

**PACKET**

**REGULAR BOARD OF DIRECTORS MEETING**

**August 10, 2022**

**8:00 AM**

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY

BOARD ROOM

670 W. AVE L-8

Lancaster, CA 93534

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*In compliance with the Americans with Disabilities Act, note that if you are a disabled person and need disability-related modification or accommodation in order to participate in this meeting, please contact Sherynn Morton by telephone at (661) 945-3621 or by email at AdminAssistant@avsta.com. Requests must be made as early as possible and at least one (1) full business day prior to the start of the meeting.*

**1. CALL TO ORDER**

*Call to order by Presiding Officer \_\_\_\_\_ at \_\_\_\_\_ a.m.*

**2. ROLL CALL**

Lancaster School District

Antelope Valley Union High School District

Westside Union School District

Lancaster School District

Westside Union School District

Antelope Valley Schools Transportation Agency

Diane Grooms, President

Brian Hawkins, Vice President

Shawn Cabey, Clerk

Larry Freise Ed. D., Alternate

Jake Briggs Ed. D., Alternate

Morris Fuselier III, Secretary & CEO

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA**

*Request approval of the Agenda on August 10, 2022, as presented.*

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**5. PUBLIC COMMENT**

*Members of the public who would like to address the Board on any item on the agenda may do so now or when the President requests comments from the public as the item is being considered by the Board. Please identify the agenda item you wish to discuss. Individual speakers are limited to three (3) minutes each, and the total time for public input on each item shall be limited to fifteen (15) minutes.*

**6. CLOSED SESSION**

Page 6

067 The Board of Directors of the Antelope Valley Schools Transportation Agency adjourned to closed session at \_\_\_\_\_ to discuss the following:

1. **Government Code Section 54957: Public Employee Discipline/Dismissal/Release**
2. **Government Code Section 54957.6: Conference with Labor Negotiator.**  
**Agency Representative: Morris Fuselier, III, CEO**  
**Employee Organization: CSEA**
3. **Government Code Section 54956.9: Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code 54956.9: One (1) case**

**7. RECONVENE TO OPEN SESSION**

068 The Board of Directors reconvened to open session at \_\_\_\_\_.

**8. ACTION TAKEN AS A RESULT OF CLOSED SESSION**

**9. CHIEF EXECUTIVE OFFICER'S REPORT**

Page 7

**A. Finance Updates**

*As Presented by Colby Konisek*

Page 8

**B. Accounts Receivable Reports**

*As Presented by Colby Konisek*

Page 9

**C. Retirement Recognition**

*As Presented by Morris Fuselier, III.*

Recognition

**D. Going the Extra Mile Awards**

*As Presented by Morris Fuselier, III.*

Recognition

**10. INFORMATION ITEMS**

Page 10

**A. Property Development Updates**

*As Presented by Steve Colombero – Flewelling & Moody*

Page 11

**B. Fleet & HVIP Grant Updates**  
*As Presented by Mike Breivogel*

**Discussion**

**11. INDIVIDUAL ACTION ITEMS**

**069 CONSENT AGENDA ITEMS:**

**Page 12**

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**A. Approval of Regular Minutes on June 17, 2022**

**Page 13**

**B. Approval of Special Minutes on June 23 & 29, 2022**

**Page 18**

**C. Commercial Warrants & Purchase Orders from June 2022**

**Page 23**

**D. Personnel Schedule**

**Page 83**

**070 FINANCIAL SERVICES/RETAINER FEE**

**Page 84**

*It is requested the Board of Directors approve the \$10,000 retainer fee plus any additional financial service fees incurred by Kim Onisko with O&S CPA's and Business Advisors as related to pending litigation, as presented.*

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**071 RESOLUTION #2-2022 WELLS FARGO MASTER GOVERNMENTAL LEASE-PURCHASE AGREEMENT NO. 270644 AND SUPPLEMENT NO. 0011586-001**

**Page 86**

*It is requested the Board of Directors approve Resolution #2-2022 to approve the Wells Fargo Master Governmental Lease-Purchase Agreement No. 270644 and Supplement No. 0011586-001, and to designate the Chief Executive Officer as the authorized representative of AVSTA for purposes of the Agreement and Supplement, as presented.*

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**072 2022-2023 EMPLOYEE HANDBOOK REVISIONS**

**Page 108**

*It is requested the Board of Directors approve the revisions to the 2022-2023 Employee Handbook, as presented.*

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**073 2022-2023 HOLIDAY SCHEDULE**

**Page 175**

*It is requested the Board of Directors approve the 2022-2023 Holiday Schedule, as presented.*

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**074 CHARTER BUS SERVICE CONTRACT REVISIONS** **Page 177**

*It is requested the Board of Directors approve the revisions to the Charter Bus Service contract for Inland Empire Stages, LTD., as a one-time contract exception, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**075 ALC SCHOOLS CONTRACT AGREEMENT** **Page 186**

*It is requested the Board of Directors approve the ALC Schools contract agreement, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**076 BUS SALVAGE** **Page 212**

*It is requested the Board of Directors approve the salvage five (5) buses, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**077 BUS PURCHASE** **Page 214**

*It is requested the Board of Directors approve the purchase of five (5) Saf-T-Liner C2 EV special ed. buses from BusWest in the amount of \$399,998.60/each for a total of \$1,999,993.01 from the HVIP grant funds, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**078 BUS PURCHASE** **Page 228**

*It is requested the Board of Directors approve the purchase of five (5) IC Bus Model CE EV special ed. buses from Creative Bus Sales in the amount of \$391,166.81/each for a total of \$1,955,834.05 from the HVIP grant funds, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**079 BUSWEST/LAUSD BUS RENTAL AGREEMENT** **Page 231**

*It is requested the Board of Directors approve the BusWest/LAUSD bus rental agreement, as presented.*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_



**080 VENDOR BUS WASH SERVICES**

*It is requested the Board of Directors approve the vendor bus wash services quote proposals, as presented.*

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**081 PUPIL MANAGEMENT GUIDELINES FOR STUDENT DISCIPLINE -BUS PASS VIOLATION  
CLAUSE REVISIONS**

*It is requested the Board of Directors approve the revisions to the Pupil Management Guidelines For Student Discipline - Bus Pass Violation Clause, as presented.*

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

**12. BOARD MEMBER COMMENTS**

**13. ADJOURNMENT**

**082 The Board of Directors adjourned its meeting at \_\_\_\_\_, on August 10, 2022.**

*Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_*

*The next regular meeting of the Board of Directors is scheduled for Wednesday, September 14, 2022, at 8:00AM.*

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the Antelope Valley School’s Transportation Agency Administrative Assistant’s office, located at 670 West Avenue L-8, Lancaster, CA 93534 during normal business hours (8:00 am– 4:00 pm).

**CLOSED SESSION**

**SUBJECT:      CLOSED SESSION AGENDA ITEM # 067**

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**BACKGROUND:**

Under Government Code Section 52956.95, the Board of Directors is empowered to conduct a Closed Session to discuss claims for payment of liability losses, public liability losses or workers' compensation liability incurred by the joint powers agency or local agency member of the joint powers agency.

1.      ***Government Code Section 54957: Public Employee Discipline/Dismissal/Release.***
  
2.      ***Government Code Section 54957.6: Conference with Labor Negotiators***  
          ***Agency Representative: Morris Fuselier, III, CEO.***  
          ***Employee Organization: CSEA***
  
3.      ***Government Code Section 54956.9: Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code 54956.9: One (1) case***

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Handouts

**CHIEF EXECUTIVE OFFICER'S REPORT**

**SUBJECT:** CEO Report

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**ACTION REQUIRED:**

None

**REFERENCE MATERIALS ATTACHED:**

- |    |   |                    |
|----|---|--------------------|
| A. | <b><i>Finance Updates</i></b><br><i>As Presented by Colby Konisek</i>                     | <b>Page 8</b>      |
| B. | <b><i>Accounts Receivable Reports</i></b><br><i>As Presented by Colby Konisek</i>         | <b>Page 9</b>      |
| C. | <b><i>Retirement Recognition</i></b><br><i>As Presented by Morris Fuselier, III.</i>      | <b>Recognition</b> |
| D. | <b><i>Going the Extra Mile Awards</i></b><br><i>As Presented by Morris Fuselier, III.</i> | <b>Recognition</b> |

**Antelope Valley Schools Transportation Agency**

**Budget vs Actual**

**General Operating Fund - July 31, 2022**

Months Remaining	11
Percentage	91.67%

Object	Description	2022-2023 Budget	Y-T-D Actual	Encumbrances Outstanding	Balance	Percent Remaining
<b>Revenues</b>						
8600-8799	Local	\$ 22,276,701	\$ 296,608	\$ -	\$ 21,980,093	98.67%
	<b>Total Revenues</b>	<b>\$ 22,276,701</b>	<b>\$ 296,608</b>	<b>\$ -</b>	<b>\$ 21,980,093</b>	<b>98.67%</b>
<b>Expenditures</b>						
2000-2999	Classified Salaries	\$ 8,438,223	\$ 599,057	\$ -	\$ 7,839,166	92.90%
3000-3999	Employee Benefits	\$ 6,258,601	\$ 185,721	\$ -	\$ 6,072,880	97.03%
4000-4999	Supplies	\$ 1,363,770	\$ 8,815	\$ 742,893	\$ 1,354,955	99.35%
4361	Fuel Diesel	\$ 835,000	\$ 35,991	\$ 964,609	\$ 799,009	95.69%
4364	Fuel CNG	\$ 70,000	\$ 11,903	\$ 124,961	\$ 58,097	83.00%
5000-5999	Services	\$ 2,507,217	\$ 1,076,775	\$ 692,997	\$ 1,430,442	57.05%
6000-6999	Capital Outlay	\$ 1,977,500	\$ 551	\$ 30,500	\$ 1,976,949	99.97%
7000-7999	Other Outgo	\$ 826,390	\$ -	\$ -	\$ 826,390	100.00%
	<b>Total Expenditures</b>	<b>\$ 22,276,701</b>	<b>\$ 1,918,813</b>	<b>\$ 2,555,960</b>	<b>\$ 20,357,888</b>	<b>91.39%</b>

Month	Payments	Average Price Per Gallon
Jul-22	\$ 35,991	\$ 5.52

Month	Payments	Average Price Per GGE
Jul-22	\$ 11,903	\$ 2.50

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**Antelope Valley Schools Transportation Agency**

**Budget vs Actual**

**General Operating Fund - August 31, 2021**

Months Remaining	10
Percentage	83.33%

Object	Description	2020-2021 Budget	Y-T-D Actual	Encumbrances Outstanding	Balance	Percent Remaining
<b>Revenues</b>						
8600-8799	Local	\$ 18,087,875	\$ 457,666	\$ -	\$ 17,630,209	97.47%
	<b>Total Revenues</b>	<b>\$ 18,087,875</b>	<b>\$ 457,666</b>	<b>\$ -</b>	<b>\$ 17,630,209</b>	<b>97.47%</b>
<b>Expenditures</b>						
2000-2999	Classified Salaries	\$ 7,464,588	\$ 641,558	\$ -	\$ 6,823,030	91.41%
3000-3999	Employee Benefits	\$ 4,665,282	\$ 155,592	\$ -	\$ 4,509,690	96.66%
4000-4999	Supplies	\$ 848,500	\$ 72,166	\$ 521,159	\$ 255,175	30.07%
4361	Fuel Diesel	\$ 835,000	\$ 74,472	\$ 491,128	\$ 269,400	32.26%
4364	Fuel CNG	\$ 70,000	\$ 29,099	\$ 32,679	\$ 8,222	11.75%
5000-5999	Services	\$ 2,167,408	\$ 841,229	\$ 720,237	\$ 605,943	27.96%
6000-6999	Capital Outlay	\$ 1,626,750	\$ 11,781	\$ 31,141	\$ 1,583,828	97.36%
7000-7999	Other Outgo	\$ 410,347	\$ -	\$ -	\$ 410,347	100.00%
	<b>Total Expenditures</b>	<b>\$ 18,087,875</b>	<b>\$ 1,825,897</b>	<b>\$ 1,796,344</b>	<b>\$ 14,465,634</b>	<b>79.97%</b>

Month	Payments	Average Price Per Gallon
Jul-21	\$ 23,868.80	\$ 3.21

Month	Payments	Average Price Per GGE
Jul-21	\$ 4,429.37	\$ 2.65

Note: The July 2021 Report was not available; the August 2021 Report is shown for comparison.

**NOTE:**

The Accounts Receivable Aging Report not included for the August 2022 Board Meeting.

The Aging and the associated Member billing will be brought up to date by the end of the first quarter.

**INFORMATION ITEMS**

**SUBJECT: INFORMATION ITEMS**

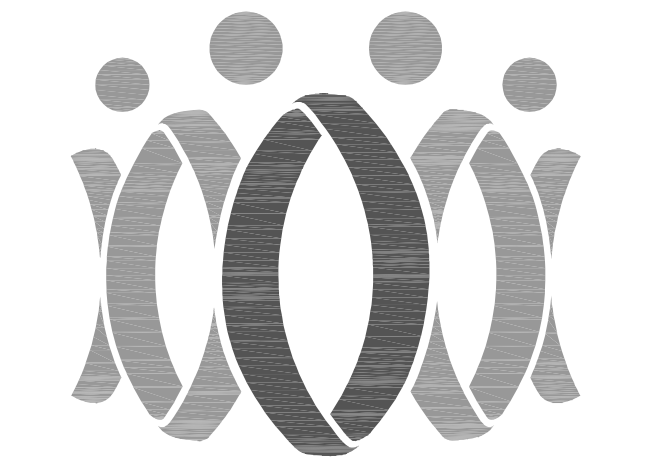
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**ACTION REQUIRED:**

None

**REFERENCE MATERIALS ATTACHED:**

- |           |  |                   |
|-----------|--|-------------------|
| <b>A.</b> | <b><i>Property Development Update</i></b><br><i>As Presented by Steve Colombero - Flewelling &amp; Moody</i> | <b>Page 11</b>    |
| <b>B.</b> | <b><i>Fleet &amp; HVIP Grant Updates</i></b><br><i>As Presented by Mike Breivogel</i>                        | <b>Discussion</b> |



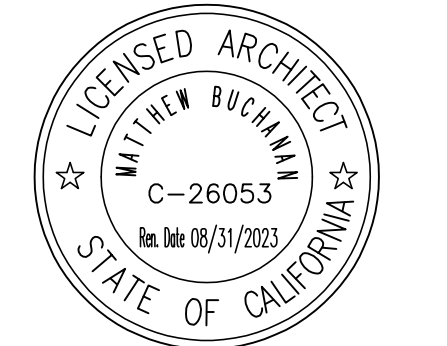
**FLEWELLING & MOODY**  
architecture planning interiors

**HEADQUARTERS OFFICE:**  
515 Colorado Blvd. Suite 200  
Los Angeles, CA 90041  
P 323.543.8300  
E-Mail: hm-pasadena@flewelling-moody.com

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1035 West Lancaster Boulevard  
Lancaster, California 93534  
P 661.949.0771  
E-Mail: fm-lancaster@flewelling-moody.com

An Employee Owned Corporation

ARCHITECT



CONSULTANT

Drawn by: GW

Checked by:

Revisions:

No.	Date	Description

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. These plans & the specifications & conditions thereon have been prepared for a specific site. Any and all responsibility for their use in whole or in part on any other site is hereby disclaimed by Flewelling & Moody.

60'-0" x 40'-0" BUILDING AND PARKING LOT AT ANTELOPE VALLEY SCHOOL TRANSPORTATION AGENCY

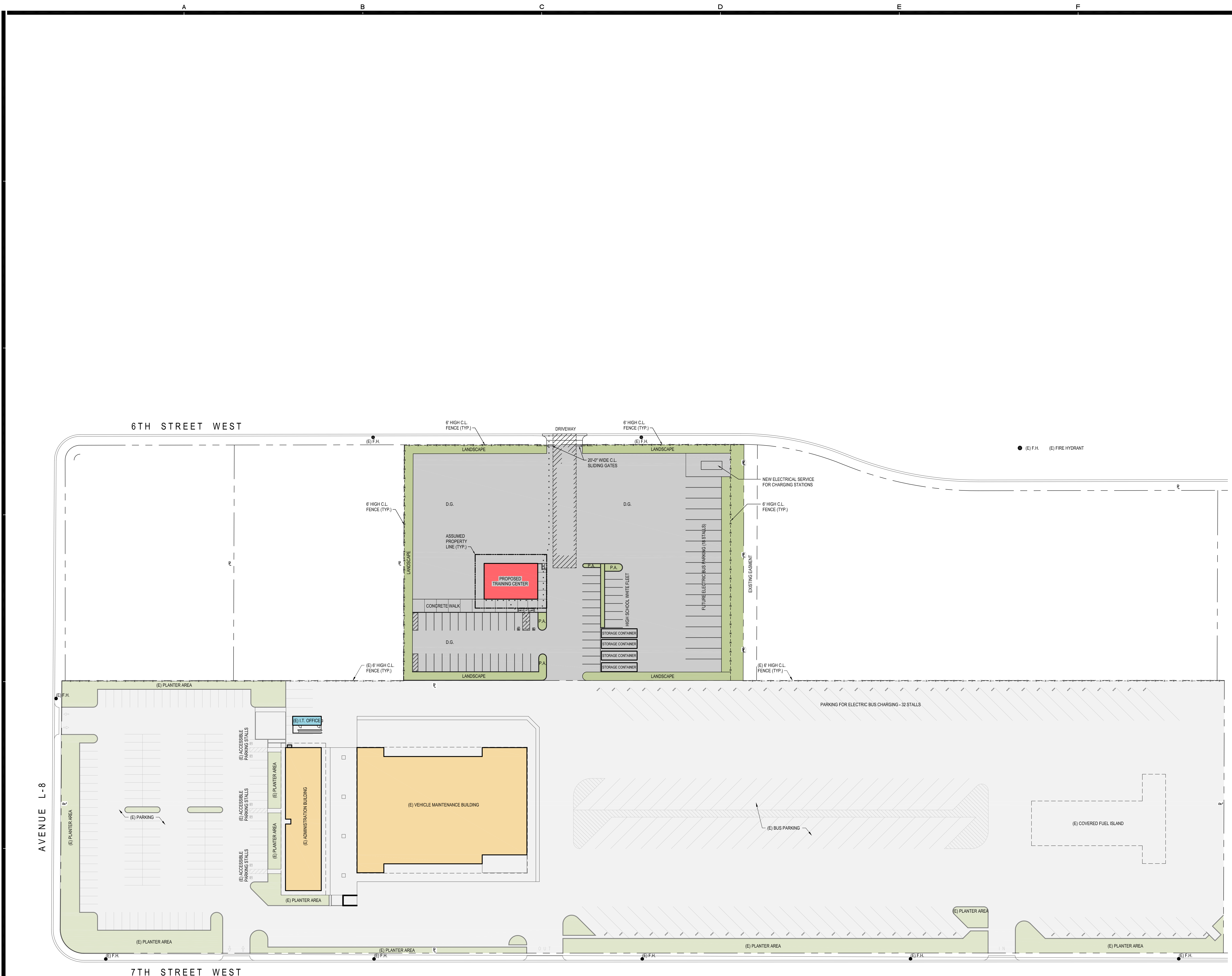
670 WEST AVENUE L-8  
LANCASTER, CA 93534

**SITE PLAN**

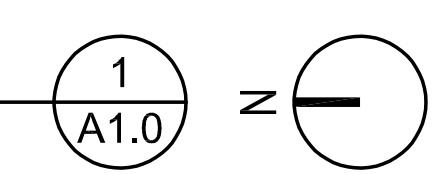
Job No. 2642100

Date 9-28-2021

**A1.0**



**SITE PLAN**  
SCALE: 1" = 40'-0"



**INDIVIDUAL ACTION ITEM # 069**

**SUBJECT:        CONSENT AGENDA ITEMS**

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**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

- |    |  |                |
|----|--|----------------|
| A. | <i>Approval of Regular Minutes on June 17, 2022</i>            | <b>Page 13</b> |
| B. | <i>Approval of Special Minutes on June 23 &amp; 29, 2022</i>   | <b>Page 18</b> |
| C. | <i>Commercial Warrants &amp; Purchase Orders for June 2022</i> | <b>Page 23</b> |
| D. | <i>Personnel Schedule</i>                                      | <b>Page 83</b> |



**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**  
**670 W. Avenue L-8**  
**Lancaster, CA 93534**

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**Regular Meeting - Board of Directors**

**Wednesday, June 17, 2022**

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1. The Regular meeting of the Board of Directors was called to order by Board President Diane Grooms at 9:03 a.m., Wednesday, June 17, 2022, at Antelope Valley Schools Transportation Agency, Board Room, 670 W. Avenue L-8, Lancaster, California.

2. **ROLL CALL**

Members present were:

Diane Grooms, President – Lancaster School District

Brian Hawkins, Vice President – Antelope Valley Union High School District

Shawn Cabey, Clerk – Westside Union School District

Morris Fuselier III, Secretary and CEO – Antelope Valley Schools Transportation Agency

Others present in person: Sherynn Morton, Mike Colescott, Adam McCalla, Charles Hill, Nathalie Breivogel, Mike Breivogel, Evie Strader, Kathy Phillips, Sean Thomas, Colby Konisek, Cindy Wilson, and Fernando Nunez.

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

Motion was made by Board Clerk Shawn Cabey and seconded by Board Vice President Brian Hawkins to approve the Agenda on June 17, 2022. Board President Diane Grooms asked to amend the agenda and move Section 9. Closed Session after Section 7. Information Items. The board agreed to move Section 9. Closed Session. Motion was made by Board President Diane Grooms and seconded by Board Clerk Shawn Cabey to amend the agenda. This motion carried by a vote of 3-0 with no abstains. (Ayes – Shawn Cabey, Diane Grooms, Brian Hawkins; Nays – None)

5. **PUBLIC COMMENTS**

Members of the public who would like to address the Board on any item on the agenda may do so now or when the President requests comments from the public as the item is being considered by the Board. Please identify the agenda item you wish to discuss. Individual speakers are limited to three (3) minutes each, and the total time for public input on each item shall be limited to fifteen (15) minutes.

No public comments were made.

**6. CHIEF EXECUTIVE OFFICER’S REPORT**

- A. Mr. Konisek presented the finance updates. He provided a handout to the board and all in attendance which was a revision to the Monthly General Operating Fund May 31, 2022 and reviewed it with the board. Board President Diane Grooms questioned the numerous Miscellaneous purchases from Amazon on page 37 of the board packet and asked for details on the future purchase order documents.
- B. Mr. Konisek presented the accounts receivable report.
- C. Mr. Fuselier presented the retirement recognition award to Rosario Torres for 14 years of service, Ms. Torres was not present. Mr. Fuselier stated Ms. Torres was an excellent employee and wishes her well on her retirement.
- D. Mr. Fuselier presented the operations updates. He stated that there are 30 driver routes and 16 bus aide routes for the first summer session. He also stated that there are 70 driver routes and 16 bus aide routes on the second summer session. Mr. Fuselier informed the board that bid the Operations Manager and Scheduling Supervisors are working on routes for the 2022-2023 school year and informed the board that Bid will take place on Friday, July 29, 2022.

Secondly, Mr. Fuselier stated that the Agency would like to purchase electric buses from Creative Bus Sales, BusWest, and BYD using the HVIP grant that the Agency applied for. He stated this will be discussed in the action item section.

Thirdly, Mr. Fuselier stated the Agency has completed negotiations with CSEA, not including the salary and benefits that still needs to be negotiations. He stated the Agency has had a positive experience with CSEA.

Lastly, Mr. Fuselier stated the Agency is still battling with the driver shortage and hopeful the next training class will bring new drivers on board.

**7. INFORMATION ITEMS**

- A. Mr. Fuselier presented the JPA-New Member interest information item. He stated that both he and Scheduling Supervisor Charles Hill met with Acton Agua-Dulce School District Transportation Director regarding assistance with routes as the district is suffering from driver shortages. Mr. Fuselier stated the Agency is pending miles and minutes from Acton to provide cost estimates and discuss further logistics. Board Vice President Brian Hawkins suggests the Agency contracts with Acton for services like a charter service. Mr. Fuselier stated the Agency will review with legal counsel and bring back for further discussion.

\*As approved during the approval of Agenda, Section 9. Closed Session has been moved prior to the action item section.

**9. CLOSED SESSION**

057 The Board of Directors of the Antelope Valley Schools Transportation Agency adjourned to closed session at 9:34 a.m. to discuss the following:

1. **Government Code Section 54957: Public Employee Discipline/Dismissal/Release**
2. **Government Code Section 54957.6: Conference with Labor Negotiators**  
**Agency Representative: Morris Fuselier, III, CEO.**  
**Employee Organization: CSEA**
3. **Government Code Section 54956.9: Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code 54956.9: One (1) case**

**10. RECONVENE TO OPEN SESSION**

058 The Board of Directors reconvened to open session 10:02 a.m.

**11. ACTION TAKEN AS A RESULT OF CLOSED SESSION**

No action taken

\*Board Clerk Shawn Cabey had to excuse himself after closed session due to prior obligation. The regular board meeting continued with Board President Diane Grooms and Board Vice President Brian Hawkins.

**8. INDIVIDUAL ACTION ITEMS**

045 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the Consent Agenda items, as presented. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

046 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the Resolution 1-2022 to participate in the HVIP Public School Bus Set-Aside Grant, as presented. Mr. Fuselier stated the HVIP grant will fund thirty electric buses and that the Agency will begin selecting the dealers which will include BYD and will bring back for bus purchase approval. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

047 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the reference revision in the Board Policy 4026 Management and Confidential – Leaves – Illness/Injury, as presented. Mr. Fuselier stated due to renumbering in the Collective Bargaining Agreement, the reference to the article in the board policy was revised to reflect changes. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

048 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the revisions to the Charter Bus Service contract for Antelope Valley Airport Express Inc. dba Antelope Express and H&L Charter Co. Inc., as presented. Mr. Fuselier stated that the clause in the contract allows for an increase on fees based on the Consumer Price Index to assist in the cost of fuel increases. Mr. Fuselier indicated the CPI was 7.9%. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

049 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the contract with Fagen Freidman & Fulfrost LLP for fiscal year 2022-2023, as

presented. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

050 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the out-of-state travel for the Fleet Manager Mike Breivogel to attend the School Transportation News (STN) Conference in Reno, NV, from July 17 – 20, 2022, as presented. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

051 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the 2022-2023 Holiday Schedule. The board had concerns with the Juneteenth holiday due to a recent proclamation regarding the holiday.

Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to table the item 051 until the state approves and litigation is resolved. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

052 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the 2022-2023 board meeting schedule, as presented. Board President Diane Grooms asked that the meetings begin at 8:00AM with closed session first due to conflicting meeting at Lancaster School District. The board agreed to move the board meetings start time from 9:00AM to 8:00 beginning August 10, 2022. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

053 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the Classified/Bargaining Unit salary schedule for the 2022-2023 school year effective July 1, 2022, as presented. This motion carried by a vote of 2-0 with no abstains. (Ayes – Diane Grooms, Brian Hawkins; Nays – None)

054 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the Management/Confidential salary schedule for the 2022-2023 school year effective July 1, 2022, as presented. This motion carried by a vote of 2-0 with no abstains. (Ayes – Diane Grooms, Brian Hawkins; Nays – None)

055 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the CEO contract for a three (3) year period from July 1, 2022 through June 30, 2025, as presented. Board President Diane Grooms thanked Mr. Fuselier for his continued leadership with the Agency. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

056 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to approve the cancellation of the July 2022 board meeting, as presented. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None)

**12. BOARD MEMBER COMMENTS**

Board President Diane Grooms stated that she is interested in attending bid.

No further comments from the board members.

**13. ADJOURNMENT**

059 Motion was made by Board Vice President Brian Hawkins and seconded by Board President Diane Grooms to adjourn the regular board meeting on June 17, 2022, at 10:20 a.m. This motion carried by a vote of 2-0 with no abstains. (Ayes –Diane Grooms, Brian Hawkins; Nays – None).

The next regular meeting of the Board of Directors is scheduled for Wednesday, August 10, 2022, beginning at 8:00 a.m.

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Morris Fuselier, III, Chief Executive Officer and  
Secretary to the Board of Directors

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Shawn Cabey  
Clerk to the Board of Directors

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**  
**670 W. Avenue L-8**  
**Lancaster, CA 93534**

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**Minutes – Special Meeting - Board of Directors**

**Thursday, June 23, 2022**

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1. The Special meeting of the Board of Directors was called to order by Board President Diane Grooms at 1:13 p.m. Thursday, June 23, 2022, via Zoom conference at the Antelope Valley Schools Transportation Agency, 670 W. Avenue L-8, Lancaster, California.

2. **ROLL CALL**

Members present were:

Diane Grooms, President – Lancaster School District via Zoom conference  
Brian Hawkins, Vice President – Antelope Valley Union High School District via Zoom conference  
Shawn Cabey, Clerk– Westside Union School District via Zoom conference  
Larry Freise Ed.D. , Alternate – Lancaster School District via Zoom conference  
Morris Fuselier III, Secretary and CEO – Antelope Valley Schools Transportation Agency in person

Others present in person: Budget and Accounting Manager Colby Konisek and Administrative Assistant Sherynn Morton.

3. **APPROVAL OF AGENDA**

Motion was made by Board Clerk Shawn Cabey and seconded by Board Vice President Brian Hawkins to approve the Agenda on June 23, 2022. This motion carried by a vote of 3-0 with no abstains. (Ayes – Shawn Cabey, Diane Grooms, Brian Hawkins; Nays – None)

4. **PUBLIC COMMENTS**

Members of the public who would like to address the Board on any item on the agenda may do so now or when the President requests comments from the public as the item is being considered by the Board. Please identify the agenda item you wish to discuss. Individual speakers are limited to three (3) minutes each, and the total time for public input on each item shall be limited to fifteen (15) minutes.

None

**Public Hearing: 2022-2023 Fiscal Year Budget**

The Board of Directors is required to hold a hearing to allow for public comment regarding the proposed 2022-2023 fiscal year budget.

Open Public Hearing at: 1:14p.m.

Comments from the Public: Morris Fuselier stated Budget & Accounting Manager Colby Konisek has struggled with completing the budget with LACOE's new systems and that Mr. Konisek has been working diligently to complete and will finalize. He stated the Agency will schedule a special board meeting to approve the budget next week. Mr. Konisek stated the budget has been loaded into the LACOE system and that he is currently completing the supplemental schedules and reviewing for accuracy. Mr. Konisek stated once the budget is finalized it will be emailed to the board members for review prior to the next special board meeting. The board members did not have questions and Ms. Grooms thanked Mr. Konisek.

Close Public Hearing at: 1:22p.m.

**5. INDIVIDUAL ACTION ITEMS**

- 060 Motion was made by Board Clerk Shawn Cabey and seconded by Board Vice President Brian Hawkins to table the approval of the budget for the 2022-2023 fiscal year until the next special board meeting. (Ayes – Shawn Cabey, Diane Grooms, Brian Hawkins; Nays – None)
- 061 Motion was made by Board Clerk Shawn Cabey and seconded by Board Vice President Brian Hawkins to approve the lease/purchase of six (6) International Conventional CE1911 buses from Creative Bus Sales at \$143,075.93 each for a total of \$858,455.58, with a 5 year annual advance payment of \$173,117.00 with a down payment of \$68,467.00, as a continuation of the previous bus lease/purchase from the capital outlay bus replacement fund, as presented. Mr. Fuselier stated that the interest rate with Wells Fargo has increased since the last time the original lease/purchase was approved by the board in 2021. He stated the six buses will replace the 1987 buses. This motion carried by a vote of 3-0 with no abstains. (Ayes – Shawn Cabey, Diane Grooms, Brian Hawkins; Nays – None)

**6. BOARD MEMBER COMMENT**

The board members agreed that the special meeting of the Board of Directors will be scheduled for Wednesday, June 29, 2022, at 9:00 a.m.

**7. ADJOURNMENT**

- 062 Motion was made by Board Clerk Shawn Cabey and seconded by Board Vice President Brian Hawkins to adjourn the special board meeting on June 23, 2022 at 1:30p.m. This motion carried by a vote of 3-0 with no abstains. (Ayes –Shawn Cabey, Diane Grooms, Brian Hawkins; Nays – None)

The next regular meeting of the Board of Directors scheduled for Wednesday, April 13, 2022, at 9:00 a.m.



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Morris Fuselier, III, Chief Executive Officer and  
Secretary to the Board of Directors

\_\_\_\_\_  
Shawn Cabey  
Clerk to the Board of Directors

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**  
**670 W. Avenue L-8**  
**Lancaster, CA 93534**

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**Minutes – Special Meeting - Board of Directors**

**Wednesday, June 29, 2022**

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1. The Special meeting of the Board of Directors was called to order by Board President Diane Grooms at 9:06 a.m. Thursday, June 23, 2022, via Zoom conference at the Antelope Valley Schools Transportation Agency, 670 W. Avenue L-8, Lancaster, California.

2. **ROLL CALL**

Members present were:

Diane Grooms, President – Lancaster School District via Zoom conference  
Brian Hawkins, Vice President – Antelope Valley Union High School District via Zoom conference  
Shawn Cabey, Clerk– Westside Union School District via Zoom conference  
Larry Freise Ed.D. , Alternate – Lancaster School District via Zoom conference  
Morris Fuselier III, Secretary and CEO – Antelope Valley Schools Transportation Agency in person

Others present in person: Colby Konisek, Mike Breivogel, and Sherynn Morton.

Others present via Zoom: - Nathalie Breivogel

3. **APPROVAL OF AGENDA**

Motion was made by Board Clerk Shawn Cabey and seconded by Board Vice President Brian Hawkins to approve the Agenda on June 29, 2022. This motion carried by a vote of 3-0 with no abstains. (Ayes – Shawn Cabey, Diane Grooms, Brian Hawkins; Nays – None)

4. **PUBLIC COMMENTS**

Members of the public who would like to address the Board on any item on the agenda may do so now or when the President requests comments from the public as the item is being considered by the Board. Please identify the agenda item you wish to discuss. Individual speakers are limited to three (3) minutes each, and the total time for public input on each item shall be limited to fifteen (15) minutes.

None

**Public Hearing: 2022-2023 Fiscal Year Budget**

The Board of Directors is required to hold a hearing to allow for public comment regarding the proposed 2022-2023 fiscal year budget.

Open Public Hearing at: 9:10 a.m.



Comments from the Public:

Board Clerk Shawn Cabey and Board Vice President Brian Hawkins stated they are both concerned with the increased fund balance. Budget and Accounting Manager Colby Konisek stated the basis of the overage is due to the savings on the salaries and benefits of employees due to the shortage of drivers. Mr. Konisek stated he anticipates a surplus at the end of the year which will result in a refund back to the districts. He stated he increased the expenses to account for the increase of fuel costs and general overhead. Mr. Konisek stated that the figures are based on the salary schedules created by Dr. Freise with all positions fully staffed. Board President Diane Grooms agreed that the Agency needs to be fully budgeted with anticipation of refund back to the districts yearend. Mr. Fuselier agreed the Agency must budget for drivers as if fully staffed.

Dr. Freise asked for clarification on decreases over the next three years in the capital outlay (6000 series) and other outgo (7000 series), located on page 13 of the packet. Mr. Konisek stated there will be increased activity in capital outlay for the 2022-2023 school year due to the property development and repairs needed for the shop building with projected costs decreasing thereafter. He added that other outgo for the 2022-2023 school year is higher due cover the bus/lease purchase with a decrease thereafter. No further questions were asked.

Close Public Hearing at: 9:28 a.m.

**5. INDIVIDUAL ACTION ITEMS**

063 Motion was made by Board Vice President Brian Hawkins and seconded by Board Clerk Shawn to approve the budget for the 2022-2023 fiscal year, as presented. (Ayes – Shawn Cabey, Diane Grooms, Brian Hawkins; Nays – None)

**6. CLOSED SESSION**

064 The Board of Directors of the Antelope Valley Schools Transportation Agency adjourned to closed session at 9:29 a.m. to discuss the following:

1. ***Government Code Section 54957: Public Employee Discipline/Dismissal/Release***
2. ***Government Code Section 54957.6: Conference with Labor Negotiators***  
***Agency Representative: Morris Fuselier, III, CEO.***  
***Employee Organization: CSEA***

**7. RECONVENE TO OPEN SESSION**

065 The Board of Directors reconvened to open session 9:38 a.m.

**8. ACTION TAKEN AS A RESULT OF CLOSED SESSION**

No comments

**9. BOARD MEMBER COMMENTS**

No comments

**10. ADJOURNMENT**

066 Motion was made by Board Clerk Shawn Cabey and seconded by Board Vice President Brian Hawkins to adjourn the special board meeting on June 29, 2022 at 9:41 a.m. This motion carried by a vote of 3-0 with no abstains. (Ayes –Shawn Cabey, Diane Grooms, Brian Hawkins; Nays – None)

The next regular meeting of the Board of Directors scheduled for Wednesday, August 10, 2022, at 8:00 a.m.

  
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Morris Fuselier, III, Chief Executive Officer and  
Secretary to the Board of Directors

\_\_\_\_\_  
Shawn Cabey  
Clerk to the Board of Directors

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY						
WARRANT/ACH REGISTER FOR MAY 2022						
Issue Date	Payment Request Doc	R?	Vendor Name	Amount	Warrant/ACH/EFT Number	
<b>WARRANTS</b>						
07/27/2022	GAX,40147,230000000036,1,0,1		A.V.S.T.A.	\$ 1,102.40	00000020563518	
07/27/2022	GAX,40147,230000000036,1,0,2		A.V.S.T.A.	\$ 384.31	00000020563518	
07/27/2022	GAX,40147,230000000036,1,0,3		A.V.S.T.A.	\$ 256.22	00000020563518	
07/12/2022	PRM,40147,230000000037,1,1,1		ACUITY SPECIALTY PRODUCTS	\$ 431.09	00000020547735	
07/20/2022	PRM,40147,230000000052,1,1,1		A-L MOBILE DETAIL	\$ 60.00	00000020556134	
07/28/2022	PRM,40147,230000000084,1,1,1		A-L MOBILE DETAIL	\$ 60.00	00000020564806	
07/06/2022	PRM,40147,230000000005,1,1,1	R	AMAZON	\$ 573.57	00000020542464	
07/06/2022	PRM,40147,230000000005,1,2,1	R	AMAZON	\$ 110.54	00000020542464	
07/06/2022	PRM,40147,230000000005,1,3,1	R	AMAZON	\$ 44.08	00000020542464	
07/19/2022	PRM,40147,230000000044,1,1,1		AMERICAN BUSINESS MACHINES	\$ 6.00	00000020554639	
07/19/2022	PRM,40147,230000000044,1,2,1		AMERICAN BUSINESS MACHINES	\$ 9.00	00000020554639	
07/19/2022	PRM,40147,230000000044,1,3,1		AMERICAN BUSINESS MACHINES	\$ 6.00	00000020554639	
07/19/2022	PRM,40147,230000000044,1,4,1		AMERICAN BUSINESS MACHINES	\$ 9.00	00000020554639	
07/27/2022	PRM,40147,230000000075,1,1,1		AMERICAN BUSINESS MACHINES	\$ 65.58	00000020563519	
07/27/2022	PRM,40147,230000000075,1,2,1		AMERICAN BUSINESS MACHINES	\$ 98.38	00000020563519	
07/27/2022	PRM,40147,230000000075,1,3,1		AMERICAN BUSINESS MACHINES	\$ 6.00	00000020563519	
07/27/2022	PRM,40147,230000000075,1,4,1		AMERICAN BUSINESS MACHINES	\$ 9.00	00000020563519	
07/20/2022	GAX,40147,230000000019,1,0,2	R	AMERICAN FIDELITY ASSURANCE CO	\$ 3,203.05	00000020556135	
07/20/2022	GAX,40147,230000000020,1,0,2	R	AMERICAN FIDELITY ASSURANCE CO	\$ 2,317.52	00000020556135	
07/20/2022	GAX,40147,230000000021,1,0,2	R	AMERICAN FIDELITY ASSURANCE CO	\$ 3,438.41	00000020556135	
07/12/2022	PRM,40147,230000000029,1,1,1		ANTELECOM, INC.	\$ 49.56	00000020547736	
07/12/2022	PRM,40147,230000000029,1,2,1		ANTELECOM, INC.	\$ 74.34	00000020547736	
07/19/2022	PRM,40147,230000000042,1,1,1	R	ANTELOPE EXPRESS	\$ 2,025.00	00000020554640	
07/21/2022	PRM,40147,230000000059,1,1,1	R	ANTELOPE EXPRESS	\$ 1,497.02	00000020557786	
07/21/2022	PRM,40147,230000000059,1,2,1	R	ANTELOPE EXPRESS	\$ 1,009.95	00000020557786	
07/25/2022	PRM,40147,230000000067,1,1,1	R	ANTELOPE EXPRESS	\$ 991.82	00000020560756	
07/25/2022	PRM,40147,230000000068,1,1,1		AT&T	\$ 59.93	00000020560757	
07/07/2022	PRM,40147,230000000011,1,1,1	R	AV JANITORIAL SUPPLY	\$ 677.49	00000020543666	
07/20/2022	PRM,40147,230000000053,1,1,1	R	AV JANITORIAL SUPPLY	\$ 652.68	00000020556136	
07/20/2022	PRM,40147,230000000053,1,2,1	R	AV JANITORIAL SUPPLY	\$ 925.00	00000020556136	
07/11/2022	PRM,40147,230000000024,1,10,1	R	A-Z BUS SALES, INC.	\$ 119.25	00000020546717	
07/11/2022	PRM,40147,230000000024,1,1,1	R	A-Z BUS SALES, INC.	\$ 33.78	00000020546717	
07/11/2022	PRM,40147,230000000024,1,11,1	R	A-Z BUS SALES, INC.	\$ 394.41	00000020546717	
07/11/2022	PRM,40147,230000000024,1,12,1	R	A-Z BUS SALES, INC.	\$ 92.37	00000020546717	
07/11/2022	PRM,40147,230000000024,1,13,1	R	A-Z BUS SALES, INC.	\$ 204.52	00000020546717	
07/11/2022	PRM,40147,230000000024,1,14,1	R	A-Z BUS SALES, INC.	\$ 394.17	00000020546717	
07/11/2022	PRM,40147,230000000024,1,2,1	R	A-Z BUS SALES, INC.	\$ 178.46	00000020546717	
07/11/2022	PRM,40147,230000000024,1,3,1	R	A-Z BUS SALES, INC.	\$ 325.21	00000020546717	
07/11/2022	PRM,40147,230000000024,1,4,1	R	A-Z BUS SALES, INC.	\$ 2,660.60	00000020546717	
07/11/2022	PRM,40147,230000000024,1,5,1	R	A-Z BUS SALES, INC.	\$ 116.52	00000020546717	
07/11/2022	PRM,40147,230000000024,1,6,1	R	A-Z BUS SALES, INC.	\$ 200.52	00000020546717	

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

**WARRANT/ACH REGISTER FOR MAY 2022**

Issue Date	Payment Request Doc	R?	Vendor Name	Amount	Warrant/ACH/EFT Number
07/11/2022	PRM,40147,230000000024,1,7,1	R	A-Z BUS SALES, INC.	\$ 34.00	00000020546717
07/11/2022	PRM,40147,230000000024,1,8,1	R	A-Z BUS SALES, INC.	\$ 233.11	00000020546717
07/11/2022	PRM,40147,230000000024,1,9,1	R	A-Z BUS SALES, INC.	\$ 53.15	00000020546717
07/21/2022	PRM,40147,230000000061,1,1,1		BOOT BARN INC	\$ 124.02	00000020557787
07/08/2022	PRM,40147,230000000015,1,1,1	R	BUSWEST, LLC	\$ 54.45	00000020545167
07/08/2022	PRM,40147,230000000016,1,1,1	R	BUSWEST, LLC	\$ 856.86	00000020545168
07/08/2022	PRM,40147,230000000016,1,2,1	R	BUSWEST, LLC	\$ 319.22	00000020545168
07/08/2022	PRM,40147,230000000016,1,3,1	R	BUSWEST, LLC	\$ 1,335.44	00000020545168
07/28/2022	GAX,40147,230000000038,1,0,1		CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	\$ 598.00	00000020564807
07/28/2022	GAX,40147,230000000039,1,0,1		CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	\$ 1,196.00	00000020564808
07/19/2022	PRM,40147,230000000043,1,1,1		CALIFORNIA HIGHWAY PATROL	\$ 48.00	00000020554641
07/07/2022	GAX,40147,230000000003,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	\$ 108.00	00000020543667
07/07/2022	GAX,40147,230000000005,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	\$ 1,333.20	00000020543667
07/07/2022	GAX,40147,230000000007,1,0,2		CALIFORNIA SCHOOL EMPLOYEES	\$ 59.50	00000020543667
07/07/2022	PRM,40147,230000000009,1,1,1		CALL CENTER SALES PRO INC.	\$ 229.01	00000020543668
07/19/2022	PRM,40147,230000000045,1,1,1		CANON FINANCIAL SERVICES, INC.	\$ 2,293.81	00000020554642
07/21/2022	GAX,40147,230000000011,1,0,1		CITY OF LANCASTER	\$ 550.56	00000020557788
07/20/2022	PRM,40147,230000000055,1,1,1		COUNTY OF LOS ANGELES	\$ 407.95	00000020556137
07/19/2022	PRM,40147,230000000046,1,1,1		CRANE'S WASTE OIL, INC.	\$ 327.60	00000020554643
07/27/2022	PRM,40147,230000000078,1,1,1		D & D MUFFLER REPAIR	\$ 153.07	00000020563520
07/12/2022	PRM,40147,230000000025,1,1,1		DAILY JOURNAL CORPORATION	\$ 106.41	00000020547737
07/11/2022	PRM,40147,230000000022,1,1,1		DEPARTMENT OF JUSTICE	\$ 64.00	00000020546718
07/22/2022	PRM,40147,230000000064,1,1,1		DESERT LOCK CO.	\$ 322.28	00000020559392
07/20/2022	GAX,40147,230000000022,1,0,1		EVELYN STRADER	\$ 22.04	00000020556138
07/20/2022	GAX,40147,230000000023,1,0,1		EVELYN STRADER	\$ 18.92	00000020556139
07/25/2022	PRM,40147,230000000071,1,1,1	R	FALCON FUELS	\$ 35,990.72	00000020560758
07/19/2022	PRM,40147,230000000040,1,1,1		FEDERAL EXPRESS CORPORATION	\$ 41.92	00000020554644
07/11/2022	PRM,40147,230000000020,1,1,1		FIRST AID 2000	\$ 54.77	00000020546719
07/11/2022	PRM,40147,230000000020,1,2,1		FIRST AID 2000	\$ 82.16	00000020546719
07/06/2022	PRM,40147,230000000006,1,1,1	R	FRANKLIN TRUCK PARTS	\$ 374.41	00000020542465
07/06/2022	PRM,40147,230000000006,1,2,1	R	FRANKLIN TRUCK PARTS	\$ 64.10	00000020542465
07/06/2022	PRM,40147,230000000006,1,3,1	R	FRANKLIN TRUCK PARTS	\$ 77.40	00000020542465
07/06/2022	PRM,40147,230000000006,1,4,1	R	FRANKLIN TRUCK PARTS	\$ 441.86	00000020542465
07/06/2022	PRM,40147,230000000006,1,5,1	R	FRANKLIN TRUCK PARTS	\$ 289.10	00000020542465
07/06/2022	PRM,40147,230000000006,1,6,1	R	FRANKLIN TRUCK PARTS	\$ 43.18	00000020542465
07/06/2022	PRM,40147,230000000006,1,7,1	R	FRANKLIN TRUCK PARTS	\$ 102.49	00000020542465
07/06/2022	PRM,40147,230000000006,1,8,1	R	FRANKLIN TRUCK PARTS	\$ 87.60	00000020542465
07/20/2022	PRM,40147,230000000054,1,1,1		FRONTIER	\$ 35.30	00000020556140
07/27/2022	PRM,40147,230000000081,1,1,1		GREEK ORTHODOX CHURCH OF STS CONSTANTINE AND HELEN OF AV	\$ 6,759.55	00000020563521
07/27/2022	GAX,40147,230000000026,1,0,1		GUADALUPE RAMIREZ	\$ 85.00	00000020563522
07/12/2022	PRM,40147,230000000034,1,1,1		INCWEBS , INC.	\$ 875.00	00000020547738

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

**WARRANT/ACH REGISTER FOR MAY 2022**

Issue Date	Payment Request Doc	R?	Vendor Name	Amount	Warrant/ACH/EFT Number
07/12/2022	PRM,40147,230000000034,1,2,1		INCWEBS , INC.	\$ 120.00	00000020547738
07/19/2022	GAX,40147,230000000009,1,0,1		JOLISHA NICOLE PARKER	\$ 85.00	00000020554645
07/27/2022	GAX,40147,230000000031,1,0,1		LENARD EDWARDS	\$ 23.13	00000020563523
07/19/2022	PRM,40147,230000000051,1,1,1		LOWE'S	\$ 92.19	00000020554646
07/12/2022	PRM,40147,230000000026,1,1,1		M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	\$ 360.00	00000020547739
07/20/2022	PRM,40147,230000000057,1,1,1		M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	\$ 18.00	00000020556141
07/22/2022	PRM,40147,230000000062,1,1,1		M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	\$ 18.00	00000020559393
07/21/2022	PRM,40147,230000000060,1,1,1		MELDON GLASS INC	\$ 360.00	00000020557789
07/27/2022	GAX,40147,230000000027,1,0,1		MICHAEL BRIVOGEL	\$ 586.56	00000020563524
07/12/2022	PRM,40147,230000000030,1,1,1		MICHAEL P. LARANANG	\$ 186.40	00000020547740
07/12/2022	PRM,40147,230000000030,1,1,2		MICHAEL P. LARANANG	\$ 279.60	00000020547740
07/06/2022	PRM,40147,230000000002,1,1,1		MISSION LINEN SUPPLY	\$ 52.31	00000020542466
07/19/2022	PRM,40147,230000000047,1,1,1		MISSION LINEN SUPPLY	\$ 52.31	00000020554647
07/19/2022	PRM,40147,230000000047,1,2,1		MISSION LINEN SUPPLY	\$ 44.51	00000020554647
07/22/2022	PRM,40147,230000000066,1,1,1		MISSION LINEN SUPPLY	\$ 44.51	00000020559394
07/06/2022	PRM,40147,230000000008,1,1,1		MYERS TIRE SUPPLY	\$ 1,133.35	00000020542467
07/11/2022	PRC,40147,230000000001,1,1,1	R	NAPA AUTO PARTS	\$ (178.86)	00000020546720
07/11/2022	PRC,40147,230000000002,1,1,1	R	NAPA AUTO PARTS	\$ (22.93)	00000020546720
07/11/2022	PRM,40147,230000000023,1,10,1	R	NAPA AUTO PARTS	\$ 76.13	00000020546720
07/11/2022	PRM,40147,230000000023,1,1,1	R	NAPA AUTO PARTS	\$ 88.19	00000020546720
07/11/2022	PRM,40147,230000000023,1,11,1	R	NAPA AUTO PARTS	\$ 121.63	00000020546720
07/11/2022	PRM,40147,230000000023,1,12,1	R	NAPA AUTO PARTS	\$ 19.16	00000020546720
07/11/2022	PRM,40147,230000000023,1,13,1	R	NAPA AUTO PARTS	\$ 121.23	00000020546720
07/11/2022	PRM,40147,230000000023,1,14,1	R	NAPA AUTO PARTS	\$ 19.16	00000020546720
07/11/2022	PRM,40147,230000000023,1,15,1	R	NAPA AUTO PARTS	\$ 39.56	00000020546720
07/11/2022	PRM,40147,230000000023,1,16,1	R	NAPA AUTO PARTS	\$ 198.10	00000020546720
07/11/2022	PRM,40147,230000000023,1,17,1	R	NAPA AUTO PARTS	\$ 60.52	00000020546720
07/11/2022	PRM,40147,230000000023,1,18,1	R	NAPA AUTO PARTS	\$ 19.16	00000020546720
07/11/2022	PRM,40147,230000000023,1,19,1	R	NAPA AUTO PARTS	\$ 154.99	00000020546720
07/11/2022	PRM,40147,230000000023,1,20,1	R	NAPA AUTO PARTS	\$ 68.47	00000020546720
07/11/2022	PRM,40147,230000000023,1,2,1	R	NAPA AUTO PARTS	\$ 4.17	00000020546720
07/11/2022	PRM,40147,230000000023,1,21,1	R	NAPA AUTO PARTS	\$ 6.24	00000020546720
07/11/2022	PRM,40147,230000000023,1,22,1	R	NAPA AUTO PARTS	\$ 124.04	00000020546720
07/11/2022	PRM,40147,230000000023,1,23,1	R	NAPA AUTO PARTS	\$ 18.24	00000020546720
07/11/2022	PRM,40147,230000000023,1,24,1	R	NAPA AUTO PARTS	\$ 56.27	00000020546720
07/11/2022	PRM,40147,230000000023,1,25,1	R	NAPA AUTO PARTS	\$ 8.81	00000020546720
07/11/2022	PRM,40147,230000000023,1,26,1	R	NAPA AUTO PARTS	\$ 50.72	00000020546720
07/11/2022	PRM,40147,230000000023,1,27,1	R	NAPA AUTO PARTS	\$ 212.91	00000020546720
07/11/2022	PRM,40147,230000000023,1,28,1	R	NAPA AUTO PARTS	\$ 30.21	00000020546720
07/11/2022	PRM,40147,230000000023,1,29,1	R	NAPA AUTO PARTS	\$ 168.97	00000020546720
07/11/2022	PRM,40147,230000000023,1,30,1	R	NAPA AUTO PARTS	\$ 176.84	00000020546720

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

**WARRANT/ACH REGISTER FOR MAY 2022**

Issue Date	Payment Request Doc	R?	Vendor Name	Amount	Warrant/ACH/EFT Number
07/11/2022	PRM,40147,230000000023,1,3,1	R	NAPA AUTO PARTS	\$ 56.55	00000020546720
07/11/2022	PRM,40147,230000000023,1,31,1	R	NAPA AUTO PARTS	\$ 56.27	00000020546720
07/11/2022	PRM,40147,230000000023,1,32,1	R	NAPA AUTO PARTS	\$ 49.60	00000020546720
07/11/2022	PRM,40147,230000000023,1,33,1	R	NAPA AUTO PARTS	\$ 19.04	00000020546720
07/11/2022	PRM,40147,230000000023,1,34,1	R	NAPA AUTO PARTS	\$ 79.12	00000020546720
07/11/2022	PRM,40147,230000000023,1,35,1	R	NAPA AUTO PARTS	\$ 19.16	00000020546720
07/11/2022	PRM,40147,230000000023,1,36,1	R	NAPA AUTO PARTS	\$ 16.46	00000020546720
07/11/2022	PRM,40147,230000000023,1,37,1	R	NAPA AUTO PARTS	\$ 40.59	00000020546720
07/11/2022	PRM,40147,230000000023,1,38,1	R	NAPA AUTO PARTS	\$ 136.33	00000020546720
07/11/2022	PRM,40147,230000000023,1,39,1	R	NAPA AUTO PARTS	\$ 978.99	00000020546720
07/11/2022	PRM,40147,230000000023,1,40,1	R	NAPA AUTO PARTS	\$ 152.78	00000020546720
07/11/2022	PRM,40147,230000000023,1,4,1	R	NAPA AUTO PARTS	\$ 837.81	00000020546720
07/11/2022	PRM,40147,230000000023,1,41,1	R	NAPA AUTO PARTS	\$ 25.78	00000020546720
07/11/2022	PRM,40147,230000000023,1,42,1	R	NAPA AUTO PARTS	\$ 29.26	00000020546720
07/11/2022	PRM,40147,230000000023,1,43,1	R	NAPA AUTO PARTS	\$ 69.29	00000020546720
07/11/2022	PRM,40147,230000000023,1,44,1	R	NAPA AUTO PARTS	\$ 199.43	00000020546720
07/11/2022	PRM,40147,230000000023,1,45,1	R	NAPA AUTO PARTS	\$ 35.60	00000020546720
07/11/2022	PRM,40147,230000000023,1,46,1	R	NAPA AUTO PARTS	\$ 76.13	00000020546720
07/11/2022	PRM,40147,230000000023,1,47,1	R	NAPA AUTO PARTS	\$ 33.74	00000020546720
07/11/2022	PRM,40147,230000000023,1,48,1	R	NAPA AUTO PARTS	\$ 48.47	00000020546720
07/11/2022	PRM,40147,230000000023,1,49,1	R	NAPA AUTO PARTS	\$ 34.54	00000020546720
07/11/2022	PRM,40147,230000000023,1,50,1	R	NAPA AUTO PARTS	\$ 16.65	00000020546720
07/11/2022	PRM,40147,230000000023,1,5,1	R	NAPA AUTO PARTS	\$ 462.25	00000020546720
07/11/2022	PRM,40147,230000000023,1,51,1	R	NAPA AUTO PARTS	\$ 148.20	00000020546720
07/11/2022	PRM,40147,230000000023,1,52,1	R	NAPA AUTO PARTS	\$ 34.53	00000020546720
07/11/2022	PRM,40147,230000000023,1,53,1	R	NAPA AUTO PARTS	\$ 124.04	00000020546720
07/11/2022	PRM,40147,230000000023,1,54,1	R	NAPA AUTO PARTS	\$ 1,902.02	00000020546720
07/11/2022	PRM,40147,230000000023,1,55,1	R	NAPA AUTO PARTS	\$ 6.42	00000020546720
07/11/2022	PRM,40147,230000000023,1,56,1	R	NAPA AUTO PARTS	\$ 80.19	00000020546720
07/11/2022	PRM,40147,230000000023,1,57,1	R	NAPA AUTO PARTS	\$ 24.80	00000020546720
07/11/2022	PRM,40147,230000000023,1,58,1	R	NAPA AUTO PARTS	\$ 35.60	00000020546720
07/11/2022	PRM,40147,230000000023,1,59,1	R	NAPA AUTO PARTS	\$ 49.67	00000020546720
07/11/2022	PRM,40147,230000000023,1,6,1	R	NAPA AUTO PARTS	\$ 329.65	00000020546720
07/11/2022	PRM,40147,230000000023,1,7,1	R	NAPA AUTO PARTS	\$ 6.25	00000020546720
07/11/2022	PRM,40147,230000000023,1,8,1	R	NAPA AUTO PARTS	\$ 49.60	00000020546720
07/11/2022	PRM,40147,230000000023,1,9,1	R	NAPA AUTO PARTS	\$ 216.04	00000020546720
07/19/2022	PRM,40147,230000000050,1,1,1		PALMDALE TROPHY	\$ 82.47	00000020554648
07/21/2022	PRM,40147,230000000058,1,1,1		PALMDALE TROPHY	\$ 29.77	00000020557790
07/27/2022	PRM,40147,230000000079,1,1,1		PALMDALE TROPHY	\$ 31.59	00000020563525
07/08/2022	PRM,40147,230000000018,1,1,1	R	PARKHOUSE TIRE INC	\$ 4,559.22	00000020545169
07/08/2022	PRM,40147,230000000018,1,2,1	R	PARKHOUSE TIRE INC	\$ 821.25	00000020545169
07/08/2022	PRM,40147,230000000018,1,3,1	R	PARKHOUSE TIRE INC	\$ 1,559.61	00000020545169

