

SCHOOL BUS CONTRACTOR'S  
MANUAL OF  
PROCEDURES AND REQUIREMENTS

BOARD OF EDUCATION OF THE CITY OF NEW YORK

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Bureau of Pupil Transportation

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## INTRODUCTION

This manual is intended to bring together in one easily accessible document, all of the duties and responsibilities of New York City Board of Education school bus contractors. It expands upon and clarifies parts of the contract which may have required explanation or interpretation, and gives instructions on procedures and situations which are not discussed specifically within the contract. It does not replace the contract.

This manual includes procedures and directives which were previously distributed to contractors as memoranda. It documents procedures which have been the ongoing policy of the Bureau of Pupil Transportation, but may not have been previously set to paper as a whole.

The manual is contained in a loose leaf binder, so that additions and changes can be made easily. If a procedure is changed or modified, you will receive new pages to add to or replace existing pages.

Contractors are responsible for understanding and carrying out all duties and responsibilities, set forth in this manual and in the contract and will be subject to the deduction of liquidated damages when the procedures and policies contained in the manual and the contract are not carefully followed.



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## VEHICLE SPECIFICATIONS

All vehicles to be used and all transportation operations must comply with the regulations of the New York State Departments of Education, Transportation and Motor Vehicles, as well as with all applicable federal, state or city laws and with regulations of any agency of the federal government, State of New York or City of New York.

### 1. Vehicle types

Four different types of vehicles are required to perform the services under this Contract. The vehicles must comply with the following minimum standards.

1.1 Vehicles used for the transportation of non-handicapped pupils must have a registered minimum seating capacity of sixty (60) students excluding the driver, and have a capacity for transporting an additional twelve (12) standees.

1.2 Specifications for vehicles used to transport handicapped pupils are as follows:

1.2.1 "Standard school buses" must have a minimum adult seating capacity excluding the driver and escort for thirty-six handicapped pupils with seat belts. In compliance with Section Z51-2.3, Title Z, Article 51 of the Administrative Code of the City of New York, all standard buses must be equipped with doors on both the left and right side of the vehicle.

1.2.2 "Hydraulic lift buses" shall be designed so that an escort can assist the pupil in a wheelchair into and out of the vehicle by use of the hydraulic lift without discomfort or danger to the pupil and so that the escort can securely anchor the wheelchair to the vehicle. The vehicle must be able to safely accommodate various types of wheelchairs. The minimum capacity with seat belts must be eight wheelchair passengers and eight adult ambulatory passengers exclusive of the driver and escort. These seating configurations are subject to adjustment by removal or addition of seats and wheelchair brackets as required by the Director of the Bureau of Pupil Transportation. Upon request, the contractor must make modifications needed to secure any type of wheelchair.



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1.2.3 "Mini-bus station wagons" must have a minimum children's seating capacity of fourteen (14) exclusive of driver and escort for vehicles manufactured prior to January 1, 1979 and fifteen (15) exclusive of driver and escort for vehicles manufactured on or after January 1, 1979.

1.2.4 "Mini-bus station wagons equipped with ramps to accommodate wheelchairs" must have a minimum capacity for four wheelchair passengers and minimum seating capacity for four adult ambulatory passengers exclusive of driver and escort. These vehicles must be so equipped so that the escort can securely anchor the wheel chairs to the vehicle. The contractor must be able to safely accommodate various types of wheelchairs. These seating configurations are subject to adjustment by the removal or addition of seats as required by the Director.

2. Seat Belts

In accordance with Section Z51-2.3, Title Z, Article 51 of the Administrative Code of the City of New York, all vehicles engaged in transporting handicapped pupils must be equipped with seat belts for each seat.

3. Vehicle Identification

3.1 Bus number

Each vehicle shall be given an identification number. These numbers shall be no less than four inches high and shall be displayed on both sides, and on the front and rear of vehicles.

3.2 Name and address

Also displayed on each vehicle shall be the name and address of the contractor providing the service in letters no less than three inches high. The name displayed must be the name under which the bidder was awarded the contract, unless use of a different name is authorized in writing by the Director.

3.3 Lettering

Numbers and letters shall be applied with black paint. If, in an emergency, vehicles must be rented or borrowed on a short term



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basis, a temporary sign giving the name of the operator in letters no less than 3 inches high shall cover any other name painted on the bus.

3.4 Color

The color of all vehicles used in the performance of this contract shall be National School Bus chrome yellow.

3.5 Run Number

The run number, assigned by the Bureau of Pupil Transportation, shall be placed inside the front window of the vehicle. It shall be sufficiently large so that it can be clearly seen from a distance of not less than 15 feet. The run number shall not obscure the driver's vision.

4. New York State Approved School Buses

A list of bus bodies and chassis approved by the New York State Department of Transportation for use as school buses can be obtained by writing or calling:

Stephanie Konyk  
New York State Department of Education  
Bureau of Special Educational Management Services  
Cultural Education Center  
Empire State Plaza  
Albany, New York 12230  
(518) 474 3384



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OPERATIONAL PROCEDURES

1. Days and Times of Service

Service is to be provided only on days when schools are open according to the Board's official "Calendar". The Contractor may receive a copy of the Board's "Brief Calendar" upon request. The contractor must conform to time schedules of all the schools served, including any special schedules or shortened or lengthened schedules. The Board may change the school hours or days of attendance at any time.

2. Period of Operation

2.1 Regular Service

2.1.1 Handicapped pupils

Use of vehicle in the morning for a pickup no earlier than 7:00 am and a drop-off at the school no later than 9:00 am; and in the afternoon for a pickup at the school no earlier than 2:00 pm and no later than 3:30 pm, until all students are dropped off at their homes.

2.1.2 Non-handicapped pupils

Use of a vehicle in the morning for a pickup no earlier than 7:00 am and a drop-off at the school no later than 9:00 am; and in the afternoon for a pickup at the school no earlier than 3:00 pm and no later than 4:30 pm, until all students are dropped off at their stops.

2.2 Extended Service

2.2.1 Handicapped pupils

Use of the vehicle at any time between 9:00 am and 2:00 pm in addition to the times given above for regular service.

2.2.2 Non-handicapped pupils

Use of the vehicle at any time between 9:00 pm and 3:00 pm in addition to the times given above for regular service.



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2.3 Additional use

2.3.1 Handicapped pupils' contract

Any assigned use of the vehicle before 7:00 am, or for an afternoon pickup after 3:30 pm.

2.3.2 Non-handicapped pupils' contract

Any assigned use of the vehicle before 7:00, am or for an afternoon pickup after 4:30 pm.

3. Transportation of pupils

Pupils are to be provided with curb-to-curb service unless the Director or his designee determines that circumstances require that a pupil be escorted to the door of his home or school.

3.1 Vehicles will load and unload at the school only at the point designated by the site supervisor of the school.

3.2 Unless the contractor is otherwise instructed by the Bureau of Pupil Transportation, no pupils will be picked up prior to 7 A.M. When a new pupil is added to the run, or the schedule of the run changes, the driver is to give notice to the parents of pupils already on the run if the time of morning pick-up or afternoon return is changed. This notice must be given at least a day before the change takes place unless the contractor is otherwise notified by the Director.

3.3 Vehicles must arrive at school no more than 30 minutes nor less than 5 minutes before the start of the school session: e.g. if the school session starts at 8:40 A.M., the vehicles shall arrive anywhere between 8:10 and 8:35 A.M.

3.4 Vehicles must not depart from school less than 5 minutes or more than 30 minutes after the end of the school session, e.g. if the school session ends at 3:00 P.M., buses may depart with pupils any time between 3:05 P.M. and 3:30 P.M.



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- 3.5 On the trip to school each handicapped pupil shall be picked up at the curb as close to the front entrance of the home as possible.
- 3.6 Where a pupil lives on a dead-end street or where, because of traffic regulations, it is impossible for the vehicle to pick up at the curb in front of the pupil's home, the pick-up and drop-off point must be at a location where curb access will be nearest the pupil's home. Where it is necessary for the pupil to then cross the street, the escort must accompany the pupil across the street. If the pupil is in a wheelchair, the escort must wheel the pupil to the front of the pupils home.
- 3.7 Vehicles are expected to arrive at the pick-up point at the same time daily and to wait exactly one full minute for the pupil. After one minute the driver may leave unless the driver sees the pupil approaching the vehicle. If the bus arrives at the pick-up point before the usual time, the driver is to wait until the usual time, plus one minute. On bad weather days the driver shall allow additional time for the pupil to reach the vehicle from the doorway of home or school.
- 3.8 The fact that a pupil was not available for pick-up in the morning does not relieve the contractor of responsibility for bringing the pupil home even if the pupil has arrived at school by other means.
- 3.9 In the case of a vehicle breakdown on the way to school, the driver shall notify the contractor which, in turn, shall notify the school administrators and the Bureau of Pupil Transportation immediately. If the breakdown occurs after school closing time, the contractor is to telephone parents and the Bureau of Pupil Transportation to notify them of the delay.
- 3.10 Except in an emergency, or when scheduled by the Director or his designee, no pupil will be required to transfer from one vehicle to another vehicle either on the trip to school or on the homeward trip.
- 3.11 All handicapped pupils are to be met by a parent upon delivery home from school, unless the parent has, in writing, designated some other responsible adult, or given written permission for the child to be left alone. In the event that a pupil is not met the pupil is not to be left alone. The following steps are to be taken:



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- 3.11.1 The driver will notify the dispatcher immediately, and complete the run, dropping off the remaining pupils.
- 3.11.2 The dispatcher will notify the Bureau of Pupil Transportation that no one is at home to receive the pupil.
- 3.11.3 After completing the run, the driver will return to the pupil's home.
  - 3.11.3.1 If the parent is home, the driver will immediately notify the dispatcher, who will notify the Bureau of Pupil Transportation that the child has been received by the parent.
  - 3.11.3.2 If the parent is still not home, the driver will immediately notify the dispatcher, who will in turn notify the Bureau of Pupil Transportation. BPT will arrange for the safe keeping of the pupil and will instruct the contractor accordingly. The contractor will comply with BPT's instructions concerning the safe keeping of the child.



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## DRIVER AND ESCORT REQUIREMENTS

All drivers and escorts including all substitutes, temporaries and shapes, must be approved by the Director before they begin work. This means that they must meet all the requirements listed below; that all documentation required must have been received by the Bureau of Pupil Transportation. All documentation sent to BPT must show the name, social security number and company of the driver or escort. The photo identification cards which drivers and escorts are required to wear will not be issued until all requirements have been met.

### 1. Driver Requirements

Drivers must meet all requirements of Section 156.3 of the Regulations of the Commissioner of Education and of Article 19-A of the Regulations of the Commissioner of Motor Vehicles, as well as additional requirements of the Board of Education, as specified in the contract. Highlights of these requirements are listed in brief below.

#### 1.1 Employment Application

A complete application on a form approved by the Bureau of Pupil Transportation must be submitted for each driver.

#### 1.2 Letters of Reference

For every driver who was first employed as a school bus driver after July 1, 1963, three letters of character reference must be submitted.

#### 1.3 Fingerprints

All drivers must be fingerprinted by the Board of Education Office of Personnel Security, 65 Court St, Brooklyn, New York. Call 596-5180 for an appointment. There is an initial fingerprinting fee.

#### 1.4 Driver's License

A class 2 license is required for drivers of vehicles which seat more than 15 passengers. A class 4 license is required for drivers of vehicles which seat 15 passengers or fewer.



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### 1.5 Driver Abstract

The contractor must obtain and review a copy of the Abstract of the Driver's Operating Record, and forward a copy to the Bureau of Pupil Transportation once each year. Abstracts may be obtained from the

State of New York Department of Motor Vehicles  
Empire State Plaza  
Albany, NY 12228

### 1.6 Medical Examinations

Drivers must pass a medical examination once each year. A form completed by the examining physician must be submitted to BPT. Medical examinations may be arranged through ATU Local 1181, 845-5600, or the Board of Education Medical Office, 65 Court St., Brooklyn, 596-6050.

### 1.7 Training

All driver training must be received from an instructor certified by the State of New York to give courses in school bus safety practices. Certification that the training has been completed, signed by the instructor, must be submitted to BPT.

