

**APPLICATION FOR APPROVED CHARTER BUS LIST  
(MASTER AGREEMENT)**

**1. SCOPE**

The objective of this application is to create a list of qualified charter bus companies to transport students, faculty, staff, and chaperones for field trips and special events.

For the term of the agreement, qualified vendors must:

- A. Comply with all Fayette County Board of Education Board policies
- B. Comply with all Georgia Department of Transportation rules and regulations
- C. Maintain a Georgia Department of Transportation "Satisfactory" rating
- D. Maintain a Georgia Department of Public Safety "Satisfactory" rating
- E. Maintain Insurance, meeting or exceeding specifications stated in the application
- F. Comply with all Federal Motor Carrier Safety Administration (FMCSA) regulations
- G. Maintain a "Satisfactory" FMCSA rating

No guarantee will be made regarding the amount of business awarded as a result of this application.

**2. OVERVIEW OF THE SCHOOL SYSTEM**

As of the 2023-2024 school year, the FCBOE has five high schools, five middle schools, and fourteen elementary schools.

**3. APPROVED LIST**

Applications will be evaluated based on (1) compliance with all requirements stated in the application, (2) business stability, and (3) on-site evaluation.

**4. TERM OF AGREEMENT**

The term of this agreement shall be from July 1, 2023, through June 30, 2024.

**5. ANNUAL REQUIREMENTS**

Qualified vendors must maintain and update records for the term of the agreement. Records will include but not be limited to, inspection records, Fayette County Board of Education Department of Transportation records, all FMCSA and Georgia Department of Public Safety records, insurance records, and vendor internal policy changes. Failure to maintain may result in removal and the need for re-application.

**6. MASTER AGREEMENT**

The Fayette County Board of Education (FCBOE) will enter into a master agreement with all vendors listed on the qualified vendor list. The master agreement will include all general and special terms and conditions listed within this application document and on the FCBOE website.

**7. ADDITIONAL TERMS AND CONDITIONS**

No other terms and conditions included with this application shall be evaluated or considered; any and all such additional terms and conditions shall have no force and effect and are inapplicable in all resulting services. If submitted either purposely through intent or design or inadvertently separately in transmittal letters, specifications, literature, pricelists, or warranties, it is understood and agreed the general and special conditions in this solicitation and Fayette County Board of Education website are the conditions applicable and the applicant's authorized signature affixed to the application attests to this.

**8. SCHEDULING TRIPS**

The qualified charter bus vendor list will be available to all Fayette County Public Schools. Vendors will be contacted on an as-needed basis. As per the master agreement, the vendor will submit a sub-contract to the schools(s). The school principal will have the authority to sign the contract and process the required payments. The school principal will also have the authority to cancel contracts per the terms of the master agreement.

## **9. APPLICANT'S RESPONSIBILITY**

Before submitting an application, each applicant is required to carefully examine the application and to completely familiarize themselves with all the terms and conditions. Ignorance on the part of the applicant will in no way relieve them of any of the obligations and responsibilities.

## **10. ESTIMATED DOLLAR VALUE**

No guarantee as to the dollar amount of future contracts is implied or given.

## **11. CORRECTIONS**

All corrections of unit prices must be initialed. This includes the use of correction fluid (whiteout) or any other method of correction.

## **12. DEFAULT**

In the event that the awarded vendor should breach this contract, Fayette County Public Schools reserves the right to seek all remedies in law and/or equity.

## **13. CANCELLATION**

In the event the awarded vendor violates any of the provisions of this application, the Superintendent, Director of Transportation, or their designee will give written notice to the vendor stating the deficiencies and unless the deficiencies are corrected within 10 days, a recommendation will be made by the Transportation Department for immediate cancellation. Upon cancellation, hereunder the FCBOE may pursue any and all legal remedies as provided herein by law. The FCBOE reserves the right to terminate any master agreement resulting from this invitation at any time and for any reason upon giving the other party 30-day prior written notice. If said master agreement should be terminated for convenience as provided herein, the FCBOE will be relieved of all obligations under said contract. The FCBOE will only be required to pay the vendor the amount of the master agreement actually performed to the date of termination.

## **14. COMPLIANCE WITH LAWS**

All services equipment and supplies furnished in this contract must comply with all applicable federal, state, and local laws, codes, and regulations.

## **15. REJECTION OF APPLICATION**

Failure to observe the above instructions and conditions will constitute grounds for rejection of this application by the FCBOE.

## **16. LOBBYING**

Bidders are hereby advised that they are not to lobby with any FCBOE system personnel or board members related to or involved with this invitation for application. All oral or written inquiries must be directed through the Transportation Department.

## **17. SUBCONTRACT**

A vendor may only subcontract with a vendor on the Fayette County School District Approved List of Charter Bus Companies.

## **18. EMERGENCIES/BREAKDOWNS**

Include with response any company procedures that exist for roadside emergencies and breakdowns.

