

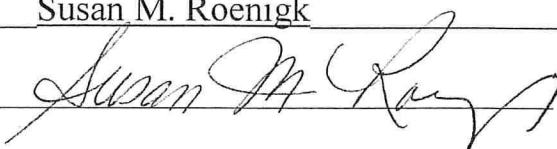
# HIGHLANDS SCHOOL DISTRICT

## PROPOSAL FOR CONTRACTED SCHOOL BUS TRANSPORTATION

**Superintendent  
Highlands School District**

The undersigned hereby proposes to furnish school bus transportation for the Highlands School District as per the prices quoted on the attached proposal pages. The undersigned certifies to have read and fully understand the specifications and offer to furnish the services in exact accordance with the specifications and at the prices quoted.

NAME: Susan M. Roenigk

SIGNATURE: 

TITLE: President

COMPANY: W. L. Roenigk Inc.

ADDRESS: 798 Ekastown Road  
Sarver, PA 16055

PHONE: 724-353-1515

FAX: 724-353-2807

E-MAIL: sroenigk@wlroenigk.com

CONTACT: Susan Roenigk

PHONE: 724-321-0697

# W.L. ROENIGK INC.

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March 25, 2019

## To the Members of the School Board for the Highlands School District

Since **1956**, W. L. Roenigk Inc. has been the Transportation Contractor for the Highlands School District. Actually, our service to the district began long before the area consolidated and became Highlands School District. After 63 years of exemplary service to the district it was disheartening that the contract would be put out for an RFP. At the pre-bid meeting, I was pleased to hear that you were not searching for a new contractor because you were dissatisfied with our service. You were heeding the advice of the Auditor General to explore the options to find out what your options were.

Of course, cost is certainly not the only consideration. I was delighted to hear our new superintendent's remarks at the last board meeting. She shared her view that we have to do what is right for the kids and told those assembled that she values honesty, following the rules, community input and history. We have just successfully renegotiated our largest area contracts. The process provided the school boards in neighboring districts and their taxpayers with the opportunity to investigate the options. The taxpayers had clearly done their homework. I was overwhelmed by the community support, but also uncomfortable when those supporting us would suggest that the board was somehow personally benefitting from their decision. Like you, they were simply trying to do their jobs. I sat through board meetings where the competition who do not pay taxes in that district took taxpayer time to sell their expertise and while I often wanted to jump up to set the record straight, I chose to let the evidence speak for itself. I trust you will engage in the same due diligence.

Transportation is a critical component of the district's responsibility. W. L. Roenigk has invested millions of dollars in equipment and facilities to service this district. We are a significant employer and tax payer in the district. My own children and now my grandchildren attended Highlands. I know the quality of the education. I pay taxes here too and I want the money to be spent wisely. I believe that W.L. Roenigk has been a good investment for Highlands.

As you consider your options, please keep in mind:

**We deliver the services we promise.** We have not over extended ourselves. The driver shortage is real, but that is no excuse for failing to meet your obligations. A student is never more vulnerable than when they are waiting at a bus stop that is late or never shows. W.L. Roenigk provides safe, reliable service. You had asked for industry standards- we live by the standard set 75 years ago by our founder- whose name is still proudly displayed on the side of every vehicle we operate- these schools and parents are expecting us to be there on time, every time and to provide a safe ride for the most precious cargo. The idea that school contracts now have to include penalties for failure to do the job would be a foreign concept. He believed that you do not take on a contract where you cannot deliver the service. We can proudly say that in our history- **EVERY RUN HAS BEEN COVERED. The competition cannot make that claim.**



**We provide you with safe, reliable equipment at a very reasonable cost.** A new fleet will not solve your reimbursement issues. We would love the opportunity to work with the district to improve the reimbursement. I have been working in this arena for 40 years and we have retained William Reilly, who was the business manager at Freeport for over 40 years and is now a consultant to districts to assist. We offer shared runs with other districts that save Highlands hundreds of thousands of dollars each year. We anticipate that you will **save \$283,000** from shares in 2018-19 alone. Over a 5 year contract the share savings could **exceed 1.4 million!** We offered a plan this year that would have eliminated bus number 18 and saved the district \$40,320. The board understandably chose student safety over costs. We are open to other considerations and have never penalized the district for a reduction in vehicles. In fact, unlike other companies, we do not charge when transportation is canceled in advance for a single student vehicle. This has been a year of transition and despite our best efforts, we were never able to meet with the superintendent or business manager to discuss options. If we are awarded a new contract, we would like to request regular meetings with the district to discuss issues and would be prepared to implement ideas immediately if they would save the district resources or enhance reimbursement.

**We hire and retain the very best employees.** We hire within the community. Our drivers are local taxpayers who care about the students they transport. Our current drivers- young moms and retirees for the most part --are our best source of referrals. In November of 2017 when one of our Highlands drivers administered CPR to a student who had been injured waiting for the bus, he was quick to deflect the title Hero. He said, "I was just doing my job, I'm not a hero. I think any bus driver would have done that. Our kids are the most important thing of anything." I could not have said it better myself.

This decision is of critical importance to our drivers and their families. While I discouraged them from turning this decision into a circus at the board meetings, they asked if they provided me with letters expressing their interest in Roenigk continuing to be the Highlands' transportation contractor, if I would include them in this proposal. We are deeply grateful for their support. This is a family.

Thank you for your time and consideration of our proposal to continue as your transportation service provider. I am always available for any questions or concerns you may have.

Sincerely,

A handwritten signature in cursive script, reading "Susan M. Roenigk". The signature is written in dark ink and is positioned above the printed name and title.

Susan M. Roenigk  
President

**W. L. ROENIGK INC.  
REQUEST FOR PROPOSAL  
CONTRACTED SCHOOL BUS TRANSPORTATION  
FOR  
HIGHLANDS SCHOOL DISTRICT**

**W. L. (BILL) ROENIGK**  
a **"BYWORD"**  
for **EXCAVATING and STUDENT BUSING**  
for **23 years**



ABOVE: BILL ROENIGK, Owner W. L. ROENIGK on 7G Hi-Lift



ABOVE: 8 OF OUR 41 TRAINED AND QUALIFIED SCHOOL BUS DRIVERS

*Our firm is pleased that we participated in the construction of this ultra modern educational institution. W. L. Roenigk and staff congratulates the School Board, Administrators, Teachers and Entire Community on their foresight in providing such a wonderful opportunity for the youth.*

**W. L. ROENIGK** : EXCAVATING • GRADING • HAULING  
GROUP & PARTY BUS HAULING TO ANY POINT IN PA.

798 EKASTOWN RD., SARYER  
353-1515

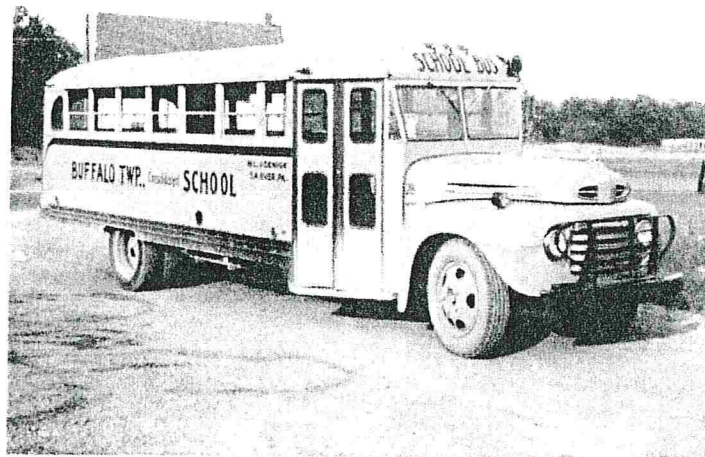
W. L. Roenigk Inc. has been the primary Transportation Contractor for the Highlands School District since its inception and long before. In 1956, William Roenigk, Sr. for whom the corporation is named, began providing buses to HarBrack High School. Roenigk has provided 63 years of exemplary service to the district and has clearly demonstrated the ability to provide safe and reliable transportation of students to and from school. As you can see from the ad to the left, we were even instrumental in the construction of the High School.

In submitting this proposal, we represent that we not only have the management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses, spare vehicles and other vehicles; offices, vehicle maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet the specifications set forth in the request for proposal, but that W. L. Roenigk is the only contractor who can make that claim.



**Company History.** Founded in 1945 by William L. Roenigk Sr., the company will soon celebrate its 75<sup>th</sup> year and is operated by three generations of family members. It is not a secret that hard work, superior service to our Districts and respect for our employees are the reasons for our longevity. While some may think that bigger is better, we believe that operating a safe, personalized operation to the best of our abilities is far more important. We don't try to just meet industry standards, we set them.

Over the years, we have expanded from our main location in Sarver, Pa to ten locations throughout the Greater Pittsburgh Area. We are focused in the counties of Butler, Allegheny, Armstrong and Westmoreland and serve 29 clients- large districts and specialized schools- within that area.



The company had a humble beginning. Returning home from WWII in 1945, Bill

Roenigk, Sr. purchased his first school bus and contracted with the Buffalo Township Consolidated School, currently known as the Freeport Area School District. The company has continued to serve the residents of the Freeport School District since that time and, in fact, recently negotiated an unprecedented nine-year contract extension.

What others are saying  
about W. L. Roenigk Inc.

*"In the face of public pressures from the Commonwealth's Auditor-General's Office, our Board of School Directors were confident enough in the relationship we have with W. L. Roenigk and their long track record of helping us balance costs with a high level of service that our District elected not to pursue an RFP process. Instead, we were able to strike a fair deal for all involved – one that provided cost certainties moving forward for as many as the next 9 years."*

**Ian Magness – Superintendent, Freeport Area School District**



In August of 1991, Bill, Sr. passed away. At that time, the company had three locations in Sarver, Natrona Heights and Leechburg. His estate passed to his wife, Jeanne, and their eight children. The family decided to honor Bill, Sr's legacy by incorporating the business in his name. We are reminded each day as we see his name on the side of our equipment, that we still work for him and continue to strive to meet his expectations of ethics and integrity.

This has always been a family business, and everyone has played a role in the success. Jeanne Roenigk was president of the corporation from its inception in 1991 and for the next 20 years and while she continues to play an active role in the day to day operations, she passed the presidency to Bill Jr. in March of 2012. Sadly, Bill, Jr. spent most of that year in the hospital and lost his battle with leukemia in March of 2013. Sue Roenigk, who had been actively engaged in company management since 1978, was named as the new President. The remaining brothers and sisters are members of the Board of Directors.

While everyone has grown up in the bus business, has contributed their talents to the success of the company and gained meaningful practical experience from cleaning busses and driving runs to managing operations, the family brings not only experience and a strong work ethic but education: Jeanne is a graduate of HarBrack High School and Johns Hopkins University. Sue holds an associate degree in Business from Penn State, Nancy is a graduate of Indiana University of Pennsylvania and has a master's degree in Education from Duquesne and Pat is a graduate of Penn State and has a law degree from Temple University.

The company is currently listed as the 19<sup>th</sup> largest school bus company in the United States according to School Bus Fleet Magazine and for 3 of the last 4 years, the company has been named the Largest Woman Owned Business in Southwestern Pennsylvania by the Pittsburgh Business Times. While we maintain many related business operations that allow us to provide full- time employment and benefits to a large number of dedicated employees, W.L. Roenigk is principally a provider of contracted bus services and each new employee is expected to maintain updated bus credentials and understands that the safe delivery of students to and from school is job 1.



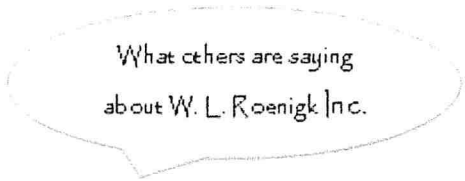
## GENERAL SPECIFICATIONS FOR STUDENT TRANSPORTATION

**1) FAMILIARIZATION** *Each contractor is required to examine the entire proposal, including the specifications and attachments, and to become familiar with the routes, schedules, bus stops, traffic conditions, topography, road conditions, locations of schools, including entrance driveways and exits and with all other physical facts pertinent to the performance of the work.*

As the representative of W. L. Roenigk Inc. completing this bid proposal, I have examined and feel confident that I understand the entire proposal, including all specifications and attachments. The staff and drivers for W. L. Roenigk Inc. are more than familiar with the routes, schedules, bus stops, traffic conditions, topography, road conditions, locations of schools, including entrance driveways and exits and with all other physical facts pertinent to our performance of the work required by this contract. Our years of working experience with the district has given us not only the opportunity to learn the intricacies of the district itself, but also the surrounding districts, parochial and special needs schools we would also be transporting.

Having been in business for almost 75 years, W. L. Roenigk Inc. truly understands that its primary obligation to the District is safe, reliable service.

W. L. Roenigk has been the Contractor for Highlands School District since 1956 and has always delivered the specified services requested by the District. Many changes have been made throughout our 63-year relationship both at the request of the District and many as suggestions from the contractor. We have always been willing to work closely with the District in revising schedules, finding shared services and all other aspects of route development. These services have always been included as a part of the daily bus and van rates paid by the District and have never been an additional charge to the District.



What others are saying  
about W. L. Roenigk Inc.

*"I feel that we have a fair, reasonable agreement with Roenigk's. They furnish what both parties agreed to, and at time, much more. **We have not encountered any hidden costs or omitted details in our agreement.**"*

*Patrick M. Graczyk, Ed.D, Superintendent of Schools, Allegheny Valley School District*

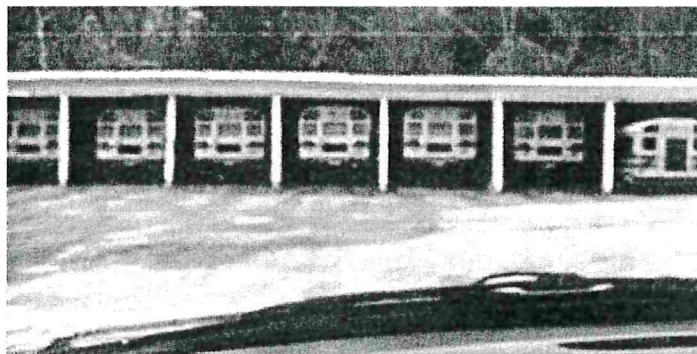




**2) OFFICE SPACE AND TERMINAL FACILITIES** *The contractor is required to provide an office and a terminal facility within the HSD boundaries, unless otherwise previously approved by the HSD.*

W. L. Roenigk Inc. has existing terminal facilities located in the Highlands School District that have proven to be ideal for the dispatch of Highlands' buses. As we have paid significant property taxes to the District for this property over the years, the facilities have also been of benefit to the District as a revenue source. The Fawn Township facility is located at 2121 Saxonburg Road, Fawn Township and is within 5 miles of the Highlands / Deer Lakes border and a mile from the Highlands / Freeport border. It is within minutes of Highlands High School, Middle School and Elementary buildings.

W. L. Roenigk has made major investments in these facilities over the years including the installation of underground fuel tanks installed at our expense but at the request of the Highlands School District. These tanks have enabled the district to gain the benefits of buying less expensive tanker loads of fuel from the AIU Consortium. We recently expanded the parking area by purchasing the adjoining property and leveling a building to accommodate the growing number of vehicles that dispatch out of the facility. This location now has ample space for all company vehicles and employee parking, a maintenance garage, a wash bay, driver's lounge, bus fueling area and full office facilities with conference room. Most vehicles are housed under roof protecting the vehicles from the elements like snow and ice. This is huge from a safety standpoint because the windshield and windows are clear and inches of snow are not piled up on the roofs. There is also a Fleet Tire Shop on the premises. This tire shop is open during school hours and is fully staffed and available to provide roadside assistance in the event of a flat or other tire issue. It is also an essential tool in the maintenance of our entire fleet.





**3) MANAGEMENT OF EMPLOYEES** *Personnel furnished by the contractor to perform the functions specified in the contract shall be employees of the contractor. The contractor shall pay all salary, wages, Social Security taxes, federal and state unemployment insurance, and any other tax relating to the employment of such employees. The contractor shall provide all other required management services, including personnel services, such as licensing, training, supervision, and evaluation, necessary to carry out the terms of the contract.*

W. L. Roenigk Inc. employs only qualified personnel at all of its locations. All employees must meet all Federal and State regulations in regard to hiring. This includes criminal background checks, child abuse clearances, FBI fingerprinting, MVR checks and drug testing. All training for licensing requirements is done by state certified trainers and is provided to employees free of charge. We currently have 2 state certified instructors for Child Abuse Recognition & Reporting requirements. All current employees have received their 3-hour training and new recruits are required to attend a 3-hour session prior to starting employment. Driver's licenses, physicals and any other time sensitive documents are tracked and filed at the individual garage locations as well as the main office in Sarver. All employees are paid weekly and all taxes and insurances relating to their employment are paid promptly.

We have the expertise, the best management personnel in place, hire responsible drivers and have substitute drivers always available and fully qualified and trained to fill in when necessary. Garage personnel and managers have specific school assignments but work as a team linked by radio and phone to ensure coverage to all garages in an emergency. We have spare vehicles and mechanics on site at all locations ready in the event of a breakdown or accident. We have a warehouse of parts and an inventory of tires for all makes and models. With 10 locations throughout the Pittsburgh area, we are able to greatly reduce our response times when a breakdown occurs. For example, if a vehicle has a mechanical issue at the Children's Institute in Pittsburgh, we would be able to dispatch mechanics and a spare vehicle from our Etna garage ensuring that the children being transported are delivered home in as short a time frame as possible.

All W. L. Roenigk garage locations have full time managers. The managers at our Fawn Township location are long term employees and have years of experience in the supervision of school bus and van drivers. All company managers and their assistants understand the importance of communication between the company and the school districts we contract with. A resume for each of the managers and assistant managers is enclosed with this proposal for the districts review.

Drivers do not park out. Our buses and vans are stored at a main terminal for each district, so that supervisors have ready access to the drivers when they arrive and they can confirm that they are on time and ready to perform their duties. Supervisors and the main office are monitoring weather conditions- alerting drivers to the potential for weather that will not only affect their run but their ability to be at the garage with sufficient advance time to ensure that their vehicle is road ready.

**4) SUPERVISION** *a) The contractor will provide a qualified supervisor and staff of employees. The supervisor will be trained and experienced in the supervision of school bus and van drivers. The contractor's supervisor shall cooperate fully with the HSD Director of Transportation and Superintendent to ensure a safe and efficient transportation system.*

Our organizational structure has no unnecessary hierarchy. All employees have immediate access to the company president but we have hired incredible company representatives for each district who are directly responsible to the districts, their parents and the drivers.

W.L. Roenigk agrees to make the local supervisor and their office staff available to the School District for parent related inquiries upon request and notice of the School District. Highlands direct contact will be Elliot Frantz from the Fawn Township garage.

**Elliot Frantz** started with our company almost 15 years ago as a part time bus and van driver. He showed initiative and even spent summers washing buses. Over the years his desire to grow professionally and learn brought his talents into the office. He has been the primary contact between W. L. Roenigk and Highlands for the last 6 years. Elliott handles route scheduling, and communication with the District, parents, students and drivers. Elliott brings with him a level of professionalism, enthusiasm and self- motivation that would be hard to replicate. His working relationship with your Transportation Department is one of mutual respect and his easy going, pleasant nature is appreciated by the parents in your District.

**Lynn Chiado** is the second half of the management team at our Natrona Heights/Fawn Township location. Like Elliot, Lynn started as a driver, and has an appreciation for the challenges a driver faces each day. She brought that knowledge into the office. She is attentive to the needs of the drivers and the parents, as well as the District. Her strong organizational skills and attention to detail are invaluable in tracking mileages, vehicles and other information needed by the District to complete annual reimbursement forms and other necessary information to ensure that the District receives their maximum reimbursements. She knows the district and the routes and can drive if necessary.

#### Through Rain & Snow & Wind...

The March 4, 2019 windstorm in Western Pennsylvania, touted by media as the third worst such storm in history, caused downed power lines across the area. Many districts closed or delayed the start of school, but once the superintendent had confirmed that all HSD buildings had power and could safely open, it was determined that school would operate on schedule. Despite the fact that Saxonburg Road was closed by Penn DOT and the Fawn Township Garage and many of the drivers did not have power (which for many including the garage was not restored all week) the buses ran on schedule. In fact, students in all Roenigk districts were safely delivered to the schools and returned home later in the day. Where buses could not safely operate, Roenigk worked in cooperation with the respective districts at its sole cost and expense to provide alternative means to transport students.



**Our Management Team is responsible for the effective administration of all site operations:**

- Daily dispatch of drivers and buses for daily routes and field trips
- Ensuring route maps, student lists, stops, hazards and addresses are accurately maintained and all changes are communicated to drivers and school district personnel
- Daily interaction with drivers during morning and afternoon runs
- Updating all staff, drivers, mechanics on forecasted and immediate weather conditions
- Ensuring that vehicles are ready for use prior to scheduled departure and that in case of snow that the parking lots are cleared before personnel arrive
- Actively developing the garage's pool of regular and spare drivers sufficient to meet the needs of the Contract, including recruitment, screening, and training of new and experienced drivers
- Ensuring staff are trained on and compliant with District policies, procedures and programs as well as company policies
- Ensuring safe and efficient operation of the fleet
- Reporting to the main office on all contracted, supervisory, performance and administrative matters
- Implementing policies and procedures, District programs, regulatory changes
- Setting and evaluating performance goals and standards, and taking corrective action to ensure Contract and company requirements are met and exceeded every day.

Elliott and Lynn have demonstrated the experience, skills and delegated authority to take responsibility for, and to manage, all aspects of the HSD drivers and operations. We value their integrity and honesty, which are the qualities that make them great managers internally to our employees and externally to our clients. We invest heavily in managers like Elliott and Lynn. While they are happiest providing service to Highlands, we would welcome them at any of our other locations.



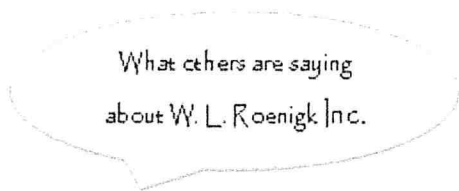
"You're supposed to be resolving complaints,  
not giving them."



W. L. Roenigk agrees to furnish such reports as may be required and at the times designated by HSD or its designated representative and to provide to the School District's Director of Transportation verification of every requirement for buses and bus drivers (including copies of all driver credentials) as outlined by the Pennsylvania Dept. of Transportation, Pennsylvania Dept. of Education and the contract prior to the opening of school, or whenever new drivers are used.

W. L. Roenigk recognizes and agrees that it is responsible for the behavior and actions of our employees, particularly with regard to adherence to the transportation policies and regulations of the School District. We understand that a violation by an employee shall be considered a violation by the company. Our employees understand that they represent the company, the District and the industry and are cautious of how they conduct themselves and how they use social media.

W.L. Roenigk agrees to obtain directions to destinations for all trips at least 24 hours before the scheduled departure.



What others are saying  
about W. L. Roenigk Inc.

*"in those thirteen years, I have dealt with three different companies and W. L. Roenigk is the only one that has met the needs of our District."*

**Garry R. Dixon – Dir. Of Transportation, Deer Lakes School District**

**5) DRIVERS** *It shall be the intention of the HSD to contract for the transportation of public, parochial, private, charter and special needs school students on each school day as established by their respective calendars. The contractor will be responsible for providing drivers, for managing drivers, and furnishing the required number of drivers to transport students to and from school on a daily basis.*

- a. All W. L. Roenigk school bus drivers will meet all regulations, presently in existence or implemented over the term of this contract, of the Bureau of Traffic Safety of the Pennsylvania Department of Transportation with regard to application, age, fitness, competence, conduct, licensing, physical examination, and continuing eligibility. Drivers will be expected to pass periodically administered physical examinations as required by the PUC, ICC or PA Dept. of Transportation.
- b. Drivers physical examinations will either be paid for directly or reimbursement made to the driver by W. L. Roenigk Inc. All W. L. Roenigk drivers are required to maintain their licenses with the class of license and all endorsements to drive the vehicle to which they are assigned. Drivers are also required to keep current either their school bus physical or their ICC physical or both depending on their self-certification with the Pennsylvania Department of Transportation. Drivers are required to report immediately any issues that would result in a loss of their driving privileges.
- c. W. L. Roenigk Inc. has a strict policy for a drug free work environment. W. L. Roenigk Inc. has a drug and alcohol policy in place which adheres to federal, state & local laws. A mandatory pre-employment drug test is done on all applicants regardless of the position being applied for. We use an independent outside drug testing company to produce the random quarterly drug pick list. Mandatory random and post- accident drug and alcohol testing of drivers complies with all federal, state and local laws. An Outline of our drug policy is included with this proposal.
- d. W. L. Roenigk will furnish copies of all licenses, physical examination cards and certificates of school bus instruction to the School District annually before the August School Board Meeting for board approval. New driver credentials will be submitted as needed to the Business Manager for temporary approval. They will then be presented to the board for final approval. W.L. Roenigk will provide proof of current Act 34 (PA Criminal History Background Check), Act 151 (Child Abuse History Clearance) and Act 114 (FBI Fingerprint Report) clearances to HSD for all personnel involved in the Contract, including but not limited to all drivers, before they are allowed to transport students.
- e. Like the School District, we at W. L. Roenigk would like to see the rate of driver turnover kept to a minimum. We believe that a permanent driver assignment to a route and vehicle is the key to pupil control, timing, consistency and all other aspects of safety that familiarity adds to a bus route. We are constantly seeking out new recruits to fill permanent or part time positions. When an employee will have an extended leave of absence, we fill the position with a long-term sub.



W. L. Roenigk ensures that they can provide sufficient drivers and substitute drivers in several ways. First, office personnel, mechanics and garage support employees are all required to possess the proper credentials and receive the same training as permanent bus drivers. Although it is a rare occurrence, these individuals are fully qualified to fill in as substitute drivers as needed. Second, we employ what we refer to as super-sub. These individuals are highly trained drivers who have the expertise and the ability to drive any vehicle on any route. They are well versed in the logistics of all runs and are willing and capable to fill in at the last moment without incident. Third, W. L. Roenigk has other operations that are used as support for their bussing. Our excavation, tire shop and parts department employees are also required to have all of the credentials needed to drive a bus or serve as an aide if the need arises. These are dedicated full time employees of the company who understand the importance of timely delivery of all students either to or from school.

- f. All personnel, including drivers, assigned to perform under the contract shall be subject to approval of HSD prior to being assigned by the contractor. HSD retains the right to evaluate the drivers and all other personnel employed by the contractor for the performance of the contract by any and all reasonable means.
- g. W. L. Roenigk would remove any driver that the School District feels is not qualified to operate a school bus provided that there is sufficient cause. Also, if it is decided that a driver is not capable of properly controlling students, after attempts are made to mediate the situation or the driver has undergone retraining, then that driver will be removed from his driving position.

The bus driver shortage is real, but Roenigk has made a deliberate decision to maintain quality service to our existing districts rather than expanding into areas plagued by shortage. National and international companies are easy targets for takeover, as the drivers feel no connection to the company. Those that have chased those contracts have discovered that they cannot easily fill the open positions and lose current employees to other companies and despite increased costs to the district, the service has not been reliable. Long term drivers are not drawn to the illusory bonuses. We have 75 years of solid performance including 63 to this district. Many of our buses are operated by family members and friends who are not willing to move to another employer. Roenigk has a large staff of full-time employees in our offices, fleet tire operation, mechanics, carpenters, snow removal and excavating who are able to step away from their other responsibilities and drive when needed. Because many of their day to day responsibilities are reduced during the school year, we are able to commit their time to a specific run. We recruit for these full-time opportunities as well as bus drivers throughout the year.



## **DRIVERS ARE THE KEY TO A SUCCESSFUL, SAFE AND EFFICIENT TRANSPORTATION PROGRAM**

At W. L. Roenigk, we do everything we can to ensure the drivers know how much we value our staff and drivers' roles in ensuring a successful, safe and efficient transportation service. We train, mentor and motivate staff and drivers so they have the tools and knowledge to deliver on that role. Their confidence in their capabilities and their positive experience with regard to their contributions extends to the parents they meet, the school staff they work with, and the students they see every day.

**WE KEEP DRIVERS ON THE SAME ROUTE EVERY YEAR.** This fosters respectful behaviors among students and parents. We also find it makes drivers happier if they can accompany 'their' students through their years at school. Many of our drivers are now transporting the children of their first students. It is difficult to say good bye to a long-term employee but incredibly gratifying to see the outpouring of support from school administration, parents and students when a retirement is announced.

### **WE SHOW THEM THEY ARE PART OF A GREAT TEAM.**

- ✚ We provide identification badges that our drivers and staff are proud to wear. Company jackets, pins, hats, shirts and safety vests show we are a professional team.
- ✚ We engage drivers often to help them feel like they belong to part of larger team.
- ✚ We plan to see our drivers every day because our drivers "Park In" rather than at home.
- ✚ Dispatch, Location Manager, maintenance techs and office people all interact with drivers in between routes, during daily job-related activities and during company gatherings.
- ✚ Driving a long route can sometimes feel isolating, so we make it our job to counterbalance that feeling while they are among the rest of the location team.

### **GREAT STAFF MORALE AND ATTITUDE BEGINS AT HIRING**

- We screen applicants to ensure our hires are willing, engaging and able to approach the challenges of the job with friendliness, kindness, and a positive attitude.
- Newly hired drivers are directly reimbursed for their out-of-pocket expenses related to obtaining their CDL. Roenigk covers the costs of the physical. New drivers are paid to engage in the required training hours behind the wheel and in the classroom.
- As new hires go through skills and culture orientation training, we match them with veteran mentors. Mentors support skill building, and they also give new team members an immediate sense of belonging, regardless of how new they are to the company.
- We engage drivers often, so they feel part of the team.
- Ongoing training, evaluation and recognition programs ensure that drivers know what is expected of them on the job and know when they are performing well.
- Open door policies ensure that staff always feels welcome to contribute to service, policy or process improvements. Workplace safety programs, certification and training

programs, ongoing education refreshment, anti-harassment and human rights help all staff feel safe in whatever capacity they choose to work.

Most new hires join our company as non-CDL van drivers or aides. They go through a rigorous and thorough application process collecting all background checks required by law, MVR reports are sent for and verified, pre-employment drug tests are done on all applicants and driving tests are done with one of our state certified trainers.

After all pre-employment screening is completed and passed, an applicant is brought in to begin their actual run training. All employees are given an employee handbook which is very detailed with all processes, procedures, company rules and rights that are expected of all employees.

Also, because we have become the area leader in Special Needs Transportation, new applicants will have training in special needs transportation. They are asked to watch a very informative company produced video demonstrating car seat installations and use, wheelchair securements and loading procedures and other various securement straps and accessories needed for the safe transportation of the special children we transport. Of course, each student is individual so the specific training to care for a particular child or group of children is done on a personal level by introducing the driver or aide to the children and their parents. The one on one interaction with the parents usually proves invaluable in the training process. The hope is that the parents will share valuable information as to the child's likes, dislikes, behavior triggers, or medical issues that the driver and aide need to know to safely transport the child.

Prior to the start of each new school year all drivers attend mandatory back to school meetings. Safety procedures and expectations are reviewed. Schedules are handed out so drivers can begin preparing for the new school year and familiarizing themselves with any changes from the previous year. Trainers and school personnel are asked to be present for the meetings so that they can add valuable information to the drivers as a group. Drivers are reminded of any unique expectations of the District for whom they will be working. We are delighted when transportation and administrative personnel from the school can be in attendance to explain the expectations and answer questions.

All drivers and aides must attend a three- hour Child Abuse Recognition class as required by law upon hire and a refresher course every 5 years.

Drivers wanting to acquire their CDL with passenger and school bus endorsements are enrolled in company provided classes with state certified trainers. The classes are in full compliance with the rules and standards set forth by the Pa Dept. of Transportation, Bureau of Driver Licensing. The same procedure is followed when a driver is due for their recertification classes which happens every 4 years.

Drivers and aides also attend many school sponsored training sessions throughout the school year. The majority of these classes are held at specific special needs schools and are intended to help the driver and aides to better understand the needs of the children they are transporting. Our trainers are incorporating an increasing number of soft skills in to trainings-



how to better communicate with parents and students and have designed trainings for students of all ages to help them to better understand their role in student safety.

**6) LICENSES** *The contractor and its employees shall acquire and maintain valid permits and licenses required by law. All costs and fees for such license shall be the sole responsibility of the contractor and/or the drivers under its employ.*

W. L. Roenigk and its employees shall acquire and maintain valid permits and licenses as required by law. W. L. Roenigk has not and will not put a driver on a vehicle without the proper credentials. All drivers must be licensed and meet all standards, rules and regulations as set by the Bureau of Traffic Safety of the Pennsylvania Department of Transportation. All license credentials, physicals, Act 34, Act 114 and Act 151 forms along with all other human resources paperwork are copied and kept in confidential files at both the garage and main office locations. W. L. Roenigk will furnish copies to the District as needed or required for their audit purposes. All costs will be the sole responsibility of W. L. Roenigk.

**7) VEHICLES PROVIDED** *a) School buses and all other vehicles used in the performance of the contract shall at all times conform to the standards for school transportation vehicles approved by the Department of Transportation, Public Utility Commission and Mass Transit Authority, as applicable. School buses, Type I and II vehicles, shall meet the minimum standards of the Bureau of Traffic Safety and shall pass annual inspection by the Pennsylvania Officials during the summer months. Cars, vans and Type III school mini-vans shall conform to the standards of the Bureau of Traffic Safety. All vehicles shall conform to the provision of the law of the Commonwealth of Pennsylvania, shall pass state required inspections, and be in good mechanical and sanitary condition.*

We are proud of the fleet of buses and vans that we provide to our school district clients. The equipment meets and exceeds the statutory requirements for equipment used in the transportation of students and is maintained in good mechanical order and in a clean and sanitary condition at all times. We have in place a Fleet Manager whose primary concern is ensuring that we are purchasing and maintaining a safe and reliable fleet. There is a head mechanic at each of our facilities. They work hand in hand with the manager at those facilities in responding to notices from drivers of any mechanical issues. Spares are located at each facility should they be needed and additional vehicles to ensure that there is adequate coverage for daily runs, athletics and field trips. With 10 locations throughout the Pittsburgh area and spare vehicles and mechanics on site at all locations, we are able to greatly reduce our response time when a breakdown occurs.

In 2013, we terminated our Fleet Manager, Aaron Silverman. Mr. Silverman was in the business of selling used vehicles purchased from the auction or on-line without inspection. We have since focused on buying new buses and vans (or if used from reliable vendors with a solid track record of maintenance) to ensure that we know how those vehicles have been maintained.

Our new vehicle management philosophy is simple and effective: Purchase new buses and vans, maintain them to optimal standards, anticipate where problems will occur and replace parts before performance issues arise. With fleet analysis, we can predict that issues emerging in one bus can be corrected for all similar buses.

a) W. L. Roenigk will provide all needed vehicles and drivers to safely and efficiently perform all services required by HSD. As has always been the case, we will work with the District's transportation department to find the most time and cost-efficient ways to transport all students including the District's special needs and parochial students. As in the past, we will continue to find shared service runs and ways to combine destinations to ensure the District's costs are kept to a minimum. In the 2018-19 school year, the District will save **over \$283,000** from shared services.

