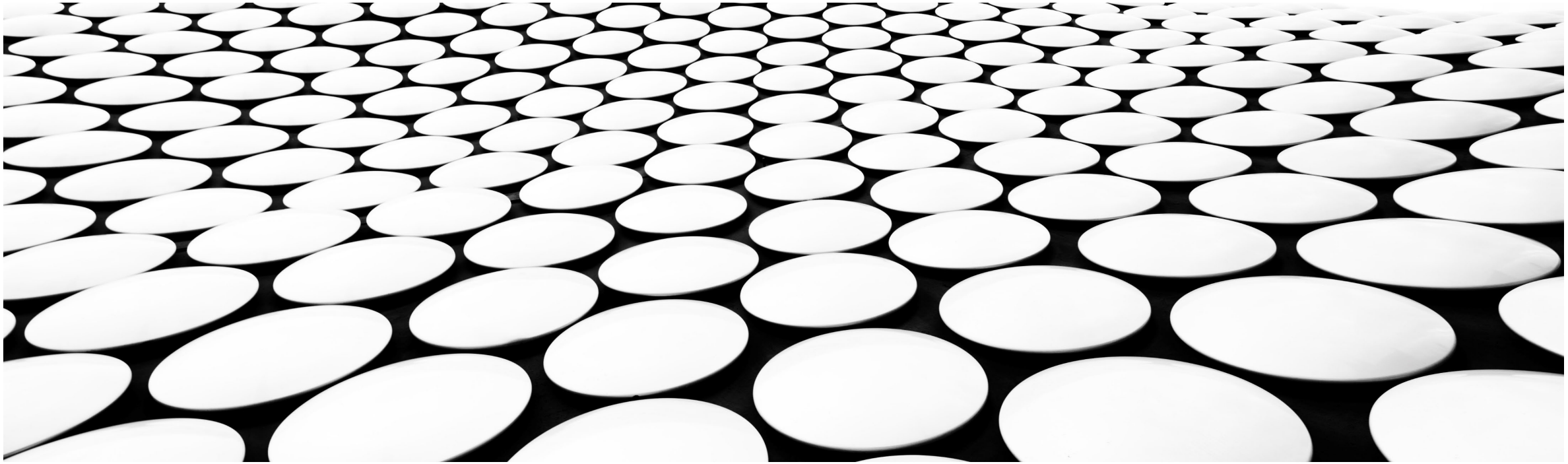
PAPERLESS PUPIL TRANSPORTATION
OCTOBER 24, 2022

PAPERLESS PUPIL TRANSPORTATION

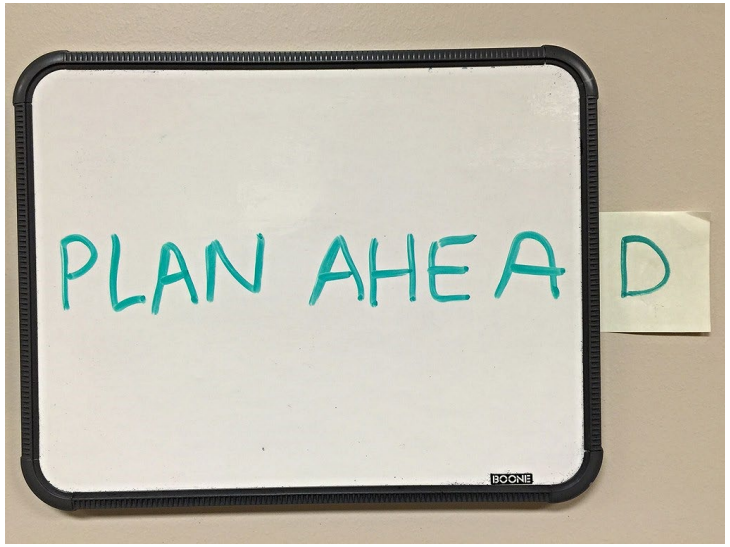
FILING ELECTRONIC PUPIL TRANSPORTATION FORMS FOR TRANSPORTATION AID



THE GOAL

- To create a paperless contract system using technology instead of paper and mail
- To design a system that would reduce the potential for filing errors
- To build a user-friendly product for districts, BOCES and the Pupil Transportation Unit

- To create a platform for all the Pupil Transportation Unit's processes
  - Transportation Contracts
  - Transportation Aided items
  - Transportation Employee Compliance Files



GOOD THINGS COME TO THOSE WHO WAIT…

- ***Unfortunately, there has been a delay due to the need to adapt forms for districts that use Google only and not Microsoft excel.***

- ***Please use the current forms posted on the website for the 2022 summer and the 22-23 school year. The old forms for summer and the school year will be accepted until Friday, November 18.***

THE VISION

To create a one stop spot for all pupil transportation forms for contracts, transportation aid and transportation employee (both district and contracted) compliance.

TRANSPORTATION CONTRACTS
• SCHOOL YEAR TRANSPORTATION CONTRACTS (**TC**) • SCHOOL YEAR TRANSPORTATION CONTRACT EXTENSIONS (**TCE**) • TRANSPORTATION CONTRACTS SUMMER (**TCS**) • TRANSPORTATION SUMMER EXTENSION CONTRACTS (**CES**)

NEW TRANSPORTATION CONTRACT FORMS

- SCHOOL YEAR TRANSPORTATION CONTRACTS (**TC**)
  - TC SEDCODE YYYY **C**SEQ (C0001)
- SCHOOL YEAR TRANSPORTATION CONTRACT EXTENSIONS (**TCE**)
  - TCE SEDCODE YYYY **C**SEQ
- TRANSPORTATION CONTRACTS SUMMER (**TCS**)
  - TCS SEDCODE YYYY **C**SEQ
- TRANSPORTATION SUMMER EXTENSION CONTRACTS (**CES**)
  - CES SEDCODE YYYY **C** SEQ

THE VISION

To create a one stop spot for all pupil transportation forms for contracts, transportation aid and transportation employee (both district and contracted) compliance.

TRANSPORTATION CONTRACTS	TRANSPORTATION AIDED FORMS
• SCHOOL YEAR TRANSPORTATION CONTRACTS (**TC**)	• BUS LEASES (**BLF**)
• SCHOOL YEAR TRANSPORTATION CONTRACT EXTENSIONS (**TCE**)	• CHARING STATION LEASES (**CLF**)
• TRANSPORTATION CONTRACTS SUMMER (**TCS**)	• GARAGE LEASES (**GLF**)
• TRANSPORTATION SUMMER EXTENSION CONTRACTS (**CES**)	• EQUIPMENT PURCHASES (**EPF**)
	• EFFICIENCY STUDIES (**ESF**)
	• RELATED SERVICES (**RSF**)

NEW TRANSPORTATION CONTRACT FORMS

BUS LEASES (BLF)	BLF SEDCODE YYYY **L**SEQ (L0001)
CHARING STATION LEASE (CSL)	CSL SEDCODE YYYY **L**SEQ
GARAGE LEASES (GLF)	GLF SEDCODE YYYY **L**SEQ
EQUIPMENT PURCHASES (EPF)	EPF SEDCODE YYYY **A**SEQ(A0001)
EFFICIENCY STUDIES (ESF)	ESF SEDCODE YYYY **A**SEQ
RELATED SERVICES (RSF)	RSF SEDCODE YYYY **A**SEQ

THE VISION

To create a one stop spot for all pupil transportation forms for contracts, transportation aid and transportation employee (both district and contracted) compliance.

