

PAPERLESS PUPIL TRANSPORTATION

FEBRUARY 24, 2023

ELECTRONIC FILING OF PUPIL TRANSPORTATION FORMS FOR
TRANSPORTATION AID



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)
- CHARGING 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

SHAREPOINT



Pupil Transportation

 Search

About PTU

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Resources

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Regulations

School Business Official/Administrator

SED Operations

Transportation Aid Ratios

Parent Resources

[NYSED](#) / [P-12: EMSC](#) / [SOMS](#) / [Pupil Transportation Services](#) /

Pupil Transportation Services

The State Education Department has oversight responsibility for school district provision of pupil transportation services to resident pupils attending public and nonpublic schools. Approximately 2.3 million pupils, or ten percent of the nation's pupils, are transported to school each day. One-third of these students are transported on district owned buses, one-third ride contracted buses, and one-third of our students utilize public transportation. The 2020-21 statewide cost of services was approximately \$3.4 billion with state aid of \$2.0 billion in the 2021-22 school year. The Department processes 5,000 contracts and extensions annually for the delivery of services by private contractors to over 480 school districts.



The Department also has jurisdiction over the qualifications for hiring school bus drivers.


SHAREPOINT



- Pupil Transportation**
- State Aid ▶
- News and Notes

News and Notes

January 26, 2023 SAMS Contract Penalty Forgiveness

The Late File/Late Execution Penalty Forgiveness survey can be found in the SED Monitoring and Vendor Performance (SEDMON) application within the [SED Business Portal](#). For more information on the criteria needs to receive forgiveness for a late execution or late file penalty please click the link for [SAMS Contract Penalty Forgiveness](#) .

SHAREPOINT

il-transportation/news-and-notes

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📧 Outlook Web App 📖 Judges 3:9 But whe... 🏠 www.tms.edu/tmsj/... 📢 Purposed filled Pres... 🏨 Hilton HHonors | A... 🔄 Isagenix log in

October 25, 2022 Paperless Pupil Transportation SharePoint Application

Last month I provided the link to sign up for the SharePoint site. The link is reposted below.
[Please click to set up your SharePoint submitter account.](#)

October 25, 2022 Instructions to sign up for Microsoft Sharepoint

I am now posting the instructions to assist once you submit the enrollment form and receive an email from me to join the Pupil Transportation Aid and Regulatory Compliance SharePoint site. [The PDF instructions are posted for your assistance.](#) 📄

October 25, 2022 Signature Pages for Transportation Contracts and Transportation Contract Extensions

[The signature page for school year Transportation Contracts \(TC\) and Transportation Contracts Summer \(TCS\).](#) 📄

[The signature page for Transportation Contract Extensions \(TCE\) and Contracts Extensions Summer \(CES\)](#) 📄

SHAREPOINT

Pupil Transportation Aid and Regulatory Compliance Enrollment Form

Please complete and submit this form to receive access to the SharePoint site for the new NYSED paperless pupil transportation system. This site will be the avenue to file electronic pupil transportation forms for transportation aid.

...

* Required

1. Please enter your name. *

2. Please enter your title or position. *

3. Please enter your school district *

SHAREPOINT

4. Please enter your email address. *

Enter your answer

5. Please enter your phone number. *

Enter your answer

6. Please select the forms you will be uploading on the SharePoint site. *

- Transportation Contracts
- Transportation Aid and Leases
- Transportation Employee Compliance

Submit

Never give out your password. [Report abuse](#)

SHAREPOINT

Paul Overbaugh wants to share Pupil Transportation Aid and Regulatory Compliance



SharePoint Online <no-reply@sharepointonline.com>
To philmush@gcufsd.net
Cc Paul Overbaugh



Hello,

Go To [Pupil Transportation Aid and Regulatory Compliance](#)

This message was sent from an unmonitored e-mail address. Please do not reply to this message.
[Privacy](#)

Microsoft Office
One Microsoft Way
Redmond, WA
98052-6399 USA



SHAREPOINT

Welcome to SharePoint Online

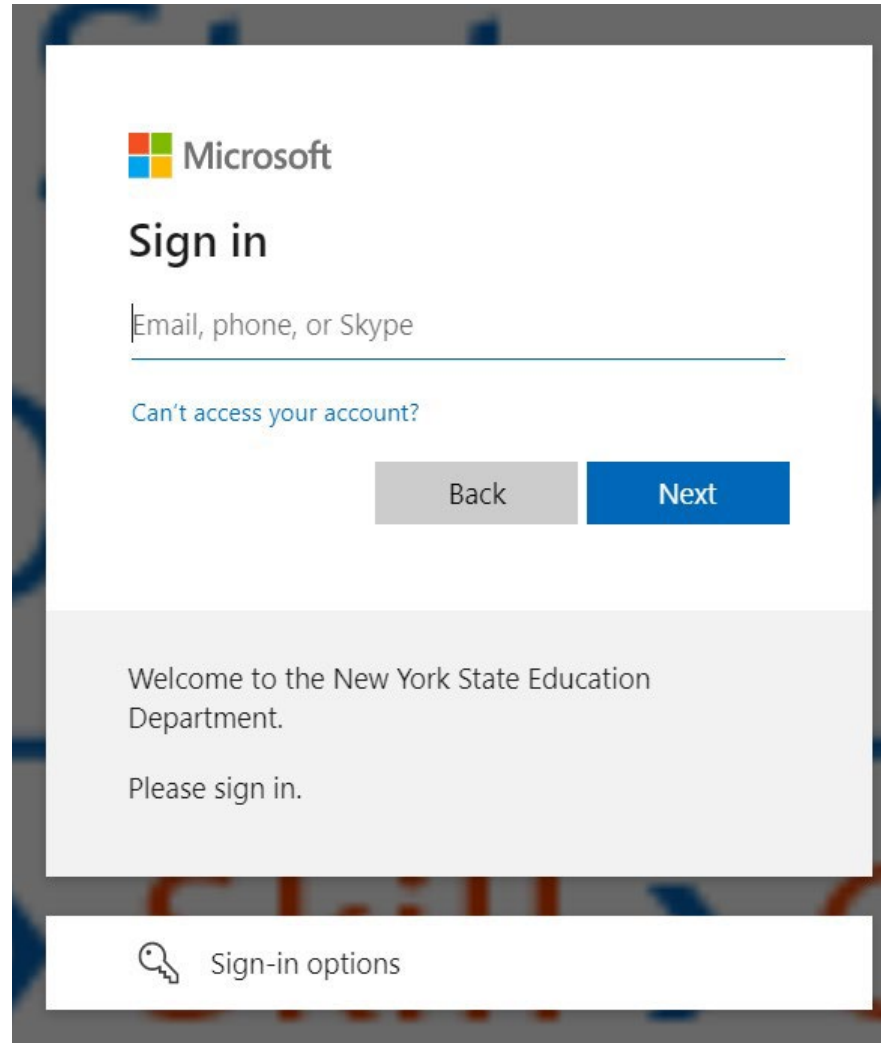
You're trying to accept your invitation with paul.overbaugh@nysed.gov.

