PAPERLESS PUPIL TRANSPORTATION
MAY 10, 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.

<table>
<thead>
<tr>
<th>TRANSPORTATION CONTRACTS</th>
<th>TRANSPORTATION AIDED FORMS</th>
<th>TRANSPORTATION EMPLOYEE FILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- SCHOOL YEAR TRANSPORTATION CONTRACTS (TC)</td>
<td>- BUS LEASES (BLF)</td>
<td>- MANDATED TRAINING COLLECTIVE</td>
</tr>
<tr>
<td>- SCHOOL YEAR TRANSPORTATION CONTRACT EXTENSIONS (TCE)</td>
<td>- CHARING STATION LEASES (CLF)</td>
<td>- Super’s Approval</td>
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<tr>
<td>- TRANSPORTATION CONTRACTS SUMMER (TCS)</td>
<td>- GARAGE LEASES (GLF)</td>
<td>- Refreshers</td>
</tr>
<tr>
<td>- TRANSPORTATION SUMMER EXTENSION CONTRACTS (CES)</td>
<td>- EQUIPMENT PURCHASES (EPF)</td>
<td>- DASA</td>
</tr>
<tr>
<td></td>
<td>- EFFICIENCY STUDIES (ESF)</td>
<td>- Anti-Idling</td>
</tr>
<tr>
<td></td>
<td>- RELATED SERVICES (RSF)</td>
<td>- Bus Drills</td>
</tr>
</tbody>
</table>

- MANDATED TRAINING INDIVIDUAL
  - Pre-Service
  - Basic
  - PPT
  - Physical
  - CPR
  - License
  - Fingerprint Clearance
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.
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 needed to receive forgiveness for a late execution or late file penalty please click the link for SAMS Contract Penalty Forgiveness.
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).
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. *
   
   Enter your answer

2. Please enter your title or position. *
   
   Enter your answer

3. Please enter your school district *
   
   Enter your answer
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
This is a hyperlink. Click it!

sharepointonline.com is now PowerAutomateSRV
Welcome to SharePoint Online

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

This item was shared with [redacted]@nysed.gov. 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]@nysed.gov. 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!

Legal | Privacy
Click Submitted button.
SHAREPOINT UPLOADS

Pupil Transportation Aid and Regulatory Compliance

- ALLEGANY-LIMESTONE CSD 040302
  - School Year: 2018-2019
  - Type of Submission: Bus Lease
  - Created: March 31

- GREENVILLE CSD 190701
  - School Year: 2017-2018
  - Type of Submission: Employee Files
  - Created: March 31

- ALBANY CITY SD 010100
  - School Year: 2022-2023
  - Type of Submission: School Year Contract
  - Created: March 31
  - School Year: 2022-2023
  - Type of Submission: School Year Contract
  - Created: April 14
Name of Submitter *

Paul Overbaugh

Type of Submission *

You can't leave this blank.

SED CODE/DISTRICT *


SHAREPOINT TYPE
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
Add attachment of all supporting documents for contract.

Click Save to submit attachments.
Thank You For Your Submission

This message was sent with Low importance

SharePointFlow
To: Kriste McNall
Cc: Kriste McNall; Paul Overbaugh

Thank you Paul Overbaugh for your 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
Thank You For Your Submission

This message was sent with Low importance

SharePointFlow
To: Kriste Mcnall
Cc: Kriste Mcnall; Paul Overbaugh

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_CSEQ (C0115)
HOW TO LABEL CONTRACTS

- "CONTRACT TYPE" underscore "SED CODE" underscore "School Year" underscore "SEQ"
- "CONTRACT TYPE" is either TC or TCE or TCS or CES
- "CONTRACT TYPE" underscore "SED CODE" underscore "School Year" underscore "SEQ"
- "School Year" is the beginning year of the 2023-2024
- "TC" underscore "631201" underscore "2023" underscore "0001" (C L A D 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” underscore “SED CODE” underscore “School Year” underscore “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_C0002
- PGD (parent guardian directions) PGD_631201_2023_C0002
HOW TO LABEL & SAVE SUPPORTING DOCUMENTS

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

Every Non-Bid Contract –

- Intermunicipal Contract/BOCES Contract
  - SGP (signature page) SGP_631201_2023_C0003
  - SPF (specifications) SPF_631201_2023_C0003

Every Bid Contract – Multi Year

- SGP (signature page) SGP_631201_2023_C0004
- ADV (advertisement) ADV_631201_2023_C0004
- AFD (affidavit of advertisement) AFD_631201_2023_C0004
- SPF (specifications) SPF_631201_2023_C0004
- BBR (budget brochure) BBR_631201_2023_C0004
- VTA (vote authorization) VTA_631201_2023_C0004
**HOW TO LABEL & SAVE SUPPORTING DOCUMENTS**

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

**Every Contract Extension – Single year**

- TCE (Transportation Contract Extension) **TCE_631201_2023_C0005**
- SGP (signature page) **SGP_631201_2023_C0005**
- SPF (specifications-budget page) **SPF_631201_2023_C0005**
- PTF (pass through form) **PTF_631201_2023_C0005**

**Every Contract Extension – Multi Year**

- TCE (Transportation Contract Extension) **TCE_631201_2023_C0006**
- SGP (signature page) **SGP_631201_2023_C0006**
- SPF (specifications-budget page) **SPF_631201_2023_C0006**
- BBR (budget brochure) **BBR_631201_2023_C0006**
- VTA (vote authorization) **VTA_631201_2023_C0006**
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

Each year the numbering system will start over.