TRANSPORTATION CONTRACTS

- SCHOOL YEAR TRANSPORTATION CONTRACTS (**TC**)
- SCHOOL YEAR TRANSPORTATION CONTRACT EXTENSIONS (**TCE**)
- TRANSPORTATION CONTRACTS SUMMER (**TCS**)
- TRANSPORTATION SUMMER EXTENSION CONTRACTS (**CES**)

TRANSPORTATION AIDED FORMS

- BUS LEASES (**BLF**)
- CHARING STATION LEASES (**CLF**)
- GARAGE LEASES (**GLF**)
- EQUIPMENT PURCHASES (**EPF**)
- EFFICIENCY STUDIES (**ESF**)
- RELATED SERVICES (**RSF**)

TRANSPORTATION EMPLOYEE FILES

- **MANDATED TRAINING COLLECTIVE**
  - Super's Approval
  - Refreshers
  - DASA
  - Anti-Idling
  - Bus Drills
  - Mandated Reporting
- **MANDATED TRAINING INDIVIDUAL**
  - Pre-Service
  - Basic
  - PPT
  - Physical
  - CPR
  - License
  - Fingerprint Clearance

TRANSPORTATION DISTRICT FORMS

Superintendent Statement Compliance	STC SEDCODE YYYY DSEQ
(DASA) Dignity Training-	DAS SEDCODE YYYY DSEQ
Anti-idling Policy	AIP SEDCODE YYYY DSEQ
Mandated Reporter Training	MRT SEDCODE YYYY DSEQ

TRANSPORTATION DISTRICT FORMS

- Bus safety drills
  - Fall BD1 SEDCODE YYYY DSEQ
  - Winter BD2 SEDCODE YYYY DSEQ
  - Spring BD3 SEDCODE YYYY DSEQ
- Refresher Training
  - Fall 1 RT1 SEDCODE YYYY DSEQ
  - Spring 2 RT2 SEDCODE YYYY DSEQ

TRANSPORTATION EMPLOYEE FORMS

Pre-Service Certificate	PSC SEDCODE YYYY **E**SEQ (E1234)
3 Personal References	3PR SEDCODE YYYY **E**SEQ (E1235)
Basic Course Certificate	BCC SEDCODE YYYY **E**SEQ (E1236)
Advanced Course Certificate	ACC SEDCODE YYYY **E**SEQ (E1237)
CPR Certificate	CPR SEDCODE YYYY **E**SEQ (E1238)

TRANSPORTATION EMPLOYEE FORMS

- Physical – Driver DMV PHY SEDCODE YYYY ESEQ (E0006)
- CDL – Driver DMV CDL SEDCODE YYYY ESEQ (E0007)
- DMV Qualification Letter- Finger Print FPQ SEDCODE YYYY ESEQ (E0008)
- Physical Performance Test PPT SEDCODE YYYY ESEQ (E0009)

HOW TO LABEL & “SAVE AS” CONTRACTS/FORMS

- “CONTRACT TYPE” space “SED CODE” space “School Year” space “SEQ”
- “CONTRACT TYPE” is either TC or TCE or TCS or CES
- “CONTRACT TYPE” space “SED CODE” space “School Year” space “SEQ”
- “School Year” is the beginning year of the 2023-2024
- “TC” space “631201” space “2023" space “0001” (C L A D E before 0000)
- “C0001” is the sequential order of contracts. You will have to track all types of contracts and forms sequentially.
- TC 631201 2023 C0001

TRACKING SEQUENTIAL NUMBERS

- The system will have to identify each item uploaded by sequence number.
- The district will assign those numbers.
- Each number will be a letter and four digits.
- Each year the numbering system will start over
- It is up to the district to track the sequential numbers

TRACKING SEQUENTIAL NUMBERS

SAMPLE DISTRICT SEQ SYSTEM - Excel

Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

A	B	C	D
Contract Name for SharePoint	Contract Number (begins with C or E)	Contract Identity: Name of school or specific information to track this contract IE Regional Transportation or Home to School	Uploads for SharePoint related to this contract - must have same SED Code year and seq #
TC 280218 2022 C0001	SED Will Assign	home to school	ADV 280218 2022 001 AFD 280218 2022 001 SPF 280218 2022 001
TC 280218 2022 C0002	SED Will Assign	ST MARY'S	ADV 280218 2022 002 AFD 280218 2022 002 SPF 280218 2022 002
TC 280218 2022 C0003	SED Will Assign	OUT DISTRICT SPECIAL EDUCATION	ADV 280218 2022 003 AFD 280218 2022 003 SPF 280218 2022 003

TC 2022 | TCE 2022 | TCS 2022 | CES 2022 | BLF 2022 | CSF 2022 | EPF 2022 | ESF 2022 | GLF 2 ...

Accessibility: Good to go

73°F
Partly sunny

TRACKING SEQUENTIAL NUMBERS

SAMPLE DISTRICT SEQ SYSTEM Option 2 - Excel

Paul Overbaugh

File Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do Share

A2 | 1

	A	B	C	D	E	F	G	H	I
1	Seguence number	Contract name	Contract number	Contract Identity	Advertisement	Addidavit of Advertisement	Specifications	RFP	Budget Bro
2	1	TC 280218 2022 C0001		Home to School	ADV 280218 2022 001	AFD 280218 2022 001	SPF 280218 2022 001		
3	2								
4	3								
5									

UNIFORMITY OF NEW TRANSPORTATION FORMS

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract - Form TC C

School District/BOCES

SED BEDS CODE: #N/A

Transportation Contact **First Name:** **Last Name:**

Contact Email:

Telephone Number:

Business Official **First Name:** **Last Name:**

Contact Email:

Telephone Number:

Mailing Address:

Street Address City ZIP

UNIFORMITY OF NEW TRANSPORTATION FORMS

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract - Form TC **C**

School District/BOCES

SED BEDS CODE: #N/A

Please select your district from the dropdown list. You can either type a few beginning letters to find your district or scroll using the side bar. Once you select your district your BEDS Code will autofill.

Transportation Contact **First Name:**

Contact Email:

Telephone Number:

Business Official **First Name:**

Contact Email:

Telephone Number:

Mailing Address:

UNIFORMITY OF NEW TRANSPORTATION FORMS

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract - Form TC C

School District/BOCES
SED BEDS CODE:
Transportation Contact
Contact Email:
Telephone Number:

ABBOTT UFSD
ADDISON CSD
ADIRONDACK CSD
AFTON CSD
AKRON CSD
ALBANY CITY SD
ALBION CSD
ALDEN CSD

Business Official **First Name:**

BEDS Code will autofill.

Contact Email:
Telephone Number:
Mailing Address:

Street Address City ZIP

UNIFORMITY OF NEW TRANSPORTATION FORMS

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract - Form TC C

School District/BOCES war

SED BEDS CODE:

- BOCES WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
- DELAWARE ACADEMY CSD AT DELHI
- EDWARDS-KNOX CSD
- FORT EDWARD UFSD
- NEWARK CSD
- NEWARK VALLEY CSD
- NORTH WARREN CSD
- WARRENSBURG CSD

Transportation Contact

Contact Email:

Telephone Number:

Business Official **First Name:**

BEDS Code will autofill.

Contact Email:

Telephone Number:

UNIFORMITY OF NEW TRANSPORTATION FORMS

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract - Form TC C

School District/BOCES WARRENSBURG CSD

SED BEDS CODE: 631201

Transportation Contact **First Name:** **Last Name:**

Contact Email:

Telephone Number:

Business Official **First Name:** **Last Name:**

Contact Email:

Telephone Number:

Mailing Address:

Street Address City ZIP

UNIFORMITY OF NEW TRANSPORTATION FORMS

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract - Form TC C

School District/BOCES
SED BEDS CODE: #N/A

Transportation Contact **First Name:** **Last Name:**

Contact Email:

Telephone Number:

Business Official **First Name:**

Contact Email:

