

Bus Contract Specifications Athletic Travel

Tennessee School for the Deaf (TSD)

2725 Island Home Boulevard

Knoxville, TN 37920

Contact Person: Elaine Alexander, Interim Superintendent

Statement of Procurement Need:

The Tennessee School for the Deaf (TSD) is responsible for the safe and reliable transportation of students during travel events both intrastate and interstate. Travel is conducted by the use of motor coach busses and school busses, depending on the nature of the travel event.

Examples of potential travel events are: weekly home going or return trips, one day athletic events, extended overnight athletic events, one day field trips, extended overnight field trips, and other events that would meet similar needs of school function events.

Travel dates are established at the beginning of the year for most events throughout the school year. On occasion, travel dates may be revised in special situations such as inclement weather or other unforeseen circumstances. Additionally, some events may present themselves throughout the year in which additional travel needs would need accommodated. Additional scheduled events or alterations in the original schedule are established by the TSD superintendent or the appointed representative.

Motor coach, school busses, and drivers must meet all Federal Motor Carrier Safety Administration regulations for intrastate and interstate commerce travel. Additionally, all motor coach, school busses and their drivers must meet all regulations defined in T.C.A. Title 55 relevant to the operation, upkeep, and safety of operable busses.

Estimated Maximum Liability:

The estimated maximum liability for this contract is \$718,339.00.

General Requirements:

- Motor coach and school busses must provide an adequate number of seats as estimated for specific travel events. The state is not bound to these estimates, as estimates may not be specifically known until shortly before scheduled trip. The TSD Superintendent or representative will advise the vendor of any changes in estimates within three full working days or within as much notice as possible of any scheduled trip. Busses supplied which do not have the number of seats specified for a particular event will be rejected.
- Communication devices, such as two-way radios or cell phones must be on all buses at all times at no additional cost to TSD.
- In the event of a bus breakdown, the vendor must provide emergency transportation as quickly as possible. The vendor assumes responsibility for all expenses in excess of the bid rate in such

circumstances.

- Vendor is required to provide a twenty-four (24) hour emergency telephone number in the event of a problem or changes.
- The awarded vendor will be required to submit proof of insurance as stated in term titled "insurance". The vendor is also required to furnish any special insurance required by the Interstate Commerce Commission for out of state travel. Out of state travel will include all motor coach trips on line 1 and for van/coach trip on line 4.

Bus Vehicle Requirements:

- Motor coach or school bus must have functional air conditioning and heating systems at all times.
- Busses must provide an adequate number of seats based on the need established per travel event. Motor coach busses should consist of a minimum of 47 seats per bus.
- Motor coach busses must provide one functioning restroom facility. See the Restroom Facilities section listed below.
- Motor coach must provide adequate cabin and luggage storage. See Luggage Compartments section below.
- Motor coach and school bus must meet state and federal safety regulations outlined in Safety and Security section below.
- Motor coach must be equipped with a minimum of three televisions with closed caption and a minimum of one DVD player.

Driver Requirements:

- Drivers must possess any licensure or credentials relative to driving particular motor coach or school busses that are required by state and federal laws.
- All drivers must maintain logs as mandated by the Federal Motor Carrier Safety Administration.
- All drivers must meet all state and federal laws and applicable regulations according to the Federal Motor Carrier Book.

Restroom Facilities:

- Must be stocked with toilet tissue, paper towels, sanitary disposal bags, and soap at all times.
- Both toilet and lavatory must properly function at all times.
- Must have means to contain waste, specifically no waste shall be released onto streets or highways.
- Must be clean and sterile with no odor with the exception of disinfectant.

Luggage Compartments:

- Overhead luggage compartments must be provided on motor coach busses for additional luggage and supplies needed for particular trips.
- Luggage can be stored in under bus luggage compartments pending adequate doors for safety of materials.

Passenger Compartment:

- Must be clean with no oil, grease or fuel stains on carpet, seats or other fabrics.
- Must remain free of any protruding sharp or pointed edges.
- All emergency exits must be clearly and properly marked.
- Passenger seating area must be equipped with clean, properly padded seats and cushions not ripped.

Travel Schedule:

- Buses must be on the TSD campus at least 45 minutes prior to scheduled departure times. This period of time will be used for TSD staff to inspect the buses for compliance with the specifications listed above. In the event a bus is rejected, as a result of this inspection, the vendor will immediately be notified. Rejected buses must be either repaired or replaced within the period of time defined as reasonable driving time from the vendor's terminal to the TSD campus.
- The TSD reserves the right to cancel any or all trips by notifying vendor within 24 hours upon determination of non-requirement of services with no charges to the TSD.
- The TSD reserves the right to change any or all dates, times and/or destinations by giving the vendor three full working days advance notice. In any and all such cases, the TSD superintendent or designated representative will act as the agent of the TSD. The vendor will be notified telephonically which will be confirmed by letter on the same date.
- The vendor will assume responsibility for notifications to the TSD representative if the bus is behind schedule.
- No cancellation of any trip by the TSD Superintendent or designee will be for the purposes of using a different carrier to perform similar charter services.
- All athletic travel dates on the attached transportation schedule are estimated and will be confirmed by the TSD Athletic Director and/or the TSD Superintendent or representative within 5 business days of trip.
- All home going and return dates will be confirmed at the beginning of the year. Under certain circumstance, the TSD Superintendent or representative may alter and adjust dates bases on the determination of needs at TSD.
- Trips may include use of bus during the stay at the destination to transport students from rooming location(s).
- Trips may include use of the bus to transport students one time within a 100 mile radius to any area site of interest during the trip. (Schedule will be mailed to vendor in July before the start of the school year).
- Trips include up to six (6) drop points. A list of drop points and schedules will be given to the awarded vendor. TSD representative decides when the bus is to depart the drop points.
- Trips may include a meal stop as determined by the TSD representative.
- During homegoing trips, the vendor will bring TSD representatives back to TSD after the students have been dropped off. During return trips, the vendor will pick up TSD representatives at TSD prior to traveling to pick up the students.

