



ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

2644 Riva Road, Annapolis, MD 21401 | 410-222-5000 · 301-970-8644 (WASH) · 410-222-5500 (TDD) | www.aacps.org

June 28, 2018

Mr. Antonio T. Ramos, Vice President
Academy Express, LLC
111 Paterson Avenue
Hoboken, NJ 07030

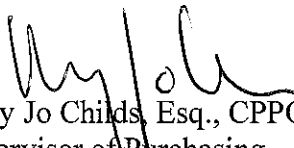
Re: RFP #18SC-154: Prequalification of Coach Bus Contractors

Dear Mr. Ramos:

I have approved the award of a contract to your company under the above-referenced solicitation. Attached is a copy of the fully-executed contract and a list of all awarded contractors. Should you have any questions regarding the contract, please contact Susan Phillips at 410.222.5166 or via email at sbphillips@aacps.org. Questions regarding performance should be directed to the Supervisor of Transportation at 410.222.2910.

Congratulations! We look forward to a successful partnership.

Sincerely,


Mary Jo Childs, Esq., CPPO, CPCU
Supervisor of Purchasing

cc: Transportation
Contract File

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS
PURCHASING OFFICE
2644 RIVA ROAD
ANNAPOLIS, MARYLAND 21401



ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

Title: RFP # 18SC-154 Prequalification of Coach Bus Contractors

Issued: April 3, 2018 Buyer: Susan B. Phillips, 410-222-5166, sbphillips@aacps.org

Proposal Due Date: Proposals are due no later than **10:00 a.m. Eastern Time on Tuesday, May 8, 2018**, in the Purchasing Office at the above address. Electronic submissions - email or fax – are NOT acceptable and will be rejected. The opening is not public.

A pre-proposal conference is scheduled for **10:00 a.m. Eastern Time on Friday, April 20, 2018**, in the Bid Room within the Purchasing Office.

If the AACPS Central Office Building is closed due to unforeseen circumstances, proposals shall be due on the next business day that the building is open. The originally scheduled proposal receipt time will remain the same even if the date is changed. Visit the AACPS website, www.aacps.org, for the status of building closures. *Closing of schools does not constitute closing of the Central Office Building.*

NOTE: MINORITY & SMALL BUSINESS ENTERPRISES AND VETERAN-OWNED BUSINESSES ARE ENCOURAGED TO RESPOND TO THIS RFP.

This Proposal must be signed by an owner, partner, or in the case of the corporation, the President, Vice President, Secretary, or other corporate officer. To be signed by any other official, a Power of Attorney or Corporate Resolution must be attached to the proposal. If the Offeror is a corporation, then it must be registered in accord with the Corporations and Associations Article of the Annotated Code of Maryland. Your signature on this page provides AACPS your acknowledgment and acceptance of the terms and conditions contained in the RFP and the execution of same during the discharge of any succeeding contract.

It shall be clearly understood that unless otherwise indicated, when this page is executed by an authorized officer of AACPS, these specifications, terms and general conditions, and price proposal shall become a legally binding Contract between the Successful Offeror and the AACPS.

Offeror Name: Academy Express, LLC

Address: 111 Paterson Ave

Phone: 201-420-7000 Fax: 201-420-8087 eMail: aramos@academybus.com

Federal ID or Social Security Number: 22-3765140 Federal Motor Carrier #: 413682

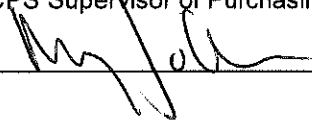
MDOT MBE Certification # _____ US DOT #: 905572

eMaryland Marketplace #: _____ MD Dept. of Assess. & Taxation #: _____

Offeror Signature: 

Printed Name, Title and Date: Antonio T. Ramos Vice President, Sales May 4, 2018

Accepted by AACPS Supervisor of Purchasing: Mary Jo Childs, Esq., CPPO, CPCM

Signature  Date 05/27/18

Award Limitations: _____



ACADEMY EXPRESS LLC
111 Paterson Avenue
Hoboken, New Jersey 07030
Tel 201-420-7000
Fax 201-420-8087

May 29, 2018

Ms. Susan B. Phillips
Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD 21401

Re: RFP Number# 18SC-154

Dear Ms. Phillips:

I am pleased to enclose one (1) Original, five (5) copies of the Technical Proposal. One (1) original, one (1) copy of Price Proposal. One (1) Electronic copy of Word Version of the Technical and Price Proposal in response to the above referenced RFP and Addendum #1. I am confident that you will find our Bid responsive to your RFP and that we will perform the stated work to the cities satisfaction.

I acknowledge all Addenda to all RFP's and accept all State and RFP Terms and Conditions.

FEIN # - 22-3765140

In the event you have any questions or require further information, please do not hesitate to give me a call.

I look forward to your favorable reply.

Very truly yours,

Antonio T. Ramos
Vice President, Sales
(201) 420-7000 ext. 2269
aramos@academybus.com

TECHNICAL PROPOSAL

Response to Request for Proposal

Charter Bus Transportation Services for

RFP#18SC-154

Anne Arundel County Public Schools

ORIGINAL



ANNE
ARUNDEL
COUNTY PUBLIC SCHOOLS



111 Paterson Avenue | Hoboken, NJ 07030

Section II: Qualifications/Experience Affidavit

Name of Offeror Academy Express, LLC

Information furnished in response to this Affidavit and any verification made by AACPS provides a basis for determining the responsibility of Offerors. If the experience or background of the Offeror is deemed insufficient by AACPS, the Offeror may be determined not responsible and the proposal rejected.

Offeror shall have at least five years' experience in providing work similar in **scope and complexity** to those described herein. The most recent experience must be within the past 12 months.

1. How many years has your firm been in the business of providing similar services/scope of work under your present legal name? 50 Years of relevant experience.

1a. Under a different legal name? _____ Years of relevant experience.

AACPS may consider relevant individual experience of key personnel when assessing the responsibility of the Offeror.

2. List at least three contracts/references similar in scope and complexity to the work described herein, in which your organization has completed within the last five years (include company names, firm or government agency, address, contact person, phone number, and email address).

A. Project: - Please refer to Section B
Beginning and End Date of Contract: page 43 for a complete
Address: _____
School District or Organization: list of references
Contact Person: _____
Phone Number and Email: _____

B. Project: _____
Beginning and End Date of Contract: _____
Address: _____
School District or Organization: _____
Contact Person: _____
Phone Number and Email: _____

C. Project: _____
Beginning and End Date of Contract: _____
Address: _____
School District or Organization: _____
Contact Person: _____
Phone Number and Email: _____

3. How many people does your company presently employ on a:

A. Full Time basis? 1000+

B. Part Time basis? 300+

4. List the number of motor coach buses your company currently has in operation and include the age, seating capacity and all amenities (Wi-Fi), reclining seats, TV monitor and electronic video players with viewable screens from each seat, electric/power to individual seats, restroom facilities) of each bus, etc.

Company wide - 1200+
Baltimore Terminal 39
All have Wi-Fi, TV, DVD, electric outlets, lavatories.
Average age is 5 years old, 38 passenger, 56 passenger
55 passenger

5. Describe your company's fleet inventory plan – will your company be expanding its inventory or downsizing inventory over the term of the contract?

Our Baltimore Fleet consists of 39 buses, however we have additional buses in our nearby terminals to assist if needed.

6. Describe your accommodations for physically disabled students.

Our fleet is ADA compliant and are able to accommodate physically disabled students.

7. Describe you company's process for handling roadside emergency situations (breakdowns, accidents).

Please refer to Section 8 Page 34 for our detailed process.

8. Has your organization performed any contract, not included in #2 above, for any unit of the State of Maryland or Anne Arundel County Government over the last five years? (Please list names, addresses, dates and the government employee responsible for accepting the work).

Please refer to to Section 13 Page 43 for a list of references and experience.

9. Has your company or any of its officers or employees ever been found guilty of any criminal act in regard to the performance of a government contract or subjected to any penalty, or liquidated damages arising out of poor or non-performance? Explain.

No

10. Has your company ever been suspended or debarred bidding on contracts by the Board of Public Works, or any other local, state or federal organization for any reason? Explain.

No

11. Has your company ever filed for bankruptcy/receivership or any other similar defalcation? Explain.

No

The signatory of this form hereby affirms that the information as set forth is accurate, truthful and complete, to the best of his/her knowledge and belief.

Dated this 4 day of May 2018.

Name of Organization: Academy Express, LLC.

By: 

(Signature)

Antonio T. Ramos

(Print Name)

Title: Vice President, Sales

**Exhibit 1
BID/PROPOSAL AFFIDAVIT**

A. AUTHORITY

I hereby affirm that I, Daniela Cassanelli (name of affiant) am the Account Mgr. (title) and duly authorized representative of Academy Express, LLC (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

I FURTHER AFFIRM THAT:

The business named above is a (check applicable items):

- (1) Corporation: ___ domestic or ___ foreign;
(2) Limited Liability Company: ___ domestic or ☒ foreign;
(3) Partnership: ___ domestic or ___ foreign;
(4) Statutory Trust: ___ domestic or ___ foreign; or,
(5) ___ Sole Proprietorship

and is registered or qualified as required under Maryland Law.

I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name and Department ID

Number: 214156681 Address: 111 Paterson Ave Hoboken, NJ 07030

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name and Department ID Number: _____

Address: _____

C. EMPLOYMENT OF SEX OFFENDERS AND OTHER CRIMINAL OFFENDERS

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the following requirements of Section 11-722 of the Criminal Procedure Article, and Section 6-113 of the Education Article, Annotated Code of Maryland:

- A. Maryland Law requires sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work, or attend school. **An AACPS contractor may not knowingly employ an individual to work at a school if the individual is a registrant.** A contractor violating this Law is guilty of a misdemeanor and may be subject to imprisonment not exceeding five years or a fine not exceeding \$5,000, or both.

See Section 11-722 of the Criminal Procedure Article, Annotated Code of Maryland.

B. An AACPS contractor or subcontractor may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of:

- Section 3-307 of the Criminal Law Article, Maryland Annotated Code, *Sexual Offense in the Third Degree*;
- Section 3-308 of the Criminal Law Article, Maryland Annotated Code, *Sexual Offense in the Fourth Degree*;
- An offense under the laws of another state that would constitute a violation of Sections 3-307 or 3-308 of the Criminal Law Article if committed in Maryland;
- Child sexual abuse under Section 3-602 of the Criminal Law Article, Annotated Code of Maryland;
- An offense under the laws of another state that would constitute child sexual abuse under Section 3-602 of the Criminal Law Article if committed in Maryland;
- A crime of violence as defined in Section 14-101 of the Criminal Law Article, Annotated Code of Maryland; or
- An offense under the laws of another state that would constitute a crime of violence under Section 14-101 of the Criminal Law Article if committed in Maryland.

