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# West Northfield School District 31

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North Shore Transit, Inc.

Bid for

**General Education Student  
Transportation Services**



November 21, 2019

# TABLE OF CONTENTS

General Education Student Transportation  
for West Northfield School District 31

<b>Section 1.</b>	<b>Bid Letter</b>
<b>Section 2.</b>	<b>Bid Form</b>
<b>Section 3.</b>	<b>Bid Bond</b>
<b>Section 4.</b>	<b>Certificate of Insurance</b>
<b>Section 5.</b>	<b>Certifications</b>
<b>Section 6.</b>	<b>Financials</b>
<b>Section 7.</b>	<b>Company History</b>
<b>Section 8.</b>	<b>A Different Kind of Company</b>
<b>Section 9.</b>	<b>Driver Recruitment Selection Training and Retention</b>
<b>Section 10.</b>	<b>Driver Education &amp; Training</b>
<b>Section 11.</b>	<b>Safety Program</b>
<b>Section 12.</b>	<b>Company Policies</b>
<b>Section 13.</b>	<b>Maintenance Program</b>
<b>Section 14.</b>	<b>Fleet List</b>
<b>Section 15.</b>	<b>References</b>
<b>Section 16.</b>	<b>Organizational Chart / Resumes</b>
<b>Section 17.</b>	<b>Seon DVR Camera</b>
<b>Section 18.</b>	<b>Zonar G.P.S.</b>



November 21, 2019

3211 West Howard Street Skokie, Illinois 60076  
Phone (847) 677-9700 Fax (847) 677-9716

Dr. Kimberly Ptak  
Director of Operations/CSBO  
Glenbrook High School District 225  
3801 W. Lake Avenue, Suite 301  
Glenview, IL 60026

Dear Dr. Ptak,

Thank you for giving North Shore Transit, Inc. an opportunity to bid on your General Education Student Transportation for 2020-2023. North Shore Transit is one of fifteen operating companies that are wholly owned subsidiaries of Cook-Illinois Corporation. Cook-Illinois is currently the largest family owned and operated school bus contractor in the country and operates over 2,300 school buses in and around the Chicago-Land area.

We are American owned, and we encourage our companies to re-invest in the communities we serve. Cook Illinois Corporation has a history of over 50 years of providing quality customer service to our school districts. Cook-Illinois is committed to being in the forefront when it comes to safety and environmental issues. Cook-Illinois has been the leader in the industry for many years powering our school buses using alternative fuels. We used compressed natural gas (CNG) during the 70's and propane fuel during the 80's. We were one of the first school bus companies in Illinois to use bio-diesel fuel and presently over 95% of our fleet is using this alternative fuel. Bio-diesel reduces harmful emissions by over 30%.

North Shore Transit is committed to the professional development of its staff and customers. Over the past years we have sponsored regional school district "Leadership Counsels" providing a format for superintendents to meet and share ideas in education. We also regularly host workshops for Cook-Illinois customers on topics such as special education transportation legal issues with nationally recognized presenter Peggy Burns. In 2008, Cook-Illinois began our ASE certified mechanic program. The ASE program is an independent, third-party, nationally certified mechanic testing facility, through which we can train and test our mechanics to ensure they have the skills necessary to maintain our fleet safely and effectively. We are members of the National School Transportation Association as well as the Illinois School Transportation Association.

This letter contains our understanding and clarifications to your specifications.

#### **SECTION 1 – BID OVERVIEW**

Understood and accepted.

## **SECTION 2 – DISTRICT OVERVIEW**

Understood and accepted.

## **SECTION 3 – INSTRUCTIONS TO BIDDERS**

Item A Understood and accepted.

Item B Understood and accepted. Representative from North Shore Transit attended the mandatory pre-bid meeting on November 7, 2019

Item C Understood and accepted. Bid bond is attached.

Item D Understood and accepted. We will supply a performance bond, if required.

Items E – K Understood and accepted.

Item L Understood and accepted. Financials are attached.

Item M Understood and accepted. References are attached North Shore Transit has not had any contracts that have not renewed or have been terminated in the last three years.

## **SECTION 4 – BID SPECIFICATIONS** **CONTRACTOR RESPONSIBILITIES**

Item A This bid is contingent upon Contractor procuring a maintenance facility within 15 mile radius from the District boundaries. North Shore Transit is in the process of securing a special use permit for a facility within a 15 mile radius of the District boundary and the decision allowing the special use permit should be received by December 31, 2019.

Items B – E Understood and accepted.

Item F Understood and accepted. North Shore Transit utilizes Traversa routing software. It is the next version of VersaTrans. District personnel will be provided access to the routing software.

Item G Understood and accepted. North Shore Transit utilizes Zonar G.P.S. Please see attached. The District will be provided access to the G.P.S.

Items H Understood and accepted.

Item I Understood and accepted. North Shore utilizes RIDE360 from Tyler Technology for their parent app.

Item J Understood and accepted. North Shore utilizes SEON DVR Camera Systems. Please see attached information.

Items K – O Understood and accepted.

### **SCHOOL BUSES**

Items A – E Understood and accepted.

Item F Understood and accepted. Buses manufactured in the last 15 years no longer require engine block heaters. In the last 4-5 years we have only purchased propane or gas engines. These engines do not require engine block heaters.

Items G – H Understood and accepted. Please see attached fleet list.

Item I Understood and accepted. North Shore will only be providing 71 passenger vehicles. An 84 passenger requires a diesel engine and we have found that the diesel engines manufactured in the last 5 years have had many mechanical issues. We will work with the District to create efficient routes so that additional buses would not be required due to using 71 capacity buses.

Items J – R Understood and accepted.

### **PERSONNEL TRAINING**

Items A – Z Understood and accepted. Please see attached driver training manual.

### **ROUTING**

Items A – C Understood and accepted.

Item D Pricing for routes on the bid submission form (Appendix A) is based on a certain number of District 31 routes that pair with other District 31 routes from another school. If bell times are changed and the change effects the internal pairing of routes we ask that pricing be re-negotiated.

Items D – I Understood and accepted.

### **ROUTES**

Items A – D Understood and accepted.

### **EXTREME TEMPERATURE BUS OPERATION PROCEDURES**

The following are the winter weather procedures that are done by North Shore Transit every year:

- A) Drivers – Having the drivers report to work 15-30 minutes earlier then required. This allows them to get to their buses earlier, leave base earlier to arrive to the first stop of their route on-time.
- B) Shop – Shop personnel arrive early 3:00-4:00am to ensure all buses are starting and the grounds are clean of snow and ice.
- C) Shop Helpers – We have a group of 10-15 drivers who come in by 5:00am to help start all of the buses.

- D) Buses – To get the buses ready for winter conditions we do the following:
- 1) Diesel Fuel – In October we switch to diesel #1 with winter additives to ensure the fuel will not jell up, up to -5° below zero (temperature, not wind chill).
  - 2) Batteries – All batteries are checked and changed if not meeting requirements.
  - 3) Fuel Filters – All fuel filters are changed in October to make sure jelling will not happen in the fuel filter.

#### **INSURANCE**

Items A - Understood and accepted. Please see attached example of our Certificate of Insurance.

#### **INDEMNIFICATION**

Items A – B Understood and accepted.

#### **EMERGENCIES**

Understood and accepted.

#### **NON-ASSIGNMENTS**

Understood and accepted.

#### **FORCE MAJEURE**

Understood and accepted.

#### **BREACH OF CONTRACT**

Understood and accepted.

#### **TERMINATION OF CONTRACT**

Understood and accepted.

#### **PENALTIES**

Items A – K Understood and accepted.

#### **SECTION 5 – REQUIRED BID DOCUMENTS**

Understood and accepted.

We are in receipt of Addendum #1 dated November 11, 2019 and Addendum #2 dated November 18, 2019.

We are ready to answer any questions or to host a site visit at your convenience. Our bid is complete and we feel we have exceeded the requirements with the many added benefits for the District. With North Shore Transit, Inc. you will get not only a company that understands the school bus business but whose family puts their name and reputation at stake in forming a true partnership with their customers. Please call me should you have any questions or need any clarifications.

Sincerely,



Thomas M. O'Sullivan  
Vice President, Contracts & Bids  
TMO/mm

Mission Statement

Our primary goal is to transport the youth of today in a safe, efficient and friendly environment



# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

North Shore Transit, Inc.  
3211 West Howard Street  
Skokie, IL 60076

### SURETY:

(Name, legal status and principal place of business)

Philadelphia Indemnity Insurance Company  
One Bala Plaza East, Suite 100  
Bala Cynwyd, PA 19004-1403

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

West Northfield School District 31  
3131 Techny Road  
Northbrook, IL 60062

BOND AMOUNT: \$ \$100,000.00

One Hundred Thousand Dollars and 00/100

### PROJECT:

(Name, location or address, and Project number, if any)

General Education Student Transportation Bid

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.


Signed and sealed this 21st day of November, 2019

  
(Witness)

North Shore Transit, Inc.

(Principal)

(Seal)

By:   
(Title) V.P. CONTRACTS & BIDS

Philadelphia Indemnity Insurance Company

(Surety)

(Seal)

By:   
(Title) C. Stephens Griggs Attorney-in-Fact

Surety Phone No. 610-206-7836



**PHILADELPHIA INDEMNITY INSURANCE COMPANY**

One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

**Power of Attorney**

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Laura M. Buhrmester, Jeffrey C. Carey, Evan D. Sizemore, Mary T. Flanigan, Patrick T. Pribyl, Megan L. Burns-Hasty, C. Stephens Griggs, Rebecca S. Leal, Christy M. Braille, Debra J. Scarborough, Charissa D. Lecuyer, Charles R. Teter, III and Tahitia M. Fry**, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$50,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November, 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

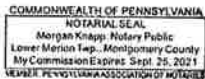
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27<sup>TH</sup> DAY OF OCTOBER, 2017.

(Seal)



Robert D. O'Leary Jr., President & CEO  
Philadelphia Indemnity Insurance Company

On this 27<sup>th</sup> day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public:

residing at:

Bala Cynwyd, PA

My commission expires:

September 25, 2021

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 27<sup>th</sup> day of October, 2017 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this \_\_\_\_ day of \_\_\_\_, 20 **NOV 21 2019**



Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY



# CERTIFICATE OF LIABILITY INSURANCE

7/1/2020

DATE (MM/DD/YYYY)

11/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b>	
<b>INSURED</b> 1409463 NORTH SHORE TRANSIT, INC. 3211 W. HOWARD ST. SKOKIE, IL 60076	<b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> ACE American Insurance Company	<b>NAIC #</b>
	<b>INSURER B:</b> Lexington Insurance Company	
	<b>INSURER C:</b> North American Capacity Insurance Co	
	<b>INSURER D:</b> Berkley National Insurance Company	
<b>INSURER E:</b> Indemnity Insurance Co of North America		
<b>INSURER F:</b> Gemini Insurance Company		

**COVERAGES** **CERTIFICATE NUMBER:** 16409419 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	HDO G71236377	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	ISA H25157886	7/1/2019	7/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
B F D C	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	N	N	026022533 GVE100230401 CEX0960326201 ELX0000349-02	7/1/2019 7/1/2019 7/1/2019 7/1/2019	7/1/2020 7/1/2020 7/1/2020 7/1/2020	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000 \$ XXXXXXXX
E	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLR C65888245	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>SEXUAL ABUSE AND MOLESTATION</b>	N	N	HDO G71236377	7/1/2019	7/1/2020	LIMIT: \$1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
THE CERTHOLDER IS AN ADDITIONAL INSURED WITH RESPECT TO THE GENERAL AND AUTOMOBILE LIABILITY COVERAGE, ONLY AS REQUIRED BY CONTRACT, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

<b>CERTIFICATE HOLDER</b> 16409419 WEST NORTHFIELD SCHOOL DISTRICT 31 3131 TECHN Y ROAD NORTHBROOK IL 60062	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**PLEASE SEE ATTACHED REFERENCES****References**

Please provide reference information for five (5) public school districts

	<b>Reference #1</b>
<b>Client/Company Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

	<b>Reference #2</b>
<b>Client/Company Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

	<b>Reference #3</b>
<b>Client/Company Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

	<b>Reference #4</b>
<b>Client/Company Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

	<b>Reference #5</b>
<b>Client/Company Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

**West Northfield School District 31  
General Education Student Transportation Bid  
Required Signature Pages  
October 2019**

**Certificate of Eligibility to Contract**

I, Thomas M. O'Sullivan (pursuant to Section 5/10-20.21 (b) of the School Code) hereby certify that neither I, nor any of my partners, or officers or owners of North Shore Transit, Inc. (name of entity):

1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33 E-1 et seq. as amended;
2. Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended;
3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
4. Have made an admission of guilt of any of the above conduct which is a matter of record.

Furthermore, I certify that I, my partners, officers or owners of North Shore Transit, Inc. (name of entity), and its affiliates have and will continue to collect and remit Illinois Use Tax, to the extent required under the Illinois Use Tax Act, 35 ILCS 105/1 et seq. In certifying to the above, I hereby acknowledge that the Board of Education may declare any contract awarded pursuant to this bid void if this certification is false.

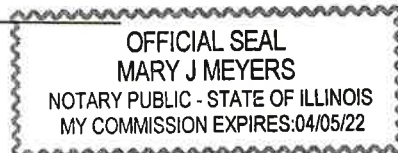
Thomas M. O'Sullivan

Authorized Agent of Bidder Thomas M. O'Sullivan, Vice President, Contracts & Bids

Subscribed and sworn to before me this 21<sup>st</sup> day of

November, 2019.

Mary J. Meyers  
Notary Public



**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**  
(Contractors with 25 or More Employees)

North Shore Transit, Inc. (vendor/contractor, having 25 or more employees), does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/3) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/1 et seq.), and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/1 et seq.).