## **19. INSURANCE REQUIREMENTS**

Attach a current certificate of insurance evidencing auto liability of a minimum limit of \$5,000,000 combined single limit split limit of \$500,000 per person and a \$1,000,000 accident bodily injury. Vendors must provide proof of current Worker's Compensation coverage. The insurance provider must have an AM Best rating of A+ or better. Vendors meeting the criteria for the Approved vendor list must be able to provide an insurance certificate meeting the aforementioned limits naming the Fayette County Board of Education as additional insured. Proof of Insurance coverage must be issued for the same Company name as the Company name in the Master Agreement including any d/b/a. Qualified vendors must also agree to provide a minimum of a 10-day notice of cancellation of insurance coverage.

## **20. CERTIFICATION**

Attach a copy of the Official Letter of Certification from the Department of Motor Vehicle Safety.

## **21. CONTRACT**

For the purpose of evaluation of the application, attach a sample contract agreement that the school principal will be required to sign.

## **22. SITE INSPECTION**

The director of Transportation or his/her designee will make a site visit to the charter bus company. During the visit the vendor will be expected to furnish the following information:

### **A. Employer Information – Driver**

- a. Records showing that all drivers have a current CDL with the appropriate ratings to drive charter buses.

### **B. Fleet Information**

- a. Vehicle information including, but not limited to:

- Complete list of all vehicles owned by the vendor containing year, make, model, VIN number, and license tag number
- Complete list of all vehicles leased by the vendor containing year, make, model, VIN number, and license tag number

- b. Periodic safety inspection reports for all vehicles.

## **23. EVALUATION**

The attached “Charter Company Evaluation” will be completed by the trip leader after each trip.

## **24. DELIVERY OF APPLICATIONS**

**For mailing purposes please address to** **Goza Road Operations Center**  
**Transportation Department**  
**939 Goza Road, Fayetteville, GA 30215**  
**Attention: Carolyn Hausser**

**ATTACHMENT 1**  
**SCHOOL LOCATIONS**

SCHOOL NAME	ADDRESS	CITY, STATE, ZIP
<i>High Schools</i>		
Fayette County High	One Tiger Trail	Fayetteville, GA 30214
McIntosh High School	201 Walt Banks Road	Peachtree City, GA 30269
Sandy Creek High School	360 Jenkins Road	Tyrone, GA 30290
Starr's Mill High School	193 Panther Path	Fayetteville, GA 30215
Whitewater High School	100 Wildcat Way	Fayetteville, GA 30215
<i>Middle Schools</i>		
Bennett's Mill Middle School	210 Lester Road	Fayetteville, GA 30215
Flat Rock Middle School	325 Jenkins Road	Tyrone, GA 30290
J.C. Booth Middle School	225 Stagecoach Road	Peachtree City, GA 30269
Rising Starr Middle School	183 Panther Path	Fayetteville, GA 30215
Whitewater Middle School	1533 Highway 85 South	Fayetteville, GA 30215
<i>Elementary</i>		
Braelinn Elementary School	975 Robinson Road	Peachtree City, GA 30269
Cleveland Elementary School	190 Lester Road	Fayetteville, GA 30215
Crabapple Lane Elementary School	450 Crabapple Lane	Peachtree City, GA 30269
Fayetteville Elementary School	490 Hood Avenue	Fayetteville, GA 30214
Huddleston Elementary School	200 McIntosh Trail	Peachtree City, GA 30269
Inman Elementary School	677 Inman Road	Fayetteville, GA 3015
Kedron Elementary School	200 Kedron Drive	Peachtree City, GA 30269
North Fayette Elementary School	609 Kenwood Road	Fayetteville, GA 30214
Oak Grove Elementary School	101 Crosstown Road	Peachtree City, GA 30269
Peachtree City Elementary	201 Wisdom Road	Peachtree City, GA 30269
Peoples Elementary	153 Panther Path	Fayetteville, GA 30215
Robert J. Burch Elementary School	330 Jenkins Road	Tyrone, GA 30290
Sara Harp Minter Elementary School	1650 Highway 85 South	Fayetteville, GA 30215
Spring Hill Elementary School	100 Bradford Square	Fayetteville, GA 30214

**APPLICATION FOR APPROVED CHARTER BUS LIST**

Directions:

**The application should be typed. Responses should not be handwritten except by manual signature as required.**

1. Company Name: Click or tap here to enter text. Telephone: Click or tap here to enter text.  
Company's mailing address: Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Representative: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Web Address: Click or tap here to enter text.

2. Non-Discrimination

The authorized company representative certifies that neither the company nor any of its suppliers discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.

\_\_\_\_\_  
Authorized Signature (Manual) Printed Date

### APPLICATION FOR APPROVED CHARTER BUS LIST

#### 3. Company History:

- a. US DOT Identification number: Click or tap here to enter text.
- b. List any other DBA or affiliate names:  
Click or tap here to enter text.  
Click or tap here to enter text.
- c. Date of Official Certification: Click or tap here to enter text.
- d. Number of years the company has been in business: Click or tap here to enter text.
- e. Safety Compliance Officer: Click or tap here to enter text.
- f. Safety Compliance Officer telephone number: Click or tap here to enter text.