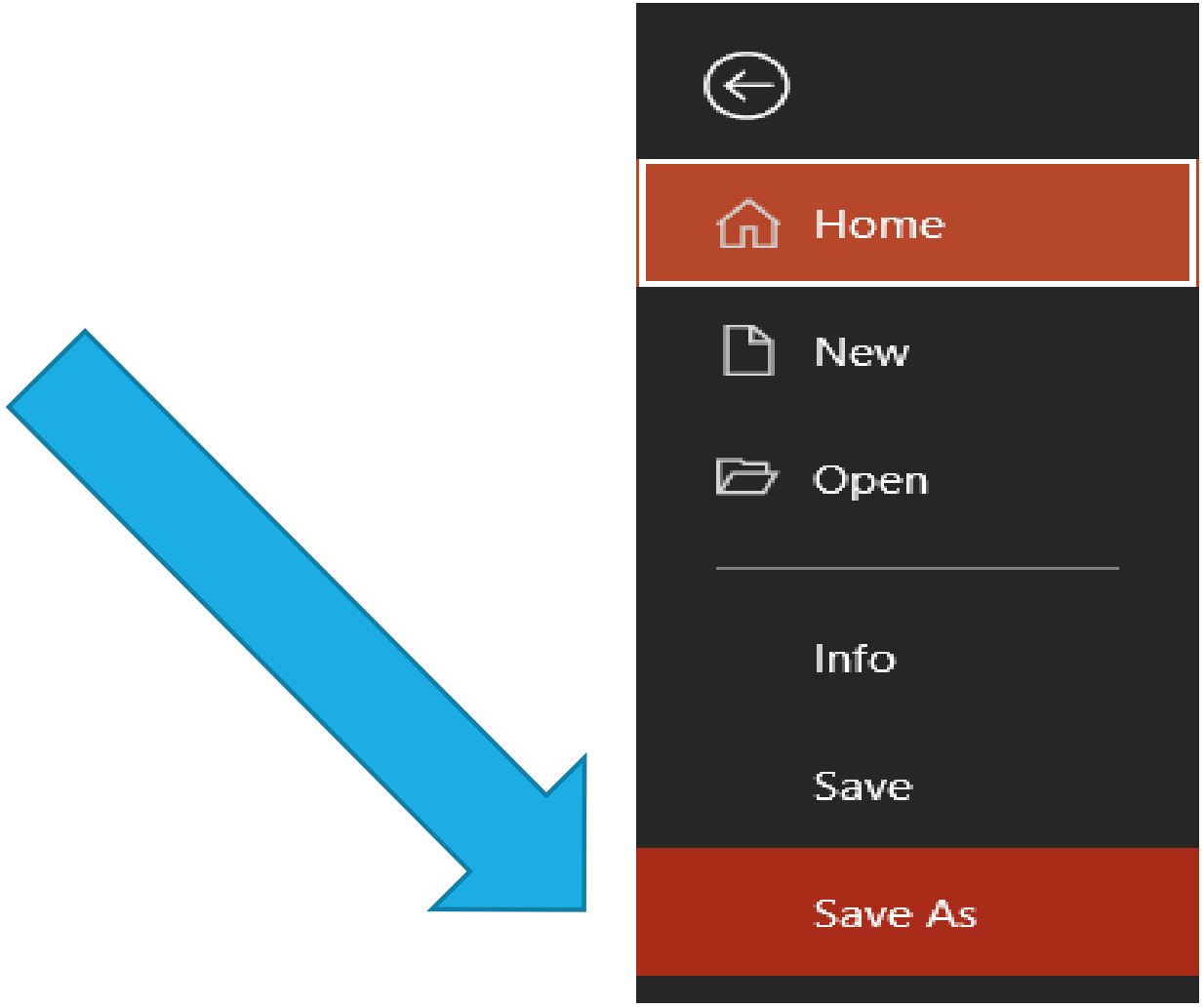
Telephone Number:

Mailing Address:

Street Address City ZIP

Please enter the current email address of the transportation person for your district.

HOW TO MANAGE AND MAINTAIN PTU UNIFORMITY



HOW TO LABEL & SAVE SUPPORTING DOCUMENTS

“Type of attachment” space “SED CODE” space “School Year” space “SEQ”

- ADV (advertisement)
- AFD (affidavit of advertisement)
- SPF (specifications)
- PGD (parent guardian directions)
- CBR (copy board resolution)
- RFP (request for proposal)
- CSS (committee score sheets)
- VTA (vote authorization)
- BBR (budget brochure)
- BLA (bus lease agreement)
- AMS (amortization sheet)
- GLA (garage lease agreement)
- PRQ (price quote)
- INV (invoice)
- PTF (pass through form)

TRANSPORTATION CONTRACT (TC)

School District/BOCES **WARRENSBURG CSD**

SED BEDS CODE: **631201**

Transportation Contact **First Name:** **Last Name:**

Contact Email:

Telephone Number:

Business Official **First Name:** **Last Name:**

Contact Email:

Telephone Number:

Mailing Address:

Street Address City ZIP

Contract Type: **DESCRIPTION** **TYPE**

Contract Duration: **LENGTH** **DESCRIPTION**

Contract Identity

Please select the contract description type from the drop downlist. The contract type will autofill.

Specifications: District will fuel

Provision for attendants and/or monitors

Clause for increasing or decreasing service

AGREEMENT made on by and between

WARRENSBURG CSD, County of

Name of School District/BOCES

party of the first part , party of the second part.

Name of Contractor

TRANSPORTATION CONTRACT (TC)

Telephone Number:

Mailing Address:

Street Address City ZIP

Contract Type: **DESCRIPTION** **TYPE**

DESCRIPTION
Athletic/Field Contract
Athletic Trip Contract
Bus Maintenance Only Contract
Emergency First 31 Calendar Day Contract
Emergency Second 31 Calendar Day Contract
Emergency Remainder Contract
Field Trip Contract

Contract Duration:

Contract Identity

Specifications:

Clause for increasing or decreasing service

AGREEMENT made on by and between

WARRENSBURG CSD, County of

Name of School District/BOCES

party of the first part , party of the second part.

Name of Contractor

TRANSPORTATION CONTRACT TYPE

DESCRIPTION	TYPE
Athletic/Field Contract	**AFC**
Athletic Trip Contract	**ATC**
Bus Maintenance Only Contract	**MNT**
Emergency **First** 31 Calendar Day Contract	**EM1**
Emergency **Second** 31 Calendar Day Contract	**EM2**
Emergency **Remainder** Contract	**EMR**
Field Trip Contract	**FTC**
Parent Guardian Contract (No bidding)	**PGC**
Piggyback Contract (Board Resolutions needed)	**PBC**
Regular Home to School (can be public and/or nonpublic schools)	**REG**
Regular & Special Education Pupils Combined	**RSC**
Special Education Only	**SPC**

TRANSPORTATION CONTRACT (TC)

Contract Type:	**DESCRIPTION**	**TYPE**
Contract Duration:	**LENGTH**	**DESCRIPTION**
Contract Identity		

Please select the duration of the contract length from the dropdown list. The description will autofill.

Specifications: District will suppl
Provision for atte
Clause for increasing or decreasing service

AGREEMENT made on _____ by and between

WARRENSBURG CSD, County of _____

Name of School District/BOCES

party of the first part _____, party of the second part.

Name of Contractor

TRANSPORTATION CONTRACT DURATION

LENGTH	DESCRIPTION
EMERGENCY	One-month emergency contract (**31 calendar days**)
PARTIAL YEAR	Partial Year Contract that costs < $20,000 (if individual partial contract or aggregate partial contracts is > 20k must be bid)
1 YEAR	If individual contract or aggregate contracts is > 20k then contract must be bid
2 YEAR TERM	Must be bid and have voter approval
3 YEAR TERM	Must be bid and have voter approval
4 YEAR TERM	Must be bid and have voter approval
5 YEAR TERM	Must be bid and have voter approval

TRANSPORTATION CONTRACT (TC)

Contract Type:	**DESCRIPTION**	**TYPE**
Contract Duration:	**LENGTH**	**DESCRIPTION**
Contract Identity		
Specifications:	District will supply contractor wit	
	Provision for attendants and/or r	
	Clause for increasing or decreasin	

Please type in the names of the schools or other specific information to assist in tracking this contract. i.e. Regional BOCES Transportation Program-School Year.

AGREEMENT made on _____ etween

WARRENSBURG CSD, County of _____

Name of School District/BOCES

party of the first part _____, party of the second part.

Name of Contractor

TRANSPORTATION CONTRACT (TC)

Contract Type: DESCRIPTION

Contract Duration: LENGTH DESCRIPTION

Contract Identity

Please select YES if your contract specifications and agreement includes fuel.

Specifications: District will supply contractor with fuel

Provision for attendants and/or monitors

Clause for increasing or decreasing service

YES

AGREEMENT made on _____ by and between

WARRENSBURG CSD, County of _____

Name of School District/BOCES

party of the first part _____, party of the second part.

