

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

SPECIAL EDUCATION BUS TRANSPORTATION

BID PACKAGE

Bid Opening Date: April 10, 2026, 9:00 a.m.

at the **Maine Township HSD207 Administrative Offices,**

Located at

1177 S Dee Rd, Park Ridge, Illinois 60068

**SPECIAL EDUCATION BUS TRANSPORTATION
BID PACKAGE**

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I. INSTRUCTIONS TO BIDDERS

1. Maine Township High School District 207 (“District”) is accepting bids for special education bus transportation services.
2. The bid opening will be on April 10, 2026, at 9:00 a.m. local time at the District’s Administrative Offices located at 1177 S Dee Rd, Park Ridge, Illinois 60068.
3. A bid proposal must be submitted on the Bid Form attached hereto in an opaque envelope, which is sealed and marked on the front “Maine Township High School District 207 Special Education Bus Transportation Bid” and identifies the name and address of the Bidder, addressed to the Director Of Fiscal Services. **A bid proposal must consist of one original set of all required Bid Documents.** Bid proposals will be accepted any time prior to, but not later than April 10, 2026, at 9:00 a.m. local time, at the District Administrative Offices, located at 1177 S. Dee Rd, Park Ridge, Illinois 60068. For bids sent by the U.S Postal Service, courier or other delivery service, the Bidders shall be responsible for their delivery to the Director of Fiscal Services before the advertised hour for the receipt of bids. If the delivery service is delayed beyond the date and hour set for the bid’s receipt, bids so delayed will not be considered and will be returned unopened.
4. Each bid shall be a firm and irrevocable offer from the date received by the District until at least one hundred (100) calendar days after the date bids are opened and announced to the public. Corrections, modifications or amendments to bids for any reason, including any error or miscalculation, shall not be permitted. The District reserves the right to reject any or all bids or portions thereof and to waive any informalities, irregularities or defects in any proposal should the District view any such action to be in its best interests. An award, if made, will be awarded by first considering the Bidder most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.

The District reserves the right to award all or part of the contract to one or more bidders.

5. Bidders are expected to review thoroughly all Bid Documents and to familiarize themselves with all the terms and conditions thereof (“Bid Specifications”). Failure of the successful Bidder to familiarize itself with these materials shall not relieve the successful Bidder of any of its obligations hereunder.
6. All bids shall be accompanied by the following statement, on the Bidder's official stationery, executed by an authorized representative and addressed to the District:

The undersigned Bidder represents it has carefully read and examined the “Public Notice” and all Bid Documents contained in the Maine Township High School District 207 Special Education Bus Transportation Bid Package including, without limitation, the “Instructions to Bidders,” “Scope of Services,” “Bidder Information Sheet,” “Summary of Experience Sheet,” “General Conditions,” and “Bid Form.” The undersigned will provide the services required in the Bid Documents for the prices bid and on the terms stated therein.

Further, the undersigned Bidder agrees and warrants that the bid submitted is a firm and irrevocable offer (not subject to correction, amendment or modification) from the date received by the District until at least one hundred (100) calendar days after the date the bid is opened and announced to the public.

7. Bidders shall bid in strict accordance with the requirements of the Bid Specifications, and no bid shall be accepted that alters or qualifies the bid price, as required to be submitted on the Bid Form, or otherwise alters the terms and conditions of the Bid Specifications. Bidders shall submit a complete bid package, including a Bid Form containing responses to all items. The District shall not consider any incomplete bids. Bidders who wish to provide portions, but not all, of the levels of service set forth on the bid form must, nonetheless, complete the entire form by inserting the words "No Bid" or "N.B." in those portions of the form which refer to transportation services the bidder declines to quote. A bid containing incomplete blanks may be considered an incomplete bid and be rejected as non-responsive.
8. All bids shall be completed with each space properly filled in. The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and Bidders will be held strictly to the bids as submitted. All bidders will be bound by any and all math calculations, misquotes, or mistakes of any kind and to all terms contained in these bid specifications. Bids shall be without interlineations, or erasures. No oral, telephone, facsimile or electronic bid or revision to a bid will be considered. Should the bidder find any discrepancies in or omissions from any of the documents, or be in doubt as to their meanings, the Bidder shall advise the District representative listed above who will issue the necessary clarification to all prospective bidders by means of a written addendum. Oral explanations will not be binding. All bids submitted shall be valid for a minimum period of 100 calendar days after the bid opening.
9. The submission of a bid by a Bidder will be construed as an indication that the Bidder is fully informed as to the extent and character of the service required and can offer the services satisfactorily in accordance with the specifications.
10. No employee of the District is to be extended any form of gratuity in connection with the Contract.
11. The District will make such investigation as necessary to determine the ability of the Bidder to fulfill bid requirements. Representatives from the District reserve the right to inspect the company's facilities and other transportation operations under its management prior to any award of the Contract at the expense of the Bidder.
12. Withdrawals of bids after the period of irrevocability has expired shall be made in writing and delivered by certified or registered mail, postage prepaid, addressed to the Director of Fiscal Services, Maine Township High School District 207, 1177 S Dee Rd, Park Ridge, Illinois 60068.
13. All required items as listed on the Bidder Information Sheet must be included in the bid envelope.

14. If a Bidder contemplating submitting a bid is in doubt as to the true meaning of any part of these Bid Specifications, Bid Documents or other Contract documents, it may submit, a written request for an interpretation thereof no less than five working days before the bids are due at the Maine Township High School District 207, Administrative Offices located at 1177 S. Dee Rd, Park Ridge, Illinois 60068. Request for an interpretation may be sent via facsimile -attention Patricia Alvarez, Director of Fiscal Services at 847-692-8022, email to palvarez@maine207.org, or hard copy. Delivery of the written request for an interpretation sent by the U.S Postal Service, courier or other delivery service shall be the responsibility of the Bidders. The District may determine in its sole discretion whether or not to respond to a Bidder's request for interpretation. If the written request for an interpretation to the Director of Fiscal Services is not received prior to the five day limit, it will not be addressed. Revisions, if any, to this Bid Solicitation will be made by an addendum duly issued by the Director of Fiscal Services, or her designee, prior to the due date of the bids. A copy of such addendum will be emailed, faxed or delivered to each Bidder receiving a set of Bid Documents and to such other prospective Bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective Bidder to receive clarification prior to the time for receipt of bids will not be grounds for withdrawal of a bid. **Bidders will acknowledge receipt of each addendum issued on the Bid Form provided.** Oral explanations will not be binding.
15. While the financial responsibility of the Bidder is of significant concern, the District is equally concerned with the proven ability of the Bidder to satisfactorily perform the Contract and fully render the services set forth in these Bid Specifications. Accordingly, the District will take into consideration the following items in determining the award of the Contract. This list shall be deemed non-exclusive, and the District shall be entitled to take into account any other information relevant to the determination of whether the Bidder is an acceptable, responsible Bidder.

At a minimum the Contractor shall submit the following materials with the sealed bid package.

1. Experience of the Bidder in transporting public school students, including students with disabilities and medical needs.
2. Resumes of key management personnel and owners.
3. Pending litigation and litigation that has been concluded in the prior five years.
4. A plan for the District's Special Education transportation program.
5. Approach to routing.
6. Develop the staffing plan detailing the approach to staffing the District's Special Education transportation needs, including, but not limited to, management, accounting/billing, fuel management, reporting and communications with District's administrators, teachers and teacher assistants, communications and follow-up with parents, routing, dispatch, field and safety reviews, fleet maintenance, etc. The staffing plan shall detail the type and number of position(s), the duties and responsibilities and number of staff assigned.

7. Approach to the transportation of students with disabilities.
 8. Evidence of management expertise in special education student transportation, including evidence of successful performance of other transportation contracts similar in size, scope and nature of the District's proposed Contract.
 9. Reputation of the Bidder for cooperation, maintenance of schedules, safety and ability to comply fully with all Contract provisions.
 10. Adequacy of maintenance and programs to provide for safety and uninterrupted service. No buses shall be older than 8 years.
 11. Bid price.
 12. Continuing financial stability of the Bidder during the Contract period.
 13. Extent and nature of the in-service programs offered to drivers, especially as they relate to transporting students with disabilities (e.g., sign language instruction for drivers transporting hearing-impaired children; behavior management instruction for drivers transporting children with behavior disorders) including any requested in-services to be provided by the Student Services Department of Maine Township High District 207.
 14. In determining whether a Bidder is a responsible Bidder that meets the Bid Specifications, the District reserves the right, but is not obligated, to request additional information at any time from any or all Bidders to clarify issues based in its initial evaluation of bid submissions.
16. Award Criteria:

Award will be made to the Bidder or Bidders who the Maine Township High School District 207 Board of Education, in the exercise of its discretion, determines to be most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price. Price will be a factor, but will not be the sole determining factor, in the evaluation. Responsibility of the bidder will be evaluated based upon all the factors identified in paragraph 16 above, the materials supplied with the sealed bid package and the information garnered by the Maine Township High School District 207 Board of Education and its agents through their independent investigation.

II. SCOPE OF SERVICES

BASE BID

Management Services

As part of the route cost for the Special Education Bus Transportation base bid, the Bidders shall include the cost to provide management services of the type and kind as outlined below.

The contractor shall hire and retain staff adequate to provide the District with a well organized and efficient student transportation system. At a minimum, but not limited to, the Contractor shall provide a branch manager, a District account manager, dispatch personnel, safety officers, trainers, routers, licensed drivers, driver assistants and clerical staff to meet this requirement.

The Contractor will be taking over the management and operations of the District routes and transportation programs as early as August 01, 2026 unless otherwise directed by the District.

