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**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY EE: CONTRACTED BUS SERVICE**

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- A. The Board of Education of Carroll County awards to an individual or business a contract for a school bus to transport students to and from school. Contracts are standard for all contractors and are binding and legal for all parties.
- B. In order to be eligible for a school bus contract, a person or business must:
1. submit a written request to become a contractor
  2. be at least twenty-one years old
  3. have a criminal record check on file
  4. have references on file
  5. have all previous working relationships with Carroll County Public Schools be satisfactory
  6. be the first name on the "Contractor Eligibility List" in their assigned area
  7. be on the list, or become eligible, prior to Board approval of purchasing a contract to be awarded.
- C. All school bus contracts are for one year, from July 1 to June 30, spanning a school year. All conditions of the signed and Board-approved contract must be met. The contract is automatically renewed each year unless notice is given by either Carroll County Public Schools or the Contractor.
4. A growth contract will be offered to the person or business whose name is first on the "Contractor Eligibility List" for their designated area(s). If they accept the contract, their name will be submitted for approval to the Board of Education. Once approved, the contractor will receive an actual contract to be signed and returned.
  5. If the first person or business on the list turns down a contract and they want to remain on the list, their name will be placed at the bottom or as last on the list. In addition, their name on the list will have a notation that they turned the contract down and the date of refusal.
  6. A person or business may only appear on a list one time, but may appear on more than one list. Any brand new person who desires to be placed on a list will be placed in the area as determined by the Director of Transportation Services. New person/business added will be placed last on the list.
  7. Contractors may request to transfer their contract to their spouse, son or daughter. A school bus contract may be assigned from an individual school bus contractor to a corporation or other entity upon the expressed written consent of the Board of Education.