#### 1.7.1 Pre-employment training

Each school bus driver initially employed subsequent to July 1, 1973 shall have received at least two hours of instruction on school bus safety practices before beginning work.

If the driver is transporting handicapped pupils, and was initially employed after January 1, 1976, an additional hour of instruction on the special needs of handicapped children is required.



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1.7.2 Twenty hour training

During the first year of employment, each driver shall complete a twenty hour course of instruction approved by the Director and the Commissioner of Education.

1.7.3 Refresher courses

All drivers must receive a minimum of two hours of refresher instruction in school bus safety at sessions conducted prior to the first day of school and prior to February first of each year.

2. Escort Requirements

2.1 Employment Application

A complete application on a form approved by the Bureau of Pupil Transportation must be submitted for each escort.

2.2 Letters of Reference

Three letters of character reference must be submitted for every escort.

2.3 Fingerprints

All escorts must be fingerprinted by the Board of Education Office of Personnel Security, 65 Court St, Brooklyn, New York. Call 596-5180 for an appointment. There is an initial fingerprinting fee.

2.4 Medical examination

Escorts must pass a medical examination before employment and then once each year. A form completed by the examining physician must be submitted to BPT. Medical examinations may be arranged through ATU Local 1181, 845-5600, or the Board of Education Medical Office, 65 Court St., Brooklyn, 596-6050.



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DRIVER AND ESCORT REQUIREMENTS

2.5 Training

- 2.5.1 All escorts shall complete a seven-and-one-half hour basic training course concerning the transportation of handicapped pupils. Any escort who is returning to work after an absence of 3 years or more must repeat the training course.
- 2.5.2 Contractors must give the names of all new escorts and escorts returning to work after an absence of 3 years or more to the Director or his designee within one week of their beginning work on vehicles transporting pupils for the Board of Education. These escorts must then attend training sessions to which they are assigned by the Bureau.
- 2.5.3 Any escort who has completed the basic training program may be required to attend refresher training sessions or advanced training at the discretion of the Director.
- 2.5.4 The training sessions shall be scheduled by the Bureau of Pupil Transportation. If required by the Bureau of Pupil Transportation, the contractor must furnish the premises required for the training of the escorts at his own cost.



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### DRIVER AND ESCORT RESPONSIBILITIES

Drivers and escorts are responsible for carrying out the service requirements listed in the operational procedures section of this manual, as follows:

1. Drivers and escorts must be courteous at all times and avoid the use of brusque, impatient, defamatory, abusive, impolite, vulgar or obscene language with pupils, school personnel, parents, or the general public.
2. The driver or escort must advise the parent of the anticipated time of arrival for the vehicle, both for pick-up in the morning and return in the afternoon, if there is a change in the bus route which will cause the bus to arrive late. The driver or escort must notify the parent at least two days in advance of any changes in the bus route which will cause the bus to arrive at the stop either earlier or later than the usual time.
3. Drivers and escorts shall not allow pupils to enter or leave the vehicle while it is in motion.
4. Drivers and escorts shall not allow pupils to thrust any part of their bodies out of open windows, or throw objects out of windows.
5. When the vehicle has stopped to pick up or discharge a pupil, the escort shall assist pupils in boarding or leaving the vehicle to the extent that required by each pupil's disability. Escorts and drivers are not required to lift pupils.
6. Pupils will be assisted according to their individual needs:
  - 6.1 For pupils who are in wheelchairs the driver and escort shall divide the following duties as most practical in each individual circumstance:
    - 6.1.1 All children shall be wheeled to and from the front door of the home when necessary as determined by the Principal or Bureau of Pupil Transportation upon request by the parent.
    - 6.1.2 All wheelchairs shall be loaded and unloaded by placing the chair on the lift parallel to the vehicle so all wheels fit on the lift, permitting the lift gate to be closed.
    - 6.1.3 The gate protecting the chair from falling off the lift must be locked into place before raising or lowering the lift.



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- 6.1.4 When a chair is on the lift, an escort must be positioned to hold the chair until the lift has been raised into the vehicle when loading and until the lift has been lowered to the ground and the driver has taken over assisting the pupil off the vehicle when unloading.
- 6.1.5 Child shall be secured in the seat by a safety belt and the wheel chair secured into brackets on vehicle before the vehicle moves.
- 6.1.6 Pupils shall be wheeled both to and from the door of the school, as required. The escort shall not be required to enter the school.
- 6.2 For pupils who are not in wheelchairs but who cannot use the steps of the vehicle, the escort shall:
  - 6.2.1 Assist pupils both to and from the front door of home when necessary as determined by the Principal or Bureau of Pupil Transportation upon request by the parent.
  - 6.2.2 Assist pupils onto lift and maintain their balance while on lift. Only the bus driver shall open and close the doors of the hydraulic lift. Only one pupil shall be placed on the lift at a time.
  - 6.2.3 Strap pupils into seats with safety belts provided.
  - 6.2.4 Assist pupils both to and from the door of school, as required. The escort shall not be required to enter the school.
- 6.3 For pupils who can use the steps of the vehicle:
  - 6.3.1 When vehicle has stopped to pick up or discharge pupils the escort shall step from the vehicle and assist the pupil about to enter or leave the vehicle to the extent that is required.



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teacher in charge. If after intervention by the teacher, the pupil's disruptive behavior continues, a written report must be submitted by the driver to the Principal and the Bureau of Pupil Transportation.

- 10.2 Incidents involving physical harm while the bus is on route shall be reported immediately to the Principal and the Bureau of Pupil Transportation.
- 10.3 All corporal punishment is forbidden.
- 10.4 The driver and escort have no authority to exclude a pupil from transportation.
11. Drivers shall be familiar with the vehicle and traffic laws, regulations of the Commissioner of Motor Vehicles and regulations of the State Commissioner of Education pertaining to pupil transportation.
12. Drivers shall make a full stop at all railroad crossings and at state highways before crossing except that no stop need be made at any railroad crossing where a police officer or a traffic control signal or sign directs traffic to proceed.
13. Drivers may not wear earphones attached to radios or other stereo or F.M. equipment while operating school buses.
14. For additional duties and responsibilities:
  - 14.1 Escorts should refer to:

Assistant Drivers Trainee Study Guide, School Bus Driver Instructional Program, the University of the State of New York, the State Education Department, 1980.
  - 14.2 Drivers should refer to:

Trainee Study Guide, New York State School Bus Drive Training Program, The University of the State of New York, The State Education Department, Albany, 1977, and any subsequent updates.



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- 14.3 Drivers and escorts who transport children in the Track IV program should be familiar with the manual entitled Advanced Training for School Bus Escorts/Drivers, Track IV Program, Dianne Gevirtz and Michelle Lattman, Bureau of Pupil Transportation, New York, 1981.
15. The driver is in charge of the vehicle at all times. The escort shall work under the driver's supervision.
16. Drivers and escorts shall wear uniform attire supplied by the contractor, and shall wear photo identification badges on the outside of their uniforms, which show clearly the name, escort or driver identification number assigned by the contractor, and the name of the contractor which employs the escort or driver. The identification badge should be visible from a distance of ten feet.



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FIELD TRIPS, EXTENDED SERVICE, AND ADDITIONAL USE

1. Field trips

Vehicles not otherwise in use for midday service will be assigned, as needed, to take handicapped or non-handicapped children on field trips.

1.1 Notification

Contractors will receive notice of a field trip assignment on the form at the end of this section. In most cases, notice will be mailed at least one week in advance of the scheduled trip. However, in some cases shorter notice may be given, and some trips may be scheduled by telephone.

1.2 Confirmation

Schools are asked to confirm the trip with the bus company one day prior to the scheduled trip. However, the contractor should not assume a trip is cancelled if it is not confirmed by the school. Liquidated damages will be deducted for any field trip not served.

1.3 Inquiries

All inquiries concerning field trips should be made to the Field Trip Office at 784-4707.

1.4 Routing

The teacher and driver should agree on the route to be taken from the school to the trip destination and back before leaving the school. If they cannot agree on a route, the driver should have his dispatcher call the Field Trip Office for a decision. The time by which the bus must leave the trip destination in order to arrive back at the school by 1:30 should be agreed upon before leaving the school, as well.

1.5 Tolls and Parking

All tolls and parking fees, if no free parking is available, must be paid by the teacher. If two routes to the destination are possible, one requiring a toll, and one not requiring a toll, the toll-less route should be chosen, unless the other route is preferred by the teacher.



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- 6.1.4 When a chair is on the lift, an escort must be positioned to hold the chair until the lift has been raised into the vehicle when loading and until the lift has been lowered to the ground and the driver has taken over assisting the pupil off the vehicle when unloading.
- 6.1.5 Child shall be secured in the seat by a safety belt and the wheel chair secured into brackets on vehicle before the vehicle moves.
- 6.1.6 Pupils shall be wheeled both to and from the door of the school, as required. The escort shall not be required to enter the school.
- 6.2 For pupils who are not in wheelchairs but who cannot use the steps of the vehicle, the escort shall:
  - 6.2.1 Assist pupils both to and from the front door of home when necessary as determined by the Principal or Bureau of Pupil Transportation upon request by the parent.
  - 6.2.2 Assist pupils onto lift and maintain their balance while on lift. Only the bus driver shall open and close the doors of the hydraulic lift. Only one pupil shall be placed on the lift at a time.
  - 6.2.3 Strap pupils into seats with safety belts provided.
  - 6.2.4 Assist pupils both to and from the door of school, as required. The escort shall not be required to enter the school.
- 6.3 For pupils who can use the steps of the vehicle:
  - 6.3.1 When vehicle has stopped to pick up or discharge pupils the escort shall step from the vehicle and assist the pupil about to enter or leave the vehicle to the extent that is required.



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FIELD TRIPS, EXTENDED SERVICE AND ADDITIONAL USE

2. Extended Service

Field trips are to be billed as extended service. However, vehicles may be assigned to extended service use for reasons other than field trips. These may include midday arrivals and dismissals at schools, or any other use the Director specifies, so long as there is no interference with the regular arrival and dismissal schedule.

3. Additional Use

Hours of use which constitute an "additional use" assignment are given in Chapter II, Operational Procedures, of this manual. Additional use assignments are not limited to the carrying of students, but may be for any use specified by the Director. Reimbursement for additional use will be at the rate of one-tenth of the daily rate for extended service per hour of additional use.

Where additional use is assigned due to a late dismissal, the contractor may bill for additional use only for the period up to the late dismissal hour, not for the time it takes to deliver the students to their homes.



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FIELD TRIPS, EXTENDED SERVICE AND ADDITIONAL USE

- 1.6 Escorts are required to accompany field trips if this is noted on the field trip assignment form, or if requested by the Field Trip Office.
- 1.7 Field trips are a regular part of a bus company's work. Drivers and escorts are expected to be courteous and considerate. During a field trip the teacher is in charge.
- 1.8 Lateness

Buses should arrive at the school for the field trip as soon as possible after the last morning dropoff. Liquidated damages will be assessed for lateness.

If the teacher and students are late returning to the bus for the trip back to school, the driver should call his dispatcher who must call the Field Trip Office. The Field Trip Office may authorize the bus driver to return without the teacher and students, if the lateness will interfere with the regular afternoon dismissal schedule. Teachers risk having field trip privileges withdrawn from their school if they delay the return to the school unnecessarily.

Under no circumstances is a class to be left at the field trip destination without specific authorization from the Field Trip Office.

If the bus will be late for its regular afternoon dismissal because the class has not returned to the bus, the dispatcher must call the schools which will have late pickups, as well as the Field Trip Office. Violations which result from afternoon pickup lateness due to failure of the field trip class to return to the bus on time, can be waived only if the lateness has been reported to the Field Trip Office.





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PROCEDURES FOR ASSIGNMENT OF VEHICLES SERVING HANDICAPPED PUPILS

1. General Information

Contractors should clearly understand the distinction between vehicle assignment and vehicle routing. Each contractor is assigned a certain number of vehicles to operate. This is the number of vehicles for which the board originally contracted with the company, plus or minus additions and deletions as per Section XIII of the contract. The route that the vehicle will service is called a run. Runs are constantly being adjusted and revised. Students and schools may be added and subtracted, session times changed, or the run changed from a regular service run to an extended service run depending on the needs of the students. Runs may be assigned field trips or other work during the middle of the day. There is no guarantee that a run assigned to a company will, at the end of the school year, resemble the run that was assigned to the vehicle at the beginning of the school year.