See Section 6-113 of the Education Article, Annotated Code of Maryland

Violations of any of these provisions may result in immediate termination for cause.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

By:

Antonio T. Ramos

(printed name of Authorized Representative and affiant)

Daniela Cassanelli

[Signature]

(signature of Authorized Representative and affiant)

[Signature]

Date:

5/4/2018

Section VII: PRICE PROPOSAL**YEARS 1 through 3**

Motor Coach Bus, Local:	Monday-Friday	Weekend or Holiday
Flat Rate (Trip)	<u>\$670</u>	<u>\$670</u>
Hourly Rate	<u>\$129</u>	<u>\$129</u>
Mileage Rate	<u>N/A</u>	<u>N/A</u>
Cancellation Rate	<u>50%</u>	<u>50%</u>

Motor Coach Bus, Long Distance:	Monday-Friday	Weekend or Holiday
Flat Rate (Trip)	<u>\$1450</u>	<u>\$1450</u>
Hourly Rate	<u>N/A</u>	<u>N/A</u>
Mileage Rate	<u>\$4.65</u>	<u>\$4.65</u>
Cancellation Rate	<u>50%</u>	<u>50%</u>

OPTION YEAR 1

Motor Coach Bus, Local:	Monday-Friday	Weekend or Holiday
Flat Rate (Trip)	<u>\$690</u>	<u>\$690</u>
Hourly Rate	<u>\$133</u>	<u>\$133</u>
Mileage Rate	<u>N/A</u>	<u>N/A</u>
Cancellation Rate	<u>50%</u>	<u>50%</u>

Motor Coach Bus, Long Distance:	Monday-Friday	Weekend or Holiday
Flat Rate (Trip)	<u>\$1475</u>	<u>\$1475</u>
Hourly Rate	<u>N/A</u>	<u>N/A</u>
Mileage Rate	<u>\$4.80</u>	<u>\$4.80</u>
Cancellation Rate	<u>50%</u>	<u>50%</u>

PRICE PROPOSAL (Cont'd)OPTION YEAR 2

Motor Coach Bus, Local:	Monday-Friday	Weekend or Holiday
Flat Rate (Trip)	<u>\$710</u>	<u>\$710</u>
Hourly Rate	<u>\$133</u>	<u>\$133</u>
Mileage Rate	<u>N/A</u>	<u>N/A</u>
Cancellation Rate	<u>50%</u>	<u>50%</u>

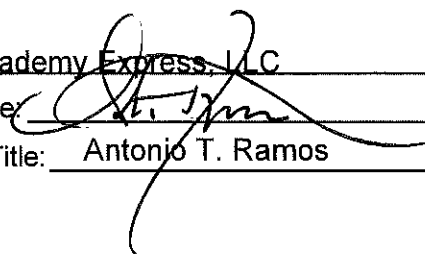
Motor Coach Bus, Long Distance:	Monday-Friday	Weekend or Holiday
Flat Rate (Trip)	<u>\$1500</u>	<u>\$1500</u>
Hourly Rate	<u>N/A</u>	<u>N/A</u>
Mileage Rate	<u>\$4.95</u>	<u>\$4.95</u>
Cancellation Rate	<u>50%</u>	<u>50%</u>

OPTION YEAR 3

Motor Coach Bus, Local:	Monday-Friday	Weekend or Holiday
Flat Rate (Trip)	<u>\$730</u>	<u>\$730</u>
Hourly Rate	<u>\$137</u>	<u>\$137</u>
Mileage Rate	<u>N/A</u>	<u>N/A</u>
Cancellation Rate	<u>50%</u>	<u>50%</u>

Motor Coach Bus, Long Distance:	Monday-Friday	Weekend or Holiday
Flat Rate (Trip)	<u>\$1525</u>	<u>\$1525</u>
Hourly Rate	<u>N/A</u>	<u>N/A</u>
Mileage Rate	<u>\$5.10</u>	<u>\$5.10</u>
Cancellation Rate	<u>50%</u>	<u>50%</u>

Submitted by:

Offeror Name: Academy Express, LLCAuthorized Signature: Date: May 29, 2018Printed Name and Title: Antonio T. Ramos





Phillips, Susan B

From: Antonio Ramos <aramos@academybus.com>
Sent: Wednesday, June 27, 2018 2:31 PM
To: Phillips, Susan B
Subject: RE: RFP 18SC-154 Prequalification of Coach Bus Contractors

Ms. Phillips,

It was a pleasure speaking to you. As per your email I'm confirming the rates below are what we discussed and agreed to.

If you need anything else please do not hesitate to reach out to me.

Antonio Ramos // VP of Sales // aramos@academybus.com
Academy Express, LLC // 111 Paterson Avenue // Hoboken, NJ 07030
Office: 201-420-7000 x2269 // Cell: 201-207-3250 // www.academybus.com //    



Boston • New York • Philadelphia • Baltimore • Washington DC • Raleigh Durham • Charlotte
Atlanta • Jacksonville • Orlando • Tampa • West Palm Beach • Ft. Lauderdale / Miami

From: Phillips, Susan B [mailto:sbphillips@AACPS.org]
Sent: Wednesday, June 27, 2018 2:26 PM
To: Antonio Ramos <aramos@academybus.com>
Subject: RFP 18SC-154 Prequalification of Coach Bus Contractors

Thank you Mr. Ramos for taking the time to speak with me.

Please confirm the following clarification:

Motor Coach Bus, Local, Flat Rate (per trip) – \$670 – includes 4 hours travel time (no deadhead), then billed at hourly rate after 4 hours.

Motor Coach Bus, Long Distance, Flat Rate (per day) – \$1450 – includes approximately 312 miles per day, then billed at mileage rate after 312 miles.

Please don't hesitate to contact me if you have questions. Thanks so much,

Susan B. Phillips, CPPB
Senior Buyer
Anne Arundel County Public Schools
410-222-5166

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1. INTRODUCTION

Academy Express, LLC ("Academy") is pleased to submit company information regarding Charter Bus Transportation services to Anne Arundel County Public Schools.

Academy is the largest privately owned bus company in North America, and is recognized as a leader in the Industry. The owners of Academy, Francis and Mark Tedesco, have been providing ground transportation for 50 years and are deeply involved in the day-to-day operations of the company. Through their leadership and dedication, Academy has continued to grow without losing sight of its mission, to provide the highest quality of service to all its customers.

Backed by more than 2,000 employees, 1000+ buses, 21 full-service facilities and 50 years of experience, Academy provides the finest ground transportation service in the country. As set forth in this proposal, Academy is prepared to make a commitment to Anne Arundel County Public Schools, not only as a provider of first class charter transportation, but as a member of the University community.

1.1 Company History

Although officially established in 1968 by Frank A. Tedesco, Academy's history dates back to the 1930's, when Mr. Tedesco's father, Pasquale, purchased his first bus. Bus #39 operated in Bayonne, NJ. From that point on, the Tedesco family began to expand their interests in the bus industry by operating two bus services in Jersey City. While all this was happening, our founder Frank Tedesco was attending evening college and working as a driver/mechanic for the Boulevard Bus Company during the day. Fortunately for us Mr. Tedesco's enthusiasm for the bus industry never wavered. After graduating from Montclair State College with a Masters in Mathematics, Mr. Tedesco went on to teach at the Academy of Aeronautics in Queens, NY, eventually being appointed to the position of Dean of the Evening School.

Mr. Tedesco kept the family interest in the bus industry alive by serving as President of the Broadway Bus Owners Association from 1951 to 1953. It was during this tenure as President that Frank Tedesco realized his life goal: to own and operate his own bus company. With that vision in mind Mr. Tedesco put his life savings together and finalized the first of many sound business deals. He purchased the operating rights and three buses to provide service between Fort Lee and Hoboken on the Hillside-22 Line.

From that point on, with a lot of sweat and tears, unlimited energy, and undying devotion, the growth of Academy under Mr. Tedesco's guidance is legendary. Today the family of Academy Companies is led by Francis and Mark Tedesco and operates 1,000+ buses from 21 operating locations. Academy is generally recognized as the largest privately owned motor coach operator in North America, employing over 2,000 individuals. Its reputation as the premier provider of quality service is second to none.

Academy is recognized as an Industry Leader. In fact Francis and Mark Tedesco were awarded the "Leadership Achievement Award", by Bus Ride Magazine and they were awarded the "Operator of the Year Award", by Metro Bus Magazine, they received the award for "Outstanding Achievement in the field of Operations" by R.S.A., and "Hall of Legends" in 2010 by the International Special Events Society.

1.2 Professional Experience

Academy has been in charter bus transportation for 50 years. Academy is the largest privately owned and operated charter bus Transportation Company in the United States, with one of the largest and most modern charter fleets in the industry. We have an experienced staff of sales professionals who operate from our offices in, Boston, MA, Hoboken and Westampton, NJ, Washington, DC, Raleigh-Durham and Charlotte, NC, Atlanta, GA, Jacksonville, Tampa, West Palm Beach, Orlando and Miami, FL. The staff consists of over 35 dedicated sales agents who handle incoming inquiries and bookings at our call center. We have a dedicated department that are trained to deal with professional sports teams and universities exclusively. Our highly trained sales staff is assisted in the performance of their jobs by a sophisticated yet friendly Reservation Booking System. Our agents have the ability to accept a reservation, reserve a particular bus type and forward a contract instantly. Arrangements can be made to either bill each individual group or provide a combined statement of activity, listing the booking party, type of bus and price to one central location if Anne Arundel Schools so desires.

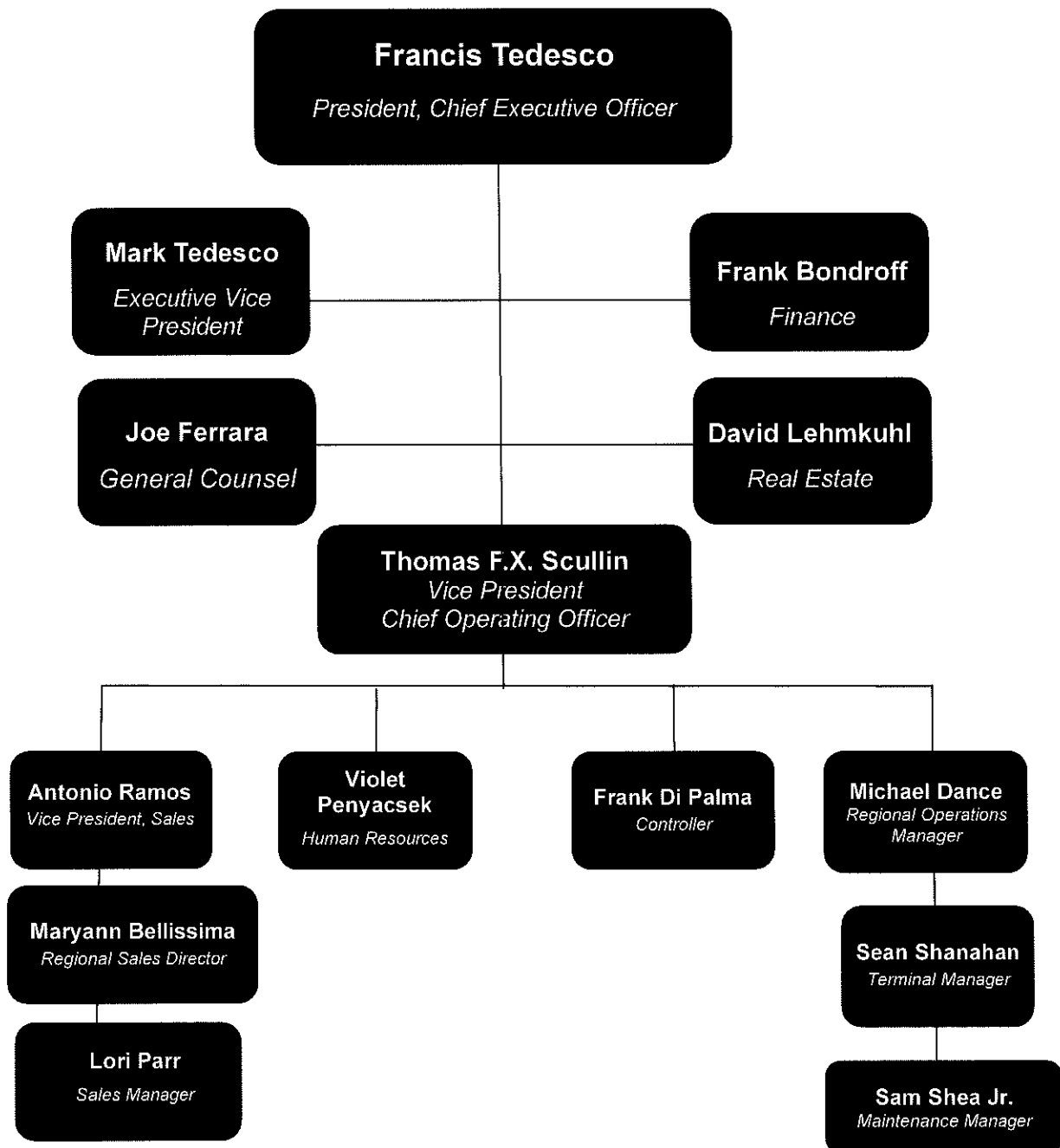
Academy employs over 1200 full and part time motor coach drivers system wide. Our charter drivers receive extensive training in safety, driving skills and customer service. Our training program is recognized as one of the most extensive and effective in the industry. Our charter drivers are trained in the special requirements of professional and collegiate sports teams, and specialty charters. Our long list of professional and collegiate customers will attest to our success in this area.