TRANSPORTATION CONTRACT (TC)

Contract Type:	**DESCRIPTION**	**TYPE**
Contract Duration:	**LENGTH**	**DESCRIPTION**
Contract Identity		

Specifications: District will supply contractor with fuel
Provision for attaching monitors
Clause for increase service

Please enter the agreement date (MM/DD/YYYY) of the contract.

AGREEMENT made on _____ by and between

WARRENSBURG CSD, County of _____

Name of School District/BOCES

party of the first part _____, party of the second part.

Name of Contractor

TRANSPORTATION CONTRACT (TC)

Contract Type: DESCRIPTION TYPE

Contract Duration: LENGTH DESCRIPTION

Contract Identity

Specifications: District will supply contractor w
Provision for attendants and/o
Clause for increasing or decrea

Please select the county of your district or BOCES from the drop down list.

AGREEMENT made on by and between

WARRENSBURG CSD, County of

Name of School District/BOCES

party of the first part

Name of Contractor

Tompkins County, NY
Ulster County, NY
Warren County, NY
Washington County, NY

TRANSPORTATION CONTRACT (TC)

Specifications: District will supply contractor with fuel
Provision for atter
Clause for increasi

Please select your contractor from the dropdown list. You can either type a few beginning letters to find your contractor or scroll using the side bar.

AGREEMENT made on by and between

WARRENSBURG CSD

Name of School District/BOC

party of the first part **DUR** arty of the second part.

DURHAM SCHOOL SERVICES LP (ONEONTA)
DURHAM SCHOOL SERVICES LP (SCHENECT
DURHAM SCHOOL SERVICES LP (SYRACUSE
DURHAM SCHOOL SERVICES LP (TROY)
DURHAM SCHOOL SERVICES LP (UTICA)
DURHAM SCHOOL SERVICES LP (WATERFOR
DURRIN INC
PARENT GUARDIAN CONTRACT

WITNESSETH. That f Section 1604, 1709, 2021, 2503, 4401 and 4402 of the E sportation of said district for the period of

service to **begin**

and service to **en**

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part

the sum of which is a UNIT COST

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST $

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal**

TRANSPORTATION CONTRACT (TC)

Contract Type: DESCRIPTION TYPE

Contract Duration: LENGTH DESCRIPTION

Contract Identity

Specifications: District will supply contractor with fuel
Provision for atter
Clause for increasi

Please select your contractor from the dropdown list. You can either type a few beginning letters to find your contractor or scroll using the side bar.

AGREEMENT made on by and between

WARRENSBURG CSD

Name of School District/BOC

party of the first part **PARENT GUARDIAN CONTRACT** arty of the second part.

Name of Contractor

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said district for the period of

service to **begin** on w/ 1st date of school

and service to **end** on

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part

the sum of which is a UNIT COST

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST $

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal** please enter the date of RFP

Page 1 | Page 2 | Bid Tabulation | Multi-year Bid Amount | Parent Guardian Name

First Name	Last Name

Please enter the first name of the parent or guardian.

... | Page 2 | Bid Tabulation | Multi-year Bid Amount | Parent Guardian Name

TRANSPORTATION CONTRACT (TC)

WARRENSBURG CSD , County of

Name of School District/BOCES

party of the first part , party of the second part.

of Contractor

Please enter the date (MM/DD/YYYY) the pupil transportation service is to begin.

WITNESSETH. That part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Ed a contract for the purpose of providing transportation of said district for the period of

service to **begin** on w/ 1st date of school

and service to **end** on

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part

the sum of which is a UNIT COST

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST **$**

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal**

TRANSPORTATION CONTRACT (TC)

WARRENSBURG CSD, County of

Name of School District/BOCES

party of the first part

Name of Contractor

Please enter the start date (MM/DD/YYYY) of the school year. i.e. 9/7/2022.

part.

WITNESSETH. That whereas party of the first part is duly empowered (by the provisi 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing strict for the period of

service to **begin** on w/ 1st date of school

and service to **end** on

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part

the sum of which is a UNIT COST

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST $

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal**

TRANSPORTATION CONTRACT (TC)

AGREEMENT made on _____ by and between

WARRENSBURG CSD, County of _____

Name of School District/BOCES

party of the first part _____, party of the second part.

Name of Contractor

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for t[illegible] transportation of said district for the period of

service to **begin** on _____ _____

and service to **end** on _____

Please type in the amount of the lump sum or the unit cost of the contract.

NOW, THEREFORE, the said party of the first part hereby agrees [illegible] the second part

the sum of _____ which is a UNIT COST

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST $

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal** please enter the date of RFP

TRANSPORTATION CONTRACT (TC)

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part

the sum of _____ which is a **UNIT COST**

for providing such transportation on a suitable conveyance.

Please select a unit cost from the dropdown list.

- UNIT COST
- Lump Sum
- Price Per Mile
- Multiple Price Type
- Price per Pupil per Trip
- Price per Pupil per Day
- Price per Pupil per Month
- Price per Pupil per Year

TOTAL ANTICIPATED ANN

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal** please enter the date of RFP

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

	#N/A	
Electronic Signature of Trustee of President of the Board of Education	Party of the First Part	Post Office Address
	#N/A	
Electronic Signature of Contractor	Party of the Second Part	Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date: _____

Filed By: _____

Page 1 | Page 2 | Bid Tabulation | Multi-year Bid Amounts | Parent Guardian Name

TRANSPORTATION CONTRACT UNIT COST

UNIT COST
Lump Sum
Price Per Mile (Parent Contracts)
Multiple Price Type *
Price per Pupil per Trip
Price per Pupil per Day
Price per Pupil per Month
Price per Pupil per Year
Price per Bus per Hour
Price per Bus per Trip
Price per Bus per Route
Price per Bus per Day
Price per Bus per Month
Price per Bus per Year

UNIT COST
Price per Van per Hour
Price per Van per Trip
Price per Van per Route
Price per Van per Day
Price per Van per Month
Price Per Van per Year
Price per Monitor/Attendant per Trip
Price per MonitorAttendant per Day
Price per Monitor/Attendant per Month
Price Per Monitor/Attendant per Year

TRANSPORTATION CONTRACT (TC)

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said district for the period of

service to **begin** on _____ w/ 1st date of school _____

and service to **end** on _____

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part

the sum of _____ which is a **UNIT COST**

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST _____

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district. _____

Please enter the total anticipated annual cost of the contract. Do not use a "$", but only numeric values rounding up any cost over .50 to the next dollar.

If awarded through a **Request for Proposal** please enter the date of RFP _____

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

	#N/A	
Electronic Signature of Trustee of President of the Board of Education	Party of the First Part	Post Office Address
	#N/A	
Electronic Signature of Contractor	Party of the Second Part	Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and

TRANSPORTATION CONTRACT (TC)

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal** please enter the date of RFP

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

	#N/A	
Electronic Signature of Trustee of President of the Board of Education	Party of the First Part	Post Office Address
	#N/A	
Electronic Signature of Contractor	Party of the Second Part	Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education ... of Commissioner of Education Regulations, or in accordance with the request for proposals prov ... the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify ... authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been appro ... of Schools in accordance with Section 3635(1) of the Education Law.

Please enter the date (MM/DD/YYYY) the superintendent signed and approved this contract.

Approval Date:

Filed By:

Electronic Signature of Superintendent or Designee

TRANSPORTATION CONTRACT (TC)

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal** please enter the date of RFP

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

	#N/A	
Electronic Signature of Trustee of President of the Board of Education	Party of the First Part	Post Office Address
	#N/A	
Electronic Signature of Contractor	Party of the Second Part	Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education 1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals prov 4) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been appro dent of Schools in accordance with Section 3635(1) of the Education Law.

Please enter the electronic signature of the superintendent.