It is up to the district to track the sequential numbers.
## TRACKING SEQUENTIAL NUMBERS (NEW)

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Name for SharePoint</td>
<td>Contract Number (begins with C or E)</td>
<td>Contract Identity: Name of school or specific information to track this contract IE Regional Transportation or Home to School</td>
<td>Uploads for SharePoint related to this contract - must have same SED Code year and seq #</td>
</tr>
</tbody>
</table>
| TC_280218_2022_C0001 | SED Will Assign | home to school | • 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 | • 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 | • ADV_280218_2022_C0003  
• AFD_280218_2022_C0003  
• SGP_280218_2022_C0003  
• SPF_280218_2022_C0003 |
### Tracking Sequential Numbers (NEW)

<table>
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<td>SED Will Assign</td>
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<td>OUT DISTRICT SPECIAL EDUCATION</td>
<td>• SGP_280218_2022_C0001</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• SPF_280218_2022_C0001</td>
</tr>
</tbody>
</table>
Notice sequential numbering. No matter what type of contract it is for the school year.

Notice how all supporting documents match the number at the end of the contract.
CONTRACT AMENDMENT FORM (NEW) (CAF) Contract Amendment Form

- One form use for all four contracts
- One form for each contract amended

### Contract Amendment Form

Please Select the type of contract you are amending:

- Transportation Contract (TC):
- Transportation Contract Extension (TCE):
- Transportation Contract Summer (TCS):
- Contract Extension Summer (CES):

**Contract Label:**

**Contract Number:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Identity</td>
<td></td>
</tr>
<tr>
<td>Agreement Date</td>
<td></td>
</tr>
<tr>
<td>Contract Begin Date</td>
<td></td>
</tr>
<tr>
<td>Contract End Date</td>
<td></td>
</tr>
<tr>
<td>Original Contract Amount</td>
<td></td>
</tr>
<tr>
<td>Amended Contract Amount</td>
<td></td>
</tr>
<tr>
<td>Justification</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Trustee of President of the Board of Education:  
Party of the First Part:  Date

Signature of the Contractor:  
Party of the Second Part:  Date

Signature of Superintendent or Designee:  
Party of the First Part:  Date

Signature of Submitter:  
Name of Submitter:  Date

Contract Amendment Page (4/23)
## CONTRACT AMENDMENT FORM (NEW)

(CAF) Contract Amendment Form

<table>
<thead>
<tr>
<th>CONTRACT DESCRIPTION</th>
<th>CONTRACT TYPE</th>
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<tbody>
<tr>
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<td>Agreement Date:</td>
<td></td>
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<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Original Contract Amount:</td>
<td></td>
</tr>
<tr>
<td>Amended Contract Amount:</td>
<td></td>
</tr>
</tbody>
</table>

**Justification:**

---

### Contract Amendment Form

- **Please select the type of contract you are amending:**
  - Transportation Contract (TC)
  - Transportation Contract Extension (TCE)
  - Transportation Contract Summer (TCS)
  - Contract Extension Summer (CES)

- **Contract Label:**
- **Contract Number:**
- **Contract Identity:**
- **Agreement Date:**
- **Contract Begin Date:**
- **Contract End Date:**
- **Original Contract Amount:**
- **Amended Contract Amount:**

**Justification:**

---

**IN WITNESS WHEREOF,** the parties below have set their hands the day and year stated here.

- **Signature of Trustee of the Board of Education**
  - **Party of the First Part**
  - **Date**
- **Signature of Contractor**
  - **Party of the Second Part**
  - **Date**
- **Signature of Superintendent or Designee**
  - **Party of the First Part**
  - **Date**
- **Signature of Submitter**
  - **Name of Submitter**
  - **Date**
**CONTRACT AMENDMENT FORM (NEW)**

(CAF) Contract Amendment Form

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<td>Signature of the Contractor</td>
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<tr>
<td>Signature of Superintendent or Designee</td>
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<td>Signature of Submitter</td>
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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.

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</tr>
<tr>
<td>• TRANSPORTATION SUMMER EXTENSION CONTRACTS (CES)</td>
<td>• EQUIPMENT PURCHASES (EPF)</td>
</tr>
<tr>
<td></td>
<td>• EFFICIENCY STUDIES (ESF)</td>
</tr>
<tr>
<td></td>
<td>• RELATED SERVICES (RSF)</td>
</tr>
</tbody>
</table>
NEW TRANSPORTATION CONTRACTS/FORMS

- **BUS LEASES** (BLF)  
  BLF_SEDCODE_YYYY_LSEQ (L0001)

- **CHARGING STATION LEASE** (CSL)  
  CSL_SEDCODE_YYYY_LSEQ

- **GARAGE LEASES** (GLF)  
  GLF_SEDCODE_YYYY_LSEQ

- **EQUIPMENT PURCHASES** (EPF)  
  EPF_SEDCODE_YYYY_ASEQ(A0001)

- **EFFICIENCY STUDIES** (ESF)  
  ESF_SEDCODE_YYYY_ASEQ

- **RELATED SERVICES** (RSF)  
  RSF_SEDCODE_YYYY_ASEQ
HOW TO LABEL & SAVE SUPPORTING DOCUMENTS

“Type of attachment” underscore “SED CODE” underscore “School Year” underscore C or L or A “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 files (both district and contracted) compliance.