Academy has widespread experience with Professional Charter requirements, both in event transportation and with game-day charter transportation. We are one of the largest providers of charter transportation services to Professional Sports Teams. We are the exclusive provider of ground transportation for the New England Patriots, Boston Bruins, Boston Red Sox, New York Giants, New York Jets, New York Yankees, New York Mets, New York Rangers, New Jersey Devils, Washington Nationals, Washington Redskins, Philadelphia Phillies, Philadelphia Eagles, Philadelphia Flyers, Miami Marlins, Jacksonville Jaguars and Tampa Bay Buccaneers. We manage the ground transportation for all professional baseball and football teams visiting New York, Philadelphia, Washington, DC, and Florida. We are the exclusive provider of all Major League Soccer teams visiting New England, New York and Philadelphia.

We have provided charter transportation services for most universities visiting New Jersey, New York City and Philadelphia. We are the exclusive provider of ground transportation for Babson College, Emerson College, Simmons College, Tufts University, Providence College, West Point Academy, Brown University, Columbia University, New York University, Rutgers University, Temple University, and the United States Coast Guard Academy, plus many more in other regional areas.



1.3 Organizational Chart



2. SCOPE OF WORK

Academy understands Anne Arundel County Public Schools is seeking information from a professional contractor to provide Charter Bus Services for student group trips.

With Academy's vast experience as well as the largest and most modern fleet on the East Coast unlike other companies, is dedicated to performing charter work, only. We have an experienced staff of sales professionals who operate from each terminal throughout the East Coast. Our dedicated sales agents are trained to handle all sales inquiries and bookings through our call center. Our 24-hour dispatch is capable of handling all emergencies and can take last minute changes up to one hour before departure. Furthermore, for Anne Arundel Schools' we will designate an account executive(s) who will personally handle all bookings and when needed be on site to see that all transportation is handled to the satisfaction of the University.

Academy is very proud of its long standing and extensive relationships, as a result we very clearly understand the unique ground transportation needs and requirements of group travel with over 2000 buses dedicated to charter service operations and 10 million miles undertaken annually. Said another way, servicing various school markets is truly at the core of what we do at Academy. Our coverage footprint runs down the entire Eastern seaboard from Boston to Miami which would be suited to cover Anne Arundel Schools' travel needs in both the local and away environments; thus allowing your Procurement Department the unique advantage of dealing with just a single ground transportation provider in Academy to service all of your requested group travel needs.

At Academy, we share Anne Arundel Schools' constant desire and pursuit as an esteemed academic institution to achieve excellence. Furthermore, we recognize and realize the importance that these core values be both reinforced and realized in the overall performance of Anne Arundel Schools' student groups and the pivotal role that your selected ground transportation provider ultimately plays in the quality and appearance of your finished product. We are very much aware of the role that we play in representing Anne Arundel Schools' as a Institution and take very seriously our commitment, responsibility and obligation to multiple constituents.

Our proposed offering will give Anne Arundel Schools as a whole the highest levels of safety, service and proven experience that cannot be matched that should be both expected and demanded by Anne Arundel Schools' in its selected ground transportation provider.

As clearly illustrated in our bid response, we never see ourselves or want to be perceived as a traditional vendor who merely offers services and pricing; but rather as fully integrated partner to Anne Arundel Schools' that is truly invested in a tangible way in the present and future success of the Community. We also seek to give back not because we are asked to do so, but rather because we see it as an important indicator of our commitment to a truly successful partnership that seeks to strengthen the performance of two organizations clearly interested in achieving a common goal.

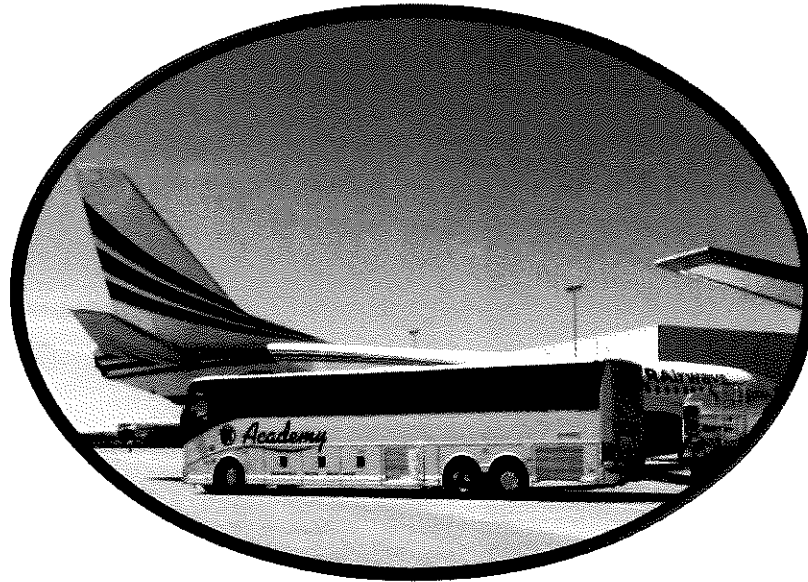
In the end it is our people, our commitment, our focus, our track record and ultimately our end product that truly makes Academy's offering unique and unmatched in the University team travel space. We look forward to the opportunity to display this first hand to Anne Arundel Schools' Community and we very much appreciate the evaluation committee's kind consideration of our fully integrated partnership offering.

Academy is uniquely qualified to perform the services sought by Anne Arundel Schools from our Baltimore, MD.

3. SERVICE REQUIREMENTS

As more fully described hereinafter, Academy will provide the most modern fleet of buses and no bus will be older than five years. Academy has brand new 54 and 38 passenger vehicles equipped with a lavatory, DVD player and Wi-Fi. Academy has a full service sales staff capable of handling and processing all charter orders and its dispatch is available 24 hours, 7 days a week. Our driver training and safety program is renown throughout the industry and our charter drivers are handpicked for their assignments. Every effort is made to assign the same driver to a particular group. Our buses are maintained to the highest standard and you will never see an Academy bus on a charter assignment that is not thoroughly cleaned inside and out.

Academy is fully licensed to provide charter service and meets all applicable Federal, State and Local laws, regulations and ordinances. Academy's Charter Reservation System (proprietary software) can provide reports and statistics to Anne Arundel School's at any interval and can be sorted by a variety of categories.



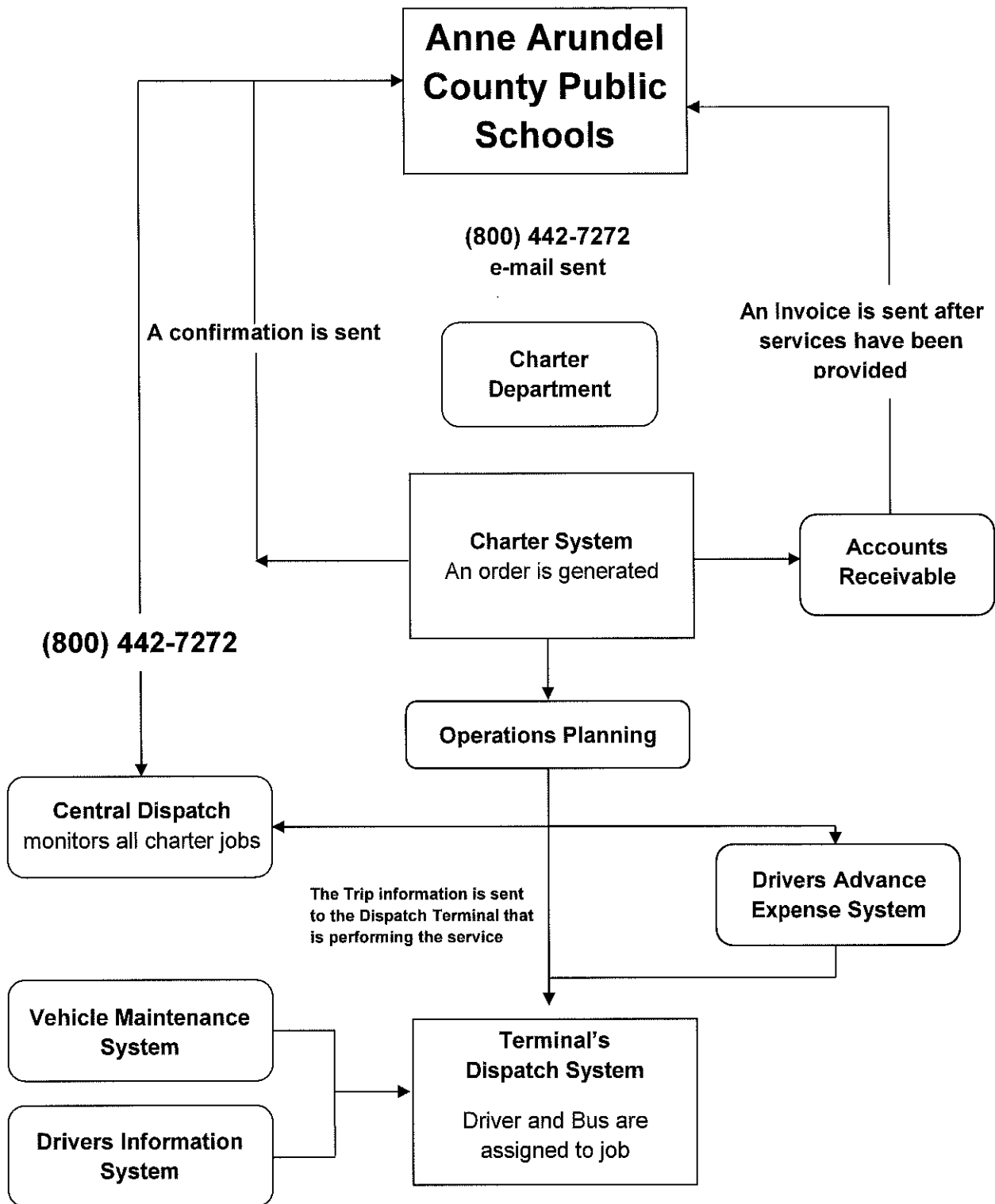
4. CHARTER MANAGEMENT STRUCTURE

Academy has a highly trained and qualified professional Charter Sales Department. The Charter Sales Department reports to Antonio T. Ramos, Vice President, Sales: Tour and Travel; Convention and Special Events; Domestic Groups; Professional Sports Teams, Colleges and Universities. Each one of these divisions is led by an experienced manager and supported by in-house customer sales representatives.

