

# St. Vincent Pallotti High School / TT / PARENT BUS TRANSPORTATION SERVICE AGREEMENT 2026 - 2027 PG COUNTY

## SCOPE OF SERVICE:

Towne Transport, HEREINAFTER referred to as (TT), will provide morning and afternoon transportation service to and from St. Vincent Pallotti High School for the 2026-2027 school year.

## SCHEDULE OF SERVICE (PROPOSED ROUTE FOR 2026-2027 SCHOOL YEAR):

**FINAL BUS STOP LOCATIONS & PICKUP TIMES TO BE DETERMINED ON AUG. 10, 2026 BASED ON FAMILY PRE-REGISTRATION. TIME LISTED IS TIME THE DRIVER LEAVES THE STOP.**

## SCOPE OF SERVICE:

Towne Transport, HEREINAFTER referred to as (TT), will provide morning and afternoon transportation service to and from St. Vincent Pallotti High School for the 2026-2027 school year.

### 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. (Corner of Giant Food Store)          |
| 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. Time listed is the time the driver leaves the stop.

## OPERATIONAL DAYS:

**TT will provide daily transportation to St. Vincent Pallotti High School based on the school's approved 2026-2027 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](http://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. The bus is equipped with a camera.

### **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. Bags and personal belongings may not take up a seat. Items should be placed on the floor.
9. 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 I 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 2026/2027 School Year will be **\$2,500**. Transportation payments will be split into 2 equal payments of \$1,250.00 **paid to St Vincent Pallotti High School, Inc.** The two equal payments will be **due in advance of the semester** by the following dates: **August 1, 2026 and December 1, 2026**. Invoices will be distributed well in advance of due dates. You can pay online with link provided on the invoice or by check, cashier's check, money order or cash to St Vincent Pallotti High School, Inc. 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.

**Bus registration is for the entire 2026-2027 school year beginning with the first day of school continuing through the last day of the academic school year in the spring of 2027. Parents are responsible for the full payment of the fees, regardless of the use of the service.**

### TRANSPORTATION PAYMENT: Two (2) payments

All completed registration paperwork should be submitted to St Vincent Pallotti High School, Inc to the attention of Catherine Edwards or by email to **cedwards@pallottihs.org** or **jpodorski@pallottihs.org** by Friday, August 1, 2026.

A Confirmation/Invoice will be emailed upon receipt of the completed registration and service agreement, to all customers for payment. Upon receipt, please use the link or QR Code to submit your payment online by credit card. If paying by regular check, money order, cashier's check or cash, please bring to Business Office at St Vincent Pallotti High School Inc, 113 St Marys Place, Laurel, MD 20707.

You may also choose to pay the annual fee in full by August 1, 2026.

Payments are due on the following schedule: August 1, 2026 and December 1, 2026.

**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 due date.**

### TERMINATION OF SERVICE:

St Vincent Pallotti High School Inc / TT reserve the right to terminate its agreement with an individual family and or the participants if 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.

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

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**To initiate service the following must be completed and returned:**

**1. Completed Bus Transportation - Family Information /Pre-registration Form.**

**2. Completed Parent I Contractor Service Agreement - Page 3/Last page.**

St. Vincent Pallotti High School Inc  
113 St. Mary's Place, Laurel, MD 20707  
Attn: Catherine Edwards

Office: 301-725-3228

Fax: 301-725-5381

Email: [cedwards@pallottihs.org](mailto:cedwards@pallottihs.org)