SHALL BE PROVIDED

The Contractor shall provide the School Departments with the names, addresses, telephone numbers, and responsible agents of all school districts/institutions for which the Contractor has provided student transportation services, within the last three (3) years, so that the School Departments may obtain and review all relevant reference data in its decision making process towards the awarding of the Contract. By providing a proposal and list of references, the Contractor warrants that the list is complete and by tendering its proposal and providing the above list of reference, the Contractor thereby authorizes and releases the School Committees and the above previously serviced municipality/institution to openly and fully discuss the municipality's/institution's evaluations, opinion, or perceptions of the Contractors' prior performance and reputation, and by said proposal tender and list of municipalities/institutions said Contractor does thereby agree to release, indemnify, and hold harmless the School Committees and the said municipalities/institutions and their agents of and from any and all liability, both at law and in equity, which might arise or be claimed to arise from the providing of information, data, evaluations, or opinions relating to said Contractor or its agents, officers, or employees. In the context of this proposal, the term Contractor shall mean and include any and all other corporations or entities in which any of the Contractor's Corporate Officers, Directors, Shareholders, Principal Administrative or Operating Personnel, or owners were previously involved or associated with.

(Mandatory Submission)

EXHIBIT A: NON-COLLUSION STATEMENT

The following certificate is required by Massachusetts General Laws, C. 40 S. 4B-1/2. Please include it in your bid proposal.

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Name and Title of person signing proposal:

Name

Title

Name of Company

EXHIBIT B: TAX COMPLIANCE STATEMENT

I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all tax returns and paid all state taxes required under law.

* Signature of Individual
or Corporate Name (Mandatory)

Corporate Officer

** Social Security Number
(Voluntary or Federal Id Number)

* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Mass. G.L. C. 62C S. 49A.

Billerica, Chelmsford and Tewksbury Public Schools presented to:

Chelmsford Public School District
230 North Road
Chelmsford, MA 01824
(978) 251-5100

**OUT OF DISTRICT STUDENT TRANSPORTATION:
THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2)
ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS**

BID DUE DATE: TUESDAY, APRIL 4, 2023, 2:00 p.m.

To: The AWARDING AUTHORITY

Name of Bidder/Company

Signature of Corporate Officer

The undersigned proposes to provide the school bus transportation in accordance with the specifications described in the Invitation For Bids prepared by the Chelmsford Public Schools, on behalf of the School Departments of Billerica, Chelmsford and Tewksbury, for the Contract Prices specified below, subject to additions and deductions according to the terms of the Contract Documents.

The undersigned certifies that they have read the OVERVIEW, SPECIFICATIONS and all ARTICLES and agrees to execute the program as it relates to this proposal.

The bidder represents that this proposal is in full compliance with the various provisions of the bid documents and bid specifications, and with his/her own examination and estimates, makes this proposal. The undersigned understands that the Billerica, Chelmsford, and Tewksbury School Committees reserve the right to accept any bid, to reject any and all bids, and to waive any informalities if it is in the best interest of the Town of Billerica, Chelmsford and Tewksbury Public School District.

The undersigned further offers the following information, as evidence of his qualifications to perform the work as bid, according to the requirements as set forth in the specifications. The undersigned bidder has received Addenda numbered _____ and has included their provisions in his bid.

NON-COLLUSION CERTIFICATE: The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word “person” shall mean any natural person, joint venture, partnership, corporation, or any other business or legal entity.

In submitting this bid, I agree:

1. To hold my bid open for ninety (90) days after the date of bid opening.
2. To accept the provisions of the Instructions to Bidders.
3. To enter into and accept a contract with the Town of Chelmsford Public School District in an approved form, to perform and furnish all services scheduled in the Contract Documents for the Contract Price indicated in this bid and in accordance with the other terms and conditions of the Contract Documents.

BIDDER INFORMATION

Name of Bidder: _____

Address: _____

Telephone: _____

Fax: _____

Date: _____

EXHIBIT C: BID PROPOSAL	<i>Page 3 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Name of Bidder/Company

Signature of Corporate Officer

SCHOOL YEAR TRANSPORTATION RATES	2023/2024 School Year	2024/2025 School Year	2025/2026 School Year
Vans & Wheel Vans Cost Per Vehicle Per Day			
Mini Busses Cost Per Vehicle Per Day			
R.N. Rate per Hour			
LPN Rate Per Hour			
EMT Rate Per Hour			
SUMMER TRANSPORTATION RATES	2023/2024 Summer effective July 1, 2023	2024/2025 Summer effective July 1, 2024	2025/2026 Summer effective July 1, 2025
Vans & Wheel Vans Cost Per Vehicle Per Day			
Mini Busses Cost Per Vehicle Per Day			
R.N. Rate per Hour			
L.P.N Rate per Hour			
E.M.T. Rate per Hour			

EXHIBIT C: BID PROPOSAL	<i>Page 4 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Name of Bidder/Company

Signature of Corporate Officer

OPTIONAL YEAR 4 AND YEAR 5 CONTRACT EXTENSIONS

SCHOOL YEAR TRANSPORTATION RATES	2026/2027 School Year	2027/2028 School Year
Vans & Wheel Vans Cost Per Vehicle Per Day		
Mini Busses Cost Per Vehicle Per Day		
R.N. Rate per Hour		
LPN Rate Per Hour		
EMT Rate Per Hour		
SUMMER TRANSPORTATION RATES	2026/2027 Summer effective July 1, 2026	2026/2027 Summer effective July 1, 2028
Vans & Wheel Vans Cost Per Vehicle Per Day		
Mini Busses Cost Per Vehicle Per Day		
R.N. Rate per Hour		
L.P.N Rate per Hour		
E.M.T. Rate per Hour		

EXHIBIT C: BID PROPOSAL	<i>Page 5 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Name of Bidder/Company

Signature of Corporate Officer

SCHOOL YEAR	2023/2024	2024/2025	2025/2026
TRANSPORTATION RATES- DAILY COST TO TRANSPORT OOD STUDENTS	School Year	School Year	School Year
Billerica Average Cost Per Day			
Chelmsford Average Cost Per Day			
Tewksbury Average Cost Per Day			
Total Average Cost Per Day			
SUMMER TRANSPORTATION RATES-DAILY COST TO TRANSPORT OOD STUDENTS	2023/2024 Summer effective July 1, 2023	2024/2025 Summer effective July 1, 2024	2025/2026 Summer effective July 1, 2025
Billerica Average Cost Per Day			
Chelmsford Average Cost Per Day			
Tewksbury Average Cost Per Day			
Total Average Cost Per Day (Summer)			

EXHIBIT C: BID PROPOSAL	<i>Page 6 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Name of Bidder/Company

Signature of Corporate Officer

OPTIONAL YEAR 4 AND YEAR 5 CONTRACT EXTENSIONS

SCHOOL YEAR	2026/2027 School Year	2027/2028 School Year
TRANSPORTATION RATES-DAILY COST TO TRANSPORT OOD STUDENTS		
Billerica Average Cost Per Day		
Chelmsford Average Cost Per Day		
Tewksbury Average Cost Per Day		
Total Average Cost Per Day		
SUMMER TRANSPORTATION RATES-DAILY COST TO TRANSPORT OOD STUDENTS	2026/2027 Summer effective July 1, 2026	2027/2028 Summer effective July 1, 2027
Billerica Average Cost Per Day		
Chelmsford Average Cost Per Day		
Tewksbury Average Cost Per Day		
Total Average Cost Per Day (Summer)		

OUT OF DISTRICT SPECIAL EDUCATION STUDENT TRANSPORTATION

APPENDIX A -- BILLERICA



MAURA HEALEY
Governor

KIM DRISCOLL
Lt. Governor

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

Prevailing Wage Rates

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

LAUREN JONES
Secretary

MICHAEL FLANAGAN
Director

Awarding Authority: BILLERICA PUBLICSCHOOLS
Contract Number: City/Town: BILLERICA
Description of Work: SPECIAL EDUCATION OUT OF DISTRICT TRANSPORTATION BID
Job Location: 35 RIVER STREET, BILLERICA, MA 01821

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

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

Issue Date: 02/17/2023

Wage Request Number: 20230215-044

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
School Bus						
Athletic/ Field Trips/ Extra-Curricular <i>SCHOOL BUS - 355/ATLANTIC EXPRESS-BILLERICA</i>	09/01/2012	\$18.00	\$-	\$0.00	\$0.00	\$18.00
School Bus Driver <i>SCHOOL BUS - 355/ATLANTIC EXPRESS-BILLERICA</i>	09/01/2012	\$18.50	\$-	\$0.00	\$0.00	\$18.50
Small Vehicle/ Van 9+ Capacity <i>SCHOOL BUS - 355/ATLANTIC EXPRESS-BILLERICA</i>	09/01/2012	\$11.60	\$-	\$0.00	\$0.00	\$11.60

Additional Apprentice Information:

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

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

All steps are six months (1000 hours.)

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

** Multiple ratios are listed in the comment field.

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

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

OUT OF DISTRICT SPECIAL EDUCATION STUDENT TRANSPORTATION
BILLERICA, CHELMSFORD AND TEWKSBURY PUBLIC SCHOOLS

IFB 23-01

APPENDIX B

STUDENT RIDER DETAIL

Please contact Joanna Johnson-Collins, Director of Business & Finance, to receive a copy of the student rider detail.

OUT OF DISTRICT SPECIAL EDUCATION STUDENT TRANSPORTATION
BILLERICA, CHELMSFORD AND TEWKSBURY PUBLIC SCHOOLS

IFB 23-01

APPENDIX C

ONE MONTH OF REDACTED INVOICES FOR EACH DISTRICT

Please contact Joanna Johnson-Collins, Director of Business & Finance, to receive
a copy of the redacted invoices.

CHELMSFORD PUBLIC SCHOOL DISTRICT
Contract for Out of District Special Education Student Transportation

EXHIBIT B

See Attached.



**Trombly Motor Coach Service, Inc.
1480 Broadway Road (Rear) – PO Box 190
Dracut, MA 01826
978-937-3422 Fax 978-937-2083**

Billerica, Chelmsford, & Tewksbury Public Schools

“Special Education Out-of-District Student Transportation”

**April 4, 2022
2:00 PM**



Trombly Motor Coach Service, Inc.
P.O. Box 190
Dracut, MA 01826
Phone 978-937-3422 · Fax 978-937-2083

April 4, 2023

Chelmsford Public Schools
Billerica Public Schools
Tewksbury Public Schools

To whom it may concern,

Trombly Motor Coach is pleased to offer the following proposal for Out-of-District Collaborative Special Needs Transportation for the towns of Billerica, Chelmsford, and Tewksbury.

Special Needs Transportation Service Proposal

Vehicle Information

- All Vehicles will be no more than 6 years old with no more than 125,000 miles at any time during the contract. (we have supply chain delays, and unknown delivery time on new vehicles)
- All vehicles will meet state and federal laws regarding safety equipment
- All vehicles will have Cameras, GPS, and Child Checkmate systems
- All vehicles will also include the following equipment
 - Safety Belts
 - Safety Locks
 - Chock Blocks
 - Fire Extinguishers
 - First Aid Kit
 - Two-way Radios
 - Body Fluid Kits

Please see attached list of all vehicles to be used for this contract. Vehicle will be ordered upon award of the bid. We will continue with current fleet until new vehicles arrive.

Please visit the Fleet section of the proposal for more information

Driver & Monitor Information

Driver and Monitor Information will be supplied if awarded the contract.

Driver Standards

All drivers will go through a thorough interview, orientation with an on the road evaluation, pre-employment drug screening and a criminal background check. This will ensure only responsible drivers with a good moral character will be employed by Trombly Motor Coach. All drivers must hold a current license with proper endorsements. Please see attached for all training and procedure requirements for drivers and monitors.

Continuing Trombly Motor Coach's contract to provide transportation for your students with special needs, will maintain continuity for the students who can be so dependent on familiarity in their lives.

Please see attached Driver Training and In-Service Safety Program submitted with our proposal.

Customer Relations and Conflict Resolution Procedures

Our staff at Trombly Motor Coach employs courteous and knowledgeable staff that has been in the bus industry for many years working with parents, children and school officials. All concerns or complaints will be handled in a timely matter to resolve any issues that may arise.

Trombly Motor Coach will work closely with school officials, parents, and students by reporting behavioral reports to ensure safe transportation for all students. These reports will be followed up with phone calls or meetings with school officials and the student to find out what the problem is and work towards a suitable solution or disciplinary action if necessary.

Emergency Procedures

Please see attached Vehicle Breakdown and Emergency Procedure

Staff and Facilities for Maintenance

Trombly Motor Coach currently has six (6) certified mechanics and several qualified mechanic helpers. Our facility offers a nine (9) bay fully functional service facility in Dracut, a service facility in Lowell, as well as Methuen.

Ride Sharing Benefit

Due to the fact that Trombly Motor Coach is part of the Beacon Mobility (NRT also) family, we are able to take advantage of all ride share opportunities within our entities to insure that all customers receive the lowest per student cost that we are able to provide.

References

Please see attached list of references as well as letter of reference.

Cost Proposal

We are proposing two options of pricing for the districts to choose from – Option A or Option B.

Both proposal options are offering 18 monitors per day included in the pricing below.

Cost Proposal A

2023/2024 – 2028/2029 School Year & Summer Transportation Rates:

	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Vans & Wheel Vans	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00
Mini Buses	\$330.00	\$430.00	\$451.00	\$474.00	\$497.00
R.N.	\$60.00/HR	\$63.00/HR	\$68.00/HR	\$74.00/HR	\$80.00/HR
L.P.N.	\$50.00/HR	\$53.00/HR	\$58.00/HR	\$64.00/HR	\$70.00/HR
E.M.T.	\$40.00/HR	\$43.00/HR	\$48.00/HR	\$54.00/HR	\$60.00/HR

All above prices include up to 18 monitors.

Any additional monitors (over the 18) will be billed at the following daily rates.

Monitor cost (18 @ no charge)	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Monitor per day	125.00	132.00	139.00	145.00	155.00

Rates listed above account for all fuel, vehicle maintenance, driver wages, and taxes. This contract has no fuel escalation / de-escalation clause.

Cost Proposal B

2023/2024 – 2028/2029 School Year & Summer Transportation Rates:

	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Vans & Wheel Vans	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00
Mini Buses	\$395.00	\$415.00	\$435.00	\$457.00	\$480.00
R.N.	\$60.00/HR	\$63.00/HR	\$68.00/HR	\$74.00/HR	\$80.00/HR
L.P.N.	\$50.00/HR	\$53.00/HR	\$58.00/HR	\$64.00/HR	\$70.00/HR
E.M.T.	\$40.00/HR	\$43.00/HR	\$48.00/HR	\$54.00/HR	\$60.00/HR

All above prices include up to 18 monitors.

Any additional monitors (over the 18) will be billed at the following daily rates.

Monitor cost (18 @ no charge)	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Monitor per day	125.00	132.00	139.00	145.00	155.00

Rates listed above account for all fuel, vehicle maintenance, driver wages, and taxes. This contract has no fuel escalation / de-escalation clause.

Students are placed in vehicles with surrounding towns/students to maximize sharing the cost of a vehicle. The vehicle cost (as noted above) is divided by the number of students in the vehicle and each town charged appropriately.

The towns of Billerica, Chelmsford and Tewksbury are currently sharing rides with the cities/towns of Lowell, Andover, Wilmington, and Dracut. Trombly Motor Coach and NRT Bus will continue to add students in adjacent cities/towns, such as Burlington, North Andover, and Methuen, to further promote collaborative transportation and help keep the transportation cost as low as possible for all. Trombly Motor Coach is actively seeking new students in adjacent areas to further reduce each town's per pupil price.

Any student who is required or requested to ride alone, will be charged the per vehicle van rate per day.

Trombly Motor Coach looks forward to the opportunity to be of service for the communities of Billerica, Chelmsford, and Tewksbury. Please let us know if you should have any questions.

Trombly Motor Coach Service, Inc.
Current Contracts
April 2023

School District	Contact Person	Phone	No. of Years
Andover Public Schools	Keith Taverna	978-623-8510	40 Years
Greater Lawrence Technical School	John Lavoie	978-686-0194 X1014	40 Years
Methuen Public Schools	Brandi Kwon	978-722-6001	23 years
Burlington Public Schools	Robert Cunha	781-238-5690	14 Years
Billerica Public Schools	Beth Anne Frechette	978-528-7905	6 Years
Chelmsford Public Schools	Amy Reese	978-251-5100 X6919	6 Years
Tewksbury Public Schools	Dave Libby	978-640-7800 X220	6 Years



ANDOVER
PUBLIC SCHOOLS
Massachusetts

SCHOOL COMMITTEE

Susan K. McCready – Chairperson
Tracey E. Spruce, Esq. – Vice Chairperson
Lauren M. Conoscenti, Ph.D.
Emily DiCesaro
Sandis Wright

Magda Parvey, Ed.D.
Superintendent of Schools

Letter of Reference for Trombly Motor Coach

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Trombly Motor Coach. Trombly has been providing bus service to the Town of Andover since the 1980's.

Trombly's professionalism, emphasis on safety and attention to detail starts at the top of the company and defines the value system of every employee with whom we work with on a daily basis. Trombly Motor Company takes great pride in working cooperatively with the Andover Public Schools to create a consistently safe transportation experience for all students.

Trombly's accessibility, flexibility and work ethic have been vital to the success of the Andover Public Schools transportation department. They have been a reliable and treasured partner with the Town of Andover for many years.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Taverna', is written over a horizontal line.

Keith Taverna
Assistant Superintendent for Finance and Administration

TROMBLY MOTOR COACH

TRANSPORTATION PROPOSAL

BILLERICA/CHELMSFORD/TEWKSBURY

OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS	
BILLERICA	1		RT	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Beverly School for	6 Echo Avenue	Beverly			8:15-2:33	
BILLERICA	2		CD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Cotting School	453 Concord Ave	Lexington	Nurse	WC	M,T,Th,F 8:00-2:50	Nurse rides with student
BILLERICA	3		AW	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Cotting School	453 Concord Ave	Lexington			M,T,Th,F 8:00-2:50	
BILLERICA	4		JB	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST Collaborati	20 Shattuck Road	Andover			9:00-3:00	
BILLERICA	5		VD	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST Collaborati	20 Shattuck Road	Andover			9:00-3:00	
BILLERICA	6		DD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	CREST Collaborati	20 Shattuck Road	Andover	Monitor		9:00-3:00	
BILLERICA	7		ND	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Dr. Franklin Perki	971 Main Street	Lancaster			8:30-2:30	Not placed yet.
BILLERICA	8		ET	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Dr Janice Adie	60 Carlisle Street	Chelmsford			M, T, Th, Fr 8:30-	
BILLERICA	9		SK	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Kennedy Day Sch	30 Warren Street	Boston	Monitor	WC	8:20-2:35	
BILLERICA	10		PR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Kennedy Day Sch	30 Warren Street	Boston	Nurse	WC	8:20-2:35	Nurse rides with student
BILLERICA	11		MK	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	LABBB Collaborati	63 Acton Street	Arlington	Monitor		8:00 - 2:45; 3rd Thurs	Referral to Valley Billerica or
BILLERICA	12		AN	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB Collaborati	9 Mudge Way	Bedford			8:00-2:45	Referral to Valley Billerica or
BILLERICA	13		7R	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Landmark	429 Hale Street	Beverly			7:55-2:35	
BILLERICA	14		EH	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Landmark	429 Hale Street	Beverly			7:55-2:35	
BILLERICA	15		KF	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Center F	848 Central Street	Framingham	Monitor		8:30-2:30	
BILLERICA	16		AV	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Prep Sch	1507 Washington	West Newton			7:50-2:20	Transportation 4 days only
BILLERICA	17		KV	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Prep Sch	1507 Washington	West Newton			7:50-2:20	Transportation 4 days only
BILLERICA	18		KB	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Melmark or NECC	461 River Road	Andover	Monitor		8:30-3:00	Not placed yet.
BILLERICA	19		MD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Milestones	410 Totten	Waltham			8:00-3:00	
BILLERICA	20		AN	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	New England Acad	96 Cherry Hill Dr	Beverly			8:30-2:30	Anticipating her graduating
BILLERICA	21		IL	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	New England Cen	33 Turnpike Road	Southborough	Monitor		9:00-3:00	
BILLERICA	22		ZR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Parker Elementar	52 River Street	Billerica			8:35-2:45	Rides with Nurse
BILLERICA	23		CH	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Perkins School for	175 N. Beacon St	Watertown			8:10-4:00 M-Th, 8:25-	
BILLERICA	24		LD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	RCS Learning Acad	5 Strathmore Road	Natick	Monitor		8:30-2:30	
BILLERICA	25		DR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	St. Ann's Home Sc	100A Haverhill St	Methuen	Monitor		9:00-3:00	NEWB TERM (Should be \$111.
BILLERICA	26		JB	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	SEEM Campus Acad	25 William Street	Stoneham			8:30-2:30	
BILLERICA	27		IMM	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	SEEM Hurd School	94 Lebanon Street	Melrose			8:30-2:30	No placed yet.
BILLERICA	28		DT	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	29		JV	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	30		RW	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	31		JA	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00-3:00	
BILLERICA	32		JBV	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00-3:00	
BILLERICA	33		AC	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	34		SD	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley	40 Linnell Circle	Billerica	Monitor		8:00-2:00	
BILLERICA	35		CF	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00-2:00	
BILLERICA	36		CG	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:30-2:30	
BILLERICA	37		MH	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00-3:00	Monitor on the Valley
BILLERICA	38		BK	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	39		LL	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00-3:00	
BILLERICA	40		EO	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	41		JS	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	42		JS	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	43		AT	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00-3:00	
BILLERICA	44		MC	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	45		GC	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Wayside Academy	Abbott Way	Framingham			9:25-3:50	
BILLERICA	46		AD	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati						
BILLERICA	47		AM	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Gifford School						
			Total Billerica Subtotal	\$5,623.51	\$7,323.16	\$7,679.90	\$8,057.60	\$8,456.26							
			Total Avg. Per Student Per day	\$119.65	\$155.81	\$163.40	\$171.44	\$179.92							

**Billerica, Chelmsford, and Tewksbury Rider Information
2022 - 2023 School Year**

Trombly Motor Coach
BCT - Special Needs Bid
4-4-23
OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
CHELMSFORD	1		TL	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Cotting School	453 Concord Ave	Lexington			8:00-2:50
CHELMSFORD	2		EA	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST Essex Acad	20 Shattuck Road	Andover			9:00 -3:00
CHELMSFORD	3		RF	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	CREST Collaborati	20 Shattuck Road	Andover	Monitor	WC	9:00 -3:00 moved from district to Crest
CHELMSFORD	4		PC	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST-	20 Shattuck Road	Andover	Monitor		9:00 -3:00
CHELMSFORD	5		CE	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Dr. Franklin Perkin	971 Main Street	Lancaster			8:30 -2:30
CHELMSFORD	6		CP	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Gifford School	177 Boston Post	Weston			8:30-2:30, 1st Thur-8:30-12:00
CHELMSFORD	7		AW	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Gifford School	177 Boston Post	Weston			8:30-2:30, 1st Thur-8:30-12:00
CHELMSFORD	8		SB	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Gifford School	177 Boston Post	Weston			8:30-2:30, 1st Thur-8:30-12:00
CHELMSFORD	9		CK	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Gifford School	177 Boston Post	Weston			8:30-2:30, 1st Thur-8:30-12:00
CHELMSFORD	10		CM	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB -Lexington	251 Waltham Str	Lexington			8:30-3:30
CHELMSFORD	11		AD	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Prep Sch	1507 Washington	West Newton			7:50-2:20
CHELMSFORD	12		KP	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Learning Prep Sch	1507 Washington	West Newton			7:50-2:20
CHELMSFORD	13		AC	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Learning Skills Aca	1247 Washington	Rye, NH			8:30-3:00
CHELMSFORD	14		JC	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Nashoba Learning	10 Oak Park Driv	Bedford			9:00-3:00
CHELMSFORD	15		RH	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Nashoba Learning	10 Oak Park Driv	Bedford	Monitor		9:00-3:00
CHELMSFORD	16		SP	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Nashoba Learning	10 Oak Park Driv	Bedford	Monitor		9:00-3:00
CHELMSFORD	17		NM	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	New England Acad	96 Cherry Hill Dr	Beverly			8:30-2:30
CHELMSFORD	18		GW	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Perkins School for	175 N. Beacon St	Watertown	Monitor		8:10-4:00 M-Th, 8:25-
CHELMSFORD	19		OP	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	SOAR Program,	121 Loring Avenu	Salem			8:15-2:30
CHELMSFORD	20		DS	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Topsfield Vocatio	248 Boston Street	Topsfield			8:00-2:00
CHELMSFORD	21		NB	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	22		JB	\$66.00	\$86.00	\$90.20	\$94.80	\$99.40	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	23		JB	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	24		MB	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	25		KB	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	26		CE	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	27		BE	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	28		ZH	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	29		EH	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	30		JH	\$66.00	\$86.00	\$90.20	\$94.80	\$99.40	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	31		BK	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	32		CL	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	33		AM	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	34		NP	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	35		ER	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	36		AR	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	37		VS	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	38		ESP	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	39		QS	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00

Billerica, Chelmsford and Tewksbury Rider Information
 2022 - 2023 School

Trumbly * or Coach
 BCT - Sp... eds Bid
 4-4-23
 OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
CHELMSFORD	40		SS	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	41		EU	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	42		JW	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	43		MW	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	44		RW	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	45		AWM	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	46		JE	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	47		KG	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	48		MG	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	50		AT	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	51		CD	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00-3:00
CHELMSFORD	52		JR	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00-3:00
CHELMSFORD	53		BR	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00-3:00
CHELMSFORD	54		LE	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Victor School	380 Massachuse	Acton			8:20-2:45 Fri 8:20-11:30
CHELMSFORD	55		RC	\$33.00	\$43.00	\$45.10	\$47.40	\$49.70	Valley Collaborati					
CHELMSFORD	56		AM	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati					
CHELMSFORD	57		AP	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Victor School					
CHELMSFORD	58		ZB	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati					
		Total Chelmsford Subtotal		\$4,991.14	\$6,500.04	\$6,816.80	\$7,153.20	\$7,506.44						
		Total Avg. Per Student Per day		\$86.05	\$112.07	\$117.53	\$123.33	\$129.42						

BillERICA, ChELMSFORD, and TEWKSBURY RIDER INFORMATION
2022 - 2023 School Year

Trombly Motor Coach
 RCT - Special Needs Bid
 4-4-23
 OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
Tewksbury	1		KN	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Childrens Center for	6 Echo Avenue	Beverly			8:50 - 2:45
Tewksbury	2		SM	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Cotting School	453 Concord	Lexington	Monitor	WC	M,T,Th,F 8:00-2:50
Tewksbury	3		CH	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	CREST - EPIC	20 Shattuck	Andover	Monitor		9:00 - 3:00
Tewksbury	4		AL	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST - Lifeways	20 Shattuck	Andover			9:00 - 3:00
Tewksbury	5		SE	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST - Lifeways	20 Shattuck	Andover			9:00 - 3:00
Tewksbury	6		MC	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST Essex Acad	20 Shattuck	Andover			9:00 - 3:00
Tewksbury	7		LA	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST- Lifeworks	20 Shattuck	Andover			9:00 - 3:00
Tewksbury	8		CR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST- Lifeworks	20 Shattuck	Andover			9:00 - 3:00
Tewksbury	9		JE	\$45.00	\$58.50	\$61.43	\$64.50	\$67.72	CREST- Lifeworks	20 Shattuck	Andover	Monitor		9:00 - 3:00
Tewksbury	10		AN	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST-	20 Shattuck	Andover			9:00 - 3:00
Tewksbury	11		DE	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST-	20 Shattuck	Andover			9:00 - 3:00
Tewksbury	12		PA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST-	20 Shattuck	Andover			9:00 - 3:00
Tewksbury	13		MO	\$27.50	\$35.83	\$37.58	\$39.50	\$41.42	Dr Janice Adie	60 Carlisle	Chelmsford	Monitor		M, T, Th, Fr 8:30-
Tewksbury	14		MO	\$27.50	\$35.83	\$37.58	\$39.50	\$41.42	Dr Janice Adie	60 Carlisle	Chelmsford	Monitor		M, T, Th, Fr 8:30-
Tewksbury	15		GI	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Gifford School	177 Boston Post	Weston			8:30-2:30, 1st Thur-
Tewksbury	16		SE	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	John F Kennedy	20 Kimbrough	BillERICA			8:35 - 2:45
Tewksbury	17		PI	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Victor School	380 Massachuse	Acton			8:30 - 3:00
Tewksbury	18		FE	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Kevin OGrady	112 Sohler Road	Beverly		WC	8:45 - 2:30
Tewksbury	19		IN	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB Collaborat	9 Mudge Way	Bedford			8:00 - 2:45
Tewksbury	20		KA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB Collaborat	9 Mudge Way	Bedford			8:00 - 2:45
Tewksbury	21		PR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB Chenery	95 Washington	Belmont			8:20-2:30
Tewksbury	22		VE	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	LABBB--	251 Waltham	Lexington			8:30-3:30 M-Th, 8:30-
Tewksbury	23		CA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB--	251 Waltham	Lexington			8:30-3:30 M-Th, 8:30-
Tewksbury	24		SO	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	LABBB- Ottoson	63 Acton Street	Arlington	Monitor		8:00 - 2:45; 3rd Thurs
Tewksbury	25		CI	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Landmark	429 Hale Street	Beverly			7:50 - 3:15
Tewksbury	26		MC	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Landmark	429 Hale Street	Beverly			7:45 - 3:00
Tewksbury	27		TA	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Learning Center F	848 Central	Framingham			8:30 - 2:30
Tewksbury	28		BA	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Prep	1507	West Newton			7:50 - 2:20
Tewksbury	29		BR	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Lighthouse	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	30		DO	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Lighthouse	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	31		MU	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Lighthouse	285 Mill Road	Chelmsford	Monitor		8:25 - 2:30
Tewksbury	32		SA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Lighthouse	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	33		SA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Lighthouse	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	34		SC	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Lighthouse	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	35		TR	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Lighthouse	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	36		VI	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Lighthouse	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	37		AR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Nashoba	10 Oak Park	Bedford	Monitor		9:00-3:00
Tewksbury	38		BR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Nashoba	10 Oak Park	Bedford			9:00-3:00
Tewksbury	41		CA	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	New England	96 Cherry Hill	Beverly			7:55 - 2:15
Tewksbury	42		SM	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Northshore	126 Sohler Road	Beverly			7:45 - 2:00
Tewksbury	43		BA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Perkins School for	175 N. Beacon St	Watertown			8:10-4:00 M-Th, 8:25-
Tewksbury	44		SE	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Perkins School for	175 N. Beacon St	Watertown			8:10-4:00 M-Th, 8:25-
Tewksbury	49		SZ	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	SEEM Campus	25 William	Stoneham			8:30 - 2:30
Tewksbury	50		HA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	SEEM Hurd	94 Lebanon	Melrose			8:30 - 2:30
Tewksbury	52		MO	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	SOAR Program,	121 Loring	Salem			8:15-2:30
Tewksbury	53		FR	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	The May Center	50-E Concord	Wilmington	Monitor		8:30 - 3:00
Tewksbury	54		RI	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	The May Center	50-E Concord	Wilmington			8:30 - 3:00
Tewksbury	55		CR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	St. Ann's Home	100A Haverhill	Methuen			9:00 - 3:00
Tewksbury	56		GR	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	BillERICA	Monitor		8:00 - 2:00
Tewksbury	57		NA	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	40 Linnell Circle	BillERICA	Monitor		8:00 - 2:00
Tewksbury	58		AR	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00 - 3:00
Tewksbury	59		BA	\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00 - 3:00
Tewksbury	60		DE	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00 - 3:00
Tewksbury	61		GO	\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00 - 3:00
Tewksbury	62		GR	\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00 - 3:00
Tewksbury	63		IM	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00 - 3:00
Tewksbury	64		LA	\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley Collaborati	135 Coburn Road	Tyngsborough	Monitor		9:00 - 3:00

**Billerica, Chelmsford and Tewksbury Rider Information
2022 - 2023 School**

Trombly
BCT - Spr
3-4-23
OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
Tewksbury	65		TO	\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00 - 3:00
Tewksbury	66		WI	\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley Collaborati	135 Coburn Road	Tyngsborough			9:00 - 3:00
Tewksbury	67		BE	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	40 Linnell Circle	Billerica	Monitor		8:00 - 2:00
Tewksbury	68		SA	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	69		AN	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	70		BA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	71		FR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	72		HA	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	73		KE	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	74		LI	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	75		MA	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	76		RY	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	77		SO	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	78		TI	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborati	40 Linnell Circle	Billerica			8:00 - 2:00
Tewksbury	79		AF	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative					
Tewksbury	80		AP	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative					
Tewksbury	81		LK	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Beverly School for the Deaf					
Tewksbury	82		CM	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	St. Ann's Home School					
Tewksbury	83		HL	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Wayside Academy					
Tewksbury	39		AB	no bid	no bid	no bid	no bid	no bid	NE Pediatric Care	78 Boston Road	Billerica	Nurse/Medical	WC	9:00-3:00
Tewksbury	40		CA	no bid	no bid	no bid	no bid	no bid	NE Pediatric Care	78 Boston Road	Billerica	Nurse/Medical	WC	9:00-3:00
Tewksbury	48		WR	no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand	32 Osgood	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	46		KA	no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand	32 Osgood	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	47		RE	no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand	32 Osgood	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	45		BE	no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand	32 Osgood	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	51		NA	no bid	no bid	no bid	no bid	no bid	SEEM	260 Fordham	Wilmington	Nurse/Medical		8:45 - 2:45
			Total Tewksbury Subtotal	\$8,416.36	\$10,960.29	\$11,494.35	\$12,060.70	\$12,656.89						
			Total Avg. Per Student Per day	\$165.03	\$214.91	\$225.38	\$236.48	\$248.17						
			Total Billerica/Chelmsford/Tewksbury	\$19,031.01	\$24,783.49	\$25,991.05	\$27,271.50	\$28,619.59						
			Total Avg. Per Student All	\$108.75	\$141.62	\$148.52	\$155.84	\$163.54						

**Billerica, Chelmsford, and Tewksbury Rider Information
2022 Summer**

Trombly Motor Coach
BCT - Special Needs Bid
4-4-23
OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C
Billerica	1		RT	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Beverly School for the Deaf	6 Echo Avenue	Beverly		
Billerica	2		CD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Cotting School	453 Concord Avenue	Lexington	Nurse	WC
Billerica	3		AW	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Cotting School	453 Concord Avenue	Lexington		
Billerica	4		JB	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST Collaborative	20 Shattuck Road	Andover		
Billerica	5		VD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	CREST Collaborative	20 Shattuck Road	Andover		
Billerica	6		DD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	CREST Collaborative	20 Shattuck Road	Andover	Monitor	
Billerica	7		ND	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Dr. Franklin Perkins - Possibly	971 Main Street	Lancaster		
Billerica	8		ET	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Dr Janice Adie Day School	60 Carlisle Street	Chelmsford		
Billerica	9		SK	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Kennedy Day School	30 Warren Street	Boston	Monitor	WC
Billerica	10		PR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Kennedy Day School	30 Warren Street	Boston	Nurse	WC
Billerica	11		MK	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	LABBB Collaborative	63 Acton Street	Arlington	Monitor	
Billerica	12		AN	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB Bedford High School	9 Mudge Way	Bedford		
Billerica	13		KF	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Ctr for Deaf	848 Central Street	Framingham	Monitor	
Billerica	14		KB	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Melmark or NECC in Southboro	461 River Road	Andover	Monitor	
Billerica	15		MD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Milestones	410 Totten Pond Road	Waltham		
Billerica	16		IL	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	New England Ctr for Communic.	33 Turnpike Road	Southborough	Monitor	
Billerica	17		CH	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Perkins School for the Blind	175 N. Beacon Street	Watertown		
Billerica	18		LD	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	RCS Learning Academy	5 Strathmore Road	Natick	Monitor	
Billerica	19		MM	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	SEEM Hurd - Possibly	94 Lebanon St	Melrose		
Billerica	20		DT	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	21		DR	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	St. Ann's School Possibly	100A Haverhill Street	Methuen	Monitor	
Billerica	22		JA	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	135 Coburn Road	Tyngsborough		
Billerica	23		MH	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	135 Coburn Road	Tyngsborough		
Billerica	24		LL	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborative	135 Coburn Road	Tyngsborough		
Billerica	25		AT	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborative	135 Coburn Road	Tyngsborough		
Billerica	26		RW	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	27		MC	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	28		EO	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	29		JS	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	30		JS	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	31		AC	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	32		SD	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica	Monitor	
Billerica	33		CF	\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley Collaborative	40 Linnell Circle	Billerica	Monitor	
Billerica	34		CG	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	35		BK	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
Billerica	36		GC	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Wayside Academy	1 Frederick Abbott Way	Framingham		
Total Billerica Subtotal				\$4,779.32	\$6,223.82	\$6,527.00	\$6,848.00	\$7,186.82					
Total Avg. Per Student Per day				\$132.76	\$172.88	\$181.31	\$190.22	\$199.63					