During the course of the summer, due to the many changes that take place in the student population, all runs are totally revised. The number of vehicles required to begin the school year is decided upon by BPT. Each contractor will keep the same number of vehicles operated in the previous year to the extent that they are needed to provide service at the start of the new school year. The number of vehicles assigned will be adjusted on an item by item basis according to the increase and decrease provision of the contract. The run pick held at the beginning of the school year combines the assignment of numbers of vehicles with the assignment of routes to the vehicles. The pick gives contractors the opportunity to choose the runs which are the most advantageous to them. Within each item, contractors will be allowed to choose the number of runs assigned to the lowest-priced contractor first.

If additional vehicles are required during the course of the school year, additional "picks" are held.



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PROCEDURES FOR ASSIGNMENT OF VEHICLES SERVING HANDICAPPED PUPILS

2. Yearly Run Pick.

2.1 Pick preview.

In order to give contractors the opportunity to review the runs available prior to the actual pick, preliminary run lists will be available for inspection a few days before the pick. Dates of the preview will be announced in early August.

Please note that:

- The "preview" runs are tentative and subject to revision, change and modification prior to the formal Pick.
- Runs may be added or deleted before the pick, if required.
- Extended runs may be changed to regular runs, and vice versa.
- The Board will not be held responsible for any Contractor's decision based on this tentative preview.

2.2 Authorization to pick runs.

Your company may attend the pick by principal or other representative. If you send a representative who is not listed in BPT's records as a stockholder, officer or partner of the company, he or she must bring a properly filled out Authorization Form. These forms will be sent to the contractor with the announcement of pick dates and times. The form must be filled out by an official-of-record of the company, and either notarized or impressed with the corporate seal.

Separate authorization is required for each contractor and designee. Thus, if three affiliated companies each designate two authorized representatives, six forms are required. These forms must be presented on the day that you select your runs. No one other than the officials listed above will be permitted to choose runs without an Authorization Form.



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PROCEDURES FOR ASSIGNMENT OF VEHICLES SERVING HANDICAPPED PUPILS

2.3. Sign-in procedures.

At the pick, Contractors will sign in and receive a time stamped appointment verification card. As always, the lowest-daily-weighted-average-priced Contractor in each item will be scheduled first, then the next lowest, etc. It is extremely important to come on time, and sign in. If contractors are late for their appointment times, higher priced Contractors who are on time may pick ahead of them. In addition, we will check official mailing and garage addresses and phone numbers at the sign-in-desk.

In order to minimize overcrowding and disruption, contractors will not be allowed on BPT premises more than one hour prior to their appointments.

2.4 Pick Procedures

2.4.1 Runs to be served by "contract" vehicles and runs to be served by "additional" vehicles will be picked separately.

2.4.1.1 Contract vehicles are vehicles which were originally awarded under the contract.

2.4.1.2 Additional vehicles are any vehicle above the number originally awarded, which have been subsequently assigned to the contractor pursuant to the increase provisions of the contract.

2.4.2 Picking contract runs.

When the contractor's appointment time is reached, he will have 1/2 hour to review the runs available and to select runs for his contract vehicles. The contractor will be told the number of extended service and regular service runs to pick at this time. (See 2.4.4 below). The numbers of the runs chosen will be recorded, entered into the computer, and the contractor will be given a listing of each run chosen. The contractor or the authorized representative will then sign for the runs. BPT inspectors will be available to supervise the pick and to answer any questions about the runs.



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PROCEDURES FOR ASSIGNMENT OF VEHICLES

2.4.3 Picking additional runs.

After runs have been picked for all contract vehicles in an item, contractors will choose runs for additional vehicles. The lowest-weighted-average-priced contractor in each item will choose first. Each contractor will have 10 minutes to review the remaining runs and decide upon the additional runs. The runs chosen will be recorded, entered and signed for, as above.

To the extent to which they are required, the same number of additional vehicles will be assigned to the contractor at the start of school as the contractor was operating at the close of school the previous June. If fewer vehicles are required, they will be deducted first from the contractor with the highest-daily-weighted average price, as specified in the decrease provisions of the contract.

If additional vehicles are required in an item, they will first be restored to contractors whose vehicles have been reduced below the number originally contracted for, then offered to contractors in order, lowest-daily-weighted average priced contractor first.

2.4.4 Extended runs

Extended runs in an item will be allocated equally in proportion to the number of contract runs a Contractor has in an item.

Example #1

Item X has 10 contractors, each with 20 contract runs (200 runs in the item). If 20% of the runs are "extended" (40 runs), each of those contractors must choose 4 extended runs as part of his 20 Contract runs.



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PROCEDURES FOR ASSIGNMENT OF VEHICLES SERVING HANDICAPPED PUPILS

Example #2

A Co. 15  
B Co. 15  
C Co. 15  
D Co. 15  
E Co. 10  
F Co. 10  
G Co. 10  
H Co. 5  
I Co. 5

The total number of contract runs in item Y is 100. If 20% of the runs are "extended" (20 runs), then contractors A, B, C and D must choose 3 extended runs each as part of their 15 contract runs, contractors E, F, and G must choose 2 extended runs each as part of their 10 contract runs, and contractors H and I must choose 1 extended run each as part of their 5 contract runs.

2.4.5 Adjacent items

When all contractors in an item have refused additional work, remaining vehicles required in that item are offered to contractors in adjacent items. If this occurs during the pick, a list of items declared "adjacent" to the item of the vehicle being offered will be prominently posted on the day of the pick. Contractors in those items will have the opportunity, in price order, to pick those runs.

3. Vehicle Assignment During the School Year

If additional vehicles are required during the course of the school year, after the initial run pick, they will be distributed in the following fashion:



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PROCEDURES FOR ASSIGNMENT OF VEHICLES SERVING HANDICAPPED PUPILS

3.1 Restoration

When vehicles are required, they will first be assigned to contractors in the item which are operating fewer vehicles than the number for which they had originally contracted. Vehicles will be assigned to the lowest-priced contractor first, until each contractor has been assigned the number of vehicles for which he originally contracted.

3.2 Additional vehicles

Once restorations to contract levels are made, all additional vehicles will be available to be picked by contractors in the item. The lowest-priced contractor will have first choice, then next lowest-priced contractor, and so on.

Picks will be held at 10:00 am on Wednesday of every week in which additional vehicles are required. Contractors may call 786-6131 before the hour of the pick to hear a recorded message giving the number of vehicles required in each item. If vehicles are available in his item, the contractor must be at the Contract Compliance Office, 28-11 Queens Plaza, North, 3rd floor before 10:00 a.m. in order to participate in the pick. Contractors arriving after 10:00 a.m. run the risk of missing their turn to pick in order of price.

Contractors will be allowed to review the runs which will be assigned to the vehicles prior to 10 a.m.

4. Change orders

Contractors will receive change orders as official confirmation of additions and deletions of vehicles. Check the change orders carefully and retain them. They are the basis upon which adjustments in payment are made. (See Section XI of this Handbook).



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PROCEDURES FOR ASSIGNMENT OF VEHICLES SERVING HANDICAPPED CHILDREN  
Pick Authorization Form

AUTHORIZATION

County of \_\_\_\_\_ }  
State of New York } ss:

says: \_\_\_\_\_, being duly sworn,

I am the \_\_\_\_\_ of \_\_\_\_\_  
(officer title) (name of company or corporation)

The bearer of this authorization \_\_\_\_\_, is  
(name of bearer)  
authorized to select runs for in items that have been awarded to this  
company/corporation. The bearer (is) (is not) authorized to accept  
additional vehicles.

\_\_\_\_\_  
Signature of Corporate Officer

\_\_\_\_\_  
Signature of Authorized Representative

Subscribed and sworn before me this day of

\_\_\_\_\_  
(Notary Public)

If Corporation, notarization is not required,  
but affix corporate seal here.



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PROCEDURES FOR ASSIGNMENT OF VEHICLES SERVING HANDICAPPED CHILDREN  
Change Order Form

Board of Education  
Bureau of Pupil Transportation  
28-11 Queens Plaza North  
Long Island City, New York 11101

DATE OF AWARD \_\_\_\_\_

DATE \_\_\_\_\_

CHANGE ORDER  
BUS TRANSPORTATION CONTRACT

CHANGE ORDER NUMBER \_\_\_\_\_

EFFECTIVE DATE OF CHANGE ORDER \_\_\_\_\_

NAME OF CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTRACT NO. \_\_\_\_\_

VENDOR CODE \_\_\_\_\_

ITEM NO. \_\_\_\_\_

TYPE OF VEHICLE	ORIGINAL CONTRACT	AMENDED TOTAL AUTHORIZED		INCREASE DECREASE	NEW AUTHORIZED TOTAL
		DATE	NUMBER		
RB-REGULAR BUS					
SM-STATION WAGON					
LB-LIFT BUS					
RAMP WAGON					

This CHANGE ORDER authorizes you to INCREASE/DECREASE the number of vehicles which you are presently providing under the terms and conditions of the above numbered contract. The last change was authorized by:

CHANGE ORDER NO. \_\_\_\_\_

DATE \_\_\_\_\_

EFFECTIVE \_\_\_\_\_

In accordance with that section of your contract entitled "Payment of Bills" your compensation will be INCREASED/DECREASED as follows:

NO. OF VEHICLES

DAILY RATE PER VEHICLE

INCREASE/DECREASE

EXPLANATION

Approved by: \_\_\_\_\_

CONTRACT DIVISION \_\_\_\_\_

FINANCE OFFICE \_\_\_\_\_

DIRECTOR \_\_\_\_\_



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VIOLATIONS AND ASSESSMENT OF LIQUIDATED DAMAGES

1. Violation reports

Contract violations are officially reported on violation forms (see end of this section) which may be filled out by school or Bureau of Pupil Transportation personnel. When a violation form is received by BPT, two copies of the form are forwarded to the contractor. The contractor is expected to return one copy of the form to BPT, with an explanation of the circumstances which lead to the violation and to keep one copy for his records.

2. Review of violations

Violations are reviewed, and the contractor is given a chance to explain the reported violation. Liquidated damages are deducted in accordance with Section XXI of the contract only after a conference has been held with the contractor to review the alleged violations. The review of violation reports is handled as follows:

2.1 Borough Supervisors review all alleged violations.

2.2 Borough Supervisors make initial determinations of the extent of the contractor's responsibility. If the Borough Supervisor determines that the complaint is not the fault of the contractor, the alleged violation will be dismissed and liquidated damages waived. The Borough Supervisor is unable to consider the contractor's response to the violation report if the contractor has not returned his copy of the violation form.

2.3 If the Borough Supervisor determines that a violation has occurred, he will assign it to one of the following categories:

2.3.1 Liquidated Damages to be Deducted.

The contractor is sent a notice of the amount of liquidated damages to be deducted from payments due, and is given two weeks in which to arrange an appointment with the Administrative Review Officer to discuss any mitigating circumstances which he feels warrant a reduction in the amount of liquidated damages.



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## VIOLATIONS AND LIQUIDATED DAMAGES

If there is no response from the contractor within two weeks, the liquidated damages will be deducted from the next regular monthly payment.

### 2.3.2 Administrative Review

Where the Borough Supervisor finds that there are, or may be, mitigating circumstances, he may refer certain violations to the Administrative Review Officer for a conference with the contractor. The contractor will be given written notice of the referral, and will have two weeks to schedule a conference with the Administrative Review Officer, and to submit a statement of mitigating circumstances in writing on the violation form, with any supporting documentation, if this has not already been done.

The Administrative Review Officer can be reached at 784-3313, ext. 260.

- 2.4 Failure to either schedule a conference or to appear at the scheduled time will lead to deduction of liquidated damages from the next payment due the contractor. If the first appointment is cancelled with a suitable explanation, it may be rescheduled at the discretion of the Administrative Review Officer.