The Contractor shall conduct all of its activities subject to all current and future federal and state laws and ordinances, and the decisions, rules, guidelines, policies and procedures of the District (hereinafter, collectively, "District Policies") and pursuant thereto, the Contractor shall carry out the following functions and responsibilities of this Contract to include the following:

- The Contractor shall oversee, manage, and supervise all aspects of the operations of special education transportation system.
- The Contractor shall provide the District with on-time student transportation. There is an expectation that students should arrive no more than ten (10) minutes or less than five (5) minutes before the designated start time of the student's assigned facility. Outgoing routes shall be scheduled so that the bus arrives at the school at least five (5) minutes prior to and shall not depart until students are safely seated in the bus. By the end of the first week of school students should arrive within this time frame. If the Contractor fails to meet this requirement a penalty of 10% of the cost of that route for that day will be assessed against the Contractor's billing for the month.
- The Contractor shall staff their operations from the hours 5:30 a.m. to 6:00 p.m. on days when the District is in session. In the event of snow days or other weather related emergencies, the Contractor shall staff their operations as requested by the District to provide adequate notification of route feasibility and service availability.
- Develop routes to assign students, schools and stops. In making route assignments make maximum use of the time and capacity available for each route in the System.
 - For regular school year service scheduling the District shall provide the Contractor an updated enrollment database by the end of June of the preceding school year.
 - The routes will be reviewed each summer and adjusted based upon ridership, capacity and length of the route.

- The Contractor shall provide preliminary proposed routes to the District prior to the start of the next school year, no later than August 1st.
 - The Contractor shall provide the District with final route sheets by the end of the fourth week of school.
 - The Contractor shall update route sheets as needed throughout the year and provide the District with updated route sheets prior to the implementation of the change.
 - The route sheets provided to the District shall include, as a minimum, the route number, the driver, the student names, the school sites, listing of stop locations and estimated stop times, and a graphic representation of the route with stops denoted.
 - The District reserves the right to review and make final adjustments to the routes.
 - The District will provide student data information (i.e. name, emergency contact information, necessary information concerning the students' disability such as the inability of the student to communicate) thirty (30) days prior to the start of summer school, and thirty days prior to the start of the school year or regular term.
- With approval of the District the Contractor will institute a refined routing system. Contractor will develop proposed pairings of riders to ensure compatible pairing of riders and maximize the operations of the transportation system. District retains final approval on student pairings.
 - Perform field review of routes as needed or as requested by the District.
 - Recommend to the District short-term and long-term plans, processes and procedures that will improve student transportation services and upon the District's approval and adoption of such policies and procedures, implement same.
 - Recruit and maintain Department of Transportation Staff.
 - Evaluate the performance of each transportation system staff member.
 - Address parent calls/emails regarding safety concerns, requests for changes in route or stop locations, etc. within 24 hours.
 - Provide a complaint tracking system.
 - Recommend to the District procedures for communication and problem solving between schools, transportation managers, parents, advisory agencies, and community members and if adopted by the District, develop, implement and maintain such procedures.
 - Evaluate the effectiveness of the Transportation System and, where appropriate, recommend to the District policies to improve the effectiveness of the System.
 - As requested, work with the District to resolve transportation issues
 - As appointed by the District, serve on District or other special committees concerning student transportation.

- Assist in the development and monitoring of the student transportation budget.
- The Contractor shall provide the District with the following reports and submittals:
 - Billing by the 10th of the month for the previous month of service delineating dates, times and cost by route
 - On-time tracking of student delivery to schools
 - The number and nature of parent calls/complaints
 - Mileage reports
 - Status of the fleet reports
 - Year end reports for the ISBE transportation claim
 - Assist with other required reports as needed
 - Master route sheets

Transportation Services

As part of the base bid, the Bidders shall include costs to provide transportation services as outlined in the bid form, for fiscal years 2026-27, 2027-28 and 2028-29.

1. Transportation of Students with Disabilities

The Bidder shall provide a schedule of costs for the transportation of Special Education students to day schools or other facilities with **small buses**. The Bidder shall provide a base cost (the Bidder shall note the miles included in the base cost on the Bid Form) and a per mile unit cost for any additional mile not included in the base cost for the transportation of one or more riders. Pricing will be provided only on the base cost and additional miles only, NO additional cost for additional riders shall be charged. The unit cost will be applied for “curb to curb” (home to school/facility and reverse) miles only. No other cost will be charged. The Contractor shall include the cost of fuel in their per mile unit cost provided on the Bid Form.

The District reserves the right to enter into agreements with other Districts that may have students along the route to the out of district day school locations to provide their students with transportation services and share the cost of the route with the other Districts.

The District does not guarantee the transportation of students to out of district day school or other facilities to the Contractor and reserves the right to contract the work with other transportation vendors based upon District needs, student needs, cost and other factors.

Bus Assistant

The Bidder shall also provide an hourly cost for a bus assistant. A bus assistant may be required to assist with the transportation of students with special needs. The Contractor shall make an effort to hire bus assistants that live near the student. The Contractor will be paid the hourly rate for the actual time the bus assistant rides with the transportation of students only. After the minimum hours have been met, the portion of hours after the minimum will be prorated on a quarter hour basis for actual time transporting students. The Contractor is responsible for managing this time accurately and to minimize excess time not needed.

Cancellation Fees

It is recognized that the transportation of a student may need to be canceled due to planned absences, school closings or other unforeseen emergencies. In some cases, absences are planned

and communicated in advance – in these cases the Contractor shall not bill the District for the cancellation of the planned route.

SPECIAL EDUCATION BUS TRANSPORTATION BID FORM

BID PACKAGE

DUE DATE: April 10, 2026, at 9:00 a.m.

ATTENTION: Patricia Alvarez
Director of Fiscal Services
Maine Township High School District 207
1131 S. Dee Road
Park Ridge, Illinois 60068

BIDDER: **COMPANY:** _____

CONTACT: _____

PHONE: _____

Having read the Instructions to Bidders, the General Conditions, Scope of Services and other Bid Documents and understanding the same, the Bidder hereby submits this Bid Form and agrees to provide student transportation services to Maine Township High School District 207, 1177 S Dee Rd, Park Ridge, Illinois 60068, in accordance with the provisions of said Instructions to Bidders, General Conditions and other Bid Documents and on the terms stated herein as selected by the District. The Bidder acknowledges that the District reserves the right to reject any and all bids or portions thereof, to award a Contract to the lowest responsible bidder(s) and to waive any informalities, irregularities or defects in bidding or in any proposal, should it be in the best interests of the District to do so. All rates bid herein shall be for the 2026-2027, 2027-2028 and 2028-2029 School Years and shall be a firm and irrevocable offer from the date received by the District until at least one hundred (100) calendar days after the date bids are opened and announced to the public. If awarded the contract, the Bidder’s prices shall remain firm for the duration of the contract.

ADDENDUM

The Bidder acknowledges the receipt of the following addendum(s):

Addendum No. _____	Date: _____	Initials: _____
Addendum No. _____	Date: _____	Initials: _____
Addendum No. _____	Date: _____	Initials: _____

The Bidders shall submit a sealed bid consisting of one original set of all required Bid Documents. In addition to the bid form, the bidders shall submit the information required in Section IV – Bidder Information Sheet.

Following are the **Base Bid** costs requested and outlined in the scope of services as defined within the specification, PER ROUTE.

Special Education Students	2026-2027	2027-2028	2028-2029
Round Trip AM/PM Routes			
Base Cost (roundtrip)			
Base Cost one-way route			
Base Cost Double Route			
Number of Miles included in the Base Cost	40 miles (20 each way)		
Cost Per Mile not included in the Base Cost			
Driver Assistants			
Driver Assistant for take-in and take-home			
Two (2) Hours Minimum per route			
Hourly Rate			
Special Education Students	2026-2027	2027-2028	2028-2029
Round Trip Mid-Day Routes			
Base Cost (roundtrip)			
Base Cost one-way route			
Base Cost Double Route			
Number of Miles included in the Base Cost	40 miles (20 each way)		
Cost Per Mile not included in the Base Cost			
Driver Assistants			
Driver Assistant for take-in and take-home			
Two (2) Hours Minimum per route			
Hourly Rate			
Special Education Students	2026-2027	2027-2028	2028-2029
Round Trip Wheelchair Routes			
Base Cost (roundtrip)			
Base Cost one-way route			
Base Cost Double Route			
Number of Miles included in the Base Cost	40 miles (20 each way)		
Cost Per Mile not included in the Base Cost			
Driver Assistants			
Driver Assistant for take-in and take-home			
Two (2) Hours Minimum per route			
Hourly Rate			

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this bid to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. All signatures are to be sworn before a Notary Public. By executing and submitting this Bid Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the General Conditions, as set forth in Section V, which shall serve as the Contract as provided therein.

Company, Corporation, Partnership Name

Address

Signed

City/State/Zip Code

Title

Telephone

Date

Facsimile

SUBSCRIBED AND SWORN to before me this ___ day of _____ 2026.

Notary Signature and Seal

Contract effective as specified and provided for in the General Conditions.

Date of Acceptance: _____, 2026

Board Education of Maine Township High School District 207

By: _____
President

Attest: _____
Secretary

CERTIFICATE OF ELIGIBILITY TO CONTRACT

I, _____, pursuant to Section 5/10-20.21(b) of the *School Code*, hereby certify that neither I nor any of my partners, or officers or owners of _____

_____:

NAME OF BUSINESS

- 1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the *Illinois Criminal Code of 1961*, 720 ILCS 5/33E -1 *et seq.*, as amended;
- 2. Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the *Illinois Criminal Code of 1961*, as amended;
- 3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
- 4. Have made an admission of guilt of any of the above conduct which is a matter of record.

Furthermore, I certify that I, my partners, officers or owners of _____
_____, and its affiliates have and will continue to collect and remit

NAME OF BUSINESS

Illinois Use Tax, to the extent required under the *Illinois Use Tax Act*, 35 ILCS 105/1 *et seq.*

In certifying to the above, I hereby acknowledge that the Governing Board may declare any contract awarded pursuant to this bid void if this certification is false.

Date

Authorized Agent of Bidder

Subscribed and Sworn before me

this _____ day of _____, 2026

NOTARY PUBLIC

**CERTIFICATE OF COMPLIANCE WITH A
DRUG-FREE WORK PLACE ACT**

I, _____, as an authorized agent, do hereby certify that

_____ (check appropriate box):

NAME OF BUSINESS

- Has 25 or more employees and, pursuant to Section 3 of the *Illinois Drug Free Workplace Act*, 30 ILCS 580/1 *et seq.*, shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug Free Workplace Act*.