Billerica, Chelmsford and Tewksbury Rider Information
2022 Summer

Trombly or Coach
BCT - Spc eeds Bid

4-4-23

OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C
TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C
CHELMSFORD	1		TL	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Cotting School	453 Concord Avenue	Lexington		
CHELMSFORD	2		PC	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Crest Stepping Stones Camp	1 Stiles Pond	Boxford		
CHELMSFORD	3		CE	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Dr. Franklin Perkins	971 Main Street	Lancaster		
CHELMSFORD	4		CM	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB--Lexington HS	251 Waltham Street	Lexington		
CHELMSFORD	5		AD	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Prep School	1507 Washington Street	West Newton		
CHELMSFORD	6		AC	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Skills Academy	1247 Washington Road #3	Rye, NH		
CHELMSFORD	7		JC	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor	
CHELMSFORD	8		RH	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor	
CHELMSFORD	9		SP	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor	
CHELMSFORD	10		GW	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Perkins School for the Blind	175 N. Beacon Street	Watertown	Monitor	
CHELMSFORD	11		OP	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	SOAR Program, NorthShore	121 Loring Avenue	Salem		
CHELMSFORD	12		NB	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	13		JB	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	14		KB	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	15		JB	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	16		MB	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	17		RC	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	18		CE	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	19		BE	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	20		RG	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	21		AGA	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	22		ZH	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	23		JH	\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	24		BK	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	25		CL	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	26		AM	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	27		AM	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	28		JN	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	29		CP	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	30		NP	\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	31		ER	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	32		AR	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	33		VS	\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	34		ESP	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	35		QS	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	36		EU	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	37		JW	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	38		MW	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	39		AWM	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley Collaborative	40 Linnell Circle	Billerica		
CHELMSFORD	40		LE	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Victor School	380 Massachusetts Avenue	Acton		
CHELMSFORD	42		MR	\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Beverly School For The Deaf	6 Echo Avenue	Beverly	Monitor	
		Total Chelmsford Subtotal		\$4,033.63	\$5,193.13	\$5,446.00	\$5,714.20	\$5,997.13					
		Total Avg. Per Student Per day		\$96.04	\$123.65	\$129.67	\$136.05	\$142.79					

**BillERICA, Chelmsford, and Tewksbury Rider Information
2022 Summer**

Trombly Motor Coach
BCT - Special Needs Bid
4-4-23
OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C
Tewksbury	1			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Childrens Center for	6 Echo Avenue	Beverly		
Tewksbury	2			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Cotting School	453 Concord Avenue	Lexington	Monitor	WC
Tewksbury	3			\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	CREST - EPIC	20 Shattuck Road	Andover	Yes	
Tewksbury	4			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST - Lifeways	20 Shattuck Road	Andover		
Tewksbury	5			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST - Lifeways	20 Shattuck Road	Andover		
Tewksbury	6			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	CREST- Essex Academy Lower Sch	20 Shattuck Road	Andover		
Tewksbury	7			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST- Lifeworks	20 Shattuck Road	Andover		
Tewksbury	8			\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	CREST- Lifeworks	20 Shattuck Road	Andover	Yes	
Tewksbury	9			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	CREST- Merrimack Academy	20 Shattuck Road	Andover		
Tewksbury	10			\$32.92	\$34.58	\$36.25	\$38.08	\$40.00	Dr Janice Adie Day School	60 Carlisle Street	Chelmsford	Yes	
Tewksbury	11			\$32.92	\$34.58	\$36.25	\$38.08	\$40.00	Dr Janice Adie Day School	60 Carlisle Street	Chelmsford	Yes	
Tewksbury	12			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Gifford School	177 Boston Post Road	Weston		
Tewksbury	13			\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	John F Kennedy School Billerica	20 Kimbrough Road	Billerica		
Tewksbury	14			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Victor School	380 Massachusetts Avenue	Acton		
Tewksbury	15			\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Kevin OGrady School	112 Sohler Road	Beverly		WC
Tewksbury	16			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB Bedford High School	9 Mudge Way	Bedford		
Tewksbury	17			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB Bedford High School	9 Mudge Way	Bedford		
Tewksbury	18			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB Chenery School Belmont	95 Washington Street	Belmont		
Tewksbury	19			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	LABBB- Ottoson MS Arlington	63 Acton Street	Arlington	Yes	
Tewksbury	20			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	LABBB--Lexington HS	251 Waltham Street	Lexington		
Tewksbury	21			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	LABBB--Lexington HS	251 Waltham Street	Lexington		
Tewksbury	22			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Learning Ctr for Deaf	848 Central Street	Framingham		
Tewksbury	23			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Learning Prep School	1507 Washington Street	West Newton		
Tewksbury	24			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Nashoba Learning Group	10 Oak Park Drive	Bedford	Yes	
Tewksbury	25			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Nashoba Learning Group	10 Oak Park Drive	Bedford		
Tewksbury	26			no bid	no bid	no bid	no bid	no bid	NE Pediatric Care	78 Boston Road	Billerica	Nurse/Medical	WC
Tewksbury	27			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	New England Academy	96 Cherry Hill Drive	Beverly		
Tewksbury	28			\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Northshore Academy	126 Sohler Road	Beverly		
Tewksbury	29			\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	Perkins School for the Blind	175 N. Beacon Street	Watertown		
Tewksbury	30			no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Chldrn	32 Osgood Street	Andover	Nurse/Medical	WC
Tewksbury	31			no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Chldrn	32 Osgood Street	Andover	Nurse/Medical	WC
Tewksbury	32			no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Chldrn	32 Osgood Street	Andover	Nurse/Medical	WC
Tewksbury	33			no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Chldrn	32 Osgood Street	Andover	Nurse/Medical	WC
Tewksbury	34			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	SEEM Campus Academy	25 William Street	Stoneham		
Tewksbury	35			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	SEEM Hurd	94 Lebanon Street	Melrose		
Tewksbury	36			no bid	no bid	no bid	no bid	no bid	SEEM Therapeutic Learning Center	260 Fordham Road	Wilmington	Nurse/Medical	
Tewksbury	37			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	SOAR Program, NorthShore	121 Loring Avenue	Salem		
Tewksbury	38			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	St Ann's School	100A Haverhill Street	Methuen		
Tewksbury	39			\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	The May Center School for Autism &	50-E Concord Street, Suite	Wilmington	Yes	
Tewksbury	40			\$268.00	\$349.00	\$366.00	\$384.00	\$403.00	The May Center School for Autism &	50-E Concord Street, Suite	Wilmington		

4-4-23

OPTION A

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C
Tewksbury	41			\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley - Elementary	135 Coburn Road	Tyngsborough		
Tewksbury	42			\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley - Elementary	135 Coburn Road	Tyngsborough		
Tewksbury	43			\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley - Elementary	135 Coburn Road	Tyngsborough		
Tewksbury	44			\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley - Elementary	135 Coburn Road	Tyngsborough		
Tewksbury	45			\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley - Elementary	135 Coburn Road	Tyngsborough		
Tewksbury	46			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley - Elementary	135 Coburn Road	Tyngsborough		
Tewksbury	47			\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley - Elementary	135 Coburn Road	Tyngsborough	Yes	
Tewksbury	48			\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley - Elementary	135 Coburn Road	Tyngsborough		
Tewksbury	49			\$55.00	\$71.66	\$75.16	\$79.00	\$82.83	Valley - Elementary	135 Coburn Road	Tyngsborough		
Tewksbury	50			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley - Middle School	40 Linnell Circle	Billerica	Yes	
Tewksbury	51			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley - Middle School	40 Linnell Circle	Billerica	Yes	
Tewksbury	52			\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley - Middle School	40 Linnell Circle	Billerica	Yes	
Tewksbury	53			\$53.60	\$69.80	\$73.20	\$76.80	\$80.60	Valley - Middle School	40 Linnell Circle	Billerica		
Tewksbury	54			\$89.33	\$116.33	\$122.00	\$128.00	\$134.33	Valley - Transitional High School	40 Linnell Circle	Billerica		
Tewksbury	55			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley - Transitional High School	40 Linnell Circle	Billerica		
Tewksbury	56			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley - Transitional High School	40 Linnell Circle	Billerica		
Tewksbury	57			\$134.00	\$174.50	\$183.00	\$192.00	\$201.50	Valley - Transitional High School	40 Linnell Circle	Billerica		
Tewksbury	58			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley - Transitional High School	40 Linnell Circle	Billerica		
Tewksbury	59			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley - Transitional High School	40 Linnell Circle	Billerica		
Tewksbury	60			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley - Transitional High School	40 Linnell Circle	Billerica		
Tewksbury	61			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley - Transitional High School	40 Linnell Circle	Billerica		
Tewksbury	62			\$67.00	\$87.25	\$91.50	\$96.00	\$100.75	Valley - Transitional High School	40 Linnell Circle	Billerica		
				Total Tewksbury Subtotal	\$2,374.32	\$3,092.12	\$3,242.80	\$3,403.00	\$3,570.97				
				Total Avg. Per Student Per day	\$38.30	\$49.87	\$52.30	\$54.89	\$57.60				
				Total Billerica/Chelmsford/Tewksbury	\$11,187.27	\$14,509.07	\$15,215.80	\$15,965.20	\$16,754.92				
				Total Avg. Per Student Per day	\$79.91	\$103.64	\$108.68	\$114.04	\$119.68				

TROMBLY MOTOR COACH

TRANSPORTATION PROPOSAL

BILLERICA/CHELMSFORD/TEWKSBURY

OPTION B

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS	
BILLERICA	1		RT	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Beverly School for the Deaf	6 Echo Avenue	Beverly			8:15-2:33	
BILLERICA	2		CD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Cotting School	453 Concord Avenue	Lexington	Nurse	WC	M,T,Th,F 8:00-2:50	Nurse rides with student
BILLERICA	3		AW	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Cotting School	453 Concord Avenue	Lexington			M,T,Th,F 8:00-2:50	
BILLERICA	4		JB	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST Collaborative	20 Shattuck Road	Andover			9:00-3:00	
BILLERICA	5		VD	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST Collaborative	20 Shattuck Road	Andover			9:00-3:00	
BILLERICA	6		DD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	CREST Collaborative	20 Shattuck Road	Andover	Monitor		9:00-3:00	
BILLERICA	7		ND	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Dr. Franklin Perkins	971 Main Street	Lancaster			8:30-2:30	Not placed yet.
BILLERICA	8		ET	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Dr Janice Adie Day School	60 Carlisle Street	Chelmsford			M, T, Th, Fr 8:30-	
BILLERICA	9		SK	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Kennedy Day School	30 Warren Street	Boston	Monitor	WC	8:20-2:35	
BILLERICA	10		PR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Kennedy Day School	30 Warren Street	Boston	Nurse	WC	8:20-2:35	Nurse rides with student
BILLERICA	11		MK	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	LABBB Collaborative	63 Acton Street	Arlington	Monitor		8:00 - 2:45; 3rd Thurs	Referral to Valley Billerica or
BILLERICA	12		AN	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB Collaborative-Bed	9 Mudge Way	Bedford			8:00-2:45	Referral to Valley Billerica or
BILLERICA	13		ZB	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Landmark	429 Hale Street	Beverly			7:55-2:35	
BILLERICA	14		EH	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Landmark	429 Hale Street	Beverly			7:55-2:35	
BILLERICA	15		KF	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Center For The Deaf	848 Central Street	Framingham	Monitor		8:30-2:30	
BILLERICA	16		AV	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Prep School	1507 Washington Street	West Newton			7:50-2:20	Transportation 4 days only
BILLERICA	17		KV	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Prep School	1507 Washington Street	West Newton			7:50-2:20	Transportation 4 days only
BILLERICA	18		KB	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Melmark or NECC South	461 River Road	Andover	Monitor		8:30-3:00	Not placed yet.
BILLERICA	19		MD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Milestones	410 Totten Pond Road	Waltham			8:00-3:00	
BILLERICA	20		AN	-	-	-	-	-	New England Academy	96 Cherry Hill Drive	Beverly			8:30-2:30	Anticipating her graduating
BILLERICA	21		IL	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	New England Center for	33 Turnpike Road	Southborough	Monitor		9:00-3:00	
BILLERICA	22		ZR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Parker Elementary School	52 River Street	Billerica			8:35-2:45	Rides with Nurse
BILLERICA	23		CH	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	RCS Learning Academy	175 N. Beacon Street	Watertown			8:10-4:00 M-Th, 8:25-	
BILLERICA	24		LD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Natick	5 Strathmore Road	Natick	Monitor		8:30-2:30	
BILLERICA	25		DR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	St. Ann's Home School	100A Haverhill Street	Methuen	Monitor		9:00-3:00	
BILLERICA	26		JB	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	SEEM Campus Academy	25 William Street	Stoneham			8:30-2:30	
BILLERICA	27		MM	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	SEEM Hurd School Possib	94 Lebanon Street	Melrose			8:30-2:30	No placed yet.
BILLERICA	28		DT	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	29		JV	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	30		RW	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	31		JA	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00-3:00	
BILLERICA	32		JBV	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00-3:00	
BILLERICA	33		AC	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	34		SD	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00	
BILLERICA	35		CF	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00	
BILLERICA	36		CG	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:30-2:30	
BILLERICA	37		MH	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00-3:00	Monitor on the Valley
BILLERICA	38		BK	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	39		LL	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00-3:00	
BILLERICA	40		EO	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	41		JS	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	42		JS	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	43		AT	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00-3:00	
BILLERICA	44		MC	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00	
BILLERICA	45		GC	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Wayside Academy	1 Frederick Abbott Way	Framingham			9:25-3:50	
			Total Billerica Subtotal	\$6,410.67	\$6,731.20	\$7,071.77	\$7,432.37	\$7,792.97							
			Total Avg. Per Student Per day	\$142.46	\$149.58	\$157.15	\$165.16	\$173.18							

**Billerica, Chelmsford, and Tewksbury Rider Information
2022 - 2023 School Year**

**Trombly Motor Coach
BCT - Special Needs Bid
4-4-23
OPTION B**

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
CHELMSFORD	1		TL	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Cotting School	453 Concord Avenue	Lexington			8:00-2:50
CHELMSFORD	2		EA	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST Essex Academy	20 Shattuck Road	Andover			9:00 -3:00
CHELMSFORD	3		RF	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	CREST Collaborative	20 Shattuck Road	Andover	Monitor	WC	9:00 -3:00 moved from district to Crest
CHELMSFORD	4		PC	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST- Merrimack Acad	20 Shattuck Road	Andover	Monitor		9:00 -3:00
CHELMSFORD	5		CE	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Dr. Franklin Perkins	971 Main Street	Lancaster			8:30 -2:30
CHELMSFORD	6		CP	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Gifford School	177 Boston Post Road	Weston			8:30-2:30, 1st Thur-8:30-12:00
CHELMSFORD	7		AW	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Gifford School	177 Boston Post Road	Weston			8:30-2:30, 1st Thur-8:30-12:00
CHELMSFORD	8		SB	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Gifford School	177 Boston Post Road	Weston			8:30-2:30, 1st Thur-8:30-12:00
CHELMSFORD	9		CK	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Gifford School	177 Boston Post Road	Weston			8:30-2:30, 1st Thur-8:30-12:00
CHELMSFORD	10		CM	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB-Lexington HS	251 Waltham Street	Lexington			8:30-3:30
CHELMSFORD	11		AD	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Prep School	1507 Washington Street	West Newton			7:50-2:20
CHELMSFORD	12		KP	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Learning Prep School	1507 Washington Street	West Newton			7:50-2:20
CHELMSFORD	13		AC	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Learning Skills Academy	1247 Washington Road #3	Rye, NH			8:30-3:00
CHELMSFORD	14		JC	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Nashoba Learning Group	10 Oak Park Drive	Bedford			9:00-3:00
CHELMSFORD	15		RH	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor		9:00-3:00
CHELMSFORD	16		SP	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor		9:00-3:00
CHELMSFORD	17		NM	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	New England Academy	96 Cherry Hill Drive	Beverly			8:30-2:30
CHELMSFORD	18		GW	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Perkins School for the Bl	175 N. Beacon Street	Watertown	Monitor		8:10-4:00 M-Th, 8:25-
CHELMSFORD	19		OP	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	SOAR Program, NorthShc	121 Loring Avenue	Salem			8:15-2:30
CHELMSFORD	20		DS	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Topsfield Vocational Acad	248 Boston Street	Topsfield			8:00-2:00
CHELMSFORD	21		NB	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	22		JB	\$79.00	\$83.00	\$87.00	\$91.40	\$96.00	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	23		JB	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	24		MB	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	25		KB	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	26		CE	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	27		BE	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	28		ZH	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	29		EH	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	30		JH	\$79.00	\$83.00	\$87.00	\$91.40	\$96.00	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	31		BK	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	32		CL	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	33		AM	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	34		NP	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	35		ER	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	36		AR	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	37		VS	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	38		ESP	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00-2:00
CHELMSFORD	39		QS	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	40		SS	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	41		EU	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	42		JW	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	43		MW	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	44		RW	\$39.50	\$41.50	\$43.50	\$45.70	\$48.00	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	45		AWM	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	46		JE	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	47		KG	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	48		MG	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	49		AT	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00-2:00
CHELMSFORD	50		CD	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00-3:00
CHELMSFORD	51		JR	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00-3:00
CHELMSFORD	52		BR	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00-3:00
CHELMSFORD	53		LE	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Victor School	380 Massachusetts Avenue	Acton			8:20-2:45 Fri 8:20-11:30
			Total Chelmsford Subtotal	\$5,601.50	\$5,881.90	\$6,178.20	\$6,493.00	\$6,809.10						
			Total Avg. Per Student Per day	\$103.73	\$108.92	\$114.41	\$120.24	\$126.09						

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
Tewksbury	1		KN	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Childrens Center for Com	6 Echo Avenue	Beverly			8:50 - 2:45
Tewksbury	2		SM	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Cotting School	453 Concord Avenue	Lexington	Monitor	WC	M,T,Th,F 8:00-2:50
Tewksbury	3		CH	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	CREST - EPIC	20 Shattuck Road	Andover	Monitor		9:00 - 3:00
Tewksbury	4		AL	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST - Lifeways	20 Shattuck Road	Andover			9:00 - 3:00
Tewksbury	5		SE	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST - Lifeways	20 Shattuck Road	Andover			9:00 - 3:00
Tewksbury	6		MC	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST Essex Academy	20 Shattuck Road	Andover			9:00 - 3:00
Tewksbury	7		LA	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST - Lifeways	20 Shattuck Road	Andover			9:00 - 3:00
Tewksbury	8		CR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST - Lifeways	20 Shattuck Road	Andover			9:00 - 3:00
Tewksbury	9		JE	\$53.82	\$56.51	\$59.34	\$62.30	\$65.42	CREST - Lifeways	20 Shattuck Road	Andover	Monitor		9:00 - 3:00
Tewksbury	10		AN	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST - Merrimack Acad	20 Shattuck Road	Andover			9:00 - 3:00
Tewksbury	11		DE	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST - Merrimack Acad	20 Shattuck Road	Andover			9:00 - 3:00
Tewksbury	12		PA	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST - Merrimack Acad	20 Shattuck Road	Andover			9:00 - 3:00
Tewksbury	13		MO	\$32.92	\$34.58	\$36.25	\$38.08	\$40.00	Dr Janice Adie Day Schoo	60 Carlisle Street	Chelmsford	Monitor		M, T, Th, Fr 8:30-
Tewksbury	14		MU	\$32.92	\$34.58	\$36.25	\$38.08	\$40.00	Dr Janice Adie Day Schoo	60 Carlisle Street	Chelmsford	Monitor		M, T, Th, Fr 8:30-
Tewksbury	15		GI	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Gifford School	177 Boston Post Road	Weston			8:30-2:30, 1st Thur-
Tewksbury	16		SE	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	John F Kennedy School B	20 Kimbrough Road	Billerica			8:35 - 2:45
Tewksbury	17		PI	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Victor School	380 Massachusetts Avenue	Acton			8:30 - 3:00
Tewksbury	18		FE	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Kevin OGrady School	112 Sohler Road	Beverly		WC	8:45 - 2:30
Tewksbury	19		IN	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB Collaborative-Bed	9 Mudge Way	Bedford			8:00 - 2:45
Tewksbury	20		KA	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB Collaborative-Bed	9 Mudge Way	Bedford			8:00 - 2:45
Tewksbury	21		PR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB Chenery School B	95 Washington Street	Belmont			8:20-2:30
Tewksbury	22		VE	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	LABBB--Lexington HS	251 Waltham Street	Lexington			8:30-3:30 M-Th, 8:30-
Tewksbury	23		CA	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB--Lexington HS	251 Waltham Street	Lexington			8:30-3:30 M-Th, 8:30-
Tewksbury	24		SO	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	LABBB- Ottosen MS Arlin	63 Acton Street	Arlington	Monitor		8:00 - 2:45; 3rd Thurs
Tewksbury	25		CI	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Landmark	429 Hale Street	Beverly			7:50 - 3:15
Tewksbury	26		MC	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Landmark	429 Hale Street	Beverly			7:45 - 3:00
Tewksbury	27		TA	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Learning Center For The	848 Central Street	Framingham			8:30 - 2:30
Tewksbury	28		BA	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Prep School	1507 Washington Street	West Newton			7:50 - 2:20
Tewksbury	29		BR	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Lighthouse School	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	30		DO	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Lighthouse School	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	31		MU	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Lighthouse School	285 Mill Road	Chelmsford	Monitor		8:25 - 2:30
Tewksbury	32		SA	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Lighthouse School	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	33		SA	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Lighthouse School	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	34		SC	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Lighthouse School	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	35		TR	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Lighthouse School	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	36		VI	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Lighthouse School	285 Mill Road	Chelmsford			8:25 - 2:30
Tewksbury	37		AR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor		9:00-3:00
Tewksbury	38		BR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Nashoba Learning Group	10 Oak Park Drive	Bedford			9:00-3:00
Tewksbury	39		AB	no bid	no bid	no bid	no bid	no bid	NE Pediatric Care	78 Boston Road	Billerica	Nurse/Medical	WC	9:00-3:00
Tewksbury	40		CA	no bid	no bid	no bid	no bid	no bid	NE Pediatric Care	78 Boston Road	Billerica	Nurse/Medical	WC	9:00-3:00
Tewksbury	41		CA	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	New England Academy	96 Cherry Hill Drive	Beverly			7:55 - 2:15
Tewksbury	42		SM	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Northshore Academy	126 Sohler Road	Beverly			7:45 - 2:00
Tewksbury	43		BA	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Perkins School for the bli	175 N. Beacon Street	Watertown			8:10-4:00 M-Th, 8:25-
Tewksbury	44		SE	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Perkins School for the bli	175 N. Beacon Street	Watertown			8:10-4:00 M-Th, 8:25-
Tewksbury	45		BE	no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Childrn	32 Osgood Street	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	46		KA	no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Childrn	32 Osgood Street	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	47		RE	no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Childrn	32 Osgood Street	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	48		WR	no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Childrn	32 Osgood Street	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	49		SZ	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	SEEM Campus Academy	25 William Street	Stoneham			8:30 - 2:30
Tewksbury	50		HA	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	SEEM Hurd	94 Lebanon Street	Melrose			8:30 - 2:30
Tewksbury	51		NA	no bid	no bid	no bid	no bid	no bid	SEEM Therapeutic Learni	260 Fordham Road	Wilmington	Nurse/Medical		8:45 - 2:45
Tewksbury	52		MO	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	SOAR Program, NorthShc	121 Loring Avenue	Salem			8:15-2:30
Tewksbury	53		FR	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	The May Center School f	50-E Concord Street, Suite	Wilmington	Monitor		8:30 - 3:00
Tewksbury	54		RI	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	The May Center School f	50-E Concord Street, Suite	Wilmington			8:30 - 3:00
Tewksbury	55		CR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	St. Ann's Home School	100A Haverhill Street	Methuen			9:00 - 3:00
Tewksbury	56		GR	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00 - 2:00
Tewksbury	57		NA	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica	Monitor		8:00 - 2:00
Tewksbury	58		AR	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00 - 3:00

BillERICA, Chelmsford, and Tewksbury Rider Information
2022 - 2023 School Year

Trombly Motor Coach
BCT - Special Needs Bid
4-4-23
OPTION B

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS	
Tewksbury	59		BA	\$65.83	\$69.17	\$72.50	\$76.17	\$80.00	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00 - 3:00	
Tewksbury	60		DE	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00 - 3:00	
Tewksbury	61		GO	\$65.83	\$69.17	\$72.50	\$76.17	\$80.00	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00 - 3:00	
Tewksbury	62		GR	\$65.83	\$69.17	\$72.50	\$76.17	\$80.00	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00 - 3:00	
Tewksbury	63		IM	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00 - 3:00	
Tewksbury	64		LA	\$65.83	\$69.17	\$72.50	\$76.17	\$80.00	Valley Collaborative	135 Coburn Road	Tyngsborough	Monitor		9:00 - 3:00	
Tewksbury	65		TO	\$65.83	\$69.17	\$72.50	\$76.17	\$80.00	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00 - 3:00	
Tewksbury	66		WI	\$65.83	\$69.17	\$72.50	\$76.17	\$80.00	Valley Collaborative	135 Coburn Road	Tyngsborough			9:00 - 3:00	
Tewksbury	67		BE	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	BillERICA	Monitor		8:00 - 2:00	
Tewksbury	68		SA	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	69		AN	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	70		BA	-	-	-	-	-	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	Ended 12/8/22
Tewksbury	71		FR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	72		HA	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	73		KE	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	74		LI	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	75		MA	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	76		RY	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	77		SO	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
Tewksbury	78		TH	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 - 2:00	
			Total Tewksbury Subtotal	\$9,223.99	\$9,685.48	\$10,174.32	\$10,692.85	\$11,212.70							
			Total Avg. Per Student Per day	\$118.26	\$124.17	\$130.44	\$137.09	\$143.75							
			Total BillERICA/Chelmsford/Tewksbury	\$21,236.16	\$22,298.58	\$23,424.29	\$24,618.22	\$25,814.77							
			Total Average All	\$121.35	\$127.42	\$133.85	\$140.68	\$147.51							

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
BillERICA	1		RT	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Beverly School for the Deaf	6 Echo Avenue	Beverly			8:40-2:55
BillERICA	2		CD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Cotting School	453 Concord Avenue	Lexington	Nurse	WC	M,T,Th,F 8:00-2:50 Wed 8:00-1:15
BillERICA	3		AW	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Cotting School	453 Concord Avenue	Lexington			M,T,Th,F 8:00-2:50 Wed 8:00-1:15
BillERICA	4		JB	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST Collaborative	20 Shattuck Road	Andover			M-Th 9:00 - 2:00
BillERICA	5		VD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	CREST Collaborative	20 Shattuck Road	Andover			M-Th 9:00 - 2:00
BillERICA	6		DD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	CREST Collaborative	20 Shattuck Road	Andover	Monitor		M-Th 9:00 - 2:00
BillERICA	7		ND	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Dr. Franklin Perkins - Possibly	971 Main Street	Lancaster			Not placed yet 8:30-2:30
BillERICA	8		ET	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Dr Janice Adie Day School	60 Carlisle Street	Chelmsford			7/5-8/1 7:30-11:00
BillERICA	9		SK	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Kennedy Day School	30 Warren Street	Boston	Monitor	WC	8:20-2:35 7/6-8/4
BillERICA	10		PR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Kennedy Day School	30 Warren Street	Boston	Nurse	WC	8:20-2:35 7/6-8/4
BillERICA	11		MK	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	LAB88 Collaborative	63 Acton Street	Arlington	Monitor		LAB88 H5 (Lexington or Belmont in the Fall)9:00-2:00
BillERICA	12		AN	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LAB88 Bedford High School	9 Mudge Way	Bedford			7/5-7/28 Mon-Fri 8:30 - 2:25
BillERICA	13		KF	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Ctr for Deaf	848 Central Street	Framingham	Monitor		8:30 - 2:30
BillERICA	14		KB	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Melmark or NECC in Southboro	461 River Road	Andover	Monitor		8:30-2:45
BillERICA	15		MD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Milestones	410 Totten Pond Road	Waltham			7/5-/8/17 8:30-3:00
BillERICA	16		IL	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	New England Ctr for Communic.	33 Turnpike Road	Southborough	Monitor		7/12-8/20
BillERICA	17		CH	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Perkins School for the Blind	175 N. Beacon Street	Watertown			8:25-3:00 (2:15 Weds)
BillERICA	18		LD	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	BC's Learning Academy	5 Strathmore Road	Natick	Monitor		8:30-2:30 7/5-8/21
BillERICA	19		MM	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	SEEM Hurd - Possibly	94 Lebanon St	Melrose			Not placed yet, 8:20-2:30
BillERICA	20		DT	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	21		DR	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	St. Ann's School Possibly	100A Haverhill Street	Methuen	Monitor		Possibly 8:30-2:30
BillERICA	22		JA	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday) - MONITOR ON ELEMENTARY BUS
BillERICA	23		MH	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
BillERICA	24		LL	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
BillERICA	25		AT	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
BillERICA	26		RW	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	27		MC	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	28		EO	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	29		JS	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	30		JS	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	31		AC	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	32		SD	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA	Monitor		8:00 to 2:00 (11:00 Friday)
BillERICA	33		CF	\$64.00	\$67.20	\$70.60	\$74.20	\$77.80	Valley Collaborative	40 Linnell Circle	BillERICA	Monitor		8:00 to 2:00 (11:00 Friday)
BillERICA	34		CG	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	35		BK	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	BillERICA			8:00 to 2:00 (11:00 Friday)
BillERICA	36		GC	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Wayside Academy	1 Frederick Abbott Way	Framingham			7/5/23-8/25/23 M-Th 8:15-2:45 and F 8:15-12:45
			Total BillERICA Subtotal	\$5,706.67	\$5,992.00	\$6,295.17	\$6,616.17	\$6,937.17						
			Total Avg. Per Student Per day	\$158.52	\$166.44	\$174.87	\$183.78	\$192.70						

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
CHELMSFORD	1		TL	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Cotting School	453 Concord Avenue	Lexington			M,T,Th,F 8:00-2:50 Wed 8:00-1:15
CHELMSFORD	2		FC	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Crest Stepping Stones Camp	1 Stillis Pond	Boxford			9:00-2:00 Mon-Thurs (No Fridays)
CHELMSFORD	3		CE	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Dr. Frankin Perkins	971 Main Street	Lancaster			8:30-2:30
CHELMSFORD	4		CM	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB-Lexington HS	251 Waltham Street	Lexington			8:30 AM - 3:30 PM (FRI 2:00 PM)
CHELMSFORD	5		AD	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Prep School	1507 Washington Street	West Newton			7:53 AM - 2:23 PM
CHELMSFORD	6		AC	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Skills Academy	1247 Washington Road #3	Rye, NH			9:00-3:00
CHELMSFORD	7		JC	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor		9:00-3:00
CHELMSFORD	8		RH	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor		9:00-3:00
CHELMSFORD	9		SP	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Nashoba Learning Group	10 Oak Park Drive	Bedford	Monitor		9:00-3:00
CHELMSFORD	10		GW	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Perkins School for the Blind	175 N. Beacon Street	Watertown	Monitor		8:25-3:00 (2:15 Weds)
CHELMSFORD	11		OP	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	SOAR Program, NorthShore	121 Loring Avenue	Salem			8:30-1:00
CHELMSFORD	12		NB	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	13		JB	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	14		KB	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	15		JB	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	16		MB	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	17		RC	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	18		CE	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	19		BE	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	20		RG	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	21		AGA	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	22		ZH	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	23		JH	\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	24		BK	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	25		CL	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	26		AM	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	27		AM	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	28		JN	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	29		CP	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	30		NP	\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	31		ER	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	32		AR	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	33		YS	\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	34		ESP	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	35		QS	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	36		EU	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	37		JW	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	38		MW	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	39		AWM	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley Collaborative	40 Linnell Circle	Billerica			8:00 to 2:00 (11:00 Friday)
CHELMSFORD	40		LE	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Victor School	380 Massachusetts Avenue	Acton			8:20-2:45
CHELMSFORD	42		MR	\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Beverly School For The Deaf	6 Echo Avenue	Beverly	Monitor		8:40-2:55
		Total Chelmsford Subtotal		\$4,770.33	\$5,008.85	\$5,262.13	\$5,530.19	\$5,798.91						
		Total Avg. Per Student Per day		\$113.58	\$119.26	\$125.29	\$131.67	\$138.07						

TOWN	HC	HOME ADDRESS	STUDENT	2023-2024 per day	2024-2025 per day	2025-2026 per day	2026-2027 per day	2027-2028 per day	SCHOOL	ADDRESS	City/Town	MONITOR	W/C	SCHOOL HOURS
Tewksbury	1			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Childrens Center for	6 Echo Avenue	Beverly			8:50 - 2:45
Tewksbury	2			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Cotting School	453 Concord Avenue	Lexington	Monitor	WC	M,T,Th,F 8:00-2:50 Wed 8:00-1:15
Tewksbury	3			\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	CREST - EPIC	20 Shattuck Road	Andover	Yes		M-Th 9:00 - 2:00
Tewksbury	4			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST - Lifeways	20 Shattuck Road	Andover			M-Th 9:00 - 2:00
Tewksbury	5			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST - Lifeways	20 Shattuck Road	Andover			M-Th 9:00 - 2:00
Tewksbury	6			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	CREST - Essex Academy Lower Sch	20 Shattuck Road	Andover			M-Th 9:00 - 2:00
Tewksbury	7			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST - Lifeworks	20 Shattuck Road	Andover			M-Th 9:00 - 2:00
Tewksbury	8			\$53.82	\$56.51	\$59.34	\$62.30	\$65.42	CREST - Lifeworks	20 Shattuck Road	Andover	Yes		M-Th 9:00 - 2:00
Tewksbury	9			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	CREST- Merrimack Academy	20 Shattuck Road	Andover			M-Th 9:00 - 2:00
Tewksbury	10			\$32.92	\$34.58	\$36.25	\$38.08	\$40.00	Dr Janice Adie Day School	60 Carlisle Street	Chelmsford	Yes		Mon-Fri 7:5-7:29 7:30 - 11:00
Tewksbury	11			\$32.92	\$34.58	\$36.25	\$38.08	\$40.00	Dr Janice Adie Day School	60 Carlisle Street	Chelmsford	Yes		Mon-Fri 7:5-7:29 7:30 - 11:00
Tewksbury	12			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Gifford School	177 Boston Post Road	Weston			Mon-Fri 7:11-7:29/22 - 8:30 - 2:30
Tewksbury	13			\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	John F Kennedy School Billerica	20 Kimbrough Road	Billerica			M - Th 8:30-11:30
Tewksbury	14			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Victor School	380 Massachusetts Avenue	Acton		WC	8:30-3:00
Tewksbury	15			\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Kevin OGrady School	112 Sohier Road	Beverly			8:30-1:30
Tewksbury	16			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB Bedford High School	9 Mudge Way	Bedford			7/5-7/28 Mon-Fri 8:30 - 2:25
Tewksbury	17			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB Bedford High School	9 Mudge Way	Bedford			7/5-7/28 Mon-Fri 8:30 - 2:25
Tewksbury	18			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB Cheney School Belmont	95 Washington Street	Belmont			8:30-3:30
Tewksbury	19			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	LABBB- Otsson MS Arlington	63 Acton Street	Arlington	Yes		Mon-Fri 7/5-8/15 9:00 - 2:00
Tewksbury	20			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	LABBB-Lexington HS	251 Waltham Street	Lexington			8:30 AM - 3:30 PM (FRI 2:00 PM)
Tewksbury	21			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	LABBB-Lexington HS	251 Waltham Street	Lexington			8:30 AM - 3:30 PM (FRI 2:00 PM)
Tewksbury	22			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Learning Ctr for Deaf	848 Central Street	Frammingham			8:30 - 2:30
Tewksbury	23			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Learning Prep School	1507 Washington Street	West Newton			7:53 AM - 2:23 PM
Tewksbury	24			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Nashoba Learning Group	10 Oak Park Drive	Bedford	Yes		9:00-3:00
Tewksbury	25			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Nashoba Learning Group	10 Oak Park Drive	Bedford			9:00-3:00
Tewksbury	26			no bid	no bid	no bid	no bid	no bid	NE Pediatric Care	78 Boston Road	Billerica	Nurse/Medical	WC	9:00-3:00
Tewksbury	27			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	New England Academy	96 Cherry Hill Drive	Beverly			7:55 - 2:15
Tewksbury	28			\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Northshore Academy	126 Sohier Road	Beverly			7:45 - 2:00
Tewksbury	29			\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	Perkins School for the Blind	175 N. Beacon Street	Watertown			8:10-4:00 M-Th, 8:25-3:00 F
Tewksbury	30			no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Chldrn	32 Osgood Street	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	31			no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Chldrn	32 Osgood Street	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	32			no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Chldrn	32 Osgood Street	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	33			no bid	no bid	no bid	no bid	no bid	Prof Ctr for Hand Chldrn	32 Osgood Street	Andover	Nurse/Medical	WC	8:30 - 2:00
Tewksbury	34			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	SEEM Campus Academy	25 William Street	Stoneham			8:00 - 2:15
Tewksbury	35			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	SEEM Hurd	94 Lebanon Street	Melrose			8:20 - 2:30
Tewksbury	36			no bid	no bid	no bid	no bid	no bid	SEEM Therapeutic Learning Center	260 Fordham Road	Wilmington	Nurse/Medical		8:45 - 2:45
Tewksbury	37			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	SOAR Program, NorthShore	121 Loring Avenue	Salem			8:30 - 1:00
Tewksbury	38			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	St Ann's School	100A Haverhill Street	Methuen			8:30 AM - 2:30 PM
Tewksbury	39			\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	The May Center School for Autism &	50-E Concord Street, Suite	Wilmington	Yes		8:30 - 3:00
Tewksbury	40			\$320.00	\$336.00	\$353.00	\$371.00	\$389.00	The May Center School for Autism &	50-E Concord Street, Suite	Wilmington			8:30 - 3:00
Tewksbury	41			\$64.00	\$67.20	\$70.56	\$74.09	\$77.79	Valley - Elementary	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
Tewksbury	42			\$64.00	\$67.20	\$70.56	\$74.09	\$77.79	Valley - Elementary	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
Tewksbury	43			\$65.83	\$69.12	\$72.58	\$76.21	\$80.02	Valley - Elementary	135 Coburn Road	Tyngsborough			8:00 to 2:00 (11:00 Friday)
Tewksbury	44			\$64.00	\$67.20	\$70.56	\$74.09	\$77.79	Valley - Elementary	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
Tewksbury	45			\$65.83	\$69.12	\$72.58	\$76.21	\$80.02	Valley - Elementary	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
Tewksbury	46			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley - Elementary	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
Tewksbury	47			\$65.83	\$69.12	\$72.58	\$76.21	\$80.02	Valley - Elementary	135 Coburn Road	Tyngsborough	Yes		7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
Tewksbury	48			\$45.83	\$48.12	\$50.53	\$53.05	\$55.71	Valley - Elementary	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
Tewksbury	49			\$45.83	\$48.12	\$50.53	\$53.05	\$55.71	Valley - Elementary	135 Coburn Road	Tyngsborough			7/6-8/14 / 8:15 to 2:15 (11:15 Friday)
Tewksbury	50			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley - Middle School	40 Linnell Circle	Billerica	Yes		7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	51			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley - Middle School	40 Linnell Circle	Billerica	Yes		7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	52			\$64.00	\$67.20	\$70.56	\$74.09	\$77.79	Valley - Middle School	40 Linnell Circle	Billerica	Yes		7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	53			\$64.00	\$67.20	\$70.56	\$74.09	\$77.79	Valley - Middle School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	54			\$106.67	\$112.00	\$117.67	\$123.67	\$129.67	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	55			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	56			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	57			\$160.00	\$168.00	\$176.50	\$185.50	\$194.50	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	58			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	59			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	60			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	61			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
Tewksbury	62			\$80.00	\$84.00	\$88.25	\$92.75	\$97.25	Valley - Transitional High School	40 Linnell Circle	Billerica			7/6-8/14 / 8:00 to 2:00 (11:00 Friday)
			Total Tewksbury Subtotal	\$2,795.82	\$2,935.61	\$3,089.75	\$3,240.33	\$3,398.59						
			Total Avg. Per Student Per day	\$45.09	\$47.35	\$49.74	\$52.26	\$54.82						
			Total Billerica/Chelmsford/Tewksbury	\$13,272.82	\$13,936.46	\$14,641.05	\$15,386.69	\$16,134.67						



PART OF THE BEACON MOBILITY FAMILY

Forms

Please refer to the following pages for the below required forms of the bid specification.