This item was shared with [redacted].net. This organization's policy requires you to accept the invitation using the account that it was shared with.

Please try accepting the invitation again with [redacted].net. By signing in you allow nysed.sharepoint.com to use your basic profile (name and email address) in accordance with their privacy statement. nysed.sharepoint.com has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.

Don't have either account? [Create a Microsoft account](#), it's quick and easy!

SHAREPOINT



Microsoft

Sign in


Email, phone, or Skype

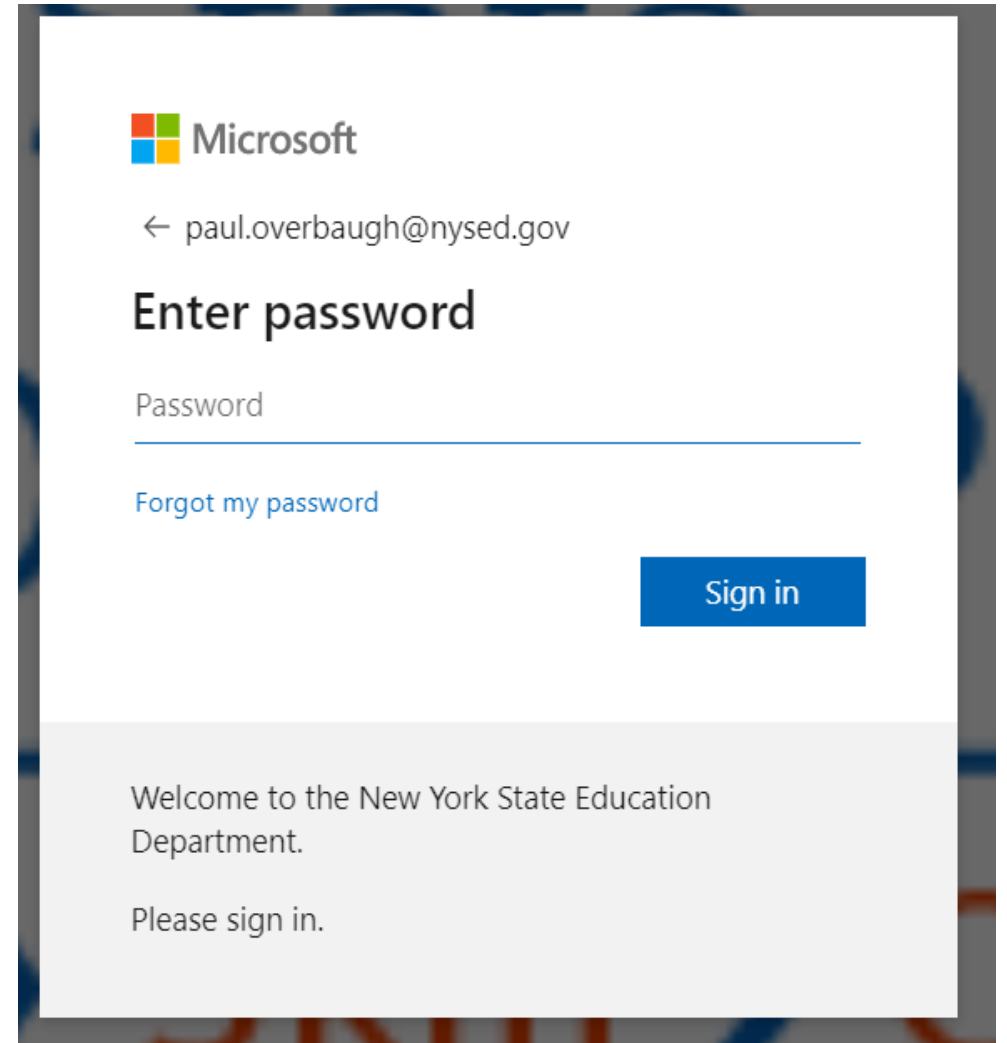
[Can't access your account?](#)

[Back](#) [Next](#)

Welcome to the New York State Education Department.

Please sign in.

 [Sign-in options](#)



Microsoft

← paul.overbaugh@nysed.gov

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Welcome to the New York State Education Department.

Please sign in.

SHAREPOINT



paul.overbaugh@nysed.gov

Verify your identity



Text +X XXXXXXXXX26



Call +X XXXXXXXXX26

[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

Welcome to the New York State Education Department.

Please sign in.



← paul.overbaugh@nysed.gov

Enter code



We texted your phone +X XXXXXXXXX26. Please enter the code to sign in.

Code



Don't ask again for 14 days

[More information](#)

Verify

Welcome to the New York State Education Department.

Please sign in.



paul.overbaugh@nysed.gov

Stay signed in?

Do this to reduce the number of times you are asked to sign in.