I further certify that _____
NAME OF BUSINESS

is not ineligible for award contract because of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

- Has less than 25 employees and should provide a drug-free workplace for all employees engaged in the performance of work under the contract.

In certifying the above, I hereby acknowledge that the Governing Board may declare any contract awarded pursuant to this bid void if this certification pursues false.

Date

Authorized Agent of Bidder

Subscribed and sworn before me

this _____ day of _____, 2026

NOTARY PUBLIC

CERTIFICATE OF NON-DISCRIMINATION

I, _____, as an authorized agent, do hereby certify that
_____, does not engage in discriminatory practices
NAME OF BUSINESS

regarding employment or delivery of or access to services and programming and that it fully complies with the requirements of federal and State civil rights laws, including but not limited to: the *Illinois Civil Rights Act of 2003*, P.A. 93-0425; *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et seq.*; the *Americans with Disabilities Act*, 42 U.S.C.12101 *et seq.*, and the *Rehabilitation Act of 1973*, as amended, 29 USC 701 *et seq.*, as well as the rules and regulations promulgated there under.

In certifying the above, I hereby acknowledge that the Governing Board may declare any contract awarded pursuant to this bid void if this certification pursues false.

Date

Authorized Agent of Bidder

Subscribed and sworn before me

This _____ day of _____, 2026

NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois*

NAME OF BUSINESS

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

Date

Authorized Agent of Bidder

Subscribed and Sworn before me

This _____ day of _____, 2026

NOTARY PUBLIC

III. SUMMARY OF EXPERIENCE

For purposes of bidding only, it is estimated that the District's transportation requirements for the 2026-2027 school year will be similar to its requirements for the current 2025-2026 school year.

2025-2026 Transportation for Students with Disabilities

The Appendix contains a list of facilities to which the District transports Special Education students based upon the 2025-2026 transportation model. Actual future routes may vary from this model based upon the needs of the student. It is not uncommon for a student to require a change of facilities throughout the year to meet their educational needs. Final assignment of students to the transportation type is at the sole discretion of the District.

The start and finish of the school year as well as attendance days varies based upon the assigned facility schedule. The Contractor shall provide transportation as needed to meet the student's attendance at their assigned facilities.

The information presented in the attachments are estimates only, and the District reserves the right to adjust the number of locations, routes, trips or hours as needed to serve its students and their needs. By presenting its proposal, a Bidder agrees to abide by this provision in the event that it is awarded the Contract.

IV. BIDDER INFORMATION SHEET/CHECK LIST

Each Bidder is required to provide the following information in the sealed envelope with the Bid Form at the time of submission:

1. Each Bidder at the time of bid submission shall furnish the District with a statement listing all school transportation experience for the past 5 (five) years, including the names of all past and current Illinois schools, school districts and educational cooperatives served by the Bidder and the names, addresses and telephone numbers of all such school, school district and cooperative staff responsible for student transportation.
2. Size and type of service included in present operation.
3. Transition plan for the District's transportation program.
4. Approach to the transportation of students with disabilities
5. Develop the staffing plan detailing the approach to staffing for the District's transportation system, including, but not limited to, management, accounting/billing, fuel management, reporting and communications with District administrators, teachers and teacher assistants, communications and follow-up with parents, routing, dispatch, field and safety reviews, fleet maintenance, etc. The staffing plan shall detail the type and number of position(s), the duties and responsibilities and number of staff assigned.
6. Copies of Insurance Certificates.
7. School references with service dates and contact information.
8. Description of bus maintenance programs, housing procedures, safety programs, safety procedures and employee training classes on safety topics.
9. Statement of Bidders' staff, which should include resumes of key management personnel, including, but not limited to the potential site manager and/or district manager.
10. Copies of all documents that relate to hiring, training, discipline, drug testing, and release of employees.
11. Hold harmless statement on the Insurance Policies.
12. Letter acknowledging receipt of the General Conditions, Instructions to Bidders and other Bid Documents.
13. List describing all legal actions filed or initiated since January 1, 2007 in which the Bidder has been a debtor in bankruptcy, or a defendant in any lawsuit, whether claiming a breach of an agreement or a contract, or seeking damages for personal injury, wrongful death or property damage, or a respondent in an administrative action for deficient performance, or a defendant in a criminal action.
15. Communications flow between the Contractor(s) and District Administration.

The purpose of this information is to give the District a synopsis of each Bidder's method of operation in a form that will enable the District to determine each Bidder's responsibility.

V. GENERAL CONDITIONS

1. INTRODUCTION

The District and the Contractor (as herein defined) shall enter into a Contract (as herein defined) to provide the services at the price and on the terms and conditions specified in these General Conditions and other Bid Documents (as herein defined) and such other reasonable terms consistent therewith and necessary for the performance of the Contract. Such Contract shall be for a term commencing no later than August 01, 2026, and ending no later than July 30, 2029 unless otherwise notified by the Districts and at the District's sole discretion, may be extended for two (2) additional one-year periods, as provided for herein. The terms of the Bid Documents are incorporated into these General Conditions. If there is a conflict between these General Conditions and the terms of the Bid Documents, the District shall have the discretion to determine which provision controls. Such determination may vary depending on the circumstances.

2. GENERAL SCOPE OF WORK

This Contract is for a three-year student transportation services and management services agreement, including, but not limited to, responsibility for operating, maintaining, staffing, fueling and equipping a fleet of buses and terminal facilities sufficient to provide transportation services to all eligible students of the District to and from the buildings and facilities to which they are assigned by the District. A summary of the District's anticipated transportation requirements is contained in Attachment A.

3. DEFINITIONS

1. "Board" shall mean the duly elected Board of Education of Maine Township High School District 207.
2. "District" shall mean Maine Township High School District 207, 1177 S Dee Rd, Park Ridge, Illinois 60068
3. "Bidder" shall mean one who submits a bid for a Contract with the District for the work described in the Bid Documents.
4. "Bid Documents" shall mean and include the Public Notice, Instructions to Bidders, Scope of Services, General Conditions, Bid Form, Carrier Information Sheet, Summary of Experience Sheet, other sample bidding and Contract and informational forms and all attachments to the foregoing. It also includes any Addenda issued prior to receipt of bids.
5. "Bid Specifications" shall mean all terms and conditions as set forth in the Bid Documents.

6. "Contract" shall mean these General Conditions and Scope of Services, and the Bid Documents, including, but not limited to, any ancillary agreement required by these General Conditions, and the bidder's response to this bid solicitation, including, but not limited to, the Bid Form, upon its acceptance by the Board of such bid. If there is discrepancy in the documents that comprise the Contract, the General Conditions and Scope of Services govern.
7. "Contractor" shall mean the successful Bidder whose bid has been accepted by the District and to whom a Contract has been awarded.
8. "Route" shall mean the pattern or plan of travel including pick-up and departure points for vehicles transporting students and others entitled to transportation.
9. "Superintendent" shall mean the duly appointed or acting superintendent of the District or his/her designee.

4. INTERPRETATION AND ERRORS

In the event that questions should arise requiring interpretation of these General Conditions or other Bid Documents, such questions shall be referred, in writing, to the Director of Fiscal Services, whose decision shall be binding on all parties. No advantages shall be taken by any Bidder or the Contractor of manifest clerical errors or omissions in the General Conditions or other Bid Documents. All Bidders and the Contractor are requested to notify the Director, immediately of any errors or omissions that may be encountered.

5. CONTRACTOR'S MANAGER AND OFFICE STAFF

The Contractor shall ensure that a manager is accessible on-site at all times (twelve months a year) during normal business hours. Should said manager not be accessible, on-site, back-up management support is required and must be accessible, on-site, to make decisions concerning any emergency situation requiring immediate action.

Said manager shall have complete authority with respect to the Contractor's employees and personnel, schedules and routes and record keeping, i.e. State claim information, field trip billing, etc. under this Contract.

The Contractor shall maintain sufficient staff, including, but not limited to, dispatchers, at the local office to ensure the complete and timely performance of all obligations under the Contract. The Contractor is required to staff the office serving the District Contract from **5:30 a.m. to 6:00 p.m.** on school days when students are transported. Failure of the Contractor to comply with these directives shall be sufficient cause for the District to find the Contractor in default. The Contractor shall also ensure that its local office is staffed so as to permit, at all times, communications to occur between its office staff and District officials, students and parents. Bidders shall include with their bid a statement that describes how they anticipate complying with the provisions of this Paragraph.

6. INSURANCE

The Contractor shall carry, pay for, and keep in force, during the term of this contract and any extension thereof, in companies licensed to do business in Illinois with an A.M. Best rating of "A" and satisfactory to the School District, Commercial General Liability and Commercial Automobile Liability insurance policies (including physical damage) the coverages provided below. Such insurance shall name the School District as an additional insured on a primary and noncontributory basis and, in addition, such coverage shall insure members of the Board of Education, the School District's officers, employees and agents in all their official capacities, and other persons, firms or corporation as the School District from time to time may direct for claims arising out of performance of this Contract. Contractual liability shall be provided under the Comprehensive General Liability policy to include the indemnification provisions below. A certificate of insurance shall be provided to the School District evidencing the coverage below and must include a requirement of a sixty-day cancellation notice. In such case of termination, the Contractor will provide evidence of new insurance as soon as possible, but not later than ten days prior to the termination of the original policy. A waiver of subrogation must be included in favor of the School District.

The Contractor shall, at its own expense, keep satisfactory to the District, insurance protections as follows:

- A. Workers' Compensation
 - Coverage A: Statutory Limit
 - Coverage B: \$1,000,000

- B. General Liability (must include coverage for Sexual Misconduct)
 - \$2,000,000 General Aggregate
 - \$1,000,000 Personal & Adv Injury
 - \$1,000,000 Each Occurrence
 - \$10,000 Medical Payments (any one person)(each occurrence)

- C. Automobile Liability
 - \$1,000,000 Limit of liability, including owned, non-owned & hired auto
 - \$10,000 Medical payments per person, per occurrence
 - \$1,000,000 Uninsured Motorists
 - \$1,000,000 Underinsured Motorists

- D. Umbrella Liability \$25,000,000

For the first year of the Contract only, final Certificates of Insurance and actual endorsements shall be filed by the Contractor with the District within ten (10) days of Contract award, and for each remaining year of the Contract, the Certificates of Insurance shall be filed by the Contractor with the District prior to the renewal date of the insurance. The Certificates of Insurance shall show that the District, the Board and all relevant individuals have been duly named as additional insured under each policy and showing that the insurance is not cancelable without first giving sixty (60) days advance written notice to the

District. In addition the Certificates of Insurance shall include a waiver of subrogation in favor of the District. The Contractor shall incur a one hundred dollar (\$100) per diem penalty for each day it fails to file said Certificates of Insurance after the applicable due date. In the event of cancellation, the Contractor shall furnish evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the cancellation date of the original policy. Failure of the Contractor to obtain new insurance shall be cause for the District to terminate the Contract.

7. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Contractor shall indemnify, defend and hold harmless the School District and its Board, Board members, officers, employees, agents, and volunteers, free from any claims, suits, actions, losses or expenses (including attorneys' fees) to the extent arising from (1) any accident, injury or death to any person or persons, or damage to any personal property in the course of any performance of the Contract; (2) Contractor's breach of the Agreement; (3) the Contractor's negligent acts and/or errors and/or omissions in the performance of services; (4) any misconduct by the Contractor or its officers, employees or agents; and (5) Contractor's violation of law. The indemnification obligation set forth in this section shall not be limited by the amount of any insurance maintained by the Contractor, or by a limitation on an amount or type of damages, compensation or benefits payable under workers' compensation acts, disability benefit acts, or other employee benefit acts.

8. INVOICING

Invoicing shall be done by the Contractor directly to the District. In addition, the Contractor shall provide copies of all calculations deriving per-route and per-trip charges billed in accordance with these General Conditions. These charges shall be broken down by route and by date. For all regular and summer school routes, the Contractor shall submit invoices to the District on or before the tenth (10th) day of each month. The District shall make payment to the Contractor monthly in arrears based upon actual routes at the appropriate unit prices per route, as specified in the Bid Form. Payments shall be made monthly after approval of the bills by the District's Board of Education based upon the District's meeting schedule and in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1. Failure to submit bills to the District on time will result in a delay of payment until the next scheduled business Board of Education meeting.

Final invoicing for the year will be provided to the District in time to include all costs in the District's Transportation Claim.

9. CONTRACT TERM AND EXTENSION AND CONTRACT PRICE

1. The Contractor will be awarded the Contract for a three (3) year term, beginning on the 1st day of classes through the regular school year and the extended summer school term, and ending on July 31st, (2026-2027, 2027-2028, 2028-2029). The District, at its sole discretion, may elect to extend the Contract for two (2) additional one-year periods (the 2029-2030 and 2030-2031 school years). However, if for any reason the District determines that continuation of this Contract is not in the best interests of the District, it may withdraw from and terminate the Contract at the end of any July 30th covered

by this Contract, provided that the District gives the Contractor written notice of its intention to so terminate the Contract by April 1st of said fiscal year. If the District elects to extend the Contract for an additional one-year period it shall so notify the Contractor in writing by April 1st of the year in which the Contract would otherwise expire.

2. In the event the District elects to extend the contract for the fourth and fifth years, the negotiated, tentative Contract will be brought for approval before the Board of Education of Maine Township High School District 207. The Contract base prices may be increased or decreased by no more than the lesser of five percent (5%) or the percentage increase or decrease reflected by the Consumer Price Index for Urban Consumers, from January to December of the previous calendar year, as published by the United States Department of Labor, Bureau of Statistics. The base prices listed for any Contract year shall be the bases for adjusting the Contract price for the next year.

10. EMERGENCY REQUIREMENTS

Plans and programs for maintaining the following safety precautions and programs shall be established by the Contractor prior to the start date of the Contract:

1. At least one (1) assigned office worker familiar with the District Contract shall be available in the Contractor's office to field calls or transmissions from parents, drivers and District staff each day students are transported from 5:30 a.m. to 6:00 p.m.
2. An answering service shall be provided by the Contractor to be used between the hours of 6:00 p.m. to 5:30 a.m. each day when students are transported to advise callers that the office is closed and in the event of an emergency to contact one or more individuals designated by the Contractor.
3. The Contractor shall maintain operable two-way radios in all vehicles, with a base receiver and transmitter in the service area facility. Failure to have an operable radio on a route within twenty-four (24) hours of notice shall result in a one hundred percent (100%) penalty for such route for each day thereafter that the radio is inoperable.
4. The Contractor shall provide the District, in writing, the names of all assigned drivers and driver assistants and their home telephone numbers, and/or cell phone numbers. This shall be done at the onset of each Contract year and each time a new driver or assistant is assigned to a route. This notification must be provided to the District's Student Services Department at least twenty-four (24) hours **prior** to a new driver or assistant **beginning** service.
5. The Contractor shall provide each driver and assistant with instruction on the District's student discipline procedures and a copy of these procedures, as set forth in the District's Transportation Procedure Policy, and a copy must be kept in the bus at all times. All drivers and assistants shall strictly comply with the District's discipline procedures, behavioral management guidelines, including reporting requirements.

6. The Contractor shall provide the District, and parents/legal guardians immediate notification of all accidents.
7. Accident reports are to be submitted to the District within 24 hours of the time of the accident.

11. EQUIPMENT AND VEHICLE MAINTENANCE

The Contractor shall be responsible for each of the items listed below relative to any bus that the Contractor uses or proposes to use to transport District students, regardless of whether the Contractor is the actual titleholder of the vehicle, and the Contractor shall certify, in writing, by August 1 of each year that this Contract is in effect, to the District that it has met each of these responsibilities:

1. Ensuring that all equipment on bus conforms to all local, State and Federal statutes pertaining to school transportation, vehicle specifications and safety, and to all relevant State and Federal regulations. Each vehicle shall be tested for safety in accordance with Section 13-101 of the Illinois Vehicle Code and the Contractor shall secure a certificate of safety furnished by the Illinois Department of Transportation as set forth in Section 13-109 of the Illinois Vehicle Code (625 ILCS 5/13-101 and 625 ILCS 5/13-109).
2. Obtaining in a timely fashion all required inspections and providing a copy of the inspection report for any bus upon request of the District. The Contractor shall ensure that all vehicles used in the completion of this Contract will comply with all regulations concerning inspections. Per Illinois law, the Contractor shall have each vehicle inspected every six (6) months or 10,000 miles, whichever comes first at a State Certified Inspection Station. The cost of said inspection shall be paid by the Contractor. No vehicle may be used in the transportation of students without first having completed these required inspections. It is further required, upon request, that a copy of the inspection, as provided by the firm approved by the State of Illinois, be provided to the School District certifying that the vehicle is safe for use. Buses not passing inspections shall not be used until conditions have been corrected. Safety stickers must be displayed.
3. The School District reserves the right to inspect the fleet and/or equipment and has the authority to require the Contractor to make repairs, replace parts, or replace vehicles if the School District so desires.

No vehicle may be used in the transportation of students without first having completed these required inspections.
4. Ensuring that each bus possesses the following safety equipment in good and working order: two-way radio able to transmit and receive with a base station in the local office, a first-aid kit, individual seat belts where required by Illinois law, padded seats, reinforced roof, and safety-glass windows.
5. All buses shall be equipped with a two-way radio communication system, operative at all times with a full-time base station. The Contractor will operate and maintain the two-way communication so that clear channels are always

available in case emergency communication is required. The two-way radio must be turned on and adjusted in a manner that would alert the school bus driver of an incoming communication request. The Contractor shall provide the school district's Supervisor of Transportation with the means to monitor two-way communications between buses operating the school district's routes and dispatch. The driver should test the two-way radio daily and ensure that it is functioning properly before operating the bus.

6. Additionally, the following equipment is required:
 - a. All buses are to be equipped with engine block heaters and electrical plug-ins for winter starting.
 - b. All buses must be equipped with front and rear cameras and the software to review footage upon request. The Contractor shall be responsible for training staff on the proper usage of the equipment.
 - c. All buses must be GPS equipped and enabled. In addition, the Contractor shall provide a mobile device application (app) to allow for district personnel and parents to track the location of the bus route at all times including the option for parental notification when the bus nears their assigned stop.
 - d. Contractor must have bus routing and scheduling software to propose routing solutions and share route and scheduling data electronically.
 - e. If the Contractor does not have adequate equipment at the time of award of the Contract, the Contractor shall present District with a certified statement from an authorized dealer, manufacturer, or other reliable source, showing that all necessary equipment will be supplied, and that all such equipment will be available on-site for use by the Contractor for performance of the Contract at least thirty (30) days prior to the first date that pupil transportation services are to be provided.
 - f. Upon the request of District, the Contractor agrees to demonstrate its equipment to District. Maintenance records on all vehicles shall be available at school district's request.
7. Ensuring that each bus is maintained in (i) a clean, sanitary condition and (ii) good mechanical condition, including the tires.
8. Repairing, at the Contractor's expense, any and all vandalism or damage to a bus.
9. Maintaining a safety program that, at a minimum, includes the following:
 - a. Regularly scheduled in-service meetings for drivers to include, but not limited to, defensive driver training, blood-borne pathogens training, and student behavior management.

- b. District's safety procedures to be in-serviced by Contractor's designated Safety Supervisor.
 - c. Daily vehicle inspections.
 - d. Safety Supervisor(s) to enforce good driving practices with respect to safety, mechanical operation, adherence to time schedules and conformity with applicable laws and regulations.
 - e. Two (2) written driver evaluations per year by the manager and one (1) written Driver Assistant evaluation by the appropriate manager, both with input from the appropriate school building administrator(s). Upon request, the written evaluations of the drivers and assistants shall be provided to the District.
 - f. To ensure that drivers, assistants and dispatcher(s) understand appropriate emergency procedures.
 - g. Prohibitions barring any driver from driving a vehicle and any Driver Assistant from serving on a route while smoking or being under the influence of alcohol or non-prescription drugs or prescription drugs that may impair driving.
 - h. Every effort must be made to ensure that drivers and assistants are in good health, and adequate provision must be made for substitute drivers and assistants when regular personnel is absent.
 - i. Requirement that all drivers wear their seat belt at all times when they are operating their vehicle.
 - j. Prohibitions barring all drivers and assistants from using a cellular telephone while operating or working on a route, except in the event of an emergency.
10. Instructions that drivers and assistants routinely require students to use, when available, the individual seat belts and that all drivers not begin their routes or move vehicles until all students are seated and belted. Parents, family members or school staff should assist with the buckling in of students when possible.
11. Each bus will be provided with an updated detailed street map(s) of the District area.