North Shore Transit, Inc.

Contractor

By: Thomas M. O'Sullivan

Print or Type



Signature

Vice President, Contracts & Bids

Title

November 21, 2019

Date

**Certificate Regarding Sexual Harassment Policy**

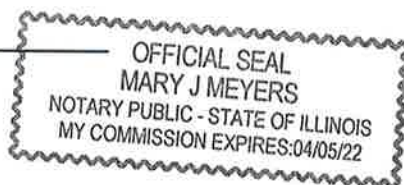
North Shore Transit, Inc. (Bidder) does hereby certify (pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it) has adopted a written sexual harassment policy that includes at a minimum the following information (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois Law; (iii) a description of sexual harassment utilizing examples; (iv) internal complaint process including penalty; (v) the legal recourse, investigate and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided. Bidder further certifies that it will comply with the Illinois Human Rights Act implementing regulations required for all public contractors and included herein as Attachment to Form C.

By: Thomas M. O'Sullivan  
Authorized Agent of Bidder  
Thomas M. O'Sullivan, Vice President, Contracts & Bids

Subscribed and sworn to before me this 21<sup>st</sup> day of

November, 2019.

Mary J. Meyers  
Notary Public



**Certificate Regarding Compliance with the Illinois Human Rights Act**

Contractor shall be required to comply with the following provisions only if and to the extent they are applicable under the law. The Contractor agrees to fully comply with the requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*, including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. The Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the Americans With Disabilities Act, 42 U.S.C. Section 12101 *et seq.*, and rules and regulations promulgated thereunder. The following provisions are included in this contract pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code (see 44 Ill. Admin. Code 750.20). As required by Illinois law, in the event of the Lessor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulations. During the performance of this contract, the Contractor agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Lessor's obligation under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.
- E. That it will submit reports as required by the Department's Rules, furnish all relevant information as may, from time to time, be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with Illinois Human Rights Act and the Department's Rules.
- G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards



under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

By: Thomas M. O'Sullivan  
Authorized Agent of Bidder

Thomas M. O'Sullivan, Vice President, Contracts & Bids

Subscribed and sworn to before me this 21<sup>st</sup> day of

November, 2019.

Mary J Meyers  
Notary Public



**CERTIFICATE REGARDING  
BAN ON TOBACCO**

North Shore Transit, Inc. (Contractor), pursuant to District Policy No. 8:010 and the School Code, hereby certifies that (his, her, its) employees and any sub-contractors will abide by the ban on smoking in all school buildings and on all school grounds; and during the performance of any services under any contract awarded pursuant to this Bid and, that it will abide by a ban on the use of electronic cigarettes, e-cigarettes, similar devices, and tobacco products in all school buildings and on all school grounds, and during the performance of any services under any contract awarded pursuant to this Bid.

North Shore Transit, Inc.

Contractor

By: Thomas M. O'Sullivan

Print or Type

Thomas M. O'Sullivan

Signature

Vice President, Contracts & Bids

Title

November 21, 2019

Date

Addendum Acknowledgement Form

The receipt of the following addenda is hereby acknowledged:

Addendum No. 1 Dated 11/12/19

Addendum No. 2 Dated 11/18/19

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**Section 6 - Contract Document**

- General Education Student Transportation Agreement (Requires execution as a condition of being awarded bid)

**General Education Student Transportation Bid Agreement**

THIS AGREEMENT by and between, North Shore Transit, Inc. having a principal place of business at \_\_\_\_\_, (hereinafter referred to as "Contractor") and the Board of Education of West Northfield School District 31, Cook County, Illinois (hereinafter referred to as the "Board"), is made as the latest execution date detailed below, and as follows:

- 1. Scope of Services**  
The Board retains Contractor to provide the transportation services and transportation equipment, as more fully described in the Invitation For Bids and Contract for Regular Education Transportation Services (which includes Instructions to Bidders, General Conditions and various bid forms and exhibits) for the 2020-2021, 2021-2022, and 2022-2023 school years. For the purposes of this Agreement, the Bid Documents shall constitute the aforementioned Invitation For Bids and Contract for Regular Education Transportation Services (which includes Instructions to Bidders, General Conditions and various bid forms and exhibits) and any related Bid Addenda, Contractor's Bid submissions, together with all of their referenced documents, all of which are incorporated herein by reference, and this Agreement.
- 2. Status as Independent Contractor**  
Contractor and the Board are contractors, independent of one another and neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other unless otherwise expressly agreed to in writing signed by both parties hereto. Contractor shall be responsible for payment of all taxes imposed in connection with its performance of services and receipt of fees under this Agreement.
- 3. Applicable Law and Venue**  
This Agreement shall be governed by the laws of the State of Illinois. The proper venue for any dispute regarding this Agreement is a court of law located in Cook County, Illinois. Contractor waives any right to claim that venue in a court of law located in Cook County, Illinois is an improper venue for any dispute regarding this Agreement.
- 4. Binding Effect of Agreement**  
This Agreement shall insure to the benefit of the Board, its agents, representatives, officers, directors, assigns and successors and shall bind Contractor, its agents, representatives, successors and assigns.
- 5. Assignment**  
Contractor agrees not to assign or sell any rights to this Agreement to a third party or parties without the prior agreement of the Board. Such action without approval shall authorize the Board to immediately terminate this Agreement and make a demand on Contractor's Performance Bond.
- 6. Waiver**  
Any waiver by the Board as to any incidence of nonperformance or breach by Contractor shall serve only as a waiver as to that specific incidence and not to any future incidence of nonperformance.

# WEST NORTHFIELD SCHOOL DISTRICT 31



## Appendix A General Education Student Transportation Bid Submission Form

### Bidder Contact Information

**Company Submitting Bid:** North Shore Transit, Inc.

**Contact Person Name:** Thomas M. O'Sullivan, Vice President, Contracts & Bids

**Contact Person Phone Number:** (708)560-9840

**Contact Person Email:** tosullivan@cookillinois.com

### 1. To and/or From Regular Routes

Note: For the purpose of this bid form, a route is defined as a one way trip to or from designated school. For example, a student riding the bus to and from school should be considered as two routes.

	A	B	A*B=C	C*180
School	Current # of Routes	Rate per Route	Extended Daily Cost	Cost for 180 Days of School
Winkelman School - Regular Monday – 9 PM routes Tuesday – Friday 7 PM routes	7 AM 9 or 7 PM 16 or 14 Total	\$ 106.00	\$ 1,696.00	\$ 305,280.00 *
Field School - Regular	4 AM 4 PM 8 Total	\$ 106.00	\$ 848.00	\$ 152,640.00
Band Routes - Weekly (approximately 30 Tuesdays)	2 PM	\$ 106.00	\$ 212.00	\$ 6,360.00
Winkelman Activity Routes Tues – Wed - Thurs	2 PM	\$ 100.00	\$ 200.00	\$ 18,000.00
Field Activity Routes Early Route Monday (in lieu of regular PM route) Tues – Wed - Thurs	1 PM	\$ 100.00	\$ 100.00	\$ 9,000.00
<b>Total 2020-21 Cost To/From Regular Routes</b>				<b>\$491,280.00</b>

\* Cost is based on 16 total routes.

## 2. Charter Service for Academic and Student Activity Field Trips

Hourly Charter Service Cost	Minimum Number of Hours (if any)
** \$ 54.00	3 hours

### Cost Summary-General Education Transportation Services (summarize all costs from above):

	FY 20/21 Total Cost	FY 21/22 % increase (if any)	FY 22/23 % increase (if any)
1. To/From Regular Routes	\$ 457,920.00	3%	3%
2. Band Route	\$ 6,360.00	3%	3%
3. Activity Routes	\$ 27,000.00	3%	3%
<b>Total</b>	<b>\$ 491,280.00</b>		

3. Charter Services	FY 20/21 Hourly Rate	FY 21/22 % increase (if any)	FY 22/23 % increase (if any)
	\$ 54.00	3 %	3 %

### OTHER COST SAVINGS TO/FROM SCHOOL ROUTES

Please indicate the daily, per route cost savings should the bus be able to perform another route with another district before or after the District route.

**Daily Route Savings Per Bus** \$ \_\_\_\_\_ If North Shore Transit is also awarded the transportation contract for District 27, the AM/PM daily route would be reduced from \$106.00/rt. to \$95.00/rt. That would be for all routes.

The bid submitted as part of Appendix A shall incorporate a savings component for taking on administrative responsibilities or reflect a reduced rate or any cost savings from the administrative work done by the District, which includes registering students for transportation, collecting fees, developing ridership spreadsheet and distributing to contracted service, sharing the communication responsibility with families.

Prices above are based on contractor developing routes/stops after District has registered students, collected fees, developed ridership spreadsheet and distributed the routing information with the families.

### \*\* Charter Rates

\$162.00 minimum charge for three (3) hours plus \$13.50 per ¼ hour thereafter or \$3.10 per mile, whichever is greater, plus parking and tolls, if applicable. Charter trips that are cancelled less than twenty-four (24) hours prior to the start of the trip are subject to a sixty-five dollar (\$65.00) cancellation fee. Trips that involve bus work between 2:00PM and 4:00PM, which prevent them from being available for school routes, will be subject to a eighty-five dollar (\$85.00) per bus surcharge. Trips to Chicago Airports now require a fifty-four dollar (\$54.00) Chicago Airport tax.

7. **Extension**

The Board reserves the right to extend this Agreement for up to two additional years upon such terms and conditions which may be mutually agreed to by the Board and Contractor.

8. **Complete Understanding**

This Agreement and the documents referenced and incorporated herein set forth all of the promises, agreements, conditions and understandings between the parties relative to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, expressed or implied, between them other than as herein set forth.

9. **Amendments**

Except as otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do hereby warrant and represent that their respective signatories whose signatures appear below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

**BOARD OF EDUCATION OF  
WEST NORTHFIELD SCHOOL DISTRICT 31**

By: \_\_\_\_\_  
Board President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Secretary

**Contractor:**

North Shore Transit, Inc.

By: Thomas M. O'Sullivan  
Thomas M. O'Sullivan  
Title: Vice President, Contracts & Bids





## **COOK-ILLINOIS CORPORATION**

2100 Clearwater Drive, Suite 250  
Oak Brook, Illinois 60523

Phone: 708-560-9840  
Fax: 708-560-0661  
[www.cookillinois.com](http://www.cookillinois.com)

November 21, 2019

Dr. Kimberly Ptak  
Director of Operations/CSBO  
Glenbrook High School District 225  
3801 W. Lake Avenue, Suite 301  
Glenview, Illinois 60026

Dear Dr. Ptak,

Enclosed please find copies of the Cook-Illinois Corp. and Affiliates audited financial statements for the years ended June 30, 2019, and June 30, 2018. These are the most recent audited financial statements available. The statements were audited by RSM US LLP, who issued an unqualified opinion on the accompanying consolidated balance sheet of COOK-ILLINOIS CORP. AND AFFILIATES and statement of income for the years then ended. Illinois School Bus Co., Inc. is a wholly-owned subsidiary of Cook-Illinois Corp.

Sincerely,

Greg Fischer  
Chief Financial Officer

GF/mm

Enclosures

# **Cook-Illinois Corp. and Subsidiaries**

Consolidated Financial Report  
June 30, 2019

## Contents

Independent auditor's report	1-2
Consolidated financial statements	
Consolidated balance sheets	3-4
Consolidated statements of income	5

## Independent Auditor's Report

To the Board of Directors  
Cook-Illinois Corp. and Subsidiaries  
Oak Brook, Illinois

### Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Cook-Illinois Corp. and Subsidiaries (the Company) which comprise the consolidated balance sheets as of June 30, 2019 and 2018, and the related consolidated statements of income, comprehensive income, equity and cash flows for the years then ended, and the related notes to the consolidated financial statements (collectively, the financial statements).

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Other Matter**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cook-Illinois Corp. and Subsidiaries as of June 30, 2019 and 2018, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*RSM US LLP*

Chicago, Illinois  
October 25, 2019

# Cook-Illinois Corp. and Subsidiaries

## Consolidated Balance Sheets June 30, 2019 and 2018

	2019	2018
<b>Assets</b>		
Current assets:		
Cash and cash equivalents	\$ 9,615,663	\$ 11,292,388
Restricted cash	6,660,591	6,660,591
Accounts receivable, trade, less allowance for doubtful accounts 2019 and 2018 \$55,300	14,302,747	14,320,470
Inventories	2,637,702	2,269,604
Prepaid expenses and other	1,102,869	666,222
Income taxes receivable	97,098	1,314,179
<b>Total current assets</b>	<b>34,416,670</b>	<b>36,523,454</b>
Other assets:		
Prepaid expenses and other	207,349	252,591
Investments in available-for-sale securities	7,684,217	7,228,329
Advances to stockholders	119,716	142,912
Advances to related parties	1,419,645	3,000,053
Cash surrender value of life insurance policies and amounts receivable under split-dollar policies	9,859,351	11,370,807
Investment in joint ventures	1,318,654	942,582
Goodwill, net	734,894	836,259
Tradename, net	74,206	84,441
Deferred income taxes	-	782,607
Derivative instruments	73,000	-
	<b>21,491,032</b>	<b>24,640,581</b>
Property and equipment:		
Land	6,715,552	6,672,450
Buildings and leasehold improvements	29,875,520	28,402,816
Revenue equipment	148,739,084	138,297,048
Office equipment	2,080,374	1,996,765
	<b>187,410,530</b>	<b>175,369,079</b>
Less accumulated depreciation and amortization	111,677,468	104,948,321
	<b>75,733,062</b>	<b>70,420,758</b>
	<b>\$ 131,640,764</b>	<b>\$ 131,584,793</b>

See notes to consolidated financial statements.