Charters can be booked by telephone, email, or online. Academy's on-line Charter Reservation System is web-based and user friendly. The Charter Reservation System allows the customer to book charters on-line, receive confirmations and review their charter reservations in advance.

Once the charter is booked the order is reviewed by our Operations Planner and is assigned to a Terminal to perform the service. As previously stated charter work for Anne Arundel Schools will be handled by a designated facility in Baltimore, MD. Our facility has its own qualified pool of charter drivers, charter bus fleet and is a full service facility for maintaining the fleet to high standards.

Once the charter has been entered into our system the Accounting Department is notified and the charter is assigned an invoice number. Upon the successful completion of the charter, Accounting is notified and an invoice is prepared and sent to the customer. We have the ability to send one statement with detail of each charter to one central location at Anne Arundel Schools or we can prepare separate invoices for each charter booked and send them to the booking party.



5. PERSONNEL SELECTION, RETENTION AND TRAINING

Academy understands that its relationship with Anne Arundel Schools is as an independent contractor. All personnel involved in performing the work completed by this proposal will be employed by Academy and it will be solely liable for all wages and benefits of its employees.

Academy has one of the finest driver-training programs in the Industry. All of our drivers are trained in driver safety and customer service. New drivers are not placed in the charter pool until they have worked full time with Academy for one year. Before entering the charter pool charter drivers are given extensive training by a "seasoned" charter driver trainer.

Our drivers will always be in full uniform, assist in all luggage handling and equipment removal. Charter drivers are handpicked by the Terminal Manager and we make every effort to assign the same driver(s) to a particular team or group.

5.1 Charter Training – Drivers and Other Personnel

Driver Training

Academy has developed and operates a full time *Professional Motorcoach Training Program*. As an industry leader, Academy recruits, screens, and trains all our own drivers. The successful completion of our training program is mandatory for all drivers, regardless of experience, before being authorized to operate our equipment. We incorporate an extensive classroom and behind-the-wheel-training program utilizing only experienced Academy personnel. We have recently made significant changes to our training program to improve the quality of the program and the drivers being graduated. We now have six dedicated, full time instructors with a training department manager and assistant. These instructors do not share their duties or responsibilities with operations (driving). They have been trained on the new course syllabus and are accountable for the students they release from the program. We have also dedicated buses in the training program to ensure the required resources are always available. These significant changes are allowing us to improve our training program by focusing on just training. Our hiring guidelines exceed Federal Department of Transportation requirements, including FTA enhancements.

Random Drug Testing Program

Academy has an established controlled substance abuse program which is both DOT and FTA compliant. A dedicated in-house manager with field support administers the program. We have a published, comprehensive corporate drug and alcohol policy. The program is facilitated with the use of a dedicated MRO (Medical Review Officer) that generate random selection lists and complete the actual testing with both mobile and fixed facilities. The bulk of our testing is completed at our garage facilities and is supported by our field safety managers who are also authorized to complete testing. We do not function as part of a consortium, which ensures the integrity of the program. An in-house database also tracks our results and enables us to provide accurate and timely data to the reporting agencies.

As part of our corporate program, we complete post-accident and reasonable suspicion testing in addition to the random testing. We conduct our testing during operating hours, which include late evening and weekend testing. Safety sensitive personnel in addition to all drivers are in our selection pool. We also have the ability to test anywhere, at any time with our current MRO contracts and in-house trained personnel. All operations supervisors are trained as to their responsibilities as well as how to identify suspicious behavior that may be a concern. Our program has been audited by the FTA (Federal Transit Agency) and we have passed with no reservations every time.

In addition to our extensive Driver training and Safety Program, charter drivers receive additional training. They are instructed in customer service and how to deal with problems and challenges they may encounter over the road. Our charter sales representatives all receive two weeks of training before they begin working with customers. Additionally, Academy arranges seminars with outside schools and professionals for our sales representatives and other employees to attend seminars in customer service.

Only experienced sales representatives and those that demonstrate strong customer service skills are assigned to deal with professional sports teams. All Anne Arundel Schools' charter work will be given V.I.P. treatment. As such, a V.I.P. listing is printed 24 hours in advance of the charter and circulated to the President, Vice President, Sales Manager and Terminal Manager. The V.I.P. list is reviewed for accuracy and if in the event there appears to be any discrepancy this information is immediately addressed with the sales representative who booked the charter.

Driver Customer Service Program

Our training program is dedicated to customer service. We have an established program, which constantly monitors driver's performance along with on-going training programs, which result in better-qualified bus operators. On-going safety seminars at all field locations include customer service issues that may arise. The Terminal Manager will:

- Receive and review all customer complaints by category, comments and commendations.
- Investigate and resolve customer complaints within one week.
- Respond to all incoming correspondence within 48 hours of receipt of such correspondence.
- Respond within 48 hours to customer complaints coming from the University.



A Detailed Driver Safety Program

Academy maintains one of the most comprehensive safety and risk management operations in the motor coach industry. We expend significant resources to ensure the performance of our drivers once they leave the training environment and are in full operation. Safety is synonymous with good customer service. We continue to make significant changes in our safety program as well as the training program over recent months. We now have 6 full time safety managers focusing on reviewing Drive Cam events and managing the local driver pool along with the terminal manager. They also manage the Drive Cam operation for their responsible terminal operations.

- Managing our comprehensive database which tracks the driving history, including all our investigations, on every driver in service with Academy.
- Work with our dedicated in-house claims administration, which allows us to take an aggressive and personal approach to customer service and accident investigation. This department is staffed with claims professionals and allows

Academy to expedite claims settlements while utilizing investigation results to benefit our safety program.

These tools allow us to focus on prevention. Every driver, once released from training, is subject to the following:

- License abstract reviews every six months.
- FMCSA requires annual reviews.
- Complete medical/physical evaluations conducted every 12 months.

FMCSA requires this screen every 2 years. We use only our own doctors to ensure the integrity of the exam and the knowledge of the physician relative to DOT requirements. We are now use a real time, Internet based database, which allows us to set up appointments, check results, monitor drivers with medical concerns, and ensure medical reviews are completed on time. This database is managed by our exclusive medical review firm, which allows Academy to ensure the quality of our medical exams, as only doctors approved by us perform them all.

- Every driver is subject to random and targeted road performance evaluations conducted by our Field Safety Managers. Every observation is addressed with the driver and made a permanent part of his record. In cases where a trend is observed or the concern is considered significant, the driver is removed from service and evaluated. Additional training, suspension, or termination may result.
- All driving compliments and complaints are investigated and follow the same process of record retention and evaluation.
- Every driver must attend at least four safety meetings, which are conducted throughout the year in each operations center.
- All drivers are subject to random, post-accident, and reasonable suspicion drug/alcohol testing, as are all mechanics and other safety sensitive personnel.
- Each Safety Manager reviews the results of each operations center each month, and determines which drivers may be a concern or warrant a review. This process allows us to allocate our resources to target drivers with the highest risk potential.

Overall, Academy maintains one of the best safety programs in the industry. Academy has consistently maintained an outstanding safety record as evidenced by our satisfactory DOT compliance ratings. We operate with a zero driver out-of-service record and equipment out-of-service record rate less than one third the national averages. Academy is also a U.S. Military contractor subject to compliance audits, which are broader in scope than federal DOT audits. Each year we continue to achieve

the best possible compliance rating. Academy is also only one of a few companies, which have an Excellent Performance Rating, which is Audited and Verified by the International Motor Carrier Audit Commission (IMCAC). Each driver is certified to operate a particular make and model of equipment. A driver can only operate that model bus until trained and certified in other models. Our Risk Manager is a member of The Bus Industry Safety Council and Commercial Vehicle Safety Alliance (CVSA). The CVSA is the international premier organization, which is the authority of regulatory, and safety issues in the non-rail ground transportation industry. Attended by all federal, state, and local law enforcement, the CVSA is the forum where industry and law enforcement work together to ensure public safety.

We also utilize programs developed by the National Transit Institute (established at Rutgers University) to supplement our training of both operators and management. Academy constantly monitors driver performance. Our experience has shown that a consistent review of our driver's performance along with on-going training programs results in a better qualified driver pool than to establish generic testing which does not take in to account unique circumstances that may be affecting a driver's ability to focus on his/her job. We meet, individually; with each driver who we feel has a concern. We have found that personal life issues and concerns can impact safety equally or in excess of technical ability.

Our most current US DOT Safer System company profiles are available on the Internet at www.safersys.org our profiles are available by company name or US DOT number. Attached are copies of our most recent Federal and State compliance audit results.

Elder Driver Safety Program

We have enhanced our medical review program to focus attention on older drivers and we are improving the vision screening at our medical testing centers to use the Titnius 2a Vision Screener. This machine checks general vision capabilities for reading as well as color, depth perception, lateral and vertical sight and can actually provide far and near sight levels to determine if correction should be considered. This far exceeds the standard chart reading test required by DOT which can also be circumvented depending on the person giving the test. We have found that there is no need, currently, to implement a specific age testing program as the FMCSA already gives us the flexibility to test to whatever limit we deem feasible should there an issue be detected. By focusing on physical health screening, we can reap the benefits of experienced drivers while ensuring safety is not compromised.

High Risk Driver Program

We initiated this program in 2008 to focus our resources in identifying and addressing drivers that have risky tendencies. Drivers with a consistent record of safe and professional driving do not require constant monitoring. Those that cannot meet those standards are the drivers we want to identify and address in an expedient manner. We utilize a systematic process to include risky driving points assigned by Drive Cam events, accidents or near accidents, complaints, safety observations and any other pertinent variables. We compile this data on a daily basis and identify those drives that need our attention. Once identified, the program is structured as follows:

- The driver is informed that they have been identified as a high risk driver and why. They are informed that this meeting is considered final warning as to their performance.
- The driver receives a printout of his/her history as noted above.
- The driver is placed in mandatory 3 day retraining that includes 1 day in classroom and 2 days behind the wheel with a dedicated instructor.
- If they do not meet performance expectations during retraining, they are terminated.
- If they pass the training and have another high risk event within one year of the training, they are terminated.
- We have successfully rehabilitated many drivers that have done exceptionally well after going through the process.
- We have found that this program has given us the ability to be proactive rather than reactive more successfully than any other driver safety specific program we have instituted in years past. It is objective and the Drive Cam system is critical to its success.