12. DRIVER RESPONSIBILITY AND QUALIFICATIONS

- a. All buses shall be always operated by trained, competent, and prudent drivers who shall meet the requirements for school bus drivers as set forth by the Illinois State Board of Education, "Illinois School Bus Driver Information". In addition, all drivers will be required to follow all Maine Township High School District 207's transportation policies and regulations.

- b. The Contractor shall establish and implement a screening, hiring and training program which includes the following as a minimum:
 - i. Driver completes required background checks and Employment verification, Fingerprinting, and Faith's Law compliance. (see attachments and forms in Appendix section).
 - ii. FAITH'S LAW Compliance: (see attachments and forms in Appendix section). FAITH'S LAW requires contractors to conduct employment history reviews related to sexual misconduct for all permanent and temporary employees who will have direct contact with students or children. In compliance with the law, the contractor will be required to complete this employment history review for any such personnel assigned to work and be in direct contact with Maine Township High School District 207 students. The contractor must ensure that the following criteria are met for everyone who is assigned to work with Maine Twp. HS District 207, in a position involving direct contact with children or students:
 - a. Individual must complete the Illinois State of Board of Education Sexual Misconduct template for Applicant
 - b. The contractor and the individual both must complete the Authorization for Release of Sexual Misconduct related information and Current/Former employer response template
 - c. Contractor must ensure that they have no knowledge or information pertaining to the individual/s that would disqualify them from working with the school district
 - d. Contractor must initiate a review of the employment history of the individual by contacting those employers listed by the individual in the Illinois State Board of Education Sexual misconduct Disclosure Template
 - e. Contractor must not assign an individual to perform work for the district if the individual fails or refuses to provide the information listed on the Illinois State Board of Education Sexual Misconduct Disclosure Template
 - f. Prior to assigning an individual to perform work, contractor must inform the district of any instance known to him/her in which the individual (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated

from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated

- g. The contractor shall submit a semi-annual report to the District confirming compliance with steps 1-6 and include the name, position, and date of employment for those individuals assigned to work in the District. A template of the report is attached. The report shall be submitted to the District on or before 12/31 and 06/30 of each year.

- iii. Driver completes a written application form, which is provided by the Contractor including references.

- iv. Driver has an initial interview with the Contractor or manager to determine the applicant's aptitude for the job.

- v. The Contractor shall ensure that all pre-employment conditions for bus driver employees and substitute drivers are met, including certification of successful completion of a fingerprint based criminal background investigation through the Illinois State Police and submission of fingerprints to the FBI for criminal history information. All required fingerprint based criminal background checks including the receipt of results by the Contractor shall be paid for by the Contractor and shall occur before any employee or agent is assigned to a bus serving the School District. 625 ILCS 5/6-106.1. Contractor shall provide the results of the Illinois State Police fingerprint-based criminal background check to the School District. Contractor shall not assign any driver to the School District who would be prohibited from obtaining or keeping the required bus licensure or would otherwise prohibit the driver from being employed by the School District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. 625 ILCS 5/6-106.1; 105 ILCS 5/10-21.9. If the Contractor is notified at any time of a conviction that would prohibit the driver from keeping the required licensure or would otherwise prohibit the driver from working at the School District, the

Contractor must immediately notify the School District and remove the driver from assignment to a School District bus. The School District will perform an initial check and subsequent annual checks of the Illinois Sex Offender Registry and Illinois Murder and Violent Offender Against Youth Registry for each bus driver employee assigned to the School District. The Contractor shall make any necessary employee information available to the School District to enable it to perform such checks. The School District will notify the Contractor in writing if a driver is listed on either Registry. Contractors shall keep a copy of all drivers' criminal history record checks on file. Contractor certifies that it is compliant with all employment history review and other obligations of 105 ILCS 5/22-94 (Faith's Law Employment History Review). Upon request of the School District, Contractor agrees to promptly disclose all records, information and determinations related to the employment history review for each of its employees or independent contractors. For non-driver positions such as bus monitor, aide, and/or agent, Contractor shall not assign or send to the School District any bus monitor, aide, or agent who would be prohibited from being employed by the School District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. Contractor shall make every bus monitor, aide, or agent who will be assigned to the School District available to the School District for submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any bus monitor, aide, or agent is sent to the School District under this Agreement. Contractor will reimburse School District for the costs of the checks. The School District must provide a copy of the report to the individual monitor, aide, or agent, but is not authorized to release it to Contractor.

- c. Contractor must provide adequate pre-service training, including first-aid training, so that the driver has a thorough knowledge of the State of Illinois traffic laws and regulations. In addition, the Contractor must provide a minimum of three (3) hours of behind the wheel training with a qualified instructor before the driver takes his school bus road test with the Department of Motor Vehicles.
 - i. Applicant drivers must pass physical, including tuberculosis screening, written and road tests and obtain a commercial driver's license before transporting students.
- d. The Contractor must provide route training before the driver is given the responsibility of transporting students. This would include, but not limited to:
 - i. A specific map of the route indicating exact locations for pick-ups and drop-offs.

- ii. Written directions (to and from destinations) for each bus route.
- e. The Contractor must provide for pre-service and on-going in-service training programs for the bus drivers.
 - i. Periodic, short meetings may be conducted on topics that require immediate attention.
 - ii. The Contractor shall furnish and require all drivers to properly always wear and display a photo identification badge while providing transportation services for the District.
- f. The Contractor will be responsible for proper supervision over the drivers to ensure the routes are being run correctly and on time. Also included in this supervision should be an annual written evaluation of all drivers in the areas of driving competency, understanding of laws, regulations and District policies.
- g. The Contractor shall furnish to the District, at the beginning of each school year, a listing of names, ages, addresses, bus driver license number, expiration date, and telephone numbers of all regular and substitute drivers. This listing shall be maintained current by the Contractor.
- h. Each driver assigned to duties in the performance of this contract must be at least twenty-one (21) years of age, fully licensed as a bus driver by the State of Illinois. All drivers shall maintain a courteous attitude and neat appearance. A uniform appearance is recommended. All drivers must be able to communicate effectively in English.
- i. Each driver assigned to the performance of this agreement must meet or exceed all applicable standards for drivers' physical qualifications. The Contractor for all drivers must provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease. The Assistant Superintendent of Business or his/her representative may, at its discretion, demand such additional physical examinations of drivers as it deems necessary and the Contractor shall pay the costs of such additional examinations. If new drivers are assigned to the performance of this agreement after its commencement, such new drivers must be examined five (5) days prior to such assignment. Any driver who is found to be physically unfit to operate a school bus will be removed immediately from performance of his/her transportation duties.
- j. The Contractor shall provide to all drivers, a manual or handbook outlining all Contractor and District policies. Included therein must be a written policy covering procedures to follow in emergency situations and all steps to follow if the bus is involved in an accident of any kind. There should also be a procedure outlining the steps to follow if a bus breaks down.

All drivers should be schooled and tested on these procedures to the extent that they will be prepared if any emergency does occur. The Contractor

must, immediately notify the Assistant Superintendent of Business, or his/her appointed representative, when any accident has occurred, regardless of how minor.

- k. Bus drivers shall be hired, employed and under complete supervision by the bus Contractor, however, the Contractor shall replace any school bus driver, who in the sole opinion of the Assistant Superintendent of Business, or his/her appointed representative, is detrimental to the best interest of the students riding the bus(es) of the District.
- l. The Contractor shall keep personnel files on each bus driver, including, but not limited to, the drivers' written application form, references, including those checked with written notes by the Contractor, employment record, driving record, written evaluations, etc. The school district shall have access to these files upon request.
- m. The company shall require each route driver to conduct emergency evacuation drills a minimum of two (2) times per year. These drills shall have written documentation indicating date, route number, drivers' signature and number of students involved and be placed on file for District review, upon request.
- n. The drivers shall be responsible for loading and unloading students and the discipline of the students while on the bus. Corporal punishment will not be used. The District shall assist the Contractor with the Contractor's responsibilities in accordance with District policy.
- o. All bus conduct rules shall be obeyed by both students and drivers. This shall include no smoking, drinking beverages, eating, profane language, etc. The drivers shall be responsible for a complete safety test BEFORE leaving on any trip. This test shall consist of but not limited to the following: rear safety door, windows, fuel, tires, and electrical system, including lights.
- p. This section shall not conflict with standards set forth by the Illinois Department of Transportation and the State Board of Education Standards for School Bus Drivers. All drivers will meet standards as set forth by the Illinois Department of Transportation and the State Board of Education.
- q. The Contractor shall notify the school district if any driver is cited for any reckless driving offense whether driving a bus or personal vehicle. The Contractor shall not utilize any driver who has ever been convicted of a DUI, reckless driving, or any criminal offense involving children.
- r. If during normal school hours a bus breaks down or cannot be safely or legally operated, another bus will be brought to the driver within thirty (30) minutes of the occurrence of the breakdown. The Contractor shall keep sufficient standby buses to enable the Contractor to meet this requirement. The Contractor shall also notify the District contact by phone and text message. The District shall provide annually a list of the school district contacts to the Contractor.

