



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 1/30/2024

Contract/Agreement Vendor:

Village Travel

Name of Vendor & Contact Person

b.fields@govillagetravel.com

Vendor Email Address

Coach Bus Services

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

ORMS Choir

Reason/Audience to benefit

2/12/2024

BOE Date

\$ 4,180.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Martha Beaty, ORMS Choir

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Martha Beaty

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: NA

Leadership Team Member:

John L. Dunn

Funding Source:

833 / Choir

Fund/Project

833.2720.513.900.3000.000.530

OCAS Coding

☐

Consent

☐

Action

Reference Quote 98805

Charter service for ORMS Choir to Keller, TX for competition.

Summary

This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

Quotation Details

Village Travel

Client Company Group Customer Info	Martha Beaty Broken Arrow Public Schools- Oneta Choir Trip	Quotation ID Movement ID	98805 113367
Pick-up Departure One Way	Oneta Ridge Middle School, 6800 East, OK Fri 2/23/2024 07:30 No	Passengers Distance	40 813
		Destination Arrival Leave Drop Off	13261 Raceway Drive, Northlake, TX Fri 2/23/2024 15:00 Sat 2/24/2024 11:00 Sat 2/24/2024 18:30

First Pick-up Instructions

Oneta Ridge Middle School, 6800 East Quincy Place,
Broken Arrow, OK, 74014

Destination Instructions

13261 Raceway Drive, Northlake, TX, 76262

Quantity	Seats	Vehicle Description	Unit Price	Price	Total
1	56	Deluxe Motorcoach	\$4,150.00	\$4,150.00	\$4,150.00
				\$4,150.00	\$4,150.00

Quantity	Description	Unit Price	Price	Total
1	Tolls	\$30.00	\$30.00	\$30.00
			\$30.00	\$30.00

Vehicle Totals

\$4,180.00

\$4,180.00

Additional Pick-ups En-Route	Time	Additional Pick-ups En-Route	Time
1) Central High School, Ray White Road	13:10	2) Stonebriar Centre, Preston Road, Frisco	14:15
Additional Drop Offs En-Route	Time	Additional Drop Offs En-Route	Time
1) Stonebriar Centre, Preston Road, Frisco	11:50	2) Central High School, Ray White Road	12:55

Itinerary

Information Received:

We are taking a group of students on a Choir trip to participate in a competition at Central HS in Keller. We will go straight to the High School on the 23rd, then go to dinner/hotel that evening. The next morning, we will stop at the mall in the mid-morning to eat and let the students have some time to shop. Then, we will head back to Broken Arrow and hopefully be at the school to drop off around 6

Group Information

This is a quote. A bus has not been reserved/confirmed at this time. Subject to availability. To confirm this trip, please contact us by email or phone.

Cost does not include driver lodging, gratuities, or parking fees. These fees are the responsibility of the charter party.

Federal Motor Carrier Safety Regulations require that a driver have 8 consecutive hours off duty after 15 hours on duty or 10 hours driving.

Estimate is given based on the limited information provided. The cost is subject to change to reflect the actual final written itinerary, which is due 14 days prior to departure.

Standard bus not available. Quoted 56 passenger Deluxe bus.

Quotation Details

Village Travel

Client
Company
Group
Customer Info

Martha Beaty
Broken Arrow Public Schools- Oneta
Choir Trip

Quotation ID 98805
Movement ID 113367

Passengers 40
Distance 813

Items

Included

Driver Lodging
Parking Charges

No
No

Items

Gratuities
Tolls

Included

No
Yes

GENERAL TERMS AND CONDITIONS
(ATTACHMENT A)

Wichita: (316) 721-4455

Oklahoma City: (405) 427-8688

Salina: (785) 825-4410



Tulsa: (918) 739-3673

Fort Smith: (479) 478-9780

Springdale: (479) 419-9960

Springfield: (417) 427-6167

Itineraries: To provide the best possible service to you, we require a detailed itinerary at least fourteen (14) days prior to departure. We are often not able to accommodate changes requested within 14 days.

Prices: Prices are based on information furnished to us at the time of booking. Extensions or changes in service may result in additional charges. Prices reflect current laws including driver hours of service regulations. Village reserves the right to adjust the final price of your trip to reflect any changes necessary to comply with applicable law(s).

Compliance with Laws: Village always puts safety first. All itineraries must allow the driver and the company to comply with all Federal, State, and Local laws, regulations, and ordinances. By U.S. Federal law, drivers are limited to: a) 15 hours on duty in any one day (including ½ hour driver preparation); and b) of this 15 hours, a maximum of 10 hours may be actual driving hours. Upon reaching your destination or once the driver's available hours have been used, the driver must have a minimum of 9 consecutive, uninterrupted hours off-duty. The Village sales staff will assist you in determining if your trip can be done with one driver, or if multiple drivers are required. If your itinerary requires the use of more than one driver, either the price of the charter will be adjusted, or the itinerary must be changed to allow for only one driver. If traveling to Canada, hours of service regulations vary.

Arrival and Departure Times: Adherence to scheduled times is often subject to matters beyond our control. We do not guarantee any arrival or departure times. We will not violate traffic laws and will not be held responsible for any delays, changes of schedule, or loss(es) resulting directly or indirectly from and including, but not limited to: delays caused by acts of nature, authority of law, accidents, breakdowns, road conditions, and/or other conditions beyond the company's control.

Fuel Costs are at times volatile. Village makes every effort to quote and contract trips with national forecasting. In the rare event of a substantial change in fuel prices, we reserve the right to charge a fuel surcharge to recover these additional costs. If required, this adjustment would be made prior to departure and the customer has the ability to cancel without charge.