Approval Date:

Filed By:

Electronic Signature of Superintendent or Designee

SIGNATURE PAGES CONTRACT/EXTENSION

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
Office of School Governance, Policy and Religious & Independent Schools
Room 1075, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page

Please Select the type of contract you are providing an electronic signature:

Transportation Contract: ☐ **Transportation Contract Summer:** ☐

Contract Type: _____ | _____
DESCRIPTION | TYPE

Contract Identity: _____

Agreement Date: _____

Contract Begin Date: _____

Contract End Date: _____

Specifications:

District will supply contractor with fuel	YES ☐	NO ☐
Provision for attendants and/or monitors	YES ☐	NO ☐
Clause for increasing or decreasing service	YES ☐	NO ☐

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

_____ | _____
Signature or Trustee of President of the Board of Education | Party of the First Part

_____ | _____
Signature of Contractor | Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date: _____

Filed By: _____
Signature of Superintendent or designee

TC and TCS Signature Page (7/22)

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
Office of School Governance, Policy and Religious & Independent Schools
Room 1075, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract Extension (TCE) / Contract Extension Summer (CES) Signature Page

Please Select the type of contract you are providing an electronic signature:

Transportation Contract Extension: ☐ **Contract Extension Summer:** ☐

Contract Extension #: _____

Contract Type: _____ | _____
DESCRIPTION | TYPE

Contract Identity _____

Original Contract Agreement Date: _____

Contract Extension Agreement Date: _____

Contract Begin Date: _____

Contract End Date: _____

Specifications:

District will supply contractor with fuel	YES ☐	NO ☐
Provision for attendants and/or monitors	YES ☐	NO ☐
Clause for increasing or decreasing service	YES ☐	NO ☐
Cost Justification Form- for CPI Pass Through Expenses	YES ☐	NO ☐

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

_____ | _____
Signature of Trustee or President of the Board of Education | Party of the First Part

_____ | _____
Signature of Contractor | Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this contract extension has been approved by the Superintendent of Schools in accordance with the provisions of Education Law, section 3625.

Approval Date: _____

Filed By: _____
Signature of Superintendent or designee

TCE and CES Signature Page (7/22)

TRANSPORTATION CONTRACT (TC)

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract - Form TC C

School District/BOCES WARRENSBURG CSD
SED BEDS CODE: 631201

Transportation Contact First Name: Last Name:
Contact Email:
Telephone Number:

Business Official First Name: Last Name:
Contact Email:
Telephone Number:
Mailing Address:
Street Address City ZIP

Contract Type: DESCRIPTION TYPE

Contract Duration: LENGTH DESCRIPTION
Contract Identity

Specifications: District will supply contractor with fuel
Provision for attendants and/or monitors
Clause for increasing or decreasing service

AGREEMENT made on by and between
WARRENSBURG CSD , County of
Name of School District/BOCES
party of the first part , party of the second part.
Name of Contractor

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said district for the period of

service to **begin** on w/ 1st date of school
and service to **end** on

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part
the sum of which is a UNIT COST
for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST $

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.
If awarded through a **Request for Proposal** please enter the date of RFP

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

WARRENSBURG CSD
Electronic Signature of Trustee of President of the Board of Education — Party of the First Part — Post Office Address

#N/A
Electronic Signature of Contractor — Party of the Second Part — Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:
Filed By:
Electronic Signature of Superintendent or Designee

TRANSPORTATION CONTRACT (TC)

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a **Request for Proposal** please enter the date of RFP

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

	#N/A	
Electronic Signature of Trustee of President of the Board of Education	Party of the First Part	Post Office Address
	#N/A	
Electronic Signature of Contractor	Party of the Second Part	Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education 1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals prov 4) of the Education Law, and tion 156.12 of the Commissioner of Education Regulations. I also certify been authorized by the voters in lance with Section 1709(27) of the Education Law, and has been appro dent of Schools in accordance w n 3635(1) of the Education Law.

Please enter the electronic signature of the superintendent.

Approval Date:

ile d By:

Electronic Signature of Superintendent or Designee

Page 1 | Page 2 | Bid Tabulation | Multi-year Bid Amounts | Parent Guardian Name | Bus Ope

TRANSPORTATION CONTRACT (TC) PAGE 2

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID**, the date of the bid advertisement

If **COMPETITIVELY BID**, the date of the bid opening

Please enter the date (MM/DD/YYYY) of the bid advertisement.

Please complete BID TABULATION on the BID TABULATION FORM:

Was contract awarded to the lowest responsible bidder?

If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

If no bids are received, it is necessary for the district to re-advertise.

Please submit with this contract the **Affidavits of Publication** which you can secure from the newspapers. Also, attach one **printed copy of**

TRANSPORTATION CONTRACT (TC) PAGE 2

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID**, the date of the bid advertisement

If **COMPETITIVELY BID**, the date of the bid opening

Please enter the date (MM/DD/YYYY) of the bid opening.

Please complete BID TABULATION on the BID TABULATION FORM:

Was contract awarded to the lowest responsible bidder? _____

If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

TRANSPORTATION CONTRACT (TC) PAGE 2

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID**, the date of the bid advertisement

If **COMPETITIVELY BID**, the date of the bid opening

Please complete BID TABULATION on the BID TABULATION FORM:

Please select YES or NO from the dropdown list.

Was contract awarded to the lowest responsible bidder?

YES
NO

If not awarded to the lowest bidder, state reasons why. G

TRANSPORTATION CONTRACT (TC) PAGE 2

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID**, the date of the bid advertisement

If **COMPETITIVELY BID**, the date of the bid opening

Please complete BID TABULATION on the BID TABULATION FORM:

Please select YES or NO from the dropdown list.

Was contract awarded to the lowest responsible bidder? **NO**

If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

If no bids are received, it is necessary for the district to re-advertise.

Please submit with this contract the **Affidavits of Publication** which you can secure from the newspapers. Also, attach one **printed copy of each notice** to Bidder **which appeared in the papers**. If **bid specifications** were used, kindly **submit** a copy using the SharePoint

Page 1 | **Page 2** | Bid Tabulation | Multi-year Bid Amounts | Parent Guardian Name | Bus Operat ...

TRANSPORTATION CONTRACT (TC) PAGE 2

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second party will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control."
"The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If COMPETITIVELY BID, the date of the bid advertisement _____

If COMPETITIVELY BID, the date of the bid opening _____

Please complete BID TABULATION on the BID TABULATION FORM:

Was contract awarded to the lowest responsible bidder? _____

If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

If no bids are received, it is necessary for the district to re-advertise.

Please submit with this contract the **Affidavits of Publication** which you can secure from the newspapers. Also, attach one **printed copy of each notice** to Bidder **which appeared in the papers**. If **bid specifications** were used, kindly **submit** a copy using the SharePoint.

MULTI-YEAR CONTRACT: A separate line item shall be included in the Annual Budget and Budget Brochures. Also, a footnote to that line item shall indicate: "**first** year (first, second, etc.) of a **five-** year (two, three, etc.) contract, the total cost of which is $_____" (total cost of multi-year contract).

REQUEST FOR PROPOSALS: If contact was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

EXTENSIONS AND ADDENDUMS: An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.

Revised 3/2022

TRANSPORTATION CONTRACT (TC) PAGE 2

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second party will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control."
"The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school [illegible] shall be allowed for a period greater than 120 days prior to the filing of the [illegible] accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be [illegible]

If COMPETITIVELY BID, the date of the bid advertisement _____

If COMPETITIVELY BID, the date of the bid opening _____

Please complete BID TABULATION on the BID TABULATION FORM:

Was contract awarded to the lowest responsible bidder? _____

If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

[illegible] bids are received, it is necessary for the district to re-advertise.

Please submit [illegible] contract the **Affidavits of Publication** which you can secure from the newspapers. Also, attach one [illegible] **copy of each notice** to Bidder **which appeared** [illegible] **papers. If bid specifications** were used, kindly **submit** a copy using [illegible] print.

MULTI-YEAR CONTRACT: A separate line item shall be included in the Annual Budget and Budget Brochures. Also, a footnote to that line item shall indicate: "first year (first, second, etc.) of a five- year (two, three, etc.) contract, the total cost of which is $_____" (total cost of multi-year contract).

REQUEST FOR PROPOSALS: If contact was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

EXTENSIONS AND ADDENDUMS: An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.

Revised 3/2022

TRANSPORTATION CONTRACT (TC)

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of e Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this horized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by th Schools in accordance with Section 3635(1) of the Education Law.