Corporate Safety Support

- Academy continues its commitment with six full time safety managers on staff with company cars and on rotation 24 hours a day, 365 days a year
- Full time training managers and instructors
- Our own in-house claims management department to monitor the process and ensure customer service
- Academy is a long time member and supporter of the American Bus Association, Bus Industry Safety Council, Commercial Vehicle Safety Alliance (CVSA), as well as local associations

Driver Hours of Service (HOS)

Academy adheres to the Federal Motor Carrier Safety Administration Regulation:

§ 395.5 Maximum driving time for passenger-carrying vehicles.

Subject to the exceptions and exemptions in §395.1:(a) No motor carrier shall permit or require any driver used by it to drive a passenger-carrying commercial motor vehicle, nor shall any such driver drive a passenger-carrying commercial motor vehicle:(1) More than 10 hours following 8 consecutive hours off duty; or(2) For any period after having been on duty 15 hours following 8 consecutive hours off duty.(b) No motor carrier shall permit or require a driver of a passenger-carrying commercial motor vehicle to drive, nor shall any driver drive a passenger-carrying commercial motor vehicle, regardless of the number of motor carriers using the driver's services, for any period after—(1) Having been on duty 60 hours in any 7 consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or(2) Having been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

[70 FR 50073, Aug. 25, 2005]

Please refer to Exhibit 6 for the Operators Training Manual

Since 1992 Academy has had in place an annual awards program to recognize its professional drivers. The following criteria will be used to determine whether a driver is eligible for the award and whether he/she is considered a full time or a part time driver:

- The driver must be employed by the company at the end of the quarter for which the award/incentive is being awarded
- The driver must have worked for the entire quarter
- Full time drivers must have earned at least \$ 5,000 during the quarter
- Part time drivers must have earned at least \$ 2,750 during the quarter
- To qualify for the quarterly award the following requirements must be met:
- **Have No preventable accidents (chargeable).** An event where the operator should have, but failed to identify a situation that caused the accident. The event must have caused property damage, injuries or a claim to be considered an accident. All other events will be classified as incidents.
- **Have No moving violation convictions.** A moving violation is a summons (ticket with or without points) issued by a law enforcement officer relating to the movement of a vehicle, whether personal or Academy vehicle.
- **Have No disciplinary actions resulting in a suspension.**
- **Must attend at least one (1) safety meeting per quarter.**
- **Have No more than one (1) book-off per quarter.** Employees who are out of work due to workers compensation, state disability, vacation, personal day and leave of absence (provided they meet the above criteria), will not be charged a book-off. Vacations, personal days and leave of absence must be approved in advance in accordance with current company policies.
- **Have no disciplinary actions that result in suspensions**
- **Have a positive attitude and professional appearance (uniform).**

Amount of Award

Each driver meeting the criteria set forth above is eligible to receive the following award for each quarter he/she meets the criteria:

- Full time employee - \$100 per quarter
- Part time employee - \$50 per quarter

Annual Incentive for Drivers Earning the Award in Four Consecutive Quarters for the Year:

All drivers who earned the award for all four quarters are invited to the ***Annual Frank A. Tedesco Driver Recognition Awards Breakfast.***

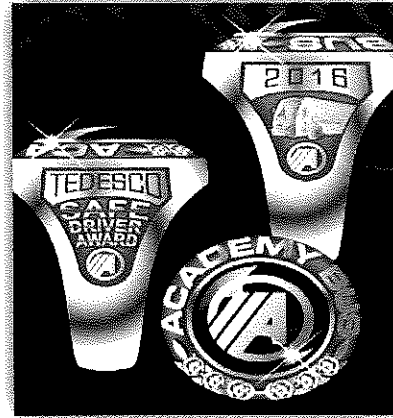
Special Recognition for Five, Ten, Fifteen and 20 Year Award Winners:

Five Year Award Winners:

All full time drivers who have qualified for the award in all four quarters for *five years* will receive an Academy Ring and a \$500 award. Part time drivers will receive an Academy Ring and \$250 cash award.

Ten Year Award Winners:

All full time drivers who have qualified for the award in all four quarters for *ten consecutive years* will receive an Academy Ring and \$2,000 cash award. Part time drivers will receive an Academy Ring and \$1,000 cash award.



Fifteen Year Award Winners:

All full time drivers who have qualified for the award in all four quarters for *fifteen years* will receive a Ring with Two Stones and \$5,000 cash award. Part time drivers will receive a Ring with Two Stones and \$2,500 cash award.

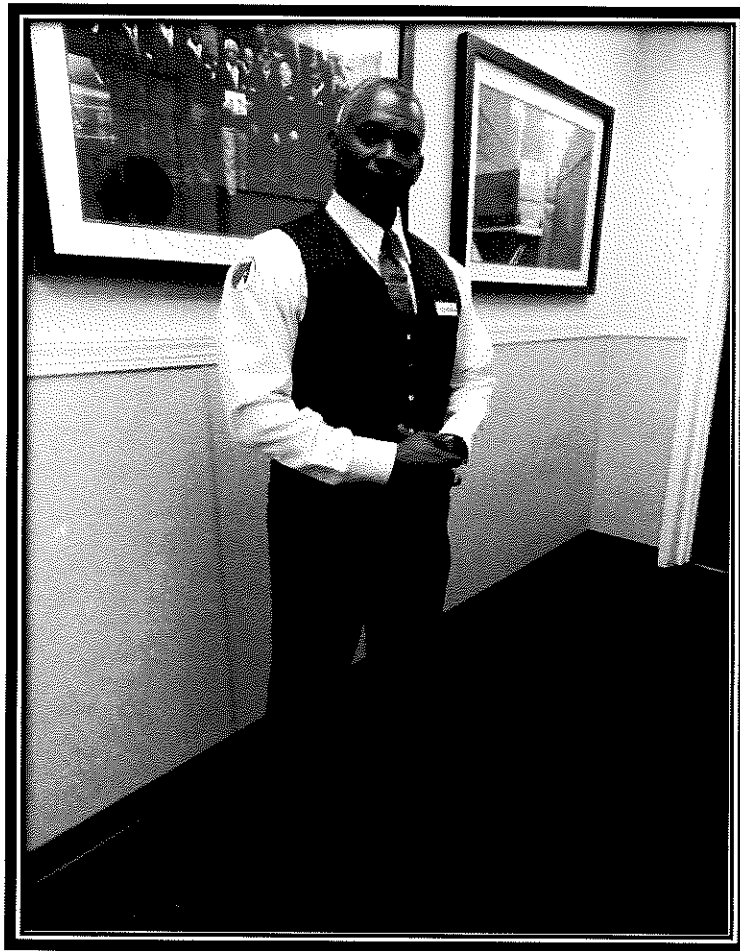
Twenty Year Award Winners:

All full time drivers who have qualified for the award for all four quarters for *twenty years* will receive a Ring with Four Stones, and \$10,000 cash award. Part time drivers will receive a Ring with Four Stones and \$5,000 cash award.

5.2 Equal Opportunity Employment Policy

Academy is and has been an equal opportunity employer. Our Policy is contained in our Employee Handbook Section 101 and adhered to by all personnel. Our employment practices far exceed government standards.

5.3 Driver Uniforms



6. SAFETY AND SECURITY PROGRAMS

Academy maintains a comprehensive corporate risk management program that incorporates a separate driver training program, workplace safety program, security program and operational safety program. We also have a corporate program to promote the use of environmentally friendly products and systems that benefit the community as well as our employees.

Academy operates an exclusive new driver training program that is mandatory for all new drivers regardless of previous experience. This two week course is given at our dedicated on-site classrooms, administered by dedicated instructors and dedicated equipment. A full training department with a training manager, numerous class room and road instructors, as well as a fleet of training buses are part of this program. Ongoing driver training is also provided by this department. Certification for various model buses, driving environments, and specific contract operational issues are all part of this process.

Our extensive safety/risk management program includes new driver screening/background checks, medical and motor vehicle record screens that are more frequent and more comprehensive than required by the Federal Motor Carrier Safety Administration (FMCSA). Use of on-board cameras, bus inspection and maintenance programs second to none in the industry. We have a corporate safety department consisting of a Safety Director and five field safety managers equipped with company vehicles and communications that are operational 24/7. Academy was the company working with FMCSA for the Comprehensive Safety Analysis (CSA) pilot (2008-2010) before the program was rolled out nationwide in 2010.

The corporate Director of Risk Management is a member of the Bus Industry Safety Council and the Commercial Vehicle Safety Alliance (CVSA) passenger carrier committee. We are also members of the American Bus Association and numerous state level associations.

Academy has always been a part of the security process in the motor coach industry. We have worked with the US Transportation Safety Administration (TSA) since the initial effort after 9/11. We were part of the committee in Washington DC that helped create the motor coach component to the highway subsector. We are members of the TSA motor coach security group, the director of risk management is a member of the TSA Peer Advisory Group, and we interact on a regular basis with members of our industry, the TSA and state departments of homeland security to share information and improve our security efforts. We also work with CatEyes, Inc. which is a nationwide

security consulting firm, as our partner to assist with driver/employee training, regular webinars and on-site vulnerability studies and security reviews. Our corporate security plan has been audited by the TSA and approved.

Our workplace safety program incorporates, employee safety training not only to include OSHA required training, but also general training based on job activities. We require the use of personal protection safety gear and will remove an employee from the job if he/she fails to follow our policies.

Academy Safety Related Policies

The policies as set forth below pertain to an operator when they are operating a company vehicle except as noted within the policy. When an operator receives a summons and points on his/her license, even in his/her personal vehicle, and the point total exceeds the company limits, the action taken is the same as if the employee was operating a company vehicle.

Accidents

When an operator is involved in an accident he/she must notify the company immediately with the exception when there are injuries then the operator should call police (911) then call the company and provide the company with all pertinent information (location, injuries, damage to vehicles, etc.) The operator must also activate Drive Cam as soon as he/she if the camera has not been activated by the impact. Upon return to any company location the operator must complete a Company Accident report and turn it in prior to leaving the company property. The report must be complete with all required information.

Accidents will be reviewed by the Accident Review Committee which is comprised of the Terminal Manager, Local Safety Manager and the Director of Safety. In cases where the accident appears to be preventable a meeting with the committee and the operator will take place. After meeting with the operator, and reviewing all information available (Company Accident Report, DC Event, Police Report, Witness Statements, etc.), the committee will decide if the accident is preventable or non-preventable. The operator will be notified by the Committee and provided with a copy of the Accident Review Form if the accident is considered preventable or non-preventable and what actions are to be taken. Preventable accidents will result in the following actions and discipline:

- A Preventable Accident – if there has been no other preventable accident in the past 12 months and depending upon the severity of the accident, will result in the

operator being counseled as to how to prevent a similar situation from occurring again and returned to service.