**Cook-Illinois Corp. and Subsidiaries**

**Consolidated Statements of Income  
Years Ended June 30, 2019 and 2018**

	2019	2018
Revenues	\$ 128,976,774	\$ 120,516,473
Cost of sales and services	99,549,835	95,869,025
<b>Gross margin</b>	<b>29,426,939</b>	<b>24,647,448</b>
Selling and administrative expenses	19,469,887	18,888,417
<b>Operating income</b>	<b>9,957,052</b>	<b>5,759,031</b>
Other income (expenses):		
Interest income (including income from related parties 2019 \$122,583; 2018 \$128,644)	528,519	435,667
Interest expense	(1,547,416)	(1,288,826)
Loss on disposition of property and equipment	(111,622)	(140,065)
Equity in net income of investment in joint ventures	576,072	367,490
Other, net	589,438	588,645
	34,991	(37,089)
<b>Income before income taxes</b>	<b>9,992,043</b>	<b>5,721,942</b>
Income tax expense	2,401,413	1,412,158
<b>Net income</b>	<b>7,590,630</b>	<b>4,309,784</b>
Less: net income attributable to the noncontrolling interest in consolidated VIEs	2,787,359	2,130,688
<b>Net income attributable to Cook-Illinois Corp. and Subsidiaries</b>	<b>\$ 4,803,271</b>	<b>\$ 2,179,096</b>

See notes to consolidated financial statements.



# **Cook-Illinois Corp. and Subsidiaries**

Consolidated Financial Report  
June 30, 2018

## Contents

Independent auditor's report	1-2
Consolidated financial statements	
Consolidated balance sheets	3-4
Consolidated statements of income	5



RSM US LLP

## Independent Auditor's Report

To the Board of Directors  
Cook-Illinois Corp. and Subsidiaries  
Oak Brook, Illinois

### Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Cook-Illinois Corp. and Subsidiaries (the Company) which comprise the consolidated balance sheets as of June 30, 2018 and 2017, and the related consolidated statements of income, comprehensive income, equity and cash flows for the years then ended, and the related notes to the consolidated financial statements (collectively, the financial statements).

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

THE POWER OF BEING UNDERSTOOD  
AUDIT | TAX | CONSULTING

**Other Matter**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cook-Illinois Corp. and Subsidiaries as of June 30, 2018 and 2017, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*RSM US LLP*

Chicago, Illinois  
October 26, 2018

**Cook-Illinois Corp. and Subsidiaries**

**Consolidated Balance Sheets**  
**June 30, 2018 and 2017**

	2018	2017
<b>Assets</b>		
Current assets:		
Cash and cash equivalents	\$ 11,292,388	\$ 8,252,703
Restricted cash	6,660,591	6,660,591
Accounts receivable, trade, less allowance for doubtful accounts 2018 and 2017 \$205,000	14,320,470	11,654,905
Inventories	2,269,604	2,210,649
Prepaid expenses and other	666,222	1,199,406
Income taxes receivable	1,314,179	20,479
<b>Total current assets</b>	<b>36,523,454</b>	<b>29,998,733</b>
Other assets:		
Prepaid expenses and other	252,591	310,753
Investments in available-for-sale securities	7,228,329	6,530,658
Advances to stockholders	142,912	110,763
Advances to related parties	3,000,053	3,272,706
Cash surrender value of life insurance policies and amounts receivable under split-dollar policies	11,370,807	10,724,925
Investment in joint ventures	942,582	725,092
Goodwill, net	836,259	937,647
Tradenname, net	84,441	94,703
Deferred income taxes	782,607	2,933,616
	<b>24,640,581</b>	<b>25,640,863</b>
Property and equipment:		
Land	6,672,450	5,884,188
Buildings and leasehold improvements	28,402,816	26,658,250
Revenue equipment	138,297,048	127,617,806
Office equipment	1,996,765	1,968,871
	<b>175,369,079</b>	<b>162,129,115</b>
Less accumulated depreciation and amortization	<b>104,948,321</b>	<b>99,404,726</b>
	<b>70,420,758</b>	<b>62,724,389</b>
	<b>\$ 131,584,793</b>	<b>\$ 118,363,985</b>

See notes to consolidated financial statements.

	2018	2017
<b>Liabilities and Equity</b>		
Current liabilities:		
Line of credit	\$ 10,490,063	\$ 8,608,488
Current portion of long-term debt	8,856,811	4,469,275
Current portion of note payable	98,155	98,155
Accounts payable	2,619,976	2,559,692
Accrued expenses	13,290,680	11,809,566
Derivative instruments, current portion	-	67,338
<b>Total current liabilities</b>	<b>35,355,685</b>	<b>27,612,514</b>
Long-term debt, less current portion	18,821,536	16,389,921
Notes payable to stockholders	4,890,552	5,625,337
Note payable, less current maturities	378,223	476,377
Derivative instruments, less current portion	355,000	897,539
Other long-term liabilities	8,841,046	8,865,418
Equity:		
Cook-Illinois Corp. stockholders' equity		
Common stock, no par value, authorized 12,000 shares; issued 4,000 shares; outstanding 3,797 shares	4,000	4,000
Class A preferred stock, \$100 par value, authorized 500 shares; no shares issued or outstanding	-	-
Class B preferred stock, \$100 par value, authorized 50,000 shares; issued and outstanding 26,780 shares	2,678,000	2,678,000
Advances to related party	(1,085,481)	(1,059,727)
Retained earnings	38,740,038	36,560,942
Accumulated other comprehensive income	710,429	391,814
	41,046,986	38,575,029
Less treasury stock, 1,163 of common shares at cost	(4,716,400)	(4,716,400)
	36,330,586	33,858,629
Noncontrolling interest in consolidated VIEs	26,612,165	24,638,250
<b>Total equity</b>	<b>62,942,751</b>	<b>58,496,879</b>
	<b>\$ 131,584,793</b>	<b>\$ 118,363,985</b>

**Cook-Illinois Corp. and Subsidiaries**

**Consolidated Statements of Income**  
**Years Ended June 30, 2018 and 2017**

	2018	2017
Revenues	\$ 120,516,473	\$ 112,890,029
Cost of sales and services	95,869,025	90,840,891
<b>Gross margin</b>	<b>24,647,448</b>	<b>22,049,138</b>
Selling and administrative expenses	18,888,417	16,407,296
<b>Operating income</b>	<b>5,759,031</b>	<b>5,641,842</b>
Other income (expenses):		
Interest income (including income from related parties 2018 \$128,644; 2017 \$133,146)	435,667	339,603
Interest expense	(1,288,826)	(1,142,489)
Loss on disposition of property and equipment	(140,065)	(36,360)
Equity in net income of investment in joint ventures	367,490	73,399
Other, net	588,645	825,570
	(37,089)	59,723
<b>Income before income taxes</b>	<b>5,721,942</b>	<b>5,701,565</b>
Income tax expense	1,412,158	610,185
<b>Net income</b>	<b>4,309,784</b>	<b>5,091,380</b>
Less: net income attributable to the noncontrolling interest in consolidated VIEs	2,130,688	3,002,711
<b>Net income attributable to Cook-Illinois Corp. and Subsidiaries</b>	<b>\$ 2,179,096</b>	<b>\$ 2,088,669</b>

See notes to consolidated financial statements.



# **Company History**



# Company History



## Proudly Serving North Suburban Chicago since 2003

North Shore Transit, Inc. has existed in corporate form since 2003. Located at the intersection of Howard Street and McCormick Boulevard in Skokie, we are ideally located to service many of the north suburban communities of Chicago. We are proud to have provided transportation for Agudath Israel of Illinois, The Jewish Community Center Day Camps along with school districts in Glenview, Evanston, and Winnetka.

North Shore Transit is a full service operation with full-time staff, including a manager, dispatchers, safety and training personnel, a shop foreman, and mechanics. We conduct all maintenance on site, as well as providing our own towing services. If a break-down were to occur, we would send all service vehicles from our facility to assist.

North Shore Transit is a wholly owned subsidiary of Cook Illinois Corporation. Cook Illinois Corporation is the largest family owned and operated school bus company in the country and ranks within the top ten overall in the entire country. With over 2,200 school buses operated every day exclusively in the Chicago land area, we have the resources and knowledge to provide superior school transportation.

Excellent drivers, superior trainers, an outstanding safety record, and regular maintenance programs performed at our full-service on-site facility for our fleet are all part of the quality and service that come with the North Shore Transit operation.

## A Different Kind of Company



# A Different Kind Of Company



North Shore Transit, Inc. is a wholly owned subsidiary of Cook-Illinois Corporation. Cook-Illinois Corp is a company unlike any other when it comes to employers, and here are a few reasons why we are so proud of who we are.

## Professional Development

Cook-Illinois Corp. is committed to the professional development of its staff and its customers. Over the past years, our parent company, Cook-Illinois has sponsored regional school district "Leadership Counsels" providing a format for superintendents to meet and share ideas in education. We also have held, and continue to hold workshops for Cook-Illinois customers on topics such as special education transportation legal issues with nationally recognized presenter Peggy Burns.

We are members of the National School Transportation Association as well as the Illinois School Transportation Association.

## Community Involvement



Whenever we can, we try to support the communities we service. In the southwest suburbs of Chicago, Illinois, DAPSSAV (Drivers, Attendants, Parents, Students, and Schools Against Violence) is an organization started by some of our employees and our concerned about neighborhood violence. We not only supported their cause by donating buses for their annual Stop The Violence Walk, but many of our employees participate in the annual walks.



# A Different Kind Of Company

## Health and Wellness



We feel that healthy eating is one of the foundations to good health and that it starts at home. Supplied by local farmers, our "Vegetation Transportation" bus is just another example of how CIC is always using our innovative thinking to make eating healthy accessible to all employees. We took one of our unused school buses and converted it into a traveling farmers market! CIC subsidizes the cost of all the produce in order to provide a minimal cost to our employees. In addition to our mobile market, we also have a community vegetable garden. In the summer, our employees have been known to bask in the sun while they snack on sweet cherry tomatoes. They also assist in tending to the vegetable garden. At peak season, we use the vegetables in our cooking demonstrations.

In order to encourage our employees to bring their lunch from home to work, we have provided our employees with reusable lunch sacks complete with a healthy lunch. Sometime thereafter, we invite our employees to bring their lunch sack back so that we can refill it with a second healthy lunch! In order to create a healthier environment for our employees, we even work with our vending machine providers to make sure they are stocked with an array of healthy snacks and drinks.



CIC provides no cost, on-site health care to our employees. Traveling board certified Nurse Practitioners oversee the clinical health of our employees by treating everything from chronic illness, ear aches and muscle strains to pink eye, sinus infections and asthma. School bus drivers run a higher risk of contracting viral and bacterial infections due to their close proximity to large numbers of children. Another way CIC shows our commitment to keeping our employees healthy is through our annual partnership with Walgreens to combat the flu season. Each year, Walgreens visits our 16 locations to administer flu vaccines free of charge to our employees. We average over 500 flu shots a year! These programs make being healthy convenient and attainable.

Cook-Illinois Corporation is now the largest private school bus fleet in the country using bio-diesel. Bio-diesel reduces harmful emissions from our school buses by 30%. It is better for the children we transport, especially children with asthma and allergies.

# A Different Kind Of Company



Cook-Illinois is also currently testing the **first hybrid school bus** in the State of Illinois and now we also will have the First All Electric School Bus in the State of Illinois.

## Employee Involvement

At North Shore Transit, we try to maintain a sense of belonging and family among our employees. This can be encouraged in many ways. We try to prepare our drivers for the annual **State School Bus Safety Roadeo**, a competition of School Bus Driving skills. In order to do so, we host our own corporate-wide Roadeo. Now only does this give our drivers the opportunity to brush up on their safety and driving skills, it also allows them to meet their fellow drivers from sister companies and develop a further sense of camaraderie. In the end, our three top drivers move on to represent our corporation at the state level, having the full support of their teammates back home. It's a team-building exercise where everyone benefits, and our customers benefit from the reminders in safety training.



In addition to encouraging safety training and finding ways to hone driving and safety skills in a fun way, we also strive to maintain a family environment with our drivers with our cookouts. This sense of family is what keeps everyone going during the harsher winter months. Our upper management folks are known for their grilling skills, and they try to visit every location once or twice a year in the warmer months and bring their "famous" pulled pork and beef brisket to all who are willing to eat. When the guys break out the grills, and the drivers and aides bring out their families, everyone is in for a good time!



# A Different Kind Of Company



People have changed over the years, but how we treat our employees has not. We have been successful in business for over 50 years because we know how to hire and treat our employees fairly and properly. Our people are what drive our company!



## A Fun Place To Work

**Welcome Back To School Cook-Outs**

**Flying Pancake Breakfasts**

**Karaoke Contests**

**Wellness Screenings**

**Hurrah For Family Summer Cookouts**

**Christmas Parties**

**Parade Of Lights at InterContinental Hotel**

**End Of The Year Parties**

**Valentine's Party for Managers**

**Bonuses for ASE Certification Achievement**

**Company Paid Training for Mechanics**

**Boat Cruise for Managers**

**Safety Award Banquets**

**Turkeys At Thanksgiving**

**Family Outings to Great America**

**Bird House Painting Parties**



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# A Different Kind Of Company



## Our National Advisory Team

The companies of Cook-Illinois strive for continual improvement of service, and that starts from within. One of the ways we've approached the goal of continual improvement is to start with hiring the best possible staff members and insisting that everyone in our companies learn by doing, regardless of title. That means each staff member, regardless of title, has a CDL and has driven a route during the previous year. It means we put importance on professional development for our customers as well as our own staff. It means we stay abreast of new developments in the industry and incorporate those that will serve our customers and our communities in ways that are cost-effective, environmentally safe, and supportive of our students' educational achievement.