Don't show this again

No

Yes

Welcome to the New York State Education Department.

Please sign in.

SHAREPOINT UPLOADS

SharePoint Search this list

PE Pupil Transportation Aid and Regulatory Compliance

Home NYSED Admin Submitted Edit

+ New Edit in grid view Share Export Automate Integrate

Submitted ☆

Attachments SED CODE/DIST... School Year Type of Submis... Created

Welcome to your new list
Select the New button to get started.

Click Submitted button.

SHAREPOINT UPLOADS

My Drive - Google | Google only BLF SE | www.office.com | Mail - Paul Overba... | Pupil Transportatior... | New Tab

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

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

PE Pupil Transportation Aid and Regulatory Compliance ★ Following

Home NYSED Admin Submitted Edit

+ New Edit in grid view Share Export Automate All Items

Submitted ☆

Attachments	SED CODE/DIST...	School Year	Type of Submis...	Created	+ Add column
	ALLEGANY-LIMESTONE CSD 040302	2018-2019	Bus Lease	March 31	
	GREENVILLE CSD 190701	2017-2018	Employee Files	March 31	
	ALBANY CITY SD 010100	2022-2023	School Year Contract	March 31	
	ALBANY CITY SD 010100	2022-2023	School Year Contract	April 14	

[Return to classic SharePoint](#)

SHAREPOINT NAME

tion_Aid_and_Regulatory_Compliance/Lists/Submitted...

Web App Judges 3:9 But whe... www.tms.edu/tmsj/... Purposed filled Pres... Hilton HHonors | A...

ch this list

Save Cancel Copy link

New item

Abc Name of Submitter *

Paul Overbaugh

Type of Submission *

You can't leave this blank.

SED CODE/DISTRICT *

SHAREPOINT TYPE

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

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SharePoint Search this list

PE Pupil Transportation Aid and Regulatory Compliance

Home NYSED Admin Submitted

+ New Edit in

Save Cancel Copy link

New item

Name of Submitter *
Paul Overbaugh

Type of Submission *

- Bus Lease
- Efficiency Study
- Employee Files
- Equipment Request
- Garage Lease
- Related Service
- School Year Contract
- Summer School Contract

73°F Partly sunny 7:46 AM 7/12/2022 23

SHAREPOINT TYPE

Bus Lease

Efficiency Study

Employee Files

Equipment Request

Garage Lease

Related Service

School Year Contract

Summer School Contract

← **Employee Files are Driver Monitor Attendant Compliance Forms**

← **School Year Contracts are for both TC and TCE**

← **Summer School Contracts are for both TCS and CES**

SHAREPOINT DISTRICT

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PLEASE CHOOSE

ABBOTT UFSD 660413

ADDISON CSD 570101

ADIRONDACK CSD 410401

AFTON CSD 080101

AKRON CSD 142101

ALBANY CITY SD 010100

nk

SHAREPOINT SCHOOL YEAR

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SharePoint Search this list PO

PE Pupil Transportation Aid and

Home

NYSED Admin

Submitted

Edit

Return to classic SharePoint

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

SHAREPOINT FILE UPLOAD

The screenshot shows a web browser window with a SharePoint page titled "Pupil Transportation Aid and Regulatory Compliance/Lists/Submitted...". The page displays a form for submitting a contract. The form fields are as follows:


- Name of Submitter ***: Paul Overbaugh
- Type of Submission ***: School Year Contract
- SED CODE/DISTRICT ***: ALBION CSD 450101
- School Year ***: 2022-2023
- Attachments**: Add attachments

At the bottom of the form is a **Save** button. A red arrow points to the "Attachments" field with the text "Add attachment of all supporting documents for contract." Another red arrow points to the "Save" button with the text "Click Save to submit attachments".

73°F Partly sunny 7:49 AM 7/12/2022

SHAREPOINT CONFIRMATION

Thank You For Your Submission

 This message was sent with Low importance



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 2022-2023.

- ADV 190701 2022 C0112
- AFD 190701 2022 C0112
- SGP 190701 2022 C0112
- SPF 190701 2022 C0112
- TC 190701 2022 C0112

THE VISION

To create a one stop spot for all pupil transportation forms- contracts, transportation aided items 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 CONTRACTS/FORMS

- SCHOOL YEAR TRANSPORTATION CONTRACTS (TC)
 - TC SEDCODE YYYY CSEQ (C0112)
- SCHOOL YEAR TRANSPORTATION CONTRACT EXTENSIONS (TCE)
 - TCE SEDCODE YYYY CSEQ (C0113)
- TRANSPORTATION CONTRACTS SUMMER (TCS) TCS SEDCODE YYYY CSEQ (C0114)
- TRANSPORTATION SUMMER EXTENSION CONTRACTS (CES)
 - CES SEDCODE YYYY C SEQ (C0115)

HOW TO LABEL CONTRACTS

- **“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**

HOW TO LABEL & SAVE SUPPORTING DOCUMENTS

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

Every Bid Contract –Single Year

- SGP (signature page) **SGP 631201 2023 C0001**
- ADV (advertisement) **ADV 631201 2023 C0001**
- AFD (affidavit of advertisement) **AFD 631201 2023 C0001**
- SPF (specifications) **SPF 631201 2023 C0001**

Every Non-Bid Contract –

- Parent Guardian Contract
- SGP (signature page) **SGP 631201 2023 C0001**
- PGD (parent guardian directions) **PGD 631201 2023 C0001**

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12242
Office of School Governance, Policy and Regulation & Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-8511
Email: transportation@nyed.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 Identify: _____

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, 2303, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said districts 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 to 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 or President of the Board of Education _____ Party of the First Part _____ Post Office Address _____
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(7) 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 _____

HOW TO LABEL & SAVE SUPPORTING DOCUMENTS

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

Every Non-Bid Contract –

- Intermunicipal Contract/BOCES Contract
 - SGP (signature page) SGP 631201 2023 C0001
 - SPF (specifications) SPF 631201 2023 C0001

Every Bid Contract –Multi Year

- SGP (signature page) SGP 631201 2023 C0001
- ADV (advertisement) ADV 631201 2023 C0001
- AFD (affidavit of advertisement) AFD 631201 2023 C0001
- SPF (specifications) SPF 631201 2023 C0001
- BBR (budget brochure) BBR 631201 2023 C0001
- VTA (vote authorization) VTA 631201 2023 C0001

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Regulation, Independent Schools
Room 475, Education Building, Albany
Tel: (518) 474-8541
Email: transportation@nyed.gov

Transportation Contract - Form TC C []

School District/BOCES: WARRENSBURG CSD
SED BIDS 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 [] Name of Contractor [] party of the second part.