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VIOLATIONS AND LIQUIDATED DAMAGES

Violation Form

ARTHUR E. TEMPEL  
DIRECTOR OF TRANSPORTATION  
WILLIAM SMALL  
DEPUTY DIRECTOR  
392-4552-9

BOARD OF EDUCATION  
THE CITY OF NEW YORK  
BUREAU OF PUPIL TRANSPORTATION  
12-11 QUEENS PLAZA NORTH  
LONG ISLAND CITY N. Y. 11101

SCHOOL BUS SERVICE  
MANHATTAN/BRONX  
392-4550-4  
QUEENS  
392-4558-7-8  
BROOKLYN/RICHMOND  
392-4553-4-5

NOTICE OF VIOLATION - PUPIL TRANSPORTATION

School Name		School Number		School Address			School Session from to	
Date of Violation	Transportation Company	Vehicle Number	Run Number	Type Service <input type="checkbox"/> Regular Classes <input type="checkbox"/> Spec. Ed. Classes		<input type="checkbox"/> Open Enrollment Classes		
Authorized signature of school official and title							Telephone Number	

CHECK APPROPRIATE VIOLATION AND EXPLAIN VIOLATIONS MARKED WITH ASTERISK \* IN SPACE BELOW

SCHEDULE DEFICIENCIES	
<input type="checkbox"/>	Scheduled vehicle does not arrive at school
<input type="checkbox"/>	Vehicle arrives more than 30 min. before start of session - time of arrival ( )
<input type="checkbox"/>	Vehicle arrives less than 5 min. before start of session - time of arrival ( )
<input type="checkbox"/>	Vehicle arrives after start of session - time of arrival ( )
<input type="checkbox"/>	Vehicle fails to serve scheduled pick-up point*
<input type="checkbox"/>	Vehicle is overloaded - grade of pupils ( ) registered capacity ( ) pupils carried ( )
<input type="checkbox"/>	Vehicle departs more than 30 min. after end of session - time of departure ( )
<input type="checkbox"/>	Vehicle fails to provide scheduled field trip or required number of vehicles*
<input type="checkbox"/>	Vehicle arrives excessively late for field trip - time of arrival ( )

INADEQUATE OR NON-PERFORMANCE OF DUTIES BY TRANSPORTATION COMPANY	
<input type="checkbox"/>	Escort not provided on vehicle for handicapped pupils
<input type="checkbox"/>	Company did not provide telephone accessibility to school or parent*
<input type="checkbox"/>	Company did not notify parent or school of more than 1/2 hour schedule delay on normal weather day or more than 1 hour on a severe weather day
<input type="checkbox"/>	Pupil not allowed by company to board transportation vehicle*
<input type="checkbox"/>	Vehicle operating in hazardous manner or fails to use appropriate signals*
<input type="checkbox"/>	Driver or company failed to notify parent in advance of schedule change*
<input type="checkbox"/>	Pupil left unattended at home or school stop without proper authorization*
<input type="checkbox"/>	Driver leaves vehicle improperly secured with pupils on the vehicle*
<input type="checkbox"/>	Driver or escort was not cooperative in conducting emergency drills or making the vehicle available for lessons in transportation during the school day
<input type="checkbox"/>	Company or employees fail to perform other duties detailed in "pupil transportation handbook number 1" or "pupil transportation handbook number 3"*

IMPROPERLY EQUIPPED VEHICLE OR EMPLOYEE	
<input type="checkbox"/>	Driver has no operator's license or an expired operator's license
<input type="checkbox"/>	Driver or escort do not have photo identification cards
<input type="checkbox"/>	Vehicle has inadequate seat belts, wheelchair brackets or other defects*
<input type="checkbox"/>	Vehicle has no fire extinguisher or first aid kit
<input type="checkbox"/>	Driver or escort do not have appropriate uniforms*

Explain violations marked with asterisk \* or report other violations not listed above

VIOLATION DISPOSITION - FOR TRANSPORTATION COMPANY AND BUREAU USE	
Action taken by transportation company	
Action taken by the bureau of pupil transportation	
Penalties	<input type="checkbox"/> assessed <input type="checkbox"/> waived (explain reason for waiving penalty)

RETURN THIS COPY TO THE BUREAU OF PUPIL TRANSPORTATION FOR RESPONSE TO THE SCHOOL ON ACTION TAKEN



VEHICLE INSPECTION, MAINTENANCE AND SAFETY

1. New York State Department of Transportation Inspection

All vehicles operated in school bus service under contract with the Board of Education must pass inspection by the New York State Department of Transportation (DOT). Vehicles which have not passed DOT inspection are considered to be UNSAFE for the transportation of pupils. The operation of these vehicles in school service is a serious violation of the contract. Contractors must immediately notify the Bureau of Pupil Transportation of any vehicle, regular or spare, which has failed a DOT inspection. Any such vehicle must be taken off the road until the vehicle has passed DOT inspection, and a valid 6 month DOT inspection sticker has been affixed.

2. Preventative Maintenance

Preventative maintenance programs and facilities are required both by the regulations of the Commissioner of Transportation, § 720.21 and §721.21, and by Section XIV of the Contract. The following preventative maintenance program is mandated by the Director, and will be monitored by both the Bureau of Pupil Transportation and the State Department of Transportation. Modification of this program will be allowed only if specifically approved in advance by the Director.

2.1 Vehicle file

The contractor must maintain a file for each vehicle, spare or regular, in his garage. The vehicle file must contain, but need not be limited to, the following:

- 2.1.1 PM inspection forms for the vehicle (BPT form PM1, included at the end of this section.)
- 2.1.2 Driver's Daily Reports for the vehicle (sample included at the end of this section.)
- 2.1.2 Any other appropriate documents or records concerning the vehicle, including, but not limited to repair and parts replacement records.

Each file must be maintained to make it easily accessible to DOT and BPT inspectors.



## VEHICLE INSPECTION, MAINTENANCE AND SAFETY

### 2.2 Preventative Maintenance Procedures

- 2.2.1 The PM1 form serves as a guide for the mechanic to conduct and record the PM inspection.
- 2.2.2 PM inspection is to be conducted every 1500 miles or 6 weeks, whichever comes first. This applies to spare vehicles as well as to regular vehicles.
- 2.2.3 The manufacturer's manual is to be consulted for determining the correct tools, adjustment, and replacement parts required for proper maintenance.
- 2.2.4 The supervising mechanic is to sign each PM1 form upon completion of inspection and maintenance procedures.

### 2.3 Driver's Daily Report Procedure

- 2.3.1 The driver completes the first two sections of the form for his/her vehicle prior to the beginning of each day's run.
- 2.3.2 The driver checks off each item, indicating proper operation or functioning of that specific item. Check off the item on the form only after the item has been examined and found to be in satisfactory condition.
- 2.3.3 Any defects MUST be reported as discovered. Use appropriate section to describe defect(s).
- 2.3.4 ALL breakdowns and/or accidents are to be recorded on the Driver's Daily Report form. This in no way alters existing BPT accident reporting procedures (see Section XV of this manual.)
- 2.3.5 Road hazards (construction detours or potholes, for example) encountered by the driver must be reported on the form.
- 2.3.6 The form must be filed in such a manner so that it is readily available for DOT and BPT inspectors.
- 2.3.7 It will be the responsibility of the contractor to duplicate the Driver's Daily Report forms and to maintain an adequate supply of these forms.



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VEHICLE INSPECTION, MAINTENANCE, AND SAFETY

2.4 Accident/Breakdown Report

- 2.4.1 All accidents MUST be recorded on the accident report form (see sample form at the end of this section.)
- 2.4.2 The dispatcher will record pertinent information as it is received.
- 2.4.3 Reports are to be maintained in a separate binder or folder and must be made readily available for DOT and BPT inspectors.

2.5 Forms

It will be the responsibility of the Contractor to duplicate the sample PMI, Driver's Daily Report, and Accident/Breakdown Report forms and to maintain an adequate supply of these forms.

3. Vehicle Storage Locations

At least three weeks before the beginning of each school year, contractors are to report to the Chief Inspector of the Bureau of Pupil Transportation, all locations (garages, lots, driver's homes, etc.) where vehicles are to be stored overnight.

Designate, by vehicle identification number, the vehicles to be stored at each location.

Report immediately to the Contract Compliance Officer each change in vehicle storage location, and the purchase, sale or disposal of any vehicle identification numbers.

4. Rear Axle Assemblies

All drivers are to be instructed to be on the alert for rear axle assembly breakdown, the most common of which is a shifting of the rear axle and springs causing the bus body to be out of alignment.

If the driver notes any shifting while the bus is in service, the driver is to bring the vehicle to an immediate halt. If a visual inspection confirms that a shift has occurred, the vehicle must be brought to a complete stop immediately, and the passengers transferred to a spare vehicle. The vehicle may not be used for school service again until repaired.





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VEHICLE INSPECTION, MAINTENANCE AND SAFETY

Preventative Maintenance Form - back side

REPAIRS

ITEM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

IF NECESSARY, USE ADDITIONAL SHEET AND ATTACH TO THIS FORM



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VEHICLE INSPECTION, MAINTENANCE AND SAFETY

Driver's Daily Report Form

It is recommended that this form be printed on the back of the driver's trip cards.

DRIVER'S DAILY REPORT

Bus #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Driver: \_\_\_\_\_  
 Gal. Gas: \_\_\_\_\_ Qt. Oil \_\_\_\_\_ Odometer \_\_\_\_\_  
 Check One: \_\_\_\_\_ AM . \_\_\_\_\_ PM

TEST

Brakes \_\_\_\_\_  
 Steering \_\_\_\_\_  
 Lights \_\_\_\_\_  
 Signals \_\_\_\_\_  
 Motor \_\_\_\_\_

( ) Bus has no defect

CHECK

Tires \_\_\_\_\_  
 Wheels \_\_\_\_\_  
 Cooling System \_\_\_\_\_  
 Accessories \_\_\_\_\_  
 Fuel \_\_\_\_\_  
 Safety Equipment \_\_\_\_\_

( ) Bus has defect as follows  
(Explain below)

Road Hazards:

Accident/Breakdown:

Defects:

SIGNED: \_\_\_\_\_  
(Driver)





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STUDENT MISBEHAVIOR AND WEAPONS POSSESSION

1. Student Misbehavior

Contractors should be aware that the special problems of handicapped students often result in behavior which would seem otherwise unacceptable. Drivers and escorts of handicapped students should make a special effort to work with these students and their teachers to help them to overcome or control their behavior problems. However, for the safety of everyone on the vehicle, it is most important that students behave appropriately while riding on the bus. The following procedures should be followed for all students, handicapped or non-handicapped.

- 1.1 As a first step the bus driver or escort should speak to the pupil about any dangerous or inappropriate behavior, and attempt to solve the problem by working together with the pupil.
- 1.2 If a pupil continues to misbehave, the driver or escort should submit a behavior report (see forms at end of this section) to the pupil's teacher. Copies of all behavior reports should be kept by the company for their records.
  - 1.2.1 Begin by using the "Note to Teacher" form to enlist the classroom teacher's assistance in improving the pupil's behavior. The teacher should work with the pupil to correct the problem and may suggest specific techniques the driver or escort can use with the pupil.
  - 1.2.2 If the pupil's inappropriate behavior is serious, or continues, the bus driver or escort should use the "Behavior Report to Teacher" form. This form describes the specific behavior problem in detail. The driver or escort may use this form to ask the teacher to schedule a conference with the pupil's parents to attempt to improve the situation.
- 1.3 In addition to making written reports of pupils' behavior problems, the driver or escort must discuss these problems directly with the teachers or transportation coordinator, so that they can work together to control the problem.
- 1.4 If the misbehavior is very serious, or there are repeated incidents, the driver and/or escort should consult with the principal about the pupil's behavior.



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Bureau of Pupil Transportation

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- 1.5 If, after repeated written behavior reports and repeated consultation with the school personnel, or if the misbehavior is of an extremely serious nature, i.e. an assault in which another pupil is injured, the company should inform Fran Klein at the Bureau of Pupil Transportation. In reporting repeated, serious misbehavior, the company should be able to provide copies of behavior reports previously submitted to teachers, and the names of persons at the pupils school who have been consulted about the behavior problem.

CONTRACTORS MAY NOT BAR STUDENTS FROM TRANSPORTATION, however, if the serious nature or persistence of a pupil's misbehavior warrants, the Bureau of Pupil Transportation may arrange to have the pupil suspended from transportation, or depending on the pupil's abilities, may arrange for an alternate mode of transportation for the pupil.

