Enclosed with this letter you will find a Fayette County Public Schools (hereinafter FCPS) Charter Bus Company Application. The packet must be completed in full and returned. All applications will be reviewed and every company that is approved will be placed on the “Approved Charter Bus Company” list our schools select from.

Only companies that have a “satisfactory” rating on the Georgia Department of Public Safety web site are eligible to be vetted for approval to be on the Fayette County School District “Approved Charter Bus Company” list.

Approved companies will be placed on the list with an annual time frame of June 30 to July 1. Each year, the companies on the approved list will be required to renew their application. Your company must provide our office an updated and correct copy of your proof of insurance as detailed in the application.

The completed application packet should be returned to:

Goza Road Operations Center
Transportation Department
939 Goza Rd
Fayetteville, Ga. 30215
Attention: Carolyn Hausser

Should you have any questions, feel free to contact Carolyn Hausser @ 770-460-3520 Ext. 1606
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 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 application
   F. Comply with all Federal Motor Carrier Safety Administration (FMCSA) regulations
   G. Maintain a FMCSA “Satisfactory” rating

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

2. OVERVIEW OF THE SCHOOL SYSTEM
   As of the 2020-2021 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 to 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, 2022, through June 30, 2023.

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 service. 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 schools within Fayette County Public Schools. Vendors will be contacted on an as needed basis.
   Per the master agreement, 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. APPLICANTS 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 (white out) 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, 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 here in 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 30 days’ prior written notice to the other party. 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. SUB CONTRACT
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 $1,000,000 combined single limit split limit of $500,000 person and a $1,000,000 accident bodily injury. 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. Qualified vendors must also agree to provide a minimum of 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

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

Directions:

Application should be type written. Responses should not be handwritten except 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 discriminates against any employee or applicant for employment because of race, religion, color, sex, or national origin.

   ______________________________________________________  ______________________________
   Authorized Signature (Manual)                          Printed
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 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 Written letter of explanation. □ YES □ NO
   i. Has your company or affiliate filed 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.
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.

School District: Click or tap here to enter text.
District Contact: 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.
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 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.
    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, Roadside/Emergency breakdown and accident procedure.
All Trip Leaders will be required to complete the following evaluation.

Charter Bus Company Evaluation

Company Name: __________________________          Trip date: __________________________
Trip Destination: __________________________           Trip #: __________________________
Trip Leader Name: __________________________        Trip Leader Phone #: ____________
School: ____________________________________        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?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________