



**Pupil Transportation Information, LLC (PTI)  
Agreement for Professional Services  
(Transportation Study Assessment)**

**Vendor # 82-3098242  
Contract #0109-22**

This Agreement is entered into between Pupil Transportation Information, LLC (PTI), acting as an independent consultant (**CONTRACTOR**) AND Mountain View Whisman School District, MVWSD (**DISTRICT**) AND IS DATED, FOR REFERENCE, **October 12, 2022**. **The parties agree as follows:**

1. **CONTRACTOR** agrees to perform during the term of this Agreement, the tasks, obligations, and services set forth in the “Scope of Services” attached to and incorporated into this Agreement as Appendix A-Phase I.

**DISTRICT** agrees to pay **CONTRACTOR** a fixed fee of **\$19,305.00** for all fieldwork and report writing services, including all expenses. All payments will be based upon invoices submitted to the **DISTRICT** by **CONTRACTOR**.

**CONTRACTOR** will invoice the **DISTRICT** for services performed. The **DISTRICT** will render payment to **CONTRACTOR** within 30 days of receipt of invoices. 50%, **\$9,652.50** of fixed fee will be invoiced upon completion of field study work.

2. **TERM OF AGREEMENT**, the term of this Agreement begins on **October 21, 2022**, and ends **June 30, 2023**. Extension or renewal requires approval of the **DISTRICT**. Unless compensation is fixed on the basis of a daily or hourly rate, compensation will not be increased upon extension of the Agreement without approval of the **DISTRICT**. This agreement may be terminated by the **DISTRICT** at any time with 15 days prior written notice to **CONTRACTOR**. In the event of termination for reasons other than cause, the **DISTRICT** will pay **CONTRACTOR** for work done up to the time of termination. In the event of termination for cause, **CONTRACTOR** need be compensated only to the extent required by law.
3. **TIME FOR PERFORMANCE**, work defined in Appendix A-Phase I is to be completed within sixty (60) business days of the on-site field work with the submission of a draft report to the **DISTRICT**. A final report will be provided to the **DISTRICT** within fifteen (15) business days of receipt of the return draft report. All services required of the **CONTRACTOR** will be completed on or before the specified end of the term.
4. **MAINTENANCE OF RECORDS AND ASSIGNMENT OF COPYRIGHTS**, **CONTRACTOR** will maintain full and accurate records in connection with this Agreement and will make them available to the **DISTRICT** for inspection at any time.

Mountain View Whisman School District  
Management Assistance





Contractor's work product produced under this Agreement shall be the property of the **CONTRACTOR**.

5. **STATUS OF CONTRACTOR**, agree that **CONTRACTOR**, in performing the services specified in this Agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. **CONTRACTOR** shall be free to contract for similar service to be performed for other employers while under contract with the **DISTRICT**; **CONTRACTOR** will not accept such engagement which interferes with performance under this Agreement. **CONTRACTOR** is not entitled to participate in any pension plan, insurance, bonus or similar benefits the **DISTRICT** provides for its employees.
6. **HOLD HARMLESS, CONTRACTOR** shall hold harmless the **DISTRICT**, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of **CONTRACTOR**, its officers, agents or employees taken under this Agreement.
7. **COMPLIANCE WITH LAWS, CONTRACTOR** shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.
8. **CONFIDENTIALITY, CONTRACTOR** and all **Contractor's** agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
9. **COVID-19 Vaccination / Testing.**

**9.1. CONTRACTOR** agrees to the following COVID-19 vaccination/testing requirements with respect to any of **CONTRACTOR's** employees, agents, consultants, subconsultants, or employees of consultants and subconsultants ("Applicable Worker(s)"):

**6.1.1.** Before any Applicable Worker enters a **DISTRICT** site to perform the Services, **CONTRACTOR** shall verify that any Applicable Worker:

**6.1.1.1.** Is Fully Vaccinated. "Fully Vaccinated" shall mean that at least fourteen (14) days have elapsed from the final vaccination required for the particular type of COVID-19 vaccine administered to the Applicable Worker, including any booster, to the extent approved and required by public health guidelines.







**APPENDIX A  
PHASE I**

**Pupil Transportation Information, LLC (PTI)  
(Transportation Study Assessment)  
Scope of Services**

Pupil Transportation Information, LLC (PTI), School Consulting Services, will provide management assistance consulting services to the Mountain View Whisman School District, (MVWSD). The review is for a comprehensive Pupil Transportation Program study and written report of Findings and Recommendations with emphasis on pupil transportation expansion for students attending the districts two open enrollment schools.

**Scope of Review:**

1. A minimum of two (2) PTI pupil transportation consultants will perform a field-study review (not to exceed 2.0 business days on-site) to be determined mutually between both the Mountain View Whisman School District and PTI, of the District's Transportation, Vehicle Maintenance and Fleet program and conduct staff interviews for the purpose of reviewing pertinent operational documents, best practices, staffing and program budget.
2. Emphasis for the assessment is to provide the district with the necessary information to explore the possibility and necessary program expansion that would be needed to support & expand pupil transportation services for their two open enrollment schools.
2. Will provide a written draft report within sixty (60) business days of field study completion providing Findings and Recommendations to the district per agreed Scope of Review. A final report will be issued within fifteen (15) business days of return draft report receipt from the district.
3. General review of Districts Transportation, Vehicle Maintenance & Fleet program to include, but not limited to the following:
  - District's home-to-school general education transportation program cost assessment to include district's bus cost & per pupil cost per mile. Analysis will identify the district's state revenue under LCFF and if such is above, below or at state average for pupil transportation.

**Mountain View Whisman School District  
Management Assistance**



- Specific emphasis given to providing an analysis towards program expansion in consideration of the districts interest in possible service expansion for pupil transportation of the two open enrollment schools.
- Assessment of transportation program staffing, and organizational design based upon district transportation general education, special education, vehicle maintenance & fleet program size and services provided.
- Assessment of Transportation Position Descriptions.
- Review the districts vehicle maintenance program identifying industry standard best practices, compliance with Title 13 Code of Regulations, California Air Resources Board and local Air Quality Management District regulations, vehicle maintenance records, school bus safety checks and district fleet preventative maintenance program design and documentation, inventory control, and district fleet inventory assessment.
- Assessment of the District's Transportation facility to include terminal, shop areas, offices, vehicle maintenance repair garages, fueling infrastructure, fleet parking, county storm water requirements & adherence, hazardous materials best practices and security.
- Implemented routing methodology, bus ridership averages and cost per mile comparison for Home-to-School bus routes.
- District Safety & Training program design required school bus driver record maintenance, in-service programs, renewal and original driver candidate recruitment and training design.
- Use of technology for efficiency in general pupil tracking, operations and vehicle maintenance/fleet transportation program support areas.
- Program support of district extracurricular, co-curricular and, if applicable, external district field trip support and billing methodology.
- Study Report-Findings & Recommendations.
- Upon Request, Cabinet and/or Board Presentation of Report Findings & Recommendations.



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**DISTRICT**

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**Date**

**Dr. Ayindé Rudolph**  
**Superintendent**  
**Superintendents Office**  
**Mountain View Whisman School District**  
**1400 Montecito Ave.**  
**Mountain View, CA 94043**  
**(650) 526-3500**  
[supt@mvwsd.org](mailto:supt@mvwsd.org)

*Timothy Purvis*

October 12, 2022

**CONTRACTOR**

**Date**

**Timothy W. Purvis**  
**Pupil Transportation Information, LLC**  
**40284 Via Sonoro**  
**Murrieta, CA 92562**  
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