All W. L. Roenigk vehicles conform to the standards for school transportation as approved by the Dept. of Transportation, Public Utility Commission and Mass Transit Authority. Type I and II school buses owned by W. L. Roenigk meet the standards of the Bureau of Traffic Safety. All annually pass an inspection by the Pennsylvania State Police and are subject to semiannual inspections performed by state certified mechanics. A window sticker is placed on all vehicles by the State Police to indicate they have passed inspection. The stickers can be checked visually at the School if desired. All vans and mini vans are also subject to semiannual inspections performed by state certified mechanics. All garages have certified mechanics to ensure that all vehicles are maintained in good mechanical order. We employ a communications technician to install and repair two- way radio and video monitoring equipment. We maintain an in-house fleet tire operation and a parts warehouse. All are focused on preventative maintenance. There are also employees and facilities at each garage to clean the vehicles.

b) W. L. Roenigk maintains additional vehicles as spare buses that meet all the same safety and inspection standards as the vehicles assigned to daily routes. These buses are kept as spares for daily runs due to breakdowns, routine maintenance or to replace accident damaged vehicles. There are always enough vehicles to provide transportation for special services such as charters for sports, field trips or band events.

c) All maintenance costs associated with our fleet are the responsibility of W. L. Roenigk Inc. All garages have maintenance facilities and mechanics and support staff employed by the company to ensure that all maintenance issues are addressed immediately and properly completed. Drivers are also required to contribute to the safe operation of their vehicles by immediately reporting mechanical defects found either during their pre-trip inspection or during their route.

d) All Roenigk vehicles are washed on a regular basis. Drivers are expected to keep the interior of their buses clean as part of their job. All drivers are required to do pre-trip and post-trip inspections of their vehicle. They are required to report any mechanical defects. Drivers are instructed to never accept a vehicle that they feel is unsafe in any manner. A spare vehicle is to be utilized in the event a driver finds faults in any vehicle. All vehicle maintenance sheets



are kept at each garage and would be made available upon request by the School District.

e) Representatives of the School District may inspect any vehicle assigned to the District upon request provided the person performing the inspection has the qualifications and certifications of expertise covered in the inspection.

f) Age of Vehicles - The school buses for this contract will not exceed 10 years of age for vehicles assigned to daily routes. Buses will be replaced as needed with newer equipment over the life of the contract. The average age of the fleet will not be more than 5 years. Buses older than 10 years of age will be used only as spare buses and will be maintained and inspected in the same manner as the fleet of daily use buses. Use of spare buses will be kept to a minimum. The District will be notified if a spare bus becomes a permanent replacement. All vans will be less than 10 years old from the date of manufacturer.

Size of Vehicles - All vehicles will be of the correct size for the needs of the particular run. Larger or smaller capacity vehicles will be provided upon the request of the District and in compliance with state and federal standards.

Numbering on vehicles - All vehicles will be numbered and decaled to the standards requested by the District and in accordance the state law.

g). W.L. Roenigk agrees that when engaged in one or two hour delays for the start of classes that we will use the extra time to prepare vehicles for service. School bus engines will be started earlier and left running so that alternate vehicles can be used in the case of failed starts. In subzero weather during delayed openings, Roenigk will do short test runs to be sure that our vehicles can complete their runs.

All garages prepare in advance for bad weather. Fuel additives are used to help counter the possibilities of fuel gelling. During winter months mechanics and garage staff start vehicles to ensure that all are ready for their pull out times. This happens regardless of a regular start time or a delayed start time. Spare vehicles are also started and ready in case they need to be utilized.

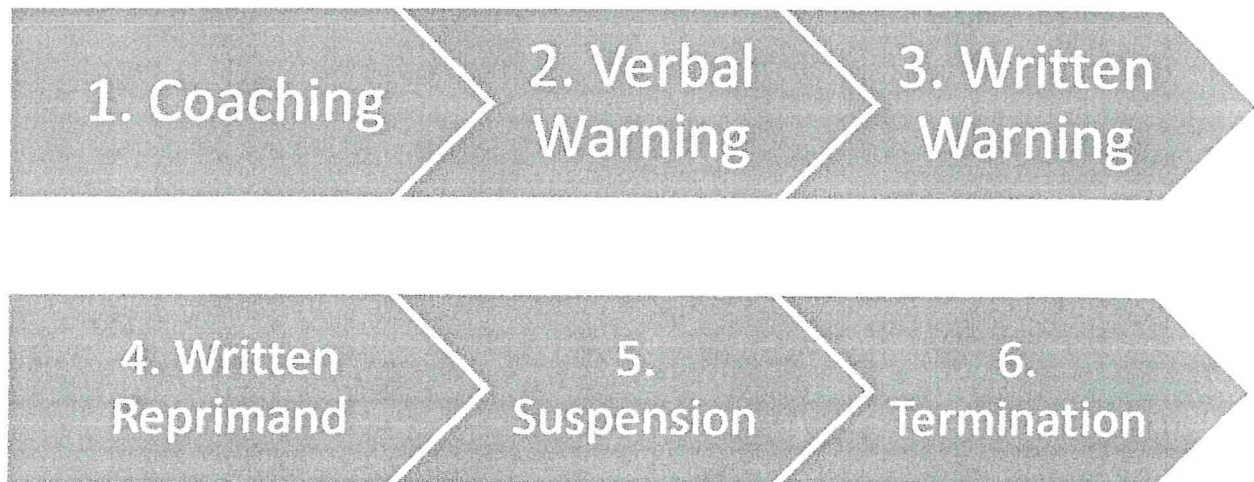
In inclement weather W. L. Roenigk will have its managers available to check and report road conditions to the Superintendent. We understand that the decision of the Superintendent or designee is final and we will follow their instruction as to delays, cancellations or proceeding on a normal schedule. W.L. Roenigk contracts with Penn DOT to supply trucks for snow removal. This gives us a unique ability to gather real time information on road conditions.

**8) SAFETY PRECAUTIONS** *The Contractor shall require all drivers to comply with safety precautions:*

W. L. Roenigk employees currently comply and will continue to comply with all safety precautions listed under paragraph 8.

In addition, performance evaluations and behind the wheel evaluations examine all aspects of a bus driver's job performance and training. All issues are tracked in the driver's file. Ben Roenigk over sees assignments of drivers across the company. If a driver is unsuited for your District, they may be moved to another, if they are unsuited to be employed, they are terminated.

The Safety Committee will review a driver's record and accumulated incidents and determine whether a driver will be retrained or terminated. Progressive disciplinary steps include:



Stages 1 to 5 may be accompanied by a Performance Improvement Plan, agreed upon and signed by both the driver and manager.

The plan outlines clearly what actions are problematic, what improvements are required, a time during which a specific set of behaviors or corrections must be made, how performance will be evaluated. The plan identifies resources available to the driver, and consequences if the improvements are not made.

In certain circumstance, drivers may be terminated immediately including:

- ❖ Drug use or any violation of our drug and alcohol policy
- ❖ Threats of violence or violent activities
- ❖ A child left on an unattended bus after a bus driving assignment
- ❖ Striking a student
- ❖ Any act of threat of molestation, harassment, corporal punishment or any other form of physical, sexual or mental abuse in relation to a student of co-worker
- ❖ Reckless or dangerous driving



Errant or unsafe driving practices are usually identified during a driver's evaluation, or by complaint. If the driver trainer identifies practices or habits that are not compliant with safety standards, retraining is scheduled immediately. If a driver is in an accident, and the ensuing investigation process indicates that the driver is at fault, or not observing safe practices as taught in training, retraining is assigned immediately. The driver must complete the re-training program before he or she returns to regular route service. Once the retraining is completed, the trainer re-evaluates habit to ensure training was effective. Depending on the issue, progressive discipline may be initiated.

Drivers who accumulate repeated offenses, accidents, recurring issues or violations are subject to progressive disciplinary action, suspension, or removal from driving status, or eventual termination.

W.L. Roenigk takes complaints from parents, public, or the school staff seriously. Each complaint is investigated for the facts and circumstances of the incident. Should the complaint highlight an issue that is a violation of safety or of professional conduct standards, the Location Manager meets with the driver to inquire into the issue. If the driver is at fault, the first step of disciplinary action is taken, and relevant re-training assigned. To close the loop, actions taken and resolutions are communicated to all involved parties (as appropriate).

## **9) FUEL**

Roenigk is prepared to continue to operate under the current contract's allocation of fuel costs or alternatively would be willing to agree to the fixed liability proposal set forth in the RFP for the Contractor and HSD to share the cost of fuel needed for the performance of the contract. In either case, HSD will acquire all fuel through government joint purchasing methods, such as the AIU. The cost sharing of fuel will be allocated to HSD at a fixed price per gallon of \$2.00 with the remainder of the cost per gallon allocated to the Contractor. The contractor agrees to indemnify the HSD from all penalties resulting from the mishandling of fuel.

**10) BUS ROUTES AND BUS STOPS** *a) Bus routes shall maximize the state transportation reimbursement formula including ridership, age, and minimal empty mileage while being mindful of student ride time. All bus stops must be approved by the HSD prior to utilization. b) Bus routes and bus stops shall be prepared by HSD and may be modified at the sole discretion of the HSD. The contractor shall not deviate from the designated routes or stops except by prior written consent of the HSD or in an emergency. c) An operating time schedule for each building shall be provided by the HSD. The contractor shall use this information to create and designate the time and place of all bus stops, both morning and evening. These schedules shall be carried in the bus and provided to the schools. The time schedule may be modified by the HSD as the occasion demands, but only after due notice has been given to parents and contractor. In addition, finalized student rosters will be provided by the contractor to the HSD Transportation Office, and to all schools serviced, two (2) weeks prior to the first day of the school year. d) The HSD will be responsible for providing the communication of bus routes and schedules to all students and their families. e) In the case of an emergency, any deviation of established routes shall be reported promptly to the HSD transportation office. f) Schedule A provides information on the routes and the number of students that were scheduled in the HSD for 2018-19, (Base Price). The cost of additional bus runs or credit for deletions will be discussed between the contractor and the HSD based on the proposal and contract. Contractors have the option to choose method of pricing, however are highly encouraged to provide*

*"state formula" based pricing. The method of calculation is attached to this document. Contractors are encouraged to provide cost per day for transporting only children located outside of the state reimbursed area, unless the students are counted due to hazardous route certification. g) Small and local operators are encouraged to participate. The HSD consider proposals from collaborating contractors that "bundle" pricing.*

## **Scheduling Bus Routes**

As in the past and based on direction given at the required pre-bid meeting, W. L. Roenigk Inc. will continue to create bus routes following all Highlands School Districts procedures and keeping in mind the maximization of the state transportation reimbursement formula. All bus stops will be submitted to the District for approval before being implemented.

W. L. Roenigk will agree to changes made by the District and drivers will not deviate from the designated routes or stops except by prior written consent of the District or in an emergency.

Schedules will conform to the Districts bell times. Schedule times can be changed by the District after giving W. L. Roenigk and the parents' notice. Student rosters will be given to the District and all serviced schools two weeks prior to the first day of school.

W. L. Roenigk Inc. understands the procedures used by Highlands School District for the creation and implementation of bus routes and bus stops. We understand our responsibility in the process and agree to abide by the Districts time frames to the best of our abilities. From years of experience, we know that the information gathering phase is the most time consuming and difficult part of the process. We ask that information including, but not limited to public school student lists, parochial student lists, special needs student list and special requirements as well as school calendars be furnished as early as possible. We strongly feel that the information given to the parents holds more weight when it comes from the District so we would like to work directly with the District when the notifications of bus assignments goes out to the parents.

**ANTICIPATED CHANGE IN STARTING TIMES** – As in the past, our staff would be made available to the District to change or reschedule routes to conform to any changes in the start or ending times for the school day. Last year the changes made in the grade levels at each of the buildings presented huge challenges for the transportation department. W. L. Roenigk staff created new 3 tier schedules to accommodate the needs of the District and the parents at no expense to the District. We would make our staff available to help create any changes necessary as the District evolves.

If a bus must change routes in the event of an emergency, the driver will notify the garage who will then promptly notify the Transportation office of the change.

Runs may be added or deleted from the districts scheduled routes as needed. Runs added will be charged according to the proposed price for the appropriate size vehicle and may be adjusted in the event of a run of extreme length of time.



## EVALUTION CRITERIA

### PREVIOUS EXPERIENCE & SAFETY RECORD

Roenigk has a 75- year history- 63 in this district. Our contracts have been continually renewed- not because districts had no other choices but because Roenigk is the best choice. We have earned and continue to earn the District's confidence.

- Roenigk is committed to providing students with safe and reliable transportation to and from school.
- Our drivers are local. They are taxpayers in the district and are transporting the children and grandchildren of their friends and neighbors.
- We retain our clients because we provide safe, highly responsive, professional, effective and efficient school transportation service by:
- Building great and productive personal working relationships with district personnel to solve emerging issues
- Developing a dedicated flexible team responsive to any all possible challenges we face and
- Being adaptable and innovative to the opportunities and challenges changing demographics and economics present

We hire the best management personnel, and responsible drivers who have completed the necessary testing and training. There is always turn over and hiring and training drivers takes time, but we have a trained and experienced work force familiar with your routes and interested in continuing to work for W. L. Roenigk. Our drivers are local tax payers. The driver rosters are submitted to the districts not only to demonstrate that the drivers have met all of the requirements for the Commonwealth of Pennsylvania but the names on the lists are the names of the drivers that will be serving the district and are not duplicated from district to district.

**990 TOTAL YEARS OF SERVICE – 834 TOTAL ACCIDENT FREE YEARS**



**HIGHLANDS DRIVING FORCE HAS 990  
TOTAL YEARS OF DRIVING EXPERIENCE  
WITH 834 TOTAL ACCIDENT FREE  
YEARS.**

The average driver has been employed with the company for over 10 with some employed for over 30 years. **In fact, current HSD drivers have provided you with 990 total years of service!**

We have not used signing bonuses to lure new employees. We have instead encouraged our employees to recruit new drivers who would appreciate good wages and fair treatment. W. L. Roenigk, Inc. employs only qualified personnel at all of its locations. All employees must meet all Federal and State regulations in regard to hiring. This includes criminal background checks, child abuse clearances, FBI fingerprinting, MVR checks and drug testing. All training for licensing is done by state certified trainers and is provided to employees free of charge. We employ 2 state certified instructors for Child Abuse Recognition & Reporting requirements. All current employees have received their three- hour training and new recruits are required to attend a 3-hour session before starting employment. Driver licenses, physicals and any other sensitive documents are tracked and securely maintained at the individual garage locations as well as the main office in Sarver. All employees are paid weekly and all taxes and insurances relating to their employment are paid promptly.

### **Special Needs Training**

Roenigk is the largest provider of special needs transportation in the greater Pittsburgh area providing these specialized services to many districts in lieu of their regular contractor- Seneca Valley, Deer Lakes and North Allegheny. Our drivers are trained to meet the individual needs of the students that they are transporting. That training is coordinated with the experts at each special needs school. This also gives us the ability to share services with other districts. That results in significant savings to each district.

### **Emergency Drills**

W. L. Roenigk Inc. conducts emergency evacuation drills on all school vehicles during the months of September & March as required by the State. We work with each school district individually to make sure the information and procedures needed specific for the district are communicated to the students as well as the drivers.





Loss Control Services  
355 Maple Ave  
Harleysville, PA 19438-2297

March 21, 2019

WL Roenigk

RE: WL Roenigk Safety

To Whom It May Concern,

This letter is to inform the reader of WL Roenigk's commitment to safe student transportation. My assessment is based on my consulting with WL Roenigk over the last five years as well as my experience with other student transportation operations insured by Nationwide over the last twenty years.

As a family owned and operated business that has existed for decades, the Roenigks bring a personal interest to their daily efforts to transport students safely and a vast amount of experience in this industry. Sue Roenigk demonstrates her commitment to safety by participating in the monthly safety committee meetings and participation with the Pennsylvania School Bus Association (PSBA). Sue has been a member of the exceptional learners committee for the PSBA and has worked on the Emergency Response Information Card (ERIC) program.

In my experience with multiple student transportation organizations, WL Roenigk is a standard to which other student transportation operations benchmark their operations and safety efforts. They work to provide safe student transportation through proper qualification and training of drivers, preventative vehicle maintenance and adequate vehicle inspection, and continuous review of safety procedures.

In attending and participating in their monthly safety committee, I have observed their commitment to safe student transportation. I have assisted them with driver training, development of measures to avoid accidents and student injuries, and have provided resources to improve the work environment for their employees. They have always been accepting of my consultations to improve their business and safety. They have also sought other outside safety consultants to further establish safe work practices and environments.

Thank you for your consideration of my assessment of the WL Roenigk organization.

Sincerely,

Gary W Gillespie, CSP, CRM  
Loss Control Consultant

Our evaluations, reports and recommendations are made solely to assist the insurer in underwriting and loss control and are based on observations and/or interviews at the time of the call or review of the premises. They do not necessarily recognize all hazards present in your premises or operations and are not intended to assure compliance with any local, state or federal regulations. Evaluation for any hazard or condition does not mean that it is covered under any policy. Nationwide/Allied assumes no responsibility for the management or control of the insured's safety activities nor for the correction of the conditions pointed out herein. Neither the Company, its agents, nor employees shall be liable for any loss other than as covered by insurance issued by the company

## MAINTAINANCE PROGRAM



Members of the Natrona Heights garage Maintenance Team. Matt Roenigk, (HSD class of '11) Shop Manager, Rich Roenigk, (HSD class of '06) Lead Diesel Technician, Gavin Roenigk, Tire Shop Manager

**W. L. ROENIGK MAINTAINS ALL VEHICLES IN STRICT ACCORDANCE WITH THE STATE OF PA** Dept. of Education, and Federal standards and specifications for school buses and state school bus inspections. Our Preventative Maintenance Program policies and procedures meet and exceed all manufacturers' recommendations for safe and good mechanical order. Along with our drivers, Roenigk technicians are tasked with our most important goal: **safe transportation for our students.**

### OUR MECHANICS

- ALL GARAGES have certified state inspection mechanics on site.
- Mechanics attend Annual OSHA Safety Training Seminars
- Various Manufacturer workshops are offered randomly and mechanics are sent to the workshops to get the most current updated information provided. The subjects vary from brakes to transmissions to computer systems or any subject the manufacturers feel is important to properly maintain their products.
- Mechanics attend semi-annual state inspection meeting and banquets where they are updated on new rules or procedures for inspections.
- We have several mechanics certified in Coolant Systems to keep air conditioning units in vans functioning properly during the hot months at the beginning and end of the school year.
- Roenigk has an in house two-way radio / camera system professional who services all radios and camera systems.



**W. L. ROENIGK STARTS WITH HIGH QUALITY BUSES.** We purchase high quality buses. Thomas, Bluebird and IC Bus manufacture high quality buses, with attention to efficiency, safety, and reduced environmental impact. The vehicles exceed state and federal standards guidelines. Each bus is built to quality specifications that enhances the operating costs, improves reliability, increases fuel efficiency, and maximizes student safety. As a result, Roenigk bus specifications typically exceed the requirements for safety and performance.

**THE FLEET WITH WHICH WE START THE 2019-2020 SCHOOL YEAR WILL UNDERGO:**

- ~ A thorough Preventative Maintenance inspection and repair
- ~ Inspection certification per Pennsylvania state and federal requirements
- ~ Equipping as to the Terms of this contract – for example, cameras, two-way radios, signage
- ~ Equipping as per Roenigk Policy and procedure
- ~ Inspected by a Lead Technician for licensing, fuel permits, decals, emergency response kits, fire extinguishers, first aid kits, company safety materials, insurance cards etc.

**W. L. ROENIGK MAINTAINS THEIR FLEET PROACTIVELY TO PREVENT ROUTE ISSUES.** A thorough Preventative maintenance program is the cornerstone of our effective maintenance, encompassing manufacture's recommended service guidelines, as well as state Department of Education, local and federal regulations.

**The PREVENTATIVE MAINTENANCE Program** is the process by which we perform inspections, taking corrective action on equipment, only as often as necessary to obtain maximum life from each component. Correct and thorough application of Preventative Maintenance Program tasks result in fewer non-scheduled repairs and reduced vehicle maintenance costs. A properly executed PM Program dramatically reduces the number of on-route breakdowns.

**PREVENTATIVE MAINTENANCE ENSURES VEHICLE MAINTENANCE** is a scheduled event rather than an untimely and costly predicament. We have reduced non-scheduled maintenance incidents and increased our fleet's reliability and on-time service performance. Regularly scheduled service intervals are strictly adhered to: mileage on each vehicle is tracked and the mileage reports are used to schedule servicing intervals as well as annual inspection dates.

Current vehicle mileages are entered into the PM Scheduling Worksheet each week by the Lead maintenance Technician or by the Location Manager. Vehicle mileage and maintenance dates are then tracked for both scheduling and compliance from this Scheduling Worksheet. The PM Scheduling Worksheet shows which vehicles are due for PM events the following week. The Lead Maintenance Technician and Location Manager schedule events with the driver one week in advance of the due date.

Completed PM Inspection Worksheets are filed in the individual vehicle maintenance file as a permanent record of the PM work performed. Defects found during a PM inspection must be repaired before the vehicle is returned to service.

**W. L. ROENIGK ACTIVELY ENGAGES DRIVERS IN PREVENTATIVE PRACTICES.** Drivers are trained to take responsibility for keeping their bus in optimal working condition. Drivers are provided with in-service training in the basic “mechanics” of the school bus. This helps them feel comfortable with its operations and requirements.

Drivers must complete and record the findings of any defects found in their daily pre-trip inspections. Defects or issues must be noted on a Vehicle Request for Repair Form and submitted to a maintenance technician. If the defect affects the safety of the vehicle, it must be tagged “Out of Service” until the issue is fixed.

<b>BUSES ARE TAKEN OUT OF SERVICE IMMEDIATELY FOR DEFECTS IN:</b>	
Service Brakes or Air Loss	Stop Sign/Crossing Guard
Parking Brake	Horn
Tires	Broken or Missing Mirrors
4-way Hazard Lights	Alternator Showing Negative Charge
Turn Signals	Windshield Wiper / Washers Inoperative
8 Way Student Loading Lights	Any Emergency Exit Not Functioning Properly

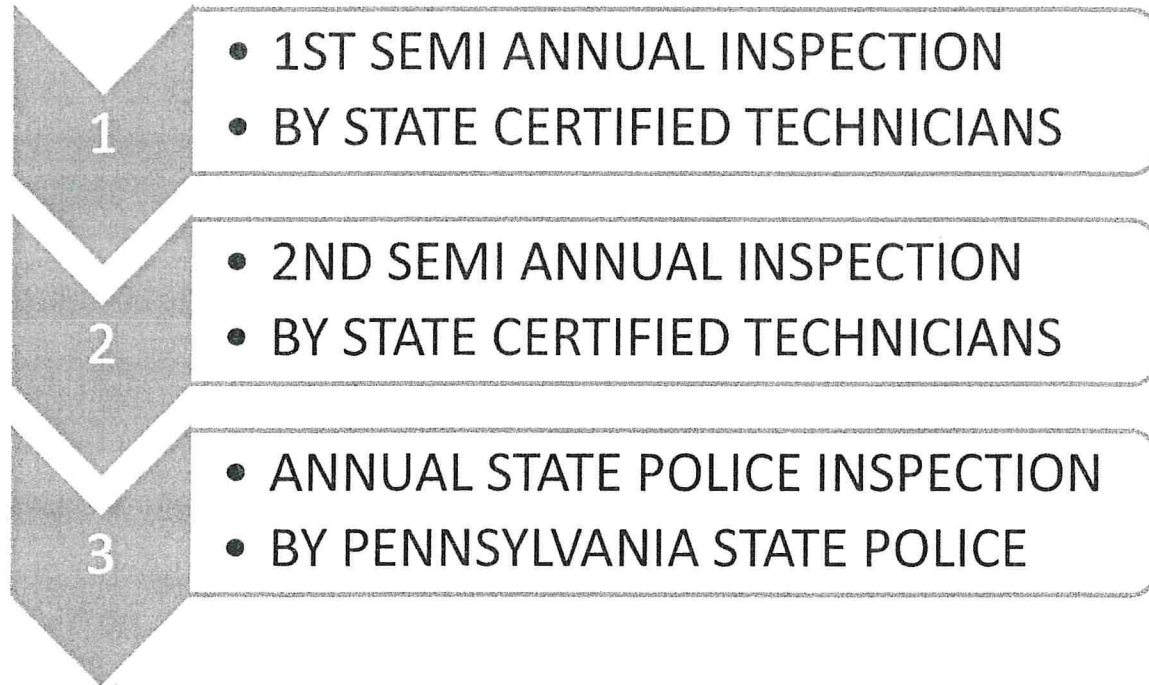
A driver may request a reply from the maintenance tech indicating specifically what the deficiency was and how it was corrected or knowledge of what was wrong, and how it is being maintained.

The maintenance department checks each vehicle condition report and a work order is then prepared noting the areas of concern. Maintenance Technicians work to quickly identify driver concerns to determine if a bus needs to be taken out-of-service while parts are ordered or repairs are made. All completed work orders are kept in their respective individual bus file for future reference.

<b>AT THE END OF THE DAY, DRIVERS PERFORM A POST TRIP INSPECTION.</b>
<ul style="list-style-type: none"><li>• Check for passengers left on the vehicle. Note: leaving unattended passengers(s) on a vehicle returning from any home to school route, activity, or charter trip may result in termination.</li><li>• Check vehicle cleanliness, sweep or mop as required, empty trash container</li><li>• Check for interior / exterior vehicle damage</li><li>• Drain air tanks daily (after last home to school route, activity, or charter trip)</li><li>• Report mechanical / physical deficiencies.</li></ul>



IN KEEPING WITH PENNSYLVANIA STATE LAW  
ALL VEHICLES ARE INSPECTED 3 TIMES A YEAR



Vehicles are also subject to RANDOM inspections by the STATE POLICE at any time without notice. We firmly believe that a bus should be in good mechanical condition on the first day of school, the last day of school and every day in between. **SAFETY IS THE NUMBER 1 PRIORITY.**

## TOOLS AND GARAGE EQUIPMENT

Up to date, well-maintained shop tools and equipment are an essential part of providing a safe and efficient working environment. Tools & equipment are continually assessed to ensure mechanics have the proper equipment to maintain the ever changing technology systems that newer vehicles come equipped with.

Our maintenance facility is equipped with thousands of dollars' worth of equipment to professionally inspect, maintain and repair a fleet of vehicles comprised of everything from vans to 84 passenger buses.

Hydraulic floor jack	End Lift	Air compressor
Oil	Windshield fluid	Wiper Blades
Headlamps	Wheel hub sockets	Press & drill press
Seal driver	Parts Washer	Digital Calipers for rotors
Reciprocating saw	Front End Tools	Welder
Sledge Hammers	Commercial Bead Blaster	Compressors
Pneumatic tools – impact	Hydraulic Jack	Engine diagnostic tools
Waste oil storage	Assorted Hand tools	Grease Pump
Bottle Jacks & Stands	Creepers	Recycling containers
Hose, cord, extension reels	Headlight aimer	Slide Hammer
Ramps	Gear Puller Set	AVR – Battery load to 1200cca
Dial indicator with mag base	Torque wrench	Tire dismounting tool
Air pig	Cooling system tester	Parts washer
Oil & fluid drain & evaluation	Mobile service truck	Bus Washing Equipment

## PARTS WAREHOUSE

Over the last five years, W. L. Roenigk has established a PARTS WAREHOUSE at our Melwood garage location. Parts are stocked based on the vehicle types we utilize company wide. The warehouse enables mechanics to focus on repairs instead of hours of searching for parts at local vendors. One call to the warehouse manager, and needed parts can be delivered within hours. Instead of waiting for days for deliveries from parts stores or on-line purchases, mechanics can make repairs quickly and get the vehicle back in-service.

The warehouse has been an exceptional asset especially in providing needed items for semi-annual and state police inspections. Every month multiple vehicles need to be brought in for routine inspections, but pre-planning makes the parts available when needed. Once again, keeping the regular vehicles on the road adds a level of safety. Drivers are more comfortable and confident driving the same vehicle every day.



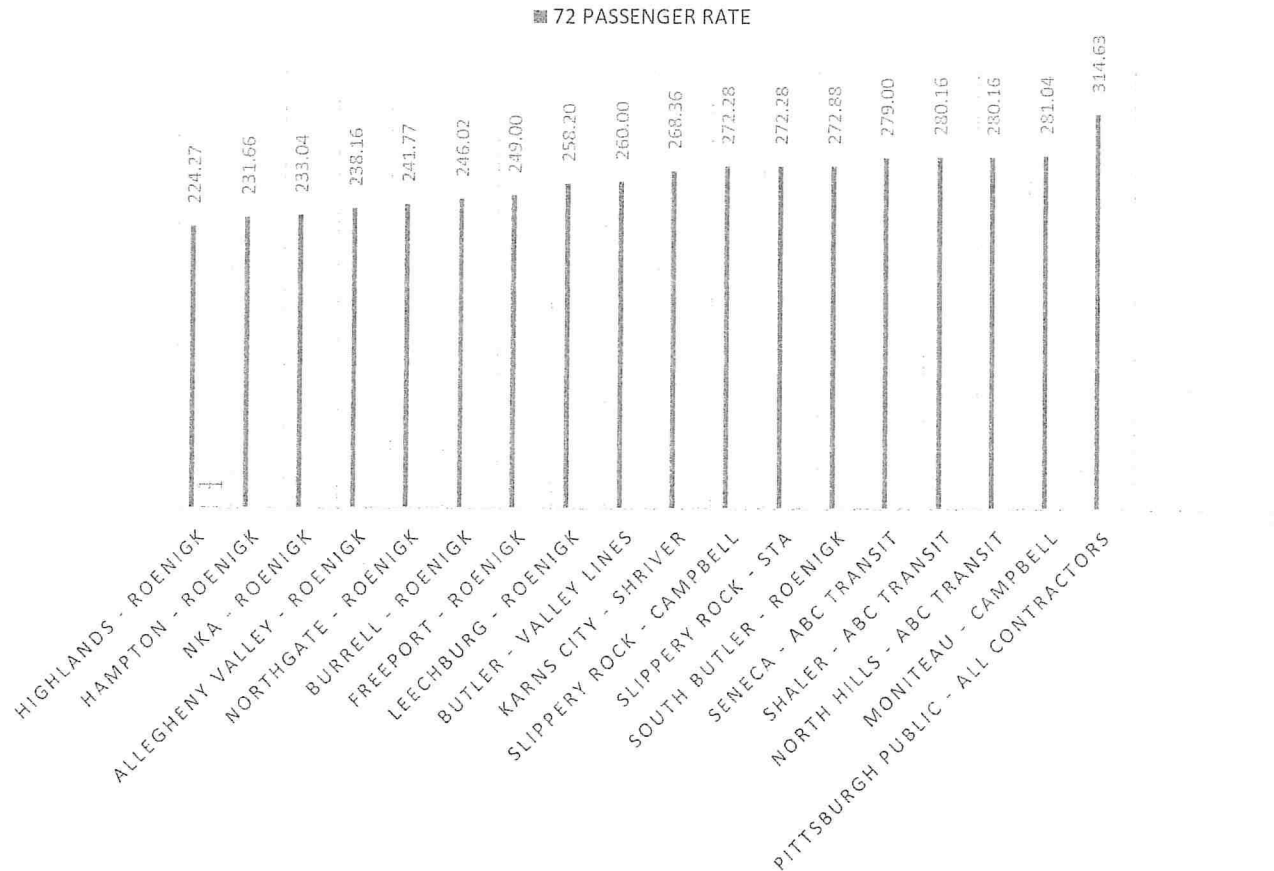
## DRIVER TRAINING

W. L. Roenigk has one of the industry's most comprehensive driver training programs. Details of the program are attached and discussed throughout as well but are worth reemphasizing as well-trained and responsible drivers are the most important element to a safe transportation program.

- We track each candidate's progress through each stage of the process from recruiting, through application and screening to training and testing. Files are maintained on each driver at the bus garage to which they are assigned as well as at the main office.
- We devote our time and resources to ensuring that our drivers are well trained because we are local. Our drivers are transporting the children and grandchildren of our neighbors, friends and family. We are driving our children and grandchildren.
- Any good program starts with qualified candidates. While other company's use signing bonuses, we prefer to provide bonuses to our existing drivers for referrals.
- Our driver education and training programs meet and exceed state and federal standards
- Our training doesn't stop with the driver. We offer training to students in our districts to ensure that they are safe in and around the bus.
- We track to ensure that each driver gets every certification, refresher and update mandated by state law, industry standards and regulatory requirements
- We maintain our own team of trainers who understand state and federal laws and the unique promises we have made to our Districts
- Districts are provided with the names and credentials for each driver.
- We work hard to retain drivers to ensure that they are familiar with routes. Of the 10,000 trips made by Roenigk in January, less than 1% were done by a substitute driver. Substitute drivers are required to know your District
- When there is an issue the driver meets with his or her supervisor and the issue is presented and addressed. They are mentored and coached on how the issue could have been handled or the situation avoided.
- We have developed training videos for special needs drivers and aids and are currently working on a summer program for all employees to focus on the technical and soft skills

# COST OF PROPOSAL

## 2018-19 PER DAY RATES FOR 72 PASSENGER BUSES – SCHOOL AND CONTRACTOR



The above graph clearly shows that W. L. Roenigk is the consistent, practical choice for area Districts trying to remain fiscally responsible to their taxpayers.



## Shared Services

When scheduling routes, W. L. Roenigk looks for and offers shared services among our clients. The option to share routes yields huge savings to the school district. HSD has had the benefits of shared services for years. You have shared runs with primarily Deer Lakes, but also, Freeport, South Butler, New Ken Arnold, Burrell and Allegheny Valley. This year you should see significant savings because of the multiple runs you are currently sharing.

If you review the chart below, you will see that if the shares continue through the entire school year that the district will have **saved OVER \$283,000.**

It must be kept in mind that shares must make sense logistically. Because W. L. Roenigk is the contractor for your surrounding districts, the timing and distance restrictions are lessened and as you can see it equates to huge savings for HSD.

## SHARED SERVICE SAVINGS

				TOTAL THRU			
SHARED	RATE	RUN	#DAYS THRU JAN	FULL RATE	JAN @	TOTAL THRU	TOTAL FOR
					SHARED	JAN @ FULL	180 DAYS @
					RATE	RATE	SHARED RATE
							TOTAL FOR
							180 DAYS @
							FULL RATE
91.67 Highlands Van 311 - SHARED			93.5	183.34	8,571.15	16,806.78	16,500.60
91.67 Highlands Van 297 - SHARED			81.5	183.34	7,471.11	16,806.78	16,500.60
91.67 Highlands Van 212 - SHARED			96.5	183.34	8,846.16	16,806.78	16,500.60
91.67 Highlands Van 232 - SHARED			95	183.34	8,708.65	16,806.78	16,500.60
137.49 Highlands Van 274 - SHARED PM ONLY			93	183.34	12,786.57	25,207.42	24,748.20
91.67 Highlands Van 294 - MON. SHARED 10/3			20	183.34	1,833.40	16,806.78	16,500.60
91.67 Highlands Van 298 - SHARED			27.5	183.34	2,520.93	16,806.78	16,500.60
137.49 Highlands Van 296 Shared PM ONLY eff. 1/14			10	183.34	1,374.90	25,207.42	24,748.20
91.67 Highlands Van 297 - SHARED			81.5	183.34	7,471.11	16,806.78	16,500.60
91.67 Highlands Van 309 Homeless SHARED			4.5	183.34	412.52	16,806.78	16,500.60
91.67 Highlands Van 311 - SHARED			92.6	183.34	8,488.64	16,806.78	16,500.60
93.75 DL - 06 - SHARED			45	183.34	4,218.75	17,188.13	16,875.00
93.75 DL - 20 SHARED			67	183.34	6,281.25	17,188.13	16,875.00
93.75 DL - 22 - SHARED			97	183.34	9,093.75	17,188.13	16,875.00
93.75 DL - 26 - SHARED			92	183.34	8,625.00	17,188.13	16,875.00
97.61 DL - 29 - SHARED			92	183.34	8,980.12	17,895.82	17,569.80
62.5 DL - 33 - SHARED 3 ways			84	183.34	5,250.00	11,458.75	11,250.00
90.18 AV - Van - 40 - SHARED - Homeless			33.5	183.34	3,021.03	16,533.60	16,232.40
					113,955.01	316,316.50	310,554.00
							594,021.60
					SAVINGS YEAR TO DATE		SAVINGS BASED ON 180 DAYS
					202,361.49		283,467.60

**11) TWO-WAY RADIOS** *The successful bidder will agree to utilize and maintain its own two-way radio apparatus on all of its buses and other vehicles in service. All buses purchased during the term of this contract must be equipped with said radios. The radio system will remain the property of the contractor and any licensing renewal fees will be paid by the contractor. Use of the radio system must be in compliance with FCC regulations and is strictly intended for the requirements of this contract. The contractor will assume the ongoing maintenance of the radio system and purchase of additional radios as it deems necessary. The contractor will, at his expense, install and maintain base-station radio(s) to provide for direct communication between the buses and the contractor. One base-station radio will be provided to the HSD to be used as a means of traffic monitoring.*

WL Roenigk began using two-way radios to communicate with employees long before it became the industry standard. All Roenigk buses and vans are equipped with two-way radios. We employ an in-house technician, Bill Gardiner who is an expert in all communication devices and camera systems. He not only installs the systems, but does needed repairs as well at our cost and expense. Our systems are maintained in compliance with FCC regulations.

