

St. Vincent Pallotti High School
PARENT / CONTRACTOR SERVICE AGREEMENT
2023 – 2024 BUS TRANSPORTATION

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SCOPE OF SERVICE:

Towne Transport, **HEREINAFTER** referred to as (TT), will offer morning and afternoon transportation service to and from St. Vincent Pallotti High School for the 2023-2024 school year.

SCHEDULE OF SERVICE (PROPOSED ROUTE FOR 2023-2024 SCHOOL YEAR):

**FINAL BUS STOP LOCATIONS & PICKUP TIMES TO BE DETERMINED ON AUG. 14, 2023
BASED ON FAMILY PRE-REGISTRATION**

Morning:

6:00am	STOP Rt. 301 & RT 4 (Giant Food Store)
6:20am	STOP Rt. 214 & Hall Rd. (Hall Rd. / PG Credit Union)
6:30am	STOP Rt. 214 & Rt. 193 (Watkins Park Plaza / KFC)
6:40am	STOP Rt. 193 & Marleigh Dr.
6:50am	STOP Rt. 193 & Lanham Severn Rd. (Eastgate Shopping Ctr. By KFC)
7:00am	STOP Rt. 197 & Old Chapel Rd. (Burger King / Bowie Plaza Shopping Ctr.)
7:30am	Arrive St. Vincent Pallotti High School

Afternoon:

3:20pm	Depart St. Vincent Pallotti High School
3:40pm	STOP Rt. 197 & Old Chapel Rd. (Burger King / Bowie Plaza Shopping Ctr.)
3:55pm	STOP Rt. 193 & Lanham Severn Rd. (Eastgate Shopping Ctr. By KFC)
4:05pm	STOP Rt. 193 & Marleigh Drive
4:10pm	STOP Rt. 214 & Rt. 193 (Watkins Park Plaza / KFC)
4:15pm	STOP Rt. 214 & Hall Rd. (Hall Rd. / PG Credit Union)
4:25pm	STOP Rt. 301 & Rt. 4 (Giant Food Store)

Parents registering their child(ren) for transportation service recognize that the "schedule of service" times are an estimate of approximate pick-up and drop-off times and that both normal and abnormal operating conditions such as weather and traffic congestion – may vary these times. Accordingly, the undersigned agrees that TT shall not be liable for its inability to adhere to the estimated time schedule and that such inconveniences to both the student or the undersigned shall not be grounds for any rebate, reduction or refund of the fee paid hereunder, nor any claims for damages.

OPERATIONAL DAYS:

TT will provide daily transportation to St. Vincent Pallotti High School based on the school's approved 2023-2024 School Calendar.

INCLEMENT WEATHER

TT will follow the decisions of the Prince George's County Public School System (**HEREINAFTER** referred to as PGCPs) for all **Inclement Weather** school delays or cancellations (see www.pgcps.org for weather information regarding cancellations / policies). Transportation will be provided for delayed opening and early dismissal days according to the PGCPs weather related changes. TT reserves the right to make a decision to adjust service based on Anne Arundel County road and weather conditions and when it is determined to be in the best interest of the children's safety. Any TT decision TO ADJUST the bus schedule from the PGCPs weather related decision will be communicated via text message to parents' cell phones as soon as possible. Please make sure accurate cell phone numbers are listed on the "Family Information" registration form.

PARENT PICKUP:

The undersigned agrees that TT's only responsibility is to provide transportation and does not include any responsibility for the students prior to entering the bus at pick-up locations in the morning or after departing the bus at drop-off points in the afternoon. TT expects students to arrive to their assigned bus stop at least ten (10) minutes prior to the designated pickup time.

STUDENT CONDUCT:

TT expects all students to conduct themselves in a safe and orderly manner whenever riding the bus. Students are expected to follow the driver's instructions. Students who fail to do so will be reported to the parents immediately and appropriate disciplinary action may be taken. Continued disruptive behavior will be communicated to the school and may result in the suspension or dismissal from the bus without refund of transportation fees.

BUS GUIDELINES

1. Remain seated at all times, facing forward while the bus is traveling on the roadway.
2. Please arrive to the bus stop 10 minutes before the posted time.
3. When windows are open students must remain seated and inside the bus
4. No eating, drinking or gum chewing is permitted on the bus.
5. Foul and/or inappropriate language is not allowed on the bus at any time, voices must remain at an appropriate volume and telephone conversations are not permitted on the bus.
6. Pushing, fighting, rough playing or causing harm to oneself or other riders will not be tolerated.
7. Electronic devices (games, phone, etc.) must remain SILENT while on the bus.
8. Driver has the ability to assign seats if appropriate.