- ☞ Exhibit A - Non-Collusion Statement
- ☞ Exhibit B - Tax Compliance Statement
- ☞ Exhibit C – Bid Proposal

(Mandatory Submission)

EXHIBIT A: NON-COLLUSION STATEMENT

The following certificate is required by Massachusetts General Laws, C. 40 S. 4B-1/2. Please include it in your bid proposal.

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Name and Title of person signing proposal:

Cornelius Van Dyk
Name

Chief Financial Officer
Title

Trombly Motor Coach Service, Inc.
Name of Company

EXHIBIT B: TAX COMPLIANCE STATEMENT

I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all tax returns and paid all state taxes required under law.

Trombly Motor Coach Service, Inc.

* Signature of Individual
or Corporate Name (Mandatory)

[Signature] CFO
Corporate Officer

04-2484058

** Social Security Number
(Voluntary or Federal Id Number)

* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Mass. G.L. C. 62C S. 49A.

Billerica, Chelmsford and Tewksbury Public Schools presented to:

Chelmsford Public School District
230 North Road
Chelmsford, MA 01824
(978) 251-5100

**OUT OF DISTRICT STUDENT TRANSPORTATION:
THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2)
ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS**

BID DUE DATE: TUESDAY, APRIL 4, 2023, 2:00 p.m.

To: The AWARDING AUTHORITY

Trombly Motor Coach Service, Inc.

Name of Bidder/Company



Signature of Corporate Officer

The undersigned proposes to provide the school bus transportation in accordance with the specifications described in the Invitation For Bids prepared by the Chelmsford Public Schools, on behalf of the School Departments of Billerica, Chelmsford and Tewksbury, for the Contract Prices specified below, subject to additions and deductions according to the terms of the Contract Documents.

The undersigned certifies that they have read the OVERVIEW, SPECIFICATIONS and all ARTICLES and agrees to execute the program as it relates to this proposal.

The bidder represents that this proposal is in full compliance with the various provisions of the bid documents and bid specifications, and with his/her own examination and estimates, makes this proposal. The undersigned understands that the Billerica, Chelmsford, and Tewksbury School Committees reserve the right to accept any bid, to reject any and all bids, and to waive any informalities if it is in the best interest of the Town of Billerica, Chelmsford and Tewksbury Public School District.

The undersigned further offers the following information, as evidence of his qualifications to perform the work as bid, according to the requirements as set forth in the specifications. The undersigned bidder has received Addenda numbered N/A and has included their provisions in his bid.

NON-COLLUSION CERTIFICATE: The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation, or any other business or legal entity.

In submitting this bid, I agree:

1. To hold my bid open for ninety (90) days after the date of bid opening.
2. To accept the provisions of the Instructions to Bidders.
3. To enter into and accept a contract with the Town of Chelmsford Public School District in an approved form, to perform and furnish all services scheduled in the Contract Documents for the Contract Price indicated in this bid and in accordance with the other terms and conditions of the Contract Documents.

BIDDER INFORMATION

Name of Bidder: Trombly Motor Coach Service Inc.

Address: P.O. Box 190 (1480 Broadway)

Dracut, MA 01826

Telephone: 978-937-3422

Fax: 978-937-2083

Date: March 30, 2023

OPTION A

EXHIBIT C: BID PROPOSAL	<i>Page 3 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Trombly Motor Coach Service, Inc.

Name of Bidder/Company

Signature of Corporate Officer

SCHOOL YEAR TRANSPORTATION RATES	2023/2024 School Year	2024/2025 School Year	2025/2026 School Year
Vans & Wheel Vans Cost Per Vehicle Per Day	\$ 268.00	\$ 349.00	\$ 366.00
Mini Busses Cost Per Vehicle Per Day	\$ 330.00	\$ 430.00	\$ 451.00
R.N. Rate per Hour	\$ 60.00	\$ 63.00	\$ 68.00
LPN Rate Per Hour	\$ 50.00	\$ 53.00	\$ 58.00
EMT Rate Per Hour	\$ 40.00	\$ 43.00	\$ 48.00
SUMMER TRANSPORTATION RATES	2023/2024 Summer effective July 1, 2023	2024/2025 Summer effective July 1, 2024	2025/2026 Summer effective July 1, 2025
Vans & Wheel Vans Cost Per Vehicle Per Day	\$ 268.00	\$ 349.00	\$ 366.00
Mini Busses Cost Per Vehicle Per Day	\$ 330.00	\$ 430.00	\$ 451.00
R.N. Rate per Hour	\$ 60.00	\$ 63.00	\$ 68.00
L.P.N Rate per Hour	\$ 50.00	\$ 53.00	\$ 58.00
E.M.T. Rate per Hour	\$ 40.00	\$ 43.00	\$ 48.00

OPTION A

EXHIBIT C: BID PROPOSAL	<i>Page 4 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Trombly Motor Coach Services, Inc.

Name of Bidder/Company

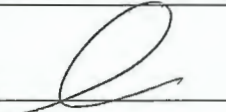
Signature of Corporate Officer

OPTIONAL YEAR 4 AND YEAR 5 CONTRACT EXTENSIONS

SCHOOL YEAR TRANSPORTATION RATES	2026/2027 School Year	2027/2028 School Year
Vans & Wheel Vans Cost Per Vehicle Per Day	\$ 384.00	\$ 403.00
Mini Busses Cost Per Vehicle Per Day	\$ 474.00	\$ 497.00
R.N. Rate per Hour	\$ 74.00	\$ 80.00
LPN Rate Per Hour	\$ 64.00	\$ 70.00
EMT Rate Per Hour	\$ 54.00	\$ 60.00
SUMMER TRANSPORTATION RATES	2026/2027 Summer effective July 1, 2026	2026/2027 Summer effective July 1, 2028
Vans & Wheel Vans Cost Per Vehicle Per Day	\$ 384.00	\$ 403.00
Mini Busses Cost Per Vehicle Per Day	\$ 474.00	\$ 497.00
R.N. Rate per Hour	\$ 74.00	\$ 80.00
L.P.N Rate per Hour	\$ 64.00	\$ 70.00
E.M.T. Rate per Hour	\$ 54.00	\$ 60.00

OPTION A

EXHIBIT C: BID PROPOSAL	<i>Page 5 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Trombly Motor Coach Service Inc 

Name of Bidder/Company

Signature of Corporate Officer

SCHOOL YEAR TRANSPORTATION RATES- DAILY COST TO TRANSPORT OOD STUDENTS	2023/2024 School Year	2024/2025 School Year	2025/2026 School Year
Billerica Average Cost Per Day	\$ 119.65	\$ 155.81	\$ 163.40
Chelmsford Average Cost Per Day	\$ 86.05	\$ 112.07	\$ 117.53
Tewksbury Average Cost Per Day	\$ 165.03	\$ 214.91	\$ 225.38
Total Average Cost Per Day	\$ 108.75	\$ 141.62	\$ 148.52
SUMMER TRANSPORTATION RATES-DAILY COST TO TRANSPORT OOD STUDENTS	2023/2024 Summer effective July 1, 2023	2024/2025 Summer effective July 1, 2024	2025/2026 Summer effective July 1, 2025
Billerica Average Cost Per Day	\$ 132.96	\$ 172.88	\$ 181.31
Chelmsford Average Cost Per Day	\$ 96.04	\$ 123.65	\$ 129.67
Tewksbury Average Cost Per Day	\$ 38.30	\$ 49.87	\$ 52.30
Total Average Cost Per Day (Summer)	\$ 79.91	\$ 103.64	\$ 108.68

OPTION A

EXHIBIT C: BID PROPOSAL	<i>Page 6 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Trombly Motor Coach Service, Inc.


Name of Bidder/Company *Signature of Corporate Officer*

OPTIONAL YEAR 4 AND YEAR 5 CONTRACT EXTENSIONS

SCHOOL YEAR TRANSPORTATION RATES- DAILY COST TO TRANSPORT OOD STUDENTS	2026/2027 School Year	2027/2028 School Year
Billerica Average Cost Per Day	\$ 171.44	\$ 179.92
Chelmsford Average Cost Per Day	\$ 123.33	\$ 129.42
Tewksbury Average Cost Per Day	\$ 236.48	\$ 248.17
Total Average Cost Per Day	\$ 155.84	\$ 163.54
SUMMER TRANSPORTATION RATES-DAILY COST TO TRANSPORT OOD STUDENTS	2026/2027 Summer effective July 1, 2026	2027/2028 Summer effective July 1, 2027
Billerica Average Cost Per Day	\$ 190.22	\$ 199.63
Chelmsford Average Cost Per Day	\$ 136.05	\$ 142.79
Tewksbury Average Cost Per Day	\$ 54.89	\$ 57.60
Total Average Cost Per Day (Summer)	\$ 114.04	\$ 119.68

OPTION B

EXHIBIT C: BID PROPOSAL	<i>Page 3 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Trombly Motor Coach Service, Inc _____ 

Name of Bidder/Company

Signature of Corporate Officer

SCHOOL YEAR TRANSPORTATION RATES	2023/2024 School Year	2024/2025 School Year	2025/2026 School Year
Vans & Wheel Vans Cost Per Vehicle Per Day	\$ 320.00	\$ 336.00	\$ 353.00
Mini Busses Cost Per Vehicle Per Day	\$ 395.00	\$ 415.00	\$ 435.00
R.N. Rate per Hour	\$ 60.00	\$ 63.00	\$ 68.00
LPN Rate Per Hour	\$ 50.00	\$ 53.00	\$ 58.00
EMT Rate Per Hour	\$ 40.00	\$ 43.00	\$ 48.00
SUMMER TRANSPORTATION RATES	2023/2024 Summer effective July 1, 2023	2024/2025 Summer effective July 1, 2024	2025/2026 Summer effective July 1, 2025
Vans & Wheel Vans Cost Per Vehicle Per Day	\$ 320.00	\$ 336.00	\$ 353.00
Mini Busses Cost Per Vehicle Per Day	\$ 395.00	\$ 415.00	\$ 435.00
R.N. Rate per Hour	\$ 60.00	\$ 63.00	\$ 68.00
L.P.N Rate per Hour	\$ 50.00	\$ 53.00	\$ 58.00
E.M.T. Rate per Hour	\$ 40.00	\$ 43.00	\$ 48.00

OPTION B

EXHIBIT C: BID PROPOSAL	<i>Page 4 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Trombly Motor Coach Services, Inc

Name of Bidder/Company

Signature of Corporate Officer

OPTIONAL YEAR 4 AND YEAR 5 CONTRACT EXTENSIONS

SCHOOL YEAR TRANSPORTATION RATES	2026/2027 School Year	2027/2028 School Year
Vans & Wheel Vans Cost Per Vehicle Per Day	\$ 371.00	\$ 389.00
Mini Busses Cost Per Vehicle Per Day	\$ 457.00	\$ 480.00
R.N. Rate per Hour	\$ 74.00	\$ 80.00
LPN Rate Per Hour	\$ 64.00	\$ 70.00
EMT Rate Per Hour	\$ 54.00	\$ 60.00
SUMMER TRANSPORTATION RATES	2026/2027 Summer effective July 1, 2026	2026/2027 Summer effective July 1, 2028
Vans & Wheel Vans Cost Per Vehicle Per Day	\$ 371.00	\$ 389.00
Mini Busses Cost Per Vehicle Per Day	\$ 457.00	\$ 480.00
R.N. Rate per Hour	\$ 74.00	\$ 80.00
L.P.N Rate per Hour	\$ 64.00	\$ 70.00
E.M.T. Rate per Hour	\$ 54.00	\$ 60.00

OPTION B

EXHIBIT C: BID PROPOSAL	<i>Page 5 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Trombly Motor Coach Service Inc

Name of Bidder/Company

Signature of Corporate Officer

SCHOOL YEAR TRANSPORTATION RATES- DAILY COST TO TRANSPORT OOD STUDENTS	2023/2024 School Year	2024/2025 School Year	2025/2026 School Year
Billerica Average Cost Per Day	142.46	149.58	157.15
Chelmsford Average Cost Per Day	103.73	108.92	114.41
Tewksbury Average Cost Per Day	118.26	124.17	130.44
Total Average Cost Per Day	121.35	127.42	133.85
SUMMER TRANSPORTATION RATES-DAILY COST TO TRANSPORT OOD STUDENTS	2023/2024 Summer effective July 1, 2023	2024/2025 Summer effective July 1, 2024	2025/2026 Summer effective July 1, 2025
Billerica Average Cost Per Day	158.52	166.44	174.87
Chelmsford Average Cost Per Day	113.58	119.26	125.29
Tewksbury Average Cost Per Day	45.09	47.35	49.74
Total Average Cost Per Day (Summer)	94.81	99.55	104.58

OPTION B

EXHIBIT C: BID PROPOSAL	<i>Page 6 of 6</i>
Billerica, Chelmsford and Tewksbury Public Schools – presented to: Chelmsford Public School District 230 North Road Chelmsford, MA 01824	OUT OF DISTRICT STUDENT TRANSPORTATION THREE (3) YEAR CONTRACT WITH THE OPTION OF TWO (2) ADDITIONAL ONE (1) YEAR CONTRACT EXTENSIONS

Trombly Motor Coach Service, Inc.

Name of Bidder/Company
Signature of Corporate Officer

OPTIONAL YEAR 4 AND YEAR 5 CONTRACT EXTENSIONS

SCHOOL YEAR TRANSPORTATION RATES- DAILY COST TO TRANSPORT OOD STUDENTS	2026/2027 School Year	2027/2028 School Year
Billerica Average Cost Per Day	165.16	173.18
Chelmsford Average Cost Per Day	120.24	126.09
Tewksbury Average Cost Per Day	137.09	143.75
Total Average Cost Per Day	140.68	147.51
SUMMER TRANSPORTATION RATES-DAILY COST TO TRANSPORT OOD STUDENTS	2026/2027 Summer effective July 1, 2026	2027/2028 Summer effective July 1, 2027
Billerica Average Cost Per Day	183.78	192.70
Chelmsford Average Cost Per Day	131.67	138.07
Tewksbury Average Cost Per Day	52.26	54.82
Total Average Cost Per Day (Summer)	109.90	115.25



Insurance and Bonding

Insurance Rating

Trombly's insurance carrier, Old Republic Insurance Company, is licensed to do business in Massachusetts and is rated in the current edition of A.M. Best's Insurance Guide as A.

Please find our Certificate of Insurance demonstrating proof of the required insurance coverages following this page.

Surety Rating

Trombly's surety provider, Atlantic Specialty Insurance Company (a division of Intact Specialty), is licensed to do business in Illinois and is rated in the current edition of A.M. Best's Insurance Guide as A+.

Please refer to the end of this section for Letter of Intent

3/27/2023

Chelmsford Public Schools
230 North Road
Chelmsford, MA 01824

Re: Project Number: IFB – 23-01 - Out of District Student Transportation Services


This letter is to advise you that Trombly Motor Coach Service, Inc. is a valued surety client of Atlantic Specialty Insurance Company, which is one of the main underwriting companies of the Intact Insurance. Trombly Motor Coach Service, Inc. remains in good standing and is afforded surety capacity of \$25,000,000 for a single project and \$100,000,000 in the aggregate.

It is our opinion that Trombly Motor Coach Service, Inc. is qualified to perform contracts that fall within this range and their normal scope. This letter is not an assumption of liability, nor is it a bid bond or a performance bond. It is issued only as a bonding reference requested from us by our client. Intact's decision to issue surety bonds on behalf of Trombly Motor Coach Service, Inc. will be subject to our standard underwriting including but not limited to acceptance of the financial condition of our client, contract terms and conditions, bonds forms and project financing.

Intact Insurance (TSX: IFC) is A+ rated by A.M. Best with a financial size category of XV and is included in The Department of the Treasury's Listing of Certified Companies.

Sincerely,

Atlantic Specialty Insurance Company


Donna M Planeta, Attorney-In-Fact





Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: Michelle Anne McMahon, Donna M Planeta, Joshua Sanford, Bethany Stevenson, Eric Strba, Rebecca Josephson, Melissa Stanton, Alexis Apostolidis, Brendan Fletcher, Cassandra Baez, Jacqueline Rose Susco, Kathryn Pryor, Nicholas Turecamo, Aimee R Perondine, Gentry Stewart, Jennifer Godere, Amanda D'Angelo, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: unlimited and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

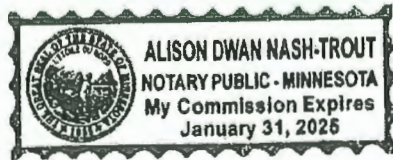
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.

STATE OF MINNESOTA
HENNEPIN COUNTY



By [Signature]
Paul J. Brehm, Senior Vice President

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



[Signature]
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 27th day of March, 2023

This Power of Attorney expires
January 31, 2025



[Signature]
Kara Barrow, Secretary

3/27/2023

Billerica Public Schools
365 Boston Road
Billerica, MA 01821

Re: Project Number: IFB – 23-01 - Out of District Student Transportation Services

This letter is to advise you that Trombly Motor Coach Service, Inc. is a valued surety client of Atlantic Specialty Insurance Company, which is one of the main underwriting companies of the Intact Insurance. Trombly Motor Coach Service, Inc. remains in good standing and is afforded surety capacity of \$25,000,000 for a single project and \$100,000,000 in the aggregate.

It is our opinion that Trombly Motor Coach Service, Inc. is qualified to perform contracts that fall within this range and their normal scope. This letter is not an assumption of liability, nor is it a bid bond or a performance bond. It is issued only as a bonding reference requested from us by our client. Intact's decision to issue surety bonds on behalf of Trombly Motor Coach Service, Inc. will be subject to our standard underwriting including but not limited to acceptance of the financial condition of our client, contract terms and conditions, bonds forms and project financing.

Intact Insurance (TSX: IFC)) is A+ rated by A.M. Best with a financial size category of XV and is included in The Department of the Treasury's Listing of Certified Companies.

Sincerely,

Atlantic Specialty Insurance Company



Donna M Planeta, Attorney-In-Fact





Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Michelle Anne McMahon, Donna M Planeta, Joshua Sanford, Bethany Stevenson, Eric Strba, Rebecca Josephson, Melissa Stanton, Alexis Apostolidis, Brendan Fletcher, Cassandra Baez, Jacqueline Rose Susco, Kathryn Pryor, Nicholas Turecamo, Aimee R Perondine, Gentry Stewart, Jennifer Godere, Amanda D'Angelo**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.

STATE OF MINNESOTA
HENNEPIN COUNTY

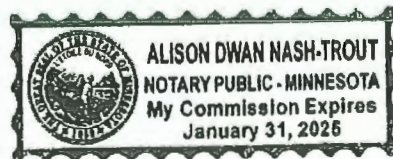


By

Paul J. Brehm

Paul J. Brehm, Senior Vice President

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Alison Nash-Trout

Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 27th day of March, 2023.

This Power of Attorney expires
January 31, 2025



Kara Barrow

Kara Barrow, Secretary

3/27/2023

Tewksbury Public Schools
139 Pleasant St.
Tewksbury, MA 01876

Re: Project Number: IFB – 23-01 - Out of District Student Transportation Services

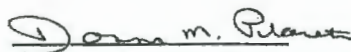
This letter is to advise you that Trombly Motor Coach Service, Inc. is a valued surety client of Atlantic Specialty Insurance Company, which is one of the main underwriting companies of the Intact Insurance. Trombly Motor Coach Service, Inc. remains in good standing and is afforded surety capacity of \$25,000,000 for a single project and \$100,000,000 in the aggregate.

It is our opinion that Trombly Motor Coach Service, Inc. is qualified to perform contracts that fall within this range and their normal scope. This letter is not an assumption of liability, nor is it a bid bond or a performance bond. It is issued only as a bonding reference requested from us by our client. Intact's decision to issue surety bonds on behalf of Trombly Motor Coach Service, Inc. will be subject to our standard underwriting including but not limited to acceptance of the financial condition of our client, contract terms and conditions, bonds forms and project financing.

Intact Insurance (TSX: IFC)) is A+ rated by A.M. Best with a financial size category of XV and is included in The Department of the Treasury's Listing of Certified Companies.

Sincerely,

Atlantic Specialty Insurance Company


Donna M Planeta, Attorney-In-Fact





Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Michelle Anne McMahon, Donna M Planeta, Joshua Sanford, Bethany Stevenson, Eric Strba, Rebecca Josephson, Melissa Stanton, Alexis Apostolidis, Brendan Fletcher, Cassandra Baez, Jacqueline Rose Susco, Kathryn Pryor, Nicholas Turecamo, Aimee R Perondine, Gentry Stewart, Jennifer Godere, Amanda D'Angelo**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.

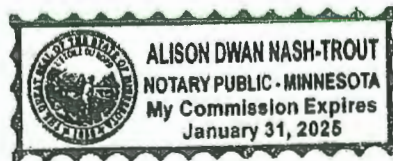


By

Paul J. Brehm, Senior Vice President

STATE OF MINNESOTA
HENNEPIN COUNTY

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 27th day of March, 2023.



Kara Barrow, Secretary

This Power of Attorney expires
January 31, 2025



PART OF THE BEACON MOBILITY FAMILY

Fleet


Our Vehicles

All vehicles have GPS tracking devices with onboard cameras that provide consistent monitoring of the services we provide. We utilize routing software to ensure the most efficient transport possible, saving time for our riders.

We meticulously maintain our modern fleet in prime operating condition which minimizes downtime. Our comprehensive maintenance program satisfies all manufacturer-recommended service levels, as well as local, state, and federal regulations.

Fuel-Efficient Buses

Our fleet is powered by fuel-efficient, environmentally friendly engine technology which significantly reduces pollutants.



Our comprehensive fleet management program is run by qualified and experienced maintenance technicians.

MOBILITY WITHOUT LIMITS

Transporting people to live, learn, and achieve



Proposed Fleet

TROMBLY MOTOR COACH is proposing buses which will meet the proposal specifications for your district. Our fleet will meet all requirements for your state and district.

Bus Fleet Makeup

Vehicles will be placed on order to replace older vehicles upon award of the contract. There are still supply chain issues, that have delayed our shipments. We will utilize the current vehicles and replace as the new vehicles arrive.

Fleet Compliance and Specifications

Our entire fleet is inspected annually by the Department of Transportation (DOT) in the states where the vehicles operate. We will make sure all buses are in maintained in compliance with applicable state and federal statutes, ordinances and regulations, meeting or exceeding the state minimum safety standards for school buses. Vehicles shall be kept in a clean and sanitary condition.

We will make sure we have sufficient spare vehicles available to accommodate any short-term increase in ridership or activities, as well as to ensure vehicles are rotated in and out of service so they may receive their regularly scheduled preventive maintenance. We will provide a supply of spare buses to comply with the spare school bus ratio required by your district.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Fleet Replacement Schedule

Per the district's requirements, we will follow the replacement schedule as outlined in the proposal specifications.

COVID Information

TROMBLY MOTOR COACH places an emphasis on safety that is second to none and it is this dedication to the safety of our customers that sets us apart. Bus cleanliness is a priority and we have evaluated our cleaning procedures to make sure they are the most-effective they can be. Currently, we have drivers and staff disinfecting all the buses at our locations. In addition, we are making additional cleaning materials available for staff to use in the buses when they are on the road to target more frequently touched surfaces, like railings.

Please know that we are monitoring COVID-19 continued developments closely and how they pertain to our transportation industry. We will update this information as necessary.

Operational Excellence

We're committed to providing a safe, high quality, and reliable service at an appropriate cost. We do so by recruiting, hiring, and training the best.

We live and work in the regions we serve, giving us a better understanding of the needs of our districts, families, and students. And with our combined resources of over 7,100 vehicles on the road each day, we can be flexible and respond to changing needs quickly and effectively.

Our organization continuously strives to emphasize the importance of the highest quality vehicle maintenance program. Our maintenance department is state-of-the-art. Our department is equipped with the latest



technology has to offer for the operation of large fleets. This technology allows us to provide ongoing preventive maintenance, which reduces the amount of time our vehicles are out of service for repair.

Fleet codes allow us to track and keep control of all vehicles in our fleet. Each vehicle is given a specific number and then provided with a barcode, which ties into our software system. Utilizing these fleet codes, we can track down to the exact hour that a vehicle needs to be in our facility for maintenance and inspection.



Advanced Training

Due to continuing advancements in technology, our technicians have access to advanced training that allows them to obtain up-to-date certifications. This ensures our staff remains at the highest levels of competency and keeps TROMBLY MOTOR COACH at the forefront of school bus companies.

Highly Skilled Technicians

All our maintenance yard locations are staffed with highly skilled technicians, who each hold a CDL, and are led by our Maintenance Manager.



Communication

All our maintenance yards conduct weekly meetings with their entire staff. Senior management from our corporate office rotates throughout our various locations to observe and give input. Weekly meetings are used to cover current issues such as payroll, routes, equipment, and labor.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

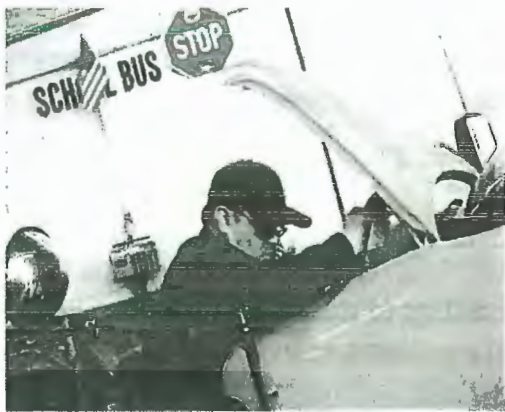
Fleet Maintenance

TROMBLY MOTOR COACH continuously strives to maintain and improve upon its high-quality vehicle maintenance program and is proud of the first-class ratings we have earned in the industry.

Our comprehensive fleet management program is run by qualified and experienced maintenance technicians and includes thorough and regular vehicle inspections and preventive maintenance that helps to minimize breakdowns, downtime, and customer inconvenience.

At the heart of our maintenance initiatives is our Automotive Maintenance Software program. This unique and innovative system allows uses advanced tablet technology to connect each of our technicians to our parts inventory and their suppliers. This technology ensures that your students and passengers are riding in a safe, reliable bus, while also providing cost-efficiency.

Our numerous maintenance locations are equipped with the latest technology and state-of-the-art equipment to support our large fleet of buses and vans. We provide our certified vehicle maintenance technicians with the latest tools, diagnostic equipment, and resources in order to ensure safe, reliable transportation.



Our Fleet Mission Statement

The mission of our maintenance program is to provide a safe, reliable, comfortable vehicle effectively and efficiently for use by the drivers and passengers we serve. These goals are accomplished under federal, state, local, your school district, and our organization's rules and regulations.



Our maintenance program is led by our maintenance manager, who is responsible for the overall management of the fleet:

- 🔧 Developing and implementing fleet policies and processes
- 🔧 Overseeing all maintenance and repairs
- 🔧 Managing vehicle fueling
- 🔧 Coordinating vehicle customization activities
- 🔧 Improving the use of the FMIS for fleet management purposes
- 🔧 Coordinating all fleet-related issues and facility maintenance programs, including winter snow removal

The maintenance manager is responsible for maintenance of every type of passenger transportation vehicle.

Cold Weather Start-Up Maintenance Program

Our cold weather start procedure helps prevent breakdowns or unnecessary stalling due to exposed cold weather elements. This vehicle start ability and performance procedure helps to ensure our operations will run on-time and without any initial delay. Drivers are trained to properly start a vehicle and recognize any dangerous issues (e.g., starter problems, frozen batteries, etc.). Drivers are advised to place plastic bags on mirrors and wiper blades after their final trip if freezing rain/sleet or snow is forecasted. Ice and snow, at all times, are removed from the stop-arm and crossing gate and opening and closing mechanisms. Drivers are required to always keep the fuel tank full.

Steps to starting the bus in cold weather:

1. Turn the key and wait for the “wait to start” light to go out – do this three (3) times.
2. Hold the accelerator halfway to the floor and try to start the bus.
3. If it doesn’t start within 10 seconds turn the key back to the off position.
4. Go through the “wait to start” light cycle again.
5. Start your bus.
6. If the bus still will not start, contact dispatch for further instructions.

Basic reminders:

- 🔧 If possible, face the front of the bus out of the wind
- 🔧 Make sure that the battery and engine compartment of the bus is accessible for service personnel



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- ☛ In extreme cold, drivers may be requested to report early before their first trip starts to accommodate for vehicle preparations or to allow additional travel time during inclement weather conditions.
- ☛ Be sure wipers are not frozen to the windshield before engaging them
- ☛ Clear snow from windows, mirrors, and lights
- ☛ Use of bags over the mirrors will make clearing them easier
- ☛ Make sure that the bus steps are free of ice and snow to help safeguard the safety of our passengers



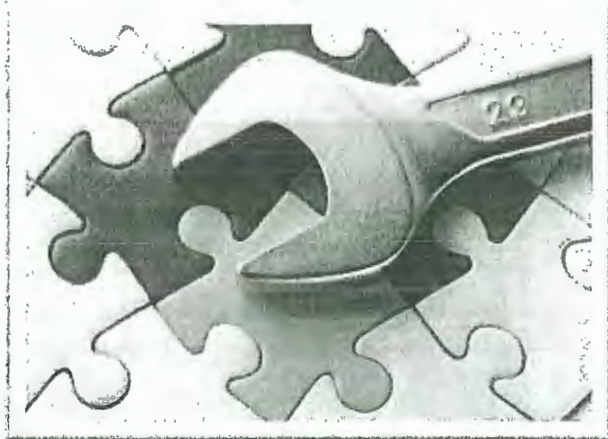
**Driven to Make a Difference –
For Our People, For Our Schools, For Our
Communities**



Mechanic Training Program

The maintenance manager has responsibility for decision making alongside your district's maintenance staff when considering fleet recommendations throughout the school year. Our program complies with the manufacturer's recommendations and your school district's specifications for this procurement.

Proper staffing levels and efficient scheduling of maintenance personnel monitor that PMs are completed promptly, unplanned maintenance completed on an expedited basis, and all other maintenance activities are performed to keep vehicles in revenue service.



Mechanic Training Outline

Administrative	<ul style="list-style-type: none"> ■ Fleet Organization ■ Vehicle Inspections ■ Fleet Information System ■ Vehicle Key Control ■ Department Performance Reports ■ Garage and Facility Maintenance
New Vehicles	<ul style="list-style-type: none"> ■ Vehicle Receiving and Verification ■ Preparation for Service ■ New Vehicle Operator Training
Vehicle Operation	<ul style="list-style-type: none"> ■ Fueling ■ Use of Vehicles ■ Accident/Incident Procedures ■ Emergency/Inclement Weather Operations



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Mechanic Training Outline

Maintenance

- Preventative Maintenance
- Unplanned Maintenance
- Warranty Repairs
- Contractual Repairs
- Body/Paint Work
- Parts Upkeep
- Mechanic's Required Tools and Equipment
- Wheelchair Lift Certified Mechanics
- Specific Mechanical Repairs:
 - Brakes 1 and 2
 - Electrical/Electronics
 - Systems Diagnostics
 - Introduction to Air Conditioning
 - Powertrain Performance 2
 - Steering and Suspension
 - Battery, Charging and Starting
 - Engine Performance
 - Lifts and Ramp Repairs
 - Sliding Doors that have been Retro Filled
 - Electrical Problem Shooting
 - Suspension Repairs
 - Warning and Hazard Lighting

We also include successful completion of additional training as part of mechanics overall evaluation for wage increases. This approach helps us to maintain a high-quality workforce with limited turnover.

Additionally, new technicians will attend an orientation presented by the Human Resource Department reviewing the employee handbook, benefits, and time clock procedures.

As the final step of the HR led orientation, the new employee is introduced to his or her co-workers. Hands-on training is provided continually through the months of service. No safety sensitive repair is completed without the sign-off of a foreman or master technician.

Our maintenance department also conducts monthly meetings with staff including ongoing computer-based training available providing reinforcement of training.



ASE Certification Program

Our technicians are encouraged to participate in the automotive service excellence (ASE) certification program for autos, gasoline motors, diesel motors, and school buses. ASE is a broad-based program, testing for general knowledge and adaptive techniques to troubleshoot the various elements of the vehicles. Our compensation programs provide additional hourly wages for those who achieve ASE certification exams. Most importantly, technicians are recognized at company events and provided with certificates and uniform patches to promote their achievements.

Beyond ASE, technicians also develop their skills through in-service training provided throughout the year based on industry developments and best practices learned and shared from across all company locations through our maintenance leadership team. In addition, specific training is provided through the vehicle and component manufacturers to ensure our technicians stay abreast of new developments to maximize their effectiveness.

Graduated Preventative Maintenance Program

The emphasis of our maintenance program is preventative rather than reactive, where using a preventative maintenance program reduces overall maintenance costs by decreasing the number of road calls, reducing the excessive cost of unpredictable repairs caused by reactive maintenance.

This added level of oversight within TROMBLY MOTOR COACH's maintenance department has already provided more accountability from our drivers to thoroughly complete vehicle inspection forms and to report any vehicles defect in a timely manner.

A solid preventative maintenance (PM) program maximizes the vehicle's useful life, financially more efficient over the vehicle life, and ensures that the fleet remains in a safe operating condition. This is accomplished by documenting and following a fleet management policy with a single point of reference for all fleet-related issues.

Our PM program is tailored to address the diverse types of assets in the fleet, including multiple echelons where the levels of service are progressively tiered according to the vehicle manufacturers' recommendations. This program is developed on the expected levels of use (in miles) that schedules vehicle inspections based on a variety of performance and usage categories.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Service Designation	Description	Frequency
PMI- A	Inspection/Lube/Oil/Filter	4,000 Miles
AF	Air Filter Replacement	30,000 Miles
CF	Coolant Flush	75,000 Miles
DS	Differential Flush	100,000 Miles
TF	Transmission Flush	100,000 Miles *
SP	Spark Plug Replacement	100,000 Miles*

Our company reviews fleet maintenance practices, identifying potential improvements while augmenting optimum benefits and cost efficiencies from the schedule inspections. There can be significant differences between similar vehicles in different model years for required maintenance, such as brake maintenance and replacement. The technicians collect data and understand the expected breaks wear cycle, allowing brakes to be serviced on inspections rather than degraded performance.

Preventative Maintenance Processes that Keep the Fleet Moving

Fleet Policy/Inspection	Policy Description
On Time Inspection Variance	<ul style="list-style-type: none"> ■ The allowable variance with all mileage related preventive maintenance inspections is plus 300 miles to minus 500 miles, with any inspection completed within these parameters considered on time. ■ Individual schedules have been built around the requirements for successful maintenance of the vehicles that will be used in this operation.
Daily Vehicle Inspections	<ul style="list-style-type: none"> ■ Drivers are required to perform a detailed pre-trip inspection of their assigned vehicle prior to putting a vehicle into service, with defects or concerns recorded in the tablet.
PMI-A Inspections	<ul style="list-style-type: none"> ■ This inspection contains all the key elements of the vehicle, including the brake system, climate control, performance system, charging system condition, wheelchair lift, as well as manufacturer requirements for the 4000-mile inspection.



Preventative Maintenance Processes that Keep the Fleet Moving

Additional Inspections

- Manufacturer's recommendations call for several supplementary services at regularly scheduled parameters, with these items incorporated in our PMI-A at the 4000-mile interval. The only exceptions are:
 - Engine Air Filter (AF) at 30,000-mile intervals
 - Engine Coolant (CF) at 45,000 miles (after the 1st change at 100,000 miles)
 - Synthetic Rear Axle Lubricant (DS), transmission fluid (TF) and the sparkplugs (SP) at 100,000-mile intervals.
 - In all cases, manufacturer's recommendations for changes of filters and lubricants are followed if they differ from the our recommendations.