We work with each district to develop a communication plan to ensure that information is easily shared among the garages, schools and drivers. We would be happy to provide a base station at the school to be used for traffic monitoring but would suggest that the school instead consider outfitting each building with a hand-held radio. Because of the logistics of HSD, we propose to provide hand held two-way radios at each school building as opposed to installing a base station in only one location. This would allow individual school personnel to have immediate contact with a driver if the need arises. A base station in only one location would still require phone calls to be made to get a message to a driver, therefore slowing down the process and running the risk of missing a driver. If we are the successful bidder, we would be happy to supply units for use for the remainder of this school year without cost to determine if these might better achieve your objectives than a fixed base.

## **12) PUPIL SUPERVISION**

W. L. Roenigk drivers follow strict rules in the supervision of pupils while on their buses. These rules are part of the CDL school bus training process and concur with the rules set forth by Highlands School District. Drivers will use the District's disciplinary form to report problems to the principal. Drivers not following the procedures or rules are subject to removal from their run.

a) The HSD delegates to the contractor the necessary authority to supervise and control students on buses and vans in accordance with HSD rules. Authorization shall not include corporal punishment, or the right to eject any offender under circumstances other than those which present an immediate danger likely to result in injury. Bus conduct reports must be completed by the driver and given to the student's building administrator with a copy forwarded to the Transportation Office.



b) The contractor will utilize video monitoring equipment as a means to supervise bus students and to augment the written student misconduct report.

c) Pupils shall be taken on and discharged from the bus only at the designated stops and at the extreme right of the road or other location as designated by the HSD. No pupils shall be permitted to get on or off the bus while it is in motion. No school bus operator shall start the bus, or signal the driver of any vehicle who has stopped in compliance with the provision of Section 3208 of the School Laws of Pennsylvania to proceed, until after each child on the vehicle has been safely seated, or when exiting, has reached a place of safety.

d) No person other than a school pupil shall be transported in a school vehicle except in an emergency or when designated by Transportation Director. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school.

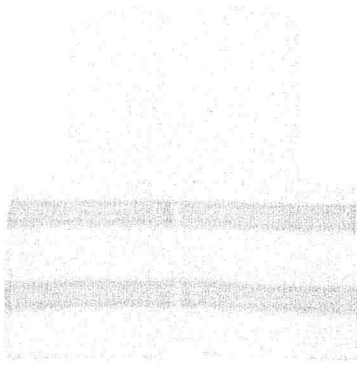
**13) VIDEO MONITORS** Contractors will provide and install a video recording device capable of receiving and recording audio and video from a video capturing device on each school bus under contract to the HSD. The recording devices should be inspected on a monthly basis with reports provided to the HSD. All vehicles must have proper signage indicating audio and video equipment is in use. All buses shall be equipped with three devices, including front, middle, and door.

**14) STUDENTS WITH SPECIAL NEEDS** *Drivers assigned to transport disabled, special education, and early intervention program students shall be given special training concerning the techniques of handling such children. The HSD reserves the right to place its own personnel on these vehicles to assist these students for physical, emotional, or disciplinary reasons.*

See Driver Training #16 below for a detailed description. Special needs transportation has become such a huge portion of our entire operation, that all drivers and aides are included in the training process.

**15) DRIVER UNIFORMS.** *All drivers must be outfitted in uniform shirts, jackets, and/or vests at all times. The contractor should include a description of driver uniforms with the proposal.*

All W. L. Roenigk employees are expected to report to work dressed appropriately and to maintain proper personal hygiene. While there is no formal dress code, all employees are expected to dress appropriately for a business environment on normal business days. The wearing of flip flop sandals, cut-off shorts, halter tops, sheer garments, T-shirts with sayings / slogans on them with alcohol, drugs, tobacco and certain musical groups or messages, style or look is considered inappropriate.



All Roenigk employees are provided with a bright yellow safety vest with florescent stripes to wear over their own clothing. The vests provide an essential level of safety as well as making the drivers readily identifiable to the outside public. The addition of the vests to our safety program was applauded by our insurance company representatives as a positive effort in our continuing pursuit of safety. As opposed to a uniform shirt or jacket, the vests allow the drivers to wear comfortable clothing appropriate for the ever changing weather conditions of Western Pennsylvania while still being identifiable as a driver or aide while also making them more visible in parking lots or along the side of a road in the event of a breakdown.

All drivers are also required to wear photo identification while driving for the District or when on District property pursuant to their responsibilities as a driver.

**16) DRIVER TRAINING** *Driver training is extremely important to successful student transportation programs. Best practices in driving training includes "soft skills," such as how to communicate with students, etc. The contractor should include a detailed description of their driver training program, including a schedule for training for Year 1 of the contract.*

Safety and training programs are not viewed solely as a means to meet the basic minimums for licensing. All W. L. Roenigk school bus or van drivers and aides are expected to continue to



exceed the training standards as they advance in their careers. The recent airplane tragedies highlight what we have long recognized, it is not enough to buy high tech additional features on your equipment if your drivers are not trained to appropriately use them.

In addition to the training given when someone is hired, CDL training is offered to employees interested in acquiring their commercial driver's license with their school bus endorsement. Mandatory child abuse recognition classes are provided to all new employees before they can begin employment. All current employees have already completed the 3- hour course making them mandatory reporters. Accidents of any type are reviewed by the safety committee and drivers are assigned points from a predetermined list. Once a driver accumulates so many points, he or she is required to attend a mandatory retraining class. All drivers involved in accidents must review the accident with a certified trainer regardless of the number of points assigned or accumulated. Drivers and aides completing CPR training may only perform that function to the extent provided by our insurance carrier.

Drivers and aides who transport special needs students attend individualized training as necessary including, but not limited to, wheel chair lift use and securement and proper use of car seats, booster seats or harnesses. Drivers will attend training sessions provided by the District as needed.

Special Circumstance Training. - W. L. Roenigk will provide any training necessary to meet the needs of the students we transport. The training will be consistent with all rules, regulations and standards that minimize the liability exposure for the driver, aide, contractor or school.

An outline of our safety and training programs are included with this proposal. Information about our State Registered Safety Program is also included with this proposal

We at W. L. Roenigk worked tirelessly with an outside firm to create our Employee Handbook. The handbook is available to all employees and explains their rights, responsibilities, company policies and all other information pertinent to their employment. Drivers and aides are also supplied with a reference manual annually that explains the rules and procedures more specific to their duties. This handbook is updated annually and is distributed at the driver meetings held prior to the start of each new school year. A copy of this reference book is also included with this proposal. All drivers attend an annual back to school meeting to discuss the student handbook, bus procedures and any other pertinent information concerning the safe day to day operation of school vehicles in the District. The District is encouraged to participate in this meeting and can work with our Managers to set up a time and agenda that meets the needs of the District.

Pre-trip and post-trip inspections are taken very seriously at W. L. Roenigk. Failure to perform a post-trip inspection is reason for immediate termination from the company. To track all post-trip inspections, drivers are required to call in to the office when they have completed their walk through. Office personnel keep a daily log of the calls.

We have developed an annual performance evaluation procedure for every driver and aide. A copy of the evaluation form is included with this proposal. This along with our regular training programs, and post-accident retraining is intended to bring a greater awareness of safe driving practices to the drivers. All disciplinary situations are handled with written warnings whether the violation is an inappropriate act, willful misconduct or a safety or driving violation. All company rules and their consequences are explained in writing to the employee when they are hired.

**17) GPS SYSTEMS** *All vehicles shall be equipped with GPS systems. The District's transportation office will be supplied the software to track each vehicle.*

This bid does not include a cost for adding GPS systems to all buses. Depending on the vendor, the equipment will likely be provided and installed at no cost to the District or Roenigk but that ongoing monitoring may increase your bus rates by as much as \$6 per day. The exact cost would be based on the type of information that you are hoping to gather.

You had asked us to speak to the industry standard. The Pittsburgh Public Schools have installed GPS equipment in all of their contracted buses. The system was implemented to ensure that runs were being done. The board had apparently received many complaints about buses being late or never showing at all. Thankfully, we were not a target of that investigation.

Sophisticated systems can monitor everything from driver check-in and dispatching to payroll. There are tracking systems that locate buses and mobile apps to let parents follow the bus- some even provide departure and arrival times or monitor the number of individuals getting on and off the bus. All features, come at a cost.

The Transportation Office will be tracking vehicles. One concern raised by our insurance provider was the additional liability for monitoring activity that would later be identified as a cause of an accident. For example, if the system is designed to track speed and a driver is consistently exceeding the speed limit, if speed is later a contributing factor to an accident but the entity monitoring the behavior has done nothing to address the issue have they opened themselves up to additional liability. They are not suggesting that this not be monitored but that evidence of safety violations such as speeding will need to be investigated and addressed as we do now. To effectively monitor this type of system may require the hiring of an additional employee.

As we understand it, the school currently uses a software program Bus Tracks that would provide the District with valuable information with a software upgrade. We have no idea what the District is currently paying for that software but would be happy to work with the Transportation Office and Business Manager to explore options to determine if an enhancement to this system is sound investment for the District. We have no objection to adding the GPS to our vehicles. While we were not able to view a demo, it appears that this particular software which is designed for use in Pennsylvania may be of tremendous value to the District in optimizing reimbursement and tracking information that will save employee time and provide more complete and accurate reporting of miles. It does not appear to track information that would generate a liability for the district as the monitor.



## 18) SPEAKER/INTERCOM SYSTEMS

All buses will be equipped with intercom systems with hands free use of the driver to communicate with children.

## 19) STROBE LIGHTS

All buses will be equipped with roof top strobe lights based on manufacturer recommendations. These lights are not mandated by Pennsylvania law and there are no industry standards as to use. We will work with the District to determine a policy for use.

**20) RIGHT TO CONTRACT WITH OTHERS** *The HSD reserves the right to contract with parents, guardians, and others for the transportation of pupils, including the HSD for special needs children.*

W. L. Roenigk understands the need of the School District to reserve the right to contract with parents or the like to transport some students.

**21) SCHOOL CANCELLATION OR DELAYED START OF SCHOOL** *The Superintendent of sending districts, or designee, shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The contractor agrees to advise the HSD and sending school districts of road conditions when requested. The contractor further agrees to abide by the decision of the Superintendent, or designee, and operate on the assigned schedules and routes.*

All garages prepare in advance for bad weather. Fuel additives are used to help counter the possibilities of fuel gelling. During winter months mechanics and garage staff start vehicles to ensure that all are ready for their pull out times. This happens regardless of a regular start time or a delayed start time. Spare vehicles are also started and ready in case they need to be utilized.

In inclement weather W. L. Roenigk will have its managers available to check and report road conditions to the Superintendent. We understand that the decision of the Superintendent or designee is final and we will follow their instruction as to delays, cancellations or proceeding on a normal schedule. W.L. Roenigk contracts with Penn DOT to supply trucks for snow removal. This gives us a unique ability to gather real time information on road conditions.

## **22) REGULATIONS AND COMPLIANCE**

W.L. Roenigk has always and will continue to comply with the regulations of the Pennsylvania Department of Education, the laws of the Commonwealth of Pennsylvania, the regulations of the Pennsylvania Department of Transportation, all federal laws and the policies, rules and regulations of the HSD.

**23) INDEPENDENT CONTRACTOR** *It is understood that the contractor is an independent contractor and not an officer, agent or employee of the HSD while engaged in carrying out and complying with any of the terms and conditions of the contract.*

W. L. Roenigk acknowledges that it is an independent contractor and is in no way an officer, agent or employee of the Highlands School District

**24) NON-TRANSFERABLE CONTRACT** *The contract shall not be transferred, subcontracted or assigned without the prior approval of the Board and the written consent of the HSD.*

W. L. Roenigk Inc. understands that the contract is not to be transferred or assigned without the prior approval and written consent of the Highlands School District.

**25) TERM** *The contract will be awarded for a three-year term with an option by the HSD to extend the contract for additional years. The contract will commence on July 1, 2019.*

W. L. Roenigk will be providing information to bid on a 3 year and a 5 year contract with the option by the HSD for additional years. We understand the contract will begin on July 1, 2019

**26) PERFORMANCE BOND** *a) Upon award of a contract that exceeds \$10,000, the contractor shall provide, annually, a Performance Bond in the amount of seventy-five percent (75%) of the current-year contract price. (For the first year of the contract, the Performance Bond would guarantee 75% of the contract price as stated in the proposal for Year 1--2019-2020; for the second year, the Performance Bond would guarantee 75% of the contract price as stated in the proposal for Year 2--2020-2021, and so on.)*



See attached Letter from Paul Rivera, Account Executive, Commercial Lines Manager, RTI Risk Management indicating that in his professional opinion that this is not good use of district funds.

W. L. Roenigk has provided transportation service to the HSD without fail for over 60 years. We believe that service of this level should exempt us from the need to provide a Performance Bond. However, if the District feels that this is a necessary non-negotiable item the cost will be passed through to the District. The estimated cost would be \$45,000 to \$50,000 annually. All things considered, we feel that these funds would be better spent on educational initiatives.



RE: W.L. Roenigk Inc.

To whom it may concern:

The performance bond requirement is intended to protect the school district from a school bus contractor defaulting on the terms of the contract or going insolvent. The best way to protect against these exposures is to hire a contractor that has the expertise, experience, and financial backing to fulfill the terms of the agreement such as W.L. Roenigk, Inc. In our extensive industry experience we have found that the performance bond requirement outlined in the Request for Proposal is an ineffective use of School District funds given the longevity, familiarity, and professionalism shown by W.L. Roenigk over time.

W.L. Roenigk, Inc. has been in operation for over 70 years in the state of Pennsylvania serving the children, school districts, and communities of Western PA. They have very strong financials on both the Balance Sheet and Income sheet for 2018 year and 2019 interims. They have been successfully servicing the Highland school district contract since 1956. They have approx. 1000 buses operating across the state and the operational capabilities to effectively service the contract.

In our professional opinion this requirement should be waived from the contract if possible. Of course we are able to obtain the Performance Bond if required however we do not feel this is the best course of action for the school district given the above circumstances and history with W.L. Roenigk.

Thank you in advance for your consideration.

Paul Rivera  
Account Executive  
*Commercial Lines Manager*

[www.TrustRTI.com](http://www.TrustRTI.com)

**27) FORFEITURE** *a) If the contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the contract, including home to school transportation, athletic/ band trips, and field trips, and additional routes, the HSD may cancel the contract without prior notice and procure services elsewhere. The HSD may in its sole discretion offset subsequent payments and/ or call for the forfeiture of the Performance Bond. b) If the contractor fails to perform satisfactorily any of the transportation services required under the provisions of proposal and contract, the contractor shall not be paid for those days in which it fails to provide transportation services or continuously fails to meet the required time schedule, and should the HSD be able to obtain such transportation services elsewhere, the contractor shall additionally be liable and, upon submission of an invoice by the HSD, pay the additional cost to the HSD of obtaining the transportation services above the contractual rate in effect between the contractor and the HSD.*

W. L. Roenigk Inc. is aware that if they fail to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fail to comply with the terms of the contract, including home to school transportation, and additional routes, that the School District reserves the right to cancel the contract. In order to avoid unnecessary conflict, we would like to have in place a process to address problems. We feel that as a safeguard for both the Contractor and the District, that any forfeiture shall be subject to due process after a review by an independent person or organization such as the American Arbitration Association or its equivalent.

**28) PAYMENT** *The HSD agrees to pay the contractor on a monthly basis. Contractors shall invoice for the monthly scheduled payment and any adjustments to the base contract on a monthly basis and include all supportive data. All invoices for the school year must be received in the Transportation Office by June 25th of that school year.*

W. L. Roenigk understands that if awarded this contract that they will be required to perform in compliance with the terms and conditions set forth in this bid proposal for a term of 3 or 5 years commencing on July 1, 2019. We understand that each school year is a period of 180 days and if any days are added for any reason, the runs will be paid at the single day rate for that vehicle.

W. L. Roenigk will invoice the School District monthly. Invoices will include a breakdown of the number of days busses were used and the cost of transportation. Invoices will be prepared and delivered to the District by the 5<sup>th</sup> of every month. In turn, Highlands School District will pay the invoices monthly after approval at the regularly scheduled monthly School Board of Directors meeting. All bills will be submitted to the Transportation Office by June 25<sup>th</sup> of that school year.

**29) INSURANCE** *a) Contractors agrees to provide, no later than July 1st of each year, minimum insurance coverage verified in the following amounts and types:*

W. L. Roenigk Inc. agrees to provide proof of insurance with an insurance carrier authorized by law to insure in Pennsylvania and with an AM Best rating of A or better. - Copy of Current Certificate of Insurance is included in proposal. Highlands School District and its Board of



Directors will be named as Additional Insured on the policy.

W. L. Roenigk Inc. will provide Highlands School District with valid and collectible evidence of Business Automobile and Liability Insurance for each vehicle in an amount not less than the amount as evidenced on Schedule E. Highlands School District and its Board of Directors will be named as Additional Insured on the policy.

W. L. Roenigk Inc. will have Worker's Compensation insurance, in accordance with statutory limits, on all employees of the contractor who will be involved in any aspect of the operations in performing this contract. Highlands School District and its Board of Directors will be named as Additional Insured on the policy.

W. L. Roenigk Inc. will not cancel or materially change these policies until at least thirty (30) days prior written notice has been given to the School District.

It is understood that both parties will immediately notify the other of any accident or condition which arises out of or touches upon the work performed by the Contractor on School District business, so as to handle potential problems on a timely basis in the best interest of both parties.

**25) INDEMNIFICATION** *a) In addition to the insurance requirements included as part of the specifications, the contractor shall also defend, indemnify and hold harmless the HSD from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the contractor, its agents or employees, in the performance of the contract and further agrees to indemnify the HSD against any such claims allegedly caused in whole or in part, whether or not it be the fact, by reason or negligent instructions or directions given or purportedly given by any of the HSD representatives with respect to the performance of the contract.*

In addition to the insurance requirements included as a part of the specifications, Contractor shall also defend, indemnify and hold harmless the School District from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of Contractor, its agents or employees, in the performance of the contract excepting for injuries or damages caused by the sole negligence of the School District, its agents or employees.

**26) DISCRIMINATION PROHIBITED** *Discrimination Prohibited – According to Section 62, Pa. C. S. A. § 3701, the contractor agrees that:*

W. L. Roenigk Inc. is an equal opportunity employer and hires without regard to gender, race, creed or color.

W. L. Roenigk Inc. does not discriminate because of race, religious creed, ancestry, age, sex, national origin, handicap or disability. We comply with the provisions set forth by the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania.

Any and all alleged violations under this section shall be subject to due process procedures as provided by law. The contract cannot be terminated until said process is completed. W. L. Roenigk shall not be subject to forfeiture of any or all money due or owing for services already provided.

**27) HUMAN RELATIONS ACT** *The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, religious creed, ancestry, age, sex, national origin, handicap or disability by employers, employment agencies, labor organizations, contractors and others.*

The contractor agrees to comply with the provisions of the Act as amended that is made part of this specification.

**28) AWARD** *The HSD will not be required to make an award entirely on the basis of the lowest bid in dollars and reserves the right to reject any and all proposals and/or to modify the terms of the proposals to protect the interests of the District. In the event such modifications are unacceptable to the contractor, such contractor shall be released from any obligation to the District. The Board shall consider all matters arising out of this contract not specifically provided for therein.*

What others are saying  
about W. L. Roenigk Inc.

*"In Burrell, we have been blessed to partner with W. L. Roenigk. They have proven their reliability, dependability, and efficiency. Their knowledge of the business far surpasses all the others in the area."*

**Dr. Shannon L. Wagner – Superintendent, Burrell School District**



**29) SUPPLEMENTAL INFORMATION** Each bidder is required to submit the following information along with their proposal:

- a) **Client list** comprised of PA school districts; include name of school district, contact information, student enrollment, number of buses, number of bus routes, and years of service to that district.

School District	Contact Name	Phone Number	YRS of SRV	# of Vehicles
Allegheny Intermediate Unit	Arlene Grannis	412-394-5700	30	1
Allegheny Valley School District	Pat Graczick	724-274-5300	20	35
Burrell School District	Shannon Wagner	724-334-1406	24	39
Carlynton School District	Michelle Weaver	412-429-8400	18	22
Chartiers Valley School District	Mike Mazzeo	412-429-7011	18	18
Deer Lakes School District	Garry Dixon	724-226-0478	23	36
Freeport Area School District	Ian Magness	724-295-5143	74	31
Hampton School District	Jeff Kline	412-492-6308	9	33
Highlands School District	Dr. Monique Mawhinney	724-226-2400	63	66
Leechburg Area School District	Ms. Tiffany Nix	724-842-9681	49	16
Mars School District	Jane Roth	724-625-2032	15	6
New Kensington-Arnold School District	Jeff McVey	724-335-4401 x 1059	26	38
North Allegheny School District	Roger Sechler	412-369-5502	9	54
Northgate School District	Christopher Ursu	412-761-8000	16	23
Pittsburgh Public Schools	Megan Patton	412-338-8131	17	78
Seneca Valley School District	Jim Pearson	724-631-1758	18	42
South Butler Co. School District	Pat Scarnise	724-352-1700	17	66
St Joseph High School	Beverly Kaniecki	724-224-5552	55	3
Central Catholic High School	Steve Bezila	412-208-3412	6	1
Plum School District	Scott Mergen	412-798-6388	6	1
Oakland Catholic High School	Margie Moran	412-682-6633	6	1
Achievement Charter	Dr. Jeanmarie Mason	484-615-6200 x 558	2	1
Butler County Children's Center	W. Scott Snow	724-287-2761 x 119	3	2
Winchester Thurston	LuAnne Ringer	<a href="mailto:ringlerl@winchesterthurston.org">ringlerl@winchesterthurston.org</a>	3	2
Ellis	Theresa Geese	412-441-2593	3	1
Neighborhood Academy	Anthony Williams	412-362-2011	11	11
Pa Leadership Charter School	Megan Orner	610-701-3333 x 1204	2	5
Western Pa School for Blind Children	Lori	412-621-0100	11	1
Easter Seals School	Tracy McDonough	<a href="mailto:tmcdonough@eastersealswcpenna.org">tmcdonough@eastersealswcpenna.org</a>	3	1
				634

- b) **Proof that the contractor is financially solvent:** submit most recent annual financial statements with comparison statements from previous years. – ATTACHED.

# HIGHLANDS SCHOOL DISTRICT

## PROPOSAL FOR CONTRACTED SCHOOL BUS TRANSPORTATION

### SCHEDULE A

	YEAR 1 (2019-2020)	YEAR 2 (2020-2021)	YEAR 3 (2022-2022)	YEAR 4 (2022-2023)	YEAR 5 (2023-2024)
COST TO DUPLICATE EXISTING PROGRAM (SCHEDULE A)					
INCLUDES SAVINGS FOR CURRENT SHARED SERVICES -	\$ 15,702.45	\$ 16,095.01	\$ 16,497.39	\$ 16,909.82	\$ 17,332.57
DAILY RATE					
INCLUDES SAVINGS FOR CURRENT SHARED SERVICES - SEE SCHEDULE 1 FOR DETAILED LIST					
COST TO DUPLICATE EXISTING PROGRAM (SCHEDULE A) NO SHARED RUNS - DAILY RATE	\$ 17,243.94	\$ 17,675.04	\$ 18,116.91	\$ 18,569.84	\$ 19,304.08
ALL FULL DAILY RATES - NO SHARED SERVICES - SEE SCHEDULE 2 FOR DETAILED LIST					
DAILY SAVING					
BECAUSE OF SHARES	\$ 1,541.49	\$ 1,580.03	\$ 1,619.52	\$ 1,660.02	\$ 1,971.51
ANNUAL SAVINGS					
BECAUSE OF SHARES	\$ 277,468.20	\$ 284,405.40	\$ 291,513.60	\$ 298,803.60	\$ 354,871.80



<b>SCHEDULE B</b>	<b>YEAR 1 (2019-2020)</b>	<b>YEAR 2 (2020-2021)</b>	<b>YEAR 3 (2022-2022)</b>	<b>YEAR 4 (2022-2023)</b>	<b>YEAR 5 (2023-2024)</b>
COST TO TRANSPORT ONLY REIMBURSABLE STUDENTS (SCHEDULE B) INCLUDES SAVINGS FOR CURRENT SHARED SERVICES - DAILY RATE	\$ 15,568.88	\$ 15,958.11	\$ 16,357.06	\$ 16,765.99	\$ 17,185.13
INCLUDES SAVINGS FOR CURRENT SHARED SERVICES - SEE SCHEDULE 3 FOR DETAILED LIST					
COST TO TRANSPORT ONLY REIMBURSABLE STUDENTS (SCHEDULE B) NO SHARED RUNS - DAILY RATE	\$ 17,154.30	\$ 17,583.16	\$ 18,022.74	\$ 18,473.30	\$ 18,935.14
ALL FULL DAILY RATES - NO SHARED SERVICES - SEE SCHEDULE 4 FOR DETAILED LIST					
DAILY SAVING BECAUSE OF SHARES	\$ 1,585.42	\$ 1,625.05	\$ 1,665.68	\$ 1,707.31	\$ 1,750.01
ANNUAL SAVINGS BECAUSE OF SHARES	\$ 285,375.60	\$ 292,509.00	\$ 299,822.40	\$ 307,315.80	\$ 315,001.80

# INDIVIDUAL DAILY RATES BY VEHICLE SIZE

	YEAR 1 (2019-2020)	YEAR 2 (2020-2021)	YEAR 3 (2022-2022)	YEAR 4 (2022-2023)	YEAR 5 (2023-2024)
COST TO ADD (SUBTRACT) BUS FROM PROGRAM (72 PASS.) - DAILY RATE	\$ 247.47	\$ 253.65	\$ 260.00	\$ 266.49	\$ 273.16
COST TO ADD (SUBTRACT) VAN FROM PROGRAM (7 - 10 PASS.) DAILY RATE	\$ 197.00	\$ 201.93	\$ 206.97	\$ 212.15	\$ 217.45
COST TO ADD (SUBTRACT) WHEELCHAIR ACCESSIBLE VEHICLE (10P WC) DAILY RATE	\$ 214.69	\$ 220.06	\$ 225.56	\$ 231.20	\$ 236.98
COST FOR BUS / VAN AIDE - HOURLY RATE	\$ 18.25	\$ 18.71	\$ 19.18	\$ 19.65	\$ 20.15
DAILY RATE	\$ 73.00	\$ 74.83	\$ 76.70	\$ 78.61	\$ 80.58
FIELD TRIP COST					
REGULAR AND SPORTS CHARTERS	\$ 194.00	\$ 200.00	\$ 204.00	\$ 209.00	\$ 214.00
FLAT RATE AS PER CURRENT AGREEMENT - THIS INCLUDES CHARTERS FOR TRACK AND OTHER ACTIVITIES THAT MAY LAST MORE THAN 10 HOURS PER CHARTER					
TRIPS WITHIN THE DISTRICT	60.25 / HOUR	61.75 / HOUR	63.30 / HOUR	64.90 / HOUR	66.50 / HOUR
THERE IS A MINIMUM CHARGE OF \$70 BUT THE HOURLY MAX IS NO MORE THAN THE FLAT RATE LISTED FOR EACH YEAR					



ADDITION VEHICLE SIZE RATES	YEAR 1 (2019-2020)	YEAR 2 (2020-2021)	YEAR 3 (2022-2022)	YEAR 4 (2022-2023)	YEAR 5 (2023-2024)
COST TO ADD (SUBTRACT) 20-30 PASS. BUS - DAILY RATE	\$ 214.69 \$	220.06 \$	225.56 \$	231.20 \$	236.98 \$
COST TO ADD (SUBTRACT) 20-30 PASS. WC BUS - DAILY RATE	\$ 234.69 \$	240.06 \$	245.56 \$	251.20 \$	256.98 \$
COST TO ADD (SUBTRACT) FORBES ROAD BUSES 15 & 19 - DAILY RATE	\$ 276.96 \$	283.88 \$	290.98 \$	298.25 \$	305.71 \$

# SCHEDULE 1

TRANSPORTATION COST WITH SHARES		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
RUN	CAP	2019-20 rate	2.5% INCR.	2020-21 rate	2.5% INCR.	2021-22 rate	2.5% INCR.	2022-23 rate	2.5% INCR.	2023-24 rate	2.5% INCR.
VAN 214 HOLY FAMILY CHATHAM	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
VAN 215 625 E 2ND TO MIDDLE SCHOOL	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
VAN 270 8:30 AM CHESTNUT ST. 3 WAY	7	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
VAN 289 KD TILLOTSON	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
VAN 305 1100 HIGH SCHOOL	7	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
VAN 307 HHS ONE WAY	7	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
DL-10 BLESSED TRINITY	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL-06 - SHARED	7	103.13	2.59	105.70	2.64	108.35	2.71	111.05	2.78	113.83	2.84
DL-13 - SHARED 3 ways	7	68.25	1.72	70.47	1.76	72.73	1.81	74.04	1.85	75.89	1.91
Highlands Van 210	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 213	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 216	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 218	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 219	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 232 - SHARED	7	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 233	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 235	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 246	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 258	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 260	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 274 - SHARED PM ONLY	7	147.25	3.69	151.44	3.79	155.23	3.88	159.41	3.99	163.99	4.09
Highlands Van 284	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 288 - SHARED	7	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 311 - SHARED	7	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
DL-22 - SHARED	10	103.13	2.59	105.70	2.65	108.35	2.71	111.05	2.78	113.83	2.84
DL-26 - SHARED	10	103.13	2.59	105.70	2.65	108.35	2.71	111.05	2.78	113.83	2.84
Highlands Van 204	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 205	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 206	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 212 - SHARED	10	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 229 - NOON	10	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 297 - SHARED	10	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 306 Mid - 1215	10	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 308 - MID AM ONLY	10	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 309 Homeless SHARED	10	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 207	20	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 209	20	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 224	20	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 225 - DART Noon & PM	20	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 242	20	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
DL-29 - SHARED	30	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.97
Highlands - BS - Van - 1 - billed per trip	30	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.97
Highlands VAN 228 St. Joe Special Van	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Bus 17 - CCA	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Bus 22 - Fawn Forbes per trip	30	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.97
Highlands Bus 23 - Fawn Forbes per trip	30	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.97
Highlands Pre-K - 1	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Pre-K - 2	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 202	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 203	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 208	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 220	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 241	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 244	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 250	30	214.69	5.37	220.06	5.49	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Bus 26	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands - BS - Bus A - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.41
Highlands - BS - Bus B - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.41
Highlands - BS - Bus C - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.41
Highlands Bus 01	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 02	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 03	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 04	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 05	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 06	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 07	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 08	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 09	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 10	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 11	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 12	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 13	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 14	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 15 - Forbes	72	276.96	6.92	283.84	7.10	290.98	7.27	298.25	7.45	305.71	7.63
Highlands Bus 16	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 18	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 19 - Forbes	72	276.96	6.92	283.84	7.10	290.98	7.27	298.25	7.45	305.71	7.63
Highlands Bus 20 - Forbes	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 21 - Forbes	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 24	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 25	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 26	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 27	72	247.47	6.19	253.65	6.34	260.00	6.50				



# SCHEDULE 2

TRANSPORTATION COST - NO SHARES		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
	CAP	2019-20 rate	2.5% INCR.	2020-21 rate	2.5% INCR.	2021-22 rate	2.5% INCR.	2022-23 rate	2.5% INCR.	2023-24 rate	2.5% INCR.
RUN											
VAN 214 HOLY FAMILY CHATHAM	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
VAN 245 825 E. 2ND TO MIDDLE SCHOOL	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
VAN 270 8:20 AM CHESTNUT ST. 1 WAY	7	98.50	2.46	100.96	2.52	103.48	2.59	106.07	2.65	108.73	2.69
VAN 289 KD TILLOTSON	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
VAN 305 1:00 HIGH SCHOOL	7	98.50	2.46	100.96	2.52	103.48	2.59	106.07	2.65	108.73	2.69
VAN 307 HHS ONE WAY	7	98.50	2.46	100.96	2.52	103.48	2.59	106.07	2.65	108.73	2.69
DL-10 BLESSED TRINITY	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 06 - SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 33 - SHARED 1 way	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 240	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 248	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 210	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 218	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 228	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 232 - SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 239	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 235	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 246	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 254	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 258	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 260	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 270 - SHARED PM ONLY	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 294	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 298 - SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 311 - SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 28 - SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 28 - SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 204	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 205	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 206	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 212 - SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 275 - NOON	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 287 - SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 308 Mid - 12:15	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 308 - MID AM ONLY	10	98.50	2.46	100.96	2.52	103.48	2.59	106.07	2.65	108.73	2.69
Highlands Van 309 Homeless SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 207	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 209	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 224	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 232 - DART Noon & PM	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 242	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
DL - 40 - SHARED	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands - BS - Van - 1 - billed per trip	80	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.95
Highlands Van 222 St. Joe Special Van	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 17 - CGA	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Bus 22 - Fawn Forbes per trip	30	102.33	2.56	104.89	2.63	107.51	2.69	110.20	2.75	112.95	2.81
Highlands Bus 23 - Fawn Forbes per trip	30	102.33	2.56	104.89	2.63	107.51	2.69	110.20	2.75	112.95	2.81
Highlands Pre-K - 1	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Pre-K	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 202	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 203	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 206	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 220	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 241	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 244	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Van 245	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84
Highlands Bus 26	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands - BS - bus A - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.40
Highlands - BS - bus B - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.40
Highlands - BS - bus C - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.40
Highlands Bus 01	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 02	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 03	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 04	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 05	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 06	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 07	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 08	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 09	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 10	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 11	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 12	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 13	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 14	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 15 - Forbes	72	276.96	6.92	283.88	7.10	290.98	7.27	298.25	7.44	305.71	7.61
Highlands Bus 18	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 19 - Forbes	72	276.96	6.92	283.88	7.10	290.98	7.27	298.25	7.44	305.71	7.61
Highlands Bus 20 - Forbes	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 21 - Forbes	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 24	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 25	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Bus 26	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Van 27	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.82
Highlands Van 231 - Dart - AM & Noon	Child seat	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.84

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5					
	2019-20 rate	2.5% INCR.	2020-21 rate	2.5% INCR.	2021-22 rate	2.5% INCR.	2022-23 rate	2.5% INCR.	2023-24 rate	2.5% INCR.
DAILY TOTAL	17,243.94		17,675.04		18,115.91		18,569.84		19,034.08	
ANNUAL COST BASED ON 180 DAYS	3,103,909.20		3,181,506.93		3,261,044.60		3,342,579.72		3,426,134.99	
TOTAL COST OF 3 YEAR CONTRACT	9,546,460.73	NO SAVINGS FOR SHARED SERVICE ALREADY								
TOTAL COST OF 5 YEAR CONTRACT	16,315,166.44	BEING PROVIDED BY W.L.ROENIGK								

THESE RUNS ARE INCLUDED IN THE ABOVE TOTALS BECAUSE THEY WERE ON SCHEDULE A HOWEVER - NONE OF THEM ARE RUNNING FOR THE 2018-2019 SCHOOL YEAR

VAN 214 HOLY FAMILY CHATHAM	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45
VAN 245 625 E. 2ND TO MIDDLE SCHOOL	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45
VAN 270 8:20 AM CHESTNUT ST. 1 WAY	7	98.50	2.46	100.96	2.52	103.48	2.59	106.07	2.65	108.73
VAN 289 KD TILLOTSON	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45
VAN 305 1:00 HIGH SCHOOL	7	98.50	2.46	100.96	2.52	103.48	2.59	106.07	2.65	108.73
VAN 307 HHS ONE WAY	7	98.50	2.46	100.96	2.52	103.48	2.59	106.07	2.65	108.73
DL-TO BLESSED TRINITY	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45
For accuracy in total cost comparisons, these totals should be subtracted to the totals above		1,053.50		1,110.50		1,138.93		1,186.81		1,195.98
		195,030.00		199,905.75		204,903.39		210,025.96		215,276.63