<table>
<thead>
<tr>
<th>Transportation Contracts</th>
<th>Transportation Aided Forms</th>
<th>Transportation Employee Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>• School Year Transportation Contracts (TC)</td>
<td>• Bus Leases (BLF)</td>
<td>• Mandated Training Collective</td>
</tr>
<tr>
<td>• School Year Transportation Contract Extensions (TCE)</td>
<td>• Charing Station Leases (CLF)</td>
<td>• Super’s Approval</td>
</tr>
<tr>
<td>• Transportation Contracts Summer (TCS)</td>
<td>• Garage Leases (GLF)</td>
<td>• Refreshers</td>
</tr>
<tr>
<td>• Transportation Summer Extension Contracts (CES)</td>
<td>• Equipment Purchases (EPF)</td>
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</tr>
<tr>
<td></td>
<td>• Efficiency Studies (ESF)</td>
<td>• Anti-Idling</td>
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<tr>
<td></td>
<td>• Related Services (RSF)</td>
<td>• Bus Drills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mandated Reporting</td>
</tr>
</tbody>
</table>

- Mandated Training Collective
  - 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 for regular routes and subs assigned to one district -not charter drivers in a Microsoft Excel spreadsheet on the SharePoint site. You should have all compliance paperwork on hand for every driver but spreadsheet will be regular route drivers and subs assigned to one district.

Each employee must have:

- name
- district assigned employee number (NOT ANY MORE)
- state motorist ID #/non motorist ID #
- position
- employee type
- contractor name
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>DISTRICT NAME</td>
<td>STATE</td>
<td>MOTORIST ID OR NON-MOTORIST ID</td>
<td>POSITION</td>
<td>EMPLOYEE</td>
<td>CONTRACTOR NAME</td>
</tr>
<tr>
<td>Paul Overbaugh</td>
<td>E0007</td>
<td>NY</td>
<td>123 456 789</td>
<td>DRIVER</td>
<td>DISTRICT</td>
<td></td>
</tr>
<tr>
<td>Paulie Overbaugh</td>
<td>E0008</td>
<td>NY</td>
<td>234 567 890</td>
<td>DRIVER</td>
<td>DISTRICT</td>
<td></td>
</tr>
<tr>
<td>Pablo Overbaugh</td>
<td>E0009</td>
<td>NY</td>
<td>987 654 321</td>
<td>DRIVER</td>
<td>DISTRICT</td>
<td></td>
</tr>
<tr>
<td>Big Paul Overbaugh</td>
<td>E0010</td>
<td>NY</td>
<td>876 543 210</td>
<td>ATTENDANT</td>
<td>DISTRICT</td>
<td></td>
</tr>
<tr>
<td>Brother Paul Overbaugh</td>
<td>E0011</td>
<td>NY</td>
<td>223 344 566</td>
<td>ATTENDANT</td>
<td>CONTRACTION</td>
<td>Momma's Bus Co</td>
</tr>
<tr>
<td>Uncle Paul Overbaugh</td>
<td>E0012</td>
<td>NJ</td>
<td>343 267 987</td>
<td>DRIVER</td>
<td>CONTRACTION</td>
<td>His Bus Co</td>
</tr>
<tr>
<td>Father Paul Overbaugh</td>
<td>E0013</td>
<td>MA</td>
<td>435 769 004</td>
<td>MONITOR</td>
<td>CONTRACTION</td>
<td>Dad's Bus Co</td>
</tr>
<tr>
<td>Cousin Paul Overbaugh</td>
<td>E0008</td>
<td>PA</td>
<td>109 007 726</td>
<td>MONITOR</td>
<td>CONTRACTION</td>
<td>Pop's Transport</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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</tr>
<tr>
<td>1</td>
<td>DISTRICT NAME</td>
<td>SED CODE</td>
<td>COMPLETED BY</td>
<td>LAST NAME</td>
<td>FIRST NAME</td>
<td>BUS DRILL 1 DATE</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td>5</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>EMPLOYEES BOTH DISTRICT AND CONTRACTED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Last Name</td>
<td>First Name</td>
<td>Middle Initial</td>
<td>Motorist ID or Nonmotorist ID</td>
<td>Date of Birth</td>
<td>Employee</td>
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</table>
### DISTRICT/CONTRACTED EMPLOYEES (NEW)

#### EMPLOYEES BOTH DISTRICT AND CONTRACTED

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Motorist ID or Nonmotorist ID</th>
<th>Date of Birth</th>
<th>Employee</th>
<th>Contractor Name</th>
<th>Position</th>
<th>Date of Hire</th>
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## DISTRICT/CONTRACTED EMPLOYEES (NEW)

### Employees Both District and Contracted

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<th>First Name</th>
<th>Middle Initial</th>
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<th>Date of Birth</th>
<th>Employee</th>
<th>Contractor Name</th>
<th>Position</th>
<th>Date of Hire</th>
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</table>

### Columns
- **DISTRICT NAME**: Name of the district.
- **SED CODE**: Code for the district.
- **COMPLETED BY**: Name of the person completing the form.
- **LAST NAME**: Last name of the employee.
- **FIRST NAME**: First name of the employee.

