



Las Virgenes Unified School District

4111 Las Virgenes Road, Calabasas, CA 91302

(818) 880-4000 • Fax (818) 880-4200

<http://lvusd.org>

MEMO

TO: Principals, Office Managers, Athletic Directors, Athletic Secretaries, ASB
Advisors and ASB Clerks

FROM: Kelly Beder

DATE: September 8, 2023

RE: Bus Transportation – Field Trips and Athletic Trips

Thank you all for your understanding as the district moved to tighten up the bus vendors being utilized for field trips and athletic trips, and to follow compliance with Ed Code. As you know the district issued a request for proposal (RFP) earlier this year. Some of the bus vendors many of you have used in the past were invited to submit a proposal, including Brooks Transportation, Fast Deer, Riders Express, Sureride Charter, and many more. There were only two vendors that provided a proposal, and both of those vendors (American Transportation and Fast Deer) were approved by the Board of Education.

We have previously emailed you the list of approved bus vendors, as well as the option to use Enterprise Rent-A-Car. If you find that none of approved bus vendors can provide the transportation services you need, you do have the option to use an outside vendor. However, the use of an outside vendor needs to adhere to the following procedures:

- The approved bus vendors must have declined the service (this would be by type of service (e.g., Fast Deer would not need to be approached for athletic trips).
- Vendors would need to agree to the use of a purchase order and payment via check with normal net 30 days following submission of an approved invoice. The use of same day checks should be avoided. As we understand in the past some vendors who require same day checks have refused to depart for the trip until the check is ready. For any group, other than the high school ASBs, this type of requirement is untenable as the district's checks are issued by the county office of education. There may very well be times when a check is not ready on the day of the trip.
- The vendor would need to provide the same level of insurance as is required by the RFP which is as follows:
 - \$5M General Liability Insurance with additional insured, primary and noncontributory and waiver of subrogation endorsements
 - \$5M Auto Insurance with waiver of subrogation endorsement
 - \$1M Worker Compensation with waiver of subrogation endorsement
 - \$1M/\$3M Sexual Abuse and Molestation insurance. If this coverage is by way of a separate policy from the general liability insurance, the additional insured, primary and noncontributory and waiver of subrogation endorsements are required.



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- Existing services already contracted for in the 2023/24 school year will be "grandfathered" in. There should be no new reservations issued unless it adheres to the above.
- For ASBs please contact Barbara Diaz for approval to use an outside vendor. For non-ASB use, please contact Kelly Beder for approval to use an outside vendor.

For the high schools, please keep in mind the district has approved \$50 per athlete to be used for transportation purposes. This additional funding should hopefully offset any increase in fees you might be seeing between vendors such as Brooks and the approved vendors.

We recognize that in some cases the cost might be more than what you are used to, however, sadly some of those vendors which provided cheaper rates in the past did not respond to the RFP. We understand this change might be frustrating since you have been used to working with your preferred vendors. We're sure you have long and good relationships with those vendors, and hope that as you make the switch to the new vendors that you will establish the same good working relationship.

Please let us know if you have any questions about the use of outside vendors.