# SCHEDULE 3

TRANSPORTATION COST WITH SHARES		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
RUN	CAP	2019-20 rate	2.5% INCR.	2020-21 rate	2.5% INCR.	2021-22 rate	2.5% INCR.	2022-23 rate	2.5% INCR.	2023-24 rate	2.5% INCR.
AV - Van - 40 - SHARED - Homeless	7	99.20	2.48	101.68	2.54	104.22	2.61	106.83	2.67	109.50	2.74
DL - 06 - SHARED	7	103.13	2.58	105.70	2.64	108.35	2.71	111.05	2.78	113.83	2.85
DL - 20 SHARED	7	108.13	2.58	110.70	2.64	113.35	2.71	116.05	2.78	118.83	2.85
DL - 33 - SHARED 3 ways	7	88.75	1.72	90.47	1.76	92.23	1.81	94.04	1.85	95.89	1.90
Highlands Van 201	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 210	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 213	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 216	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 218	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 228	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 232 - SHARED	7	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 233	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 235	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 246	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 254	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 254 extra trip to Pgh	7	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 258	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 260	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 274 - SHARED PM ONLY	7	147.75	3.69	151.44	3.79	155.23	3.88	159.11	3.98	163.09	4.08
Highlands Van 284	7	147.75	3.69	151.44	3.79	155.23	3.88	159.11	3.98	163.09	4.08
Highlands Van 296 Shared PM ONLY w/ff. 1/14	7	147.75	3.69	151.44	3.79	155.23	3.88	159.11	3.98	163.09	4.08
Highlands Van 298 - SHARED	7	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 311 - SHARED	7	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
DL - 22 - SHARED	10	108.13	2.58	110.70	2.64	113.35	2.71	116.05	2.78	118.83	2.85
DL - 26 - SHARED	10	108.13	2.58	110.70	2.64	113.35	2.71	116.05	2.78	118.83	2.85
Highlands Van 204	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 205	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 206	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.43
Highlands Van 212 - SHARED	10	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 275 - NOON	10	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 297 - SHARED	10	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 306 Mid - 12:15	10	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 308 - MID AM ONLY	10	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 309 Homeless SHARED	10	98.50	2.45	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 207	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 209	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 224	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 226 - DART Noon & PM	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 242	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
DL - 29 - SHARED	30	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.96
Highlands - BS - Van - 1 - billed per trip	30	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.96
Highlands - Peer Tutor Program - 4pm	30	53.68	1.34	55.02	1.38	56.40	1.41	57.81	1.45	59.25	1.49
Highlands VAN 222 St. Joe Special Van	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands - Van Gite Early Dismissals	30	53.68	1.34	55.02	1.38	56.40	1.41	57.81	1.45	59.25	1.49
Highlands Bus 17 - CCA	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Bus 22 - Fawn Forbes per trip	30	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.96
Highlands Bus 23 - Fawn Forbes per trip	30	107.35	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.96
Highlands Pre-K - 1	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Pre-K - 2	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 202	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 203	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 208	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 220	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 241	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 244	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Van 250	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
Highlands Bus 28	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands - BS - Bus A - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.41
Highlands - BS - Bus B - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.41
Highlands - BS - Bus C - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.41
Highlands Bus 01	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 02	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 03	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 04	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 05	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 06	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 07	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 08	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 09	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 10	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 11	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 12	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 13	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 14	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 15 - Forbes	72	276.96	6.92	283.88	7.10	290.98	7.27	298.25	7.45	305.71	7.62
Highlands Bus 18	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 19 - Forbes	72	276.96	6.92	283.88	7.10	290.98	7.27	298.25	7.45	305.71	7.62
Highlands Bus 20 - Forbes	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 21 - Forbes	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 24	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 25	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 26	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Bus 27	72	247.47	6.19	253.65	6.34	260.00	6.50	266.49	6.66	273.16	6.82
Highlands Van 211 - Dart - AM & Noon	Child Se	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.92
		YEAR 1	2.5% INCR.	YEAR 2	2.5% INCR.	YEAR 3	2.5% INCR.	YEAR 4	2.5% INCR.	YEAR 5	2.5% INCR.
DAILY TOTAL		2019-20 rate		2020-21 rate		2021-22 rate		2022-23 rate		2023-24 rate	
ANNUAL COST BASED ON 180 DAYS		15,568.88		15,958.11		16,357.06		16,755.99		17,155.13	
TOTAL COST OF 3 YEAR CONTRACT		2,802,399.12		2,872,458.10		2,944,270.58		3,017,877.34		3,093,324.27	
TOTAL COST OF 5 YEAR CONTRACT		8,619,128.79		14,730,330.41		TOTAL CONTRACT COST WITH SHARES ALREADY BEING PROVIDED BY W.L. ROENIGK					

THESE RUNS AND AIDE CHARGES ARE NOT INCLUDED ON SCHEDULE B THEREFORE THEY ARE NOT INCLUDED IN THE ABOVE TOTALS. THEY ARE HOWEVER RUNS AND AIDES THAT THE DISTRICT WILL BE CHARGED FOR.											
Highlands Van 284 - MON. SHARED 10/3	7	98.50	2.45	100.95	2.51	103.49	2.59	106.07	2.65	108.73	2.72
OL - 26 - AIDE 2	7	82.50	2.05	84.55	2.11	86.68	2.17	88.84	2.22	91.06	2.28
Highlands Bus 10 AIDE	72	73.00	1.83	74.83	1.87	76.70	1.92	78.61	1.97	80.58	2.02
Highlands Bus 18 - AIDE	72	73.00	1.83	74.83	1.87	76.70	1.92	78.61	1.97	80.58	2.02
Highlands Bus 18 AIDE	72	73.00	1.83	74.83	1.87	76.70	1.92	78.61	1.97	80.58	2.02
Highlands Van 204 - AIDE	72	73.00	1.83	74.83	1.87	76.70	1.92	78.61	1.97	80.58	2.02
Highlands Van 212 AIDE	72	73.00	1.83	74.83	1.87	76.70	1.92	78.61	1.97	80.58	2.02
Highlands Van 228 AIDE	72	73.00	1.83	74.83	1.87	76.70	1.92	78.61	1.97	80.58	2.02
Highlands Van 242 AIDE	72	73.00	1.83	74.83	1.87	76.70	1.92	78.61	1.97	80.58	2.02
Highlands Van 248 - AIDE	72	73.00	1.83	74.83	1.87	76.70	1.92	78.61	1.97	80.58	2.02
Highlands Van 274 - 3 way share eff. 2/19	7	63.67	1.64	67.31	1.68	68.99	1.72	70.72	1.77	73.49	1.82
Highlands Van 296	7	203.00	4.93	207.93	5.05	206.87	5.17	231.15	5.93	237.45	6.05
Highlands Van 311 - SHARED CYF	7	98.50	2.45	100.95	2.51	103.49	2.59	106.07	2.65	108.73	2.72
Highlands Van 297 - SHARED CYF	10	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.72
For accuracy in total cost comparisons, these totals should be added to the totals above		1,224.67		1,255.29		1,286.67		1,318.84		1,351.81	
		220,440.60		225,951.62		231,600.41		237,390.22		243,325.11	



# SCHEDULE 4

TRANSPORTATION COST - NO SHARES		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
RUN	CAP	2019-20 rate	2.5% INCR.	2020-21 rate	2.5% INCR.	2021-22 rate	2.5% INCR.	2022-23 rate	2.5% INCR.	2023-24 rate	2.5% INCR.
AV - Van - 40 - SHARED - Homeless	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 06 - SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 20 SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 33 - SHARED 3 ways	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 201	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 210	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 213	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 216	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 218	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 228	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 232 - SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 233	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 235	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 245	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 254	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 254 extra trip to Pgh	7	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 258	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 260	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 274 - SHARED PM ONLY	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 294	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 296	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 298 - SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 311 - SHARED	7	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 22 - SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
DL - 26 - SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 204	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 209	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 206	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 212 - SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 275 - NOON	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 297 - SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 306 Mid - 12:15	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 308 - MID AM ONLY	10	98.50	2.46	100.96	2.52	103.49	2.59	106.07	2.65	108.73	2.65
Highlands Van 309 Homeless SHARED	10	197.00	4.93	201.93	5.05	206.97	5.17	212.15	5.30	217.45	5.30
Highlands Van 207	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 209	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 224	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 226 - OART Noon & PM	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 242	20	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
DL - 20 - SHARED	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands - BS - Van - 1 - billed per trip	30	107.95	2.68	110.03	2.75	112.78	2.82	115.60	2.89	118.49	2.89
Highlands - Peer Tutor Program - 4pm	30	59.68	1.34	55.02	1.38	56.40	1.41	57.81	1.45	59.25	1.45
Highlands Van 222 St. Joe Special Van	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands - Van Gate Early Dismissals	30	59.68	1.34	55.02	1.38	56.40	1.41	57.81	1.45	59.25	1.45
Highlands Bus 17 - CCA	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Bus 22 - Fawn Forbes per trip	30	102.33	2.56	104.89	2.62	107.51	2.69	110.20	2.75	112.95	2.75
Highlands Bus 23 - Fawn Forbes per trip	30	102.33	2.56	104.89	2.62	107.51	2.69	110.20	2.75	112.95	2.75
Highlands Pra-K - 1	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Pra-K - 2	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 202	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 208	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 208	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 220	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 241	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 244	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Van 250	30	214.69	5.37	220.06	5.50	225.56	5.64	231.20	5.78	236.98	5.78
Highlands Bus 28	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands - BS - Bus A - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.33
Highlands - BS - Bus B - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.33
Highlands - BS - Bus C - billed per trip	72	123.75	3.09	126.84	3.17	130.01	3.25	133.27	3.33	136.60	3.33
Highlands Bus 01	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 02	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 03	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 04	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 05	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 06	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 07	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 08	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 09	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 10	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 11	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 12	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 13	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 14	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 15 - Forbes	72	276.96	6.92	283.88	7.10	290.98	7.27	298.26	7.46	305.71	7.46
Highlands Bus 18	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 19 - Forbes	72	276.96	6.92	283.88	7.10	290.98	7.27	298.26	7.46	305.71	7.46
Highlands Bus 20 - Forbes	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 21 - Forbes	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 24	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 25	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 26	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Bus 27	72	247.47	6.19	253.66	6.34	260.00	6.50	266.50	6.66	273.16	6.66
Highlands Van 211 - Dart - AM & Noon	Child Se	214.69	5.37	220.06	5.50	2					

# MYTH BUSTER - A NEW FLEET DOES NOT GAIN A DISTRICT HUGE RETURNS IN REIMBURSEMENTS

RUN	YEAR	CAPACITY	CURRENT FLEET VEH. AGE IF NO REPLACEMENTS	VEH. AGE IF REPLACEMENTS MADE FOR 2019-21	BASIC ALLOWANCE	ADDITIONAL ALLOWANCE CURRENT FLEET	ADDITIONAL ALLOWANCE NEW FLEET	CONTRACTED VEHICLE ALLOWANCE CURRENT FLEET	CONTRACTED VEHICLE ALLOWANCE NEW FLEET	ADDITIONAL ALLOWANCE IF REPLACEMENTS MADE 19-20	CONTRACTED VEHICLE ALLOWANCE IF REPLACEMENTS MADE 19-20	CONTRACTED VEHICLE ALLOWANCE IF ALL OVER 11 YEARS
Highlands Van 260	2009	7	11	0	360	84	140	444	500	140	500	444
Highlands Van 210	2008	7	12	0	360	84	140	444	500	140	500	444
Highlands Van 296	2008	7	12	0	360	84	140	444	500	140	500	444
Highlands Van 298 - SHARED	2008	7	12	0	360	84	140	444	500	140	500	444
DL - 20 SHARED	2008	7	12	0	360	84	140	444	500	140	500	444
Highlands Van 235	2018	7	2	2	360	140	140	500	500	140	500	444
Highlands Van 232 - SHARED	2017	7	3	3	360	140	140	500	500	140	500	444
Highlands Van 204	2017	10	3	3	360	200	200	560	560	200	560	480
Highlands Van 206	2017	10	3	3	360	200	200	560	560	200	560	480
Highlands Van 308 - MIDAM ONLY	2017	10	3	3	360	200	200	560	560	200	560	480
DL - 06 - SHARED	2017	10	3	3	360	200	200	560	560	200	560	480
Highlands Van 233	2016	7	4	4	360	126	140	486	500	126	486	444
Highlands Van 254	2016	7	4	4	360	126	140	486	500	126	486	444
Highlands Van 259 extra trip to Pgh	2016	7	4	4	360	126	140	486	500	126	486	444
Highlands Van 274 - SHARED PM ONLY	2016	7	4	4	360	126	140	486	500	126	486	444
Highlands Van 205	2015	10	5	5	360	180	200	540	560	180	540	480
Highlands Van 212 - SHARED	2015	10	5	5	360	180	200	540	560	180	540	480
Highlands Van 275 - NOON	2015	10	5	5	360	180	200	540	560	180	540	480
Highlands Van 306 Mid - 12:15	2015	10	5	5	360	180	200	540	560	180	540	480
DL - 26 - SHARED	2015	10	5	5	360	180	200	540	560	180	540	480
DL - 33 - SHARED 3 ways	2015	10	5	5	360	180	200	540	560	180	540	480
Highlands Van 201	2014	7	6	6	360	126	140	486	500	126	486	444
Highlands Van 216	2014	7	6	6	360	126	140	486	500	126	486	444
Highlands Van 213	2013	7	7	7	360	112	140	472	500	112	472	444
Highlands Van 228	2013	7	7	7	360	112	140	472	500	112	472	444
Highlands Van 246	2013	7	7	7	360	112	140	472	500	112	472	444
Highlands Van 258	2013	7	7	7	360	112	140	472	500	112	472	444
Highlands Van 294	2013	7	7	7	360	112	140	472	500	112	472	444
Highlands Van 294 - MON. SHARED 10/3	2013	7	7	7	360	112	140	472	500	112	472	444
Highlands Van 297 - SHARED	2013	7	7	7	360	112	140	472	500	112	472	444
Highlands Van 311 - SHARED	2013	7	7	7	360	112	140	472	500	112	472	444
DL - 22 - SHARED	2013	10	7	7	360	160	200	520	560	160	520	480
Highlands Bus 17 - CCA	2010	30	10	0	540	480	600	1020	1140	600	1140	900
Highlands Bus 28	2009	71	11	0	540	852	1420	1392	1960	1420	1960	1392
Highlands Bus 05	2008	72	12	0	540	864	1440	1404	1980	1440	1980	1404
Highlands Bus 25	2019	72	1	1	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 05	2019	72	1	1	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 20 - Forbes	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 21 - Forbes	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 27	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands - BS - Bus A - billed per trip	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands - BS - Bus B - billed per trip	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands - BS - Bus C - billed per trip	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 01	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 03	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 04	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 07	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 08	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 10	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 11	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 13	2018	72	2	2	540	1440	1440	1980	1980	1440	1980	1404
Highlands Bus 19 - Forbes	2015	72	5	5	540	1296	1440	1836	1980	1296	1836	1404
Highlands Bus 02	2015	72	5	5	540	1296	1440	1836	1980	1296	1836	1404
Highlands Bus 09	2015	72	5	5	540	1296	1440	1836	1980	1296	1836	1404
Highlands Bus 14	2015	72	5	5	540	1296	1440	1836	1980	1296	1836	1404
Highlands Bus 23 - Fawn Forbes per trip	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands Van 203	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands Van 208	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands Van 220	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands Van 241	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands Van 244	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands - Pres Tutor Program - 4pm	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands Pre-K - 1	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands Pre-K - 2	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands - BS - Van - 1 - billed per trip	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands - Van Gate Early Dismissals	2014	30	6	6	540	540	600	1080	1140	540	1080	900
Highlands Van 211 - Dart - AM & Noon	2014	35	6	6	540	630	700	1170	1240	630	1170	960
Highlands Bus 18	2013	72	7	7	540	1152	1440	1692	1980	1152	1692	1404
Highlands Van 207	2012	20	8	8	540	320	400	860	940	320	860	780
Highlands Van 209	2012	20	8	8	540	320	400	860	940	320	860	780
Highlands Van 226 - DART Noon & PM	2012	20	8	8	540	320	400	860	940	320	860	780
Highlands Van 202	2012	30	8	8	540	480	600	1020	1140	480	1020	900
DL - 29 - SHARED	2012	30	8	8	540	480	600	1020	1140	480	1020	900
Highlands Bus 22 - Fawn Forbes per trip	2011	20	9	9	540	320	400	860	940	320	860	780
Highlands Van 224	2011	20	9	9	540	320	400	860	940	320	860	780
Highlands Van 242	2011	20	9	9	540	320	400	860	940	320	860	780
Highlands Van 250	2011	30	9	9	540	480	600	1020	1140	480	1020	900
Highlands - St. Joe Special Van	2011	30	9	9	540	480	600	1020	1140	480	1020	900
Highlands Bus 15 - Forbes	2011	72	9	9	540	1152	1440	1692	1980	1152	1692	1404
Highlands Bus 24	2011	72	9	9	540	1152	1440	1692	1980	1152	1692	1404
Highlands Bus 26	2011	72	9	9	540	1152	1440	1692	1980	1152	1692	1404
Highlands Bus 12	2011	72	9	9	540	1152	1440	1692	1980	1152	1692	1404
2014,146341					38,520.00	50,982.00	56,700.00	89,502.00	95,220.00	52,526.00	91,016.00	72,940.00

2014 AVG. YEAR

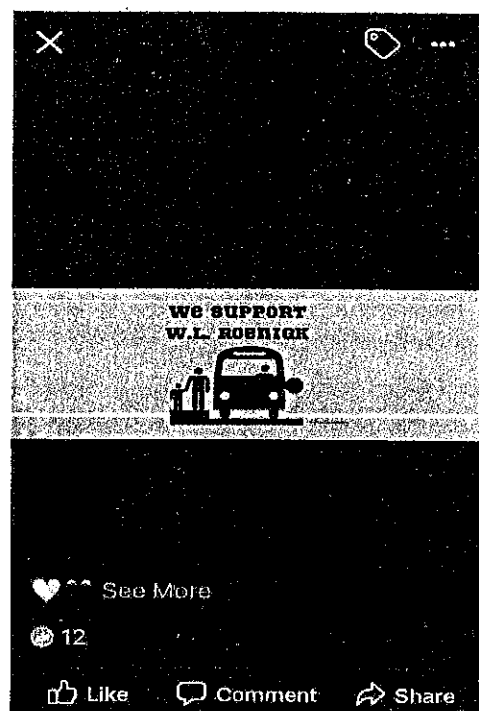
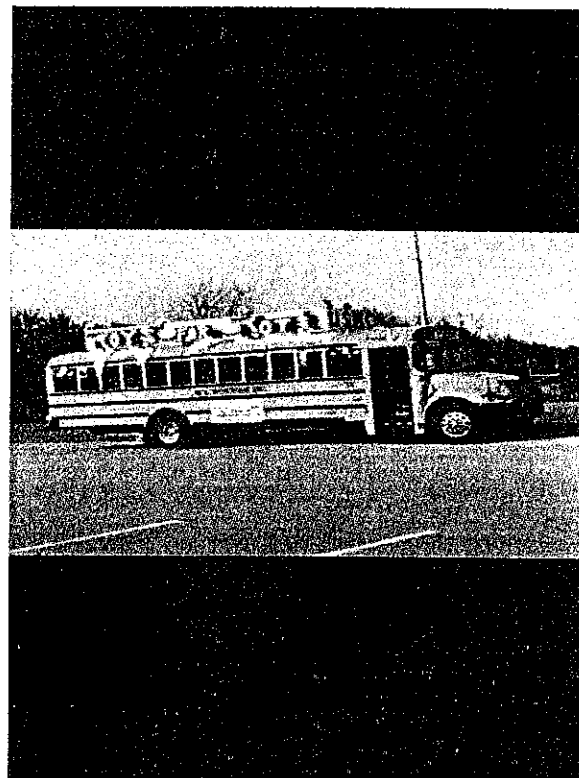
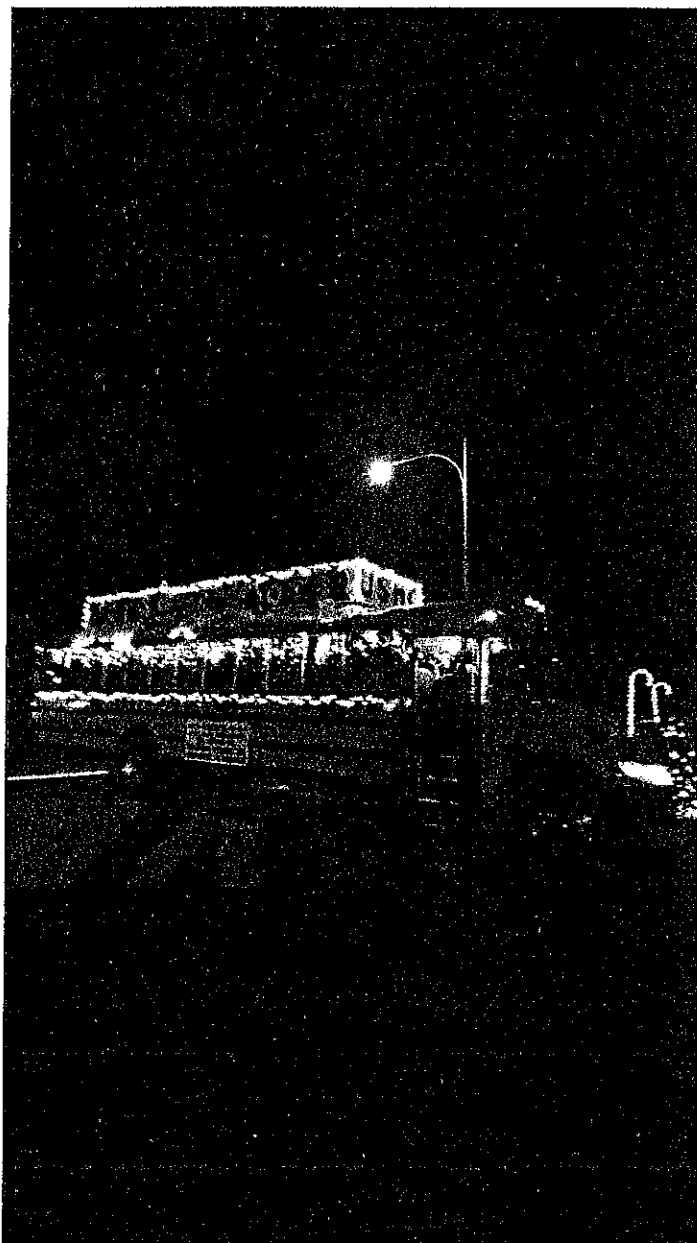
REIMBURSEMENT DIFFERENCE CURRENT FLEET VS. NEW FLEET	5,718.00	33,164.40
REIMBURSEMENT DIFFERENCE REPLACED FLEET VS. NEW FLEET	1,544.00	8,955.20
REIMBURSEMENT DIFFERENCE NEW FLEET VS. 11-YEAR FLEET	22,680.00	131,544.00

Cost Index of 5.8



## Reputation.

We are always conscious of the fact that we represent the district, our company and the busing industry. A positive story reflects well on all of us.



## S. Butler Board Decides To Stick With Roenigk



The public packed Wednesday's South Butler school board meeting. W.L. Roenigk bus drivers, clad in their yellow work shirts, were there to support their company. Photo: Ryan Saeler\_Butler Radio Network

## Crowd supports W.L. Roenigk at S. Butler meeting

Paula GrubbsEagle Staff Writer

October 4, 2018 News Extra



KDKA



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# School Bus Driver A Reluctant Hero After Performing CPR On Student Who Passed Out

November 3, 2017 at 6:55 pm Filed Under: Bus Driver, CPR, Highlands High School, Highlands School District, Kristine Sorensen, School Bus



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NATRONA HEIGHTS (KDKA) — A school bus driver's fast actions saved a Highlands High School student's life.

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Harry Mangol says he just loves his job as a bus driver.

"The kids all call me Mr. Harry," says Mangol.

He's been driving school buses ever since he retired as a police office and state constable. But on Thursday morning, during his usual morning bus route, his training as a first responder was tested.

"Opened up the door and the kids said that someone had fallen," Mangol said.

This was no ordinary fall though.

"Found out she had fallen down and twisted her ankle," said Mangol. "She thought it broke; she heard it snap."

What happened next though, would have sent most people into a panic.

"Next thing I know, her head, eyes went back, she went straight back, then she rolled to the side because she had a backpack on," Mangol said. "She wasn't breathing."

But Mr. Harry remained calm and started CPR.

"I shook her one more time and she started to breathe again," he said.

The girl's brother dialed 911 while Mr. Harry helped the girl, and an ambulance was on the way.

"I said, 'You are going to be okay; we are going to take care of you,'" Mangol said he told the girl.

He says he's been driving the girl to school for the last four years.

"I'll be real happy to see her again," he says. "She's always been real cheerful, one of my better students."

The student went to the hospital and actually made it to class on Thursday, now walking with a boot.

"I was just doing my job, I'm not a hero. I think any bus driver here would have done that," Mangol said. "Our kids are the most important thing of anything."

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# Teaching Bus Safety With Grade-Specific Programs

Beverly Braga, Editorial Assistant Facebook Twitter Google+ Mail Posted on August 1, 2003



Every year, school districts and bus contractors try to generate new ideas to promote and teach school bus safety to riders. It's harder than it sounds, especially with children in a range of grade levels.

But W.L. Roenigk Inc., a school bus contractor in Sarver, Pa., has concocted a formula for success: different programs for different grade levels that combine instruction, participation and fun.

The programs are the product of years of work. Valerie Baker, safety manager at Roenigk's Melwood facility in Allegheny County, helped to get the ball rolling. "When I first started at Roenigk in 1995, they didn't have any safety programs," says Baker. "Later, we developed a contract with the Burrell School District, and that's when we started the safety programs."

## Buster the Dog?

For kindergartners, Roenigk has developed a program that starts in late August, as parents and students attend an orientation session. After the children meet their teachers, Melwood's safety team presents "Safety Street," a mocked-up neighborhood complete with homes, bus stops, a wooden school bus with functional light systems and a town troublemaker named Buster the Dog (a Roenigk driver dressed in a Dalmatian costume).

First, the children are given a run-through of the different bus lights and what the colors mean. Then kindergarten volunteers from the audience are brought onto the stage and pretend to wait for the bus. Eventually, Buster (a name conceived by the staff without knowledge of the existence of Robotronics' Buster the Bus) comes around the corner and creates havoc. One dangerous behavior that is emphasized is when Buster reaches under the front of the bus to retrieve an object he dropped.

"Buster will do all the things the students shouldn't do," says Baker. "He'll start shoving the kids and playing around when he really should be paying attention to the bus. We are constantly scolding him and telling him that what he's doing is unsafe."

## October means safety

While August may be busy in terms of preparing soon-to-be kindergartners, October seems to be even busier. It's the month when the nation celebrates School Bus Safety Week, but one week is not enough

time, according to Baker. "For us, especially when dealing with the different grades, it takes an entire month to visit all the schools, not one week," Baker explains, adding that the safety team at Roengik's Melwood facility provides child safety training for the entire company, which contracts with 18 school districts and operates more than 500 buses.

In October, the kindergartners are visited again, but this time by Happy, a radio-controlled school bus. After a Winnie the Pooh safety video is shown, Happy helps the safety instructor conduct a Q&A session. When a child answers a question correctly, Happy drives around in circles, singing and playing music, much to the delight of the youngsters. After the classroom presentation, parting gifts, including handouts, coloring pages and candy, are passed out.

With first graders, Buster also makes an appearance. Safety Street is revisited, but this time without the neighborhood scenery. The same school bus model, equipped with lights and a crossing gate, joins Buster, but this time the children have more involvement with Buster. They are the ones instructing him about the rules and proper behavior. The slightly modified Safety Street also has the instructor discussing referral slips and the onboard video camera.

#### Cooperation emphasized

Every program conducted by Roenigk's safety team involves audience participation. For the fourth-grade program, the entire audience participates in the presentation. The children partake in a bus-stop game in which the goal is to pick up students in a safe yet expedient manner.

To start, the class is split into two groups. Then two students from each group are assigned the job of a bus driver or a judge. Many children eagerly raise their hands wanting to play the bus driver. The safety team, however, is quick to point out what that job requires.

"We tell the kids the qualifications of the job just to make them see the importance of what our drivers do," says Baker. "They learn that it's real hard and involves a lot of responsibility."

The remaining students are assigned designated bus stops that are marked on the ground. Before the student drivers are allowed to pick up their classmates, they must first answer a safety question. Twenty questions are asked in this manner, and as more students board the human bus (the children hold on to each other's waist), the bus groups begin to work together in answering the questions to keep the bus moving.

All the while, the student judges are watching for infractions by the opposing team. If a classmate is not holding on properly or if someone is not paying attention, that team loses a turn. The process not only keeps the children alert and involved, but teaches them that bus safety is a cooperative effort.

#### Don't bore them

Keeping things fresh and interesting for elementary school children is not easy. When coming up with new ideas, safety team members like to make sure the programs keep the children's attention as well as their own.



Other ideas are already being developed. One involves the ever-present Buster in "Buster's Clues," a spin-off of the "Blue's Clues" TV program. Buster will leave clues, which the first graders will use to figure out what safety rule Buster is talking about.

Using different safety programs for each grade level means the lessons stick with the children better. Doing the same thing every year, particularly if all age groups are seeing the same program, will eventually get boring.

Sheldon Park invites all of Harrison to 'Small Town Christmas'

## TRIB LIVE

TRIBUNE-REVIEW | Thursday, December 13, 2018 3:12 p.m.



Sheldon Park is an Allegheny County Housing Authority complex in Harrison.

## DETAILS

If you go

What: Small Town Christmas celebration

Who: All Harrison residents invited

Where: Sheldon Park housing complex

When: Dec. 19, 4 p.m. to 7 p.m.

Schedule: 4 p.m.: The celebration kicks off with activities for kids at the Deborah D. Booker Community Center and Lloyd D. Hayden Center

5:30 p.m.: Parade starts

6 p.m.: Entertainment starts including live music performances

7 p.m. Event ends

Shuttles will be available for families who need transportation. The Allegheny Family Network North shuttle and WL Roenigk are sponsoring trips from Natrona. The shuttle will pick up at 4:30 p.m. at River Avenue and Garfield Street, and at Kuhnert Street & North Canal Street. It will bring them back to the same stops at 7:30 p.m.

## EMAIL NEWSLETTERS

TribLIVE's Daily and Weekly email newsletters deliver the news you want and information you need, right to your inbox.

The residents of the Sheldon Park housing complex in Harrison are hoping to bring the entire community together with a Christmas celebration next week.

Sydney Hayden, president of the Sheldon Park resident council, along with Ruth Fox and Autumn Monaghan with the Allegheny Family Network, took on the project as a way to heal not only the Sheldon Park residents, but everyone who lives in the township, after two recent shootings at the public housing plan in the township's Natrona Heights section.

A woman and her daughter were shot by a neighbor on Nov. 26 as they returned home to their unit on Municipal Drive. The shooter, Eddie Layne, 48, committed suicide after that shooting. Another woman was accidentally shot by her young son a week later. A 27-year-old man also was shot in the complex earlier this year.

"A lot of people have concerns," Hayden said. "This is a good thing — it's a healing process."

The "Small Town Christmas" will be held within Sheldon Park from 4 p.m. to 7 p.m. Dec. 19. There will be activities for children and teens, free refreshments, a parade, Santa Claus and live entertainment.

"We plan on having everything transformed," Monaghan said.

Dozens of local businesses have donated money or services to make the event possible, and residents are donating their time to make sure it goes off without a hitch.

Monaghan said she hopes, since Harrison had to cancel its Christmas events because of weather, that residents from across the township will come out to the "Small Town Christmas."

"We're hoping this is a community event," she said.

"We want people from outside of Sheldon Park to participate."

She said residents in Sheldon Park are trying to eliminate the stigma they say the low-income housing complex has in the community.

"They kind of felt helpless," Monaghan said. "They feared judgment from the rest of the community."

Fox, who is the CEO of Allegheny Family Network, said she has a special place in her heart for Sheldon Park because she lived there for many years. Her organization helps families who have children with behavioral concerns.

She said they are happy to help bring the community together in any way.

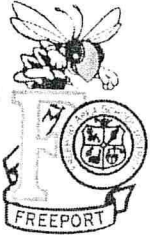
"We love being in this community," Fox said. "My kids were raised here."

*Emily Balser is a Tribune-Review staff writer. You can contact Emily at 724-226-4680, [emilybalser@tribweb.com](mailto:emilybalser@tribweb.com) or via Twitter @emilybalser.*





# FREEPORT AREA SCHOOL DISTRICT



Administration Office  
Post Office Box C  
Freeport, Pennsylvania 16229  
(724) 295-5141  
[www.freeport.k12.pa.us](http://www.freeport.k12.pa.us)

Ian M. Magness  
*Superintendent*  
  
Larry P. Robb  
*Program Director*  
  
Ryan M. Manzer  
*Business Manager*

March 13, 2019

Sir/Madam:

It is without reservation that I recommend W.L. Roenigk as the transportation contractor for any Western Pennsylvania School District. I have had the pleasure of working with Roenigk's for four years here at Freeport as the Superintendent, and also as the Superintendent previously for the Leechburg Area School District, and they have earned my respect because of their professionalism, consistency, commitment, and genuine dedication to customer service.

Given our experience with the company, it is not surprising that they have been honored with many prestigious awards by more than several noteworthy organizations and publications. W.L. Roenigk's dedication to our district and commitment to our community is evidenced by works across the district that extend beyond providing school bus transportation.

Recently, during the final year of our previous contract, we engaged in formal negotiating sessions and conversations that were helpful and informative for both parties. In the face of public pressures from the Commonwealth's Auditor-General's Office, our Board of School Directors were confident enough in the relationship we have with W.L. Roenigk and their long track record of helping us balance costs with a high level of service that our District elected not to pursue an RFP process. Instead, we were able to strike a fair deal for all involved - one that provided cost certainties moving forward for as many as the next 9 years.

Finally, the staff at W.L. Roenigk, from mechanics, to drivers, to the President of the company, all seek to meet the needs of our District and do so in a professional and timely fashion. I, personally and professionally, have found working with the company refreshing and see the relationship as a model for how public-private partnerships can and should operate to benefit the larger school community.

It is without hesitation that I recommend W.L. Roenigk, Inc. as both a transportation contractor and a strategic partner for providing students with a positive school experience. Should you wish to discuss our District's experiences in greater detail, please do not hesitate to contact me.

Sincerely,



Ian M. Magness  
Superintendent

**Rebecca F. Boyd**  
P.O. Box 37, 245 Marwood Road  
Cabot, PA 16023

15 March 2019

To Whom This may Concern:

I am a member of the South Butler Country School Board.

When the issue of our Transportation Contract was initially brought up, I was an advocate for negotiating a new contract with Roenigk's. It was and still is my feeling that our district has always had a very positive experience with both the Roenigk family and also their busdrivers. I also believe in supporting our local businesses. I have always thought that Roenigk's treated us fairly and honestly, and I think there is great value in a long-standing relationship such as that.

When we were initially considering the path we would take, we had a huge outpouring of support from our community in favor of keeping Roenigk's. It was an easy vote for me to direct our representatives to enter into negotiations with them. When we recently reached an equitable 7 year agreement with Roenigk's, it was again an easy YES vote for me.

I am very satisfied with the contract that we voted to approve on March 13. I have no doubt that it will continue to be a good working relationship.

