

St. Vincent Pallotti High School
PARENT / CONTRACTOR SERVICE AGREEMENT
2018 – 2019 BUS TRANSPORTATION

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SCOPE OF SERVICE:

Towne Transport, **HEREINAFTER** referred to as (TT), will offer transportation service to and from St. Vincent Pallotti High School for the 2018/2019 school year. TT agrees to provide school bus transportation to accommodate those students contracted for morning and afternoon service.

SCHEDULE OF SERVICE (PROPOSED ROUTE FOR 2018/19 SCHOOL YEAR:

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| FINAL BUS STOP LOCATIONS & PICKUP TIMES TO BE DETERMINED ON AUG. 11, 2018 BASED ON FAMILY PRE-REGISTRATION |
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Morning:

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| 6:00am | STOP Rt. 301 & RT 4 (Giant Food Store) |
| 6:20am | STOP Rt. 214 & Hall Rd. (Hall Rd. / PG Credit Union) |
| 6:30am | STOP Rt. 214 & Rt. 193 (Watkins Park Plaza / KFC) |
| 6:40am | STOP Rt. 193 & Marleigh Dr. |
| 6:50am | STOP Rt. 193 & Lanham Severn Rd. (Eastgate Shopping Ctr. By KFC) |
| 7:00am | STOP Rt. 197 & Old Chapel Rd. (Burger King / Bowie Plaza Shopping Ctr.) |
| 7:30am | Arrive St. Vincent Pallotti High School |

Afternoon:

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|--------|---|
| 3:20pm | Depart St. Vincent Pallotti High School |
| 3:40pm | STOP Rt. 197 & Old Chapel Rd. (Burger King / Bowie Plaza Shopping Ctr.) |
| 3:55pm | STOP Rt. 193 & Lanham Severn Rd. (Eastgate Shopping Ctr. By KFC) |
| 4:05pm | STOP Rt. 193 & Marleigh Drive |
| 4:10pm | STOP Rt. 214 & Rt. 193 (Watkins Park Plaza / KFC) |
| 4:15pm | STOP Rt. 214 & Hall Rd. (Hall Rd. / PG Credit Union) |
| 4:25pm | STOP Rt. 301 & Rt. 4 (Giant Food Store) |

Parents registering their child(ren) for transportation service recognize that the “schedule of service” times are an estimate of approximate pick-up and drop-off times and that both normal and abnormal operating conditions such as weather and traffic congestion – may vary these times. Accordingly the undersigned agrees that TT shall not be liable for its inability to adhere to the estimated time schedule and that such inconveniences to both the student or the undersigned shall not be grounds for any rebate, reduction or refund of the fee paid hereunder, nor any claims for damages.

OPERATIONAL DAYS:

TT will provide daily transportation to St. Vincent Pallotti High School based on the school’s approved 2018/2019 School Calendars.

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INCLEMENT WEATHER

TT will follow the decisions of the Prince George's County Public School System (**HEREINAFTER** referred to as PGCPs) for all **Inclement Weather** school delays or cancellations (see www.pgcps.org for weather information regarding cancellations / policies). Transportation will be provided for delayed opening and early dismissal days according to the PGCPs weather related changes. TT reserves the right to make a decision to adjust service based on Anne Arundel County road and weather conditions and when it is determined to be in the best interest of the children's safety. Any TT decision TO ADJUST the bus schedule from the PGCPs weather related decision will be communicated via text message to parents cell phones as soon as possible. Please make sure accurate cell phone numbers are listed on the "Family Information" registration form.

PARENT PICKUP:

The undersigned agrees that TT's only responsibility is to provide transportation and does not include any responsibility for the students prior to entering the bus at pick-up locations in the morning or after departing the bus at drop-off points in the afternoon. TT expects students to arrive to their assigned bus stop at least ten minutes prior to the designated pickup time.

STUDENT CONDUCT:

TT expects all students to conduct themselves in a safe and orderly manner whenever riding the bus. Students are expected to follow the driver's instructions. Students who fail to do so will be reported to the parents immediately and appropriate disciplinary action may be taken. Continued disruptive behavior will be communicated to the school and may result in the suspension or dismissal from the bus without refund of transportation fees.