It also means that we look to industry experts who help us identify, analyze and improve. In 2012 we took the concrete step of forming a National Advisory Team. The members are Peggy Burns and Pauline Gervais, Consultants with Education Compliance Group, Inc.; and Susan Englert Shutrump, OTR/L, Supervisor, Occupational & Physical Therapy Services, Trumbull County ESC, OH. Peggy is the former in-house legal counsel for Adams 12 Five Star Schools in Colorado, and Pauline is the former Executive Director, Transportation Services, Denver Public Schools.

Peggy, Pauline and Sue bring an objective perspective grounded in safety, operations, service, and compliance. Their combined experience in the pupil transportation industry and the transportation of students with special needs adds depth and breadth of knowledge to the service our companies provide.



# **Driver Recruitment, Selection, Training, and Retention**





# Driver Recruitment Driver Retention

## Driver Recruitment

North Shore Transit has been in the school bus business for over thirty (30) years. We have been very successful recruiting drivers by both word of mouth and display ads in the local newspapers. Because we have been in the business for many years, we have a great name in the industry, and therefore drivers looking for work understand we are an ideal place for employment.

If we need to advertise, we will use a display ad in one of our local newspapers and advertise for drivers that are needed in a particular area. Our ads explain our pay and benefit package, as well as some of the extra benefits we provide. We have also used local clubs, church groups, and job fairs to find qualified candidates to consider hiring.

Because we operate companies with state of the art facilities, we have always had a good portion of drivers apply with us just on word of mouth. Many applicants just want to work for us from what they have heard from fellow co-workers.

## Driver Selection

After completing our application, we ask all applicants to go to the local license facility to obtain a copy of their driving record, and we ask them to obtain an eligibility card. This eligibility card states that the applicant meets the requirements to take the three State required written tests to become a school bus driver. This process checks to see if this person has a valid driver's license in Illinois and makes sure that he/she has a clean driving record. This means the applicant has had a driver's license for the last three consecutive years, has had no suspensions, and that the person has no more than two moving violations currently on their record.

North Shore Transit is not only interested in the applicant's background as a driver, but we also make sure the person is responsible and understands how to work with children during the interview process. We are looking for someone who can relate to children, is friendly and obviously responsible. This is done by asking the proper questions. We also ask the potential driver to list references, which we check after the interview process.

If the applicant returns with the proper paperwork from the driver's license facility and passes the interview process, we will then begin training. During the training period, all drivers are required to complete a physical, TB test, drug test, submit their fingerprints to both the State Police and the FBI for a background check, and complete mandatory behind the wheel training. After the driver completes these steps, the driver will then have to pass a driving skills test in accordance with all requirements designated by the State.

# Driver Recruitment Driver Retention



## Driver Training

We have enclosed a copy of our comprehensive training procedure for both drivers and attendants.

## Driver Retention

In the past we have not had a problem retaining our drivers. This is due to our nice facilities and fellow workers. We offer a very competitive wage and benefit package that is usually higher on the scale than other bus companies. We treat our drivers with respect, and we all understand what a difficult job it is to be a school bus driver. We have had many years of experience to make sure we have a pleasant place to work. Our training is superior to other bus companies, and drivers understand we have a nice place to work.



# **Driver Education and Training Program**



# Driver Education and Training

North Shore Transit Driver candidates receive a minimum of 50 hours of special training that is divided into two segments. This training consists of 30 hours in the classroom and 20 hours "behind-the-wheel" plus any specific training as required by State law.

Drivers with previous experience for another private Company will receive a minimum of 10 hours in additional training. New and existing drivers are subject to evaluation by the Safety Director and Terminal Manager.

## Our Core Safety Standards

North Shore Transit believes there is no issue more important than Safety. Therefore, every Driver must complete North Shore Transit' rigorous Training Program. All of our Driver candidates are trained on-site by a designated Driver Trainer. We even train Drivers who already possess a valid CDL license. Our Driver Trainers are outstanding Drivers who have an impeccable Safety Record and are chosen because of their driving excellence to train others.

North Shore Transit Training consists of an intensive all inclusive time period of 50 total hours. Those hours are divided into 30 hours in the classroom and 20 hours "behind-the-wheel". Subjects covered include:

- Commercial Drivers License (CDL)
- Pre and Post Driving
- Passenger boarding and deboarding
- Public Relations & Customer Service
- Driving the Bus
- Defensive Driving
- Railroad Safety
- Student Management
- Safety and Emergency Procedures
- Introduction to Special Needs (if applicable)
- Preservice Program
- Post Hiring Certification
- Driver Performance Evaluation
- Placard Policy
- Monitor Training (if applicable)



## Commercial Drivers License (CDL)

- Prepares candidates to pass the test



# Driver Education and Training

## Pre and Post Driving...overview of equipment, including:

- Mirror adjustment
- Crossing control arm
- Child Reminder system (manual placard or mechanical)
- Emergency Exits
- Radio and Codes usage
- Safety Equipment
- Climate Controls
- Eight-way Lights
- Video camera (if applicable)
- Brake Components

## Passenger boarding and debarking

- Approaching and departing bus stops
- When to activate amber and red warning signals
- Pick-up and Drop-off at schools
- Learning the "Danger Zone"
- Rules of crossing for "Walk-Ride-Walk"
- Proper use of crossover mirrors
- Driver's signal for crossing children
- Developing eye contact
- Recognizing a potentially unsafe bus stop
- Recognizing suspicious individuals around a bus stop area



## Public Relations & Customer Service

- Learning the importance of their job
- Understanding who their various Stakeholders are
- Understanding the importance of Customer Service
- Customer Service tips
- Understanding the reasons for poor Customer Service
- Utilize "role reversals" to demonstrate parent trust
- Communication skills
- Service recovery

## Driving the Bus

- Maneuvering the bus
- Backing
- Pivot points for turns

# Driver Education and Training

- Tail swing and sharp turns
- Winter driving
- Night driving
- Freeways
- Intersections
- Passing
- Changing lanes

## **Defensive Driving**

- Overview of the Smith Defensive Driving System
- Personal responsibility
- Preventable collisions
- Recognizing hazards
- Vehicle equipment and condition
- Anti-lock brake systems
- Sharing the road
- Rules of the road

## **Railroad Safety**

- Serious nature of any railroad grade crossing
- Perils and danger to a school bus
- Crossing single and multiple tracks
- The 15-50 rule
- Stop, shift, look, listen, and start
- No second chance

## **Student Management**

- Approaches to discipline
- Maintaining appropriate atmosphere
- Garnering student's respect
- Understanding the School Board's discipline policies
- Rules of conduct
- Discipline reports
- Give respect/get respect
- Four-step progressive discipline system
- Dealing with crisis situations
- Dealing with parents

# Driver Education and Training

## **Safety and Emergency Procedures**

- Use of emergency equipment
- Fire extinguisher procedures
- Dealing with a mechanical breakdown
- Emergency road reflectors
- Passenger transfer procedures
- If in an accident
  1. Notifying Police
  2. Notifying the Terminal
  3. Rendering assistance
  4. Collecting information
  5. Evacuation procedures
- Dealing with weather conditions

## **Introduction to Special Needs (when applicable)**

- Covers 17 categories of disabling challenges
- Differences between Special Needs and normal passenger service
- School Board policies
- Motor vehicle laws
- First Aid
- CPR
- Radio communications
- Procedures when parent or guardian not present to receive a passenger

## **Preservice Program**

- CDL and School Bus license requirements
- School Board Policies
- State Motor Vehicle laws
- Drug and alcohol rules and regulations
- Pre-driving protocol
- Driving the bus
- Defensive driving
- Public Relations
- Student Management
- Safety procedures
- Emergency procedures
- First aid



# Driver Education and Training

- Blood borne pathogens equipment
- Transporting special needs children
- Fuel conservation
- Radio communications

## Post Hiring Certification

- After passing the classroom and driving segment of 50 hours:
  1. Examination of knowledge from classroom training
  2. Evaluation of driving technique
  3. Receives the **NORTH SHORE TRANSIT** Drivers Handbook

## Driver Performance Evaluation

- Driver's performance is subject to annual review
- This review may include any of the following:
  1. Pre-trip inspection
  2. Backing
  3. Transmission Control
  4. The Engine
  5. Steering
  6. Intersections and signals
  7. Proper lane usage and lane changes
  8. Speed and assured clear distance
  9. Braking
  10. Mirror usage
  11. Defensive driving
  12. Turning
  13. Turn signal use
  14. Hazard light use
  15. Boarding and deboarding
  16. Railroad crossings
  17. Wheelchair and lift procedures
  18. Student Management
- An evaluation form identifies any needed improvement
- Evaluation is conducted by the Driver Trainer, General Manager, and an Operations Manager
- Every Driver must attend an additional 5 hours of safety education classes each year



# Driver Education and Training

## Placard Policy

- No Student can be left unattended on any bus under any circumstance
- Every NORTH SHORE TRANSIT bus is equipped with a Child Reminder System (mechanical or manual placard) which must be utilized on every trip
- Driver must walk to the back of the bus carefully inspecting each and every seat.
- As a back up each bus is again carefully inspected upon return to the Terminal



## CONTINUING EDUCATION

North Shore Transit believes that no one should ever stop learning. That is why we have developed a comprehensive Continuing Education program. Every North Shore Transit Driver is required to attend monthly safety meetings. This requirement ensures that North Shore Transit will always put safety first. Because we consider Continuing Education to be part of our driver's job specification, we even pay them for the time that is required for them to attend these classes. We know that paying a driver to attend a safety meeting demonstrates our commitment to Safety being our highest priority. Some of the areas that are continually reemphasized during these safety meetings are:

### Safe Driving Procedures

- Entering and Exiting
- Backing
- Emergency Procedures
- First Aid
- Rail Road Crossings
- Defensive Driving
- Alcohol and Drug Policies
- Teaching new or forgotten skills
- Adverse weather conditions
- Mirrors: usage and adjustment



Safety meetings are completely interactive. Drivers are encouraged to relate their own personal experiences regarding subjects such as:

- Defensive Driving maneuvers
- Discipline solutions
- Safety experiences
- Sharing of "best practices"

# Driver Education and Training

## **SAFETY PLAN**

North Shore Transit has a Safety Plan that adopts a pro-active approach to Safety. The Plan is designed to promote a healthy, caring and safe work environment for all employees and to protect the welfare of the children we serve. The framework for this Plan includes our Fifteen Minimum Safety Standards, specific job related courses, tests, and assessment guides to assist our employees in providing ongoing safe service. Each part of this framework supports the other parts. Collectively they provide a comprehensive approach to all of the safety, environmental and transportation issues.

## **Guiding Principles**

- To provide a safe, caring, and healthy work environment
- "We do it right"...in all that we do
- To improve the responsiveness, security, and reliability of services we provide
- To reduce costs associated with safety, environment and transportation incidents
- To promote employee retention
- To ensure compliance with the Code of Business Conduct including the applicable Occupational Safety and Health Act (OSHA), Environmental Protection Agency (EPA), Department of Transportation (DOT) and other regulatory requirements

## **Benefits**

- Allows each work group to participate in an established plan which promotes the well being of employees and customers
- Establishes core requirements of a comprehensive safety plan
- Provide flexibility in permitting a work group to add variations to the plan based on local requirements
- Provides positive reinforcement for work practices
- Maximizes employee retention
- Reinforces the performance management process to ensure adherence to the Safety Plan

## **Roles and Responsibilities**

### **Leadership Team:**

- Establish and communicate the organization's policy statement to their Team
- Uniformly follow and enforce the Fifteen Minimum Safety Standards and environmental directives
- Participate in a Reward and Recognition process to reinforce positive results
- Establish measurable safety objectives for the organization that are incorporated into the management and compensation process

# Driver Education and Training

## **General Managers and Supervisors:**

- Communicate the organization's policy statement to the their team
- Uniformly follow and enforce the Fifteen Minimum Safety Standards and the environmental directives
- Verify job related training in each work classification
- Review incident reports for effective completion and targeting efforts
- Ensure our established Safety Standards are included in orientation training for new or transferred employees as required by Federal and State law
- Develop and maintain competence through the completion of appropriate job classification training
- Implement and administer a job assessment process
- Provide feedback on results
- Maintain appropriate Corporate, Local, State, and Federal documentation
- Participate in Reward and Recognition process to reinforce positive results
- Review measurable objectives and results with employees and incorporate results into the management and compensation process

## **Employees:**

- Complete the training regarding the Fifteen Minimum Safety Standards as required by law
- Read, study, and learn all pertinent job classification training materials
- Follow all job classification requirements
- Maintain all required documentation
- Assist co-workers in following safe job procedures by utilizing effective training, coaching, and reinforcement techniques

## **Risk Management Organization:**

- Develop and implement a comprehensive safety strategy that incorporates assessment processes in transportation, the environment and the work area
- Support the field organization with expertise and advice
- Partner with local branches to establish meaningful performance benchmarks
- Coordinate the job assessment process
- Conduct assessments, analyze findings, and provide feedback on results to local team and executive management
- Participate in Reward and Recognition process to reinforce positive results
- Develop and implement risk management strategies focused on eliminating high risk behaviors

# Driver Education and Training

## EMERGENCY PREPAREDNESS

North Shore Transit provides training on dealing with all types of emergencies. We always work locally with anyone whose services may be required in the event of an emergency. This includes local police, fire and emergency services personnel. North Shore Transit provides instruction in the following categories:

### Accidents

- Protecting the accident scene
- Evacuation and Control
- Evaluating the need for medical assistance
- Notifying the appropriate law enforcement agency
- Notifying school officials and emergency services
- Collect and record essential data
- Communicating with parents or guardians

### Driver Disability

- Handling the situation
- Protecting the passengers
- Notifying those who can help

### Bus Failure

- Securing the bus
- Controlling and transferring the passengers
- Notifying the Board
- Notifying the Terminal
- Acquiring another bus
- Repair and recovery when possible

### Inclement Weather

- School closings
- Delays
- Early dismissals
- Tornado warnings or sightings
- Thunderstorms, snow & ice storms





# Driver Education and Training

## Emergency Evacuation

- Conduct an annual emergency exit drills as required:
- Drills are conducted on school property
- Drills deal specifically with not panicking, but to deboard in a quick and orderly fashion
- Children are taught to leave personal belongings behind, move at least 100 feet away from the bus, and away from the highway or road.