Respectfully,

  
Rebecca F. Boyd



## BURRELL SCHOOL DISTRICT

*Empowering Students to Learn, Create, Lead and Succeed*

1021 Puckety Church Road, Lower Burrell, PA 15068  
Phone: (724) 334-1406 Fax: (724) 334-1429

*Board of Directors:*

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JANE A. KINTER  
JAMES D. KUNKLE  
DR. RACHEL LINDERMAN  
CHRISTOPHER S. WOJCIK

March 15, 2019

Dear Sir/Madam,

I have worked in the Burrell School District for 18 years. Through the years, we have contracted with W. L. Roenigk for transportation services. I am pleased to write this letter of recommendation for Ms. Roenigk and W. L. Roenigk, Inc.

As the middle school principal years ago, my first experience with W. L. Roenigk was a call to request a bus return to the school to pick up a student who missed the bus. They immediately sent the bus back. I was so appreciative having been in districts where the bus contractor would refuse to be flexible. When the City of Lower Burrell lost a young police officer, W. L. Roenigk donated the busses for my 6<sup>th</sup> to 12<sup>th</sup> grade students to be transported to places along Leechburg Road to participate in the funeral procession. This was above and beyond. As a district, we decided to restructure our elementary buildings a few years ago. We met with our bus garage personnel with no idea of how to make the schedule work. Through the meeting, they were able to lay out a creative, concrete plan on paper for each run demonstrating how our new schedule was possible from a transportation perspective. Again, we were so pleased. Likewise, I am thrilled with their care and attention to our students. Kindergartners are not permitted off the bus unless an adult is present to accept the child. This was a W. L. Roenigk procedure first and now a Burrell School District procedure as well.

In Burrell, we have been blessed to partner with W. L. Roenigk. They have proven their reliability, dependability, and efficiency. Their knowledge of the business far surpasses all the others in the area. Furthermore, they are invested and understand individual district transportation anomalies and are prepared to be creative in solving issues and problems. In an emergency, they are quick to respond and resolve situations to ensure every child's safe trip home or to school. I highly recommend W. L. Roenigk as the bus contractor of choice. They will be a partner and an asset to your district. If you have questions or need more information, please feel free to contact me at [swagner@burrell.k12.pa.us](mailto:swagner@burrell.k12.pa.us) or 724-334-1406 X2093.

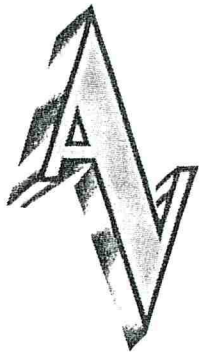
Sincerely,

Dr. Shannon L. Wagner

Superintendent

[swagner@burrell.k12.pa.us](mailto:swagner@burrell.k12.pa.us)





## ALLEGHENY VALLEY SCHOOL DISTRICT

300 PEARL AVENUE  
CHESWICK, PENNSYLVANIA 15024  
www.avsdweb.org

March 20, 2019

To Whom It May Concern:

As Superintendent of schools, I value mutually beneficial, professional relationships with our business partners. Four years working hand-in-hand with Roenigk Inc. proves to be such a partnership for the Allegheny Valley School District.

Roenigk Inc. approaches its relationship with Allegheny Valley in a professional, friendly way that appeals to our organization. For example, I am well acquainted with Sue Roenigk as well as the local garage operator, Chad. Sue Roenigk and her employees provide a touch of class by getting to know those they partner with in school districts. When I speak to someone from Roenigk's, I am confident that they will either offer an answer or investigate the matter and return my call. Also, as an extension of our professional relationship, Sue attends our business leaders' meetings so that we benefit from her expertise.

In January of 2018, our school district consolidated elementary schools. From previous experiences, consolidating schools generally causes unpredictable transportation nightmares that spawn parental angst because of late buses or missed bus stops. Subsequently, the parents of elementary students are especially in tune when bus issues arise. When we consolidated schools in January, we experienced no transportation issues. I attribute the seamless transportation transition into one elementary school to the tireless commitment of Roenigk Inc. to our district in addition to the professional bond with our highly organized director of transportation.

I feel that we have a fair, reasonable agreement with Roenigk's. They furnish what both parties agreed to, and at times, much more. We have not encountered any hidden costs or omitted details in our agreement. Also, the local garage dispatcher, Chad, exceeds expectation to accommodate our school district even for the occasional last-minute and challenging request.

It is a great pleasure to work with Roenigk Inc.

Best,

Patrick M. Graczyk, Ed.D.  
Superintendent of Schools  
2008 National Distinguished Principal

Partnership for Excellence: Youth, School and Community  
Serving the educational needs of the communities of  
Cheswick Borough, Harmar Township, Springdale Borough, and Springdale Township

**Superintendent**  
300 Pearl Avenue  
Cheswick, PA 15024  
724-274-5300  
724-274-8040 Fax

**Springdale High School**  
501 Butler Road  
Springdale, PA 15144  
724-274-8100  
724-274-2106 Fax

**Acmetonia Elementary**  
300 Pearl Avenue  
Cheswick, PA 15024  
724-274-6500  
724-274-2186 Fax

**Collax Elementary**  
430 Collax Street  
Springdale, PA 15144  
724-274-7200  
724-274-2187 Fax

**Business Office**  
300 Pearl Avenue  
Cheswick, PA 15024  
724-274-5300  
724-274-8040 Fax



South Butler County  
School District  
Educational Vision...  
one student at a time

District Administrative Office, 328 Knoch Road, Saxonburg, PA 16056  
(724) 352-1700

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March 20, 2019

To Whom It May Concern:

This letter is being written in support of W.L. Roenigk, Inc. as your transportation provider. The South Butler County School District has utilized Roenigk since the 2002-2003 school year. The transportation services offered by W.L. Roenigk, Inc. have been exceptional. Employees of Roenigk's have contributed to the caring culture that exists throughout our District, and we are pleased with our strong working relationship.

During the recent negotiations process, the Roenigk family was mindful of our tight school budget and respectful of the solid working relationship that W.L. Roenigk, Inc. and the South Butler County School District have had over the nearly two decades of collaboration. Most recently, the District approved a new seven year agreement that is fair for both the District and W.L. Roenigk, Inc.

The South Butler County School District is pleased with W.L. Roenigk, Inc. as our transportation contractor and would recommend their services to your District. If I can be of further assistance, please do not hesitate to contact my office at 724-352-1700.

Sincerely,

David Foley, Ed.D.  
Superintendent

**Hampton Township School District**



**Jeffrey Kline**  
*Director of Administrative Services*  
**Tammi Kinzel**  
*Manager of Accounting*

March 19, 2019

To Whom It May Concern,

It is with great pleasure and confidence that I recommend W.L. Roenigk as your District's student transportation provider. For over nine years, W.L. Roenigk has served as the Hampton Township School District's primary contractor for student transportation. Currently, the District contracts with W.L. Roenigk for (18) large school buses and (10) to (15) non-public and/or shared vehicles. In addition W.L. Roenigk provides most of the District's Athletic and Field Trip Services.

The District has benefitted from the excellent local management team in the operations of the "day to day" transportation activities. This includes effective and timely communication between the District and W.L. Roenigk. Additionally, the District has worked in a beneficial manner with other W.L. Roenigk garages for shared services and non-public runs.

In addition, Ms. Sue Roenigk, has always been both available and responsive to the District's requests or needs.

Should you require any further information, please contact my office.

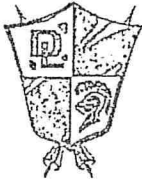
Sincerely,

A handwritten signature in dark ink, appearing to read "Jeffrey Kline", is written over a horizontal line.

Jeffrey Kline  
Director of Administrative Services

/ma





**DEER LAKES SCHOOL DISTRICT**  
*Meeting Challenges . . . Building Futures*

19 EAST UNION ROAD, CHESWICK, PA 15024-1724 PHONE (724) 265-5300

March 15, 2019

To whom it may concern,

I am writing to recommend W. L. Roenigk as an excellent contractor for bussing.

I have been working with them for the past thirteen years. In those thirteen years, I have dealt with three different companies and W. L. Roenigk is the only one that has met the needs of our District. They are the only contractor we use for special education and non-public students. They try and meet our requests in the shortest amount of time possible. They also are very proactive in trying to help save our District money by informing us and other districts of possible ride shares.

If you should have any questions or wish to talk about W. L. Roenigk in more detail, please feel free to contact me at 724-265-5300 ext. 1218.

Sincerely,

Garry R. Dixon  
Director of Transportation  
Deer Lakes School District

To whom it may concern:

We, the drivers of W. L. Roenigk, Inc. of Highlands School District, wanted to express our concern for the upcoming contract for transportation. We have chosen to drive for Roenigks, some of us for as long as 30 years, because they are a family oriented company that cares and takes care of their employees. We do not want to and will not drive for the competing company that is trying to take over the contract this year. We are hoping you will take our concerns into consideration when it comes to making your decision on this matter.

Cindy Emmert 30 yr  
Carol Zaman 5 yrs  
Hubert Luytback 15 yrs  
Rachel Insir (aide) 6 yrs  
Mara Scholtz (aide) 10 years  
James J. Weber 10 YEARS  
Shelly Roenigk 32 + years  
L. L. Mangel  
Tom Ferrante 15 yrs.  
Renee A. Maholic 5 years  
Joy A. Jensen 20 years  
Susan Bertolino 21 years  
Ken Mc  
Raymond J. Dief  
Jackie Roth  
Daniel M. Bogan  
Debra A. Neupert 15 years  
Doreen Orfman 20 yrs.  
Pat Walters  
James Rombach  
Mary Vance 4 yrs  
Melissa Ford  
Allen C. Timmer 34 yrs  
Collette Hicka 21 years  
Dana Kunn 6 years  
Dianne Cichew 10 yrs.  
Claudia T. Davis  
8 years  
Chet Fyfe  
Derry R. Howard  
William Sealey  
Nancy Yang

To the Highlands School Board

To whom it may concern:

I chose this job so when my children were in school (24 years ago) I would be off when they were off. 30 years later, I'm still here and happy to complete my working years at W.L. Roenigk's bus company.

Most, if not all drivers know the area very well. In the event a bus can not get to a stop, due to a car accident, bad roads or construction, another bus can pick-up children. This is very important in very cold weather.

I attended Highlands School District (class of 74) and rode Roenigk buses and remain a tax payer in the district.

Please take in account of all the drivers that live in district that may lose their jobs, and pay school taxes into your vote.

THANK-YOU

A handwritten signature in cursive script, reading "Cindy Ehrman", with a long horizontal flourish extending to the right.



March 22, 2019

To: Highlands School Board

Re: Upcoming vote on Transportation

I am writing this not only as a bus driver for W.L. Roenigk Inc. for over 20 years, but also as a life-long, tax paying resident, and graduate (class of 1982) of this district.

I hope that you will take the following into consideration when casting your vote:

There is a lot to be said about staying local. By this I mean that most, if not all, of the Highlands drivers are like me, as in we live and pay taxes in the district.

We know the area well. This enables us to handle any obstacles that arise, such as accidents or road closures, with the least amount of disruption to the pick-up and or delivery of our students. Because we are so familiar with the area we know how to effectively detour and get around the problem, sometimes working together with other drivers, to ensure the safety of our kids.

Many of us have been driving for Highlands for years and we know our kids.

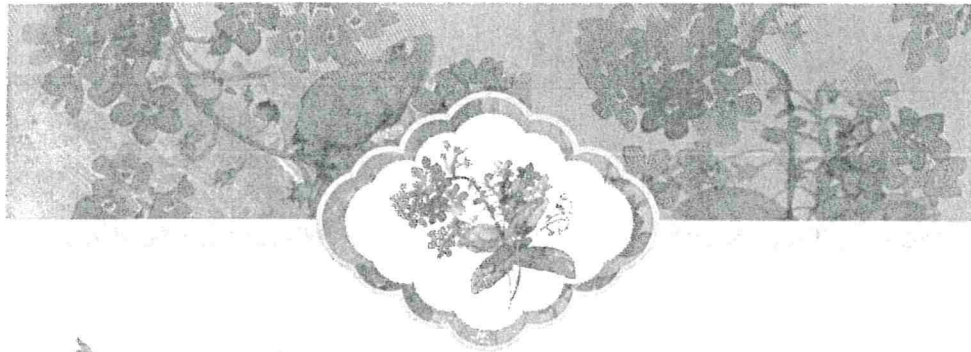
The most important consideration should be the safety of the students and I believe our safety record is proof that we do a great job at this.


The many, many years of successful operation and experience that W.L. Roenigk Inc. provides must also be considered a strong advantage in keeping us as the transportation provider for the district.

So please know that it is very important to us, the company and the drivers, that we are given the ability provide safe, efficient transportation for our students.

Thank you,  
Nancy Lang

A handwritten signature in black ink, reading "Nancy Lang". The signature is written in a cursive, flowing style. The first name "Nancy" is written with a large, looped 'N' and a trailing flourish. The last name "Lang" is written with a large, looped 'L' and a trailing flourish.



 I have been employed by W.L. Roenigks for 21 years. They are a great company to work. 18 of those years I have driven for Highlands. Most of the drivers live & pay taxes here. As a driver, taxpayer & a Grandmother of a child who goes to Highlands I am sure in the fact that the children are safe and safety should be our first concern.

Thank-You  
Collette Hicks



Dear Administration,

It hurts me to hear that another bus company could be driving for Highlands School District. Roenigks' Bus Company is a great LOCAL business that have generations of drivers and caring workers. I have been a bus aide for 6 yrs now and have met a lot of wonderful people who love their jobs. They have a lot of responsibility on their shoulders and they handle it very well. It would not be smart to have another company fill their shoes. Roenigks Bus Company is the LOCAL business that should be supported within our town.

Sincerely,  
Rachel Christ



# ***Elliot Frantz***

512 Crawford Run Road, Tarentum PA 15084

724-226-1141 (Work)

412-475-1142 (Cell)

---

## **Profile**

Office manager, currently managing more than 120 bus and van drivers on over 110 runs in the Highlands and Deer Lakes School Districts. Has participated in all aspects of the business for the past nine years, from vehicle maintenance to driving and training. Works closely with school district personnel, handles parent concerns and driver issues.

## **Education**

Highlands Senior High School - 2002

CCAC Boyce Campus General Studies

Clarion University - Elementary Education studies

Butler County Community College – EMT Basic Training

## **Work Experience**

### **YMCA Allegheny Valley**

**June 2002-Nov 2009**

Lifeguard

Lifeguard Instructor

Light Maintenance

Aquatic Director

Before & After School Program Assistant

Pre School Sports Instructor

Swim Instructor

CPR Instructor

### **WL Roenigk, Inc.**

**Nov 2009 – Present**

Dispatch Supervisor

Trainer

Bus Driver - Deer Lakes School District/Highlands School District

Van Driver

Vehicle Cleaning

## **Certifications**

Trainer Certification - June 2012

CDL – (2010)

Reasonable Suspicion for Workplace Impairment

## **Clearances**

Act 24

Act 34

Act 114

Act 151

Act 168

# ***Lynn Chiado***

114 Carter Lane, Leechburg, PA 15656 724-226-1141 (Work), 724-316-3044 (Cell)

---

## *Profile*

Dispatcher, currently for the Highlands School District. Has participated in various aspects of school bus transportation for the past 13 years, including customer service, routing, scheduling, recruiting and driving. Works closely with school district personnel, handles parent concerns and driver issues.

## *Education*

Freeport Area School District (1983)

Clarion University of Pennsylvania – BFA (1986)

## *Work Experience*

### **Freeport Borough Tax Collector**

**January 1998 – January 2018**

Collection of local Earned Income Tax and Real Estate Taxes

Distribution of monies to Freeport Borough, Freeport Area School District  
and Armstrong County

Tax Certification to Real Estate Companies

Customer Service to the residents within Freeport Borough

### **WL Roenigk, Inc.**

**September 2006 – Present**

Dispatcher to all drivers and aides at Natrona Heights location

Creating and scheduling bus and van runs

Organizing school calendars for 10 bus garages

Coordinating Bus Tracks data with Highlands Transportation Secretary

Process daily and monthly transportation paperwork

Bus Driver – Highlands School District/Deer Lakes School District

Van Driver – Highlands School District/Deer Lakes School District

## *Certifications*

CDL – (2009)

Child Passenger Safety Restrain Systems on School Buses

Reasonable Suspicion for Workplace Impairment

## *Clearances*

Act 24

Act 34

Act 114

Act 151

Act 168



ROENI-1

OP ID: DMD

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Duncan Insurance Group, Inc. 311 Main Street Irwin, PA 15642 Key Insurance & Benefits Serv	724-863-3420	CONTACT NAME: John M. Duncan, Jr. PHONE (A/C, No, Ext): 724-863-3420 FAX (A/C, No): 724-864-3022 E-MAIL ADDRESS: jduncan@duncangrp.com
INSURED W. L. Roenigk, Inc. W. L. Roenigk Leasing, Inc. W. L. Roenigk, LP Roenigk Coach Co 798 Ekastown Road Sarver, PA 16055-9724		INSURER(S) AFFORDING COVERAGE INSURER A: Harleysville Worcester Ins INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 26182

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			MPA59467T	06/30/2018	06/30/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA52168T	06/30/2018	06/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CMB59468T	06/30/2018	06/30/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Highland Area School District  
1704 Broadview Blvd  
Natrona Heights, PA 15076

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/14/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TJS Insurance Group 1301 Grandview Avenue, Suite 400 Pittsburgh, PA 15211	CONTACT NAME: Pam Pelissero	
	PHONE (A/C No. Ext): (412) 395-4000 FAX (A/C No.): (412) 381-9368 E-MAIL ADDRESS: ppelissero@tjsins.com	
INSURED W. L. Roenigk, Inc 798 Ekastown Road Sarver PA 16055	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: UPMC Health Benefits, Inc.	11018
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: CL1861414999

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED	RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	WC100-0006706-2018A	6/30/2018	6/30/2019	X PER STATUTE OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mark McCall/PP

# **W. L. ROENIGK INC.**

## **SAFETY COMMITTEE**

### **W. L. ROENIGK INC MEMBERS**

Mary Keady – Chair Person  
(McKees Rocks-Manager)

Eric Davis  
(Sarver – Charter & Dispatch)

Laura Kroner – Secretary  
(Etna-Coach Manager)

Susan Roenigk  
(President)

Valerie Baker  
(Melwood – Manager)

Brant Dempster  
(Sarver – Excavation)

### **Member Professionals**

Norma Divers  
(S.Butler – Manager)

Gary Gillespie  
(Nationwide Insurance)

Elliot Frantz  
(Heights – Manager)

Fred Word CPCU, ARM  
UPMC Work Partners  
Loss Control Representative

Beth Gault  
(Sarver – Accounting)

David Leng  
Duncan Financial Group

Brandon McCarthy  
(North Allegheny – Manager)

Josh Mitchell  
(Seneca Valley – Manager)

Joe Nardozi  
(Etna – Certified Trainer)

Chad Palko  
(Allegheny Valley – Manager)

Hendrix Branscum  
(McKees Rocks – Certified Trainer)



April 28, 2015

ATTN: MS. MARY KEADY  
W L ROENIGK INC  
798 EKASTOWN ROAD  
SARVER, PA 16055

RE: Certification Renewal of Workplace Safety Committee  
FEIN: 25-1664723

Certified Employer FEIN(s): 25-1664723

DEAR MS. MARY KEADY:

Congratulations! The Department of Labor and Industry has approved your Application for Certification Renewal of your Workplace Safety Committee effective **June 29, 2015**. The renewal of your safety committee certification has been granted under Section 1002(b) of the Workers' Compensation Act.

**If you are an insured employer**, the renewal of your safety committee certification entitles you to receive a 5% discount in your workers' compensation rate(s) effective upon the next policy renewal period following the date of Bureau certification renewal. **A copy of this letter must be sent to your insurance carrier as notification of your Workplace Safety Committee certification renewal in order to receive your 5% workers' compensation premium discount.** If you have any questions regarding application of this discount, please contact your insurance carrier.

**If you are a self-insured employer**, the renewal of your safety committee certification takes effect at the next annual fiscal year following certification approval. **If you are a member of a Group Self-Insurance Fund** that permits a 5% reduction in annual member fund contributions for members that maintain a certified workplace safety committee, **you must provide a copy of this letter to your fund administrator to receive a reduction.** The reduction will be effective at the commencement of the next group self-insurance fund year following certification. If you have any questions regarding the implementation of the 5% discount, please contact your fund administrator.

Department of Labor and Industry | Bureau of Workers' Compensation | Health and Safety Division  
1171 South Cameron Street, Room 324 Harrisburg, PA 17104-2501 | [www.dli.state.pa.us](http://www.dli.state.pa.us)  
Phone: (717) 772-1635 | Fax: (717) 772-1639 | Email: [ra-li-bwc-safety@pa.gov](mailto:ra-li-bwc-safety@pa.gov)

*"An Equal Opportunity Employer"*

*"Auxiliary aids and services are available upon request to individuals with disabilities"*



W L ROENIGK INC

April 28, 2015

Page 2

Your initiative in establishing and maintaining this certified committee demonstrates your strong commitment to workplace safety. Thank you for making Pennsylvania a safer place in which to work.

Should you have any questions or comments, please contact the Certification and Education Section at (717) 772-1635 or by email to [RA-LI-BWC-Safety@pa.gov](mailto:RA-LI-BWC-Safety@pa.gov).

Sincerely,

Eric K. Hoffman, Manager  
Certification and Education Section

C:File

## Safety Committee Bylaws

### **W. L. Roenigk Inc. Safety Committee**

The purpose of our SAFETY COMMITTEE is to provide an avenue for all W. L. Roenigk Inc. employees to contribute to workplace safety in hope of achieving and maintaining a safe, healthful working environment.

The goal of our SAFETY COMMITTEE is to eliminate workplace incidents and illnesses by involving employees and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring.

This can be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

#### Objectives

The SAFETY COMMITTEE has four objectives:

- Provide measures for employee involvement in achieving a safe, healthful working environment.
- Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
- Conduct monthly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards.
- Annually evaluate the SAFETY COMMITTEE workplace safety and health program and recommend improvements to management.

## **SAFETY COMMITTEE**

### **Functions and Duties**

#### **1. *To Establish and Maintain a Commitment of Management and Employees to Workplace Safety and Health***

- Recommend improvement/changes for safety/health and response.
- Establish and review procedures in response to recommendations.
- Evaluate safety/health policies and procedures.
- Work with management and assist in taking corrective action when necessary.

#### **2. Committee Meetings and Employee Involvement**

- Our committee is comprised of not less than 50% employees and management personnel.
- Maintain established procedures for employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.
- Hold monthly meetings.
- Make available a written agenda for each meeting.
- Take meeting minutes and distribute to management and the safety committee members.

#### **3. Hazard Assessment and Control**

- Conduct monthly/quarterly workplace inspections to identify safety and health hazards.
- Appoint an inspection team of at least one employee representative and one employer representative.
- Make a written report of hazards discovered during inspections.
- Review corrective measures. Make written recommendation to correct any hazard, and submit it to management for timely response.



**W. L. ROENIGK TRANSPORTATION**  
**W. L. ROENIGK, INC.**  
798 EKASTOWN ROAD      SARVER, PA 16055

**4. Accountability**

- Make recommendations to implement supervisor and employee accountability for safety and health.

**5. Accident/Incident Investigations**

- Review reports completed for all safety incidents, including injury, accidents, illnesses and deaths.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.
- Ensure that any retraining or suggested changes are implemented.

**6. Safety/Health Training for Committee Members**

- ◆ Identify and make accessible applicable OSHA standards and other codes that apply to your particular industry.
- ◆ Provide specific training on your type of business activity. Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- ◆ Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- ◆ Recommend training for new employees and refresher training on company, department and work location safety practices, procedures and emergency response.
- ◆ Management should maintain (and make available to the safety committee) records on employee safety training.

**Chairperson**

- Prepare agenda for next meeting
- Arrange for meeting place
- Notify members of meeting
- Arrange program
- Set time schedule for meeting
- Arrange all seating for members
- Review previous minutes and material for meeting
- Conduct meeting

**W. L. ROENIGK TRANSPORTATION**  
**W. L. ROENIGK, INC.**  
798 EKASTOWN ROAD      SARVER, PA 16055

**Secretary**

- Record minutes of meeting
- Distribute minutes to committee members
- Post minutes for other employees
- Report status of recommendations
- Assume chairperson.s duties, if required

**Members**

- Report unsafe conditions and practices
- Attend all safety meetings
- Report all accidents or near misses
- Review injury accidents, illnesses and death investigations
- Contribute ideas and suggestions for improvement of safety
- Work safely
- Influence others to work safely
- Make or assist in inspections
- Actual duties may vary according to company needs.

## **W. L. Roenigk Inc.**

January 15, 2007

### **Safety policy Statement**

It is the policy of W. L. Roenigk Inc. to protect the safety and health of our employees. Injury and illness losses from accidents are needless, costly and completely preventable. Our company has established a Workplace Safety Program that will help up prevent injury and illness due to hazards. Employee involvement at all levels of the company is critical for us to be successful in this effort. To accomplish this task, a joint worker / management safety committee has been established. Its purpose is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. This safety committee will assist W. L. Roenigk in making recommendations for change.

### **Management**

Management's responsibility is the prevention of injury and illness accidents, because management is held accountable for all issues under their span of control. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices. We must keep fully informed on safety and health issues throughout the company in order to constantly review the effectiveness of our safety and health program.

### **Supervision**

Supervisors are directly responsible for supervising and training their workers. This includes proper procedures, work practices and safe methods to do the job. Supervisors must enforce company rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues.

### **Employees**

Each employee, regardless of their position within the company, is expected to cooperate in all aspects of the company's safety and health program. Some major points of our company safety and health require that;

1. Accidents must be reported immediately to your supervisor.
2. All employees must wear required personal protective equipment. There are no exceptions.
3. Hazardous conditions or other safety and health concerns must be reported to your supervisor immediately.
4. Employees participate in safety committee activities and support safety committee membership.
5. If everyone does their part by doing what is necessary to ensure workplace safety and health, we will all benefit.
6. No job is so important that we cannot take time to do it safely.



### **Safety Committee**

The safety committee consists of management and employee representatives who have an interest in the general promotion of safety and health for W. L. Roenigk Inc. The committee is responsible for making recommendations on how to improve safety and health in the workplace. They have been charged with the responsibility to define problems and remove obstacles to accident prevention; to identify hazards and recommend corrective actions; to help identify employee safety training needs and establish accident investigation procedures for our company.

Sincerely,

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Owner or CEO

**W. L. ROENIGK TRANSPORTATION**  
**W. L. ROENIGK, INC.**  
798 EKASTOWN ROAD      SARVER, PA 16055

**SAFETY COMMITTEE MEETING AGENDA**

DATE:        THURSDAY, FEBRUARY , 2016  
TIME:        10:00AM - ?  
LOCATION: SARVER

START TIME \_\_\_\_\_ / END TIME \_\_\_\_\_

- Amend or approve minutes from last meeting.
- **Accident Review**
  - Monthly accident review (point assignment)
    - Turn in Post Accident Training Sheets & Points letters.
- **Discuss New Work Comp Claim(s)**
  - Review New Work Comp claims and any that remain open.
- **Hazards Identified...**
  - Inspection Reports

**DISCUSSIONS ...**

**MISC.**

- Guest Speakers, Videos etc.
- **Continue work on...**

**Set Date for Next Meeting**

- Anyone with concerns or items of importance to include on the agenda for next month, please contact Mary at (412) 331-3974 or [wloenigk1@verizon.net](mailto:wloenigk1@verizon.net).
- *In put from each location is necessary.*

## OBTAINING A CDL LICENSE WITH SCHOOL BUS ENDORSEMENT

The State requires a **minimum total of 20 hours** of training - a **minimum** of 14 hours of classroom training and a **minimum** of 6 hours **one-on-one** behind-the-wheel on-the-road training with a *State Certified Instructor*.

- You will receive more training than the State requires. Anyone that has a CDL license with "P" and "S" endorsement can help you practice, but **only** the hours spent with a *State Certified Instructor* count towards the State mandated training hours.
  - W. L. Roenigk, Inc. requires that **ALL** classroom and in-bus training be completed before you receive your "Card of Completion" to take your "Skills" test.

It is suggested that you complete the classroom portion of the training first.

1. Obtain a School Bus Physical- forms are available from the Company office.

(When getting the physical, you **only** need a School Bus Physical not a MEC)

- You can use your own doctor or the Company doctor for your physical.
- Give a **copy** of the completed physical form to the Company - keep the original for PennDOT

2. Take the original completed physical form **plus** your Birth Certificate, proof of residency and your driver's license to the DMV. You will need to complete 2 forms, a DL-11CD - Self Certification (**PLEASE** self certify as an **EA**) and DL-31CD (Commercial Learner's Permit Application).

- You will need to submit these forms along with your **original** physical form and a check or money order payable to "PennDOT" for any applicable fees required. They do **NOT** accept cash or debit/credit cards.

3. The DMV will give you a permit to take your "Knowledge Test" (computer questions). Once you have successfully passed all four (4) sections, the DMV will issue a permit to start the on-the-road training with a State Certified Instructor.

4. An Instructor will schedule your "Skills Test" with either the DMV or a Third-Party tester. **ALL** training must be completed **BEFORE** you take your "Skills Test".

If you have any questions regarding training, please contact Elaine Rickard, Instructor Coordinator, at 724-713-7554.



## PRE-TRIP INSPECTION

### **As you approach the vehicle look for:**

Damage to the vehicle  
Vehicle leaning to one side (may indicate a suspension problem or flat tire)  
Any fluids leaks (oil, coolant, grease or fuel)  
Check for anything hanging beneath the bus (hoses, wires, exhaust pipe etc.)

### **Walk around**

Windshield - Clean, no cracks, 2 inspection stickers - one state police - one mechanical  
Wipers/Washer - Check wiper arms and blades are secure  
Crossing gate - not hanging, moves freely  
Mirrors - check to be sure they are secure and not cracked or broken  
Lights/Lenses - check that all lights (front, sides and rear) are clean, proper color and not cracked or broken  
School bus sign is visible both on front and rear  
Bumper is not bent that could interfere with steering tires  
Stop arm lenses are in place and not broken. Arm moves freely  
Emergency exits are clearly marked  
Tires - tread depth (minimum on front tires 4/32 and rear tires 2/32) **NO** retread tires on front  
Check that tread is evenly worn, look for cuts or other damage on the treads or sidewalls  
Valve caps must be metal  
If dual wheels check to be sure nothing is lodged between the tires  
The tires must be even height and matched on dually  
Check that there is a license plate with current registration sticker  
Open emergency door and check that it locks open, that the gasket is intact and that the door releases.  
Check that the exhaust pipe extends no more than 2" past the bumper of the bus  
Check the passenger side of the bus the same as the driver's side with the addition of checking the fuel cap is tight and metal  
Inspect the gasket around entrance door

For training/test purposes, you will need to know how to do an engine compartment inspection. Once you have passed your CDL test, the mechanics do NOT want you under the hood. If there is a suspected mechanical problem, write it up on the forms provided in the office and the mechanics will address the suspected problem.

## INSIDE BUS - PRE-TRIP

Turn the key to the "on" position

### ENTRY

Check that the entry door is not damaged, operates smoothly and closes securely from the **INSIDE**

Check that the hand rails are secure and the step light is working

The entry steps must be clear with the treads not loose or worn excessively

### EMERGENCY EXITS

Make sure that all emergency exits are marked.

Make sure all emergency exits are not damaged, operate smoothly, and close securely from the **INSIDE**

Check that all emergency exit warning devices are working

### SEATING

Look for broken seat frames and check that seat frames are firmly attached to the floor.

Check that seat cushions are attached securely to the seat frames.

### INTERIOR LIGHTS

Check that all dome lights are working

Check that all dash panel lights and gear shift indicator lights are working

### HORN and WINDSHIELD WIPERS/WASHERS

Check that the horn works

Check that both the windshield wipers and washers work properly

### FANS - DEFROSTER/HEATERS

Check that all fan work on all settings

### GAUGES

Check to be sure all gauges are working:

Fuel - never below 1/2 tank

Air Brake - 120-140 PSI

Amps are charging

Oil - between 40 and 60

Temperature - 195

Transmission

### AIR BRAKE TEST

Be sure air tanks are full 120-140 psi. Stop engine and then turn key to "on" position.

Release the parking brake

Should lose no more than 3 psi in 1 minute with service brake pressed

Fan off air pressure by pressing and releasing service brake

Warning buzzer and light should come on before 60 psi - continue to fan brake

Parking brake button pops out between 20-40 psi

Builds at 1500 RPM until governor cut out at approximately 120-140 psi

Place in gear and accelerate slightly to test that parking brake holds

Release parking brake and pull ahead and apply service brake to ensure no pulling to right or left

## **POST TRIP**

Each driver is **REQUIRED** to check the passenger compartment of the bus specifically for children left on the bus at the end of each run and when they return to the garage.

**(FAILURE TO DO A CHILD CHECK CAN BE GROUNDS FOR TERMINATION).**

Each driver is responsible to keep the interior of their bus swept free of debris and garbage cans emptied at the end of every day.

During the child check, the driver should be observing the interior of the bus just as they did in their pre-trip.

Walk around the outside of the bus to check just as you would on your pre-trip.



# Engine Compartment Inspection

## Checking Hoses, Wires and Belts

- ✓ Check for leaks - puddles on the ground or dripping on underside of engine
- ✓ Inspect Hoses – Overall condition, clamps and leaks
- ✓ Inspect wires – Overall condition, not cracked or frayed, not loose or missing
- ✓ Inspect Belts – **Water pump belt, power steering belt, alternator belt (air compressor belt if belt driven)**. Check the overall condition, not cracked or frayed, not worn and tight (up to  $\frac{3}{4}$  inch of play at center)

## Checking Fluids

- ✓ Check oil – Indicate where the dipstick is located and pull out the dip stick to make sure the oil level is in safe operating range above the fill line.
- ✓ Check power steering fluid – Indicate where the dipstick is located and make sure the fluid is above the fill line.
- ✓ Check the coolant level – Inspect the reservoir and make sure it's above the cold fill line.

**\*Note:** If any of the components are not belt driven you must tell the examiner and say "I would make sure they are operating properly and securely mounted".

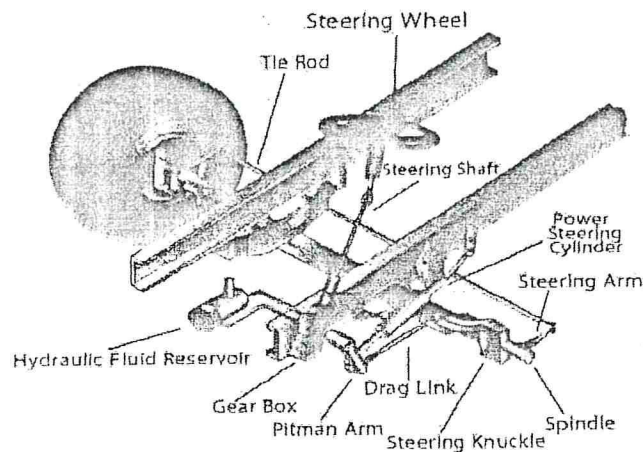
# Engine Compartment Inspection

## Checking Steering Components

- ✓ Check the steering box – Its securely mounted, not missing any bolts or cotter pins and is not leaking. Check for power steering fluid leaks and for damage to hoses.

Figure E-8

### STEERING SYSTEM



## Checking the steering linkage

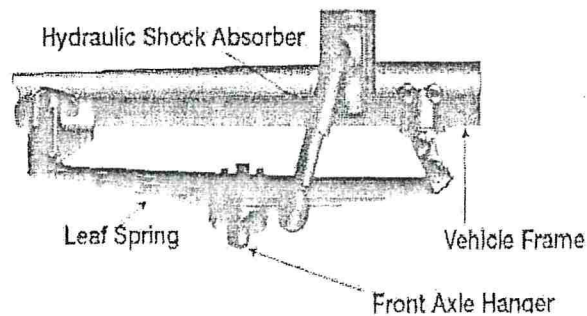
- ✓ The Pitman Arm, Drag Link, Steering knuckle and Spindle – are not worn, cracked, loose or missing any bolts and cotter pins.
- ✓ Check the steering shaft – no more than 10 degrees of play (2 inches of movement of the rim of a 20-inch steering wheel).