Foul language, refusal to keep the seat belt fastened or to sit quietly in the seat do not constitute behavior which would warrant suspension, or notification of BPT.

2. Weapons Possession

If the school bus personnel find a pupil in possession of any of the weapons listed below, they must immediately call the police. Depending on the circumstances, the driver or the police will confiscate the weapon. Regardless of whether the pupil is arrested, the driver must report the incident to the school principal as soon as possible. Companies are expected to press charges, as a matter of course in incidents of this type.

2.1 Forbidden weapons include:

Firearm (including pistol, handgun and any gun small enough to be concealed on the body), firearm silencer, and electronic dart gun;

Shotgun, rifle, machine gun, or any other weapon which simulates adaptable for use as a machine gun;

Switchblade knife, gravity knife, and cane sword (a cane that conceals a knife);



## STUDENT MISBEHAVIOR AND WEAPONS POSSESSION

Billy (club), blackjack, bludgeon, chucka stick, and metal knuckles;

Sandbag and sandclub;

Sling shot (small, heavy weights attached to a thong);

Explosive, incendiary bomb, and bombshell;

Dagger, stiletto, dangerous knife and straight razor;

Air gun, spring gun, or other instrument or weapon in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge can be used (such as a BB gun).

### 2.2 The following items are also forbidden:

Acid or other deadly or dangerous chemical;

Imitation pistol; loaded or blank cartridges and ammunition.

Any deadly, dangerous, or sharp pointed instrument which can be used as a weapon (such as broken glass, case cutter, chains, wire);

### 2.3 All of the above items must be confiscated immediately and turned over to the school principal who will take any necessary disciplinary action.

### 2.4 All weapons possession incidents should be reported immediately by telephone to Fran Klein at BPT. Any pupil found to be in possession of a weapon may be permanently suspended from transportation by BPT. A Weapons Possession Report (included at end of section) must be completed the same day. The white copy must be sent to the Bureau of Pupil Transportation; the yellow to the school principal. The pink copy is for your own records.



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STUDENT MISBEHAVIOR AND WEAPONS POSSESSION

Note to Teacher Form

Use for less serious misbehavior and first incidents. Be sure to note pupil's name on stub before giving form to teacher.

DATE \_\_\_\_\_ SCHOOL ATTENDING \_\_\_\_\_

HANDICAPPING CONDITION STATED ON RUN \_\_\_\_\_

TYPE INCIDENT CHECKED BELOW RUN NUMBER \_\_\_\_\_

NOTE TO TEACHER - OBSERVATION

Please note that \_\_\_\_\_ exhibited inadequate behavior patterns on the school vehicle. Would you work on improving this behavior in the classroom?

- BOARDING BUS DIRECTLY
- GOING TO SEAT
- KEEPING SEAT BELT FASTENED
- STAYING IN SEAT
- KEEPING HANDS & ARMS IN BUS
- FIGHTING
- THROWING OBJECTS
- SHOUTING & SCREAMING
- USING ABUSIVE LANGUAGE
- SMOKING-LIGHTING MATCHES
- ANNOYING OTHER CHILDREN
- OTHER - Describe \_\_\_\_\_

Thank you.

ESCORT SIGNATURE \_\_\_\_\_

BUS COMPANY \_\_\_\_\_

RUN NUMBER \_\_\_\_\_



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STUDENT MISBEHAVIOR AND WEAPONS POSSESSION

Behavior Report to Teacher Form

Use for serious misbehavior and repeated incidents. Be sure to note pupil's name on stub before giving form to teacher.

			001
Date	School Attending	Handicapping Condition Stated on Run	
Type of Incident		Run Number	

BEHAVIOR REPORT TO TEACHER

Student's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School Attending: \_\_\_\_\_ Date: \_\_\_\_\_

The Incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Escort Reporting Incident: \_\_\_\_\_

Dear Teacher: Please note that there is a behavior problem on the bus with one of your students \_\_\_\_\_.

It would be helpful if you could work with him/her in correcting this behavior.

Please advise \_\_\_\_\_ parent's of the seriousness of this problem. (name)

Your help is appreciated in training \_\_\_\_\_ in proper behavior in the transportation setting.

Escort Signature: \_\_\_\_\_

Vehicle Run Number: \_\_\_\_\_



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STUDENT MISBEHAVIOR AND WEAPONS POSSESSION

Weapons Report Form

Obtain forms from Mrs. Klein at BPT.

BUREAU OF PUPIL TRANSPORTATION  
28-11 QUEENS PLAZA NORTH  
LONG ISLAND CITY, N.Y. 11101

WEAPONS POSSESSION REPORT

1. Notify school principal of incident.
2. Report incident by telephone to Fran Klein at 784-3313, Ext. 204.
3. Mail copy one of this form to the Director of the Bureau of Pupil Transportation at the above address. Deliver copy two of this form to the school principal.

Bus Company \_\_\_\_\_ Run Number \_\_\_\_\_ Date \_\_\_\_\_

Driver's Name \_\_\_\_\_

Escorts Name \_\_\_\_\_

Name of Pupil(s) Carrying Weapon \_\_\_\_\_

Address \_\_\_\_\_

School \_\_\_\_\_

Weapon \_\_\_\_\_

Were police summoned?  Yes  No

Was an arrest made?  Yes  No

Name of responding/arresting officer \_\_\_\_\_

Badge # \_\_\_\_\_ Precinct \_\_\_\_\_

Name of school official to whom incident was reported \_\_\_\_\_

In whose custody was the weapon left? \_\_\_\_\_

Please describe the incident briefly:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### RIDERSHIP REPORTING

Once each week, contractors are required to submit a report listing the students who have not been riding on the bus for 5 consecutive days and whose parents have not informed the company that the absence is temporary.

1. The forms to be used are included at the end of this section.
  - 1.1 The "Driver's Sheet" is to be filled out by the driver of each run on the last day of the week, and submitted to the contractor.
  - 1.2 The "Master Sheet" summarizes the information on the "Driver's Sheet", and is to be filled out by the contractor and submitted to BPT.
  - 1.3 Do not send "Driver's Sheets" to BPT.
2. A form should be submitted every week, whether or not there are any non riders to report.
3. Each run should be listed on the report form, whether or not there are any children on that run who have not ridden for the five consecutive days.
4. Until the contractor receives written notice that the child has been deleted, transportation is to be resumed at the request of the parent.
5. When transportation is resumed after the pupil has been reported to BPT as a non-rider, BPT should be informed immediately.
6. Reports are to be submitted on the Wednesday after the week being reported upon to Fran Klein at BPT.







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BILLING AND PAYMENTS

1. General Information

- 1.1 All bills must be submitted on Form O.D. 14 - Official Invoice for Goods and Services.
- 1.2 One bill must be submitted for each item number awarded. If more than one item was awarded under a contract bid serial number, you must bill separately for each item.
- 1.3 Each bill is composed of several parts:
  - 1.3.1 A summary page
  - 1.3.2 A detail page for vehicles awarded under contract
  - 1.3.3 A detail page for vehicles added to, or deleted from, the contract number via Change Order(s)
  - 1.3.4 A detail page for extended service and additional use
- 1.4 Bills will not be accepted prior to the actual performance of service e.g. September bills should be dated and submitted on October 1st or thereafter. Bill us on a monthly basis only.
- 1.5 It is the responsibility of the vendor to submit correct and error-free bills. Whenever possible, the Financial Office will correct billing errors after notifying the vendor and gaining his/her consent. If the Financial Office is unable to correct the error(s), or the vendor wishes to resubmit the bills, the original bills will be returned to the vendor, along with the reason(s) for return.
- 1.6 For purposes of applying the 2%/30 day payment discount, the date of receipt of the correct and error-free bills will be used, i.e. if the original bills is returned to the vendor, the date of receipt of the corrected bills will be used.
- 1.7 Billing for vehicles added or deleted from the contract number should be based on official Change Orders received from the Bureau of Pupil Transportation. If no Change Order has been received do not bill for the vehicle.



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NOTE: If vehicles have been added with the approval of the Contract Compliance Office but no Change Orders have been received, contact the Contract Compliance Office. Adjustments can be made on subsequent billings once the Change Order is received. The Financial Office should be contacted concerning the format of the billing or other pertinent information.

- 1.8 The Financial Office should be contacted prior to billing for any items other than contract vehicles or the addition or deletion of vehicles. This will ensure that payments have been authorized and that the billing format is correct.
- 1.9 Any adjustments made by the Financial Office for: liquidated damages, for 10% net retainage, 2% discount for prompt payment etc. will be entered on the summary billing (Page 1 of bill). A copy of Page 1 will be returned to the vendor, along with an explanation of any adjustments made and the appropriate payment information, i.e. tickler number, date vouchered, expected date of payment, etc.

2. Specific Billing Instructions

NOTE: Examples of both Handicapped and Non-Handicapped and Open Enrollment billing are attached as visual aids. However, refer to the instructions below when preparing your billing so as to ensure that it is correct and error-free.

2.1 Page 1 - Summary Page

Enter the following information:

- 2.1.1 Page number - in upper right hand corner
- 2.1.2 Date of invoice - must be subsequent to date(s) of service
- 2.1.3 Vendor's invoice no. - your invoice no.



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- 2.1.4 Board of Education order number - enter the number of the purchase order issued for this bid serial number
- 2.1.5 Date of order - enter date from bottom of purchase order
- 2.1.6 Contract series no. - enter bid serial number of item
- 2.1.7 Contract no. - enter contract I.D. number
- 2.1.8 Vendor's name and address
- 2.1.9 Item no. - enter the item number for each line of billing
- 2.1.10 Description
  - 2.1.10.1 Enter the word "Summary" and the type of contract i.e. Handicapped or Non-Handicapped and Open Enrollment.
  - 2.1.10.2 For each line of billing enter the appropriate description i.e. Contract Vehicles, Additional Vehicles or Deleted Vehicles, extended service and additional use from the detail pages.
- 2.1.11 Total cost of item - for each line of billing, enter the dollar amount from the detail page. Then total the lines and enter this total below.
  - NOTE: Please leave several lines blank under the total for the use of the Financial Office.
- 2.1.12 Code
  - 2.1.12.1 For handicapped contracts enter "0-1006-779".
  - 2.1.12.2 For normal and open enrollment contracts leave blank.



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2.2 Page 2 - Contract Vehicles Detail Page

Enter the following information:

2.2.1 Follow Steps 2.1.1 - 2.1.9, above

2.2.2 Description

2.2.2.1 Enter the words "Contract Vehicles" and the type of contract, i.e. Handicapped or Non-Handicapped and Open Enrollment.

2.2.2.2 Enter "Service performed for the month of \_\_\_\_\_" and the number of days of service.

2.2.2.3 On the next line, enter the number of vehicles under contract.

2.2.2.4 Multiply by the weighted average daily rate per vehicle (as awarded).

2.2.2.5 Multiply by the number of days of service.

2.2.2.6 Total cost of item - enter the total cost of contract vehicles as calculated above.

2.2.2.7 Code - same as for Page 1, Step 2.1.12.

2.3 Page 3 - Additional or Deleted Vehicles Detail Page

NOTE: Page 3 need only be prepared when vehicles have been added to or deleted from the number awarded under the contract. Billing should not be done unless official change orders have been received from the Procurement Office.



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Enter the following information:

- 2.3.1 Follow steps 2.1.1 - 2.1.9 above.
- 2.3.2 Description:
  - 2.3.2.1 Enter the word "Additional or "Deleted Vehicles" and the type of contract i.e. Handicapped or Non-Handicapped and Open Enrollment
  - 2.3.2.2 Group the vehicles by date of addition or deletion e.g. if three vehicles were added during September, one on the 17th and two on the 24th, they are shown as two groups
  - 2.3.2.3 For each group of vehicles, enter the number and type of vehicle, the number of days of service in the month and the specific dates of service
  - 2.3.2.4 Below each group of vehicles enter the number of vehicles
  - 2.3.2.5 Multiply by the rate shown on the change order(s) for the vehicle(s)
  - 2.3.2.6 Multiply by the number of days of service
- 2.3.3 Total cost of item - for each group enter the dollar amount as calculated above. Then total all the groups and enter this total below
- 2.3.4 Code - same as Page 1, Step 2.1.12



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2.4 Page 4 Extended Service and Additional Use

NOTE: Page 4 need only be prepared if the number of vehicles used for extended service (either for regularly scheduled extended service, or for field trips) exceeds the contract percentage for extended service vehicles -- 40% for standard buses for non-handicapped service, 25% for standard buses serving handicapped children and 10% for mini-vans, lift gate buses, and ramp wagons; or if additional use has been required. See Section 2, Operational Procedures for definitions.

