

Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Nashville, TN 37214  
Contract contact: James Bassham, (615) 231-7349

Contract: Commercial Carrier Service for TN School for the Blind  
Contract dates: 3-year term, start date TBD dependent on contract award

**Scope:**

The mission of the Tennessee School for the Blind (TSB) is to provide free, appropriate, and individualized educational services to eligible students in a safe environment that will promote independence and a positive self-image, as well as provide information and technical assistance to families, schools, and agencies serving all Tennessee children who are visually challenged.

TSB is responsible for the safe and reliable transportation of students during travel events both intrastate and interstate. This contract will provide weekly busing via motor coach bus for TSB commuter students to and from home/school during the 2017-2019 school years. Commuter students living outside of Nashville reside on campus during the school week and return to their homes on the weekends. Additionally, transportation is needed for academic and athletic trips (may occur in state and out-of-state) for students, as approved by the TSB administration.

Motor coach buses and drivers must meet all Federal Motor Carrier Safety Administration regulations for intrastate and interstate commerce travel. Additionally, motor coach buses and drivers must meet all regulations defined in Tenn. Code Annotated Title 55 and State Board Rules Chapter 0520-01-05 and 0520-01-09 relevant to the operation, upkeep, and safety of operable buses. Buses and drivers that do not meet these standards or do not meet the specifications listed below will be rejected.

**General requirements and vehicle requirements:**

- Years of service and bus age: In accordance with State Board of Education rules regarding pupil transportation, no bus transporting students shall exceed maximum years of service outlined in State Board Rule 0520-01-05-.05. As applied to this contract, no bus manufactured prior to 2000 can be used to transport our students.
- Adequate seating: Motor coach buses must provide an adequate number of seats as estimated for specific travel events (minimum 47 seats per bus). The state is not bound to these estimates, as estimates may not be specifically known until shortly before the scheduled trip. The TSB 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. Buses supplied which do not have the number of seats specified for a particular event will be rejected.
- Communication devices: All buses must be equipped at all times with on-board cellular phones to make contact with emergency personnel, hospitals, parents, TSB or others in case of an emergency

without the need to leave the bus and at no additional cost to TSB. Cellular phones will be assigned to each bus. The cellular phone must be given to the lead TSB chaperone of each bus trip and remain in their possession for the duration of the trip. The phones will be used for emergency and business use only. The phones must be provided by the vendor and will not be personal phones of drivers. The lead TSB staff member will return the cellular phone at the conclusion of each trip. All phones will be in proper working order, fully charged and have long distance functionality. The phone must remain active during the entire trip. Phone numbers for each cellular phone will be provided on the day of transport via fax to the school administration office, identifying the bus, the driver's name, and the cell phone number. \*\*\*\*note: CB radios are not acceptable.

- GPS (global positioning systems) or satellite tracking devices: Due to the medical frailty of some students, each bus must be equipped with GPS (global positioning systems) or satellite tracking devices. The school administration must have access to the tracking information at all times during trips. Access to the tracking information by software or website will be provided to the school by the vendor. Buses not equipped with the tracking devices will be rejected. Should the vendor not choose to provide the school access to their tracking system, the vendor will then provide the school with a 24 hour a day toll free telephone number and provide monitoring at the vendors location. The school administrative staff shall call the attendant manning the system to receive minute to minute bus location information.
- Luggage compartments: All buses must be equipped with adequate cabin and luggage compartments. Overhead luggage compartments must be provided on motor coach buses for additional luggage and supplies. Luggage can be stored in under bus luggage compartments pending adequate doors for safety of materials.
- Passenger compartments: The passenger compartments must be free of any protruding, sharp or pointed edges. They must be clean with no oil, grease or fuel stains on carpet, seats or other fabrics. Passenger seating area must be equipped with clean, properly padded seats and cushions (not ripped).
- ADA accessible: When students needs require additional ADA accessibilities, vendor will provide buses equipped with the kneeler functionality. This function allows the lowering of the front of the bus for individuals with mobility issues that do not require the use of wheelchairs. This function must be available and shall be required on an "as needed basis" depending on each year's student population needs. Buses must be wheel chair accessible with wheel chair lifts and tie downs for the wheel chair.
- Restroom facilities: All buses must be equipped with restroom facilities. Restrooms must be properly stocked with toilet tissue, paper towels, sanitary disposal bags, and soap at all times. They must be sanitized (clean and sterile with no odor except disinfectant) and in working order at all times. Facilities must have a means to contain waste; specifically no waste shall be released onto streets or highways. The disposal of waste products must be in a manner specified by regulations. No indiscriminate dumping will be allowed.
- All buses must have adequate and functional air conditioning and heating systems at all times.