# Engine Compartment Inspection

## Checking the suspension

- ✓ Leaf Springs – Should not be missing, shifted, cracked or broken.
- ✓ Coil Springs – Should not be distorted or broken.

Figure E-7 KEY SUSPENSION PARTS



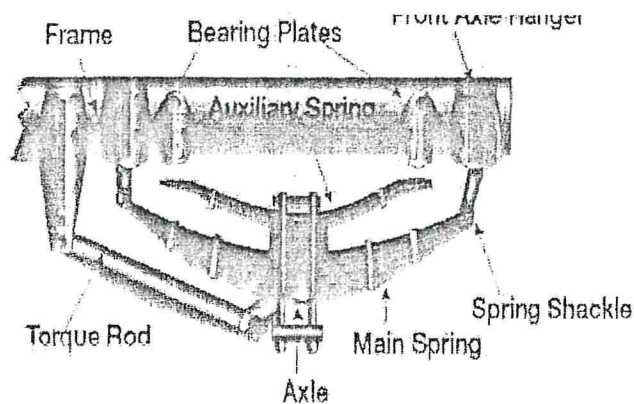
- ✓ Shock Absorber – It is secure and no leaks.
- ✓ Front Axle Hangers – Should not be cracked, broken or missing.
- ✓ Frame – all bolts should be checked at each point where they are mounted to the frame and should be secure.



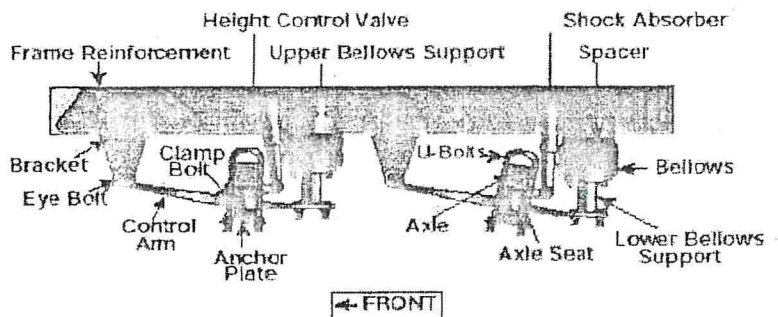
# Engine Compartment Inspection

## Checking the suspension

- ✓ Bushings – not cracked, broken or missing.
- ✓ Bearing Plates – Not cracked, broke or missing.
- ✓ Torque Rod – not damaged and mounted securely.
- ✓ Main and Auxiliary Springs – not cracked, broken or missing.



### AIR SUSPENSION PARTS

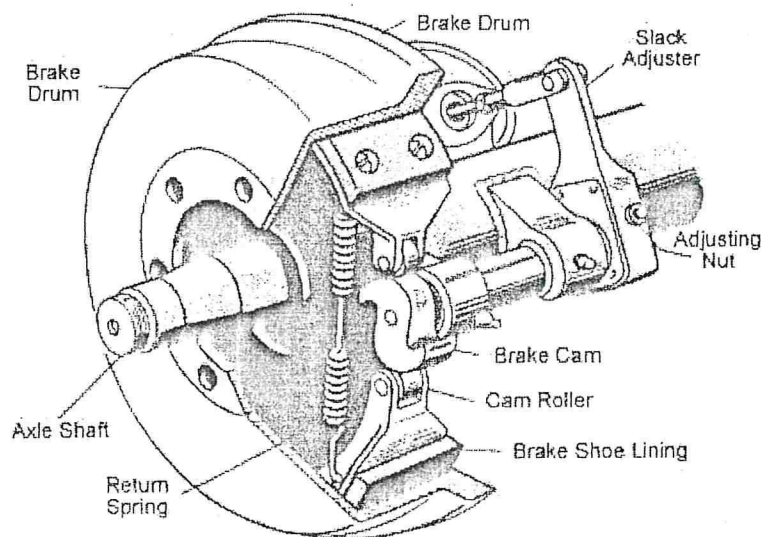


- ✓ Bellows – not damaged, cracked or worn.
- ✓ U bolts – not broken or cracked and secure.
- ✓ Axle – not damaged and mounted securely.
- ✓ Spring Shackle – not damaged and mounted securely.

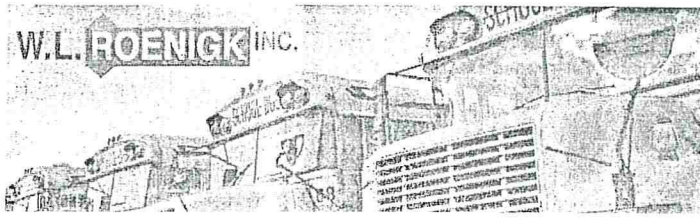
# Engine Compartment Inspection

## Checking Brakes

- ✓ Slack Adjusters – Should be at a 90 degree angle and the push rod should not move more than 1 inch with the brakes released when pulled by hand.
- ✓ Brake Chambers – not leaking, cracked, dented and securely mounted.
- ✓ Brake Hoses – not cracked, worn, leaking and are secure at the couplings.



- ✓ Brake Drum – not cracked, not dents or holes, no debris or oil/grease.
- ✓ Brake Linings – Should not be worn dangerously thin.



## W.L. Roenigk, Inc.

74 James Street, Valencia, PA 16059

(724) 443-5063 • fax (724) 443-0542

*"A Solution for Every Transportation Need"*

# 2015 – 2016 School Year

## All Employee // Facility Meeting

### EMPLOYEE GUIDELINES

The items covered in this handout are a summary and not intended to be inclusive of all best practices necessary to be a driver (or aide), for W.L. Roenigk, Inc.

### KEEP FOR REFERENCE

Revised August 2015

A signed receipt acknowledgement will be kept in your file.

August 19, 2015  
10:00 AM



## Welcome Back!

Some notes, thoughts and reminders for the new school year:

1. **No Cell Phone Use** – The use of cellular phones in WLR vehicles is strictly prohibited.
2. Your speed must be kept to 5 mph when entering/leaving/driving through the parking lot.
3. Please see a supervisor for schedule changes. **DO NOT** make adjustments on your own.
4. The times for stops listed on your schedules were the times given to students (and their families), for pickup and drop-off. Please do not run ahead of schedule causing students to miss their ride. If scheduling adjustments need made, let one of your supervisors know.
5. Drivers are **NOT** permitted to make stop location changes, no matter how much a parent begs. Please inform any parent making a request that they need to contact the transportation department at their school district with all change requests.
6. Do not give your cell or home phone number to parents. If you miss a run and parents leave a message on **YOUR** phone, the sub-driver will not get the message.
7. Parents need to be instructed to call the WLR NA office in the event their child is not riding. Make sure you inform every parent about the call off procedure and leave a business card.
8. Please do not make special arrangements with parents. For example: blowing your horn when you get to a stop or allowing a student to exit without a parent at the stop. Sub-drivers have no way of knowing about these “special arrangements” so they just causes problems.
9. Someone must be at the stop for your Special Needs children. **NO EXCEPTIONS**. If you are having problems with a parent not being there **ON TIME**, please see a supervisor.
10. **Never leave your bus/van with students in it. Do not leave your keys in the vehicle, take them out and keep them with you.** Check your bus for sleeping children. Do not rely on an alarm to remind you. Make it a habit! A child’s life and **your job** depend on it. Always complete your child check and radio it in to the office at the end of every run.
11. As a driver you are called upon to submit certain paper work, including sign-in sheets, mileage sheets, and attendance sheets. **You** are required to submit all paper work completed properly (and completely), within two (2) days of its due date.
12. You must sign yourself in for every run **AND** document the vehicle number you are driving. No one else is permitted to do so for you. It’s simple, if you don’t sign in you won’t be paid!
13. Radios are for business use only! Please refrain from unnecessary/personal comments. You cut off other drivers and garages trying to get messages out. If you have a message, make it short & to the point. Radios are to be on at all times at a volume that you can hear!
14. **Inclement Weather** – During the winter months, please listen to weather forecast and be observant of what is going on outside. You can find delays and closing on your TV, radio, internet or cell phone. Please do not depend on the office calling you and please refrain from calling the office. It takes you longer to dial the phone and wait for someone to answer than it would to pick up your remote and turn on the TV.
15. Your vehicle was clean when it was assigned to you. **You (and your aide [if applicable]) are required** to keep the inside of your unit clean. This means you throw your garbage out. We will be doing random checks to ensure that you are maintaining the cleanliness of your assigned vehicle.
16. Although you drive your vehicle every day, it is not yours! It is owned by W.L. Roenigk, and is not for personal use. If seen at an unauthorized location while in your care you will be subject to dismissal.

17. You must complete a pre-trip inspection of your vehicle each and every time you leave the lot. This ensures the safety of everyone. Should you find a problem, report it immediately and complete a Vehicle Repair Request Form. **You have the right to refuse any vehicle that you feel is unsafe.**
18. Should your vehicle need repairs, complete a Vehicle Repair Request Form and notify a supervisor. If need be, a temporary vehicle will be assigned. When using a backup vehicle, park in your normal assigned spot. Spare vehicles are to be parked behind the employee lounge when not being used AND filled with fuel prior to re-parking.
19. If you have a mechanical problem while on a run, pull off to a safe location and call the office. Give your exact location, a brief description of the problem, and the number/names of the students on board. A replacement vehicle will be sent from the nearest WLR location. If the vehicle needs to be evacuated, have your students follow the Emergency Evacuation Drill Procedures and remain in a safe place. **Never leave students in the vehicle alone.**
20. **Fuel** – If you have near ½ tank (or less) of fuel, fill up the vehicle! We may need to use your vehicle for an emergency. Remember that it is company policy if you run out of gas on your run. You will not be paid for that run. You need to ensure that you can complete your run. You cannot predict what will happen out on the road.
21. All fuel slips must be turned in and fuel log completed by end of day the fuel is obtained.
22. Each driver and vehicle has a fuel card. The driver card is to stay in the driver's possession, do not leave it in the vehicle. The vehicle fuel card stays with the vehicle keys. **If your vehicle is down and you are using a backup, that does not have a fuel card, secure a spare from the office.**
23. **Requests for Time-off** – You need to notify supervisors with as much advance notice (at least two weeks) as possible. If you know you have something already scheduled, you need to tell us. You must complete and submit a Request for Time-Off form to one of your supervisors. Last minute requests will not be permitted. It is not fair to the students OR to your fellow drivers and aides. You, the employee, need to call the office for call offs, **not your spouse.**
24. Excessive call offs and being habitually late are very serious problems. You are expected to be at work every day and on time. If you think you may be late, call the office so that arrangements to cover your run can be made.
25. All drivers need to check the call off board before each run, **every** day.
26. All drivers need to leave the garage at the designated time to ensure arrival at their destination safely and on time. Being late for your first stop is NEVER acceptable.
27. All drivers/aides are required to know how to secure a wheel chair, car seats, and harnesses in the vehicle they are operating. If you don't have this knowledge, see a supervisor.
28. Throughout the school year a meeting between you and your supervisors will be set for various reasons that may include:
  - a. *You may be required to go over route directions with a supervisor.*
  - b. *You may be asked to do a pre-trip vehicle inspection.*
  - c. *Your vehicle may be checked for cleanliness.*
  - d. *Your attendance logs and mileage sheets may be reviewed.*
  - e. *Your car seats, restraints, etc. may be checked for proper installation and wear.*



29. At some point during the course of the school year a supervisor will join you on your run to complete a driver/aide employee evaluation.
30. Monthly attendance logs are created for ALL special needs runs and presented to each driver at the beginning of every month. These logs are required by North Allegheny, and other school districts we serve, to be completed for all special needs students. They not only provide the means for the school district to receive state reimbursement but they also help us to keep track of ridership – who and when. This also helps a sub-driver tremendously in recognizing which stops need to be made.
31. Each run that transports Special Needs Students **WILL** have a seating chart with the location, seat type, and seat color (if need be), in the attendant run folder. Do not deviate from the chart without prior consultation with a supervisor.
32. Clothing and jewelry should be worn in good taste. Remember that you represent W.L. Roenigk and the North Allegheny School District. Revealing/torn/ripped clothes should not be worn. Body piercings and tattoos should not be visible with the exception of earrings. Large earrings should not be worn for safety issues.
33. Drivers are reminded to be aware of what is going on around them while they are driving. Maintain a safe distance between other vehicles and always know where the vehicles are that are near you.
34. WLR NA is a non-smoking facility. Absolutely no smoking in any company vehicle or in the employee lounge is permitted. Smoking is permitted in designated areas only. **DO NOT** throw butts on the ground, use the provided receptacle. Police them up or we'll lose this privilege!
35. The office is an extremely busy place. Please do not "hang-out" there. Ask questions, make requests, transact business – yes – but please don't become an unnecessary distraction to supervisors.
36. The employee lounge is there for your use. Please feel free to eat your lunch there and hang out between runs. However, we ask that you clean up after yourself. Please do not rely on a certain few to keep the employee lounge clean. It is not fair to them. Take pride in your area. **Do not block access to bathroom, sign in sheet or refrigerator.**
37. We have a snack box and refrigerator in the employee lounge for the employees. It is on the honor system, so please pay for the items as you get them. **NO IOU'S.**

**The job you do is INCREDIBLY important. We have the privilege of transporting some very special children, so here's to a Great Year! We are happy to have you all back! Most importantly, let's all do our job SAFELY!**

Your signature, below, signifies your acknowledge of receipt and agreement to abide by these Employee Guidelines for the 2015 – 2016 School Year.

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Employee Signature

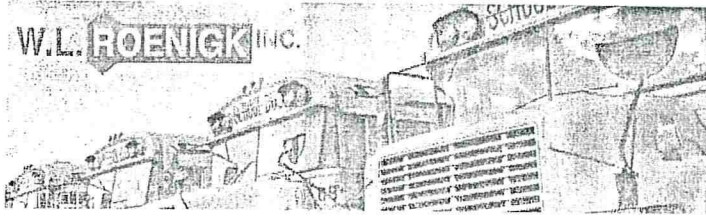
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Date

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Name, Please Print





## W.L. Roenigk, Inc.

74 James Street, Valencia, PA 16059

(724) 443-5063 • fax (724) 443-0542

*"A Solution for Every Transportation Need"*

# WELCOME TO W.L. ROENIGK, INC. 2015 - 2016

## EMPLOYEE GUIDELINES

The items covered in this handout are a summary and not intended to be inclusive of all best practices necessary to be a driver (or aide), for W.L. Roenigk, Inc.

## KEEP FOR REFERENCE

Revised August 2015

A signed receipt acknowledgement will be kept in your file.

**It is important to note that FAILURE TO COMPLY WITH ANY OF THE ITEMS DISCUSSED IN THESE EMPLOYEE GUIDELINES MAY RESULT IN TERMINATION OF EMPLOYMENT.**

**CREDENTIALS**

You must have in your possession while driving OR acting as an aide in a WLR NA vehicle:

1. Your valid Pennsylvania Drivers License or Pennsylvania photo ID card,
2. BUS DRIVERS must have their current CDL card, physical card and "S" endorsement,
3. Current Student Roster for the run.

You must have in the vehicle while driving a WLR NA vehicle:

1. Current vehicle registration,
2. Current insurance card,
3. Unexpired inspection sticker(s) must be affixed.

**NEW EMPLOYEE PROBATIONARY PERIOD**

The introductory probationary period, beginning with the first paid workday, for newly hired employees is 90 days.

What does this mean? To continue your employment with W.L. Roenigk, Inc., you will have to show that you are serious about working here. FOR 90 WORKING DAYS:

- You must show up on time,
- You must run your route on time,
- You must not call-off unnecessarily,
- You must not "No Show",
- You must drive safely, obeying all traffic laws,
- You must not have any accidents,
- You must not use a cell phone in any WLR vehicle,
- You must not permit unauthorized passengers on any WLR vehicle,
- You must not use any WLR vehicle in an unauthorized fashion.

**DISCIPLINARY ACTION AND TERMINATION**

The infractions will lead to disciplinary action, up to and including termination:

- Disrespect towards, harassment of, verbal/physical assault against another person or their possessions on the property of or while operating a W.L. Roenigk vehicle.
- Signing in another WLR employee OR permitting another WLR employee to sign you in. You must sign in yourself every workday for your run.
- Not having the fluids checked weekly in your vehicle or requesting maintenance when needed or called for.
- Unauthorized use of a company vehicle.
- Taking a vehicle not assigned to you.

- Not returning your vehicle directly to the WLR NA facility after EVERY RUN, unless you have written permission from a supervisor.
- Having your vehicle off-route without permission (this includes using drive-thru windows).
- Allowing unauthorized passengers, including parents, onto your vehicle *at any time and for any reason* without prior written permission from a supervisor. Authorized school personnel are an exception.
- Failing to respond to a call on the radio or having the radio turned off.
- Changing the pick-up and/or drop-off address of any child. This type of a change may only come from the school district.
- Removing any equipment from a WLR vehicle without prior approval.
- Theft.
- Any careless or unsafe act (speeding in the lot, spinning your wheels in the gravel, etc.). Disregarding posted routing or speed limit signs in the lot. It is one-way and posted 5 mph for a reason – SAFETY!
- FAILURE TO OBEY TRAFFIC LAWS AND CARELESS OR RECKLESS DRIVING.
- Excessive LATES or CALL OFFS
- Multiple NO CALLS/NO SHOWs (2 DAYS IN A ROW) will be considered your voluntary resignation.
- NOT FOLLOWING PROPER CHILD CHECK PROCEDURES.
- DISABLING THE CHILD CHECK ALARM on your vehicle (if so equipped).
- Transporting students in your personal vehicle.
- ANY planned contact or interaction with the children you transport outside of your employment with W.L. Roenigk, Inc. This does not include incidental contact.
- INAPPROPRIATE LANGUAGE or ACTIONS.
- Swearing or joking of a sexual nature regardless of the age or gender of the person or child the comments may be directed towards or even simply within earshot of a co-worker or child.
- UNPROFESSIONAL BEHAVIOR or any act of road rage including inappropriate gestures.
- REFUSING A DRUG OR ALCOHOL TEST, at any time.

#### **DISCIPLINE/TERMINATION PROCEDURE**

- If you are observed not following policy or procedure, any law, or committing an unsafe act, it will be brought to your attention in writing.
- Any violation that is not a "FIRST OFFENSE TERMINATION" will be thoroughly explained and additional training supplied to correct or adjust the work habit as needed.
- Additional occurrences can and will lead to disciplinary action, up to and including termination.
- With documented observed behavior, you could be required to submit at company expense to reasonable suspicion, drug and/or alcohol testing or a Fitness for Duty Physical.



## **SAFETY IS OUR #1 PRIORITY**

The safe transport of students is ALWAYS your top priority.

1. You will be drug/alcohol tested starting with pre-employment. After that you will be subject to random testing.
2. **MVR** – Your driving record was checked prior to employment and may be reviewed annually and periodically as necessary. Multiple points can lead to your removal from driving for W.L. Roenigk. You must notify your supervisor ANYTIME you receive a citation.
3. **ACT 34** – Your criminal history was checked when you were hired. It may be reviewed annually and periodically as necessary but is completely reviewed at least every 3 years.
4. **ACT 24** – Reportable offenses under Title 18 were checked when you were hired. It may be reviewed annually/periodically, but is completely reviewed at least every 3 years.
5. **ACT 151** – Child abuse history was sent for when you were hired. It may be reviewed annually and periodically as necessary but is completely reviewed at least every 3 years.
6. **FBI Finger Print** – You were fingerprinted and registered with the FBI upon hire. This reveals any convictions from other states, as well as Pennsylvania. It may be reviewed annually and periodically as necessary but is completely reviewed at least every 3 years.
7. **Child Abuse Training** – All employees are required to participate in and complete the WLR Child Abuse Recognition Training Program.
8. You must obey all traffic laws. They are in place for your safety as well as others.
9. If you feel you are unable to safely drive a school vehicle, it is imperative that you speak to your supervisors so an adjustment can be made.
10. Seat belt use is not an option, IT'S THE LAW!!

## **IN COMPLIANCE WITH D.O.T. REGULATIONS**

- Cell phone use while operating any W.L. Roenigk vehicle is prohibited and will lead to disciplinary action.
- Texting while operating any W.L. Roenigk vehicle will lead to termination.
- Personal calls while operating a W.L. Roenigk vehicle are prohibited.
- While driving a W.L. Roenigk vehicle, you are in our employ and being paid for your time, we expect your full attention and complete cooperation.
- The wearing of ear-buds and/or headphones while driving is against the law. Wearing them while driving a W.L. Roenigk vehicle can and will lead to termination.
- Pennsylvania Vehicle Code, Section 3314.
- 3314 Prohibits the use of hearing impairment devices:
  - General rule – No driver shall operate a vehicle while wearing or using one or more headphones, earphone, or any similar device which the department by regulation determines would impair the ability of the driver to hear traffic sounds.
  - Exception – This section does not prohibit the use of hearing aids or other devices for improving the hearing of the driver nor does it prohibit the use of communication equipment by motorcycle operators complying with Section 3525 (relating to protective equipment for motorcycle riders).

## OTHER SAFETY ISSUES

- It is your responsibility as a driver to have snow and ice cleared from the roof of any vehicle you drive, as required by Pennsylvania law. Any fines levied will be the responsibility of the driver.
- Drivers are prohibited from entering the operational area of the maintenance garage.
- NO DRIVER IS EVERY PERMITTED TO BACK OUT OF THE GARAGE AREA.

## INJURY REPORTING PROCEDURE

**SAFETY** is our primary concern in transporting children and it is also a driving concern as we manage the environment in which you all work! That said, injuries may occur so it is important to understand the proper incident reporting procedures you must follow. Reporting an injury couldn't be simpler. All you need do is tell a supervisor and ask for their help in completing the following:

### **If you are injured at work:**

- Immediately report the injury, no matter how minor, to your Supervisors AND complete a UPMC WorkPartners Report of Injury form within **24 hours** of the incident. Failure to do so could result in the denial of your claim.
- If medical treatment is required, visit an approved provider to ensure coverage.
- A list of approved providers and directions are posted in the driver lounge and will be delivered to you by supervisors.
- If immediate medical treatment is required, visit the nearest emergency room — **without delay**.
- You must bring in a doctor's note describing the treatment received and your work status.
- Keep a copy of all doctor's notes, prescriptions, correspondence, and documentation.
- You should notify your supervisors prior to going to doctor or physical therapy appointments.
- You should keep your supervisors informed of the status of your claim.
- Do not delay reporting an injury because you don't think you will seek medical attention!  
**THIS COULD AFFECT YOUR COVERAGE!**

Again, despite all the precautions that we take, it is possible that you may be injured at some time while working at W.L. Roenigk. If that should happen you are urged to report it and follow the procedures we've outlined above.

## COMMON SENSE ISSUES

- Employees must present a neat, clean, and professional appearance AND conduct themselves as professionals.
- No visible undergarments and no midriff baring tops. Bra straps, bellies, and underwear must be covered at all times.
- No flip flops of any type are permitted.
- No "muscle" t-shirts.
- PLEASE wear CLEAN clothing! No dirt and grease.
- No heels of more than a 2 inch height are permitted.
- The most appropriate driving shoe is one that has a flat sole, covers the entire foot, and fastens securely.



- If your apparel consists of a "hoodie", the hood must not be worn on your head while driving.
  - Hoods impair peripheral vision
- Skirts and shorts must be, at minimum, knee length, when standing.
- You can and will be sent home for wearing any type of revealing clothing or apparel that promotes alcohol or drug use, anything of a sexual, provocative, violent, or offensive nature. ANYTHING that W.L. Roenigk OR the school district deems inappropriate.
- Your personal hygiene is important. It aids in keeping you healthy and affects those around you. Body odor and too much perfume are offensive.

## STUDENT PRIVACY

- To maintain the privacy of those we transport, your student rosters must be kept in the covered folders provided.
- Do not discuss student information with anyone other than an authorized/ known school official, the student's parent or guardian, or your Supervisor.

## PROFESSIONAL BOUNDARIES

W.L. Roenigk recognizes that drivers and aides must establish a rapport with students, parents, and caregivers.

- Do not confuse being friendly with ***being friends***.
- Your job is to be courteous and provide safe transportation for the student.
- Your relationship with the students, parents, and caregivers ***ends when the rider is safely transported*** to the destination.
- ***DO NOT EVER*** initiate contact or interaction (FaceBook, Twitter, phone calls, emails, notes, letters, etc.), with the children you transport – outside of your employment with W.L. Roenigk, Inc. This does not include incidental contact.
- W.L. Roenigk discourages our drivers and aides from giving any of their personal information to any individual.
  - DO NOT share your cell phone number, home phone number, or address with students, parents, or caregivers
  - Any information they might need to communicate to you can be phoned-in to the WLR NA office then provided to you over the radio, via a face-to-face, or on the phone
  - Any time you share personal information with students or parents you open yourself up to potential conflict and scrutiny by the authorities



## VEHICLE INCIDENT REPORTING PROCEDURE

As **SAFETY** is the primary concern in all that we do, defensive and appropriate driving techniques are so important, there really is no way to overstress them. That said, accidents may happen, so it is important to understand the proper incident reporting procedures you must follow:

### **If you are involved in an accident:**

- CHECK to make sure that you, all your passengers, and those in any other involved vehicle are unharmed.
- DO NOT move those who are injured.
- MOVE your vehicle to the side of the road – out of an intersection.
- MAKE note of your exact location and call NA Dispatch for help and direction.
- NEVER leave the scene unless directed to do so by a police officer or your supervisors.
- CALL 911 if the situation warrants (injuries, tow needed, etc.), or you are directed by a supervisor.
- SHARE insurance information with the other party using the pre-printed yellow card containing W.L. Roenigk insurance information. This will aid you in collecting the correct information.
- LOCATE any witnesses and get phone numbers.
- IF you can't locate the owner of an unoccupied vehicle, leave the yellow card with your vehicle number, your name, and W.L. Roenigk NA phone number on their vehicle.
- DO NOT talk to anyone regarding the accident other than the police and your supervisors.
- DO NOT admit fault.
- WORK WITH your supervisor in completing the W.L. Roenigk accident report, ASAP.
- **ALL** incidents **MUST** be reported no matter how minor!
- ATTEND Post Accident Training as required.

By the way, there is **NO** excuse for a rear-end collision, so, do increase following distance from the vehicle in front of you, slow down, and pay attention! As always, keep your wits about you, be aware of your surroundings, drive safe, and **drive smart!**

## BREAKDOWNS

- If possible pull out of lanes of traffic.
- Call supervisors and provide your exact location, a brief description of the problem, the number of students you have on board, and the type/configuration/size of your vehicle.
- Keep your radio on and answer when called.
- **THE SAFEST PLACE FOR STUDENTS IS ON YOUR VEHICLE!**

## ALL DRIVERS AT THE START OF YOUR DAY

- Arrive at the facility in plenty of time to PRE-TRIP YOUR VEHICLE; do not EVER take any vehicle you feel is unsafe or missing necessary equipment.
- THE MOST IMPORTANT THING TO REMEMBER AT THE START OF YOUR DAY is that you have the right AND obligation to refuse any vehicle for safety reasons.
- Secure vehicle keys and sign in using your pay code and vehicle number next to your route number.
- Check for fuel. Repeatedly running out of fuel will lead to disciplinary action, including termination. Tank must always be a minimum of ½ full
- If using a spare, check for insurance, registration and fuel.
- You must have a student roster in your possession for each run you do.
- Run with your lights ON for safety
- Leave in enough time to be around the corner from your first stop about a minute early. Then proceed to your first stop on time.
- Keep your microphone on the hook and radio use limited to business only.
- Complete a Vehicle Repair Request Form when equipment is unsafe. It is not acceptable to just tell a mechanic.

## VEHICLE MAINTENANCE AND REPAIR

A regular maintenance schedule is an essential part of what we are all about – SAFETY.

Q: Who is primarily responsible for the safety of my vehicle?

A: **YOU ARE!** No one spends more time in your bus/van than you, so no one else knows it better than you!

Q: If I believe there is a mechanical issue with my vehicle, what can I do about it?

A: As soon as possible, complete a Vehicle Repair Request Form and deliver it to a Facility Supervisor. The issue will be reviewed and repairs completed ASAP. All vehicle repairs, no matter how small, made on EVERY vehicle at W.L. Roenigk NA is kept in the master vehicle file.

Q: Where can I find the repair request form?

A: They are located on two clipboards. One is hanging in the lounge and the other is hanging in the office.

Q: What is a hood-check?

A: A very specific weekly examination of the basic operating aspects of every vehicle located at WLR NA and a verification of things like: fluid levels, mileage, lights (8-ways for a bus), and turn signals, horn, and date of next inspection.

Q: When are they performed?

A: Every Thursday. Regardless of your driving schedule, YOU MUST present your vehicle, at the NA Garage, for this mandatory activity – at some point during the day.

Q: Why are they done?

A: To keep you and the precious cargo that we transport safe!

Q: Who does them and what is done with the information?

A: Our onsite inspector completes all initial examinations and basic repairs. Hardcopy of the original forms is kept onsite with information logged into a master spreadsheet which is shared with WLR HAMP. More in-depth repairs are completed offsite.



## CHILD CHECK PROCEDURE

After your last stop unloading children, **during every run**, you are required to walk through your vehicle and confirm that there are NO passengers on-board. Once the "check" is complete, RADIO IN your run number and confirm "Child Check Complete"

Q: Why is the Child Check so important?

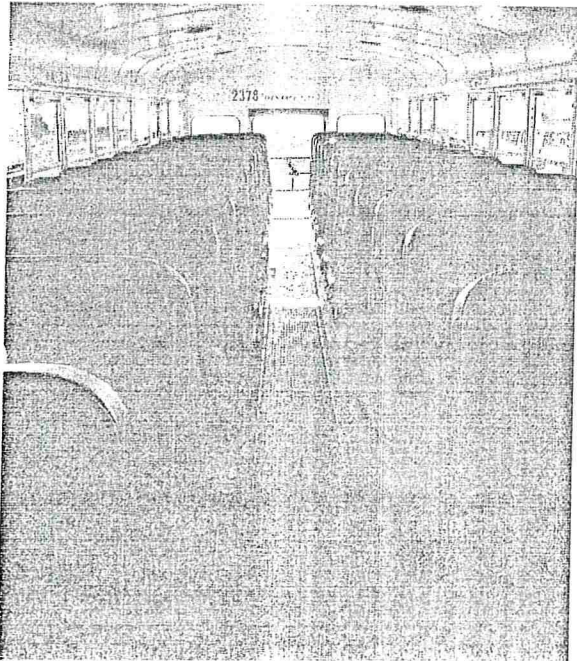
A: The few minutes you take to ensure your vehicle is empty, not only protects the children we transport, but also your standing with the company, and W.L. Roenigk's reputation.

Q: What if I forget?

A: The checks are mandatory. If not completed, you risk being terminated.

Q: Is there another reason why we do Child Checks?

A: When properly completed, a child check confirms not only that you've properly delivered your children, but also your location at the time of run completion. This helps your supervisors tremendously if extra help is needed.



# CHILD CHECK COMPLETE...



## OR IS IT?



## **LOADING PROCEDURE**

### **VANS – Door-to-Door**

- Pull up to your stop.
- Turn on your Hazard lights.
- Blow the horn one time.

Students should be ready and watching for their vehicle 10 minutes prior to your arrival time.

- Wait up to 5 minutes, if no response; use your 2-way radio to call in to dispatch. When you call, be prepared to tell the dispatcher these things:
  - "NA [route number] to base, I have a no show for [students name],
  - At [students address],
  - I've been here [number] minutes",
  - WAIT FOR DISPATCH TO CALL THE FAMILY AND RELEASE YOU FROM THE STOP BEFORE LEAVING

You may be sent back if you leave without calling in a "no show"

### **VANS – Corner Stop**

- Students should be ready and waiting on the corner for their vehicle 10 minutes prior to your arrival time.
- Be ON TIME FOR your scheduled stops.
- There is no waiting time for corner stops, but you'll be told to wait if you are too early.
- Call in a "no show" the same as above.

### **BUSES (non-special needs)**

- Students should be ready and waiting at the stop for their bus 10 minutes prior to your arrival.
- You must run as close to your scheduled pick-up time as possible, THERE IS NO WAIT TIME FOR BUSES
- BUSES MUST ACTIVATE LIGHTS AND MAKE EVERY STOP. Even if there is no sign of students as you approach. Stop; open your door and LOOK AROUND!
- Not necessary to call in "no shows"

**NEVER LEAVE YOUR VEHICLE UNATTENDED WITH STUDENTS ON BOARD.**

## **UNLOADING PROCEDURE**

- Every school is different. Learn and follow the procedures for your particular school.
- Check your vehicle for sleeping children, when you unload at a school and when you return to the lot.
- Call in your Child Check.

## **ARRIVE AT SCHOOL ON TIME FOR PM DISMISSAL**

- Again, every school is different. Learn and follow the procedure for your particular school.
- Be sure you bring to the attention of your supervisor any changes that need to be made to your run ...
  - A student, that no longer rides
  - Pick up or drop off time corrections
  - Changes to route directions
- These are especially necessary if a sub does your run

Never take the word of a student that he/she is not going to school. This information must come from a parent, a school official, or given to you via communication through dispatch.

ALL VEHICLES MUST BE RETURNED TO THE LOT FOLLOWING LAST SCHOOL DROP OFF. Any vehicle not returned to the lot, will be considered as unauthorized use and theft. Unauthorized use and theft are first time termination of employment offenses.

## **VEHICLE CLEANLINESS**

Keep your vehicle interior/exterior clean. Drivers are responsible to pick up and sweep your bus/van as needed. If you have an Aide employed by WLR, the Aide is required to assist in keeping the vehicle clean.

At the completion of your run or as necessary, stop in the office, grab a kit, and clean the windows, seats, and seatbelts – anything that may have been touched by the children. Please also pay special attention to all windows and the driver's cockpit area. If you have any questions, please see a supervisor.

## **CHILD CHECKS**

- After you unload at any school, you are required to walk through your vehicle and check for sleeping children. RADIO in your number and Child Check Complete.
- A second Child Check is conducted when you bring the vehicle back to the lot following your route.
- This is repeated following your last child drop-off for each school at the end of the day.
- You will be terminated for not completing a mandatory child check.

## CALLING OFF

- YOU MUST CALL OFF TO A SUPERVISOR or **(in emergencies ONLY)** leave a message on the answering machine. Telling another driver or sending a text is not acceptable.
- You must call off with as much notice as possible. It is not fair to the students or the driver who has to cover your run, when the driver gets the run late.
- **If you are off 3 or more days in a row, you will be required to have a doctor's excuse before returning to work.**
- You are a school driver/aide. As such you know that school is in session 180 days. You are expected to be available for the entire session.
- Calling off due to inclement weather is not acceptable. If it snows and you call off, be prepared to have a doctor's excuse for being off.
- Time-off must be approved in writing and in advance with a minimum 2 weeks prior notice, AND only if there are enough drivers to cover the runs. We have a Request off Form set-up specifically for this purpose.

## EXCESSIVE LATES

- Means that you do not get to work in a manner as to make it to your first stop on time or the run cannot be made on time and you failed to notify your supervisor so it can be rectified. Make every effort to correct this problem.

## NO SHOW/NO CALL

- Means that you did not come to work and did not call off.
- If you No Show/No Call two (2) days in a row, it will be considered your voluntary resignation and will be reported to the Unemployment Office as such!

## W.L. ROENIGK "CODE OF ETHICS"

- Report to work on time and fit for duty.
- Practice safety in all work activities.
- Demonstrate high levels of skill in your job.
- Respect the property of the company and co-workers.
- Treat students, parents, co-workers and other drivers on the road with dignity and respect.
- Present a positive image of the company when performing job duties.
- Remember, 3 Things – Do the right thing, tell the truth, and BE NICE!

## REMEMBER...

WHEN YOU SPEAK FROM A ROENIGK VEHICLE, YOU SPEAK FOR THE ENTIRE COMPANY AND THE SCHOOL DISTRICT. Please think before you talk.



## PROPER RADIO PROTOCOL

As you know there is State Law banning school vehicle drivers from using cell phones while passengers are present. Violate it and you risk receiving a stiff fine and jeopardizing your license. Further, **"cell phone use while operating any W.L. Roenigk vehicle is prohibited and will lead to disciplinary action"** – up to and including termination of employment.