Please enter the electronic signature of the superintendent.

Approval Date:

Filed By:

Electronic Signature of Superintendent or Designee

Page 1 | Page 2 | Bid Tabulation | Multi-year Bid Amount | Parent Guardian Name

TRANSPORTATION CONTRACT (TC) BID TABULATION

Contractor	Bid Amount

Please enter the name of the contractor.

Contractor	Bid Amount

Please enter the amout the contractor bid for this contract.

TRANSPORTATION CONTRACT (TC)

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of e Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this horized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by th Schools in accordance with Section 3635(1) of the Education Law.

Please enter the electronic signature of the superintendent.

Approval Date:

Filed By:

Electronic Signature of Superintendent or Designee

Page 1 | Page 2 | Bid Tabulation | Multi-year Bid Amount | Parent Guardian Name

TRANSPORTATION CONTRACT (TC) MULTI-YEAR

Year	School Year	Bid Amount
1		
2		
3		
4		
5		

Please enter the school year. i.e. 2022-2023

TRANSPORTATION CONTRACT EXTENSIONS (TCE)

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract Extension - Form TCE

School District/BOCES
SED BEDS CODE: #N/A

Transportation Contact **First Name:** **Last Name:**

Contact Email:

Telephone Number:

Business Official **First Name:** **Last Name:**

Please enter the contract number that you are extending. All Contract Extensions must start with the letter E.

TRANSPORTATION CONTRACT EXTENSIONS (TCE)

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract Extension - Form TCE

School District/BOCES
SED BEDS CODE: #N/A

Transportation Contact **First Name:** **Last Name:**
Contact Email:
Telephone Number:

Business Official **First Name:** **Last Name:**
Contact Email:
Telephone Number:
Mailing Address:
Street Address City ZIP

Contract Type: **DESCRIPTION** **TYPE**

Contract Duration: **LENGTH** **DESCRIPTION**
Contract Identity

Specifications: District will supply contractor with fuel
Provision for attendants and/or monitors
Clause for increasing or decreasing service
Cost Justification Form-**only for CPI Pass Through Expenses**

WHERE AS a Transportation Contract AGREEMENT **was** made on
by and between
#N/A , County of **County, NY**
Name of School District/BOCES
party of the first part , party of the second part.
Name of Contractor

NOW, THEREFORE, pursuant to the provisions of Section 305, subdivision 14 of the Education Law and Section 156.5 of the Regulations of the Commissioner of Education, the parties hereto mutually agree to extend the contract for a period commencing
service to **begin** on w/ 1st date of school
and service to **end** on
All of the items of said contract shall remain in full force and effect.
IT IS FURTHER agreed that for services rendered during the period of this extension, the party of the first part shall pay the party of the second part **the total annual**
amount or unit cost of which is a **UNIT COST**
(Remember you must show in detail using the prior years figures.)
TOTAL ANTICIPATED ANNUAL COST

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

IN WITNESS WHEREOF, the parties hereto have executed this extension of agreement on

#N/A
Electronic Signature of Trustee of President of the Board of Education — Party of the First Part — Post Office Address

#N/A
Electronic Signature of Contractor — Party of the Second Part — Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract extension has been approved by the Superintendent of Schools in accordance with the provisions of Education Law, section 3625.
Approval Date:
Filed By:
Electronic Signature of Superintendent or Designee

SUMMER TRANSPORTATION CONTRACTS (TCS)

Contract Type:	Summer Home to School (can be public and/or nonpublic schools)	**SUM**
Contract Duration:	LENGTH	DESCRIPTION
Summer Program Type:	**Separate Contract Required for Each Type**	**Summer Program**
Summer Contract Identity		Summer Program Special Education (4408) District- operated non-special Educati BOCES - operated non-special Educat
Specifications:	District will supply contractor with Provision for attendants and/or m Clause for increasing or decreasing	

Please select the summer program type this summer contract is serving from the dropdown list.

AGREEMENT made on by and between

SUMMER TRANSPORTATION CONTRACTS (TCS)

DESCRIPTION	TYPE
Summer Athletic/Field Contract	SAFC
Summer Athletic Trip Contract	SATC
Summer Bus Maintenance Only Contract	SMNT
Summer Emergency First 31 Calendar Day Contract	SEM1
Summer Emergency Second 31 Calendar Day Contract	SEM2
Summer Emergency Remainder Contract	SEMR
Summer Field Trip Contract	SFTC
Summer Parent Guardian Contract (No bidding)	SPGC
Summer Piggyback Contract (Board Resolutions needed)	SPBC
Summer Home to School (can be public and/or nonpublic schools)	SUM
Summer Special Education	SSPC

SUMMER TRANSPORTATION CONTRACTS (TCS)

Contract Type:	Summer Home to School (can be public and/or nonpublic schools)	**SUM**
Contract Duration:	LENGTH	DESCRIPTION
Summer Program Type:	**Separate Contract Required for Each Type**	**Summer Program**
Summer Contract Identity		Summer Program Special Education (4408) District- operated non-special Educati BOCES - operated non-special Educat
Specifications:	District will supply contractor with Provision for attendants and/or m Clause for increasing or decreasing	

Please select the summer program type this summer contract is serving from the dropdown list.

AGREEMENT made on by and between

SUMMER EXTENSION CONTRACTS (CES)

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract Extension Summer - Form CES

School District/BOCES
SED BEDS CODE: #N/A

Please enter the contract number that you are extending. All Contract Extensions must begin with the letter E.

Transportation Contact **First Name:** **Last Name:**
Contact Email:
Telephone Number:
Business Official **First Name:** **Last Name:**
Contact Email:
Telephone Number:

SUMMER EXTENSION CONTRACTS (CES)

Contract Type: Summer Home to School (can be public and/or nonpublic schools) **SUM**

Contract Duration: LENGTH DESCRIPTION

Summer Program Type: **Separate Contract Required for Each Type** **Summer Program**

Summer Contract Identity

Summer Program
Special Education (4408)
District- operated non-special Educati
BOCES - operated non-special Educat

Please select the summer program type this summer contract is serving from the dropdown list.

Specifications: District will supply contractor with
Provision for attendants and/or m
Clause for increasing or decreasing

AGREEMENT made on by and between

BUS LEASE FORM (BLF)

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Religious & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

School Bus Lease Form

School District/BOCES

SED BEDS CODE: #N/A

Transportation Contact **First Name:**

Contact Email:

Telephone Number:

Business Official **First Name:**

Contact Email:

Telephone Number:

Mailing Address:

Street Address City ZIP

Please select your district from the dropdown list. You can either type a few beginning letters to find your district or scroll using the side bar. Once you select your district your BEDS Code will autofill.

BUS LEASE FORM (BLF)

AGREEMENT made on _____ by and between

#N/A , County of **County, NY**

Name of School District

party of the first part **NAME** , party of the second part.

Name of Lessor

Bus lease **term** to **begin** on _____

Bus lease **term** to **end** on _____

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part for the length of the term the sum of **$** which cannot include residual costs.

School Bus Lease Length **LENGTH** **DESCRIPTION**

LENGTH
EMERGENCY
1 YEAR
2 YEAR TERM
3 YEAR TERM
4 YEAR TERM
5 YEAR TERM
12 YEAR TERM

lect the length
s lease term
dropdown list.
ription will

Number of School Bus _____

Please ent **ou will be leasing on the Bus Data Form.**

#N/A

Electronic Signature of Lessee Party of the First Part Date

BUS LEASE FORM (BLF)

Number of School Buses Leased _____

Please enter the data of the buses you will be leasing on the Bus Data Form.

	#N/A	
Electronic Sign	Party of the First Part	Date
	NAME	
Electronic Sign	Party of the Second Part	Date

Please enter the electronic signature of the LESSEE.

Date Submitted: _____

Filed By: _____

Electronic Signature

You will need to upload a PDF of the advertisement, the affidavit of advertisement, and the signed lease agreement.