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

**WARRANT/ACH REGISTER FOR MAY 2022**

Issue Date	Payment Request Doc	R?	Vendor Name	Amount	Warrant/ACH/EFT Number
07/27/2022	PRM,40147,230000000074,1,1,1	R	PARKHOUSE TIRE INC	\$ 1,322.14	00000020563526
07/06/2022	PRM,40147,230000000007,1,1,1		PETROLEUM EQUIPMENT CONSTRUCTION SERVICE	\$ 175.00	00000020542468
07/08/2022	PRM,40147,230000000013,1,1,1		PITNEY BOWES CREDIT CORP	\$ 39.98	00000020545170
07/20/2022	PRM,40147,230000000056,1,1,1		PROACTIVE WORK HEALTH SERVICES	\$ 470.00	00000020556142
07/08/2022	PRM,40147,230000000019,1,1,1	R	QUINN POWER SYSTEMS	\$ 190.65	00000020545171
07/08/2022	PRM,40147,230000000019,1,2,1	R	QUINN POWER SYSTEMS	\$ 207.58	00000020545171
07/08/2022	PRM,40147,230000000019,1,3,1	R	QUINN POWER SYSTEMS	\$ 8.67	00000020545171
07/08/2022	PRM,40147,230000000019,1,4,1	R	QUINN POWER SYSTEMS	\$ 2,283.00	00000020545171
07/08/2022	PRM,40147,230000000019,1,5,1	R	QUINN POWER SYSTEMS	\$ 12.79	00000020545171
07/08/2022	PRM,40147,230000000019,1,6,1	R	QUINN POWER SYSTEMS	\$ 10.01	00000020545171
07/12/2022	PRM,40147,230000000027,1,1,1		RESURGENCEIT	\$ 500.00	00000020547741
07/12/2022	PRM,40147,230000000036,1,1,1		REVELATION SOFTWARE	\$ 1,470.00	00000020547742
07/12/2022	PRM,40147,230000000035,1,1,1		RISE VISION INC	\$ 831.60	00000020547743
07/27/2022	GAX,40147,230000000032,1,0,3	R	SCE	\$ 917.34	00000020563527
07/27/2022	GAX,40147,230000000034,1,0,3	R	SCE	\$ 7,867.64	00000020563527
07/27/2022	GAX,40147,230000000035,1,0,3	R	SCE	\$ 2,735.63	00000020563527
07/28/2022	GAX,40147,230000000033,1,0,3	R	SCE	\$ 343.71	00000020564809
07/07/2022	PRM,40147,230000000010,1,1,1		SHAW HR CONSULTING, INC	\$ 350.00	00000020543669
07/07/2022	PRM,40147,230000000012,1,1,1		SHAW HR CONSULTING, INC	\$ 100.00	00000020543669
07/22/2022	PRM,40147,230000000063,1,1,1		SHAW HR CONSULTING, INC	\$ 175.00	00000020559395
07/13/2022	PRM,40147,230000000033,1,1,1	R	SIRMA II	\$ 1,007,443.00	00000020549280
07/08/2022	PRM,40147,230000000014,1,1,1		SNAP-ON INDUSTRIAL	\$ 3,448.50	00000020545172
07/08/2022	PRM,40147,230000000014,1,2,1		SNAP-ON INDUSTRIAL	\$ 57.82	00000020545172
07/19/2022	PRM,40147,230000000038,1,1,1	R	SO. CAL. GAS CO.	\$ 725.00	00000020554649
07/19/2022	PRM,40147,230000000039,1,1,1	R	SO. CAL. GAS CO.	\$ 1,008.75	00000020554650
07/27/2022	PRM,40147,230000000073,1,1,1	R	SO. CAL. GAS CO.	\$ 39.05	00000020563528
07/19/2022	PRM,40147,230000000041,1,1,1	R	SPECTRUM BUSINESS	\$ 1,174.00	00000020554651
07/25/2022	PRM,40147,230000000069,1,1,1	R	SPECTRUM BUSINESS	\$ 238.56	00000020560759
07/19/2022	PRM,40147,230000000048,1,1,1		STAPLES CREDIT PLAN	\$ 375.40	00000020554652
07/27/2022	PRM,40147,230000000080,1,1,1		SUPERIOR AUTO INTERIORS	\$ 99.23	00000020563529
07/27/2022	PRM,40147,230000000080,1,2,1		SUPERIOR AUTO INTERIORS	\$ 240.00	00000020563529
07/27/2022	PRM,40147,230000000077,1,1,1		TCW SYSTEMS, INC	\$ 950.00	00000020563530
07/20/2022	GAX,40147,230000000017,1,0,1		THE HARTFORD	\$ 74.88	00000020556143
07/12/2022	PRM,40147,230000000028,1,1,1	R	TRANSFINDER CORPORATION	\$ 27,600.00	00000020547744
07/06/2022	PRM,40147,230000000003,1,1,1		UNITED PARCEL SERVICE	\$ 36.00	00000020542469
07/12/2022	PRM,40147,230000000032,1,1,1		UNITED PARCEL SERVICE	\$ 36.00	00000020547745
07/19/2022	PRM,40147,230000000049,1,1,1		UNITED PARCEL SERVICE	\$ 36.00	00000020554653
07/27/2022	PRM,40147,230000000072,1,1,1		UNITED PARCEL SERVICE	\$ 36.00	00000020563531
07/25/2022	PRM,40147,230000000070,1,1,1		VERIZON CALIFORNIA	\$ 382.99	00000020560760
07/06/2022	PRM,40147,230000000004,1,1,1	R	WEX BANK	\$ 2,171.43	00000020542470

Total Warrants \$ 1,165,971.82

Recurring Vender Volume \$ 1,133,904.84

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

**WARRANT/ACH REGISTER FOR MAY 2022**

Issue Date	Payment Request Doc	R?	Vendor Name	Amount	Warrant/ACH/EFT Number
<b>ACH/EFT's</b>					
07/22/2022	PRM,40147,230000000065,1,1,1		AFFORDABLE AUTO BODY & PAINT	\$ 1,445.00	202207210075037
07/28/2022	PRM,40147,230000000083,1,1,1	R	AMERIPRIDE SERVICES INC.	\$ 132.51	202207270076894
07/28/2022	PRM,40147,230000000083,1,2,1	R	AMERIPRIDE SERVICES INC.	\$ 66.42	202207270076894
07/28/2022	PRM,40147,230000000083,1,3,1	R	AMERIPRIDE SERVICES INC.	\$ 132.51	202207270076894
07/28/2022	PRM,40147,230000000083,1,4,1	R	AMERIPRIDE SERVICES INC.	\$ 66.42	202207270076894
07/28/2022	PRM,40147,230000000083,1,5,1	R	AMERIPRIDE SERVICES INC.	\$ 129.54	202207270076894
07/28/2022	PRM,40147,230000000083,1,6,1	R	AMERIPRIDE SERVICES INC.	\$ 66.42	202207270076894
07/28/2022	PRM,40147,230000000083,1,7,1	R	AMERIPRIDE SERVICES INC.	\$ 129.54	202207270076894
07/28/2022	PRM,40147,230000000083,1,8,1	R	AMERIPRIDE SERVICES INC.	\$ 66.42	202207270076894
07/12/2022	PRM,40147,230000000031,1,1,1		ANDY GUMP INC.	\$ 347.78	202207110072693
07/11/2022	PRM,40147,230000000021,1,1,1		BROADVOICE BUSINESS	\$ 1,268.82	202207080072502
07/08/2022	PRM,40147,230000000017,1,1,1	R	CREATIVE BUS SALES	\$ 199.55	202207070072178
07/08/2022	PRM,40147,230000000017,1,2,1	R	CREATIVE BUS SALES	\$ 351.92	202207070072178
07/08/2022	PRM,40147,230000000017,1,3,1	R	CREATIVE BUS SALES	\$ 960.74	202207070072178
07/08/2022	PRM,40147,230000000017,1,4,1	R	CREATIVE BUS SALES	\$ 57.68	202207070072178
07/08/2022	PRM,40147,230000000017,1,5,1	R	CREATIVE BUS SALES	\$ 186.28	202207070072178
07/27/2022	PRM,40147,230000000082,1,1,1		DATA MANAGEMENT	\$ 1,428.84	202207260076399
07/20/2022	GAX,40147,230000000014,1,0,1	R	DELTA DENTAL INSURANCE COMPANY	\$ 156.26	202207190074316
07/20/2022	GAX,40147,230000000013,1,0,1	R	DELTA DENTAL INSURANCE COMPANY	\$ 1,534.14	202207190074318
07/06/2022	PRM,40147,230000000001,1,1,1	R	H&H AUTO PARTS	\$ 1,064.02	202207050071411
07/06/2022	PRM,40147,230000000001,1,2,1	R	H&H AUTO PARTS	\$ 224.13	202207050071411
07/06/2022	PRM,40147,230000000001,1,3,1	R	H&H AUTO PARTS	\$ 14.53	202207050071411
07/06/2022	PRM,40147,230000000001,1,4,1	R	H&H AUTO PARTS	\$ 105.61	202207050071411
07/06/2022	PRM,40147,230000000001,1,5,1	R	H&H AUTO PARTS	\$ 29.81	202207050071411
07/06/2022	PRM,40147,230000000001,1,6,1	R	H&H AUTO PARTS	\$ 211.23	202207050071411
07/06/2022	PRM,40147,230000000001,1,7,1	R	H&H AUTO PARTS	\$ 531.57	202207050071411
07/07/2022	GAX,40147,230000000006,1,0,1	R	KEENAN & ASSOCIATES	\$ 2,783.00	202207060071785
07/07/2022	GAX,40147,230000000008,1,0,1	R	KEENAN & ASSOCIATES	\$ 56,278.50	202207060071785
07/20/2022	GAX,40147,230000000018,1,0,2		METLIFE SMALL MARKET	\$ 399.15	202207190074320
07/07/2022	GAX,40147,230000000001,1,0,2	R	SCHOOLS FIRST FEDERAL CREDIT UNION	\$ 3,581.00	202207060071784
07/25/2022	GAX,40147,230000000024,1,0,2	R	SCHOOLS FIRST FEDERAL CREDIT UNION	\$ 3,061.00	202207220075262
07/07/2022	GAX,40147,230000000002,1,0,1	R	SchoolsFirst Plan Administration, LLC	\$ 1,050.00	202207060071786
07/25/2022	GAX,40147,230000000025,1,0,1	R	SchoolsFirst Plan Administration, LLC	\$ 225.00	202207220075263
07/20/2022	GAX,40147,230000000015,1,0,1	R	SIRMA III	\$ 13,451.96	202207190074317
07/20/2022	GAX,40147,230000000015,1,0,3	R	SIRMA III	\$ 444.60	202207190074317
07/20/2022	GAX,40147,230000000012,1,0,1	R	SISC - III	\$ 125,434.00	202207190074319
07/20/2022	GAX,40147,230000000012,1,0,3	R	SISC - III	\$ 4,165.00	202207190074319

Total ACH's \$ 221,780.90

Recurring Vender Volume \$ 216,891.31



ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY

WARRANT/ACH REGISTER FOR MAY 2022

Issue Date	Payment Request Doc	R?	Vendor Name	Amount	Warrant/ACH/EFT Number
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Grand Total \$ 1,165,971.82

Recurring Vender Volume \$ 1,133,904.84



Report ID: FIN-PROC-0099

### Antelope Valley Schools Transportation Agency

Run Date: 08/04/2022

### Purchase Order Board List

Run Time: 3:10:24 PM

From 07/01/22 - To 07/31/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
07/06/22	PO2W-40147-000000-2300000000001-1-New		Affordable Auto - Body Repair	0000004417-AFFORDABLE AUTO BODY & PAINT	Misc	01.0-00000.0-00000-36000-5631-0004004	\$6,000.00	\$6,000.00
			Affordable Auto - Body Repair	0000004417-AFFORDABLE AUTO BODY & PAINT	Misc	01.0-00000.0-00000-36000-5639-0002015	\$8,000.00	\$6,555.00
			Affordable Auto - Body Repair	0000004417-AFFORDABLE AUTO BODY & PAINT	Misc	01.0-00000.0-00000-36000-5650-0000101	\$1,000.00	\$1,000.00
<b>PO2W-40147-0000000-2300000000001-1-New</b>							<b>\$15,000.00</b>	<b>\$13,555.00</b>
07/06/22	PO2W-40147-000000-2300000000002-1-New		Airdraulics - Maintenance	0000001367-AIRDRAULICS	Misc	01.0-00000.0-00000-36000-4380-0001001	\$1,500.00	\$1,500.00
<b>PO2W-40147-0000000-2300000000002-1-New</b>							<b>\$1,500.00</b>	<b>\$1,500.00</b>
07/06/22	PO2W-40147-000000-2300000000003-1-New		All Data - Yearly Renewal Software	0000000341-ALL DATA LLC	Misc	01.0-00000.0-00000-77000-5840-0004004	\$2,000.00	\$2,000.00
<b>PO2W-40147-0000000-2300000000003-1-New</b>							<b>\$2,000.00</b>	<b>\$2,000.00</b>
07/06/22	PO2W-40147-000000-2300000000004-1-New		Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0001001	\$6,000.00	\$6,000.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0002424	\$100.00	\$100.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0003030	\$50.00	\$50.00

Report ID: FIN-PROC-0099

Antelope Valley Schools Transportation Agency

Run Date: 08/04/2022

Purchase Order Board List

Run Time: 3:10:24 PM

From 07/01/22 - To 07/31/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
07/06/22			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0004004	\$2,000.00	\$2,000.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0006006	\$800.00	\$800.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0007007	\$2,000.00	\$2,000.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0008008	\$500.00	\$500.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4380-0004004	\$5,000.00	\$5,000.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4382-0004004	\$500.00	\$500.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4384-0004004	\$150.00	\$150.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4385-0004004	\$1,000.00	\$1,000.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-11100-36000-4350-0002015	\$3,500.00	\$3,500.00
			Amazon - Office Supplies	0000000556-AMAZON	Misc	01.0-00000.0-50010-36000-4350-0005000	\$3,500.00	\$3,500.00
<b>PO2W-40147-0000000-230000000004-1-New</b>							<b>\$25,100.00</b>	<b>\$25,100.00</b>

Report ID: FIN-PROC-0099

Antelope Valley Schools Transportation Agency

Run Date: 08/04/2022

Purchase Order Board List

Run Time: 3:10:24 PM

From 07/01/22 - To 07/31/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
07/06/22	PO2W-40147-000000 0-2300000000005-1- New		AED PROGRAM	0000102924- ALLIED 100, LLC	Misc	01.0-00000.0-00000-36000-4350-0001001	\$250.00	\$250.00
<b>PO2W-40147-0000000-2300000000005-1-New</b>							<b>\$250.00</b>	<b>\$250.00</b>
07/06/22	PO2W-40147-000000 0-2300000000006-1- New		American Business Machines - Printer Supplies	0000004513- AMERICAN BUSINESS MACHINES	Misc	01.0-00000.0-11100-36000-4350-0002015	\$1,000.00	\$916.42
			American Business Machines - Printer Supplies	0000004513- AMERICAN BUSINESS MACHINES	Misc	01.0-00000.0-50010-36000-4350-0005000	\$2,000.00	\$1,874.62
<b>PO2W-40147-0000000-2300000000006-1-New</b>							<b>\$3,000.00</b>	<b>\$2,791.04</b>
07/06/22	PO2W-40147-000000 0-2300000000007-1- New		Ameripride - Shop Uniforms	0000001539- AMERIPRIDE SERVICES INC.	Misc	01.0-00000.0-50010-81100-5550-0004004	\$7,500.00	\$6,975.90
			Ameripride - Shop Uniforms	0000001539- AMERIPRIDE SERVICES INC.	Misc	01.0-00000.0-50010-81100-5551-0004004	\$3,500.00	\$3,234.32
<b>PO2W-40147-0000000-2300000000007-1-New</b>							<b>\$11,000.00</b>	<b>\$10,210.22</b>
07/06/22	PO2W-40147-000000 0-2300000000009-1- New		Antelecom - Computer Tech Related Service	0000001442- ANTELECOM, INC.	Misc	01.0-00000.0-11100-36000-5840-0001001	\$700.00	\$650.44
			Antelecom - Computer Tech Related Service	0000001442- ANTELECOM, INC.	Misc	01.0-00000.0-50010-36000-5840-0005000	\$1,000.00	\$925.66
<b>PO2W-40147-0000000-2300000000009-1-New</b>							<b>\$1,700.00</b>	<b>\$1,576.10</b>
07/06/22	PO2W-40147-000000 0-2300000000010-1- New		Diamond Ford - Bus Parts	0000000285- DIAMOND FORD	Misc	01.0-00000.0-00000-36000-4381-0004004	\$100.00	\$100.00

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07/06/22			Diamond Ford - Bus Parts	0000000285-DIAMOND FORD	Misc	01.0-00000.0-00000-36000-4383-0004004	\$150.00	\$150.00
			Diamond Ford - Bus Parts	0000000285-DIAMOND FORD	Misc	01.0-00000.0-00000-36000-4385-0004004	\$400.00	\$400.00
			Diamond Ford - Bus Parts	0000000285-DIAMOND FORD	Misc	01.0-00000.0-00000-36000-4387-0004004	\$1,000.00	\$1,000.00
			Diamond Ford - Bus Parts	0000000285-DIAMOND FORD	Misc	01.0-00000.0-00000-36000-4388-0004004	\$50.00	\$50.00
			Diamond Ford - Bus Parts	0000000285-DIAMOND FORD	Misc	01.0-00000.0-00000-36000-5650-0000101	\$2,200.00	\$2,200.00
<b>PO2W-40147-0000000-230000000010-1-New</b>							<b>\$3,900.00</b>	<b>\$3,900.00</b>
07/06/22	PO2W-40147-000000-230000000011-1-New		Arcpoint - Employment Costs	0000004492-ARCPOINT	Misc	01.0-00000.0-00000-36000-5860-0002015	\$20,000.00	\$20,000.00
<b>PO2W-40147-0000000-230000000011-1-New</b>							<b>\$20,000.00</b>	<b>\$20,000.00</b>
07/06/22	PO2W-40147-000000-230000000012-1-New		AT&T - Telephone	0000000293-AT&T	Misc	01.0-00000.0-00000-36000-5900-0002015	\$750.00	\$690.07
<b>PO2W-40147-0000000-230000000012-1-New</b>							<b>\$750.00</b>	<b>\$690.07</b>
07/06/22	PO2W-40147-000000-230000000014-1-New		A-Z Bus - Parts	0000001304-A-Z BUS SALES, INC.	Misc	01.0-00000.0-00000-36000-4381-0004004	\$1,500.00	\$1,500.00
			A-Z Bus - Parts	0000001304-A-Z BUS SALES, INC.	Misc	01.0-00000.0-00000-36000-4383-0004004	\$16,000.00	\$16,000.00

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07/06/22			A-Z Bus - Parts	0000001304-A-Z BUS SALES, INC.	Misc	01.0-00000.0-00000-36000-4384-0004004	\$1,000.00	\$1,000.00
			A-Z Bus - Parts	0000001304-A-Z BUS SALES, INC.	Misc	01.0-00000.0-00000-36000-4385-0004004	\$16,000.00	\$16,000.00
			A-Z Bus - Parts	0000001304-A-Z BUS SALES, INC.	Misc	01.0-00000.0-00000-36000-4386-0004004	\$1,000.00	\$1,000.00
			A-Z Bus - Parts	0000001304-A-Z BUS SALES, INC.	Misc	01.0-00000.0-00000-36000-4387-0004004	\$12,000.00	\$12,000.00
			A-Z Bus - Parts	0000001304-A-Z BUS SALES, INC.	Misc	01.0-00000.0-00000-36000-4392-0004004	\$1,000.00	\$1,000.00
			A-Z Bus - Parts	0000001304-A-Z BUS SALES, INC.	Misc	01.0-00000.0-50010-36000-4390-0005000	\$15,000.00	\$15,000.00
<b>PO2W-40147-0000000-230000000014-1-New</b>							<b>\$63,500.00</b>	<b>\$63,500.00</b>
07/06/22	PO2W-40147-000000-230000000015-1-New		Becs Pacific - Bus Parts	0000000310-BECS PACIFIC, LTD.	Misc	01.0-00000.0-00000-36000-4385-0004004	\$500.00	\$500.00
			Becs Pacific - Bus Parts	0000000310-BECS PACIFIC, LTD.	Misc	01.0-00000.0-00000-36000-4387-0004004	\$5,000.00	\$4,792.72
<b>PO2W-40147-0000000-230000000015-1-New</b>							<b>\$5,500.00</b>	<b>\$5,292.72</b>
07/07/22	PO2W-40147-000000-230000000016-1-New		Broadvoice	0000001775-BROADVOICE BUSINESS	Misc	01.0-00000.0-00000-36000-5900-0002015	\$18,000.00	\$16,731.18
<b>PO2W-40147-0000000-230000000016-1-New</b>							<b>\$18,000.00</b>	<b>\$16,731.18</b>

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07/07/22	PO2W-40147-000000 0-2300000000017-1- New		Buswest - Parts	0000004598- BUSWEST, LLC	Misc	01.0-00000.0-00000-36000-4381-0004004	\$100.00	\$100.00
			Buswest - Parts	0000004598- BUSWEST, LLC	Misc	01.0-00000.0-00000-36000-4383-0004004	\$10,000.00	\$10,000.00
			Buswest - Parts	0000004598- BUSWEST, LLC	Misc	01.0-00000.0-00000-36000-4385-0004004	\$5,000.00	\$5,000.00
			Buswest - Parts	0000004598- BUSWEST, LLC	Misc	01.0-00000.0-00000-36000-4386-0004004	\$4,000.00	\$4,000.00
			Buswest - Parts	0000004598- BUSWEST, LLC	Misc	01.0-00000.0-00000-36000-4387-0004004	\$10,000.00	\$10,000.00
<b>PO2W-40147-0000000-230000000017-1-New</b>							<b>\$29,100.00</b>	<b>\$29,100.00</b>
07/07/22	PO2W-40147-000000 0-2300000000018-1- New		CHP - Driver Renewals	0000001435- CALIFORNIA HIGHWAY PATROL	Misc	01.0-00000.0-00000-36000-4390-0008008	\$2,500.00	\$2,452.00
<b>PO2W-40147-0000000-230000000018-1-New</b>							<b>\$2,500.00</b>	<b>\$2,452.00</b>
07/07/22	PO2W-40147-000000 0-2300000000019-1- New		Canon - Printer Lease	0000001440- CANON FINANCIAL SERVICES, INC.	Misc	01.0-00000.0-00000-36000-5630-0004004	\$30,000.00	\$27,706.19
<b>PO2W-40147-0000000-230000000019-1-New</b>							<b>\$30,000.00</b>	<b>\$27,706.19</b>
07/07/22	PO2W-40147-000000 0-2300000000020-1- New		Chester Ave. Brake - Brake Parts	0000000499- CHESTER AVENUE BRAKE	Misc	01.0-00000.0-00000-36000-4384-0004004	\$10,000.00	\$10,000.00
<b>PO2W-40147-0000000-230000000020-1-New</b>							<b>\$10,000.00</b>	<b>\$10,000.00</b>

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07/07/22	PO2W-40147-000000 0-2300000000021-1- New		Clark & Howard - Towing	0000001413- CLARK & HOWARD	Misc	01.0-00000.0-00000-36000-5650-0000101	\$500.00	\$500.00
			Clark & Howard - Towing	0000001413- CLARK & HOWARD	Misc	01.0-00000.0-00000-36000-5814-0004004	\$10,000.00	\$10,000.00
<b>PO2W-40147-0000000-2300000000021-1-New</b>							<b>\$10,500.00</b>	<b>\$10,500.00</b>
07/07/22	PO2W-40147-000000 0-2300000000022-1- New		Clean Diesel - Opacity Testing	0000000346- CLEAN DIESEL SPECIALIST SO CAL, INC.	Misc	01.0-00000.0-00000-36000-5634-0004004	\$5,000.00	\$5,000.00
<b>PO2W-40147-0000000-2300000000022-1-New</b>							<b>\$5,000.00</b>	<b>\$5,000.00</b>
07/07/22	PO2W-40147-000000 0-2300000000023-1- New		Transmissions and Parts - Competition Transmissions	0000001499- COMPETITION TRANSMISSIONS	Misc	01.0-00000.0-00000-36000-4384-0004004	\$3,000.00	\$3,000.00
			Transmissions and Parts - Competition Transmissions	0000001499- COMPETITION TRANSMISSIONS	Misc	01.0-00000.0-00000-36000-4388-0004004	\$4,000.00	\$4,000.00
			Transmissions and Parts - Competition Transmissions	0000001499- COMPETITION TRANSMISSIONS	Misc	01.0-00000.0-00000-36000-5635-0004004	\$3,000.00	\$3,000.00
<b>PO2W-40147-0000000-2300000000023-1-New</b>							<b>\$10,000.00</b>	<b>\$10,000.00</b>
07/07/22	PO2W-40147-000000 0-2300000000024-1- New		Cranes Waste Oil - Waste Disposal	0000000540- CRANE'S WASTE OIL, INC.	Misc	01.0-00000.0-50010-81000-5560-0004004	\$3,000.00	\$2,672.40
<b>PO2W-40147-0000000-2300000000024-1-New</b>							<b>\$3,000.00</b>	<b>\$2,672.40</b>
07/07/22	PO2W-40147-000000 0-2300000000025-1- New		CREATIVE BUS SALES	0000001715- CREATIVE BUS SALES	Misc	01.0-00000.0-00000-36000-4381-0004004	\$10,000.00	\$10,000.00



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07/07/22			CREATIVE BUS SALES	0000001715-CREATIVE BUS SALES	Misc	01.0-00000.0-00000-36000-4382-0004004	\$500.00	\$500.00
			CREATIVE BUS SALES	0000001715-CREATIVE BUS SALES	Misc	01.0-00000.0-00000-36000-4383-0004004	\$9,000.00	\$9,000.00
			CREATIVE BUS SALES	0000001715-CREATIVE BUS SALES	Misc	01.0-00000.0-00000-36000-4384-0004004	\$2,400.00	\$2,400.00
			CREATIVE BUS SALES	0000001715-CREATIVE BUS SALES	Misc	01.0-00000.0-00000-36000-4385-0004004	\$20,000.00	\$20,000.00
			CREATIVE BUS SALES	0000001715-CREATIVE BUS SALES	Misc	01.0-00000.0-00000-36000-4386-0004004	\$5,000.00	\$5,000.00
			CREATIVE BUS SALES	0000001715-CREATIVE BUS SALES	Misc	01.0-00000.0-00000-36000-4387-0004004	\$40,000.00	\$40,000.00
			CREATIVE BUS SALES	0000001715-CREATIVE BUS SALES	Misc	01.0-00000.0-00000-36000-4388-0004004	\$1,000.00	\$1,000.00
<b>PO2W-40147-0000000-230000000025-1-New</b>							<b>\$87,900.00</b>	<b>\$87,900.00</b>
07/07/22	PO2W-40147-000000-2300000000026-1-New		Cummins Cal Pacific	0000004381-CUMMINS CAL PACIFIC	Misc	01.0-00000.0-00000-36000-4387-0004004	\$17,000.00	\$17,000.00
			Cummins Cal Pacific	0000004381-CUMMINS CAL PACIFIC	Misc	01.0-00000.0-00000-77000-5840-0004004	\$1,250.00	\$1,250.00
<b>PO2W-40147-0000000-230000000026-1-New</b>							<b>\$18,250.00</b>	<b>\$18,250.00</b>
07/07/22	PO2W-40147-000000-2300000000029-1-New		D&D Muffler - Repairs	0000001463-D & D MUFFLER REPAIR	Misc	01.0-00000.0-00000-36000-5630-0004004	\$200.00	\$46.93

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07/07/22			D&D Muffler - Repairs	0000001463-D & D MUFFLER REPAIR	Misc	01.0-00000.0-00000-36000-5650-0000101	\$300.00	\$300.00
<b>PO2W-40147-0000000-230000000029-1-New</b>							<b>\$500.00</b>	<b>\$346.93</b>
07/07/22	PO2W-40147-000000 0-230000000030-1- New		Department of Justice - Employment Costs	0000001339-DEPARTMENT OF JUSTICE	Misc	01.0-00000.0-00000-36000-5860-0002015	\$2,500.00	\$2,500.00
<b>PO2W-40147-0000000-230000000030-1-New</b>							<b>\$2,500.00</b>	<b>\$2,500.00</b>
07/07/22	PO2W-40147-000000 0-230000000031-1- New		Fagen, Friedman, Fulfrost - Legal	0000001401-FAGEN FRIEDMAN & FULFROST, LLP	Misc	01.0-00000.0-00000-36000-5820-0001001	\$150,000.00	\$138,996.50
<b>PO2W-40147-0000000-230000000031-1-New</b>							<b>\$150,000.00</b>	<b>\$138,996.50</b>
07/07/22	PO2W-40147-000000 0-230000000032-1- New		Falcon Fuels - Fuel	0000001348-FALCON FUELS	Misc	01.0-00000.0-00000-36000-4361-0004004	\$1,000,000.00	\$964,009.28
<b>PO2W-40147-0000000-230000000032-1-New</b>							<b>\$1,000,000.00</b>	<b>\$964,009.28</b>
07/07/22	PO2W-40147-000000 0-230000000033-1- New		Federal Express - Postage/Shipping	0000001430-FEDERAL EXPRESS CORPORATION	Misc	01.0-00000.0-00000-36000-5920-0001001	\$1,000.00	\$958.08
<b>PO2W-40147-0000000-230000000033-1-New</b>							<b>\$1,000.00</b>	<b>\$958.08</b>
07/07/22	PO2W-40147-000000 0-230000000034-1- New		Fire Ace - Plant Maintenance	0000001452-FIRE ACE	Misc	01.0-00000.0-00000-36000-4380-0001001	\$5,000.00	\$5,000.00
<b>PO2W-40147-0000000-230000000034-1-New</b>							<b>\$5,000.00</b>	<b>\$5,000.00</b>
07/07/22	PO2W-40147-000000 0-230000000035-1- New		First Aid 2000 - Medical Supplies	0000001676-FIRST AID 2000	Misc	01.0-00000.0-11100-36000-4350-0002015	\$600.00	\$600.00

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07/07/22			First Aid 2000 - Medical Supplies	0000001676-FIRST AID 2000	Misc	01.0-00000.0-50010-36000-4350-0005000	\$900.00	\$900.00
<b>PO2W-40147-0000000-230000000035-1-New</b>							<b>\$1,500.00</b>	<b>\$1,500.00</b>
07/08/22	PO2W-40147-000000-2300000000036-1-New		NEW LAND DEVELOPMENT	0000178683-FLEWELLING & MOODY INC	Misc	01.0-00000.0-00000-36000-6400-0002000	\$30,500.00	\$30,500.00
<b>PO2W-40147-0000000-2300000000036-1-New</b>							<b>\$30,500.00</b>	<b>\$30,500.00</b>
07/08/22	PO2W-40147-000000-2300000000039-1-New		H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4381-0004004	\$3,500.00	\$3,428.99
			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4382-0004004	\$500.00	\$500.00
			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4383-0004004	\$100.00	\$100.00
			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4384-0004004	\$10,000.00	\$8,811.28
			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4385-0004004	\$15,000.00	\$12,559.91
			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4386-0004004	\$2,000.00	\$1,430.07
			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4387-0004004	\$10,000.00	\$8,306.80

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07/08/22			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4391-0004004	\$5,000.00	\$4,961.54
			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4392-0004004	\$500.00	\$500.00
			H&H Auto - Parts	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-5650-0000101	\$4,000.00	\$4,000.00
<b>PO2W-40147-0000000-230000000039-1-New</b>							<b>\$50,600.00</b>	<b>\$44,598.59</b>
07/08/22	PO2W-40147-000000 0-230000000040-1- New		Iron Mountain - Shredding Service	0000000320-IRON MOUNTAIN	Misc	01.0-00000.0-11100-36000-4350-0002015	\$750.00	\$704.58
			Iron Mountain - Shredding Service	0000000320-IRON MOUNTAIN	Misc	01.0-00000.0-50010-36000-4350-0005000	\$700.00	\$631.88
<b>PO2W-40147-0000000-230000000040-1-New</b>							<b>\$1,450.00</b>	<b>\$1,336.46</b>
07/08/22	PO2W-40147-000000 0-230000000041-1- New		Kimball Midwest - Parts	0000001392- KIMBALL MIDWEST	Misc	01.0-00000.0-00000-36000-4380-0004004	\$12,000.00	\$12,000.00
<b>PO2W-40147-0000000-230000000041-1-New</b>							<b>\$12,000.00</b>	<b>\$12,000.00</b>
07/08/22	PO2W-40147-000000 0-230000000042-1- New		Liberty Motor - Parts	0000001449- LIBERTY MOTOR SPORTS, INC.	Misc	01.0-00000.0-00000-36000-4387-0004004	\$12,500.00	\$12,500.00
			Liberty Motor - Parts	0000001449- LIBERTY MOTOR SPORTS, INC.	Misc	01.0-00000.0-00000-36000-5630-0004004	\$300.00	\$300.00
			Liberty Motor - Parts	0000001449- LIBERTY MOTOR SPORTS, INC.	Misc	01.0-00000.0-00000-36000-5650-0000101	\$100.00	\$100.00
<b>PO2W-40147-0000000-230000000042-1-New</b>							<b>\$12,900.00</b>	<b>\$12,900.00</b>

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07/08/22	PO2W-40147-000000 0-2300000000043-1- New		Lowe's - Maintenance	0000004459- LOWE'S	Misc	01.0-00000.0-00000-36000-4380-0001001	\$4,500.00	\$4,500.00
			Lowe's - Maintenance	0000004459- LOWE'S	Misc	01.0-00000.0-00000-36000-4380-0004004	\$1,000.00	\$1,000.00
<b>PO2W-40147-0000000-2300000000043-1-New</b>							<b>\$5,500.00</b>	<b>\$5,500.00</b>
07/08/22	PO2W-40147-000000 0-2300000000044-1- New		M5 Training - Employment Costs	0000001765-M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	Misc	01.0-00000.0-00000-36000-5860-0002015	\$5,000.00	\$4,604.00
<b>PO2W-40147-0000000-2300000000044-1-New</b>							<b>\$5,000.00</b>	<b>\$4,604.00</b>
07/08/22	PO2W-40147-000000 0-2300000000045-1- New		McMaster-Carr - Parts	0000000306- MCMASTER-CARR SUPPLY CO	Misc	01.0-00000.0-00000-36000-4380-0004004	\$1,500.00	\$1,180.99
			McMaster-Carr - Parts	0000000306- MCMASTER-CARR SUPPLY CO	Misc	01.0-00000.0-00000-36000-4382-0004004	\$250.00	\$250.00
			McMaster-Carr - Parts	0000000306- MCMASTER-CARR SUPPLY CO	Misc	01.0-00000.0-00000-36000-4383-0004004	\$500.00	\$500.00
			McMaster-Carr - Parts	0000000306- MCMASTER-CARR SUPPLY CO	Misc	01.0-00000.0-00000-36000-4387-0004004	\$250.00	\$250.00
<b>PO2W-40147-0000000-2300000000045-1-New</b>							<b>\$2,500.00</b>	<b>\$2,180.99</b>
07/08/22	PO2W-40147-000000 0-2300000000046-1- New		Motor City - Parts	0000001319- MOTOR CITY GMC BUICK	Misc	01.0-00000.0-00000-36000-4383-0004004	\$1,800.00	\$1,667.12
			Motor City - Parts	0000001319- MOTOR CITY GMC BUICK	Misc	01.0-00000.0-00000-36000-4385-0004004	\$1,800.00	\$1,800.00

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07/08/22			Motor City - Parts	0000001319-MOTOR CITY GMC BUICK	Misc	01.0-00000.0-00000-36000-4387-0004004	\$4,000.00	\$3,988.13
			Motor City - Parts	0000001319-MOTOR CITY GMC BUICK	Misc	01.0-00000.0-00000-36000-4388-0004004	\$100.00	\$100.00
<b>PO2W-40147-0000000-230000000046-1-New</b>							<b>\$7,700.00</b>	<b>\$7,555.25</b>
07/08/22	PO2W-40147-000000-2300000000047-1-New		Myers Tires - Wheels/Tires	0000000484-MYERS TIRE SUPPLY	Misc	01.0-00000.0-00000-36000-4369-0004004	\$5,500.00	\$5,500.00
<b>PO2W-40147-0000000-230000000047-1-New</b>							<b>\$5,500.00</b>	<b>\$5,500.00</b>
07/08/22	PO2W-40147-000000-2300000000048-1-New		Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4361-0004004	\$600.00	\$600.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4367-0004004	\$200.00	\$200.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4380-0004004	\$4,500.00	\$4,500.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4381-0004004	\$5,000.00	\$5,000.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4382-0004004	\$1,000.00	\$1,000.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4383-0004004	\$2,000.00	\$2,000.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4384-0004004	\$25,000.00	\$25,000.00

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07/08/22			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4385-0004004	\$30,000.00	\$30,000.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4386-0004004	\$5,000.00	\$5,000.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4387-0004004	\$30,000.00	\$30,000.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4388-0004004	\$2,500.00	\$2,500.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4389-0004004	\$1,000.00	\$1,000.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-4392-0004004	\$7,500.00	\$7,500.00
			Napa Auto - Parts	0000000287-NAPA AUTO PARTS	Misc	01.0-00000.0-00000-36000-5650-0000101	\$3,000.00	\$3,000.00
<b>PO2W-40147-0000000-230000000048-1-New</b>							<b>\$117,300.00</b>	<b>\$117,300.00</b>
07/08/22	PO2W-40147-000000-230000000049-1-New		AC PARTS	0000001692-NVB EQUIPMENT	Misc	01.0-00000.0-00000-36000-4392-0004004	\$2,500.00	\$2,377.27
<b>PO2W-40147-0000000-230000000049-1-New</b>							<b>\$2,500.00</b>	<b>\$2,377.27</b>
07/08/22	PO2W-40147-000000-230000000050-1-New		Palmdale Trophy - Supplies	0000000350-PALMDALE TROPHY	Misc	01.0-00000.0-00000-36000-4350-0001001	\$500.00	\$356.17
<b>PO2W-40147-0000000-230000000050-1-New</b>							<b>\$500.00</b>	<b>\$356.17</b>

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07/08/22	PO2W-40147-000000 0-2300000000051-1- New		Parkhouse - Wheels/Tires	0000001418- PARKHOUSE TIRE INC	Misc	01.0-00000.0-00000-36000-4369-0004004	\$40,000.00	\$38,677.86
			Parkhouse - Wheels/Tires	0000001418- PARKHOUSE TIRE INC	Misc	01.0-00000.0-00000-36000-5637-0004004	\$10,000.00	\$10,000.00
			Parkhouse - Wheels/Tires	0000001418- PARKHOUSE TIRE INC	Misc	01.0-00000.0-00000-36000-5650-0000101	\$3,000.00	\$3,000.00
<b>PO2W-40147-0000000-2300000000051-1-New</b>							<b>\$53,000.00</b>	<b>\$51,677.86</b>
07/08/22	PO2W-40147-000000 0-2300000000052-1- New		Petroleum Equipment - Maintenance	0000001689- PETROLEUM EQUIPMENT CONSTRUCTION SERVICE	Misc	01.0-00000.0-00000-36000-4380-0001001	\$10,000.00	\$9,825.00
<b>PO2W-40147-0000000-2300000000052-1-New</b>							<b>\$10,000.00</b>	<b>\$9,825.00</b>
07/08/22	PO2W-40147-000000 0-2300000000053-1- New		Pitney Bowes - Postage	0000001447- PITNEY BOWES CREDIT CORP	Misc	01.0-00000.0-00000-36000-5920-0001001	\$5,000.00	\$4,817.63
<b>PO2W-40147-0000000-2300000000053-1-New</b>							<b>\$5,000.00</b>	<b>\$4,817.63</b>
07/08/22	PO2W-40147-000000 0-2300000000054-1- New		Priority Auto Glass - Parts	0000004475- PRIORITY AUTO GLASS	Misc	01.0-00000.0-00000-36000-4383-0004004	\$3,000.00	\$3,000.00
			Priority Auto Glass - Parts	0000004475- PRIORITY AUTO GLASS	Misc	01.0-00000.0-00000-36000-5631-0004004	\$2,700.00	\$2,700.00
			Priority Auto Glass - Parts	0000004475- PRIORITY AUTO GLASS	Misc	01.0-00000.0-00000-36000-5650-0000101	\$3,500.00	\$3,500.00
<b>PO2W-40147-0000000-2300000000054-1-New</b>							<b>\$9,200.00</b>	<b>\$9,200.00</b>



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07/08/22	PO2W-40147-000000-2300000000055-1-New		Proactive Work - Employment Costs	0000001377-PROACTIVE WORK HEALTH SERVICES	Misc	01.0-00000.0-00000-36000-5860-0002015	\$10,000.00	\$10,000.00
<b>PO2W-40147-0000000-2300000000055-1-New</b>							<b>\$10,000.00</b>	<b>\$10,000.00</b>
07/08/22	PO2W-40147-000000-2300000000056-1-New		QUINN POWER SYSTEMS	0000001653-QUINN POWER SYSTEMS	Misc	01.0-00000.0-00000-36000-4385-0004004	\$1,000.00	\$1,000.00
			QUINN POWER SYSTEMS	0000001653-QUINN POWER SYSTEMS	Misc	01.0-00000.0-00000-36000-4387-0004004	\$12,000.00	\$12,000.00
			QUINN POWER SYSTEMS	0000001653-QUINN POWER SYSTEMS	Misc	01.0-00000.0-00000-77000-5840-0004004	\$2,000.00	\$2,000.00
<b>PO2W-40147-0000000-2300000000056-1-New</b>							<b>\$15,000.00</b>	<b>\$15,000.00</b>
07/08/22	PO2W-40147-000000-2300000000057-1-New		Rid X Pest - Pest Control	0000001733-RID X PEST DISPOSAL	Misc	01.0-00000.0-00000-36000-4380-0001001	\$650.00	\$650.00
<b>PO2W-40147-0000000-2300000000057-1-New</b>							<b>\$650.00</b>	<b>\$650.00</b>
07/08/22	PO2W-40147-000000-2300000000058-1-New		GAS	0000004399-SO. CAL. GAS CO.	Misc	01.0-00000.0-00000-36000-4364-0004004	\$100,000.00	\$99,960.95
<b>PO2W-40147-0000000-2300000000058-1-New</b>							<b>\$100,000.00</b>	<b>\$99,960.95</b>
07/08/22	PO2W-40147-000000-2300000000059-1-New		Southern Counties - Parts	0000000492-SOUTHERN COUNTIES LUBRICANTS, LLC	Misc	01.0-00000.0-00000-36000-4367-0004004	\$30,000.00	\$30,000.00
<b>PO2W-40147-0000000-2300000000059-1-New</b>							<b>\$30,000.00</b>	<b>\$30,000.00</b>
07/08/22	PO2W-40147-000000-2300000000060-1-New		Spectrum Business	0000001459-SPECTRUM BUSINESS	Misc	01.0-00000.0-00000-72000-5890-0000000	\$10,000.00	\$8,587.44

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<b>PO2W-40147-0000000-230000000060-1-New</b>							<b>\$10,000.00</b>	<b>\$8,587.44</b>
07/08/22	PO2W-40147-0000000-230000000061-1-New		Staples Advantage - Office Supplies	0000001427-STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0001001	\$1,500.00	\$1,500.00
			Staples Advantage - Office Supplies	0000001427-STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0002424	\$200.00	\$200.00
			Staples Advantage - Office Supplies	0000001427-STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0004004	\$500.00	\$500.00
			Staples Advantage - Office Supplies	0000001427-STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0006006	\$500.00	\$500.00
			Staples Advantage - Office Supplies	0000001427-STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0008008	\$550.00	\$550.00
			Staples Advantage - Office Supplies	0000001427-STAPLES ADVANTAGE	Misc	01.0-00000.0-11100-36000-4350-0002015	\$1,600.00	\$1,600.00
			Staples Advantage - Office Supplies	0000001427-STAPLES ADVANTAGE	Misc	01.0-00000.0-50010-36000-4350-0005000	\$1,300.00	\$1,300.00
<b>PO2W-40147-0000000-230000000061-1-New</b>							<b>\$6,150.00</b>	<b>\$6,150.00</b>
07/08/22	PO2W-40147-0000000-230000000062-1-New		Staples Credit - Office Supplies	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4350-0001001	\$500.00	\$500.00
			Staples Credit - Office Supplies	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4350-0006006	\$250.00	\$250.00
			Staples Credit - Office Supplies	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4350-0007007	\$300.00	\$300.00

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07/08/22			Staples Credit - Office Supplies	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4350-0008008	\$300.00	\$300.00
			Staples Credit - Office Supplies	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4380-0004004	\$500.00	\$500.00
			Staples Credit - Office Supplies	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-11100-36000-4350-0002015	\$1,200.00	\$1,200.00
			Staples Credit - Office Supplies	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-50010-36000-4350-0005000	\$1,800.00	\$1,800.00
<b>PO2W-40147-0000000-230000000062-1-New</b>							<b>\$4,850.00</b>	<b>\$4,850.00</b>
07/08/22	PO2W-40147-000000-230000000063-1-New		Electrical Parts & Communications	0000001649-TCW SYSTEMS, INC	Misc	01.0-00000.0-00000-36000-4385-0004004	\$10,000.00	\$10,000.00
			Electrical Parts & Communications	0000001649-TCW SYSTEMS, INC	Misc	01.0-00000.0-00000-36000-5900-0002015	\$15,000.00	\$14,050.00
<b>PO2W-40147-0000000-230000000063-1-New</b>							<b>\$25,000.00</b>	<b>\$24,050.00</b>
07/08/22	PO2W-40147-000000-230000000065-1-New		Valley Power - Parts	0000001423-VALLEY POWER SYSTEMS	Misc	01.0-00000.0-00000-36000-4387-0004004	\$10,000.00	\$10,000.00
			Valley Power - Parts	0000001423-VALLEY POWER SYSTEMS	Misc	01.0-00000.0-00000-36000-4388-0004004	\$5,000.00	\$5,000.00
<b>PO2W-40147-0000000-230000000065-1-New</b>							<b>\$15,000.00</b>	<b>\$15,000.00</b>
07/08/22	PO2W-40147-000000-230000000066-1-New		WASTE MANAGEMENT	0000004431-WASTE MANAGEMENT - PALMDALE	Misc	01.0-00000.0-00000-36000-5814-0004004	\$1,000.00	\$1,000.00

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07/08/22			WASTE MANAGEMENT	0000004431-WASTE MANAGEMENT - PALMDALE	Misc	01.0-00000.0-50010-81000-5560-0004004	\$7,500.00	\$7,500.00
<b>PO2W-40147-0000000-230000000066-1-New</b>							<b>\$8,500.00</b>	<b>\$8,500.00</b>
07/08/22	PO2W-40147-000000 0-2300000000067-1- New		FUEL/UNLEADED	0000000322-WEX BANK	Misc	01.0-00000.0-00000-36000-4362-0004004	\$25,000.00	\$22,930.85
<b>PO2W-40147-0000000-230000000067-1-New</b>							<b>\$25,000.00</b>	<b>\$22,930.85</b>
07/08/22	PO2W-40147-000000 0-2300000000068-1- New		WESTERN STATE TRANSMISSIONS	0000001458-WESTERN STATE TRANSMISSIONS	Misc	01.0-00000.0-00000-36000-4388-0004004	\$10,000.00	\$10,000.00
			WESTERN STATE TRANSMISSIONS	0000001458-WESTERN STATE TRANSMISSIONS	Misc	01.0-00000.0-00000-36000-5635-0004004	\$20,000.00	\$20,000.00
<b>PO2W-40147-0000000-230000000068-1-New</b>							<b>\$30,000.00</b>	<b>\$30,000.00</b>
07/08/22	PO2W-40147-000000 0-2300000000069-1- New		MAINTENANCE SUPPLIES	0000000498-WINZER CORPORATION	Misc	01.0-00000.0-00000-36000-4380-0004004	\$15,000.00	\$15,000.00
<b>PO2W-40147-0000000-230000000069-1-New</b>							<b>\$15,000.00</b>	<b>\$15,000.00</b>
07/08/22	PO2W-40147-000000 0-2300000000070-1- New		Call Center Sales Pro - Communications	0000149074-CALL CENTER SALES PRO INC.	Misc	01.0-00000.0-00000-36000-5900-0002015	\$5,000.00	\$4,744.71
<b>PO2W-40147-0000000-230000000070-1-New</b>							<b>\$5,000.00</b>	<b>\$4,744.71</b>
07/08/22	PO2W-40147-000000 0-2300000000071-1- New		TOWELS COVID	0000107982-MISSION LINEN SUPPLY	Misc	01.0-00000.0-50010-81100-5551-0004004	\$2,500.00	\$2,314.16
<b>PO2W-40147-0000000-230000000071-1-New</b>							<b>\$2,500.00</b>	<b>\$2,314.16</b>

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07/08/22	PO2W-40147-000000 0-2300000000072-1- New		SMART TAG	0000100340- MICHAEL P. LARANANG	Misc	01.0-00000.0-11100-36000-4350-0002015	\$2,000.00	\$1,813.60
			SMART TAG	0000100340- MICHAEL P. LARANANG	Misc	01.0-00000.0-50010-36000-4350-0005000	\$3,000.00	\$2,720.40
<b>PO2W-40147-0000000-2300000000072-1-New</b>							<b>\$5,000.00</b>	<b>\$4,534.00</b>
07/08/22	PO2W-40147-000000 0-2300000000073-1- New		PROPERTY & LIABILITY INSURANCE	0000001373- SIRMA II	Misc	01.0-00000.0-00000-36000-5450-0001001	\$1,007,443.0 0	\$0.00
<b>PO2W-40147-0000000-2300000000073-1-New</b>							<b>\$1,007,443.00</b>	<b>\$0.00</b>
07/08/22	PO2W-40147-000000 0-2300000000074-1- New		Monthly Website Hosting	0000092033- RESURGENCEIT	Misc	01.0-00000.0-00000-77000-5840-0000000	\$10,000.00	\$9,000.00
<b>PO2W-40147-0000000-2300000000074-1-New</b>							<b>\$10,000.00</b>	<b>\$9,000.00</b>
07/08/22	PO2W-40147-000000 0-2300000000075-1- New		NETWORK USER LICENSE	0000000502- REVELATION SOFTWARE	Misc	01.0-00000.0-00000-77000-5840-0000000	\$1,470.00	\$0.00
<b>PO2W-40147-0000000-2300000000075-1-New</b>							<b>\$1,470.00</b>	<b>\$0.00</b>
07/08/22	PO2W-40147-000000 0-2300000000076-1- New		ANNUAL TECHNICAL SUPPORT & UPGRADE 07/01/22 - 06/30/23	0000094318- TRANSFINDER CORPORATION	Misc	01.0-00000.0-00000-77000-5840-0000000	\$30,000.00	\$2,400.00
<b>PO2W-40147-0000000-2300000000076-1-New</b>							<b>\$30,000.00</b>	<b>\$2,400.00</b>
07/08/22	PO2W-40147-000000 0-2300000000077-1- New		SMOG CHECK	0000192609- SERGIO'S MUFFLER SERVICE INC.	Misc	01.0-00000.0-00000-36000-5630-0004004	\$2,500.00	\$2,500.00
<b>PO2W-40147-0000000-2300000000077-1-New</b>							<b>\$2,500.00</b>	<b>\$2,500.00</b>

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07/08/22	PO2W-40147-000000 0-2300000000078-1- New		CONSULTING	0000149467-SHAW HR CONSULTING, INC	Misc	01.0-00000.0-11100-36000-5800-0001001	\$15,000.00	\$14,825.00
<b>PO2W-40147-0000000-2300000000078-1-New</b>							<b>\$15,000.00</b>	<b>\$14,825.00</b>
07/08/22	PO2W-40147-000000 0-2300000000079-1- New		VERIZON - CELL PHONES	0000004377- VERIZON CALIFORNIA	Misc	01.0-00000.0-00000-36000-5900-0002015	\$7,500.00	\$7,117.01
<b>PO2W-40147-0000000-2300000000079-1-New</b>							<b>\$7,500.00</b>	<b>\$7,117.01</b>
07/08/22	PO2W-40147-000000 0-2300000000080-1- New		REVELATIONS SUPPORT	0000001513-WIN WIN SOLUTIONS	Misc	01.0-00000.0-00000-77000-5840-0000000	\$2,500.00	\$2,412.50
<b>PO2W-40147-0000000-2300000000080-1-New</b>							<b>\$2,500.00</b>	<b>\$2,412.50</b>
07/08/22	PO2W-40147-000000 0-2300000000081-1- New		Disinfectant Cleaner & Dispenser FY 2022	0000105411- ACUITY SPECIALTY PRODUCTS	Misc	01.0-00000.0-00000-36000-4380-0004004	\$431.09	\$0.00
<b>PO2W-40147-0000000-2300000000081-1-New</b>							<b>\$431.09</b>	<b>\$0.00</b>
07/08/22	PO2W-40147-000000 0-2300000000082-1- New		Bus Conduct Software	0000091679- INCWEBS , INC.	Misc	01.0-00000.0-00000-77000-5840-0000000	\$995.00	\$0.00
<b>PO2W-40147-0000000-2300000000082-1-New</b>							<b>\$995.00</b>	<b>\$0.00</b>
07/08/22	PO2W-40147-000000 0-2300000000083-1- New		Budget Hearing	0000000523-DAILY JOURNAL CORPORATION	Misc	01.0-00000.0-00000-36000-5830-0001001	\$1,000.00	\$893.59
<b>PO2W-40147-0000000-2300000000083-1-New</b>							<b>\$1,000.00</b>	<b>\$893.59</b>
07/08/22	PO2W-40147-000000 0-2300000000085-1- New		SIGNAGE SOFTWARE FOR OPERATIONS	0000094140-RISE VISION INC	Misc	01.0-00000.0-00000-77000-5840-0000000	\$831.60	\$0.00
<b>PO2W-40147-0000000-2300000000085-1-New</b>							<b>\$831.60</b>	<b>\$0.00</b>

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07/11/22	PO2W-40147-000000 0-2300000000008-2- Modification	1	Toilet Rentals	0000001795-ANDY GUMP INC.	Misc	01.0-00000.0-00000-36000-5814-0004004	\$5,000.00	\$4,652.22
<b>PO2W-40147-0000000-2300000000008-2-Modification</b>							<b>\$5,000.00</b>	<b>\$4,652.22</b>
07/11/22	PO2W-40147-000000 0-2300000000064-2- Modification	1	UPS - Shipping	0000000289- UNITED PARCEL SERVICE	Misc	01.0-00000.0-00000-36000-5920-0001001	\$3,000.00	\$2,856.00
<b>PO2W-40147-0000000-2300000000064-2-Modification</b>							<b>\$3,000.00</b>	<b>\$2,856.00</b>
07/11/22	PO2W-40147-000000 0-2300000000086-1- New		SMART TAG - SUPPLIES	0000100340- MICHAEL P. LARANANG	Misc	01.0-00000.0-00000-36000-4385-0004004	\$466.00	\$466.00
<b>PO2W-40147-0000000-2300000000086-1-New</b>							<b>\$466.00</b>	<b>\$466.00</b>
07/18/22	PO2W-40147-000000 0-2300000000013-2- Modification	1	AV Janitorial - Custodial Supplies	0000004511-AV JANITORIAL SUPPLY	Misc	01.0-00000.0-00000-36000-4370-0004004	\$25,000.00	\$23,422.32
<b>PO2W-40147-0000000-2300000000013-2-Modification</b>							<b>\$25,000.00</b>	<b>\$23,422.32</b>
07/18/22	PO2W-40147-000000 0-2300000000088-1- New		A-L Mobile - WASH SERVICES	0000000537-A-L MOBILE DETAIL	Misc	01.0-00000.0-00000-77000-5800-0000000	\$5,000.00	\$4,880.00
<b>PO2W-40147-0000000-2300000000088-1-New</b>							<b>\$5,000.00</b>	<b>\$4,880.00</b>
07/18/22	PO2W-40147-000000 0-2300000000089-1- New		County of Los Angeles - Communications	0000000488- COUNTY OF LOS ANGELES	Misc	01.0-00000.0-00000-36000-5900-0002015	\$5,000.00	\$4,592.05
<b>PO2W-40147-0000000-2300000000089-1-New</b>							<b>\$5,000.00</b>	<b>\$4,592.05</b>
07/18/22	PO2W-40147-000000 0-2300000000090-1- New		Telecommunication s	0000001757- FRONTIER	Misc	01.0-00000.0-00000-36000-5900-0002015	\$500.00	\$464.70
<b>PO2W-40147-0000000-2300000000090-1-New</b>							<b>\$500.00</b>	<b>\$464.70</b>

