

12/20/2022

Heather Bixby  
Director of Finance  
Newberg School District  
714 E. 6<sup>th</sup> Street  
Newberg, OR 97132

Dear Ms. Bixby,

First Student is pleased to submit a proposal to Newberg School District in response to your RFP for Supplemental Student Transportation Services # S-P36002-00005113. The accompanying executive summary and proposal documents outline the many ways we will use our local and national resources to meet your requirements and organizational goals with a customized approach. We are truly excited by the prospect of a continued partnership with Newberg SD to provide safe, efficient, world-class pupil transportation for the Newberg and Dundee communities.

We understand your decision regarding student transportation services has an impact on many stakeholders, and we have developed this highly competitive proposal with each in mind. We welcome the opportunity to meet with your administration, evaluation committee and/or school board to discuss our proposal in further detail.

Thank you for giving First Student this opportunity. Please feel free to contact me directly if you have any questions regarding our proposal.

Sincerely,

Justin Cox  
District Manager  
(253) 365-0856  
[justin.cox@firstgroup.com](mailto:justin.cox@firstgroup.com)



**LIMITED POWER OF ATTORNEY**

**FIRST STUDENT, INC.** ("First Student") hereby appoints the below named individuals as its Attorney in Fact ("Attorney"):

Claire Miller  
Justin Cox

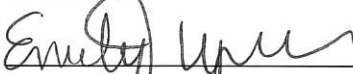
**FIRST STUDENT** authorizes the above-named individuals, for and on behalf of the corporation, to do the following:

**Execute, sign, and deliver documents relating to the Newberg School District, 714 E. 6<sup>th</sup> Street, Newberg, OR 97132 bid on behalf of First Student, Inc.**

**FIRST STUDENT** gives the above-named individuals full power, authority and discretion to do all things required or permitted to be done as fully as if any officer of the company was personally present, with full power of revocation and substitution, hereby ratifying and confirming all that my Attorney shall do or cause to be done by virtue hereto.

**IN WITNESS WHEREOF**, I have signed this Power of Attorney on this 12<sup>th</sup> day of December 2022.

WITNESS:

  
\_\_\_\_\_

Print Name: Emily Lynen

  
\_\_\_\_\_

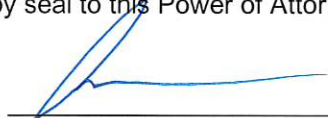
Michael Petrucci, Secretary

State of Ohio )

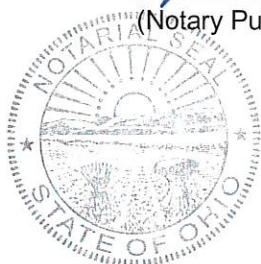
County of Hamilton )

Before me, the undersigned, a Notary Public in and for said county and state, personally appeared Michael Petrucci, who executed the foregoing Power of Attorney and acknowledged the signing thereof to be his voluntary act for the uses and purposes therein contained.

IN TESTIMONY WHEREOF, I have signed and affixed by seal to this Power of Attorney this 12<sup>th</sup> day of December 2022.

  
\_\_\_\_\_

(Notary Public)



ANDREW WESLEY PUGH  
Notary Public, State of Ohio  
My Commission Expires 05-20-2024