Bus Evacuation Drills:

- The purpose of the bus evacuation drills is to prepare teach students and staff, who will act as chaperones, to evacuate in case of an emergency situation.
- One evacuation will be held in the fall and one in the spring of each school year.

- The vendor will provide one motor coach and driving instructor.
- The vendor will provide one school bus and driving instructor.
 - The drivers must have the skills and knowledge necessary to conduct evacuation drills.
- Proposed evacuation drill procedure:
 - The first group will begin the evacuation drills on the motor coach.
 - The second group will have their drill on the motor coach while the first group has their evacuation drill on the school bus.
 - The third group will have their drill on the motor coach while the second group has their evacuation drill on the school bus.
 - Continuing until all the groups have completed both evacuation drills.
- Each group will take 40-45 minutes on both coach and school bus. The process takes about six hours from beginning to end. The date of each evacuation drill will be coordinated between the vendor and the TSD transportation coordinator. The number of groups may be as many as twelve.

Security/Safety:

- No passengers will be allowed on any bus except Tennessee School for the Deaf Students, Staff and Persons approved by Tennessee School for the Deaf Superintendent or his designee.
- All buses used must be equipped with a first aid kit that complies with regulations set by the State Department of Transportation for school buses.
- Vendor shall provide the TSD with maps that clearly mark the exact route for each trip.
- The TSD superintendent or designated representative reserves the right to require presentation for her inspection those records pertaining to drivers' qualifications.
- These records may include, but are not limited to, documentation showing driver compliance with the Federal Motor Carrier safety regulations, DOT Federal Highway Administration Bureau of Motor Carrier Safety, Part 395, paragraph 395.8 and 395.9. Drivers Log for the current day and the prior seven consecutive days may also be included in this requirement. These documents may be requested telephonically, which will be confirmed by letter on the same date, within one week of any athletic/academic trip and will be presented to the TSD Superintendent or designated representative upon the driver's arrival to campus.

Repairs:

- The vendor must have a plan of action to provide for repairs, replacements, and/or emergency transportation to meet this contract, this plan must be provided to the TSD Interim Superintendent, Elaine Alexander within two (2) weeks after award of the contract.
- Cost of bus repairs due to damages caused by a student will be covered by the vendor and any appropriate insurance coverage. The vendor reserves the right to invoice the parent/guardian of any student doing damage for reimbursement of such cost. TSD will not be invoiced for any such cost unless damages are a result of actions by TSD staff members or gross neglect on the part of TSD staff members.

Payment:

- Payment will be by reimbursement on a per trip basis as service is provided at the rate specified on the bid submitted by the vendor.
- No payment will be made for any trip not made or cancelled under the provisions of this contract.
- The state will not be held responsible for any expenses in excess of the bid rate in those

instances where a bus is rejected under the provisions of this contract. This includes any expenses resulting from the vendor's having to sub-contract services from other carriers due to rejection of a bus and inability to replace with a proper vehicle.

- Payment for each trip will be made upon invoice or letter from the carrier to the TSD indicating the dates of the trips and the seating capacity of the buses used. Payment will be authorized by the superintendent upon confirmation of the invoice.
- Driver per diem rates for lodging shall be subject amounts and limitations specified in the current State Comprehensive Travel Regulations. Motor Coach will be used on long academic trips (both scheduled and additional travel events that present themselves throughout the year)----average 4 trips per school year, I.E. Academic Bowl.

Inspection:

- TSD representative(s) shall inspect all buses the awarded vendor proposes to use under this contract.
- This inspection will serve to identify which buses provide the expected standards or safety, comfort and cleanliness (eg: seats properly padded, cushions not ripped, windows securely in place, luggage compartments free of oil, etc.).
- The buses that are acceptable to the TSD representative(s) may subsequently be used in fulfillment of the contract.
- The buses that are not acceptable may not be used under this contract until such time as the deficiencies identified by the TSD representative(s) have been corrected, the unit re-inspected by TSD representative(s) and determined acceptable.
- After all inspections the TSD representative(s) will provide the vendor with a written list of deficiencies of units not passed as well as a written list of units which are acceptable for service under this contract.
- If, at any time during the period of this contract, a previously approved unit should become unacceptable, the TSD representative(s) will notify the vendor in writing of the unit's removal from the acceptable list and the reasons therefore. Restoration of such units to the acceptable list and the accomplished in the manner described above.