### Positions
- Driver
- Monitor/Attendance
- Other
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<tr>
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<th>N</th>
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<th>Q</th>
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<td>BUS DRILL 2 DATE</td>
<td>BUS DRILL 3 DATE</td>
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</table>
TRANSPORTATION DISTRICT FORMS (NEW)

- Superintendent Approval 1
  - DUE 11/15
  - SA1_SEDCODE_YYYY_D0001

- Compliance Spreadsheet 1
  - DUE 11/15
  - CS1_SEDCODE_YYYY_D0001

- Superintendent Approval 2
  - DUE 5/15
  - SA2_SEDCODE_YYYY_D0002

- Compliance Spreadsheet 2
  - DUE 5/15
  - CS2_SEDCODE_YYYY_D0002
TRANSPORTATION EMPLOYEE FORMS (NEW)

- Physical Performance Test - Driver  
  DPPT_SEDCODE_YYYY_D0001
  - **DUE 8/15** (all Driver PPTs from May 15 to August 14)

- Physical Performance Test - Driver  
  DPPT_SEDCODE_YYYY_D0002
  - **DUE 11/15** (all Driver PPTs from August 15 to November 14)

- Physical Performance Test - Driver  
  DPPT_SEDCODE_YYYY_D0003
  - **DUE 2/15** (all Driver PPTs from November 15 to February 14)

- Physical Performance Test - Driver  
  DPPT_SEDCODE_YYYY_D0004
  - **DUE 5/15** (all Driver PPTs from February 15 to May 14)
TRANSPORTATION EMPLOYEE FORMS (NEW)

- Physical Performance Test - Monitor/Attendant
  - DUE 8/15 (all M/A PPTs 5/15 to 8/14) MAPPT_SEDCODE_YYYY_D0001

- Physical Performance Test - Monitor/Attendant
  - DUE 11/15 (all M/A PPTs 8/15 to 11/14) MAPPT_SEDCODE_YYYY_D0002

- Physical Performance Test - Monitor/Attendant
  - DUE 2/15 (all M/A PPTs 11/15 to 2/14) MAPPT_SEDCODE_YYYY_D0003

- Physical Performance Test - Monitor/Attendant
  - DUE 5/15 (all M/A PPTs 2/15 to 5/14) MAPPT_SEDCODE_YYYY_D0004
TRANSPORTATION COMPLIANCE DUE DATES (NEW)

- **DUE 8/15**
  - DPPT_SEDCODE_YYYY_D0001
  - MAPPT_SEDCODE_YYYY_D0001

- **DUE 11/15**
  - DPPT_SEDCODE_YYYY_D0002
  - SA1_SEDCODE_YYYY_D0001
  - MAPPT_SEDCODE_YYYY_D0002
  - CS1_SEDCODE_YYYY_D0001

- **DUE 2/15**
  - DPPT_SEDCODE_YYYY_D0003
  - MAPPT_SEDCODE_YYYY_D0003

- **DUE 5/15**
  - DPPT_SEDCODE_YYYY_D0004
  - SA1_SEDCODE_YYYY_D0002
  - MAPPT_SEDCODE_YYYY_D0004
  - CS1_SEDCODE_YYYY_D0002
WHERE'S THE FORMS?

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 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
<table>
<thead>
<tr>
<th>Microsoft Forms</th>
<th>Google Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Forms</strong></td>
<td><strong>Contract Forms</strong></td>
</tr>
<tr>
<td>• Transportation Contract Form (Microsoft)</td>
<td>• Transportation Contract Form (Google)</td>
</tr>
<tr>
<td>• Transportation Contract Extension Form (Microsoft)</td>
<td>• Transportation Contract Extension Form (Google)</td>
</tr>
<tr>
<td>• Transportation Contract Summer Form (Microsoft)</td>
<td>• Transportation Contract Summer Form (Google)</td>
</tr>
<tr>
<td>• Contract Extension Summer Form (Microsoft)</td>
<td>• Contract Extension Summer Form (Google)</td>
</tr>
<tr>
<td><strong>Lease Forms</strong></td>
<td><strong>Lease Forms</strong></td>
</tr>
<tr>
<td>• Bus Lease Form (Microsoft)</td>
<td>• Bus Lease Form (Google)</td>
</tr>
<tr>
<td>• Charging Station Lease Form (Microsoft)</td>
<td>• Charging Station Lease Form (Google)</td>
</tr>
<tr>
<td>• Garage Lease Form (Microsoft)</td>
<td>• Garage Lease Form (Google)</td>
</tr>
<tr>
<td><strong>Aided Forms</strong></td>
<td><strong>Aided Forms</strong></td>
</tr>
<tr>
<td>• Equipment Purchase Form (Microsoft)</td>
<td>• Equipment Purchase Form (Google)</td>
</tr>
<tr>
<td>• Efficiency Study Form (Microsoft)</td>
<td>• Efficiency Study Form (Google)</td>
</tr>
<tr>
<td>• Related Service Form (Microsoft)</td>
<td>• Related Service Form (Google)</td>
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</tbody>
</table>
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

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

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

<table>
<thead>
<tr>
<th>School District/BOCES</th>
<th>SED BEDS CODE:</th>
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<tbody>
<tr>
<td></td>
<td>BOCES WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX</td>
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<tr>
<td></td>
<td>DELAWARE ACADEMY CSD AT DELHI</td>
</tr>
<tr>
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<td>EDWARDS-KNOX CSD</td>
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<tr>
<td></td>
<td>FORT EDWARD UFSD</td>
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<tr>
<td></td>
<td>NEWARK CSD</td>
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<tr>
<td></td>
<td>NEWARK VALLEY CSD</td>
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<td></td>
<td>NORTH WARREN CSD</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation Contact</th>
<th>Business Official</th>
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<td><strong>WARRENSBURG CSD</strong></td>
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<tr>
<th>Contact Email:</th>
<th>Telephone Number:</th>
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<tr>
<th>First Name:</th>
<th>BEDS Code will autorili.</th>
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**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 476, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nys.ed.gov

---

| Transportation Contract - Form TC | C
|-----------------------------------|---
| **School District/BOCES** | **WARRENSBURG CSD**
| SED BEDS CODE: | 631201
<p>| 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 |</p>
<table>
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<tr>
<th>School District/BOCES</th>
<th>SED BEDS CODE: #N/A</th>
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<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email:</td>
<td></td>
<td></td>
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</tbody>
</table>

| Telephone Number:       |             |
| Business Official First Name: |         |
| Contact Email:          |             |
| Telephone Number:       |             |
| Mailing Address:        |             |

Street Address | City | ZIP
---|---|---

Please enter the current email address of the transportation person for your district.
TRANSPORTATION CONTRACT (TC)

<table>
<thead>
<tr>
<th>School District/BOCES</th>
<th>WARRENSBURG CSD</th>
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<tbody>
<tr>
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</tbody>
</table>

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: ____________________________

Contract Identity

Specifications:
- District will ____________________________
- Provision for attendants and/or monitors ____________________________
- Clause for increasing or decreasing service ____________________________

AGREEMENT made on ____________________________ by and between

WARRENSBURG CSD, County of ____________________________ party of the first part

Name of School District/BOCES ____________________________ party of the second part.

