



June 17, 2021

Jessica Pickett, Transit Supervisor
Palace Transit
300 W. 1st St.
Mitchell, SD 57301

RE: 2021-2022 Transportation Agreement and Bus Lease Agreement

Dear Jessica:

Please find one signed agreement for the 2021-2022 term which have been approved by our Board.

Once the agreement has been approved and signed, you may scan and email the signed agreement to tami.hummel@sccdinc.com or debbie.merkwan@sccdinc.com

Sincerely,

A handwritten signature in blue ink that reads "Tamra Hummel". The signature is written in a cursive, flowing style.

Dr. Tamra Hummel
Head Start Director/Executive Director

cc: Mitchell Transportation File
Area Manager

**AGREEMENT BETWEEN
PALACE TRANSIT AND SOUTH CENTRAL CHILD DEVELOPMENT, INC.**

This agreement is made to be in effect the 1st day of August 2021, by and between the City of Mitchell Public Transit System, hereinafter referred to as Palace Transit, and South Central Child Development, Inc., hereinafter referred to as Head Start.

In consideration of the mutual promises and conditions herein contained, the parties hereto agree to as follows:

1. Palace Transit agrees to provide transportation to Head Start from August 1, 2021 to July 31, 2022.
2. Palace Transit will only utilize the northeast entrance of the Child Development Center, which is accessible to the handicapped.
3. For transportation provided outside the Palace Transit set boundaries, an additional mileage charge of \$2.53 per mile will be billed for charges.
4. South Central Child Development will be billed monthly for a contract rate of \$210.66 x 128 day base for a total base of \$26,964.48. An additional \$10.00 per day for transportation services provided for the bus monitors when picked up or dropped off at location other than the Head Start Center. Any additional days will be billed at \$210.66 per day. Transportation provided for extra trips such as field trips will be billed at \$20.00 per day above the contract rate. Overtime by Palace Transit staff will be charged to South Central Child Development center at the rate of the driver overtime salary. Overtime charges will only be assessed to South Central Child Development if the overtime is due to South Child Development delays.
5. In the event that Palace Transit is delayed due to Head Start staff not having the children ready, any overtime hours will be added to the bill at the end of each month.
6. Palace Transit shall wait 3 minutes for a passenger in order to maintain scheduling. In the event Palace Transit is requested to return to that same residence due to children missing the bus or for health related reasons, an additional \$4.50 per child will be billed.
7. The Palace Transit staff will operate the wheelchair lift, secure the wheelchairs and put a lap restraint on each passenger. All passengers must wear seat belts appropriate for child's age and size. All buses must have first aide kits, seatbelt cutter and fire extinguisher.
8. The Palace Transit staff will not be responsible for assisting children to the bus or into a school facility. Parents or teachers will be responsible. Only curb-to-curb service.
9. Palace Transit Transportation will be provided Monday through Friday from 7:30 a.m. to 4:30 p.m. except for designated holidays or days of discontinuance of Head Start services.
10. Parents or guardians must call Palace Transit if passenger is unable to go to school. If a change in scheduled destination occurs, Palace Transit shall be notified immediately. Same day service will be provided.
11. Children that have reported illness or lice will not be transported to and from school until symptoms are treated and gone. Palace Transit must be notified by Head Start staff when the child is able to return to the center.
12. If Palace Transit is not notified of an address change and child is taken to wrong address or **no adult** is available to greet the child, Palace Transit will attempt to drop off the child twice then Head Start staff will be notified, and child will be returned to the Head Start facility. An additional \$4.50 per child per trip will be billed.
13. Palace Transit will provide bus safety training for staff and children in August 2021.

14. Palace Transit will make available or provide documentation to Head Start for the following:
- Annual bus safety inspections and maintain daily pre-trip bus inspections and vehicle/vehicle operations requirements 1303.71 & 1303.72.
 - Bus driver's qualifications in accordance with Head Start Program Performance Standards (HSPPS) 1303.72-1303.75 inclusive of wellness exam with Tb screening.
 - SD DCI and FBI fingerprint, background and a criminal records checks, SD DSS screening for child abuse/neglect and molestation, sex offender central registry check and assurance that no driver had been convicted of such criminal activity prior to providing transportation services.
 - Training to drivers fulfilling the provisions of ARSD 24:06:08:01 and HSPPS 1302.70 through 1302.75 inclusive of maintaining current First Aide and CPR certification.
15. Palace Transit will ensure that each vehicle used to transport children receiving such services is equipped for use of height and weight appropriate child safety restraint systems and is equipped with reverse beeper. CFR 1303.70 through 1303.75 (Palace Transit will lease the Head Start school bus).
16. Trip routing will be established by Palace Transit routing software. The time a child is in transit to and from Head Start must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical. HSPPS 1303.70 through 1303.75.



 Dr. Tamra Hummel, Head Start Director/Executive Director
 Authorized Representative
 South Central Child Development, Inc.

6-23-21

 Date

 Jessica Pickett, Transit Supervisor
 Palace Transit

 Date

 Mayor
 City of Mitchell

 Date