

**TRANSPORTATION CONTRACTS**

The South Colonie Central School District Board of Education may satisfy the requirement to provide transportation to students by contracting with a private entity to provide such service. In awarding a contract for the transportation of students in excess of \$20,000, the Board has two options under Education Law section 305(14)(a):

1. award the contract to the lowest responsible bidder in response to a competitive bid process; or
2. award the contract through an evaluation of proposals submitted in response to a request for proposals by the Board.

**Finalizing the Contract**

Regardless of the process by which a transportation contract is awarded, Education Law Section 3624 requires every transportation contract to be in writing and approved by the Superintendent before it becomes final. Before approving a transportation contract, the Superintendent will investigate the type of conveyance, the character and ability of the drivers, the routes over which the conveyances will travel, the time schedule, and any other matters the Superintendent believes are necessary for the comfort and protection of the students being transported.

Every transportation contract will contain an agreement upon the part of the contractor that the vehicle will come to a full stop before crossing any railroad track or any state highway.

All transportation contracts will be filed with the Education Department within 120 days of the commencement of service under the contract. A contract will not be considered filed unless it is signed by the Superintendent or the Superintendent's designee and the President of the Board. No transportation aid or other money will be paid to a school district for its costs under a transportation contract until the contract has been approved by the Commissioner. In no event will any transportation expense be allowed for a period greater than 120 days prior to the filing of the contract.

Reference: Education law Sections 305; 3624  
General Municipal Law Section 103  
8 NYCRR Section 156.12

Approved: September 1, 1998

Revised: April 19, 2016