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07/20/22	PO2W-40147-000000 0-2300000000091-1- New		AV Express - Charter Trips	0000000302- ANTELOPE EXPRESS	Misc	01.0-00000.0-11100-42000-5810-0003030	\$250,000.00	\$246,501.21
<b>PO2W-40147-0000000-2300000000091-1-New</b>							<b>\$250,000.00</b>	<b>\$246,501.21</b>
07/20/22	PO2W-40147-000000 0-2300000000092-1- New		Shop Shoes	0000190128-BOOT BARN INC	Misc	01.0-00000.0-00000-36000-4350-0004004	\$124.02	\$0.00
<b>PO2W-40147-0000000-2300000000092-1-New</b>							<b>\$124.02</b>	<b>\$0.00</b>
07/20/22	PO2W-40147-000000 0-2300000000093-1- New		GLASS REPAIR/ REPLACEMENT	0000000308- MELDON GLASS INC	Misc	01.0-00000.0-00000-36000-4380-0001001	\$5,000.00	\$4,640.00
<b>PO2W-40147-0000000-2300000000093-1-New</b>							<b>\$5,000.00</b>	<b>\$4,640.00</b>
07/21/22	PO2W-40147-000000 0-2300000000094-1- New		Desert Lock - Plant Maintenance	0000001322- DESERT LOCK CO.	Misc	01.0-00000.0-00000-36000-4380-0001001	\$1,000.00	\$677.72
<b>PO2W-40147-0000000-2300000000094-1-New</b>							<b>\$1,000.00</b>	<b>\$677.72</b>
07/26/22	CBDL-40147-0000000 -2200000000018-1- New		Lapse for 2022	0000102924- ALLIED 100, LLC	Misc	01.0-00000.0-00000-36000-4350-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000018-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000019-1- New		Lapse for 2022	0000000556- AMAZON	Misc	01.0-00000.0-00000-36000-4350-0001001	\$0.00	\$0.00
			Lapse for 2022	0000000556- AMAZON	Misc	01.0-00000.0-00000-36000-4350-0002424	\$0.00	\$0.00
			Lapse for 2022	0000000556- AMAZON	Misc	01.0-00000.0-00000-36000-4350-0003030	\$0.00	\$0.00



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07/26/22			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0006006	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0007007	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4350-0008008	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4382-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-11100-36000-4350-0002015	\$0.00	\$0.00
			Lapse for 2022	0000000556-AMAZON	Misc	01.0-00000.0-50010-36000-4350-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000019-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0000000 -220000000020-1- New		Lapse for 2022	0000004513- AMERICAN BUSINESS MACHINES	Misc	01.0-00000.0-11100-36000-4350-0002015	\$0.00	\$0.00
			Lapse for 2022	0000004513- AMERICAN BUSINESS MACHINES	Misc	01.0-00000.0-50010-36000-4350-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000020-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000022-1- New		Lapse for 2022	0000001795-ANDY GUMP INC.	Misc	01.0-00000.0-00000-36000-5814-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000022-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000023-1- New		Lapse for 2022	0000001442- ANTELECOM, INC.	Misc	01.0-00000.0-11100-36000-5840-0001001	\$0.00	\$0.00
			Lapse for 2022	0000001442- ANTELECOM, INC.	Misc	01.0-00000.0-50010-36000-5840-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000023-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000025-1- New		Lapse for 2022	0000004492- ARCPOINT	Misc	01.0-00000.0-00000-36000-5860-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000025-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000026-1- New		Lapse for 2022	0000000293-AT&T	Misc	01.0-00000.0-00000-36000-5900-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000026-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000027-1- New		Lapse for 2022	0000004511-AV JANITORIAL SUPPLY	Misc	01.0-00000.0-00000-36000-4370-0004004	\$0.00	\$0.00

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<b>CBDL-40147-0000000-220000000027-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000029-1- New		Lapse for 2022	0000000310-BECS PACIFIC, LTD.	Misc	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000310-BECS PACIFIC, LTD.	Misc	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000029-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000030-1- New		Lapse for 2022	0000001775- BROADVOICE BUSINESS	Misc	01.0-00000.0-00000-36000-5900-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000030-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000032-1- New		Lapse for 2022	0000001435- CALIFORNIA HIGHWAY PATROL	Misc	01.0-00000.0-00000-36000-4390-0008008	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000032-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000033-1- New		Lapse for 2022	0000001440- CANON FINANCIAL SERVICES, INC.	Misc	01.0-00000.0-00000-36000-5630-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000033-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000034-1- New		Lapse for 2022	0000001643- CASTO	Misc	01.0-00000.0-00000-36000-4390-0005005	\$0.00	\$0.00
			Lapse for 2022	0000001643- CASTO	Misc	01.0-00000.0-00000-36000-5310-0001001	\$0.00	\$0.00
			Lapse for 2022	0000001643- CASTO	Misc	01.0-00000.0-00000-36000-5310-0004004	\$0.00	\$0.00

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07/26/22			Lapse for 2022	0000001643-CASTO	Misc	01.0-00000.0-00000-36000-5310-0008008	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000034-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000043-1-New		Lapse for 2022	0000001339-DEPARTMENT OF JUSTICE	Misc	01.0-00000.0-00000-36000-5860-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000043-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000045-1-New		Lapse for 2022	0000001401-FAGEN FRIEDMAN & FULFROST, LLP	Misc	01.0-00000.0-00000-36000-5820-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000045-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000047-1-New		Lapse for 2022	0000001430-FEDERAL EXPRESS CORPORATION	Misc	01.0-00000.0-00000-36000-5920-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000047-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000049-1-New		Lapse for 2022	0000001676-FIRST AID 2000	Misc	01.0-00000.0-11100-36000-4350-0002015	\$0.00	\$0.00
			Lapse for 2022	0000001676-FIRST AID 2000	Misc	01.0-00000.0-50010-36000-4350-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000049-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000051-1-New		Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4382-0004004	\$0.00	\$0.00

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07/26/22			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4391-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4392-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000051-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000052-1-New		Lapse for 2022	0000004536-HADDAD CHIROPRACTIC	Misc	01.0-00000.0-00000-36000-5860-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000052-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000053-1-New		Lapse for 2022	0000000320-IRON MOUNTAIN	Misc	01.0-00000.0-11100-36000-4350-0002015	\$0.00	\$0.00

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07/26/22			Lapse for 2022	0000000320-IRON MOUNTAIN	Misc	01.0-00000.0-50010-36000-4350-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000053-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000057-1-New		Lapse for 2022	0000001765-M5 TRAINING SCHOOL OF PROTECTIVE SERVICE	Misc	01.0-00000.0-00000-36000-5860-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000057-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000062-1-New		Lapse for 2022	0000000350-PALMDALE TROPHY	Misc	01.0-00000.0-00000-36000-4350-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000062-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000065-1-New		Lapse for 2022	0000001447-PITNEY BOWES CREDIT CORP	Misc	01.0-00000.0-00000-36000-5920-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000065-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000067-1-New		Lapse for 2022	0000001377-PROACTIVE WORK HEALTH SERVICES	Misc	01.0-00000.0-00000-36000-5860-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000067-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000069-1-New		Lapse for 2022	0000001733-RID X PEST DISPOSAL	Misc	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000069-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000070-1-New		Lapse for 2022	0000004399-SO. CAL. GAS CO.	Misc	01.0-00000.0-00000-36000-4364-0004004	\$0.00	\$0.00

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<b>CBDL-40147-0000000-220000000070-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000072-1- New		Lapse for 2022	0000001459- SPECTRUM BUSINESS	Misc	01.0-00000.0-00000-72000-5890-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000072-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000073-1- New		Lapse for 2022	0000001427- STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0001001	\$0.00	\$0.00
			Lapse for 2022	0000001427- STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0002424	\$0.00	\$0.00
			Lapse for 2022	0000001427- STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001427- STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0006006	\$0.00	\$0.00
			Lapse for 2022	0000001427- STAPLES ADVANTAGE	Misc	01.0-00000.0-00000-36000-4350-0008008	\$0.00	\$0.00
			Lapse for 2022	0000001427- STAPLES ADVANTAGE	Misc	01.0-00000.0-11100-36000-4350-0002015	\$0.00	\$0.00
			Lapse for 2022	0000001427- STAPLES ADVANTAGE	Misc	01.0-00000.0-50010-36000-4350-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000073-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000074-1- New		Lapse for 2022	0000001666- STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4350-0001001	\$0.00	\$0.00

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07/26/22			Lapse for 2022	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4350-0006006	\$0.00	\$0.00
			Lapse for 2022	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4350-0007007	\$0.00	\$0.00
			Lapse for 2022	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4350-0008008	\$0.00	\$0.00
			Lapse for 2022	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-11100-36000-4350-0002015	\$0.00	\$0.00
			Lapse for 2022	0000001666-STAPLES CREDIT PLAN	Misc	01.0-00000.0-50010-36000-4350-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000074-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000075-1-New		Lapse for 2022	0000001649-TCW SYSTEMS, INC	Misc	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001649-TCW SYSTEMS, INC	Misc	01.0-00000.0-00000-36000-5900-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000075-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000076-1-New		Lapse for 2022	0000000289-UNITED PARCEL SERVICE	Misc	01.0-00000.0-00000-36000-5920-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000076-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>



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07/26/22	CBDL-40147-0000000 -2200000000078-1- New		Lapse for 2022	0000004431- WASTE MANAGEMENT - PALMDALE	Misc	01.0-00000.0-00000-36000-5814-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004431- WASTE MANAGEMENT - PALMDALE	Misc	01.0-00000.0-50010-81000-5560-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000078-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000079-1- New		Lapse for 2022	0000000322-WEX BANK	Misc	01.0-00000.0-00000-36000-4362-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000079-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000082-1- New		Lapse for 2022	0000149074-CALL CENTER SALES PRO INC.	Misc	01.0-00000.0-00000-36000-5900-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000082-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000083-1- New		Lapse for 2022	0000107982- MISSION LINEN SUPPLY	Misc	01.0-00000.0-50010-81100-5551-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000083-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000084-1- New		Lapse for 2022	0000001418- PARKHOUSE TIRE INC	Misc	01.0-00000.0-00000-36000-5637-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000084-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000085-1- New		Lapse for 2022	0000000343- FRANKLIN TRUCK PARTS	Misc	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000343- FRANKLIN TRUCK PARTS	Misc	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00

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<b>CBDL-40147-0000000-220000000085-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000086-1-New		Lapse for 2022	0000000343-FRANKLIN TRUCK PARTS	Misc	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000086-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000087-1-New		Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000087-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000088-1-New		Lapse for 2022	0000001401-FAGEN FRIEDMAN & FULFROST, LLP	Misc	01.0-00000.0-00000-36000-5820-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000088-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000090-1-New		Lapse for 2022	0000092033-RESURGENCEIT	Misc	01.0-00000.0-00000-77000-5840-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000090-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000091-1-New		Lapse for 2022	0000001757-FRONTIER	Misc	01.0-00000.0-00000-36000-5900-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000091-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000092-1-New		Lapse for 2022	0000178683-FLEWELLING & MOODY INC	Misc	01.0-00000.0-00000-36000-6400-0002000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000092-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0000000 -2200000000093-1- New		Lapse for 2022	0000000488- COUNTY OF LOS ANGELES	Misc	01.0-00000.0-00000-36000-5900-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000093-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000094-1- New		Lapse for 2022	0000004394- MINUTEMAN PRESS	Misc	01.0-00000.0-11100-36000-4350-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000094-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000096-1- New		Lapse for 2022	0000001692-NVB EQUIPMENT	Misc	01.0-00000.0-00000-36000-4392-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000096-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000097-1- New		Lapse for 2022	0000184156-SAGE STAFFING, INC.	Misc	01.0-00000.0-00000-77000-5800-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000097-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000098-1- New		Lapse for 2022	0000001439- A.V.S.T.A.	Misc	01.0-00000.0-50010-36000-4350-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000098-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000099-1- New		Lapse for 2022	0000000302- ANTELOPE EXPRESS	Misc	01.0-00000.0-11100-42000-5810-0003030	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000099-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -2200000000100-1- New		Lapse for 2022	0000184156-SAGE STAFFING, INC.	Misc	01.0-00000.0-00000-77000-5800-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-2200000000100-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0000000 -220000000101-1- New		Lapse for 2022	0000185276- ACCUVIEW VIDEO SECURITY	Misc	01.0-00000.0-00000-77000-5800-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000101-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000102-1- New		Lapse for 2022	0000184156-SAGE STAFFING, INC.	Misc	01.0-00000.0-00000-77000-5800-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000102-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000103-1- New		Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4382-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4391-0004004	\$0.00	\$0.00

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07/26/22			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-4392-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001701-H&H AUTO PARTS	Misc	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000103-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000104-1-New		Lapse for 2022	0000184378-INLAND EMPIRE STAGES, LTD.	Misc	01.0-00000.0-11100-42000-5810-0003030	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000104-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000105-1-New		Lapse for 2022	0000105411-ACUITY SPECIALTY PRODUCTS	Misc	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000105-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000106-1-New		Lapse for 2022	0000100340-MICHAEL P. LARANANG	Misc	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000106-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000107-1-New		Lapse for 2022	0000000537-A-L MOBILE DETAIL	Misc	01.0-00000.0-00000-77000-5800-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000107-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000108-1-New		Lapse for 2022	0000004449-H & L CHARTER CO., INC.	Misc	01.0-00000.0-11100-42000-5810-0003030	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000108-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0000000 -220000000109-1- New		Lapse for 2022	0000184378- INLAND EMPIRE STAGES, LTD.	Misc	01.0-00000.0-11100-42000-5810-0003030	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000109-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000110-1- New		Lapse for 2022	0000000492- SOUTHERN COUNTIES LUBRICANTS, LLC	Misc	01.0-00000.0-00000-36000-4367-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000110-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000111-1- New		Lapse for 2022	0000004394- MINUTEMAN PRESS	Misc	01.0-00000.0-11100-36000-4350-0002015	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000111-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000112-1- New		Lapse for 2022	0000001513-WIN WIN SOLUTIONS	Misc	01.0-00000.0-00000-77000-5840-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000112-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000113-1- New		Lapse for 2022	0000192609- SERGIO'S MUFFLER SERVICE INC.	Misc	01.0-00000.0-00000-36000-5630-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000113-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000114-1- New		Lapse for 2022	0000001766-CPI	Misc	01.0-00000.0-00000-36000-5310-0008008	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000114-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000115-1- New		Lapse for 2022	0000149467-SHAW HR CONSULTING, INC	Misc	01.0-00000.0-11100-36000-5800-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000115-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0000000 -220000000116-1- New		Lapse for 2022	0000185276- ACCUVIEW VIDEO SECURITY	Misc	01.0-00000.0-00000-77000-5800-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000116-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000117-1- New		Lapse for 2022	0000193852-GHA TECHNOLOGIES	Misc	01.0-00000.0-00000-36000-4400-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000117-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000118-1- New		Lapse for 2022	0000000527- ELECTRI-COM	Misc	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000118-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000119-1- New		Lapse for 2022	0000195620-PAUL MURPHY	Misc	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000119-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000121-1- New		Lapse for 2022	0000001495- EMBROIDERY WORLD	Misc	01.0-00000.0-11100-36000-4390-0002015	\$0.00	\$0.00
			Lapse for 2022	0000001495- EMBROIDERY WORLD	Misc	01.0-00000.0-50010-36000-4390-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000121-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000 -220000000122-1- New		Lapse for 2022	0000000346- CLEAN DIESEL SPECIALIST SO CAL, INC.	Misc	01.0-00000.0-00000-36000-5634-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000122-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0000000-220000000123-1-New		Lapse for 2022	0000004598-BUSWEST, LLC	Misc	01.0-00000.0-00000-36000-6490-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000123-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000124-1-New		Lapse for 2022	0000184156-SAGE STAFFING, INC.	Misc	01.0-00000.0-00000-77000-5800-0000000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000124-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000125-1-New		Lapse for 2022	0000000551-GEORGES CLEANERS	Misc	01.0-00000.0-50010-81100-5550-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000125-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000126-1-New		Lapse for 2022	0000001695-JASPER ENGINE & TRANS EXCHANGE, INC	Misc	01.0-00000.0-00000-36000-4388-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000126-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000127-1-New		Lapse for 2022	0000105411-ACUITY SPECIALTY PRODUCTS	Misc	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000127-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000128-1-New		Lapse for 2022	0000001695-JASPER ENGINE & TRANS EXCHANGE, INC	Misc	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000128-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000129-1-New		Lapse for 2022	0000100340-MICHAEL P. LARANANG	Misc	01.0-00000.0-00000-77000-5840-0000000	\$0.00	\$0.00



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<b>CBDL-40147-0000000-220000000129-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000130-1-New		Lapse for 2022	0000000494-PRAXAIR	Misc	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000130-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000131-1-New		Lapse for 2022	0000235588-LINDE GAS & EQUIPMENT INC	Misc	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000131-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000132-1-New		Lapse for 2022	0000001310-ANTELOPE VALLEY PRESS	Misc	01.0-00000.0-00000-36000-5830-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000132-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000133-1-New		Lapse for 2022	0000237233-GREEK ORTHODOX CHURCH OF STS CONSTANTINE AND HELEN OF AV	Misc	01.0-00000.0-11100-36000-5800-0001001	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000133-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000134-1-New		Lapse for 2022	0000001539-AMERIPRIDE SERVICES INC.	Misc	01.0-00000.0-50010-81100-5550-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000134-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000135-1-New		Lapse for 2022	0000004411-DELL MARKETING L.P.	Misc	01.0-00000.0-00000-36000-4400-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000135-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0000000-220000000136-1-New		Lapse for 2022	0000000288-RALLY AUTO GROUP INC	Misc	01.0-00000.0-00000-36000-5634-0004004	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000136-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0000000-220000000137-1-New		Lapse for 2022	0000004498-WELLS FARGO EQUIPMENT FINANCE	Misc	01.0-00000.0-50010-91000-7439-0005000	\$0.00	\$0.00
<b>CBDL-40147-0000000-220000000137-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000015-1-New		Lapse for 2022	0000004417-AFFORDABLE AUTO BODY & PAINT	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5631-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004417-AFFORDABLE AUTO BODY & PAINT	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5639-0002015	\$0.00	\$0.00
			Lapse for 2022	0000004417-AFFORDABLE AUTO BODY & PAINT	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000015-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000016-1-New		Lapse for 2022	0000001367-AIRDRAULICS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000016-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000017-1-New		Lapse for 2022	0000000341-ALL DATA LLC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-77000-5840-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000017-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0004004 -220000000021-1- New		Lapse for 2022	0000001539- AMERIPRIDE SERVICES INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-50010-81100-5551-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000021-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000024-1- New		Lapse for 2022	0000000285- DIAMOND FORD	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000285- DIAMOND FORD	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000285- DIAMOND FORD	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000285- DIAMOND FORD	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000285- DIAMOND FORD	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4388-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000285- DIAMOND FORD	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000024-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000028-1- New		Lapse for 2022	0000001304-A-Z BUS SALES, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001304-A-Z BUS SALES, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001304-A-Z BUS SALES, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00

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07/26/22			Lapse for 2022	0000001304-A-Z BUS SALES, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001304-A-Z BUS SALES, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001304-A-Z BUS SALES, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001304-A-Z BUS SALES, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4392-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001304-A-Z BUS SALES, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-50010-36000-4390-0005000	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000028-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -2200000000031-1- New		Lapse for 2022	0000004598- BUSWEST, LLC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004598- BUSWEST, LLC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004598- BUSWEST, LLC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004598- BUSWEST, LLC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004598- BUSWEST, LLC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000031-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0004004 -220000000035-1- New		Lapse for 2022	000000499- CHESTER AVENUE BRAKE	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000035-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000036-1- New		Lapse for 2022	0000001413- CLARK & HOWARD	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
			Lapse for 2022	0000001413- CLARK & HOWARD	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5814-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000036-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000037-1- New		Lapse for 2022	0000000346- CLEAN DIESEL SPECIALIST SO CAL, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5634-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000037-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000038-1- New		Lapse for 2022	0000001499- COMPETITION TRANSMISSIONS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001499- COMPETITION TRANSMISSIONS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4388-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001499- COMPETITION TRANSMISSIONS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5635-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000038-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000039-1- New		Lapse for 2022	0000000540- CRANE'S WASTE OIL, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-50010-81000-5560-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000039-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0004004 -220000000040-1- New		Lapse for 2022	0000001715- CREATIVE BUS SALES	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001715- CREATIVE BUS SALES	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4382-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001715- CREATIVE BUS SALES	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001715- CREATIVE BUS SALES	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001715- CREATIVE BUS SALES	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001715- CREATIVE BUS SALES	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001715- CREATIVE BUS SALES	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001715- CREATIVE BUS SALES	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4388-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000040-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000041-1- New		Lapse for 2022	0000004381- CUMMINS CAL PACIFIC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004381- CUMMINS CAL PACIFIC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-77000-5840-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000041-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

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07/26/22	CBDL-40147-0004004 -220000000042-1- New		Lapse for 2022	0000001463-D & D MUFFLER REPAIR	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5630-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001463-D & D MUFFLER REPAIR	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000042-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000044-1- New		Lapse for 2022	0000001322- DESERT LOCK CO.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000044-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000046-1- New		Lapse for 2022	0000001348- FALCON FUELS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4361-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000046-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000048-1- New		Lapse for 2022	0000001452-FIRE ACE	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000048-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -220000000050-1- New		Lapse for 2022	0000000343- FRANKLIN TRUCK PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000343- FRANKLIN TRUCK PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000343- FRANKLIN TRUCK PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000343- FRANKLIN TRUCK PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00

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07/26/22			Lapse for 2022	0000000343-FRANKLIN TRUCK PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4389-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000050-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000054-1-New		Lapse for 2022	0000001392-KIMBALL MIDWEST	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000054-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000055-1-New		Lapse for 2022	0000001449-LIBERTY MOTOR SPORTS, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001449-LIBERTY MOTOR SPORTS, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5630-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001449-LIBERTY MOTOR SPORTS, INC.	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000055-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000056-1-New		Lapse for 2022	0000004459-LOWE'S	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
			Lapse for 2022	0000004459-LOWE'S	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000056-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000058-1-New		Lapse for 2022	0000000306-MCMaster-CARR SUPPLY CO	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000306-MCMaster-CARR SUPPLY CO	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4382-0004004	\$0.00	\$0.00



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07/26/22			Lapse for 2022	0000000306-MCMASTER-CARR SUPPLY CO	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000306-MCMASTER-CARR SUPPLY CO	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000058-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000059-1-New		Lapse for 2022	0000001319-MOTOR CITY GMC BUICK	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001319-MOTOR CITY GMC BUICK	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001319-MOTOR CITY GMC BUICK	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001319-MOTOR CITY GMC BUICK	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4388-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000059-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000060-1-New		Lapse for 2022	0000000484-MYERS TIRE SUPPLY	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4369-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000060-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000061-1-New		Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4361-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4367-0004004	\$0.00	\$0.00

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07/26/22			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4381-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4382-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4384-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4386-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4388-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4389-0004004	\$0.00	\$0.00
			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4392-0004004	\$0.00	\$0.00

Report ID: FIN-PROC-0099

### Antelope Valley Schools Transportation Agency

Run Date: 08/04/2022

### Purchase Order Board List

Run Time: 3:10:24 PM

From 07/01/22 - To 07/31/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
07/26/22			Lapse for 2022	0000000287-NAPA AUTO PARTS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000061-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000063-1-New		Lapse for 2022	0000001418-PARKHOUSE TIRE INC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4369-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001418-PARKHOUSE TIRE INC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5637-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001418-PARKHOUSE TIRE INC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000063-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000064-1-New		Lapse for 2022	0000001689-PETROLEUM EQUIPMENT CONSTRUCTION SERVICE	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000064-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004-220000000066-1-New		Lapse for 2022	0000004475-PRIORITY AUTO GLASS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004475-PRIORITY AUTO GLASS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5631-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004475-PRIORITY AUTO GLASS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5650-0000101	\$0.00	\$0.00
<b>CBDL-40147-0004004-220000000066-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

Report ID: FIN-PROC-0099

Antelope Valley Schools Transportation Agency

Run Date: 08/04/2022

Purchase Order Board List

Run Time: 3:10:24 PM

From 07/01/22 - To 07/31/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
07/26/22	CBDL-40147-0004004 -2200000000068-1- New		Lapse for 2022	0000001653- QUINN POWER SYSTEMS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4385-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001653- QUINN POWER SYSTEMS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-2200000000068-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -2200000000071-1- New		Lapse for 2022	0000000492- SOUTHERN COUNTIES LUBRICANTS, LLC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4367-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-2200000000071-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -2200000000077-1- New		Lapse for 2022	0000001423- VALLEY POWER SYSTEMS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4387-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001423- VALLEY POWER SYSTEMS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4388-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-2200000000077-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -2200000000080-1- New		Lapse for 2022	0000001458- WESTERN STATE TRANSMISSIONS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4388-0004004	\$0.00	\$0.00
			Lapse for 2022	0000001458- WESTERN STATE TRANSMISSIONS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5635-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-2200000000080-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -2200000000081-1- New		Lapse for 2022	0000000498- WINZER CORPORATION	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-2200000000081-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>

Report ID: FIN-PROC-0099

Antelope Valley Schools Transportation Agency

Run Date: 08/04/2022

Purchase Order Board List

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From 07/01/22 - To 07/31/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
07/26/22	CBDL-40147-0004004 -2200000000089-1- New		Lapse for 2022	0000004551- SUPERIOR AUTO INTERIORS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4383-0004004	\$0.00	\$0.00
			Lapse for 2022	0000004551- SUPERIOR AUTO INTERIORS	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5631-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-2200000000089-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -2200000000095-1- New		Lapse for 2022	0000106872-FUEL PROS, INC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-4380-0001001	\$0.00	\$0.00
<b>CBDL-40147-0004004-2200000000095-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	CBDL-40147-0004004 -2200000000120-1- New		Lapse for 2022	0000000315- MERCED A/C EQUIPMENT SERVICE, INC	Parts/Inv. Clerk - Trans/ Spec	01.0-00000.0-00000-36000-5630-0004004	\$0.00	\$0.00
<b>CBDL-40147-0004004-2200000000120-1-New</b>							<b>\$0.00</b>	<b>\$0.00</b>
07/26/22	PO2W-40147-000000 0-2300000000084-3- Modification	2	ORIENTATION HALL	0000237233- GREEK ORTHODOX CHURCH OF STS CONSTANTINE AND HELEN OF AV	Misc	01.0-00000.0-11100-36000-5800-0001001	\$7,000.00	\$240.45
<b>PO2W-40147-0000000-2300000000084-3-Modification</b>							<b>\$7,000.00</b>	<b>\$240.45</b>
07/26/22	PO2W-40147-000000 0-2300000000095-1- New		ANNUAL LICENSES RENEWAL	0000004509-DATA MANAGEMENT	Misc	01.0-00000.0-00000-77000-5840-0000000	\$1,428.84	\$0.00
<b>PO2W-40147-0000000-2300000000095-1-New</b>							<b>\$1,428.84</b>	<b>\$0.00</b>
07/26/22	PO2W-40147-000000 0-2300000000096-1- New		BUS BODY REPAIR	0000004551- SUPERIOR AUTO INTERIORS	Misc	01.0-00000.0-00000-36000-4383-0004004	\$2,500.00	\$2,400.77

Report ID: FIN-PROC-0099

Antelope Valley Schools Transportation Agency

Run Date: 08/04/2022

Purchase Order Board List

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From 07/01/22 - To 07/31/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
07/26/22			BUS BODY REPAIR	0000004551-SUPERIOR AUTO INTERIORS	Misc	01.0-00000.0-00000-36000-5631-0004004	\$5,000.00	\$4,760.00
<b>PO2W-40147-0000000-2300000000096-1-New</b>							<b>\$7,500.00</b>	<b>\$7,160.77</b>
							<b>\$3,572,439.55</b>	<b>\$2,448,190.58</b>

**Antelope Valley Schools Transportation Agency  
Personnel Schedule**

**August 2022**

<b>NEW EMPLOYEES</b>		
<i>Employee Name</i>	<i>Position</i>	<i>Effective Date</i>

<b>CHANGE IN EMPLOYMENT POSITION</b>			
<i>Employee Name</i>	<i>Previous Position</i>	<i>Current Position</i>	<i>Effective Date</i>

<b>SEPARATIONS/RESIGNATIONS</b>		
<i>Employee Name</i>	<i>Position</i>	<i>Effective Date</i>
Jacqueline Bloom	Bus Driver	06/28/2022
Regina Holmes-Johnson	Bus Driver	06/28/2022
Arpad Kovacs	Bus Driver	06/28/2022
Sean Thomas	Accounting Technician	07/04/2022
Joshua Farinas	Trainee/Substitute Special Needs Bus Aide	07/13/2022
April Jefferson	Bus Driver	07/19/2022
Rebecca Owens	Bus Driver	07/21/2022

<b>RETIREMENTS</b>		
<i>Employee Name</i>	<i>Position</i>	<i>Effective Date</i>
Penny Hogan	Bus Driver	07/31/2022
Rosario Torres	Bus Driver	07/31/2022

**INDIVIDUAL ACTION ITEM # 070**

**SUBJECT: FINANCIAL SERVICES/RETAINER FEE**

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**BACKGROUND:**

It is requested the Board of Directors approve the \$10,000.00 retainer fee plus any additional financial service fees incurred by Kim Onisko with O&S CPA's and Business Advisors as related to pending litigation, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Summary of Experience Kim Onisko 2022



## SUMMARY OF EXPERIENCE

**KIM JOSEPH ONISKO, MA, CPA, CFF, ABV, CFE**

**“Certified Public Accountant”**

**“Certified in Financial Forensics”**

**“Accredited in Business Valuation”**

**“Certified Fraud Examiner”**



Mr. Onisko practices public accountancy. He performs accounting and tax work for corporate, non-profit and governmental clients. Mr. Onisko assists clients with business planning and aids in the purchase and sale of business. A portion of Mr. Onisko’s practice is forensic accounting and litigation support.

Mr. Onisko has worked in litigation support since 1992. He has performed economic loss analysis in matters of intellectual property, contract disputes, shareholder disputes, loss of profits and personal injury. He has also performed special forensic engagements for local and state governmental agencies in fraud and economic damage matters.

Mr. Onisko has testified as an economic expert in State and Federal court. His opinion testimony has ranged in matters of size from \$100 thousand to over \$500 million.

Mr. Onisko has performed forensic accountings and asset tracings in business, estate and family law litigation. He has performed due diligence in a number of private M&A transactions. He has been retained as an expert in criminal matters regarding “white collar crime”. Mr. Onisko has also worked in the defense of clients investigated by State and Federal agencies such as State Auditors, Offices of the Inspector General, the Federal Bureau of Investigation, the Internal Revenue Service and various State taxing authorities.

Mr. Onisko has consulted on and has opined on business valuations in a number of industries. He has calculated values of business ownership interests and values of intangible assets in commercial and family law matters.

Mr. Onisko has been appointed as a referee under Code of Civil Procedure 639 and has been chosen as the court’s valuation analyst in commercial litigation. He regularly serves as an agreed upon forensic in family law and estate matters under Evidence Code 730. He has testified in state and federal court trials from San Francisco to San Diego.

As an expert, Mr. Onisko presents his conclusions in a manner that is clear, concise and effective. Our partner rates are \$450 per hour, and our staff bill from \$85 to \$300 per hour, depending on experience level.



5000 E. Spring Street, Suite 200, Long Beach, California 90815

562-420-3100 Fax 562-420-3232

Email: [konisko@os.cpa](mailto:konisko@os.cpa)

[www.os.cpa](http://www.os.cpa)

**INDIVIDUAL ACTION ITEM # 071**

**SUBJECT: RESOLUTION #2-2022 WELLS FARGO MASTER GOVERNMENTAL LEASE-PURCHASE AGREEMENT NO. 270644 AND SUPPLEMENT NO. 0011586-001**

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**BACKGROUND:**

It is requested the Board of Directors approve Resolution #2-2022 to approve the Wells Fargo Master Governmental Lease-Purchase Agreement No. 270644 and Supplement No. 0011586-001, and to designate the Chief Executive Officer as the authorized representative of AVSTA for purposes of the Agreement and Supplement, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Resolution #2-2022

Master Lease-Purchase Agreement

Wells Fargo Bank N.A., Lease-Purchase Document Package

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

**FORM OF AUTHORIZING RESOLUTION**

**Resolution 2-2022**

---

A RESOLUTION OF THE GOVERNING BODY OF ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY, AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER GOVERNMENTAL LEASE-PURCHASE AGREEMENT AND SUPPLEMENT NO. 0011586-001 THERETO WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

WHEREAS, Antelope Valley Schools Transportation Agency (the “Lessee”), a body politic and corporate duty organized and existing as a political subdivision, municipal corporation or similar public entity of the State of California is authorized by the laws of the State of California to purchase, acquire and lease personal property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, the Lessee desires to purchase, acquire and lease certain equipment constituting personal property necessary for the Lessee to perform essential governmental functions; and

WHEREAS, in order to acquire such equipment, the Lessee proposes to enter into that certain Master Governmental Lease-Purchase Agreement Number 270644 dated as of December 18, 2019 (the “Agreement”), and Supplement No. 0011586-001 dated as of June 22, 2022 thereto (the “Supplement” and together with the Agreement, the “Lease”), each with WELLS FARGO BANK, N.A. (the “Lessor”), the forms of which have been presented to the governing body of the Lessee at this meeting; and

WHEREAS, the governing body of the Lessee deems it for the benefit of the Lessee and for the efficient and effective administration thereof to enter in the Supplement as provided in the Agreement for the purchase, acquisition and leasing of the equipment to be therein described on the terms and conditions therein provided:

Now, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the governing body of Lessee as follows:

Section 1. Approval of Documents. The form, terms and provisions of the Agreement and the Supplement are hereby approved in substantially the forms presented at this meeting, with such insertions, omissions and changes as shall be approved by the Chief Executive Officer of the Lessee or other members of the governing body of the Lessee executing the same, the execution of such documents being conclusive evidence of such approval; and the Chief Executive Officer of the Lessee is hereby authorized and directed to execute, and the Chief Executive Officer of the Lessee is hereby authorized and directed to attest and countersign, the Agreement and the Supplemental and any related Exhibits attached thereto and to deliver the

Agreement and the Supplement (including such Exhibits) to the respective parties thereto and the Chief Executive Officer of the Lessee is hereby authorized to affix the seal of the Lessee to such documents.

Section 2. Other Actions Authorized. The officers and employees of the Lessee shall take all action necessary or reasonably required by the parties to the Agreement and the Supplement to carry out, give effect to and consummate the transactions contemplated thereby (including the execution and delivery of an acceptance certificate with respect to the Supplement, as contemplated in the Agreement) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreement and the Supplement.

Section 3. No General Liability. Nothing contained in the Resolution, the Agreement, the Supplement nor any other instrument shall be construed with respect to the Lessee as incurring a pecuniary liability or charge upon the general credit of the Lessee or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreement, the Supplement or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Lessee or any charge upon its general credit or against its taxing power, except to the extent that the rental payments payable under the Lease are special limited obligations of the Lessee as provided therein.

Section 4. Appointment of Authorized Lessee Representatives. The Chief Executive Officer and Operation Manager of the Lessee are each hereby designated to act as authorized representatives of the Lessee for purposes of the Agreement and the Supplement until such time as the governing body of the Lessee shall designate any other or different authorized representative for purposes of the Agreement and the Supplement.

Section 5. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repealer. All bylaws, orders and resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any bylaw, order, resolution or ordinance or part thereof.

Section 7. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

ADOPTED AND APPROVED by the governing body of the Lessee this 10<sup>th</sup> day of August 2022.

---

Antelope Valley Schools Transportation Agency, as Lessee

By: \_\_\_\_\_

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

Print Name and Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

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

Print Name and Title: \_\_\_\_\_



June 22, 2022

Antelope Valley Schools  
Transportation Agency  
670 West Avenue L-8  
Lancaster, CA 93534

Thank you for choosing Wells Fargo Bank, N. A. to handle your finance needs. Enclosed please find the following documents necessary to complete your lease transaction:

1. Bank Qualified Designation - have signed and dated
2. Form Authorizing Resolution - fill in the required information in Sections 1 & 4, have signed and dated
3. Incumbency Certificate - fill in the name and title of authorized signors, have signed by the individuals listed, and have signed and dated by the Secretary/Clerk of Antelope Valley Schools Transportation Agency
4. Supplement to Master Governmental Lease Purchase Agreement - have signed where indicated
5. Exhibit A - have signed where indicated
6. Verification of Information - fill in the Federal Tax ID Number, verify the Principal Place of Business Address, the Billing Address, Equipment/Titling Location and Tax Status. If Tax Exempt, please provide a tax exemption certificate.
7. Pay Proceeds - have signed and dated
8. Delivery & Acceptance Certificate - fill in Section 3, have signed and dated
9. Certificate of Insurance - Complete the form and return with the above. Please contact the agent and ask that they provide evidence of insurance listing Wells Fargo Bank, N. A. Equipment Finance, Inc., its Successors and Assigns, as Loss Payee and Additional Insured for the coverage required on the form. The certificate can be emailed to me at [Diane.L.Kaiser@wellsfargo.com](mailto:Diane.L.Kaiser@wellsfargo.com) or faxed to 877-542-4813.
10. Titled Equipment Agreement & Acknowledgement - complete the middle section of the document, have signed where indicated
11. Advance Payment and Documentation Fee - please remit a check for the advance payment and documentation fee when overnighting the original documents.
12. Opinion Counsel - please have the legal counsel for Antelope Valley Schools Transportation Agency review the documentation and provide an opinion. The attorney letter must be printed on letterhead.

All documents requiring a signature must be signed by an authorized officer. Please return all documents along with the Certificate of Insurance to my attention. **Please retain for your records copies of the original documents. Unless requested, you will not receive a copy following funding of the transaction.**

If you have any questions regarding the enclosed, please do not hesitate to contact me at 505-765-5259.

Sincerely,

Diane L. Kaiser  
Equipment Finance Contract  
Consultant, AVP

# Bank-Qualified Designation



WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

Supplement Number 0011586-001 dated as of June 22, 2022 to  
Master Governmental Lease-Purchase Agreement  
Number 280644 dated as of December 8, 2019

Name and Address of Lessee:  
Antelope Valley Schools Transportation  
Agency  
670 West Avenue L-8  
Lancaster, CA 93534

---

Lessee hereby designates the above referenced Master Governmental Lease-Purchase Agreement and Supplement thereto (collectively, the "Lease") to which this Designation is attached, as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The Lessee hereby represents that the Lessee reasonably anticipates that the Lessee and other entities that the Lessee controls will not issue tax-exempt obligations (including the Lease) that exceed the aggregate principal amount of \$10,000,000 during the calendar year in which the Lease is executed and delivered and interest commences to accrue thereunder.

This Designation is attached to and made a part of the Lease.

Executed On: \_\_\_\_\_

Lessee: Antelope Valley Schools  
Transportation Agency

\_\_\_\_\_  
By

\_\_\_\_\_  
Print Name and Title

# Incumbency Certificate



WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

I, \_\_\_\_\_, do hereby certify that I am the duly elected or appointed and acting Secretary/Clerk of Antelope Valley Schools Transportation Agency Unified School District, a political subdivision or agency duly organized and existing under the laws of the State of California, that I have custody of the records of such entity, and that, as of the date hereof, the individuals named below are the duly elected or appointed officers of such entity holding the offices set forth opposite their respective names. I further certify that (I) the signatures set opposite their respective names and titles are their true and authentic signatures and (II) such officers have the authority on behalf of such entity to enter into that certain Master Governmental Lease-Purchase Agreement Number 280644 dated as of December 8, 2019 and any Supplements thereto and any escrow agreement related thereto.

NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, I have duly executed this certificate as of \_\_\_\_\_.

\_\_\_\_\_  
SECRETARY/CLERK



# Supplement to Master Governmental Lease-Purchase Agreement



WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

Supplement Number 0011586-001 dated as of June 22, 2022 to  
Master Governmental Lease-Purchase Agreement  
Number 280644 dated as of December 8, 2019

Name and Address of Lessee:  
Antelope Valley Schools Transportation  
Agency  
670 West Avenue L-8  
Lancaster, CA 93534

**Notice: Lessor reserves the right to withdraw the terms of this Supplement and issue a modified Supplement without notice to Lessee if Lessor is not in receipt of a fully executed original or facsimile of this document within five (5) business days of the date of this Supplement. However, in that event, no such modifications will be binding on Lessee unless and until Lessee executes the modified document containing all such modifications.**

This is a Supplement to the Master Governmental Lease-Purchase Agreement identified above between Lessor and Lessee (the "Master Lease"). Pursuant to the Master Lease (all the terms and conditions of which are incorporated herein by reference, except to the extent that they relate solely to other Supplements or Equipment listed on other Supplements) and this Supplement, Lessor is leasing to Lessee, and Lessee is leasing from Lessor, the Equipment described below. Lessee represents, warrants and covenants that its representations, warranties and covenants set forth in the Master Lease (including, without limitation, Section 6 thereof) are true and correct as though made on the date of execution of this Supplement.

**Equipment Description: See Schedule A attached hereto and made a part hereof.**

After Lessee signs this Lease, Lessee authorizes Lessor to insert any missing information or change any inaccurate information (such as the model year of the Equipment or its serial number or VIN) into this Equipment Description.

**Equipment Location: 670 West Avenue L-8, Lancaster, CA 93534**

SUMMARY OF PAYMENT TERMS	
Payment Term (Months): 60	Total Cost: <b>\$789,988.58</b>
Payment Frequency: Annual	Total Basic Rent: <b>\$865,585.00</b>
Basic Rental Payment: \$173,117.00	Interest Rate: 4.79%
Number of Payments: 5	Final Purchase Option Price: <b>\$1.00</b>
Advance Payments: <b>First</b> due on signing Lease	

**Additional Provisions:** Pursuant to paragraph 3 of the Master Lease, the schedule of basic rental payments is attached hereto as Exhibit A and incorporated herein by this reference. The Termination Balance referenced in the Master Lease shall be the amount set forth on Exhibit A opposite the date of determination of the Termination Balance.

Notwithstanding anything to the contrary contained herein, if the rate of interest, late payment fee, prepayment premium or any other charges or fees due hereunder are determined by a court of competent jurisdiction to be usurious, then said interest rate, fees or charges shall be reduced to the maximum amount permissible under applicable law and any excess amounts shall be applied towards the Lessee's obligations hereunder.

**THIS AGREEMENT INCLUDES THE TERMS ON THE ATTACHED PAGE(S).**

Lessor: WELLS FARGO BANK, N.A.

Lessee: Antelope Valley Schools  
Transportation Agency

\_\_\_\_\_  
By  
\_\_\_\_\_  
Title

\_\_\_\_\_  
By  
\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Commencement Date

# Schedule A

Wells Fargo Bank, N.A. | 600 South 4th Street | MAC N9300-100 | Minneapolis, MN 55415

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Contract No. 0011586-001 dated as of June 22, 2022

Lessee: Antelope Valley Schools Transportation Agency

Six (6) New 2022 IC CE School Buses - VIN Numbers 4DRBUC8L0PB020434, 4DRBUC8L2PB020435, 4DRBUC8L4PB020436, 4DRBUC8L6PB020437, 4DRBUC8L8PB020438, 4DRBUC8LXPB020439

Dated: June 22, 2022

Lessee: Antelope Valley Schools  
Transportation Agency

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

# Exhibit A

WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

Supplement Number 0011586-001 dated as of June 22, 2022 to  
Master Governmental Lease-Purchase Agreement Number 280644 dated as of June 22, 2022

Lessee: Antelope Valley Schools Transportation Agency

**Interest Rate: 4.79%**

Date	Starting Balance	Takedown	Payment	Interest	Principal	Ending Balance
Jul-22	\$0.00	\$789,988.58	\$173,117.00	\$0.00	\$173,117.00	\$616,871.58
Jul-23	\$616,871.58	\$0.00	\$173,117.00	\$29,547.76	\$143,569.24	\$473,302.34
Jul-24	\$473,302.34	\$0.00	\$173,117.00	\$22,670.89	\$150,446.11	\$322,856.23
Jul-25	\$322,856.23	\$0.00	\$173,117.00	\$15,464.61	\$157,652.39	\$165,203.84
Jul-26	\$165,203.84	\$0.00	\$173,117.00	\$7,913.16	\$165,203.84	\$0.00
Total		\$789,988.58	\$865,585.00	\$75,596.42	\$789,988.58	

This amortization schedule is subject to change based on the final terms of the transaction. In the event the terms do change, Lessor will provide a replacement amortization schedule to Lessee. This schedule does not include prepayment terms.

Dated as of: June 22, 2022

Lessee: Antelope Valley Schools  
Transportation Agency

By \_\_\_\_\_

Print Name and Title

# Verification of Information



WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

Contract Number 0011586-001 dated as of June 22, 2022

Federal Tax ID # \_\_\_\_\_

Email Address: \_\_\_\_\_ Documentation Contact Name: \_\_\_\_\_

Principal Place of Business Address: 670 West Avenue L-8, Lancaster, CA 93534

- The address stated above is correct.  Change the address as stated below.

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Billing Address: 670 West Avenue L-8, Lancaster, CA 93534

- The billing address stated above is correct OR  Change the billing address as stated below:

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Equipment Location: 670 West Avenue L-8, Lancaster, CA 93534

- The equipment will be located at the Equipment Location stated above or at the address shown on the attached Schedule A.

Indicate **County** the equipment is located in \_\_\_\_\_; or

- The equipment will be located at:

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

(If multiple locations, attach a list of equipment by City, State, and County indicating where each piece of equipment is located.)

Sales/Use Tax: (check one)

- Subject to sales and use tax. (Tax will be charged based on the type of equipment and on the state in which the equipment is located.); or

- Exempt from sales and use tax, for the following reason: \_\_\_\_\_

**(YOU MUST REMIT A VALID EXEMPTION CERTIFICATE PRIOR TO FUNDING).**

**Personal Property Tax:** If the Equipment is located in a state or locality that requires reporting of the Equipment on a personal property tax return, Lessor will report the Equipment, if other than a titled vehicle. Please report any equipment that is a taxable vehicle with other property you own.

**Notice: To help the government fight the funding of terrorism and the money laundering activities, U.S. Federal law requires financial institutions to obtain, verify and record information that identifies each person (individuals or businesses) who opens an account. What this means for you: When you open an account or add any additional service, we will ask you for your name, address and taxpayer identification number that will allow us to identify you. We may also ask to see other identifying documents.**

Customer: Antelope Valley Schools  
Transportation Agency

By \_\_\_\_\_

Print Name and Title

# Pay Proceeds



WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

In reference to Contract Number 0011586-001 as of June 22, 2022, WELLS FARGO BANK, N.A. is irrevocably instructed to disburse payment as follows:

Payee	Item	Amount
Creative Bus Sales, Inc.	Invoice # _____	\$789,988.58

**TOTAL FINANCED** **\$789,988.58**

Dated: June 22, 2022

Antelope Valley Schools Transportation Agency

\_\_\_\_\_  
By

\_\_\_\_\_  
Print Name and Title

# Delivery and Acceptance Certificate



WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

Supplement Number 0011586-001 dated as of June 22, 2022 to  
Master Governmental Lease-Purchase Agreement  
Number 280644 dated as of December 8, 2019

Name and Address of Lessee:  
Antelope Valley Schools Transportation  
Agency  
670 West Avenue L-8  
Lancaster, CA 93534

**Equipment Description: See Schedule A attached hereto and made a part hereof.**

**Equipment Location: 670 West Avenue L-8, Lancaster, CA 93534**

**Delivery and Acceptance Certification:**

I am duly qualified and acting as the officer identified below of Lessee; and, with respect to the Master Governmental Lease-Purchase Agreement and Supplement thereto identified above (collectively, the "Lease"), each by and between Lessee and WELLS FARGO BANK, N.A. ("Lessor"), certify that:

1. The equipment described in the Lease (the "Equipment") has been delivered and installed in accordance with Lessee's specifications and has been accepted by Lessee.
2. Lessee has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all rent payments required to be paid under the Lease during the current fiscal year of Lessee, and such moneys will be applied in payment of all rent payments due and payable during such current fiscal year.
3. During the Lease term the Equipment will be used by Lessee to perform essential governmental functions. Such functions are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. There is no litigation, action, suit or proceeding pending or before any court, administrative agency, arbitrator or governmental body, that challenges the organization or existence of Lessee; the authority of Lessee or its officers or its employees to enter into the Lease; the proper authorization, approval and execution of the Lease and other documents contemplated thereby; the appropriation of moneys, or any other action taken by Lessee to provide moneys, sufficient to make rent payments coming due under the Lease in Lessee's current fiscal year; or the ability of Lessee otherwise to perform its obligations under the Lease and the transactions contemplated thereby.

Delivery and Acceptance Date: \_\_\_\_\_

Lessee: Antelope Valley Schools  
Transportation Agency

\_\_\_\_\_  
By  
\_\_\_\_\_  
Print Name and Title

# Insurance



WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

Contract Number 0011586-001 dated as of June 22, 2022

**\*\*\*VERIFICATION OF INSURANCE COVERAGE MUST BE COMPLETED PRIOR TO FUNDING/CLOSING\*\*\***

**Contact your agent to have a certificate of insurance sent to the attention of Diane Kaiser at [diane.l.kaiser@wellsfargo.com](mailto:diane.l.kaiser@wellsfargo.com) or fax number 877-542-4813.**

Name and Address of Lessee:  
Antelope Valley Schools Transportation  
Agency  
670 West Avenue L-8  
Lancaster, CA 93534

Equipment Description: Schedule A attached hereto and made a part hereof.

Equipment Location: 670 West Avenue L-8, Lancaster, CA 93534

**Please complete, sign, and return this form along with your lease documents.** In accordance with the provisions of your lease, insurance coverage is required as follows:

- 1. PHYSICAL DAMAGE INSURANCE** is required against the loss, theft of or damage to the equipment.
  - The minimum amount of coverage required is **\$789,988.58**
  - WELLS FARGO BANK, N.A., its successors and assigns ("Lessor"), must be named as **Loss Payee**.
  - The amount of the deductible must be stated on the certificate of insurance.
- 2. AUTO LIABILITY INSURANCE** is required for bodily injury and property damage.
  - The minimum amount of coverage required is **\$1,000,000.00** combined single limit per occurrence.
  - WELLS FARGO BANK, N.A., its successors and assigns ("Lessor"), must be named as an **Additional Insured**.
- 3.** The Physical Damage and Auto policies (the "Policy"), as to the interest of Lessor, shall not be invalidated by any act of omission or commission or neglect or misconduct of Lessee at any time, nor by any foreclosure or other proceeding or notice of sale relating to the insured property, nor by any change in the title or ownership thereof or the occupation of the premises for purposes more hazardous than are permitted by the Policy, provided, that in case Lessee shall fail to pay any premium due under the Policy, Lessor may, at its option, pay such premium.
- 4.** The Policy may be canceled at any time by either Insurer or Lessee according to its provisions, but in any such case the Policy shall continue in full force and effect for the exclusive benefit of Lessor for ten days after written notice to Lessor of such cancellation and shall then cease.
- 5.** The Underwriter/Carrier of the policy must have an AM Best Rating of A- or higher.
- 6.** Reference **Contract Number 0011586-001** on all policies.

**LESSEE TO COMPLETE THE FOLLOWING:**

**Physical Damage and Auto Liability Insurance**

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_ Deductible \_\_\_\_\_

Agency Name \_\_\_\_\_ Agent Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

By signing below Lessee hereby authorizes its agent to adjust its insurance coverage to comply with the above requirements and to forward a certificate of insurance evidencing such coverage to Lessor.

Acknowledged and Agreed:  
Lessee: Antelope Valley Schools  
Transportation Agency

\_\_\_\_\_  
By

\_\_\_\_\_  
Print Name and Title

# Titled Equipment Agreement and Acknowledgement



Wells Fargo Bank, N.A. | 600 South 4th Street | MAC N9300-100 | Minneapolis, MN 55415

Contract Number 0011586-001 dated as of June 22, 2022

Name and Address of Customer:

**Antelope Valley Schools  
Transportation Agency  
670 West Avenue L-8  
Lancaster, CA 93534**

**Equipment Description:** See Schedule A attached hereto and made a part hereof.

The Equipment must be titled as follows:

**Owner Name & Address:**

**Antelope Valley Schools Transportation Agency  
670 West Avenue L-8  
Lancaster, CA 93534**

**Lienholder Name & Address:**

**Wells Fargo Bank, N. A.  
600 South 4th Street  
MAC N9300-100  
Minneapolis, MN 55415**

**PLEASE NOTE: The legal name of the Customer must be used on all title applications or documentation submitted to the State for titling purposes.** AS AN EXCEPTION, the title may include the doing business as ("DBA") or trade name. If the DBA or trade name is to be listed on the certificate of title, the legal name must appear first followed by the DBA name or trade name (i.e. John Doe dba John Doe's Trucking).

In addition, Co-Borrowers' certificate(s) of title must include both Borrowers' names as Owners with the word "AND" between their names. The word "OR" is unacceptable and must be corrected at the Titling Party's expense.

**Party Responsible for Titling:**

- Customer will personally submit title work to state for processing
- Dealer will submit title work to state for processing
- Titling agency or other third party will submit title work to state for processing

**Contact information for Titling Party:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

By signing below, I agree (1) to title the Equipment as set forth above; (2) that even if not personally submitting the title work to state, I am responsible for ensuring that the Titling Party designated above will apply for title(s) immediately upon disbursement of funds; (3) I have confirmed that the current party holding the original title(s) or Certificate(s) of Origin for the titled equipment referenced above will deliver them to my designated Titling Party immediately upon funding; and (4) Titling Party agrees to send a copy of the processed title application receipt as endorsed by the applicable State to the address set forth below within thirty business days of funds being disbursed:

**Wells Fargo Bank, N. A.  
Attn: Title Administration Dept.  
600 South 4th Street  
MAC N9300-100  
Minneapolis, MN 55415**

Customer: Antelope Valley Schools  
Transportation Agency

\_\_\_\_\_  
By

\_\_\_\_\_  
Print Name and Title



# Invoice

WELLS  
FARGO

WELLS FARGO BANK, N.A. | 600 S 4TH ST | MAC N9300-100 | MINNEAPOLIS, MN 55415

To: **Antelope Valley Schools Transportation Agency**  
670 West Avenue L-8  
Lancaster, CA 93534

DATE OF INVOICE: June 22, 2022

Takedown T3-3906571481 - DUE IN ADVANCE

CONTRACT NO.	DESCRIPTION	CONTRACT PAYMENT	SALES/USE TAX	OTHER CHARGES	AMOUNT DUE
0011586-001	Advance Payment	\$173,117.00			\$173,117.00
	Documentation Fee			\$750.00	\$750.00
<b>TOTAL DUE</b>					<b>\$173,867.00</b>

**WIRE TO:**

ABA#: 121000248  
Swift Code: WFBIUS6S  
Bank Name: Wells Fargo Bank, N.A.  
Account#: 0000010313  
Account Name: Wells Fargo Equipment Finance, Inc.  
Phone Advise: WFEF Customer Service 1-866-726-4714

**REMIT TO:**

**Wells Fargo Bank, N. A.**  
600 South 4th Street  
MAC N9300-100  
Minneapolis, MN 55415

# Master Governmental Lease Purchase Agreement



Wells Fargo Bank, National Association | 600 South 4th Street | MAC N9300-100 | Minneapolis, MN 55415

Master Governmental Lease Purchase Agreement Number 280644 dated as of December 8, 2019

Name and Address of Lessee:  
**Antelope Valley Schools  
Transportation Agency  
670 West Avenue L-8  
Lancaster, CA 93534**

## Master Governmental Lease Purchase Agreement Provisions ( "Master Lease" )

**1. LEASE.** Lessor hereby agrees to lease to Lessee, and Lessee hereby agrees to lease from Lessor, the personal property described in a Supplement or Supplements to this Master Lease from time to time signed by Lessor and Lessee upon the terms and conditions set forth in this Master Lease and in the related Supplement (such property together with all replacements, substitutions, parts, improvements, repairs, and accessories, and all additions incorporated therein or affixed thereto being referred to herein as the "Equipment"). Each Supplement shall constitute a separate lease incorporating the terms of this Master Lease. References in this Master Lease to "this Lease", "hereunder" and "herein" shall be construed to mean a Supplement which incorporates this Master Lease. Lessee's execution of a Supplement shall obligate Lessee to lease the Equipment described therein from Lessor. No Supplement shall be binding on Lessor unless and until executed by Lessor. Anything to the contrary notwithstanding, Lessor shall have no obligation to accept, execute or enter into any Supplement or to acquire or lease to Lessee any equipment. Except as otherwise required by applicable law, upon Lessee's acceptance of the Equipment under the Lease, title to all Equipment shall vest in Lessee subject to Lessor's rights hereunder.

**2. TERM.** The term of this Lease shall begin on, and interest shall accrue from, the rent commencement date shown in the applicable Supplement and shall continue for the number of consecutive months from the rent commencement date shown in such Supplement unless earlier terminated as provided herein. Upon agreement by Lessor and Lessee as to any Equipment to be acquired and leased by Lessee under this Lease, Lessor and Lessee may enter into an escrow agreement establishing a fund from which the Total Cost for such Equipment is to be disbursed in accordance with disbursement requests as provided therein, and an amount equal to the Total Cost for such Equipment is to be deposited therein by Lessor. Lessee agrees that the rent commencement date may be left blank when Lessee executes the related Supplement and hereby authorizes Lessor to insert the rent commencement date, which shall be the date Lessor disburses the Total Cost or deposits such amounts into an escrow fund as provided herein, irrespective of when the Equipment is accepted by Lessee. When the Equipment under this Lease has been delivered and installed, Lessee shall immediately accept such Equipment and evidence said acceptance by executing and delivering to Lessor a delivery and acceptance certificate.

**3. RENT; NON-APPROPRIATION.** Lessee shall pay as basic rent for the term of this Lease the amount shown in the related Supplement as Total Basic Rent, subject, however, to the provisions of this paragraph 3. As set forth in the related Supplement or an exhibit thereto, each basic rental payment consists of principal and interest portions. The Total Basic Rent shall be payable in installments each in the amount of the basic rental payment set forth in the related Supplement plus sales and use tax thereon (if applicable). Lessee shall pay advance installments and any security deposit, each as shown in the related Supplement, on the date it is executed by Lessee. Subsequent installments shall be payable on the first day of each rental payment period shown in the related Supplement beginning after the first rental payment period; provided, however, that Lessor and Lessee may agree to any other payment schedule, in which event they shall be set forth in the Supplement.