- All seats must be securely fastened, properly functioning and bolted to the floor with absolutely no movement.
- All emergency exits must be clearly marked and functioning.
- All buses must be equipped with seatbelts.
- Buses must be equipped with a minimum of three televisions with closed caption and a minimum of one DVD player.
- Smoking will not be allowed in any vehicle transporting students or staff of the Tennessee School for the Blind. The smoking ban includes TSB students, staff, as well as employees of the vendor contracted.

**Safety, security, and emergency procedures:**

- All buses must meet state and federal safety regulations at all times.
- Emergency transportation: 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.
- Insurance: The awarded vendor will be required to submit proof of insurance with coverage amounts meeting requirements in State Board Rule 0520-01-05.01(2). The vendor must also furnish any special insurance required by the Interstate Commerce Commission for out of state travel.
- No passengers will be allowed on any bus except TSB students, staff and persons approved by TSB 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 TSB with maps that clearly mark the exact route for each trip within three business days.
- The TSB 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 TSB Superintendent or designated representative upon the driver's arrival to campus.

**Bus Evacuation Drills:**

- The purpose of the bus evacuation drills is to prepare 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.

- 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 TSB transportation coordinator. The number of groups may be as many as twelve.

**Maintenance facility and repairs:**

- The vendor must have a maintenance facility which is staffed with qualified mechanics to maintain a fully functional fleet of buses to meet the specifications of this contract. Additionally, the vendor's maintenance facility must have "on-hand" an adequate inventory of routine mechanical supplies, tires, & tools for regular maintenance repairs and other normal operational consumables.
- Prior to final award of the contract: Administrative representatives of the TSB will perform a visual/physical review of the vendor's bus maintenance facility to determine the vendor's ability to perform according to the specifications.
- 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 TSB 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. TSB will not be invoiced for any such cost unless damages are a result of actions by TSB staff members or gross neglect on the part of TSD staff members.

**Driver requirements:**

- Drivers must possess any licensure or credentials relative to driving particular motor coach 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.
- TSB reserves the right to request replacement of any bus driver deemed unsuitable for safety or performance reasons, or otherwise in the discretion of the State.
- Background checks: All drivers must satisfactorily complete a background check prior to service, including an FBI check, in accordance with Tenn. Code Ann. § 49-5-413(d)(1)(A) for contractors

working in direct proximity to children. A copy of this law may be obtained from the agency upon request. Clearance letters for each driver will be required prior to the first bus trip of each driver.

- The school superintendent or his designated representative reserves the right to require presentation for his inspection those records pertaining to driver qualifications. These records include but are not limited to documentation showing DOT Medical cards, a list of driver's qualifications and a department of safety survey of drivers' driving records. Driver compliance with the federal motor carrier safety regulations, dot federal highway administration bureau of motor carrier safety part 395, paragraphs 395.8 and 395.9 drivers' logs for the current day and the prior seven consecutive days may also be included in this requirement. These documents may be requested by phone and will be confirmed by letter on the same date, within one week of any home going trip and will be presented to the TSB superintendent or his designated representative at the time the drivers 'arrive on campus. Drivers must meet all state and federal laws and applicable regulations. There is to be no cost to the school for the presentation or securing of these reports. TSB also reserves the right to request references for drivers.