Enter the following information.

2.4.1 Follow Steps 2.1.1 - 2.1.9 above.

2.4.2 Description

2.4.1.1 Make separate entries for regularly scheduled extended service, field trips, and additional use.

2.4.1.2 Under the field trips entry, list the dates of all field trips

2.4.1.3. Make entries only for the number of vehicles used, on a daily basis, above and beyond contract percentage of extended service vehicles.

Example:

Contractor A has 7 contract mini-vans. His percentage number of contract vehicles is .7. He has one vehicle which has a regular midday run, and did 10 field trips this month. Under regularly scheduled extended service he will bill for .3 vehicles, and under field trips he will bill for 10 trips.



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Contractor B has 5 contract mini-vans. His percentage number of contract vehicles is .5. He has no vehicles assigned to regular extended service runs. He did only 9 field trips during the month. This is less than the contract amount, or less than half a field trip each day. He cannot bill for extended service.

2.4.1.4 For regularly scheduled extended service vehicles, multiply the number of vehicles, times the number of school days, times the difference between the regular service rate and the extended service rate.

2.4.1.5 For field trips, multiply the number of trips times the difference between the extended service rate and the regular service rate.

2.4.1.6 For each day of additional use, multiply the number of hours of additional use times 10 percent of the extended service rate, for each vehicle. Remember, additional use of vehicles are also billed as extended service vehicles.

2.4.3 Total Cost

Enter the dollar amounts for extended service, field trips and additional use, as calculated above, then total all groups and enter this total below.

2.4.4 Code - same as for Page 1, step 2.1.12



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3. Submit the original copies of all bills to:

Bureau of Pupil Transportation  
Finance Office  
3rd Floor  
28-11 Queens Plaza North  
Long Island City, QUEENS, NY 11101

4. Discounts for Prompt Payment

A two percent discount for prompt payment is taken if our payment is made within thirty days of the date on which the correct bill was submitted to BPT. The payment date is the date of the Comptroller's payment check.



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BILLING AND PAYMENTS

O. D. 14 Official Invoice Form - sample of summary page

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
OFFICE OF PUPIL TRANSPORTATION

**OFFICIAL INVOICE**  
FOR GOODS AND SERVICES

VENDOR COMPLETE SECTION BELOW

DATE OF INVOICE	VENDOR'S INVOICE NO.	BOARD OF EDUCATION ORDER NUMBER	DATE OF ORDER	SCHOOL REGN. NUMBER	CONTRACT SERIES NO.	CONTRACT NO.	TAB. NO.
5/1/82	28				0070	6007012	

PAY TO:  
VENDOR'S NAME  
AND ADDRESS:

XYZ Co., Inc.  
127 E. 30th St.  
BKLYN., N.Y. 11236

SHIPPED TO:  
SCHOOL/OFFICE:

ADDRESS:

LINE NO.	ITEM NO.	DESCRIPTION	UNIT OF MEASURE	TOTAL UNITS	UNIT PRICE	TOTAL COST OF ITEM
	BQHWIA	SUMMARY HANDICAPPED:				
		MONTH OF MARCH 1982				
		CONTRACT VEHICLES				59,570.00
		ADDITIONAL VEHICLES				9,840.00
		EXTENDED SERVICE				1,180.00
		ADDITIONAL USE				1,014.00
		FIELD TRIPS				1,040.00
		TOTAL				72,644.00

F.Y. YEAR	FUND CODE	BUDGET CODE	DIST. CODE	PROJECT CODE	OBJECT CODE

It is certified that the items as above billed have been received, examined and found to be correct, as to quantity and quality.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date received goods: \_\_\_\_\_ Date approved: \_\_\_\_\_



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BILLING AND PAYMENTS

O. D. 14 Official Invoice Form - sample of contract vehicles page

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
OFFICE OF PUPIL TRANSPORTATION

**OFFICIAL INVOICE**  
FOR GOODS AND SERVICES

VENDOR COMPLETE SECTION BELOW

DATE OF INVOICE	VENDOR'S INVOICE NO.	BOARD OF EDUCATION ORDER NUMBER	DATE OF ORDER	SCHOOL REGN. NUMBER	CONTRACT SERIES NO.	CONTRACT NO.	TAB. NO.
5/1/82							

PAY TO:  
VENDOR'S NAME  
AND ADDRESS:

XYZ Co., INC.  
127 E. 30TH ST.  
BKLYN-1 N.Y. 11236

SHIPPED TO:  
SCHOOL/OFFICE:

ADDRESS:

LINE NO.	ITEM NO.	DESCRIPTION	UNIT OF MEASURE	TOTAL UNITS	UNIT PRICE	TOTAL COST OF ITEM
	BDMWIA	CONTRACT VEHICLES HANDICAPPED				
		MONTH OF MARCH, 1982				
		10 VEHICLES X 259.00 X 23 DAYS				59570.00
		TOTAL				59570.00

F.Y. YEAR	FUND CODE	BUDGET CODE	DIST. CODE	PROJECT CODE	OBJECT CODE

It is certified that the items as above billed have been received, examined and found to be correct, as to quantity and quality.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date received goods: \_\_\_\_\_ Date approved: \_\_\_\_\_



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O. D. 14 Official Invoice Form - sample of additional vehicles page

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
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OFFICIAL INVOICE  
FOR GOODS AND SERVICES

VENDOR COMPLETE SECTION BELOW

DATE OF INVOICE	VENDOR'S INVOICE NO.	BOARD OF EDUCATION ORDER NUMBER	DATE OF ORDER	SCHOOL REGN. NUMBER	CONTRACT SERIES NO.	CONTRACT NO.	TAB. NO.
5/1/82	28						

PAY TO:  
VENDOR'S NAME  
AND ADDRESS:

XYZ Co., Inc.  
127 E. 30th St.  
BKLYN., N.Y. 11236

SHIPPED TO:  
SCHOOL/OFFICE:

ADDRESS:

LINE NO.	ITEM NO.	DESCRIPTION	UNIT OF MEASURE	TOTAL UNITS	UNIT PRICE	TOTAL COST OF ITEM
		BOMWIA ADDITIONAL VEHICLES HANDICAPPED				
		MONTH OF MARCH, 1982				
		1 VEH. X 240.00 X 23 DAYS				5520.00
		1 VEH. X 240.00 X 18 DAYS				4320.00
		TOTAL				9840.00

F.Y. YEAR	FUND CODE	BUDGET CODE	DIST. CODE	PROJECT CODE	OBJECT CODE

It is certified that the items as above billed have been received, examined and found to be correct, as to quantity and quality.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date received goods: \_\_\_\_\_

Date approved: \_\_\_\_\_



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BILLING AND PAYMENTS

O. D. 14 Official Invoice Form - sample of field trips detail page

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
OFFICE OF PUPIL TRANSPORTATION

OFFICIAL INVOICE  
FOR GOODS AND SERVICES

VENDOR COMPLETE SECTION BELOW

DATE OF INVOICE	VENDOR'S INVOICE NO.	BOARD OF EDUCATION ORDER NUMBER	DATE OF ORDER	SCHOOL REQ. NUMBER	CONTRACT SERIES NO.	CONTRACT NO.	TAB. NO.
5/1/82	28				0070	60070/2	

PAY TO:  
VENDOR'S NAME  
AND ADDRESS:

XYZ Co., INC.  
127 E. 30TH ST.  
BKLYN., N.Y. 11236

SHIPPED TO:  
SCHOOL/OFFICE:

ADDRESS:

LINE NO.	ITEM NO.	DESCRIPTION	UNIT OF MEASURE	TOTAL UNITS	UNIT PRICE	TOTAL COST OF ITEM
	BOWMAN	FIELD TRIPS PERFORMED IN MONTH OF MARCH, 1982				
		5 VEH. X <sup>20.00</sup> (260.00 - 240.00) X 5 DAYS				500.00
		3 VEH. X 20.00 X 5 DAYS				300.00
		4 VEH. X 20.00 X 3 DAYS				240.00
		TOTAL				1040.00

F.Y. YEAR	FUND CODE	BUDGET CODE	DIST. CODE	PROJECT CODE	OBJECT CODE

It is certified that the items as above billed have been received, examined and found to be correct, as to quantity and quality.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date received goods: \_\_\_\_\_ Date approved: \_\_\_\_\_



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BILLING AND PAYMENTS

O. D. 14 Official Invoice Form - sample of extended service detail page

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
OFFICE OF PUPIL TRANSPORTATION

OFFICIAL INVOICE  
FOR GOODS AND SERVICES

VENDOR COMPLETE SECTION BELOW

DATE OF INVOICE	VENDOR'S INVOICE NO.	BOARD OF EDUCATION ORDER NUMBER	DATE OF ORDER	SCHOOL REQ. NUMBER	CONTRACT SERIES NO.	CONTRACT NO.	TAB. NO.
5/1/82	28				0070	6007012	

PAY TO:  
VENDOR'S NAME  
AND ADDRESS:

XYZ Co., INC.  
127 E. 30TH ST.  
BKLYN., N.Y. 11236

SHIPPED TO:  
SCHOOL/OFFICE:

ADDRESS:

LINE NO.	ITEM NO.	DESCRIPTION	UNIT OF MEASURE	TOTAL UNITS	UNIT PRICE	TOTAL COST OF ITEM
		BQMWA EXTENDED SERVICE ON HANDICAPPED VEHICLES:				
		2 VEH. X (\$20.00 - 240.00) X 23 DAYS				920.00
		1 VEH. X (\$20.00 - 240.00) X 13 DAYS				260.00
		TOTAL				1180.00

F.Y. YEAR	FUND CODE	BUDGET CODE	DIST. CODE	PROJECT CODE	OBJECT CODE

It is certified that the items as above billed have been received, examined and found to be correct, as to quantity and quality.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date received goods: \_\_\_\_\_ Date approved: \_\_\_\_\_



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SCHOOL BUS CONTRACTOR'S MANUAL  
OF PROCEDURES AND REQUIREMENTS

ISSUED: 6/1/82

BILLING AND PAYMENTS

O. D. 14 Official Invoice Form - sample of additional use detail page

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
OFFICE OF PUPIL TRANSPORTATION

**OFFICIAL INVOICE**  
FOR GOODS AND SERVICES

VENDOR COMPLETE SECTION BELOW

DATE OF INVOICE	VENDOR'S INVOICE NO.	BOARD OF EDUCATION ORDER NUMBER	DATE OF ORDER	SCHOOL REGN. NUMBER	CONTRACT SERIES NO.	CONTRACT NO.	TAB. NO.
5/1/82	28				0070	60070/2	

PAY TO:  
VENDOR'S NAME  
AND ADDRESS:

XYZ CO., INC.  
127 E. 30TH ST.  
BKLYN., N.Y. 11236

SHIPPED TO:  
SCHOOL/OFFICE:

ADDRESS:

LINE NO.	ITEM NO.	DESCRIPTION	UNIT OF MEASURE	TOTAL UNITS	UNIT PRICE	TOTAL COST OF ITEM
	BGMWIA	ADDITIONAL USE ON HANDICAPPED VEHICLES: MONTH OF MARCH, 1982				
		1 VEH. X 10% OF EXT. RATE PER HR. X 23 DAYS				598.00
		1 VEH. X \$26.00 X 1/2 HR. X 23 DAYS				299.00
		1 VEH. X \$26.00 X 1/4 HR. X 18 DAYS				117.00
		TOTAL				1014.00

F.Y. YEAR	FUND CODE	BUDGET CODE	DIST. CODE	PROJECT CODE	OBJECT CODE

It is certified that the items as above billed have been received, examined and found to be correct, as to quantity and quality.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date received goods: \_\_\_\_\_ Date approved: \_\_\_\_\_



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SCHOOL BUS SAFETY DRILLS

Section 3623 of the State Education Law and Section 156.3(h) of the Regulations of the Commissioner of Education require that school districts conduct three School Bus Safety Drills each year. The schools provide the instruction for these drills, but the Bureau of Pupil Transportation must supply buses.