Brake Inspections

- Brake systems are assessed at each PMI-A Inspection, with the mechanic providing an estimate of the percentage of depth remaining on the pads. This allows the Maintenance Manager to schedule brake services in a way that directly addresses the wear rate on each axle.
- In every case the brakes are measured with the readings recorded on the repair order utilized during the inspection, ensuring the brakes continue to meet minimum wear requirements. Pads will be replaced with approved OEM quality pads.
- Disc Brake calipers are replaced with rebuilt calipers if in disassembly there is any evidence indicated they were not functioning optimally. Wheel bearings will be cleaned and inspections and before reassembly, and oil and grease seals will not be reused on reassembly.
- Since wear rates can vary significantly between front and rear axles, it is not necessary that brakes on both axles be disassembled at the same time, no single wheel brake repairs will be undertaken. If for some reason one brake on an axle requires repair, the other brake on that axle will be renewed as well.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Preventative Maintenance Processes that Keep the Fleet Moving

Engine Services	<ul style="list-style-type: none">■ We no longer utilize a “tune-up service,” Spark plugs are changed at the 100,000-mile interval with the remaining engine maintenance is accomplished using computer diagnosis whenever a “check engine” light is encountered.■ We follow the recommended practice for single change of ignition wires or individual sparkplug coils, unless there are random or multiple codes, in which case we will replace all the coils or wires.
Air Conditioning / Climate Control	<ul style="list-style-type: none">■ Our company does not conduct seasonal air conditioning “campaigns,” we believe the climate controls need to work all year round. AC output is monitored at every A-Inspection as well as tested when it arises through the DVIR process.■ If diagnostic process does not evidence optimal performance, it is immediately repaired. We ensure that condenser coils are free of airflow impediments on every inspection.
Wheelchair Lifts and Securement	<ul style="list-style-type: none">■ All manufactures recommended steps have been incorporated into the DVIR and the PMI, with checks and maintenance required by the manufacturer at 750, 1500, and 4500 cycles performed as required.■ Four-point securement straps and lap/shoulder belt equipment are inspected at each safety inspection. All manufacturers’ recommendations for checks and cycles will be followed if different than our inspection program.
Vehicle Cleaning	<ul style="list-style-type: none">■ All vehicles are cleaned on a regular basis, with at least bi-monthly exterior daily washes completed (weather and temperatures permitting).■ Internal cleaning is performed on a scheduled basis, with the vehicle deep cleaned, and sanitized. Cleaners remove seats, floorboards, and clean all the areas of the vehicle interiors.



Directing and Controlling Maintenance Activities and Costs

The maintenance manager is responsible for developing and executing the vehicle and fleet PM schedule. They ensure all activities are compliant with the manufacturer's recommendations, complying with both your school district and our company's guidelines.

The maintenance manager assigns work to a preventive maintenance technician who performs the PM, completing the appropriate inspection form. In addition to open DVIR reports, the technician accomplishes minor necessary repairs found as part of the inspection.

Technicians also carry out lower priority repairs before returning the vehicle to service if parts and maintenance time is available and the vehicle is not immediately required. The overall objective is to put the vehicle back in service with no deferred maintenance issues while reducing vehicle down time.

Managing Departmental Performance

We sustain several performance measures related to the maintenance of a variety of wheelchair accessible vehicle types. We monitor our performance against industry standards and best practices in terms of vehicle/mechanic productivity, PM compliance, defect reporting, and other measures.

Key Performance Indicators	
Key Performance Indicator	Benchmark
Fleet Availability	92%
Repair Turnaround Time Services Completed Within One day	80%
Repair Turnaround Time Services Completed Within Two days	90%
Scheduled vs Unscheduled Repairs	65%
PM Compliance	95%
Repeat Repairs/Comebacks	<2%
Mechanic Productivity	85%



Our Technologies

We are committed to investing in state-of-the-art technology tailored to the specific needs of our passengers. From communication and routing to mobile applications, our goal is to provide a safe and efficient experience.

Our company has developed a proprietary and robust data driven technology platform that captures the detail needed to provide the appropriate services to each student. All vehicles have GPS tracking devices with onboard cameras that provide consistent monitoring of the services we provide.

We are dedicated to implementing and leveraging the latest technology to help guarantee the safety of our vehicles, drivers, and — most importantly — our passengers.

The use of cameras on our buses has statistically proven to be a vital tool in helping our drivers improve their skills and has enabled us to become overall a safer and more efficient vendor. We also have the ability to download and electronically transfer video and audio to our customers when the need arises to review any incidents that involve their passengers or our drivers.

Many of our vehicles are specially designed and built with integrated child seats for special needs students. This feature ensures the safety of students by eliminating the potential of an external child seat separating from the actual seat providing the highest level of safety and security while allowing the driver, bus attendant and passenger a streamlined on/off solution.

We have installed global positioning systems (GPS) in all of our vehicles to provide a comprehensive view of our fleet, students, schools, and routes so we can improve our operations and ultimately provide better service for our customers. The use of GPS tracking devices increases route optimization, reduces fuel costs, improves safety and driver accountability. Our dispatchers have a bird's eye view on where drivers are located and at what speed they are travelling.

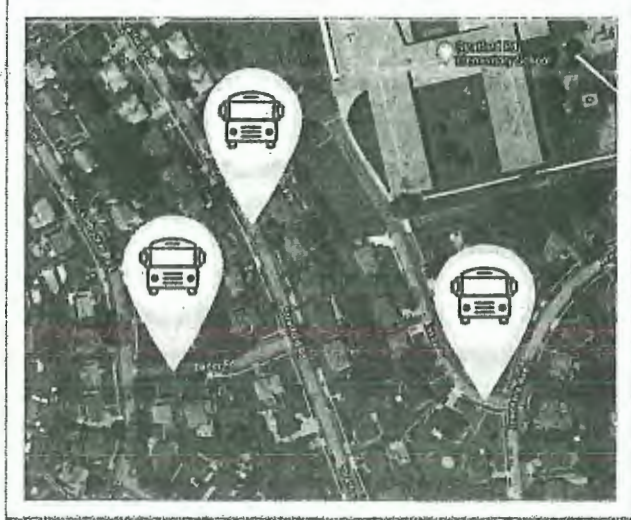
The use of cameras on our buses has statistically proven to be a vital tool in helping our drivers improve their skills.



Vehicle Cameras, GPS, and Radios

Our onboard vehicle cameras provide a means to randomly check that our drivers are following the rules of the road and also serve as a deterrent to discourage unsafe driving habits. All video we record conforms to the policies established by our customers and can be released for review at our customer's request.

The fleet purchased for this contract will be equipped with video cameras that provide surveillance of both the interior and exterior of the vehicle. This camera system helps to improve driving skills and provide video data for motor vehicle accidents and other important events while providing accountability and oversight for student riders and bus staff. The number of cameras is customized per the district's needs.



With our advanced Global Positioning System (GPS), routing software, and our staff's wealth of knowledge, we develop routes that map out the timeliest and direct itinerary for the highest level of efficiency. These GPS systems also let our dispatchers know where every one of our vehicles are at all times.

The GPS system provided will be Synovia or comparable system that will interface with the district provided Versa Trans routing software.

Tablets and Voice Communication

TROMBLY MOTOR COACH plans to equip our fleet with Samsung Tab A Tablets to function as our Mobile Data Terminals. These tablets provide us the flexibility to run applications simultaneously that will deliver reliable services to your school district.

Each tablet has the capability to operate our TeamConnect software, serving as the equipment for radio communication between drivers and dispatchers.

- ☛ We plan on utilizing TeamConnect to offer POC (Push-to-talk over cellular) for a Push-To-Talk solution very similar in performance to Nextel. The devices on the system utilize the cellular system data network and will run through cellular service. This results in



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

exceptional clarity, and nationwide coverage, with coverage being that of the cellular carrier's data network.

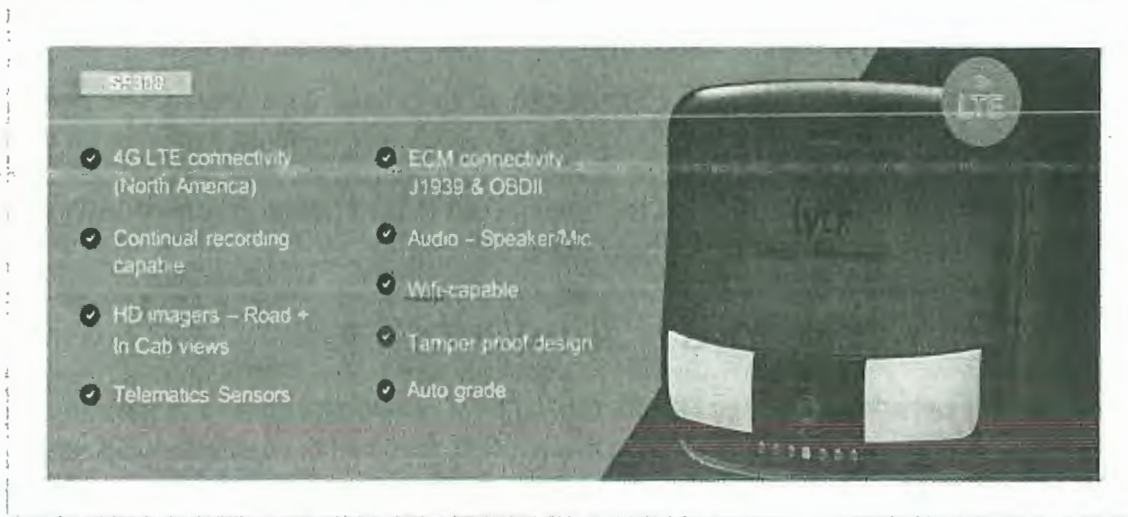
- It also utilizes the tremendous bandwidth of the cellular data system. This bandwidth means that we will not be limited to the relatively few channels available on a two-way radio system. Group and private, one-to-one, Push-To-Talk communications are available as customers require them, again not limited by the relatively scarce channels available on conventional two-way radio systems.

Digital Cameras with Cloud Storage

Our proposed camera technology has the capability of providing us with a greater level of driver and passenger safety. Unlike our previous system that required manual video clip retrieval, our system uses cameras from 247 security coupled with the Lytx Drive Cam system and Lytx Hub™ Adapter to connect additional cameras and viewing angles to the system. The system offers auto-uploads of the video clips to the cloud indexed by vehicle number and recording dates for ease of retrieval and access by our management team for follow up. Furthermore, system also offers near real-time views, allowing our leadership team to view video as if we are right there to help our drivers and monitors triage situations as they occur. The systems provide transparency on the activities inside the vehicle that can be used for documentation, coaching events, and sharing best practices amongst our frontline team.

- Full HD, continuous recording
- Wide angle lens with full HD 1080p video with HDR
- Real-time distracted driving alerts
- Built-in audio speaker for customizable in-cab alerts
- Video of events (speeding, harsh acceleration, harsh braking), still shots every 1-2 minutes as well as multi-day storage all fully integrated into the DriveCam Dashboard
- Auto-uploads footage to cloud
- Instantaneous, direct messaging between dispatch and drivers
- OBD-II connection for real-time vehicle health and diagnostic information
- Advanced computing for live scene analysis and object detection
- Purpose-built for extreme temperatures
- Get immediate access to the video evidence you need – right from the Lytx account. Allows on-demand access to live streaming and up to 100 hours of continually recorded video per device.





Lytx DriveCam®

We plan to use the DriveCam® program, powered by the Lytx Engine™. This program is an advanced tool that can help improve safety – reducing accident frequency and minimizing accident severity.

lytx
DriveCam™

Lytx's state-of-the-art DriveCam® camera goes beyond traditional dash cams by pairing machine vision with artificial intelligence (MV+AI) to accurately identify and categorize the moments that matter, allowing you to see risk as it occurs. And our latest dash cam technology, the SF300, can help you quickly detect and deter distracted driving, the biggest safety issue on our roads today. Our rugged, reliable hardware does it all in a single, integrated device that simplifies installation and eliminates connection issues.

The DriveCam camera can be configured to offer:

- 🔧 **Integrated MV+AI** – Advanced Machine Vision and Artificial Intelligence capture and accurately categorize risky driving behaviors.
- 🔧 **Real-Time, In-Cab Alerts** – Light and audio alerts notify drivers of their risky behaviors, helping them stay focused on the road (audio alerts available on SF300 only).
- 🔧 **Live Streaming** – See what's happening in and around vehicles in near real time.
- 🔧 **Built-In Driver ID Solution** – Quickly identify which drivers are using your vehicles at different times without installing additional equipment.
- 🔧 **Wide-Angle Dual Lens** – Our wide angle, dual lens shares the big picture — on the road and inside your vehicle.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- 🚗 **Low-Light Visibility** – An 8-lumen infrared light provides clear visibility, even at night.
- 🚗 **Continual Video** – Records up to 100 hours of reliable, continual video.
- 🚗 **Risk Detection Without Recording** – Manage distracted driving and other unwanted behaviors without recording video of the driver.
- 🚗 **Support for Side and Back-Up Views** – Connect up to four additional cameras using the Lytx Hub™ Adapter and additional SF-Series or third-party auxiliary cameras.
- 🚗 **ECM Connected** – Captures speed, fuel, and vehicle data directly from your vehicle.
- 🚗 **Manual Record Buttons** – Enables your drivers to proactively record video when needed.
- 🚗 **Integrated Microphone** – Sound recordings from inside and outside the vehicle ensure that you'll have all the details when an incident occurs.

Lytx Driver Safety Solutions

Lytx combines innovation and experience to deliver the most accurate risk insights available by offering the below:

- 🚗 **Real-Time, In-Cab Alerts** – Allow drivers to self-correct risky driving in the moment.
- 🚗 **Progress Reports** – Risk reports help you track progress toward safety metrics and achieve accountability.
- 🚗 **Configurable Dash Cam Views** – Capture in-vehicle and road views with support for auxiliary cameras to add side and rear views.
- 🚗 **Driver App** – Engage drivers after the trip and allow them to observe their performance to optimize future trips.
- 🚗 **Intelligent Dash Cam Technology** – Get insights and detect risk with devices powered by advanced machine vision and artificial intelligence.
- 🚗 **Technology backed by Data** – Count on accurate insights powered by the world's largest commercial driving database of its kind.
- 🚗 **On-Demand Access to Video** – Immediately access the video you need within minutes of capture.
- 🚗 **Proactive Distracted Driving Detection** – Accurately identify distracted driving behavior including cell phone use and inattentive driving.
- 🚗 **Identify Risk Without Recording** – Manage driving safety in real time without recording video of the driver.



How Lytx DriveCam Works

The Lytx DriveCam camera operates to help drivers proactively detect and deter risk by:

- 📹 Capture the story from all angles with 360° dash cams
 - ➡ To manage all aspects of safety and security, you need to see from every angle. Adding side and rear cameras and connecting them with the Lytx Hub™ Adapter means you'll be able to better verify workers' compensation claims, understand mystery damage, help your drivers avoid injury, and reconstruct all types of collision claims, including rear-end and sideswipe incidents.
- 📹 Reduce distracted driving with machine vision and artificial intelligence-enabled dash cams
 - ➡ Our dash cams use machine vision and artificial intelligence (MV+AI) technology to accurately detect the risky and distracted driving behaviors that make the greatest impact on our roads today. Our DriveCam devices provide audio and visual alerts to help deter risky driving habits in the moment by prompting drivers to immediately correct risky behaviors, including cell phone use, general inattentiveness, eating or drinking, smoking, seat belt use, speeding, failure to stop at intersections, lane departure, and following distances. Get maximum, sustained results with minimal managerial time and effort.
- 📹 Know who's driving which vehicle at any time with Lytx Badge
 - ➡ Manage driver-vehicle assignments without additional hardware, accessories, or added costs using Lytx Badge, a Driver ID feature offered through your Lytx account. Lytx Badge allows fleet managers to create driver-specific QR codes that can be printed or sent electronically to mobile devices. When your driver starts their vehicle, the DriveCam Event Recorder sounds an audio alert that prompts them to scan their code, connecting the driver's name with all vehicle data from their trip.
- 📹 Supports live streaming and continual recording
 - ➡ Get immediate access to the video evidence you need – right from your Lytx account. Protect your drivers and your company reputation with on-demand access to live streaming and up to 100 hours of continually recorded video per device.
- 📹 Enhanced driver privacy options
 - ➡ You can configure our MV+AI to detect risky behavior without needing to record video of the driver. For fleets with special concerns around driver privacy, our device can continue to deliver real-time alerts† to enable drivers to self-correct, along with manager reports to drive accountability.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

ByteCurve

We have partnered with ByteCurve to bring our operations to a whole other level. ByteCurve is a school bus operating platform that enables reliable and efficient operations through robust scheduling, dispatch, and payroll functions. The software is fully integrated with common GPS provider solutions for data, driver check-in/out, pre- and post-trip inspections and child checks.

ByteCurve's key features include the ability to:

- Create and maintain annual schedules
- Manage daily schedule changes
- Monitor daily dispatch with real-time status alerts
- Track on-time performance at stops and schools
- One-click guarantee and overtime calculations
- Produces time and attendance records for export to payroll system
- Single view into planned vs. actual route data



Where's My Kid? App

As a value-added service, we can provide our Where's My Kid? mobile application that was designed with students' safety in mind. This app is a family GPS location tracker intended for child safety and parental control. A parent/guardian can install our app on his/her mobile phone to track the bus location. Where's My Kid? uses GPS technology to enable a parent/guardian the ability to view their student(s) current bus location and information about the bus route, in near real-time, including the student's bus stop arrival. Our app also provides the parent/guardian the ability to enter and view all children simultaneously. Parents can also set arrival notifications through the app. This app is available in English on Apple iOS and Google Android platforms.



Company Employee App

At TROMBLY MOTOR COACH, we value our employees as they are the foundation to our organization's success. We offer our employees a mobile-accessible communications center through our Go Beacon App. This enterprise-wide employee communications solution allows each employee to access:

- 📱 Important company information
- 📱 Video interviews, podcasts, and location photos
- 📱 Contests, polls, and questions
- 📱 Motivational and informational tidbits
- 📱 Helpful forms and links
- 📱 Virtual suggestion box



Vehicle List
April 2023

<u>ROUTES</u>	<u>VANS</u>	<u>VEH.</u> <u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>Vin</u>	<u>VEH.</u> <u>MILAGE</u>
1	WV103	2017	FORD	TRANS	1FDZX2CM5HKB17212	143429
2	V570	2014	DODGE	CARAVA	2C4RDGCG0ER155674	192304
3	WV110	2018	FORD	TRANS	1FTYE2CM1JKB08972	101647
6	V535	2014	DODGE	CARAVA	2C4RDGCG9ER182209	172378
7	V660	2015	DODGE	GRACAR	2C4RDGCG2FR548674	98153
8	V600	2014	DODGE	CARAVA	2C4RDGCGXER127767	182167
9	V773	2017	DODGE	GRACAR	2C4RDGCG8HR581357	121445
10	V789	2017	DODGE	GRACAR	2C4RDGCG3HR714218	135120
11	WV92	2015	FORD	TRANS	1FTNR2CM5FKA95450	161292
13	V602	2014	DODGE	CARAVA	2C4RGGCGXER273831	202033
14	V1027	2022	CHRY	VOYAGER	2C4RC1CG5NR104994	15266
15	V784	2017	DODGE	GRACAR	2C4RDGCGXHR600538	134840
16	V578	2014	DODGE	CARAVA	2C4RDGCG0ER205988	180744
18	V609	2014	DODGE	GRACAR	2C4RDGCG2ER220167	191761
19	V555	2014	DODGE	CARAVA	2C4RDGCG3ER119672	170518
20	V821	2017	DODGE	GRACAR	2C4RDGCG9HR595963	123484
21	V798	2017	DODGE	GRACAR	2C4RDGCG2HR724576	122594
24	V623	2015	FORD	TRANS	1FMZK1ZM4FKB26884	156619
28	V626	2015	FORD	TRANS	1FMZK1ZM7FKB26877	145345
32	V726	2016	CHEV	EXPG25	1GAWGFFG7G1285239	121347
33	V615	2014	FORD	ECONO	1FBNE3BL7EDB06689	250595
34	V528	2012	DODGE	CARAVA	2C4RDGCG4CR388440	144121
35	V612	2014	DODGE	GRACAR	2C4RDGCG9ER213183	162319
37	V812	2017	CHEV	EXPG25	1GAWGFFG3H1172387	71693
38	WV90	2015	FORD	TRANS	1FTNR2CM5FKA95464	126153
39	V801	2017	DODGE	GRACAR	2C4RDGCGXHR691021	148609
40	V820	2017	DODGE	GRACAR	2C4RDGCGXHR825610	105496
41	V815	2017	DODGE	GRACAR	2C4RDGCG3HR790067	130379
42	V573	2014	DODGE	CARAVA	2C4RDGCG0ER155318	162930
43	V825	2017	DODGE	GRACAR	2C4RDGCG5HR677446	153790
44	V988	2020	FORD	ECONO	1FBAX2Y89LKA26437	79741
45	V567	2014	DODGE	CARAVA	2C4RDGCG0ER205490	146610
46	V1026	2022	CHRY	VOYAGER	2C4RC1CG6NR104969	9929
51	V588	2014	DODGE	CARAVA	2C4RDGCG2ER120330	178184
52	V579	2014	DODGE	CARAVA	2C4RDGCG6ER245427	148215
53	V614	2014	DODGE	GRACAR	2C4RDGCG9ER209828	158048
57	V910	2018	CHEV	EXPG25	1GAWGFFG6J1312468	78706
58	MB347	2015	FORD	COLLINS	1FDEE3FL3FDA32853	155941
60	V1050	2022	CHRY	VOYAGER	2C4RC1CG9NR159156	12710
61	V676	2015	FORD	TRANS	1FBZX2ZM8FKA91962	173790
62	V616	2014	FORD	ECONO	1FBNE3BL7EDA98237	243823
64	V810	2016	CHEV	EXPG25	1GAWGFFG7H1335459	119432
65	V802	2017	DODGE	GRACAR	2C4RDGCG2HR712704	139098
66	V747	2016	CHEV	EXPG25	1GAWGFFG3G1274027	122610
67	V770	2017	DODGE	GRACAR	2C4RDGCG8HR710150	126326

Vehicle List
April 2023

71	V824	2017	DODGE	GRACAR	2C4RDGCG5HR596382	128060
73	V915	2018	CHEV	EXPG25	1GAWGFFG5J1258967	111624
76	V601	2014	DODGE	CARAVA	2C4RDGCG6ER206725	171513
77	V593	2014	DODGE	CARAVA	2C4RDGCG8ER266666	186325
78	V591	2014	DODGE	CARAVA	2C4RDGCG1ER153240	202394
79	V771	2017	DODGE	GRACAR	2C4RDGCG0HR724382	149833
80	V587	2014	DODGE	CARAVA	2C4RDGCG2ER155675	182325
82	V565	2014	DODGE	CARAVA	2C4RDGCG6ER209981	170186
84	V813	2016	CHEV	EXPG25	1GBWGRFA0E1192603	103813
85	WV89	2015	FORD	TRANS	1FTNR2CM0FKA95453	131270
309	V603	2014	DODGE	CARAVA	2C4RDGCG3ER153997	188844
Please Note:		The supply chain issue is still impacting new vehicle arrivals				
		Upon award of the bid - we will place the order for new veh				
		and will replace as they arrive once outfitted.				



TROMBLY MOTOR COACH, INC

April 4, 2023

Chelmsford Public Schools
Tewksbury Public Schools
Billerica Public Schools






RE: Bid- Special Ed. Out-of-District Student Transportation

To whom it may concern,

We are pleased to provide the following response to your Request for Bids to provide student transportation services to Chelmsford, Billerica, and Tewksbury Public Schools. We have reviewed your request and believe we have provided an in-depth look at how Trombly Motor Coach (TMC) functions. With combined resources, our organization has been providing school transportation services for more than 70 years, growing from just a few vehicles to more than 7,100, as well as providing excellent service to more than 500 contracts across nearly 100 locations.

Our proposal describes in detail the vast experience of our leadership team, key staff members, our expansive fleet of exceptionally well-maintained vehicles, and our strategically located operating facilities. Most importantly, you will see our unmatched safety programs that go far beyond the required guidelines and will continue to be fundamental to our mission.

Highlights of our proposal include:

-  A fresh approach to leading and continuously developing the local team to achieve their fullest potential to maximize their customer service and safety performance.
-  More well-rounded drivers and monitors who have access to strategies, coaching, and hands-on training for the care of the passengers that Beacon brings.
-  A changing fleet of new vehicles for daily route service that includes the latest emission controls and safety features.
-  A commitment to retain the local experienced team that are in good standing with the district through our acute focus on people and a retention bonus.
-  A commitment to being a leader in Environmental, Social, and Governance (ESG) to make our operations more sustainable to the communities we serve. As a future enhancement, we recommend exploring a fleet electrification pilot and consider electrifying the bus fleet.

A  **BEACON** Company
MOBILITY

2 Willow Street, Suite #103 | Southborough, MA 01745

- 📱 We will provide the Lytx GPS system on each bus using Samsung Tablets. The system will interface with our various operational tools, providing key performance metrics, and the tablets will be capable of providing turn-by-turn navigation with the route information for substitute drivers in the future.
- 📱 TMC will utilize the Lytx DriveCam® Artificial intelligence (AI) enabled safety cameras to monitor and coach driver behavior.
- 📱 We will equip the fleet with a new digital video camera system through Safe Fleet/SEON coupled with the Vmax Commander system where clips are downloaded wirelessly after the bus returns to facility.
- 📱 A plan to use the robust Transfinder Plus routing suite. That layers real-time GPS tracking of vehicles into the routing and dispatching to maximize the transportation coordinators' effectiveness to deal with traffic, construction, and student delays.
- 📱 Where's My Kid?, our custom mobile app, allows parents to view their students' current bus location and information about the route in near real-time, including the scheduled and estimated arrival times to the stop. Our goal is to provide parents with a greater sense of comfort and visibility with their students' transportation.
- 📱 A long-lasting flexible partner who stands ready to work thoroughly with you to take your transportation system to the next level.
- 📱 Two(2) options of price proposal scenarios

Our entire organization looks forward to continuing our long-lasting partnership and the opportunity to continue providing an exceptional level of transportation service to Billerica, Chelmsford, and Tewksbury Public Schools. Should you, the school district, or the board have further questions, please feel free to call me at (978) 815-2763 or kpresutti@gobeacon.com

Respectfully,

Kim Presutti
VP of Commercial Dev.
Trombly Motor Coach, Inc.
Part of the Beacon Mobility Family



Our Partnership Summary

Beacon Mobility is the parent company to a growing family of regional transportation companies. Beacon's partner companies currently operate at nearly 100 locations serving 22 states under their local brand names. Across all school bus companies, Beacon operates more than 7,100 vehicles and employs nearly 10,000 team members.

Trombly Motor Coach (TMC) partnered with Beacon Mobility in 2020 to expand our reach in the New England area and strengthen the services we have provided over the last 35 years. We provide yellow school bus and special education school van transportation. TMC operates 300 vehicles, transporting more than 180,000 passengers, and has a team of nearly 450 employees in.

Our operation has quality care at its core.

TROMBLY MOTOR COACH was started in 1957. The office located at 1480 Broadway in Dracut, Massachusetts. TROMBLY MOTOR COACH has school buses operating daily serving the communities of Methuen, Chelmsford, Dracut, Lowell, Lawrence, Andover, North Andover, and Burlington. In 2013, the company expanded their operation by partnering with NRT Bus, Inc. and offering more districts by offering collaborative transportation.

This collaborative effort has expanded to include other school districts and regional schools, continuing to save districts money.

MOBILITY WITHOUT LIMITS

Transporting people to live, learn, and achieve

Our Partnership Summary

The vision to move forward.



People, people, people — with disabilities.

We built this business with people at the core of every decision we make. Transporting passengers safely is our passion and our specialty. We don't take that commitment lightly. Our people matter. Day after day, safety is paramount, and our drivers make the difference.

We provide more than services — *with a caring heart.*

Expertise at every turn. School transportation with heart.

From our beginning, we have specialized in providing full-service transportation solutions tailored to the unique requirements of each customer. Our transportation services are safe, responsive, and caring, allowing us to cater to the physical, emotional, and developmental considerations of students with special needs. Our Commitment



We are dedicated to providing those we serve with the opportunities, resources and support to confidently move ahead. We *support, empower, and include* *everyone* that provide our communities with the mobility solutions they need to flourish and succeed.



Bid – Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

We care. We do the right thing. We collaborate. We have fun.

The Benefits of Being Part of the Beacon Family

More than a solution provider, we are a passionate partner that's dedicated to making a difference. An industry leader who understands your business, we care about your staff, your students, and your communities—just like you.

By outsourcing your pupil transportation, you can control your transportation costs and focus on what you do best – teaching our children. We are committed to

10,000

Employees across
83 locations
serving 22 states

500+

Contracts served

99%

Customer
retention rate

7,100+

Vehicles

Our Diverse Methodology

We're just not another transportation provider – We're different.

We understand that 'one size does not fit all' and that the correct solution must be customized to your individual needs, your local community's vision, budget realizations, labor forces, legal compliance and so on. By knowing and understanding all the dynamics of your district's service needs, our best practices and expertise allow us to tailor the appropriate solution delivering the right trip...at the right time...and more importantly, at the right cost.

WE OFFER
SOLUTIONS!



Our Partnership Summary

—whether that means developing a co-op with your district, creating a unique routing method, or specializing our fleet.

Each day, school districts are confronted with the real challenges of increased class sizes, student behaviors, ongoing demand for nutritional programs and decreasing budgets. The very last thing a district should ever have to worry about is transporting students between home and school safely, securely and on-time. TROMBLY MOTOR COACH takes those worries away.

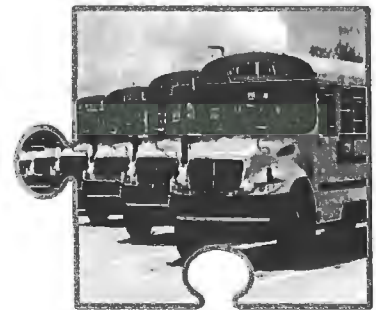


We offer solutions in the following areas:

- ✦ People
- ✦ Engagement
- ✦ Technology
- ✦ Service

Driving the details.

With our many years of service, we have a deep understanding of what it takes to run high performing transportation services whether it be in a major metropolitan area, suburban, or rural area. We give all customers direct access to our leadership team. Our people-focused culture means our employees are treated with the same level of respect as the passengers that we care for every day. We take care of our own so our drivers can be 100% focused on safely transporting your students.



Bid – Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

With every new customer, we begin by working closely with them to develop an operating plan focused on meeting their unique service criteria. We prioritize productivity, performance, optimized number of trips, and, most importantly, district and student satisfaction.

Our approach is supported with industry-leading tools and techniques we've fine-tuned over the years, including:

- ✦ **Culture of People First** – We ensure a culture that provides on-going leadership and development programs to enhance our team's ability, promote from within, and develop them to continuously achieve new levels of performance and customer satisfaction.
- ✦ **Commitment to be Engaged** – We treat our customer relationships as a partnership, we are committed to meet regularly to ensure open communication and collaboration with various stakeholders to ensure transportation service aligns with your current and future priorities.
- ✦ **Technology investment plan** to ensure our team has the most up-to-date tools to keep your students safe, on time, and allow more expeditious communication. Plan includes:
 - Cutting-edge scheduling and dispatch technology linking GPS tracking and payroll.
 - Routing software and ridership database linked with billing.
 - Audio/video cameras to aide with student management and driver interactions.
 - Artificial intelligence (AI) enabled safety cameras to monitor and coach driver behavior.
 - Access to bus tracking smart phone App for parents/guardians with near real-time tracking and arrival notifications.
- ✦ **Commitment to Service** – GPS tracking to manage on-time performance and assist with route planning. Providing transparency through tracking meaningful metrics shared with our partners. We will solicit feed-back through meetings, surveys, and advisory panels and act on the feedback to fine tune our approach to maximize our delivery of service to you.



Our Partnership Summary

Employee Recruiting and Retention

We recognize the importance of employees that live in and are a part of the local community. We will offer jobs to current contracted transportation employees at the time of transition that are in good standing with the district and meet all of our hiring criteria. Our compensation package has been designed especially to retain the current driver and monitor workforce and attract prospective high quality replacement employees.



Our employees are the most important asset to our operation and should be to you.

We want them to build a long-term partnership with your school district and most importantly the children and families of your district.

- ⇒ TROMBLY MOTOR COACH provides competitive wages and benefits for all key leadership, customer service, and maintenance roles.
- ⇒ We would be pleased to share more about our compensation and approach in a post proposal interview.

Our Proposed School District Benefits

Our experience has led us to become capable of offering our customers an **unmatched** **service**. Our transportation services include an array of tools including the latest safety monitoring tools and equipment today because **ride safety is our top priority**. Our proposal includes the following benefits for the three districts:

- ✦ A fresh approach to leading and continuously developing the local team to achieve their fullest potential to maximize their performance.
- ✦ More well-rounded drivers and assistants who have unmatched opportunities to get extra work from our 24/7/365 ADA paratransit operations. And most importantly, added exposure to strategies, coaching, and hands-on training on the care for the passengers.
- ✦ A robust compensation plan designed to seek, be selective, and retain the most caring and responsive employees.



Bid – Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- ☞ A plan to use the robust RoutingBox routing suite. That layers real time GPS tracking of vehicles into the routing and dispatching to maximize the transportation coordinators' effectiveness to deal with traffic, construction, and student delays. And offers:
 - ☞ Optimization tools allowing us to readjust routes real time for absences and short notice trip needs with ability to send updated audible turn-by-turn directions to drivers.
 - ☞ A host of reporting tools to track on-time performance, attendance, and operating statistics, to provide full transparency into the operations.
 - ☞ Near term, future enhancements allowing push to text notifications to families about route updates, arrivals, and delays to expedite communication and enhance satisfaction.
 - We will provide the Synovia GPS system on each bus using Synovia Tablets. The system will interface with our various operational tools, providing key performance metrics, and the tablets are capable providing turn-by-turn navigation with the route information for substitute drivers.
 - Synovia interfaces with Transfinder to accommodate your needs for route planning and future enhancements to provide parent bus tracking apps.
- ☞ TROMBLY MOTOR COACH will utilize the Ltx DriveCam® Artificial intelligence (AI) enabled safety cameras to monitor and coach driver behavior.
 - ☞ We will equip the fleet with a new digital video camera system through Ltx® that include one (1) camera viewing angle inside the vari.
 - ☞ They interface with Ltx® offering auto-uploads of the video clips coupling with safety dash-cams to the cloud for ease of retrieval and access by our management team for follow up.

16



Our Partnership Summary

- Our proposal provides you with a long-lasting flexible partner who stands ready to work thoroughly with you to take your transportation system to the next level.

Should you have any further questions regarding this proposal, please contact **Lisa Alterisio, VP of Operations**, at (978) 257-1929

**Partner With Us...
Let's Move Forward Together**



Our company's policies, procedures, and programs included in this proposal are those currently in effect, and we reserve the right to modify them over time.





Background Information

History and Overview

Trombly Motor Coach (TMC) partnered with Beacon Mobility in 2020 to expand our reach in the New England area and strengthen the services we have provided over the last 35 years. We provide yellow school bus and special education school van transportation. TMC operates 300 vehicles, transporting more than 180,000 passengers, and has a team of nearly 450 employees in.

TROMBLY MOTOR COACH was started in 1957. The office located at 1480 Broadway in Dracut, Massachusetts. TROMBLY MOTOR COACH has school buses operating daily serving the communities of Methuen, Chelmsford, Dracut, Lowell, Lawrence, Andover, North Andover, and Burlington. In 2013, the company expanded their operation by partnering with Trombly Motor Coach, Inc. and offering more districts by offering collaborative transportation.



This collaborative effort has expanded to include other school districts and regional schools, continuing to save districts money.

MOBILITY WITHOUT LIMITS

Transporting people to live, learn, and achieve

Background Information

Parent Company/Subsidiaries

Ownership

Van Pool Transportation, LLC is the 100% owner.

Officers

- ☛ Judith Crawford – Director, Chief Executive Officer & President
- ☛ Cornelius Van Dyk – Director, Chief Financial Officer, Treasurer & Secretary
- ☛ Westley Richters – Director and Chief Operating Officer
- ☛ David A. Duke – Director and Chief Commercial Officer

Combined Resources = 70+ Years' Experience



Our company treats each other like family and knows what we do is important to rider's lives.

Backed by more than 70 years of experience, Beacon Mobility is a growing family of companies that . Together, we provide and uniquely tailored to meet the needs of the people we serve. Communities, school districts, special education programs and regional transit authorities our companies to get people where they need to go and

Beacon Mobility is the parent company to a growing family of regional transportation companies. Beacon's partner companies currently operate at nearly 100 locations serving more



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

than 20 states under their local brand names. Across all school bus companies, Beacon operates more than 7,100 vehicles and employs nearly 10,000 team members.

Within Massachusetts, New Hampshire, and southern Vermont, Beacon partners with Van Pool Transportation, Trombly Motor Coach, NRT Bus, Inc, Salter Transportation, JYL Transportation and Travel Kuz. Van Pool provides minivan-based special education and homeless transportation, while Salter Transportation, NRT Bus, Inc., Trombly Motor Coach, and Travel Kuz provide both yellow school bus and school van transportation. In addition to school and special education transportation services, Beacon also partners with JYL Transportation, a Non-Emergency Medical Transportation provider operating 48 vans in the greater Boston area. Combined, the Beacon New England region operates more than 3,450 vehicles and has more than 4,500 employees. Travel Kuz also operates nearly 30 motorcoaches and other specialty coaches for charter transportation.

In New York and Connecticut, Beacon partners with WE Transport and their associated brands Towne Bus Corp., VanTrans and VTC, to provide yellow school bus and special education school van transportation. WE Transport's 2,500+ employees operate 1,700 vehicles in New York and Connecticut. 150 of WE Transport's vehicles serve the New York City Schools. Beacon also partners with Leesel Transportation in New York, providing special and regular education transportation in the New York City area. Headquartered in The Bronx, Leesel runs 540 vans and just over 50 buses, serving the NYC Department of Education, as well as some other NYC pre-K and private school programs.