Name of Contractor ____________________________
TRANSPORTATION CONTRACT (TC)

Telephone Number: ____________________________

Mailing Address: ____________________________

Street Address: ____________________________  City: ____________________________  ZIP: ____________________________

Contract Type: ____________________________

DESCRIPTION

<table>
<thead>
<tr>
<th>TYPE</th>
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<tbody>
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<td>Athletic/Field Contract</td>
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<tr>
<td>Athletic Trip Contract</td>
</tr>
<tr>
<td>Bus Maintenance Only Contract</td>
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<tr>
<td>Emergency First 31 Calendar Day Contract</td>
</tr>
<tr>
<td>Emergency Second 31 Calendar Day Contract</td>
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<tr>
<td>Emergency Remainder Contract</td>
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<tr>
<td>Field Trip Contract</td>
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</tbody>
</table>

Clause for increasing or decreasing service

Contract Duration: ____________________________

Contract Identity: ____________________________

Specifications: ____________________________

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 ____________________________
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
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<td>Athletic Trip Contract</td>
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<td>Bus Maintenance Only Contract</td>
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<td>EM1</td>
</tr>
<tr>
<td>Emergency Second 31 Calendar Day Contract</td>
<td>EM2</td>
</tr>
<tr>
<td>Emergency Remainder Contract</td>
<td>EMR</td>
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<tr>
<td>Field Trip Contract</td>
<td>FTC</td>
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<tr>
<td>Parent Guardian Contract (No bidding)</td>
<td>PGC</td>
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<tr>
<td>Piggyback Contract (Board Resolutions needed)</td>
<td>PBC</td>
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<tr>
<td>Regular Home to School (can be public and/or nonpublic schools)</td>
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<tr>
<td>Regular &amp; Special Education Pupils Combined</td>
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<td>Special Education Only</td>
<td>SPC</td>
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## TRANSPORTATION CONTRACT (TC)

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<td>Contract Duration:</td>
<td>LENGTH</td>
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<tr>
<td>Contract Identity:</td>
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</tbody>
</table>

### Specifications:
- District will supply
- Provision for attendance
- 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.
<table>
<thead>
<tr>
<th>LENGTH</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>EMERGENCY</td>
<td>One-month emergency contract (31 calendar days)</td>
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<tr>
<td>PARTIAL YEAR</td>
<td>Partial Year Contract that costs &lt; $20,000 (if individual partial contract or aggregate partial contracts is &gt; 20k must be bid)</td>
</tr>
<tr>
<td>1 YEAR</td>
<td>If individual contract or aggregate contracts is &gt; 20k then contract must be bid</td>
</tr>
<tr>
<td>2 YEAR TERM</td>
<td>Must be bid and have voter approval</td>
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<tr>
<td>3 YEAR TERM</td>
<td>Must be bid and have voter approval</td>
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<tr>
<td>4 YEAR TERM</td>
<td>Must be bid and have voter approval</td>
</tr>
<tr>
<td>5 YEAR TERM</td>
<td>Must be bid and have voter approval</td>
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</table>
TRANSPORTATION CONTRACT (TC)

<table>
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<th>Contract Type:</th>
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<tbody>
<tr>
<td>Contract Duration:</td>
<td>LENGTH</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>Contract Identity</td>
<td></td>
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<tr>
<td>Specifications:</td>
<td>District will supply contractor with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provision for attendants and/or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clause for increasing or decreasing</td>
<td></td>
</tr>
</tbody>
</table>

AGREEMENT made on

WARRENSBURG CSD, County of

Name of School District/BOCES, party of the first part

Name of Contractor, party of the second part.

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.
TRANSPORTATION CONTRACT (TC)

<table>
<thead>
<tr>
<th>Contract Type:</th>
<th>DESCRIPTION</th>
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<table>
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<table>
<thead>
<tr>
<th>Contract Identity</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

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

**AGREEMENT** made on [Date] by and between [Name of School District/BOCES], County of [County], party of the first part and [Name], party of the second part.
# TRANSPORTATION CONTRACT (TC)

**Contract Type:**

<table>
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<th>DESCRIPTION</th>
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</table>

**Specifications:**

- District will supply contractor with fuel.
- Provision for attendance monitors.
- Clause for increased service.

- **AGREEMENT** made on [Date] by and between

- **WARRENSBURG CSD**, County of [County]
- **Name of School District/BOCES**, party of the first part

- **Name of Contractor**, party of the second part.

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

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<th>DESCRIPTION</th>
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</table>

Specifications:
- District will supply the contractor with fuel
- Provision for attention to school monitor
- Clause for increased service

**AGREEMENT** made on 05/25/23, by and between

WARRENSBURG CSD, County of

party of the first part

Name of School District/BOCES

Name of Contractor

party of the second part.
TRANSPORTATION CONTRACT (TC)

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</tbody>
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Specifications: District will supply contractor with fuel. Provision for attendance monitors. Clause for increase of service.