## Safety / Accident Review Committees

North Shore Transit is aware of the fact that no matter how many Policies, Procedures, and Education Programs are in effect accidents will happen. When an accident occurs it must be a learning experience not only for the Driver involved, but for all Drivers.

Each location has a Safety / Accident Review Committee (SARC) to review any accident. Company policy requires an active SARC at all locations. The team must include the Safety Director and meet monthly at a minimum. SARC members are comprised of drivers, a dispatcher, a mechanic, as well as other location employees who want to contribute and are asked to participate on the committee on a voluntary, rotating basis. The SARC's role is to examine and make suggestions to operating management to eliminate unsafe actions and conditions in the workplace, including the offices, shop, grounds, parking, and routes. The SARC's suggestions are taken very seriously and management must formally respond to all suggestions. SARC's across the corporation have taken simple actions such as devising methods to eliminate slippery walkways, filling potholes and other potential tripping hazards. In not so simple cases, they have set up meetings with school personnel and regulatory personnel to minimize serious route hazards such as dangerous intersections, improperly trimmed trees, etc. SARC's also review location accidents and provide input for methods of corrective action.

Factors reviewed are; driver error, mechanical failure, weather conditions, or any other factors that could be contributory to the accident. A complete analysis involving the General Manager, Safety Manager, and other North Shore Transit staff is conducted. If the Driver is found to be responsible, remedial training or disciplinary procedures are applied. The minimum retraining of a Driver involved in a "preventable" accident is three hours. That time could be increased depending on such factors as the severity of the accident or the Driver's past driving record. In addition, accidents and contributing factors are reviewed with all of the other drivers at the Terminal as part of their regular safety meetings in an effort to prevent future accidents and learn from past accidents.



## Safety Program



# Safety Programs

North Shore Transit is committed to delivering safe student transportation services in all areas that we service. North Shore Transit's safety program is interwoven in all aspects of our operations. Cook-Illinois is a family company, our own children have ridden school buses daily. We believe we must treat every child we transport as if it was our own child.



## Safety & Service

As your transportation partner, North Shore Transit can provide the complete range of school transportation requirements. We can operate or modify your system to what you require, always with safety in mind. Our carefully screened drivers and maintenance standards are critical to our safety goals. Our drivers complete a combination of state required courses plus additional training that we have identified as necessary for proper driving technique and performance. Our buses are inspected and maintained to exact standards by our certified mechanics in our on-site, full service maintenance facilities.

## Delivering Safety

- Safety starts with the hiring process. We interview, screen and verify records of every driver and monitor.
- Local managers are primarily responsible for hiring and monitoring our drivers' safety performance. Regional Management checks and verifies that our local managers are following our procedures.
- Ongoing road evaluations are done annually to ensure skills are being followed.
- Drivers MVRs are reviewed annually to ensure driver's driving records are clean and in compliance.
- Safety meetings are mandatory.
- Safety bonuses are paid when drivers are accident free.
- Discipline or termination is automatic when safety rules are violated



# Safety Programs

## Safety Organization

All employees are charged with delivering safety. From the CEO to a new hire, no one works at North Shore Transit that does not have safety as their number one goal.

### Corporate Director of Safety

The Corporate Director of Safety is responsible for the direction, coordination, resource support and auditing of the "Safety Process" at all operating locations within the corporation. This would include the delivery of the newly instituted "Excellence in Safety Management Certificate Program" that all current Safety Directors and trainers are participating in. The delivery of location specific Safety Orientation for all mechanics as well as the delivery of an OSHA 10 Hour Safety management class for mechanic foremen and location Safety Directors.

### Corporate Claims Manager

The Corporate Claims Manager is responsible for the management and coordination of services for all work related claim activity (Worker's Compensation, Auto and GL) and is heavily engaged in proactively disputing and/or resolving such claim activity; the Claims Manager works closely with the Director of Safety and the Fleet Manager in a team risk management effort.

### Location Safety Director / Behind the Wheel trainers

Our Location Safety Directors are our first line of defense in location risk management and are active in not only the management of the Safety / Accident Review Committee ("SARC") but in conducting all initial first response investigations of claims and the reporting of the investigation and findings to the Claims Manager and Director of Safety; they have the additional responsibility for either training all new hires or providing training support in accordance with North Shore Transit standards. New hires with experience are given a thorough road evaluation to ensure driving skills meet North Shore Transit standards; all new hires without experience are mentored through the driver training process, strictly adhering to applicable regulatory guidelines.



# Safety Programs

## Location Safety/Accident Review Committee (SARC)

Company policy requires an active SARC at all locations. The team must include the Safety Director and meet monthly at a minimum. SARC members are comprised of drivers, a dispatcher, a mechanic, as well as other location employees who want to contribute and are asked to participate on the committee on a voluntary, rotating basis. The SARC's role is to examine and make suggestions to operating management to eliminate unsafe actions and conditions in the workplace, including the offices, shop, grounds, parking, and routes. The SARC's suggestions are taken very seriously and management must formally respond to all suggestions. SARC's across the corporation have taken simple actions such as devising methods to eliminate slippery walkways, filling potholes and other potential tripping hazards. In not so simple cases, they have set up meetings with school personnel and regulatory personnel to minimize serious route hazards such as dangerous intersections, improperly trimmed trees, etc. SARC's also review location accidents and provide input for methods of corrective action.

## Corporate Safety Support

For more than 50 years, schools and parents have trusted Cook–Illinois Corporation with their most precious cargo. Nothing is more important to us than getting students to school safely and on time. In 1958, when we were just a small company with a handful of buses, we made the commitment to put safety and dependability in the driver's seat, every day and on every route. Today, our fleet has grown and we are now the largest family owned and operated school bus contractor in the United States. While we have expanded our service over the years, we have not forgotten what a privilege and great responsibility it is to transport students.

# **Company Policies**



**Drug and Alcohol Policy  
Harassment In The Workplace  
Equal Employment Opportunity**



# Drug and Alcohol Program

## ALCOHOL AND DRUG TESTING REQUIREMENTS

In order to maintain a safe and productive work environment, selected groups of employees in safety sensitive positions may be asked to submit to drug and alcohol testing as a condition of employment. The policy is intended to comply with all state and federal laws governing drug and alcohol testing and is designed to safeguard privacy rights to the fullest extent of the law. A laboratory licensed by the state will conduct any drug and/or alcohol testing required or requested by North Shore Transit.

- ❖ Pre-Employment: North Shore Transit requires ALL prospective employees to be drug tested. The previous employer is obligated to provide work history data.
- ❖ Random Testing: North Shore Transit randomly tests the number of safety-sensitive employees equal to 10% of the average number of safety-sensitive positions for breath alcohol and 50% of that number for controlled substances, which is higher than the current Federal requirement. The random alcohol test must be performed immediately prior to, during, or immediately after performing a safety-sensitive function. All eligible safety-sensitive employees must have an equal chance of being selected.
- ❖ Post Accident Testing: If a driver is involved in an accident and the following conditions exist: a. driver is at fault; b. a vehicle is towed from the scene; c. any person involved requires medical attention; d. a citation is issued to the driver; or e. any vehicle has sustained damage in excess of \$ 500.00, North Shore Transit shall require the employee to be tested for alcohol within one (1) hour or as soon as possible following the incident as well as for controlled substances, both drugs and alcohol. The driver may not report back to duty until North Shore Transit has obtained the results of such testing.
- ❖ Reasonable Suspicion Testing: An employee is required to submit to an alcohol and/or controlled substance test when a properly trained company official or supervisor has observed and documented behavior possibly indicating substance abuse.
- ❖ Employee Consequences: Employees who test positive for drugs or alcohol will be removed from their job immediately and terminated. All positive results shall be reported to the Secretary of State School Bus Safety Section in Springfield, Illinois.
- ❖ All drug screens must be conducted by a SAMSHA/NIDA certified laboratory. All breath/alcohol screens must be administered by a certified breath/alcohol technician (BAT).
- ❖ North Shore Transit has contracted with our clinic to service all physicals, drug testing, breath alcohol screens and work related injuries.





# Harassment In The Workplace Policy

North Shore Transit is committed to maintaining a productive work environment that is free from discriminatory, harassing, or disruptive activity. In keeping with this commitment, we will not tolerate unlawful harassment of North Shore Transit employees, either male or female, by anyone, including any supervisor, co-worker, or customer of North Shore Transit.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as race, color, religion, ancestry, national origin, citizenship status, age, sex, sexual orientation, marital status, disability, veteran's status, or other protected group status as defined by applicable federal, state or local laws and regulations. North Shore Transit will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex may constitute sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment,
- or submission to or rejection of the conduct is used as the basis for an employment decision,
- OR
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment which violates this policy may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All North Shore Transit employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately notify your manager. If your manager is not available or it is not something you feel comfortable discussing with your manager, you should immediately notify the Regional Manager or the corporate Human Resources Director. North Shore Transit forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation.

The Company's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, North Shore Transit will keep complaints and the terms of their resolution confidential. If an investigation confirms that this policy was violated, we will take corrective action, including such discipline, up to and including immediate termination of employment, as is appropriate.



# EQUAL OPPORTUNITY

## Equal Employment Opportunity Policy

North Shore Transit, Inc. will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, order of protection status, transgendered status, sexual orientation all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

North Shore Transit, Inc. is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment in every location in which the North Shore Transit, Inc. has employees.

Any employee who believes this policy has been violated should report the situation to their manager or to Human Resources. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the North Shore Transit's investigative procedures.

The North Shore Transit strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.



# Maintenance Program



# Maintenance Program

North Shore Transit has a tradition of performing extensive Comprehensive and Preventive Maintenance as part of our on going commitment to providing safe service. These procedures impact three key areas of our overall performance. Those areas are:

- Overall safe operation
- Reducing mechanical failures
- Reduction of maintenance expense

Our inspection process consists of four different, yet interactive components. Those four components are:

- New Vehicle Inspections
- Preventive Maintenance/Daily Driver Inspections
- 4000 Mile Inspections
- Semi-Annual Inspections

## Maintenance Tracking System

We track all our maintenance and parts inventories using software develop by RTA. This system monitors parts installed, repairs made, vehicle inspections and the mechanic/technician responsible for the repair(s). This system allows us to efficiently use and maintain all equipment, track manufacturer's warranties, and maintain adequate inventory levels.

## New Vehicle Inspections

We always perform a pre-delivery inspection on every newly manufactured vehicle. That inspection contains the following elements:

- Our complete 4000 Mile PM Inspection Form
- Instrument review
- Windshield/wipers
- Safety features
- Brake operation
- Turn signals
- Stop arm
- Lights
- Mirrors
- Wheels/tires
- Fluid levels
- Hoses/radiator
- Drive belts
- Steering
- Fuel system
- Exhaust system
- Transmission
- Lubrication
- Alignment



After completion of the New Vehicle Inspection, road tests are performed to ensure road worthiness. Then all permits, licenses, decals, certifications, and vehicle profile sheets are made sure to be in order before the vehicle can be placed into service.



# Maintenance Program

## Preventive Maintenance/Daily Driver Inspections

We believe that Preventive Maintenance procedures keep our vehicles safe and in service. Our philosophy is to stop the problem before it becomes major. That is why each of our vehicles undergoes a very comprehensive "pre-trip" daily inspection by the driver. Defects or problems that do not directly affect the safe operation of the bus are documented for repair. Any defect that could affect safe delivery of our students means that bus is immediately removed from service. Our daily "pre-trip" consists of the following:

- Inspect for evidence of oil, fuel, or coolant leaks
- Vandalism
- Oil, water, belts, hoses, frayed wiring
- Parking brake
- Wheels/Tires
- Clean windows
- Mirrors
- Warning systems
- Exhaust system
- Entrances/exits
- Drivers seat
- Passenger seats
- Dome lights/horn
- Heater/defroster
- Wipers
- Safety equipment
- Emergency equipment



## 4,000 Mile Inspections

We inspect all vehicles every 4,000 miles. This inspection includes filling out our 100 point Preventative Maintenance form and the following:

- Exterior Inspection Summary
- Interior Inspection Summary
- Engine Compartment Inspection Summary
- Chassis Inspection Summary
- Bus Lift Inspection Summary (where applicable)

# Maintenance Program

## Semi-Annual Inspections

We inspect each vehicle semi-annually as part of the State Safety Inspection requirements. This very comprehensive inspection consists of the following:

- Clean Engine
- 4,000 mile PM form
- Inspect all tires and check air pressure
- Examine all wheels and studs
- Inspect brake linings and disc brake pads
- Inspect all brake components for wear
- Inspect wheel bearings
- Check parking brakes system
- Inspect for fluid leaks
- Check all fluid levels
- Examine steering system
- Inspect all belts and hoses
- Inspect suspension system
- Inspect drive line
- Inspect exhaust system
- Check out electrical system
- Examine interior for any defects
- Inspect all heaters and switches
- Check out all lights
- Thorough road test



We ensure that manufacturer's recalls are handled in a timely manner. We comply with the National Highway Traffic Safety Administration School Bus Safety Assurance Program. In addition, we will inform all necessary parties regarding any safety issue as a result of a recall. We comply with all federal and state regulations.