- s. In the event of an accident where the driver is in part or in whole responsible for the accident, a substitute driver and bus must be provided to comply with the State Mandate of testing the driver under the Implied Consent Statutes. It is the Contractor's responsibility to determine the road worthiness of any bus involved in an accident.
- t. The Contractor shall maintain enough substitute drivers who will cover schedules when a driver is absent.
- u. Drivers shall not use or operate cell phones or use electronic communication devices while transporting students.
- v. While transporting students, drivers shall not leave the bus unattended.
- w. Drivers shall not permit more passengers to occupy the bus than its capacity.
- x. Bus will not be fueled while students are on board.
- y. In the event of the removal or suspension of any driver, the Contractor shall immediately replace the driver without disruption in service and notify the school district.
- z. Any problems relative to transportation services between drivers or assistants and school staff should not be discussed in front of students. The driver or assistant should bring the problem to the attention of his or her supervisor who can then resolve the issue with the District's Superintendent or his designee. Drivers and assistants are required to report behavior problems in a timely, accurate and appropriate manner. Drivers are required to ensure that their radios are on and in good repair at all times when transporting students. Failure to comply with any of the above should be cause for serious disciplinary action, and such incidents should become a part of their personnel records. The Contractor will keep a record of any and all accidents, commendations, complaints and concerns regarding each driver or assistant. These records shall be provided to the District on a monthly basis to the District's designated administrator. Accident records will be provided to the District no later than 24 hours after the event.

13. STUDENT AND TEACHER SAFETY TRAINING

The Contractor shall perform at each local school site two (2) hands-on evacuation drills per year. The first drill shall be completed by November 15 and the second by May 1 of each Contract year, and a written notice of completion shall be sent to the District. The District shall designate an individual(s) to work with the Contractor to coordinate and schedule the requisite drills.

14. STUDENT DISCIPLINE

Discipline on any transportation vehicle rests with the driver and/or assistant, as the case may be, and it shall be the driver's or the assistant's responsibility to maintain order.

Drivers and assistants must promptly and accurately report student violations of transportation rules in accordance with the District's discipline guidelines (which guidelines may from time to time be amended by the District). Final authority in matters of student discipline shall rest with the District.

A copy of the entire existing Student Discipline Guidelines is available at the District's Administrative Building for inspection. This document will be provided to the Contractor upon bid award.

The District Superintendent or his designee may from time-to-time issue instructions governing the behavior of students. The Contractor's drivers and driver assistants shall, to the best of their abilities, always follow such instructions. Such instructions shall include procedures for reporting misconduct.

The Contractor will report each incident of student misconduct immediately by phone or in person to the Program Administrator of the receiving school and follow up with a written report.

The Contractor will not permit either smoking or consumption of alcoholic beverages, or consumption of other non-prescription drugs, by students being transported.

The Contractor shall promptly notify the Transportation Liaison whenever any student is recommended for suspension from transportation. The Principal of the school where the student attends shall make the final determination of suspension from transportation, subject to review by the Board of Education as provided under Article 10 of the School Code.

The Contractor's drivers and driver assistants shall not, under any circumstances, administer physical punishment to any student being transported.

15. ELIGIBLE STUDENTS; NUMBER OF DAYS OF TRANSPORTATION

1. Eligible Students: Any student who is a resident of the District and students of other districts that have entered into an agreement with the District, participating in this transportation program who is approved for transportation by the Superintendent or his designee, shall be deemed an eligible student.
2. No Unauthorized Persons: No unauthorized person shall be allowed in any vehicle while it is engaged in transporting students; however, the District reserves the right to have an authorized District employee ride on any vehicle on any route, without prior notice to the Contractor. Rides by parents for personal reasons are expressly forbidden.
3. School Calendars: All transportation will be in accordance with the District calendar including provisions for holidays, institute days, early dismissal for in-service training, beginning time for the school day and ending time for the school day. The District shall, by July 1 of each year of the Contract, furnish the Contractor with a school calendar, including the Summer Program schedule (provided to Contractor 30 days prior to the start of the program), and subsequent changes to the school calendar will be furnished to the Contractor in a timely fashion. *The calendars of the out of district schools will be*

provided to the Contractor by August 1st of each year. The proposed District Calendar for the 2026-2027 school year is included in the Appendix.

16. ROUTES AND SCHEDULES

The Contractor shall establish routing plans on the basis of specific criteria developed in consultation with the District's Director of Student Services or his/her designee, consistent with the general provisions of the Contract and Bid Documents, and the District agrees, to the extent necessary, to cooperate with the Contractor in developing said routing plan. At a minimum, routing plans shall include and be consistent with the following:

1. The District shall establish the starting and closing times for individual classes and students. The basic rate shall apply to transportation consistent with these established times.
 - a. The District may permanently alter starting and closing times.
 - b. The Contractor shall implement route schedule changes as soon as practicable but in no event shall such implementation take more than five (5) calendar days.
 - c. Contractor shall implement individual student schedule changes as soon as practicable but in no event shall such implementation take more than two (2) business days.
 - d. Route changes require district and parent notification as to changes in drivers and/or pick-up and drop-off time changes. Accommodations to facilitate scheduling cannot be negotiated individually with parents or local school staff.
 - e. The Contractor shall add new students to transportation service as soon as practicable but in no event shall such addition take more than two (2) business days.
2. The Contractor agrees to provide typed tentative routes (routes are also to be put into electronic format) to the District no later than August 1st for the transportation of students during the regular school year or school term and no later than two weeks prior to the start of Summer School; the District may provide the Contractor with comments on the tentative routes. Revised typed "final" routes are to be furnished to the Districts by October 1 of each year for the regular school year; the final route shall be subject to the approval of the District. Typed routes shall include: (1) route number, (2) vehicle number, (3) driver's name, (4) student names, (5) pick up and drop off locations, (6) estimated pick-up and drop-off times, and other information pertinent to the route as may be requested by the District.
3. Once the Contractor's routing plan has been fully approved by the District, it may not be changed by the Contractor or parental request without the consent of the District. Changes may be agreed to via telephone but must be confirmed within five (5) business days by written message. The District may require route changes based upon changing student population or other needs.

4. Contractor shall provide transportation service for each student route designated by the District. Within the route, stops may be at students' home, providing door-to-door service, or at the student's assigned job site. Maximum time for to/from routes shall not exceed sixty (60) minutes. If directions are given to only leave the student when certain adults are specified to be present, the driver will not leave the student unattended or with an unspecified adult.
5. The starting time for incoming routes shall be set to allow the vehicle to arrive at the school not more than ten (10) minutes or less than five (5) minutes before the designated start time of the student's assigned facility. Outgoing routes shall be scheduled so that the vehicle arrives at the school at least five (5) minutes prior to and shall not depart until students are safely seated in the vehicle.
6. The Contractor shall submit to the District, on an "as requested" basis, a Ridership Report covering one week for each "To and from" school route for each school building. The report shall indicate the seating capacity of the vehicle serving the route and the number of students entering the vehicle at each pick-up point for each route. The purpose of Ridership Reports is to ensure that routes are efficiently loaded and to provide data on which to base decisions regarding route removal, combination and expansion.

17. EMERGENCY PROCEDURE

In the event of an accident, the Contractor is responsible for so notifying respective resident district(s), parents/legal guardians, the District and then the specific school where the students attend by telephone within ten minutes, and then by written report filed within twenty-four (24) hours. The Contractor is responsible in the event of any accident to follow established procedures, including the prompt obtaining of any necessary medical assistance, the notification of the responsible police department and to assist the District in parental notification if so requested.

18. INDEPENDENT CONTRACTOR

By entering into a Contract with the Contractor, the school district has relied upon the Contractor's representations, resume and financial condition letter submitted with the bid. The school district recognizes that the Bidder is an expert in the manner in which the work under the Contract is to be performed and expects Bidder to perform all work in accordance with the standards required by such expertise.

The Contractor is responsible for furnishing all or one of the following:

1. Student transportation service.
2. Student transportation management services.
3. Transportation services for students with disabilities
4. Medical Needs student transportation services
5. Alternate Special Education student transportation services.

In performing this Contract(s), Contractor is an independent Contractor and is not an officer, member, agent or employee of the District.

19. COMPLIANCE WITH ALL LAWS

This Contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect. The Contractor shall comply with all applicable laws, regulations and rules promulgated by the Federal, State, County, Municipal and/or other government unit or regulatory body now in effect or which may be in effect during the performance of the Contract. Included within the scope of the laws, regulations and rules referred to in this Paragraph, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Interstate Commerce Commission regulations, Workers' Compensation Laws, the Social Security Act, Occupational Safety and Health Act, the Consumer Product Safety Act, the Illinois School Code, the Illinois School Student Records Act, and the Illinois Motor Vehicle Code. Further, Contractor shall comply with all rules, regulations and orders issued by the State Superintendent of Education and Illinois Secretary of the State of Illinois, by the Regional Superintendent of Schools of Cook County and by the District for the safety, comfort and convenience of students or relating to the construction, appearance or operation of the school buses. Any rules or regulations issued by the State Superintendent of Education and Illinois Secretary of State, Illinois Department of Transportation or the District regarding operation or construction of transportation vehicles that may conflict with any provision of the specification shall take precedence. If future rules, regulations or orders shall increase Contractor's operating costs, the additional cost shall be negotiated with the District if it is not reimbursed by another source.

Additionally, the Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices, including the Illinois Human Rights Act. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice. The Contractor further agrees that this Paragraph will be incorporated by the Contractor in all contracts entered into with suppliers of materials and services, subcontractors and labor organizations, furnishing skilled, unskilled, or craft union skilled labor, or may perform any such labor or service in connection with this Contract.

Contractor shall comply with all laws pertaining to student records and student confidentiality, including the Illinois School Student Records Act and the Federal Family Educational Rights and Privacy Act. All personally identifiable information and data relating to the School District's students shall always be treated as confidential by Contractor and will not be copied, used or disclosed by Contractor for any purpose. Contractor shall, as soon as possible, make the School District aware of any data breaches and assist the School District with necessary notifications and reimburse the School District for any costs incurred by the School District. Upon the expiration or termination of this Agreement, Contractor agrees to promptly return to the School District all school student records and personally identifiable information in Contractor's possession.

Further, by its Bid Form, the Contractor certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Public Act 87-1257 and Section 2-

105A (4) of the Illinois Human Rights Act, 775 ILCS 5/2-105A (4), and if the Contractor has 25 or more employees, it certifies that it has a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 30ILCS 580/3. As well, the Contractor will comply with the tobacco prohibitions of the Illinois School Code and the District's policy.

Finally, by its Bid form, the Contractor certifies that it is not ineligible for award of this Contract by reason of debarment for a violation of any of the above-referenced laws and regulations and acknowledges that any breach of the foregoing provisions shall constitute a breach of this Contract.