WITNESSETH, That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2593, 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(2) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3035(1) of the Education Law.

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

HOW TO LABEL & SAVE SUPPORTING DOCUMENTS

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

Every Contract Extension– Single year

- TCE (Transportation Contract Extension) **TCE 631 2023 C0001**
- SGP (signature page) **SGP 631201 2023 C0001**
- SPF (specifications-budget page) **SPF 631201 2023 C0001**
- PTF (pass through form) **PTF 631201 2023 C0001**

Every Contract Extension– Multi Year

- TCE (Transportation Contract Extension) **TCE 631 2023 C0001**
- SGP (signature page) **SGP 631201 2023 C0001**
- SPF (specifications-budget page) **SPF 631201 2023 C0001**
- BBR (budget brochure) **BBR 631201 2023 C0001**
- VTA (vote authorization) **VTA 631201 2023 C0001**

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of School Governance, Policy and Regulation of Independent Schools
Room 475, Education Building Annex
Tel: (518) 474-8541
Email: transportation@nyed.gov

Transportation Contract - Form TC C []

School District/BOCES WARRENSBURG CSD
SED BIDS 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 [] Name of Contractor [] party of the second part.

WITNESSETH, That whereas party of the first part is duly empowered (by the provisions of Section 3604, 1709, 2021, 2593, 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(2) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3035(1) of the Education Law.

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

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.
 - **C**-contract **L**-lease **A**-aid **D**-district **E**-employee
- Each year the numbering system will start over
- It is up to the district to track the sequential numbers

TRACKING SEQUENTIAL NUMBERS (NEW)

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	<ul style="list-style-type: none"> • ADV 280218 2022 C0001 • AFD 280218 2022 C0001 • SGP 280218 2022 C0001 • SPF 280218 2022 C0001
TC 280218 2022 C0002	SED Will Assign	ST MARY'S	<ul style="list-style-type: none"> • ADV 280218 2022 C0002 • AFD 280218 2022 C0002 • SGP 280218 2022 C0002 • SPF 280218 2022 C0002
TC 280218 2022 C0003	SED Will Assign	OUT DISTRICT SPECIAL EDUCATION	<ul style="list-style-type: none"> • ADV 280218 2022 C0003 • AFD 280218 2022 C0003 • SGP 280218 2022 C0003 • SPF 280218 2022 C0003

TRACKING SEQUENTIAL NUMBERS (NEW)

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

A2 : X ✓ fx 1

	A	B	C	D	E	F	G	H	I
	Sequence number	Contract name	Contract number	Contract Identity	Advertisement	Addidavit of Advertisement	Specifications	RFP	Budget Bro
1									
2	1	TC 280218 2022 C0001	}	Home to School	ADV 280218 2022 C0001	AFD 280218 2022 C0001	SPF 280218 2022 C0001		
3	2	TCE 280218 2022 C0002							
4	3	TCE 280218 2022 C0003							
5		TC 280218 2022 C0004							

Notice how all supporting documents match the number at the end of the contract.

Notice sequential numbering.

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)
- CHARGING STATION LEASES (CLF)
- GARAGE LEASES (GLF)
- EQUIPMENT PURCHASES (EPF)
- EFFICIENCY STUDIES (ESF)
- RELATED SERVICES (RSF)

NEW TRANSPORTATION CONTRACTS/FORMS

- BUS LEASES (BLF) BLF SEDCODE YYYY **L**SEQ (L0001)
 - CHARGING 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

HOW TO LABEL & SAVE SUPPORTING DOCUMENTS

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

- SGP (signature page)
- RFP (request for proposal)
- ADV (advertisement)
- AFD (affidavit of advertisement)
- CSS (committee score sheets)
- SPF (specifications)
- CBR (copy board resolution)
- VTA (vote authorization)
- BBR (budget brochure)
- BLA (bus lease agreement)
- AMS (amortization sheet)
- GLA (garage lease agreement)
- PRQ (price quote)
- INV (invoice)

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)
- CHARGING 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

DISTRICT/CONTRACTED EMPLOYEES (NEW)

Each district will have to upload a list of all district and contracted employees in an Microsoft excel spreadsheet on the SharePoint site

Each employee must have:

name

district assigned employee number

state motorist ID #/non motorist ID #

position

employee type

contractor name

DISTRICT/CONTRACTED EMPLOYEES (NEW)

A	B	C	D	E	F	G
NAME	DISTRICT ASSIGNED NUMBER	STATE	MOTORIST ID OR NON-MOTORIST ID	POSITION	EMPLOYEE	CONTRACTOR NAME
Paul Overbaugh	E0001	NY	123 456 789	DRIVER	DISTRICT	
Paulie Overbaugh	E0002	NY	234 567 890	DRIVER	DISTRICT	
Pablo Overbaugh	E0003	NY	987 654 321	DRIVER	DISTRICT	
Big Paul Overbaugh	E0004	NY	876 543 210	ATTENDANT	DISTRICT	
Brother Paul Overba	E0005	NY	223 344 566	ATTENDANT	CONTRACTED	Momma's Bus Co
Uncle Paul Overbaug	E0006	NJ	343 267 987	SELECT ONE DRIVER MONITOR ATTENDANT	CONTRACTED	His Bus Co
Father Paul Overbau	E0007	MA	435 769 004	ATTENDANT	CONTRACTED	Dad's Bus Co
Cousin Paul Overbau	E0008	PA	109 007 726	MONITOR	CONTRACTED	Pop's Transport