In Pennsylvania and New Jersey, Beacon partners with Easton Coach Company (ECC) and Palmeri Transportation providing student transportation to the suburban markets outside of Philadelphia, Newark and the Lehigh Valley and surrounding areas, as well as paratransit services to the greater New Jersey area, for more than 35 years. ECC boasts the sixth largest fleet among the industry's top 50 motorcoach carriers, with a fleet exceeding 700 vehicles, including about 650 paratransit vans, as well as luxury motorcoaches and 21-passenger minibuses. ECC's motorcoach charter fleet is the largest in the Lehigh Valley and features top-of-the-line luxury motor coaches expertly designed for safe, reliable, and comfortable travel. To expertly manage the fleet, both companies employ a staff of nearly 800 trained professionals. In addition in Western and West Central Pennsylvania, Beacon partners with Tri-County Transportation a school transportation provider that was established in 1964 to provide supplemental transportation to the Cambria Heights School District that later evolved to become an exclusive relationship that Tri-County is proud to serving today. Tri-County Transportation partners with seven school districts with seven facilities utilizing nearly 190 buses and is supported by its sister company Health Ride Plus a non-emergency medical



Background Information

transportation provider serving 16 counties in West Central Pennsylvania operating over 280 vehicles.

In Minnesota, Beacon partners with Transit Team, which serves the Minneapolis/St. Paul area under the Metropolitan Council contract. Transit Team has more than 750 employees and operates 850 vehicles, providing school transportation, paratransit, demand response, and ADA accessible transportation, including 365 24/7 operations.

In Illinois, Beacon partners with SCR Medical Transportation (SCR) and Alltown Bus Service providing school transportation services to the greater Chicagoland area and central Illinois. SCR also serves the Chicago community with their paratransit, demand response, and ADA accessible transportation services, including 365 24/7 operations in the City of Chicago for Pace, the Chicagoland transit agency. SCR operates 700 vehicles and has a team of more than 1,500 employees, while Alltown operates a fleet of 550 buses across six locations and has a team of 550 employees.

In Detroit Michigan, Beacon partners with DHT, an Alltown Bus Service subsidiary with about 75 yellow buses serving the Detroit Public Schools, Westwood Public Schools, and various charter schools in the area.

In Kansas, Illinois, Arkansas, Missouri, Louisiana, New Mexico, and Oklahoma, Beacon partners with the Kincaid Transportation Group. The Kincaid Group was founded in 1974 and is comprised of the Midwest Bus Sales and Leasing a Thomas Built Bus Dealer group, offering new and used buses, parts and service with dealership operations in Kansas, Illinois, Colorado, and Oklahoma and is the largest school bus dealership in the Thomas Built Buses platform. The Kincaid Group also operates over 1,000 school buses under the brand names DS Bus Lines, DS Bus Lines South, STS of New Mexico, and Crabtree Transportation and Coulter Transportation in Missouri serving 18 school districts with 12 operating locations.



Bid Special Ed. Out-of-District Student Transportation

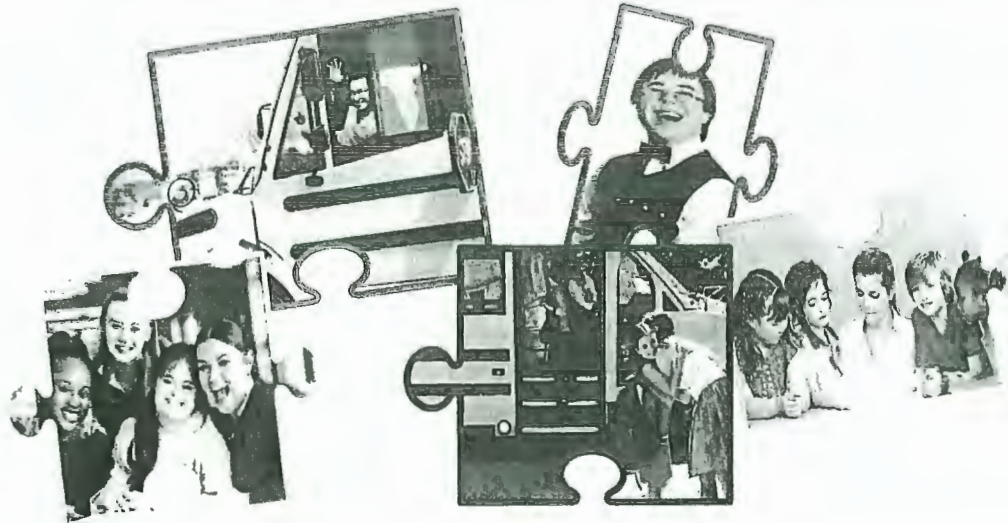
April 4, 2023 | 2:00 pm

In California, Arizona, Missouri and Wisconsin, Beacon partners with ADROIT, providing alternative student transportation services for special needs students, students with disabilities, McKinney-Vento, and non-public schools. ADROIT currently serves 40+ school districts.



Our Commitment

We are dedicated to providing those we serve with the opportunities, resources and support to confidently move ahead. We , , and that provide our communities with the mobility solutions they need to flourish



and succeed.

We care. We do the right thing. We collaborate. We have fun.



Background Information

The Benefits of Being Part of the Beacon Family

More than a solution provider, we are a

. An industry leader who understands your business, we care about your staff, your students, and your communities—

By outsourcing your pupil transportation, you can control your transportation costs and focus on what you do best – teaching our children. We are

as

10,000

Employees across 83 locations serving 22 states

500+

Contracts served

99%

Customer retention rate

7,100+

Vehicles

Core Purpose

MOBILITY WITHOUT LIMITS – Transporting people to live, learn and achieve.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Our Values

Our core values are truly the heart and soul of our company. These define who we are, acting as a beacon to guide us toward who we want to become.

importance we put on customers, and our communities.

, reflecting the : our Beacon team, our passengers, our




We care
Treat people with kindness
Offer help when you can
Keep everyone safe


We do the right thing
Act in good faith
Do what you say
Hold each other accountable


We collaborate
Ask for input
Be a great listener
Find solutions together


We have fun
Be yourself
Create connections
Celebrate success together



Background Information

Special Needs Student Services

Students requiring special services is a growing segment of the overall student population. As such, school districts and administrators can count on us to provide reliable, safe, and professional transportation to and from each student's program.

There are unique challenges in special education transportation, including time limits for travel, specific requests of the districts to meet the child's needs and particular vehicle requirements. Our company recognizes those challenges and has developed a collaborative transportation network to help school districts deliver their children to school in the most efficient, safest, and most cost-effective manner.

Our management team and local staff participate in both classroom curriculum, as well as an on-the-job training program covering all areas of special transportation, parent relationships and issue resolution, school district and administrator requirements, routing of students and billing.

Our drivers are trained and re-certified on a continuous basis, learning about managing student behaviors, bullying prevention, first-aid and CPR, and car seat systems, and safe vehicle operation.

Our vehicles are expertly maintained throughout their useful life and are among the newest in the industry. Whether the need is a mini-van, passenger van, specialized wheelchair van or automobile, or a fleet of modified yellow school mini-buses with various seating capacities, NRT has the correct vehicle to match your service needs adhering to all regulatory requirements. Our wheel-chair accessible vehicles feature air conditioning, privacy glass and have a spacious interior to allow comfortable "elbow room". The vehicles are equipped with two-stage motorized wheelchair lifts with sure-lock safety devices to ensure safe loading and unloading of passengers. Vehicle monitors are available, if required.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Our proprietary information technology platform provides a central location for all student, parent, district, and program information needed to service our student population safely and reliably, while providing the highest levels of responsiveness and information for our school districts and administrators. The result is a consistent, professional experience that reduces cost, time and risk for school districts and administrators.

Charter Bus Service

If your organization or school needs chartered bus service, we can provide the transportation you need. We have experience providing bus service for after school athletics, school field trips and summer camps. From small vehicles (weekday only) handling special needs to a full-size bus, we can provide the right vehicles, professional drivers, and cost-effective solutions for all your transportation needs.

Our Experience and Continued Success

We are a business.

. We foster a culture where everyone feels valued. We directly involve each employee in more decisions to support every individual to achieve his/her full potential. We prioritize our company culture and inclusion efforts making our employees feel that their needs are heard.

Customer Contracts

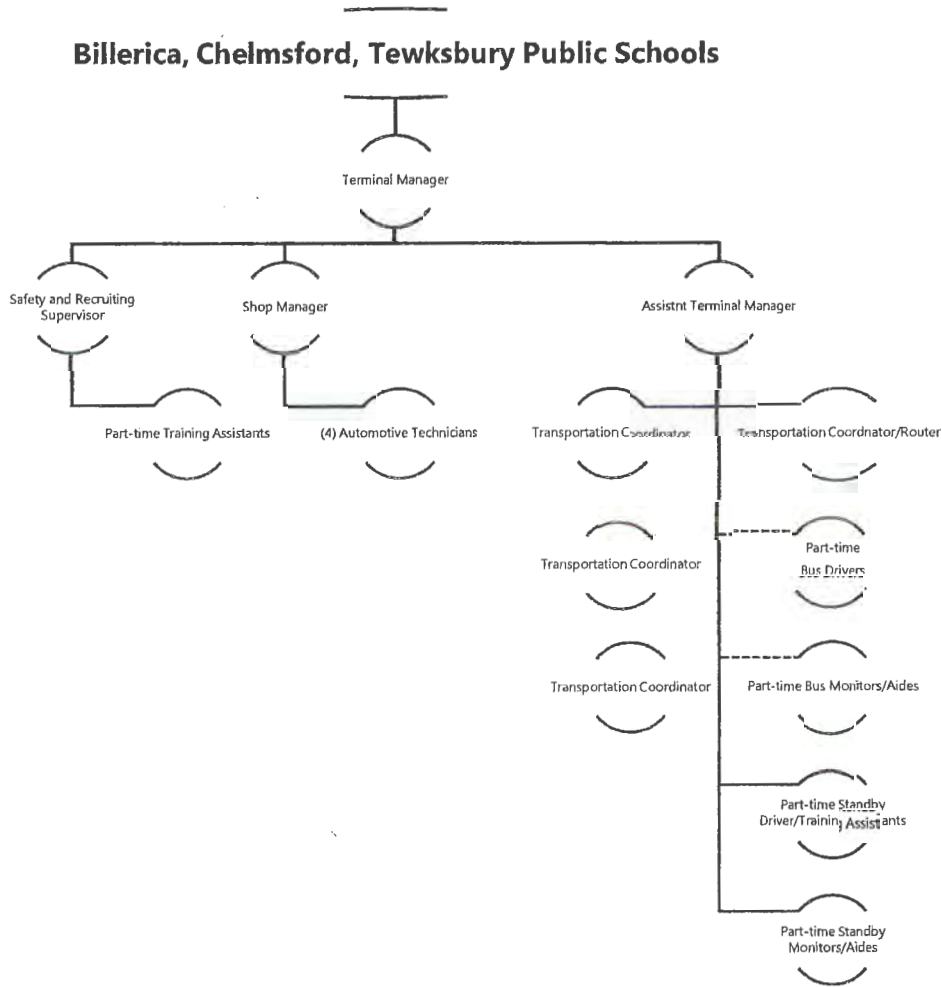
With our combined resources, our company has more than 500 school district contracts. We have provided a detailed list of Trombly's contracts, including any terminated contracts, at the end of this section. Please note that the *customer information is CONFIDENTIAL and only to be reviewed by your district*.



Background Information

Our Team Structure

The following is our projected organizational chart for your school district based on the needs of your proposal request.



Meet Your Experts

Local Staff



We're there when you need us.



WE Transport will provide management and support personnel who are fully trained and proficient in operating your transportation solution that accommodates the size and needs of your school district. We will implement a local staffing plan, directly supported by our regional employees and executive leadership, to oversee your operations.

We do not assign contract specific staff until an award has been made. Once we have been awarded the contract, we post openings both internally and externally. WE Transport's goal is to hire/retain the many talented and skilled staff currently serving your district should they



Background Information

meet your satisfaction. For this reason, we cannot provide resumes of the local staff with our proposal. We have provided the names and biographies of the regional and executive leadership staff on the following pages.

Local area management and staff responsibilities include:

Terminal Manager

Under the supervision of the Director of Operations, the Terminal Manager will lead and manage all facets of the local operations of the business. This includes the interface with employees, staff, customers, and passengers.

Detailed responsibilities include:

- Provide leadership, development, and guidance to all subordinate staff.
- Collaborate with other managers and staff members to formulate and implement policies, procedures, goals, and objectives.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, and government regulations.
- Routinely conduct staff meetings to encourage communication throughout the workplace.
- Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members.
- Monitor expenses, seek operational efficiencies, and find solutions to improve transportation services. Investigate trends, identify areas of improvement, identify metrics to measure efficiencies, and implement and monitor action plans.
- Well versed in district and other customer RFP requirements.
- Prepare documentation (i.e. incident reports, etc.) for the purpose of providing written support and/or conveying information.
- Oversee local maintenance team to assure proper vehicle maintenance, repairs, and DOT inspection scheduling.
- Oversee local safety team for employee recruitment and retention, safety related issues, disciplinary actions, safety meeting topics, and updates to safety training classes.
- Direct investigations to verify complaints with parent and school district representatives.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- ☛ Create strong customer relationships with various stakeholders amongst customer contracts.

Assistant Terminal Manager

Under the supervision of the Terminal Manager, the Assistant Terminal Manager will oversee day-to-day terminal operations; supervise dispatch staff; coordinate bus, driver, and attendant operations; manage administrative matters; interface with employees, staff, clients, and passengers. This position directly oversees more than one of the following daily operations at the location: driver workforce, routing and dispatch, overall vehicle activities, and day-to-day customer service matters. Their duties include all topics of those noted for the Terminal Manager with areas of focus delegated by Terminal Manager, and primary focus will be on day-to-day operations and routine customer communications.

Additional duties include:

- ☛ Oversee efficiency of routes and tracking through dispatch and routing tools.
- ☛ Oversee payroll functions.
- ☛ Prepare itemized invoices.

Shop Manager

Under the supervision of the Terminal Manager and Director of Maintenance, the Shop Manager is responsible to oversee all aspects of fleet, equipment, petroleum storage/dispensing, and shop facility maintenance.

Detailed responsibilities include:

- ☛ Oversees the supervision of all shop personnel and accurate processing of their timekeeping and payroll records.
- ☛ Works closely with Terminal Manager and Dispatchers to coordinate vehicle maintenance schedules.
- ☛ Monitors the availability of vehicles to meet the needs of each district serviced by the terminal.
- ☛ Advise the Director of Maintenance of vehicle and equipment status.
- ☛ Advise the Director of Maintenance of the status of fuel storage and dispensing equipment.
- ☛ Ensure the safe operation of the automotive preventative maintenance programs.



Background Information

- ☛ Oversee the inspection, repair and maintenance of all vehicles and related equipment.
- ☛ Maintain inventory of all parts, lubricants and equipment required for operation and maintenance of vehicles and facility.

Safety and Recruiting Supervisor

Under the supervision of the Terminal Manager, the Safety and Recruiting Supervisor is responsible for all facets of safety leadership, monitoring driver performance; investigating accidents and reporting all related activities; providing input for accident prevention, and oversees recruitment and selection of drivers and monitors and provides ongoing training and resources to employees following established company policies along with state, federal, and industry standards.

Detailed responsibilities include:

- ☛ Respond to and investigate all accidents and injuries in the specified location, on the road and at loading/unloading site.
- ☛ Administer and maintain company random drug/alcohol testing and post-accident and reasonable suspicion alcohol/drug testing in conjunction with DOT and company policies and procedures.
- ☛ Investigate all student incidents on the bus.
- ☛ Investigate employee injuries.
- ☛ Liaise with company personnel, clients, and passengers.
- ☛ Oversee Driver Defensives on each driver (including road evaluation) at least once during the school year. Initiate retraining, as needed.
- ☛ Investigate customer service complaints related to safety issues and take appropriate corrective action.
- ☛ Conduct road observations.
- ☛ Prepare documentation, reports, and other related assignments.
- ☛ Conduct monthly safety meetings.
- ☛ Develops and leads recruiting campaigns including advertising, job fairs, hiring events, etc.
- ☛ Tracks and follows up with applicants on credentialing and training needs.
- ☛ Maintains employee files and required credentialing.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Transportation Coordinator

Under the supervision of the Terminal Manager the Transportation Coordinator will coordinate bus, driver and attendant operations while interfacing with employees, staff, clients, and passengers.

Detailed responsibilities include:

- ☞ Understanding of the routes, distances, and travel times in the districts we and able to make independent decisions and exercise discretion.
- ☞ Coordinate and assign drivers, monitors, and vehicles using knowledge and good judgement regarding employee skills and performance.
- ☞ Maintain routes, assist drivers, and resolve schedule problems for the purpose of ensuring all routes are covered, detailed records maintained for monthly billing.
- ☞ Receive, record, retrieve and deliver messages accurately, clearly and pleasantly; routinely solve operational problems, while maintaining cordial, professional relations with parents, school administration, classroom staff, and all employees.
- ☞ Perform initial contact and subsequent follow up with guardians and school officials to gather and maintain accurate information on students.
- ☞ Review GPS for payroll accuracy and compliance.
- ☞ Communicate with automotive maintenance team for vehicle maintenance, repairs, and DOT scheduling.
- ☞ Communicate with Safety Supervisors for safety related issues, disciplinary actions and follow up training classes.
- ☞ Develop a deep understanding of the issues that our drivers face to promote growth and success. Understand and address the challenges they face.
- ☞ Develop and maintain a professional rapport with all of our customers which includes but not limited to; school districts, parents, special needs students (ages 3-22), and classroom staff.



Background Information

Transportation Coordinator/Router

Under the supervision of the Terminal Manager the Transportation Coordinator/Router, their duties include all topics of those noted for the Transportation Coordinator, an in addition they will be the primary coordinator of routing.

Detailed responsibilities include:

- ✎ Creates and maintains a master routing database and mapping of all routes.
- ✎ Coordinates with school district to ensure transportation policies and practices are followed and incorporated into the routing details.
- ✎ Regularly reviews GPS data and other operational trends to ensure timely and efficient routing.
- ✎ Ensures updates and changes are made to routes and follow up communication occurs with customer, families, and related drivers assigned.

Automotive Technician

Under the supervision of the Shop Manager and also reports to the Terminal Manager, the Automotive Technician performs preventive maintenance tasks and other tasks to keep the fleet in good performance and reliability ready for service availability. Performs repairs and mechanical work as needed in a timely and effective manner following safe practices, state and federal guidelines and industry standards working under minimal supervision.

Detailed responsibilities include:



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- Perform preventative maintenance and conduct repairs on fleet vehicles.
- Identify problems and test functionality of parts and systems of vehicles using diagnostic equipment and expertise.
- Provide detailed documentation on work orders and fleet software.
- Explain automotive repairs and issues and provide great customer service.
- Perform warranty repairs and claims processing as necessary.
- Willingness to learn with hands-on training.
- Obtain training and OEM certifications, state certifications, ASE certifications, etc. to enhance skills.
- Help keep repair shop safe, clean, and organized.

Our team of experienced, highly skilled mechanics ensures all vehicles are diligently maintained, carefully inspected and ready to roll for every trip.

Part-time Training Assistant

Under the supervision of the Safety and Recruiting Supervisor, the Part-time Training Assistant instructs new drivers and/or bus attendants/monitors on state and federal laws and regulations relative to driving a school bus or monitoring a school bus.

Detailed responsibilities include:

- Plan and implement training program for applicants.
- Train new employees on company policies and procedures.
- Teach basic training and annual refreshers.
- Certify new drivers and bus attendants in proper use of car seats, safety vests and wheelchairs.
- Conduct pre-service, re-training, CDL training, and mapping classes.
- Assist with road tests and associated paperwork.
- Conduct behind the wheel school bus driver evaluations.



Background Information

- ☞ Participate in monthly safety meetings.
- ☞ Other related duties as assigned.

Part-time Driver

We are dedicated to providing a superior level of transportation services to our schools, students and communities. Critical to our success is the performance of our drivers and monitors.

Detailed responsibilities include:

- ☞ Safely operate a motor vehicle, in accordance with all state and federal traffic laws, while driving school-aged children.
- ☞ Safely operate a variety of vehicles, including sedans, mini-vans, full size passenger vans, and wheelchair vans.
- ☞ Safely assist students as needed. This includes helping them enter and exit the vehicle, using the vehicle's lap and shoulder belts, and safely securing them in car seats and booster seats. Lifting may be required.
- ☞ Monitor student behavior to provide appropriate guidance, feedback, and direction when necessary.
- ☞ Report unsafe and inappropriate student behavior to management; follow directions and implement corrective steps as assigned.



Part-time Monitor

Detailed responsibilities include:



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- ☞ Safely assist students as needed. This includes helping them enter and exit the vehicle, using the vehicle's lap and shoulder belts, and safely securing them in car seats and booster seats. Lifting may be required.
- ☞ Monitor student behavior to provide appropriate guidance, feedback, and direction when necessary.
- ☞ Report unsafe and inappropriate student behavior to management; follow directions and implement corrective steps as assigned.

Part-time Standby Driver/Training Assistant

A standby driver/training assistant is on hand each school day without a permanent route assignment. They are on hand to operate routes in the event the regular driver is absent or for other circumstances.

Detailed responsibilities include:

- ☞ Able to operate each type of vehicle in the fleet.
- ☞ Familiar with district and school locations and able to read route directions, maps, take direction over the air from dispatchers and perform routes and trips as needed.
- ☞ They will conduct behind the wheel training, assist with driver recruiting, and provide training and mentoring to drivers and monitors.
- ☞ Provide assistance to the office on an as-needed basis.

Part-time Standby Monitor

A standby monitor is on hand each school day without a permanent route assignment. They are on hand to operate routes in the event the regular monitor is absent or to assist with other circumstances.

Detailed responsibilities include:

- ☞ Familiar with district and school locations and able to read route directions to assist.
- ☞ Assist with monitor training, assist with student discipline and interactions, and provide training and mentoring to monitors.
- ☞ Provide assistance to the office on an as-needed basis.



Background Information

Regional and Corporate Support Staffs

Our regional and corporate support staffs work directly with each of our locations by monitoring customer satisfaction, operational trends, safety statistics, employee relations and by supporting community involvement. At NRT, we pride ourselves on our personable client relationships through our open discussions, involvement with district board meetings, and regular visits for feedback and/or auditing procedures. Our regional and corporate support staffs will be available to your district along with the proposed onsite local team.

Our Regional Team



Tim Sheehan | SVP, Operations – New England

Tim Sheehan is the SVP of Operations for the Northeast for Beacon Mobility. Reporting to CÒO Westley Richters, Tim oversees the operations for all of our Massachusetts business, working closely with the VPs and Ops Managers in providing our New England customers with the first-rate service they have come to expect.

Before joining Beacon, Tim was the Regional Vice President for the Northeast Healthcare Division at Sodexo, where he was responsible for strategic accounts within the Northeast Region. Tim excels at leading complex technical and operational problem-solving teams and has a proven track record of success as a strategic business partner, change agent, and process improvement leader.

He has led a balanced team approach to managing his portfolio of business, resulting in six years of 100% client retention and significant new growth for the business.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Our Executive Leadership Team



Judith Crawford | Chief Executive Officer

Judith joined Beacon Mobility as the CEO in 2021. Formerly, Judith was the Chief Executive Officer of National Express Transit Corporation (a division of National Express LLC), where she was responsible for all transit operations in the United States and Canada, as well as the continued growth of the division through organic wins and acquisitions. At National Express Transit, Judith built and drove the vision of a customer-centric program that used the most innovative technologies to provide superior safety protocols, an exemplary customer experience, and exceptional operational performance.

Prior to National Express Transit, Judith served as Chief Financial Officer for National Express LLC, overseeing the financial direction of both the established student transportation business and the newly created transit operation. Before beginning her career with National Express, Judith worked as a chartered accountant for KPMG in the United Kingdom.

When not working, Judith enjoys outdoor activities including hiking and biking, and will sign up for any sporting challenge if it comes with a t-shirt.

A COMPANY THAT CARES

That positive attitude is reflected in our management style and in our employees' attitudes.

Safety. Service. Teamwork. Reliability.



Background Information



David Duke | Chief Commercial Officer

David joined Beacon Mobility in 2022 to oversee the company's commercial development and growth efforts. He has a proven track record in operations and business development and brings a proactive and strategic approach to management. David has held various leadership positions over the course of his career within multiple national transportation organizations, managing regional and national operations as well as business development in school bus transportation and consumer transit transportation. He brings more than 30 years' experience in passenger transportation with most recently, serving as CEO (and in an advisory role as CEO Emeritus) of National Express, LLC.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm



Westley Richters | Chief Operating Officer

After almost two decades in the transportation and logistics industry, Wes joined Beacon Mobility in 2019 as Chief Operating Officer. Prior to joining Beacon, Wes was divisional COO at National Express with responsibility for the eastern United States operations, and later a start-up division that served charter schools nationwide. Wes began his career at Hertz, working his way up from a management trainee role to Vice President of Zone Operations, providing leadership to more than 1,000 employees in multiple locations across the southeast.

Wes enjoys collaborating with others across the organization to provide the best service to the people that Beacon transports. When away from work, Wes enjoys time with family and friends and being focused on health and fitness. He and his wife enjoy their fur family and love to travel to new places near and far.



Background Information



Justin Grygiel | VP, Commercial Development

Justin joined Beacon Mobility as a Vice President of Commercial Development in February 2021. Justin comes to Beacon with over 25 years of progressive experience in transportation, and has held roles in operations leadership, customer service, and sales with other transportation companies including Laidlaw, First Student, and Durham School Services.

Justin has experience overseeing, developing leadership teams, and nurturing relationships with complex special education transportation customers and cooperatives that translates well with the growth initiatives at Beacon. He has spent a considerable amount of time planning the setup of locations to be outfitted to deliver high levels of customer satisfaction. Justin's experience in business development includes fostering new partnerships with school districts, collaborating to establish win-win contracts, transitioning school systems from self-operated to contracted transportation services, and opening new locations for new customers. Justin enjoys helping people and is dedicated to finding ways to add value to our partnerships with customers.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm



Kim Presutti | VP, Commercial Development

Kim joined Trombly Motor Coach in 2000 as a consultant supporting the charter program during the early days of the business. Less than a year later, she became a full-time employee, joining NRT when it had about 100 vehicles and three locations. Kim ran the charter department and took on various management responsibilities as the company grew to 10 locations and more than 1,700 vehicles. In 2012, Kim was promoted to Vice President and expanded her responsibilities to manage the bid process and support the CEO's growth plan. Upon the NRT merger with Van Pool, Kim took on expanded commercial responsibilities for Beacon Mobility.

Kim enjoys the team atmosphere at work and considers many of her colleagues to be family. Kim also enjoys time with her husband on their boat in Boston Harbor and cruising around the cape.



Background Information



Courtenay Casaccio | Chief People Officer

Before joining us at Beacon Mobility, Courtenay led the People Experience function for Midtown Athletic Clubs, where she was instrumental in fast-tracking a Workday implementation as a new Human Capital Management system across the company. Prior to Midtown, Courtenay spent almost 20 years at Stericycle, a global compliance company operating in over 20 countries with over 20,000 employees. During her tenure at Stericycle, she was actively involved in over 90 acquisitions. She also held many top leadership positions including the SVP HR, SVP Country Manager Canada, Corporate VP of IT, and VP of Inside Sales. As SVP HR, she was also responsible for the global culture and employee engagement strategy. Courtenay has a strong background in both IT and HR and focuses on driving business results, but she always has a strong people lens to ensure a results-driven and fun environment.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm



Kevin Kilner | Chief Safety Officer

Kevin joined Beacon Mobility as the Chief Safety Officer in December of 2021. Before joining the Beacon leadership team, Kevin served as the Vice President of Safety of National Express North America where he was responsible for the performance of the safety program at all transit and school bus operations in the United States. At National Express, Kevin drove significant improvements by leveraging innovative “on-vehicle” technologies with comprehensive data-management processes, positioning the operations to deliver an excellent customer experience.

Prior to the Vice President of Safety for U.S. Operations role, Kevin served as Vice President of Safety for National Express Transit, Area Director of Safety for the East Coast of National Express School Bus and location manager of school bus and transit operations for National Express and regional transportation companies from Charleston, SC to Buffalo, NY where he began his career as a driver in the para transit market.

In addition to his service to the commercial passenger transportation industry, Kevin is a self-proclaimed recovering musician who also enjoys spending time with his wife, children, and grandchildren.... and squeezing in the occasional motorcycle ride.



Background Information



Bill Griffiths | SVP, Fleet & Facilities

Bill joined the Beacon Mobily team as SVP of Fleet and Facilities Management in 2020. He brings over 28 years of experience leading teams in the Federal, State, and local governments, as well as the private sector.

Prior to joining Beacon, Bill held executive fleet roles at the Massachusetts Bay Transportation Authority (MBTA), Smithsonian Institution, Montgomery County, MD, the US Forest Service, and he is also a Veteran of the U.S. Air Force. Bill has been nationally recognized for his work in strategic planning, performance analysis, and maintenance operations, and in 2015 he was selected as National Public Fleet Manager of the Year.

In his free time, Bill loves working in his garage rebuilding classic trucks. He also loves being outdoors and hiking with his chocolate lab Daisy!



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm



Cor Van Dyk | Chief Financial Officer

With more than 20 years of financial leadership experience, Cor joined Beacon Mobility in 2019. Cor has a track record of partnering directly with operational leadership to deliver improved financial performance and enhanced operating productivity by focusing on sound commercial principles, efficient and accurate reporting, and clear communication.

Prior to joining Beacon, Cor began his career with PricewaterhouseCoopers. He later joined CEVA Logistics and held several financial leadership roles with increasing responsibilities. Cor brings an extensive array of skills in both business leadership and finance.

While Cor is originally Canadian, he has lived in the US for 19 years and recently became a US citizen. Cor lived in Florida and Texas prior to moving to Massachusetts and is a loyal Houston Astros fan.



Background Information



Sam Hayes | Chief of Staff

Sam joined Beacon Mobility in 2020 to oversee strategic growth and operational improvement initiatives. Working closely with functional leaders across the business, he helps drive the M&A process and leads the resulting integration efforts. He is also responsible for developing and implementing projects to create better experiences for our students and riders, improve efficiency, and ensure Beacon is leveraging technology across its portfolio. Sam is passionate about Beacon's mission of providing mobility solutions, particularly to children with special needs. Prior to joining Beacon, Sam was a consultant at Bain & Co. and served as an Intelligence Officer in the United States Navy. He is a graduate of Princeton University where he majored in Economics and received his M.B.A. from Harvard Business School.



Bid Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm



Andy Shooman | Chief Information Officer

Andy joined Beacon Mobility in 2019, providing leadership to all information technology efforts. Andy has more than 30 years of information technology and business management experience, including his role as Chief Operating Officer at Cybersheath International, LLC. Andy focuses on assisting the business team with transformation, strategy, and cost savings efforts across IT platforms and security. In addition, Andy leverages his knowledge and experience, combined with his strong negotiation skills, to assist with enterprise-wide procurement and sourcing strategies.

Previously in his career, Andy held various IT leadership positions in BAE Systems and American International Group. He also has extensive experience in commercial and federal IT outsourcing, and has worked in Europe, the United States, and Australia throughout his career.

Andy has a multi-national family – he is British, his wife is French, and their children are American. Andy enjoys time with his family and travel adventures.





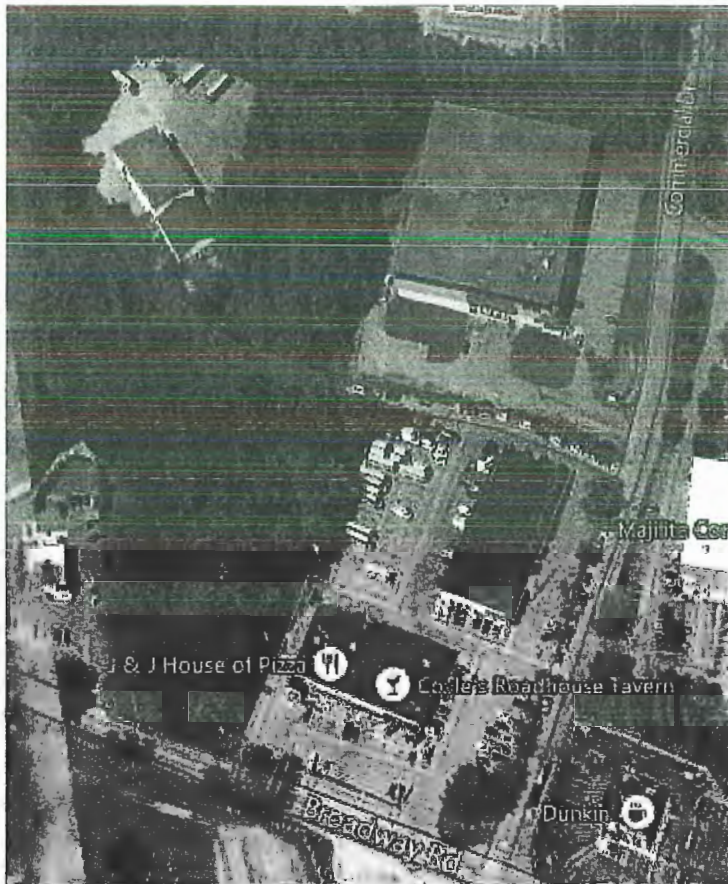
PART OF THE BEACON MOBILITY FAMILY

Facility

Our Locations

Our team is experienced in providing school districts with a wide variety of efficient, safe, and secure locations.

Our Facility



Trombly Motor coach operates from two locations – the dispatch is located at 16 Commercial Drive, while our maintenance is performed in the lower building..

MOBILITY WITHOUT LIMITS

Transporting people to live, learn, and achieve

Facility



We also have parking lot up the street off of Mcgrath Road.

Fuel

With our combined resources, Beacon Mobility operates more than 7,100 vehicles across nearly 100 locations serving 22 states. Our proposal includes utilizing a fuel truck on site for delivery and distribution. Through our strategic partners, we manage bulk our fuel program at a national scale to seek the best pricing available. Our strategic partners will assist to ensure proper permitting and equipment is arranged to support the fuel storage site, including, installation of



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

fuel tanks, pumps, safety barriers and monitoring equipment. Fuel cards will also be established to address offsite fueling needs for long distance trips and as a back-up to bulk delivery. For all fuel cards, NRT receives weekly electronic reporting containing the vehicle fueling information (date, vehicle ID, mileage, fuel dispensed, price per gal/total, and operator ID).

Fuel Inventory Systems

Our fuel inventory systems track the fuel usage of all our facilities and vehicles which allows each terminal to maintain a sufficient fuel supply to support operations for extended periods of time. Our bulk fuel storage supplies are electronically monitored for usage and to generate fulfillment of delivers in time to ensure a sufficient fuel supply is available at all times and to ensure the safest means available for the handling and storage of petroleum products.

Facility Safety Inspections

Periodic facility safety inspections are a vital part of our overall safety compliance program to ensure the safest work environment possible for employees and other persons visiting our facility by identifying unsafe conditions and physical hazards prior to the occurrence of a loss, and by removing the unsafe condition or physical hazard from the workplace.

Facility safety inspections are conducted monthly by location management and biannually by the safety management team. Findings are documented and corrective actions are developed to address any deficiencies and documented on a safety action plan.

Environmental, Social, and Governance – Alternative Fuel Vehicles

Environmental, Social, and Governance (ESG) is at the core of everything we do at Beacon Mobility. Our focus on safely transporting high needs students and adults fulfills an essential social mission, but we're also investing heavily to make our operations more sustainable to benefit the students and communities we serve. In October 2021, we set a goal to transition at least 2/3 of our fleet to electric or alternative fuel vehicles by 2031. We are scheduled to start our first pilot of 10 fully electric Type C buses in Massachusetts this summer. Additionally, we expect to have 75 hybrid electric Type A buses deployed across New York and Massachusetts and 50 hybrid electric special needs vans deployed in Massachusetts before the start of the 2022-2023 school year. We plan to grow these numbers substantially each year moving forward as we work toward our 2031 goal. We are also evaluating technologies to reduce emissions from our existing internal combustion fleet and expect to begin deploying those technologies in the next 1-2 years.



Facility

Beacon is also working with a leading ESG consultancy to establish a baseline for our Scopes 1 and 2 greenhouse gas emissions so that we can continue to reduce our carbon footprint through more efficient facilities and reducing waste.

As a future enhancement, we would be pleased to discuss the opportunities to collaborate and make plans to provide electric vehicles and infrastructure for your district.





Financial

Beacon Mobility Corporate and Financial Overview

Beacon Mobility is the parent company to a growing family of regional transportation companies. Beacon's partner companies currently operate in more than 20 states under their local brand names. Across all companies, Beacon operates more than 7,100 vehicles and employs nearly 10,000 team members.

For its most recent fiscal year ended June 30, 2021 (and prior to the acquisition of Palmeri, Travel Kuz, Alltown, DS Bus, Midwest Bus, and Tri-County Transportation), Beacon Mobility reported revenue of \$601 million and EBITDA of \$122 million. For the current year and based on today's run rates, Beacon projects revenue of \$965 million and EBITDA of \$195 million. Please visit <https://gobeacon.com/about-us/> to learn more about Beacon Mobility.

Our Overall Capabilities and Stability

Our recent combination with Beacon Mobility further strengthens Trombly's financial position and balance sheet.

Trombly Motor Coach, Inc. – through Beacon Mobility – maintains strong banking relationships to facilitate our capital needs, cash flow and operations.

We have not missed any debt obligations, nor has the business ever had poor financial health. Our company has never defaulted on any obligation, nor are there any financial or operational issues that would impede our ability to operate this contract. We have repeatedly shown through our entire company's history, that we have the capabilities and stability to fiscally manage and monitor contracts of this nature and size.

MOBILITY WITHOUT LIMITS

Transporting people to live, learn, and achieve

Defaults / Litigation

Trombly Motor Coach, Inc. has never defaulted or otherwise materially breached any loan or financing agreement, nor has any Company affiliated by ownership or otherwise. At this time, there is no pending litigation to include bankruptcies, decrees or judgements against Trombly Motor Coach, Inc.