Failure of the Contractor to be in compliance with this Paragraph shall be cause for the District to terminate the Contract.

As an independent contractor of the District, records in the possession of the Contractor related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). The Contractor, at the Contractor's cost, shall immediately provide the District with any such records requested by the District in order to timely respond to any FOIA request received by the District. The District will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released. If the Contractor refuses to provide a record that is the subject of a FOIA request to the District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the District in any way, the Contractor shall reimburse the District for all costs, including attorneys' fees, incurred by the District related to the FOIA request and records at issue.

20. ASSIGNMENT OF CONTRACT

The Contractor agrees not to assign this Contract, or any part of this Contract, to any other party without prior written consent of the District.

21. NON-COMPLIANCE PENALTIES

Should the District find the Contractor in noncompliance with the provisions of the Contract on a route or series of routes, the District will be entitled to impose the following penalties, provided that the Superintendent, or his designee, has provided the Contractor two (2) days oral notice of the noncompliance and the Contractor has not cured the noncompliance within said two days. For purposes of this Section of these General Conditions, "noncompliance" means, but is not limited to, the failure to transport students on a route or routes as contracted or as requested in strict accordance with the terms, conditions and provisions of this Contract, or the failure to make changes to routes as specified and directed by the Superintendent in accordance with the terms of this Contract, or the failure to comply with an explicit provision or requirement set forth in this Contract.

INCIDENT	PENALTY
1. No service on any to or from regularly scheduled route	Daily rate per vehicle/route type
2. Late pick-up (15 minutes or more as defined on approved route sheet) at a school	10% of the per route cost
3. Late drop-off (15 minutes or more as defined on approved route sheet) at a school	10% of the per route cost
4. Missed stops on a route	50% of the per route cost
5. Failure to provide a properly licensed and permitted bus driver for a to/from route	100% of the per route cost
6. Failure to make changes in a route(s)	10% of the per route cost

The District shall notify the Contractor in writing whenever it has elected to assess a penalty, whether assessed pursuant to this Paragraph or another paragraph of these General Conditions, stating the amount of and the reason for the penalty. The noncompliance penalties for late pick-up and drop-off shall not apply during weather involving hazardous driving conditions or delays due to a vehicle accident (non-transport). A penalty, whether assessed pursuant to this Paragraph or another paragraph of these General Conditions, shall be deducted, at the District's sole discretion, from the first or second invoice following the noncompliance. The failure of the District to assess or collect any penalty under these General Conditions shall not be considered a waiver of the District's right to assess or collect that penalty in the future or a waiver with respect to any future violation committed by the Contractor.

22. SERVICE INTERRUPTION

1. In the event that service is interrupted for more than twenty-four (24) hours by reason of work stoppage or any other event, which prevents the Contractor from furnishing service, the District shall have the right to secure and substitute other transportation services. If the cost of the substitute transportation services are higher than the Contractor's cost (agreed upon in the Contract), then the Contractor shall pay the difference between its charges and the charges of the substitute company.
2. In the event of severe weather conditions, or conditions beyond the Contractor's reasonable control, the Contractor shall notify the Superintendent, or his/her designee and request permission to interrupt service. Such decisions by the Superintendent shall be final.

3. If it is necessary to reschedule the days lost because of the Contractor's failure to perform, the Contractor shall provide transportation service in accordance with this agreement, for each day rescheduled, at no cost to the District.
4. If schools serviced by the route are closed on any day or days because of weather conditions or other emergency, notice will be given by the District of cancellation of service to the Contractor by telephone or otherwise, before 6:00 a.m. for such day(s). If applicable, billing for cancellation(s) shall be based upon the Cancellation Fee noted in the Section II Scope of Services.

23. CONTRACTOR FISCAL RESPONSIBILITY

1. To ensure good service and ability to replace old buses, the Contractor must show a line of credit available from one or more banks and verification of that credit by an office of the bank. At a minimum, bidders must be able to provide evidence of financial credit or resources to purchase the fleet as described in these specifications. In addition, the school district may require evidence that the successful contractor have the financial resources to meet ongoing operational demands. This may include but is not limited to copies of recent audits or financial reports. After award of the Contract, the school district may inquire as to the financial stability of the Bidder and may request financial references. The Bidder shall provide such information within 48 hours. The Bidder's financial stability will be a factor in determining the most qualified bidder.

24. TERMINATION OF CONTRACT BY REASON OF DEFAULT

1. If the Contractor or its drivers or employees at any time fail to comply with the terms of this Contract, or do not fully perform and strictly adhere to any of the terms hereof required to be performed, the District may, at its discretion, terminate this Contract, as provided herein.
2. In the event that the District determines that the Contractor has failed to comply fully, perform, or strictly adhere to this Contract, then the District may, at its discretion, through its Superintendent, send written notice to the Contractor indicating the intention of the District to declare the Contractor in default. In such notice, the District shall state in what respect the Contractor has failed to comply with the terms of the Contract, and shall further state a date upon which the Contract will terminate, unless the Contractor, prior to such date, cures the defect to the satisfaction of the District. The Contractor shall provide the District a written correction plan to provide a cure for the non compliance concerns within 48 hours of the receipt of the District's notification. If prior to the date of termination stated in said notice, the District notifies the Contractor that the defect has been cured, the Contract will not terminate on the date stated in the notice but will be deemed to have remained in effect as of the date such notice was given. In the event the District does not so notify the Contractor that the defect has been cured, this Contract shall be terminated without further action by the District on the date of termination stated in the notice.

3. The date of termination stated in the notice of intent to declare the Contractor in default, as provided in “2” above, may not be sooner than fifteen (15) calendar days following the date of such notice unless there is a failure by the Contractor to provide the services required by this Contract which affect twenty-five per cent (25%) or more of the routes assigned to the Contractor, in which event the date of termination may be five (5) calendar days following the date of such notice.
4. In the event the Board of the school district terminates the Contract in whole or in part as provided in this Section, the Board may procure, upon such terms and in such a manner as the Board may deem appropriate, supplies or services similar to those terminated, and the Contractor shall be liable to the Board for any excess costs for such similar supplies for services; provided, that the Contractor shall continue the performance of the Contract to the extent not terminated.
5. The right of the District to terminate the Contract as provided in this Section is cumulative with all other rights of the District contained herein.

25. TERMINATION OF CONTRACT WITHOUT CAUSE

1. The School District may at any time and after providing 120 days written notice to the Contractor, terminate its Contract without cause.

26. BREACH OF CONTRACT

If the Contractor shall violate, breach or fail to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules and regulations referred to above, the contract shall, at the option of the Board of Education, be void and the said District shall be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Contractor. The partial or total failure of the Contractor to perform its services as a result of extreme weather conditions, impassible roads or Acts of God shall not be judged a breach of the proposed contract. However, the Contractor shall not be paid for any lack of total performance. If terminated, said termination shall be effective on the date stipulated by the Board, but shall not be less than five (5) days after receipt of written notice by the Contractor.

If, in the opinion of the District, minor contract violations and/or non-performance problems occur, the District shall be entitled to damages including, but not limited to attorney fees incurred in enforcing or correcting such breach.

If, in the opinion of the District, performance is deemed unsatisfactory, the District shall provide written notice to the Contractor. The Contractor will have a 30-day period to remedy the situation. If the situation is not corrected in the 30-day time period, the District has the right to provide 30-day written notice of service termination.

27. BACK-UP VEHICLES AND DRIVERS

The Contractor shall maintain a sufficient number fleet of back-up vehicles and drivers to fulfill the terms of this Contract.

28. RECORD KEEPING

The Contractor shall keep complete and accurate records of the routes and mileage for which the Contractor charges the school district and of the reports which the Contractor prepares for the school district pursuant to the Contract. The Contractor shall maintain such records as the school district may need to verify routes and mileage. The Contractor shall provide access to such records upon a request by the school district. In addition, the Contractor shall provide monthly, detailed invoices to the school district including route and mileage data. The Contractor will also provide an annual report that reflects total annual mileage for the school year.

The school district shall have the right to audit the Contractor's route and mileage records and examine the reporting records. Any excesses in charges for the mileage disclosed by an audit shall be refunded within five (5) days after notice of the excess to the Contractor. If an audit discloses a discrepancy of more than five percent (5%) of the amount charged for the period at issue, the Contractor shall pay to the school district all reasonable costs connected with the audit; including, but not limited to, wages of its staff and accountants' fees and attorneys' fees. The Contractor shall fully cooperate with all personnel authorized by the school district to conduct any audit.

The Contractor shall retain such records for a period of three (3) years plus the current year, from the date of receipt of final payment under the Contract, for inspection and audit by representatives of the school district. If any audit findings have not been resolved, the records shall be retained beyond the three (3) year period and as long as required for the resolution of the issues raised by the audit.

MISCELLANEOUS

The successful bidder shall enter into a contract with the school district. Such contract will incorporate the terms of these bid specifications and conditions.

Any notice or communication permitted or required under the Contract shall be in writing and shall become effective on the day of mailing thereof by email, followed by registered, certified, or express mail addressed to:

if to the District:

Maine Township High School District 207
Attn: Tatiana Bonuma, Superintendent
1177 S Dee Road
Park Ridge, Illinois 60068
(847) 692-8025 (telephone)
(847) 696-3254 (fax)

if to the Contractor: (To the address listed on the Bid Documents)

The undersigned warrants that he or she is duly authorized to execute and contractually bind the entity submitting this winning bid and acknowledges, by his or her signature, that he or she, on behalf of the submitting entity, has read and agrees to comply in all respects with the foregoing General Conditions.

Company, Corporation, Partnership Name

Signed

Name

Title

The District has accepted the Bid of the above entity and awards him/her the Contract. Only a completed executed contract, signed by both parties, shall make this agreement legally binding.