BUS LEASE FORM (BLF)

Bus Year	Bus Model	Diesel Powered	Electric Powered	Gas Powered	Bus Number	Bus VIN	Capacity	Bus Cost (no residual)

Page 1 | Bus Data Form

SIGNATURE PAGE- LEASE AND AIDED ITEM

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
Office of School Governance, Policy and Religious & Independent Schools
Room 1075, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Lease Signature Page

Please Select the Type of Lease you are providing Electronic Signatures:

Bus Lease ☐ **Charging Station Lease** ☐ **Garage Lease** ☐

Lease Agreement Date:

Lease Begin Date:

Lease End Date:

Total Lease amount without Residual:

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part for the length of the term the sum listed above which cannot include residual costs.

Signature of Lessee	Party of the First Part
Signature of Lessor	Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this Lease Agreement has been approved by the Superintendent of Schools in accordance with the provisions of Sections 1709(25)(i), 2503(12-a), and 2554(19-a) of the Education Law.

Approval Date:

Filed By:

Signature of Superintendent or designee

THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
Office of School Governance, Policy and Religious & Independent Schools
Room 1075, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Aided Item Signature Page

Please select the transportation aided item you are providing electronic signatures:

Equipment Purchase ☐ **Efficiency Study** ☐ **Related Services** ☐

Equipment/Company/Firm or Related Service:

Name of Merchant/Company or Firm:

School Year Purchased:

Total Amount Requested:

Date Submitted:

Filed By:

Signature of Superintendent or designee

GARAGE LEASE FORM (GLF)

Zip Code _____

	Please enter the electronic signature of the LESSEE. **#N/A**	
Electronic Signature of Lessee	f the First Part	Date
	NAME	
Electronic Signature of Lessor	Party of the Second Part	Date

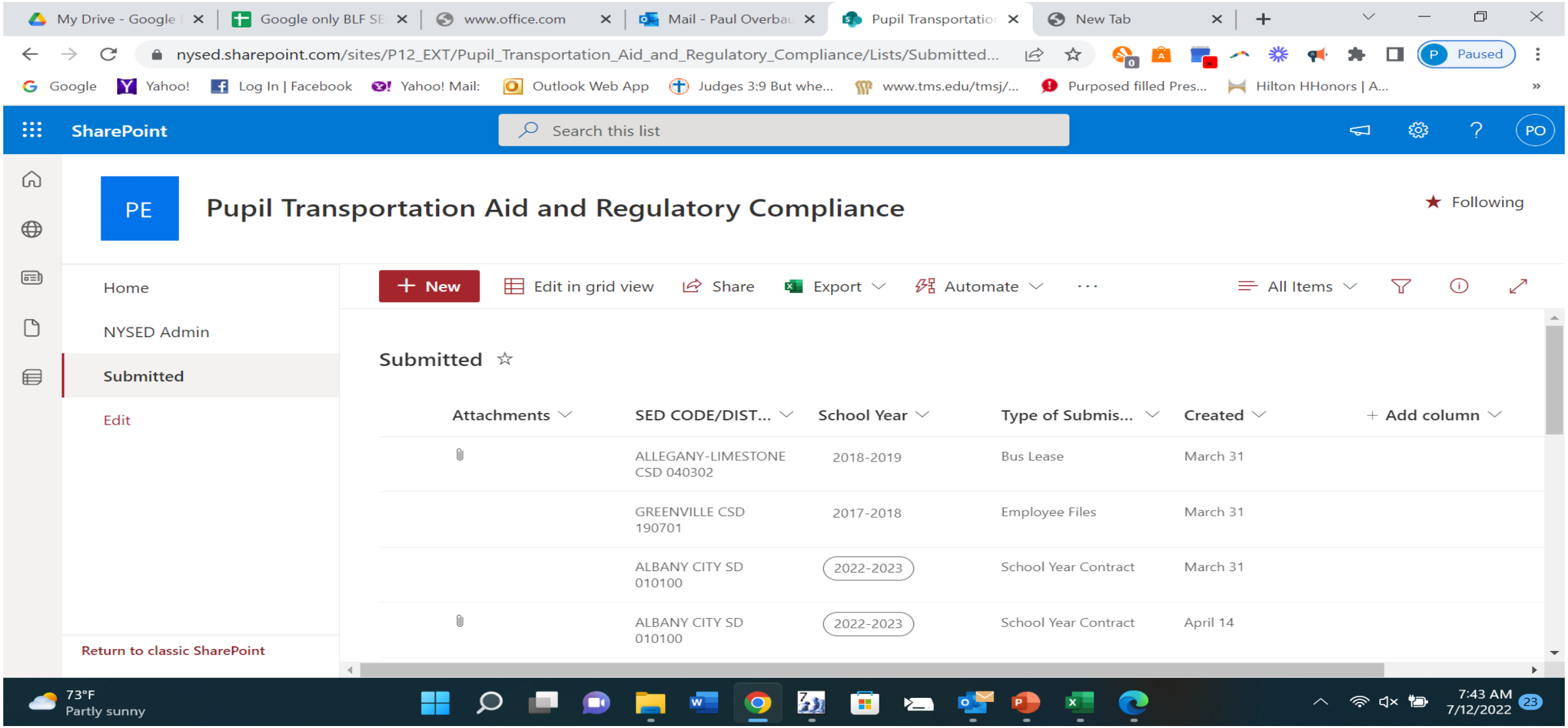
Date Submitted: _____

Submitted By: _____

Electronic Signature

You will need to upload a PDF of the advertisement, the affidavit of advertisement, and the signed lease agreement.

SHAREPOINT UPLOADS



SHAREPOINT UPLOADS

My Drive - Google | Google only BLF SE | www.office.com | Mail - Paul Overbau | New item | New Tab

nysed.sharepoint.com/sites/P12_EXT/Pupil_Transportation_Aid_and_Regulatory_Compliance/Lists/Submitted...

Google | Yahoo! | Log In | Facebook | Yahoo! Mail: | Outlook Web App | Judges 3:9 But whe... | www.tms.edu/tmsj/... | Purposed filled Pres... | Hilton HHonors | A...

SharePoint | Search this list | PO

PE Pupil Transportation Aid and

Home
NYSED Admin
Submitted
Edit

Return to classic SharePoint

+ New | Edit in

Submitted

Attachments

Save | Cancel | Copy link

New item

Name of Submitter *

Paul Overbaugh

Type of Submission *

You can't leave this blank.