Personnel and Safety

Committed to Going the Extra Mile

We Put People First

Our family of companies are committed to the safety and well-being of our customers. Experienced, compassionate, and inspired, we take pride in our ability to create customized, mobility-based solutions that help our customers to get where they need to go.

Our People

Our team understands the unique challenges of serving people of all ages and abilities and brings the specialized knowledge and know-how to meet their needs.



All candidates must pass background and reference checks, drug screening, fingerprinting and an in-person interview.



Our rigorous training programs exceed both state and federal requirements. We hold ourselves to a higher standard.



Polite, courteous, and respectful, our team strives for the highest level of professionalism.



We utilize a common language around safety that is understood and practiced by everyone in the company.

MOBILITY WITHOUT LIMITS

Transporting people to live, learn, and achieve

Personnel and Safety

Our Approach

Special Needs Expertise

Ensuring student safety is our top priority. We understand the unique challenges of transporting special needs and homeless students and have the specialized knowledge and know-how to meet them.

Through our formal training program, we ensure that our drivers not only have technical, equipment, and emergency skills needed; but also know how to be sensitive to and effectively manage the different physical, cognitive, and behavioral needs of students. We want to help make sure that every school day starts and finishes on a positive note.

Hiring and Training Summary

Our Commitment

We are dedicated to providing those we serve with the opportunities, resources and support to confidently move ahead. We support safe, compassionate, and inclusive environments that provide our communities with the mobility solutions they need to flourish and succeed.

At TROMBLY MOTOR COACH, we believe that recruiting and retaining highly skilled and qualified staff is essential to our success. We continue to develop new recruitment strategies to appeal to the most professional and safety-conscious individuals to work as drivers, driver assistants, auto technicians, dispatchers, and support staff. Our experienced recruiters utilize proven recruitment strategies that include media advertising, online website applications, open houses, referrals, and sign-on bonuses to identify candidates.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

We have also broadened our advertising strategies through more print media options like full-page ads in newspapers, flyers and direct mailings, outdoor signage and social media outlets. Our recruiters screen hundreds of applications and interview approximately 30 applicants per week during which an objective assessment is made and details of their job applications are screened for experience and creditability.

Our automotive technicians and dispatch staff are also required to participate in the company drug and alcohol testing program and receive many of the same training that is required of our drivers and monitors/driver assistants. We encourage our technicians to pursue the Automotive Service Excellence (ASE) certifications, to further enhance their professional portfolio and become a more educated technician that's better equipped to service our fleet and ensure a safer vehicle for our riders.

We interview all candidates prior to hire to ensure a culture fit. Part of our company values are " " and " ", we ensure all new candidates understand our values and encourage them to live them each day. Individuals who fail to meet our standards are removed from service. In addition to instilling our company values in our new hires,



We Put People First –
We Support a High-Performance, Knowledge-Based Workplace



Personnel and Safety

TROMBLY MOTOR COACH is compliant with all screening requirements set forth by federal and state agencies.

Diversity

At TROMBLY MOTOR COACH, we strive to make diversity and inclusion an integral part of how we do business. We're proud that our drivers are made up of all backgrounds. It is because of this diverse mix of people — with their own unique perspectives — that gives our company a strong competitive advantage.

Our company is committed to creating a diverse and inclusive workforce where every member of the team truly feels like they belong. Diversity is at the core of our people strategy and is embedded in each of its four steps (talent acquisition, retention, development, and advancement). We are proud of our current diversity statistics — 60% of our workforce is racially diverse and 58% of our employees are female — but have programs in place like Beacon University to equip employees with skills needed for promotion and a new talent management department focused on employee development to make sure our leadership team is equally diverse moving forward. We have set Beacon-wide goals to have 50%+ gender and racial diversity at manager and above levels by 2031. Furthermore, we are targeting that a full 2/3 of all promotions to manager and above come from within. We strongly believe that diverse, long-tenured teams enable us to serve our customers and students most effectively.

Driver and Monitor/Driver Assistants Recruitment and Retention Program

Employee Selection

We hire staff, regardless of position, using a proven model to guide our interview team to ensure proper screening and selection of applicants. We require that applicants for all positions complete a structured employment interview as part of the hiring process.

We have developed a guide that provides step-by-step instructions for conducting the structured employment interview. It is designed to provide recruiters with a sense of confidence that they can conduct the interview in a flawless and professional manner.

The structured interview kit includes the following to be used during every interview:



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- 🔊 The exact questions recruiters should ask during the interview and each question is numbered consecutively.
- 🔊 The rating scales used to score each question are included and recruiters used to guide notetaking during the interview, which enables us to effectively rate the applicant when the interview is complete.

A full training session is conducted for all interviewers to ensure the proper use of materials and the structured interview process, making the interview process flow smoothly.

Structured interviews are good predictors of job performance because the interview questions are directly related to job requirements. Whether it be for IT specialist, reservationist or facilitators, the structured interviews are conducted the same way with all applicants to enhance hiring practices, maintain consistency and fairness, and to reduce the risk of litigation if the hiring decisions are challenged by an applicant claiming differential treatment during the interview.

The following procedures **must** be followed to ensure the interview is conducted consistently and fairly for all applicants:

- 🔊 Interview questions must be based on job requirements and derived directly from performance criteria stated in the job description
- 🔊 Interview questions should be behaviorally based, focusing on behaviors the applicant performed in past situations relevant to the position
- 🔊 Every applicant must be asked the same interview questions for the same or similar positions
- 🔊 The interviewers must take detailed notes and document responses to interview questions

The structured interview process is divided into three parts:

1. Pre-Interview
2. Conducting the Interview
3. Post-Interview

Pre-Interview

Interviewers are trained to ensure proper preparation prior to meeting with the applicant by following these steps:

- 🔊 Interviewers review the Structured Interview Guide as necessary
- 🔊 Interview tools are gathered in preparation



Personnel and Safety

- Our interviews are scheduled with sufficient time for the interview. Time immediately after the interview is also scheduled for rating the applicant's responses and calculating the interview scores. Recruiters set aside at least one hour per applicant.
- Interviews are scheduled for a time and place that avoids interruptions.
- After a review of the applicant's job application, recruiters take note of "red flags" or follow-up areas such as gaps in employment history, and refer to the "Legal Questions Reference Guide" in the interview material appendix to review the proper way to ask legally sensitive questions.
- Having thoroughly reviewed the job description, recruiters must also be prepared to answer any basic questions about TROMBLY MOTOR COACH and the specific job, such as work schedule, salary, and company benefits.

Structured Interview

The second part of the structured interview process is to conduct the interview. Interview questions have been prepared on laminated sheets for recruiters' reuse. Recruiter materials include a scoring pad.

The structured interview consists of questions designed to measure key behaviors required of successful TROMBLY MOTOR COACH employees. Recruiters will take careful, detailed notes on the applicant's responses, but will not rate responses until after the interview.

Our structured interview approach for specific positions measures job-related competencies or dimensions.

The next chart highlights the competencies addressed in the structured interview process for the Driver and Monitor/Driver Assistants position:

Driver & Monitor/Driver Assistant	
Structured Interview Approach Addresses Competencies and Job Dimension	
Competency/Dimension	Attributes Related to Competency and Dimension
Compliance	<ul style="list-style-type: none">■ Relies on established procedures when faced with uncertainty■ Appreciates having rules to guide behavior■ Recognizes consequences of failing to abide by rules■ Follows rules even when conflict with own personal agenda



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Driver & Monitor/Driver Assistant

Structured Interview Approach Addresses Competencies and Job Dimension

Competency/Dimension	Attributes Related to Competency and Dimension
Response to Stress	<ul style="list-style-type: none">■ Handles ambiguous or novel situations effectively■ Maintains expected levels of work performed during periods of high stress■ Carries out an effective course of action despite pressure or anxiety■ Remains rational and objective during conflict and tension
Safety Orientation	<ul style="list-style-type: none">■ Views self as being in control of behaviors and unsafe acts■ Values and follows safety precautions■ Recognizes and avoids potential hazards■ Takes responsibility for personal safety and the safety of others

Staff Continuity and Retention

Careful planning takes place to ensure our customers have staffing consistency. Continuity means you know your team and they know you—there is no need to repeatedly explain background and history and why you do what you do. It enables us to focus on substantive issues rather than onboarding concerns and fosters strong working relationships among our personnel.



We pro-actively plan for succession, accounting for those team members who may be promoted or leave TROMBLY MOTOR COACH. We commit to upholding the overall integrity of the team structure and plan for normal attrition.

The two major reasons for turnover in services organizations are normal attrition and staff transfers. While we cannot eliminate normal attrition, we have taken the following steps to minimize it: providing clearly defined human resource policies, work-life balance programs, diversity and inclusion initiatives, staff training and development programs, career counseling, and a competitive benefits package.



Personnel and Safety

Employee Performance, Communication, and Retraining

Through our experience as a transportation service provider, TROMBLY MOTOR COACH has learned that our customers' experiences are achieved by delivering services with teams that possess an in-depth understanding of business and the technology that supports the operation.

Accordingly, we are proposing a team that consists of people that:

- Have deep transportation experience
- Possess the business acumen and understand the intricacies of the transportation industry
- Understand the technology to meet your district's requirements

By proposing a team that has the best balance of experience and skills required to complete the work associated with this project, we are confident in our ability to continue to deliver transportation solutions that meet your expectations.

In-Service Training (Safety Meetings)

These classes are set up to coincide with the monthly topics on the 10-4 board and include an opportunity to have a round table discussion with management members of the safety team.

Topics included cover operating issues and refresher training topics. Examples of some of the topics we choose are Railroad Grade Crossing Procedures, Loading and Unloading Passengers, following Distance, and Backing Procedures.

Performance Monitoring and Assessment Tools

Many of our field supervisor observations are directed at employees that we suspect are failing to properly assist passengers or who have had recent camera coaching or "How's my Driving?" referrals. In addition, every driver will be evaluated for driving skills once per year. During the evaluation, behavior issues that a driver might develop are identified and training given on how to correct the behaviors.

We believe that our incentive programs and recognition for safe driving have helped us to retain drivers thereby giving us a more experienced driver that is vested in the mission of our organization.



Drug and Alcohol Testing Program

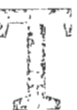
TROMBLY MOTOR COACH provides a vital service for the public. To ensure that this service is delivered safely, efficiently, and effectively, each employee of our organization has the responsibility to perform his/her duties in a safe, conscientious, and courteous manner.

The purpose of our Substance Abuse Policy is to establish guidelines to maintain a drug and alcohol-free workplace and to reduce the probability of accidents or incidents related to the use and/or misuse of alcohol and other drugs by employees so that our services are delivered safely, efficiently, and effectively.

Our policy outlines four principles as a means to achieve our goal of providing a workplace free from the effects of drug and alcohol use and/or misuse for its employees.

The four (4) principles are:

1. **Deterrence** – This principle emphasizes deterrence from the use of drugs and alcohol in the workplace.
2. **Treatment and Rehabilitation** – TROMBLY MOTOR COACH maintains an Employee Assistance Program ("EAP") to assist employees with personal problems, including those surrounding the misuse of drugs and alcohol. We support rehabilitation before an employee's job is in jeopardy.
3. **Detection** – Toward this end, we employ six (6) FTA-mandated drug and/or alcohol tests in the following circumstances: pre-employment, reasonable suspicion, post-accident, random, return to duty, and follow-up. Additionally, separate from any FTA requirements, we mandate that all employees covered by this policy submit to a drug and alcohol test based upon a physician's objective medical judgment, to satisfy EAP requisites, and certain pre-employment, post-accident, reasonable suspicion and return to duty situations not otherwise covered by the FTA regulations.
4. **Enforcement** – Policy enforcement is essential if deterrence, rehabilitation, and detection are to be successful. Accordingly, the failure to properly report the use of medically authorized drugs, the use of illegal drugs, the manufacture, distribution, dispensing, possession, or use of a drug or controlled substance contrary to the terms of this policy, and the use or possession of intoxicants contrary to the terms of this policy are prohibited. TROMBLY MOTOR COACH adheres to a ZERO Tolerance policy for the misuse of alcohol or illegal drugs.



Personnel and Safety

Prohibited Drugs and Behavior

Pursuant to the FTA regulations, all persons covered by this policy are prohibited at all times from using any of the following five (5) substances: marijuana; cocaine; opioids; amphetamines; and phencyclidine. Covered employees may be tested for drugs at any time while on duty.

Pursuant to the FTA requirements, each employee covered by our policy will be required to submit to drug testing administered in accordance with any of the following circumstances: pre-employment; post-accident; reasonable suspicion; random; and return to duty/follow-up.

All employees covered by our policy are prohibited from reporting to duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.

Under FTA requirements, each person covered by this policy is subject to alcohol testing while performing any safety-sensitive function, and immediately after performing any safety sensitive function.

No TROMBLY MOTOR COACH supervisory person having actual knowledge that a covered employee has an alcohol concentration of 0.02 or greater shall permit the employee to perform or continue to perform safety-sensitive functions. In the event of a positive alcohol test result the employee will be removed from service and subject to TROMBLY MOTOR COACH 's Zero Tolerance disciplinary procedures.

The foregoing applies to both FTA-mandated and TROMBLY MOTOR COACH -mandated testing. Enforcement:

- ☛ TROMBLY MOTOR COACH has adopted a policy of ZERO Tolerance for positive test results and breath alcohol concentrations of 0.04 or greater.
- ☛ An applicant/employee who has a verified positive drug test result or refuses to submit to a drug test will be refused employment with TROMBLY MOTOR COACH or removed from service immediately.
- ☛ They will be provided with SAP information.
- ☛ An employee who has an alcohol concentration of 0.04 or greater will be immediately removed from service.
- ☛ They will be provided with SAP information.



Driver Training

Our driver training program is a first step for all new employees. Not only does each new employee receive the technical training they need, but they also begin to understand our company's way. Part of our company way is learning that first and foremost, we are a **SERVICE** organization. We work with and for our school districts, educational programs, parents, families, and students. Our company training program is the



and sets the stage for each employee to represent TROMBLY MOTOR COACH in the field.

We offer _____ and _____. Our employees are:

- 🔧 **Considerate:** We care about each team member and provide opportunities for growth and development.
- 🔧 **Compassionate:** Empathetic in nature, we encourage work-life balance and value our employees and their families.
- 🔧 **Supportive:** We support a high performance, knowledge-based workplace in which our people feel appreciated, empowered, and valued.
- 🔧 **Inspired:** We work hard, but we have fun along the way!



Our drivers and monitors are role models for their students and passengers they transport each and every day!

Our classroom training and behind-the-wheel training programs educate and ensure that we are hiring only the most qualified individuals. We give each of our driver applicants a comprehensive in-person interview, a detailed driving skills assessment, and perform a motor vehicle record review (MVR).

Our driver rewards and incentive programs help us to retain the most experienced drivers in the industry — drivers that are fully vested in TROMBLY MOTOR COACH 's unparalleled quality and safety standards.

Please refer to the end of this section for our employee and driver training manuals.



Personnel and Safety

Driver Training Program

TROMBLY MOTOR COACH's training program is aimed to develop a workforce of **qualified** and **safe** drivers through a culture of safety awareness and high standards of excellence.

Our training program is tailored to provide individuals with approximately 20-25 hours of classroom instruction, 20-25 hours of behind-the-wheel instruction, and six (6) hours of special needs classroom and two (2) hours hands-on training. Some individuals may require additional training.

We take pride in providing a very detailed description of our training program in the sections to follow, which covers all aspects of the driver's job duties, including general approaches to assisting passengers; sensitivity in physical, cognitive limitations, and behavioral areas; customer courtesy; safe and professional driving; and handling emergencies.

Subtle differences exist in the actual training material utilized by transportation providers. TROMBLY MOTOR COACH emphasizes the quality of our trainers and follow a structured schedule that we have found to be successful.

Our classroom training and behind-the-wheel training programs educate and ensure that we are hiring only the most qualified individuals.

Key principles and concepts are delivered through self-directed computer-monitors/driver assistants d courses, delivered through the use of a central server, DVD-ROM or flash drive, depending on the volume of media and file size.

To support learning while providing additional job-aids, each new employee receives their study guide, which includes outlines of the key points for each subject, quizzes, frequently asked questions (and their answers), and a Journal to document experiences, challenges, and questions encountered during their first six (6) months of employment.

Driver Requirements

All drivers hired for your district's contract by TROMBLY MOTOR COACH will:

- Be at least 18 years old and have good moral character
- Meet all existing and/or future Board, city, state, and federal requirements for substance abuse testing



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- ☛ Meet all physical requirements
- ☛ Be competent, reliable, and be qualified by experience and training to serve as a driver
- ☛ Ensure that students are transported safely and that they are never left unattended
- ☛ Ensure that students are properly secured in rear seats
- ☛ Complete and pass a full criminal background check
- ☛ Have no reckless driving charges within three (3) years; tickets for 25 mph over speed limit within the past three (3) years
- ☛ Have no DUI
- ☛ Have maintained their driver's license for at least two (2) continuous years

CDL and State Regulations

Our company is fully committed to compliance with all federal, state, and local safety regulations. Every one of our drivers holds a valid Commercial Driver's License (CDL). Our certified examiners ensure that all our drivers are compliant with all state requirements.

School Bus Driver Training Course

TROMBLY MOTOR COACH utilizes a fully integrated program designed by the School Bus Safety Company (SBSC).

For over 20 years, the experts at SBSC have been designing award-winning school bus driver training programs with a single purpose – . This breakthrough series of
school bus safety video programs and study guides are designed by a team of performance improvement experts with specialties that include fleet operations and safety, industrial psychology, instructional design, and media production.

The driver training course is comprised of 25 integrated topics ranging from pre-trip inspections to defensive driving to student management, plus a final exam. This is a complete training system aimed at developing professional school bus drivers. This training includes all the practices to meet ELDT requirements.

The driver training course is comprised of 26 integrated topics that cover almost everything a school bus driver needs to know to do their job the right way, the first time, every time. When used as

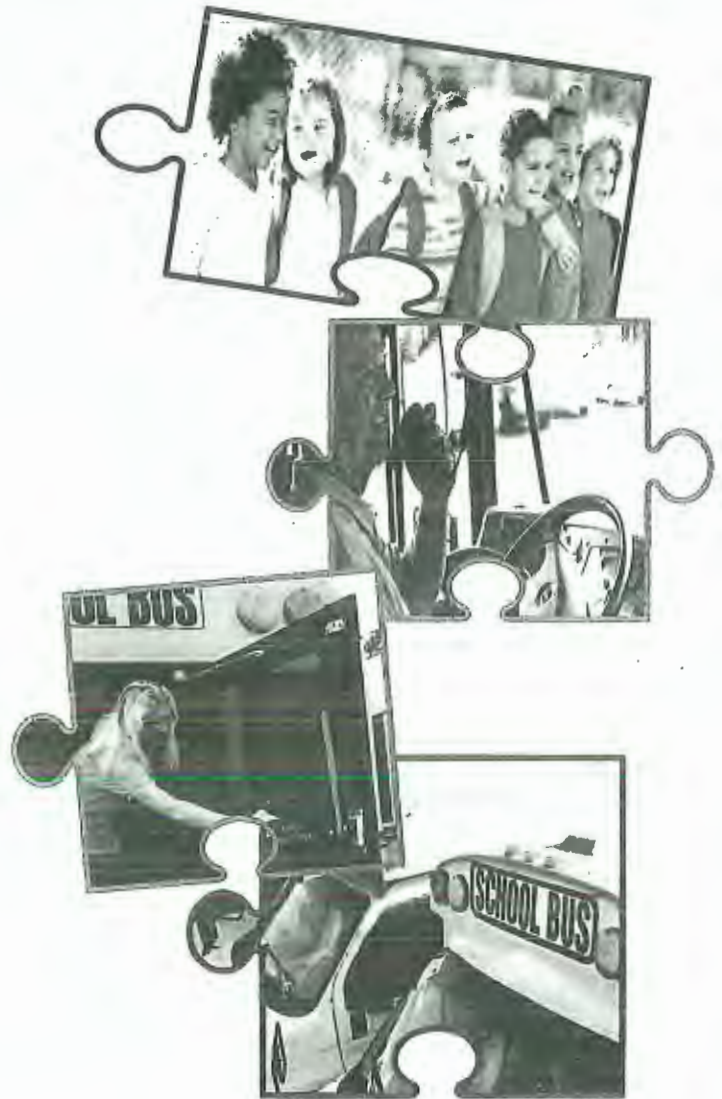


Personnel and Safety

explained in the guides, this course will change the behavior of your drivers and help them to remove or reduce risk and provide a superior level of service and improve school bus safety.

Subjects covered under each function:

- ☛ Safety and Defensive Driving
 - Safety Best Practices
 - LLLC Defensive Driving
- ☛ About the Bus
 - Meet The Bus
 - Pre & Post Trip Inspections
 - Mirror Adj & Ref points
 - Check Your Brakes
- ☛ About Driving Situations
 - Intersections
 - Safe Backing
 - Railroad Crossings
 - Danger Zones
 - Pedestrian & Bicycle Safety
 - Adverse Conditions
 - Mountain Driving
- ☛ About the Driver
 - Driver Fatigue
 - Driver Distractions



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- Preventing Harassment
- Drugs & Alcohol
- 📁 About the Children
 - Safe Bus Stops
 - Student Management
 - Extreme Student Behavior
 - Sleeping Children
 - Power Lines
 - Preparing Students to Learn
- 📁 When All Else Fails
 - Emergency Evacuations
 - Post-Accident Procedures
 - ELDT Supplement
 - Final Exam



The Trainer Certification Process

The Trainer Certification Process covers everything a trainer needs to know. This includes a number of demonstrations of commentary driving the most effective Behind-The-Wheel training.

The trainers are the gatekeepers to the quality and safety of your transportation. They have the greatest influence on the drivers in everything they do and say and how they say it.



If you follow every action plan and document every action step, you'll be in compliance. It's that simple.

*Jeff Cassell, President
School Bus Safety Company*



Personnel and Safety

The Need:

Trainers play a vital role in your overall success, but great operators don't always make the best trainers. Training requires different skills. The Trainer Certification Process is a complete toolkit that helps you interview, test, promote and prepare your best candidates to become professional driver trainers.

Usage:

- 🔧 To identify good trainers
- 🔧 To train new trainers
- 🔧 To refresh training for existing trainers



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

This course includes instructions on understanding the hard and soft skills of trainees and explains the many techniques to teach knowledge and skills. The course also explains the challenges of trying to change the trainee's soft skills – their Values, Motivations & Personality.

Comprehensive Course Includes:

- 📖 Manager's Guide to Trainer Selection & Development
- 📖 The Trainer Selection Process
- 📖 Minimum Qualifications
- 📖 Written Exams
- 📖 Skills Proficiency Assessments
- 📖 Structural Interviews
- 📖 Three Development Courses
 - ➡ Learning Basics
 - ➡ Coaching the Adult Learner
 - ➡ How to Train a Professional Operator

Transporting Students with Special Needs

The School Bus Safety Company has created a comprehensive training program to help the driver provide the most professional service possible.

Our Transporting Students with Special Needs School Bus Safety Video has just been re-created and updated. The new course follows a Safety Management System that makes the desired behaviors easy to understand and apply.

Safely transporting students with special needs has many challenges. This course has been created to train drivers and monitors what they need to know to help safely transport these

Safety starts with our hiring and training programs, and we take pride in our commitment to go above and beyond the minimum requirements.

These high standards allow us to employ some of the best drivers, monitors/driver assistants, automotive technicians, dispatchers, and support staff in our industry.



Personnel and Safety

students. The training is provided from eight video-based programs that are interactive through questions and discussion points.

The course includes:

- 📺 Eight (8) video-based training programs:
 1. Overview & Legislation Requirements
 2. Roles & Responsibilities of the Monitors/Attendants
 3. Transportation Challenges
 4. Types of Special Needs
 5. Lifts & Mobility Devices
 6. Securement
 7. Balancing Specialized Needs
 8. Emergency Evacuation
- 📺 Guide on How to Use the Course
- 📺 Trainers Guide
- 📺 Driver and Monitor Study Guide
- 📺 Safety Management System Poster
- 📺 Reference Guide
- 📺 Final Exam
- 📺 Certificate of Completion

All the training seeks to persuade drivers and monitors to apply the behaviors on the right side the Safety Management System Poster and avoid the behaviors on the left side.

Transporting Students with Special Needs Safety Management System

<i>Mission</i>	<i>Vision</i>	<i>Values</i>
Remove or Reduce Risk	Do It Right, the First Time, Every Time	No Unsafe Behaviors
Hazard Identification	Hazard Mitigation	
<ul style="list-style-type: none"> Taking actions without informing the student first Failing to request permission before moving the student Wheelchair facing the bus on the lift Failing to secure the lift belt Not holding the wheelchair while lift is rising Positioning wheelchair off-center between restraints Chair securement straps loose Improper angles for securement straps Incorrect placement of securement hooks Improper fixing of student restraints Allowing bullying and teasing Leaving students unattended at stops Emotionally agitated student Student in need of medical attention 	<ul style="list-style-type: none"> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 	<ul style="list-style-type: none"> Always explain to the student what you are going to do Ask for student's permission before moving them Back wheelchairs onto the lift Always secure the lift belt Keep one hand on the wheelchair as lift rises or lowers Center wheelchair between securement anchors Make sure securement straps are tight Securement straps must be between 45° and 60° Only attach securement hooks to frame members Make sure student restraints are correctly fitted Monitor and prevent bullying and teasing Never leave student unattended on sidewalks Stay calm, speak calmly and be patient Provide assistance as you are able and as BSAI



Professionals apply these practices every day



Bid - Special Ed. Out-of-District Student Transportation

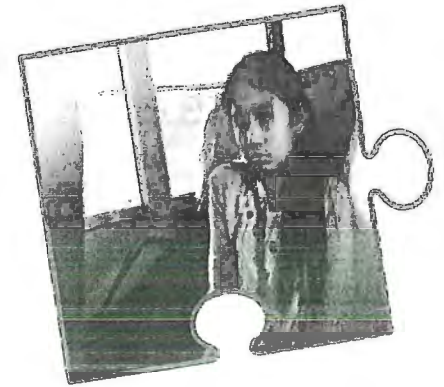
April 4, 2023 | 2:00 pm

Bullying Prevention on the School Bus

Help your drivers recognize bullying and know what they can do to prevent bullying and teasing.

Stop Bullying

This course will help your drivers understand the difference between conflict and bullying. They will know how to set the stage for a bully-free bus, how to recognize bullying, and know what they can do to stop bullying and teasing.



Three subjects:

- 📖 Bullying – How Do I Recognize It?
- 📖 Bullying – What Can I Do About It?
- 📖 Handling Bullying Situations

Driver Trainer Instructors

- 📖 Qualified instruction is critical in the training of employees before approval to be released and provides quality and safe service to our customer base.
- 📖 Our company has minimum qualifications for our training staff, which all must meet or exceed, before being allowed to train new candidates.
- 📖 As a minimum, TROMBLY MOTOR COACH 's Classroom Instructors have at least (2) years of professional driving experience and at least (1) year of supervisory or management experience.

Classroom Instructor Qualifications

- 📖 Classroom Instructors must have at least two (2) years of professional driving experience and at least one (1) year of supervisory or management experience. Also, Classroom Instructors must possess the following qualifications:
- 📖 A license and relevant certifications applicable to the type of vehicles and or service being taught.
 - ➡ Demonstrated proficiency in the delivery of the SBSC and LLLC materials
 - ➡ Successful completion of supervisory level drug and alcohol training
 - ➡ Successful completion of a train-the-trainer program



Personnel and Safety

Behind-the-Wheel Instructors (BTWI)

BTWIs are responsible for developing driver trainees into professional motor vehicle operators by teaching, monitoring, and communicating safe driving practices while maintaining superb service delivery. These instructors are handpicked by the training department and are only considered after demonstrating an impeccable safety and performance record.

BTWIs must be employed with the company for more than one (1) year and meet the following standards:

- No preventable accidents in the last three (3) years
- No substantiated complaints regarding discourtesy
- No more than four (4) attendance points in one year
- Compliance with policies regarding professional neat attire and full uniform compliance
- Interview with and approval from TROMBLY MOTOR COACH executive management

BTWIs are assigned to mentor and perform all needed retraining for drivers for up to one (1) year from the date the driver is placed in service.

- For the first year of a new hire's career, the BTWI will periodically check and review progress based on the final performance assessment versus actual performance for that period.
- All safety infractions by the driver during the one-year results in immediate retraining and counseling from his or her respective BTWI.

Drivers undergo annual performance reviews using the criteria identified in our Total Driver Performance (TDP) system. TDP is a real-time system, maintaining a ranking of every driver's performance.

Drivers are evaluated and ranked among their peers on service, with a member of the BTW staff discussing any issues with a driver after the review. These reviews are a part of the driver training files.

School Year Start-Up Meetings

Held every fall, TROMBLY MOTOR COACH holds six (6) hour refresher meetings for all drivers and monitors that will operate a route for the coming school year. The training meeting is a combination of a large group setting to present key topics and updates to the entire group. With smaller group break-out sessions to allow for more individualized training hands-on and behind the wheel training.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Following is a listing of the topics covered. Every year there are specialized topics covered in addition to account for current challenges and/or changes being made for the coming school year.

- Welcome Back
- Company updates, Industry Updates, District Updates
- Sensitivity Training
- Driver expectations
- Come ready to work
- Appropriate appearance, dress for weather
- Driver's license
- White DOT card
- TROMBLY MOTOR COACH ID
- District ID
- Shirt must be tucked in, and Bluetooth devices must be removed before checking in at the coordinators' office
- Start time(s)
- Aide requirement
- Car seat/harness
- Route sheets
- Pick up windows
- Verifying every day
- Monitor/Driver Assistant pick ups
- Routed
- Curb to curb service
- IEP student pickup and drop-off policy
- Stranded student policy
- Wheelchair securement
- Harness use
- Report ASAP—all accidents and incidents, no matter how insignificant it may seem
- Stay calm
- DO NOT leave the scene
- Hitting a parked vehicle
- When to activate your DriveCam (Why?)



Personnel and Safety

- STS carrier reports
- See instructions
- Route books
- Outside of the book information

In-Service Training

All in-service meetings are mandatory for drivers. TROMBLY MOTOR COACH will meet the following requirements:

- ☞ Drivers: Annually, all drivers will be required to attend eight (8) hours of in-service training.
- ☞ The training will always include operational issues, loading and unloading reviews, stranded student procedures, and other topics relating to safety and operations.

Monitor/Driver Assistants Training Program

The TROMBLY MOTOR COACH Monitor/Driver Assistants Training Program has been developed using the Transporting Students with Special Needs Program. This is an instructor program that consists of eight (8) DVD programs, a student study guide and a classroom trainer's guide.

One of TROMBLY MOTOR COACH's leadership principles is "no employee left behind". The concept of leadership being responsible for each employee's development and success. Another leadership principle TROMBLY MOTOR COACH uses is "the teacher has not taught until the student has learned." These two principals combined aid in producing productive and dedicated employees with high morale.

Monitor/Driver Assistant Requirements

All monitors/driver assistants hired by TROMBLY MOTOR COACH will:

- ☞ Be at least 18 years old and have good moral character
- ☞ Meet all physical requirements
- ☞ Be competent, reliable, and be qualified by experience and training to serve as a monitors/driver assistants
- ☞ Ensure that students are transported safely and that they are never left unattended



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- ✚ Ensure that students are properly secured in rear seats
- ✚ Complete and pass a full criminal background check

The training program is 20-30 hours in length and covers:

- ✚ Orientation to TROMBLY MOTOR COACH policies procedures
- ✚ School district policies and procedures, federal regulations, and a legislative overview
- ✚ Drug and alcohol-free workplace
- ✚ Loading and unloading student procedures
- ✚ Student behavior management
- ✚ Sensitivity training
- ✚ Drawstring warning and awareness
- ✚ Map reading and route selection
- ✚ First aid training
- ✚ Emergency vehicle evacuation
- ✚ Accident avoidance/safe driving practices
- ✚ Accident and incident procedures
- ✚ Pre-trip and post-trip inspection
- ✚ Two-way radio operation and radio etiquette
- ✚ Prevention of the spread of infectious diseases
- ✚ ADA ramp and securement procedures
- ✚ All new monitors/driver assistants must satisfactorily complete this course before they can enter service with your school district



Each monitor/driver assistant is provided with a minimum of two hours of hands-on training using ADA lift ramps, securement of mobility devices, covering all issues of passenger assistance. Each trainee practices the techniques of loading and securing mobility assistance devices.

Additionally, monitors/driver assistants are trained on proper harness use for students whose IEPs require them.



Personnel and Safety



We Are Committed to Enriching the Safety of Our
Passengers

Returning Monitor/Driver Assistant Training Program

Our program for returning monitors/driver assistants is a mandatory program that is held in August of each year before the first day of school. Our returning aid program consists of the following topics for review:

- 📋 Stranded student policy/ protocol
- 📋 Incident reporting procedures
- 📋 Pick up and drop off procedures, passenger assistance
- 📋 Danger zone review
- 📋 ID badge requirements
- 📋 Student behavior management
- 📋 Parental communication, client relations, and guardian concerns



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- 🔊 Company attendance requirements and reporting for work
- 🔊 Company uniform appearance requirements
- 🔊 Basic rule reviews
- 🔊 On-the-job requirements
- 🔊 Cell phone/handheld device policy
- 🔊 Smoking policy
- 🔊 Prohibited cell phone use, seating assignments, student awareness, and no smoking policy
- 🔊 Professional relationships
- 🔊 No solicitations policy
- 🔊 The returning monitor/driver assistant training program is an instructor-led program with the review of the Driver Work Guide. This program is a four (4) hour review program

In-Service Training

All in-service meetings are mandatory for monitors/driver assistants as required by this contract. We will meet the following requirements:

Annually, all monitors/driver assistants will be required to attend a minimum of eight (8) hours of in-service training. The topics that will be covered include:

- 🔊 Loading and unloading students
- 🔊 Stranded student procedures
- 🔊 Student behavior management

Training Documentation

All training conducted by TROMBLY MOTOR COACH will be documented by the employee as having attended the training session and signed as completed by our trainer. There will be a hard copy kept in the employee file as well as an electronic format.



Personnel and Safety

Beacon University



Beacon Mobility and our family of partner companies are

. Our strategic goals are dependent on developing talent and ensuring a strong succession plan for key positions as well as the promotion of employees into key roles.

Beacon University (BU) was launched in 2022 providing various learning opportunities for employees. The learning and development activities are tailored to our employees, according to the companies interests and needs.

- Training on demand with access to over 15,000 courses
- Live monthly webinars
- Leadership Fireside Chats
- In-Person Facilitated Training
- Job Specific Training
- Compliance Training

Beacon University - Introducing
Continuous Learning to All Employees



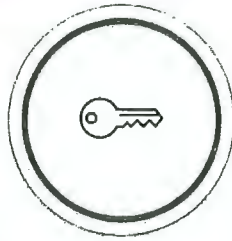
Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm



SOFT/TECH SKILLS

*Microsoft Products
Time Management
Lean Six Sigma*



COMPLIANCE

*Cyber Security
Sexual Harassment
Anti-Trust & Code of
Conduct*



LEADERSHIP

*Leadership Academy
Executive Presence
MT Program (Cohort July)*



JOB SPECIFIC

*Strategic Account Mgmt – Sales
Operations*

In Person

Virtual
Webinars

External
Programs

E-Learning

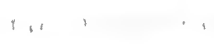
Management Training Program

is the mission of our Management Trainee Program. Beacon's Management Trainee Programs are full-time, post-graduate opportunities designed to develop our future business leaders. They offer a chance to get a unique immersion into our dynamic organization through an accelerated development program that will expose candidates to different areas of our business while getting the opportunity to specialize in one function. The program consists of , , and are just some of the ways that we make sure our Management Trainees are prepared to take on frontline leadership program.



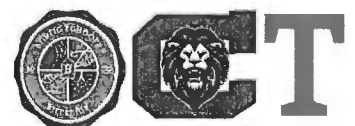
Leadership On All Gears – Transportation Coordinator Workshop

is one of several frontline leadership programs scheduled to launch under the Beacon University umbrella. The workshop focused on frontline leaders, Transportation Coordinator and developed to help them strengthen their leadership competencies.

The one-day workshop focuses on leadership in three pillars: Leading Self, Leading Others and Leader at Beacon Mobility. Each pillar consists of a  that we want our frontline leaders to develop or strengthen.



- 🔊 **Module 1: Leading Self** – Each participant participated in a leadership behavioral assessment to discover their unique leadership style. In addition, we discuss in detail Emotional Intelligence and developing self-awareness.
- 🔊 **Module 2: Leading Others** – In this module we discuss the importance of active listening, communication and empathy while leading a team.
- 🔊 **Module 3: Leading at Beacon** – This module covers the importance of our internal and external clients and how they can deliver exceptional customer service leaning on the topics discussed in previous modules i.e., Emotional Intelligence, Leadership Style, Active Listening, Communication and Empathy.



Our Customer Service and Quality Control

Our attitude and philosophy extend to our management team and the whole company which is big enough to deliver the needed service to the highest professional standards, but small enough to be human and to care.

Our goal is to always provide phenomenal customer service to you and your patrons. Through our customer service training, awareness programs and our annual customer service surveys, TROMBLY MOTOR COACH can deliver on our promise while continuing to improve our services based on your feedback. We have various customer feedback methods in place to ensure that we are consistently meeting your needs.

What makes our company so special?

It's a unique combination of people who really, really care about each other and the work that we have the privilege of doing together to serve our riders and our communities. **We are powered by the strength of our trusted local brands** and united by our core purpose of providing **MOBILITY WITHOUT LIMITS** by transporting people to live, learn, and achieve.

We are Beacon Mobility.