Lessee is obligated only to pay basic rental payments and other amounts due under this Lease as may lawfully be made from funds budgeted and appropriated for that purpose. Should Lessee fail to budget, appropriate or otherwise make available funds to pay the basic rental payments and other amounts due under this Lease for any fiscal period during the term of this Lease (an "Event of Non-Appropriation"), this Lease shall be deemed terminated at the end of Lessee's then current fiscal period. Lessee agrees to deliver notice to Lessor immediately (and in no case later than 30 days prior to the end of Lessee's then current fiscal period) of the occurrence of an Event of Non-Appropriation under this Lease. If an Event of Non-Appropriation occurs with respect to this Lease, Lessee shall return the Equipment in accordance with paragraph 14. Lessee currently intends, subject to this paragraph, to pay all basic rental payments for the term of the Lease, and reasonably believes that legally available funds in an amount sufficient to pay all basic rental payments and other amounts due during the term of this Lease can be obtained. Lessee currently intends to do all things lawfully within its power to obtain and maintain legally available funds from which the basic rental payments and other amounts due under this Lease may be paid, including making provision for such payments to the extent necessary in each budget or appropriation request submitted and adopted in accordance with applicable provisions of law. Notwithstanding anything herein to the contrary, the decision whether or not to budget and appropriate funds and continue the term of this Lease is within the discretion of the governing body of Lessee.

Lessor and Lessee understand and intend that the obligation of Lessee to pay basic rental payments under this Lease shall constitute a current expense of Lessee and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the general tax revenues, funds or monies of Lessee.

### THIS AGREEMENT INCLUDES THE TERMS ON THE ATTACHED PAGE(S).

Lessor: Wells Fargo Bank, National Association

Lessee: Antelope Valley Schools Transportation Agency

By \_\_\_\_\_

By  \_\_\_\_\_

Title \_\_\_\_\_

Title  \_\_\_\_\_

**4. SECURITY DEPOSIT.** Lessor may apply any security deposit toward any obligation of Lessee under any Supplement and shall return any unapplied balance to Lessee without interest upon full satisfaction of all of Lessee's obligations.

**5. NO WARRANTIES.** Lessee agrees that it has selected each Item of Equipment based upon its own judgment and disclaims any reliance upon any statements or representations made by Lessor. LESSEE ACKNOWLEDGES THAT: LESSOR IS ACTING ONLY AS A FINANCING SOURCE WITH RESPECT TO LESSEE'S ACQUISITION OF THE EQUIPMENT; LESSOR IS NOT THE MANUFACTURER OF THE EQUIPMENT NOR THE MANUFACTURER'S AGENT NOR A DEALER THEREIN; THE EQUIPMENT IS OF A SIZE, DESIGN, CAPACITY, DESCRIPTION AND MANUFACTURE SELECTED BY THE LESSEE; LESSEE IS SATISFIED THAT THE EQUIPMENT IS SUITABLE AND FIT FOR ITS PURPOSES; AND LESSOR HAS NOT MADE AND DOES NOT MAKE ANY WARRANTY WITH RESPECT TO THE EQUIPMENT, EXPRESS OR IMPLIED, AND LESSOR SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR AS TO THE QUALITY, CONDITION OR CAPACITY OF THE EQUIPMENT OR THE MATERIALS IN THE EQUIPMENT OR WORKMANSHIP OF THE EQUIPMENT, TITLE TO THE EQUIPMENT, OR ANY OTHER REPRESENTATION OR WARRANTY WHATSOEVER. LESSOR SHALL NOT BE LIABLE TO LESSEE FOR ANY LOSS, DAMAGE, OR EXPENSE OF ANY KIND OR NATURE CAUSED, DIRECTLY OR INDIRECTLY, BY ANY EQUIPMENT OR THE USE OR MAINTENANCE THEREOF OR THE FAILURE OR OPERATION THEREOF, OR THE REPAIR, SERVICE OR ADJUSTMENT THEREOF, OR BY ANY DELAY OR FAILURE TO PROVIDE ANY SUCH MAINTENANCE, REPAIRS, SERVICE OR ADJUSTMENT, OR BY ANY INTERRUPTION OF SERVICE OR LOSS OF USE THEREOF OR FOR ANY LOSS OF BUSINESS HOWSOEVER CAUSED. LESSOR SHALL NOT BE LIABLE FOR DAMAGES OF ANY KIND, INCLUDING ANY LIABILITY FOR CONSEQUENTIAL DAMAGES, ARISING OUT OF THE USE OF OR THE INABILITY TO USE THE EQUIPMENT. No defect or unfitness of the Equipment and no failure on the part of the manufacturer or the shipper of the Equipment to deliver the Equipment or any part thereof to Lessee shall relieve Lessee of the obligation to pay rent or any other obligation hereunder. Lessor shall have no obligation in respect of the Equipment and shall have no obligation to install, erect, test, adjust or service the Equipment. Lessee shall look only to persons other than Lessor such as the manufacturer, vendor or carrier thereof should any item of Equipment for any reason and in any way be defective. To the extent permitted by the manufacturer and/or vendor and provided Lessee is not in default under the Lease, Lessor shall make available to Lessee all manufacturer and/or vendor warranties with respect to the Equipment.

**6. LESSEE COVENANTS, REPRESENTATIONS AND WARRANTIES.** (a) Affirmative Covenants. Lessee shall: (i) pay all shipping and delivery charges and other expenses incurred in connection with the Equipment and pay all lawful claims, whether for labor, materials, supplies, rent or services, which might or could if unpaid become a lien on the Equipment; (ii) comply with (x) all federal, state and local laws, regulations and rules relating to Lessee, the Equipment and/or its use, (y) all manufacturer's instructions and warranty requirements, and (z) the conditions and requirements of all policies of insurance relating to the Equipment and its use; (iii) mark and identify the Equipment with all information and in such manner as Lessor or its assigns may request from time to time and replace promptly any such markings or identification which are removed, defaced or destroyed; (iv) at any and all times during business hours, grant Lessor free access to enter upon the premises wherein the Equipment shall be located or used and permit Lessor to inspect the Equipment and all applicable maintenance records; provided, however, that Lessor shall have no obligation to inspect any Equipment or records; (v) maintain a system of accounts established and administered in accordance with generally accepted accounting principles and practices consistently applied; (vi) within one hundred and twenty (120) days after the end of each fiscal period, deliver to Lessor the audited financial statements of Lessee as at the end of and for such fiscal period, with accompanying notes to financial statements, each setting forth in comparative form the corresponding figures for the preceding fiscal period, in each case prepared in accordance with generally accepted accounting principles and practices consistently applied, and certified by an independent accounting firm; (vii) with reasonable promptness, furnish Lessor with such other information, financial or otherwise, relating to Lessee or the Equipment as Lessor shall reasonably request; and (viii) comply with all provisions of the Internal Revenue Code of 1986, as amended (the "Code") and the United States Treasury Regulations thereunder applicable to excluding the interest component of the basic rental payments under this Lease from the recipient's gross income for federal income tax purposes.

(b) Negative Covenants. Lessee shall not (i) voluntarily or involuntarily create, incur, assume or suffer to exist any mortgage, lien, security interest, pledge or other encumbrance or attachment of any kind whatsoever upon, affecting or with respect to the Equipment or this Lease or any of Lessee's interest thereunder, except those created under this Lease in favor of Lessor; (ii) permit the name of any person, association or corporation other than the Lessor or Lessee to be placed on the Equipment; (iii) part with possession or control of or suffer or allow to pass out of its possession or control any item of the Equipment or change the location (or alternatively, the garage or base location with respect to vehicles or mobile equipment) of the Equipment or any part thereof from the address shown in the applicable Supplement; (iv) ASSIGN OR IN ANY WAY TRANSFER OR DISPOSE OF ALL OR ANY PART OF ITS RIGHTS OR OBLIGATIONS UNDER THIS LEASE OR ENTER INTO ANY SUBLEASE OF ALL OR ANY PART OF THE EQUIPMENT; (v) change its name or address from that set forth above; or (vi) permit the Equipment to be directly or indirectly used for a private business use within the meaning of Section 141 of the Code.

(c) Representations and Warranties. Lessee represents and warrants to Lessor, that effective on the date on which Lessee executes this Master Lease and each Supplement: (i) Lessee is a state or political subdivision thereof within the meaning of Section 103(c) of the Code; (ii) Lessee has the power and authority under applicable law to enter into the transactions contemplated by this Master Lease and each Supplement and to perform all of its obligations hereunder and thereunder; (iii) the execution and delivery of this Master Lease and each Supplement and the performance of Lessee's obligations hereunder and thereunder have been duly authorized by all necessary action on the part of the Lessee and are not in contravention of, and will not violate any judgment, order, law or regulation applicable to Lessee or result in a breach of, or constitute a default under, or result in the creation of any lien, charge, security interest or other encumbrance upon any assets of Lessee or on the Equipment pursuant to any loan agreements or indentures of Lessee, or any other contract, agreement or instrument to which Lessee is a party or by which it is bound; (iv) the person signing the Master Lease and each Supplement on behalf of Lessee is duly authorized; (v) all requirements have been met and procedures have occurred in order to ensure the enforceability of this Master Lease and each Supplement, and Lessee has complied with such public bidding requirements as may be applicable to the transactions contemplated by this Master Lease and each Supplement; (vi) Lessee has obtained all other approvals and consents as are necessary to consummate the Master Lease and each Supplement; (vii) this Master Lease and each Supplement constitute a legal, valid and binding obligation of Lessee, enforceable against Lessee in accordance with its terms; (viii) all information provided by Lessee to Lessor in connection with this Lease is true and correct; (ix) the Equipment is essential to and will be used by Lessee only for the purpose of performing one or more governmental functions of Lessee consistent with the permissible scope of Lessee's authority and will not be used in the trade or business of any other entity or person; (x) there are no suits pending or threatened against Lessee which, if decided adversely, might materially adversely affect Lessee's financial condition, the value, utility or remaining useful life of the Equipment, the rights intended to be afforded to Lessor hereunder or the ability of Lessee to perform its obligations under the Lease or any document delivered in connection with the Lease; (xi) no portion of the net proceeds of this Lease will be used to reimburse Lessee for any

payment made more than 60 days prior to the earlier of (I) the date Lessee executed the related Supplement or (II) any official action taken by Lessee or its governing body to evidence an intent to finance the Equipment described in the related Supplement; and (xii) in the event that the Total Cost of any Equipment includes a prepayment for updates, maintenance or support services with respect to computer software, the vendor thereof has confirmed to Lessee in writing (and such writing has been or will be delivered to Lessor) that the same maintenance, repair, extended warranty, updates or maintenance or support services, as applicable are regularly provided to non-governmental persons on the same terms.

**7. TAXES.** Lessee shall promptly pay when due, and indemnify and hold Lessor harmless, on an after-tax basis, all sales, use, property, excise and other taxes and all license, registration and governmental fees or charges now or hereafter imposed by any governmental body or agency upon the Equipment or its use, purchase, ownership, delivery, leasing, possession, storage, operation, maintenance, repair, return or other disposition of the Equipment, or for titling or registering the Equipment, or upon the income or other proceeds received with respect to the Equipment or this Lease or the rentals hereunder; provided, however, that Lessee shall not be required to pay taxes on or measured by the net income of Lessor. Lessee shall prepare and file all tax returns relating to taxes for which Lessee is responsible hereunder which Lessee is permitted to file under the laws of the applicable taxing jurisdiction. Upon the expiration or earlier termination of the Lease, Lessee shall pay to Lessor any such taxes accrued or assessed but not yet due and payable.

**8. INDEMNITY.** To the extent permitted by applicable law and subject to the provisions of paragraph 3 hereof, Lessee hereby agrees to indemnify and hold Lessor harmless (on an after-tax basis) from and against any and all claims, losses, liabilities (including negligence, tort and strict liability), damages, judgments, obligations, actions, suits, and all legal proceedings, and any and all costs and expenses in connection therewith (including attorneys' fees) arising out of, or in any manner connected with, or resulting directly or indirectly from, the Equipment, including, without limitation, the manufacture, purchase, lease, financing, selection, ownership, delivery, rejection, non-delivery, transportation, possession, use, storage, operation, condition, maintenance, repair, return or other disposition of the Equipment or with this Lease, including without limitation, claims for injury to or death of persons and for damage to property, whether arising under the doctrine of strict liability, by operation of law or otherwise, and to give Lessor prompt notice of any such claim or liability.

**9. ASSIGNMENT.** Lessor may sell or assign any or all of its interest in this Lease or sell or grant a security interest in all or any part of the Equipment, without the consent of Lessee; provided however, Lessor will deliver to Lessee written notice of an assignment. Lessee shall keep, or cause to be kept, a complete and accurate record of all such assignments with respect to this Lease in form necessary to comply with Section 149 of the Code. For this purpose, Lessee appoints Lessor to act as its registration agent, which appointment Lessor hereby accepts. Lessor agrees on Lessee's behalf to maintain such record of all assignments. Lessee agrees not to assert against any assignee of Lessor any setoff, recoupment, claim, counterclaim or defense Lessee may have against Lessor or any person other than such assignee. Lessee agrees that if it receives written notice of an assignment from Lessor, it will pay all Rent and other payments payable under each assigned Supplement to such assignee or as instructed by Lessor or the assignee identified in the notice received from Lessor. An assignee of Lessor shall have all rights of Lessor under the applicable Lease, to the extent assigned, separately exercisable by such assignee independently of Lessor or any assignee with respect to other leases. Upon any such assignment and except as may otherwise be provided therein all references in this Master Lease to Lessor shall include such assignee.

**10. EQUIPMENT PERSONALTY.** The Equipment shall remain personal property regardless of its attachment to realty, and Lessee agrees to take such action at its expense as may be necessary to prevent any third party from acquiring any interest in the Equipment as a result of its attachment to realty. If requested by Lessor with respect to any item of the Equipment, Lessee will obtain and deliver to Lessor waivers of interest or liens in recordable form, satisfactory to Lessor, from all persons claiming any interest in the real property on or in which such item of the Equipment is installed or located.

**11. USE AND MAINTENANCE.** Lessee will use the Equipment with due care and only for the purpose for which it is intended. Lessee will, by qualified personnel, use, maintain, repair, modify (to the extent permitted or required herein) in accordance with prudent practices (but in no event less than the same extent to which Lessee maintains other similar equipment owned or leased by it) and for the purpose for which such Equipment was designed, in compliance with insurance policies, manufacturer's specified maintenance programs, warranties and applicable laws, and shall keep the Equipment in as good repair, condition and working order as when originally received by Lessee, ordinary wear and tear excepted, and will furnish and replace all parts of the Equipment as may from time to time become worn out, lost, stolen, destroyed or damaged or unfit for use, all at its expense. Lessee shall, at its expense, make all modifications and improvements to the Equipment required by law. Lessee may, at its sole cost and expense, make any modifications to the Equipment, provided that such modifications (a) are readily removable without causing damage to the Equipment, (b) do not reduce the value, utility, marketability or remaining useful life of the Equipment, and (c) are of a kind that customarily are made by lessees or purchasers of equipment similar to the Equipment. All parts, modifications and improvements to the Equipment shall, when installed or made, immediately become part of the Equipment for all purposes; provided, that any modification not required by law shall if requested by Lessor be removed by Lessee and any damage to the Equipment resulting from such removal shall be repaired prior to the return of the Equipment to the Lessor. The Equipment shall not be used outside of the United States without Lessor's prior written consent.

**12. LOSS OR DAMAGE.** No loss or damage to the Equipment or any part thereof shall affect any obligation of Lessee under this Lease, which shall continue in full force and effect. Lessee shall advise Lessor in writing within five (5) days of any item of Equipment becoming lost, stolen or damaged and of the circumstances and extent of such damage. In the event any item of Equipment shall become lost, stolen, destroyed, damaged beyond repair or rendered permanently unfit for use for any reason, or in the event of condemnation or seizure of any item of Equipment (each, a "Loss"), Lessee shall promptly pay Lessor from insurance proceeds and other legally available funds, within ten (10) days after demand by Lessor, a payoff amount equal to the Termination Balance (as set forth on the related Supplement or an exhibit thereto) with respect to such item of Equipment (as determined by Lessor based on the Total Cost of such Equipment) as of the rental payment due date immediately preceding the date of Loss, plus accrued interest thereon at the annual rate set forth on the related Supplement or an exhibit thereto from such rental payment due date through the date of payment to Lessor, computed on the basis of a 30 day month and 360 day year. Upon payment of such amount to Lessor, such item shall become the property of Lessee, Lessor will release or transfer to Lessee, without recourse or warranty, all of Lessor's right, title (if any) and interest therein, the rent with respect to such item shall terminate, and the basic rental payments on the remaining items shall be reduced accordingly. Lessee shall pay any sales and use taxes due on such transfer. Any insurance or condemnation proceeds received shall be paid to Lessor and credited to Lessee's obligation under this paragraph and Lessee shall be entitled to any surplus. Whenever the Equipment is damaged and such damage can be repaired, Lessee shall, at its expense, promptly effect such repairs as Lessor shall

deem necessary for compliance with paragraph 11 above. Proceeds of Insurance shall be paid to Lessor with respect to such reparable damage to the Equipment and shall, at the election of Lessor, be applied either to the repair of the Equipment by payment by Lessor directly to the party completing the repairs, or to the reimbursement of Lessee for the cost of such repairs; provided, however, that Lessor shall have no obligation to make such payment or any part thereof until receipt of such evidence as Lessor shall deem satisfactory that such repairs have been completed and further provided that Lessor may apply such proceeds to the payment of any rent or other sum due or to become due hereunder if at the time such proceeds are received by Lessor there shall have occurred any Event of Default or any event which with lapse of time or notice, or both, would become an Event of Default.

**13. INSURANCE.** Lessee shall obtain and maintain on or with respect to the Equipment at its own expense (a) liability insurance (including bodily injury and property damage) with a minimum \$1 million combined single limit per occurrence and (b) all-risk physical damage insurance insuring against loss or damage to the Equipment in an amount not less than the full replacement cost of the Equipment or the then applicable Termination Balance, whichever is greater. Lessee shall furnish Lessor with a certificate of insurance evidencing the issuance of a policy or policies to Lessee in at least the minimum amounts required herein naming Lessor as an additional insured thereunder for the liability coverage and as (i) loss payee for the property damage coverage if the aggregate original cost of the Equipment leased hereunder is \$1 million or less, or (ii) lender loss payee for the property damage coverage if the aggregate original cost of the Equipment leased hereunder exceeds \$1 million. Each such policy shall be in such form and with such insurers as may be satisfactory to Lessor, and shall contain a clause specifying that no action or misrepresentation by Lessee shall invalidate such policy and a clause requiring the insurer to give to Lessor at least thirty (30) days' prior written notice of (i) the cancellation or non-renewal of such policy or (ii) any amendment to the terms of such policy if such amendment would cause the policy no longer to conform to the policy requirements stated in this paragraph; and ten (10) days prior notice of cancellation for non-payment of premium. Lessee shall deliver to Lessor, annually and upon renewal or replacement of any insurance required herein, evidence satisfactory to Lessor of the required insurance coverage. Lessee hereby assigns to Lessor the proceeds of all such insurance and directs any insurer to make payments directly to Lessor. Lessor shall be under no duty to ascertain the existence of or to examine any such policy or to advise Lessee in the event any such policy shall not comply with the requirements hereof.

**14. RETURN OF THE EQUIPMENT.** Upon the termination of this Lease by Lessor pursuant to its rights under paragraph 18 or following an occurrence of an Event of Non-Appropriation, Lessee will immediately deliver the Equipment to and in the manner designated by the Lessor in the same condition as when delivered to Lessee fully capable of performing all functions for which it was originally designed (or as upgraded during the Lease term), ordinary wear and tear excepted, and in compliance with any additional return conditions set forth in the applicable Supplement, at such location within the continental United States as Lessor shall designate. Lessee shall pay all transportation and other expenses relating to such delivery. Lessee shall arrange for the disassembly and packing of the Equipment, together with all parts and pieces and then reassembly (including, if necessary, repair and overhaul) by an authorized representative of the manufacturer. Without limiting the generality of the foregoing, returned Equipment shall be in such condition to immediately qualify for (i) the manufacturer's (or other authorized service representative's) then available service contract or warranty, and (ii) all applicable licenses or permits necessary for its operation for its intended purposes and to comply with all specifications and requirements of applicable federal, state and local laws. The Equipment shall be returned with all related maintenance logs, operating manuals and other related materials and all such materials will be undamaged and contain all pages.

If this Lease is terminated by Lessor pursuant to paragraph 18 or in connection with an Event of Non-Appropriation, then unless title is already vested in Lessor, title to the Equipment shall immediately and without any further action by Lessee vest in Lessor. Transfer of title pursuant to this paragraph shall occur automatically without the necessity of delivery or receipt of any bill of sale, certificate of title or any other instrument of conveyance. Lessee shall nevertheless, execute and deliver any such instruments as Lessor may request to evidence such transfer.

**15. ADDITIONAL ACTION; EXPENSES.** Lessee will promptly execute and deliver to Lessor such further documents, take such further action, and provide such information as Lessor may request in order to carry out more effectively the intent and purpose of this Lease, including the execution and delivery of appropriate financing statements to protect fully Lessor's interest hereunder in accordance with the Uniform Commercial Code or other applicable law, and/or comply with laws or regulations applicable to Lessor, Lessee, and/or the transaction evidenced by this Lease. Lessor and any assignee of Lessor is authorized to file one or more Uniform Commercial Code financing statements without the signature of Lessee or signed by Lessor or any assignee of Lessor as attorney-in-fact for Lessee. Lessee hereby grants to Lessor a power of attorney in Lessee's name, to apply for a certificate of title for any item of Equipment that is required to be titled under the laws of any jurisdiction where the Equipment is or may be used and/or to transfer title thereto upon the occurrence of an Event of Non-Appropriation or the exercise by Lessor of its remedies upon an Event of Default by Lessee under this Lease. Lessee acknowledges that Lessor may incur out-of-pocket costs and expenses in connection with the transactions contemplated by this Lease, and accordingly agrees to pay (or reimburse Lessor for) the reasonable costs and expenses related to (a) filing any financing, continuation or termination statements, (b) any title and lien searches with respect to this Lease and the Equipment, and (c) documentary stamp taxes relating to the Lease, subject, however, to the provisions of paragraph 3 hereof. Lessee will do whatever may be necessary to have a statement of the interest of Lessor and any assignee of Lessor in the Equipment noted on any certificate of title relating to the Equipment and will deliver said certificate to Lessor. If Lessee fails to perform or comply with any of its agreements, Lessor may perform or comply with such agreements in its own name or in Lessee's name as attorney-in-fact and the amount of any payments and expenses of Lessor incurred in connection with such performance or compliance, together with interest thereon at the rate set forth in the related Supplement, shall be deemed rent payable by Lessee upon demand, subject, however, to the provisions of paragraph 3 hereof.

**16. LATE FEES.** If any payment due hereunder is not received by Lessor within ten (10) days of its due date, Lessee agrees to pay a late fee to Lessor equal to the lesser of (i) 5% of the past due amount or (ii) the highest amount allowed by applicable law. Payments thereafter received shall be applied first to delinquent installments and then to current installments.

**17. DEFAULT.** Each of the following events shall constitute an "Event of Default" hereunder: (a) Lessee shall fail to pay within ten (10) days of when due any installment of basic rent or any other amount due hereunder; (b) any certificate, statement, representation, warranty or financial or credit information heretofore or hereafter made or furnished by or on behalf of Lessee proves to have been false or misleading in any material respect or omitted any material fact, contingent or unliquidated liability or claim against Lessee; (c) Lessee shall fail to observe or perform any other agreement to be observed or performed by Lessee hereunder and the continuance thereof for ten (10) days following the earlier of (i) written notice thereof by Lessor to Lessee or (ii) Lessee's first knowledge thereof; (d) Lessee shall voluntarily file, or have filed against it involuntarily, a petition for liquidation, reorganization, adjustment of debt, or similar relief under the federal Bankruptcy Code or any other present or future federal or state bankruptcy or insolvency law, or a trustee, receiver,

or liquidator shall be appointed of it or of all or a substantial part of its assets; or (e) Lessee shall be in breach of or in default in the payment or performance of any material obligation under any credit agreement, conditional sales contract, lease, or other contract with Lessor, an affiliate of Lessor or any other person or entity, howsoever arising.

**18. REMEDIES.** Upon the occurrence of an Event of Default and at any time thereafter, Lessor may exercise any one or more of the remedies listed below as Lessor in its sole discretion may lawfully elect; provided, however, that upon the occurrence of an Event of Default specified in paragraph 17(d), an amount equal to the basic rental payments and other amounts due under this Lease during Lessee's then current fiscal period shall automatically become and be immediately due and payable without notice or demand of any kind. The exercise of any one remedy shall not be deemed an election of such remedy or preclude the exercise of any other remedy, and such remedies may be exercised concurrently or separately but only to the extent necessary to permit Lessor to recover amounts for which Lessee is liable hereunder.

a) Lessor may, by written notice to Lessee, terminate this Lease as to any or all of the Equipment subject hereto and declare an amount equal to all basic rental payments payable by Lessee pursuant to this Lease and other amounts payable by Lessee under such Lease to the end of Lessee's then current fiscal period to be immediately due and payable, as liquidated damages and not as a penalty, and the same shall thereupon be and become immediately due and payable without further notice or demand, and all rights of Lessee to use the Equipment shall terminate but Lessee shall be and remain liable as provided in this paragraph 18. Lessee shall at its expense promptly deliver the Equipment to Lessor at a location or locations within the continental United States designated by Lessor. Lessor may also enter upon the premises where the Equipment is located and take immediate possession of and remove the same with or without instituting legal proceedings.

b) Lessor may proceed by appropriate court action to enforce performance by Lessee of the applicable covenants of this Lease.

c) In the event Lessor repossesses the Equipment, Lessor shall either retain the Equipment in full satisfaction of Lessee's obligation hereunder or sell or lease each item of Equipment in such manner and upon such terms as Lessor may in its sole discretion determine and continue to hold Lessee liable for the difference between (i) the basic rental payments and other amounts payable by Lessee pursuant to this Lease to the end of the Lessee's then current fiscal period, and (ii) the net proceeds of any such sale or lease (after deducting all expenses of Lessor in exercising its remedies under this Lease), subject, however to the provisions of paragraph 3 hereof.

d) To the extent permitted by applicable law and subject to the provisions of paragraph 3 hereof, Lessor may recover interest on any amount recoverable under this paragraph 18 from the date it becomes payable until fully paid at the rate of the lesser of 12% per annum or the highest rate permitted by law.

e) Lessor may exercise any other right or remedy available to it by law or by agreement, and may in any event recover legal fees and other costs and expenses incurred by reason of an Event of Default or the exercise of any remedy hereunder, including expenses of repossession, repair, storage, transportation, and disposition of the Equipment, subject, however, to the provisions of paragraph 3 hereof. Any payment received by Lessor may be applied to unpaid obligations as Lessor in its sole discretion determines.

Lessee grants Lessor a security interest in the Equipment, and if applicable, in any escrow fund established in connection with the funding of this Lease, to secure its obligations under such Supplement, all other Supplements and all other indebtedness (except QFC Obligations) at any time owing by Lessee to Lessor. Lessee agrees that upon the occurrence of an Event of Default, in addition to all of the other rights and remedies available to Lessor hereunder, Lessor shall have all of the rights and remedies of a secured party under the Uniform Commercial Code. In no event shall Lessee's obligations under this Lease be secured by any real property unless the document granting an interest in real property specifically references this Lease by date and/or Master Governmental Lease Purchase Agreement Number.

"QFC Obligations" means obligations arising under a securities contract, commodities contract, forward contract, repurchase agreement, swap agreement, or any similar agreement (as defined for purposes of Treasury Part 148 under 12 U.S.C. 5390(c)(8)(H) or FDIC Part 371 under 12 U.S.C. 1821(e)(8)(D)) that the FDIC determines by regulation, resolution, or order to be a qualified financial contract.

No express or implied waiver by Lessor of any breach of Lessee's obligations hereunder shall constitute a waiver of any other breach of Lessee's obligations hereunder.

**19. NOTICES.** Any notice hereunder to Lessee or Lessor shall be in writing and shall be deemed to have been given when delivered personally or deposited with a nationally-recognized overnight courier service or in the United States mails, postage prepaid, addressed to recipient at its address set forth above or at such other address as may be last known to the sender.

**20. NET LEASE AND UNCONDITIONAL OBLIGATION.** This Lease is a completely net lease and except as expressly provided in paragraph 3 hereof, Lessee's obligation to pay rent and all other amounts payable by Lessee hereunder is absolute, unconditional and irrevocable, and shall be paid without any abatement, reduction, setoff or defense of any kind.

**21. NON-CANCELABLE LEASE.** This Lease cannot be canceled, prepaid or terminated except as expressly provided herein or in the applicable Supplement.

**22. SURVIVAL OF INDEMNITIES.** Lessee's obligations under paragraphs 7, 8, and 18 shall survive termination or expiration of this Lease.

**23. PURCHASE OF EQUIPMENT BY LESSEE; PREPAYMENT.** Provided that Lessee is not then in default under this Lease, such Lease will terminate, the security interest of Lessor in the Equipment under such Lease will be terminated or Lessee will acquire title to the Equipment under such Lease free and clear of all liens and encumbrances created by, or arising through or under, Lessor: (a) at the end of the full scheduled term of such Lease, upon payment in full of all basic rental payments and other amounts payable by Lessee under such Lease for the full scheduled term of such Lease; (b) on the date Lessee pays to Lessor the payoff amount due under paragraph 12 with respect to all items of Equipment under this Lease; or (c) on any rental payment due date, upon payment by Lessee of the then applicable Termination Balance under such Lease as set forth on the related Supplement or an exhibit thereto plus the basic rental payment amount due on such date and all other amounts then due by Lessee under such Lease, provided that Lessee shall have given Lessor not less than 30 days' prior written notice of its intent to make such payment.

**24. COUNTERPARTS.** Lessor may in its sole discretion, accept a photocopy, electronically transmitted facsimile or other reproduction of this Master Lease and/or a Supplement (a "Counterpart") as the binding and effective record of this Master Lease

and/or a Supplement whether or not an ink signed copy hereof or thereof is also received by Lessor from Lessee, provided, however, that if Lessor accepts a Counterpart as the binding and effective record of this Master Lease or a Supplement, the Counterpart acknowledged in writing by Lessor shall constitute the record hereof or thereof. Lessee represents to Lessor that the signature that appears on the Counterpart that is transmitted by Lessee to Lessor in any manner described above is intended by Lessee to authenticate the Counterpart notwithstanding that such signature is electronic, facsimile or a reproduction and Lessee further agrees that a Counterpart of this Master Lease or a Supplement received by Lessor, shall, when acknowledged in writing by Lessor, constitute an original document for the purposes of establishing the provisions hereof and thereof and shall be legally admissible under the best evidence rule and binding on and enforceable against Lessee. If Lessor accepts a Counterpart of a Supplement as the binding and effective record thereof only such Counterpart acknowledged in writing by Lessor may be marked "Original" and to the extent that a Supplement constitutes chattel paper, perfection of a security interest by possession may only be accomplished by possession of the Counterpart that bears Lessor's ink signed acknowledgement and is marked "Original."

**25. NON-WAIVER.** No course of dealing between Lessor and Lessee or any delay or omission on the part of Lessor in exercising any rights hereunder shall operate as a waiver of any rights of Lessor. A waiver on any one occasion shall not be construed as a bar to or waiver of any right or remedy on any future occasion. No waiver or consent shall be binding upon Lessor unless it is in writing and signed by Lessor. To the extent permitted by applicable law, Lessee hereby waives the benefit and advantage of, and covenants not to assert against Lessor, any valuation, inquisition, stay, appraisalment, extension or redemption laws now existing or which may hereafter exist which, but for this provision, might be applicable to any sale or re-leasing made under the judgment, order or decree of any court or under the powers of sale and re-leasing conferred by this Lease or otherwise. To the extent permitted by applicable law, Lessee also hereby waives any rights now or hereafter conferred by statute or otherwise which may require Lessor to sell, lease or otherwise use any Equipment in mitigation of Lessor's damages as set forth in paragraph 18 or which may otherwise limit or modify any of Lessor's rights or remedies under paragraph 18.

**26. MISCELLANEOUS.** This Master Lease and related Supplement(s) constitute the entire agreement between Lessor and Lessee and may be modified only by a written instrument signed by Lessor and Lessee. Any provision of this Lease which is unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such unenforceability without invalidating the remaining provisions of this Lease, and any such unenforceability in any jurisdiction shall not render unenforceable such provision in any other jurisdiction. Paragraph headings are for convenience only, are not part of this Lease and shall not be deemed to effect the meaning or construction of any of the provisions hereof. In the event there is more than one Lessee named in this Master Lease or in any Supplement, the obligations of each shall be joint and several. This Lease shall in all respects be governed by, and construed in accordance with, the substantive laws of the state in which Lessee is located. TO THE EXTENT PERMITTED BY APPLICABLE LAW, LESSEE HEREBY WAIVES ANY RIGHT TO A JURY TRIAL WITH RESPECT TO ANY MATTER ARISING UNDER OR IN CONNECTION WITH THIS LEASE. TIME IS OF THE ESSENCE WITH RESPECT TO THE OBLIGATIONS OF LESSEE UNDER THIS LEASE.

**INDIVIDUAL ACTION ITEM # 072**

**SUBJECT: 2022-2023 EMPLOYEE HANDBOOK REVISIONS**

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**BACKGROUND:**

It is requested the Board of Directors approve the revisions to the 2022-2023 Employee Handbook, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

2022-2023 Employee Handbook - Redlined





Antelope Valley Schools Transportation Agency

## **EMPLOYEE HANDBOOK**

**2021-20222022-2023**

Revised ~~9/14/2021~~8/10/2022



## Core Values and Beliefs

### We believe that...

1. Quality service for students and schools should be the Agency's top priority.
2. The efficient operation of the Agency requires the support of every department and every employee.
3. Respect breeds respect.
4. Appreciation and fair treatment result in effective and superior employee performance.
5. Positive leadership promotes continuous employee growth.
6. Employees should share in the economic growth of the Agency.
7. All employees should exhibit a strong, positive work ethic every day.
8. Organizational success is achieved through problem identification and group resolution.

# EMPLOYEE HANDBOOK

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## EMPLOYEE HANDBOOK AND PROCEDURES MANUAL

**Antelope Valley Schools Transportation Agency**  
670 West Avenue L-8  
Lancaster California  
661-945-3621 / FAX 661-949-7393

### INTRODUCTION

The purpose of this manual is to outline the general procedures of the Antelope Valley Schools Transportation Agency (AVSTA). The contents of this manual are not intended to create any contractual or other legal rights and are designed solely to be used as a guide for employees of the Antelope Valley Schools Transportation Agency. Questions regarding the interpretation of the contents of this manual should be brought to the attention of one of the following:

<b>Morris Fuselier, III</b>	<b>Chief Executive Officer</b>
<b>Evie Strader</b>	<b>Operations Manager</b>
<b>Sue Murphy</b>	<b>Safety and Training Manager</b>
<b>Michael Breivogel</b>	<b>Fleet Manager</b>
<b>Colby Konisek</b>	<b>Budget and Accounting Manager</b>

In addition to the AVSTA Board Policies and Employee Handbook and Procedures Manual, transportation personnel are required to adhere to applicable provisions of the California Highway Patrol Passenger Transportation Safety Handbook, HPH 82.7. An electronic copy of this handbook is available at [www.avsta.com](http://www.avsta.com).

### OUR MISSION

The mission of AVSTA is to provide safe, reliable, timely, and cost effective transportation for the students of the Antelope Valley.

Our buses are expected to operate safely, on time, and efficiently every time. Safety includes obeying all laws, managing the behavior of the pupils, properly controlling accidents through defensive driving. Timeliness includes being on time when reporting for work, when arriving at each bus stop, and when arriving at each school. Efficiency includes being fuel efficient, avoiding unnecessary vehicle mileage, avoiding vehicle abuse, and operating in a cost-efficient manner.

To successfully accomplish our mission of being safe, on time, and efficient at all times, a coordinated team effort is essential. This team includes personnel from administration, safety and training, planning and scheduling, pupil management, transportation maintenance, and driving personnel. Every position in the organization is important and serves an important purpose. On a daily basis, our success is based on our ability to function as the team of well-trained professionals that we are. This handbook is designed to provide tools to facilitate that success.

# SECTION 1

## PERSONNEL PROCEDURES

### A. NEW DRIVER APPLICANTS (This section is in compliance with the current collective bargaining agreement.)

1. All new applicants, not already in possession of a valid school bus certificate, will be required to complete the driver training course as required by the State of California and any other requirements imposed by the Agency in relation to hiring procedures.
2. A \$57.00 fee is required upon testing at the California Highway Patrol (CHP) and a medical certificate (DL-51) is required. The initial certificate fees and DL-51 fees will be paid for by the Agency. Subsequent certificate renewals and DL-51 will be paid for by the Agency. Each driver will be expected to keep the certificates and DL-51 current.
3. Fingerprints are required of each new employee.
4. Upon acceptance of a permanent route, the new driver enters into a six (6) month probationary period. At the successful completion of the probationary period, the driver is considered a permanent employee.

### B. TITLE IX ANTI-DISCRIMINATION POLICY

Title IX prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance. The Antelope Valley Schools Transportation Agency is committed to providing equal opportunity for all individuals in education. The Agency is committed to providing an environment free from discrimination based on sex, sexual orientation, gender, gender identity or expression, including sexual harassment, sexual misconduct, sexual assault, relationship/dating violence, and stalking.

Inquiries regarding Title IX may be made with the Agency's Title IX Coordinator or to the United States Office of Civil Rights. Reports of unlawful discrimination in violation of Title IX may be made with the Agency's Title IX Coordinator.

Title IX Coordinator  
Nathalie Breivogel  
Human Resources Administrator  
(661) 945-3621 Extension 243

### C. DRUG SCREENING (This section is in compliance with the current collective bargaining agreement.)

Federal law prohibits alcohol misuse and the use of controlled substances that could affect the performance of a safety-sensitive function by employees. This policy implements the requirements of Federal law. The Safety and Training Manager serves as the Agency Designated Employer Representative (DER).

The Agency's drug and alcohol testing program shall apply to all employees who perform safety-sensitive functions, including but not limited to, an Agency driver, a bus

aide, a mechanic, or any other employee who holds a commercial driver's license which is necessary to perform duties related to Agency employment (a "covered employee").

To ensure safe operation of our buses, and to remain in compliance with Federal Law, AVSTA is committed to a drug and alcohol free environment. The illegal use of controlled substances and alcohol presents a danger to the driver, co-workers and the precious cargo we transport. In accordance with Federal Law, the Agency conducts pre-employment, random, and reasonable suspicion drug and alcohol testing.

Random testing occurs throughout the year. The names of those to be tested are selected at random and given to the AVSTA by a third party. The Agency has no control over who gets tested at these "random" tests.<sup>i</sup>

A "reasonable suspicion" test is done after a supervisor observes certain behavior or elements. The law states, "The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee."<sup>ii</sup>

#### 1. WHAT TO EXPECT AT THE TEST

- a. The employee being tested will be notified of the requirement to ~~test, and test and~~ must report immediately. If the driver or aide is on their route, he or she must report immediately upon return to the yard.
- b. **A refusal to test is prohibited by Federal law and will be treated the same as a positive result.**<sup>iii</sup>
- c. A photo ID is needed to check in for the test.
- d. There will be some paperwork to complete.
- e. Outer garments must be removed (sweaters, jackets, etc.) and pockets must be emptied.
- f. The person being tested will be required to wash his or her hands prior to testing.
- g. The employee being tested will select the appropriate specimen container and verify that it is unopened and the seal is intact.
- h. A sample will then be provided by the employee. If there is difficulty in providing the sample, the employee will be given water. The employee being tested has up to three (3) hours to provide a sample. If a sample is still not provided, the employee will need to be examined by a doctor to provide a reason for the inability to provide a sample. If there is no medical reason that prevents the employee from providing a sample, the test will be considered a refusal to test and be treated as a positive test result.

#### **After the sample submission:**

- i. A technician checks the sample for temperature, appearance, and signs of adulteration.
- j. The sample is split into two containers while the employee watches.
- k. The samples are sealed with tape that contains a unique collection number that is assigned to the person being tested. The employee will initial this tape. Everyone who comes into contact with the sample from that point on will also sign the chain of custody.
- l. The employee will receive a copy of the test paperwork and the sample will be sent to a certified laboratory.
- m. An employee receiving a dilute negative result on a random drug test will be

asked to report for another drug test as soon as the results of the first test are known to the Agency.

**In the case of a non-negative (positive) sample:**

- n. The results are sent to a Medical Review Officer (MRO) who reviews the testing for compliance with federal regulations.
- o. The employee will have an opportunity to discuss the results with the MRO and provide a medical explanation such as a prescription or medical history. The MRO will confirm the explanation.
- p. The results of the test are then reported to the Agency. From this point on, the employee will not be permitted to perform any safety-sensitive duties.
- q. The employee being tested may contact the MRO and request an analysis of the split specimen within 72 hours.
- r. Upon receipt of a verified non-negative result, the employee tested will be referred to a substance abuse program and be subject to disciplinary action that will include termination of employment and may result in revocation of their state-issued licenses.

**2. LEGAL INFORMATION**

Section 49 of the Code of Federal Regulations (C.F.R.) contains a section for the purpose of establishing programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or controlled substances by drivers of commercial vehicles.

**3. DISCIPLINARY ACTION**

AVSTA adheres to zero tolerance policy related to illegal drug and alcohol use while on duty. An employee of the Agency may not consume, possess, or be under the influence of alcohol, a controlled substance, or any other substance that could possibly interfere with a safe job performance while on duty. If an Agency employee is found to be under the influence of any substance that impairs his or her ability to do their job, that employee will be subject to discipline up to and including recommendation for termination.

**D. PROHIBITED CONDUCT**

- 1. No covered employee shall report for duty, or remain on duty requiring the performance of safety-sensitive functions, while having an alcohol concentration of any level.
- 2. No covered employee shall remain on duty, or operate a commercial motor vehicle, while that employee possesses alcohol. This includes the possession of medicines containing alcohol (prescription or over-the-counter) unless the packaging seal is unbroken.
- 3. No covered employee shall use alcohol during on-duty time, or while performing safety-sensitive functions.
- 4. No covered employee shall perform safety-sensitive functions within four hours after using alcohol.
- 5. No covered employee required to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.
- 6. No covered employee shall refuse to submit to any test required by law or this policy. Any employee who refuses to take a required post-accident alcohol or controlled substances test, a random alcohol or controlled substance test, a reasonable

suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test shall be removed from the performance of any and all safety-sensitive functions, and shall be subject to appropriate disciplinary action, up to and including dismissal. Refusal to test for any reason shall be treated as a positive test result.

7. No covered employee shall report for duty, or remain on duty requiring the performance of safety-sensitive functions, when the covered employee uses or possesses any controlled substances, except when the use or possession is pursuant to the instructions of a physician who has advised the driver that the substances does not adversely affect the employee's ability to safely operate a commercial vehicle or perform safety sensitive duties.
8. No covered employee shall report for duty, remain on duty or perform a safety-sensitive function if the covered employee tests positive for controlled substances.

#### E. TRANSPORTATION OF EMPLOYEE

If a covered employee produces a test result indicating an alcohol concentration equal or greater than 0.04, or a positive result on a controlled substances test, that employee shall be transported to his or her residence by the Agency.

1. The choice of the substance abuse professional who shall conduct the evaluation is reserved to the Agency.
2. The costs of any treatment and/or rehabilitation program prescribed by the substance abuse professional shall be borne by the employee. The employee may utilize the benefit component of the District-provided Employee Assistance Program (EAP) where applicable.

#### F. GLOSSARY

1. **Alcohol** is the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. **Alcohol use** is the consumption of any beverage mixture, or preparation, including any medication containing alcohol.
3. **Breath alcohol technician (BAT)** is an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).
4. **Commercial Motor Vehicle** is a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
  - a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
  - b. Has a gross vehicle weight rating of 26,001 or more pounds; or
  - c. Is designed to transport 16 or more passengers, including the driver; or
  - d. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.
5. **Confirmation Test** for alcohol testing is a second test that provides quantitative data of alcohol concentration following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath. For controlled substances testing it is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy.
6. **Covered Employee** is any employee who performs safety-sensitive functions,



including but not limited to, an Agency driver, a bus aide, a mechanic, or any other employee who holds a commercial driver's license which is necessary to perform duties related to Agency employment are subject to the drug and alcohol testing requirements of applicable Federal law, the Agency's drug and alcohol testing program, and this policy.

7. **Driver** is any person who operates a commercial motor vehicle. This includes, but is not limited to full time, regularly employed drivers; substitute, casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.
8. **Employer**, for purposes of this policy, is the Antelope Valley Schools Transportation Agency.
9. **Evidential Breath Testing Device (EDT)** is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).
10. **Medical Review Officer (MRO)** is a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
11. **On-Duty Time**, as the phrase is defined by Federal regulations and this policy, means all of the time from the time a covered employee begins to work, is required to be in readiness to work, until the time he or she is relieved for work and all responsibility for performing work.
12. **Performing a Safety-Sensitive Function** is any period in which the employee is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.
13. **Refusal To Submit** (to an alcohol or controlled substance test) includes, but is not limited to, when an employee (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement of breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process.
14. **Safety-Sensitive Function**, for the purposes of this policy, shall mean any of the functions defined in Title 49 of the code of Federal Regulations. More specifically, safety-sensitive functions include all functions performed by a covered employee during on-duty time and include, but are not limited to:
  - a. All time at the Agency, school facility, or other property waiting to be dispatched, unless the driver has been relieved from duty by the employer.
  - b. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs) or otherwise inspecting, servicing, or conditioning any school bus or other commercial motor vehicle at any time.
  - c. All time spent at the driving controls of a school bus or other commercial motor vehicle.
  - d. All time, other than driving time, spent on or in a school bus or other commercial motor vehicle.

- e. All time loading and unloading a school bus or other commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in readiness to receive, load or unload students.
  - f. All time spent performing the driver requirements associated with an accident.
  - g. All time repairing, obtaining assistance, or remaining in attendance upon disabled vehicle.
  - h. On-duty time also includes all time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the testing requirements.
15. **Screening Test** (initial test) in alcohol testing is an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it is an immunoassay screen to eliminate negative urine specimens from further consideration.
16. **Substance Abuse Professional** is a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

## SECTION 2

### SHOP PROCEDURES

#### A. COMMUNICATIONS

Clear and concise communications is an absolute necessity for the efficient and safe operation of the Agency. Because information is distributed in a variety of ways, it is expected that employees frequently check their mailboxes, bulletin boards, website, informational monitors, time-clock messages, and Agency-provided emails for memos and information postings.

#### B. CHECK-IN PROCEDURES

All shop personnel are to arrive to work on time, dressed and ready to start work when clocking in. All personnel are to check their mailboxes and check for work assignments at the start of every shift.

#### C. PARKING AND FUELING LOCATIONS

All school buses have assigned parking spaces. Buses should only be parked in their assigned parking space. No buses are to be parked on the east shop parking area. All vehicles are to be parked at the end of shift unless previously approved. When parking a bus it is required to lock and/or pin all doors, connect CNG fill hose if equipped, insert or remove out of service sign in windshield if needed.

#### D. CLEANUP

Shop employees are required to maintain a clean and safe work environment.

1. When required the shop floors must be swept and mopped.
2. Shared shop equipment such as brake lathes or transmission jacks must be cleaned immediately after use and returned to proper storage area.

3. After using steam pad, the area must be cleaned and the steam cleaner hose appropriately stored.
4. Aerosol spray cans must be stored in the designated cabinets provided for storage when not in use.
5. Shop trucks are to be kept clean and free of trash, tools are not to be stored in the cab.
6. Common areas are to be cleaned and maintained after use.

**E. USE OF AM/FM RADIOS AND OTHER ELECTRONIC DEVICES**

It is not acceptable to set these devices at a high volume with loud music, or to tune to an inappropriate radio station. Inappropriate music of any kind is not acceptable and will not be tolerated. Ear bud or headphones are prohibited while in paid status.

**F. USE OF WIRELESS ELECTRONIC DEVICES**

The use of any type of wireless electronic device while driving an Agency vehicle, including cell phones, smart phones, Bluetooth devices, or any device connected with ear buds or headphones, is strictly prohibited. **Cell phones may be used on break or at lunch time only, in designated break areas.**

**G. SHOP APPEARANCE and ATTIRE:**

When on duty it is expected that employees maintain high standards of personal grooming and wearing apparel. Shop employees are required to wear the uniform provided whenever reporting for duty and/or representing the Agency.

1. Agency-issued I.D. badges must be worn when working off-site (road calls, dropping off or picking up vehicles, etc.).
2. Mechanics and Custodian staff must wear uniforms, jackets, and headgear supplied by the Agency for safety and protection. Shop employees are provided dark gray uniforms. Lead mechanics are provided light blue shirts and blue pants. Both must wear closed toe, non-slip work shoes or boots.
3. Safety equipment such as rubber gloves, hearing protection, or back braces shall be used as needed. Safety glasses must be worn by all employees in the shop at all times.
4. All shop employees must maintain high standards of personal grooming and hygiene.

**H. SMOKING ON AGENCY PROPERTY**

Smoking (including E-cigarettes) is allowed on Agency property; however, it is permitted only in **designated smoking areas** and only during breaks and lunches. It is prohibited in buses and **all other Agency vehicles**.

**I. FUELING PROCEDURES**

1. All support vehicles returning to the yard must be refueled if it is less than half full.
2. No smoking except in designated smoking areas. NO EXCEPTIONS!
3. Hook up CNG buses when completing work.
4. Employees must remain at the fuel nozzle when dispensing diesel.
5. Proper information need to be inputted into the fueling system.

**J. ROAD TEST**

1. When road testing a bus, personnel must adhere to all school bus traffic laws.

2. Mechanics must inform shop office of intended route and estimated time.
3. Mechanics must notify the shop office when leaving and returning.

#### **K. INSPECTION REQUIREMENTS**

1. PPM's (chassis inspections) should be completed within 2 hours. Additional time should be added for additional services required by the work order. Items noticed during PPM's, such as alignments or suspension issues, shall be noted on the inspection sheet for a new work order to be generated.
2. PM's (annual inspections) should be completed within 4 hours. Additional time may be added for additional services. Items noticed during PM's, such as alignments or suspension issues, shall be noted on the inspection sheet for a new work order to be generated.

#### **L. BREAKDOWN/ROADCALL PROCEDURES**

When assigned a road call, employee must understand that road calls are time sensitive and shall respond promptly.

1. Before leaving the yard, personnel must contact the proper dispatch by radio.
2. If at all possible disabled vehicle should be moved as far off the main traveled portion of the roadway as is safe and practical. If vehicle cannot be moved off roadway and is in a position to obstruct traffic or be a hazard, emergency reflectors shall be placed in accordance with Vehicle Code Section 25300.
3. When possible shop truck should be parked behind disabled vehicle with hazards, emergency lights on and keys removed.
4. All used materials need to be replenished in the support vehicles upon return.
5. All support vehicles when returning to the yard must be refueled if less than half full.

#### **M. RESPONDING TO ACCIDENTS**

No photographs of an accident or an accident scene shall be taken unless specifically instructed by Safety and Training.

Mechanics will be requested by Safety and Training when required. Safety and Training representative is the designated agency incident commander on scene. Mechanic must report to them. No discussion of the accident in any form, cause of accident or contributing factors, shall take place with anyone other than the incident commander on scene.

#### **N. ABSENCES / LEAVE**

Attendance by employees is a vital factor in the continued success of the Agency. There are times when absences are unavoidable, but employees shall make every effort possible to address their responsibilities through their attendance. Excessive absenteeism causes a loss of effectiveness in the overall operation, a degeneration of morale of fellow employees.

1. If an absence is anticipated, the employee must contact a Supervisor no less than one (1) hour before start of assigned shift.
2. Vacation request forms shall be submitted using the Request for Leave Form, no less than 10 days prior to date of leave.

#### **O. INJURY ON THE JOB**

An employee who has sustained a job-related injury or illness shall report the injury to the immediate supervisor (and the Human Resources Administrator) on the Employee

Injury Form located on the Employee Portal no later than the next scheduled workday following the accident or as soon as possible.

**P. TIME KEEPING**

All payroll computation is made using employee timesheets and time clock entry. All employees are responsible for clocking in and out at the beginning and end of each shift and breaks. Failure to do so may result in a delay of the appropriate payroll amount. The employee is expected to completely and accurately log daily activities on their timesheet.

**Q. TOOLS**

It is expected that tools are kept clean, organized and stored in the correct location when not in use.

1. Specialty shop tools or tools borrowed from other tool boxes must be returned to their proper storage area after use. Rechargeable tools and laptops must be fully charged after use to insure availability to other mechanics.
2. Specialty shop or regular tools that are found broken or worn must be brought to the Fleet Manager attention for repair or replacement.

**R. SCHEDULES**

Shop employee's breaks are fifteen (15) minutes and lunch breaks are thirty (30) minutes or sixty (60) minutes in length as agreed upon with the Fleet Manager and Fleet Supervisor. Every effort should be made to adhere to the posted schedule; employees must notify shop office if they are not able to adhere to the posted schedule.

**S. OVERTIME**

Overtime for Shop, Trips, and On-Call will be assigned by their respective rotation lists as required by the CBA. Rotation list will be posted on shop bulletin board. Overtime needed at the end of shift must be approved (per CBA 3.9.2.3).

**T. PARTS/INVENTORY**

Parts used must be accounted for with proper agency part number to keep inventory accurate. Restocking list, Parts Requests and Work Orders must be detailed and filled out properly. Parts clerk shall be notified if employee notices incorrect or missing stock.

**U. CHILD CHECK SYSTEM**

Child Check systems must not be disabled at any time. If repairs are made to the Child Check System, the system must be verified as operational before returning the bus to service. All Child Check repairs must be made on a Child Check Work order for reporting requirements.

**V. SHOP ELECTRICAL POWER LOSS**

Power is required to maintain air pressure in the fire suppression system to avoid the system charging with water. In the event that the shop loses power, it is required to maintain air pressure in the fire suppression system. It is advisable to connect a bus air system to supplement the fire suppression system until the power resumes.

**W. SHOP EXPECTATIONS**

1. If approached by a driver about a problem, the mechanic shall direct the driver to the Fleet Manager, Fleet Supervisor, or Lead Mechanic who will have them complete a

- Trouble Report using the Drivers Reporting Kiosk.
2. O/S (Out Of Service) signs must be put in any bus removed from service. Also the online O/S list must be updated and the proper department's dispatch must be notified. The reverse must occur when a bus is put back into service
  3. While at work, not including lunch or break times, shop employees must keep conversations between other employees to a minimum and shall be work-related. Conversations must remain civil and appropriate for all persons regardless of age or sex.

#### **X. SAFETY PROCEDURES**

1. All hoses & tools shall be stored properly when not in use to prevent any potential trip hazard
2. All shop employees should be aware of the locations of all First aid equipment and supplies i.e. fire extinguishers, eye wash/showers, etc.
3. At no time shall any fire exits or fire extinguishers be blocked.
4. All fire exits must remain unlocked during business hours.
5. All employees should be aware of the closest exit in the event of an emergency.
6. All spray painting must be done in a well-ventilated area outside of the shop to prevent fumes building in the shop.
7. Safety equipment such as rubber gloves, hearing protection, or back braces shall be used as needed. Safety glasses must be worn by all employees in the shop at all times.
8. Always utilize the exhaust fans when running vehicles inside the shop and every attempt should be made to limit vehicle running inside under 20 minutes.
9. Parked regens shall be performed with the vehicle completely outside the shop.

## **SECTION 3**

### **OPERATING PROCEDURES**

#### **A. COMMUNICATIONS**

Clear and concise communications is an absolute necessity for the efficient and safe operation of the Agency. Because information is distributed in a variety of ways, it is expected that employees frequently check their mailboxes, bulletin boards, website, informational monitors, time-clock messages, and Agency provided emails for memos and information postings.

#### **B. DRIVER/AIDE RESPONSIBILITIES**

A bus aide is assigned to a route to monitor and redirect student behaviors as needed to maintain a safe bus environment. It is important that the bus driver and the bus aide communicate effectively and work well together.

##### Bus Driver responsibilities:

1. Drivers have the ultimate responsibility for ensuring passenger safety.
2. Drivers **must** ensure that all students and equipment are properly secure.
3. Drivers request and/or give permission for a bus aide to switch seats for student management.
4. Drivers write all referrals.
5. Drivers assign seating locations.

6. Drivers must ensure that **ALL** passengers, including students and bus aides are wearing their seatbelts before the bus is placed in motion.

Bus Aide responsibilities:

1. Aides will assist the driver with safety vests, seat belts, and belt buckle protector securement. **At no time will an Aide secure a wheelchair.**
2. Aides must wear their seatbelts and request permission to switch seats for student management before doing so.
3. Aides that have 1:1 student assignments must assist with other students as requested when not engaged with their assigned student.
4. Aides will complete incident reports as supporting documentation for drivers.
5. Aides will be paid for attendance at Agency-required classes. Aides are required to take 4 hours of training a year. Aides may attend in-service classes on a voluntary basis.
6. NCI (Non-Violent Crisis Intervention) training is a requirement. All Aides must complete and maintain this training. See Safety & Training for more information.
7. Aides must report to the HR Administrator to be issued the required safety equipment that must be worn and brought to work when on duty.
8. Please keep personal conversations to a minimum. Under no circumstances discuss conflicts or disagreements in front of students, parents, or school personnel. To resolve differences, promptly see your immediate Supervisor.

Pick-up/Drop-off location:

1. Pick-up location for **all** Aides is located on 7<sup>th</sup> Street West in front of the main office building.
2. Drop-off location for **all** Aides will be at the stop sign located on the south east corner of the shop building.

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### C. CHECK-IN PROCEDURES

All drivers who are assigned a route shall report to the dispatch office in person and check-in each time they begin their route. Drivers must pick up bus keys and a SMART-Tag tablet at check-in. Drivers must also sign up for extra work for the following day. This includes every A.M., kindergarten, mid-day and P.M. route including field trips. Drivers are to check their mailboxes every time they check in for their route.

### D. DRIVER RESPONSIBILITY FOR SCHOOL BUS

Drivers will be assigned to specific buses and routes, but from time to time it may be necessary to assign a different route or bus. It is the responsibility of the driver to know the locations and proper use of safety and emergency equipment, including fire extinguisher, first aid kit, and reflectors on the bus being driven. Prior to and after operation, the driver shall ensure the assigned vehicle is clean. Agency vehicles shall remain clean at all times.

### E. PRE-TRIP INSPECTION

Each day before the bus is put into operation, a pre-trip inspection of the bus and equipment shall be made. The driver shall complete a Daily Bus Report (DBR). A pre-trip inspection must be performed and a DBR must be completed in its entirety for each bus driven during the day. At the end of the day, all DBRs are to be submitted into the appropriate box.