Check the appropriate answer for the questions below:

- g. Is your company or an affiliate currently under investigation by any state or federal agency? If yes, provide a written letter of explanation.  YES  NO
- h. During the past 24 months, has your company or affiliate received any letters or any other communication from any state or federal agency concerning non-compliance with state or federal laws? This includes, but is not limited to, DOT, DOL, IRS, or any other state or federal agency. If yes, provide a written letter of explanation.  YES  NO
- i. Has your company or affiliate filed for bankruptcy during the past five years?  YES  NO
- j. On a separate sheet of paper, provide a brief history of the company including the present organizational structure of the firm, if the firm is a partnership, indicate the name of all partners; If incorporated indicate where and when. A minimum of five years in business is required.

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### 4. References

Provide contact information for all school districts in the State of Georgia with whom the bidder has done business. If a school district has a master contract or Approved charter bus list, then provide contact information for the contract officer/administrator that oversees the contract. If a school district does not have a master contract or Approved charter bus vendor list, then provide contact information for at least one school within the district with which you have done business.

School District: Click or tap here to enter text.

District Contact: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Contact's Title: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

FAX: Click or tap here to enter text.

School District: Click or tap here to enter text.

District Contact: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Contact's Title: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

FAX: Click or tap here to enter text.

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Mailing Address: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Contact's Title: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

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FAX: Click or tap here to enter text.

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Email Address: Click or tap here to enter text.

### APPLICATION FOR APPROVED CHARTER BUS LIST

#### 5. Fleet Information

- a. List number of standard buses owned and operated by vendor. Click or tap here to enter text.
- b. List number of standard buses leased and operated by vendor. Click or tap here to enter text.
- c. List number of lift buses owned and operated by vendor. Click or tap here to enter text.
- d. List number of lift buses leased and operated by the vendor. Click or tap here to enter text.

#### 6. Driver Information

- a. List number of full time drivers with CDL employed by vendor. Click or tap here to enter text.
- b. List the number of part time drivers with CDL employed by vendor. Click or tap here to enter text.

#### 7. Will the vendor transport oxygen or special apparatus? Provide a list below of the items that may and may not be transported.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

#### 8. What other accommodations will the vendor make to accommodate handicapped passengers?

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

#### 9. Are there any destinations/events where the bidder will not travel? YES NO

If yes, list destinations/events.

Click or tap here to enter text.

Click or tap here to enter text.

#### 10. Fleet amenities

List the optional amenities that are available and operative on the vehicles: e.g., restroom facilities, audio visual equipment such as television, DVD player, Wi-Fi. For each item indicate if it is available and operative on all vehicles or limited to only some vehicles.

Restroom Facilities

Wi-Fi

DVD Player

Other – Please list Click or tap here to enter text.

#### 11. Fleet maintenance

If maintenance is outsourced to another company, complete the information below. Attach additional pages as needed.

Company Name Click or tap here to enter text.

Contact Name Click or tap here to enter text.

Contact Title Click or tap here to enter text.

Address Click or tap here to enter text.

Click or tap here to enter text.

City, State, Zip Click or tap here to enter text.

Telephone Click or tap here to enter text.

FAX Click or tap here to enter text.

#### 12. Include with your response a copy of the vendor's Roadside/Emergency Breakdown and Accident procedure.



**All Trip Leaders will be required to complete the following evaluation.**

**Charter Bus Company Evaluation**

**Company Name:** \_\_\_\_\_  
**Trip Destination:** \_\_\_\_\_  
**Trip Leader Name:** \_\_\_\_\_  
**School:** \_\_\_\_\_

**Trip date:** \_\_\_\_\_  
**Trip #:** \_\_\_\_\_  
**Trip Leader Phone #** \_\_\_\_\_  
**Group:** \_\_\_\_\_

**The Trip Leader should complete a Departure Checklist:**

**VEHICLE WALKAROUND**

- Windows - clean, not cracked or broken
- Interior lights - working properly
- Headlights, Tail lights/brake lights - working properly, no outages
- Horn - works
- Tires - NO slick tires
- Fire extinguisher(s) - Charged
- Copy of the annual safety inspection (sticker or paper)

**The Trip Leader should check:**

**DRIVER INFORMATION**

- Valid CDL with passenger (P) endorsement
- Valid medical certificate (pocket card)
- Drivers duty status; ask the driver if they have enough hours remaining to perform the trip
- Vehicle registration card (Verify license plate and VIN # matches registration card)

Were the items on the vehicle walk around acceptable? Y N \_\_\_\_\_

Were the driver/bus documents acceptable? Y N \_\_\_\_\_

Were the driver's appearance and behavior professional? Y N \_\_\_\_\_

Was the driver punctual? Y N \_\_\_\_\_

Did your trip require more than one driver? Y N \_\_\_\_\_

Were the bus amenities in working order (i.e. Wi-Fi, TV)? Y N \_\_\_\_\_

Were restroom facilities clean and working properly? Y N \_\_\_\_\_

Did you arrive at your destination on time? Y N \_\_\_\_\_

Did the company you hired sub contract the trip to another company? If so, who? Y N \_\_\_\_\_

Is there any other information that should be considered by future trip leaders?  
\_\_\_\_\_

