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**Dr. Edwin M. Quezada**

Superintendent of Schools

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**Protocols for Procuring Charter Transportation for YPS Sponsored Trips:**

* Schools should use one of the four bus companies approved as contract providers for charter trips, unless they are unavailable for the requested time. These vendors are First Mile Square, Royal Coach, and Academy. Such trips should be planned in collaboration with Mona Broadie in Transportation at least three weeks in advance.
* Other transportation providers can become an approved vendor specifically for YPS charter coach trips if that provider has met the following requirements, as per the Director of Transportation, by September 1, 2017:

--Driver roster with all drivers 19-A compliant as per NYSED; driver’s license for specifically assigned driver submitted to Transportation the day before trip.

--Insurance indemnification and a waiver of subrogation submitted to and approved as sufficient by Law Department.

--Annual NYS Department of Transportation profile letter on file in Transportation.

--No outstanding debts to City of Yonkers, pursuant to Executive Order 6-2013.

* Transportation will provide to school principals and will maintain the list of approved coach vendors and will work collaboratively with principals to choose the most appropriate vendor for each charter trip.
* In cases where principals are planning to use a firm other than one of the three contracted companies listed above, they must contact Mona Broadie in Transportation at least three months in advance.
* As per state guidelines, Transportation negotiated a price for in district and out-of-district charter trips agreed to by the three firms with which we currently have contracts. Charter trips will be booked accordingly in reference to the availability of the three firms. Please refer to “Yellow School Bus Price List”.
* As per state guidelines, a principal may instead work with Transportation to obtain three quotes from any other firm that meet the requirements listed above, and to choose a vendor accordingly.
* **No cash trips will be allowed under any circumstances**. On all Trip Request Forms, an account number must be provided against which the trip will be billed, such as a grant, a PTA/PTO Account, or a Student Activity Account. If a principal is uncertain about the choice or availability of an account, he/she can work with the Director of Transportation to establish an account or to request use of a YPS account.

**Protocols for Charter Transportation of YPS Students Arranged by Community Partners:**

* Third-party partners’ sponsored transportation of our students should, whenever possible, be through one of our three contracted vendors as listed above, unless they are unavailable for the date requested.
* Other transportation providers can be an approved vendor for third-party sponsored transportation of our students if they have met the requirements under the first bullet. Third parties transporting our students must obtain the list of approved vendors from Transportation, choose from among the approved vendors, and handle all arrangements.
* If third-party partners request Transportation assistance with trip planning, the deadlines described above for schools should be followed.
* The day before the trip the community partner must provide Transportation with the driver’s license of the assigned driver.

Questions regarding scheduling of charter trips should be addressed to Mona Broadie in Transportation.