**F. BUS REPAIRS IN THE YARD**

If a driver has a problem with a bus at start up, contact Dispatch. Drivers must contact dispatch with details about bus issues immediately and dispatch will contact the shop to get assistance as soon as possible. Please be patient. A mechanic will respond to the driver's bus in its parking spot. If it is necessary to work on the bus in another area the driver will be directed by dispatch or the shop to drive to another area in the yard, only do so if directed to, the driver must stay with the bus at all times. The driver must communicate with the mechanic regarding the repair time and advise dispatch if it is over 15 minutes. The driver must notify dispatch when 10-8 from the yard. Upon return, the driver must submit a Trouble Report using the Drivers Reporting Kiosk if advised to by a mechanic.

**G. COMMUNICABLE DISEASE KIT**

All buses are equipped with communicable disease kits. It is the driver's responsibility to ensure the kit is fully equipped and within the driver's compartments. See Safety & Training for supplies.

**H. PROPER TRANSMISSION AND USAGE**

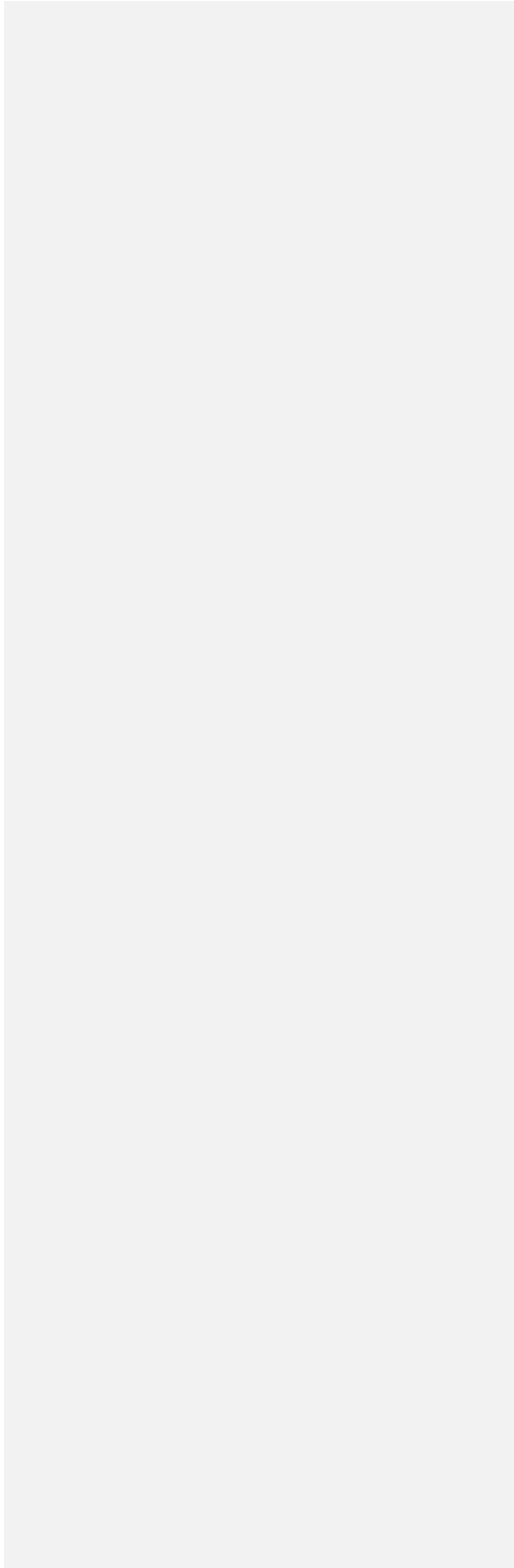
Automatic transmissions which do not have a park position shall be parked in neutral and parking brake set.

**I. HORN USE**

The driver of a motor vehicle reasonably necessary to insure safe operation shall give audible warning with the horn. The horn shall not otherwise be used. (27001 (A), 27001 (B) VC1. Agency drivers shall not use the horn to signal students and/or parents that the bus has arrived at the bus stop. The students are expected to be ready and waiting for the bus. In the event that a school bus is to be backed-up, the driver shall sound the horn several times to warn other traffic that the bus is backing. Keep in mind that the bus backing up has the right-of-way in the yard and around the shop. All traffic shall stop and yield right-of-way.

**J. PARKING AND FUELING LOCATIONS**

1. **Parking of School Buses** - All school buses have assigned parking spaces. Drivers should be familiar with the space into which their assigned bus is to be parked. Buses shall only be parked in their assigned parking space.
2. **Parking of School Buses Between Routes** - It is required that all school buses shall be parked between runs in the bus yard in their assigned parking space. School buses shall not be parked at private homes, on public streets, or at any other location unless authorized by the Supervisor.
3. **Fueling/Charging of School Buses** – All agency employees who drive a bus are responsible for re-fueling/charging the bus that was driven. No smoking in fueling areas, smoking is only permitted in designated smoking areas. NO EXCEPTIONS! Buses or any other Agency vehicles shall never be left unattended and running in the bus yard or at the fuel island. Dispensing Agency fuel into a private car or other unauthorized vehicle may be cause for immediate termination.
  - a. **Diesel** - Buses should be fueled if the bus is less than half full at the completion of a route. Drivers must remain with the bus, holding the





fueling nozzle while fueling. Buses are not to be pre/post tripped in the fueling area.

- b. **CNG** – When not in use all CNG buses should be connected to the fueling system knob turned to fuel.
  - c. **Electric** – When not in use all Electric buses should be connected to the charging system and activated.
4. Adhere to all restricted parking locations (red curb) and speed limits in the yard (10 mph). No driver should park a bus on the east side of the shop unless otherwise told to.

#### **K. FOLLOWING ROUTE**

When a route is assigned, it is expected that the route be followed exactly as printed. Only under unusual circumstances (road closures, inclement weather, road construction, a train blocking the road, lack of students) should deviation be made from the printed route. In such cases, dispatch must be notified immediately of the change. If a condition is encountered on a route the driver must notify Dispatch. If a permanent change is needed, a Scheduling Supervisor should be contacted to have the change approved and implemented. No changes in a route shall be made without prior approval or notification.

It is the driver's responsibility to communicate any route changes needed to a Scheduling Supervisor. If time, direction, or load count changes need to be adjusted, the driver should contact a Scheduling Supervisor to discuss the needed changes. Routes are not to be changed by anyone other than the appropriate Scheduling Supervisor.

#### **L. ROUTE DELAYS**

Notification must be made to dispatch at the point a route is delayed fifteen (15) minutes.

#### **M. TROUBLE REPORTS**

Any defect found on an Agency vehicle shall be reported immediately through the Drivers Reporting Kiosk. This form is available on the Kiosk located in the shop or computers in the Employee lounge. For after-hours a Kiosk is available next to the time stamp clock near the back door of the office building. This form shall be filled out completely using the drop-down menus, describing the malfunctions as accurately as possible and making notes when necessary. If help is needed in determining or describing trouble, consult a Supervisor.

#### **N. POST TRIP PROCEDURES**

1. A post-trip inspection of all assigned buses and equipment is mandatory.
2. The bus must be checked closely for flat or low tires, broken or ripped seats, broken windows, leaks, burned out lights, etc.
3. Drivers must report needed repairs as they happen to prevent breakdowns and delays.
4. All Emergency Exits and windows shall be closed and secured using locks (if equipped) or pinned (pins are supplied from the shop).
5. All electrical switches and devices (i.e. AM/FM Radio, 2 Way-Radios) must be turned off.
6. All buses must be locked at the end of the day.
7. All bus keys and SMART-Tag tablets must be turned in at the end of the day.
8. The Child Check-Mate System must be deactivated at the end of each route.

**O. CLEANLINESS STANDARDS**

1. No bus shall leave the yard that does not meet the cleanliness standards of the Agency.
2. At the end of each AM and/or PM run, each driver must ensure the bus that was driven is clean.
3. The bus floors must be swept daily and mopped when needed; windows, windshield and dash kept clean and free of dust.
4. The bus dash must be kept completely free of all articles and shall be kept clean and dusted.
5. Use down time between runs to clean windows, floors and seats.
6. A hose shall not be used to flush out the interior of a bus as this causes the floor to rust out.
7. If additional time is needed to wash or clean a bus, the driver must contact their supervisor for permission.
8. Bus cleanliness is a standard for CHP inspection and the Agency can be cited for a dirty bus.

**P. ARTICLES LEFT ON BUSES**

Articles such as clothing, books, backpacks, sports equipment, that are left on the bus after a route must be kept at the front of the bus for five (5) days. If they are not claimed by a student on that route at the end of five (5) days, they must be delivered to Dispatch. Cell phones and other electronic devices shall be brought into Dispatch immediately where they will be labeled and stored until they are claimed.

**Q. TWO-WAY RADIO OPERATION AND PROCEDURES**

The two-way radio communication system is the link between the driver and any assistance that may be needed. To operate at a high level of efficiency and to allow the agency to assist drivers in a timely manner, certain rules and procedures must be followed.

**1. OPERATING PROCEDURES**

- a. Dispatchers are contacted by calling "Lancaster Base".
- b. The driver calling for assistance should identify himself or herself by route number.
- c. Conversation from unit to unit should be avoided. All radio communications must be to or from the dispatcher.
- d. Simplified 10-code should be used whenever possible.
  - 10-1 Received Poorly
  - 10-2 Receiving well
  - 10-3 Give me instructions
  - 10-4 OK – understanding
  - 10-5 Moving in traffic
  - 10-6 Will confirm ASAP
  - 10-7 Out of service
  - 10-8 In service
  - 10-9 Repeat
  - 10-20 Give current location
  - 10-21 Call by telephone
  - 10-23 Stand by
  - 10-24 What is the time?

- 10-32 Weapon on the Bus
- 10-98 Assignment finished
- 10-100 Restroom break at a school
- 10-500 Accident
- 10-600 Need ambulance
- 10-700 Fire

**2. RADIO CHANNELS**

**For bus to bus communication outside of the normal radio service area, radios should be tuned to Transit TA or Special Needs TA.**

- a. Channel– Special Needs
- b. Channel– Transit
- c. Channel– Administration

**3. AGENCY STAFF CODES**

- a. D-1 Morris Fuselier, III - Chief Executive Officer
- b. S-7 Evie Strader - Operations Manager
- c. S-6 Charles Hill - Scheduling Supervisor, Transit
- d. S- 8 Fernando Nunez – Transportation Security Supervisor
- e. S-12 Adam McCalla - Scheduling Supervisor, Special Needs
- f. S-11 Josie Delgado- Scheduling Supervisor, Special Needs
- g. S-5 Sue Murphy - Safety and Training Manager
- h. T-1 Lenard Edwards – Safety and Training Supervisor
- i. T-4 Earnest Law – Safety and Training Supervisor
- j. T-2 Safety and Training Supervisor
- k. T-3 Mike Colescott - Safety and Training Supervisor
- l. W-1 Mike Breivogel - Fleet Manager
- m. W-2 Donna Bucaro – Fleet Supervisor

**R. STUDENT ON INCORRECT BUS**

From time to time, a child will get on the wrong bus. This happens most frequently during the first few days of ~~school, but~~ school but may happen at any time due to families moving into the area and children being confused as to which bus to take. The following procedure must be followed if a student is found on a bus at the end of a run and is lost or on the wrong bus:

1. The driver must attempt to identify the student, asking for phone number or address.
2. The driver must then call Dispatch for identification of the appropriate stop for the student.
3. Dispatch will contact the home or school and instruct the driver how to assist the student to be returned to their appropriate stop.
4. The driver shall never drop the student at any location without specific instructions from Dispatch.

**S. SMART-TAG REQUIREMENT**

To increase our students' safety and security, all students will be required to register for and obtain a SMART-Tag for the 2021-2022 school year. Student passes must be scanned when loading and unloading the bus every day. Transportation will not be provided without the pass, except during the grace period following the beginning of a new semester or school year. New students beginning after the start of the semester shall be given one week to obtain a SMART-Tag.

The Bus Pass Clause will be enforced when a student does not present a valid SMART-Tag pass for three (3) consecutive days. Failure to produce a valid pass will result in the student being issued a referral. The student will then have three (3) days to replace the lost pass. If the pass is not replaced within three (3) days, another referral will be issued and the student will be denied transportation by the Transportation Security Supervisor. No student is to be denied transportation by the driver until notification is received from the Transportation Security Supervisor.

To request a new, renewal, or replacement pass drivers should direct the students and parents to our website for instructions at [www.avsta.com](http://www.avsta.com).

#### **T. STUDENTS NOT ELIGIBLE FOR TRANSPORTATION**

Before denying transportation to a student who is not eligible for transportation, the driver must contact Dispatch for direction. If a child refuses transportation, his name shall be radioed in to Dispatch.

#### **U. SPECIAL PERMISSION TO RIDE THE BUS**

Students shall ride only the bus to which he or she is assigned. Students may be allowed to ride another bus with prior approval and only in the case of emergency when seats are available on the bus. The signed permission by the parent must be submitted to the school in advance. The school shall give permission after verifying the information.

#### **V. USE OF AM/FM RADIOS AND OTHER ELECTRONIC DEVICES**

Drivers must exercise caution in the use of any AM/FM radio equipped in a school bus. It is not acceptable to set these radios at a high volume with loud music, or to tune to an inappropriate radio station. Inappropriate music of any kind is not acceptable and will not be tolerated.

#### **W. USE OF WIRELESS ELECTRONIC DEVICES**

The use of any type of wireless electronic device while driving an Agency vehicle, including cell phones, smart phones, Bluetooth devices, or any device connected with ear buds or headphones, is strictly prohibited. Unless specifically instructed to do so by a Dispatcher or a Supervisor, cell phones may not be used for any purpose while on paid status which includes walking to and from the bus in the yard. Any violation of this policy will lead to disciplinary action up to and including termination.

#### **X. STUDENT ABANDONMENT OR UNAUTHORIZED RELEASE**

1. At no time shall a driver leave their students unattended in a locked or unlocked vehicle, except under the strict guidelines of an emergency. This includes leaving students with any person who is not a school official or an Agency Employee.
2. It is unlawful for any student to be left in a locked or unlocked vehicle from which he or she cannot readily ~~escape~~Theescape. ~~The~~ driver shall not return to the bus yard for any reason with students on board. This is a safety hazard to the student as well as a liability to the Agency. If an emergency exists and there is a need to return to the yard with students, the emergency should be communicated to Dispatch, informing Dispatch that students are still on board the bus. A Supervisor must grant permission to return to the yard with students.
3. During the first few weeks of school, it is not uncommon for special needs students to get disoriented or lost. As the driver loads the bus, care must be taken that all

students are identified by an aide or teacher. The SMART-Tag tablet or route sheet should be referenced to ensure the student is listed, their stop identified, and the release information is marked. "Y" is for "release to self" and "N" is "not release to self." A student who is marked "N" shall never be released in the absence of the person designated to receive the student without permission from a Supervisor. Student counts must be taken as student's board and leave the bus. If a student boards a bus and is not recognized by the driver or has no paperwork authorizing ridership, Dispatch must be called immediately.

4. In the event that a student boards an Agency bus at the incorrect stop, under no circumstances shall that student be released at an undesignated bus stop without permission from a supervisor. Dispatch must be called immediately for further instructions. Dispatch shall be provided the student's name and a telephone number at which a parent or guardian may be contacted.
5. A driver does not have the authority to remove a student from a bus. Doing so without the expressed consent of a Supervisor will constitute child abandonment and will result in disciplinary action.
6. Once the bus is loaded, students must not be unloaded for any purpose other than an emergency.

#### **Y. CONFIDENTIALITY**

Because of the sensitive nature of transporting children, drivers must use discretion and maintain strict confidentiality. The directory of information to which the Agency has access as part of the job of transporting students is confidential. The Agency is liable for any information which is inappropriately distributed or made public. This information may only be shared with other employees of the Agency and only with those employees whose jobs require the use of that information. Sharing confidential information about the students that are served by the Agency with a friend, relative, coworker, or anyone from the public places the Agency and the employee at risk under the law. (California Education Code 19076a)

#### **Z. DRIVERS AND AIDES APPEARANCE AND ATTIRE**

When on duty it is expected that employees maintain high standards of personal grooming and wearing apparel. The impression made on teachers, students, and the public is very important. Quite often, the drivers are the only persons connected with the Agency that the public sees and consequently the image they associate with the Agency. Drivers, Bus Aides, and shop employees are required to wear the uniform provided whenever reporting for duty and/or representing the Agency.

1. The Agency drivers must wear the gray shirt with the Agency logo or a shirt approved by the Agency with the Agency logo. Bus Aides must wear the khaki shirt or any shirt approved by a Supervisor or provided by the Agency. Shirts must be worn with non-decorated, plain, solid black or gray slacks or jeans. Dark blue jeans are acceptable.
2. Shirts must be worn buttoned. Any visible undershirt must be solid black, white, yellow, or gray.
3. Jackets must be black or dark gray.
4. No cleavage or midriffs may be visible. No "sagging" pants are allowed.
5. Drivers and Bus Aides may wear loose-fitting shorts as long as the pants length approaches the knee. Shorts must be plain, solid black, gray, or dark blue jean shorts are acceptable.
6. Only Agency approved and provided head gear (caps, visors, beanies) may be worn

by Agency employees while in paid status, except for religious requirements. No bandanas or “do-rags” are allowed.

7. Appropriate tattoos are acceptable.
8. Discrete, non-distracting piercings are acceptable. Piercings with large loops, hooks, spikes, or bars shall not be worn.
9. Appropriate undergarments must be worn and should not be visible.
10. Flat, closed toe shoes must be worn such as athletic, non-slip shoes, hard soled boots or shoes. TOMS, UGGs, Crocs, house shoes or slippers, sandals, flip flops, high-heeled shoes, and sling-backed shoes are not acceptable when driving.
11. Stretch pants or sweat pants are unacceptable. Pants may not be faded, have lace, beads, holes, or any other type of decorated material on them.
12. Employees to whom uniforms are furnished are expected to keep the uniform clean and wrinkle-free.
13. All employees are expected to maintain good physical health and fitness.
14. All employees shall maintain high standards of personal grooming and hygiene.
15. Agency-issued I.D. badges must be worn by all employees while on paid status. The Agency will provide two (2) I.D. badges throughout each school year. (A \$5 fee will be assessed for a replacement badge needed for Agency dress code compliance.)

#### **AA. OFFICE STAFF APPEARANCE AND ATTIRE**

All office staff must wear either the Agency provided uniform or business casual attire. When driving, **ALL** Agency employees shall be in Agency uniform.

##### **Agency Office Staff Uniforms**

The Agency uniform will consist of the following:

1. An Agency provided shirt to be worn with non-decorated, plain, solid black or gray slacks or jeans.
2. Dark blue jeans are acceptable.
3. Agency shirts must be worn buttoned. Any visible undershirt must be solid black, white, yellow, or gray.
4. The Agency will provide each staff member with their choice of two of the following: cap, visor, beanie, or floppy hat.

##### **Business Casual**

Office staff shall be dressed appropriately in business casual attire. Business casual attire includes:

1. Collared shirts, dress slacks, dress blouses, dresses, jackets, and skirts.
2. Plunging neck lines where cleavage may be visible, tight fitted clothing that is form fitting, strapless garments, sleeveless garments, and jumpsuits are not acceptable business attire for the office.
3. The length of dresses and skirts must be no higher than knee length.
4. Stretch pants, leggings, and sweat pants are unacceptable.
5. Pants may not be faded, have lace, beads, holes, or any other type of decorated material on them.
6. Appropriate undergarments must be worn.

##### **Footwear**

Office staff shall wear business office appropriate shoes. When driving, office staff must wear flat, closed toe shoes such as athletic, non-slip, hard soled boots or shoes. TOMS, UGGs, Crocs, house shoes or slippers, sandals, flip-flops, high-heeled shoes, and sling back shoes are not acceptable for driving.

**BB. TIME PIECE**

Drivers are expected to have an accurate working wristwatch when reporting for duty. The use of cell phones are prohibited by state law and agency policy, and shall not be used for timekeeping.

**CC. SMOKING ON AGENCY PROPERTY**

Smoking (including E-cigarettes) is allowed on Agency property; however, it is permitted only in designated smoking areas and only during breaks and lunches. The use of smoking or E-cigarettes is prohibited on buses and all other Agency vehicles.

**DD. SELECTION OF BUS ROUTES AND ADDITIONAL ASSIGNMENTS**

(This section is compliant with the current collective bargaining agreement [article 4.9Article 4.](#))

Except for bereavement, vacation, personal necessity for less than five (5) days, family care and medical leave, jury duty leaves, and absences due to a subpoena in a matter in which the driver/[bus aide](#) is not a party, drivers/[bus aides](#) on any leave ~~who are eligible to return to work without restriction, must show proof of availability to accept assignment three (3) working days prior to the bid date~~ must submit proof they are able to return to work without restriction on bid date. Proof must be submitted, at least, three (3) calendar days prior to bid date. Failure to provide such certification, or failure to return to work without restriction prior to the bid process will result in the driver's removal from the bid process and the minimum guarantee assignment will be used for benefit and pay calculation upon return. Any driver who has been on leave status within fifteen (15) calendar days within the award of a bid who, after the effective date of the bid assignment, is absent five (5) consecutive days or more for the same reason the leave was granted, shall forfeit his/her bid assignment. Those drivers or bus aides who forfeit their bid assignment when they are eligible to return to work without restriction will be given a minimum guarantee assignment.

**1. SELECTION OF TRANSIT AND SPECIAL EDUCATION REGULAR ROUTES**

Daily bus routes for drivers and bus aides shall be assigned by bargaining unit seniority using the bidding process. Seniority shall be all hours in paid status, excluding overtime, as of the last completed pay period prior to the bid. The driver or aide with the greatest bargaining unit seniority who is qualified shall select his/her route first and the process shall proceed in descending order until all routes are taken.

- a. There will be a Bid at the beginning of each school year. The Bid shall be accomplished prior to the start of the first semester. Routes bid at Bid will last the entire traditional school year. Health and welfare benefits will be based on the contracted hours in effect after the Bid.
- b. The Agency shall notify all drivers and aides of Bid day and time at least ten (10) calendar days prior to the day of the Bid.

~~e.~~ For Bid, the routes available for bid shall be made available for review not later than ~~noon (12:00 p.m.)~~8:00 a.m. of the ~~work-day~~workday prior to the bid day. It is understood that changes may be made to the routes after it has been made

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available for review. Bidding shall not occur prior to 7:00 a.m. on the bid day. A bidder will be scheduled by seniority in five (5) minute intervals. If a ~~bidder driver/bus aide~~ does not bid within five (5) minutes of his/her scheduled bid time, the next ~~bidder driver/bus aide~~ may proceed to bid the remaining routes. ~~Bidders Drivers/Bus Aides~~ unable to attend the bids may authorize an employee to bid on his/her behalf. The proxy statement shall be in writing, signed, and dated and approved by the employee's supervisor, prior to the bid. The bid process shall proceed until there is a driver out driving, or due to go out in ten (10) minutes. If possible, mid-days shall be covered or switched with another mid-day.

c.

~~d.~~ Daily bus routes shall be bid on a traditional school year. Contract bids shall state that there will be one starting and one ending date for the traditional school year. These dates shall be established by the calendar committee. Routes may have increasing or decreasing times, which will be identified on the original Bid contract. The contract bid shall also state that the routes may increase up to a maximum of ~~forty (40) minutes~~ eight (8) hours throughout the traditional school year. ~~Should the route increase by over forty (40) minutes, the assignment shall be offered in accordance with extra hours.~~

d.

~~e. e.~~ All drivers must be qualified in both departments and may bid on special needs or transit routes. ~~If qualified in both departments, the D~~ driver shall be required to work in the special education or regular education department to meet the needs of the Agency and that department on any day. The following order procedures will be utilized by the Agency in the assignment of drivers/bus aides to routes.

a. First: Cover drivers/cover aides; Second: Drivers/bus aides who have the most make-up time; Third: Drivers/bus aides with time to give up to 8 hours; Fourth: Drivers/bus aides off the overtime rotation list.

b. Unless mutually agreed upon, drivers qualified in both departments shall be subjected to assignment outside of their contracted department, a maximum of five (5) days per month.

f. When regular route vacancies occur during the year and the Agency determines that a vacant route is available, a bid process will be offered for drivers or aides on a voluntary basis to select an open assignment. Vacant routes will be posted within ten (10) calendar days after the vacancy at the Agency for a period of five (5) calendar works days. If the absent unit member returns prior to the bid occurring for his/her route, the unit member will be entitled to keep his/her route and the bid process will be cancelled. The notification will contain pertinent information on the route, including guaranteed time, bid close out date and time, and the effective date of implementing the assignment. At Agency discretion, the guaranteed time may increase up to a maximum of eight (8) hours throughout the school year with prior notification to employees. Implementation shall be no later than three (3) calendar days after the bid. Interested drivers ~~or aides~~ bus aides shall arrive no later than 5:00 p.m. on the close out date for bidding.

## 2. EXTRA HOUR ASSIGNMENTS

Any regular run or run that is not on the bid board on the day of the bid shall be offered to the senior driver(s), not to exceed eight (8) hours. Any regular run that is

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less than five (5) days a week will be assigned as extra work.

- a. Local non-home-to-school weekday special activity trips or midday runs shall be offered by seniority. Drivers with make-up shall be assigned special activity trips or runs first, then drivers who have time to give without going into overtime by seniority. The most immediate driver in the vicinity of an emergency situation, as determined by the Agency, may not refuse extra hours to facilitate a home-to-school or non-home-to-school activity.
- b. Prior to leaving on a daily route unit members shall have the right to refuse extra time. Should an assignment be refused by all members in a classification, the assignment shall be assigned to the unit member with the least seniority.

### 3. OUT-OF-AREA FIELD TRIPS

Assignment of non-home-to-school trips shall be by rotation off the overtime rotation list among permanently assigned driving positions during the regular school year. (Reference the current Collective Bargaining Agreement)

### EE. DRIVER RESPONSIBILITY

It is the responsibility of the driver to maintain their T-01 (in-service hours). If drivers T-01 hours are not kept current the Agency is required to notify CHP. It is a possibility that the driver's certificate may be cancelled by DMV for not staying in compliance. **Drivers shall be subject to disciplinary action for cause and will be unable to drive for the failure to secure or revocation of any license which is required for employment (per CBA article 20.3.11). In addition, the driver will be placed on unpaid status and the Agency will not provide other duties to the employee until the required certifications and license are obtained.**

### FF. LOGGING JOBS OUTSIDE THE AGENCY

If a second job of any kind is being worked at any time during the year, Federal Law requires that this job be documented. Logs for documentation of outside work are located in dispatch areas. The driver should make sure the dispatchers are aware of the previous day's schedule upon the driver's arrival at dispatch.

## SECTION 4

### SAFETY POLICIES AND PROCEDURES (This section is in compliance with the current collective bargaining agreement.)

All drivers must comply with all safety procedures in accordance with the California Administrative Code, Titles Five and Thirteen, the California Education Code, the California Vehicle Code, and Agency Policy.

**Within the first week of school, drivers will give oral instruction to students on the procedure for loading and unloading the bus including the procedure for safely crossing streets and roads. The instruction will be repeated during the first week of school in the spring semester. A review of bus rules must be included in the instruction.**

## A. LOADING AND UNLOADING

1. Seating chart of assigned seats for all students shall be completed and turned into the Transportation Security Supervisor by August 30<sup>th</sup>.
2. Students shall wait to board the bus in an orderly manner at least twelve (12) feet away from the bus and/or traffic. Except when escorting pupils, drivers are to remain on the bus when students are on board or when loading or unloading.
3. In buses equipped with seatbelts, the driver must ensure that all students and aides are properly seat belted **prior to putting the bus in motion.**
4. Travel shall be restricted to a maximum of five (5) mph when in a school loading zone or ten (10) mph in the Agency yard. When moving, allow at least one (1) bus length of space between your bus and the one ahead.
5. Backing of buses shall be eliminated whenever possible. **If a bus must be backed at a designated stop, and it is not on the route sheet, call Dispatch for permission.** Passengers shall always board the bus prior to backing. When unloading passengers, backing shall be completed before unloading passengers.
6. **In school zones, drivers shall avoid pulling around other buses which are loading or unloading.** Should it be necessary to do so due to the delay of a bus ahead, it must be done slowly and with extreme caution, and permission must be given by Dispatch.
7. **Buses shall never be backed in a loading/unloading zone, unless pre-approved.**
8. Allow at least ten (10) minutes for students to board the bus on PM runs.
9. Speed bumps are safety devices often placed in parking areas to slow down vehicles. Driving over them at a fast rate of speed could damage the bus suspensions and could cause injury to students. Roadway dips and driveway approaches can also create dangerous situations and damage the bus, so they should be navigated with caution.
10. When unloading, students are to remain seated until the bus comes to a complete stop and the driver indicates it is safe to stand. The driver is to dismiss students row by row.
11. If approached by a parent at a bus stop with a question about a student or route while loading or unloading, the driver should always remain polite and calm. The driver should give them their first name, route number, and card containing Agency contacts. They should be advised to call and speak with a Supervisor. The driver should inform them that due to the route schedule and time restrictions, a conversation is not possible. Request that they call a Supervisor for assistance.
12. **Escort Procedures** - All Pre K, Kindergarten, and 1<sup>st</sup> through 8<sup>th</sup> grade inclusive school students must be physically escorted across the street while the red crossover lights are flashing. The bus must be completely secured. The bus must be placed in "park", the parking brake set, the ignition turned off, and keys in possession of driver.
13. **Designated Stops** (13 CCR 1238) - A school bus driver shall stop to receive or discharge pupils only at a school bus stop designated by the school district superintendent or authorized by the superintendent for school activity trips.
14. **Special Needs Stops** - All special needs students are to be dropped off only at their designated stops and only to the person designated to receive them. Alternate stops and alternate designees must be arranged through the transportation office prior to the route. Do not under any circumstances open the bus door or release a student at a stop to someone who has not been designated to receive the student. If there is a question regarding the release of a student, Dispatch should be called for clarification and advisement.

- a. **No one home** - If no one is at home to receive a student, the student must remain on the bus and Dispatch shall be called for assistance and a supervisor informed of the situation. Dispatch will give instruction on the process to be followed to deliver the student home.
- b. **Equipment problem at pick up location** – If a student’s equipment is not working and the student cannot be transported, the driver should discuss the problem with the parent at the home stop or with the school personnel at the school stop. If the driver is unable to resolve the problem, Dispatch shall be called and informed of the problem. If necessary, a supervisor will be dispatched. The appropriate supervisory staff member will make the decision.
- c. **Ill student** - If a student is ill or an illness is suspected the driver should discuss the problem with the parent or school personnel. If there is still a doubt regarding the condition of the student, Dispatch shall be called and a supervisor informed of the situation. The appropriate supervisory staff member will make a decision regarding a resolution of the issue.
- d. **Students Left on the Bus** – It is unlawful for any student to be left in a locked or unlocked vehicle from which they cannot readily escape. At no time shall a driver leave their students unattended in a locked or unlocked vehicle. This includes leaving the students with any person who is not a school official or Agency employee.

15. **Agency Policy and Procedure** - Every driver is required to secure his or her vehicle, walk down the aisle to the rear, **inside of the vehicle**, checking the seats on both right and left sides, and the floor beneath the seats, then checking again from back to front at the end of every route.

- a. After dropping off at each of the schools, check the bus thoroughly to make sure every student has departed. Never reload at a school without making certain the bus is empty.
- b. After finishing each of the routes, check the bus thoroughly to make sure every student got off the bus.
- c. **Child Check-Mate System** –The driver must deactivate the system at the end of each route.
- d. **FAILURE TO COMPLY WITH THE USE OF CHILD CHECK-MATE SYSTEM WILL RESULT IN DISCIPLINARY ACTION WHICH MAY RESULT IN TERMINATION.**
- e. **TAMPERING OR DISABLING OF A CHILD CHECK-MATE SYSTEM WILL RESULT IN IMMEDIATE RECOMMENDATION FOR TERMINATION.**

**B. FUELING PROCEDURES**

- 1. All buses returning to the yard must be refueled if the bus is less than half full.
- 2. No smoking except in designated smoking areas. NO EXCEPTIONS!
- 3. Do not leave buses or any other Agency vehicles unattended and running in the bus yard or while fueling.
- 4. Drivers must remain at the fuel nozzle when dispensing diesel.

**C. BUS OPERATION GUIDELINES**

- 1. The school bus dash must be completely clear at all times. Pencils, pens, clip boards, books, tissues, locks, pins, keys, DBRs, etc. must be kept in an enclosed

location.

2. Agency buses are considered by the general public to be school buses at all times, whether or not a passenger is aboard. In the interest of good public relations and safety, always drive with the bus headlights on, seat belts on, doors closed, with a maximum speed of 55 mph, and in the appropriate lane.
3. Avoid unnecessary chatter on the two-way radios. The radios have been installed for use in emergencies and communications concerning pupils, stops, etc. Be professional. When using the radio, please hold the microphone down for a few seconds before speaking and continue holding the microphone until the transmission is complete. Be advised that it is important that the message be short and direct to ensure that the entire message is transmitted.
4. Do not give or sell students beverages, candy, gum, or other food items as rewards for good behavior or as gifts on holidays.
5. Drivers and Bus Aides must refrain from eating while driving. Drivers and Bus Aides may drink when the bus is not in motion; however, any beverage must be in a PLASTIC OR METAL container with a spill-proof lid. NO paper, plastic, Styrofoam, or disposable cups are allowed in the bus. No drinks of any kind may be stored or placed upon the dash of the bus.
6. No smoking (including E-cigarettes) on the school buses or at schools when loading, unloading or when students are present.
7. Window levels must be kept no lower than the halfway point at all times when elementary and middle school students are on board.
8. Seat elementary and middle school students when loading. If necessary, for passenger discipline, seat high school students. Seat preschool and kindergarten students in the front seats.
9. No over-the-counter medications, dietary supplements, or prescriptions should be stored on the bus.

#### **D. RAILROAD CROSSINGS**

1. When crossing railroad tracks, drivers are to stop no closer than fifteen (15) feet, and not farther than fifty (50) feet from the nearest rail.
2. While stopped, the driver in a Type 1 bus is to open the door and on a Type 2 bus, the driver's window. Drivers are to look and listen for approaching trains and instruct passengers to remain quiet. Drivers are to ensure it is safe to proceed before traversing the tracks.
3. Buses are not to be shifted while crossing the tracks.
4. When Agency buses are empty, no stops need to be made at railroad crossings.
5. When stopping at railroad tracks, drivers are to stop on the right hand edge of the road way or as near as practicable. Under no circumstances shall a bus be stopped in the left turn lane for a railroad grade crossing.
6. If railroad crossing arms are stuck in the lowered position, the bus shall not make the crossing unless the arms rise automatically or are raised by a railroad employee or a certified peace officer.

#### **E. HIGH WINDS**

When experiencing high winds, major highways shall be avoided. Drivers must call Dispatch for specific routing instructions.

#### **F. TRAFFIC TICKETS**

Any employee cited for a traffic violation while driving an Agency vehicle at any time will

be responsible for the disposition of that citation that may include payment of applicable fines. This includes home-to-school transportation, field trips in buses, and travel in an Agency passenger or work vehicle. The Agency will require proof that the citation has been resolved and fines paid when required. Failure to comply will result in disciplinary action.

#### **G. AUTHORIZED TRANSPORTATION**

1. Only students enrolled in school and residing within the established bus pick-up boundaries are permitted to ride the Agency buses.
2. Exceptions to this are authorized Agency personnel and adults who are authorized by the district to act as chaperons on field trips. If you have any doubts as to the authorization of a passenger boarding the bus, Dispatch must be notified immediately by radio.
3. School District bus aides may be allowed to be transported on the bus using established bus stops, and with proper approval.

#### **H. CHILD ABUSE**

Child abuse is legally defined as any act of omission or commission which endangers or impairs a child's physical or emotional health and development. These acts may include the following:

- Physical abuse and corporal punishment resulting in an injury
- Emotional abuse
- Emotional deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and exploitation

1. **WARNING SIGNS** - Below are some signs of child abuse to help recognize an existing or potential problem of abuse:

##### **Physical abuse:**

- a. Bruises, burns, abrasions, lacerations or swelling caused by other than accidental means.
- b. Belt buckle marks, handprints, bite and pinch marks.
- c. A history of recurring injuries.
- d. Unexplained injuries or conflicting explanations on reasons of injury.
- e. Very young child with injuries on the back of body from the neck to the knees.

##### **Emotional Deprivation:**

- a. Child refuses to eat adequate amounts of food and thus is very frail.
- b. Displays overly exaggerated fears.
- c. Continually seeks out and "pesters" other adults (such as teachers, neighbors, etc.) for attention and affection. Appears normal but is unable to perform normally learned functions for a given age, e.g. walking, talking, etc.

##### **Physical Neglect:**

- a. Unsanitary conditions in the home (garbage; animal or human excretion).
- b. Spoiled food in the refrigerator or cupboard or no food at all.
- c. Untreated injuries which endanger the health of the child.
- d. Unsafe home conditions and unsupervised young children left for long periods of time.

**Sexual Abuse and Exploitation:**

- a. Child makes statement about sexual activities with parents, other relatives, and friends of the family or other adults.
- b. Child is known to be a victim of other forms of abuse.
- c. Bloody underclothing or tearing/bruising of the mouth, anus or genitals.

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**2. MANDATORY REPORTING**

Any employee of a public (or private) school is a mandated reporter. Agency employees that are trained in child abuse reporting who, within the scope of his/her employment, has knowledge of or observes a child whom he/she reasonably suspects has been the victim of child abuse, must make a telephone report to a department of children's services representative. Reporting suspected abuse is part of your job.

- a. The report must be made immediately or as soon as possible and must be followed up with a written report within 36 hours. The reports must be made even if the employee has no idea who inflicted the abuse. Notification should also be made to his/her supervisor, **but notification to the supervisor does not meet the requirement of mandatory reporting.**
- b. Proof of abuse is NOT required; law enforcement will determine proof during the course of their investigation.
- c. A trained classified employee who fails to make such a report to a child protective agency is guilty of a misdemeanor and can be punished by six months in jail, a fine of \$1,000, or both. (Penal Code 11172 (e))
- d. No person making such reports shall be subject to any sanctions for reporting. Any supervisor or administrator who impedes or inhibits the reporting duties of a classified employee is guilty of a misdemeanor. Penal Code 11166.1.
- e. Trained classified employees who make such reports have absolute immunity from civil or criminal liability arising from the reports. Penal Code 11172 (a)
- f. The identity of all persons making such reports is confidential. Penal Code 11167 (c). A classified employee cannot be required to disclose his/her identity to the school district employer.
- g. Reports must be made directly to the Department of Children's and Family Services Child Protection Hotline, telephone 1-800-540-4000 and ask for the intake evaluator, and the local Sheriff's Department at (661) 948-8466. Adult Protective Services (for those over the age of 18) may be reached at (877) 477-3646. Written follow-up forms must be mailed within 36 hours of the initial telephone report. These are available through the agency office or the Department of Children's Services. Reporting is an employee responsibility, not an agency responsibility. Questions regarding the process should be directed to a supervisor.

**I. REPORT OF ASSAULT**

If a driver is assaulted by a student or a parent, the responsibility of filing a report with law enforcement falls to the person that was assaulted. Drivers may report to the Operations Manager for assistance or file a complaint directly with the Los Angeles County Sheriff's Department. In either case, an electronic Incident Report Form must be filed with the Operations Manager.

## J. WEAPONS

1. **Remain calm.**
2. **Do not confront the student.**
3. **Contact Dispatch with your location followed by the radio code 10-32.**
4. **Await further instructions.**
5. **When instructions are given, they are to be followed precisely.**

## SECTION 5

### STUDENT MANAGEMENT POLICIES AND PROCEDURES

The Antelope Valley Schools Transportation Agency is committed to operating the safest transportation system possible through good bus maintenance, continuous driver training, and appropriate student behavior.

It is the belief of the Agency that all students can behave appropriately and safely while riding on a school bus. Student behavior that creates an unsafe or unpleasant environment for students or drivers will not be tolerated.

Students are expected to follow all bus rules while on any bus used for the purpose of home-to-school transportation, both AM and PM; sporting activities; field trips; and other school-sponsored events.

The privilege of riding a school bus is offered to all qualifying students contingent upon the students following the bus rules. The Transportation Security Supervisor manages bus discipline and is responsible for the administration of discipline.

Driver responsibility for student conduct begins when the student is recognizable at the designated stop. Even though the Transportation Security Supervisor will have the main responsibility, it is still imperative that the driver establishes a good and effective management system with the students.

#### A. BUS CONDUCT/STUDENT RELATED REPORTING

Report all student related issues in the Bus Conduct Program. They will be processed accordingly.

1. **Bus Conduct** will be used for any **student behavior** issue, including unsatisfactory behavior, fighting; self-injurious behavior like hitting the window, getting out of the seat belt and standing up while the bus is in motion, etc.
2. **Student related issues** will be used for **student or bus related issues**. Examples including, but not limited to bloody nose, a seizure, falling while getting out of the bus, undeliverable student, anything out of the ordinary, etc.

Employees are required to check the Bus Conduct Program to review completed referrals. If a student receives a bus suspension, it is the drivers' responsibility to print a copy of the referral and hand it to the student, notifying the student to deliver a copy to the parent/guardian. Drivers must check the Bus Conduct program daily to ensure that

referrals are delivered to the students in a timely manner. All referrals are also mailed to the home and to the school by the Transportation Security Supervisor.

This is especially important regarding incidents of sexual harassment, bullying, or inappropriate physical or verbal interaction. These reports can provide documentation at a later date should issues arise regarding the event. All reports should be completed containing as much detail and information as possible and submitted to the appropriate Supervisor. These reports are located on the Bus Conduct Program.

## **B. INFORM, OBSERVE, AND ENFORCE DISCIPLINE**

1. It is the responsibility of the driver to explain all bus rules and regulations to the students.
2. A driver should do everything possible to encourage positive and correct behavior.
3. For better control, student behavior should be monitored using the driver mirrors.
4. Students should be treated fairly and consistently. The driver should set reasonable rules and consistently enforce them. The driver who enforces the discipline rules on their bus from the first day of school will have fewer discipline problems throughout the school year.
5. Classroom conduct is the accepted behavior on a school bus. Classroom conduct, as used here, is interpreted to mean that the students will follow the drivers' directions, remain properly seated, keep their hands and personal items to themselves, and talk with other students in immediate vicinity only.
6. Think before reacting. Be proactive, not reactive.
7. A driver should attempt to control all disturbances on his or her bus.
8. If a fight occurs or if a student gets injured while on a bus or at a bus stop, the driver must report it immediately to Dispatch so that a parent and/or school personnel will be notified. This must be submitted upon returning to the yard.
9. When speaking with an individual student always do so in the presence of an adult.
10. If a student must be corrected, explain the reason if it is not obvious.
11. A driver shall never place a student off a bus as a disciplinary response.
12. A driver shall not return students to a campus or the transportation center for disciplinary reasons, unless it is an extreme emergency and they are authorized to do so by a supervisor.
13. A driver shall submit a referral in Bus Conduct for students who continually disobey the driver and the bus rules. Referrals should be issued for violations of the Student Code of Conduct. Referrals shall be specific, thorough, and complete.
14. For events that do not fall into the disciplinary category, student related issues must be completed in detail with specifics. (Bloody noses, seizures, a student falling down, etc.). The student related issue shall be submitted and the Transportation Security Supervisor shall be notified OR, if unavailable, notify the supervisor on duty. Incidents not observed by a driver (reports given by a student about another student's inappropriate behavior) must be recorded in the Bus Conduct Program.
15. When it is necessary to write a student a referral, including a referral for damage to a bus, the driver shall fill out the form completely and submit it on the Bus Conduct Program as soon as possible to be processed.
16. Employees are required to check the Bus Conduct Program to review completed referrals. If a student receives a bus suspension, it is the drivers' responsibility to print a copy of the referral and hand to the student, notifying the student to deliver a copy to the parent/guardian. Drivers must check the Bus Conduct program daily after submitting a referral to ensure that referrals are delivered to the students in a timely manner. All referrals are also mailed to the home and to the school by the



Transportation Security Supervisor.

### **C. STUDENT BUS RULES**

1. Authority of the driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway. (Title V, Section 14103 – A, California Administration Code)
2. Cooperate with the driver. Follow directions the first time they are given.
3. Arrive at the bus stop waiting in line five (5) minutes before the scheduled bus departure time. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at the bus stop could cause the stop to be moved to a less convenient location. Students must use the designated stop closest to his or her home both A.M. and P.M. Students may not use multiple stops. Any student having to use another stop in an “emergency only” situation must have a note pre-approved by the school.
4. Board and leave the bus in an orderly manner. Do not push other students. Be seated promptly. Do not “save” seats for others. Be willing to share the seat with fellow bus riders. Follow driver’s instructions concerning seating location and unloading procedures.
5. Always sit facing the front of the bus. Remain seated when the bus is in motion. Do not change seats without permission of the driver.
6. Keep head, hands, and arms inside the bus at ALL times. Do not yell out of the windows to others outside the bus.
7. No physical contact of ANY kind is allowed. Keeps hands off other people and off others possessions.
8. Animals, insects, and reptiles are not permitted on the bus. Guide and signal dogs accepted. (54.2. Civil Code)
9. Large musical instruments are prohibited on the bus. Other prohibited items include glass containers, skate boards, roller blades/skates, balloons, playground equipment, and other large bulky items. Special arrangements must be made for transportation of athletic equipment. Cleats and or spikes must be removed prior to boarding the bus.
10. Bus aisles and emergency exits must be kept clear of all items such as feet, legs, arms, books, and lunches.
11. Keep the bus clean. Students are not to eat, drink, or chew gum or tobacco on the bus.
12. Appropriate school dress must be worn at all times while on the bus. Appropriate footwear must also be worn. Hats/caps, hoodies, etc. are not to be worn while on the bus and must be removed prior to boarding. No open cosmetics or aerosol cans are permitted.
13. Do not use obscene or profane language. Smoking, any narcotics, weapons, and lighting of matches are not permitted on the bus. No hazardous materials, liquids, or gases are permitted on the bus.
14. Do not deface or destroy bus equipment. Damage to seats, windows and other parts of the bus are unnecessary and costly. The student responsible for the damage will pay for any damage caused by a student.
15. Avoid loud talking, loud laughter or unnecessary confusion (it may divert the driver’s attention and could result in an accident).
16. Students living across streets, upon which the bus is stopped to unload them, shall cross only when the driver indicates that it is safe to do so. Students must cross the

street in front of the bus and walk straight across the street. The driver will escort elementary and middle school students across the street.

17. In school districts with SMART-Tags, students MUST scan their pass when loading and unloading the bus and may not use another student's pass.
18. Students are NOT allowed to use cell phones or any electronic devices while on the bus. These items must be placed in the off position and kept in the student's possession at all times while on a bus.
19. Students that leave campus for any reason other than a school authorized, pre-approved appointment will NOT be allowed to ride the bus home in the PM.
20. If school bus is equipped with seat belts and shoulder straps, they MUST be worn at all times. Tampering with ANY seat belt or shoulder strap is PROHIBITED.

#### D. GUIDELINES FOR STUDENT DISCIPLINE

In order to provide the safe transportation of students, the following assertive discipline policy is applied.

##### **AVSTA STUDENT BEHAVIOR PHILOSOPHY:**

It is the belief of the Agency that all students can behave appropriately and safely while riding on a school bus. Student behavior that creates an unsafe or unpleasant environment for students or drivers will not be tolerated.

#### 1. CONSEQUENCES FOR DISCIPLINE CODE VIOLATIONS

Students can be denied bus transportation anywhere from 1-10 days and depending on the severity, a student can be denied transportation indefinitely or permanently. Any illegal activity can result in notification of law enforcement.

- a. **Damage to bus** - If a student causes damage to the bus, the student will be responsible for the cost of the repairs, and will not be allowed to ride any Agency bus or charter vehicle until the cost of repairs is paid in full.
- b. **Damage to other students' property** - If a student causes damage to the property of another student bus rider, the student will be responsible for the cost of the repair or replacement, and will not be allowed to ride any Agency bus until the cost of repair or replacement is paid in full.

#### 2. THE MINOR CLAUSE

The Minor Clause may be used at the discretion of the Agency. The Agency has the right to adjust the number of days the bus riding privileges can be denied. This could be anywhere from a Written Warning to 1 - 3 days loss of bus riding privileges.

#### 3. THE SEVERE CLAUSE

The Severe Clause may be invoked **WITHOUT A WRITTEN WARNING** having been previously issued whenever the offense is of such serious nature to warrant it.

**SOME** examples of these offenses are as follows:

- a. Physical contact of **ANY** kind with Driver or Student.
- b. Harassment of **ANY** kind, sexual, physical, or emotional.
- c. Threatening a Driver, Aide or Student.

- d. Arguing with the Driver or Aide.
- e. Use of foul or obscene language.
- f. **ANY** gang signs or racial remarks.
- g. Any violation causing or likely to cause injury to Driver, Aide or Student.
- h. Throwing object in or out of bus.
- i. Jumping out of bus window or emergency door.
- j. Destroying or defacing bus or bus equipment.
- k. Any action that interferes with the safe transportation of Student. Continued disorderly conduct.
- l. Weapons of **ANY** kind.
- m. A violation of the California Education Code.

**4. CONFERENCES**

A conference may be requested by a parent to discuss their students behavioral issues. The conference will include the parent(s), student, Agency representative, and the driver(s) and bus aide(s) of the student. The Transportation Security Supervisor will arrange the conference and give notice to the employees of the data time. Employees will be in paid status for conferences. If you are having a continued disciplinary problem with a student you can request a conference with the Transportation Security Supervisor.

**SECTION 6**

**SPECIAL NEEDS TRANSPORTATION POLICIES AND PROCEDURES**

(This section is compliant with the current collective bargaining agreement. All policies and procedures following this section related to transportation apply therein)

**A. SPECIAL NEEDS DRIVER QUALIFICATIONS**

All drivers must pass and maintain a special needs training course provided by the Agency.

**B. LOAD ZONE PROCEDURES**

**DO NOT** back up in the load zone without pre-approval.

**C. HAND WASHING**

Thorough hand washing is the most important factor in preventing the spread of infectious diseases and shall be practiced conscientiously by all school bus drivers.

**D. SPECIALIZED EQUIPMENT**

Students who require a wheelchair for transportation must be in an approved wheelchair. Wheelchairs must have properly maintained and functioning brakes, tires in good repair, and have functional and secure seat belts and bodily restraints if necessary. Electric wheelchairs must have spill-proof batteries. It is the responsibility of the parent to maintain functioning brakes and seat belts, at a minimum, for any student requiring a wheelchair. Bus drivers will establish the safety of a student's equipment (brakes, seat belt) and may determine that the student is unsafe to be transported. Driver shall notify

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Dispatch of the safety issue and Dispatch will notify parent their student is unable to be transported due to the safety concerns.

#### **E. SEIZURES**

From time to time drivers may have to drive students who are prone to seizures. Contact Dispatch immediately. Dispatch will give you further direction. Keep an accurate time of the seizure. Notify Dispatch when the seizure has stopped.

#### **F. SPECIAL NEEDS PROCEDURES**

1. Do not give or sell students beverages, candy, gum or other food items as rewards for good behavior. Many special needs students have food allergies you may not be aware of and this could become a life threatening issue.
2. Drivers and Bus Aides shall refrain from eating while driving. Drivers and Bus Aides may drink when the bus is not in motion; however, any beverage must be in a PLASTIC OR METAL container with a spill-proof lid. NO paper or Styrofoam cups are allowed in the bus. No drinks of any kind may be stored or placed upon the dash of the bus.
3. ABSOLUTELY NO SMOKING on or around special needs buses at any time.

#### **G. SPECIAL NEEDS BUS STOPS**

All special needs students are to be dropped off only at their designated stops and only to a designated adult unless it is noted on the route sheet that the student is release-to-self. No student shall be released from a bus unless a release-to-self form is on file in the Dispatch office or directed to do so by Dispatch. Under no circumstances shall the door of the bus be opened for a stranger or a student released to an unauthorized adult.

1. **NO ONE AT HOME:** If no one is home to receive a student, the student shall be kept on the bus and Dispatch called for further instructions.
2. **PROBLEM AT STOP:** If a student's equipment is not working properly and it is the opinion of the driver that the student cannot be transported safely, the driver shall inform the parent of the problem. If the problem cannot be resolved, the driver shall request direction from Dispatch. The appropriate Supervisory staff member will make the decision regarding transportation of the student.
3. **ILL STUDENT:** If a student is ill or suspected to be ill, Dispatch shall be contacted for further instructions.

#### **H. TRANSPORTATION RELEASE INFORMATION FORM**

1. **IF A STUDENT DOES NOT HAVE A SIGNED TRANSPORTATION RELEASE INFORMATION FORM ON FILE, THE STUDENT IS NOT TO BE LET OFF THE BUS FOR ANY REASON. THE DRIVER MUST CALL DISPATCH IMMEDIATELY AND DISPATCH WILL GIVE YOU FURTHER INSTRUCTIONS ON THIS STUDENT.**
2. **Drivers must deliver a Transportation Release Information Form to the parents or guardian of each student they transport. The signed and completed form is to be returned to Dispatch within ten (10) days of the first day of transporting the student.**
3. **TRANSPORTATION RELEASE INFORMATION FORM:** If the student has a signed Transportation Release Information Form on file, the driver should make certain that the student is being released to the person, legal guardian or individual listed on the Transportation Release Information Form.

4. **STOP TIME CHANGE:** If a student receives a stop time change, the appropriate scheduling supervisor will create the memo (that will include the stop time change information) that is to be delivered to the student's parent. If the driver is unable to deliver this memo to the parent, the scheduling supervisor should be notified immediately.

## SECTION 7

**FIELD TRIPS** (This section is in compliance with the current collective bargaining agreement.)

### I. GENERAL FIELD TRIP INFORMATION

Prior to departure on a school activity trip, all pupils shall receive safety instruction which includes, but is not limited to, operation of emergency release of front door, location of emergency exits, location of ignition key, location of parking brake, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Be mindful that the bus and the driver **must remain available at all times to respond to the needs of the group**. If at all possible, exchange cell phone numbers with the chaperone.

### A. EXTRA HOURS

Extra hour assignments shall be made in accordance with the provisions of the agreement between the bargaining unit and the Agency.

### B. ACTIVITY TRIP DIFFERENCES

Qualified driver may be assigned to drive a field trip with various groups. These may occur between regular home-to-school routes, late afternoon, evenings, or on weekends. Driving field trips can present problems that are different from regular home-to-school routes.

Some of these items to be considered are as follows:

1. Being assigned to drive a bus other than the one usually driven.
2. Transporting different age groups other than those normally transported.
3. Driving long periods at one time.
4. Driving roadways and freeways and driving in and out of cities that are not familiar.
5. Driving at night.
6. Driving in inclement weather and road conditions.
7. Transporting extra equipment.
8. Working with chaperones and/or teachers.
9. Adjusting to the activities and the spirit of the trip.
10. Handling of emergencies that may occur away from home.
11. Fueling off site.

12. Mechanical breakdowns.

### C. COMMON CAUSES OF AN ACCIDENT

Federal school bus accident reports indicate that many accidents occur on field trips and the leading cause are as follows:

1. Drivers unfamiliar with the bus.
2. Drivers unfamiliar with the route being traveled.
3. Misuse of braking system descending grades.
4. Driver fatigue.
5. Faulty equipment.

### D. BREAKDOWN PROCEDURES

When mechanical problems develop which render the bus inoperable or unsafe for pupil transportation, the bus, if at all possible, should be moved as far off the main traveled portion of the roadway as is safe and practical. If bus cannot be moved off roadway and is in a position to obstruct traffic or be a hazard, emergency reflectors shall be placed in accordance with vehicle code Section 25300. You shall then radio in the following information:

1. Location.
2. Direction in which the bus is headed.
3. Number of students aboard, if any.
4. As accurately as possible, describe the cause of the problem.

In the event a breakdown should occur after hours, it must be reported by calling the answering service at (888) 207-0359. During the weekend, breakdowns shall be reported by calling the phone number for the Mechanic on call located on your trip sheet. If you are unable to reach the on call Mechanic, call the answering service at the phone number listed above.

**At no time should the driver leave the immediate vicinity of the bus when passengers are aboard.**

## II. PRE-PLANNING A FIELD TRIP

### A. BASIC PLANNING ELEMENTS

The following are some of the informational items that should be obtained when assigned a field trip. This information can be found on the field trip sheet.

1. Date of Trip.
2. Destination/Name of group.
3. Departure and Return time.
4. Number of passengers and grade level.
5. Multi-bus move or trip.
6. Storage requirements.
7. Meal stops if needed.

### B. PRE-TRIP CHECKS

Once the field trip sheet is received, it is the responsibility of the driver to make certain

that all preparations are made for the trip.

1. Check to make sure the bus is cleaned.
2. Make sure the bus is fueled to capacity.
3. Perform a full pre-trip bus inspection.
4. Review the trip request.
5. Review the map and directions. The driver should make sure the route to the destination is understood before leaving.
6. In the case of an emergency, or any other issues involving the trip, the Agency emergency answering service number shall be recorded for an emergency shall the need arise: (888) 207-0359.
7. The bus should arrive at the designated pick-up point fifteen (15) minutes before the designated leave time.
8. The driver should check with the coach, sponsor, or teacher in charge for last minute instructions and loading of extra equipment.
9. If the trip is returning after 6:30 PM, the driver should park their vehicle in the assigned bus parking space.
10. The driver should make sure to re-lock the gate upon entering.
11. The driver should make sure to see Safety and Training before the trip should the driver need any additional training on the assigned bus.

### **C. COMMUNICATION WITH TEACHERS, COACHES, AND PASSENGERS AT PICKUP LOCATION**

It is the Agency's procedure that there shall be at least one (1) authorized teacher or chaperone on each school bus for each activity trip. Exceptions to this must be approved in advance.

Antelope Valley Union High School District, , and Lancaster School District **DO NOT ALLOW** teachers/coaches to bring their own children on field trips or to sporting events. If a coach, teacher, or sponsor arrives with their children or guest, they should be informed immediately that the guests or children will not be transported.

Westside School District **DOES ALLOW** teachers/coaches to bring their own children on trips if the children are grade school students who attend school in Westside School District.

