

# Louisiana Endowment for the Humanities PRIME TIME FAMILY READING TIME® Transportation Contract

**COORDINATORS: PLEASE CHANGE THE INFORMATION INSIDE THE GRAY TEXT BOXES TO CUSTOMIZE**

**Program Coordinator Name** acting on behalf of **Program Site Name** and serving as the local director of the PRIME TIME FAMILY READING TIME® program, a family literacy project funded through the Louisiana Endowment for the Humanities, hereby engages (hereafter referred to as Service Provider) to provide the following services:

**Service Provider**  
**Address**  
**City, State Zip**  
**Phone Number**  
**Federal Tax ID#/SSN**

## School Bus Transportation and Related Duties

Following a pre-planned route with scheduled stops, Service Provider will provide round-trip transportation to and from the PRIME TIME programs at the **Program Site Name** for up to sixty PRIME TIME participants designated by the Program Coordinator. Service Provider will observe all operating procedures, regulations, and safety practices required by the **Parish School Board Name** for transporting school children to and from school functions. Upon arrival at the site, Service Provider will escort, with assistance from program staff, bus passengers into the site. After the program is concluded and the PRIME TIME participants have checked out their books, Service Provider will escort the bus passengers back to the school bus for the return trip to their homes.

## Service Dates and Times

Service Provider will transport PRIME TIME participants to the site on the following dates:

<b>September 23, 2010</b>	<b>October 14, 2010</b>
<b>September 30, 2010</b>	<b>October 21, 2010</b>
<b>October 7, 2010</b>	<b>October 28, 2010</b>

Program Coordinator will provide names and addresses of participants requiring transportation. Service Provider will schedule pick-up and drop-off times so as to deliver the PRIME TIME participants to **Program Site Name** no later than **Program Start Time** (and a little earlier if possible).

The Program Coordinator will notify the PRIME TIME participants who requested transportation of the bus schedule and remind them of the program dates.

## Service Wage and Mileage

Service Provider will receive \$100 for completion of each service route (pick-up and return). Payment for services rendered will be made upon receipt of the invoice from the Program Coordinator after completion of the final session by the Louisiana Endowment for the Humanities. Service Provider will keep an accurate log of the number of miles traveled and the time spent in transport. Service Provider will also submit the log to the Program Coordinator before payment can be made.

## Insurance

*Service Provider will provide liability and worker's compensation insurance coverage during the provision of the service as stated in this contract. Service provider will also submit proof of this insurance to Program Coordinator with signed contract. (Program Coordinator will attach copies to transportation invoice submitted to LEH.)*

## Provider of Service Obligation

If unable to fulfill this contract, Service Provider will notify the Program Coordinator in a timely manner and will assist in finding a qualified substitute driver.

\_\_\_\_\_  
Service Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Date