In addition to the above prescribed vehicle maintenance schedules, we are always prepared for unscheduled vehicle care. We have a full-time maintenance department that is prepared and ready to meet whatever issues arise throughout the working day. We have our own tow truck and licensed personnel to handle the situations that might take place while the vehicles are on the road. Also, we have a full service parts department at its location helping to keep the vehicles up and running with minimal downtime.

We train all our mechanics with the latest information on our buses using factory trained instructors. Mechanics are encouraged to participate in the School Bus ASE Certification Program. The ASE school bus program consists of seven certifications. The seven certifications consist of Brakes, Diesel Engines, Suspension Systems, Drive Train, Body Systems, Electrical, and Air Conditioning. Each mechanic receives a \$100 bonus for each test passed, and is reimbursed for registration.

# **Fleet List**



CIC	Coulin	FAC	Location	Vehicle	Year	Chassis	Body	Total Cap	Eng l/wake	Trans	Fuel	Type	A/C	Tracks	Vin	Plate
19646	1	8	North Shore	1887	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH3JF343530	95568SB
19647	1	8	North Shore	1888	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH5JF343531	95567SB
19648	1	8	North Shore	1889	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH7JF343532	95566SB
19649	1	8	North Shore	1890	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH9JF343533	95565SB
19650	1	8	North Shore	1891	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH0JF343534	95564SB
19651	1	8	North Shore	1892	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH2JF343535	95563SB
19652	1	8	North Shore	1893	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH4JF343536	95562SB
19653	1	8	North Shore	1894	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH6JF343537	95561SB
19654	1	8	North Shore	1895	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH8JF343538	95560SB
19655	1	8	North Shore	1896	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEHXJF343539	95559SB
19656	1	8	North Shore	1897	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH6JF343540	95558SB
19657	1	8	North Shore	1898	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH8JF343541	95557SB
19658	1	8	North Shore	1899	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEHXJF343542	95556SB
19659	1	8	North Shore	1900	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH1JF343543	95555SB
19660	1	8	North Shore	1901	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH3JF343544	95554SB
19661	1	8	North Shore	1902	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH5JF343545	95553SB
19662	1	8	North Shore	1903	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH7JF343546	95552SB
19663	1	8	North Shore	1904	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH9JF343547	95551SB
19664	1	8	North Shore	1905	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH0JF343548	94800SB
19665	1	8	North Shore	1906	2018	Bluebird	Vision	71	Ford	Ford	U	B	N	N	1BAKGCEH2JF343549	94799SB
18859	1	13	North Shore	10	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG8DR807067	AP47696
18870	1	13	North Shore	11	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBGXD807247	S351302
18867	1	13	North Shore	12	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG3DR765102	S351309
18865	1	13	North Shore	13	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG6DR772271	AP47695
18862	1	13	North Shore	14	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBGXD807273	S351278
18866	1	13	North Shore	15	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBGXD80765100	S351305
18863	1	13	North Shore	16	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG3DR795846	S351279
18869	1	13	North Shore	17	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG1DR807248	S351280
18861	1	13	North Shore	18	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG2DR796342	S351301
18868	1	13	North Shore	19	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBGXD807144	S351336
18860	1	13	North Shore	20	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG1DR804267	S351307
18864	1	13	North Shore	21	2013	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG7DR778791	S351310
19756	1	13	North Shore	22	2017	Dodge	Caravan	7	Dodge	Dodge	U	V	Y	N	2C4RDGBG5HR865613	AE76241
18309	1	13	North Shore	24	2007	IC	CE	71	Navistar	Allison	D	B	N	N	4DRBUAFP57B341203	89861SB
10826	1	13	North Shore	30	2007	Freightline	Thomas	71	Mercedes	Allison	D	B	N	N	4UZAAXDXH7CX09906	56510SB
18653	1	13	North Shore	35	2008	Bluebird	Vision	65	Cummins	Allison	D	B	N	N	1BAKFCPH68F249720	72828SB
2990	1	13	North Shore	37	2008	IC	CE	65	Navistar	Allison	D	B	N	N	4DRBUAFP88B494577	65738SB
2989	1	13	North Shore	38	2008	IC	CE	65	Navistar	Allison	D	B	N	N	4DRBUAFP68B494576	65736SB

CIC	Count	FAC	Location	Vehicle	Year	Chassis	Body	Total Cap	Eng Make	Trans	Fuel	Type	A/C	Tracks	Vin	Plate
18125	1	13	North Shore	39	2008	IC	CE	71	Navistar	Allison	D	B	N	N	4DRBUAAP08B494824	16870PT
18588	1	13	North Shore	41	2011	IC	BE	35	Navistar	Allison	D	B	N	N	4DRAPSKK2BB262860	78335SB
10890	1	13	North Shore	42	2008	IC	BE	15	Navistar	Allison	D	B	Y	N	4DRAPAFK48A504521	59358SB
18823	1	13	North Shore	44	2009	IC	IC	17	Navistar	Allison	D	B	Y	N	4DRBUSKM69B099302	95034SB
18192	1	13	North Shore	46	2011	IC	BE	35	Navistar	Allison	D	B	Y	N	4DRAPSKK98B314078	90697SB
18435	1	13	North Shore	47	2010	IC	BE	19	Navistar	Allison	D	B	N	N	4DRAPSKK3AB154956	89862SB
18194	1	13	North Shore	48	2011	IC	BE	35	Navistar	Allison	D	B	Y	N	4DRAPSKK7BB314080	71195SB
18195	1	13	North Shore	49	2011	IC	BE	35	Navistar	Allison	D	B	Y	N	4DRAPSKK98B314081	95055SB
18196	1	13	North Shore	50	2011	IC	BE	35	Navistar	Allison	D	B	Y	N	4DRAPSKK0BB314082	71193SB
18197	1	13	North Shore	51	2011	IC	BE	35	Navistar	Allison	D	B	Y	N	4DRAPSKK2BB314083	71194SB
18501	1	13	North Shore	52	2009	IC	BE	35	Navistar	Allison	D	B	N	N	4DRAPSKK69A674232	75692SB
18502	1	13	North Shore	53	2009	IC	BE	35	Navistar	Allison	D	B	N	N	4DRAPSKK89A674233	75691SB
18503	1	13	North Shore	54	2009	IC	BE	35	Navistar	Allison	D	B	N	N	4DRAPSKKX9A674234	75690SB
18504	1	13	North Shore	55	2009	IC	BE	35	Navistar	Allison	D	B	N	N	4DRAPSKKX9A666781	75500SB
18137	1	13	North Shore	56	2009	IC	BE	21	Navistar	Allison	D	B	Y	N	4DRBUSKM69B042789	72852SB
19077	1	13	North Shore	57	2012	Chevy	Micro Bir	29	GM	GM	U	B	Y	N	1GB3G3BG5C1166912	86429SB
18921	1	13	North Shore	59	2011	IC	BE	35	Navistar	Allison	D	B	N	N	4DRAPSKK58B346493	80499SB
18434	1	13	North Shore	60	2010	IC	BE	20	Navistar	Allison	D	B	N	N	4DRAPSKK1AB154955	95052SB
10891	1	13	North Shore	61	2008	IC	BE	15	Navistar	Allison	D	B	Y	N	4DRAPAFK68A504522	59357SB
18235	1	13	North Shore	62	2011	IC	BE	20	Navistar	Allison	D	B	Y	N	4DRAPSKK98B314100	71864SB
18193	1	13	North Shore	63	2011	IC	BE	35	Navistar	Allison	D	B	Y	N	4DRAPSKK0BB314079	71196SB
19078	1	13	North Shore	65	2012	Chevy	Micro Bir	29	GM	GM	U	B	Y	N	1GB3G3BG2C1180928	85149SB
19079	1	13	North Shore	66	2012	Chevy	Micro Bir	29	GM	GM	U	B	Y	N	1GB3G3BG3C1180811	85148SB
18922	1	13	North Shore	67	2011	IC	BE	35	Navistar	Allison	D	B	N	N	4DRAPSKK78B346494	80500SB
18515	1	13	North Shore	73	2008	Chevy	Collins	27	GM	GM	U	B	N	N	1GBJG316981196244	75683SB
18516	1	13	North Shore	74	2008	Chevy	Collins	27	GM	GM	U	B	N	N	1GBJG316981196826	75689SB
18517	1	13	North Shore	75	2008	Chevy	Collins	27	GM	GM	U	B	N	N	1GBJG316181197694	75682SB
18636	1	13	North Shore	78	2010	IC	CE	18	Navistar	Allison	D	B	Y	N	4DRBUAAM0AB146792	78315SB
18136	1	13	North Shore	79	2009	IC	CE	29	Navistar	Allison	D	B	Y	N	4DRBUAAP79B670981	89863SB
2829	1	13	North Shore	80	2008	IC	BE	35	Navistar	Allison	D	B	N	N	4DRAPSKK28A651237	63413SB
19458	1	13	North Shore	84	2014	Chevy	Starcraft	30	GM	GM	U	B	Y	N	1GB6G5BG5E1165299	93387SB
19459	1	13	North Shore	85	2014	Chevy	Starcraft	30	GM	GM	U	B	Y	N	1GB6G5BG2E1166944	93388SB
18436	1	13	North Shore	87	2009	IC	CE	15	Navistar	Allison	D	B	N	N	4DRBUAAMX9B680796	75541SB
19190	1	13	North Shore	97	2014	IC	CE	39	Navistar	Allison	D	B	Y	Y	4DRBUSKP6EB416533	85368SB
2830	1	13	North Shore	98	2007	IC	BE	20	Navistar	Allison	D	B	Y	N	4DRAPAFK57A338590	62558SB
10898	1	13	North Shore	99	2008	IC	BE	20	Navistar	Allison	D	B	Y	N	4DRAPAFK98A504529	59329SB
18274	1	13	North Shore	100	2007	IC	BE	19	Navistar	Allison	D	B	N	N	4DRAPAFK27A221131	85899SB
18335	1	13	North Shore	104	2008	IC	CE	71	Navistar	Allison	D	B	N	N	4DRBUAAP68B494830	89890SB
18336	1	13	North Shore	105	2008	IC	CE	71	Navistar	Allison	D	B	N	N	4DRBUAAP88B494831	95056SB
18338	1	13	North Shore	106	2008	IC	CE	71	Navistar	Allison	D	B	N	N	4DRBUAAP18B494833	89864SB



CIC	Count	FAC	Location	Vehicle	Year	Chassis	Body	Total Cap	Eng	Wreke	Trans	Fuel	Type	A/C	Tracks	Vin	Plate
2982	1	13	North Shore	117	2007	IC	CE	71	Navistar	Allison	Allison	D	B	N	N	4DRBUAF37B380176	659955SB
18790	1	13	North Shore	124	2009	IC	IC	23	Navistar	Allison	Allison	D	B	Y	N	4DRBUSKP29B078831	817466SB
18782	1	13	North Shore	128	2011	IC	IC	19	Navistar	Allison	Allison	D	B	Y	N	4DRAPSKK3BB256565	817405SB
18734	1	13	North Shore	129	2010	Chevy	Collins	24	GM	GM	GM	U	B	N	N	1GB6G2AG3A1148186	816000SB
18733	1	13	North Shore	130	2010	Chevy	Collins	24	GM	GM	GM	U	B	N	N	1GB6G2AG6A1146626	817445SB
18735	1	13	North Shore	131	2010	Chevy	Collins	24	GM	GM	GM	U	B	N	N	1GB6G2AG6A1147341	817455SB
18767	1	13	North Shore	134	2009	IC	IC	69	Navistar	Allison	Allison	D	B	N	N	4DRBUSKP09B078777	822033SB
18310	1	13	North Shore	135	2007	IC	CE	71	Navistar	Allison	Allison	D	B	N	N	4DRBUAFP67B454349	950533SB
18739	1	13	North Shore	137	2009	IC	IC	69	Navistar	Allison	Allison	D	B	N	N	4DRBUSKP49B078748	821775SB
18740	1	13	North Shore	138	2009	IC	IC	69	Navistar	Allison	Allison	D	B	N	N	4DRBUSKP69B078749	818065SB
19666	1	13	North Shore	1907	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH6JF343554	947945SB
19667	1	13	North Shore	1908	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH8JF343555	947935SB
19668	1	13	North Shore	1909	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH0JF343551	947975SB
19669	1	13	North Shore	1910	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH2JF343552	947965SB
19670	1	13	North Shore	1911	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH4JF343553	947955SB
19671	1	13	North Shore	1912	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH6JF343554	947945SB
19672	1	13	North Shore	1913	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH8JF343555	947935SB
19673	1	13	North Shore	1914	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH0JF343556	947925SB
19674	1	13	North Shore	1915	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH1JF343557	947915SB
19675	1	13	North Shore	1916	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH3JF343558	947905SB
19676	1	13	North Shore	1917	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH5JF343559	947895SB
19677	1	13	North Shore	1918	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH1JF343560	947885SB
19678	1	13	North Shore	1919	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH3JF343561	947875SB
19679	1	13	North Shore	1920	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH5JF343562	947865SB
19680	1	13	North Shore	1921	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH7JF343563	947855SB
19681	1	13	North Shore	1922	2018	Bluebird	Vision	71	Ford	Ford	Ford	U	B	N	N	1BAKGCEH9JF343564	947845SB
19951	1	13	North Shore	25	2018	Dodge	Caravan	7	Dodge	Dodge	Dodge	U	V	Y	N	1BAKGCEH0JF343565	947835SB
19982	1	13	North Shore	26	2018	Dodge	Caravan	7	Dodge	Dodge	Dodge	U	V	Y	N	2C4RDGBG3JR231805	AZ25459
19987	1	13	North Shore	P1ow	1996	Chevy	K2500	2	Chevy	GM	GM	U	S	N	N	2C4RDGBG9JR135449	BC58076
20001	1	13	North Shore	27	2019	Dodge	Caravan	7	Dodge	Dodge	Dodge	U	V	Y	N	1GCGK29R6TE177455	458077D
20002	1	13	North Shore	28	2019	Dodge	Caravan	7	Dodge	Dodge	Dodge	U	V	Y	N	2C4RDGBG8KX573074	BE58714
18680	1	13	North Shore	EQ1	2010	Chevy	Equinox	4	Chevy	GM	GM	U	V	Y	N	2C4RDGBG4KR573071	BE58715
18682	1	13	North Shore	EQ4	2012	Chevy	Equinox	4	Chevy	GM	GM	U	V	Y	N	2CNFLDEY7A6245339	R751025
18681	1	13	North Shore	EQ5	2011	Chevy	Equinox	4	Chevy	GM	GM	U	V	Y	N	2GNFLNEK8C6101248	R650765
18685	1	13	North Shore	EQ6	2011	Chevy	Equinox	4	Chevy	GM	GM	U	V	Y	N	2GNALBEC7B1171742	R650764
18683	1	13	North Shore	EQ7	2011	Chevy	Equinox	4	Chevy	GM	GM	U	V	Y	N	2CNALBEC9B6272823	R650777
18684	1	13	North Shore	EQ8	2010	Chevy	Equinox	4	Chevy	GM	GM	U	V	Y	N	2CNALBEC9B6216025	R650775
18679	1	13	North Shore	EQ9	2010	Chevy	Equinox	4	Chevy	GM	GM	U	V	Y	N	2CNALBEW7A6214024	731873
10086	1	13	North Shore	SRV	1992	IH	Thomas	35	Navistar	Allison	Allison	D	S	N	N	2CNALBEW1A6245382	R751026
TOTAL	117		North Shore													1HVBZARM6NH418467	117417H