SED CODE/DISTRICT *

School Year *

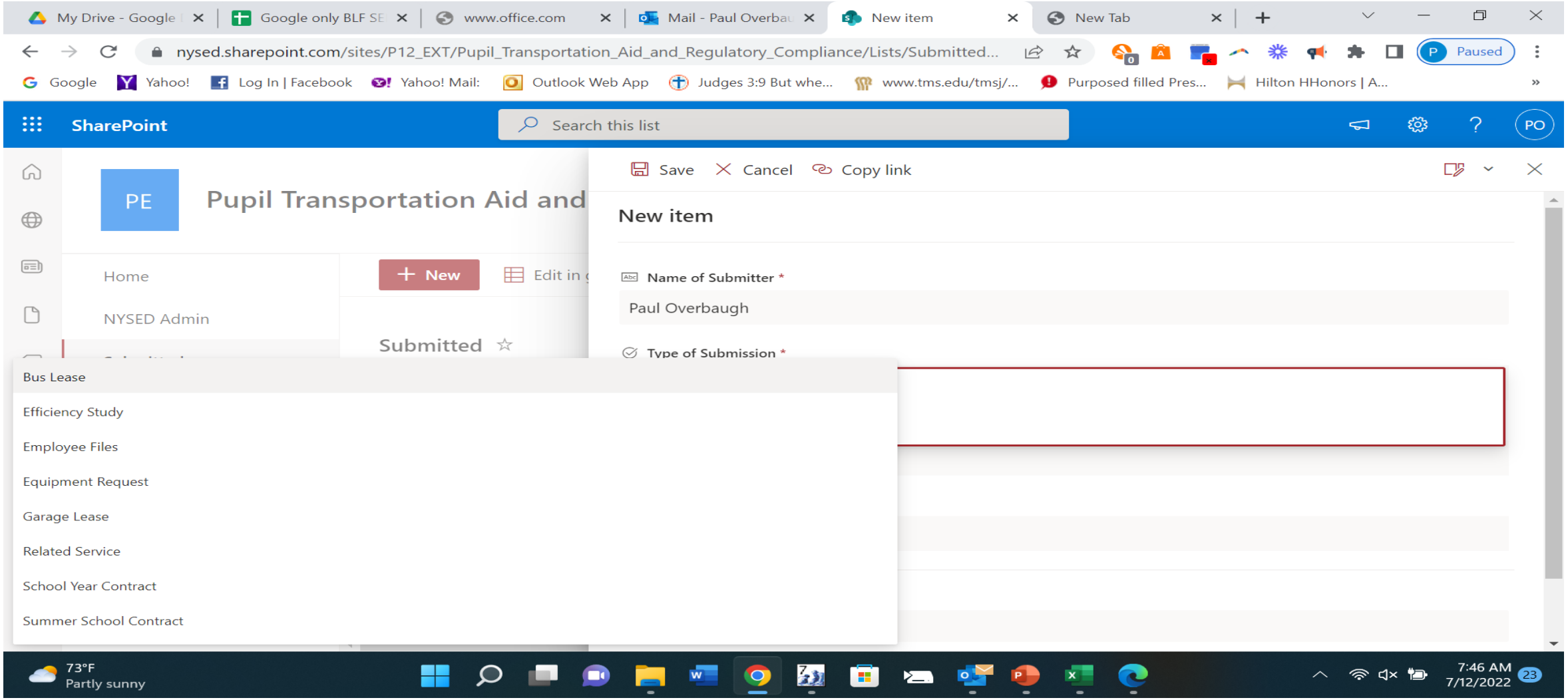
Attachments

Add attachments

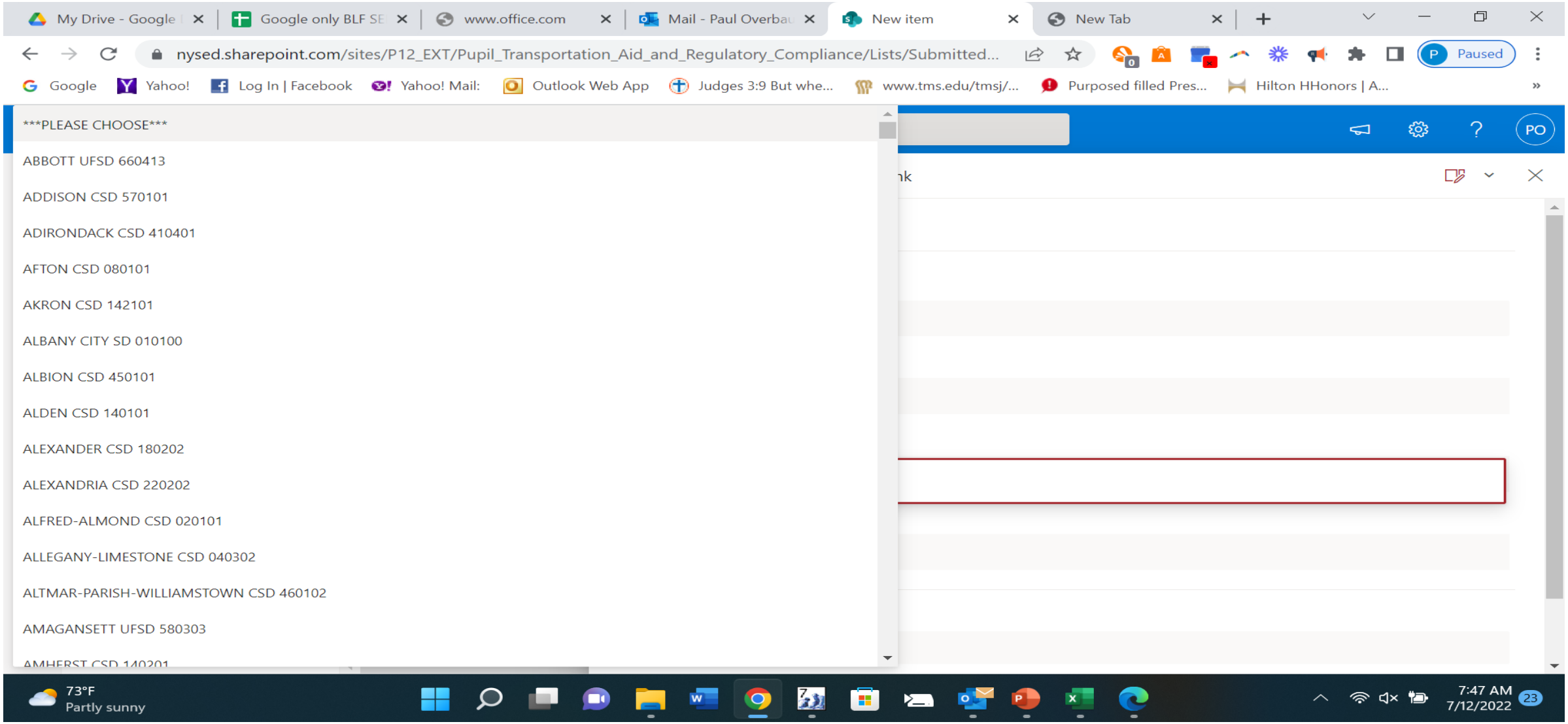
73°F Partly sunny

7:46 AM 7/12/2022

SHAREPOINT UPLOADS



SHAREPOINT UPLOADS



SHAREPOINT UPLOADS

My Drive - Google | Google only BLF SE | www.office.com | Mail - Paul Overbat | New item | New Tab

nysed.sharepoint.com/sites/P12_EXT/Pupil_Transportation_Aid_and_Regulatory_Compliance/Lists/Submitted...

Google | Yahoo! | Log In | Facebook | Yahoo! Mail: | Outlook Web App | Judges 3:9 But whe... | www.tms.edu/tmsj/... | Purposed filled Pres... | Hilton HHonors | A...

SharePoint | Search this list | PO

PE Pupil Transportation Aid and

Home
NYSED Admin
Submitted
Edit

Return to classic SharePoint

+ New | Edit in

Submitted

Attachments

Save | Cancel | Copy link

New item

PLEASE CHOOSE
2017-2018
2018-2019
2019-2020
2020-2021
2021-2022
2022-2023

Type to filter

Attachments

Add attachments

73°F Partly sunny

7:48 AM 7/12/2022

SHAREPOINT UPLOADS

My Drive - Google | Google only BLF SE | www.office.com | Mail - Paul Overbau | New item | New Tab

nysed.sharepoint.com/sites/P12_EXT/Pupil_Transportation_Aid_and_Regulatory_Compliance/Lists/Submitted...

Google | Yahoo! | Log In | Facebook | Yahoo! Mail: | Outlook Web App | Judges 3:9 But whe... | www.tms.edu/tmsj/... | Purposed filled Pres... | Hilton HHonors | A...

SharePoint | Search this list | PO

PE Pupil Transportation Aid and

Home
NYSED Admin
Submitted
Edit

Return to classic SharePoint

+ New | Edit in

Submitted

Attachments

Save | Cancel | Copy link

Name of Submitter *
Paul Overbaugh

Type of Submission *
School Year Contract

SED CODE/DISTRICT *
ALBION CSD 450101

School Year *
2022-2023

Attachments
Add attachments

Save | Cancel

73°F Partly sunny

7:49 AM 7/12/2022

SHAREPOINT UPLOAD CONFIRMATION

Thank You For Your Submission

This message was sent with Low importance

S

SharePointFlow

To: Kriste Mcnall

Cc: Kriste Mcnall; Paul Overbaugh

Wed 6/22/2022 10:51 AM

Thank you Paul Overbaugh for you School Year Contract submission for GREENVILLE CSD 190701 for school year 2021-2022.

- ADV 190701 2021 112
- AFD 190701 2021 112
- SPF 190701 2021 112
- TC 190701 2021 112

Thank You

- Visit our website –

  http://www.p12.nysed.gov/schoolbus/

- Contact me –

  Phone: 518-473-2833

  email: paul.overbaugh@nysed.gov