When the passengers are on board and seating arrangements have been finished, the following should be done:

1. Briefly discuss with the passengers basic bus rules including no eating or drinking allowed on the bus.
2. The following should be discussed as they relate to an emergency: emergency exits, responsibility of those seated next to the emergency exits, operation of emergency release of front door, location of first-aid kit, fire extinguisher location and how to use ignition key, and brake.
3. In buses equipped with seat belts, the driver must ensure that all passengers, including school personnel, teachers, coaches, and chaperones, are properly seat belted **prior to putting the bus in motion.**

### **D. REST, FOOD, OR FUELING STOPS**

When a rest, food, or fueling stop is made on a trip, the bus must be secured and all

safety-related items should be checked. Check tires for inflation. This should be done immediately after the stop is made so any problems may be found and addressed. This process should be repeated immediately upon the arrival at the destination of the trip.

1. If a stop is taken for fueling, certain steps must be followed:
  - a. If necessary, unload all students. Make sure all students stay with chaperone.
  - b. Make sure correct fuel is put into bus.
  - c. Check oil and water levels.
  - d. Wash necessary windows.
2. Meal Stop:
  - a. The driver is responsible for stopping at a safe location.
  - b. If stopping for a meal stop will cause the driver to exceed the daily sixteen (16) hours of on-the-clock time, the driver **MAY NOT STOP**. The driver should always be aware of that time restriction and make certain that the chaperone is aware of the time available for stops.
  - c. Food and drinks **ARE NOT** allowed on the bus.
  - d. Meal periods are per Collective Bargaining Agreement 3.3.1

At no time is a stop for food or recreation to be made without prior consent. Permission for all such stops must be made at the time the Agency receives the trip request from the school.

#### **E. RESPONSIBILITIES FOR ARRIVAL AND THE RETURN TRIP**

Before unloading when reaching the trip destination, the driver must confirm with the chaperone or teacher in charge the time at which the bus is needed back at the location to load for departure and the location from which the bus is departing. There will be occasions where the bus is parked at location other than the drop-off point. Be mindful that the bus and the driver **must remain available at all times to respond to the needs of the group**. If at all possible, exchange cell phone numbers with the chaperone.

1. The teacher in charge **MUST** have a trip roster with a list of names of the passengers for roll call purposes during the loading process. The driver shall ask for a copy of the roster after the roll is called and make certain that the student count matches the roll.
2. If a student is missing, a call shall be made to the driver supervisor and the principal of the school for whom students are being transported to notify them of the situation and receive instructions on how to proceed. The driver is responsible for maintaining the safety of the students who are on the bus. Ask that chaperone to notify AVSTA when that student is found through the Answering Service at (888) 207-0359.
3. Many times parents travel to the same location and ask that their children travel back home or go elsewhere for the weekend with them. The teacher in charge **MUST** make that decision and has been pre-approved with the school prior to the trip.
4. Upon return to your original departure location, the driver should remind students and staff to check the bus to make certain that no items are left on board. After everyone is off the bus, the driver should walk through the bus and check all seats for damage and around seats for lost articles
5. If the driver shall find damage that was done while on the trip, it shall be called to the attention of the teacher in charge and shown to him or her. A Trouble Report on the damage shall be completed using the Driver Reporting Kiosk indicating the trip number.



6. The driver is in charge of the bus, students and all passengers. In the event student behavior is not acceptable, the behavior shall be treated the same as it would be on a home-to-school run. If the problem is with a teacher, a report shall be turned into the Operations Manager.
7. Avoid confrontation with teachers or chaperones in front of students. If the need should arise for a confidential conversation with a teacher or chaperone, the bus should be stopped in a safe place and the teacher should be asked to step off the bus so that a discussion on the issue may be held.
8. Long field trips can be very tiring for the driver as well as the passengers. The following should be considered on a long trip:
  - a. Get plenty of rest before the trip.
  - b. The driver should also consider resting during the waiting time before the return trip.
  - c. The driver should watch eating habits while on the trip. Large heavy meals may cause drowsiness.
  - d. Stay within the driving hours.
  - e. If emergencies happen on the road, follow emergency procedures. Never unload your passengers unless it is absolutely necessary.
  - f. Follow Agency policies and California state laws.
  - g. As a professional, the driver should always keep in mind that he or she represents the Agency when on a field trip and should display conduct accordingly. Equally important is the fact that the safety of the passengers that the Agency transports lies in the knowledge of the equipment and the professional driving ability of a professional driver.

#### **F. FIELD TRIPS REQUIRING DRIVERS TO STAY WITH GROUP**

Drivers must stay with their group while on duty for the trip. Driver must be available for coaches, teachers, and chaperones as needed.

1. Bring desired food, drinks, and appropriate clothing needed for the trip.
2. When required to park at a location other than the point where students were dropped, the driver shall exchange cell phone numbers so to facilitate contact with the group if needed.
3. Drivers shall conduct themselves in a professional manner at all times. No foul, obscene, or inappropriate language shall be used.
4. No family or friends are permitted to attend any field trip.
5. No inappropriate music at any time.

#### **G. TRIP SHEETS**

The following are tips to remember when submitting a trip sheet:

1. Trip sheet and log books must be submitted immediately upon return to work the next working day.
2. Use military time.
3. Include student count.
4. Include bus number.
5. Teacher or chaperone signature.
6. Turn in trip sheet and timesheet together in field trip box the same day.
7. Submit a Trouble Report indicating the trip number to report seat damage, graffiti, or excessive bus cleaning.
8. Include the student roster.

### III. MANAGEMENT OF FIELD TRIP SCHOOL BUS ACCIDENTS

California Vehicle Code 12517.1:

(a) A "school bus accident" means any of the following:

1. A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$1,000.00) or personal injury, on public or private property, and involving a school bus transporting a pupil. We will report all school bus accidents to CHP.
2. A collision between a vehicle and a pupil or a school bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal lamps are required to be operated pursuant to Section 22112 V.C.
3. Injury of a pupil inside a vehicle described in paragraph (1) as a result of acceleration, deceleration, or other movement of the vehicle.

(b) The Department of the California Highway Patrol shall investigate all school bus accidents with the exception of accidents involving only property damage and occurring entirely on private property; however, CHP will investigate accidents on private property where California Vehicle Code notice of enforcement is posted.

#### A. REPORTING

Whenever any school bus accident occurs, the driver shall stop at the scene, immediately notify or cause to be notified the CHP, his or her employer, and the school district for which the bus may be operated under contract (13 CCR 1219).

**No photographs of an accident or an accident scene shall be taken unless specifically instructed by Safety and Training.**

#### B. ACCIDENT NOTIFICATIONS

In case of accident, immediately radio or see to it that the Agency is notified. If unable to reach the Agency dispatcher, the driver shall notify or cause to be notified the CHP. Give location. If there are injuries that will require transportation, indicate the number of people injured. Comply with all provisions in the Code of Regulations, Title 13.

If reporting by radio an accident that has been witnessed by the driver, the driver shall indicate that an Agency vehicle was not involved, then give necessary details the location of the accident, injuries, and type of help needed.

#### C. PROCEDURES IN THE EVENT OF AN ACCIDENT

In the case of an accident, the driver shall do the following:

1. Stop the bus and turn off the engine.
2. Evaluate the scene as per first aid manual and act accordingly.
3. Remain calm. Do not argue, give way to anger, or make unwarranted accusations.
4. Put out road reflectors.
5. Make the pupils as safe and comfortable as possible.
6. Following an accident, do not move a school bus from the scene of the accident until approved by proper authority.
7. Make student seating chart indicating student's name, age, and seat location. Seating chart is located in the First Aid Kit.
8. Do not release students to anyone, except proper authorities (CHP, Sheriff, paramedics, etc.). Before releasing, have names of students, school they attend and

address and to whom they have been released and to what location they are in route.

The driver must not, under any circumstances, release students to unauthorized individuals. The driver is responsible for the safety and well-being of all students until relieved of those responsibilities by a Supervisor.

#### D. INFORMATION EXCHANGE

No discussion of the accident in any form, cause of accident or contributing factors, should take place with anyone other than law enforcement officers or other persons with proper authority. Under no circumstance shall the accident be discussed with any of the other persons involved. The driver of the Agency vehicle is required to furnish only the following information to the parties involved in the accident:

1. Name.
  2. Driver license number.
  3. Bus license number and bus number.
  4. Name, address, and telephone number of Agency.
  5. Name of the Agency insurance carrier.
- a. **WITNESS INFORMATION:** The names, addresses and contact information shall be collected from as many witnesses as possible.
  - b. **INFORMATION REQUIRED FROM THE OTHER DRIVER:** The following information must be collected from all drivers and passengers involved in the accident:
    - i. Name and address of the registered owner must be copied from the registration slip as well as year, make and model of vehicle.
    - ii. Name and address of the other driver must be obtained from their driver's license. Also, write down their license number.
    - iii. Vehicle license numbers must be written down also.
    - iv. Name of insurance carrier.

#### E. ACCIDENT REPORTS

1. **REPORT PROMPTLY:** In the event of an emergency, you must call 911, then the answering service at (888) 207-0359. A full and complete accident report covering every accident, however small, must be made and submitted to the Agency the same day that the accident occurs.
2. **GIVE DETAILS:** In making these reports, be sure to note carefully any obstructions such as cars parked at or near the scene of the accident, or hedges, trees, buildings, etc.; and also all traffic control devices such as "stop and go" signals, boulevard stop signs, or others. If any of the above were contributory to the accident, clearly indicate them on the street diagram on the accident report.
3. **REPORTING DAMAGE TO BUS:** All damage to a bus, regardless of how minor, shall be reported on a Trouble Report using the Drivers Reporting Kiosk on the day the damage occurred and an Accident Report Form shall be completed.
4. **ACCIDENT REPORT FORM:** The employee shall submit the Accident Report Form located on the Employee Portal.

Any accident involving an Agency vehicle shall be reported to the Agency whether or not the accident is defined as a school bus accident.

#### **F. AT-FAULT ACCIDENTS**

If a driver is involved in an at-fault accident while on a field trip, the driver will be removed from the field trip rotation list for a period of time determined by a Supervisor and until they complete the field trip class. Additional disciplinary action may be taken up to and including recommendation for termination.

#### **IV. LAWS APPLYING TO FIELD TRIPS**

There are several laws and regulations designed to prevent field trip accidents from happening. Below is a list of some of them. Those laws are by no means the only laws which apply to field trips. Also, most of the laws listed below do not apply exclusively to field trips, but are listed because the chances of encountering those situations are greater when driving a field trip.

##### **A. STUDENT SAFETY**

Every driver must provide the safety instructions prior to every departure on every school field trip. California Education Code Section 39831.5 (a) (2) states that prior to departure on a school field trip, all pupils riding on a school bus shall receive safety instructions, which include the following:

1. Operation of the front door emergency release.
2. Location of emergency exits.
3. First-Aid kit location.
4. Location and use of emergency equipment.
5. Location of ignition key and brake.
6. Instructions should also include responsibilities of passengers seated next to an emergency exit.

##### **B. DRIVER PROFICIENCY**

###### **1. DRIVER PROFICIENCY REQUIREMENTS (13 CCR 1229)**

Motor carriers shall require each driver to demonstrate that the driver is capable of safely operating each different type of vehicle or vehicle combination (i.e. vehicle with different controls, gauges of different size, or requiring different driving skills) before driving such vehicle(s) on a highway unsupervised.

###### **2. UNLAWFUL OPERATION (13 CCR 1230)**

No motor carrier shall knowingly require or permit the operation of any vehicle that is not in safe operating condition or not equipped and maintained as required by any law or regulation; or knowingly require or permit any driver to drive in violation of any law or regulation.

###### **3. PERMITTING UNLICENSED PERSON TO DRIVE (14606 VC)**

No person shall knowingly permit or authorize the driving of a motor vehicle, under his or her control, upon the highway by any person unless the person is then licensed for the appropriate class of vehicle to be driven.

###### **4. VIOLATION OF LICENSE RESTRICTION (14603 VC)**

No person shall operate a vehicle in violation of the provision of a restricted license issued to him or her.

5. **CERTIFICATE RESTRICTIONS (13 CCR 1207)**

It shall be unlawful for the holder of a certificate to violate any restriction placed in the certificate.

6. **DRIVING HOUR (13 CAC 1201, 13 CCR 1212)**

The driver of a school bus shall not drive more than ten (10) hours within a work period or drive after sixteen (16) consecutive hours have elapsed since first reporting for duty for any employer.

7. **EXCEPTIONS (13 CCR 1201)**

a. **Adverse conditions:** A driver may be permitted or required to drive no more than the regulated hours due to snow, sleet, fog, or other adverse conditions of weather, road conditions, or traffic in order to complete the run or to reach a place offering safety.

b. **Emergencies:** In the event of a traffic accident, medical emergency, or disaster, a driver may complete the trip if the trip could reasonably have been completed under normal conditions without exceeding the regulated hours.

8. **TRANSPORTATION OF EXTRA EQUIPMENT (13 CCR 1216)**

Drivers shall not permit any greater quantity of freight, express, or baggage in vehicle than can be safely and conveniently carried without causing discomfort or unreasonable annoyance to passengers. In no event shall aisles, doors, steps, or emergency exits be blocked.

Many buses have luggage space either under or in the rear of the bus. In some cases where large items are to be transported, another vehicle is used. Many times, however, special equipment and personal belongings have to be placed in the passenger compartment.

In this case, empty seats in the rear of the bus should be used. Store heavy items first and as low as possible. Nothing should extend above the seat back. Use ropes, straps, bungees passed under seats, and across the seat back to secure items on seats. Windows, aisles, and the emergency door shall not be blocked.

**C. BASIC DRIVING REQUIREMENTS**

1. **BASIC SPEED LAW(22350 VC)**

No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

2. **MAXIMUM SPEED LAW (22406 VC)**

No person shall drive a school bus transporting any school pupil on a highway at a speed in excess of 55 miles per hour. This law applies even on highways which are posted at 65 miles per hour.

3. **MINIMUM SPEED LAW (21656 VC)**

On a two-lane highway where passing is unsafe because of traffic in the opposite direction or other conditions, a slow-moving vehicle behind which five (5) or more vehicles are formed in line, shall turn off the roadway at the nearest place designated as a turnout by signs erected by the authority having jurisdiction over the highway, or

whenever sufficient area for a safe turnout exists, in order to permit the vehicle following it to proceed. A slow-moving vehicle is one which is proceeding at a rate of speed less than the normal flow of traffic at the particular time and place.

**4. SLOW-MOVING VEHICLES (21654 VC)**

Notwithstanding the prima facie speed limits, and vehicle proceeding upon a highway at a speed less than the normal speed proceeding upon a highway at a speed less than the normal speed of the traffic moving in the same direction at such time shall be driven in the right-hand lane of traffic or as close as practicable to the right-hand edge or curb, except when over-taking and passing another vehicle proceeding in the same direction or when preparing for a left turn at an intersection or into a private road or driveway.

**5. DESIGNATED LANES (21655 B VC)**

A school bus transporting any pupil shall be driven in the lane or lanes designated whenever signs have been erected giving notice of such designation. When specific lanes have not been so designated, any such vehicle shall be driven in the right-hand lane for traffic or as close as practicable to the right edge or curb. If however, specific lanes have not been designated on a divided highway having four (4) or more clearly marked lanes for traffic in one direction, any such vehicle may also be driven in the lane to the immediate left of such right-hand lane, unless otherwise prohibited under the provisions of the vehicle code. When overtaking and passing another vehicle proceeding in the same direction, such drivers shall use either the designated lane, the lane to the immediate left of the right-hand lane, or the right-hand lane for traffic as permitted under the provisions of the vehicle code. This section shall not apply to a driver who is in the process of entering into or exiting from a highway or to a driver who must necessarily drive in a lane other than the right-hand lane to continue on the intended route.

**6. PASSING ON GRADES (21758 VC)**

In the event any vehicle is being operated on any grade outside of a business or residence district at a speed of less than 20 miles per hour, no person operating any other motor vehicle shall attempt to overtake and pass such slow moving vehicle unless the overtaking vehicle is operated at a speed of at least 10 miles per hour in excess of the speed of the overtaken vehicle, or unless the passing movement is completed within a total distance not greater than one-quarter of a mile.

**7. LOG BOOK**

Log Books must be completed per Department of the California Highway Patrol Regulations Title 13, § 1212 "Driver Hours of Service."(e) 100 air-mile radius driver. A driver is exempt from the requirements of section 1213 if:

- (1) The driver operates within a 100 air-mile radius of the normal work reporting location;
- (2) The driver of a school bus, school pupil activity bus, youth bus, or farm labor vehicle returns to the work reporting location and is released from work before the end of the 16<sup>th</sup> hour after coming on duty;
- (3) At least eight consecutive hours off duty for bus drivers and ten consecutive hours off duty for truck drivers, separate each 12 hours on duty; and
- (4) The motor carrier that employs the driver maintains and retains for a period of six months accurate and true time records showing:
  - (A) The time the driver reports for duty each day;

- (B) The total number of hours the driver is on duty each day;
- (C) The time the driver is released from duty each day; and
- (D) The time for the preceding seven days in accordance with Section 1213(k)(2) for drivers used for the first time or intermittently.

**All logbooks for trips must be turned in immediately after the trip is completed.**

## SECTION 8

### EMERGENCY PROCEDURES

#### A. BREAKDOWN PROCEDURES

When mechanical problems develop which render the bus inoperable or unsafe for pupil transportation, the bus, if at all possible, should be moved as far off the main traveled portion of the roadway as is safe and practical. If bus cannot be moved off roadway and is in a position to obstruct traffic or be a hazard, emergency reflectors shall be placed in accordance with vehicle code Section 25300. You shall then radio in the following information:

1. Location.
2. Direction in which the bus is headed.
3. Number of students aboard, if any.
4. As accurately as possible, describe the cause of the problem.
- 5.

In the event a breakdown should occur after hours, it shall be reported by calling the answering service at (888) 207-0359. During the weekend, breakdowns shall be reported by calling the phone number for the Mechanic on call located on the trip sheet. If you cannot reach the Mechanic on call, call the answering service phone number listed above.

At no time shall the driver leave the immediate vicinity of the bus when passengers are aboard.

#### B. ENGINE PROBLEM INDICATORS

1. **OIL LIGHT AND BUZZER:** If the oil light and/or buzzer come on, immediately pull over to a safe location and shut engine off. Advise dispatch. Upon instruction, check oil level, check for any visible leaks, and check for broken oil lines.
2. **COOLANT TEMPERATURE LIGHT AND BUZZER:** If the coolant light and/or buzzer come on, immediately pull over to a safe location. Recheck water temperature gauge if over 200 degrees, advise dispatch. Also, check for broken fan belt(s) and water hoses. Do not open the radiator cap. This will result in hot water erupting from radiator.
3. **LOW AIR LIGHT AND BUZZER:** If the low air light and/or buzzer come on, immediately pull over to a safe location and stop vehicle. If necessary, use the emergency stopping system. Advise dispatch. Upon instruction, check for broken belts and air lines.

#### I. SCHOOL BUS ACCIDENTS

California Vehicle Code 12517.1:

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(a) A "school bus accident" means any of the following:

1. A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$ 1,000.00) or personal injury, on public or private property, and involving a school bus transporting a pupil. We will report all school bus accidents to CHP.
2. A collision between a vehicle and a pupil or a school bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal lamps are required to be operated pursuant to Section 22112 V.C.
3. Injury of a pupil inside a vehicle described in paragraph (1) as a result of acceleration, deceleration, or other movement of the vehicle.

(b) The Department of the California Highway Patrol shall investigate all school bus accidents with the exception of accidents involving only property damage and occurring entirely on private property; however, CHP will investigate accidents on private property where California Vehicle Code notice of enforcement is posted.

#### **A. REPORTING**

Whenever any school bus accident occurs, the driver must stop at the scene, immediately notify or cause to be notified the CHP, his or her employer, and the school district for which the bus may be operated under contract (13 CCR 1219).

**No photographs of an accident or an accident scene shall be taken unless specifically instructed by Safety and Training.**

#### **B. ACCIDENT NOTIFICATIONS**

In case of accident, immediately radio or see to it that the Agency is notified. If unable to reach the Agency dispatcher, the driver must notify or cause to be notified the CHP. The driver shall give the precise location of the accident. If there are injuries that will require transportation, the driver shall indicate the number of people injured. Comply with all provisions in the Code of Regulations, Title 13.

If a driver is reporting an accident that he or she has witnessed, the driver should indicate that an Agency vehicle was not involved, and then give necessary details for the location of the accident, injuries, and type of help needed.

#### **C. PROCEDURES IN THE EVENT OF AN ACCIDENT**

In the case of an accident, the driver shall do the following:

1. Stop and secure the bus and turn off the engine.
2. Evaluate the scene as per first aid manual and act accordingly.
3. Remain calm. Do not argue, give way to anger, or make unwarranted accusations.
4. Put out road reflectors.
5. Make the pupils as safe and comfortable as possible.
6. Following an accident, do not move a school bus from the scene of the accident until approved by proper authority.
7. Make student seating chart indicating student's name, age, date of birth, and seat location. Seating chart is located in the First Aid Kit.
8. Do not release students to anyone, except proper authorities (CHP, Sheriff, Paramedic). Before releasing, have names of students, school they attend and address and to whom they have been released and to what location they are in route.



9. Receive approval from the dispatchers and be presented with proper documentation when students are released to parents.

**The driver must not, under any circumstances, release students to unauthorized individuals. The driver is responsible for the safety and well-being of all students until relieved of those responsibilities by a Supervisor.**

#### **D. INFORMATION EXCHANGE**

1. **INFORMATION TO BE EXCHANGED:** No discussion of the accident in any form, cause of accident or contributing factors, shall take place with anyone other than law enforcement officers or other persons with proper authority. Under no circumstance shall the accident be discussed with any of the other persons involved. The driver of the Agency vehicle is required to furnish only the following information to the parties involved in the accident:
  - a. Name
  - b. Driver license number
  - c. Bus license number and bus number
  - d. Name, address, and telephone number of the Agency
  - e. Name of the Agency insurance carrier
2. **WITNESS INFORMATION:** The names, addresses and contact information shall be collected from as many witnesses as possible.
3. **INFORMATION REQUIRED FROM THE OTHER DRIVER:** The following information should be collected from all drivers and passengers involved in the accident:
  - a. Name and address of the registered owner must be copied from the registration slip as well as year, make and model of vehicle.
  - b. Name and address of the other driver must be obtained from their driver's license. Also, write down their license number.
  - c. Vehicle license numbers must be written down also.

#### **E. ACCIDENT REPORTS** (This section is compliant with the current collective bargaining agreement.)

1. **REPORT PROMPTLY:** A full and complete accident report covering every accident, however small, must be made and submitted to the Agency the same day that the accident occurs.
2. **GIVE DETAILS:** In making these reports, be sure to note carefully any obstructions such as cars parked at or near the scene of the accident, or hedges, trees, buildings, etc.; and also all traffic control devices such as "stop and go" signals, boulevard stop signs, or others. If any of the above were contributory to the accident, clearly indicate them on the street diagram on the accident report.
3. **REPORTING DAMAGE TO BUS:** All damage to a bus, regardless of how minor, shall be reported on a Trouble Report using the Drivers Reporting Kiosk on the day the damage occurred and an Accident Report shall be completed.
4. **ACCIDENT REPORT FORM:** The employee shall submit the Accident Report Form located on the Employee Portal.

## F. NON-SCHOOL BUS ACCIDENTS

A non-school bus accident is any accident involving an agency vehicle which does not fall under the definition of a school bus accident (13 CCR 1201). These accidents shall include but are not limited to:

1. In-yard accidents.
2. Collision involving a school bus with no pupil aboard.
3. Collision involving an agency vehicle other than a school bus.

Any accident involving an Agency vehicle must be reported to the Agency whether or not the accident is defined as a school bus accident.

## G. ROAD RAGE

If involved with a motor vehicle in exhibiting road rage, refer to the following tips:

1. **DON'T** retaliate. Never take the other driver personally; he/she is only reacting to road rage instinct.
2. **DON'T** make eye contact with any angry driver.
3. **BEFORE** you react to anything that is done to you, consider the consequences of your actions.
4. **BE** polite and courteous, even when others are not.
5. **ALWAYS** ask yourself: "Could the other driver have possibly made a mistake?"
6. **IF** you are harassed by another driver and being followed, do not go home. Go to the nearest police department.
7. **SLOW** down and relax.
8. **NEVER** underestimate other drivers' capacity for mayhem.
9. **REDUCE** your driving stress by allowing enough time to get where you are going. Know the roads that are under construction and listen to weather reports that may cause traffic delays. Practice patience and keep your cool.
10. **REMEMBER** that you cannot control the drivers around you, but you can control the way they affect your well-being. Be calm and drive safely.

## II. BUS EVACUATION

### A. EVACUATION REQUIREMENTS

California Education Code Section 39831.5 reads as follows:

1. All pupils at the elementary and secondary level in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:
  - a. At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1st through 8th, inclusive, who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus

through emergency exit doors.

- b. Prior to departure on a school activity trip, all pupils shall receive safety instruction which includes, but is not limited to, operation of emergency release of front door, location of emergency exits, location of ignition key, location of parking brake, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

2. The following information shall be documented each time the instruction required by paragraph (1) of subdivision (a) is given:

- a. Name of school district, county office of education, or private school.
- b. Name and location of school.
- c. Date of instruction.
- d. Name of supervising adults.
- e. Number of pupils participating.
- f. Grade levels of pupils.
- g. Subjects covered in instruction.
- h. Amount of time taken for instruction.
- i. Bus driver's name.
- j. Bus number.
- k. Additional remarks.

This information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

## SECTION 9

**EMPLOYEE MANAGEMENT POLICIES AND PROCEDURES** (This section is compliant with the current collective bargaining agreement.)

### I. GENERAL INFORMATION

AVSTA Employees are expected to follow all laws and Agency policies as well as promote a positive image to the students, parents, school personnel, and the general public that the Agency serves.

Because the Agency is committed to a safe, on time, and efficient operation, an employee who fails to meet his/her professional obligations and responsibilities may expect employee disciplinary action. Below is a list of some of the reasons why disciplinary action toward a driver may be required. This list is not intended to be all-inclusive, but is given as a guideline.

The policies and procedures regarding the discipline process for employees are contained on Article XIX of the current collective bargaining agreement.

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### A. REASONS FOR EMPLOYEE DISCIPLINARY ACTION

All employees shall be subject to disciplinary action for cause. The term "cause" shall include, but shall not be limited to, the following:

1. Conviction of a serious or violent crime by a court of law; failure to disclose material

facts regarding criminal records, and other false or misleading information on application forms or examination and employment records concerning material matters.

2. Immoral conduct.
3. Incompetency, inefficiency, neglect, inattention, or dereliction in the performance of the duties of the position held.
4. Insubordination (including, but not limited to, refusal to do assigned work), or disrespect toward authority.
5. Negligent or willful failure of good conduct tending to injure public service, or any willful and persistent violation of the provisions of the Education Code or of rules, regulations or procedures adopted by the Board of Directors.
6. Political activities engaged in by an employee during his/her assigned hours of employment.
7. Possession or consumption of alcoholic beverages or controlled substances or use of alcoholic beverages or controlled substances which interferes with job performance. Addiction to the use of narcotic or controlled substances.
8. Negligent or willful damage or injury to persons or property. Negligent or willful waste of Agency property, supplies or equipment.
9. Misrepresentation or fraud in securing appointment.
10. Dishonesty.
11. The failure to secure, and maintain or revocation of any license which is required for employment.
12. Conduct unbecoming an employee in the public service. Discourteous, offensive, or abusive conduct or language toward other employees, Agency Officials, pupils, or the public.
13. Violation of or refusal to obey the school laws of the State or the rules and regulations prescribed by the State Board of Education or by the Board of Directors.
14. Abandonment of position. (Three (3) consecutive working days or more of unexcused absence).
15. Absence and/or repeated tardiness without authority or sufficient reason. A consistent pattern of absences due to illness leave.
16. Failure or refusal to perform the duties of the position.
17. Failure to report for review of criminal records or for health examination after due notice.
18. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means. Membership in the Communist Party.
19. Conviction of a controlled substance offense as defined in Education Code Section 44011.
20. Conviction of a sex offense as defined in Education Code Section 44010.

## **B. ABSENCES**

Attendance by employees is a vital factor in the continued success of the Agency. There are times when absences are unavoidable, but employees should make every effort possible to address their responsibilities through their attendance. Excessive absenteeism causes a loss of effectiveness in the overall operation, a degeneration of morale of fellow employees, and an increase in pupil management problems. If an absence is anticipated, the employee must speak with a Supervisor or Dispatch no less than one (1) hour before check-in.

## **C. ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY ABSENCE**

## **VERIFICATION**

Sick leave benefits are earned by the employee during their service with the Agency. Unlike holidays or vacation days, these leave days are restrictive and may be used only in accordance with Agency policy and contractual agreements. Employees should consider the sick leave benefits and other benefits as an insurance policy affording them protection from loss of salary when ill or when other approved emergencies occur.

**Leave, vacation, or overtime taken without authorization will be subject to disciplinary action. Verification of bereavement may be required.**

## **D. EXTENDED ABSENCE**

Due to DOT requirements, if an employee has been absent for thirty (30) calendar days or more, return-to-duty testing must be conducted, to include Livescan, and drug/alcohol testing.

## **E. DEFINITION TERMS:**

1. **Abuse of Leave:** Using leave days for reasons other than prescribed in policy or contract.
2. **Unexcused Absence:** A day away from work without proper authorization and/or prior approval.
3. **Personal Necessity Leave:** A day absent from work, with prior approval, of the supervisor and in accordance with the contract.
4. **Job abandonment:** When an employee is absent from duty for a period of more than three (3) days without notifying the Agency. Disciplinary action for job abandonment may result in the termination of the employee on the first offense.

## **F. DISCIPLINARY OPTIONS**

The following is a list of alternatives actions in the event that disciplinary action is required. These alternatives are not listed in mandatory sequence of steps to be taken by the Agency. In cases of serious violation(s), the Agency may choose to select the disciplinary step.

1. Written documentation placed in the employee's personnel file.
2. Suspension without pay.
3. Reassignment.
4. Removal from field trips.
5. Recommendation for termination.

## **G. ADMINISTRATIVE LEAVE**

Employee on Administrative Leave may be placed on a temporary leave with pay pending investigation, disciplinary action or hearing.

## **H. INJURY ON THE JOB**

An employee who has sustained a job-related injury or illness shall report the injury to the immediate supervisor (and the Human Resources Administrator) on the Employee Injury Form located on the Employee Portal no later than the next scheduled workday following the accident or as soon as possible.

## **I. PARKING**

Employees will select their parking space at Bid by seniority every year.

1. Employees will forfeit their parking space if it is not regularly utilized and will not receive another parking space until Bid the following year.
2. Parking spaces that become available during the year will be awarded by the seniority list to the next person that does not have a space.
3. Parking spaces are not transferrable.
4. Employees without an assigned parking space may utilize visitor parking to clock in and out **only**. This shall not exceed 5 minutes.
5. No employee shall park in any parking space other than their assigned space.
6. Parking hang tags shall be displayed when on Agency property.
7. If an employee loses a hang tag, the loss shall be reported to the Administrative Assistant immediately.
8. Personal vehicles are not permitted in the bus yard at any time except when it is necessary for a Field Trip.

**J. DRIVING AGENCY VEHICLES**

All staff driving personal vehicles for Agency business are required to provide current proof of insurance.

**K. VIDEO SURVEILLANCE POLICY**

The Board of Directors is committed to providing an environment that promotes the safety of students, employees, and visitors. The Board also recognizes the importance of protecting employee property and Agency property, facilities, and equipment from vandalism and theft. For these reasons, the Board believes that installing and operating security cameras will promote security and protect property.

The Board believes that reasonable use of surveillance cameras will help the Agency achieve its goals for security. The Chief Executive Officer or designee shall identify locations for placing surveillance cameras on Agency property, including parking lot(s). Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the Agency's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Chief Executive Officer or designee shall ensure that signs are posted at conspicuous locations at affected buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the Agency's system is actively monitored by Agency personnel. The Chief Executive Officer or designee shall also provide prior written notice to students, parents/guardians and staff about the Agency's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement.

If any image from the Agency's surveillance system creates a student or personnel record, the Chief Executive Officer or designee shall ensure that the images are accessed, retained, and disclosed under law, Board policy, administrative regulation, and any collective bargaining agreement.

**L. OFF-CLOCK WORK**

**Employees cannot perform any duties off of the clock or pay others to perform their duties.**

## SECTION 10

**ACCOUNTING AND PAYROLL PROCEDURES** (This section is compliant with the current collective bargaining agreement.)

### A. TIME KEEPING

All payroll computation is made using employee time clock entry. All employees are responsible for clocking in and out at the beginning and end of each shift. **Failure to do so may result in a delay of the appropriate payroll amount.** The driver is still responsible for logging the starting and ending odometer reading, the load count for both pick-up and drop-off, and total hours worked as requested on the pre-printed timesheet. Timesheets must be submitted daily. Once scanned, the original copy will be available for pick-up on paydays. Drivers should maintain timesheets for reference in the event of payroll issues.

### B. PAY PERIOD AND METHOD OF PAYMENT

Employees are paid on a semi-monthly basis. Pay periods and pay days are as follows:

<u>Pay Period</u>	<u>Pay Date</u>
1st through 15th of the month	25th of month
16th through last day of the month	10th of following month

Paychecks are available by 9 a.m. on paydays and can be picked up at the Accounting Office. Paystubs are available on Employee Self Service located on the Employee Portal.

Direct Deposit information and paycheck release procedures inquiries should be directed to accounting personnel.

A copy fee of \$.25 per sheet will be charged for duplicate copies of pay stubs or any miscellaneous payroll requests.

### C. PAYROLL CUT-OFF

Any leave slips, payroll corrections, or vacation pay-out requests submitted after 4:00 PM on the day of payroll cut-off unless otherwise notified by the Payroll Department via email, will be processed on the next pay period.

### D. DAILY REPORTS

Each driver's original Timesheet and Daily Bus Condition Report must be time stamped and turned in daily in order for the Payroll and Shop Departments to process the data in a timely manner.

Per CSEA agreement 6.12.2, Timesheets must be submitted **daily**.

### E. DAILY ROUTE SHEETS

Each driver will receive their pre-printed timesheet for the day at the time they check in at Dispatch. The driver should fill in the date and bus number, where applicable. **If the**

**actual time of the route differs from what is printed on the timesheet, see the Scheduling Supervisor, discuss the problem and the time will be adjusted, if warranted.**

**F. DRIVER PRINTOUTS**

All drivers will receive a summary of hours worked each pay period within three days of the cut-off date. Drivers are encouraged to recheck the hours included and read any notes on the report. Discrepancies should be claimed before the end of the next pay period. Questions, comments, and suggestions are solicited by the Accounting personnel.

**G. FIELD TRIPS**

Time and mileage for field trips shall be entered on the trip sheet and not on the timesheet. Questions regarding field trip record keeping should be directed to the Field Trip Clerk.

**H. ABSENCE CLAIM**

Whenever an employee is ill or has missed work for any reason, whether paid or unpaid, the employee must submit a Request for Leave Form to their manager immediately upon return to work. A Request for Leave Form may be obtained on the Employee Portal located on the Agency's website. The employee should attach any documentation related to the absence to this form.

If an employee knows in advance time off will be needed, the employee shall submit a completed Request for Leave Form to their manager as soon as possible for approval. Any questions regarding absence claims or approval should be directed to the employee's manager. If the pre-approved time is changed or not used, the employee should inform their manager immediately.

**I. VACATION PAYOUT (VPO)**

To receive vacation payout, the employee must submit a completed Request for Vacation Payout Form on the Employee Portal. All Vacation Payout Request forms must be approved by the employee's manager. If submitted before payroll cutoff, the pay period and month selected on the form will be the date the VPO check is issued.

**J. JURY DUTY**

When subpoenaed or summoned for Jury Duty, employee's pay is not docked; however, it is important to account for the time spent at the court on a daily basis. The employee shall submit to Payroll the original court summons. The time spent at the court may vary from day to day. The court time should be indicated on the timesheet (if only part of a day) or on a Request for Leave Form, completed by the employee. One leave slip can be used for several days; however, one should be submitted for each pay period should the time out be extended. If an employee receives a reimbursement check from the court, it must be submitted to the Payroll Department.

**K. INDUSTRIAL ACCIDENT LEAVE REQUEST**

In accordance with Article 13.6 of the Collective Bargaining Agreement and the provisions of the Ed Code Section 45192, unit members, upon completion of six (6) months of employment, shall be provided leave of absence for industrial accident. Allowable leave for such industrial accident or illness shall be for the number of days of temporary disability not to exceed sixty (60) workdays when the unit member



would otherwise have been performing work for the Agency in any one fiscal year for the same accident. Allowable leave for industrial accident or illness shall not be accumulated from year to year. The industrial accident or illness leave shall commence on the first day of absence.

After an injury has been reported and the injured employee has been placed off of work due to the injury, the employee will be responsible for submitting a Request for Leave Form through the Employee Portal on the Agency's website. The injured employee will need to upload an Industrial Work Status Report with the Request For Leave on the same day of the Industrial Accident doctor's appointment in order to have the leave slip approved.

#### **L. EMPLOYEE DATA CHANGES**

Any changes in employee data, such as name, address, telephone number, or emergency contact shall be submitted through the Employee Portal on an Employee Data Change Form as soon as possible when there is a change in that data. When there is a name change due to marriage, divorce, etc., a copy of the new social security card and drivers' license reflecting the name change must be uploaded.

## **SECTION 11**

### **ELECTRONIC ACCEPTABLE USE GUIDELINES**

Employees and other users are required to follow this Acceptable Use Policy ("AUP"). Employees are required to confirm their consent to this policy when they activate their account or change passwords, or are issued a Agency-owned device. Even without this confirmation, all users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate Agency personnel. Access is provided primarily for education and Agency business. Staff may use the Internet for incidental personal use during duty-free time. By using the network and/or Agency-owned devices, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate Agency personnel. Employees are required to undergo yearly training on Agency Acceptable Use Policies.

#### **A. ACCEPTABLE USES**

1. Exhibit exemplary behavior on the network or while using Agency electronic equipment and while using the wireless capability features of any personal electronic device.
2. Network accounts are to be used only by the authorized user of the account for authorized purposes.
3. For Agency employees provided with email, the email is considered a regular avenue of communication and should be checked by employees frequently.
4. Communications and information accessible via the network are subject to monitoring and/or review at any time and should not be assumed to be private and can be subpoenaed.
5. EMPLOYEES HAVE NO REASONABLE EXPECTATION OF PRIVACY IN DATA THAT PASSES THROUGH AGENCY NETWORK RESOURCES, INCLUDING E-MAIL THAT RESIDES ON AGENCY SERVERS OR COMPUTERS.

6. The Agency reserves the right to monitor employees' online activities that pass through the Agency Network and to access, review, copy, and store or delete any electronic communication or files which utilize Agency Network resources and/or Agency-owned devices. Agency monitoring is to ensure compliance with the terms and conditions of this AUP as well as for network and device maintenance.
7. Any employee, upon learning of an inappropriate use or a compromise (a breach, unauthorized access, suspected unauthorized changes, deletions, additions, or viewing) of one or more of the Agency's Systems or the Agency network has potentially occurred, shall immediately notify his or her supervisor who shall notify the Information Technology Manager.

#### **B. CYBER SECURITY**

1. Wi-Fi and Network passwords should only be given to authorized staff. If an employee suspects a breach in the Wi-Fi or Network passwords he or she is to report the breach to his supervisor who will then notify the appropriate Network & Systems Supervisor.
2. Wi-Fi passwords are to be signed out with the Administrative Assistant. Logins and Network credentials constitute the employee's digital fingerprint/footprint. Each user is expected to log-off his or her account when finishing a session on any Agency device. Employees shall not allow others to use their login or network credentials.
3. No use of the Agency's systems or technology resources shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed or abused in any way. Modifications to system configurations shall not be made without written authorization from the Network & Systems Supervisor.
4. PLUGGING ANY WIRELESS ACCESS POINTS OR OTHER DEVICES INTO THE NETWORK WITHOUT APPROVAL OR AUTHORIZATION BY TECHNOLOGY SERVICES IS PROHIBITED.
5. Using personal or non-Agency computers or printers on the network without written authorization from the Network & Systems Supervisor is prohibited. All computers connected to the network must have virus protection software which meets the Agency standards.

#### **C. DOWNLOADING OF FILES AND SOFTWARE FROM THE INTERNET, FLASH DRIVES, CDs, OR DVDs**

The unauthorized installation of any software, including shareware and freeware, for use on Agency devices is prohibited.

1. Contact the Information Technology Manager in advance for authorization.
2. Use of the network or personal electronic devices to intentionally access or process files dangerous to the integrity of the local area network is prohibited.
3. The Agency network may not be used for downloading entertainment software, music, videos or other files not related to the mission and objectives of the Agency. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Agency.
4. The Agency is not responsible for any personal materials downloaded on the Agency computers.

## D. AVSTA AGENCY EMAIL USAGE POLICY

This policy applies to all employees, vendors, and partners who are assigned (or given access to) agency email. This email may be assigned to an individual (e.g. firstinitiallastname@avsta.com) or job title (e.g. clerk1@avsta.com).

### 1. Policy Elements

Agency emails are powerful tools that help employees in their jobs as well as serve as an efficient way to communicate important information. Employees shall use their agency email for work-related purposes. The following will define what constitutes appropriate and inappropriate use.

### 2. Inappropriate Use of Agency Email

Our employees represent our Agency whenever they use their email address. They must not:

- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Open any suspicious attachments which may contain viruses.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people's emails, including their coworkers.

The Agency has the right to monitor and archive agency emails.

### 3. Appropriate Use of Agency Email

Employees are allowed to use their Agency email for work-related purposes without limitations. For example, employees can use their email to:

- Communicate with current or prospective vendors and schools and district offices.
- Log in to agency software they have legitimate access to.
- Give their email address to people they meet at conferences, career fairs or other events for business purposes.
- Sign up for newsletters, platforms, and other online services that will help them with their jobs or professional growth.

Employees must adhere to this policy at all times, in addition to our Acceptable Use Policy

### 4. Email Security

Email is often the medium of hacker attacks, confidentiality breaches, viruses and other malware. These issues can compromise our reputation, legality and security of our equipment.

Employees must:

Be vigilant to catch emails that carry malware or phishing attempts. We instruct employees to:

- Avoid opening attachments and clicking on links when content is not adequately explained (e.g. "Watch this video, it's amazing.")
- Be suspicious of clickbait titles.
- Check email and names of unknown senders to ensure they are legitimate.

- Look for inconsistencies or style red flags (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)

If an employee is not sure that an email they received is safe, they can ask The Information Technology Manager.

We remind our employees to keep their anti-malware programs updated.

## 5. Email Signature

We encourage employees to create an email signature that exudes professionalism and represents our agency well. Salespeople and executives, who represent our agency to customers and stakeholders, should pay special attention to how they close emails. Here is a template of an acceptable email signature:

*[Employee Name]*

*[Employee Title]*

*[Phone number] | [Agency Address]*

Employees may also include professional images, agency logos and work-related videos and links in email signatures.

## 6. Disciplinary Action

Employees who do not adhere to the present policy will face disciplinary action up to and may include termination. Example reasons for termination are:

- Using a corporate email address to send confidential data without authorization.
- Sending offensive or inappropriate emails.
- Using an Agency email for an illegal activity.
- Using an Agency email for financial gain.

## I. UNACCEPTABLE USES OF THE COMPUTER NETWORK, AGENCY MOBILE DEVICES, OR INTERNET

The Agency reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the Agency, students, employees, schools, network or computer resources, or (2) that expend Agency resources on content the Agency in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by Agency as inappropriate.

Examples of unacceptable uses of the Agency and/or Agency Mobile Devices and/or Internet include but are not limited to:

- a. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- b. Criminal activities that can be punished under law.
- c. Selling or purchasing illegal items or substances.
- d. The unauthorized collection of email addresses ("harvesting") from the Global Address List and other Agency directories.

- e. Causing harm to others or damage to their property, such as:
  - i. Spamming or spreading viruses.
  - ii. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
  - iii. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
  - iv. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
  - v. Using any Agency computer to pursue "hacking," internal or external to the Agency, or attempting to access information protected by privacy laws.
  - vi. The intentional altering of operating systems on Agency-owned devices (also commonly referred to as "Jail Breaking") for purposes of circumventing restrictions, filters, or evades monitoring.
  - vii. Accessing, transmitting or downloading large amounts of data for the purpose of fabricating density on the Agency Network and/or Agency owned devices.
- f. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  - i. Using another's account password(s) or identifier(s).
  - ii. Interfering with other users' ability to access their account(s).
  - iii. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- g. Using the network or Internet or Agency-owned device for commercial purposes:
  - i. Using the Internet for personal financial gain.
  - ii. Using the Internet for personal advertising, promotion, or financial gain.
  - iii. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

**A. PHOTOGRAPHS AND VIDEOS**

All photography or video recording of students or families shall be done only with the permission of the individuals being photographed. Written permission must be given if the materials are to be published with personally identifying information; the written release must be on file with the Agency Technology Department.

**B. PENALTIES FOR IMPROPER USE**

The use of the Agency Network as well as use of an Agency-owned device, and Agency email, is a privilege, not a right, and misuse will result in the restriction or cancellation of said privilege. Misuse may also lead to disciplinary and/or legal action for employees, including suspension, and or termination from AVSTA employment, or criminal prosecution by government authorities. The Agency will tailor any disciplinary action to the specific issues related to each violation.

**C. MANDATORY REPORTING OF "SEXTING"**

An employee who has knowledge of, or reasonably suspects an individual, including a

minor student, in possession of sexually explicit digital photographs of a nude minor on a mobile digital device, including but not limited to a smart phone, shall:

1. Immediately confiscate the device.
2. Contact and report the matter to the appropriate law enforcement agency in writing.
3. Secure and turn the device over to law enforcement as evidence.
4. Follow the Agency Mandatory Child Abuse Reporting Policy

An employee shall not, under any circumstances, transfer the suspected sexually explicit material to any other device or computer or transmit the image via e-mail or text.

#### **D. TRANSMITTING/STORING CONFIDENTIAL INFORMATION**

Agency personnel may not redistribute or forward confidential information (i.e. student records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be transmitted, redistributed, or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing such personal information as home addresses or phone numbers of users or others is prohibited. In order to reduce the loss of confidential information due to theft or misplacement, student/staff confidential information shall not be stored on portable devices such as memory sticks or on hard drives. This information shall be stored on the server.

#### **E. SOCIAL MEDIA**

AVSTA recognizes the role social media plays in modern communication. As such, we respect the right of employees to use social networks for self-publishing and self-expression while adhering to our organizational guidelines, by using appropriate language and by not posting behavior unbecoming of a public employee.

As an AVSTA employee, your commentary is not only a direct reflection of you personally but also our Agency. Commentary that is considered defamatory, obscene, proprietary or libelous by any offended party could subject you to personal liability and damage AVSTA'S reputation. Once it's on the Internet, it's there forever.

#### **F. DISCLAIMER**

The Agency makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the Agency's network are to be borne by the user. The Agency also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the Agency, its affiliates, or employees.

## **SECTION 12**

### **SECURITY CAMERAS / SECURITY DOORS**

In an effort to provide a Safe and Secure work environment, AVSTA has installed Security Cameras covering the parking lots and all entrances into the Administrative Office and Shop Building. AVSTA has also installed Security Access Devices at most entrances, they are

located at the Front Main Entrance, Front Lobby Entrance, the Employees' Break Room North and South Entrances, the South Middle Entrance, and the outside Men's and Women's Restrooms. All AVSTA employees are given an employee badge which will allow access during regular work hours (8:00 am – 4:00 pm) or if you have an earlier job assignment.

#### **A. POLICY AND PROCEDURES**

1. Assigned pass words are to be kept confidential and are not to be shared with anyone.
2. Do not open doors for any AVSTA Employees or Visitors/Vendors unless instructed to do so by a Manager or Supervisor.
3. Do not prop any of the doors open unless instructed to do so by a Manager or Supervisor.
4. All guests regardless of age must register with the Administrative Assistant at the front desk located in the lobby. Guests will receive a Visitor Pass.
5. Anyone violating these Instructions may be subject to disciplinary action.
6. To gain access into the building, wave your employee badge in front of the Security Access Device. The Access Device will flash green and the door will unlock.
7. Report problems with your badge to a Supervisor, the Network and Systems Supervisor, or the Human Resources Administrator.

## **SECTION 13**

### **FORMS AND REPORTS**

#### **A. SIGN-IN SHEET**

All employees must sign-in with route number where applicable, name, and time of actual check-in.

#### **B. TIMESHEET**

The driver timesheet documents time worked, miles driven for each school, student count, the number of the bus used, and activity code. It should be signed and dated at the bottom. Substitute drivers should make certain that the name and employee I.D. number at the top of the sheet has been changed. Necessary time adjustments should be made where needed. Timesheets must be turned in daily to the appropriate timesheet box.

#### **C. TRIP SHEET**

A trip sheet is used for documenting the transportation of a group going from one location to another. Information contained on the trip sheet includes the pick-up and return times, meal stops, bus number, student counts, required signatures, and mileage. It should also contain verification if no return is requested.

Trip sheets must be completed in their entirety daily and placed in the appropriate timesheet box along with the driver's timesheet. On occasion a log book might be required and/or lodging depending on the nature and time of the trip. This trip sheet is

used for regular and overtime hours.

**D. DAILY BUS REPORT (DBR)**

The DBR must be completed by the driver before the bus leaves the yard. All fields must be filled in, signed and dated. This report must be time stamped and turned in at the end of the day.

**E. TROUBLE REPORT**

Trouble Reports must be submitted immediately documenting any mechanical problem, damage, or vandalism to a bus using the Drivers Reporting Kiosk.

**F. BUS CONDUCT/STUDENT RELATED REPORTING**

Report all student related issues in the Bus Conduct Program. They will be processed accordingly.

1. **Bus Conduct** will be used for any **student behavior** issue, including unsatisfactory behavior, fighting; self-injurious behavior like hitting the window, getting out of the seat belt and standing up while the bus is in motion, etc.
2. **Student related** issues will be used for student or bus related issues. Examples including, but not limited to bloody nose, a seizure, falling while getting out of the bus, undeliverable student, anything out of the ordinary, etc.

Employees are required to check the Bus Conduct Program to review completed referrals. If a student receives a bus suspension, it is the drivers' responsibility to print a copy of the referral and hand it to the student, notifying the student to deliver a copy to the parent/guardian. Drivers must check the Bus Conduct program daily to ensure that referrals are delivered to the students in a timely manner. All referrals are also mailed to the home and to the school by the Transportation Security Supervisor.

This is especially important regarding incidents of sexual harassment, bullying, or inappropriate physical or verbal interaction. These reports can provide documentation at a later date should issues arise regarding the event. All reports should be completed containing as much detail and information as possible and submitted to the appropriate Supervisor. These reports are located on the Bus Conduct Program.

**G. REQUEST FOR LEAVE FORM**

The Request for Leave Form is used for requesting vacation, comp time, earned sick leave, unpaid leave, Agency or CSEA-related, bereavement, 50% pay (all leave exhausted), judicial or official appearance, industrial accident, or illness.

Whenever an employee is ill or has missed work for any reason, whether paid or unpaid, the employee must immediately submit a Request for Leave Form on the Employee Portal. Select the appropriate type of leave. The employee should attach any documentation related to the absence to this form.

If an employee knows in advance that time off will be needed, the employee shall submit a completed Request for Leave Form for review. Any questions regarding absence claims or approval should be directed to the employee's manager. If the pre-approved time is changed or not used, the employee shall submit a new Request for Leave Form indicating the change in leave.



Any leave slips, payroll corrections, or vacation pay-out requests submitted after 4:00 PM on the day of payroll cut-off unless otherwise notified by the Payroll Department via email, will be processed on the next pay period.

#### **H. EMPLOYEE INJURY FORM**

After an injury has been reported and the injured employee has been placed off of work due to the injury, the employee will be responsible for submitting a Request for Leave Form through the Employee Portal on the Agency's website. The injured employee will need to upload an Industrial Work Status Report with the Request For Leave on the same day of the Industrial Accident doctor's appointment in order to have the leave slip approved.

#### **I. REQUEST FOR VACATION PAYOUT FORM (VPO)**

The Request for Vacation Payout Form is used for cashing out vacation for financial need, or you have reached the maximum allowable hours for vacation accrual and need to reduce the number of hours to continue accruing earned vacation hours.

To receive vacation payout, the employee must submit a completed Request for Vacation Payout Form on the Employee Portal. All Vacation Payout Request forms must be approved by the employee's manager. If submitted before payroll cutoff, the pay period and month selected on the form will be the date the VPO check is issued.

#### **J. REQUEST FOR PAYROLL INFORMATION**

The Request for Payroll Information is used to request printed information from the Payroll Department, such as historical check stubs. All requested information will be returned to the employee's AVSTA email address. Turnaround time is 5 business days and there is \$.25 copy fee per printed page.

#### **K. EMPLOYEE DATA CHANGE FORM**

Any changes in employee data, such as name, address, telephone number, or emergency contact shall be submitted through the Employee Portal on an Employee Data Change Form as soon as possible when there is a change in that data. When there is a name change due to marriage, divorce, etc., a copy of the new social security card and drivers' license reflecting the name change must be uploaded.

#### **L. EMPLOYEE PROXY BID FORM**

Submit the Employee Proxy Bid Form to have an employee bid on a contract on your behalf. Be sure and coordinate with your proxy BEFORE submitting this form. This form must be submitted 24 hours in advance of the bid.

#### **M. EMPLOYEE ISSUE/CONCERN FORM**

The Employee Issue/Concern Form is to be used for an employee issue that is non-student related and will be reported to Human Resources.

#### **N. REPORT A SMART-TAG ISSUE**

Report problems with SMART-Tag, such as students not showing up on your route, malfunctions with the tablet, or SMART-Tags not responding.

SMART-Tag equipment issues on the bus, such as the tablet cradle and ID reader, are reported in the Drivers Reporting Kiosk.

The Employee Portal is located at [www.avsta.com](http://www.avsta.com).

**O. TRANSPORTATION RELEASE INFORMATION FORM**

Every student utilizing Agency transportation shall have this form on file. This form is delivered by the driver to the student's parent or guardian and contains information regarding the conditions of the student's safe release by the driver fully completed within 10 school days of the student being added to the route.

**Endnotes**

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- i. 49 C.F.R. § 382.305(i)(1)
  - ii. 49 C.F.R. § 382.307
  - iii. 49 C.F.R. § 382.211

**INDIVIDUAL ACTION ITEM # 073**

**SUBJECT: 2022-2023 HOLIDAY SCHEDULE**

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**BACKGROUND:**

It is requested the Board of Directors approve the 2022-2023 Holiday Schedule, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

2022-2023 Holiday Schedule

## HOLIDAY SCHEDULE 2022/2023 CALENDAR

Independence Day	07/04/2022	Winter Break (4)	12/27/2022 to	12/30/2022
Labor Day	09/05/2022	New Year's Day*		01/02/2023
Veteran's Day	11/11/2022	Martin Luther King Day		01/16/2023
Thanksgiving Day	11/24/2022	President's Day		02/20/2023
Day after Thanksgiving	11/25/2022	Memorial Day		05/29/2023
Day Before Christmas*	12/23/2022	Juneteenth Day*		06/19/2023
Christmas Day*	12/26/2022	*Holiday observed on the day before or after holiday		

Winter Break will be December 19, 2022 to January 2, 2023. (7 Days Paid)

Spring Break will be March 20, 2023 to March 24, 2023. (Unpaid)

The start of the traditional school year is August 8, 2022 and the end of the traditional school year is June 1, 2023. The end of the traditional school year is subject to change due to inclement weather.

For CSEA:

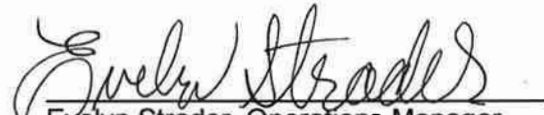
  
Katie Maiden, President

  
Jason Lussow, Vice President

\_\_\_\_\_

For AVSTA:

  
Morris Fuselier, III, CEO

  
Evelyn Strader, Operations Manager

  
Sherynn Morton, Administrative Assistant

Date Signed by All Parties: June 10, 2022

Revised: 5/19/2022

**INDIVIDUAL ACTION ITEM # 074**

**SUBJECT: CHARTER BUS SERVICE CONTRACT REVISIONS**

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**BACKGROUND:**

It is requested the Board of Directors approve the revisions to the charter bus service contract for Inland Empire Stages LTD., as a one-time contract exception, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Inland Empire Stages LTD., Contract. - Redlined version

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

**CHARTER BUS SERVICE  
(EXTRA-CURRICULAR AND FIELD TRIPS)**

**BID NO. 2021-2022**

**AGREEMENT**

THIS AGREEMENT, made the 8th day of June 2021, in the County of Los Angeles, State of California, by and between the Antelope Valley Schools Transportation Agency, hereinafter called "AVSTA," and Inland Empire Stages LTD hereinafter called the "CONTRACTOR."

WITNESSETH, that AVSTA and the CONTRACTOR, in consideration for the mutual covenants stated herein, agree as follows:

1. **Scope of Contract.** The CONTRACTOR shall furnish, operate and maintain California (certified) School Pupil Activity Buses (SPAB) for the transportation of students and other persons on (extra-curricular or field trips) as may be specified by AVSTA. Such transportation may be either within or outside of the boundaries of school districts served by AVSTA in the Antelope Valley, and on any day(s) or time(s) as designated by AVSTA, during the term of this Agreement.
2. **Non-Exclusive Contract.** It is understood and agreed that this Agreement is not meant to be exclusive, that the contract may be awarded to multiple vendors/contractors, and AVSTA reserves the right to enter into other contracts for the same services if it so desires.
3. **Contract Documents.** The complete Agreement (Contract Documents) includes the Notice to Bidders, Information to Bidders, Bid Specifications and Requirements, Non-Collusive Bid Certificate, Bidder Inquiry, Contractors Fingerprinting Certification, Contractors Certification regarding Workers' Compensation, Insurance Policies and Certificates, the bid of the CONTRACTOR and its acceptance by AVSTA, and this Agreement, any of which shall be interpreted to include all provisions of the other documents as though fully set out therein.
4. **Term of Agreement.** The term of the agreement shall be for the period beginning July 1, 2021, and ending June 30, 2024 (Three year Agreement). It may be renewable thereafter, in accordance with the Contract Documents.
5. **Renewal Provisions:** This Agreement may be renewed by mutual agreement between AVSTA and the CONTRACTOR in accordance with California Education Code Section 39803. Renewal consideration will be contingent upon the CONTRACTOR's performance

during the previous years of service on this contract, including conformance with all aspects of this Agreement and any amendments thereto.