## **Company References**



**REFERENCES:**

	<b>NUMBER OF BUSES</b>	<b>TYPE OF SERVICE</b>
<b>WILMETTE PUBLIC SCHOOLS DISTRICT 39</b> 615 Locust Road Wilmette, IL 60091 Ms. Ellen Crispino (847) 512-6036		<b>11 REGULAR ED 12 SPECIAL ED</b>
<b>WINNETKA SCHOOL DISTRICT 36</b> 1235 Oak Street Winnetka, IL 60093 Mr. Brad Goldstein, Chief Financial Officer (847) 446-9404		<b>8 REGULAR ED</b>
<b>NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION DIST 807</b> 8701 Menard Avenue Morton Grove, IL 60053 Ms. Kathy Gavin (847)965-9040		<b>35+ SPECIAL ED</b>

**FOLLOWING IS A LIST OF REFERENCES OF OTHER COOK-ILLINOIS CORPORATION  
SUBSIDIARIES:**

<b>LIBERTYVILLE DISTRICT 70</b> 1381 West Lake Street Libertyville, IL 60048 Dr. Kurt Valentin, Assistant Superintendent Finance and Operations (847) 362-9030	<b>23</b>	<b>REG &amp; SPEC ED</b>
<b>HAWTHORN SCHOOL DISTRICT 73</b> 841 West End Court Vernon Hills, IL 60061 Dr. Susan Zook, Superintendent (847) 990-4200	<b>36</b>	<b>REG &amp; SPEC ED</b>
<b>COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59</b> <b>2011 – PRESENT</b> 2123 South Arlington Heights Road Arlington Heights, IL 60005 Ms. Vickie Nissen, Assistant Superintendent for Business Services/CSBO (847) 593-4340	<b>43 REGULAR ED BUSES 25 SPECIAL ED BUSES 4,000 STUDENTS</b>	



**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
Ms. Stacey Mallek, Assistant Superintendent  
1200 South Dunton  
Arlington Heights, Illinois 60005  
(847) 758-4880

**22 BUSES**

**NORTHWEST SUBURBAN SPECIAL EDUCATION ORGANIZATION**  
NSSEO  
799 West Kensington Road  
Mount Prospect, IL 60056  
Ms. Julie Jilek, Business Services  
(847) 463-8100

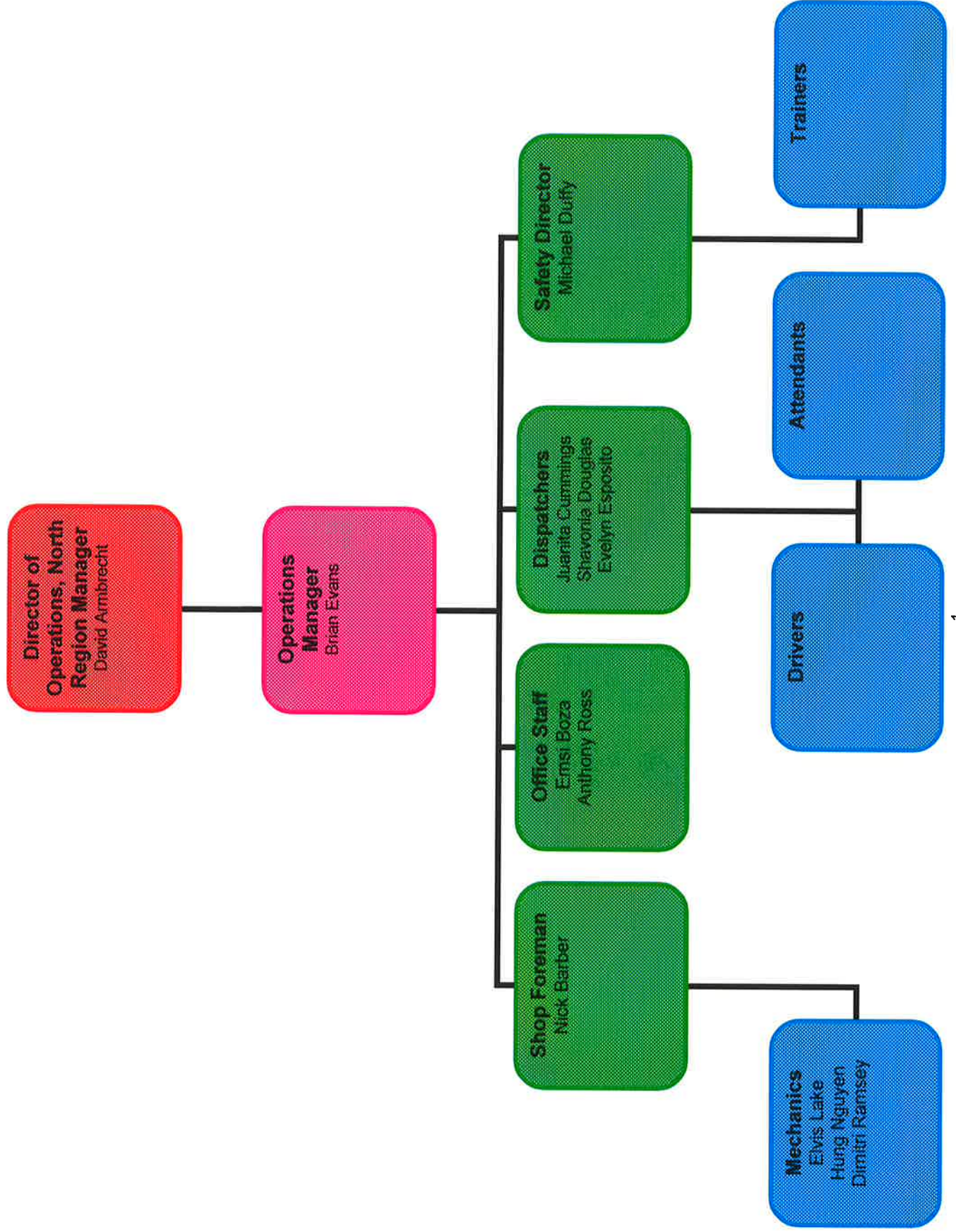
**40**      **SPECIAL ED**  
         **PRE SCHOOL**  
         **BEHAVIOR MOD**



# **Organizational Chart Resumes And Job Descriptions**



# North Shore Transit Organizational Chart





# DAVID S. ARMBRECHT

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Schaumburg, IL 60194

Mobile: 708/612-3283  
Email: darmbrecht@lwase843.org

---

## CHIEF SCHOOL BUSINESS OFFICIAL (CSBO)

SELF-DRIVEN, RESULTS-ORIENTED OPERATIONS MANAGER WITH DISTINGUISHED EXPERIENCE IN OFFICE PROCEDURES. CLEAR-THINKING LEADER, WITH PROVEN SUCCESS IN HIGH-PROFILE CLIENTELE MANAGEMENT, STRATEGIC THINKING, AND PROBLEM SOLVING. PROVEN TRACK RECORD OF DELIVERING QUALITY CUSTOMER SERVICE RESOLUTIONS TO OPTIMIZE CLIENT AND ORGANIZATIONAL STRUCTURE. THRIVE UNDER PRESSURE, IN FAST-PACED, DEADLINE-DRIVEN ENVIRONMENTS. EXCEPTIONAL RESEARCH, ANALYTICAL AND PEOPLE SKILLS.

---

### EDUCATION & TRAINING

- Governors State University (2013) Masters Degree Type 75 – Chief School Business Official (CSBO)
- Trinity Christian College (2010) Bachelors Degree – Business
- Moraine Valley (1999) Associates Degree of Arts - Business Management
- Class B, CDL Training Certification (2000)
- Endorsements – Airbrakes, Passenger and School Bus
- Microsoft Office Specialties – Access, Word, Excel, Power point, Outlook and VersaTrans – Transportation Program
- Instructor - (ROE) Will County Regional office of Education (2013)
- Instructor - (CPI) Crisis Prevention Intervention, (2010)
- First Aid/CPR/Certified Athletics Coach

### PROFESSIONAL EXPERIENCE

#### COOK ILLINOIS CORPORATION (CIC)

##### **Regional Director of Operations**

- Overseeing the daily operations for 7 companies in the north Region of Chicago.
- Managing 750 plus employees.

##### ***Key Achievements:***

- Unify and improve efficiencies as it pertains to
  - Customer Relations
  - Employee Retention
  - Staffing Structure
  - Profitability

#### Lincoln Way Community High School District 210

##### **Transportation Director (2008 – 2015)**

Supervising the daily operations of 225 school buses in which 75 are special needs school buses and their transportation related services.



***Key Achievements:***

- Consolidating two position helping a large growing District absorb the financial stress of a turning economy
- Bidding out all major services, bus leases, office supplies, vans, shop supplies and all relating contracts

**Lincoln-Way Area School District #843**

**Transportation Director (2008-2015)**

- Supervising the daily operations of 75 special needs school buses and transportation related services

***Key Achievements:***

- Implement 10 years of competitive private experience, to a fast growing school district

**COOK ILLINOIS CORPORATION (CIC)**

**American School Bus Company (Subsidiary of CIC)**

**Operations Manager (2006-2008)**

- Opening new branch

***Key Achievements:***

- Opened new site and hired 100 plus employees in 3 months

**Alpha School Bus Company (Subsidiary of CIC)**

**Operations Manager (2005-2006)**

- Supervising the daily operations of over 200 special needs students transportation and transportation related services

***Key Achievements:***

- Developed 14 - day training and orientation procedures

**Frontier Coach Inc. (Subsidiary of CIC)**

**Operations Manager (2002-2005)**

- Supervising the daily operations of student transportation and transportation related services
- Ensure that all school buses and personnel are operating in accordance with the School District contract
- Created monthly office billing procedures and documentation

***Key Achievements:***

- 100% retention rate of customer base, including School Districts #135, #218 and #127.5

318 Sherman Ave., Apt. 3  
Evanston, Illinois 60202

224-723-6213  
BEvans@NorthShoreTransit.com

# Brian W. Evans

---

## Summary

Performance driven leader with extensive experience in school bus transportation. Knowledge of D.O.T. rules and regulations. Ongoing experience in Special ED as well as Regular ED transportation. Highly skilled in routing throughout the Chicago land and North Shore areas. First started driving a school bus in 1997 for the North Kansas City School District.

## Current Responsibilities

2012 - Currently

North Shore Transit

Skokie, IL

### Operations Manager

- Started as a Driver and Oil Checker
- Manages about 150 employees including drivers, attendants and mechanics
- Work with School Districts to satisfy their transportation needs with efficiency and safety
- Training and development with all staff and associates
- Collaborates with company leaders to understand overall business goals and create an operating plan to support these objectives
- Ensures that North Shore Transit is a "customer-centric" team that remains dedicated to building strong and effective partnerships with our local School Districts
- Develops plans and priorities to address resource and operational challenges as guided by the Regional Manager and company operating procedures, policies, and best practices
- Communicates company values, strategies, and objectives in an effort to promote communication and employee retention, while also motivating employees and encouraging feedback
- Develop short and long-range business goals and plans to increase performance benchmarks while keeping costs as low as possible
- Directs, coaches, and develops staff including Dispatchers, Billing, Payroll, Routers, Safety & Compliance Officer, and the Trainers to obtain the required skills and abilities to act independently in their job assignments
- Builds company image and trust by collaborating with customers, government, community organizations, and employees while demonstrating strong and ethical business practices
- Creates a culture of safety and professionalism while providing a high quality of commitment and service
- Identifies key safety issues affecting the safety of passengers and employees and takes corrective action to problem solve and resolve these concerns in the best interest of all involved
- Meets regularly with School District administrators to review service quality and performance
- Diligently works to ensure strong customer communications and retention, including staff and employees
- Problem solves with the School Districts, Drivers, and Para-Professionals to ensure the highest level of safety for each student being transported

## Education

1989-1993

William Jewell College

Liberty, Missouri

Bachelor of Arts in Business Administration

# **DVR Camera Information**



# 2/4-Channel DVRs

**trooper**  
TL2/4

## Just starting out with video surveillance?

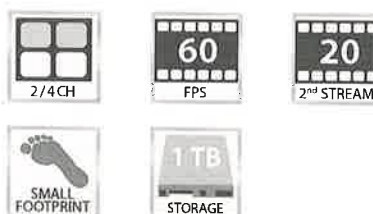
Available in two or four channels, the TL series offers safety, security, and control in one compact, high-performance package. Get the simplicity of an integrated lock-box design, easy mounting system, and point-and-click graphical user interface. Plus it works seamlessly with Seon's Smart-Reach WiFi solution for managing video data remotely.



