

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: DE, DE-RA, DEA, DEB, DEB-RA, EAE
Responsible Office: OFFICE OF OPERATIONS, 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 Director of Transportation shall be responsible for monitoring procedures governing emergency transportation contracts for regularly scheduled student transportation services to and from school.

C. DEFINITION

1. **Contracts** – terms established between the Anne Arundel County Public Schools (AACPS) Transportation Division and individual private transportation vendors providing services to and from school for AACPS students.

D. PROCEDURES

1. Transportation contracts for regularly scheduled student transport services include student vehicle 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 Director 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 the Superintendent's designee.

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- 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 Director 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 30 days, and signed by the Superintendent or Purchasing Officer for submission to the Board of Education of Anne Arundel County in accordance with Policies DE and DEA and accompanying regulations.
4. When a transportation contract for regularly scheduled student transport services is modified during its term, the Director of Transportation shall recommend the modification to the Superintendent or the Superintendent's 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 shall be approved by the Division of Transportation unless there is some unusual circumstance or condition, in which instance the transaction shall be referred to the Superintendent or the Superintendent's designee.

Regulation History: Issued 06/20/12; Technical Edit 06/17/25

Note Previous Regulation History: None

Legal References: None