



Application for Transportation Services

Transportation Department
 998 Hawthorne Ave NE
 Salem, OR 97301-2837
 503-399-3100
 FAX 503-399-3082

For consideration of the use of the District's Transportation Services, please provide the following information. Please note that consideration will be given to public agencies and public interest nonprofit organizations only. If you have questions, please contact the Transportation Department's administrative assistant at 503-399-3100, ext. 221.

Organization Name _____

Name of Person Completing Application _____ **Phone** _____

- Oregon School District** **Private/Parochial Nonprofit School [ORS Chapter 65]**
 Public Agency **Public Benefit Corporation 501(c)(3) [ORS 65.001]**

Billing/Account Information:

Invoice Address _____ City _____ Zip _____
 Telephone _____ Fax _____
 Contact Person _____ Title _____
 E-mail Address _____
 Estimated Annual Cost of Services (July 1-June 30) _____

Signing Authority (e.g. President or Treasurer):

Name _____ Title _____
 Telephone _____ Fax _____
 E-mail Address _____
 Signature _____ Date _____

Service Information (Point of Departure for Field Trips):

Pick-Up Address _____ City _____ Zip _____
 Telephone _____ Fax _____
 Contact Person _____ Title _____
 E-mail Address _____

FOR SALEM-KEIZER SCHOOL DISTRICT USE ONLY

Date Application Received:		Received by:	
Signature:		Date:	
Michael Shields Director of Transportation and Auxiliary Services		Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
Date Acknowledgement Mailed:		Account Number	
Routing: 1) Business Services' Administrative Secretary for ASBSS signature and approval; 2) Business Services Financial Systems Coordinator for account number; 3) return to Transportation Services Administrative Assistant			



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Use of Transportation Services by Public Agency and Nonprofit Organizations

WHAT WE WILL NEED FROM YOU AS AN ATTACHMENT TO PAGE 1 “APPLICATION FOR SERVICES:”

1. *Evidence of your organization’s nonprofit status. (See addendum.)

***Note:** Recognized agencies of the State of Oregon do not need to comply with this requirement.

ORS 279.011(7) “Public Agency” or “public contracting agency” means any agency of the State of Oregon or any political subdivision thereof authorized by law to enter into public contract and any public body created by intergovernmental agreement.

WHAT WE WILL PROVIDE TO YOU:

1. Upon approval of this request by the District, an account number will be assigned to you for use when purchasing transportation services from the District. You will be notified when your account number has been assigned.
2. After completion of specific service, a “Transportation Statement(s)” will be mailed under separate cover from the District’s Transportation Department. The Transportation Statement(s) will detail the service provided by individual trip. Statements will be mailed within three weeks of service date.
3. A billing (invoice) from the District’s Fiscal Services Department. **Please do not submit payment until an invoice is received.** The invoice will be issued on a monthly basis. Payment is due in full within 30 days of billing. Credits will be reflected on the following month’s invoice except at fiscal year end (June 30) at which time a check will be issued for any outstanding credits.
4. The names, titles, and phone numbers of the people to contact if you have questions.



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TERMS OF AGREEMENT

This agreement contains the terms and conditions that apply to your purchase of services from the Salem-Keizer School District's Transportation Department as identified on the Invoice provided by the Transportation Department. By accepting services described on that invoice, Customer agrees to be bound by and accepts these terms and conditions. These terms and conditions are subject to change without prior written notice at any time, at the Transportation Department's sole discretion.

Governing Law

THIS AGREEMENT AND ANY SALES THEREUNDER SHALL BE GOVERNED BY THE LAWS OF THE STATE OF OREGON, WITHOUT REGARD TO CONFLICTS OF LAWS RULES.

Payment Terms

Customer agrees that full payment for any invoice will be Customer's responsibility in accordance with this agreement. Invoices are due and payable within 30 days of the invoice date. Overdue invoices may be assessed a late fee of not more than 1.5% of the unpaid balance.

Overnight Trips

Meals and Lodging: Overnight trips generally incur costs for meals and lodging. Drivers will be reimbursed by the District at the per diem rate. The costs will be included on the Transportation Invoice and paid by the Customer.

Driving Time: Drivers are to have a set schedule, including time off the clock, per Commercial Driver's License requirements.

Other Information

Drivers are paid from the time they leave the Transportation Center back to the Transportation Center. Any trip in excess of 4½ hours entitles the driver to a duty-free meal period. Teachers and coaches are asked to work with drivers to establish a mutually agreeable time for the driver's duty-free meal break that will not inhibit service to the school activity. No meal reimbursement is necessary; driver's time is paid straight through in lieu of meal expense reports with the exception of overnight trips.

Approving Authority

This is a designated person from each organization who is responsible for submitting all orders.

Termination

Either party may terminate this Agreement upon ten (10) days written notice to the other party. Termination of this Agreement shall not affect rights and obligations of the other parties with respect to Invoices accepted prior to termination and the product sold thereunder or with respect to this Agreement.



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NONPROFIT ADDENDUM

Determining Status to Receive Services as a Nonprofit Organization

Only public-interest nonprofit organizations may apply. **Individuals may not apply.**

Does your organization fall into one the following categories?

- | | | |
|---|---|--|
| <input type="checkbox"/> (01) Religious | <input type="checkbox"/> (04) Philanthropic | <input type="checkbox"/> (07) Veterans |
| <input type="checkbox"/> (02) Educational | <input type="checkbox"/> (05) Agricultural | <input type="checkbox"/> (08) Fraternal |
| <input type="checkbox"/> (03) Scientific | <input type="checkbox"/> (06) Labor | <input type="checkbox"/> (09) Human Services |

If one of the above applies to your organization, please note the following:

1. Check **one** category from above that best describes the **primary purpose** of your organization.
2. The nonprofit organization's Articles of Incorporation, so designating it as a public-interest nonprofit organization, must be submitted with the application.
3. The name on all of the documentation presented must match the name on the application. If they do NOT match, please explain in the space provided:

4. The application must be signed by someone in authority in the organization, such as president or treasurer.

PLEASE SUBMIT THE COMPLETED FORMS TO THE ADDRESS BELOW FOR PROCESSING.

SALEM-KEIZER PUBLIC SCHOOLS
Transportation Department
ATTN: Administrative Assistant
998 Hawthorne Ave NE
Salem, OR 97301-2837
Fax 503-399-3082