That said, it is imperative for the WLR NA supervisors to be able to communicate with you during your run. For this reason all vehicles are equipped with 2-way radios. Some simple rules:

1. Keep all on-radio talk professional at all times!
2. Recognize that you never know who may be listening in on conversations, so limit your call-outs and responses to information that is relevant, appropriate, and keep your responses SHORT!
3. Using profanity on the radio is absolutely forbidden. Use it and you risk losing your job!
4. At the conclusion of every run (after ensuring your vehicle is empty), you **MUST** radio in, "Child Check Complete".
5. Always ensure your radio is on, working properly, and that it is at an acceptable volume level.
6. **DEFINITELY DO** use your radio for no shows, directions needed, breakdowns, etc. If a dispatcher calls you, **ANSWER THEM**, or risk not being paid when a 2<sup>nd</sup> driver must be sent because you didn't answer the call from dispatch.
7. **DEFINITELY DO NOT** use your radio to say good morning to your friends, to make arrangements to meet after work, to wish everyone a good weekend, or to discuss anything **NOT** business related.
8. If you can hear the AM/FM radio while standing outside the vehicle, it's too loud! Be courteous; keep the volume to a minimal level.
9. Pay attention to your choice of music or talk radio.
10. Indecent or suggestive programming is not permitted.
11. The microphone for your radio **MUST BE ON THE HOOK WHEN NOT IN USE!**

## FUELING PROCEDURE

W.L. Roenigk has a contractual arrangement with Purvis Brothers to provide fuel for all WLR NA school vehicles. Upon your initial hire with the company, you were provided with a yellow personal fuel card and PIN #. Each WLR vehicle has a blue fuel card on the key chain. The procedure and some do's and don'ts are simple:

- **DO NOT** share your PIN # with anyone.
- **DO NOT** lose your yellow card. If misplaced, make a report to a supervisor. The lost card will be cancelled and a new one issued.
- When fueling, present both cards to the Purvis employee, along with your PIN #.
- After signing the receipt, write the vehicle number and current mileage on the receipt.
- Upon return to the WLR NA facility, enter the information into the fuel log book and place the receipt in the provided folder.
- Upon your leaving the employ of WLR, the yellow card must be returned to a supervisor.

## LOG BOOKS

Each WLR NA vehicle is equipped with a log book. Use it for any unexpected occurrences, accidents, incidents, etc. This not only protects you and the company but also represents institutional memory of your run that can be used by substitute drivers and aides.

## PAYROLL

- Unless otherwise noted, PAY DAY IS THURSDAY following completion of your afternoon run (2:00 PM at the earliest).
- A REGULAR Driver/Aide is one who does an AM and a PM route daily, Monday through Friday.
- All employees are assigned an EMPLOYEE ID CODE. Many ID's are similar, so spelling is very important.
- You are responsible to sign in using your "CODE".
- Do not ask someone else to sign you in.
- Your supervisors ARE NOT permitted to sign you in.
- Sign in only for runs you actually do.
- Turn in completed charter slips promptly
- Signing in for or accepting pay for runs you did not do is theft.
- Payroll mistakes do happen. Report any error to a supervisor immediately. Corrections will be made on your next pay check.
- Keep pay stubs for your records. There will be a charge of \$10.00 per request for copies of payroll records.

## REQUIRED REPORTING

You must notify your supervisor of...

- Any moving violation that you receive as soon as possible, but not later than 72 hours.
- If a violation is received while operating a W.L. Roenigk vehicle, you must also submit a copy of the violation.
- Any parking violations on W.L. Roenigk vehicles are the responsibility of the driver. Pay attention to where you park! These must also be copied and turned in to the company.

## PROHIBITED ITEMS

- SUN FLOWER SEEDS OR ANY TYPE OF FOOD REQUIRING YOU TO PLACE IT IN YOUR MOUTH AND THEN REMOVE IT ARE PROHIBITED.
- Refrain from using air fresheners in the vehicles. They can be harmful to those with asthma or allergies. If they are found in a vehicle, they will be removed and thrown in the trash.
- Tobacco products of any kind are prohibited on any WLR NA vehicle.
- Other than hand sanitizer and wipes, **ALL** chemicals are prohibited on WLR NA vehicles especially disinfectant sprays of any kind or type – if found all will be removed and thrown in the trash.



## BACKING-UP

Neither state law nor the Pennsylvania vehicle code prohibit the backing of a school (or any other) vehicle. That said, it is our policy at W.L. Roenigk that no driver should ever back a vehicle (most certainly never with children aboard), unless there is absolutely NO other option. There are always choices, so please find another way to get from Point A to point B that does not involve backing your van/bus. What does the vehicle code have to say about "backing-up"? Title 75, Section 3702. Limitations on backing.

(a) General rule – "No driver shall back a vehicle unless the movement can be made with safety, without interfering with other traffic, and then only after yielding the right-of-way to moving traffic and pedestrians."

Because you cannot see everything behind your vehicle, backing is always dangerous. This is supported by Pennsylvania school bus crash data, which indicates "backing" is a crash cause in over 5% of incidents involving school buses as the prime vehicle. This is high considering the number of times backing is required, supporting the notion that it is a dangerous maneuver.

Avoid backing whenever you can and MOST DEFINITELY avoid backing your vehicle from a side road to a main road. Unfortunately, there may be situations where backing is necessary. That said, if you can find a safe area to turn around that would avoid backing, talk to your supervisor about modifying your route. School vehicles are many times parked by backing into their location. If this is the case for you, try to park so you will be able to easily and cleanly pull forward when you leave.

When you must back-up, follow these rules:

1. Keep Students on the Vehicle – State regulation (Section 104.3(d) Title 67) requires that if backing is required at or near a loading or unloading zone, students must be seated during the backing. Never back when students are outside. When possible back before drop-off.
2. Back and Turn Toward the Driver's Side – Plan your maneuver. When possible, back toward the driver's side to ensure a better field of view. Backing toward the right side is very dangerous because your vision is limited. If you back and turn toward the driver's side, you can watch the rear of your vehicle by looking out the side window and in your mirrors. When backing, turn the top of the steering wheel in the direction you want to go.
3. Look at Your Path – Look to your line of travel to ensure you know what is behind before you begin. Don't take chances. It's much safer to get out and look, even if it means walking to the rear of your vehicle to determine if the way is clear. If you need to exit the vehicle, set the parking brake, turn off the motor, and take the keys with you.
4. Back Slowly & Smoothly – Make corrections before you get too far off course. Go slowly, so you can correct any errors more easily. Going slowly means you can stop quickly!
5. Use a Helper Whenever Possible – Have an adult (NEVER a student), stationed on the driver's side rear of the vehicle, so you can see him or her at all times in your mirror. If a helper is available:
  - Agree on hand signals ahead of time, especially "Stop";
  - Position the helper out of the travel path, so you can see them and they can see the path of travel;
  - Back slowly; and stop immediately, if you lose sight of your helper. Verbally communicate with the helper before you begin and while backing;



6. If No Adult Helper is Available – It may be necessary to use portable emergency warning devices to block off into, Use the following procedure:
  - a. Stop the bus in the correct position to back and activate the four-way hazard warning lights. If the bus does not have automatic back-up signals, use the horn. (Remember, approaching traffic may not know you are backing, so using the four-way hazard lights and blowing the horn will help alert them to your maneuver.)
  - b. Signal for quiet on the bus – ask for absolute silence so you are not distracted;
  - c. Using your mirrors, ensure the way is clear to the rear and sides put the transmission in reverse and back slowly and smoothly. Always remember, when in doubt don't back your vehicle! Find another, better and safer way to go.

## FAQ

### SAFETY

- Follow the rules and obey the law.
- Leave with enough time to safely get to your first stop on time.
- Obey all traffic laws. They are there for yours and the children's safety.
- Ensure you and your children are **properly** using seat belts.
- Cell phone use and texting are strictly prohibited while using any Roenigk vehicle.
- Smoking is prohibited in all W.L. Roenigk vehicles.
- Child Checks are mandatory and must be completed when dropping off children at school, dropping off at home, and anytime you bring your vehicle back to the lot. Please remember, you must RADIO IN your vehicle number AND "Child Check Complete".
- Run with your lights **ON!**
- NEVER leave your vehicle unattended when students are on-board.
- BRING any safety problems, questions, or concerns to the attention of your supervisor.

### MOBILE SURVEILLANCE SYSTEMS

#### *How do I know if there is a recording device on my vehicle?*

You will be notified by your supervisor.

#### *How do I know if the device is operating?*

The camera automatically turns on when you start your vehicle and shuts-off when you turn off the ignition.

#### *Do I need to turn on the equipment or ensure it is working properly?*

**No.** You should never attempt to adjust or turn the equipment on or off, as you may cause serious damage. You **SHOULD** bring, to the immediate attention of your supervisor, any issues, problems, or questions that you might have about the video/audio recording equipment in your vehicle.

#### *Why have surveillance systems at all?*

Recording devices are installed to protect you (the driver) and your aide, the students you are transporting, and other motorists.

#### *Will the video/audio be reviewed?*

Absolutely, yes. First on a random basis by your supervisor and second when/as needed, by the company, in case of an accident, complaint, or student incident.

## **CHEMICALS ON BOARD**

### ***When is it appropriate for me to have cleaning or other chemicals on my vehicle?***

The short answer is that it is **never** okay for you to have any type of chemicals in your bus or van. Other than hand sanitizer and wipes — leave everything else in your personal vehicle and only use them as needed — when no children are on your bus or van. Window cleaner, disinfectants, surface cleaners, etc. can all be harmful to children if ingested so don't store them inside vehicles!

### ***What is the reason?***

It is simple. All children are curious and have few, or no, inhibitions when it comes to trying new things. In our case, the majority of the children we transport are defined as "special needs". In many ways some of them have even less of an ability to decide what is "good" or "bad" for them.

### ***How am I to ensure the inside of my vehicle is clean?***

Cleaning caddies that include window cleaner & paper towels, disinfecting spray, cleaner and wipes are supplied for your use. **USE THEM** at the end of **EVERY** run.

### ***When should we use the cleaning caddies?***

At the completion of your run or as necessary, stop in the office, grab a kit, and clean the windows, seats, and seatbelts — anything that may have been touched by the children.

### ***What can I keep in my vehicle?***

Disinfecting wipes and hand sanitizer are okay!

VEHICLE AND ROUTE ASSIGNMENT ARE THE SOLE RESPONSIBILITY OF W.L. ROENIGK. IT IS NOT IMPORTANT THAT YOU AGREE, BUT IT IS A REQUIREMENT THAT YOU ABIDE BY THESE GUIDELINES TO CONTINUE TO BE AN EMPLOYEE OF W.L. ROENIGK, INC.

- All drivers and aides must remind or report others about their personal responsibility to always pre-trip their vehicle, follow the rules, and obey the law.
- All drivers new and returning – by starting this school year, you acknowledge and understand the items summarized in this pamphlet.
- Whether you agree or disagree is not important. Not working within these guidelines can and will lead to termination.
- If you feel that you cannot do this job in the manner that is expected, please tender your resignation now.

Your signature, below, signifies your acknowledge of receipt and agreement to abide by these Employee Guidelines for the **2015 – 2016** School Year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Please Print

\_\_\_\_\_



**W. L. ROENIGK, INC.**  
798 Ekastown Road, Sarver, PA 16055

**Vehicle Accident Report**

**POLICY NUMBER: BA 52168T**

**PLEASE PRINT**

Assigned Location of Vehicle: \_\_\_\_\_ Claim # \_\_\_\_\_ (For office use only)

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Location of Accident: \_\_\_\_\_ City \_\_\_\_\_ State

Roenigk Vehicle #: \_\_\_\_\_ Plate #: \_\_\_\_\_ VIN #: \_\_\_\_\_

Year of Vehicle \_\_\_\_\_ Make of Vehicle: \_\_\_\_\_ Was Roenigk vehicle towed? **YES or NO**

EXTENT OF DAMAGE \_\_\_\_\_

Where can Roenigk vehicle be seen? \_\_\_\_\_ Were there passengers? **YES or NO** *If yes attach list*

Were there injuries? **YES or NO** If **YES** - **WHO** was injured? Roenigk Driver - Other Driver - Passenger(s) ATTACH LIST

Were Police contacted? **YES or NO** If **YES** - **WHO**? State Police Local Police Officer Badge # \_\_\_\_\_

**DRIVER INFORMATION - ROENIGK VEHICLE - #1**

Citation Issued? Yes or No  
Drug Screened? Yes or No

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Driver's License #: \_\_\_\_\_

**DRIVER INFORMATION - OTHER VEHICLE - VEHICLE - #2**

Citation Issued? Yes or No  
Drug Screened? Yes or No

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Driver's License # \_\_\_\_\_

Vehicle License Plate#: \_\_\_\_\_ Year of Vehicle: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_

Make & Model: \_\_\_\_\_ Was vehicle towed? **YES or NO**

EXTENT OF DAMAGE: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

**IF DIFFERENT THAN DRIVER**

Vehicle Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

**W. L. ROENIGK, INC.**  
798 Ekastown Road, Sarver, PA 16055

**Vehicle Accident Report**

Driver's Name: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Roenigk Vehicle # \_\_\_\_\_

**Description of Accident:**

**Condition of Road** (circle one): Dry/ Wet/Snow Covered/ Icy/Other (please specify)

**Weather** (circle one): Clear/Cloudy/Rain/Snow/Sleet/Fog

**Light Condition** (circle one): Sunrise/Sunny/Overcast/Dusk/Night

Your direction of travel: \_\_\_\_\_ Your speed: \_\_\_\_\_ mph

Other vehicle's direction of travel: \_\_\_\_\_ Speed of other vehicle: \_\_\_\_\_ mph

**Driver's Description of Accident:**

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**Witnesses:**

(1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Person Completing this report: \_\_\_\_\_ Phone: \_\_\_\_\_

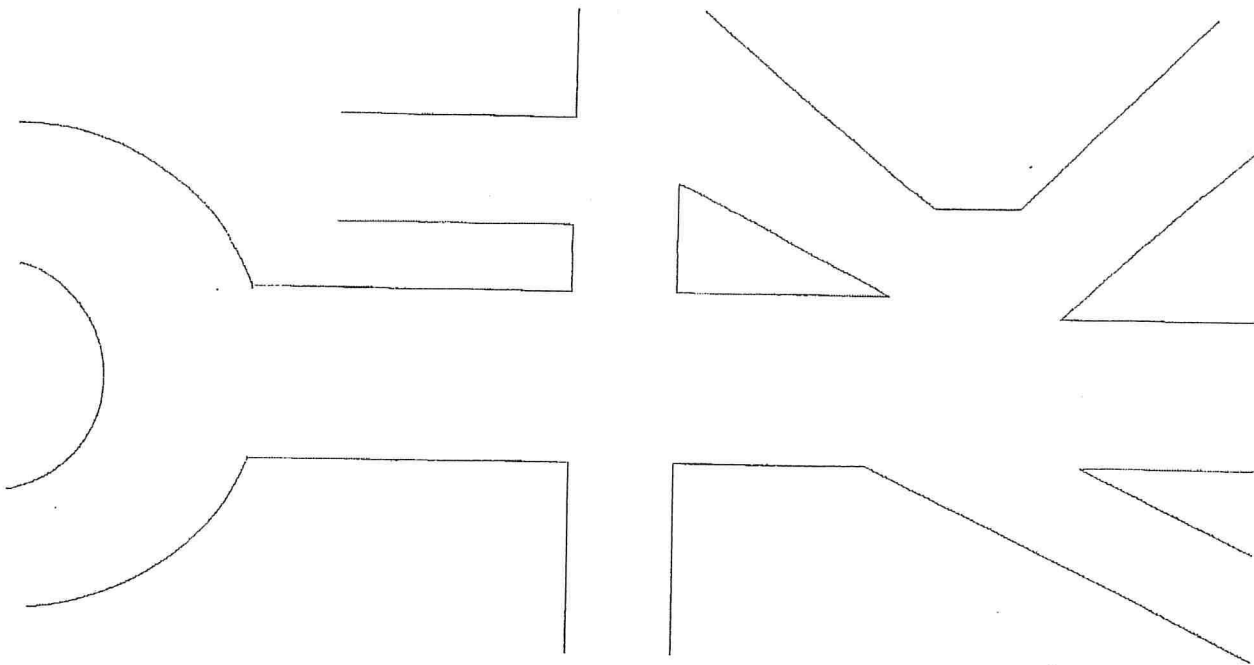
Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact person regarding this accident MARY KEADY -- Phone number -- 412-331-3974**

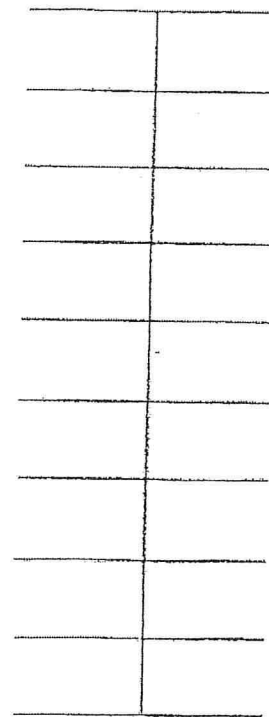
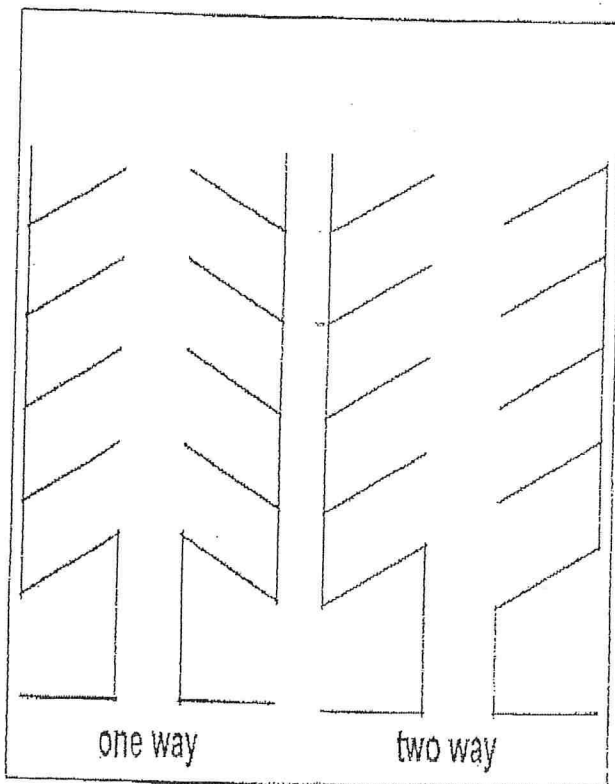
*more than one (1) person is injured in any vehicle, please attach a list of their names and contact information.*

A diagram of the accident scene should be attached to this report.

W. L. ROENIGK, INC.  
798 Ekastown Road, Sarver, PA 16055



PARKING LOTS



Please use one of the diagrams above to show the placement of your vehicle in the accident as #1 and other vehicles involved as #2, #3. Note your direction of travel with an arrow. Be certain to show lanes of traffic, parked cars, traffic control devices, road names, one way streets, landmarks, etc.



## W. L. ROENIGK INC.

### DRUG AND ALCOHOL SCREENING PROGRAM OUTLINE

- 1) W. L. Roenigk Inc. is a Drug Free Workplace
  - i) Beginning January 1, 1992 W. L. Roenigk Inc. began drug testing as required by federal regulations
  - ii) All employees who perform operating, maintenance or emergency functions are required to be drug tested per Federal Regulations
- 2) In order to provide for a Drug Free Workplace and comply with Federal regulations issued by the Department of Transportation, Federal Highway Administration, as set forth in 49CFR, Part 391, W.L. Roenigk Inc. implemented and maintains an Anti-Drug Program
  - i) Pre-employment Drug Testing is done for ALL applicants
  - ii) ALL employees must submit to the following
    - (a) Pre-Employment
      1. Performed on ALL applicants both CDL & NON CDL for ALL positions applied for
      2. Employees completing CDL training and acquiring their CDL license are Pre-Employment re-tested on a DOT form so they can be included on the CDL random list
    - (b) Random Drug and Alcohol Screening
      1. Random Picks are selected by an outside firm, Healthworks, AVH, Natrona Heights
      2. Drug Pick lists are compiled quarterly and are divided between employees that possess a CDL and those that are NON-CDL employees
      3. CDL – Effective 1/1/16 – 25% of all CDL Drivers are selected for Random Testing, Per Federal DOT regulations
      4. Prior to 1/1/16 CDL 50% of all CDL Driver were selected for Random Testing
      5. NON-CDL employees – 10% of all NON-CDL employees are selected for Random Testing – NON-CDL employees are not required by Federal regulations to be tested, but W. L. Roenigk feels strongly that ALL employees should participate in drug and alcohol testing.
      6. Alcohol Testing – 10% of both CDL and NON-CDL employees are tested.
      7. Periodic – All random tests must be performed on the day employees are notified that they have been selected for testing
      8. Refusal to take a test is considered a positive result

(c) Post-Accident

1. Any accident can have a NON-DOT test or an alcohol test performed post- accident
2. In order for a DOT test to be performed 2 of three factors must be met
  - i. Vehicle towed
  - ii. Citation issued
  - iii. Injury or fatality

(d) Reasonable Cause

1. Any and all employees can be sent for a drug or alcohol test if there is reasonable cause to suggest a problem
2. Managers and supervisors at each garage have completed a course in recognizing symptoms or signs of drug or alcohol abuse
3. Managers trained in recognizing abuse signs must witness an employee exhibiting signs in order to send them for a DOT test for reasonable cause
4. Any employee can be sent for a NON-DOT reasonable cause test

(e) Post-Rehabilitation Testing

1. An employee failing a random drug or alcohol test may choose to enter a rehabilitation program at their own expense
2. If such an employee fails to comply with the requirements of the rehabilitation program, test positive on a Post-Rehabilitation or other subsequent drug test, or fails to comply with any portion of the company's Anti-Drug Plan, that employee will be discharged

3) This anti-drug policy is subject to random audits by Federal Department of Transportation Inspectors

- i) Employees who fail to comply with this drug testing policy, or Federal Regulation Requirements will be discharged for willful misconduct.

# W. L. ROENIGK INC.

798 EKASTOWN ROAD

SARVER, PA. 16055

412-353-1515

FAX - 412-353-2807

## NOTICE

Employee and customer safety are priority concerns for W. L. Roenigk, Inc. We have an obligation to our employees, customers, and the general public to conduct our operations safely and efficiently. Drug or Alcohol abuse can impair the ability to think clearly and react quickly. This poses safety and health risks not only for the user, but for all who are in contact or affected by that person's work.

In order to provide for a Drug Free Workplace and comply with Federal regulations issued by the Department of Transportation, Federal Highway Administration, as set forth in 49 CFR, Part 391, W. L. Roenigk, Inc. will implement and maintain an Anti-Drug Program.

Beginning January 1, 1992, all job applicants will be screened for drugs as part of the Pre-Employment Drug Testing. Beginning January 1, 1992, all current employees, including sub-contractors of the company, who perform operating, maintenance, or emergency response functions are required by federal regulations to submit to Pre-Employment, Random, Periodic, Post-Accident, Reasonable Cause, or Post-Rehabilitation testing.

Should an employee fail a drug test (i.e. the test results in a confirmed positive drug test) that employee will be suspended without any pay for a period of ten (10) days. At the end of this period such an employee shall be discharged unless they have entered a professionally certified rehabilitation program, which is acceptable to both the employer and the employee's medical insurance carrier. When such an employee enters the rehabilitation program he/she shall be placed on an unpaid medical leave status. This rehabilitation benefit will be offered only once. If such an employee fails to comply with the requirements of the rehabilitation program, tests positive on a Post-Rehabilitation or other subsequent drug test, or fails to comply with any portion of the company's Anti-Drug Plan, that employee will be discharged. The rehabilitation benefit previously described will be offered only as long as the health insurance carrier provides this benefit as a part of its present health benefit package.

Any questions concerning the company's Anti-Drug Plan should be referred to Dan Frauenheim at 412-353-1515.



# W. L. ROENIGK INC.

798 EKASTOWN ROAD

SARVER, PA. 16055

724-353-1515

FAX - 724-353-2807

## DRUG-FREE WORKPLACE POLICY STATEMENT

It is the goal of W. L. Roenigk, Inc. to provide a safe work environment and a healthy, productive work force. In order to accomplish this, the management has adopted the following policy statement to provide a drug free workplace and comply with Federal Regulations issued by the Department of Transportation, Federal Highway Administration.

### POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited in the workplace, including company plants, trucks, offices and parking lots.

In order to provide for a drug free workplace and comply with Federal Regulations issued by the Department of Transportation, Federal Highway Administration as set forth in 49 CFR, Part 391, W. L. Roenigk, Inc. will implement and maintain an Anti-Drug Program.

Beginning January 1, 1992, all job applicants will be screened for drugs as part of pre-employment drug testing. Beginning January 1, 1992, all current employees will be required to submit to Pre-Employment, Random, Periodic, Post-Accident, Reasonable Cause or Post-Rehabilitation testing.

Any employee of W. L. Roenigk, Inc. who fails a drug test (i.e. test results are positive, confirming the presence of a prohibited drug or drugs) will be:

Suspended immediately for willful misconduct without pay for a period of ten (10) days. At the end of the suspension period, the employee will be discharged for willful misconduct unless he/she enters a professionally certified drug rehabilitation program, acceptable to both W. L. Roenigk, Inc. and the Employee's health/medical insurance carrier. Upon entry into an acceptable drug rehabilitation program the employee be place on unpaid medical leave status. Drug rehabilitation will be an option available to W. L. Roenigk, Inc.'s employees (one time, and one time only). If, after having failed on drug test, an employee refuses to enter an approved drug rehabilitation program, fails to comply with, or complete the requirements of the rehabilitation program, fails any post-rehabilitation drug test or other subsequent drug tests, or fails to comply with any other aspect of W. L. Roenigk, Inc.'s Anti-Drug Plan, the employee will be discharged for willful misconduct. Furthermore, the drug rehabilitation option described above will be offered only as long as the employee's health/medical insurance carrier provides coverage for such rehabilitation treatment as a part of its health benefits package.

The procedures for sample collection, testing, and administration of this policy shall be in accordance with 49 CFR Part 40, as summarized in the Anti-Drug Plan Procedures attached to this company policy. The "Procedures" are available for inspector or employee review at any time.

In the event that the employee disagrees with the test results, he/she may have that sample which was confirmed positive, retested at another DHHS certified lab. Any such request for retest must be made in writing, on a Standard Spectrum Medical Request Form within 60 days of the final test result from the Medical Review Officer. The requesting employee must pay \$100 in advance for the cost of sample, shipment, and retesting. The employee will be reimbursed by W. L. Roenigk, Inc. only if the result is negative.

Employees who fail to comply with this drug testing policy, or Federal Regulation Requirements will be discharged for willful misconduct.

Any questions concerning W. L. Roenigk, Inc.'s Anti-Drug Plan should be referred to Dan Fraunheim at 724-353-1515.

## Substance Abuse Policy (State Specific)

It is W.L. Roenigk, Inc. desire to provide a drug-free, healthful, and safe workplace. To promote this goal, you are required to report to work in the appropriate mental and physical condition to perform your job in a satisfactory manner. In order to accomplish this, the management has adopted the following policy statement to provide a drug free workplace and comply with Federal Regulations issued by the Department of Transportation, Federal Highway Administration.

While on W.L. Roenigk, Inc. premises, in company vehicles or while conducting business-related activities off W.L. Roenigk, Inc. premises, no employee may use, possess, distribute, purchase, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals. If taking these medications at work, they must be contained in the pharmacy-provided prescription bottles.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited in the workplace, including company plants trucks, offices and parking lots.

In order to provide for a drug free workplace and comply with Federal Regulations issued by the Department of Transportation, Federal Highway Administration as set forth in 49 CFR, Part 391, W.L. Roenigk Inc. will implement and maintain an Anti-Drug and Alcohol Program.

All job applicants will be screened for drugs as part of pre-employment drug testing. All current employees will be required to submit to Pre-employment, Random, Periodic, Post Accident, Reasonable Cause or Post-Rehabilitation testing.

All employees of W.L. Roenigk, Inc. must comply with this policy as a condition of employment. Should you be charged with a drug-related crime, you must notify your supervisor/manager within five days. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

If you have questions or concerns about substance dependency or abuse you are encouraged to discuss these matters with a member of management to receive assistance or referrals to appropriate resources in the community.

Any employee of WL Roenigk Inc., who fails a drug, or alcohol test (i.e. test results are positive, confirming the presence of a prohibited drug, drugs or alcohol) will be:

Suspended immediately for willful misconduct without pay for a period of ten(10) days. At the end of the suspension period, the employee will be discharged for willful misconduct unless he/she has entered a professionally certified drug rehabilitation program, acceptable to both the company and the Employee's health/Medical insurance carrier. (The allowance to permit an employee the opportunity to rehabilitate is NOT an agreement by W. L. Roenigk to pay for the required treatment) Upon entry into an acceptable drug rehabilitation program the employee will be placed on unpaid medical leave status. Drug rehabilitation will be an option available to WL Roenigk Inc.'s regular full-time employees (one time, and one time only). If, after having failed a drug or alcohol test, an employee refuses to enter an approved rehabilitation program, fails to comply with or complete the requirements of the rehabilitation program, fails any post-rehabilitation drug test or other subsequent drug test, or fails to comply with any other aspect of WL Roenigk Inc's Anti-Drug/ Alcohol Plan, the employee will be discharged for willful misconduct.



Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all W.L. Roenigk, Inc. policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause W.L. Roenigk, Inc. any undue hardship.

### Testing Policy

- Pre-employment testing: As a condition of employment with W.L. Roenigk's job applicants will be required to submit to a drug screen at a designated laboratory. This drug screen will only be asked of applicants after an offer of employment has been made. Once an employee has taken the pre-employment drug screen, they will be eligible to start work pending a negative test result. Any applicant who refuses to submit to a drug screening or who tests positive for illegal drugs or alcohol will be denied employment at that time.
- Active employee testing: At any time during the course of your employment, you may be asked to submit to a drug test.

### Smoking

In keeping with W.L. Roenigk, Inc. intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace except in designated smoking areas, which are located outside, away from any combustible materials, fuel pumps, gas meters and doorways. In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers will prevail. This policy applies equally to all managers, employees, customers and visitors.

Smoking in any company vehicle is strictly prohibited. Smoking on school buses/vehicles is prohibited by state law.

### Solicitation & Distribution

All of us get asked from time to time to buy something or make a donation to support some type of cause, organization or fund-raiser. Even though most of these projects are worthwhile causes, they can disrupt normal company operations and put unnecessary pressure on employees. In the interest of running an orderly and efficient operation, it is necessary to make certain restrictions on soliciting employees and distributing material to them while they are on company property.

The following rules are in effect regarding solicitation and distribution:

- Solicitation and distribution of literature, including email and voice mail messages, by non-employees on W.L. Roenigk, Inc. property is prohibited at all times.
- No employee may solicit or be solicited during work time while he/she is supposed to be performing actual duties.
- Lists of W.L. Roenigk, Inc. employees are considered confidential information and should not be given to anyone outside W.L. Roenigk, Inc.. Within W.L. Roenigk, Inc., only appropriate management individuals with a legitimate business purpose are to be supplied with lists of

# W.L. ROENIGK INC.

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798 EKASTOWN ROAD  
SARVER, PA 16055  
724-353-1515 PHONE  
724-353-2807 - FAX

December 21, 2015

TO: ALL CONTRACTED DISTRICTS

RE: WRITTEN NOTIFICATION OF DRIVER MISCONDUCT OR ARREST POLICY

To whom it may concern,

As you are aware, we at W. L. Roenigk Inc. screen all of our drivers upon hire very thoroughly. Each of the items on this list are obtained for all new hires and rechecked on a regular schedule.

- ✓ Drivers MVR - checked upon hire and re-checked annually
- ✓ Criminal Record - checked upon hire and rechecked every 5 years as required
- ✓ Child Abuse Clearance - checked upon hire and rechecked every 5 years as required
- ✓ Fingerprinting - checked upon hire and rechecked every 5 years as required
- ✓ Drug Testing - Done pre-employment and subject to random, post accident or reasonable suspicion testing
- ✓ Arrest and Conviction Report completed upon hire and redone prior to start of new school year
- ✓ Act 168 SEXUAL MISCONDUCT/ABUSE DISCLOSURE INFORMATION REQUEST sent to current and all former employers where the applicant worked with children.

The issue of course remains, what if an employee is arrested or involved in a situation that compromises their fitness to either drive a school bus or work around school children after all of their credentials are in place? We make every attempt to monitor news articles, social media and follow up on rumors circulating about an employee if it involves a child, their driving or any other safety issue.

If it is discovered that an employee has violated any laws, been arrested or involved in any other kind of activity that would be considered misconduct on their part, W. L. Roenigk Inc. will notify the District immediately and will provide any and all pertinent information in writing concerning the incident and any recourse being taken by the company such as suspension or termination. In any instance, we will honor the District's right to have any employee removed from the District's approved driver list.

I welcome any comments or concerns you may have with this policy and we will work with individual Districts in order to accommodate their individual needs and preferences.

Sincerely,

Susan M. Roenigk  
President

# W.L. ROENIGK INC.

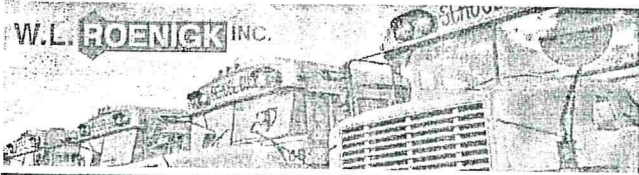
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798 Ekastown Road  
Sarver, PA 16055  
724-353-1515 Phone  
724-353-2807 Fax

## Return to duty Criminal / Driving Checks

1. Any driver who has been off for any length of time and was removed from the random drug pool list must have:
  - a. Current MVR
  - b. Current Criminal Background Check
  - c. Complete an Arrest and Conviction Report
  - d. Current Child Abuse Check
  - e. Be FBI Fingerprinted
  - f. Take a pre-employment drug test.
2. Any driver who has been off any length of time but remained on the active drug pool list must have:
  - a. Current MVR
  - b. Current Criminal Background Check
  - c. Complete an Arrest and Conviction Report
  - d. Continue to be subject to random drug and alcohol screening
3. Drivers returning after the summer break must:
  - a. Complete a new Arrest and Conviction Report
  - b. MVR to be run randomly during school year
  - c. Criminal background checks run randomly or at individual districts request or policy
  - d. Continue to be subject to random drug and alcohol screening





# W.L. Roenigk Transportation DRIVER EVALUATION FORM

## EMPLOYEE INFORMATION

Employee Name

Date

Location

Job Classification

Run #//Vehicle #

Evaluator Name

## REVIEW COMMENTS

### Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

## REVIEW OF ESSENTIAL FUNCTIONS

1. Provide clean, safe and reliable transportation to ensure students benefit from district programs and activities.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

2. Ensure all activities conform to school district and WLR guidelines in providing a safe and secure environment.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

3. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

5. Implement all mandatory safety regulations for school vehicles to abide by WLR, school district, and state policies.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

6. Maintain discipline and report those who are not abiding by the rules to supervisors in order to maintain order while on the vehicle.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

7. Keep assigned bus clean for the purpose of ensuring safety, appearance, and sanitation of vehicle.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

8. Operates route as written by supervisors – requesting and presenting changes following company policy – and performs route on a consistent schedule to avoid confusion for families.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

9. Advise supervisors as vehicle maintenance is required and perform daily, accurate pre & post-trip inspections.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

10. Discharge students only at authorized stops in order to accurately account for the whereabouts of each and every student.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

11. Exercise responsible leadership, fairness, and good judgment, at all times, in order to provide a high level of care for our students.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

12. Transport only authorized students for the purpose of ensuring the safety and welfare of students within the district.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

13. Report to supervisors all incidents and accidents in accordance with company policy. Gather all required information and complete all relevant, required incident/accident reports.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:



14. Interact professionally with supervisors, peers, teachers, students, and the public.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

14B. Maintains a professional demeanor at all times and adheres to chain of command when dealing with conflict.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

15. Communicate effectively with the ability to exchange information accurately and effectively both verbally and in written form AND in a timely manner.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

16. Demonstrates honesty, respect and high moral standards; is consistent reliable and dependable; is accountable for his/her actions; and demonstrates the ability to handle matters in a confidential and professional manner.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

17. Is dependable and attends work on a punctual, consistent basis with all leave being requested in accordance with company policy.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

18. Willingly assist co-workers when runs are falling behind schedule.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

19. Complete all required reports and notifications including: Vehicle-Driver-Mileage Reports, Special Transportation Logs, Vehicle Repair Requests, and Incident Reports.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

20. Greet students and interact with them in a congenial, professional manner AND maintain discipline in the vehicle.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

21. Works well with students and maintains an in-charge attitude on the vehicle and consults supervisors if a problem becomes evident.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

22. Is a positive role model for students through dress, conduct, and interpersonal communication.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

23. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

24. Follows written and oral direction and is cooperative and available in making special runs as directed or requested by supervisors.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

**COMMENTS AND SIGNATURES**

Evaluator Comments:

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have discussed this performance evaluation with the employee.