**Cancellations and delays:**

- TSB reserves the right to cancel and/or reschedule any and all trips by giving the vendor three business days advance notice with no charge to TSB. The state reserves the right to change any and all dates, times, and add or drop pickup points by giving the vendor three full business days advance notice. In any and all such cases, the TSB superintendent or designated representative will act as the agent for the state of Tennessee. The vendor will be notified by phone to be followed by a letter of confirmation.
- TSB reserves the right to reschedule any and/or all athletic and academic trips due to budget/funding shortfalls. The school shall notify the vendor in writing thirty calendar days in advance of any cancellation. Any cancellation the vendor is required to provide to the school both a daytime and an afterhours working and manned telephone number, as well as, the name of a contact person and his/her alternate.
- The school superintendent or his designated representative will advise the vendor of any changes in number of students to be transported within three (3) working days of any scheduled trip. Notification will be made by telephone with written documentation to confirm on same date.
- The vendor is responsible for notifying all drop points if the bus is more than forty-five (45) minutes behind schedule and for notifications to the TSB representative if there is a cancellation (i.e. due to weather). In the event the bus is behind schedule due to a delay imposed by TSB, notification to drop points is the responsibility of the school. The vendor shall assume responsibility for any other reason. In the event of a bus breakdown, vendor will provide emergency transportation, at no additional cost to the state, which must be arranged as quickly as possible. Offered in lieu of commercial facilities shall be a location acceptable to the state which provides a safe, dry, warm occupied place with a telephone available. These locations may be inspected for acceptability and may be negotiated or changed. The final decision of acceptability will rest with the superintendent, TSB or his designee. The successful vendor will provide a list of such drop points with telephone

numbers at each point to the school's superintendent prior to the first trip. A list of suggested drop points is included in this bid. Alternates will be considered.

- In the event of inclement weather, home goings may be re-scheduled to alternate days (usually bussing home one day prior to original schedule or return one day beyond original schedule date). The vendor will be notified immediately when such decisions have been made by the Superintendent. The school will then work with the awarded vendor to arrange departure dates and times. These emergency situations are unpredictable and require immediate cooperation between the vendor and the state to safely transport students prior to the arrival of inclement weather.

**Payment:**

- Payment will be by reimbursement on a per trip basis as service is provided at the rate specified in the Contract. Invoices will be calculated according to odometer mileage while transporting TSB students and staff to and from the designated cities.
- The school will be invoiced the same dollar amount regardless of bus size.
- 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 TSB 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.
- Cost of repairs of any damages done to a bus 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. TSB will not be invoiced for any such costs unless damages are the result of gross neglect on the part of TSB employees.

**Inspection:**

- TSB 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 school superintendent or his designated representative reserves the right to require presentation for his inspection, those required inspections, repair, and maintenance records specified in the federal motor carrier safety regulations, TDOT, dot federal highway administration bureau of motor carrier safety, part 396, paragraph 393.3(b). The vendor must provide these records for inspection at the TSB campus within one week of written notification.

Buses must meet all ICC (interstate commerce commission) requirements for interstate travel. Buses must have the ability to safely carry passengers over steep grades (such as mount eagle) while maintaining speed limits. Buses without adequate engine size slow significantly posing a danger to students and staff on the bus.

- The buses that are acceptable to the TSB 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 TSB representative(s) and determined acceptable.
- After all inspections the TSB 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 TSB 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.
- The agency reserves the right to assign an inspector to any trip for the purpose of monitoring this contract. There shall be no charge to the state for the inspector's transportation.

#### **Travel schedule and routes:**

- Specific buses and routing specs will be provided to the vendor on a yearly basis. The initial dates for the 2016/2017 year are included in the specifications; thereafter the specific buses and routing will be provided to the vendor no later than June 30 of the school ending year for the upcoming year, the vendor has until July 15 of the same year to respond that they have received the upcoming routes and can provide the buses needed. Under certain circumstances, the TSB Superintendent or representative may alter and adjust dates based on the determination of needs at TSB. All athletic travel dates on the transportation schedule below are estimated and will be confirmed by the TSB Athletic Director and/or TSB Superintendent or representative within 5 business days of trip.
- Buses must be on the TSB campus at least 20 minutes prior to scheduled departure times. The buses must be fully fueled and ready to travel before arriving at TSB. This time will be used for school staff to inspect buses for compliance with the above listed specifications. In the event a bus is rejected as a result of the inspection, the vendor will be notified immediately. Rejected buses must be repaired or replaced within the period of time defined as reasonable driving time from the vendor's terminal to the TSB campus.
- Trips may include use of the bus during 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.
- Trips includes up to six (6) drop points. A list of drop points and schedules will be given to the awarded vendor. TSB representative decides when the bus is to depart the drop points.
- Trips may include a meal stop as determined by TSB representative.