1. Contractors' Responsibilities:

- 1.1. Contact every school to which you transport students and arrange a schedule with the principal for conducting these drills.
- 1.2. Each vehicle should be able to accommodate a class of 35 students every half hour between 9:30 and 11:30 on safety drill dates.
- 1.3. Drivers distribute Certifications of School Bus Safety Drills to each principal.
  - 1.3.1 A sample certificate follows this section.
  - 1.3.2 Certificates will be distributed to each bus contractor at start of the school year.
  - 1.3.3 Additional certificates may be obtained from the Contract Compliance Office.

2. Payment for vehicles used

If more than the contract percentage of extended service vehicles for the type of vehicles supplied are used for school bus safety drills, payment for the additional vehicles used will be at the extended service rate.

3. Safety drills mandatory

These drills are to be considered field trips and are subject to liquidated damages as per Section XXI. A. 2. of the contract.

4. Guidelines

The guidelines for conducting school bus safety drills are included at the end of this section.



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SCHOOL BUS SAFETY DRILLS

Instructions for school bus safety drill (Regulation of the Chancellor No. A-806.

This instruction sheet is to assist teachers in conducting school bus safety drills. Buses will be assigned to each school in order to facilitate conducting the drill. Every child in the school is required to participate in the drill whether or not he/she regularly receives school bus transportation. Each class should be allotted thirty minutes to practice on the bus. The instruction provided during this drill can prepare all school children to act quickly and safely in an emergency.

Guidelines for conducting school bus safety drill.

1. Explain the concept of an emergency: a dangerous situation requiring immediate action.
2. Review situations that would create an emergency: fire, threat of explosion, accidents, bus in an unsafe position.
3. The teacher shows the children how to evacuate the bus safely.
  - 3.1 The teacher demonstrates opening the rear emergency door (by lifting the handle and pushing out), the operation of the emergency windows and the location of the overhead escape hatch. The teacher instructs the children to remember the location of the signs saying, "Emergency Escape Window" and "Emergency Door".
  - 3.2 The operation of fire extinguishers and the use of first aid equipment is simulated as part of the drill instruction.
4. The instruction emphasizes specific hazards encountered by children during snow, ice and other inclement weather: slippery road conditions, poor visibility.
5. Emphasize the following safety rules:

Boarding the Bus

- 5.1 Wait for the bus on the sidewalk. Do not step into the street.
- 5.2 Board the bus directly without pushing or shoving.



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SCHOOL BUS SAFETY DRILLS

5.3 Use the handrail if provided.

Orderly Conduct on the Bus

5.4 Remain orderly throughout the ride.

5.5 Talk quietly to your friends on the bus; do not shout or scream.

5.6 Keep hands, arms, legs, and heads inside the bus.

5.7 No objects are to be thrown on the bus or from the windows.

5.8 Behave considerately toward the other children.

5.9 No fighting or wrestling on the bus.

5.10 Keep the books and other objects out of the aisle.

5.11 Do not play with door handles or windows.

Exiting the Bus

5.12 Walk directly to the sidewalk when you get off the bus.

5.13 If you must cross the street when you get off the bus, cross only at the corner after making eye contact with the driver. Cross at least ten feet in front of the bus. Be careful of oncoming traffic. Go directly to the opposite sidewalk.



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SCHOOL BUS SAFETY DRILLS

Certification of School Bus Safety Drills Form

Keep one copy of this form in school files. Return one copy to:

Bureau of Pupil Transportation  
28-11 Queens Plaza North  
Long Island City, New York, 11101

ATTENTION: Contract Compliance

Drills must be held during these periods:

- 1st Drill - Within first five days of school
- 2nd Drill - Between 11/1 and 12/31
- 3rd Drill - Between 3/1 and 4/30

CERTIFICATION OF SCHOOL BUS SAFETY DRILLS

I hereby certify that a school bus safety drill, as required by Section 156.3(h) of the Regulations of the Commissioner of Education, was conducted at:

SCHOOL	ADDRESS	DATE
--------	---------	------

- Only those students that are transported to school participated in the drill.
- All students participated in the drill.
- Students that are not transported were given classroom instruction.

DATE	PRINCIPAL OF SCHOOL
------	---------------------

Buses used for drill: Give Company & Number

# _____	# _____
# _____	# _____
# _____	# _____
# _____	# _____
# _____	# _____

COMMENTS:



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ROUTING PROCEDURES FOR HANDICAPPED CHILDREN

Routing of handicapped children is done by the Bureau of Pupil Transportation. Requests for transportation are sent to the Bureau, where information on each pupil is entered into our computer. The information on the student's needs is then forward to an inspector who finds an appropriate route for the student. Contractors should be aware of the following:

1. Routing

- 1.1 A student is routed by an inspector assigned to the borough in which the students school is located.
- 1.2 Except at the beginning of the school year when new runs are assigned to all vehicles, contractors are informed that a student is added or deleted from a run by means of a copy of an Application for Transportation of Handicapped Pupils by contract carrier (form BPT-77). These forms give the pupil's address, school, handicapping condition and the ambulatory status, i.e., whether the student is in a wheelchair, needs a hydraulic lift or can use the steps of the vehicle.
- 1.3 The date on which service is to begin is given on BPT-77 form.
- 1.4 Parents are informed by letter of the contractor's name and telephone number, run number, type of vehicle and first day of service. This information is provided when a pupil is newly routed, or there is a change in the pupil's run.
- 1.5 If a run, or group of runs are completely revised, the company will be provided with new listings.
- 1.6 The contractor may request a revised, printed run listing from the inspector when needed.
- 1.7 If time is short, inspectors may request by telephone that a student be added to a run. A written confirmation of the assignment of the student to that run will follow.
- 1.8 Since letters informing parents of the transportation arranged for their children go astray from time to time, the contractor is asked to call the parent and the school before picking up the student for the first time, to confirm the transportation arrangements.



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ROUTING PROCEDURES FOR HANDICAPPED CHILDREN

If a newly added student is not ready at the address provided on the first day on which transportation is scheduled, check with the school. If the pupil cannot be found by the third day of service, call the BPT inspector.

2. Adjustments

2.1 No routing changes are to be made by the contractor.

2.2 If there is a problem with a run, such as overcrowding or inadequate time between schools, discuss the problem with an inspector immediately. The contractor should feel free to recommend changes which will improve his runs.

2.3 The driver or bus company may not unilaterally refuse to serve a child because of a routing problem. All pupils assigned to a contractor must be taken to and from school. BPT will attempt to resolve all problems as quickly as possible.

3. Schedule changes

Schools may wish to make adjustment in their schedules of arrivals and dismissals from time to time. The school must make such changes through the Bureau of Pupil Transportation. Contractors are to make no changes in arrival or dismissal schedules without specific instructions from BPT.

4. Student's change of address

Contractors are not authorized to make any change in the address at which a pupil is to be picked-up. Parents who plan to move must inform the school, which must send a change-of-address to BPT. Bureau of Pupil Transportation will arrange to pick up the student from his new home.



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ROUTING PROCEDURES FOR HANDICAPPED CHILDREN

BPT 77 Application for Transportation of Handicapped Pupil Form

APPLICATION FOR TRANSPORTATION OF HANDICAPPED PUPIL BY CONTRACT CARRIER

(Print below name or number and full address of school pupil will attend.)

SCHOOL NAME AND NUMBER

PREPARED BY

SCHOOL ADDRESS AND ZIP CODE

DATE

NEW ADMIT

DELETE SERVICE

CHANGE ADDRESS

CHANGE SCHOOL

PREVIOUS SCHOOL NAME AND NUMBER

OTHER CHANGES

CHILD'S IDENTIFICATION NUMBER

SCHOOL CODE

DIST. SCHOOL

LOC.

HANDICAP CODE

PUPIL NAME

FIRST NAME

M.I.

LAST NAME

BIRTH DATE

MONTH DAY YEAR

SEX

PARENTS NAME IF DIFFERENT

FIRST NAME

LAST NAME

EMERGENCY/BUS. PHONE

HOME ADDRESS

HOUSE NUMBER

STREET NAME OR NUMBER

ZIP CODE

HOME BORO

(See Directions for Boro Codes)

PARENT'S HOME PHONE #

START TIME

STOP TIME

AMBULATORY STATUS CODE

MORNING ROUTE #

MORNING VENDOR

PICK-UP SEQUENCE

SERVICE STARTS

AFTERNOON ROUTE #

AFTERNOON VENDOR

DROP-OFF SEQUENCE

BPT COPY

FORM BPT 77-B 20M 5/81



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ROUTING PROCEDURES FOR HANDICAPPED CHILDREN

Letter to Parents - front

New York City  
Public Schools

28-11 Queens Plaza North  
Long Island City, N. Y. 11101

Frank J. Macchiarola  
Chancellor of Schools

Nicholas E. Borg  
Director  
Bureau of Pupil Transportation



Dear Parents:

The Bureau of Pupil Transportation has arranged bus service for your child. Please have your child in front of your home at 7:15 a.m. on the first day of service. Ask the driver for the regular pick up time for the rest of the year. Save this letter! It contains information concerning bus company, route number and identification number on the reverse side.

If you have any questions, call the bus company first. Call the Bureau of Pupil Transportation, only if further information is required.

Please complete the enclosed card and give it to the bus driver on the first day of service. It will provide valuable information in case of an emergency.

Sincerely,

  
Nicholas E. Borg  
Director

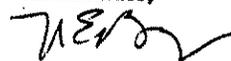
Estimados Padres:

La Oficina de Transportación a programado transportación para su niño/niña. Por favor tenga su niño/niña al frente de la casa a las 7:15 a.m. el primer día del servicio. Pregunté al chofer a qué hora llegará el autobús durante el año. Guarde esta carta! La información de la compañía, número de la ruta y el número de identificación están al otro lado de esta carta.

Si tiene algunas preguntas llame a la compañía primero. Llame a la Oficina de Transportación si necesita más asistencia.

Por favor complete el sobre que contiene la carta y deselo al chofer el primer día de servicio para poder atender a su niño/niña en caso de emergencia.

Sinceramente,

  
Nicholas E. Borg  
Director

PLEASE TURN PAGE  
(AL OTRO LADO)



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ROUTING PROCEDURES FOR HANDICAPPED CHILDREN

Letter to Parents - back

Family Name: CARGILL	Nombre de la Familia: CARGILL
Student's Name: ANTHONY	Nombre de Estudiante: ANTHONY
Address: 1000 GRAND CONCOURSE BRONX NEW YORK 10451	Direccion: 1000 GRAND CONCOURSE BRONX NEW YORK 10451
Identification #: A044380 [You must use this number for quick service when calling about transportation].	Identificacion #: A044380 [Usted necesita este numero para el servicio mas rapido, cuando llame sobre la transportacion].
First day of service: 5/03/82	Primer dia de servicio: 5/03/82
School: 10024-PS 24	Escuela: 10024-PS 24
School hours: 8.40 TO 3.00	Horario de clases: 8.40 HASTA 3.00
Type of bus: MINI-WAGON	Tipo de bus: MINI-WAGON
Morning Bus Company: COLUMBIA TRANS. Route #: X509 Telephone #: 212-543-6548	Compania por la manana: COLUMBIA TRANS. Ruta: X509 # de telefono: 212-543-6548
Afternoon Bus Company: COLUMBIA TRANS. Route #: X509 Telephone #: 212-543-6548	Compania por la tarde: COLUMBIA TRANS. Ruta: X509 # de telefono: 212-543-6548
Bureau of Pupil Transportation Telephone #: 212-392-8855	La Oficina de Transportacion # de telefono: 212-392-8855

PARENTS OF ANTHONY CARGILL  
1000 GRAND CONCOURSE  
BRONX NEW YORK 10451



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ROUTING PROCEDURES FOR NON-HANDICAPPED CHILDREN

Routing of buses for non-handicapped students is the joint responsibility of the Bureau of Pupil Transportation and the contractor.

1. Routes

The Bureau of Pupil Transportation sets up routes. Each route is a series of stops at which students attending a particular school are to be picked-up. Contractors are to make pick-ups and drop-offs only at these authorized bus stops.