TRANSPORTATION DISTRICT FORMS

- District Employee Roster DER SEDCODE YYYY **D**SEQ
- Superintendent Transportation Compliance (DASA) Dignity Training- STC SEDCODE YYYY **D**SEQ
- Anti-idling Policy AIP SEDCODE YYYY **D**SEQ
- Mandated Reporter Training MRT SEDCODE YYYY **D**SEQ

TRANSPORTATION DISTRICT FORMS

- Bus safety drills

- Fall

BD1 SEDCODE YYYY **D**SEQ

- Winter

BD2 SEDCODE YYYY **D**SEQ

- Spring

BD3 SEDCODE YYYY **D**SEQ

- Refresher Training

- Fall 1

RT1 SEDCODE YYYY **D**SEQ

- Spring 2

RT2 SEDCODE YYYY **D**SEQ

TRANSPORTATION EMPLOYEE FORMS (**NEW**)

- Pre-Service Certificate Driver DPS SEDCODE YYYY **E**SEQ (E0006)
- Pre-Service Certificate Monitor/Attendant
 MAPS SEDCODE YYYY **E**SEQ (E0007)
- 3 Personal References 3PR SEDCODE YYYY **E**SEQ (E0006)
- Basic Course Certificate Driver DBC SEDCODE YYYY **E**SEQ (E0006)
- Basic Course Certificate Monitor/Attendant
 MABC SEDCODE YYYY **E**SEQ (E0007)
- Advanced Course Certificate ACC SEDCODE YYYY **E**SEQ (E0006)
- CPR Certificate CPR SEDCODE YYYY **E**SEQ (E0006)

TRANSPORTATION EMPLOYEE FORMS

- Physical – Driver DMV PHY SEDCODE YYYY **E**SEQ (E0006)
- CDL – Driver DMV CDL SEDCODE YYYY **E**SEQ (E0006)
- DMV Qualification Letter- Finger Print FPQ SEDCODE YYYY **E**SEQ (E0006)
- Physical Performance Test- Driver DPPT SEDCODE YYYY **E**SEQ (E0006)
- Physical Performance Test- Monitor/Attendant MAPPT SEDCODE YYYY ESEQ (E0007)

WHERE'S THE FORMS?



Pupil Transportation

 Search

About PTU

News & Notes

Administrator Resources

Contracts/Business

District Operations

Economical And Efficient Practices

Regulations

School Business Official/Administrator

SED Operations

[NYSED](#) / [P-12: EMSC](#) / [SOMS](#) / [Pupil Transportation Services](#) /

Pupil Transportation Services

The State Education Department has oversight responsibility for school district provision of pupil transportation services to resident pupils attending public and nonpublic schools.

Approximately 2.3 million pupils, or ten percent of the nation's pupils, are transported to school each day. One-third of these students are transported on district owned buses, one-third ride contracted buses, and one-third of our students utilize public transportation. The 2020-21 statewide cost of services was approximately \$3.4 billion with state aid of \$2.0 billion in the 2021-22 school year. The Department processes 5,000 contracts and extensions annually for the delivery of services



WHERE'S THE FORMS?

October 21, 2022 New Forms Page for the Paperless Pupil Transportation Program.

[The new forms are posted for transportation contracts, transportation leases and aided transportation items.](#)

 Pupil Transportation

Pupil Transportation

State Aid ▶

Forms

PUPIL TRANSPORTATION UNIT (PTU) FORMS

The forms section of the Pupil Transportation Unit website is designed to have all forms in one central location for ease of use. This section contains the following forms:

WHERE'S THE FORMS?

Transportation Contract Forms











- Transportation Contract Form
- Transportation Contract Summer Form
- Transportation Contract Summer Form
- Contract Extension Summer Form

Transportation Lease Forms

- Bus Lease Form
- Charging Station Lease Form
- Garage Lease Form

Transportation Aid Forms

- Approval Request for Purchase of Equipment
- Approval Request for Related Services
- Approval Request for Efficiency Study

Microsoft Forms	Google Forms
<p>Contract Forms</p> <ul style="list-style-type: none">• Transportation Contract Form (Microsoft) • Transportation Contract Extension Form (Microsoft) • Transportation Contract Summer Form (Microsoft) • Contract Extension Summer Form (Microsoft) 	<p>Contract Forms</p> <ul style="list-style-type: none">• Transportation Contract Form (Google)• Transportation Contract Extension Form (Google)• Transportation Contract Summer Form (Google)• Contract Extension Summer Form (Google)
<p>Lease Forms</p> <ul style="list-style-type: none">• Bus Lease Form (Microsoft) • Charging Station Lease Form (Microsoft) • Garage Lease Form (Microsoft) 	<p>Lease Forms</p> <ul style="list-style-type: none">• Bus Lease Form (Google)• Charging Station Lease Form (Google)• Garage Lease Form (Google)
<p>Aided Forms</p> <ul style="list-style-type: none">• Equipment Purchase Form (Microsoft) • Efficiency Study Form (Microsoft) • Related Service Form (Microsoft) 	<p>Aided Forms</p> <ul style="list-style-type: none">• Equipment Purchase Form (Google)• Efficiency Study Form (Google)• Related Service Form (Google)

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

Transportation Contact

First Name:

Contact Email:

Telephone Number:

Business Official

First Name:

Contact Email:

Telephone Number:

Mailing Address:

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.

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:

Business Official

Contact Email:

Telephone Number:

Mailing Address:

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

First Name: BEDS Code will autofill.