- If the operator has a second preventable accident within twelve (12) months of the previous or first accident, depending upon severity, the operator will be removed from service and be required to attend a High Risk Training conducted by the training department. This action is taken in lieu of or in conjunction with other actions such as time off without pay. If the accident is considered severe you may be dismissed.
- A third preventable accident within twelve (12) months of the first will result in dismissal of the operator. Note that the company reserves the right to modify actions taken due to circumstance, employment history or any other such event that the company feels has influence on the outcome of any decision.
- When an operator goes twelve (12) consecutive months without an accident the first accident will be dropped from his record, however, future accidents will be subjected to a review of your overall safety and work history and further disciplinary action up to and including the possibility of dismissal or other actions such as retraining as decided by the accident review committee.

Workplace Safety Program

Academy has established a detailed workplace safety policy that incorporates specific responsibilities for all employees. The program uses OSHA compliance as a basis for the program but goes beyond what is required. Based on our workplace injury history we have customized our program to address the most common exposures. The condition and appearance of all our physical locations, as well as our equipment, is evidence of our commitment to safety and customer service. The result is a well-maintained professional image.

FMCSA - CSA (Compliance, Safety, Accountability) Violations

CSA inspections occur when an operator has been pulled over by police or DOT officials and performs an inspection of the operator's readiness (logs, license, medical card, etc.) and vehicle compliance with DOT regulations. If the operator receives a violation or warning for any item which is within his/her control, the operator will be held responsible and appropriate action taken.

- First violation will result in a warning.
- A second violation will result in a three (3) day suspension and a final warning.
- A third violation will result in dismissal.
- Violations will be kept on file and action taken against the operator as long as they remain on the CSA data base, currently three (3) years. When a violation is removed from the CSA data base it will no longer be held against the operator.

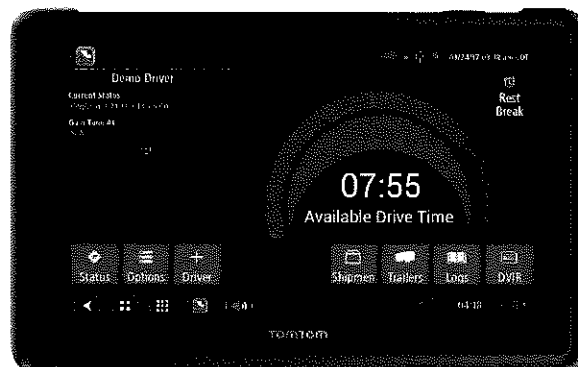
Surveillance and Security

We are investing millions of dollars to improve the security of all our facilities. All our physical locations are now fully monitored by real time digital cameras which also record and store video for unlimited periods of time. We also continue to add to those systems which allow viewing of any location from any terminal over our network.

We continue to improve and add to our perimeter security by installing rolling gates and concrete barriers as well as new high security fencing. We have installed new automatic gates and door lock systems in all our terminal locations that operate with RF cards. Combined with our closed security camera system, we continue to improve the security of our lots while also having the ability to see events that may occur in our maintenance garages and yards. We have installed new Honeywell electronic card access systems which are tied into our closed video system and employee ID system. This restricts access to all our facilities.

Electronic Logs

As of June 1, 2017 all of Academy's buses have been equipped with the federally regulated Electronic Logs (E-logs) which The U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) required all buses in an effort to improve roadway safety by employing technology to strengthen commercial truck and bus drivers' compliance with hours-of-service regulations that prevent fatigue. Academy's top priority is safety for our drivers and passengers alike. We began to install the equipment almost a year in advance of the federally mandated law to ensure that our staff was properly trained. The Electronic Driver Logs is an automated system that records all information required to comply with hours and service reports. It



also assists drivers with Driver Vehicle Inspection Reporting (DVIR) for pre and post trip inspections. This allows the reports to be filed automatically and back-office personnel are notified of issues that may require repairs. The system Academy installed ISE Fleet Services also provides Dispatchers the visibility for "real-time" driver availability.

The ISE benefits for the drivers:

- Hours of Service records are automatically captured eliminating any errors from manual entries.
- Automated calculations keeps drivers informed of driving availability, improving time management and warning of impending violations.
- Integrated DVIR workflow ensures inspections are always performed at the appropriate time.
- HOS and DVIR documentation always available for roadside inspection.

In addition to all the benefits it provides for the drivers it also has many benefits for the fleet:

- Easily view, update and print drivers' logs and DVIR reports.
- Real-time information assists in resource allocation and equipment defect resolution.
- CSA Fatigued Driver and Vehicle Maintenance BASIC scores are better maintained and improved.
- Automated back-office record retention reduces clerical time.
- Exceptionally easy to implement.

Rear Facing Bus Camera System

We currently have installed rear view camera systems on all our buses. The remote color camera (with sound) allows the driver to have a clear view of the back of the bus which is automatically activated when the bus is put in reverse. We have reduced backing incidents since the cameras have been installed. We are also ordering new buses with the integrated system installed at the factory.



Drive Cam

Originally established in April of 2006, we initiated the Drive Cam program. The system is designed as a hard drive, self-contained unit which acts as an event recorder activated by a gravity or shock event to the bus. The recorder then captures 10 seconds before, and 10 seconds after that event.

The program is designed to change driver behavior and eliminate poor or risky driving habits. The key to this system is the immediate reaction by our management team with the driver and to address concerns before they become an accident. It allows us to see events we would otherwise never see. It also allows us to reallocate our safety resources to where we see a greater return on time/investment.

This program has documented significant changes in driving behavior as well as reduced wear on the bus and fuel usage. We completed a full corporate rollout in January of 2007. The results have been beyond our expectations. This system (over a \$2,500,000 investment) has given us the ability to identify high risk drivers as never before and defend accident claims where we are clearly not at fault. We now have re-fitted the entire fleet with new Drive Cam Cell cameras.

Global Positioning System

100% of our fleet is now equipped with an updated GPS system.

The new Suacon System gives us the ability to monitor our fleet in real time from any facility, communicate with drivers outside the range of our radio frequencies, and locate a bus with an emergency immediately. This system is used daily to provide customer service as well as reduce or eliminate buses off route or being used for personal business which is against company policy. We will also have the ability to restrict ignition access and control engine speed for security purposes. The system will also transmit bus computer codes for maintenance to us real time as well as speed, idling, geo-fencing and driver information. This is the next level in GPS fleet management.

Fleet Maintenance

Academy maintains a modern, fully equipped maintenance facility at each of our terminal locations. Each facility has lifts, pits, and all the required parts, tools, and experienced mechanics to make any repairs required and to complete full regularly scheduled preventative maintenance programs. We also have automated bus washes and a full time cleaning staff to maintain the appearance of our vehicles.

We lease our tires from Firestone and have no incentive to run tires in poor condition. We pay by the mile and tires are replaced long before the tread depth is an issue. We

run only new tires rated for the individual bus application. We also utilize a new balancing gel that improves the smooth, balanced operation of the tires/wheels far beyond that of the old metal weight tire balancing. We opened a new, state-of-the-art mechanical shop in Hoboken last year. This facility completes our heavy mechanical operations, tire mounting screening for all locations, and is adjacent to our other two facilities in Hoboken.

All tires/wheels are trucked to the Hoboken tire shop where they are dismounted, the wheels are media blasted, and electro statically painted and baked in our new environmentally friendly wheel refurbishing machine. New tires are then mounted, balanced and trucked to all field terminal locations. This eliminates the process in the field and controls quality. Paint build up on wheels is a contributing factor to stud failure and wheel separation.

Each bus is inspected by the state DOT twice annually at our facilities. In addition, each bus is subject to unlimited roadside inspections. Academy is only one of only a handful of carriers authorized as a DOT self-inspection operator. This enables us to self-inspect each bus once per year, rather than the DOT. The DOT will then complete random inspections of the self-insured buses for compliance.

We also maintain a 32 bay, modern bus repair facility in Secaucus, NJ, with two paint booths with elevators, body shop, paint shop, and prep area. We are also moving into latex paints which are much less toxic than the oil based paints now in use. We have replaced our chemical parts cleaners with new non-toxic parts washers that do no harm to the environment or our employees and use High volume/low pressure paint guns that use less paint and have less mist in the air making them much less hazardous than the old style guns.

Road Observations

Operators who are observed by any Police Authority, Management Employee or Safety Manager operating in any manner that is considered to be unsafe or discourteous will be subject to retraining, disciplinary action or dismissal. Any violation of Company policy observed by any Management Employee or Safety Manager will also result in retraining, disciplinary action or dismissal.

Hand Held and Other Electronic Devices

The use of any Hand Held Device is prohibited and includes the use of an ear plug or other Blue Tooth type of device. Cell Phones are to be turned off and stowed away prior to boarding any company motor coach. When an operator has reached their destination, pick up or rest location, the operator, after the vehicle is parked, may check for messages and return or make calls as necessary. Prior to the operator returning to the driver's seat the cell phone must again be turned off and stowed.

GPS devices are permitted with the following guidelines. GPS devices must be secured to the dashboard or windshield with an appropriate mounting device. The volume must be kept at a level that will not disturb the passengers in your vehicle. GPS devices are never to be touched or adjusted in any manner while the bus is in motion. Operators are urged to use a GPS device made for commercial vehicles.

Discipline for violation of the safety policy as it relates to Hand Held devices are as follows:

- First offense will result in a three (3) day suspension.
- Second offense will result in a five (5) day suspension and a final warning.
- Third offense will result in termination.

Moving and Other Violations

Summons issued by police officers must be reported to the company within 72 hours of receiving them. Forms to report such violations are available from your dispatcher. Complete the form and give to the dispatcher along with a copy of the summons issued by the police. Moving violations as the result of a police issued summons, observed on a Drive Cam Event or witnessed by a Management Employee will result in disciplinary action.

- First offence will result in a warning,
- A second offence a three (3) day suspension and a final warning.
- A third offense will result in your dismissal.

In the event that you accumulate points, you may be required to attend a point reduction class at your expense. As points are not equally assigned by states the attached list will indicate the thresholds for each state that the company will require a point reduction class, discipline or dismissal.

Violations for all other matters that you are issued while driving a company vehicle must also be reported to the company. Parking tickets must be turned into the company but are the responsibility of the operator. The company may elect to fight the ticket on your behalf and if successful no action will be taken. However, in the event the company is not successful the company will pay the fine and the operator is required to reimburse the company. In the event a driver continues to receive parking tickets he will be subject to further disciplinary action as indicated above.

7. BUS MAINTENANCE PROGRAM

Academy has been maintaining charter motor coach style vehicles for 50 years and has operated, maintained, and repaired its entire fleet.

Academy drivers are required to fill out a pre-trip and post-trip inspection form. These forms are turned in to the Maintenance Department and defects are addressed before the bus is placed back in service. Academy's maintenance system is fully computerized. Each night when the bus is fueled, the mileage is recorded. This mileage is then entered into the maintenance information system for tracking. A preventative maintenance due report is generated depicting the buses in need of service. This report is given to the appropriate foreman to insure the work is performed. The maintenance system also generates reports on fuel usage, lubricants, road calls, defects, repairs and labor hours.