- During homegoing trips, the vendor will bring TSB representatives back to TSB after the students have been dropped off. During return trips, the vendor will pick up TSB representatives at TSB prior to traveling to pick up the students.
- Routing specs are as follows:

All home going trips will begin and end at: Tennessee School for the Blind campus, located at:  
115 Stewarts Ferry Pike  
Nashville, Tennessee 37214

Three (3) buses will be required for each home going and return trip.

One each for the following destinations:

Bus #1: Johnson City

Bus #2: Memphis

Bus #3: Chattanooga

Passenger seating requirements for each route are as follows:

Bus route #1: Johnson City: requires minimum 46 passenger seating

Bus route #2: Memphis: requires minimum 46 passenger seating

Bus route #3: Chattanooga: requires minimum 30 passenger seating

Seats must be as previously specified. Buses not meeting the seating requirements of each route will be rejected.

A tentative schedule of home going trips for the proposed 2016-2017 school year is included. One round trip will be the departure date and one round trip will be the return trip. A complete school year will have an estimate of 75 home going round trips.

The successful vendor will confirm all dates and departure times with the TSB superintendent after the bid has been awarded.

School Chaperones:

Chaperones are to deadhead back to their official station (TSB) at no additional cost to the school. Deadhead trips may be in corporate vehicles with the driver being provided by the vendor with all insurance obligations still applicable. There will be at least two (2) Tennessee School for the Blind furnished chaperones on each bus.

Line 0001: (home going trips)

Tennessee School for the blind

Proposed home going and returning busing dates

School year 2016-2017

Month	departure date	Month	return date
December	2	December	4
December	9	December	11
December	16	January	3
January	6	January	8
January	13	January	16
January	20	January	22
January	27	January	29
February	3	February	5
February	10	February	12
February	17	February	20
February	24	February	26
March	3	March	5
March	10	March	12
March	17	March	26
March	31	April	2
April	7	April	9
April	13	April	17
April	21	April	23
April	28	April	30
May	5	May	7
May	12	May	14
May	19	May	21
May	26		

Busing routes: students are transported to their homes on a weekly basis. This schedule is subject to change per school calendar. An updated and approved calendar will be forwarded to the awarded vendor by school administration within 10 working days of the beginning school year. Schedule reads for both departure and return dates.

**Tennessee School for the Blind**  
**Proposed home going bus schedule**

**Bus route #1**

**Nashville - to - Johnson City**

<u>Location</u>	<u>depart</u>	<u>return</u>
TSB campus:	12:00 p.m.	5:10 p.m.
Gordonsville: Key Stop I40 Exit 258	12:50 p.m.	4:20 p.m.

Baxter: Loves Truck Stop I40 Exit 280	1:05 p.m.	4:05 p.m.
Cookeville/Sparta: Marathon I40 Exit 287	2:00 p.m.	3:10 p.m.
Crossville: Motel 6 I40 Exit 317	1:45 p.m. (CST)	2:55 p.m. (CST)
Harriman/Rockwood: I40 Exit 347	3:15 p.m. (EST)	3:25 p.m. (EST)
Kingston/Oak Ridge: Wigless I40 Exit 356A	3:25 p.m. (EST)	3:15 p.m. (EST)
Knoxville West: Travel Centers of America I40 Exit 374	3:50 p.m. (EST)	2:45 p.m. (EST)
Knoxville East: Days Inn I40 Exit 394	4:25 p.m. (EST)	2:10 p.m. (EST)
Gatlinburg/Sevierville: Shell I40 Exit 407	4:45 p.m. (EST)	1:50 p.m. (EST)
Lowland/Morristown: Shell I81 Exit 12	5:10 p.m. (EST)	1:25 p.m. (EST)
Rogersville/Greenville: Exxon/Stuckey's I81 Exit 30	5:40 p.m. (EST)	12:55 p.m. (EST)
Johnson City: Shell I81 Exit 57A to I26 Exit 17	6:15 p.m. (EST)	12:20 p.m. (EST)

**Bus route #2  
Nashville -- to -- Memphis**

<u>Location</u>	<u>depart</u>	<u>return</u>
TSB campus	12:00 p.m.	5:50 p.m.
Centerville/Dickson: Pilot Travel I40 Exit 172	12:55 p.m.	4:55 p.m.
Buffalo: Pilot Travel I40 Exit 108	1:30 p.m.	4:20 p.m.
McIlwain: Shell Truck Stop I40 Exit 126	1:50 p.m.	4:00 p.m.
Parkers Cross Roads: I Mart I40 Exit 108	2:10 p.m.	3:40 p.m.
Mt. Gilead: Travel Plaza I40 Exit 101	2:25 p.m.	3:25 p.m.
Spring Creek: Phillips 66 I40 Exit 93	2:40 p.m.	3:10 p.m.
Jackson: K-Mart I40 Exit 80A @US 45, Oh. Blvd	3:00 p.m.	2:50 p.m.