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

Transportation Contact

EDWARDS-KNOX CSD

FORT EDWARD UFSD

Contact Email:

NEWARK CSD

Telephone Number:

NEWARK VALLEY CSD

NORTH WARREN CSD

Business Official

WARRENSBURG CSD

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:

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

Business Official

First Name:

Contact Email:

Telephone Number:

Mailing Address:

Street Address

City

ZIP

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 <input type="text"/>		TYPE

Contract Duration:	LENGTH	DESCRIPTION
Contract Identity	<input type="text"/>	<input type="text"/>

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
Contract Duration:	Athletic/Field Contract		
Contract Identity	Athletic Trip Contract		
Specifications:	Bus Maintenance Only Contract		
	Emergency First 31 Calendar Day Contract		
	Emergency Second 31 Calendar Day Contract		
	Emergency Remainder Contract		
	Field Trip Contract		
	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

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

DESCRIPTION

Contract Identity

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

AGREEMENT made on

WARRENSBURG CSD

, County of

by and between

party of the first part

, party of the second part.

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 with
Provision for attendants and/or r
Clause for increasing or decreasing

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

WARRENSBURG CSD

, County of

between

Name of School District/BOCES

party of the first part

Name of Contractor

, party of the second part.

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

WARRENSBURG CSD

, County of

by and between

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 contract with fuel
Provision for additional monitors
Clause for increase (MM/DD/YYYY) of 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 contract with fuel
Provision for additional monitors
Clause for increase (MM/DD/YYYY) of service
the contract.

AGREEMENT made on 05/25/23

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

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 contract with fuel
Provision for additional monitors
Clause for increase (MM/DD/YYYY) of service

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

AGREEMENT made on 05/25/23

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 with
Provision for attendants and/or
Clause for increasing or decreasing

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

AGREEMENT made on

WARRENSBURG CSD

, County of

by and between

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
Wayne County, NY

TRANSPORTATION CONTRACT (TC)

Specifications: District will supply contractor with fuel

Provision for after

Clause for increase

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

WARRENSBURG CSD

Name of School District/BOC

party of the first part

DUR

by and between

party of the second part.

WITNESSETH. That

2503, 4401 and 4402 of the E

the period of

service to begin

and service to end on

- 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

f Section 1604, 1709, 2021,

transportation of said district for

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

TRANSPORTATION CONTRACT (TC)

Contract Type:	DESCRIPTION	TYPE
Contract Duration:	LENGTH	DESCRIPTION
Contract Identity		
Specifications:	District will supply contractor with fuel	
Provision for attorney	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.	
Clause for increase		
AGREEMENT made on		by and between
WARRENSBURG CSD		
Name of School District/BOC		
party of the first part	PARENT GUARDIAN CONTRACT	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		

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

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

of Contractor

, party of the second part.

WITNESSETH. That I, the undersigned, being duly sworn, depose and say that I am the duly authorized representative of the Board of Education of Warrensburg CSD, and that I am duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Code) to execute this contract for the purpose of providing transportation of said district for the period of

part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Code) to execute this 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

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

of Contractor

, party of the second part.

WITNESSETH. That 2503, 4401 and 4402 of the Ed the period of

part is duly empowered (by the provisions of Section 1604, 1709, 2021, to a contract for the purpose of providing transportation of said district for

service to **begin** on

09/07/23

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)

Contract Type:

DESCRIPTION	TYPE
-------------	------

Contract Duration:

LENGTH	DESCRIPTION
--------	-------------

Contract Identity

--

Specifications: District will supply contract with fuel
Provision for additional monitors
Clause for increase (MM/DD/YYYY) of service
the contract.

AGREEMENT made on 05/25/23

WARRENSBURG CSD

, County of

by and between

Name of School District/BOCES

party of the first part

Name of Contractor

, party of the second part.

TRANSPORTATION CONTRACT (TO)

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 provisions of 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing the period of

2021, district for

service to **begin** on

w/ 1st date of school

09/07/23

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

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

of Contractor

, party of the second part.

WITNESSETH. That 2503, 4401 and 4402 of the Ed the period of

part is duly empowered (by the provisions of Section 1604, 1709, 2021, to a contract for the purpose of providing transportation of said district for

service to **begin** on

09/07/23

w/ 1st date of school

09/07/23

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

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

of Contractor

, party of the second part.

WITNESSETH. That 2503, 4401 and 4402 of the Ed the period of

part is duly empowered (by the provisions of Section 1604, 1709, 2021, to a contract for the purpose of providing transportation of said district for

service to **begin** on

09/07/23

w/ 1st date of school

09/07/23

and service to **end** on

10/08/23

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

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

DESCRIPTION

Contract

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

AGREEMENT made on

WARRENSBURG CSD

, County of

by and between

Name of School District/BOCES

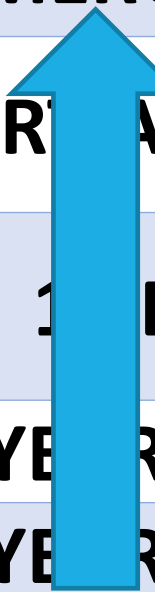
party of the first part

, 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)

WARRENSBURG CSD

, County of

Name of School District/BOCES

party of the first part

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

of Contractor

, party of the second part.

WITNESSETH. That 2503, 4401 and 4402 of the Ed the period of

part is duly empowered (by the provisions of Section 1604, 1709, 2021, to a contract for the purpose of providing transportation of said district for

service to **begin** on

09/07/23

w/ 1st date of school

09/07/23

and service to **end** on

10/08/23

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

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

of Contractor

, party of the second part.

WITNESSETH. That 2503, 4401 and 4402 of the Ed the period of

part is duly empowered (by the provisions of Section 1604, 1709, 2021, to a contract for the purpose of providing transportation of said district for

service to **begin** on

09/07/23

w/ 1st date of school

09/07/23

and service to **end** on

10/07/23

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 the 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 with 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 [redacted] which is a

for providing such transportation on a suitable conveyance.

Please select a unit cost from the dropdown list.