AGREEMENT made on 05/25/23, 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.
TRANSPORTATION CONTRACT (TC)

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AGREEMENT made on ______________________

WARRENSBURG CSD

Name of School District/BOCES

party of the first part

Name of Contractor

by and between

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

Warren County, NY

Tompkins County, NY

Ulster County, NY

Washington County, NY
TRANSPORTATION CONTRACT (TC)

Specifications: District will supply contractor with fuel. Provision for attendance. Clause for increasing.

AGREEMENT made on [Date] by and between

WARRENSBURG CSD
Name of School District/BOC

party of the first part

WITNESSETH. That 2503, 4401 and 4402 of the E period of service to begin
and service to end.

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

for providing such transportation on a suitable conveyance.

DUR

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 (WATERFORD)

DURRIN INC
PARENT GUARDIAN CONTRACT

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

UNIT COST

$
## TRANSPORTATION CONTRACT (TC)

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### Specifications:
- District will supply contractor with fuel.
- Provision for attorney.
- Clause for increase.

**AGREEMENT** made this day of __________, 2023, by and between

- **WARENSBURG CSD**
  - Name of School District/Organization
  - Party of the first part

- **PARENT GUARDIAN CONTRACT**
  - Name of Contractor
  - Party of the second part

**WITNESSETH.** That whereas party of the first part is duly empowered (by the provisions of Section 1504, 1209, 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 __________
- 1st date of school __________
- 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 __________

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)

WARRENSBURG CSD

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

Name of School District/BOCES

party of the first part

WITNESSETH. That the party of the second 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 [Month/Day/Year] w/ 1st date of school and service to end on [Month/Day/Year]

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part the sum of [Amount] which is a UNIT COST

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST $ [Amount]
TRANSPORTATION CONTRACT (TC)

WARRENSBURG CSD
Name of School District/BOCES
part of the first part

Please enter the date (MM/DD/YYYY) the pupil transportation service is to begin. 09/07/23

WITNESSETH. That the said 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

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

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)**

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</table>

**Specifications:**
- District will supply contractor with fuel
- Provision for attendance monitors
- Clause for increased service
- Please enter the agreement date (MM/DD/YYYY) of the contract.
- By and between

**AGREEMENT** made on 05/25/23

**WARRENSBURG CSD**, County of

Name of School District/BOCES, party of the first part

Name of Contractor, party of the second part.
TRANSPORTATION CONTRACT (TC)

WARRENSBURG CSD, County of
Name of School District/BOCES

Name of Contractor

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation 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 start date (MM/DD/YYYY) of the school year. i.e. 9/7/2022.

09/07/23
TRANSPORTATION CONTRACT (TC)

WARRENSBURG CSD

Name of School District/BOCES

party of the first part

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

09/07/23

and service to end on

09/07/23

WITNESSETH. That the party of the second 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 09/07/23 w/ 1st date of school

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part the sum of 0000

which is a

UNIT COST

TOTAL ANTICIPATED ANNUAL COST

$
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.

09/07/23

WITNESSETH. That the party of the second 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 09/07/23 w/ 1st date of school 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:

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<tbody>
<tr>
<td>LENGTH</td>
<td></td>
</tr>
</tbody>
</table>

### Contract Duration:

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

### Specifications:

- District will supply
- Provision for attendance
- Clause for increasing or decreasing service

### AGREEMENT

AGREEMENT made on [Date] by and between

WARRENSBURG CSD, County of [County]

Name of School District/BOCES, party of the first part

Name of Contractor, party of the second part.
## TRANSPORTATION CONTRACT DURATION

<table>
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<th>LENGTH</th>
<th>DESCRIPTION</th>
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<td>One-month emergency contract (31 calendar days)</td>
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<tr>
<td><strong>PARTIAL YEAR</strong></td>
<td>Partial Year Contract that costs &lt; $20,000 (if individual partial contract or aggregate partial contracts is &gt; 20k must be bid)</td>
</tr>
<tr>
<td><strong>2 YEAR</strong></td>
<td>If individual contract or aggregate contracts is &gt; 20k then contract must be bid</td>
</tr>
<tr>
<td><strong>2 YEAR TERM</strong></td>
<td>Must be bid and have voter approval</td>
</tr>
<tr>
<td><strong>3 YEAR TERM</strong></td>
<td>Must be bid and have voter approval</td>
</tr>
<tr>
<td><strong>4 YEAR TERM</strong></td>
<td>Must be bid and have voter approval</td>
</tr>
<tr>
<td><strong>5 YEAR TERM</strong></td>
<td>Must be bid and have voter approval</td>
</tr>
</tbody>
</table>
TRANSPORTATION CONTRACT (TC)

WARRENSBURG CSD
Name of School District/BOCES
party of the first part

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

09/07/23

WITNESSETH. That the said 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 09/07/23 w/ 1st date of school and service to end 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

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 blank.
TRANSPORTATION CONTRACT (TC)

WARRENSBURG CSD, County of

Name of School District/BOCES

party of the first part

of Contractor

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

09/07/23, party of the second part.

WITNESSETH. That the said 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

09/07/23 w/ 1st date of school

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 ______________________, County of ______________, party of the first part.

Name of School District/BOCES

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 ______________________

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

TOTAL ANTICIPATED ANNUAL COST ______________________

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

If awarded through a Request for Proposal please enter the date of RFP ______________________
TRANSPORTATION CONTRACT (TC)

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

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.