Brownsville: McDonalds I40 Exit 56 Hwy 76	3:30 p.m.	2:20 p.m.
Sommerville/Covington: Shell I40 Exit 35	4:00 p.m.	1:50p.m.
Memphis East: Whitten Rd. Exxon I40 Exit 14	4:25 p.m.	1:25 p.m.
Memphis: Lowes I40 Exit 9 Sam Cooper Blvd	4:40 p.m.	1:00 p.m.

**Bus route #3**

**Nashville - to - Chattanooga**

<u>Location</u>	<u>depart</u>	<u>return</u>
TSB campus	12:00 p.m.	4:20 p.m.
LaVergne: Travel Center I24 Exit 69	12:30 p.m.	3:50 p.m.
Manchester/Woodbury: I24 Exit 110	1:00 p.m.	3:20 p.m.
Winchester/Altamont: BP Market I24 Exit 127	1:30 p.m.	2:50 p.m.
Nickajack: Big Daddy's I24 Exit 161	2:00 p.m. (CST)	2:20 p.m. (CST)
Chattanooga: Waffle House I24 Exit 5 Shallowford Rd	3:40 p.m. (EST)	2:40 p.m. (EST)
Cleveland: Shell I75 Exit 27 Paul Huff Pkwy	4:10 p.m. (EST)	2:10 p.m. (EST)
Athens: Valley Mart #17 I75 Exit 49	4:40 p.m. (EST)	1:40 p.m. (EST)

Departure times for return trips:

- Route 1: on return trip, bus will leave TSB campus at: 6:00 a.m.
- Route 2: on return trip, bus will leave TSB campus at: 8:30 a.m.
- Route 3: on return trip, bus will leave TSB campus at: 8:30 a.m.

Estimated mileage:

The estimated round trip mileage for each bus routes home going trips are as follows:

- Route 1: approximately 550 miles round trip
- Route 2: approximately 450 miles round trip
- Route 3: approximately 380 miles round trip

Tennessee School for the Blind  
Tentative athletic & academic trips

Less than 24 hours from Departure to return  
Proposed 2016-2017 school year  
Beginning of school year 2016

Note: this schedule is subject to change upon final approval of Fiscal travel expenses and authorized travels granted by Dept. of Education.

A current schedule of athletic & academic trips will be provided to the awarded vendor prior beginning the school year upon approval of the superintendent.

Line 0002: (Out of State athletic trips at daily rate)  
Tennessee School for the blind  
Proposed athletic event dates  
School year 2016-2017

**Tentative athletic & academic trips**

**Greater than 24 hours from departure to return**

Proposed athletic & academic schedule for 2016-2017 school year

2016-2017

Sports Calendar

September 9-11 home track and field meet

September 14 – Blindness awareness golf tournament in Murfreesboro.

**September 30 – Oct 2 NCASB Track and Field Championship in Indiana**

October 12 – Kentucky Junior Olympics (Roby games) in Kentucky

October 14-16 Home goalball meet

October 17 – 19 Athletic Directors meeting in Kansas City, Missouri

**November 4-6 NCASB Goalball Championship in Missouri**

November 4 – 6 Mississippi wrestling invitational at the Mississippi School for the Blind

December 2 -4 Home wrestling match at Donelson Christian Academy

**January 27 -29 NCASB Wrestling and Cheer Championship in Kentucky**

March 3-5 Home swimming and forensics meet

**April 28 -30 NCASB Swimming and Forensics Championship in Ohio**

Additional athletic & academic trips may be planned and subject to change from school year to school year. Trips less than 24 hours from departure to return will be reimbursed based on mileage provided by the hub meter readings from the vendor.