UNIT COST

- 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 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 [redacted]

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

[redacted] #N/A

Electronic Signature of Trustee of President of the Board of Education

Party of the First Part

Post Office Address

[redacted] #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: [redacted]

Filed By: [redacted]

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 Monitor/Attendant 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.

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

Electronic Signature of Contractor	#N/A	
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, or in accordance with the request for proposals provisions of Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract was awarded in accordance with Section 1709(27) of the Education Law, and has been approved by the Board of Education in accordance with Section 3635(1) of the Education Law.

Approval Date:

05/23/23

Filed By:

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

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.

Electronic Signature of Trustee of President of the Board of Education	#N/A	
Electronic Signature of Contractor	Party of the First Part	Post Office Address
	#N/A	
	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, or in accordance with the request for proposals provisions of Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract was awarded in accordance with Section 1709(27) of the Education Law, and has been approved in accordance with Section 3635(1) of the Education Law.

Approval Date:

05/25/23

Filed By:

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

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

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, or in accordance with the request for proposals provisions of Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract was awarded in accordance with Section 1709(27) of the Education Law, and has been approved by the Board of Education in accordance with Section 3635(1) of the Education Law.

Party of the Second Part

Post Office Address

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

Approval Date:

06/20/23

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.

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

Electronic Signature of Contractor

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, or in accordance with the request for proposals provisions of Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract was awarded in accordance with Section 1709(27) of the Education Law, and has been approved in accordance with Section 3635(1) of the Education Law.

Please enter the electronic signature of the superintendent.

1(b) of Commissioner of Education Law, and has been authorized by the voters in the School District of Schools in accordance

Approval Date:

05/25/23

Filed By:

[Redacted]

Electronic Signature of Superintendent or Designee

TRANSPORTATION CONTRACT (TC)

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

Transportation Contract - Form TC C

School District/BOCES **WARRENSBURG CSD**

SED BEDS CODE: **651201**

Transportation Contact First Name: Last Name:

Contact Email:

Telephone Number:

Business Official First Name: Last Name:

Contact Email:

Telephone Number:

Mailing Address:

Contract Type:	DESCRIPTION	TYPE

Contract Duration:	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 or 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.

[Redacted] #N/A [Redacted]

Electronic Signature of Trustee of
President of the Board of Education

Party of the First Part

Post Office Address

[Redacted] #N/A [Redacted]

Electronic Signature of Contractor

Party of the Second Part

Post Office Address

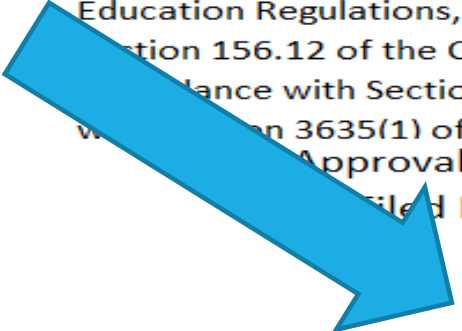
COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, or in accordance with the request for proposals provisions of Section 156.12 of the Commissioner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

Please enter the electronic signature of the superintendent.

Approval Date:

Filed By: [Redacted]

Electronic Signature of Superintendent or Designee



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

05/20/23

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

05/20/23

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

05/25/23

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

05/19/23

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

05/25/23

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?

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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

05/19/23

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

05/25/23

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?

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

YES
NO

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

05/19/23

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

05/25/23

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

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 contract 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.

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, the total sum of the bid shall be allowed for a period greater than 120 days prior to the filing of the bid 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 the contract the **Affidavits of Publication** which you can secure from the newspapers. Also, attach one copy of each notice to Bidder which appears in newspapers. If **bid specifications** were used, kindly submit a copy of the bid specifications.

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 contract 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.

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 Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract was awarded in accordance with Section 1709(27) of the Education Law, and has been approved by the Board of Education 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

TRANSPORTATION CONTRACT (TC) BID TABULATION

Contractor	Bid Amount
Please enter the name of the contractor.	

Contractor	Bid Amount
	Please enter the amount 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 Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract was awarded in accordance with Section 1709(27) of the Education Law, and has been approved by the Board of Education of the Schools in accordance with Section 3635(1) of the Education Law.

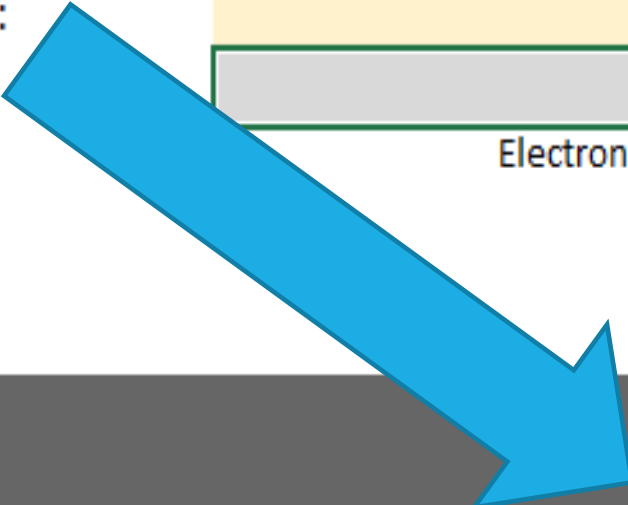
Please enter the electronic signature of the superintendent.