BUS GUIDELINES

1. **Remain seated at all times facing forward while the bus is traveling on the roadway.**
2. **When windows are open students must remain seated and inside the bus**
3. **No eating, drinking or gum chewing is permitted on the bus**
4. **Foul and/or inappropriate language is not allowed on the bus at any time, voices must remain at an appropriate volume and telephone conversations are not permitted on the bus.**
5. **Pushing, fighting, rough playing or causing harm to one self or other riders will not be tolerated.**
6. **Electronic devices (games, phone, etc.) must remain SILENT while on the bus**
7. **Driver has the ability to assign seats if appropriate.**

These rules will be strictly enforced to provide a safe environment while on the bus

DISCIPLINARY PROCEDURES:

First Warning: The bus driver will verbally communicate with the student about the behavior. Depending on the severity the driver / contractor may contact the parent / guardian.

Second Warning: The bus driver may assign seats to the student(s) involved and the bus contractor will contact the parents of the situation. The school may be contacted about the incident.

Third Warning: Student may receive a suspension of bus riding privileges for up to five (5) days. A parent conference may be required with the driver, student, contractor and school to discuss the situation and future riding privileges may be suspended or result in **expulsion from the bus** without any refund of bus fees.

The disciplinary process may be expedited depending on the severity of the infraction

Please communicate any Driver Related issues or concerns directly to us for our handling.

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TRANSPORTATION COST / PAYMENT:

The individual student annual cost for the 2018/19 School Year will be \$2,190.00, or \$189.00 per month for the ten-month school year plus a \$300.00 deposit with the return of this agreement to begin service. Bus registration is for the entire 2018/2019 school year beginning with the first day of school continuing through the last day of the academic school year in the spring of 2019. Parents are responsible for the full ten month payment of the fees, regardless of the use of the service. If the number of bus riders does not warrant the costs involved in providing this service it may jeopardize us offering the transportation at current prices as well as the continuation of transportation service for the remainder of the school year beginning with the 1st of the following month if ridership should decrease during the school year. If service is discontinued payments received for service after discontinuation day will be refunded.

To expedite the payment process we require a debit/credit card for the monthly payment. Charges will be made on the 20th of each month to the authorized cards for the following month's bus fee and will be reoccurring each and every month during the term of this Agreement. By executing this Agreement, you hereby consent to the use of the debit/credit card provided unless and until otherwise advised.

Based on individual family needs we can arrange other payment methods. A credit card will be required to establish credit for bus service, see credit card authorization form.

TRANSPORTATION PAYMENT SCHEDULE: Ten (10) equal monthly payments

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|---------------------------|---|
| July 20, 2018 | Registration paperwork due back to secure space on bus. |
| July 20, 2018 | Bus deposit of \$300.00 per child due to Towne Transport |
| August 20, 2018 | First (1st) payment due – required before the start of the school year. |
| September 20, 2018 | Second (2nd) payment due |
| October 20, 2018 | Third (3rd) payment due |
| November 20, 2018 | Fourth (4th) payment due |
| December 20, 2018 | Fifth (5th) payment due |
| January 20, 2019 | Sixth (6th) payment due |
| February 20, 2019 | Seventh (7th) payment due |
| March 20, 2019 | Eighth (8th) payment due |
| April 20, 2019 | Ninth (9th) payment due |
| May 20, 2019 | Tenth (10th) payment due |

Failure to make any payment as scheduled may result in your child(ren) not being allowed on the bus on the 1st day of school of the following month.

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TERMINATION OF SERVICE:

Contractor reserves the right to terminate its agreement with an individual family and or the participants if monthly payment is not received according to the payment schedule Service will be denied on the 1st of the month for all students with delinquent accounts. Once payment is received and family account is current student(s) will be allowed to once again ride the bus. Future delinquencies may result in loss of riding privileges and may increase the cost to the remaining families.

I/We have read the above terms and conditions and fully understand, consent and agree to abide by all the conditions and terms of this agreement. This agreement must be signed by the parents or guardians of the child(ren) named on the registration form page of this contract.

Parent / Guardian printed name date

Parent / Guardian printed name date

To initiate service the following must be completed and returned:

- 1. Completed Bus Transportation – Family Information / Pre-registration Form**
- 2. Completed Parent / Contractor Service Agreement – Page 4 / Last page**
- 3. Completed Credit Card Authorization Form**

Towne Transport

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