<table>
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<tr>
<th>Electronic Signature of Trustee of President of the Board of Education</th>
<th>#N/A</th>
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<tbody>
<tr>
<td>Party of the First Part</td>
<td>Post Office Address</td>
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<tr>
<td>#N/A</td>
<td>#N/A</td>
</tr>
</tbody>
</table>

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, and Section 156.12 of the 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: [Date]

Filed By: [Signature]
## TRANSPORTATION CONTRACT UNIT COST

<table>
<thead>
<tr>
<th>UNIT COST</th>
</tr>
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<tbody>
<tr>
<td>Lump Sum</td>
</tr>
<tr>
<td>Price Per Mile (Parent Contracts)</td>
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<tr>
<td>Multiple Price Type *</td>
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<tr>
<td>Price per Pupil per Trip</td>
</tr>
<tr>
<td>Price per Pupil per Day</td>
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<tr>
<td>Price per Pupil per Month</td>
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<tr>
<td>Price per Pupil per Year</td>
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<tr>
<td>Price per Bus per Hour</td>
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<tr>
<td>Price per Bus per Trip</td>
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<td>Price per Bus per Route</td>
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<td>Price Per Van per Year</td>
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<tr>
<td>Price per Monitor/Attendant per Trip</td>
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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.

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 _______ 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

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.
## 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.

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**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, Section 1709(27) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify this contract has been approved in accordance with Section 3635(1) of the Education Law.

Approval Date: 05/23/23

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

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.

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<th>Party of the Second Part</th>
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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, which is approved by the Commissioner of Education Regulations, or in accordance with the request for proposals provisions of the Education Law, and 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 Schools in accordance with Section 3635(1) of the Education Law.

Approval Date: 05/25/23

Filed By: [Signature]

Electronic Signature of Superintendent or Designee

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

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, Section 1709(27) of the Education Law, and has been approved by the voters in accordance with Section 3635(1) of the Education Law. Please enter the date (MM/DD/YYYY) the superintendent signed and approved this contract.

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.

Electronic Signature of Trustee of President of the Board of Education #N/A

Electronic Signature of Contractor #N/A

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

Approval Date: 05/25/23

Filed By:

Electronic Signature of Superintendent or Designee

Please enter the electronic signature of the superintendent.
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

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 Regulations, or in accordance with the request for proposals provided in Section 156.12 of the Commissioner of Education Regulations. I also certify that the contract is in compliance 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:

Signed By:

Electronic Signature of Superintendent or Designee

Please enter the electronic signature of the superintendent.
TRANSPORTATION CONTRACT (TC) PAGE 2

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

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

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

Please complete BID TABULATION on the BID TABULATION FORM:

Was contract awarded to the lowest responsible bidder?

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

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

Please submit with this contract the Affidavits of Publication which you can secure from the newspapers. Also, attach one printed copy of
MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.
If COMPETITIVELY BID, the date of the bid advertisement
If COMPETITIVELY BID, the date of the bid opening

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

05/20/23
05/25/23

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.
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

05/19/23
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?

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
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

05/19/23

05/25/23

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.

Please select YES or NO from the dropdown list.

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
If COMPETITIVELY BID, the date of the bid opening

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/19/23</td>
</tr>
<tr>
<td>05/25/23</td>
</tr>
</tbody>
</table>

Please complete BID TABULATION on the BID TABULATION FORM:

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

Please complete IBD Tabulation as the IBD Tabulation Form:

Was contract awarded to the lowest responsible bidder?

First awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

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

Approval Date: 
Filed By: 

Please enter the electronic signature of the superintendent.

Electronic Signature of Superintendent or Designee
<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please enter the name of the contractor.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 is authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Board of Education.

Approval Date:

Filed By:

Please enter the electronic signature of the superintendent.

Electronic Signature of Superintendent or Designee
<table>
<thead>
<tr>
<th>Year</th>
<th>School Year</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Please enter the school year. i.e. 2022-2023</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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: [ ]

<table>
<thead>
<tr>
<th>Contract Type:</th>
<th>DESCRIPTION</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Identity:</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Agreement Date:</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Contract Begin Date:</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Contract End Date:</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

Specifications:
- District will supply contractor with fuel [YES] [NO]
- Provision for attendants and/or monitors [YES] [NO]
- Clause for increasing or decreasing service [YES] [NO]

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

Signature or Trustee of President of the Board of Education

Signature of Contractor

Party of the First Part

Party of the Second Part

COMPLIANCE CERTIFICATION: I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 303 of the General Municipal Law, Section 305 (4) 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(4) 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 3635(1) of the Education Law.

Approval Date: [ ]

Filed By: [ ]

Signature of Superintendent or designee

TC and TCS Signature Page

(7/22)

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 Type #: |
|------------------|----------------|
| Contract Identity |
| Agreement Date: | [ ] |
| Contract Extension Agreement Date: | [ ] |
| Contract Begin Date: | [ ] |
| Contract End Date: | [ ] |

Specifications:
- District will supply contractor with fuel [YES] [NO]
- Provision for attendants and/or monitors [YES] [NO]
- Clause for increasing or decreasing service [YES] [NO]
- Cost Justification Form - for CHP Pass Through Expenses [YES] [NO]

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

Signature of Trustee or President of the Board of Education

Signature of Contractor

Party of the First Part

Party of the Second Part

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

Approval Date: [ ]

Filed By: [ ]

Signature of Superintendent or designee

TCE and CES Signature Page

(7/22)
TRANSPORTATION CONTRACT EXTENSIONS (TCE)
TRANSPORTATION CONTRACT EXTENSIONS (TCE)
### Summer Transportation Contracts (TCS)

