

**GLENBROOK HIGH SCHOOLS
District Business Office**

**TO: Dr. Riggle
Hillary Siena**

FROM: Kimberly Ptak

DATE: March 11, 2013

RE: DISCUSSION/ACTION: APPROVAL OF ACTIVITY BUS LEASE

Recommendation

It is recommended that the Board of Education award a three-year, FMV lease for (9) 14-passenger activity buses to Southern Bus and Mobility at an annual cost of \$6,391.50/bus or a total cost of \$57,519 per year.

Three of the buses are used primarily for special education purposes so the district gets reimbursed approximately 75% of the lease cost on these buses by the State of Illinois.

The district's current lease ends June 30, 2013. The new lease is \$25,002 less than the current lease over the three year lease period. The lease comes with a 3-year/36,000 mile bumper-to-bumper warranty. Cost avoidance from not having to rent buses from First Student is estimated at \$106,794/year.

Background

In 2007, the board first approved leasing activity buses rather than renting large 72 passenger buses for athletic events and field trips. In addition to cost savings, other benefits include:

- Ease of use – eliminates the need to pick up vans or wait for school buses to arrive.
- Safety – the activity buses meet all federal school bus safety requirements. 12 passenger vans are no longer an option due to safety/insurance issue.
- A special license is not required to operate the activity bus. However all personnel driving a bus go through a training session.

Annual Cost Justification

Cost avoidance	\$209,313 (1)
Cost of buses	(\$57,519)
Gas and general maintenance	(\$45,000)
Savings	\$106,794

(1) Schools track usage on every bus, amount represents what we would have paid First Student had we rented buses.

Utilization Info

GBS currently has four buses. One bus is used daily by special education in lieu of taking taxis. One bus is used Tuesdays and Fridays for the transition program. The other two are used almost daily for field trips. GBN has three buses which are in use approximately 65% of the time Monday - Thursday and almost 100% of the time Fridays – Sundays. Off campus has two buses which have taken the place of the daily off campus shuttle and 72-passenger buses for field trips. The off campus buses are used regularly by GBS and GBN on the weekends for athletics. In addition, GBN and GBS share buses as needed.

Bid Results

Southern Bus and Mobility	\$6,391.50/bus/year
Midwest Transit	\$6,599.00/bus/year
Central States Bus	\$8,109.49/bus/year
Midwest Bus Sales	\$8,800.00/bus/year