### Key Features & Benefits

- **Record 2 or 4 video channels with audio** with premium image quality (720 x 480 and up to 30 FPS per channel)
- **Plenty of recording space** with 500 GB to 1 TB of storage
- **Dual streaming technology records two information streams**; one for hi-res playback and one for real-time viewing over a cellular network at 5 FPS per channel
- **Enhanced video viewing experience** with an on-screen display of up to five signals (alarms, braking, turns, etc.)
- **Compact, integrated lock-box design** for quick and easy installation and enhanced security
- **Eliminate camera system down-time** by monitoring DVR and HDD status with Health-Check
- **Record vehicle speed & location and easily download footage** with this GPS- and WiFi-ready DVR
- **Panic and diagnostics buttons** provide an easy way to indicate an incident or verify the system is functioning

### Included features:



### Included features on all Seon DVRs:



### Accessories:



### Optional add-ons:

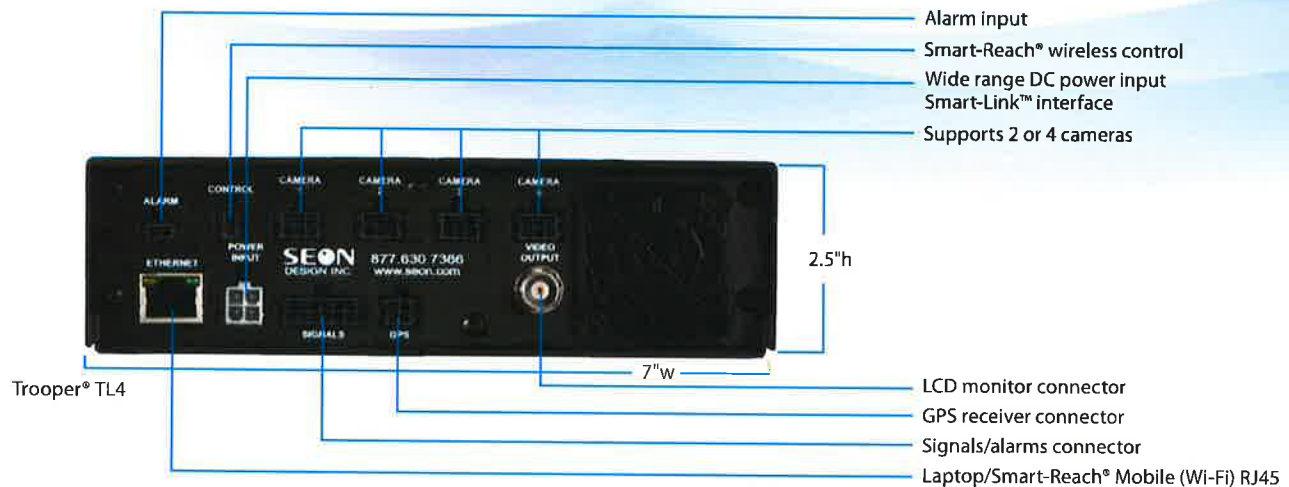


**SEON**

**Trooper® TL2/4 Spec Sheet**

# 2/4-Channel DVRs

**trooper**  
TL2 | 4



## Video

<b>Recording Channels</b>	2 / 4 video channels, 2 / 4 audio channels
<b>Video Resolution</b>	720 x 480 D1 at 30 FPS on all video channels (60 FPS aggregate)
<b>Recording Rates</b>	Main stream: 60 FPS Second stream: 20 FPS
<b>Compression</b>	H.264
<b>Quality Settings</b>	Adjustable, 6 levels
<b>Auto Overwrite</b>	Selectable On/Off protected alarms
<b>Display Modes</b>	Single camera, quad
<b>Playback Rate</b>	Frame advance to 32x
<b>Search Function</b>	Segment, alarm, date/time, event
<b>User Interface</b>	OSD with remote or mouse, web browser, vMax® software suite
<b>Timer</b>	12 programmable timers
<b>Delay On/Off</b>	Selectable 0 to 60 min.
<b>On-Screen Display</b>	Voltage, time & date, HDD size, % full, alarm count, internal temperature
<b>Dual Streaming</b>	Capable of sending low-bandwidth video images live over a broadband (cellular) network
<b>Storage</b>	
<b>Media</b>	Removable media cartridge with hard drive
<b>Capacity</b>	TL4: up to 1 TB (TL2: up to 500 GB)
<b>Input/Output</b>	
<b>Network Interface</b>	RJ45 Ethernet port (TCP/IP)
<b>Wiring Harness</b>	20' (6 m) harness for power (other harness lengths are available)
<b>Panic Alarm Input</b>	20' (6 m) harness with panic button
<b>Event/Diagnostic button</b>	An indicator panel that marks events for quick searches, auto downloads and displays DVR status
<b>Signals/Alarms</b>	5 signal/alarm inputs

## Smart Features

<b>Smart-Temp™</b>	Ensures the DVR stays at its optimal operational temperature
<b>Smart-Speed™</b>	A built-in monitor that records vehicle speed
<b>Smart-Start™</b>	Safeguards the DVR against electrical spikes with vehicle start-up voltage protection
<b>GPS Ready</b>	Records vehicle speed and location with optional GPS receiver; enables synchronized mapping when used with vMax® software
<b>Electrical</b>	
<b>Voltage Range</b>	8 to 32 VDC
<b>Transient Protection</b>	600 W per signal input
<b>Configuration Backup</b>	Time & programmed info (retained up to 10 years)
<b>Mechanical/General</b>	
<b>Dimensions (H x W x D)</b>	2.5 x 7 x 9.5 in (64 x 188 x 241 mm)
<b>DVR Weight</b>	5.3 lbs (2.4 kg) with lock-box
<b>Environmental</b>	
<b>Operating Temperature</b>	-30 to 50°C (-22 to 122°F)
<b>Approvals</b>	
<b>Emissions</b>	FCC
<b>Safety</b>	UL



# V3™

Zonar's V3™ advanced telematics platform sets a new standard for GPS accuracy and data collection. Designed for light- to heavy-duty applications, the V3 captures information directly from the vehicle, GPS satellites and Zonar hardware to provide fleet managers with a 360° view of their operation. All data is instantly transmitted to Ground Traffic Control™ to provide fleet managers the essential information needed to make important operational decisions, improve tracking accuracy, and increase overall safety and compliance.



**REALIZE YOUR FLEET'S  
POTENTIAL  
WITH ZONAR'S V3**

LEARN MORE AT:  
[www.zonarsystems.com/products/v3](http://www.zonarsystems.com/products/v3)

[www.zonarsystems.com](http://www.zonarsystems.com)



Vehicle ID	Date	Time	Diagnostic Code	Description
101	10/10/2011	10:00	P0013	Variable Valve Timing (VVT) solenoid, Bank 1, Stuck Open
102	10/10/2011	10:05	P0013	Variable Valve Timing (VVT) solenoid, Bank 1, Stuck Open
103	10/10/2011	10:10	P0013	Variable Valve Timing (VVT) solenoid, Bank 1, Stuck Open
104	10/10/2011	10:15	P0013	Variable Valve Timing (VVT) solenoid, Bank 1, Stuck Open
105	10/10/2011	10:20	P0013	Variable Valve Timing (VVT) solenoid, Bank 1, Stuck Open

### REMOTE VEHICLE DIAGNOSTICS

The V3 instantly transmits fault codes from the vehicle to maintenance often before the driver is aware of a problem. Fleet operations interpret code descriptions and vehicle performance data optimizing shop time and maintenance resources to increase vehicle uptime.



### SUPERIOR GPS TRACKING

The highly sensitive GPS receiver is intelligently designed with parallel time and frequency search capabilities to instantly find satellites. The V3 captures data in five dimensions - latitude, longitude, time, odometer and fuel consumption - resulting in greater position accuracy and precise performance metrics.



### DRIVER PERFORMANCE

Assess driving performance with accurate vehicle and GPS readings. The V3 collects data directly from the vehicle and integrates that information with satellite GPS readings for high precision reporting. In addition, the V3's built-in accelerometer detects hard-braking, hard-acceleration, and hard-cornering.

### FEATURES

- High-Definition GPS Tracking
- Remote Vehicle Diagnostics
- Reliable 3G Network
- Built-in 3-Axis Accelerometer
- Dynamic Geo-Fencing
- True Idle, Speed and Odometer
- Internal J3 ECU Interface and Access
- SAE J1708/1587 and J1939 Compatible
- Light\* and Heavy-Duty Applications

\* Zonar's LightDuty cable required

# ZONAR®

INSPECT • TRACK • KNOW

[www.zonarsystems.com](http://www.zonarsystems.com)

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CALL TOLL-FREE: 877 843 3847

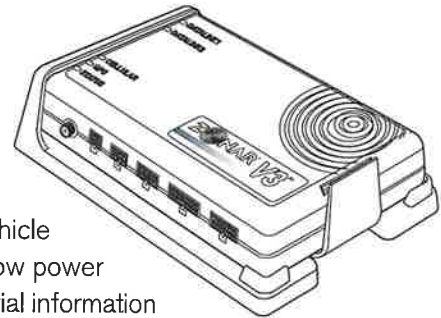
EMAIL: [info@zonarsystems.com](mailto:info@zonarsystems.com)

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Products and services protected by one or more patents.

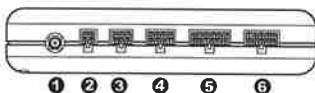
## V3™: Fleet GPS Tracking and Vehicle Diagnostics System

The V3 is a telematics platform that collects data directly from the vehicle's ECM and integrates that information with satellite GPS readings for high precision reporting. The V3 features superior GPS tracking capability, remote vehicle diagnostics, 3G high speed data connection, built-in accelerometer, and ultralow power sleep mode. All of these features combine to provide fleet managers with essential information to make important operational decisions, improve data and tracking accuracy, and increase overall safety.



### Features:

- Highly sensitive GPS receiver with low power consumption
- Auto switching internal/external GPS antenna circuitry
- Ultralow power sleep
- 3G Modem for high data bandwidth capability and fast data transfer rates
- 3-axis accelerometer for hard braking, hard acceleration, hard cornering applications
- Additional communication ports to enable added peripheral connectivity options
- Active high or low GPIO inputs
- Internal J3 ECU Interface



1. External GPS antenna (Optional)
2. 4 Pin Power Input
3. 6 Pin Accessory
4. 8 Pin 2010 Vehicle Mount (Optional)
5. 12 Pin Discrete Input/Output (Optional)
6. 10 Pin ECM input (JBus 1708/1939)

### System Specifications:

#### Electrical

DC Input Range: 8 VDC to 30 VDC  
Operating Current: 100 mA @12V (typical without peripherals)  
300 mA @12V (maximum without peripherals)  
Key-Off Current: <1mA

#### Environmental

Operating Temp.: -40C to 85C  
Storage Temp.: -40C to 85C  
Humidity: 95% R.H., non-condensing  
Shock/Vibration: SAE J1455, MIL-STD-202G

#### GPS Receiver

Hybrid GPS/SBAS engine (WAAS, EGNOS, MSAS)  
Very high sensitivity receiver  
Rapid acquisition of satellites  
GPS signal acquisition, tracking and navigation  
On board GPS data storage

#### GSM/GPRS

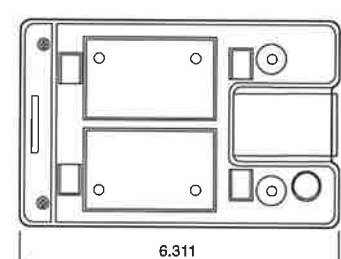
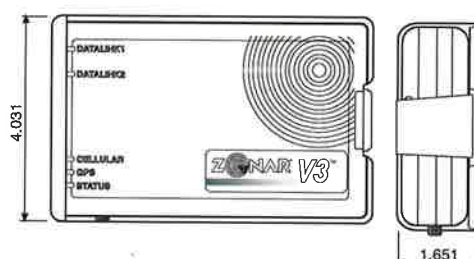
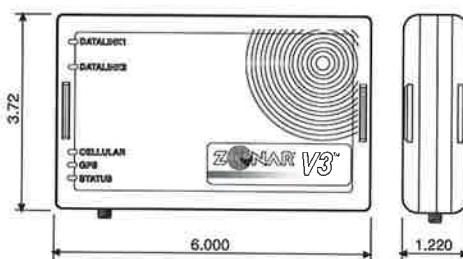
Transceiver: GSM (2G) 850/900/1800/1900 MHz  
WCDMA (3G) 850/1900 MHz

#### Approved External

GPS Antennas: San Jose SM-19 - GPS

V3™

V3 MOUNT



DIMENSIONS IN INCHES

[www.zonarsystems.com](http://www.zonarsystems.com)

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