

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policies EAE, DE, DEA, DEB
Responsible Office: TRANSPORTATION DIVISION

EMERGENCY TRANSPORTATION CONTRACTS FOR REGULARLY SCHEDULED STUDENT TRANSPORT SERVICES

A. PURPOSE

To establish procedures governing emergency transportation contracts for regularly scheduled student transportation services to and from school.

B. BACKGROUND

The Supervisor of Transportation shall be responsible for monitoring procedures governing emergency transportation contracts for regularly scheduled student transportation services to and from school.

C. DEFINITION

Contracts: The terms established between the Anne Arundel County Public Schools Transportation Division, and individual private transportation vendors, providing to and from school services for Anne Arundel County Public School students.

D. PROCEDURES

1. Transportation contracts for regularly scheduled student transport services include student bus routes to and from school.
2. Normal transportation contracts for regularly scheduled student transport services are governed by Policies DE, DEA, and DEB, and Regulations issued pursuant thereto, addressing usual procurement procedures.
3. The Supervisor of Transportation, in consultation with the Purchasing Officer, may negotiate emergency transportation contracts for regularly scheduled student transport services upon written authorization of the Superintendent or his/her designee.
 - a. For the purposes of emergency transportation contracts for regularly scheduled student transport services, emergency circumstances exist when the requirement for services must be satisfied with immediate action that does not provide sufficient time for competition and awards.

- b. In securing emergency transportation contracts for regularly scheduled student transport services, the Supervisor of Transportation shall use existing equipment, existing vendors, and existing pricing structures to the extent available and appropriate.
 - c. The emergency transportation contract for regularly scheduled student transport services shall be reduced to writing as soon as is practicable, but no later than thirty (30) days, and signed by the Superintendent or Purchasing Officer for submission to the Board of Education in accordance with Board Policies 405 DE and DEA, and the Regulations issued thereunder.
4. When a transportation contract for regularly scheduled student transport services is modified during its term, the Supervisor of Transportation shall recommend the modification to the Superintendent or designee for approval. A modification occurs when an action is not contemplated by or is prohibited by the language of the original contract. Upon acceptance by the vendor, the modification shall be reduced to writing as soon as is practicable, but no later than 30 days, and signed by the Superintendent or Purchasing Officer.
 5. Administrative decisions involving transportation contracts for regularly scheduled student transport services will be approved by the Division of Transportation unless there is some unusual circumstance or condition, in which instance the transaction will be referred to the Superintendent or designee.

Regulation History: *Developed by Superintendent 06/20/12.*
 Reviewed by Board of Education 06/20/12.
 Issued 06/20/12.

Note previous regulation history: None