All work performed on a bus including defects, services, DOT or any repairs are entered into the maintenance system. The bus history is available to the University and its Quality Assurance Department at any time. Our long-standing and substantial financial relationships with bus manufacturers insure instantaneous parts delivery for any emergency.

Minor interior or exterior vehicle damage is reported by the driver by providing dispatch with an incident report and/or is observed by the vehicle service crew. Damage is immediately reported to the shop foreman who arranges for necessary repairs. Further, information is reported to dispatch to insure operator accountability. Any instances of damage, graffiti or torn seats will be scheduled for a repair.

Preventative maintenance on Academy transit vehicles is performed every 2,500 and 5,000 miles. The 2,500 mile inspection is referred to as an A inspection. This entails a complete inspection of the engine, chassis, HVAC systems, electrical and body. The B inspection is performed at 5,000 miles or 30 days, whichever occurs first. This inspection requires draining the engine oil, replacing filters and sending a sample to a lab for analysis. Furthermore, all fuel filter and air filter elements are replaced. The transmission oil is changed every 50,000 miles and the differential oil at 100,000 miles. The A and B inspection forms are used by the mechanic to guide him through the inspection. These inspections are comprehensive; therefore, the foreman will prioritize the repairs and the deferral of others. The deferred work is listed on the daily work sheet. At no time is any critical work deferred. Deferred work is listed on the worksheet and is carried over each day until the work is performed. This worksheet is monitored by the foreman and the defects are corrected in a timely fashion. As with all buses, every

six months a DOT inspection is performed. Academy is on a self-inspection program with NJ DOT. Therefore, one inspection per year is performed by an inspector and the other is a self-inspection.

Academy stands ready to insure that maintenance files are maintained and can be inspected at any time by the University officials. The maintenance records will include, at a minimum, details of PM inspections, parts usage, unscheduled maintenance, fuel and oil usage, warranty work, and labor expended on each vehicle by date of action. Academy Vehicle Maintenance Information System (VMIS) tracks the complete history of the bus. Academy keeps a hard copy file of all work orders in a vehicle file by vehicle number for the life of the bus along with the computerized system. This documentation is always available for inspection. Each night the amount of fuel, engine oil, antifreeze and transmission oil is collected and input into the VMIS along with the bus mileage. By tracking the mileage, the VMIS produces a preventive maintenance due reports indicating which buses are coming up for inspection. All repairs performed on a bus are input into the VMIS along with labor hours and parts usage. This will allow the user to gain access to several reports. The system allows the user to view bus history by bus number or by type of work performed or by a specific part used. This history is kept for the entire life of the vehicle.

Academy has, as part of its maintenance system, established an engine oil analysis program. Engine oil samples are taken on every oil change. Using spectrochemical analysis to determine the metallurgic content of the lubricating oil measured by parts per million by weight. This procedure checks the content of the oil for copper, iron, chromium, aluminum, silicon, lead, calcium, magnesium and zinc. Furthermore, the testing includes physical and chemical tests checking for solids, soot, viscosity, fuel dilution, anti-freeze and water. An IR analysis is also performed to measure the reserve alkalinity remaining in the lubricant. This test checks for sulfation, nitration and oxidation. Each oil analysis program report will depict the date the sample was taken, the date it was received at the lab, the mileage on the bus and the recommendation of the lab.

The HVAC System is checked at each "A" and "B" inspection. Each bus is inspected annually and a complete maintenance inspection is performed on the air conditioning systems. This inspection requires cleaning of the evaporator and condenser and a comprehensive check of the system.

Vehicle Cleaning

Each night when the buses return from their trip, they are fueled, serviced and cleaned. Servicing entails checking all vital fluid levels (i.e., engine oil, transmission oil, coolant and power steering). All dispensed fluids are recorded daily. Service personnel also check tire conditions and lighting. Furthermore, a cleaning crew picks up all debris, sweeps and mops the floor and cleans the interior windows. At a minimum, the exterior of the bus is washed daily to remove road dust, mud and grime. Before the AM pullout, each bus is inspected by the night foreman to insure its cleanliness. All cleaning products meet current environmental standards.

Warranty Administration Procedures

Any warranty issues that arise will be processed through the vehicle/systems manufacturer's warranty department for the length of the time the warranty is in effect. All warranty claims will be handled in an expeditious manner to insure the safety and performance of the bus.

Please reference Exhibit 7 for the Academy Preventive Maintenance and Inspection Forms

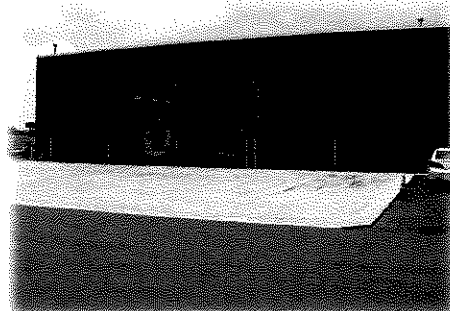
Fleet Maintenance Safety

Fleet maintenance is a key function in providing clean, safe, comfortable coaches for our customers. The investment will provide returns in lower road failures, more efficient operating equipment, and happier passengers. Examples of this philosophy at Academy are:

- We maintain our own maintenance operations with over 300 dedicated, trained employees
- Academy does not out-source maintenance operations or any other safety function
- Each of our facilities is equipped with a state-of-the-art maintenance equipment
- We operate our own body repair facility and heavy repair facility
- We operate our own automated bus washes and fueling stations
- We lease new Firestone tires so there is no incentive to run down the tread
- Academy operates its own tire shop, wheel cleaning and mounting facility
- We audit, monitor and train our people
- Academy is an authorized self-inspection operator by the states.
- Academy operates a modern fleet of vehicles to meet our customers' needs
- With facilities from Boston to Miami and a network beyond, we can respond when needed
- We have our own roadside support fleet with service trucks in all locations



Academy Road Response Vehicles



State-of-the-art maintenance facilities



Automatic Drive-Thru Bus Wash in All Locations



Fueling and Engine Check Stations

8. PROCEDURES FOR HANDLING BUS ACCIDENTS AND BREAKDOWNS

In the event of a breakdown or accident, the driver will contact his dispatcher immediately with the following information:

- Name
- Charter Number
- Bus Number
- Exact Location
- Number of Passengers
- Nature of the Problem

In the event of an accident, the driver will notify the dispatcher. The dispatcher will have an emergency telephone list identifying company personnel, AACPS personnel, police and emergency services. Depending on the situation some or all will be notified promptly. The dispatcher will notify our company safety supervisor and an investigator will be assigned. If it is determined that the bus will be out of service another one will be dispatched immediately.

The Drivers will be able to contact our dispatch office 24 hours a day. All road calls will be coordinated through dispatch and maintenance. The operator will contact the on duty dispatcher and explain the situation. The dispatcher will decide whether maintenance needs to be contacted. If needed, maintenance will speak directly to the driver and try to guide the driver through his problem. If it is not resolved, maintenance will dispatch a shop vehicle with a qualified technician to meet the driver at an agreed upon location as to minimize any delay. It will also be determined if another bus should be dispatched with the mechanic or placed on stand-by. Once the mechanic is on site, the bus will then be evaluated. If the bus cannot be repaired in a timely manner and unable to continue its route, the bus will then be replaced by a fresh bus and the mechanic will communicate with his shop foreman regarding the disposition of the defective bus. In the event a breakdown occurs out-of-state, Academy has working relationships with other bus companies throughout the country. The driver maintains a list of all bus companies that we have arrangements with and in the event of a breakdown out-of-state we can immediately address the problem. A daily record of bus failures will be maintained at the facility.

Each driver is trained how to handle a breakdown or accident. In addition to notifying dispatch the driver will have a complete breakdown kit and accident kit. All drivers are instructed in these procedures during initial training. Passenger safety is the utmost concern and the driver will instruct the passengers to stay on the bus until such time that he can place the bus out of harm's way and the passengers can be discharged onto a safe area. These records will be reviewed by the garage manager to identify any recurring problems. Records can be made available to AACPS for review.

9. COMMITMENT TO SUSTAINABILITY

Motor coaches are one of the most fuel efficient and green forms of transportation available today. On average, motor coaches reduce emissions by 85% per passenger mile compared with cars. The management and employees of Academy take the environment seriously and thus have incorporated many green initiatives into every day operations.

Recently, Academy certified coaches under parameters set by the University of Vermont Green Motor Coach Certification program. Academy received a certificate of compliance from Ecolab (www.ecolab.com) for using environmentally friendly cleaning products. Academy leases tires from Firestone who created the One Team, One Planet Spent Tire Program. This program's goal is to recycle every used tire for a valuable use. Academy worked with Waste Management to institute a recycling program at our headquarters office facility.

As of January of 2012 all vehicles operated by Academy now use a biodiesel blend fuel. Academy worked with the New Jersey Department of Environmental Protection to install tailpipe retrofit devices on over 400 buses.

Other green initiatives include:

- Zero emission wheel cleaner/painting machine
- Biodegradable, non-toxic parts cleaning machines and chemicals
- 100% recycling of paint waste
- New latex biodegradable paint
- Extending motor oil/filter changes
- Recycling all waste oil, anti-freeze and transmission fluids
- Recycled engine oil used to heat terminal facility
- All waste material, batteries and tires are recycled
- Installing high-efficiency air compressors in our maintenance facilities
- Changing office and shop lighting to high-efficiency systems
- Replacing older buses with newer models that feature clean air technology such as diesel exhaust fluid systems
- Water from bus washers is contained, cleaned and recycled

Improving fuel mileage by:

- On-board tire pressure monitoring
- Installing tire balancing products in all newly mounted tires
- Testing gear ratios to obtain optimum mileage
- Installed new GPS systems on all buses that monitor engine idling include engine shutoff technology. Maintain a stringent no idling policy for all drivers.

9.1 Ultra-Low Sulfur Diesel

All Academy buses use diesel fuel. Compared to gasoline engines, diesels emit less carbon monoxide, hydrocarbon and carbon dioxide. Since 2006 Academy has been using clean ultra-low sulfur diesel fuel (ULSD) which further reduces emissions up to 10%. ULSD is a petroleum distillate product that undergoes hydrodesulphurization to eliminate more than 99% of the sulfur content. The removal of sulfur from diesel is an analogous to the removal of lead from gasoline, enabling the effective use of advanced catalysts and emissions filters.

9.2 Waste Oil

All waste oil is pumped directly from the bus to a 500 gallon tank. A licensed waste hauler removes the waste oil from the tank directly to a truck to be recycled. Academy is presently conducting tests to use its waste oil to heat its garage facilities.

9.3 Hazmat Plan

In our 50 year history Academy has always taken the lead in workplace safety including our environmental impact. Over the years we have developed a comprehensive environmental protection plan and green initiative effort that leads our industry. We have partnered with KPA Environmental & Safety, a national compliance and consulting company that has helped bring Academy to the gold standard of EPA, DOT, OSHA, State DEP compliance and workplace safety. KPA website is www.kpaonline.com.

All our employees are trained on each of their facilities operations, compliance requirements, and daily responsibilities. KPA provides quarterly site visits with reports to management as to compliance and open issues. All data is readily available online and each location is given a full graded report. Each facility manager has organized documentation on site as well as access online. On staff, our corporate risk manager

and facilities engineer visit all our facilities and ensure condition and systems operations.