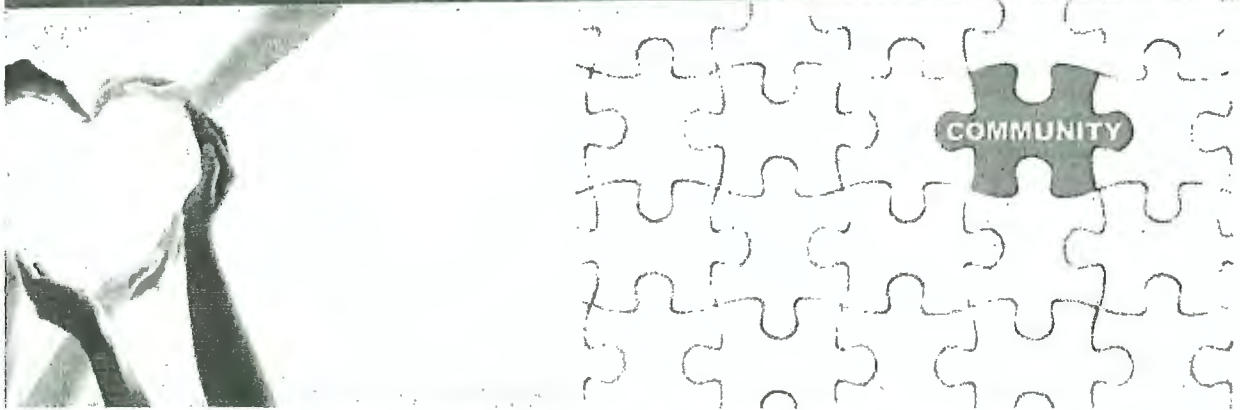
Positive District Affairs

We will work closely with your school district to publicize critical news affecting local school bus services. We are responsive to newspaper, radio, and television media, and will promote a positive public image of school bus transportation.



Personnel and Safety

Continuity of Care = Family Bridge from Home to School



We built this business with people at the core of every decision we make. We always make sure you and your students are treated right and taken care of.

District Event Support and Engagement

We look forward to supporting your district's projects and community events. Our community involvement includes collecting and distributing goods for families in need and active participation in local charity events.

Community Diversity

We are pleased to support local minority-owned businesses and vendors. Through our integrity, we will continue to support minority businesses within your community.

Customer Service Surveys

We strive to continuously enhance our services and solutions we convey to our customers and ensure an ideal customer experience. Our customer surveys help us measure how well we are delivering on our commitment. We assess our customers at least twice per school year. From our assessment, these surveys allow us to measure how our service is, gain a better understanding of your district's needs, and implement new programs and initiatives to enrich guide customer satisfaction and demonstrate additional value to our partnership.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Back-to-School Customer Survey

Each year, we distribute a back-to-school survey to our customers to help evaluate our service delivery during the first 30 to 45 days of the new school year. This allows us to check in with our customers right after school start-up and serves as another touchpoint of our dedication to being a good partner and service provider. By asking questions about communication, performance, and overall satisfaction, we can study how effective our start-up services are with our new and current customers. All results and comments are reviewed by our executive leadership team. Any improvements given are discussed between onsite management and the district for applicable resolutions.

From Customer Service to Culture, We Strive to Continuously Improve.



Our company takes pride in how we're able to retain our customers through ongoing communication and improvement. With combined resources, we have a

Annual Customer Survey

Our annual customer survey concentrates on our interactions with our customers and our overall service of the contract. To confirm that we are delivering what our clients need and feel is important to the school district, we ask our customers to indicate which factors are most important to them in a student transportation solution provider and tell us how we are delivering in the key areas. The remarks accumulated from the survey allows us to continue to create enhancements to be a better partner.



Personnel and Safety

Account Management

Our Communication with Districts

We believe the key to delivering excellent customer service is through ongoing communication. Our company strives to develop a partnership with each school district in which both parties collaborate to ensure that the transportation program is the best it can be. Our location managers will meet regularly with school administrators and will be readily accessible to support your district. Our regional and executive leadership is also available as needs arise. Additionally, our subject matter experts will visit your transportation location, audit our programs, and meet with district representatives.

TROMBLY MOTOR COACH may also host customer feedback sessions, in which key district contacts we serve are invited to an offsite meeting to deliberate items working and not working with our operations staff. This helps us gauge our performance and is instrumental in helping us make improvements to enhance our customer service across all business platforms.



Our Communication with School Administration and Families

At TROMBLY MOTOR COACH, our staff is accessible and responsive to the needs of your school administration, students, and parents we serve. Our location managers regularly attend local parent and teachers' association meetings and hold safety presentations, including a Q/A session, for parent groups. Our company encourages parents to call our locations with any questions or concerns.

We know that developing a high degree of trust with your school transportation provider is of paramount importance. Parents and guardians need to know their child or loved one is safe and being treated with dignity and respect. The professionalism displayed by our drivers brings a level of comfort, knowing each student is being transported safely to school and home each day. At TROMBLY MOTOR COACH, we strive to ensure our company delivers unparalleled safety and high-quality transportation to each student we serve.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Our Safety and Approach

An Uncompromising Commitment to Safety

TROMBLY MOTOR COACH believes that “ starts with safety—on the road, in our facilities and in our communities.



We take a comprehensive approach to the prevention, identification, evaluation, and control of unsafe practices or conditions.

With our combined resources, our company has demonstrated to be a leader in safe school bus operations for over 70 years. Our safety record continues to be a bright star in our portfolio as we focus on making safety a way of life throughout our company, cultivating a safer working environment for our customers and employees. Our attitude towards safety and the quality of service and equipment we provide helps parents and children begin their day stress-free.

Our Safety Program

Our safety, maintenance, and operations team members keep abreast of current trends and technology in the school bus industry and actively participate and maintain memberships in trade organizations. Through our culture of safety and compliance and our vision to go above and beyond, we have gained valuable knowledge and insight into the detail of managing daily operations. We are proud to provide safe, efficient, and cost-effective services to our many customers while being compliant with all regulations set forth by the United States Department of Transportation (USDOT), State Department of Transportation (DOT), State Department of Motor Vehicles (DMV), and the State Education Department (SED).



Below is a snapshot of our company safety program:

- ☞ Pre-employment, random, post-accident and reasonable suspicion drug and alcohol testing.
- ☞ Annual random drug and alcohol testing that meets or exceeds federal testing requirements.



Personnel and Safety

- Zero tolerance drug and alcohol testing policy. We will not allow a driver who tests positive for drugs or alcohol to drive for us, even if they enter a substance abuse rehabilitation program.
- Certified safety supervisors that can administer on the spot alcohol swab tests (STT).
- Rapid response drug and alcohol test results can be available within a few hours of the test.
- Random on and off-road driver and bus attendant observations that exceed the State requirements.
- Daily pre- and post-trip bus inspections.
- Daily safety announcements to drivers via two-way radio.
- Safety awards for drivers that can remain accident-free for three years and safe driver pins for drivers who reach one-, three-, and 10-year benchmarks.
- Individual recognition awards for outstanding job performance, i.e., emergency bus evacuation and sleeping passenger checks.
- Monthly safety awards of breakfast or lunch for entire terminals that can remain accident-free for one month. Supervisors and managers serve the food at these recognition events to show appreciation for outstanding job performance.
- An employee of the month award for staff members that demonstrate excellent work habits, perfect attendance, and remain accident-free.
- Our drivers have obtained numerous outstanding driving performance trophies from national bus safety competitions.
- Progressive disciplinary action and education-based training for drivers that fail to follow the rules of the road and violate a vehicle traffic law.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- 📅 Monthly safety staff meetings to review accident and injury prevention protocols.

Safety Policy

Our responsibility as a company is to provide safe working conditions and equipment for all employees and to reinforce our commitment to safe operations. The employee's responsibility is to comply with all rules and regulations and to perform their job in the safest manner possible. Our safety policy is as follows:

1. The safety of our employees, consumers, public and company is our utmost concern.
2. Safety shall always take precedence over expedience and shortcuts.
3. The company is fully committed to compliance with all federal, state, and local safety regulations.



Personnel and Safety



“Are We Safe?” –
An Uncompromising Commitment to Safety



Driver Performance Support Program - Evidence Based Risk Mitigation

. Each employee is encouraged to deploy self-governance, personal accountability, and proactive safety practices to keep our people, passengers, and communities safe. Creating and living a culture of and , through driver performance support, will result in attentional awareness and continual behavior adjustments driving a safe workplace for employees, passengers, and our communities. As a further commitment to safety, we have chosen to invest in an industry leading video telematics tool to assist our leaders in a proactive evidence-based risk mitigation tool.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

DriveCam Advantage

More than a video tool, DriveCam by Lytx is a comprehensive safety program, built by highly respected leaders in transportation safety. When a condition is recognized by AI technologies or a peer-reviewed G-force event, it is analyzed for accuracy, categorized for severity, and measured against a driver's holistic behavior profile to assess and assign a corresponding risk profile. As drivers become consciously aware of in-the-moment behaviors and an overarching driving profile, this system has resulted in significantly improved driving behaviors.

Lytx™ Driver Safety Program

STAGES OF AN EVENT

1. A Lytx DriveCam camera captures a risky driving event. The camera records the event and sends the data to the Lytx cloud.

2. ARTIFICIAL INTELLIGENCE EVALUATES EVENTS

The proprietary DriveCam AI technology analyzes the event data.

- Collision
- Cell phone
- A... ..

3. LYTX PROFESSIONALS REVIEW EVENTS

1. LYTX DRIVECAM® EVENT RECORDER CAPTURES RISKY DRIVING

The Lytx DriveCam camera captures risky driving events and sends the data to the Lytx cloud.

4. EVENTS ARE DELIVERED TO YOUR LYTX ACCOUNT

The Lytx cloud delivers event data to your Lytx account. You can view the data and report on it.

lytx.

Please refer to our Fleet tab for further details on Lytx's DriveCam.

Accident Prevention

We take several proactive steps to ensure that our drivers can perform their duties virtually accident-free. Each new driver rides with one of our veteran drivers to supervise them as they are leaning their assigned bus route. Also, our drivers on the road are continually observed by our safety supervisors.



Personnel and Safety

Accident/Incident Definition, Response and History

A motor vehicle crash is defined as an unplanned event, or series of events, involving a company owned, leased, or operated motor vehicle, on public or private property that results in any of the following:

- Contact with another vehicle
- Contact with a fixed object
- Contact with a pedestrian, bicyclist, or animal
- Undercarriage contact with a driveway, inclined entrance, roadway, etc.
- A non-collision event such as overturning the vehicle, or running off the road
- A roll-away collision from a parked position
- An injury to a passenger inside a Company operated vehicle due to acceleration, deceleration, stopping, turning, other vehicle movement, or faulty operation
- Contact between any non-company owned or company operated vehicle with any passenger or employee who is at or approaching a bus stop or pick up location.

USDOT defines the Crash Indicator BASIC as histories or patterns of high crash involvement, such as frequency and severity. It is based on information from State-reported crashes that meet reportable crash standards. The BASIC score has a direct impact on DOT intervention levels.

For our recordkeeping and corrective action purposes, a reportable crash is defined as an event defined above that results in death, bodily injury, property damage or physical damage, regardless of the nature, extent, or dollar amount (i.e., \$1 or more) of injury or damage.

Reporting Requirements

Drivers are required to report motor vehicle crashes immediately following the event or when a potential event /damage is identified to their immediate supervisor. Supervisors will escalate the reporting and investigation of all motor vehicle crashes aligned with local escalation processes. A motor vehicle crash is to be investigated and reported to the companies Third Party Claims Administrator (TPA) within 24 hours of the event.

Supervisors reporting to the scene of an accident are responsible to collect driver, vehicle, and passenger information, and identify the event type, description, and potential contributing factors. This information will be gathered and preserved leveraging an accident and injury TPA. Regional Claims Managers are responsible to verify the reported data fields, ensure preservation of relevant evidence and summarize the investigation findings.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

A vehicle crash meeting FTA post-accident drug and alcohol testing criteria will result in our administration of the post-accident drug and alcohol testing protocols.

Contributing Factors

The company reserves the right to determine appropriate corrective action for crash's based on contributing factors such as (but not limited to) severity, injuries, damage, negligence, the employee's risk profile and behavioral, attentional, or environmental factors. Behavioural factor determinations will be made by the location leadership in conjunction with feedback from the Regional Safety team (Regional Training Manager, Regional Claims Manager and Regional Director of Safety).

Employee, Passenger, and Visitor Injury

An injury is damage to the body caused by physical or psychological stress. Injuries may be intentional or unintentional. Intentional injuries may be acts of violence against others or self-harm against one's own person. Accidental injuries may be unforeseeable, or they may be caused by environmental conditions.

An injury or illness is considered work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace unless an exception specifically applies.

Employees are responsible to report all work-related injuries to themselves, co-workers, passengers, pedestrians (see Motor Vehicle Crash) or visitors immediately to their supervisor. Supervisors will escalate the reporting and investigation of all injuries aligned with local escalation processes. An injury is to be investigated and reported to the companies Third Party Claims Administrator (TPA) within 24 hours of the event.

Return to Work

Employees are encouraged to return to work as soon as they are physically fit to do. Light duty accommodations can be made where modified duty is available. Regional Claims Managers and Region Directors of Safety will work with local management to determine appropriate application of modified duty opportunities.



Personnel and Safety

Safety Record

Given the size of our operation, it is inevitable that the company will incur losses due to accidents while in the course of its operations. For this reason, we have a thorough safety training program in place to minimize the risk of accidents. Beacon Mobility also has in place an insurance program which adequately provides coverage for automobile and general liability commensurate with its size and scope of operations.



Passenger Safety

Our drivers are trained in comprehensive student management procedures including how to handle the loading and disembarking of special needs students, wheelchair securement, the proper installation and use of car seats and safety vests, as well as emergency evacuation protocols properly and safely.

Monthly Driver Safety Meetings

We require drivers to attend monthly safety meetings in addition to our initial and re-training programs. These monthly meetings allow us to address specific procedures, issues, and driver safety topics, which allow us to remain proactive in the development of our operators.

The monthly safety meetings and the subjects covered during 2022 are listed below:

Safety Meeting Calendar	
Month	Topic
January	Following Distance Merging, Lane Changing & Passing
February	Safety Best Practices Operations Review
March	Special Driving Conditions
April	Accident Emergency Procedures



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

Safety Meeting Calendar

Month	Topic
May	Preventing Backing Collisions Operational Review
June	Railroad Crossing Safety Operational Review
July	Preventing Driver Distractions
August	Following Distance Merging, Lane Changing & Passing
September	LLC Defensive Driving Operational Review
October	Intersection Safety Mirror Adjustments Reference Points
November	Preventing Slips Falls, Inclement Weather Preparation
December	Professionalism Customer Service

Awards and Recognition

We hand out monthly awards to our employees for safe driving, job performance, and other achievements. Our drivers have also won many trophies for outstanding driving at nationally held bus rodeos. We are extremely proud of our team members for their achievements and display these awards on their behalf.



Personnel and Safety

Computerized Routing Software

We have a wealth of experience using all of the major routing software programs in districts across the country, including Transfinder, Versatrans, Routing Box, and Trapeze. We propose to use the Transfinder routing software to provide routing according to your requirements and for day-to-day operations. We will collaborate with the district transportation department to make ongoing recommendations that ensure routes are safe, efficient, and cost effective.



Our experienced routing team is ready to assist your district with any challenges that may arise. They have worked with all facets of software including implementations and route building, boundary analysis, bell time studies, route efficiency studies and fleet optimizations. We will analyze routes and provide recommendations for any changes that could improve cost effectiveness or annual state reimbursement.

We make every effort to provide excellent and safe service by accomplishing these goals:

- 🚗 Minimizing ride times
- 🚗 Maximizing the use of right-side approach for drop-off and pick-up situations
- 🚗 Staying away from bad traffic patterns
- 🚗 Minimizing exposure to railroad grade crossings
- 🚗 Being aware of sharp curves, steep grades, and visibility obstructions
- 🚗 Minimizing time in construction zones

Our guidelines are also aware of:

- 🚗 Each location of a student's residence
- 🚗 Necessity of alternate before and after school stops
- 🚗 Special needs requirements and instructions



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

We will work with Haverhill Public Schools to provide all parents and caregivers with the bus stop times and location information. Routing changes will be handled as quickly as possible. We will always notify your school district of any routing changes that could be beneficial either from an efficiency or financial standpoint.

Once routes are finalized, route information is synched into ByteCurve, which is our scheduling, dispatching and time and attendance tool.

Routing and Logistics

Our preferred company provided routing software is Transfinder. Ten of our 32 Massachusetts TROMBLY MOTOR COACH Bus' locations utilize Transfinder for their routing functions serving 45 different school districts, routing for more than 45,000 students with multi-tiered routing. Notable Massachusetts contracts include Dracut Public Schools with 61 daily buses and Methuen Public Schools with 75 daily buses. In addition, the majority of our DS Bus Lines' operations utilize Transfinder, notable contracts include Shawnee Mission Unified School District 512 and Olathe Unified School District 233 with 200 daily buses with multi-tiered routing. In addition, we are planning to implement Transfinder across our Long Island WE Transport operations and have implemented the first site in Plainview, New York for 200 daily special needs buses, serving multiple school districts with multi-tiered routing. This includes the Plainview-Old Bethpage Central School District with 200 daily buses.

We have developed a very thorough set of routing policies and procedures for both regular education and special needs students. We know that proper routing and logistics will save your school district time and money while minimizing parental concerns and complaints.

Our staff will utilize the Transfinder computerized routing software package and provide routing according to your district's requirements.

The logo for Transfinder, featuring the word "transfinder" in a stylized, lowercase font with a large 'f'.

Our company makes every effort to provide excellent and safe service by accomplishing these goals:

- 🚍 Minimizing ride times
- 🚍 Maximizing right side drop-off and pick-up situations
- 🚍 Staying away from bad traffic patterns
- 🚍 Minimizing exposure to railroad grade crossings
- 🚍 Being aware of sharp curves, steep grades, and visibility obstructions
- 🚍 Minimizing time in industrial intersections and construction zones



43



Personnel and Safety

Our guidelines are also aware of:

- Each location of a student's residence
- Necessity of alternate before and after school stops
- The age and maturity level of each student
- Road type and conditions in residential areas
- Establishing stops on the residence side of all four-lane highways
- General safety of loading and unloading areas
- Walking route to the bus stop

We will work with your school district to provide all parents and caregivers with the bus stop times and location information. Routing changes will be handled as quickly as possible. We will always notify your school district of any routing changes that could be beneficial either from an efficiency or financial standpoint.

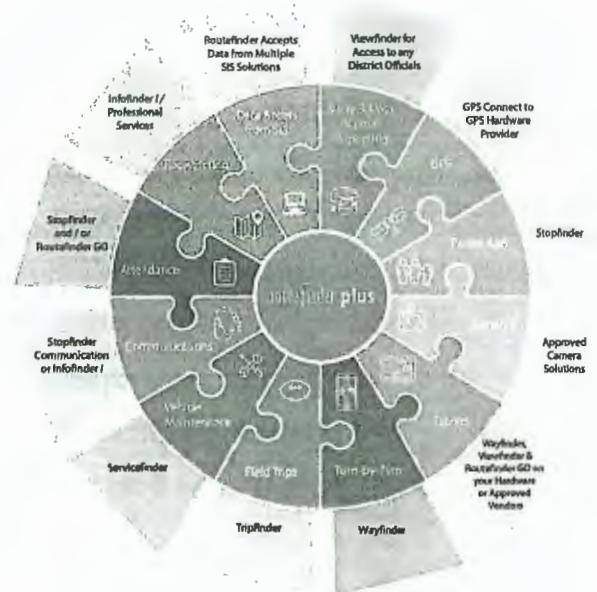
Why Transfinder?

Transfinder delivers superior transportation and logistics management solutions. For over 30 years, Transfinder has been a national leader in student transportation management systems and services offering routing, redistricting, and scheduling solutions for optimal transportation logistics and communications.

Transfinder Technology

Transfinder aims to offer a truly all-in-one transportation solution allowing districts to keep all of your stakeholders in sync with information in real-time. At the core of that is the most advanced routing solution on the market allowing users to automate their workflow safely and efficiently. Students are imported from the district Student Information System nightly and automatically get mapped accurately, assigned transportation safely, and can communicate those changes effectively.

Transfinder's platform starts at routing with the most advanced routing solution available you to automate imports and exports of data, student assignment to zones or route



. Their routing platform allows



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

assignments, and oversee your operation with custom reports providing the operational insight you need.

Route information is shared out to district staff with our routing lookup tool. Access is all role based so you can control who sees what information. But accessing the information you need when and where you need it is the goal with Viewfinder allowing users to find students transportation information, vehicle GPS, boundary assignments and more all from a desktop or portable device. Viewfinder also provides scheduled reports meaning information can be available in users inbox ready for them before they even arrive in the morning.

Communicating information with parents has become a major priority for districts as well which is why we offer the most comprehensive parent app on the market with . Parents or guardians can download the app to their android or iOS smartphone and log in to see all their student transportation information in one place. The app offers two-way communication so parents can get notifications to their phone about delays or route changes and can also submit forms or provide feedback to the transportation department as well. A main benefit of the app is alerts parents can receive when the bus is on the way as well. Tied to your GPS system they can see the live bus location or simply receive a notification when the bus passes custom alert zones.

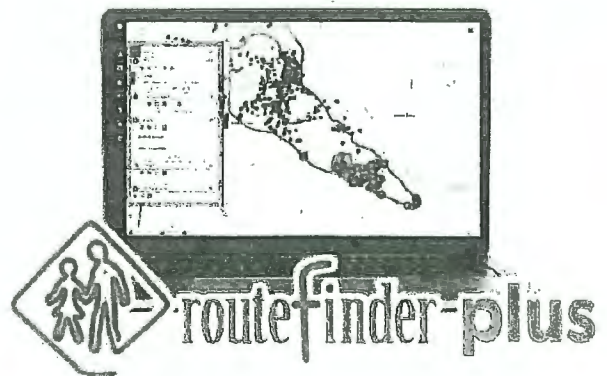
Parents can also utilize which provides a public URL that can be posted on the district website. Typing in an address will provide parents with information on if transportation is offered to their address and if so, what safe stop assignments are available.

In addition, we offer modules for field trips with our software and fleet management with . Our goal is to provide a full solution for all of your district needs with tools that are easy to use, accurate, and available through any web browser.

Transfinder Routing Capabilities

Fast Routing

- Lasso Students – Quickly draw a shape around the students you want to create a trip for and let Routefinder PLUS build it.
- Recycle Stops – Don't lose your already pre-approved stops. Easily move or copy stops from one trip to another.
- Analyze Data – Simply sort and filter any data on the fly.



Personnel and Safety

- Concurrent Work – Multiple routers can work simultaneously to create trips; have your team get it done faster.
- Intuitive Interface – Right mouse click for fast and easy access to your data.
- Save time – Update both your morning and afternoon trip at the same time.
- Autonomous – Remove tedious work from your life without sacrificing the institutional knowledge of your team.

🚒 Safe Routing

- Define vehicles approach to each stop. Keep student safe by using Right-Side Only pick up.
- Choose which side of a corner to stop (a four-way street corner has eight (8) possible locations).
- Prohibit students crossing streets to reach their pickup or drop off stops.
- Geocode students to address points or parcel, if available. Street address range is least recommended.
- Be alerted when a bus crosses a railroad.

🚒 Smart Routing – Uses your local knowledge to optimize your trips.

- Routefinder PLUS gives you capabilities to define custom maneuvers, travel regions and curb approaches – which all can be categorized as Travel Scenarios.
- Full Calendar Based Routing – Not just Monday-Friday, but any date.
- Fast Implementation – Import stops from a file, drag-and-drop, or from RouteBuilder app (future).
- Sequence Optimization – Have Routefinder PLUS create the best sequence to optimize for time or distance.
- Analysis – Analyze community and operational impact of the changes you've made to your trips.
- Smart Sequence – Let Routefinder PLUS figure out where new stops belong while minimizing community and/or operational impact.
- Smart Stop Assignment – For student loading/unloading, the ability to identify street crossers or prohibit street crossing to bus stops. Smart Assignment can prohibit students crossing streets and is assignable to the student level or in groups. If you are concerned about ensuring righthand or curb-side pickups – the “Smart Assignment” feature in Routefinder PLUS is a necessity for your district.



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

- Optimize Selected Trips – Have Routefinder PLUS reroute all selected trips. Optimization can help solve the driver shortage that you may be facing. Optimize routes to help with your driver shortage and increase efficiencies without sacrificing safety. Transfinder has moved past optimization and have created “Smart Optimization”.
- Trip Absorption - Select a trip to be absorbed by other trips.
- Unlimited shuttles and transfers.
- Create What-if Stops before adding them to trips.
- 🔧 **Artificial Intelligence Optimization™ “AIO”**
 - Transfinder has made Routefinder PLUS faster, safer, smarter, and easier to use with the inclusion of AIO. School bus route optimization is about finding the most efficient, fastest order for stops while minimizing drive time and mileage. Artificial intelligence is always evolving, and with it, route optimization is becoming a streamlined process. With this ability at your fingertips coupled with your local knowledge, you can consistently ensure the most advanced routes and procedures are being utilized.
- 🔧 **Map Editing**
 - Travel Scenarios – Routefinder PLUS gives you the power to manage various travel scenarios (Example: Morning, afternoon, big bus). These travel scenarios help your Smart Routing Technology become localized and personalized, including the following:
 - Travel Regions – Select an area on the map to Prohibit, restrict or prefer buses while routing for safer and even more efficient automated routing.
 - Curb Approaches – Select side of street to prohibit or restrict buses while routing. Routefinder PLUS helps to ensure curbside/right hand pick up of students.
 - Maneuvers at Junctions/Intersections - Select which turns to prohibit or restrict buses while routing for safer and even more efficient automated routing.
 - Multi-Route Editing – In Routefinder PLUS, we offer the ability for Multi-route editing. You will work faster and be able to delete or edit “work” smarter.
- 🔧 **Unlimited User Defined Fields** – Create and maintain any fields with any attribute.
- 🔧 **A Fully Custom User Experience** – Create Edit and Read-only screens to meet your need.
- 🔧 **School Non-Eligibility Zones** – Define areas around a school to manage students not eligible for transportation.
- 🔧 **Mail Merge** – Create templates for letters and emails fast.
- 🔧 **Built-in Report Writer** – Create your own reports.



Personnel and Safety

- 🔧 **Data** – Import or export any data.
 - ➡ Overlay any mapping data.
 - ➡ Unlimited Contacts.
 - ➡ Unlimited Documents attachments.
 - ➡ Routefinder PLUS is faster, safer, and smarter – and it does not sacrifice safety!

Transfinder Implementation & Support

Over the last 33 years, Transfinder has been chosen by more than 2,000 school districts across North America and the Caribbean to be their preferred telematics and school bus routing provider. These successful implementations have resulted in cost savings, increased student safety, better outcomes, improved management of driver shortages, better communications and information delivered to administrations, communities, and district staff. Transfinder is the market leader in Maryland, Maine, Massachusetts, Mississippi, New York, and Texas, and holds approved vendor status in Idaho and Illinois.

To meet the requirements of the IT environments within your school district, Transfinder has developed best practices for introducing advanced solutions system wide. Their exceptional Implementation and Client Services team collaborates to ensure a successful implementation, including data gathering, training/route building, additional tools and integrations, and system testing activities.

Using the routing environment within Routefinder and incorporating with district's GPS data, Transfinder can build a platform where bus routes are fine-tuned to respond to the changing needs, demands and expectations of the communities we service. Viewfinder, our powerful browser-based solution, will compare your GPS data and actual routes, so you will be able to make informed changes quickly for smarter and safer routing decisions.

Transfinder knows that their services and support professionals work closely with TROMBLY MOTOR COACH/District personnel to understand the daily transportation and security challenges and responsibilities. To ensure a successful implementation, Transfinder is dedicated to developing the kind of positive relationships that form the basis of a longstanding partnership.

Recognized for their team approach in meeting the needs of their clients, Transfinder creates a dedicated Implementation and Client Services team to implement our software and build districts routes. This team includes a Project Manager (assist with project planning, activity coordination, progress reporting, risk assessment and resource management, and act as your primary point of contact during the implementation phase), an Applications Specialist



Bid - Special Ed. Out-of-District Student Transportation

April 4, 2023 | 2:00 pm

(responsible for teaching District personnel how to use our software) and a dedicated Data Team (GIS/Data and Installation Engineers to build and assist in the maintenance of your custom data environment).

Transfinder also understands that the time districts have available to learn the products and get up and running will vary. Through online and/or onsite training sessions, university-style classes, interactive webinars, the Transfinder Training Center or Annual Client Summit, they can provide training services that accommodate all training needs.

During the implementation phase, Transfinder will help the routing team/school district with:

- 🔧 Transitioning from district's current software to Transfinder products
- 🔧 Converting local map data, including parcel and address point data for safety and accuracy
- 🔧 Performing comparative analysis of actual route performance compared to planned routes
- 🔧 Converting student data and automating two-way data updates with your student management system
- 🔧 Improving the communication of transportation data throughout the district
- 🔧 Improving operational efficiency in internal processes and on-the-road operations
- 🔧 Developing customized training plan

After implementation, the routing team/school district will have full access to Transfinder's Support Services to answer questions and/or solve any technical problems. Transfinder's team of (live) support technicians will be available by phone, email, and Instant Message.

Viewfinder

As a value-added service, we would be happy to discuss the capability of adding the Viewfinder routing lookup feature for an additional fee to your license. Viewfinder can be customized based on the district's needs and easily monitors the day-to-day transportation operations – quickly access updates on students, trips, field trips, vehicles, and staff to ensure your operation is running smoothly.

Please refer to the end of this section for information on Viewfinder.

busHive®

As a value-added service, we would be happy to discuss the capability of adding the busHive® field trip software for an additional fee to your license. busHive is a user-friendly/multidimensional tool that handles charter and driver management, dispatch



Personnel and Safety

processes, school bus distribution, customer invoicing, and driver payroll making it the ultimate platform for everyday transportation procedures. busHive is capable of effectively organizing the workflows of an entire transportation operation in one single platform, eliminating the drudgery of repetitive data entry, and increasing overall performance.

busHive field trip software features:

- 🚐 **Online Field Trip Requests** - Get complete access to customized field trip request forms and approval paths.
- 🚐 **Field Trip History** - Obtain historical records of the field trip approval process. Our software lets school districts track the status of any bus trip and monitor all changes that are made to it.
- 🚐 **District Blackout Dates** - Our field trip software gives school districts the ability to create important blackout dates for holidays, testing and more based on school bus availability.
- 🚐 **Bus Driver Rotation and Sign-Up Forms** - Setup an automated driver rotation to assign field trips to drivers based on availability, seniority, or alphabetical order. If you let your drivers pick their own trips, then we can print off corresponding sign-up forms for you.
- 🚐 **Dispatching And Scheduling** - Customize your own dispatch calendar with our color-coordinated scheduling software. The system displays conflicting bus schedules, elicits coverage and monitors bus driver service hours.
- 🚐 **Driver Check-In** - Our trip scheduling software assists schools with daily bus and driver coverage that provides administrators with detailed route and field trip check-in information.
- 🚐 **Route & Field Trip Coverage** - Maintain accurate records of all bus driver absences and vehicle breakdowns. Our software ensures immediate driver and vehicle coverage upon any absence entry.
- 🚐 **Bus Driver Itineraries** - School districts can print out field trip itineraries for each bus driver with directions included.
- 🚐 **District Invoicing** - Track all field trip costs all in one place. Review trips per school, department, or budget code.
- 🚐 **District Payroll Management** - With busHive's school transportation software, school districts have quick access to personnel payroll information regarding all transportation staff.



CHELMSFORD PUBLIC SCHOOLS

Memorandum

To: Jay Lang, Ed.D., Superintendent of Schools
Members of the School Committee

From: Joanna Johnson-Collins, Director of Business & Finance

Date: June 20, 2023

Re: Student Activity Accounts – Audit of Middle School Accounts

I'm writing to update you on the final audit report of the two Middle School Student Activity Accounts. Attached please find the reports.

Our external auditor, Powers and Sullivan, audited both the McCarthy and Parker student activity accounts in the spring of 2023. As presented with the audit of the high school student activity account last year, our plan is to request an audit of these accounts every other year. While the guideline is to audit the accounts once every three years, we recommend auditing the high school one year, both middle schools the following year, and then continue with this cycle. The audit will likely take place in the spring of each year, while the auditors are also on site for our annual end of year report audit.

There were no financial findings; the auditors did have a few suggestions for procedures which we will review as our goal is always to improve our processes and remain compliant with the guidelines.

I will continue to present the student activity balances for all three schools on a quarterly basis as part of the regular quarterly financial review of the local budget and grant and revolving fund summary.

I would like to thank our Business Office Financial Analyst Donna Dantas, as well as Principal McPhee and Principal Parks and their secretaries, Ms. Jodie Herlihy and Ms. Sue Loiselle, for all their work with the audit and the day-to-day work with the student activity accounts. The Town Treasurer's office as well as the Town Accounting department is also very supportive with their work with the bank, statements and general audit activity. I'd also like to thank this same team as well as the advisors for each club and team for their continued compliance with following the guidelines and procedures.

I am available to address any questions. Thank you for the opportunity to provide this update.



**Powers &
Sullivan, LLC**
CPAs AND ADVISORS

***CHELMSFORD PUBLIC SCHOOL DISTRICT
REPORT ON APPLYING AGREED-UPON
PROCEDURES
IN RELATION TO THE MCCARTHY MIDDLE
SCHOOL STUDENT ACTIVITY FUNDS
YEAR ENDED JUNE 30, 2022***

CHELMSFORD PUBLIC SCHOOL DISTRICT

REPORT ON APPLYING AGREED-UPON PROCEDURES
IN RELATION TO THE MCCARTHY MIDDLE SCHOOL
STUDENT ACTIVITY FUNDS

JUNE 30, 2022

TABLE OF CONTENTS

Independent Accountants' Report on Applying Agreed-Upon Procedures	1
Student Activity Schedules	2
Schedule of Student Activity Balances – Cash Basis	3
Schedule of Activities – Cash Basis	4
Schedule of Receipts and Disbursements – Cash Basis	5
Schedule of Comments.....	6



INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES IN RELATION TO THE MCCARTHY MIDDLE SCHOOL STUDENT ACTIVITY FUNDS

To the Honorable School Committee and
Management of the Chelmsford Public School District
Chelmsford, Massachusetts

We have performed the procedures enumerated in the Massachusetts Department of Elementary and Secondary Education's (DESE) "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds", which were agreed to by the Chelmsford Public School District (District), solely to assist the District with an evaluation of the systems of internal controls and compliance with the Massachusetts Student Activity Law (Massachusetts General Law [MGL] Chapter 71, Section 47) as related to the McCarthy Middle School student activity funds for the period July 1, 2021, through June 30, 2022. The District is responsible for the administration and system of internal controls surrounding the student activity funds. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the Massachusetts Department of Elementary and Secondary Education's "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds" either for the purpose for which this report has been requested or for any other purpose.

We have listed our comments and the corresponding agreed-upon procedures in the accompanying Schedule of Comments.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on cash and student activity balances. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement related to our agreed-upon procedures engagement.

This report is intended solely for the use of the District and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Powers & Sullivan, LLC

June 14, 2023

Student Activity Schedules

SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS

June 30, 2022

ASSETS

Cash and cash equivalents..... \$ 27,143

STUDENT ACTIVITY BALANCES

Band..... \$ 6,226
Chorus..... 2,256
Cross Country..... 168
Drama..... 4,722
General Student Body Fund..... 955
Grade 5 and Field Trips..... 890
Grade 6 and Field Trips..... 1,350
Grade 7 and Field Trips..... 1,105
Grade 8 and Field Trips..... 5,659
Orchestra..... 426
Project 300..... 276
Student Council..... 1,663
Yearbook..... 1,447

TOTAL STUDENT ACTIVITY BALANCES..... \$ 27,143

SCHEDULE OF ACTIVITIES - CASH BASIS

June 30, 2022

Receipts:	
Student activities.....	\$ <u>43,283</u>
Disbursements:	
Student activities.....	<u>38,663</u>
Increase (decrease) in student activity balances.....	4,620
STUDENT ACTIVITY BALANCES AT BEGINNING OF YEAR.....	<u>22,523</u>
STUDENT ACTIVITY BALANCES AT END OF YEAR.....	\$ <u><u>27,143</u></u>

SCHEDULE OF RECEIPTS AND DISBURSEMENTS - CASH BASIS

June 30, 2022

	Beginning Balances	Receipts	Disbursements	Receipts Over (Under) Disbursements	Ending Balances
Band.....	\$ 3,846	\$ 14,647	\$ 12,267	\$ 2,380	\$ 6,226
Chorus.....	1,575	1,360	679	681	2,256
Cross Country.....	118	700	650	50	168
Drama.....	8,307	2,457	6,042	(3,585)	4,722
General Student Body Fund.....	922	33	-	33	955
Grade 5 and Field Trips.....	890	-	-	-	890
Grade 6 and Field Trips.....	327	3,531	2,508	1,023	1,350
Grade 7 and Field Trips.....	1,105	-	-	-	1,105
Grade 8 and Field Trips.....	1,337	14,427	10,105	4,322	5,659
Orchestra.....	176	250	-	250	426
Project 300.....	276	-	-	-	276
Student Council.....	506	1,157	-	1,157	1,663
Yearbook.....	3,138	4,721	6,412	(1,691)	1,447
Totals.....	\$ 22,523	\$ 43,283	\$ 38,663	\$ 4,620	\$ 27,143

SECTION IV. – REVENUE, RECEIPTS AND DEPOSITS**School Deposits**DESE Guideline

The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

Agreed Upon Procedures

Make a selection of receipts to test. This sample population should be a representative sample of receipts that are made from the school deposit slips. Upon determination of the samples to be tested, perform the following procedures on each sample:

1. Determine if pre-numbered receipts are used.
2. Determine if funds are remitted within twenty-four hours or within the next business day (if a weekend day) to the principal's office.
3. Determine if the receipt is accompanied by a school deposit slip.