\_\_\_\_\_  
Evaluator's Signature

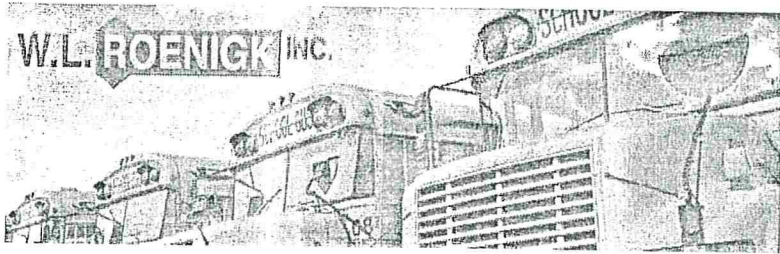
\_\_\_\_\_  
Date

I have read this evaluation of my performance and discussed it with my evaluator.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date





W.L. Roenigk Transportation

## Driver Evaluation Road Test Form

### EMPLOYEE INFORMATION

Driver Name: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

Test Date: \_\_\_\_\_ Run #: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

### Pre-Trip Inspection Check List Review

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	General Condition of Vehicle
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Functionality of Brakes
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Steering
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Lighting Devices and Reflectors
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Tire Condition
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Horn and Windshield Wipers
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Rear View and All Mirrors
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Emergency Equipment

### Placing Vehicle in Operation

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Seatbelt Use
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Proper Starting of Vehicle
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Checking Traffic Patterns
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	NO Rolling Stops
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Operating Vehicle with Both Hands on Wheel
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Smooth Steering Patterns
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Obeys all Traffic Signs and Regulations
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Maintains Proper Speed for Conditions

### Backing and Parking

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Stops in Correct Position
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Avoids Backing Whenever Possible
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Avoids Backing From Blindside
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Properly Uses ALL Mirrors
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	When Necessary Exits Vehicle Before Backing

### Intersections

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Aware of Changing Signals & Prepares to Stop
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Checks all Directions for Traffic Conditions
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Stops Vehicle in Proper Location
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Does Not Effect "Rolling Stops"
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Does Not Wave on Other Drivers

### Turning

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Ensures Vehicle is in Proper Turning Lane
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Signals Intention to Turn Well in Advance
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Approaches Turn at Appropriate Speed
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Properly Checks Traffic Conditions
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Only Turns When Intersection is Clear
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Keeps Vehicle in Proper Lane During Turn

### Passing

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Passes in Safe Location and Where Permitted
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Ensures Passing Room is Adequate
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Signals Intention to Pass Well in Advance
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Does Not Exceed Speed Limit
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Leaves Sufficient Space Between Vehicles

### Cellphone Use and Texting

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	No Cellphone Use when Vehicle is in Motion
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	No Cellphone/Texting when Children on Vehicle

COMMENTS AND SIGNATURES

EVALUATOR COMMENTS:

EMPLOYEE COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have discussed this performance evaluation with the employee.

\_\_\_\_\_  
Evaluator's Signature

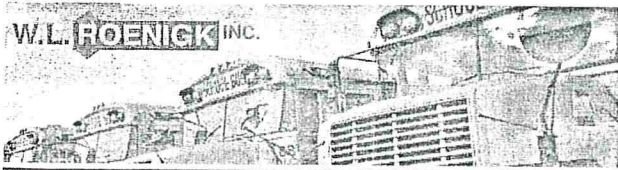
\_\_\_\_\_  
Date

I have reviewed and read this evaluation of my performance and discussed it with my Evaluator.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date





# W.L. Roenigk Transportation AIDE EVALUATION FORM

## EMPLOYEE INFORMATION

Employee Name \_\_\_\_\_

Location \_\_\_\_\_

Job Classification \_\_\_\_\_

Evaluator Name \_\_\_\_\_

## REVIEW GUIDELINES

### Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

## REVIEW OF ELEMENTS OF PERFORMANCE

1. Establish and maintain a good working relationship with driver, parents, students, teachers, and WLR supervisors.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

2. Maintain order while children are being transported, ensure all passengers are properly restrained (belted), and assist children in getting on vehicle and to assigned seats and safely exiting the vehicle at assigned stops.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

3. Understand & follow written & oral instruction; communicate effectively, both orally and in writing.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

4. Clean & disinfect vehicle interior including seats, handrails, & windows; assist driver in cleaning exterior as needed.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

5. Positively validate the safe return of all children, at each stop, releasing them only to verified family or caregivers.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

6. Maintain a positive, calm attitude and use a soft reassuring voice while working with children; immediately report any instances of suspected child physical/verbal/mental abuse to your WLR Supervisors.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

7. Assist the driver in assuring the safety of all riders while entering, riding, and departing the vehicle; with driver, immediately notify WLR Supervisors of concerns regarding the children's health, behavior, or emotional state.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

8. Working with parents, teachers, and WLR Supervisors ascertain the needs and triggers for Special Needs children and ensure those triggers are addressed and needs are being met at all times. Provide regular reports to WLR.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

9. Become familiar with vehicle route & assist substitute drivers; attend all training opportunities as provided; perform any other tasks as requested or required by WLR Facility Supervisors.

Outstanding ☐

Very Good ☐

Satisfactory ☐

Marginal ☐

Unsatisfactory ☐

Comments:

Evaluator Comments:

Employee Comments:

I have reviewed and discussed this evaluation with the employee.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

I have read this evaluation of my performance and discussed it with my evaluator.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



# W.L. ROENIGK INC. -- VEHICLE DRIVER MILEAGE REPORT

ROY // HMP

MAR 2016

DRIVERS - PLEASE FILL IN THE INFORMATION AND MILEAGE READINGS  
BELOW AND TURN IN TO THE OFFICE

RUN NUMBER	<b>NA-01</b>	4-DIGIT VEHICLE # <b>2510</b>
---------------	--------------	----------------------------------

# OF STUDENTS	AM PM			DATE:
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	STOP ADDRESS OR SCHOOL NAME	MILEAGE READING
<b>AM</b>		
GARAGE		
1ST STOP		
SCHOOL		
GARAGE		

	STOP ADDRESS OR SCHOOL NAME	MILEAGE READING
<b>PM</b>		
GARAGE		
SCHOOL		
LAST STOP		
GARAGE		

MILEAGE TOTALS -- <i>THIS SECTION FOR OFFICE USE ONLY</i>	
LOADED AM MILES	
LOADED PM MILES	
TOTAL <b>LOADED</b> MILES	
UNLOADED AM MILES	
UNLOADED PM MILES	
TOTAL <b>UNLOADED</b> MILES	

**WLR NA GARAGE  
VEHICLE REPAIR REQUEST FORM**

Please complete this repair request form with as much detail about the needed repair(s) as possible. Please recognize that safety related and vehicle performance/operation needs take precedence over less critical requests. Once complete, please deliver the form to a supervisor for action.

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

RUN #: \_\_\_\_\_

VEHICLE #: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

NEXT SERVICE DUE: \_\_\_\_\_

DRIVER REQUESTING SERVICE: \_\_\_\_\_

DRIVER SIGNATURE: \_\_\_\_\_

Requested Repair:

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Name of Mechanic Notified: \_\_\_\_\_

Date/Time Faxed \_\_\_\_\_ Work Completion Date: \_\_\_\_\_

---

**FOR MECHANIC TO COMPLETE PRIOR TO VEHICLE RETURN**

ACTION TAKEN/Work Result: \_\_\_\_\_

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**WL ROENIGK TRANSPORTATION  
NORTH ALLEGHENY**  
Weekly Vehicle Inspection Check List

VANS

VEHICLE #: \_\_\_\_\_ RUN #: \_\_\_\_\_ DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CODE:

OK



NEEDS ATTENTION

X

CORRECTION MADE

X

INSPECTION DATE		RECORD AND LOG BY DATE OF ACTUAL INSPECTION											
A	CHECK OUTSIDE THE BUS												
	1. FILLER CAP(s)												
	2. EXHAUST PIPE												
	3. TIRES/ RIMS/ LUGS												
	4. GREASE JOINTS												
	5. UNDER BUS LEAKS (OIL, FUEL, COOLANT, WATER, POWER STEERING FILLED, BRAKE FLUID, ETC.)												
	6. GENERAL OUTSIDE APPEARANCE												
B	CHECK UNDER THE HOOD												
	1. BATTERY/ BELTS/ HOSES/ WIRING												
	2. FLUID LEVELS												
	3. FLUID LEAKS												
C	CHECK INSIDE THE BUS:												
	1. FIRE EXTINGUISHER/ FIRST AID KIT/ EMERGENCY REFLECTORS/ SPARE FUSES / FLUID CLEANUP KIT												
	2. SEATS/ FLOOR/ GENERAL APPEARANCE												
	3. EMERGENCY EXIT(s)												
D	START ENGINE AND CONTINUE INSIDE CHECK												
	1. DASH GAUGES/ LIGHTS/ WARNING BUZZERS												
	2. HORN/ STEERING WHEEL												
	3. WINDSHIELD WIPERS/ WASHERS												
	4. HEATER/ DEFROSTER/ FAN												
	5. DOME LIGHTS/ STEP-WELL LIGHT												
	6. DRIVER'S SEAT/SEAT BELT												
	7. SERVICE BRAKE/PARKING BRAKE/EMERGENCY BRAKE												
	8. MIRROR CHECK												
	9. TURN INDICATORS/HAZARD LIGHTS												
E	CHECK OUTSIDE THE BUS WITH ENGINE RUNNING												
	1. STOPLIGHTS/ TAILLIGHTS/BACK UP SIGNAL												
	2. HEADLIGHTS/ PARKING LIGHTS/SIDE MARKER LIGHTS												
	3. HUBCAPS AND VALVE STEMS												
	4. TURN INDICATORS/HAZARD LIGHTS/ STROBE LIGHTS												
	5. WINDSHIELD/ WINDOW/ MIRRORS												
F	COMPLETE FINAL CHECKS:												
	1. FASTEN SEAT BELT												
	2. TEST BRAKES (STOP AND HOLD)												
	3. STEERING WHEEL PLAY												

(CONTINUE INSPECTION ON REVERSE)

I certify that all items listed on this form were checked before placing the bus in service. All faulty or improperly functioning equipment that may affect the safety of the vehicles operation or result in its mechanical breakdown was reported in writing, to proper authorities and appropriate repairs were made before allowing pupils to board the bus

MECHANIC NAME (please print)

MECHANIC SIGNATURE

DATE



## Weekly Vehicle Inspection Check List

PAGE 2 -- CONTINUED

## RECORD OF MAJOR REPAIRS AND PERIODIC SERVICES

[illegible]

### ADDITIONAL NOTES/DETAILS

[illegible]

**WL ROENIGK TRANSPORTATION  
NORTH ALLEGHENY**

**BUS**

**Weekly Vehicle Inspection Check List**

VEHICLE #: \_\_\_\_\_ RUN #: \_\_\_\_\_ DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CODE:

OK



NEEDS ATTENTION



CORRECTION MADE



		RECORD AND LOG BY DATE OF ACTUAL INSPECTION											
INSPECTION DATE													
<b>A</b>	<b>CHECK OUTSIDE THE BUS</b>												
	1. FILLER CAP(s)												
	2. EXHAUST PIPE												
	3. TIRES/ RIMS/ LUGS												
	4. GREASE JOINTS												
	5. UNDER BUS LEAKS (OIL, FUEL, COOLANT, WATER, POWER STEERING FILLED, BRAKE FLUID, ETC.												
	6. GENERAL OUTSIDE APPEARANCE												
<b>B</b>	<b>CHECK UNDER THE HOOD</b>												
	1. BATTERY/ BELTS/ HOSES/ WIRING												
	2. FLUID LEVELS												
	3. FLUID LEAKS												
<b>C</b>	<b>CHECK INSIDE THE BUS:</b>												
	1. FIRE EXTINGUISHER/ FIRST AID KIT/ EMERGENCY REFLECTORS/ SPARE FUSES / FLUID CLEANUP KIT												
	2. SEATS/ FLOOR/ GENERAL APPERANCE												
	3. EMERGENCY EXIT(s)												
<b>D</b>	<b>START ENGINE AND CONTINUE INSIDE CHECK</b>												
	1. DASH GAUGES/ LIGHTS/ WARNING BUZZERS												
	2. HORN/ STEERING WHEEL												
	3. WINDSHIELD WIPERS/ WASHERS												
	4. HEATER/ DEFROSTER/ FAN												
	5. DOME LIGHTS/ STEP-WELL LIGHT												
	6. DRIVER'S SEAT/SEAT BELT												
	7. SERVICE BRAKE/PARKING BRAKE/EMERGENCY BRAKE												
	8. MIRROR CHECK												
	9. TURN INDICATORS/HAZARD LIGHTS												
<b>E</b>	<b>CHECK OUTSIDE THE BUS WITH ENGINE RUNNING</b>												
	1. STOPLIGHTS/ TAILLIGHTS/BACK UP SIGNAL												
	2. HEADLIGHTS/ PARKING LIGHTS/SIDE MARKER LIGHTS												
	3. COPPER/METAL VALVE STEMS												
	4. TURN INDICATORS/HAZARD LIGHTS/ STROBE LIGHTS												
	5. WINDSHIELD/ WINDOW/ MIRRORS												
<b>F</b>	<b>COMPLETE FINAL CHECKS:</b>												
	1. FASTEN SEAT BELT												
	2. TEST BRAKES (STOP AND HOLD)												
	3. STEERING WHEEL PLAY												

(CONTINUE INSPECTION ON REVERSE)

I certify that all items listed on this form were checked before placing the bus in service. All faulty or improperly functioning equipment that may affect the safety of the vehicles operation or result in its mechanical breakdown was reported in writing, to proper authorities and appropriate repairs were made before allowing pupils to board the bus

MECHANIC NAME (please print)

MECHANIC SIGNATURE

DATE

## Weekly Vehicle Inspection Check List

PAGE 2 -- CONTINUED

## RECORD OF MAJOR REPAIRS AND PERIODIC SERVICES

[illegible]

### ADDITIONAL NOTES/DETAILS

[illegible]



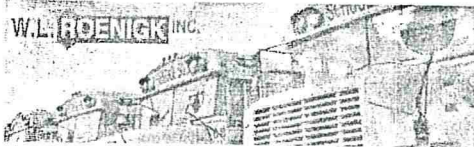


## WL Roegnik NA Confidential Employee Data Sheet

<u>Employee Name</u>		<u>Social Security #</u>		
<u>Address</u>		<u>Telephone #s</u>		
			home	
			cell	
<u>Emergency Contact Names</u>		<u>Telephone #</u>	<u>Driver's License #</u>	<u>Exp Date</u>
<u>Hospital / Physician Name</u>		<u>Telephone #</u>	<u>CDL Exp Date</u>	<u>CDL Recert Date</u>
			<u>Physical Recert Date</u>	

Please complete ALL areas and bring to your supervisor along with DL (including CDL & Med Certs).  
Thank you!

07/27/2015



**W.L. Roenigk, Inc. North Allegheny**  
**Transportation Data Collection & Student Incident Report Form**  
*complete form in its entirety -- if not known use "NK", if not applicable use "NA"*

DRIVER NAME: \_\_\_\_\_ AIDE NAME: \_\_\_\_\_

ROUTE # \_\_\_\_\_ VEHICLE # \_\_\_\_\_ DATE OF OCCURRENCE: \_\_\_\_\_ TIME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ SCHOOL AND GRADE: \_\_\_\_\_

FREQUENCY OF OCCURRENCE: 1'st Time \_\_\_\_\_ 2'nd Time \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Other \_\_\_\_\_

STUDENT USES: Wheelchair \_\_\_\_\_ Booster \_\_\_\_\_ 5-Point \_\_\_\_\_ STAR \_\_\_\_\_ VEST \_\_\_\_\_ Other \_\_\_\_\_

Description of Behavior (ex: yelling/screaming, striking self/others, biting, scratching, unbuckling, striking window, use of profanity, etc.)

Perceived Risks Presented by Behavior (ex: to self, to driver/aide/school employees, to other students, etc.)

Did behavior cause harm to the student, another student, driver/aide, NA employee, or vehicle? (If yes, explain in detail.)

Describe student/environment, in detail, just prior to exhibited behavior. (ex. student was sleeping/complained of headache/was sweating/was shaking, eyes rolled back in student's head, we were on our way home, it was snowing/sunny/raining, radio was loud, etc.)

What was student's demeanor just prior to incident & how did student enter/exit vehicle? (ex: mother brought/picked-up student, it took 5 teachers to embark student, behavior was noted as student left school, student was fine until attempt to fasten seatbelt, etc.)

DRIVER/AIDE COMMENTS:



Any additional communications/actions taken should be documented and shared between all parties. Please continue to track actions taken by sharing this form, electronically between WLR Supervisors and North Allegheny representatives.

**FOR COMPLETION BY WLR NA SUPERVISOR** (detailed explanation of actions taken ex: discussions with parents, school officials, etc.; counseling of driver & aide, etc. Include any suggested remedies ex: seating change, vehicle/driver/aide change, redirection techniques, seatbelt locks, addition of restraint system, wheelchair ordered, etc.)

SUPERVISOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR COMPLETION BY NA REPRESENTATIVE** (detailed explanation of actions taken/suggested remedies ex: discussions with parents, WLR NA supervisors, etc. Include suggested remedies ex: behavioral intervention plan development, environmental supports, identifying triggering influences, identifying appropriate alternative behavior, etc. How will changes be implemented & driver/aide engaged?

REPRESENTATIVE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR COMPLETION BY WLR NA SUPERVISOR // FOLLOW-UP** (action item results/additional actions recommended)

SUPERVISOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR COMPLETION BY NA REPRESENTATIVE // FOLLOW-UP** (action item results/additional actions recommended)

REPRESENTATIVE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

### DRIVER'S INCIDENT REPORT

Driver's Name \_\_\_\_\_ Route # \_\_\_\_\_ Vehicle # \_\_\_\_\_

Date Occurred \_\_\_\_\_ Time Occurred \_\_\_\_\_ Driver License # \_\_\_\_\_

Location of Incident \_\_\_\_\_

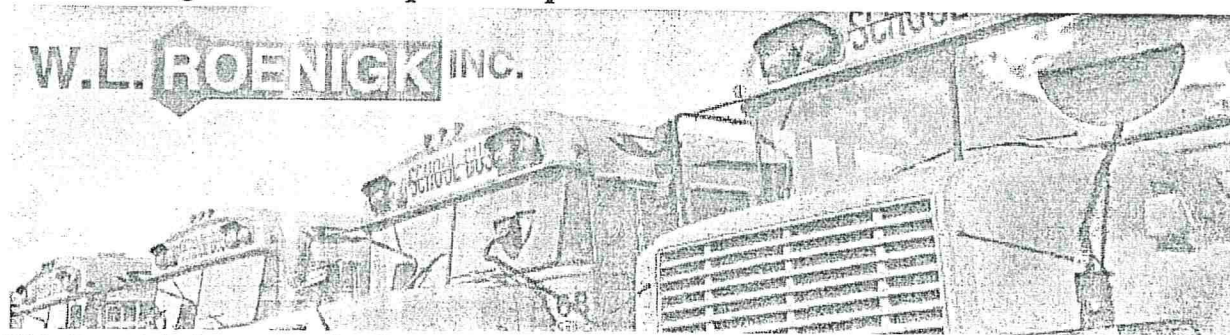
Name of Supervisor Responding: \_\_\_\_\_

The Incident was: ☐ Motor Vehicle Accident ☐ Passenger Injury ☐ Other

DESCRIPTION OF INCIDENT: \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Reported Date & Time \_\_\_\_\_

# Counseling Memo/Discipline Report



W.L. Roenigk, Inc. – North Allegheny  
74 James Street, Valencia, PA 16059  
(724) 443-5063 – fax (724) 443-0542

~ EMPLOYEE NAME ~

~ DATE ~

## CONCERNS

•

These activities represent a violation of company and ethical practices as follows:

•

## NOTE:

~ EMPLOYEE ~ was counseled on these infractions and specific sections of the employee handbook providing guidance on/prohibiting the aforementioned activities were reviewed with ~ EMPLOYEE ~. (See attached.)

~ EMPLOYEE ~ agrees and understands that because of the violations of company policy detailed in this document, ~ EMPLOYEE ~ is now subject to immediate dismissal.

\_\_\_\_\_  
~ EMPLOYEE ~ (Signature)

~ DATE ~

\_\_\_\_\_  
~ SUPERVISOR ~ (Signature)

~ DATE ~

\_\_\_\_\_  
~ SUPERVISOR ~ (Signature)

~ DATE ~



EMPLOYEE STATEMENT:

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\_\_\_\_\_  
~ EMPLOYEE ~ (Signature)

~ DATE ~

### School Bus Idling Regulation

Section 2105.91 School Bus Idling (This Section to be added to Article XXI. Effective October 10, 2004.)

- a. **Applicability.** This Section applies to the operation of every heavy-duty diesel powered school bus.
- b. **General.**
  1. No school bus driver shall cause or allow the engine of any school bus subject to this section to idle prior to, during layover between, at the destination of, or at the conclusion of, any trip or route for more than five (5) consecutive minutes, except under the condition described in Subsection c, below.
  2. No school bus driver shall cause or allow the engine of a school bus subject to this section to be accelerated while idling, unless such action is taken in order to operate other equipment.
  3. A school bus driver shall not park or idle a bus within 100 feet from a known and active school air intake system, unless the school district has determined that alternative locations block traffic, impair student safety or are not cost effective.
- c. **Exemptions.** This section does not apply for the period or periods during which idling is necessary under the following circumstances:
  1. **Traffic Conditions.**
    - A. For traffic conditions over which the driver has no control;
    - B. For an official traffic control device or signal; or
    - C. At the direction of a uniformed police officer or one of those persons authorized to direct traffic by the Vehicle Code, 67 Pa. Code Section 101.2.
  2. **Queuing at a School.** Where the physical configuration of a school requires a queue of buses for the sequential discharge or pickup of students, and the queue of buses is actively engaged in the discharge or pickup of students,
  3. **Turbo-charged Diesel Engine Cool Down or Warm Up.** When the manufacturer's specifications require more time than the five minute limitation in Section 2105.91.b.1, above, to cool down or warm up a turbo-charged diesel engine.
  4. **Cold/Hot Weather.**
    - A. If the outside temperature is less than 40 degrees F, then idling is allowed for a period or periods aggregating not more than 20 minutes in any 60 minute period; or
    - B. If the outside temperature is greater than 75 degrees F and the bus is equipped with air conditioning, then idling is allowed for a period or periods aggregating not more than 20 minutes in any 60 minute period.
  5. **Safety and Emergencies.**
    - A. To ascertain that the school bus is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed;
    - B. To operate the flashing signal lamps and/or stop signal arm devices;
    - C. To operate defrosters, or other equipment to ensure the safe operation of the vehicle, or as otherwise required by federal or state motor carrier safety regulations, or other local requirements;
    - D. To operate a heater or an air conditioner of a bus that has, or will have, one or more children aboard with temperature sensitive disabilities;
    - E. To operate a lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or
    - F. Use of school bus as an emergency vehicle.
  6. **Maintenance of Operations.**
    - A. For testing, servicing, repairing, or diagnostic purposes; or
    - B. To recharge a battery or other energy storage unit of a hybrid electric bus.
- d. **Signage.** Each school bus distribution center shall erect and maintain in a conspicuous location, a permanent sign(s) that is at least 12 inches by 18 inches in size indicating:
  1. This school bus idling regulation is succinct language, and
  2. The amount of money a violator will be fined.

- e. **Training.** A motor carrier of a school bus shall ensure that the school bus driver, upon employment and at least once per year thereafter, is informed of the requirements of this Section and of the consequences of not complying with those requirements.
- f. **Penalties.** Notwithstanding the provisions of Part I of this Article, violators are subject to:
  - 1. A warning for the first offense;
  - 2. A penalty of \$100 for the second offense; or
  - 3. A penalty of \$500 for the third offense, and any subsequent offenses.
- g. **Enforcement.** Notwithstanding any other provisions of this Article the prohibitions of this Section may be enforced by any municipal or local government unit having jurisdiction over the place where the idling occurs. Such enforcement shall be in accordance with the laws governing such municipal or local government unit and the Pa. Air Pollution Control Act. In addition, the Department may pursue the remedies provided by Section 2109.02 of this Article for any violation of this Section.
- h. **Relationship to Other Law.** Nothing in this Section allows idling in excess of other applicable law, including, but not limited to any local ordinance or requirement as stringent as, or more stringent than, this Section.

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### *School Bus Idling Regulations – DEFINITIONS*

**Section 2101.20** *(These definitions are to be added to Article XXI. Effective October 10, 2004.)* The following terms are defined for the purposes of this section.

**“Diesel”** means type of engine with operating characteristics significantly similar to the theoretical Diesel combustion cycle. The non-use of a throttle during normal operation is indicative of a diesel engine. (ref: 40 CFR 86.090-2)

**“Gross vehicle weight rating”** means the value specified by the manufacturer as the maximum design loaded weight of a single vehicle. (ref: 40 CFR 86.082-2)

**“Heavy duty”** means, with respect to school buses, any school bus rated at more than 8,500 pounds gross vehicle weight rating, or that has a curb weight of more than 6,000 pounds (or that has a passenger carrying capacity more than 12 persons). (ref: 40 CFR 86.082-2 for non-bracketed portion only).

**“Hybrid electric bus or vehicle”** means any school bus equipped with at least the following two (2) sources of motive energy on board:

- a. An electric drive motor that must be used to partially or fully drive the bus or vehicle wheels; and
- b. One of the following:
  - 1. An internal combustion engine;
  - 2. a turbine; or
  - 3. a fuel cell.

**“Idling”** means the operation of an engine when the accelerator is fully released and there is no load on the engine.

**“Motor carrier”** means the registered owner, lessee, licensee, school district superintendent, or bailee of any school bus who operates or directs the operation of any such bus on either a for-hire or not-for-hire basis.

**“Official traffic control device”** means any sign, signal, marking or device, consistent with the Vehicle Code, placed or erected by authority of a public body or official having jurisdiction, for the purpose of regulating, warning, or guiding traffic. (ref: Vehicle Code, 67 Pa Code Section 211.1)

**“Official traffic control signal”** means any device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and proceed. (ref: Vehicle Code, 67 Pa Code Section 211.1)

**“School”** means an institution for the education or training of children, including but not limited to kindergartens, rehabilitation centers, day care centers, Head Start centers, group day care homes, family day care homes and summer camps. (Vehicle Code, 67 Pa Code Section 171.2). Also, any public or private school used for the purposes of education and instruction of more than 12 school pupils at or below the 12<sup>th</sup> grade level, but does not include any private school in which education and instruction is primarily conducted in private homes. The term includes any building or structure, playground, athletic field, or other area of school property. The term excludes unimproved school property.

**“School bus”** means a motor vehicle designed to carry 11 passengers or more, including the driver, and used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to these schools or school-related activities, and as further defined in the Vehicle Code, 67 Pa Code Section 171.2.



# PLACEMENT OF EMERGENCY TRIANGLES

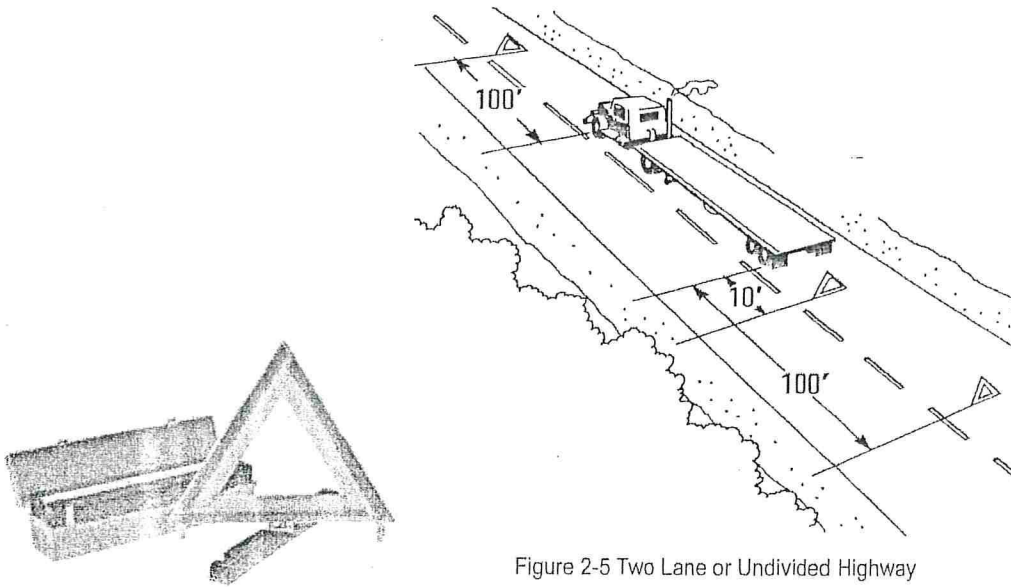
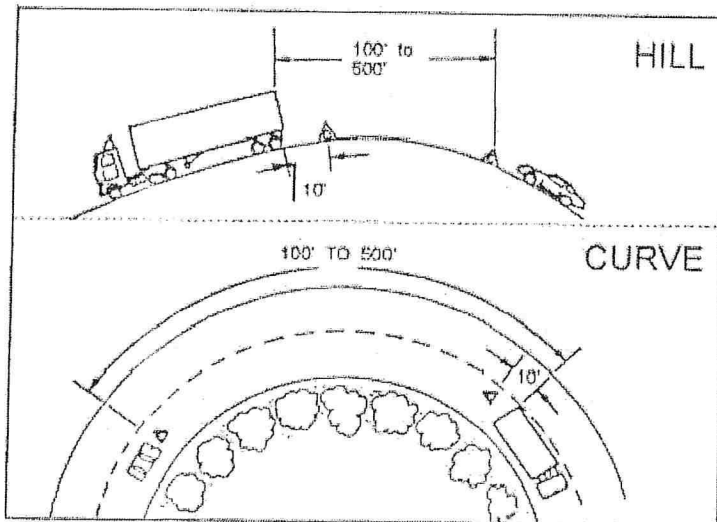
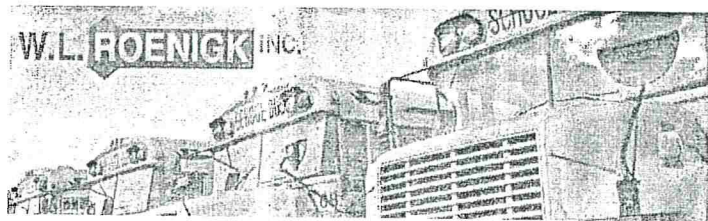


Figure 2-5 Two Lane or Undivided Highway



PLACEMENT SHOULD BE MADE **ASAP** WITHIN 10 MINUTES OF BREAKDOWN



## W. L. Roenigk, Inc.

74 James Street, Valencia, PA 16059

(724) 443-5063 • fax (724) 443-0542

"A Solution for Every Transportation Need"

### Van/Aide/CDL Referral Transmittal Form

TYPE OF REFERRAL (check one only)

\_\_\_\_\_ Van (non-CDL)      \_\_\_\_\_ Aide      \_\_\_\_\_ CDL

NAME OF REFERRAL AND REFERRAL DATE

\_\_\_\_\_ (Name)      \_\_\_\_\_ (Date)

NAME OF WLR EMPLOYEE (REFERRER) AND EMPLOYEE CODE

\_\_\_\_\_ (Name)      \_\_\_\_\_ (Code)

AMOUNT DUE REFERRER UPON HIRE OF REFERRAL AND 1 YEAR ANNIVERSARY (check one only)

\_\_\_\_\_ \$125.00      \_\_\_\_\_ \$250.00

SIGNATURE OF WLR EMPLOYEE (REFERRER) AND DATE

\_\_\_\_\_ (Signature)      \_\_\_\_\_ (Date)

SIGNATURE OF FACILITY SUPERVISOR AND DATE

\_\_\_\_\_ (Signature)      \_\_\_\_\_ (Date)

---

#### FOR OFFICE USE ONLY!

NEW Employee Hire Date: \_\_\_\_\_ NEW Employee – Employee Code: \_\_\_\_\_

Date/Amount of First Payment (one only): \_\_\_\_\_ \$125.00      \_\_\_\_\_ \$250.00

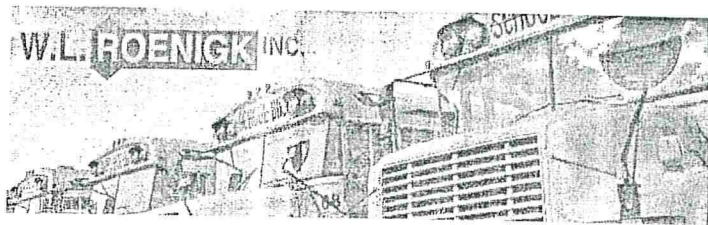
NEW Employee Anniversary Date: \_\_\_\_\_

Date/Amount of Second Payment (one only): \_\_\_\_\_ \$125.00      \_\_\_\_\_ \$250.00

SIGNATURE OF INDIVIDUAL COMPLETING THIS SECTION

\_\_\_\_\_ (Signature)      \_\_\_\_\_ (Date)

COPIES OF THIS FORM ARE TO BE PROVIDED TO REFERRER AND FACILITY SUPERVISOR WITH PAYMENTS.  
ORIGINAL IS TO BE KEPT AT HOME OFFICE.



## W. L. Roenigk, Inc.

74 James Street, Valencia, PA 16059

(724) 443-5063 • fax (724) 443-0542

*"A Solution for Every Transportation Need"*

### \$\$\$EARN EXTRA CASH\$\$\$

W.L. ROENIGK, INC. IS ALWAYS LOOKING FOR QUALIFIED DRIVERS AND AIDES!!!  
WHO BETTER TO FIND NEW TALENT THAN A PROFESSIONAL, YOU, ALREADY  
DOING THE JOB?!

\$\$Effective immediately, each time YOU recruit a Friend, Neighbor, or Relative that  
is hired AND maintains their employment for 1 year, YOU will receive  
**BONUS MONEY!!\$\$**

CURRENT EMPLOYEES RECRUITING A **NON-CDL  
DRIVER OR AIDE** WILL BE PAID A BONUS OF  
**\$125.00** WHEN THE APPLICANT IS HIRED AND  
ANOTHER **\$125.00** ONCE THEY HAVE COMPLETED  
**1 YEAR OF EMPLOYMENT!!**

CURRENT EMPLOYEES RECRUITING **A CDL DRIVER**  
WILL BE PAID A BONUS OF **\$250.00** WHEN THE  
APPLICANT IS HIRED AND **ANOTHER \$250.00** ONCE  
THEY HAVE COMPLETED **1 YEAR OF EMPLOYMENT!!**

#### ALL APPLICANTS MUST –

- Be ready, willing, and able to do the job for which they apply
- Have a GOOD driving record.
- Have a CLEAN criminal record.
- Have a CLEAN child abuse clearance.
- Have a CLEAN FBI fingerprint record.
- Be able to PASS a pre-employment drug screen.