Deposit is a minimum of \$200 or 15% of total charter amount, whichever is greater. Deposit amount(s) are listed in the confirmation letter and are due along with a signed copy of the contract seven (7) days after booking. Charter(s) are subject to cancellation without notice if deposit(s) are not received within this time. Last-minute charter contracts must be paid in-full immediately.

Final Payments: Payment in full must be received at least 14 days prior to the scheduled departure unless the charter order states otherwise. Charters not paid in full within this time frame are subject to cancellation without notice.

Cancellations by Customer: Cancellations made at least 30 days prior to departure will be refunded in full. 15-29 days prior to departure will be charged the deposit amount. 0-14 days prior to departure will be charged 70% of the final price regardless of cause.

Cancellations by Village: Village reserves the right to cancel or sub out any charter up until the departure date due to a State of Emergency anywhere in the United States which requires immediate service to sustain human life.

Overnight Trips: Customer is responsible for the driver(s) overnight room accommodations, unless you and the company have agreed in advance that the company will provide the driver's room and bill you for the charges. To ensure proper rest, each driver must have a private room with private restroom/shower accommodations. Expect to spend \$125-\$175 per night for each driver room. Should the room not be acceptable to the driver, Village will place driver in another hotel and bill customer for the cost.

Gratuities: Gratuities to drivers, though customary, are discretionary and are not included in the price unless otherwise specified in the agreement. A gratuity is always appreciated for a job well done. The average gratuity is \$3-5 per person per day.

Coach Idling: Village maintains a low engine idling policy to keep your costs low and the environment clean. Certain cities and engines allow for no engine idling. Please respect your driver when asked to exit the coach.

Force Majeure or Impossibility of Performance: In the event of a forced cancellation, the standard cancellations policy is followed.

Weapons: No weapons are allowed onboard the coach, loaded, or unloaded, except for military personnel or licensed police officers.

Unpaved Roads: Unpaved surfaces along the desired route must be pre-approved by management. Road conditions and poor weather are hard to predict, therefore the driver will ultimately determine whether the unpaved surface is safe to travel. All costs associated with towing a bus from unpaved surfaces is to be paid by customer.

Safety: For safety reasons, we ask that passengers remain seated while the bus is in motion. The total number of passengers cannot exceed the seating capacity of the coach. Safety regulations require that the center aisle of the coach be always kept clear.

Supervision and Discipline: The chartering party is responsible for providing adequate supervision and discipline. If minors are traveling, a responsible adult must be always aboard each bus. For your safety, your driver must devote his/her attention to driving.

Lost or Damaged Items: Village is not responsible for any items left, lost, stolen, or damaged on the coach. The company assumes no risk for handling baggage and/or other passenger's property. If you believe you lost an item on a Village coach, please contact our office and we will attempt to locate it.

Luggage & Carry-ons: The chartering party may only bring luggage and other property in an amount that can be conveniently carried in the charter bus. We ask that each item not exceed 50 pounds. Items more than 50 pounds will not be handled by your driver.

Video & Music Policy: Videos with adult content are not permitted. Please refrain from showing videos with many loud noises as this is very distracting to the drivers. Village reserves the right to deny the chartering party use of video equipment on the coaches at any time, for any reason. Audio and visual equipment on Village motor coaches is provided as equipment only, free of charge. Village does not provide media of any type. No license to play copyrighted music or video productions is provided by Village. Any licenses, fees, or other grants and permissions necessary for playing copyrighted material is the sole responsibility of the Chartering Party/Lessee. Village is not responsible for loss or damage to any media played on the equipment we provide.

Amenities: Amenities on the coach such as WIFI, radio, CD player, video player, PA system, restroom, etc. are provided free of charge to our customers. Should a specific amenity be unavailable or inoperable, Village will not be liable for its availability or performance.

Cleaning: We work very hard to keep our coaches clean. Please help us by keeping the floor clear of trash and keeping drinks covered to avoid spills. Drivers will make every effort to have the coach cleaned and washrooms serviced on extended trips. Excessive vehicle cleaning charges may be billed to the customer.

Mechanical Difficulties: If a Village coach is not available to begin or complete a charter due to a mechanical issue, substitutions may be made with another carrier to perform the service. Village's liability due to the breakdown is limited to the cost of completing the charter contract with another motor coach company or the total price of the initial charter contract.

Smoking and Alcohol: Village prohibits the use of both traditional smoking and e-cigarettes on the coach. Alcoholic beverages are allowed in moderation and with prior approval for select groups. Fraternities and Sororities are not allowed alcohol on the coach and any violation of this will result in a minimum charge of \$500 per motor coach. The driver has the complete authority to restrict consumption and eject anyone from the group who is unruly. Village maintains no liability for any expenses incurred.

Damages to the Vehicle: Any damage to the vehicle, inside or outside, caused by the chartering party will be charged to the chartering party.

Accommodations for the Disabled: Any group or passenger who requires an ADA accessible bus is requested to inform us at the time of the reservation and must notify us no later than 48 hours prior to the charter's departure.

Insurance: Village carries liability coverage should you be involved in an accident. Village also offers an additional insured provision on our insurance policy should you require this. This request must be made at the time you charter the coach.

Signing the provided acceptance form serves as your acceptance of these terms and conditions (contract)

OKMS
Village tours

Broken Arrow Public Schools

Authorized Signature

Printed Name

Steve Allen

Title

President of the Board of Education

Date