Approval Date:

Filed By:

[Yellow box] [Grey box]

Electronic Signature of Superintendent or Designee

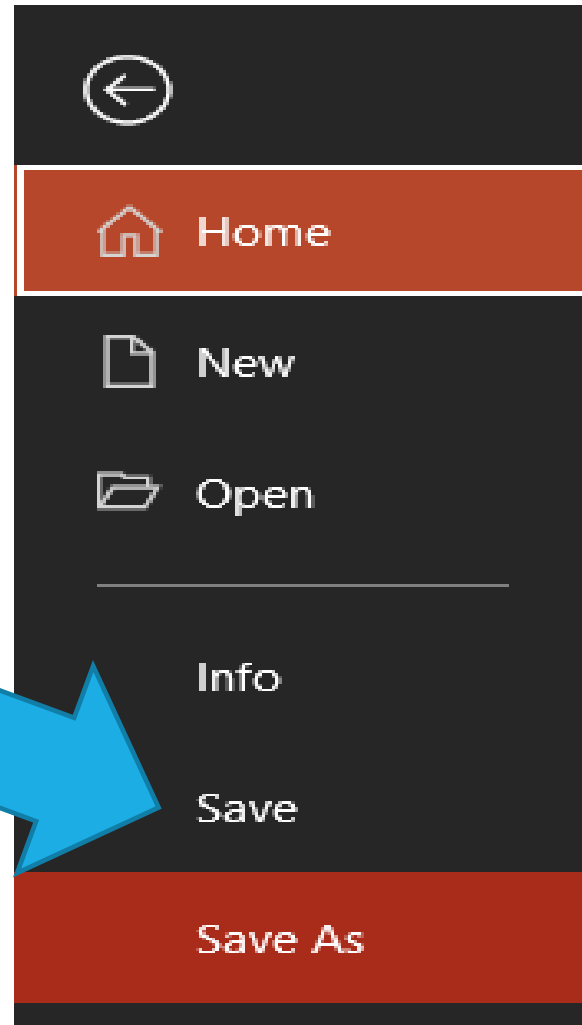


TRANSPORTATION CONTRACT (TC) MULTI-YEAR

Year	School Year	Bid Amount
1		
2		
3		
4		
5		

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

SAVE CONTRACT TO A FILE ON YOUR COMPUTER



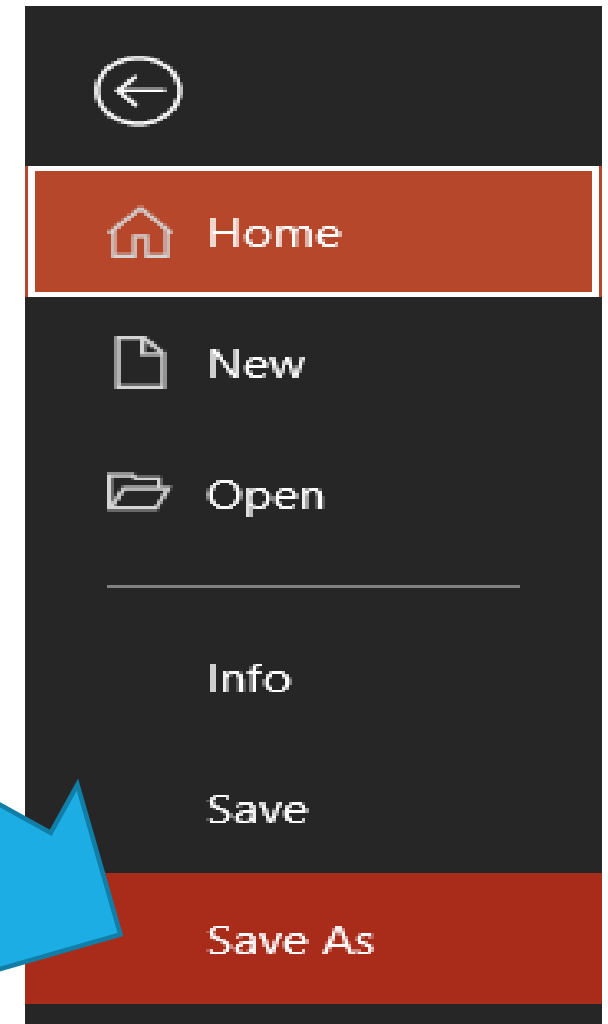
Remember to use the correct naming structure and sequence for the contract

CES 190701 2022 C0234

SAVE ADDITIONAL CONTRACTS TO A FILE

Remember to use the correct naming structure and sequence for each additional contract

CES 190701 2022 C0235



SIGNATURE PAGES CONTRACT/EXTENSION



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12223
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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Provision for attendants and/or monitors

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Clause for increasing or decreasing service

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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 approved 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



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12223
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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Provision for attendants and/or monitors

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Clause for increasing or decreasing service

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Cost Justification Form- for CPI Pass

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Through Expenses

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

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 / A/SR NY, NY 12234
 Office of School Governance, Policy and Regulation & Independent Schools
 Room 475, Education Building Annex
 Tel: (518) 474-6541
 Email: transportation@nyased.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

#N/A, County of by and between

Name of School District/BOCES, County, NY

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 Past Office Address
#N/A	
Electronic Signature of Contractor	Party of the Second Part Past 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 [redacted]

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 [redacted] 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

Transportation Contact

First Name:

Last Name:

Contact Email:

Telephone Number:

Business Official

First Name:

Last Name:

Contact Email:

Telephone Number:

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

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

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.

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

AGREEMENT made on [redacted] 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:

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.

Street Address

City

ZIP

BUS LEASE FORM (BLF)

AGREEMENT made on by and between
, County of
Name of School District
party of the first part , 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
Number of School Buses Please enter	<input type="text" value="LENGTH"/> EMERGENCY 1 YEAR 2 YEAR TERM 3 YEAR TERM 4 YEAR TERM 5 YEAR TERM 12 YEAR TERM	Select the length of the bus lease term from the dropdown list. The description will be based on the length you will be leasing on the Bus Data Form. <input type="text" value="#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.

Electronic Sign	#N/A	
Electronic Sign	Party of the First Part	Date
Electronic Sign	NAME	Date
	Party of the Second Part	Date
Date Submitted:		
Filed By:		Electronic Signature

Please enter the electronic signature of the LESSEE.

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)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

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 _____

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

Thank You

- Visit our website –

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

- Contact me –

Phone: 518-473-2833

email: paul.overbaugh@nysed.gov