6. **Independent Contractor.** The CONTRACTOR is and shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between AVSTA and the CONTRACTOR or any of the CONTRACTOR's agents or employees. The CONTRACTOR assumes exclusive responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment. The CONTRACTOR, its agents and employees, shall not be entitled to any rights or privileges of AVSTA employees and shall not be considered in any manner to be AVSTA employees. AVSTA shall be permitted to monitor the activities at any time to determine compliance with the terms of this Agreement.
  
7. **Insurance.** CONTRACTOR shall maintain insurance adequate to protect it from claims under Workers' Compensation Laws and from claims for damages for personal injury, including death, and damage to property, which may arise from CONTRACTOR's operations under this Agreement. CONTRACTOR is required to provide proof of insurance to AVSTA of workers compensation and employers liability insurance with a minimum policy limit of \$1,000,000.00 a comprehensive general liability insurance policy providing occurrence-based coverage to be in effect during the term of this Agreement. Bodily Injury shall be \$5,000,000.00 combined single limit or \$1,000,000.00 per person, \$5,000,000.00 per accident. Property Damage shall be \$5,000,000.00 per loss. Contractors will be required to name AVSTA, and its Board of Directors, officers, agents, and employees, as **additional insured** on the policy. Said policy shall provide that the insurance carrier notify the AVSTA of any cancellation or material change in coverage within ten (10) days prior to effective date.  
  
Such insurance shall provide thirty (30) days prior written notice of cancellation, shall be primary and non-contributing, and all insurers shall be admitted carriers in the State of California and have a Best Rating of "A" or better.
  
8. **Workers' Compensation Certification.** In accordance with the provisions of Labor Code section 3700, the CONTRACTOR shall secure payment of compensation to all employees. Prior to performing any work under this Agreement, the Contractor shall sign and file with AVSTA the Contractor's Certification Regarding Workers' Compensation . The form of such certification is included as a part of the Contract Documents.
  
9. **Hold Harmless Agreement.** CONTRACTOR shall hold harmless and indemnify AVSTA, its Board of Directors, its officers, its agents, and its employees, from and against any liability, claims, actions, costs, damages or losses of any kind including death or injury to any person and/or damage to property, including AVSTA property, arising out of the act or omissions of CONTRACTOR or its agents, officers and employees under this Agreement.

10. **Failure to Perform.** Upon a request for services by AVSTA and after a verbal agreement to supply services has been acknowledged by the CONTRACTOR, it is agreed by the parties that **time is of the essence in the performance of services to be provided by CONTRACTOR.** In the event that the CONTRACTOR fails or refuses to perform or do any act herein provided, such failure to perform shall entitle AVSTA to secure such services from any source deemed appropriate by AVSTA. If the cost of such substitution services is greater than the cost of the services which were to have been provided by CONTRACTOR, the excess cost shall be charged to and collected from the CONTRACTOR. AVSTA also reserves the right to collect from the CONTRACTOR such other additional damages as may flow from the CONTRACTOR's failure or refusal to perform.
  
11. **Termination of Agreement.** If the CONTRACTOR refuses or fails to perform services as required to provide AVSTA with efficient, safe and economical transportation services, or any separable part thereof, including furnishing adequate equipment and properly trained personnel; or if the CONTRACTOR should be adjudged as bankrupt; or if the CONTRACTOR should make a general assignment for the benefit of creditors; or if a receiver should be appointed on account of the CONTRACTOR's insolvency; or if the CONTRACTOR should repeatedly or persistently refuse or fail to provide equipment and personnel in quantities required to provide transportation services as herein specified; or if the CONTRACTOR persistently disregards laws, ordinances or instructions of AVSTA; or is otherwise guilty of a substantial violation of this Agreement, then AVSTA may, without prejudice to any other right or remedy, serve written notification upon the CONTRACTOR of intention to terminate this Agreement. Such notice shall contain the reasons for such intention to terminate and unless within thirty (30) days after service of such notice the condition or violation shall cease and satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the (30) days, cease and terminate. In the event of termination under this paragraph, AVSTA shall secure the required services from another transportation contractor. If the cost to AVSTA exceeds the cost of providing the service pursuant to this Agreement, the excess cost shall be charged to and collected from the CONTRACTOR. The foregoing provisions are in addition to, and not in limitation of, any other rights or remedies available to AVSTA.
  
12. **Default for Nonperformance.** The CONTRACTOR shall be considered in default and the Agreement subject to termination if:
  - a. The CONTRACTOR furnishes or uses a bus which does not conform to requirements of the Agreement;
  - b. The CONTRACTOR fails to comply with the requirements of the Agreement;
  - c. The CONTRACTOR fails in any way to perform properly the work to be done under the Agreement with AVSTA.
  
13. **Permits and Licenses.** The CONTRACTOR, its employees, and its agents shall secure and maintain valid permits and licenses that are required by law for the execution of the Agreement.



15. **Subcontracting.** The CONTRACTOR shall not assign, transfer, or subcontract any portion of the services provided to AVSTA under the Agreement without prior written approval of AVSTA, except as expressly stated herein,. CONTRACTOR may not subcontract any of the services provided to AVSTA under the Agreement, unless CONTRACTOR notifies AVSTA in writing within forty-eight (48) hours of departure from the pick-up location for the trip. This written notification should be sent via facsimile to (661) 949-9461, **Attention: "Field Trips"** or via e-mail to **fieldtrips@avsta.com**. For each trip, CONTRACTOR must provide AVSTA personnel, in writing, the name of the subcontractor used and specify which buses are being subcontracted out. Subcontracts, if any, shall contain a provision making them subject to each and every provision of the Agreement between AVSTA and CONTRACTOR.

16. **Confirmations.** CONTRACTOR agrees to provide AVSTA with a written confirmation of the services booked within seventy-two (72) hours of the booking. Confirmations for Prom's and Grad Nite's SHALL be submitted to AVSTA within 90 days upon receipt of request.

This written confirmation should contain the estimated cost of the trip. Confirmations may be faxed to AVSTA at (661) 949-9461, **Attention: "Field Trips"** or e-mailed to AVSTA at **fieldtrips@avsta.com**.

17. **Force Majeure.** The CONTRACTOR shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of equipment, materials, products, plants, or facilities by the Government, or any other occurrence which is beyond the control of CONTRACTOR, when satisfactory evidence thereof is presented to AVSTA.

18. **Directions.** CONTRACTOR must provide its drivers with accurate directions for every extracurricular and/or field trip serviced by CONTRACTOR under the Agreement.

19. **Contractor's Personnel.** All personnel assigned to perform under this Agreement shall be subject to continuous approval by AVSTA and by the CONTRACTOR.

20. **Record Keeping and Accident Reports.** The CONTRACTOR will be required to provide daily or other operational records deemed necessary by AVSTA.

All accidents involving the CONTRACTOR'S equipment or personnel while operating for AVSTA, shall be reported to AVSTA regardless of the severity.

If requested by AVSTA, all student injuries not involving acceleration, deceleration, or movement of the bus, must also be reported to AVSTA.

21. **Payments for Services.** Within fourteen (14) days following each service, CONTRACTOR shall submit invoices in the form and number required by AVSTA for all services provided for under this Agreement. AVSTA'S payment for such services will be made within thirty (30) days of receipt of the invoice for such services.

22. **Adjustment of Rates and Fuel Cap.**

a. **Adjustment of Rates.** The rates established in all schedules for this Agreement shall be subject to adjustment once each year. Any rate change request shall be provided in writing, to AVSTA by **May 31<sup>st</sup>** of each year. If AVSTA agrees to the rate change, on July 1<sup>st</sup> in each year of the Agreement, the rates may be adjusted upward by an amount equal to the rates in effect for the Agreement year ending on **June 30<sup>th</sup>** of each year, multiplied by the percentage increase, if any, in the Los Angeles / Riverside/ Orange County Consumer Price Index (CPI) for Transportation, for the twelve (12) month period ending **April 30<sup>th</sup>** of that year. In no event will the adjusted rates be less than the rates for the immediately preceding year.

Notwithstanding anything else in this Agreement to the contrary, in the event any unusual circumstances, such as but not limited to, changes in Federal, State, Local, or other governmental body's statutes, laws, rules, or regulations are enacted/promulgated, the impact of which will materially negatively impact the methods and/or costs of CONTRACTOR in connection with providing the services hereunder to increase at a rate in excess of the percentage change in the Los Angeles / Riverside / Orange County Consumer Price Index for Transportation, then, in that event, upon written notice to AVSTA, the CONTRACTOR may request a renegotiation of this Agreement. Such renegotiation shall include, but not be limited to, the payment schedule, duration of the Agreement, level of service, etc. Any modifications to this Agreement resulting from such renegotiation shall become effective only as of the beginning of the next succeeding school year (beginning July 1<sup>st</sup>). In the event the CONTRACTOR and AVSTA are unable to reach a satisfactory agreement during said negotiations, the CONTRACTOR shall have the right to cancel this Agreement by written notice to AVSTA on or before said July 1<sup>st</sup>, whereupon this Agreement shall be null and void.

b. **Fuel Cap.** Fuel shall be paid for and provided by CONTRACTOR. Should the cost of fuel exceed \$4.50 per gallon, the CONTRACTOR's mileage rate shall be increased by calculating 20% of the price of diesel fuel that exceeds \$4.50 and adding it to the base mileage rate. The diesel fuel price index to be used can be found under the category of "California Ultra Low Sulfur (15 ppm and under) (cents per gallon)" on the following website: [https://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_sca\\_w.htm](https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm). Rate adjustments will be made monthly. On the 15<sup>th</sup> of every month, CONTRACTOR shall notify AVSTA of any increase to the base mileage rate based on the price of fuel specified in the index as of the most recent reporting date, which shall be applied to the next month's billing.

23. **Equipment Requirements.** All buses supplied under this Agreement shall be approved SPAB buses, as defined by applicable statutory or administrative codes, and must, in

addition, meet with the approval of AVSTA. They shall not be more than fourteen (14) years old at the commencement of service under the terms of this Agreement.

Regular preventive maintenance, as approved by the bus manufacturer, shall be practiced on all buses.

Buses shall be cleaned inside and out as necessary, and repairs to visible body damage, inside or out, shall be made immediately after such damage occurs.

Spare buses of appropriate sizes, and meeting all the above requirements, shall be located by the CONTRACTOR at points close enough to AVSTA so they may be substituted for regularly assigned buses, if needed, without delay.

24. **Entire Agreement/Modification.** This Agreement supersedes all previous contracts and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless in writing and signed by both parties.
25. **Severability.** If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
26. **Attorneys' Fees.** In the event a legal dispute arises out of this Agreement, each party shall bear its own attorneys' fees and costs.
27. **Governing Law.** This Agreement has been executed in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.
28. **Notices.** Legal Notices shall be delivered to the parties to this Agreement by United States Mail at the address listed below:

**AVSTA:**

Antelope Valley Schools Transportation Agency  
Attn: Accounting  
670 W. Avenue L-8  
Lancaster, California 93534

**CONTRACTOR:**

Inland Empire Stages, LTD.  
Attn: Curtis Basey  
9567 8<sup>th</sup> Street  
Rancho Cucamonga, CA 91730

29. **Payment.** In consideration of the performance on the part of the CONTRACTOR of the terms of this Agreement, AVSTA agrees to pay the CONTRACTOR the following sums:

**For Round-Trip Routes:**

Bus Capacity	Base Rate: Minimum 5 Hours	Hourly Rate: Live Hours Over 5	Mileage Rate: In lieu of Base + hourly	Deadhead Mileage Rate	Daily Rate* (over-night trips)
47 or less	<del>\$700.00</del> <u>\$755.30</u>	<del>\$90.00</del> <u>\$97.11</u>	<del>\$4.75</del> <u>\$5.13</u>	<del>\$4.75</del> <u>\$5.13</u>	<del>\$1375.00</del> <u>\$1,483.63</u>
58 or less	<del>\$795.00</del> <u>\$857.81</u>	<del>\$100.00</del> <u>\$107.90</u>	<del>\$5.25</del> <u>\$5.66</u>	<del>\$5.25</del> <u>\$5.66</u>	<del>\$1485.00</del> <u>\$1602.32</u>

\* Rates Shall Be Calculated as follows:

5 hour Minimum + Hours Over 5 + Dead Head Fee

OR

Mileage Rate In Lieu of Base & Hourly if Greater + Dead Head Fee

\*\* Deadhead Mileage Charge not to exceed 75 miles one way as stated in Bid Specifications & Requirements, Item # 6

\*\*\* Daily Rate Fee Shall include all cost including Fuel, Mileage and Deadhead Fee's

**Cancellation Fees for Round Trips**

Period	Cancellation Fee
7 Days or More	NONE
6 Days or Less	NONE
48 Hours or Less	NONE
24 Hours or Less	5 hour minimum rate

30. **Execution by Facsimile or in Counterparts.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed agreement. A facsimile version of any party's signature shall be deemed an original signature. Each counterpart shall be deemed an original and the same document for all purposes.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Antelope Valley Schools Transportation Agency  
670 W. Avenue L-8  
Lancaster, California 93534

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

By:   
(Signature)

Name: Morris Fuselier, III

Title: CEO

**CONTRACTOR:**

Inland Empire Stages, LTD  
Attn: Curtis Basey  
9567 8<sup>th</sup> Street  
Rancho Cucamonga, CA 91730

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

By: \_\_\_\_\_  
(Signature)

Name: Curtis Basey

Title: President

**INDIVIDUAL ACTION ITEM # 075**

**SUBJECT:     ALC SCHOOLS CONTRACT AGREEMENT**

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**BACKGROUND:**

It is requested the Board of Directors approve the ALC Schools contract agreement, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

ALC Contract Agreement  
ALC Schools Insurance Narrative  
Umbrella - Dec Page & Schedule of Endorsements  
Umbrella - Underlying Schedule B  
Certificate of Liability Insurance

## **AGREEMENT FOR THE PROVISION OF ALTERNATIVE TRANSPORTATION SOLUTIONS**

THIS AGREEMENT (“Agreement”) is entered into as of 05/03/2022 between ALC Schools, LLC. (“Contractor”) and Antelope Valley Schools Transportation Agency (the “District”), with the following facts:

- A. Certain student(s) of the District require transportation to and from school and/or other transportation services as requested by the District.
- B. Contractor will coordinate such transportation services. The District will reimburse Contractor for the provision of these services in accordance with the terms and provisions of this Agreement.

NOW THEREFORE, for a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### **1. Contractor Services**

District may request, from time to time, that Contractor coordinate transportation services, which Contractor may agree to coordinate. To the extent accepted by Contractor, Contractor agrees to coordinate such transportation services and District agrees to pay Contractor in accordance with the provisions of this Agreement. Contractor’s coordination of such transportation services pursuant to this Agreement are sometimes referred to herein as the “Services.”

### **2. Term**

The initial term of this Agreement shall commence on 05/03/2022 and end on 05/02/2023. Either party can terminate with or without cause at any time with thirty (30) days prior written notice. At the end of the initial term, this Agreement will be automatically renewed for successive twelve (12) month periods (each a “Renewal Term”) on the same terms and conditions, with the exception of any potential rate adjustments (see Adjustment of Rates section), unless either party provides the other with not less than thirty (30) days prior written notice.

### **3. Fees for Service**

Contractor shall be paid the agreed sum based on fees outlined on Attachment 1, which is attached hereto and incorporated herein by this reference. Contractor shall invoice the District for the provision of the Services on a weekly basis and shall be paid within thirty (30) days after the District’s receipt of Contractor’s invoice for the provision of the Services for the relevant week. Any payment not received by Contractor within said thirty (30) day period shall accrue interest at the lesser of (a) the rate of one and one-half percent per month or (b) the maximum

rate allowed by law, commencing with the date of the invoice until payment is actually received by Contractor.

**4. Adjustment of Rates**

The rates established in this Agreement shall be subject to a three (3) percent increase once each year.

**5. Trigger to Renegotiate**

In the event of forces outside the control of Contractor, this Agreement may be renegotiated. Such events include, but are not limited to, new local, state and/or federal mandates (e.g., vaccination mandates), increase in a cost of doing business, new vehicle equipment requirements, wages, labor shortage, inflation/economic recession (CPI).

**6. Force Majeure**

In the event of circumstances beyond the control of Contractor or the District including acts of God, natural disaster, epidemic, pandemic, government shutdown, and the like, that reduce or eliminate the need for Contractor's Services, in order to maintain adequate readiness to serve the District, Contractor shall be excused from servicing District.

Contractor will submit for payment an invoice for each month in which regular transportation services would have taken place had the Force Majeure event not occurred. District will only be obligated to make such payment to Contractor if local, state and/or federal funds are provided to the District to mitigate financial losses to it and its contractors. The invoice will be calculated by the cost of the District's final day of regular transportation service before such event occurred multiplied by the number of school days in that particular month and subtracting 15%. If District elects not to agree to these terms, Contractor cannot assure resources will be available to the District when Force Majeure event ends.

**7. Vehicles**

As part of its Services and for the compensation set forth in this Agreement, Contractor agrees to coordinate the supply of such vehicles (the "Vehicles") as may be necessary to lawfully address the transportation requirements of the District. The District requires that all such Vehicles shall fully comply with all applicable laws and regulations. Contractor shall be solely responsible for the management and logistical support necessary to coordinate all Vehicles used in transporting students.

**8. Student Damage to Vehicles**

District shall be responsible for any damage to vehicle(s) caused by District student not to exceed Seven Hundred Fifty Dollars (\$750) per incident. For any amounts above \$750, District shall assist Contractor in seeking restitution from student's guardian(s). Contractor shall be required to furnish to the District documentation of the event (i.e. incident report, police report, etc.) within seventy-two (72) business hours of the incident.



**9. Contractor Personnel and Subcontracted Service Providers**

As part of its Services and for the compensation set forth in this Agreement, Contractor shall provide qualified and properly licensed personnel as required by laws and regulations and as deemed appropriate by Contractor to coordinate the Services. While Contractor may subcontract with service providers who will supply drivers (“subcontracted drivers”) to provide student transportation services for the District, Contractor shall at all times remain responsible for the coordination of the Services under this Agreement. Contractor expressly represents and warrants to the District that it will only utilize subcontracted drivers that have obtained the necessary training and are properly licensed to perform the Services.

**10. Contractor Insurance**

Contractor shall obtain and maintain in full force and effect during the term of this Agreement, and at no cost to District, general liability and automobile (common carrier) insurance issued by insurance companies authorized to do business in the state with minimum limits of One Million Dollars (\$1,000,000), Combined Single Limit. Contractor shall maintain an umbrella policy of Ten Million Dollars (\$10,000,000) that sits excess over the general liability and automobile insurance. The District shall be named as an additional insured of the policy or policies and shall be furnished with a certificate of insurance (COI). The District shall be notified at least thirty (30) days prior to cancellation of any such policy or policies (except 10 days for non-payment of premium).

**11. Background Checks**

Because Contractor will be providing transportation services for school children, it is a requirement of Contractor’s insurance that Contractor require and Contractor shall require each Contractor personnel or subcontracted driver in a position requiring contact with students to undergo a background check verifying no prior convictions for or pleas of nolo contendere to a felony or misdemeanor offense involving moral turpitude, including any sexual offense involving a child.

**12. Drug and Alcohol Testing**

Contractor only contracts with transportation service providers who enroll their drivers in a drug and alcohol testing consortium that provide for pre-employment testing, as well as random, reasonable suspicion and post-accident drug and alcohol testing. Each consortium reports to Contractor when a driver tests positive for a prohibited substance as well as when a driver is enrolled and removed from the consortium pool.

**13. Assignment of Contractor’s Rights**

Except as it relates to the entering into subcontracts as referred to in this Agreement, Contractor shall have no right to assign its rights or obligations under this Agreement; provided, however, Contractor shall have the right to assign this Agreement either to an affiliate of Contractor or as part of a transaction wherein it transfers substantially all of its assets.

**14. Indemnification**

Contractor hereby agrees to indemnify and hold the District, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action,

liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of any injury to any person or property sustained by the District and/or Contractor and/or any student(s), in connection with the gross negligence of Contractor or its subcontracted service provider or the subcontracted drivers pursuant to this Agreement.

District hereby agrees to indemnify and hold the Contractor, its directors, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of any injury to any person or property sustained by the Contractor and/or District and/or any student(s), in connection with the gross negligence of the District pursuant to this Agreement.

**15. Independent Contractor**

In providing the management and logistical support necessary to coordinate the Services, Contractor shall be and act as an independent contractor in all respects and shall not, for any purpose hereunder, be or act as an employee or agent of the District. Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between either of the parties to this Agreement with each other. Contractor understands and agrees that as an independent contractor, it will not be eligible to participate in any benefits or privileges given or extended by the District to its employees. Contractor shall be solely responsible for the payment when due to appropriate taxing authorities of all federal and state income taxes and related obligations of any nature whatsoever on any consideration paid pursuant to this Agreement, as well as any interest, penalties or other sums due thereon and shall indemnify, and hold the District, its Board Members, Officers, employees and agents free and harmless therefrom.

**16. Non-Solicitation**

District agrees during the term of this Agreement and for a period of twelve (12) months following the termination of this Agreement, District will not, directly or indirectly, or by acting in concert with others, employ, attempt to employ, or solicit for employment, any employee, subcontracted service provider, subcontracted drivers or other person who has performed services or commenced actions to become a provider of services for Contractor or any subcontractor at any time during the term of this Agreement.

**17. Notices**

All notices or other communication required or permitted hereunder shall be in writing, and shall be personally delivered (including by means of professional messenger service) or sent by registered or certified mail, postage prepaid, return receipt requested, or by facsimile or email transmission followed by delivery of a “hard” copy, and shall be deemed received upon the date of receipt thereof.

To District: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

To Contractor: Megan Carey, Chief Development Officer  
ALC Schools, LLC.  
5680 Greenwood Plaza Blvd., Suite 550S  
Greenwood Village, CO 80111  
Phone: 877-225-7750; Fax: 888-252-4342  
Email: alc@alcschools.com

Notice of change of address shall be given by written notice in the manner detailed in this paragraph.

**18. Entire Agreement**

This Agreement, and its Attachments which are incorporated herein by this reference, and if applicable the attached proposal, constitutes the entire Agreement between the parties with respect to the provision of the Service and may not be amended except by a writing signed by each of the parties.

**19. Waivers**

The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of this Agreement.

**20. Attorney Fees**

In the event that either party brings an action against the other to enforce any condition or covenant of this Agreement, the prevailing party in such action shall be entitled to recover the court costs and reasonable attorney fees in the judgment rendered in such action.

**21. Severability**

In the event any of the provisions, or portions, or portions thereof, of this Agreement is held to be unenforceable or invalid, by any court of competent jurisdiction, the validity and enforceability of the remaining provision or portion of it shall not be affected.

**22. Further Acts**

Each party shall perform any further acts and sign and deliver any further documents that are reasonably necessary to carry out the provisions of this Agreement.

**23. Counterparts**

This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail, in either case with delivery confirmed. On such confirmed delivery, facsimile or PDF signatures shall be deemed to have the

same force and effect as if the manually signed counterpart had been delivered to the other party in person.

**DISTRICT**

By: \_\_\_\_\_

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

Signed: \_\_\_\_\_

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

**CONTRACTOR**

By: Megan Carey

Title: Chief Development Officer

Signed: \_\_\_\_\_

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

## ATTACHMENT 1 - Fees for Service

The Contractor will charge the District a **\$75 per trip fee**, which includes the first twelve (12) miles and up to five (5) students. Vehicle capacity is determined by student requirements and vehicle availability. An additional **\$2.50 per mile** will be charged for any trip longer than 12 miles.

The pricing matrix below outlines all associated fees:

Trip Items	Fees
Trip Fee (includes first 12 miles)	\$85.00
Per Mile Fee (after the first 12 miles)	\$2.50
<b>Additional Fees (as needed/requested):</b>	
Wheelchair Fee (per student)	\$25.00
Car Seat/Safety Vest Fee (per student)	\$5.00
Wait Time Fee (per hour, billed in 15 min. increments)	\$60.00
Monitor Fee (per hour, 2-hour minimum)	\$25.00
No Show or Late Cancel	Full Price of Trip

Definitions:

**Trip:** A trip is defined as a one-way transportation event with a student or monitor continually on board.

The total number of trips a District is charged for is arrived at by adding together each one-way trip. The District will only be charged for miles incurred while a student or Monitor is onboard the vehicle. When no student or Monitor is onboard the vehicle, no mileage charges will be incurred.

**Additional Fees:** Additional fees are only incurred per the request of the District to provide additional services. They can include, but are not limited to:

- **Wheelchair Fee:** A per student/per trip fee for students requiring a wheelchair vehicle
- **Car Seat/Safety Vest Fee:** A per student/per trip fee for students requiring a car seat/safety vest
- **Wait Time Fee:** Only incurred when authorized by the District to wait for a student. Billed on an hourly basis in 15 minute increments.
- **Monitor Fee:** Only incurred when the District requests that the Contractor provide a student Monitor for the trip. School Districts usually

provide the student's Monitor. When the District provides the Monitor, they are not charged a "Monitor Fee." The mileage incurred while a Monitor (whether provided by the Contractor or the District) is onboard the vehicle without a student (transporting the Monitor to and from their pick-up location) is considered part of the overall route mileage and will be billed accordingly.

**1. Mileage Charges**

Mileage charges are based on driving distance calculations from a third party provider (e.g. Google, MapQuest, Bing, ESRI). The calculations are based on fastest route, and the total is rounded up to the next whole mile. Contractor shall be responsible for plotting the routes collectively, and individually using Contractor's proprietary School Dispatch Software.

Under no circumstances will the District be required to pay for mileage to a pick up or destination other than those authorized by the District.

**2. Fuel Surcharges**

When the average gasoline price exceeds \$5.00 per gallon, the mileage rate will be increased by calculating 30% of the price of gasoline that exceeds \$5.00 and adding it to the base mileage rate. Thus, if the price of gasoline, according to the gasoline price index, is \$5.20, the increase would be 30% of 20 cents, or 6 cents. The gasoline price index to be used shall be found under the category of "[Your Specific State or Region] U.S. Regular Gasoline Prices\* (dollars per gallon)" on the following website: [https://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_nus\\_w.htm](https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_nus_w.htm)

**3. Invoicing**

The invoice shall contain this level of detail and additionally will separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. The Contractor requires 24 hour notice to remove a student from the route.

**4. When Routes Change or Students are Added or Removed**

When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month.

If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

## **ATTACHMENT 2 – The District agrees that the following policies shall be followed related to Student No-Shows and Late Canceled trips for trips serviced by the Contractor**

### **No-Shows & Late Cancels**

A No-Show occurs when no previous notice is provided to the Contractor by the District/guardian that a student will not be transported and a driver attempts to pick-up a student but the student is not there or is not ready. A Late Cancel occurs when less than 2-hour notice is provided to the Contractor by the District/guardian that a student will not need transportation.

Trips where a No-Show or Late Cancel occurs are billed at full trip charge.

### **Possible District Protocols for No-Shows:**

If the driver attempts to pick-up a student on a scheduled trip in the AM but the student is not there or not ready, then the following scenarios could apply (as determined by the District):

#### **1. Single Rider Trips**

- a. If an AM single rider No-Show occurs, the District will be billed for the AM trip and the afternoon trip will remain scheduled unless the Contractor is notified by the parent or the District to cancel the trip.
  - i. The District may set up a protocol to automatically cancel afternoon trips in the event of an AM Single Rider No-Show
- b. If the afternoon trip is cancelled within 2 hours of the scheduled pick up time, the District will not be billed for the afternoon trip.

#### **2. Multiple Rider Trips**

- a. The afternoon trip always remains scheduled.

### **No-Show Reports**

Each morning an email is sent from the Contractor's School Dispatch team to the District. This email is sent by 11 AM and alerts the District of the following circumstances:

- Which students were no-shows that morning
- How many consecutive days/trips they have been a no-show

The daily No-Show Report provides the District time to inform the Contractor's School Dispatch if one of the students on the No-Show Report is attending school that day and will still need a ride home in the PM.

The District is responsible for alerting the Contractor of any change requests based on the data provided in the No-Show Report, such as removing a student from a route due to multiple no-shows.

## **Student Removal / Student Cancellation:**

### **Permanent Removal of Student from Route:**

Permanent removal of a student from a route requires District notification/approval

- The District sends an email stating that a student needs to be removed from a route until further notice.

### **Impact:**

Once the student is removed from the route, the student's spot is now gone and may be replaced with a different student, if available, to consolidate routes. If the student was the only one on that route, the route will be removed entirely and the driver then becomes available to service other routes.

### **Billing:**

Will only be affected if:

- Trip is above the minimum and there is a reduction in the mileage as a result of removing the student.
- The student was the only one on the route, therefore the route is cancelled.

## **Cancellations/Temporary Removal:**

Cancellation of a student from a route requires District notification/approval.

- A student is sick one day or will be going on vacation for a few days.

### **Impact:**

Because this is a temporary change, the student is not replaced on the route and their space on the route is reserved for their return.

### **Billing:**

If the student is a single rider and the student is cancelled or temporarily removed, no charges will be assessed. When cancelling or temporarily removing the pick-up/drop-off for a student who is part of a multiple rider trip, the District will be charged the normal trip rate.



## **ATTACHMENT 3 – Multi-District Billing: An Explanation**

Should the District choose to share trips with a neighboring school district that is also under contract with ALC, the shared trip will be prorated and billed according to the following explanation:

### **Proration of Trip Fees – ALC’s Three Step Process**

#### **1. Stand Alone District Trips:**

Each districts’ students are routed as stand-alone trips, district specific pricing is applied.

#### **2. Multi-District Trips**

All of the students from the participating districts are combined into the most cost-effective trips, yielding new “Multi-District trips” and subsequent trip costs.

#### **3. Proration of Costs for Multi-District Trips**

The total cost of the multi-district trips is then allocated to each district based upon the percentage of the districts stand-alone trip costs as compared to the multi-district trip costs.

#### **4. No Shows and Cancellations:**

For the purpose of all Multi-District Trips, No Shows and Cancellations are applied to each District invoice as if the student had boarded the vehicle on schedule even if District notifies ALC with advanced notice of cancellation.

#### **5. Invoicing**

The invoice shall separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. 24-hour notice is required to permanently remove a student from a route.

#### **6. When Routes Change or Students are Added or Removed**

When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor’s School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month. If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

**ATTACHMENT 4 – The District requires the following from all Subcontracted Driver(s) working with the Contractor.**

As required by the District, prior to beginning services transporting students for the District:

Subcontracted drivers shall have a criminal history record check that is free of convicted offense(s) of a felony.

Subcontracted drivers shall utilize identification badges during trip service.

## **ATTACHMENT 5 – The District requires the following DRIVER TRAINING modules for all Subcontracted Driver(s) working with the Contractor.**

As required by the District, prior to beginning services transporting students for the District:

Subcontracted drivers shall complete a Passenger Service and Safety (PASS) basic training program or equivalent. Subject areas include:

- Customer Service, Communication and Stress Management
- Americans with Disabilities Act
- Service Animals
- Disability Awareness: Assisting the Visually Impaired; Hidden Disabilities; Stroke; Epilepsy and Seizure Disorders
- Bloodborne Pathogens (Hepatitis A, B, C; HIV, Dialysis)
- Wheelchairs
- Emergency and Evacuation Procedures
- Driver/Passenger Sexual Improprieties

**ATTACHMENT 6 – The District requires the following from all Vehicle(s) providing service through the Contractor.**

As required by the District, prior to beginning services transporting students for the District:

Vehicles operated by subcontracted drivers will be maintained according to manufactured specifications with records, and/or inspection report(s) made available upon request.

Vehicles operated by subcontracted drivers will be clean at all times during service.

Vehicles operated by subcontracted drivers shall be marked with a window placard.

**District Name:** \_\_\_\_\_

(Please complete this form and return as soon as possible)

**To whom should contract notices be sent?**

Name & Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Who should our accounting personnel contact regarding accounts payable matters?**

Name & Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Who should our dispatchers contact regarding routine transportation matters?**

Name & Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Who should our dispatchers contact regarding emergencies, accidents or student behavior?**

Name & Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency  
Phone: \_\_\_\_\_

**Who should we email the No-Show Report to each morning?**

Name & Title: \_\_\_\_\_

Email: \_\_\_\_\_

September 17, 2019

### **ALC Schools – Insurance Summary**

Woodruff Sawyer is the insurance broker for ALC Schools. ALC Schools' insurance program is secured with several of the world's largest insurance companies and is tailored to meet the contractual requirements of ALC Schools customers. Coverages include, but are not limited to:

- Commercial Auto Liability: \$1,000,000 limit
- General Liability: \$1,000,000 each occurrence / \$2,000,000 aggregate
- Sexual Misconduct: \$3,000,000 limit
- Workers Compensation: Statutory
- Employers' Liability: \$1,000,000 limit
- Cyber Liability: \$3,000,000 limit

The insurance provides coverage for any trip while under dispatch by ALC Schools. The ALC Schools insurance program protects the customer, regardless of the status of the insurance carried by the subcontractor. ALC Schools' customers are named as 'Additional Insureds' under the General Liability and Auto policies as required by written contract.

ALC Schools is required to verify that the subcontractor (drivers and companies) maintain the following minimum limits for Auto Liability:

- \$100,000 per person
- \$300,000 per occurrence
- \$50,000 for property damage

In the event of an insured claim, ALC Schools would initially look to the subcontractor's policy as evidenced by a certificate of insurance ALC Schools maintains on file. Regardless of the status of the insurance of the subcontractor, ALC Schools' customer is protected by the insurance provided by ALC Schools' insurance program.

**Note:**

The insurance provided by the subcontractor is not in addition to the ALC Schools master insurance program, but is primary in the event of an accident. The subcontractor's coverage will respond to a covered loss first with ALC Schools' program paying the balance of the loss. If the insurance certificate provided by the subcontractor was invalid or the driver was using an unauthorized personal vehicle, the ALC Schools' policy would pay the entire claim.

[Insurance Services](#)  
[Risk Management](#)  
[Employee Benefits](#)

Woodruff-Sawyer & Co.  
844.972.6326

717 17th Street, Suite 1540  
Denver, CO 80202

CO License 78932  
AN ASSUREX GLOBAL & IBN PARTNER

[woodruff Sawyer.com](http://woodruff Sawyer.com)

# COMMERCIAL EXCESS LIABILITY POLICY DECLARATIONS

**JAMES RIVER INSURANCE COMPANY**  
6641 WEST BROAD STREET, SUITE 300  
RICHMOND, VA 23230

**POLICY NUMBER:**  
00096962-2

**ITEM 1. NAMED INSURED AND MAILING ADDRESS:**      **PRODUCER:**      12527  
Alternative Logistics Technologies Holdings Inc      CRC - San Francisco (50 California St)  
1211 Puerta Del Sol Suite 200      50 California Street, #2000  
San Clemente, CA 92673      San Francisco, CA 94111

**ITEM 2. POLICY PERIOD:**      **From:** 11/01/2021      **To:** 11/01/2022  
12:01 A.M. Standard Time at your mailing address

**ITEM 3. BUSINESS DESCRIPTION:** Corporation  
Transportation Management Company

**ITEM 4. LIMITS OF INSURANCE:**

A. Each Occurrence ..... \$ 5,000,000  
B. Annual Aggregate ..... \$ 5,000,000

**ITEM 5. SCHEDULE OF UNDERLYING INSURANCE:**  
See attached Schedule B – Schedule of Underlying Insurance

**ITEM 6. PREMIUM COMPUTATION:**  
Advance Minimum and Deposit..... \$

**ITEM 7. ENDORSEMENTS ATTACHED TO THE POLICY AT INCEPTION:**  
See attached Schedule A – Schedule of Forms

**ITEM 8. RETROACTIVE DATE:**      N/A

**ITEM 9. COMPANY FEE:**

**ITEM 10. TOTAL AMOUNT DUE AT INCEPTION:**

**Summary Of Charges**  
**Premium**  
**CA Surplus Lines Tax**  
**CA Stamping Office Fee**  
**Total**  
**ZIP CODE 92673**

# SCHEDULE A

FORMS AND ENDORSEMENTS THAT APPLY TO THIS POLICY:

**POLICY NO. 00096962-2**

FORM NUMBER	DESCRIPTION
PN-03US-1219	California Surplus Lines Policyholder Notice
XC0001US-0306	Commercial Excess Liability Policy Declarations
AP0001US-0403	Schedule A
XC0003US-0916	Schedule of Underlying Insurance
XC0004US-0403	Schedule of Insureds
XC0002US-0607	Commercial Excess Liability Policy
XC2132US-0606	Annual Aggregate Amendment
XC2250US-0403	Unimpaired Aggregate Limit Endorsement (Non-Concurrency)
XC2259US-0104	Sublimited Coverages Exclusion
AP2009US-0410	Additional Insured as Required by Written Contract
AP5031US-0410	Primary and Non Contributory Endorsement
AP2104US-1012	Common Policy Conditions
AP2107US-0403	Binding Arbitration
XC2114US-0516	Premium Audit Conditions
XC2255US-0306	Premium Audit Endorsement
AP2031US-0411	Exclusion - Cross Suits
AP2102US-0403	Communicable Disease Exclusion
AP2111US-1105	Exclusion - Punitive Damages
XC2100US-0403	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
XC2102US-0403	Fungi or Bacteria Exclusion
XC2107US-0904	Real and Personal Property Care, Custody or Controls Exclusion - Property Damage
XC2119US-1010	Combined Policy Exclusions
XC2124US-1105	Absolute Pollution and Pollution Related Liability Exclusion - Including Hostile Fire Exception
XC2212US-0403	Designated Person or Organization Exclusion
XC2238US-0106	Exclusion - Occupational Disease
XC5045US-1211	Exclusions - E-mails, Fax, Phone Calls for Other Methods of Sending, Recording and Distributing Material or Information
XC5072US-1117	Exclusion - Access or Disclosure of Confidential or Personal Information and Data-Related Liability
AP5027R-0115	Rejection of Coverage for Certified Acts of Terrorism Coverage
XC5055US-0115	Exclusion of Certified Acts of Terrorism and Exclusion of Other Acts of Terrorism Committed Outside the US and Excl
AP5048US-0410	California - Service of Suit
IL1201-0403	Policy Changes
IL1201-0403	Policy Changes
ILP001-0104	US Treasury Departments Office of Foreign Assets Control (OFAC) Advisory Notice to Policyholders
AP0100US-0403	Privacy Policy



# SCHEDULE OF UNDERLYING INSURANCE

## SCHEDULE B

### COMMERCIAL EXCESS LIABILITY COVERAGE

This schedule forms a part of Policy No. 00096962-2

TYPE OF POLICY	LIMITS OF LIABILITY
<b>A. COMMERCIAL GENERAL LIABILITY</b>	
Company: Westchester Surplus Lines Insurance Co	Each Occurrence: \$ 1,000,000
	General Aggregate: \$ 2,000,000
Policy No.: G71755782 003	Products-Completed Operations Aggregate: \$ 2,000,000
Policy Dates: 11/01/2021 to 11/01/2022	Personal & Advertising Limit: \$ 1,000,000
Occurrence <input type="checkbox"/> Claims Made <input type="checkbox"/>	Retroactive Date: N/A

### B. HIRED & NON - OWNED AUTO LIABILITY

Company: Chubb Custom Insurance Company	Each Accident Bodily Injury & Property Damage Combined Single Limit:
Policy No.: (21)7994-34-00	Hired & Non-Owned Limit Each Accident: \$ 1,000,000
Policy Dates: 11/01/2021 to 11/01/2022	

### C. HIRED & NON - OWNED AUTO LIABILITY

Company: Chubb Custom Insurance Company	Each Accident Bodily Injury & Property Damage Combined Single Limit:
Policy No.: (21)7994-33-99	Hired & Non-Owned Limit Each Accident: \$ 1,000,000
Policy Dates: 11/01/2021 to 11/01/2022	

**D. EMPLOYERS LIABILITY - STOP GAP**

Company: Westchester Surplus Lines Insurance Co      Each Person:      \$ 1,000,000

Policy No.: G71755782 003      Each Accident:      \$ 1,000,000

Policy Dates: 11/01/2021 to 11/01/2022      Bodily Injury by Disease Aggregate:      \$ 1,000,000

**E. EMPLOYEE BENEFITS LIABILITY**

Company: Westchester Surplus Lines Insurance Co      Each Employee Limit:      \$ 1,000,000

Annual Aggregate:      \$ 1,000,000

Policy No.: G71755782 003

Policy Dates: 11/01/2021 to 11/01/2022

Occurrence  Claims Made       Retroactive Date: 9/1/2010

**F. MISCELLANEOUS LIABILITY – LIMITED ASSAULT & BATTERY**

Company: Westchester Surplus Lines Insurance Co      Each Occurrence/Claim:      \$ 1,000,000

General Aggregate:      \$ 1,000,000

Policy No.: G71755782 003

Policy Dates: 11/01/2021 to 11/01/2022

Occurrence  Claims Made       Retroactive Date: N/A

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## POLICY CHANGES

Policy Change  
Number 1

POLICY NUMBER  00096962-2	POLICY CHANGES EFFECTIVE  11/1/2021 12:01 AM Standard Time at the address of the Named Insured	COMPANY  JAMES RIVER INSURANCE COMPANY
NAMED INSURED Alternative Logistics Technologies Holdings Inc		AUTHORIZED REPRESENTATIVE Richard J. Schmitzer
COVERAGE PARTS AFFECTED ALL COVERAGE PARTS		
CHANGES <b>SCHEDULE OF UNDERLYING INSURANCE-CORRECTIONS</b>		
For no change in premium, it is hereby understood and agreed that form XC0003US, Schedule of Underlying Insurance, as originally issued, is corrected as per attached.		
<b>ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.</b>		



Authorized Representative Signature



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/4/2022

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).

<b>PRODUCER</b> Woodruff-Sawyer & Co. 50 California Street, Floor 12 San Francisco CA 94111	<b>CONTACT NAME:</b> <b>PHONE (A/C No. Ext):</b> 415-391-2141		<b>FAX (A/C, No):</b> 415-989-9923
	<b>E-MAIL ADDRESS:</b>		
License#: 0329598		<b>INSURER(S) AFFORDING COVERAGE</b>	
ALCSCHO-01		<b>INSURER A:</b> Westchester Surplus Lines Insurance Company	10172
<b>INSURED</b> ALC Schools, LLC 1211 Puerta del Sol, Suite 200 San Clemente CA 92673	<b>INSURER B:</b> Chubb Custom Insurance Company		38989
	<b>INSURER C:</b> James River Insurance Company		12203
	<b>INSURER D:</b> Landmark American Insurance Company		33138
	<b>INSURER E:</b> Chubb Indemnity Insurance Company		12777
	<b>INSURER F:</b> Lloyds of London - Beazley		

**COVERAGES**

CERTIFICATE NUMBER: 1780748704

REVISION NUMBER:

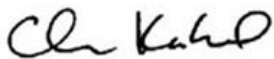
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		G71755782003	11/1/2021	11/1/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		79943399	11/1/2021	11/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y		000969622 LHA252714	11/1/2021 11/1/2021	11/1/2022 11/1/2022	EACH OCCURRENCE	\$ 10,000,000
D							AGGREGATE	\$ 10,000,000
								\$
E	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	71776627	11/1/2021	11/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000
F	Sexual Misconduct & Molestation			FN2205930	1/31/2022	11/1/2022	Aggregate SIR	\$4,000,000 \$500,000

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

James River Insurance Company - Policy # 000969622 \$5M limit.  
 Landmark American Insurance Company - Policy # LHA252714 \$5M limit excess of \$5M limit.  
 The below entities are included as named insureds on the above mentioned policy:  
 Alternative Logistics Technologies Holdings, Inc.  
 Alternative Logistics Technology Intermediate, LLC  
 Alternative Logistics Technologies Buyer, LLC  
 ALC Schools, LLC  
 Red Rock Technology, LLC  
 Antelope Valley Schools Transportation Agency (AVSTA) is an additional insured as required by written agreement.

**CERTIFICATE HOLDER****CANCELLATION**

Antelope Valley Schools Transportation Agency (AVSTA) 670 W. Ave. L-8 Lancaster CA 93534	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 
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ACORD 25 (2016/03)

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THIS CERTIFICATE SUPERSEDES PREVIOUSLY ISSUED CERTIFICATE

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED INSURED FOR  
COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<b>Named Insured:</b>  <b>Endorsement Effective Date:</b>
---

**SCHEDULE**

<b>Name Of Person(s) Or Organization(s):</b> WHERE REQUIRED BY WRITTEN CONTRACT          
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
As required by written contract signed by both parties prior to loss.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
  2. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**C.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT**

This endorsement modifies insurance provided under the following:

### **ALL COVERAGE PARTS**

**SECTION II – Who Is An Insured** is amended to include any person or organization you are required to include as an additional insured on this policy by written contract or written agreement in effect during this policy period and executed prior to the “occurrence” of the “bodily injury” or “property damage.”

The insurance provided to the Additional Insured under this endorsement is limited as follows:

1. The person or organization is only an additional insured with respect to liability arising solely out of “your work” or “your product” which is imputed to the Additional Insured.
2. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance stated in the Declarations.
3. This insurance does not apply to “bodily injury” or “property damage” arising out of “your work” or “your product” included in the “products – completed operations hazard” unless you are required to provide such coverage by written contract or written agreement but only for the period of time required by the written contract or written agreement and only for “bodily injury” or “property damage” that occurs during the policy period arising out of “your work” or “your product”.
4. Any coverage provided by this endorsement to an Additional Insured shall be excess over any other valid and collectible insurance available to the Additional Insured whether primary, excess, contingent or on any other basis.
5. Where no coverage under this policy shall apply for the Named Insured, no coverage or defense shall be afforded to the Additional Insured.
6. This insurance does not apply to “bodily injury” or “property damage” arising out of the sole negligence of the Additional Insured.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.**

**INDIVIDUAL ACTION ITEM # 076**

**SUBJECT:     BUS SALVAGE**

---

**BACKGROUND:**

It is requested the Board of Directors approve the salvage of five (5) buses, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Salvage Request 7-20-2022





To: Antelope Valley Schools Transportation Agency Board of Directors

The below out of services buses are being requested to be salvaged:

Bus Number	Reason For Salvage	Date	Mileage	Year	Lic.	Veh Class.	Capacity	Body	Chassis	Type	Fuel
07-89	SALVAGE	07/20/2022	429525	1988	E045694	SPED	19 PASS	CARPENTER	GMC	TYPE 2	DIESEL
07-90	SALVAGE	07/20/2022	416028	1990	1030435	SPED	19 PASS	WAYNE	GMC	TYPE 2	DIESEL
08-90	SALVAGE	07/20/2022	384778	1990	1052202	SPED	17 PASS	WAYNE	GMC	TYPE 2	DIESEL
06-90	SALVAGE	07/20/2022	362241	1990	1052203	SPED	17 PASS	WAYNE	GMC	TYPE 2	DIESEL
42-92	SALVAGE	07/20/2022	455747	1992	1068144	SPED	20 PASS	COLLINS	GMC	TYPE 2	DIESEL

**INDIVIDUAL ACTION ITEM # 077**

**SUBJECT: BUS PURCHASE**

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**BACKGROUND:**

It is requested the Board of Directors approve the purchase of five (5) Saf-T-Liner C2 EV special ed. buses from BusWest in the amount of \$399,998.60/each for a total of \$1,999,993.01 from the HVIP grant funds, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

BusWest Bid Proposal



**Bid Form**

June 23, 2022

Customer Order No.: SBR 09556

Honorable Board of Trustees  
Antelope Valley Transportation Agency  
670 W. Ave L8  
Lancaster, CA 93534

BusWest respectfully submits for your consideration our bid to supply 5 complete 54+1/45+3 var passenger school buses as follows:

<b>Chassis Make:</b> Freightliner	<b>Model:</b> B2 106	<b>Model Year:</b> 2023
<b>Wheelbase:</b> 259"	<b>Engine:</b> Electric Vehicle	<b>Horsepower:</b>
<b>Body Make:</b> Thomas	<b>Model:</b> Saf-T-Liner C2 EV	<b>Capacity:</b> 54+1/45+3 var

**Transmission:**

**Delivery Date:** TBD

**Subject to Prior Sale:** No

		<b><u>Extended Pricing</u></b>
<b>Cash Purchase Price (each):</b>	\$ 362,716.00	\$ 1,813,580.00
<b>Doc Fee:</b>	\$ 85.00	\$ 425.00
<b>Sales Tax @: 10.250%</b>	\$ 37,187.10	\$ 185,935.51
<b>CA. Tire Tax: \$1.75 ea. tire</b>	\$ 10.50	\$ 52.50
<b>Total</b>	<b>\$ 399,998.60</b>	<b>\$ 1,999,993.01</b>

We have examined the detailed minimum specifications established by the school board and guarantee this bid to be in accordance thereto. Above price includes all dealer prep., pre-delivery service, necessary lettering, F.O.B. school district and documentation fee.

\_\_\_\_\_  
Darren Salo, Sales Representative

**Quote is good for thirty (30) days**

**Quote No.: 388854**

**Carson – Main Headquarters**

21107 South Chico St. Carson, CA. 90745  
Sales Toll Free: (800) 458-9199 Main: (310) 984-3900 Fax: (310) 984 -3996  
Parts Toll Free: (866) 707-7800 Fax: (310) 984-3994  
[www.buswest.com](http://www.buswest.com)

**Sacramento**

210 North East St., Woodland, CA. 95776  
Main: (424) 210-3020

**Fresno**

4337 North Goldenstate Ste#101, Fresno, CA 93609  
Main: (559) 277-0118



# Customer Quotation

**Prepared For:**  
Antelope Valley Transportation Agency  
670 W. Ave L8  
Lancaster, CA 93534

**Prepared By :**  
BusWest  
21107 S. Chico St.  
Carson, CA 90745

**Quote Number:**  
388854

**Quote Date:**  
6/23/2022

**Customer Order No:**  
SBR 09556

## Model Profile: Saf-T-Liner C2 311TS

<b>Product Type:</b>	School Transportation
<b>Year:</b>	2023
<b>Chassis Model:</b>	B2 106
<b>Chassis MFG:</b>	FLNER
<b>GVWR:</b>	33,000
<b>Passenger Capacity:</b>	54+1/45+3 var
<b>Headroom:</b>	78
<b>Wheelbase:</b>	259
<b>Brake Type:</b>	AIR
<b>Engine Type:</b>	PROTERRA ELECTRIC ELECTRIC, 0 Cyl, 295 HP, 4000 RPM
<b>Fuel Type:</b>	ELECTRIC
<b>Fuel Tank Capacity:</b>	60
<b>Axle, Front:</b>	10000-lb Capacity
<b>Axle, Rear:</b>	23000-lb Capacity
<b>Tires, Front:</b>	RADIAL FRONT TIRE, MICHELIN XZE2,11R22.5 16 PLY
<b>Tires, Rear:</b>	MICHELIN X MULTI D 11R22.5 16 PLY REAR TIRES
<b>Suspension Front:</b>	10,000 LB. TAPERLEAF FRONT SUSPENSION
<b>Suspension Rear :</b>	AIRLINER 23,000 LB. REAR SUSPENSION

*\*Detailed Specification Attached*

### CUSTOMER ORDER APPROVAL

**Customer Signature\*\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**New bus(es) Info:**

Name on bus: \_\_\_\_\_

Bus Number(s): \_\_\_\_\_ CA Number: \_\_\_\_\_

*\*\* I have reviewed the quote detail for accuracy and I agree to order the bus(es) as listed*

**Includes the Following Equipment:****BODY****ACCESSORIES**

- 1 LOCKS-KEYED ALIKE #CH545

**CERTIFICATION/SAFETY**

- 1 REFLECTTAPE-SI EMER DR 30" YEL
- 1 REFLECTTAPE-SI LIFT DR 50" YEL
- 1 REFLECTIVE TAPE-EMERGENCY DOOR REAR YELLOW
- 1 FIRE EXTINGUISHER-5 3A-40BC
- 1 REFLECTORS-AMBER(2) MID BDY 3"
- 1 REFLECTORS-RED (4) RR/RR SI 3"
- 1 HANDLES-W/S SERVICE, BLACK
- 1 KIT,FIRST AID 24 UNIT CALIFORNIA
- 1 KIT - BODY FLUID CLEAN-UP NATIONAL STANDARDS
- 1 LABEL-PASS ADVISOR INSTRUCTION
- 1 LOCATION-VESTIBULE FLOOR PLATE LEFT 5LB FE
- 1 TRIANGLES-REFL. 3 W/BOX
- 1 OPEN VIEW-ES, HEATED, RMT,SS
- 1 MIR-B EXT.CROSSVIEW HTD S.S.BRKT
- 1 SIGN-STOP, ELEC RR #SE1-79800C LED STROBE
- 1 MIRROR-INT 6"X30" CAMERA
- 1 LABEL(S)-SPECIAL DATA, CA
- 1 LABEL-VEHICLE CERTIFICATION

**DOORS**

- 1 STEP-RS ALUM.ENT.DR 8.75"RISER
- 1 HANDLE-INT RR DR BLACK
- 1 HANDLE-EXTERIOR REAR DOOR WITH RECESS
- 1 LATCH-DOOR INTERIOR STORAGE OVER WINDSHIELD
- 1 VANDALOCK-REAR DOOR W/BOLT
- 1 DOOR-ENT AG2 TINT TEMP LOCK
- 1 PWR SYST.-AG2 ELECTRIC ENTRANCE DOOR
- 1 ELEC-AG2 ELECTRICAL OPERATED ENTRANCE DOOR
- 1 OPER-DOOR ELEC.ENT.W/ BAT.
- 1 VANDALOCK-ALUM.ENT.DR.CYLINDER W/KEY
- 1 DOOR-SI EMERG LS CTR 30" OPG
- 1 DOOR-SI LIFT RS RR 50" OPG
- 1 VANDALOCK-SI DR W/BOLT 30"
- 1 VANDALOCK-SI DR W/BOLT 50"
- 1 THRESHOLD 30" EMERGENCY DOOR (1)
- 1 THRESHOLD 50" LIFT DOOR
- 1 KEY-VANDALOCK REAR DOOR NONE
- 1 TRIM-ENTRANCE DOOR INTERIOR
- 1 HEADER-50" REAR LIFT DOOR NON-ADA
- 1 PAD-DR HEADER, SI EMER 26"W
- 1 PAD-DR HEADER, SI EMER 46"W
- 1 PAD-DR HEADER, RR EMER 36"W
- 1 RAIL-ASSIST FRONT ENTRANCE DOOR RIGHT SIDE 1"OD
- 1 RAMP-SI DOOR 18" @ DOOR SILL

**ELECTRICAL - BODY**

- 1 FAN-CIRC MID W/S HDR BLACK
- 1 ELEC-FAN MID W/S HDR
- 1 FAN-CIRC DRV'S WDO HDR BLACK
- 1 ELECTRICAL-FAN DRIVER'S WINDOW HEADER
- 1 RADIO-AM/FM DEA700 W/PAGE
- 1 ELEC-ZONAR STANDARD MONITORING
- 1 ELEC-BACKING CAMERA
- 1 OPERATION-DOOR REAR EMERGENCY WITH BUZZER/PILOT LAMPS
- 1 ELEC-EMERG/EXIT DOORS FMVSS COMPLIANT LIFT
- 1 ELEC-HARDWARE FRT LIFT PUMP
- 1 MONITOR-LPS WARN NONE
- 1 LPS-DOME OVER DRIVER LED
- 1 LPS-DOME PASS MEDIUM LED ( ) 311T
- 1 ELEC-PASS DOME LPS MEDIUM 311T
- 1 MODULE-PWR.DIST.ELEC.SYS.