<table>
<thead>
<tr>
<th>Contract Type:</th>
<th>SUM</th>
<th>Contract Duration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUM</td>
<td></td>
<td>SUM</td>
</tr>
<tr>
<td>Summer Program Type:</td>
<td>Separate Contract Required for Each Type</td>
<td>Summer Program</td>
</tr>
<tr>
<td>Summer Program Identity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specifications:</td>
<td>District will supply contractor with</td>
<td>Provision for attendants and/or medication and/or medical supplies and/or medication and/or medical supplies</td>
</tr>
<tr>
<td></td>
<td>Clause for increasing or decreasing</td>
<td></td>
</tr>
</tbody>
</table>

**Agreement made on:** [Date]

Please select the summer program type this summer contract is serving from the dropdown list.
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Athletic/Field Contract</td>
<td>SAFC</td>
</tr>
<tr>
<td>Summer Athletic Trip Contract</td>
<td>SATC</td>
</tr>
<tr>
<td>Summer Bus Maintenance Only Contract</td>
<td>SMNT</td>
</tr>
<tr>
<td>Summer Emergency  First 31 Calendar Day Contract</td>
<td>SEM1</td>
</tr>
<tr>
<td>Summer Emergency  Second 31 Calendar Day Contract</td>
<td>SEM2</td>
</tr>
<tr>
<td>Summer Emergency Remainder Contract</td>
<td>SEMR</td>
</tr>
<tr>
<td>Summer Field Trip Contract</td>
<td>SFTC</td>
</tr>
<tr>
<td>Summer Parent Guardian Contract (No bidding)</td>
<td>SPGC</td>
</tr>
<tr>
<td>Summer Piggyback Contract (Board Resolutions needed)</td>
<td>SPBC</td>
</tr>
<tr>
<td>Summer Home to School (can be public and/or nonpublic schools)</td>
<td>SUM</td>
</tr>
<tr>
<td>Summer Special Education</td>
<td>SSPC</td>
</tr>
</tbody>
</table>
### SUMMER TRANSPORTATION CONTRACTS (TCS)

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

**Contract Duration:**

<table>
<thead>
<tr>
<th>LENGTH</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Separate Contract Required for Each Type</strong></td>
</tr>
</tbody>
</table>

**Summer Program Type:**

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

**Specifications:**
- District will supply contractor with.
- Provision for attendants and/or medical assistance.
- Clause for increasing or decreasing.

**AGREEMENT** made on [blank]

Please select the summer program type this summer contract is serving from the dropdown list.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>School District/BOCES</td>
<td></td>
</tr>
<tr>
<td>SED BEDS CODE</td>
<td>#N/A</td>
</tr>
<tr>
<td>Transportation Contact</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Email:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Business Official</td>
<td></td>
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<tr>
<td>First Name:</td>
<td></td>
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<tr>
<td>Last Name:</td>
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<tr>
<td>Contact Email:</td>
<td></td>
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<tr>
<td>Telephone Number:</td>
<td></td>
</tr>
</tbody>
</table>

Please enter the contract number that you are extending. All Contract Extensions must begin with the letter E.
**SUMMER EXTENSION CONTRACTS (CES)**

<table>
<thead>
<tr>
<th>Contract Type:</th>
<th>Summer Home to School (can be public and/or nonpublic schools)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUM</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Duration:</th>
<th>LENGTH</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUM</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Program Type:</th>
<th>Separate Contract Required for Each Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Contract Identity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUM</td>
<td></td>
</tr>
</tbody>
</table>

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

**Agreement made on**

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

- Special Education (4408)
- District-operated non-special Education
- BOCES-operated non-special Education
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: (618) 474-6541
Email: transportation@nysed.gov

School Bus Lease Form

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

Transportation Contact
First Name:
Contact Email:
Telephone Number:

Business Official
First Name:
Contact Email:
Telephone Number:

Mailing Address:

Street Address City ZIP

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

AGREEMENT made on #N/A, County of [County, NY]

Name of School District by and between

party of the first part

NAME, party of the second part.

Name of Lessor

Bus lease term to begin on

Bus lease term to end on

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

School Bus Lease Length

Number of School Bus

Please enter length of the lease term in the dropdown list. You will be leasing on the Bus Data Form.

Electronic Signature of Lessor

Party of the First Part

Date

#N/A
Number of School Buses Leased

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

Electronic Signature

Please enter the electronic signature of the LESSEE.

#N/A

Party of the First Part

Date

NAME

Party of the Second Part

Date

Date Submitted:

Filed By:

Electronic Signature

You will need to upload a PDF of the advertisement, the affidavit of advertisement, and the signed lease agreement.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bus Year</td>
<td>Bus Model</td>
<td>Engine Powered by</td>
<td>Bus Number</td>
<td>Bus VIN</td>
<td>Capacity</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>TYPE</td>
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</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Diesel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>ZEB (Zero Emissions Bus) Electric/Hydrogen</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Gas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
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<td>Propane</td>
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<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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(12-3), and 2554(19-a) of the Education Law.

Approval Date: 

Filed By: 

Signature of Superintendent or designee

Transportation Lease Signature Page

(7/22)

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

Transportation Aided Item Signature Page

(7/22)
## GARAGE LEASE FORM (GLF)

<table>
<thead>
<tr>
<th>Electronic Signature of Lessee</th>
<th>#N/A</th>
<th>Party of the First Part</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Signature of Lessor</td>
<td></td>
<td>Party of the Second Part</td>
<td>Date</td>
</tr>
</tbody>
</table>

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 –
- Contact me –
  Phone: 518-473-2833
  email: paul.overbaugh@nysed.gov