## I. EQUIPMENT USED

### 1. Provide a detailed schedule of the proposed bus fleet configuration.

System	Year	Vehicle Type	Capacity	Category	Commission Date	VIN
JCJW8571	2018	Type C	78 Passenger	FRGHT_THMBL_C2_1	10/6/2017	4UZABRFC3JCJW8571
JCJW8572	2018	Type C	78 Passenger	FRGHT_THMBL_C2_1	9/29/2017	4UZABRFC5JCJW8572
JCJW8576	2018	Type C	78 Passenger	FRGHT_THMBL_C2_1	9/29/2017	4UZABRFC2JCJW8576
JCJW8577	2018	Type C	78 Passenger	FRGHT_THMBL_C2_1	10/4/2017	4UZABRFC4JCJW8577
JCJW8582	2018	Type C	78 Passenger	FRGHT_THMBL_C2_1	10/6/2017	4UZABRFC8JCJW8582
JCJW8581	2018	Type C	78 Passenger	FRGHT_THMBL_C2_1	9/29/2017	4UZABRFC6JCJW8581
JCJW8583	2018	Type C	78 Passenger	FRGHT_THMBL_C2_1	9/26/2017	4UZABRFCXJCJW8583
KCKT7526	2019	Type C	78 Passenger	FRGHT_THMBL_C2_1	8/14/2018	4UZABRFC2KCKT7526
LCLW0159	2020	Type C	78 Passenger	FRGHT_THMBL_C2_1	5/28/2019	4UZABRFC0LCLW0159
JCJW8580	2018	Type C	78 Passenger	FRGHT_THMBL_C2_1	10/25/2017	4UZABRFC4JCJW8580
131157	2013	Type D	83 Passenger	BLBRD_BLRD_ALL AMERICAN_3	9/1/2012	1BABNBPA5DF293329
F1168179	2015	Type A	20 Passenger	GMXXX_THMBL_MINOTOUR 4500_3	10/22/2015	1GB6G5BB2F1168179
HN004211	2017	Type A	20 Passenger	GMXXX_THMBL_MINOTOUR 4500_1	1/19/2018	1HA6GUBG7HN004211
H1131673	2017	Type A Spare	20 Passenger	GMXXX_THMBL_MINOTOUR 3500_1	10/13/2017	1GB3GSBG1H1131673
JCJW8584	2018	Type C Spare	78 Passenger	FRGHT_THMBL_C2_1	9/29/2017	4UZABRFC1JCJW8584
KCKT7521	2019	Type C Spare	78 Passenger	FRGHT_THMBL_C2_1	8/16/2018	4UZABRFC3KCKT7521
LKB11400	2020	Type 10 Safety Vehicle	10 Passenger	2020 FORD TRANSIT	9/21/2020	1FMZK1C83LKB11400

### 2. Describe the communication system to be used on buses and its expected coverage area.

The communication system currently used is Motorola 2-way radios by Silke that cover the entire district area.

### 3. Describe how Proposer will assure bus communications will not be limited by the geographic terrain of the District.

Silke provides regular maintenance and service upon request to the radios. If the geographic terrain affects bus communication, Silke can increase antenna length for improved signal.

### 4. Describe the major equipment that will be on site for maintenance and repair of buses.

- WL-20-wheel hoist will be used to lift buses for 90-day inspection and other maintenance repairs
- One set of PTRW-20 ramps, ¾ inch impact and new ¾ and ½ inch torque wrenches, plus the sockets needed
- A computer will provide electronic diagnostics with a state-of-the-art computerized maintenance program
- Air pumps for the engine oil and grease, hand pumps for the gear oil and trans fluid
- Small ARC welder and a solvent tank from Safety-Kleen

Additionally, mechanics are required to provide a complete set of professional quality hand, power tools and small diagnostic tools and testers. Please refer to the Maintenance Program section of our proposal for more information on our in-house vehicle diagnostic equipment.

### 5. History of break downs: Proposer shall furnish a recap, for the previous twelve operating months, showing a history of equipment break downs or failures that occurred in at least one school district approximately the same size as the Newberg School District.

Information should include the date breakdown occurred, part or equipment that failed, if breakdown resulted in late arrival to school or home and if so how late, and as a result of equipment breakdown or failure was a spare bus dispatched.

The following chart shows a history of equipment breakdowns or failures that occurred in the previous twelve operating months at our Coos Bay location.