These rules will be strictly enforced to provide a safe environment while on the bus.

DISCIPLINARY PROCEDURES:

First Warning: The bus driver will verbally communicate with the student about the behavior. Depending on the severity the driver / contractor may contact the parent / guardian.

Second Warning: The bus driver may assign seats to the student(s) involved and the bus contractor will contact the parents of the situation. The school may be contacted about the incident.

Third Warning: Student may receive a suspension of bus riding privileges for up to five (5) days. A parent conference may be required with the driver, student, contractor, and school to discuss the situation and future riding privileges may be suspended or result in **expulsion from the bus** without any refund of bus fees.

The disciplinary process may be expedited depending on the severity of the infraction.

Please communicate any Driver Related issues or concerns directly to us for our handling.

TRANSPORTATION COST:

The individual student annual cost for the 2023-2024 School Year will be \$2,610.00. Transportation payments will now be split into 4 equal payments of \$652.50. The invoice will be sent out September 1st and is the **only** invoice you will receive for the school year. The invoice will contain the total amount due for the 2023/2024 school year. There will continue to be a "Pay Now" link that should be used to submit all payments. The four equal payments will be due by the following dates, September 1, 2023, November 1, 2023, February 1, 2024, and April 1, 2024. If you fail to pay the amount required by the due date, your child/children will not be able to ride the bus effective the payment due date. You may split your four equal payments any way you choose, as long as the \$652.50 is paid by the due date. We will offer a \$50.00 per payment discount for the 2nd and/or 3rd child for families with multiple children utilizing bus service for a total discount of \$200.00 for the school year.

Bus registration is for the entire 2023-2024 school year beginning with the first day of school continuing through the last day of the academic school year in the spring of 2024. Parents are responsible for the full payment of the fees, regardless of the use of the service. If the number of bus riders does not warrant the costs involved in providing this service, it may jeopardize us offering the transportation at current prices as well as the continuation of transportation service for the remainder of the school year beginning with the 1st of the following month if ridership should decrease during the school year. If service is discontinued payments received for service after discontinuation day will be refunded.

TRANSPORTATION PAYMENT: Four (4) equal monthly payments

All completed registration paperwork should be submitted to Towne Transport, 2404 Nichols Road, Annapolis, MD 21401 or by email to ahamlin@ridesta.com or mcoates@ridesta.com by Monday, August 14, 2023.

A Confirmation/Invoice will be emailed upon receipt of the completed registration and service agreement, to all customers for payment. Upon receipt, please click the "Pay Now" icon to submit your payment by ACH or credit card using Visa, MasterCard or Discover. We no longer accept American Express. If paying by regular check, please submit the check to Towne Transport, 2404 Nichols Road, Annapolis, MD 21401.

You may also choose to pay the annual fee in full in lieu of monthly payments.

Payments are due on the following schedule: September 1, 2023, November 1, 2023, February 1, 2024, and April 1, 2024.

*We are not longer permitted to make credit card payments through our office.

Failure to make any payment as scheduled may result in your child(ren) not being allowed on the bus on the 1st day of school of the following month.

TERMINATION OF SERVICE:

Contractor reserves the right to terminate its agreement with an individual family and or the participants if monthly payment is not received according to the payment schedule Service will be denied on the 1st of the month for all students with delinquent accounts. Once payment is received and family account is current student(s) will be allowed to ride the bus once again. Future delinquencies may result in loss of riding privileges and may increase the cost to the remaining families.

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I/We have read the above terms and conditions and fully understand, consent, and agree to abide by all the conditions and terms of this agreement. This agreement must be signed by the parents or guardians of the child(ren) named on the registration form page of this contract.

_____ Parent / Guardian	_____ printed name	_____ date
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_____ Parent / Guardian	_____ printed name	_____ date
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To initiate service the following must be completed and returned:

- 1. Completed Bus Transportation – Family Information / Pre-registration Form**
- 2. Completed Parent / Contractor Service Agreement – Page 4 / Last page**

Towne Transport
2404 Nichols Road
Annapolis, Maryland 21401

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Myshawn Coates

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