Board of Education Maine Township High School District 207

By: _____
President

Attest: _____
Secretary

APPENDIX

- Special Transportation Bus Routes
- Driver Information Sheet
- Maps of Maine Township District High Schools with pickup and drop off locations
- D207 2026-2027 Calendar
- Memorandum for Required Driver Background Checks & Employment Verification
- Fingerprint and Background check info (Accurate Biometrics)
- Faith's Law and Employment Verification Information (DashHire-Experience Verifications (EV))

APPENDIX

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EXHIBIT A SPECIAL TRANSPORTATION BUS ROUTES									
Route No.	School	Students	Round Trip One Way	Estimated Total Mileage	Bus Aide	Pick up Arrival Time	Drop off Dismissal Time	Vehicle Type	Notes
MS-101	Maine South	10	Round Trip	17.00		8:30 AM	3:01 PM		
MS-102	Maine South	8	Round Trip	18.20	Aide	8:30 AM	3:01 PM	Lift Bus	
MS-103	Maine South	8	Round Trip	20.20		8:30 AM	3:01 PM		
MW-104	Maine West	11	Round Trip	21.34		8:30 AM	3:01 PM		
MW-105	Maine West	8	Round Trip	19.94	Aide	8:30 AM	3:01 PM		
MW-106	Maine West	10	Round Trip	22.09		8:30 AM	3:01 PM		
ME-107	Maine East	8	Round Trip	28.10		8:30 AM	3:01 PM		
ME-108	Maine East	10	Round Trip	25.47		8:30 AM	3:01 PM		
ME-109	Maine East	8	Round Trip	20.10		8:30 AM	3:01 PM		
TR-111	Transition at Maine East	11	Round Trip	18.75	Aide	8:30 AM	2:30 PM		
TR-112	Transition at Maine East	9	Round Trip	25.28		8:30 AM	2:30 PM		
TR-113	Transition at Maine East	12	Round Trip	36.09		8:30 AM	2:30 PM		
TR-114	Transition at Maine East	9	Round Trip	22.12	Aide	8:30 AM	2:30 PM	Lift Bus	
TR-115	Transition at Maine East	9	Round Trip	19.63	Aide	8:30 AM	2:30 PM	Lift Bus	
FROST116	Frost Academy	7	Round Trip	21.00		8:20 AM	2:08 PM		
FROST117	Frost Academy	7	Round Trip	25.00		8:20 AM	2:08 PM		
NH-118	New Horizon	2	Round Trip	21.50	Aide	8:40 AM	2:40 PM	Lift Bus	
ML-119	Molloy	5	Round Trip	29.30	Aide	8:50 AM	2:50 PM		



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207 Department of Special Education

TRANSPORTATION DROP-OFF & PICK-UP LOCATIONS

MAINE EAST HIGH SCHOOL



2601 W Dempster Street, Park Ridge, IL 60068

DROP-OFF & PICK-UP LOCATION:

Enter & Exit off Potter Road into shipping and receiving. Bus/Small vehicles should circle around and line up along the North edge of the drive **DOOR 9**.

Pulling as far forward-facing the exit onto Potter Road will assist all vehicles entering the drive.



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207
Department of Special Education

TRANSPORTATION DROP-OFF & PICK-UP LOCATIONS

MAINE EAST HIGH SCHOOL - TRANSITION PROGRAM



2601 W Dempster Street, Park Ridge, IL 60068

DROP-OFF & PICK-UP LOCATION:

Enter & Exit off Potter Road into the south parking lot. Bus/Small vehicles should circle and line up along the South end of the school, past the athletic entrance just before door 5.

The entrance to the Transition Program is just before **DOOR 67C**.



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207 Department of Special Education

TRANSPORTATION DROP-OFF & PICK-UP LOCATIONS

MAINE SOUTH HIGH SCHOOL



1111 S Dee Road, Park Ridge, IL 60068

DROP-OFF & PICK-UP LOCATION:

Enter and Exit off of Dee Road into the North Parking lot and bus/small vehicles can circle to exit the parking lot back onto Dee Road.

Drop-off and pick-up students at **DOOR 53** on the North End at Maine South.



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207 Department of Special Education

TRANSPORTATION DROP-OFF & PICK-UP LOCATIONS

MAINE WEST HIGH SCHOOL



1755 S. Wolf Road, Des Plaines, IL 600187

DROP-OFF & PICK-UP LOCATION:

Enter & Exit off Oakton Street along the West Drive toward the bus concourse circle drive.

Drop off and pick up students at **DOOR 45**.



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207 Department of Special Education

TRANSPORTATION DROP-OFF & PICK-UP LOCATIONS

FROST ACADEMY



1177 S Dee Road, Park Ridge, IL 60068

DROP-OFF & PICK-UP LOCATION:

South/East Corner off Devon Ave. Drivers should enter the district office entrance off of Dee Rd. and circle to the corner by the Frost Entrance **DOOR 4**.



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

2026|2027

PARENT/STUDENT CALENDAR



AUGUST

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

SEPTEMBER

S	M	T	W	TH	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
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27	28	29	30			

OCTOBER

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25	26	27	28	29	30	31

NOVEMBER

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22	23	24	25	26	27	28
29	30					

DECEMBER

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27	28	29	30	31		

JANUARY

S	M	T	W	TH	F	S
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24	25	26	27	28	29	30
31						

FEBRUARY

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28						

MARCH

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28	29	30	31			

APRIL

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25	26	27	28	29	30	

MAY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY

S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Only 9th Graders in Attendance
- All Students in Attendance
- Meet The Teacher Night
- No School
- 1/2 Day - Students

- State Testing
- End of Quarter
- Graduation
- Last Day of School
- Last Academic Day for Seniors

School Start: 8:30 a.m.
 School Dismissal: 2:56p.m. on M, T, TH & F
 2:57p.m. on Wed.

www.facebook.com/District207
<https://www.instagram.com/mths207/>
 847.696.3600
info@maine207.org

MEMORANDUM

TO: All Transportation Providers
FROM: Edward Pieczynski, Director of Special Education
DATE: July 1, 2026
SUBJECT: Required Driver Background Checks & Employment Verification for SY 2026–2027

As part of our agreement with Maine Township High School District 207, all transportation companies must ensure that any driver assigned to transport M207 students completes a fingerprint-based criminal background check and employment verification process, in compliance with 105 ILCS 5/10-21.9.

Please carefully review and complete the steps outlined below:

PART 1: Review and Update Driver List | DUE: July 31

District Contact: Erin Dunleavy – edunleavy@maine207.org

Please review the attached list of active drivers we have on file:

- Review** the attached list of active drivers currently on file.
- Add** any new drivers who will be transporting M207 students.
- Remove** drivers who are no longer assigned to the district.
- Return** the updated list to Erin Dunleavy by Friday, August 1st.

Note: Background checks are valid for 7 years from the date on file.

PART 2: Driver Fingerprint Background Check | DUE: August 7

District Contact: Stephanie Baquedano – sbaquedano@maine207.org

For all new and existing employees, the District utilizes Accurate Biometrics for fingerprint-based background checks. Please have each assigned M207 driver complete the process at one of their locations.

This step is required for:

- All **new drivers** identified on the finalized list in Part 1
- Any driver whose background check has expired (older than 7 years)

Each driver must bring:

- A government-issued photo ID (e.g., driver's license, state ID, or passport)
- The attached form:  [Maine Township SD 207-Employees.pdf](#)

Resources:

- Fingerprinting locations: [Accurate Biometrics Locations](#)
- Cleanliness Pledge: available on their website
- If internet access is not available, call **773-685-5699** for assistance

Note: Results will be sent directly to Maine 207.

PART 3: Employment Verification & Faith's Law Compliance | DUE: August 7

District Contact: Karyn Blong – kblong@maine207.org

All vendor employees who have **direct contact with students** (e.g., drivers, monitors) must complete employment verification and **Faith's Law** documentation through Verifent.

This step is required for:

- All **new drivers** identified on the finalized list in Part 1
- Any driver whose **previous verification is no longer valid**
- If the employee has not previously worked with students, **their most recent employer** must complete the verification.
- Use the attached instructions to complete all **seven required steps**.
- Be sure to select the **"FREE" option**—no fee is required.

You must submit:

- Certified Experience
- Faith's Law Employment History Review (EHR)

Attachment:  [Verifent - Request an IL Faith's Law Form.pdf](#)

Please reach out to the designated contact for each part with any questions. We appreciate your cooperation and partnership in supporting student safety and compliance. As the school year progresses, all new drivers will be required to adhere to the above.



Phone: 773-685-5699
Fax: 773-685-5433
www.accuratebiometrics.com

Maine Township SD 207-Employees

Please Provide The Following Information (Please Print Clearly).

Last Name: _____ First Name: _____ MI _____

Address: _____ City: _____

State: _____ Zip Code: _____

Date of Birth: ____/____/____ Sex: _____ Race: _____

Height: _____ Weight: _____

Hair Color: _____ Eye Color: _____

Phone # _____

Place of Birth: (State or Country if outside USA): _____

ORI-IL016207S

(DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY)

Client ID

39007

TCN# _____ Date Printed _____



DashHire - Experience Verifications (EV) EHR/UPC & Self-Disclosure Form (For Applicable States)

Message to New Hires – Employee Initiated Process

Requesting your Experience Verification(s) through Verifent is simple and easy. If you do not have login credentials, please click 'Register'. You will need to create an account.

Go to Verifent

- Visit www.Verifent.com. Click 'Get Started' button and then 'Login'.
- New User? Click 'Register' to create an account.
- **Pro Tip:** Complete your 'Profile' once and your information will populate.

Click "Get Verified" on the left side of the screen

- Click 'Experience Verification'
- In the box under "Hiring Entity Information" start typing **Maine Township High School District 207 – IL**
- Click 'Save Hiring Entity'

Enter Your Information

- Fill in your personal details and click 'Next'

Choose Your Forms

- Check the boxes for **Certified Experience AND Faith's Law Employment History Review (EHR) and Self Disclosure Form**
- Click 'Next'

Add Former Employers

- Click 'Choose Former Employer(s)'
- Search for and select each former employer - if you start typing the name of your employer it will show some to select from
- If not found, type and select 'Former Employer Not Found' and fill out the details
- Add all previous employers, then select your **most recent one**, if applicable. ○ Click 'Next'

Self-Disclosure Questions

- Read the **3** self disclosure questions and select your answer from the drop down under the question. Next sign your name, type your name and click 'I Agree - Continue.'
-

Review

- Review the summary and click '**Next**' to submit. Choose the no fee - basic - option.