DATE	BUS #	DESCRIPTION	CAUSE	SPARE BUS NEEDED	STUDENTS LATE
5/13/2022	130572	Bus Shut Down While on Route	Identified numerous erroneous transmission control module fault codes. Diagnosed power to Trans ECM issue and identified a wire broken internally inside the insulation. Repaired wire and place unit back into service.	Yes	No
2/2/2022	130581	Bus would not move when placed into gear.	Took replacement vehicle to load zone. Was able to reset trans code with diagnostic laptop and drive unit back to shop. Identified a failed #3 shift solenoid inside transmission. Replaced Solenoid and tested fine. Unit placed back into service.	Yes	No
4/12/2022	142188	Bus got stuck on a turnaround	Responded to location with service truck and was not able to free the bus, subbed out with replacement bus and had a wrecker respond and pull unit out of the wet grass.	Yes	No
5/2/2022	130575	Bus unable to start on PM route	Unit was swapped out and towed back into shop. Identified several trans codes. Worked close with FS Technical Assistance Center to diagnose loads on the wire harness and identified a failed fuse for the TCM circuit. Fuse had tested fine when back probed but was failed internally.	Yes	No
9/6/2022	160084	Failed Heater Core	Heater core assembly failed and started to leak in the front step well area. Swapped out vehicle shut off valves to heaters and drove back to shop for replacement.	Yes	No

## 6. Describe your company’s preventive maintenance program for your vehicles. Include a copy of your written maintenance program.

First Student is the industry leader in student transportation maintenance, and we take great care to ensure the integrity of each of our buses your students board. Stringent pre- and post-trip inspections, preventative maintenance, predictive analytics and ASE Technician Assistance Center (TAC) help desk support the carefully constructed maintenance program that keeps students safe and road failures down. All of our precautions and solutions are designed with our top priority in mind: the protection of the treasured individuals who hold the key to our future.

### Driver Pre- and Post-Trip Inspections

To ensure a safe trip for your students, pre- and post-trip inspections are required tasks before and after each bus run.

- Inspections are conducted using electronic verified inspection reporting covering more than 40 critical safety components.
- We devote an entire driver training module to pre- and post-trip inspections so buses with critical defects are identified and immediately withdrawn from service.
- If defects are found during an inspection, our Shop Manager or Technician-in-Charge will determine if the repair can be completed on the spot.
- If immediate repair is required, dispatch is notified and a replacement bus is issued.
- Post-trip inspection, including a search for children still on the bus, is recorded electronically and any defects or issues are communicated to the shop.



### Technician Assistance Center (TAC) Help Desk

The TAC Help Desk is designed to improve the diagnostic process and reduce vehicle down-time. Once the Help Desk supervisor and technician are connected via tablet video chat, the technology allows for the supervisor to remotely connect to the technician’s diagnostic computer, circle specific wires to be tested or equipment to be checked on the video screen and troubleshoot with the tech in real-time. The Help Desk is yet another layer in our dedication to providing students with the safest ride possible.

# START-UP PLAN



Our team appreciates the partnership we have developed with Newberg School District over the last 20+ years and we look forward to continuing to serve the District and participating in our success. Our drivers know the Newberg and Dundee communities and the families who live here. They greet your students by name each morning and send them home with a smile each afternoon.

## YOUR START-UP TEAM

As a current provider and with a short-term contract, we do not expect any significant changes to occur with our team and the execution of your student transportation program. For new business, the typical start-up plan is supported by our region management team who plans and manages hiring and training, carries out safety practices, establishes communication plans, orders equipment and oversees maintenance/environmental compliance procedures. A team of local managers, region management staff and corporate team members lead the process. Each person is assigned tasks associated with their area of expertise.

The team who will continue to support Newberg School District includes the following individuals:

- Location Manager (main district contact): Bobbi Rickhlick
- Shop Manager: Raymond Fellers
- Dispatcher: Patricia Henry
- District Manager: Justin Cox
- Area Safety Manager: Suzanne Bonds
- Region Maintenance Manager: DJ Nesson
- Region Finance Manager: Sena Templeton
- Region Human Resources Manager: Lorie Biggs



EXHIBIT A

<b>NEWBERG SCHOOL DISTRICT Temporary Transportation Rates October 1, 2022 thru December 31, 2022</b>	
	<b>22-23</b>
<b>Home-To-School (per route/bus/day)</b>	
<b>Dedicated Bus</b>	
8 Hour Base Rate	\$749.21
Excess Rate per Hour	\$55.27