- 1 OPER-STPWLL LPSW/PARKLPS&ENT DR.
- 1 LPS-INT LIFT DOOR RS LED
- 1 LPS-STP/TAIL/DIR AMBER/REV LED
- 1 ADVISORY-PASSENGER HORN ACTIVATION, WITH SWITCH
- 1 OPER-PASS ADV IGN/HEADLAMP/HORN
- 1 LPS-PILOT VANDALOCK STATUS RED
- 1 ELEC-PWR, GND, NETWORK, BUZZ
- 1 LPS-PILOT W/C LIFT POWER GRN
- 1 LAMPS-PILOT EMERGENCY DOOR RED
- 1 LPS-PILOT LIFT DOOR GREEN
- 1 OPER-LPS,DOME SPECIAL ACT.BUZ.W/O VANDALOCK
- 1 LAMPS-PILOT REAR EMERGENCY DOOR RED
- 1 LAMPS-PILOT POST TRIP INSPECTION RED
- 1 LPS-LIC PLATE ILLUMINATION LED
- 1 LAMPS-SIDE DIRECTIONAL AMBER FRONT 2 CP LED
- 1 LPS-WARNING LED (8)
- 1 OPER-LPS WARNING (8) PKG 27
- 1 OPERATION-LAMPS REVERSE WITH REAR EMERGENCY DOOR OPEN
- 1 LPS-ID AMB/RED LED
- 1 LPS-MKR ROOF FRT/RR LED
- 1 LAMPS-MARKER ROOF MID LED
- 1 ELEC-LPS ID/MKR PARK/SWITCH
- 1 SWITCH-LAMPS ID/MARKER LAMPS
- 1 LPS- STOP/TAIL 4" FLS.MT L.E.D.
- 1 SWITCH-ROCKER FAN DEFROST WINDSHIELD
- 1 SWITCH-ROCKER NOISE SUPPRESSION ON/OFF
- 1 OPER-DRVR'S DOME LPS ON/OFF BATT
- 1 LPS-SI DIR AMB LED GRD RR.AXLE
- 1 OPER-LPS DOME (1)ON/OFF BATTERY
- 1 LAMPS-PILOT WARNING LIGHTS RED
- 1 LAMPS-PILOT WARNING LIGHTS AMBER
- 1 ELEC-CABLE PRIM PWR & GND-CUSTOMER ACCESS
- 1 ELEC-HARN. LIQUID LINE SOL. KR 4
- 1 OPERATION-LAMPS SIDE DIRECT.ONLY
- 1 ELEC-LPS,DOME SPECIAL ACT.BUZ.W/O VANDALOCK
- 1 BLOCK-FUSE CUSTOMER ACCESS
- 1 ELEC-CONDENSER ROOF MOUNT
- 1 OPER-PRE-TRIP INSPECTION
- 1 ELEC-SEAT BELT PILOT LAMP
- 1 OPER-SEAT BELT PILOT LAMP
- 1 LAYOUT-ROCKER SWITCH STANDARD
- 1 CIRCUITRY-MULTIPLEX PRESENT
- 1 ELEC-PV 360 CAM STOP/TAIL/TURN
- 1 ELEC-ELECTRIC STOP SIGN FRT
- 1 SPEAKERS-INT. 30 WAT.(6) 311T
- 1 ELEC- (6) INT SPEAKERS 311T
- 1 ELEC-HTR U/ SEAT POS.16
- 1 DOME LPS - MEDIUM
- 1 PASS DOME LPS,SGL ON/OFF SWITCH SPECIAL ACTIVATION
- 1 112DB BACKUP ALARM

## **EXTERIOR**

- 1 FLAPS-MUD, REAR 22.5"W
- 1 FLAPS-MUD, FRONT 16"W X 12"H
- 1 STEPS-EXT W/S SERVICE
- 1 FENDER-QUARTER 24" BATTERY BOX DOOR
- 1 REINFORCEMENT-FRAME 24" BATTERY DOOR AND A/C
- 1 CAP-ENTRANCE DOOR STANDARD
- 1 FLOOR-NON ADA
- 1 BUMPER-REAR 2 BRACES NO EXHAUST HOLE
- 1 CAP-FRT ROOF VENT W/WARN.LPS.
- 1 CAP-REAR ROOF W/WARN.LPS.
- 1 GUSSET-21"H LWR SIDE SHEET
- 1 SHEET-LWR, L MID 20G,21"
- 1 SHEET-LWR,L RR 20G,21"
- 1 SHEET-LWR,R MID 20G,21"

- 1 SHEET-LWR,R RR 20G,21"
- 1 VISOR-EXT.@ WARN LPS-EXTENDED
- 1 DOOR-U/B L BATTERY 24"
- 1 FENDERETTE-STL/RBR 21" SKIRT
- 1 LATCH-BATT DOOR NON-LOCKING
- 1 LATCH-FUEL FILL ACCESS (THUMB)
- 1 ROOF SHEETS-(2) HATCH-311T KR4
- 1 VENT-STATIC PRESENT
- 1 PILASTER - 311T, 716
- 1 RAIL-SNOW RAIL PRESENT

### **HVAC**

- 1 AC-121133T 126K BTU-FREE BLOW
- 1 EVAP - IW10 RR, EM1 SIDE, KR4
- 1 EVAP TRIM-REAR INT(2) IW10
- 1 AC DUCT - NOT PRESENT FRONT SIDE EVAP ONLY
- 1 CONDENSER ALERT - ROOF
- 1 TRIM-LOWER KR4 SIDE EVAP W/REAR HEATER
- 1 HTR-U/S RS 40,000 BTU RR WALL
- 1 HOSE-HTR BLUSTRIP W/ W/H POS 16
- 1 CLAMPS-UNDERSEAT HEATER CONSTANT TORQUE
- 1 PLUMBING-30" COVER
- 1 RADIATOR MTD A/C CONDENSER
- 1 HEATER, DEFROSTER,AND AIR COND
- 1 AUXILIARY DASH MOUNTED THERMOSTATIC A/C CONTROL
- 1 AUXILLARY HEATER PLUMBING WITH BODY SOLENOID SHUTOFF

### **INTERIOR**

- 1 VISOR-W/S SUN 6"X30"0% TRANSMISSION
- 1 DOOR-STORAGE BOX W/O GLASS
- 1 REINF-SIDE DOOR JAMB AT REAR END
- 1 REINF-RR END A/C EVAP. IW10
- 1 REINFORCEMENT-REAR STOP SIGNAL 40"
- 1 DOOR-ACC SOLID PANEL
- 1 LATCH-DR INT STOR OVR DRVRSHDR
- 1 BULKHEAD-RR END INT.W-A/C IW10
- 1 COVER-ACCESS RR END HARNESS NONE
- 1 COVER-TRIM DRVS HDR W/STORAGE
- 1 COVER-TRIM FRT END W/S HEADER
- 1 COVER-TRIM FRT ENT.ALUM.DR HDR.ELEC.OP.
- 1 STRIPS-AISLE, STAINLESS STEEL
- 1 FLR-BLK VINYL W/13" CTR AISLE 311T
- 1 FLR-BLK WHEELHOUSE AND HEATER
- 1 FLR-PLYWOOD 5/8" 311T
- 1 LINING-SI INT.W/RS FRT FUEL
- 1 TRIM-STEPWELL HORIZONTAL WITH DIAMONETTE NOSE
- 1 H/L-PASS AREA ACOUS GREY 311T
- 1 ROUTING-PLYWOOD FLOOR WITH LIFT DOOR
- 1 IN DASH STORAGE BIN

### **MISC**

- 1 PDI IDENTIFIER
- 1 MANUAL-DRVR'S/MAINT.ENGLISH
- 1 APPLICATION - SCHOOL
- 1 NO COOLANT HEATER - GAS/DIESEL
- 1 NO CLUTCH PEDAL WITH ADJUSTABLE SUSPENDED BRAKE&ACCELERATOR

### **PAINT/LETTERING**

- 1 DECAL-UNITED AUTO WORKERS
- 1 LOGO-THOMAS DECALS BLACK
- 1 DECAL-RR DR STOP WHEN RED (CA)
- 1 LABEL-ENGLISH AG2.ELEC.ENT DR
- 1 REFLECTTAPE-@ ROOF HATCH WHT (2)
- 1 DECAL-BACKING ALARM
- 1 LABEL-RR DR EMERGENCY DOOR DO NOT BLOCK
- 1 LABEL-LS SI EMERG DR 2"HIGH
- 1 DECAL-ENTRANCE DOOR VANDALOCK ENGLISH
- 1 LABEL-RR EMERGENCY DOOR INSTRUCTION

- 2 HANDLE-INT SI DR BLACK
- 2 HANDLE-EXT SI DR W/REC YELLOW
- 1 PAINT-EXT HNDL(S) BLACK
- 1 DECAL-FRT CAP "SCHOOL BUS"
- 1 DECAL-REAR CAP "SCHOOL BUS"
- 1 PAINT-EXTERIOR ROOF WHITE 311T
- 1 PAINT-EXT WDO AREA SAME AS BODY
- 1 PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 PAINT-EXT GRD RAIL @ SEAT BLACK
- 1 PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 PAINT-EXT BUMPER REAR BLACK
- 1 PAINT-OMIT BLACK PAINT FRONT/REAR ROOF CAPS
- 1 PAINT-SOLID COLOR YELLOW
- 1 HEADLINING-VESTIBULE ACOUSTIC, GRAY, DRIVER LAMP
- 1 PAINT:ONE SOLID COLOR,BASE/CLEARCOAT
- 1 NO REAR WHEEL PAINT
- 1 CAB COLOR A:L5898EB SCHOOL BUS YELLOW ELITE BC
- 1 CAB COLOR B - NONE
- 1 CAB COLOR C: NONE
- 1 NO GRILLE PAINT

### **SEATS**

- 1 ALERT-S.T.A.R.S. PRESENT
- 1 BELT-ELR SHOULDER/PUSH BUT LAP
- 1 39" BARR-VERT,WALL MT 45"H RS 2009
- 1 39"8DEG BARR-REV. WALL-MT 45"H 2009
- 2 COLONIAL BLUE UPHOLSTERY-45"HIGH RECESSED BARRIER
- 1 RAIL-ASSIST FRT ENT DR 39"W
- 1 BACK-NATIONAL DRV'S SEAT
- 1 ARMREST NATIONAL DRVR'S ST. BOTH SIDES
- 1 UPH DR.ST.FABRIC BLK NATIONAL
- 1 PEDESTAL-NATIONAL AIR W/2 SHOCKS
- 1 COVER PEDASTAL NATIONAL NONE
- 1 SLIDE STOP NATIONAL DR.ST. NONE
- 1 RETAINER NATIONAL DR.ST.BELT
- 1 POUCH-DR.ST.STORAGE NONE
- 1 KICKPLATE-MOD.PANEL RS 39"
- 1 KICKPLATE-MOD.PANEL LS 39"
- 1 RISER-DRIVERS SEAT, NATIONAL
- 1 Haptics-Not Present
- 19 42 OZ COLONIAL BLUE UPHOLSTERY - S3C PASSENGER SEAT
- 3 S3C 30"LS 2-PASSENGER WALL MOUNT WITH SHOULDER/LAP BELT
- 6 S3C 39"LS FLEXIBLE 3/2 WALL MOUNT
- 1 S3C 39"LS FLEXIBLE 3/2 FLOOR MOUNT
- 8 S3C 39"RS 3/2 FLEXIBLE WALL MOUNT
- 1 S3C 39"LS 3/2 FLEXIBLE FLIP SEAT
- 17 S3C WALL MOUNT HARDWARE - C2
- 1 S3C FLOOR MOUNT HARDWARE - C2
- 1 S3C TRACK MOUNT HARDWARE - C2
- 1 S3C FLIP SEAT HARDWARE - C2
- 1 S3C TRACK MOUNTING HARDWARE 2 LEG SEAT-C2

### **SPECIAL NEEDS EQUIPMENT**

- 1 LIFT-WHEELCHAIR BRAUN NCL919FIB-2 (U.S.)
- 2 TRACK-OVERHEAD 10" LENGTH LS
- 1 TRACK-OVERHEAD 10" LENGTH RS
- 2 POUCH-STORAGE VINYL SURELOK
- 3 RETRACTABLE REST-FF612S-4C-8
- 1 ALUM TRACK-NON CONT ADJACENT
- 8 S.T.A.R.S. RIVETED ALUM TRACK-CONT (4) PER LOC
- 1 RETAINER-50"W SI DR CHN & HOOK
- 1 SWITCH-LIFT DR LPS ADJ TO LIFT

### **WINDOWS/GLASS**

- 1 GLASS-WINDSHIELD ONE PIECE WITH TINTED BAND
- 1 GLASS-RS FRT STAT TNT TEMP



- 1 GLASS-LS FRT STAT TNT TEMP
- 1 GLASS-REAR STATIONARY TINTED TEMPERED
- 1 FRAME-WDO SPLIT
- 1 FRAME-WDO SPLIT 20"W
- 16 FRAME-WDO SPLIT 30"W
- 1 FRAME-WDO SPLIT 40"W
- 1 GLASS-WDO TINT TEMP 20"
- 16 GLASS-WDO TINT TEMP 30"
- 1 GLASS-WDO TINT TEMP 40"
- 1 STOPS-WDO 12"
- 1 GLS-LWR RR DR TEMP TNT BONDED
- 1 GLS-UPR RR DR TEMP TNT BONDED
- 1 WDO-DRIVER'S TEMP TINT
- 1 GLASS- 30"W SI DR TEMP TNT
- 1 GLASS- 50"W SI DR TEMP TNT
- 1 BAND-STATIONARY STANDARD GLASSES
- 1 BAND-STATIONARY DOOR GLASS 50"
- 1 BAND-STATIONARY DOOR GLASS 30"

### **OTHER**

- 1 SURCHARGE-RAW MATERIAL (STEEL)
- 1 DELIVERY-WESTERN ZONE
- 1 LOGO-FRT RS & RR, EC2
- 1 HATCH-RF ESC SPEC ADVANTAGE H1975-015-131 ENGLISH (2)
- 1 ELEC-RF ESC HATCH POS 4
- 1 ELECTRICAL-ROOF ESCAPE HATCH POSITION 8
- 1 ARM ASSEMBLY-WINDSHIELD WIPER (2)
- 1 ELECTRICAL-ROOF HATCH OR P/O WINDOW (DASH)
- 1 OPER-FAN W/S HDR
- 1 OPER-FAN DRV'S WDO HDR
- 1 OPER-ALARM BACKING W/REV.
- 1 AIR COND CONTROLS-ECOTEMP THERMOSTATIC
- 1 CONDENSER-KR430 ROOF 30" 3FAN
- 1 OPER-RF HATCH BUZZER
- 1 PLUMB.-AC COMP 360V/EM1-IW10
- 1 AC CTL.BD.STD.NO TIE. SGL.LP.KR4
- 1 PLUMBING-IW10 RR, EM1 SIDE KR4
- 1 OPER-A/C CONTROL - ECOTEMP THERMOSTATIC
- 1 LOCATION-VESTIBULE FLOOR PLATE CENTER 24 FAK
- 1 LOC-VEST.FLR.PLT.FWD. 10 BFC
- 1 LOCATION-VESTIBULE FLOOR PLATE AFT REFLECTIVE TRIANGLE
- 1 EVAPORATOR QTY - 2
- 1 ANTENNA - RADIO SWIVEL BASE
- 1 ELEC-ANTENNA RADIO COAXIAL
- 1 KIT-RADIO ANTENNA MOUNTING @ DRIVER'S HEADER
- 1 PUBLICATION - STANDARD EV "EMERGENCY RESCUE CARD"
- 1 311T30\_RJ-5-1B\_LD-3-1E
- 1 TRIM-A POST
- 1 BODY ADJ-FTL, NO ACCESS
- 1 WHEELHOUSES-REAR L&R
- 1 STRINGER-ROOF 311T
- 1 REINF-SIDE DOOR JAMB
- 1 FRONT END FRAME
- 1 FRT END FRAME MTG KIT
- 1 REAR END FRAME-28.68"DEEP
- 1 FLOOR-GALVALUME STEEL MID BODY
- 1 LOC-40" RAF SP 10TH 311T
- 1 RS TANK ALERT - NONE
- 1 DOOR ALERT - LS ENT NONE
- 1 TRIM-REAR DOOR
- 1 TRIM-30" SIDE DOOR 30"OPENING
- 1 TRIM-30" SI DR IN 40"OPG FWD
- 1 HINGES-REAR DOOR PIN TYPE
- 1 LATCH-SINGLE-POINT, REAR EMERGENCY DOOR
- 1 STOP-DOOR REAR EMERGENCY, 1-POS
- 1 OPERATION-VANDLOCK ENTRANCE/EMGENCY DOOR(S) WITH PILOT LAMPS

- 1 PULL-ENTRANCE DOOR, NONE REQD
- 1 HINGES-30"W SI DR PIN TYPE
- 1 HINGES-50"W SI DR PIN TYPE
- 1 LATCH-SGL-POINT,30"W SI DR
- 1 LATCH-SGL-POINT,50"W SI DR
- 1 STOP-DOOR 30"W SI DR, 1-POS
- 1 TRIM-50" SIDE DOOR 40"OPG AFT
- 1 DOOR-LS ENT RS EXIT -NONE REQD
- 1 INT COLOR -30" SI DR GREY
- 1 INT COLOR -50" SI DR GREY
- 1 INT COLOR -RR DOOR GRAY
- 1 VANDALOCK-NONE REQUIRED RS
- 1 VANDALOCK-NONE REQUIRED LS
- 1 DOOR ALERT - RS EXIT NONE
- 1 SWITCH-PAD. SERV. DOOR ELEC.
- 1 OPERATION-DOOR LIFT WITH BUZZER/DOOR PILOT LAMPS
- 1 OPERATION-DOOR EMERGENCY LEFT SIDE WITH BUZZER/PILOT LAMP
- 1 DOOR, REAR EMERGENCY
- 1 THRESHOLD REAR EMERGENCY DOOR
- 1 ELEC-(2) USB OUTLET LS CABINET
- 1 ELEC-DRIVER'S DOME LPS
- 1 SWITCH-RKR DOME LPS ALL
- 1 OPERATION-SWITCH TOGGLE NEXT TO LIFT DOOR
- 1 LPS-STPWLL LED (1)
- 1 ELEC-PASSENGER ADVISORY 311T
- 1 SWITCH-RKR FAN DEFROST L.S.
- 1 BUZZER-SWITCH PANEL 1 TONE
- 1 OPERATION-NOISE SUPPRESSION
- 1 ELECTRICAL-LAMPS WARNING,8 LAMPS 311T
- 1 OPER-LPS BODY TAIL W/PARK SW.
- 1 ELECTRICAL-LAMPS SIDE DIRECTIONAL 311T
- 1 SWITCH-ROCKER DOME LAMPS DRIVER ON/OFF
- 1 OPER-LPS SERVICE BRAKE
- 1 OPERATION-LIFT SPECIAL NEEDS BATTERY CONTROL
- 1 OPERATION-SWITCH ID/MARK LAMPS W/BATTERY
- 1 OPER-LPS REVERSE
- 1 ELEC-(3) SWITCH BANKS
- 1 SWITCH-RKR W/C LIFT POWER
- 1 SWITCH-ROCKER WARNING LAMPS OVERRIDE ON/OFF
- 1 SWITCH-WARN.LPS ON/AMB ACT.
- 1 CABLE-EVAPORATOR 1 POWER SUPPLY STANDARD
- 1 CABLE-THERMISTOR IW10/EM1
- 1 ELEC-HARNESS COMP ASM 311T
- 1 ELEC-ELECTRONIC COMP ASM
- 1 OPER-LPS DIR./HAZ.
- 1 ANTENNA-TELEMATICS PROTERRA
- 1 SWITCH-RKR MIRROR HTR.
- 1 ELEC-MIR A HTD & RC
- 1 ELECTRICAL-ELECTRIC STOP SIGN REAR
- 1 RAIL-EXTERIOR GUARD @ WINDOW,SEAT,FLOOR,SKIRT
- 1 RAIL-EXT GRD @ SEAT FRT END LS
- 1 RAIL-EXT GRD@ FLOOR, NONE
- 1 TRIM-FRT CAP RS/LS
- 1 SKIRT FORWARD STEPWELL EXPORT
- 1 PANELS-EXTERIOR REAR
- 1 SHEET-DRIVERS EXTERIOR 20 GA.
- 1 SHEET-UPPER SIDE EXTERIOR
- 1 OPER-MIRRORS EXT HTD.
- 1 UNDERCOATING-ASPHALT EMULSION
- 1 DOOR-FUEL FILL EV
- 1 HEADERS-WINDOW INTERIOR 311T
- 1 PAINT-EXT ENT DOOR NONE
- 1 PANELS-EXT REAR SIDE LONG PANEL
- 1 LS STORAGE BOX 1 - NONE
- 1 LS STORAGE BOX 2 - NONE

- 1 RS STORAGE BOX 1 - NONE
- 1 RS STORAGE BOX 2 - NONE
- 1 RS STORAGE BOX ROH - NONE
- 1 LS STORAGE BOX ROH - NONE
- 1 ACCESS-EV FRONT
- 1 HARDWARE-MOUNTING CLIPS EC2
- 1 PANELS-REAR END INTERIOR REAR GALVALUME
- 1 PANELS-REAR END INTERIOR SIDE LONG WITH SOLID PANEL
- 1 PANELS-ACCESS RR GRAY PASS ADVISORY
- 1 COVER-HARNESS ACCESS@HDR
- 1 COVER-ACCESS FRT END HARNESS
- 1 HEADLINING-REAR LONG SMOOTH, GRAY
- 1 CVR-ELECTRIC VEHICLE SERVICE ACCESS
- 1 MOLDING-SHOE 311T
- 1 LUGGAGE RACK ALERT - NONE
- 1 SWITCH-ROCKER HEATER REAR WALL
- 1 RAIL-SEAT
- 1 LAYOUT-SEAT RAIL HOLES RS
- 1 LAYOUT-SEAT RAIL HOLES LS
- 1 CABINET-SW, FWD
- 1 CABINET-SWITCH, LOWER WITHOUT POCKET
- 1 CABINET-SWITCH, UPPER
- 1 CABINET-TOP PLATE (3 BANK)
- 1 TREAD-STEP ALUMINUM ENTRANCE DOOR BLACK
- 1 INSULATION-VEST HEADLINING 2"
- 1 INSULATION-SIDELINING 2" POLY
- 1 INSULATION-RR BULKHEAD 2" POLY
- 1 INSULATION-FRONT BULKHEAD 2"POLYESTER
- 1 OPERATION-HTR REAR WALL/R.S.RR.FLR.
- 1 HEADERS-WINDOW EXTERIOR 311T
- 1 LOCATION-EVAPORATOR NO1 REAR BULKHEAD
- 1 LOCATION-EVAP NO2 LS 2ND WDO
- 1 HARNESS COVER COLOR - GRAY
- 1 SPEAKER ALERT - PRESENT
- 1 HEADLINING COLOR - GREY
- 1 HEADLINING TYPE - ALL ACOUSTIC
- 1 MAT, FLOOR VESTIBULE
- 1 TRIM-INTERIOR DASH FORWARD
- 1 INSTALLATION-PARK BRAKE NONE
- 1 INSULATION-INT LONG REAR END
- 1 LUGGAGE RACK ALERT - NONE
- 1 LABEL-QR CODE
- 1 EXHAUST - NONE
- 1 TUBE - FILL NONE
- 1 CAP - FUEL FILL NONE
- 19 STARS-SYNTEC SEAT HARDWARE
- 1 STARS-SYNTECH FLIP SEAT HARDWARE - 39" WIDE
- 1 STARS-SYNTECH FLOOR MOUNT SEAT HARDWARE - 39" WIDE
- 1 B2 106 ELECTRIC CONVENTIONAL CHASSIS
- 1 PROTERRA OUTBOARD ELECTRIC MOTOR CONTINUOUS 120KW/161HP
- 1 NO ENGINE OIL FILL
- 1 NO AIR COMPRESSOR
- 1 ENGINE OIL NONE
- 1 NO OIL FILTER
- 1 NO COOLANT FILTER
- 1 ALTERNATOR NONE
- 1 ELECTRIC MOTOR W/REGEN BRAKE W/BRAKE LAMPS
- 1 (1)SANDEN,(1) BOCK HI VOLTAGE AC REFRIGERANT COMPRESSORS
- 1 NO AIR INTAKE WARMER
- 1 NO FLYWHEEL HOUSING
- 1 NO BLOCK HEATER
- 1 NO ENGINE HEATER RECEPTACLE
- 1 ELECTRONIC CONTROL UNIT-DASH, PARKBRAKE, INTELLIPARK
- 1 ELECTRONIC POWERTRAIN PROTECTION WITH LOW COOLANT WARNING
- 1 NO STARTER

- 1 VANDALOCK,STARTER DISABLE W/ANY LOCKED EMER DR(S),LH PT LAMP
- 1 LOWER RADIATOR GUARD
- 1 AIR FILTRATION NONE
- 1 AIR RESTRICTION NONE
- 1 FUEL LINE NONE
- 1 NO FUEL TANK CAP
- 1 NO RIGHT HAND FUEL TANK
- 1 FUEL LINE NONE
- 1 NO BETWEEN THE RAILS FUEL TANK
- 1 EHX/PIPING/ATD - NONE
- 1 REMOTE-MOUNTED SURGE TANK
- 1 NO FAN CLUTCH DRIVE
- 1 BASIC WIRING SCHEMATIC,UNMOUNTED,12-VOLT NEGATIVE GROUND SYS
- 1 PAINTED BATTERY PANEL COVER
- 1 BATTERY BOX FRAME MOUNTED
- 1 (2) DTNA GENUINE, HGH TEMP AGM STRT & CYC,MIN 1850CCA, 380RC
- 1 COLE HERSEE BATTERY SHUT-OFF SWITCH WITH LOCKOUT AT BBOX
- 1 INTEGRAL ELECTRONIC TURN SIGNAL FLASHER
- 1 BATT ENABLED 3 AMBER INBOARD ID LAMPS,2 AMBER OUTBOARD MARKE
- 1 LED WARNING SYSTEM LAMPS
- 1 STANDARD BODY VISUAL WARNING,LOWER RR,REV LAMPS ON DR/OPEN
- 1 STANDARD WIRING
- 1 OVER DOOR LAMP,RH EMERG/LIFT DOOR,OFF/ON LAMP SWITCH @ DOOR
- 1 STEPWELL LAMP ON WITH DOOR OPEN AND MARKER LAMPS ON
- 1 MAGNETIC PLUG, TRANS DRAIN, AXLES FILL & DRAIN
- 1 EATON 2-SPEED ELEC VEH GEARBOX
- 1 NO TRANSMISSION CONTROL SOFTWARE
- 1 ARENS CONTROL PUSH BUTTON SHIFTER FOR PROTERRA/EATON POWERTR
- 1 AIR TO OIL TRANSMISSION COOLER - FRAME MOUNTED
- 1 DRIVELINE GUARD
- 1 BENDIX ADB22X AIR DISC FRONT BRAKES
- 1 NON-ASBESTOS FRONT BRAKE LININGS
- 1 FRONT SHOCK ABSORBERS
- 1 CONMET PRESET PLUS PREMIUM ALUMINUM FRONT HUBS
- 1 BENDIX ADB22X AIR DISC REAR BRAKES
- 1 NON-ASBESTOS REAR BRAKE LININGS
- 1 NO DRIVELINE PARKING BRAKE
- 1 REAR OIL SEALS
- 1 CONMET PRESET PLUS PREMIUM ALUMINUM REAR HUBS
- 1 AIR DRYER FRAME MOUNTED
- 1 WABCO SS HP W/HEATER INTEGRAL GOVERNOR
- 1 TWO QUART SEE THRU POWER STEERING RESERVOIR
- 1 STD FITTINGS POWER STEERING GEAR
- 1 POWER STEERING PUMP
- 1 ZINC-PLATED HEXHEAD CHASSIS FASTENERS
- 1 3675MM (145") REAR FRAME OVERHANG
- 1 SQUARE END OF FRAME
- 1 BUMPER MOUNTING FOR SINGLE LICENSE PLATE
- 1 COMBINATION S/T/T/R LAMPS, LED
- 1 RH LIFT DOOR,BATTERY CONTROL,PILOT LT BUZZ OFF @ FULL OPEN
- 1 RR EMER DR,IGN CTRL,BZ ON W/DR
- 1 MAINTENANCE-FREE RUBBER BUSHINGS - FRONT SUSPENSION
- 1 LH EMERGENCY DOOR,IGN CONTROL,BUZZ/LH PILOT LT ON DOOR OPEN
- 1 CAB MOUNTING FOR HOOD AND COWL CHASSIS
- 1 RH FRONT ENTRANCE DOOR, BATTERY CONTROLLED,ELECTRICALLY OPER
- 1 MANUAL ENT DOOR LOCK/BUZZER ON W/EMERGENCY DOORS UNLATCHED
- 1 ONE GALLON WINDSHIELD WASHER RESERVOIR
- 1 SINGLE ELECTRIC WINDSHIELD WIPER MOTOR W/DELAY
- 1 GRAY/CHARCOAL FLAT DASH
- 1 AC PLUMB IW10,EW1,KR430 126K EC2 259/279" WHEEL BASE
- 1 AUXILIARY BODY HEATER,UNDER SEAT,REAR WALL
- 1 STANDARD TUNNEL/FIREWALL LINER
- 1 STANDARD HVAC DUCTING
- 1 BINARY CONTROL R-134A,DASH A/C PLUMB,2ND COMP UNPLUMBED
- 1 MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH,& NOISE SUPPRES

- 1 WINDSHIELD FAN,(1) HEADER MOUNTED
- 1 DRIVER'S FAN,(1) MOUNTED ABOVE SIDE WINDOW
- 1 DUAL ELEC HORNS W/PASSENGER ADVIS;HORN&LPS,RED WARN FLASHING
- 1 GRAY INSTRUMENT PANEL-DRIVER
- 1 BODY SUPPLIED HEATED MIRRORS
- 1 AIR PROVISIONS FOR CUSTOMER FURN DRIVERS AIR RIDE SEAT
- 1 ROOF MOUNTED VENT/ESCAPE HATCH
- 1 PUSH OUT BODY SIDE WINDOWS, BUZZER WITH WINDOW UNLATCHED
- 1 HV CHARGING PORT RIGHT HAND SIDE AFT FRONT AXLE
- 1 AMETEK SUPPLIED ELECTRIC VEH CLUSTER STATE OF CHARGE
- 1 TACHOMETER NONE
- 1 STANDARD PANEL LAMP DIMMER
- 1 CHASSIS COWL AND HOOD ONLY
- 1 NO ENGINE HOUR METER
- 1 NO AMMETER SUPPLIED
- 1 NO TCU-TRANSMISSION OPTIMIZED(NO FUEL SENSE)
- 1 NO OIL PRESSURE GAUGE
- 1 TRANSMISSION TEMPERATURE GAUGE - NONE
- 1 STANDARD BRAKE WIRING
- 1 NO CONTROL & PIPING-PARK BRK, CAB
- 1 BUMPER: BLACK
- 1 NO SPARE WHEEL PAINT
- 1 CHASSIS: VENDOR BLACK
- 1 J1939 ELECTRICAL ARCHITECTURE
- 1 EXPECTED GROSS VEHICLE WEIGHT CAPACITY
- 1 EXPECTED FRONT AXLE(S) LOAD
- 1 EXPECTED REAR DRIVE AXLE(S) LOAD
- 1 SCHOOL BUS SERVICE
- 1 COWL CHASSIS CONFIGURATION COMPLIES WITH SBMTC
- 1 BUS BODY WITH WHEELWELL
- 1 PASSENGER COMMODITY
- 1 100% ON-HIGHWAY (CITY) TERRAIN
- 1 DOMICILED USA 50 STATES (CALIFORNIA)
- 1 DOMICILED CALIFORNIA
- 1 THOMAS BUILT SCHOOL BUS 311T
- 1 SAF-T-LINER EC2 ELECTRIC

## **CHASSIS**

### **AXLES AND SUSPENSIONS**

- 1 ALIGNMENT-4-WHEEL SAF-T-LINER C2
- 1 DA-F-10-3 10,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE
- 1 FRONT OIL SEALS
- 1 SYNTHETIC 75W-90 FRONT AXLE LUBE
- 1 SYNTHETIC 75W-90 REAR AXLE LUBE
- 1 DA-RS-23-4 23,000# R-SRS SINGLE REAR AXLE
- 1 6.14 REAR AXLE RATIO
- 1 IRON REAR AXLE CARRIER HOUSING
- 1 REAR SHOCK ABSORBERS - ONE AXLE
- 1 10,000 LB. TAPERLEAF FRONT SUSPENSION
- 1 AIRLINER 23,000 LB. REAR SUSPENSION
- 1 COMFORT-TEC SUSPENSION
- 1 DUAL AIR REAR SUSPENSION LEVELING

### **BRAKES**

- 1 ALERT-ENHANCED STABILITY CONTROL
- 1 AIR BRAKE PACKAGE
- 1 AIR DISC LONGSTROKE CENTER PORT FRONT BRAKE CHAMBERS
- 1 FRONT AIR DISC BRAKE INTERNAL ADJUSTERS
- 1 DISC BRAKE FRONT ROTORS FOR HYDRAULIC BRAKES
- 1 AIR DISC LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS
- 1 REAR AIR DISC BRAKE INTERNAL ADJUSTERS
- 1 REAR DISC BRAKE ROTORS
- 1 STEEL AIR BRAKE RESERVOIRS INSIDE FRAME RAILS
- 1 PETCOCK DRAIN VALVES ON ALL AIR TANKS
- 1 EXTERNAL CHARGING SCHRADER VALVE
- 1 WABCO 4S/4M ABS W/HILL START AID

**CHASSIS EQUIPMENT**

- 1 ANTI-FREEZE, OAT -34 DEGREE
- 1 SET-BACK AXLE - TRUCK
- 1 OIL PAN - NONE
- 1 NO ACCELERATOR HAND CONTROL
- 1 NO DEF TANK
- 1 NO AFTERTREATMENT WIRING
- 1 NO BUMPER FRONT VISUAL WARNING DEVICE
- 1 NO EXHAUST DIFFUSER
- 1 NO TRACTION STABILIZER
- 1 ADJUSTABLE STEERING COLUMN
- 1 TRW THP-60 POWER STEERING
- 1 450MM(18") LK FOUR-SPOKE CHARCOAL STEERING WHEEL
- 1 6575MM (259") WHEELBASE
- 1 5/16" X 3" X 10-1/8" STEEL FRAME 120,000 PSI YIELD
- 1 ONE-PIECE 14" PAINTED STEEL BUMPER
- 1 FRONT FRAME-MOUNTED TOW HOOKS
- 1 NO AUTO TRACTION CHAINS
- 1 REAR TOW HOOKS
- 1 STANDARD DUTY HOOD MOUNTING
- 1 FIBERGLASS HOOD
- 1 HOOD MTD CHROMED PLASTIC GRILLE
- 1 ALL LOCKS KEYED THE SAME
- 1 NO HOOD MOUNTED AIR INTAKE SCREEN
- 1 (2) CUPHOLDERS, LEFT HAND AND RIGHT HAND DASH
- 1 REINFORCED NYLON, FABRIC AND WIRE BRAID CHASSIS AIR LINES

**ELECTRICAL - CHASSIS**

- 1 DIAGNOSTIC INTERFACE CONNECTOR,9-PIN, S
- 1 NO BOOSTER PUMP
- 1 HEATED STEPS - NONE
- 1 12VOLT POWER SUPPLY LH PANEL
- 1 SOLID STATE CIRCUIT PROTECTION, PDMS WIT
- 1 SELF CANCEL TURN SIGNAL SWITCH W/DIM/WASH&HAZZARD IN HANDLE
- 1 STANDARD FRONT TURN SIGNAL LIGHTS
- 1 PARK LMP SW INTGRAL W/HL SWITCH,SEP ID/MARKER/CLEARANCE SWI
- 1 NO FENDER MTD TURN/MARK COMBO LPS
- 1 AMBER LED MIDSHIP TURN SIGNALS
- 1 RED LED OVER REAR WHEELS MTD TURN SIGNALS GUARD
- 1 DAYTIME RUNNING LIGHTS SET @ 100% & EXTERIOR LAMPS W/ENG RUN
- 1 LED HEADLIGHT & INCANDESCENT MARKER/TURN LAMP, IGNITION ENA
- 1 NO UTILITY/ADVERTISING LIGHT
- 1 STOP SIGN PRESENT
- 1 NO BAGGAGE COMPARTMENT LAMP
- 1 DRIVER'S IGNITION OPERATED DOME LP WITH ON/OFF/DIM BATTERY
- 1 PASSENGER COMPARTMENT DOME LAMPS, BATTERY ACTIVATED
- 1 NO BODY MTD INT SPOT/WORK LAMP
- 1 EIGHT LAMP WARNING SYSTEM, LH DASH SWITCH(ES), PACKAGE 27
- 1 ELECTRONIC STABILITY CONTROL
- 1 BAT PWD 2-POS INT DOOR CONTROL LS SWITCH PANEL
- 1 NO OBSTACLE DETECTION SYSTEM
- 1 NO CAMERA/VIDEO/IMAGING SYSTEM
- 1 C/F J1939 RADIO W/PA
- 1 FASTEN SEAT BELT INDICATOR FOR CUSTOMER SUPPLIED SEAT BELT
- 1 LOCATING SYSTEM WITH VEHICLE MONITORING
- 1 ELECTRONIC SPEEDOMETER WITH SECONDARY KPH SCALE, NO ODOMETER
- 1 TBB ZONAR DASH MOUNTED
- 1 NO INFORMATION CENTER
- 1 PRE/POST TRIP SYSTEM TEST
- 1 DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY
- 1 PRIMARY AND SECONDARY AIR PRESSURE GAUGES
- 1 ELECTRIC FUEL GAUGE
- 1 ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE

**ENGINE AND EQUIPMENT**

- 1 ANTI-FREEZE TO -34F, OAT (NITRITE AND SILICATE FREE)EXT LIFE

- 1 NO FUEL FILTER
- 1 NO FUEL/WATER SEPARATOR
- 1 NO MANUAL ENGINE STOP CONTROL
- 1 ADDL AUX LINES W/MANIFOLD PLUMBING AND COMBINED SHUTOFF
- 1 GATES BLUE STRIPE COOLANT HOSES
- 1 CONSTANT TORQUE BREEZE CLAMPS ON 1" IN DIA GREATER, SS C
- 1 700 SQUARE INCH ALUMINUM RADIATOR
- 1 1710 DANA SPICER MAIN DRIVELINE WITH HALF ROUND YOKES
- 1 65 MPH ROAD SPEED LIMIT
- 1 NO IDLE SHUTDOWN CONFIGURATION

### **TRANSMISSION AND EQUIPMENT**

- 1 TRANSMISSION OIL CHECK AND FILL
- 1 SYNTHETIC TRANSMISSION LUBE
- 1 NO TCU-LBSS VAC
- 1 NO TCU-ENGINE LOAD REDUCTION FUNCTION
- 1 NO MODE SWITCH

### **WHEELS AND TIRES**

- 1 RADIAL FRONT TIRE, MICHELIN XZE2,11R22.5 16 PLY
- 1 MICHELIN X MULTI D 11R22.5 16 PLY REAR TIRES
- 1 NO TIRE PRESSURE CONTROL/SENSOR
- 1 ALCOA 88267X 22.5X8.25 10-HPLT ALUMINUM WHEELS
- 1 ALCOA 88267X 22.5X8.25 10-HPLT ALUMINUM WHEELS
- 1 POLISHED OUTSIDE FRONT WHEELS DURA-BRIGHT FINISH
- 1 POLISH OUTER SIDE,REAR WHEELS,OUTER ONLY DURA-BRIGHT FINISH
- 1 TIRE/WHEEL BALANCING-LEAD FREE WEIGHTS

### **OTHER TYPE**

#### **GEARS**

- 1 NO TCU-PRIMARY MODE: GEARS

**Meets all FMVSS requirements in effect at the time of manufacture.**

**INDIVIDUAL ACTION ITEM # 078**

**SUBJECT:     BUS PURCHASE**

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**BACKGROUND:**

It is requested the Board of Directors approve the purchase of five (5) IC Bus Model CE EV special ed. buses from Creative Bus Sales in the amount of \$391,166.81/each for a total of \$1,955,834.05 from the HVIP grant funds, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Creative Bus Sales - Buyers Order Contract





Creative Bus Sales

Creative Bus Sales  
14740 Ramona Ave  
Chino, CA 91710

Phone: 909.465.5528  
Fax: 909.465.5529  
[www.creativebussales.com](http://www.creativebussales.com)

### Buyer's Order Contract

<b>Date:</b>	August 5, 2022	<b>Unit #(s):</b>	
<b>Customer Name:</b>	Antelope Valley Schools Transportation Agency		
<b>Contact:</b>	Morris Fuselier	<b>Phone:</b>	661-945-3621
<b>Address:</b>	670 West Avenue L8	<b>Fax:</b>	
<b>City, State, Zip:</b>	Lancaster, CA 93535	<b>E-Mail:</b>	<a href="mailto:mfuselier@avsta.com">mfuselier@avsta.com</a>
<b>Sys2K Entity #:</b>		<b>Salesperson:</b>	Jason Hohalek
<b>Ship To Address:</b>	Attn: Morris Fuselier - Antelope Valley Schools Transportation Agency - 670 West Avenue L8		
<b>Ship To Address Cont'd:</b>	Lancaster, CA 93535		
<b>Ship To Phone:</b>	661-945-3621	<b>Ship To Email:</b>	mfuselier@avsta.com
<b>Finance Source:</b>		<b>Contact:</b>	
<b>Address:</b>		<b>Phone:</b>	
<b>City, State, Zip:</b>		<b>Fax:</b>	
<b>Description of Vehicle:</b>	IC Bus Model CE EV School Bus 210kwh Battery Pack, Air Disc Brakes with Electronic Stability Control, Rear Air Ride Suspension		
<b>VIN #:</b>			
<b>Engine Type:</b>	Electric	<b>FOB Terms:</b>	Shipping
<b>Number of Passengers:</b>	38	<b>Wheelchair Positions:</b>	8
<b>Estimated Delivery Date:</b>	180 Days ARO	<b>Payment Terms:</b>	Net 30
		Unit Price	\$ 356,690.00
		Delivery	\$ -
<b>Possession State:</b>	<b>CA</b>	Incentive (Non-Taxable)	\$ -
		Rebates (Taxable)	\$ -
		Doc Prep Fee (Taxable)	\$ 85.00
		<b>Base Selling Price</b>	<b>\$ 356,775.00</b>
		ADA Amount (Non Taxable)	\$ 21,650.00
		Total Taxable Amount	\$ 335,125.00
		<b>Sales Tax</b>	<b>\$ 34,350.31</b>
<b>10.250%</b>	<b>CA - Lancaster</b>		\$ -
			\$ -
			\$ -
<b>Notes:</b>	Sales tax is calculated based on the state or country in which customer takes possession of vehicle. Sales tax will be charged to customers taking possession in AZ, CA, CO, FL, IN, NM, NV, OK, OR, SC, TX, WA, Canada, and Mexico. All rebates and incentives will be signed over to Creative Bus Sales. California State Tire Fee of \$1.75 per tire applies to all new vehicle purchase or leases.		
		DMV Estimated Fees	\$ -
		DMV Electronic Filing Fee	\$ 31.00
		Tire Fee	\$ 10.50
		<b>Fees Sub-Total</b>	<b>\$ 41.50</b>
		<b>Total Price Per Unit</b>	<b>\$ 391,166.81</b>
		Quantity	5
		<b>Contract Total</b>	<b>\$ 1,955,834.05</b>
		<b>0.00</b>	
		Customer Net Trade	\$ -
		Customer Deposit	\$ -
		HVIP	\$ -
		<b>Balance Due</b>	<b>\$ 1,955,834.05</b>

**Remit To:** Creative Bus Sales, Inc. 14740 Ramona Ave, Chino CA 91710

**Terms:** The deposit if indicated above is due with this signed contract. The balance due indicated above is due before vehicle(s) will be released to the Customer. If the vehicle(s) is not accepted by the Customer, the vehicle will be available for sale to other customers. The vehicle(s) will not be titled to the Customer until the contract total indicated above plus any interest charges indicated herein are paid in full. There is no "cooling off" or other cancellation period for vehicle sales. Therefore, you cannot later cancel this contract without the agreement of the Dealership, or for legal cause. The tax and fees reflected on this agreement are based on the regulations applicable at the time of drafting this contract. The actual amounts due will be based on the regulations applicable at the time title for each vehicle transfer.

**Buyer's Signature:** \_\_\_\_\_

**Creative Bus Sales:** Jason Hohalek \_\_\_\_\_ **8/5/2022**

**CBS Signature:** \_\_\_\_\_



Quote for purchase IC CE2608 School Bus

Capacity: Up to 42

August 5, 2022

Line	Price Calculations	Bid Option Reference #	Per Bus	5 Buses
Bid price based on the South County Support Services Agency Bid #2122-SC11-01(C)			\$141,500.00	
<i>Additional Approved Options</i>				
1	Change to Full Battery-Electric Drive System 210kWh Battery	4	\$220,000.00	
2	Increase wheelbase to 218"	13	\$1,750.00	
3	Remove Bendix Collision Mitigation System	24	(\$2,000.00)	
4	Increase capacity of axles/suspension/GVWR	27	\$3,050.00	
5	Adjustable Pedal	33	\$950.00	
6	Add Passenger Seat (3 @ \$550 ea)	49	\$1,650.00	
7	Add Integrated child seat (ICS) per (8 @ \$375)	53	\$3,000.00	
8	Add Wheelchair Station (6 @ 950)	71	\$5,700.00	
9	Add Camera System with two HD Camera Heads	75	\$2,500.00	
10	Additional HD camera heads for camera systems (3 @ \$550)	76	\$1,650.00	
11	Backup Camera with monitor in mirror	78	\$1,600.00	
12	Add Spare wheel	84	\$275.00	
13	Add Spare tire	85	\$450.00	
14	Add engine diagnostic software	101	\$2,200.00	
15	Add portable diagnostic device	104	\$2,500.00	
16	Grant Discount		(\$30,000.00)	
Sub-total			\$356,775.00	\$1,783,875.00
Add sales tax			10.250% \$34,350.31	\$171,751.55
Total			\$391,125.31	\$1,955,626.55
DMV Fee			\$31.00	\$155.00
CA Tire Fee			\$10.50	\$52.50
Invoice Amount			\$391,166.81	\$1,955,834.05

**Delivery Date** 180 Days ARO 180 Days ARO

**\* Adjusted for non-taxable special needs equipment**

Wheelchair lift door and lift accessories	\$2,800.00
Wheelchair lift	\$4,500.00
Wheelchair stations (Five @ \$950.00 each)	\$4,750.00
A/C System	\$9,600.00
<b>Total non-taxable items</b>	<b>\$21,650.00</b>

<b>Municipal lease option with \$1 buyout: (Formal quote will be emailed separately)</b>	<b>\$391,166.81</b>	<b>\$1,955,834.05</b>
Three Year Option (annual payments) 4.19%	\$135,774.00	\$678,870.00
Five Year Option (annual payments) 4.28%	\$84,922.31	\$424,611.55
Seven Year Option (annual payments) 4.34%	\$63,251.67	\$316,258.35

**INDIVIDUAL ACTION ITEM # 079**

**SUBJECT: BUSWEST/LAUSD BUS RENTAL AGREEMENT**

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**BACKGROUND:**

It is requested the Board of Directors approve the BusWest/LAUSD bus rental agreement, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

BusWest Agreement For Services (Zum Services)  
Appendix A

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY  
670 W AVE L8  
LANCASTER, CA 93534

**AGREEMENT FOR SERVICES**

This Agreement, made and entered into August 9, 2022, by and between Antelope Valley Schools Transportation Agency, hereinafter referred to as "AVSTA" and Zum Services, hereinafter referred to as "ZUM";

**WITNESSETH:**

1. AVSTA agrees to extend the use of 19 TYPE D school buses to the Zum Services for Los Angeles Unified School District ("LAUSD") as described in the attached Appendix A.
2. Zum services will be responsible for, use and related billings and payments of the buses described in the attached Appendix A as between AVSTA and Zum for LAUSD.
3. AVSTA agrees to pick up all school buses identified on the attached Appendix A from ZUM, located at 17022 S. Figueroa St, Gardena, CA 90248 once such equipment is no longer needed by Zum, or AVSTA has determined that it is in the best interest of AVSTA to pick up any or all of the equipment. Zum will provide two weeks (2) notice to AVSTA once the buses are no longer needed by Zum for LAUSD, if prior to the end of the term of the Agreement.
4. If at any time during the term of this Agreement AVSTA determines that it is in the best interest of AVSTA to pick up any or all of said equipment as described in Appendix A, AVSTA will provide seventy-two (72) hours' notice to both Zum and BUSWEST.
5. Zum will ensure and represents that they will provide to AVSTA the following insurance:

Commercial General Liability

1. Shall furnish to AVSTA a Certificate of Insurance, issued by an insurance carrier licensed to write general liability insurance in the State of California and have an AM Best Rating of A or higher, stating liability insurance is presently in effect of not less than \$3,000,000 Each Occurrence, \$4,000,000 General Aggregate, \$1,000,000 Products/Completed Operations, \$1,000,000 Personal/Advertising Injury Limit.

The Certificate(s) of Insurance must provide the following requirements:

a. Cancellation/Change language:

That the insurer will not cancel or make material changes to the insured's coverage without (30) days prior written notice to AVSTA; and

b. Additional Insured language:

Shall apply to both General Liability and Auto Liability, naming AVSTA, its officers, agents, employees, and servants are included as additional insured.

Zum agrees that the automobile liability insurance provided shall be in effect at all times during the term of the Agreement. In the event insurance coverage expires at any time or times during the term of the Agreement, Zum agrees to provide a new Certificate of insurance to:

Antelope Valley Schools Transportation Agency  
670 W Ave L8  
Lancaster, CA 93534

6. In consideration of the lease of buses as described in Appendix A: Zum agrees to pay in full to AVSTA:
  - a. A per diem fee of \$ 3000 per bus, per calendar month for the purpose of leasing 19 TYPE D school buses. AVSTA shall invoice Zum monthly, and ensure payment within 30 days.
7. The term of this Agreement shall be from August 9, 2022 to January 9, 2023.
8. The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, agents, servants and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this Agreement by such indemnifying party, or its officers, agents, servants and employees.
9. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This Agreement may only be modified in writing by the mutual consent of the parties hereto.
11. Any disputes arising out of this Agreement shall be governed under the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

AVSTA  
670 W Ave L8  
Lancaster, CA 93534

Zum Services  
17022 S. Figueroa St  
Gardena, CA 90248

Signed \_\_\_\_\_  
Morris Fuselier  
CEO

Signed \_\_\_\_\_  
Vivek Garg  
President

Date \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX A

## Antelope Valley Schools Transportation Agency

Bus Number	Year	Make/Model	Capacity	Vehicle Vin#
02-96	1997	Blue Bird TC2000	78	1BAANBMA6VF069486
05-96	1997	Blue Bird TC2000	78	1BAANBMA1VF069489
06-96	1997	Blue Bird TC2000	78	1BAANBMA8VF069490
07-96	1997	Blue Bird TC2000	78	1BAANBMAXVF069491
08-96	1997	Blue Bird TC2000	78	1BAANBMA1VF069492
09-96	1997	Blue Bird TC2000	78	1BAANBMA3VF069493
10-96	1997	Blue Bird TC2000	78	1BAANBMA5VF069494
11-96	1997	Blue Bird TC2000	78	1BAANBMA7VF069495
12-96	1997	Blue Bird TC2000	78	1BAANBMA9VF069496
01-99	2000	Blue Bird T2RE 3904	78	1BAANBMA8YF087573
02-99	2000	Blue Bird T2RE 3904	78	1BAANBMAXYF087574
03-02	2003	Blue Bird A3 RE 8400	84	1BABNBMA93F206390
13-96	1997	Blue Bird RE 3904	78	1BAANBMA5VF069463
15-96	1997	Blue Bird RE 3904	78	1BAANBMA9VF069465
21-96	1997	Blue Bird TC2000	78	1BAANBMA6VF069729
22-96	1997	Blue Bird TC2000	78	1BAANBMA2VF069730
23-96	1997	Blue Bird TC2000	78	1BAANBMA4VF069731
24-96	1997	Blue Bird TC2000	78	1BAANBMA6VF069732
25-96	1997	Blue Bird TC2000	78	1BAANBMA8VF069733

**INDIVIDUAL ACTION ITEM # 080**

**SUBJECT:     VENDOR BUS WASH SERVICES**

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**BACKGROUND:**

It is requested the Board of Directors approve vendor bus wash service quote proposals, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Vendor Quotes

Jessica Sevilla  
 661.445.3214

ATTACHMENT A  
BID PRICING SHEET

Services to be performed at AVSTA facility for Fleet Wash Services:

**NOTE: Vehicle counts, and descriptions are approximate for bidding purposes only and could vary slightly. No minimum or maximum number of vehicles is implied nor guaranteed.**

VEHICLE DESCRIPTION	EXTERIOR	EXTERIOR/INTERIO		WAX/BUFF
		R	DETAIL	
CAR	\$30			\$100
VAN	\$50			\$200
TYPE A	\$80	+	Detail	\$300
TYPE B	\$100			\$600
TYPE C	\$150			\$800
TYPE D	\$200			\$1,000

**NOTE: Two free washes a month will be provide as a courtesy to the customer provided by contractor**

\*\*\*\*\*

SCOPE OF WORK:

Vendor/Contractor will provide hand and/or power washing services for fleet vehicles. Washing service includes but is not limited to: washing and wiping dry of all vehicle exterior surfaces; cleaning of tires and rims; cleaning of all windows (inside and out) as well as the window sills; clean/vacuum mats and all carpeted areas; removal of all debris from vehicle interior, spot clean and damp wipe steering wheels, mirrors, dashboards, seats and/or benches, A/C heater vents and other interior surfaces as requested per Attachment A pricing schedule within this agreement.

SERVICE LOCATION:

Antelope Valley School *Trans. Agency*  
 Transit Authority

670 W Ave L8 Lancaster, California 93534



## ATTACHMENT B

### PROPOSED SERVICE SCHEDULE

#### PROPOSED WEEKDAYS - WEEKLY

WEEK 1	50 BUSES
WEEK 2	50 BUSES
WEEK 3	50 BUSES
WEEK 4	RESIDUAL FLEET

#### PROPOSED WEEKENDS - BI-WEEKLY - 1st & 15th of every month

SATURDAY	100 BUSES
SUNDAY	50 + RESIDUAL FLEET

**NOTE:** Potential benefit is service provider presence may be a deterrent on the weekend and provide a minimum level of security

**VEHICLE WASH MAY BE REQUESTED OUTSIDE OF WASH SCHEDULE AT ANY TIME AND CUSTOM WASH SERVICES WILL BE HONORED WITH 24 HOUR ADVANCED NOTICE.**

A-L Mobile Detail Car Wash Professional Detailing  
Leo 661-917-4975

**Exterior wash and armor all tires**

Type	Description	Cost
Type A	9-20 passenger	\$45.00
Type B	21-60 passenger	\$65.00
Type C	Over 60 passenger	\$70.00
Type A	Cutaway	\$45.00
Type D	Flat	\$70.00
Type C	Conventional	\$65.00

**Polish, wash, and wax detail**

Type	Description	Cost
Type A	9-20 passenger	\$400.00
Type B	21-60 passenger	\$1,100.00
Type C	Over 60 passenger	\$1,100.00
Type A	Cutaway	\$400.00
Type D	Flat	\$1,100.00
Type C	Conventional	\$1,100.00



## Proposal Letter

John Clark

Lancaster, CA 93536

jclark697@gmail.com

+1 562 733 8573

Detailing

Services

#1 Wash Exterior: Small Bus 2 sizes/\$70  
Med Size/\$80 Large Blue Bird/\$90

Description: Wash Exterior

#2 Wash: Exterior & Interior: Small Bus 2 sizes/\$140 Med/ \$170  
Large Blue Bird/\$200

Description: Wash Exterior/ Interior Sanitize and clean. *AR Morall*

#3 Full Detail: Small Bus 2 sizes/\$250 Med/\$300  
Large Blue Bird/\$340

Description: Buff/Wax/ Deep Interior Sanitize and clean. *AR Morall*

#4 Buff & Wax Only: Small Bus 2 sizes/\$120 Med/\$140 Large  
Blue Bird/\$160

Description: Buff/ Wax Exterior Only *AR Morall*

#5 Interior Only: Small Bus 2 sizes/ \$50 Med/\$75 Large Blue  
Bird/\$100

Description: Deep Interior Sanitize & clean.

Proposal for Detail Services For AVSTA

**INDIVIDUAL ACTION ITEM # 081**

**SUBJECT: PUPIL MANAGEMENT GUIDELINES FOR STUDENT DISCIPLINE -BUS PASS  
VIOLATION CLAUSE REVISIONS**

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**BACKGROUND:**

It is requested the Board of Directors approve the revisions to the Pupil Management Guidelines For Student Discipline - Bus Pass Violation Clause, as presented.

**ACTION REQUIRED:**

A majority vote by the full board.

**REFERENCE MATERIALS ATTACHED:**

Pupil Management Guidelines For Student Discipline - Redlined

PUPIL MANAGEMENT  
GUIDELINES FOR STUDENT DISCIPLINE

In order to provide the safe transportation of students, we are using the following assertive discipline policy.

OUR PHILOSOPHY.

We believe all students can behave appropriately and safely while riding on a school bus. We will **NOT** tolerate students deterring drivers from doing their job or preventing other students from having safe transportation. Failure to follow the bus rules will result in a bus ticket.

Agency personnel will carry out the following consequences:

- 1<sup>st</sup> Ticket: **Will** result in a written warning notice to parents and school administrators.
- 2<sup>nd</sup> Ticket: **Will** result in loss of bus riding privilege for 1 to 3 school days. The parent will be responsible for transporting the student.
- 3<sup>rd</sup> Ticket: **Will** result in loss of bus riding privileges for 5 school days. The parent will be responsible for transporting the student.
- 4<sup>th</sup> Ticket: **Will** result in loss of bus riding privileges for 10 school days. The parent will be responsible for transporting the student.
- 5<sup>th</sup> Ticket: **Will** result in loss of bus riding privileges per Title V, Section 14103 #B for the remainder of the school year.

.....  
THE MINOR VIOLATION CLAUSE

The Minor clause may be used at the discretion of the Agency. The Agency has the right to adjust the number of days the bus riding privileges can be denied. This could be anywhere from a Written Warning to 1 – 3 days loss of bus riding privileges.

THE SEVERE VIOLATION CLAUSE

The severe clause may be invoked **WITHOUT A WRITTEN WARNING** having been previously issued whenever the offense is of such serious nature to warrant it. **SOME** examples of these offenses are:

1. Physical contact of **ANY** kind with Driver or Student.
2. Harassment of **ANY** kind, sexual or disability.
3. Threatening a Driver or Student. Arguing with the Driver.
4. Use of foul or obscene language. **ANY** gang signs or racial remarks.
5. **ANY** violation causing or likely to cause injury to Driver or Student.
6. Throwing object in or out of bus.
7. Jumping out of bus window or emergency door.
8. Destroying or defacing bus or bus equipment.
9. **ANY** action that interferes with the safe transportation of Student. Continued disorderly conduct.
10. Weapon of **ANY** kind.
11. **ANY** violation of the Ed. Code.

BUS PASS VIOLATION CLAUSE

The Bus Pass Clause will be enforced when a student **does not** present a valid SMART-Tag pass for three (3) consecutive days. Failure to produce a valid pass will result in the student being issued a referral **on day four (4)**. ~~The Student will then be suspended from riding the bus until the new or lost pass is replaced. Have three days to replace the lost pass. Parents will be contacted and notified about child failing to produce their bus pass to the driver. The driver will be notified by the Transportation Security Supervisor to suspend all riding privileges to the student. Student will only be allowed transportation once the SMART-Tag bus pass has been replaced. Should student try to use other students pass or get on after they have been denied transportation. Student will be IDEFINITELY SUSPENDED from riding the bus the remainder of the school year. If the pass is not replaced within three days, another referral will be issued, and the student will be denied transportation by the Transportation Security Supervisor. No Student is to be denied transportation by the driver until further notification is received from the Transportation Security Supervisor.~~

Consequences: Students will be denied bus transportation anywhere from 1 -10 days depending on the severity. If a student is denied transportation 'Indefinitely' and IF DEEMED NECESSARY, a parent conference will be arranged with parent, student, driver and agency representative. Depending on the severity a student can also be denied transportation 'Permanently'. Any illegal activity can result in notification of law enforcement.

We believe that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

PARENT CONFERENCE

Parents have the right to request a conference to discuss student behavior, consequences, or concerns that will include parent(s) or guardian(s), student, driver and agency representative. Please call the Transportation Security Supervisor directly to schedule a conference at (661)952-3116.

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