- . No students are to receive door-to-door transportation
- . No stops are to be added or changed without authorization from the Bureau of Pupil Transportation. Schools must request all changes from BPT, not from the contractor.

There are two types of routes:

- 1.2 Regular routes may not extend more than 5 miles from the school. Stops on these routes are approximately four blocks apart.
- 1.3 Open enrollment routes may be of any length, and serve students who are given the choice of going to a school other than their regularly zoned school for the purpose of improving racial balance in the receiving school. Open enrollment routes usually pick up students at or near sending schools and take them to the receiving schools without intermediate stops.

Route listings are provided by the Bureau of Pupil Transportation to the contractors. These route listings give the address, grades, and session times for each school, the locations of the stops and the number of students to be picked-up at each stop. Numbers of kindergarten students are given separately if they attend half-day sessions.



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ROUTING PROCEDURES FOR NON-HANDICAPPED CHILDREN

The route listings also show under the heading "vendor route numbers", the BPT run number for the bus serving the school each time the stop is served.

2. Runs

The contractor need not follow the routes provided by BPT in setting up the actual bus runs which will pick-up the students and deliver them to school. Not all stops on the same route are necessarily serviced by the same bus. The stops may be served in any order which is convenient and efficient. Students need not be segregated by school on each bus. Contractors are required to set up schedules of bus runs which will serve all the stops and meet all session times, using as few vehicles as possible.

Contractors must report to BPT which buses serve which stops at which times and inform BPT immediately when any changes are made in which buses serve which stops, so that our files can be updated.

3. Session times.

Bus companies are to provide service for arrivals and dismissals at the times specified by the Bureau of Pupil Transportation. Any adjustment in these schedules must be requested by the school from BPT which will inform the bus company if the adjustment has been authorized.



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ROUTING PROCEDURES FOR NON-HANDICAPPED CHILDREN

Sample of Regular Route

DIST-SCH 25-105 JHS 105

BORO- QUEENS

SESSIONS- 1- 8.35 TO 2.55

147-26 25TH DRIVE 11354 AS OF 4/30/82

SCHOOL TYPE -HANDICAP & NON-HANDIC AFFILIATION - D.O.E. NYC GRADES - K - 9 LOCAL ENROLLMENT REQUESTOR DOROTHY

VENDOR - VARSITY QUEENS VENDOR ADDR. - 23-45 87 ST VENDOR PHONE 212 315-1077

ROUTE # 01 STOP SEQ	CROSS STREETS	---CARRIER TOTALS---				VENDOR ROUTE NUMBERS						
		AM	PM	KAM	KPM	AM-IN1	AM-IN2	AM-OUT	PM-IN	PM-OUT1	PM-OUT2	PM-OUT3
0101 010	20TH.AVE. & COLLEGE PT.CSWAY		38			4123				4123		
0102 020	26TH.AVE. & COLLEGE PT.CSWAY		23			4123				4123		
0103 030	23RD.AVE. & COLLEGE PT.BL		23			4123				4123		
0104 040	23RD.AVE. & 126TH.ST.		13			4123				4123		
0105 050	20TH.AVE. & 126TH.ST.		34			4124				4124		
0106 060	23RD.AVE. & 127TH.ST.		21			4124				4124		
TOTAL -FULL DAY THIS RTE 152		TOTAL -KAM- THIS RTE		TOTAL -KPM- THIS RTE				MAXIMUM LOAD 152				



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ROUTING PROCEDURES FOR NON-HANDICAPPED CHILDREN

Sample of Open Enrollment Route

ROUTE # 25		CROSS STREETS		---CARRIER TOTALS---				VENDOR ROUTE NUMBERS								
STOP	SEQ			FEED	AM	PM	KAM	KPM	AM-IN1	AM-IN2	AM-OUT	PM-IN	PM-OUT1	PM-OUT2	PM-OUT3	
251R	010	0 AVE.	0 156 ST.		7				1034				1034			
251Y	020	7 AVE.	0 150 ST.		6				1034				1034			
2520	030	7 AVE.	0 142 ST.		1				1034				1034			
2521	040	7 AVE.	0 129 ST.		4				1034				1034			
2522	050	2 AVE.	0 120 ST.		2				1034				1034			
2523	060	2 AVE.	0 115 ST.		1				1034				1034			
TOTAL -FULL DAY THIS RTE		21	TOTAL -KAM- THIS RTE		TOTAL -KPM- THIS RTE				MAXIMUM LOAD				21			



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ACCIDENTS AND EMERGENCIES

1. Accidents

All accidents involving pupils on the vehicle, or in boarding or leaving the vehicle, and all vehicular accidents shall be handled as follows:

- 1.1 As long as there are pupils on the bus, the escort shall remain on the bus to insure the safety of the passengers.
- 1.2 When the severity of the accident warrants, the driver will call 911 and request police and ambulance service.
- 1.3 The driver must notify the contractor who must immediately notify by telephone school administrators and the Bureau of Pupil Transportation Hotline, 392-8855, of the location, extent of the accident, names of pupils involved with a description of their injuries, run number, bus number and schools affected.
- 1.4 The contractor shall assist the school administrators in contacting parents and providing them with information on their children, when requested by the school.
- 1.5 The contractor shall prepare accident reports for the State Department of Motor Vehicles, State Department of Education, State Department of Transportation, Bureau of Pupil Transportation and their insurance company, within 24 hours, using appropriate forms. All copies of the three part accident report forms are to be sent to Angela Addamo, Field Trip Office, Bureau of Pupil Transportation, 28-11 Queens Plaza North, Long Island City, NY 11101. Ms. Addamo will forward copies to the appropriate state agencies. Keep a copy of the accident report form for your own files.
- 1.6 Report forms may be obtained from the Field Trip Office, 784-4707.

2. Medical Emergencies

If a child is injured on the bus on the way to school, or becomes ill enough to require medical attention, it is the responsibility of the contractor to make sure that necessary medical attention is obtained. Liquidated damages will not be assessed for lateness due to a medical emergency.



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ACCIDENTS AND EMERGENCIES

3. Parent Emergency Telephone Numbers

Each contractor must maintain a current file of the name, address, handicapping condition, home telephone number, emergency telephone number, and school of each handicapped child transported, so that parents can be reached in case of emergency.

Included in the letter which each parent receives when handicapped bus service begins, and whenever there is a change in route, is a card on which the parents are to fill out the name and telephone number of a person to contact (other than at home) if there is some emergency concerning the child while on the school bus. Parents should give these cards to the bus driver on the first day of service. Be sure to have the driver collect these cards from every parent.

4. Disasters or Public Emergencies

In the case of a disaster or public emergency the contractor must notify the Bureau of Pupil Transportation of the location of the vehicle. The Director may order any vehicle to deviate from its assigned work to provide emergency service. All drivers should be instructed to call their dispatchers upon first notice of large scale or localized emergency with information on their whereabouts or how they may be reached.



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ACCIDENTS AND EMERGENCIES

Accident Report Form

MV-104F (6/80)

State of New York - Department of Motor Vehicles

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REPORT OF SCHOOL BUS ACCIDENT

DO NOT FORGET ACCIDENT DATE.

Year Vehicle No. 1	Accident Date	Day of Week	Time	Number of Vehicles	Lat. Scene	Did Police Investigate accident at scene?	Name of Police Agency	Other Vehicle No. 2				
Mo./Day/Year						Yes No						
Motorist Identification Number Exactly as Printed on License					Motorist Identification Number Exactly as Printed on License							
Last Name of Driver 1			First Name	Middle Initial	D R I V E R	Last Name of Driver 2						
Number and Street			Number and Street									
City			State	ZIP Code		City						
Date of Birth			Sex	State of License		Date of Birth						
Mo./Day/Year							Mo./Day/Year					
Last Name of Owner 1			First Name	Middle Initial	O W N E R	Last Name of Owner 2						
Number and Street			Number and Street									
City			State	ZIP Code		City						
Date of Birth			Sex	State of License		Date of Birth						
Mo./Day/Year							Mo./Day/Year					
No. of Occupants	Plate Number	Vehicle Type	Vehicle Year & Make	Vehicle Year & Make	No. of Occupants	Plate Number	Vehicle Type	Vehicle Year & Make				
Estimated Cost of Repairs				Check one of the 9 diagrams below if it adequately describes the accident; or draw your own diagram in the space below and to the left.				Vehicle Year & Make				
Under \$400								Over \$800				
Under \$400								Over \$800				
Under \$400								Over \$800				
Describe damage to veh. no. 1				ACCIDENT DIAGRAM				Describe damage to veh. no. 2				
Reference Marker	County of Accident	City	City	Address/Landmarks at Scene								
Near to S/O		Or Town of	Or Village									
Route No. or Street Name	on			at Intersection with								
INJURY SECTION: FILL OUT SPACE BELOW FOR EVERY PERSON INJURED OR KILLED IN THE ACCIDENT.				Check proper column(s). See instruction 5 on back.				Date of				
Name and Address	8. In	12. Age	13. Sex	Describe Injuries			16. A	17. B	18. C	19. D	20. E	21. Date of
FOR ADDITIONAL NAMES USE FORM MV-104F.1, CONTINUATION SHEET												
Accident Description												
Identify Damaged Property												
Name of Insurance Company												
Policy Number												
From To												
If Vehicle was Operated under												
Name and Address of Permit Holder												
If Self Insured give Certificate No.												
And State												
Public School District Name												
Private School System Name												
Bus Driver Training and Date												
Bus Capacity												
How many actual passengers were on the bus?												
Date Filed												
Signature of Driver of Vehicle No. 1												
If Signed by Person other than Driver, give Reason.												



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ACCIDENTS AND EMERGENCIES

Parent Emergency Telephone Number Card

---

NAME (NOMBRE): \_\_\_\_\_

ADDRESS (DIRECCION): \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE (TELE.): \_\_\_\_\_

EMERGENCY TELE. # (# DE EMERGENCIA): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
(PERSONA CON COMUNICARSE)

**PLEASE GIVE THIS CARD TO BUS DRIVER ON FIRST DAY OF SCHOOL.  
(DESELO AL CHOFER EL PRIMER DIA DE LA ESCUELA).**



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City School District of the City of New York  
Bureau of Pupil Transportation

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SCHOOL BUS CONTRACTOR'S MANUAL  
OF PROCEDURES AND REQUIREMENTS

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ISSUED: 6/1/82

NET RETAINAGE, PERFORMANCE BONDING AND INSURANCE

1. Net retainage and performance bonds

- 1.1 Contractors operating 15 or fewer contract vehicles do not need to provide a performance bond, nor will any net retainage be held.
- 1.2 Contractors operating between 16 and 25 contract vehicles may choose to provide a performance bond for all vehicles operated or to have BPT hold net retainage for all vehicles.
- 1.3 A contractor operating more than 25 original contract vehicles under the same bid serial number must provide a performance bond for all vehicles.
- 1.4 For contractors whose original contract amount is below 26, and who subsequently are assigned additional vehicles, performance bonds are required only for the twenty-sixth vehicle and above operated under the same bid serial number contract.

2. Insurance

The Board of Education must be named as insured in the policies required by the Contract. Notices of Cancellation are sent by the insurance companies to the Board of Education. If insurances are not maintained as required by the Contract, the contractor will be immediately held in default of contract.



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City School District of the City of New York  
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SCHOOL BUS CONTRACTOR'S MANUAL  
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SCHEDULE OF REQUIRED REPORTS AND SUBMISSIONS

1. Weekly, on Wednesdays
  - 1.1 Crew sheets
  - 1.2 Ridership report Master Sheets
2. Monthly
  - Billing for vehicles and escorts
3. As required during year - each addition, change, renewal, or incident
  - 3.1 Documentation of driver and escort requirements
  - 3.2 Changes and additions to information on equipment ( see EQUIPMENT, P. 4 of contract.)
  - 3.3 Changes in garage and mailing addresses, and telephone numbers
  - 3.4 Behavior and weapons reports
  - 3.5 Accident reports
  - 3.6 Change in non-handicapped bus routing
  - 3.7 Insurance renewal
4. Yearly
  - 4.1 Before start of school: information on equipment (see above) in use, and place of vehicle storage.
  - 4.2. October 15: Non-handicapped routing
  - 4.3 Before April 1: Proof of performance bond (if required) for following year.