Comments

We noted that the revenue transactions selected for testing did not have pre-numbered receipts or tickets, student listings, and/or any supporting documentation that indicated who collected the funds and when the funds were collected. Because information regarding the collection of funds was not maintained, we were unable to determine the timing between when the monies were collected and when they were turned over to the principal's office for deposit. Currently, documentation procedures do not exist that would allow for the determination of when funds are collected by the class advisor and when they are turned over to the principal's office. As a result, we were unable to determine if funds were turned over within 24 hours of being collected. By not utilizing pre-numbered receipts or tickets, the ability to determine if a particular deposit is complete of all funds collected does not exist.

We recommend that the standard deposit form be updated to include a field for the date of fund raiser/receipt. This will provide the ability to verify if funds are being turned over to the principal's office within 24 hours of being collected. We also recommend that the School review its current receipt process, relative to the student activity funds, to determine the most practical procedures that can be implemented to ensure a proper audit trail for the funds collected by the advisor prior to turning the funds over to the Principal's office.

SECTION VII. – STUDENT TRAVEL**Enhance Student Travel Policy**DESE Guideline

The School Committee should adopt policies and procedures for student travel related to student activities (i.e. field trips, overnight, and abroad). The policy should address how travel is to be authorized, the method or methods of paying travel expenditures, and final accountability for all travel costs associated with a trip. The following should be included in the policy:

- A statement of final accountability must be submitted by the authorized trip sponsor promptly after the

completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

Agreed Upon Procedure

Through review of School Committee policies, determine if the policy for student travel is adequate.

Comment

The District's student travel policy does not require a statement of final accountability be submitted by the authorized trip sponsor promptly after the completion of the trip. We recommend that the School Committee policy be revised to require a statement of final accountability to be submitted at the completion of a trip.



**Powers &
Sullivan, LLC**
CPAs AND ADVISORS

CHELMSFORD PUBLIC SCHOOL DISTRICT
REPORT ON APPLYING AGREED-UPON
PROCEDURES
IN RELATION TO THE PARKER MIDDLE SCHOOL
STUDENT ACTIVITY FUNDS
YEAR ENDED JUNE 30, 2022

CHELMSFORD PUBLIC SCHOOL DISTRICT
REPORT ON APPLYING AGREED-UPON PROCEDURES
IN RELATION TO THE PARKER MIDDLE SCHOOL
STUDENT ACTIVITY FUNDS

JUNE 30, 2022

TABLE OF CONTENTS

Independent Accountants' Report on Applying Agreed-Upon Procedures 1

Student Activity Schedules 2

 Schedule of Student Activity Balances – Cash Basis 3

 Schedule of Activities – Cash Basis 4

 Schedule of Support, Receipts and Disbursements – Cash Basis 5

 Schedule of Comments 6

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES IN RELATION TO THE PARKER MIDDLE SCHOOL STUDENT ACTIVITY FUNDS

To the Honorable School Committee and
Management of the Chelmsford Public School District
Chelmsford, Massachusetts

We have performed the procedures enumerated in the Massachusetts Department of Elementary and Secondary Education's (DESE) "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds", which were agreed to by the Chelmsford Public School District (District), solely to assist the District with an evaluation of the systems of internal controls and compliance with the Massachusetts Student Activity Law (Massachusetts General Law [MGL] Chapter 71, Section 47) as related to the Parker Middle School student activity funds for the period July 1, 2021, through June 30, 2022. The District is responsible for the administration and system of internal controls surrounding the student activity funds. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the Massachusetts Department of Elementary and Secondary Education's "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds" either for the purpose for which this report has been requested or for any other purpose.

We have listed our comments and the corresponding agreed-upon procedures in the accompanying Schedule of Comments.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on cash and student activity balances. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the District and to meet our ethical responsibilities in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of the Chelmsford Public School District and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



June 14, 2023

Student Activity Schedules

SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS

June 30, 2022

ASSETS

Cash and cash equivalents.....	\$ <u>58,415</u>
--------------------------------	------------------

STUDENT ACTIVITY BALANCES

Band.....	\$ 1,479
Chorus.....	3,492
Cross Country.....	70
Drama.....	34,098
General Student Body Fund.....	869
Grade 5 and Field Trips.....	346
Grade 6 and Field Trips.....	1,586
Grade 7 and Field Trips.....	8,295
Grade 8 and Field Trips.....	2,546
Orchestra.....	1,416
School Store.....	152
Student Council.....	67
Yearbook.....	<u>3,999</u>

TOTAL STUDENT ACTIVITY BALANCES.....	\$ <u>58,415</u>
--------------------------------------	------------------

SCHEDULE OF ACTIVITIES - CASH BASIS

June 30, 2022

Receipts:	
Student activities.....	\$ <u>60,765</u>
Disbursements:	
Student activities.....	<u>48,271</u>
Increase (decrease) in student activity balances.....	12,494
STUDENT ACTIVITY BALANCES AT BEGINNING OF YEAR.....	<u>45,921</u>
STUDENT ACTIVITY BALANCES AT END OF YEAR.....	<u><u>\$ 58,415</u></u>

SCHEDULE OF SUPPORT, RECEIPTS AND DISBURSEMENTS - CASH BASIS

June 30, 2022

	Beginning Balances	Receipts	Disbursements	Receipts Over (Under) Disbursements	Ending Balances
Band.....	\$ 258	\$ 6,355	\$ 5,134	\$ 1,221	\$ 1,479
Chorus.....	1,410	8,482	6,400	2,082	3,492
Cross Country.....	10	610	550	60	70
Drama.....	27,972	15,427	9,301	6,126	34,098
General Student Body Fund.....	1,708	1,014	1,853	(839)	869
Grade 5 and Field Trips.....	346	-	-	-	346
Grade 6 and Field Trips.....	796	1,650	860	790	1,586
Grade 7 and Field Trips.....	858	11,600	4,163	7,437	8,295
Grade 8 and Field Trips.....	3,212	7,820	8,486	(666)	2,546
Orchestra.....	756	4,266	3,606	660	1,416
School Store.....	152	-	-	-	152
Stand Up Parker.....	-	1,135	1,135	-	-
Student Council.....	4,067	1,125	5,125	(4,000)	67
Yearbook.....	4,376	1,281	1,658	(377)	3,999
Totals.....	\$ 45,921	\$ 60,765	\$ 48,271	\$ 12,494	\$ 58,415

SECTION IV. – REVENUE, RECEIPTS AND DEPOSITS**School Deposits**DESE Guideline

The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

Agreed Upon Procedures

Make a selection of receipts to test. This sample population should be a representative sample of receipts that are made from the school deposit slips. Upon determination of the samples to be tested, perform the following procedures on each sample:

1. Determine if pre-numbered receipts are used.
2. Determine if funds are remitted within twenty-four hours or within the next business day (if a weekend day) to the principal's office.
3. Determine if the receipt is accompanied by a school deposit slip.

Comments

We noted that the revenue transactions selected for testing did not have pre-numbered receipts or tickets, student listings, and/or any supporting documentation that indicated who collected the funds and when the funds were collected. Because information regarding the collection of funds was not maintained, we were unable to determine the timing between when the monies were collected and when they were turned over to the principal's office for deposit. Currently, documentation procedures do not exist that would allow for the determination of when funds are collected by the class advisor and when they are turned over to the principal's office. As a result, we were unable to determine if funds were turned over within 24 hours of being collected. By not utilizing pre-numbered receipts or tickets, the ability to determine if a particular deposit is complete of all funds collected does not exist.

We recommend that the standard deposit form be updated to include a field for the date of fund raiser/receipt. This will provide the ability to verify if funds are being turned over to the principal's office within 24 hours of being collected. We also recommend that the School review its current receipt process, relative to the student activity funds, to determine the most practical procedures that can be implemented to ensure a proper audit trail for the funds collected by the advisor prior to turning the funds over to the Principal's office.

SECTION VII. – STUDENT TRAVEL**Enhance Student Travel Policy**DESE Guideline

The School Committee should adopt policies and procedures for student travel related to student activities (i.e. field trips, overnight, and abroad). The policy should address how travel is to be authorized, the method or methods of paying travel expenditures, and final accountability for all travel costs associated with a trip.

The following should be included in the policy:

- A statement of final accountability must be submitted by the authorized trip sponsor promptly after the completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

Agreed Upon Procedure

Through review of School Committee policies, determine if the policy for student travel is adequate.

Comment

The District's student travel policy does not require that a statement of final accountability be submitted by the authorized trip sponsor promptly after the completion of the trip. We recommend that the School Committee policy be revised to require a statement of final accountability to be submitted at the completion of a trip.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

To: Jay Lang, Ed.D., Superintendent
Members of the School Committee

From: Joanna Johnson-Collins, Director of Business & Finance

Date: June 16, 2023

Re: FY2023 Recommended One-Time Budget Expenditures & Budget Transfers

Attached please find a summary of one-time purchase recommendations and the associated DESE function code category for each item. These items are in addition to the items presented at the May 2, May 16 and June 6 school committee meetings. The items listed would not require a FY2023 budget transfer since the DESE category where the item would be charged has funds available.

A few other FY2023 budget transfers are required, unrelated to the one-time purchase list presented. Throughout the fiscal year, I have summarized a few of the larger budget variances. After applying these favorable balances to the one-time purchases at previous school committee meetings, there are still favorable balances (i.e. day-to-day substitutes, legal services, tutoring, and various labor accounts), and the intent is to utilize these favorable balances to build additional allowable reserve in a few of the revolving funds (i.e. transportation, athletics, turf fields, and school choice) for future use. Below is a summary of the four budget transfers necessary. Once approved, I will take steps to credit the revolving funds and debit the local operating budget.

From DESE Code		To DESE Code		Amount
22 Favorable Areas	1:1 computer initiative leases	2450	Instructional Technology	136,621
	Transportation	3330	Transportation	266,700
	Coaching Stipends	3510	Athletics	161,792
	Turf field bond payment & interest payment	6200	Civic Activities & Community Svcs	82,500
	Total			647,613

Suggested Motion:

I recommend the school committee vote at the regular school committee meeting on June 20, 2023 to approve these FY2023 local operating budget transfers totaling \$ 647,613 from twenty-two favorable DESE Categories to the four DESE Categories noted above for the Chelmsford Public Schools.

The Special Education Out of District (OOD) Tuitions Category of the FY2023 local operating budget is also favorable, primarily due to prepaying FY2023 OOD tuitions at the end of FY2022. The DESE category is favorable by \$ 1,302,324 after the journal entry to reflect the special education circuit breaker offset of \$ 2,525,420 (crediting special education OOD tuitions in the local operating budget and debiting the circuit breaker revolving fund). This action maintains the maximum reserve amount of \$ 2,574,768 in the circuit breaker revolving fund (one year of circuit breaker revenue). Since this DESE category remains favorable, the recommendation is to prepay FY2024 Special Education OOD Tuitions up to \$ 1,560,000. This is slightly more than the favorable variance within the DESE category, due to other favorable variances in the many different DESE categories.

From DESE Code		To DESE Code		Amount
9300	OOD Tuitions	9300	Prepaid OOD Tuitions (separate account # within the category)	1,302,324
1420	Human Resources	9300		19,000
1430	Legal Services	9300		78,000
2350	Classroom Teachers	9300		90,676
2357	Professional Development	9300		70,000
	Total			1,560,000

Suggested Motion:

I recommend the school committee vote at the regular school committee meeting on June 20, 2023 to approve this FY2023 local operating budget transfer totaling up to \$ 1,560,000 to fund Prepaid OOD tuitions for the Chelmsford Public Schools.

After these budget transfers, our intent is for the final FY2023 local operating budget expenditures and encumbrances to total \$ 67,500,000. We may also need to complete some minor FY2023 budget transfers at the end of June 2023 should a few of the DESE categories be over the budget amount. We would transfer the funds from a DESE category that is under the budgeted amount. If we still have unspent FY2023 funds, the recommendation would be a FY2023 Budget Allocation (and Budget Transfer) to a new account number in the local budget for Special Education (19300076 – 57800) and these funds would be transferred to the Special Education Reserve Fund (819555) established in FY2022. As a reminder, the Special Education Reserve Fund was approved at the March 15, 2022 school committee meeting and the April 25, 2022 spring town meeting. The balance of the Special Education Reserve Fund is \$ 758,153 (\$ 750,000 plus \$ 8,153 in interest) due to the transfer of those funds at the end of FY2022.

Thank you for your consideration in approving these budget transfers.

FY2023 One-Time Purchase Recommendations

Amount	Description	School	Contact	FY23 Budget Transfer From DESE Category	To DESE Category	
\$ 7,956	Purchase sign for main entrance	Byam Elementary School	Jason Fredette		Maint of	4210
\$ 20,220	Install electrical components and lighting for 8 science labs	McCarthy Middle School	Jon Morris		Capital Land & Bldgs	7200
\$ 5,750	Purchase and install plumbing for the 8 science labs	McCarthy Middle School	Jon Morris		Capital Land & Bldgs	7200
\$ 14,970	Remove existing cabinetry in the 8 science labs	McCarthy Middle School	Jon Morris		Capital Land & Bldgs	7200
\$ 8,460	Paint all new science labs at the middle school	McCarthy Middle School	Jon Morris		Capital Land & Bldgs	7200
\$ 57,356	Total Recommended One-Time Purchases 6.20.2023					

Budget Tranfer not required since DESE category has funds available

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 20, 2023
Re: 2023-2024 Kindergarten Enrollment Update

Attached please find the enrollment figures for incoming Kindergarten students for the 2022/23 school year as of June 20, 2023. I met with Byam Principal Fredette after the spring Kindergarten registration period and approved a 5th section of Kindergarten at Byam Elementary School for the 2023/24 school year based on projected enrollment. I will continue to monitor enrollment at Center, Harrington and South Row through the summer, however at this time based upon current enrollment, three sections of Kindergarten in each school will maintain class size guidelines.

FY'24 KINDERGARTEN & GRADE ONE ENROLLMENTS

6/20/2023

KINDERGARTEN	BYAM	CENTER	HARRINGTON	SOUTH ROW	TOTALS
January 2023					
Kindergarten Registration	62	55	37	52	206
Walk-In's	3	2	4	3	12
April 2023					
Kindergarten Registration	11	11	8	5	35
Walk-In's	3	2	2	1	
Differential - CHIPS	31	23	26	24	104
Total Kindergarten # in X2	110	93	77	85	357

# of Classrooms:	5	4	4	4
-------------------------	---	---	---	---

Average Class Size:	22	23.25	19.25	21.25
----------------------------	----	-------	-------	-------

CHELMSFORD PUBLIC SCHOOLS

Memorandum

To: Jay Lang, Ed.D., Superintendent of Schools
Members of the School Committee

From: Joanna Johnson-Collins, Director of Business & Finance

Date: June 15, 2023

Re: School Committee Accounts Payable Warrant Signing Schedule for FY2024

The FY2024 Accounts Payable Warrant signing schedule is attached for your review. I would like to thank the committee members for reviewing the accounts payable warrant on a bi-weekly basis throughout the year.

CHELMSFORD PUBLIC SCHOOLS
SCHOOL COMMITTEE SCHEDULE
FY24 ACCOUNTS PAYABLE WARRANT SIGNING DATES

AVAILABLE HOURS 8:00 AM TO 4:00 PM

<p style="text-align: center;">Friday July 14, 2023 July 28, 2023</p> <p style="text-align: center;">Dennis King Susan Mackinnon Donna Newcomb</p> <p style="text-align: center;">Alt: John Moses Maria Santos</p>	<p style="text-align: center;">Friday August 11, 2023 August 25, 2023</p> <p style="text-align: center;">Susan Mackinnon John Moses Maria Santos</p> <p style="text-align: center;">Alt: Dennis King Donna Newcomb</p>	<p style="text-align: center;">Friday September 08, 2023 September 22, 2023</p> <p style="text-align: center;">Dennis King Donna Newcomb Maria Santos</p> <p style="text-align: center;">Alt: Susan Mackinnon John Moses</p>	<p style="text-align: center;">Friday October 06, 2023 October 20, 2023</p> <p style="text-align: center;">Susan Mackinnon John Moses Donna Newcomb</p> <p style="text-align: center;">Alt: Dennis King Maria Santos</p>
<p style="text-align: center;">Friday November 03, 2023 November 17, 2023</p> <p style="text-align: center;">Dennis King John Moses Maria Santos</p> <p style="text-align: center;">Alt: Susan Mackinnon Donna Newcomb</p>	<p style="text-align: center;">Friday December 01, 2023 December 15, 2023 Thursday December 28, 2023</p> <p style="text-align: center;">Dennis King Susan Mackinnon Donna Newcomb</p> <p style="text-align: center;">Alt: John Moses Maria Santos</p>	<p style="text-align: center;">Friday January 12, 2024 January 26, 2024</p> <p style="text-align: center;">Susan Mackinnon John Moses Maria Santos</p> <p style="text-align: center;">Alt: Dennis King Donna Newcomb</p>	<p style="text-align: center;">Friday February 09, 2024 February 23, 2024</p> <p style="text-align: center;">Dennis King John Moses Donna Newcomb</p> <p style="text-align: center;">Alt: Susan Mackinnon Maria Santos</p>
<p style="text-align: center;">Friday March 08, 2024 March 22, 2024</p> <p style="text-align: center;">Susan Mackinnon Donna Newcomb Maria Santos</p> <p style="text-align: center;">Alt: Dennis King John Moses</p>	<p style="text-align: center;">Friday April 05, 2024 April 19, 2024</p> <p style="text-align: center;">Dennis King Susan Mackinnon John Moses</p> <p style="text-align: center;">Alt: Maria Santos Donna Newcomb</p>	<p style="text-align: center;">Friday May 03, 2024 May 17, 2024 May 31, 2024</p> <p style="text-align: center;">Dennis King Donna Newcomb Maria Santos</p> <p style="text-align: center;">Alt: Susan Mackinnon John Moses</p>	<p style="text-align: center;">Friday June 14, 2024 June 28, 2024</p> <p style="text-align: center;">Susan Mackinnon John Moses Maria Santos</p> <p style="text-align: center;">Alt: Dennis King Donna Newcomb</p>

Chelmsford School Committee Goals 2022-23

Mission Statement

To support the mission of the Chelmsford Public Schools to cultivate inspired, creative, and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members, the school committee proposes the following goals for the 2022-2023 school year.

District Wide Goals

The following goals for the 2022-2023 school year are intended to bridge the work of the schools while finalizing the strategic plan.

School Committee Goals and Action Steps

Duty to Govern Established Policies and Oversee, Evaluate, and Monitor the Execution of Policies

By February 1, 2023, the school committee will conduct a review and update school committee policies that support the district plans to provide educational programming to be sure they are up-to-date and in compliance with state/federal law and regulations. This goal will be measured by the changes made in identified policies and the clear communication of changes to the school community.

ACTION STEPS:

1. The SC Policy Subcommittee shall convene and review current policies and recommended adjustments/updates with appropriate central office staff.
 - Subcommittee Members – Dennis King and Maria Santos
 - Subcommittee met– Fall 2022
 - Policy update – SC Meeting 9/7/2022
 - Policy updates vote – SC Meeting 3/7/2023
2. Identify the policies that will be reviewed and adjusted.
 - Policy ACAB: Sexual Harassment
 - Policy GBA: Equal Employment Opportunity
 - Policy GCF: Professional Staff Hiring
 - Policy IHBEA: English Language Learners
 - Policy IHBG: Home Schooling
 - Policy JB: Equal Educational Opportunities
 - Policy JFBB: School Choice
 - Policy JIC: Student Discipline
 - Policy JICA: Student Dress
 - Policy EBCFA: Face Coverings
 - Policy JEBA: Upper Entrance Age / School Admissions

3. Publish final changes and communicate how the changes apply to the school community.

- School Committee Meeting Update – 9/7/2022
- School Committee Meeting Review and Vote – 3/7/2023

Duty of Leadership Guiding the Mission and Direction

By February 1, 2023, the school committee will review and update the handbook that governs how the committee conducts the affairs of the school committee including board development, transition, and board operations. This goal will be measured by a published handbook and clear communication of how the handbook applies to the school community.

ACTION STEPS:

1. Establish a SC subcommittee to conduct a review of the current handbook.
 - Subgroup Members – Dennis King, Donna Newcomb
 - Subgroup met– Fall 2022 and Spring 2023
 - SC Handbook vote – SC Meeting 3/21/2023
2. Review *MASC Roles and Responsibilities of the School Committee* document.
 - School Committee meeting date – SC Meetings - 9/20/2022 and 10/4/2022
3. Identify areas to be revised and items to add to the handbook based on school governance, leadership, and stewardship responsibilities.
 - Communication
 - Schedule of Meetings
 - Agenda Format
 - Types of Meetings
 - Effective Committee Members
 - Open Meeting Laws
 - Warrant Signing Procedures
 - Acronyms
 - New School Committee Member Checklist
4. Access school attorney and MASC liaison to review finalized handbook.
 - Sent for review – Winter 2023
 - Received back -
5. Publish final handbook and communicate how the handbook applies to the school community.
 - Published Handbook available on [CPS School Committee Page](#).

Duty of Care for Stewardship Including Fiduciary Responsibility

By February 1, 2023, the school committee will fulfil its fiduciary and oversight responsibility – to promote the continued effective leadership of the school district, in-line with district values, vision and priority focus areas – by negotiating a contract extension with the superintendent of schools. This goal will be measured by the completion of the negotiation process and a finalized contract published and communicated with the school community.

ACTION STEPS:

1. Establish a SC subcommittee to meet with the superintendent to review and negotiate terms for a contract extension.
 - Subcommittee Members – Maria Santos and John Moses
2. Review area and comparable district superintendent contracts to identify current fiscal trends.
 - Spreadsheet created and reviewed by to review comparable district contracts – Fall 2022
 - Consulted with MASC on various trends for superintendent contracts – Fall 2022
3. Identify fiscal capabilities and constraints that impact bargaining strategies.
 - Subcommittee met and reviewed current finances to cost out superintendent contract – Fall 2022
4. Set final parameters for compensation and other benefits and conclude negotiations with a final contract.
 - Executive sessions to conduct negotiations - Fall 2022
 - SC vote on superintendent contract – SC meeting 2/7/2023

School Committee's Professional Practice Goal

Committee Involvement in Special Education Program and Goal Setting with District Management Group (DMGroup)

During the 2022-23 school year, the school committee will continue to work with all stakeholders to help to conduct a district wide strategic review of special education programming with approved contractor District Management Group (DMGroup) during the 2022-23 academic year and beyond. Successful completion of this goal will be evidenced by the finalization and approval of a multi-year plan aligned to the approved district budget.

- Special Education Opportunity Review Updates – SC meetings 9/20/2022, 3/7/2023
- Special Education Opportunity Review Final Report – SC meeting 5/2/2023
- Schools conducted interviews with school leaders to identify current practices – Winter 22/23
- Schools conducted interviews with CPS special educators to identify current practices – Winter 22/23.
- Schools gathered instructional time usage for all special education programming district- wide – Winter 22/23
- School to Identify and next steps and 2023/24 goals – Summer, 2023



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 17, 2023
Re: Superintendent Goals: 2022-23 – End-of-Year Progress

Attached please find a copy of the superintendent goals for the 2022/23 school year. I made comments throughout the document updating each area with accomplishments and progress through June, 2023. This is a final yearend document for 2022/23.

Superintendent Goals 2022-23

Mission Statement

To support the mission of the Chelmsford Public Schools to cultivate inspired, creative, and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members, the school committee proposes the following goals for the 2022-2023 school year.

District Wide Goals

The following goals for the 2022-2023 school year are intended to bridge the work of the schools while finalizing the strategic plan.

Superintendent Goals and Action Steps

Academic Achievement

By June 2023, the superintendent will complete the strategic planning process on academics with year one goals that focus on closing the mathematical achievement gap in the elementary and middle grades in order to build a strong foundation for academic success in high school and beyond. This goal will be measured by the percentage of students making adequate annual growth on MCAS, the percent of 3rd grade students meeting standards in reading based on i-Ready data, percentage of 3rd-graders meeting standards in math based on i-Ready data, and the percentage of 8th-graders meeting standards in math based on i-Ready data.

ACTION STEPS:

1. Complete the professional development in grades K-8 for the new reading and phonics program adoptions.
 - Completed second year of professional development with Lesley University consultants - 10/18/22, 11/8/22, 1/10/23, 3/2/23
 - Completed Foundations professional development with Wilson Learning consultants – 10/20/22, 10/24/22, 10/25/22, 10/26/22, 3/6/2023, 3/7/2023, 3/8/2023, 3/9/2023
2. Implement and pilot a new math curriculum in grades K-12.
 - Selected programs for elementary, middle and HS – Pilots complete.
 - Materials ordered and at schools.
 - Professional development is scheduled for the summer and 2023/24 school year.
3. Analyze the implementation of Math/ELA benchmark assessments in grades K-9 and identify areas for improvement.
 - Implemented diagnostic benchmark in fall, winter and spring with 98% participation rate.
 - Monitored use of weekly personalized instruction and created a monthly instructional use meeting plan with principals to review usage and data meeting schedule for the 2023/24 school year.
 - Distributed parent guardian reports 6/14/2023
 - *Professional development on standards master – TBD summer date*

4. Implement district data dashboards (Panorama) to improve data-based decision making.
 - Completed data integration with dashboard company 12/1/2022
 - Provided professional development to staff – week of 4/5/2023 staff meetings
 - Utilization of dashboards at each building for SST meeting – 1/3/2023 - present
5. Review and adjust school schedules to maximize student learning time.
 - Middle school realignment process complete
 - Attended DMGroup scheduling institute – 1/31/2023, 2/21/2023, 3/21/2023
 - Draft schedules complete and shared with staff. Adjustments are being made – 5/22/2023

Equity

By June 2023, the superintendent completes the special education review process and focus on providing equitable opportunities for each and every student to close achievement gaps between marginalized student population and their peers. This goal will be measured by identifying the achievement gap between general education and students with IEPs and between general education students who are economically disadvantaged.

ACTION STEPS:

1. Analyze the implementation of ELA/Math iReady.
 - Identified strengths and gaps in use of iReady with special education teachers – Spring 2023
 - Identified trainers to provide professional development on usage – Spring 2023.
 - Develop a professional development plan on how iReady will be used by special education staff – Summer 2023
2. Conduct the district Special Education Opportunity Review process.
 - Conducted interviews with school leaders to identify current practices – Winter 22/23
 - Conducted interviews with CPS special educators to identify current practices – Winter 22/23.
 - Gathered instructional time usage for all special education programming district- wide – Winter 22/23
 - Identify and next steps and 2023/24 goals – Summer, 2023
3. Publish the findings from the Special Education Opportunity Review.
 - School Committee presentation – 5/2/2023

Social-Emotional Learning

By June 2023, the superintendent will focus on ensuring that students have strong relationships with staff and their peers, so students feel welcomed, included and safe at school. This goal will be measured by the percent of students who report, through surveys a feeling a sense of belonging in school, Having positive relationships with peers, and having positive relationships with staff in grades K-12

ACTION STEPS:

1. Implement a new SEL data collection and analysis tool to plan for data-based decision making.
 - Administered baseline SEL survey in grs. 3-12 – December 2022
 - Completed analysis of SEL survey baseline data – January 2023

- Trained administration in use of district dashboard to access data – December 2022
 - Shared data with staff – April 2023
 - Developed a communication plan for families about SEL data – April 2023
 - Administered Spring SEL Survey – April 2023
 - Analyzed Spring data to develop 2023/24 goals – June 2023
2. Implementation of DEI practices and protocols.
- Created a DEI District Leadership Team – September 2022
 - Created a monthly meeting schedule for team, September 2022
 - Developed 4 priority sub committees for DEI – PD, Procedures and Polices, Curriculum and Classrooms, Stakeholders – November 2022
 - Communicated priority areas and action steps to district leadership team – February 2023; updates on 2/28/2023, 3/21/2023, 4/25/2023, 5/23/2023, 6/13/2023
 - Participated in Racial, Equity, Diversity, and Inclusion (REDI) Training – 10/4/2022, 10/17/2022, 12/1/2022, 12/14/2022, 1/4/2023, 2/1/2023, 3/1/2023, 4/27/2023
 - Added a SEI webpage to the district website – April 2023

Human Capital

By June 2023, the superintendent will focus on attracting and developing a highly effective teaching staff equipped to meet the diverse needs of our Students' population. This goal will be measured by the increase of adults from diverse backgrounds through college partnerships, the percent of instructional staff who receive professional development and training to prepare for diverse student populations, and percent of staff who report feeling equipped to provide culturally responsive instruction.

ACTION STEPS:

1. Conduct newly developed staff surveys and analyze the results.
 - Identified objectives and content for staff survey – March 2023
 - Created survey for 2023/24 administration – June 2023
 - Survey administration – 8/26/2023
2. Identify teacher collaboration programs that will diversify the staff applicant pool.
 - Gain understanding of current demographics of CPS staff – December 2022
 - Gather current collaboration programs – December 2022
 - Contact collaboration programs to identify ways to provide staffing diversity – June 2023
 - Connect with current college student teaching programs for diversified applicants – Summer 2023

Facilities and Operations

By June 2023, the superintendent will enhance the educational facilities to provide students with safe and modern schools that support innovative student learning. This goal will be measured by the annual review of short-term capital plans delivery and budget use; maintenance work orders submitted and completed, APA standards of cleaning for buildings, and school schedules that maximized instructional time.

ACTION STEPS:

1. Obtain a baseline of current building cleanliness.
 - Contracted with APPA vendor – February 2023
 - Established a baseline assessment of school buildings to APPA standards with custodial staff – February 2023
 - Investigated a reporting mechanism for building-based staff to report cleanliness to custodians – February 2023
 - Educated staff on building cleanliness expectations and APPA standards – March 2023
 - Educated staff on reporting procedure – March 2023
 - Developed periodic review process for incidents reported at the building and district level – May 2023
2. Implement efficient process for work order opening, assignment, priority level, and closure time for school buildings.
 - Met with Town Facilities Manager to discuss metrics/purpose – February 2023
 - Meetings with various trades – February 2023
3. Prioritize project completion for safety updates, upgrades, and enhancements.
 - Developed a prioritized 10-year capital plan for school facilities – Fall 2022
 - Scheduled capital projects funded by Town Meeting – Spring 2023

Engagement with State Level Organizations

By June 2023, the superintendent will attend state and national conferences and meetings to maintain his knowledge/learning with regard to the most educationally appropriate practices involving 1) school safety, security and emergency planning preparedness for our schools, 2) the integration of technology initiatives in elementary, middle and high schools, as we launch our 1:1 Chromebook initiative and focus on the meaningful integration of technology in our curriculum and learning practices, and 3) district administration and leadership.

- Past President and Advisor - Merrimack Valley Superintendents Association for 2022/23
- Nominated to the Massachusetts Association of School Superintendents Executive Board for 2022/23
- MASS Summer Institute – July 2022
- National School Safety Conference – July 2022
- New England Association of School Superintendents Conference – September 2022
- MASC/MASS Executive Institute – November 2022
- AASA National Superintendent Conference – February 2023
- National Student Safety and Security Conference – April 2023

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 17, 2023
Re: 2022/2023 Superintendent's Evaluation Process

Below is a proposed timeline and process for conducting my evaluation for the 2022/2023 school year. This is in-line with previous evaluations conducted.

Superintendent Evaluation Process

1. The superintendent submits a Year-in-Review Report at the July 18, 2023 regular school committee meeting and presents the highlights to the school committee. The school committee members will have an opportunity to ask clarifying questions or request additional evidence/information for use in completing the superintendent's evaluation.
2. Each school committee member prepares an End-of-Cycle Summative Evaluation Report by August 4, 2023 taking into consideration the Year-in-Review Report submitted by the superintendent as well as any other relevant evidence/information for the purpose of arriving at:
 - An assessment of progress on goals;
 - A rating of the superintendent's performance on the Standards;
 - An overall rating of the superintendent's performance.

Members will electronically submit their evaluation reports to Chair Newcomb, copied to the superintendent, by August 4, 2023.

3. Chair Newcomb drafts an End-of-Cycle Summative Evaluation Report of the superintendent for the committee. The Chair will:
 - Prepare a single summative evaluation based upon the preponderance of individual ratings;
 - The Chair sends the summative evaluation to committee members by August 9, 2023;
 - The school committee adopts a final End-of-Cycle Summative Evaluation Report (on agenda for August 15, 2023).

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

This timeline will allow us to review the current year and move the discussion to the next (2023/24) school year at our second August school committee meeting date. To aid in your review and evaluation of my work, I have attached an evaluation rubric taken from MA DESE for the superintendent's evaluation. This rubric is to be completed by each individual member and then submitted individually to Chair Newcomb for compilation. The individual evaluations *are not public record* and *are not shared with the public*. The cumulative summative document (ratings and comments) that Chair Newcomb will compile based upon individual member ratings will become public record and will be shared with the public.

I have colored coded the rubric for you. Each box that is colored (yellow and green) requires a rating. It is recommended that you complete the yellow sections first, review the ratings, and go back and complete the green sections. The green sections are overall summative ratings for each area included in the yellow sections. I hope this make sense, please feel free to let me know if there is anything I can provide to help in your review.

I am also available/willing to meet individually with any committee member that desires to review the work of this past year and assist in providing additional evidence of practice where it may be helpful. If you would like to schedule a time to meet, please reach out and we will get together.

**End-of-Cycle Summative Evaluation Report: Superintendent
2022 - 2023 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Indicators	Unsatisfactory	Needs Improvement	Proficient	Exemplary
<p>Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of <i>Needs Improvement</i> , or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.</p>				
<p>Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected.</p>				
<p>Proficient = Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.</p>				
<p>Exemplary = A rating of <i>Exemplary</i> indicates that practice significantly exceeds <i>Proficient</i> and could serve as a model of practice regionally or statewide.</p>				
Standard I: Instructional Leadership				
Standard II: Management and Operations				
Standard III: Family and Community Engagement				
Standard IV: Professional Culture				
Rate Overall Summative Performance				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2022 - 2023 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Superintendent’s Performance Rating for Standard I: Instructional Leadership

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measureable outcomes.				
I-B. Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.				
I-C. Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.				
I-D. Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.				
I-E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.				
<i>Overall Rating for Standard I</i>				
The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2022 - 2023 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Superintendent’s Performance Rating for Standard II: Management and Operations

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.				
II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.				
II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.				
II-D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.				
II-E. Fiscal Systems: Develops a budget that supports the district’s vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.				
<i>Overall Rating for Standard II</i>				
The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2022 - 2023 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Superintendent’s Performance Rating for Standard III: Family and Community Engagement

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.				
III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.				
III-C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.				
III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.				
<i>Overall Rating for Standard III</i>				
The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2022 - 2023 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Superintendent’s Performance Rating for Standard IV: Professional Culture

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.				
IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students’ backgrounds, identities, strengths, and challenges are respected.				
IV-C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills.				
IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.				
IV-E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.				
IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.				
<i>Overall Rating for Standard IV</i>				
The education leader promotes the learning and growth of all students and the success of all staff by nurturing and sustaining a districtwide culture of reflective practice, high expectations, and continuous learning for staff.				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2022 - 2023 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Add Evaluator Comments

Comments and analysis are recommended for any rating but are required for an overall summative rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*.

NOTES:

CHELMSFORD PUBLIC SCHOOLS

Office of Human Resources
230 North Road, Chelmsford, MA 01824
Telephone: (978) 251-5100 Fax: (978) 251-5110

To: Dr. Jay Lang, Superintendent

From: Robyn Corbett, Executive Assistant to the Superintendent

Date: June 9, 2023

Re: Personnel Report – May 2023

Please see the attached Personnel Report which includes retirements, resignations, new hires and assignment changes. Thank you for sharing this report with members of the Chelmsford School Committee.

Personnel Report – May 2023

New Hires

Allen, Gregory

Paraprofessional

McCarthy Middle School

Effective date: 5/30/23

Clark, Jennifer

Grade 5 Teacher

Parker Middle School

Effective date: 8/28/23

DeHaan, Lauren

Interim Math Teacher

Chelmsford High School

Effective date: 8/28/23

DeStefano, Vincent

Band Teacher

McCarthy Middle School

Effective date: 8/28/23

Eriksen, Taylor

Grade 7 English Teacher

McCarthy Middle School

Effective date: 8/28/23

Felzani, Rose

Registered School Nurse

Center Elementary Schools

Effective date: 8/28/23

Meaney, Danielle

Grade 7 Math Teacher

McCarthy Middle School

Effective date: 8/28/23

Richard, Timothy

Art Teacher

Chelmsford High School

Effective date: 8/28/23

Ritter, Katie
Grade 3 Teacher
Harrington Elementary School
Effective date: 8/28/23

Say, Sarah
Lunch/Recess Aide
Center Elementary School
Effective date: 5/30/23

Sousa, Erin
Special Education Teacher
McCarthy Middle School
Effective date: 8/28/23

Resignations:

Alegre, Eva Ballesteros
Spanish Teacher
Chelmsford High School
Effective date: 6/16/23

McCarty, Sarah
Grade 7 Special Education Teacher
Parker Middle School
Effective date: 6/16/23

McPhee, Kurt
Principal
McCarthy Middle School
Effective date: 6/30/23

Moore, Courtney
Substitute Coordinator
Chelmsford High School
Effective date: 6/16/23

Rossi, Anna
Special Education Teacher
Parker Middle School
Effective date: 6/17/23

Sanders, Clayton
English/Social Studies Teacher
Chelmsford High School
Effective date: 6/16/23

Wheeler, Ann
Social Worker
CHIPs
Effective date: 6/16/23

Retirements:

Assignment Changes:

Blagg, Joshua (formerly Dean of Hawthorn House @ Chelmsford High School)
Principal
Parker Middle School
Effective date: 7/1/23

Robinson, Deborah (formerly Secretary @ Parker Middle School)
Secretary to the Principal
Parker Middle School
Effective date: 7/1/23