Some of the issues addressed at each facility are:

- UST monitoring, logging, inventory control and spill management
- Complete spill prevention, control and countermeasures plan (SPCC)
- Employee training/certification for forklift, clean water act, workplace safety & injury/illness prevention, hazardous waste, respiratory evaluation and fitment, hearing/eye protection, trip and fall, MSDS, etc.
- Rainwater runoff compliance
- Clean air compliance
- Hazard Communication
- Emergency evacuation plan and contact lists
- Each of our facilities maintains and operates underground storage tanks (UST) from 10,000 to 24,000 gal capacities. Each UST is monitored by an on-site Veeder Root system that is subsequently monitored by a third party monitoring company (via phone lines) and reports to us daily on all tank activity and immediate notice of any tank sensor reporting issues.

We complete annual UST certifications, file permits and reports with all state and county regulatory agencies, and complete any needed repairs with our roster of supporting contractors.

Academy has never had a UST or AST leak/spill. We have plans in place for every location, with the required remedial equipment on site and well trained employees. We can/will apply our experience in operating multiple, large bus terminal locations (including fueling and maintenance) at each facility. We can comply with all required environmental/UST management procedures as outlined by the University. We can provide you with an actual environmental plan for one of our operating facilities at your request.

In addition to our compliance efforts, Academy has taken the initiative to reduce both our carbon footprint as well as our hazmat footprint. It is our corporate belief that reducing the use of toxic chemicals in our operations is both cost effective and provides for a healthier workplace and community partner. We have an extensive list of green initiatives in place and can be viewed at:

<http://www.academybus.com/Newsroom/Green-Initiatives.aspx>

10. CHARTER BUS FLEET

Academy boasts the most diverse fleet of vehicles in the area. As per the equipment requirements described in the RFP, we can offer Anne Arundel Schools the following vehicle options:

- Van Hool Coach (54 passenger)
- TEMSA European Coach (38 passenger)

All of our charter buses are equipped with air-conditioning, lavatories (except 15 passenger), DVD, multiple power outlets, reclining seats and wireless internet connectivity. All coaches have two-way radios which provide contact with our central operations center, Global Positioning Satellite (GPS) and Drive Cam.

Please reference Exhibit 1 for additional photos.



Van Hool Coach (54 passenger)



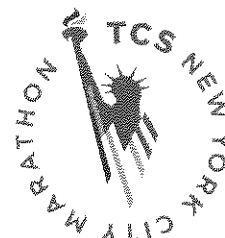
TEMSA European Coach (38 passenger)

11. CHARTER EXPERIENCE

Academy has vast experience providing transportation services for unique, high profile events throughout our service area.

The list of **annual** events includes:

New York City Marathon – Academy has provided service and operational coordination for this marquee event since 1993. On marathon morning we move over 40,000 participants from multiple locations around New York City to the starting area in Staten Island in three hours.



Academy provides shuttle service from various hotels in Manhattan to the Tennis Center in Queens for the two week event. At its peak, service requires up to thirty buses operating several routes.

Academy has provided charter and shuttle bus services to the thousands of volunteers and participants for over 20 years.



2010

Academy has provided service for this event since its inception in

Academy has provided service for the Army/Navy for over 10 years.



Major Sports Events



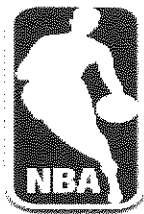
Super Bowl XLVIII
Managed and operated over 400 buses



2017 All Star Game- Miami
2008 & 2013 All Star Game-New York
2008, 2009 & 2015 World Series- New York



2016 Winter Classic- Washington, DC
2015 Winter Classic-Boston, MA
2014 Stanley Cup Final – New York
2012 Stanley Cup Final-New Jersey
2011 Stanley Cup Final – Boston
2010 Stanley Cup Final-Philadelphia



2015 All Star Game- New York



2012 All Star Game- Philadelphia
2011 All Star Game – New York



College Football Bowl Games

Cure Bowl
Miami Beach Bowl
St. Petersburg Bowl
Military Bowl
Belk Bowl
Russell Athletics Bowl
Orange Bowl
Birmingham Bowl
Citrus Bowl
Outback Bowl
Gator Bowl
Boca Bowl

NCAA Football Championship
Tampa -2017



Golf Tournaments

Presidents Cup
2017

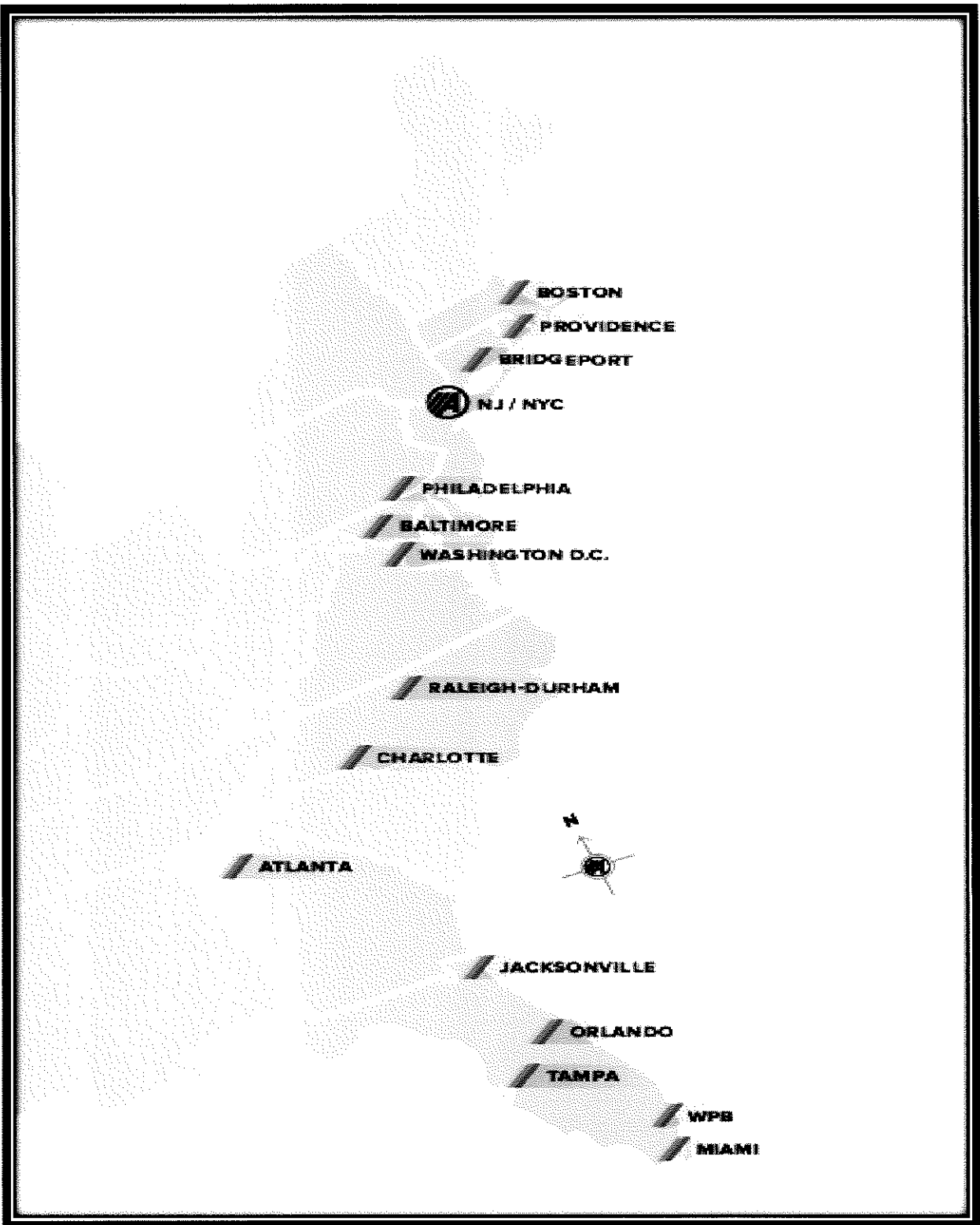
PGA Championship
2005, 2016, 2017

US Open
2003, 2004, 2006, 2009, 2013

Northern Trust Open (Barclays)
2008- Present


Tiger Woods/ATT Championship
2015

12. SERVICE AREA



13. REFERENCES






	CONTACT
	<p>Eastern Middle School 300 University Blvd. E Silver Spring, MD 20901 301-650-6650 Tanya Rowe tanya_m_rowe@mcpsmd.org</p>
	<p>Sligo Creek Elem. School 500 Schuyler Road Silver Spring, MD 20910 301-562-2722 Rosemarie Kellinger rosemarie_kellinger@mcpsmd.org</p>
	<p>Forest Oak Middle School, 651 Saybrooke Oaks Blvd, Gaithersburg, MD 20877 301-670-8242 Hilary Szczublewski hilary_b_Szczublewski@mcpsmd.org</p>
	<p>Northwood High School 919 University Blvd. West Silver Spring, MD 20901 301-649-8808 Holly Jones holly_M_jones@mcpsmd.o</p>

	CONTACT
	Ritchie Park Elem. School, 1514 Dunster Road, Rockville, MD. 20854 301-279-8475 James Nelson james_A_nelson@mcpsmd.org
LLI Lifelong Learning Institute <i>Manassas</i>	Life Long Learning Institute 11002 Koman Circle #101 Manassas, VA 20109 703-335-1529 Jill Gentry

DIVISION 1 TEAMS		
University of Kansas University of North Carolina Austin Peay State University Baylor University Boston College Florida International University Georgia State University University of Florida (Gators) Xavier Dayton University Davidson University Duke University Kent State University Kansas State University Gonzaga University Michigan State University New Jersey Institute of Technology San Diego State University Arizona State University Ole Miss UCLA Tennessee Washington State	University of Alabama Wichita State University University of Colorado Ohio State University Robert Morris University Texas Christian University South Carolina Abilene Christian Texas Tech University Cal University University of Texas University of Memphis University at Buffalo University of Alabama University of Georgia University of Maine University of Mississippi University of Oklahoma University of Texas Pan American Utah Valley University University of Central Florida University of Virginia Auburn University	University of Illinois University of Maryland-Baltimore County Stony Brook University Minnesota-Duluth Air Force Northeastern University University of Connecticut Louisiana State University Portland State BYU Oregon Arkansas Florida State University University of Iowa University of Southern California Tulane University of Houston University of Wisconsin University of Kansas Michigan University UTEP University of Toledo

BIG EAST CONFERENCE SCHOOLS	METRO ATLANTIC ATHLETIC CONFERENCE
Marquette University University of South Florida Syracuse University University of Cincinnati University of Pittsburgh University of Louisville Notre Dame DePaul University	Iona College Athletics Canisius College Loyola University Manhattan College Marist College Niagara University Rider University Siena College

Professional Organizations Serviced by Academy:

	<p><u>Local/Home Teams</u> New England Patriots New York Giants New York Jets Philadelphia Eagles Washington DC Jacksonville Jaguars Miami Dolphins</p>	<p><u>Visiting Teams</u> Academy services <i>all</i> NFL visiting teams in Boston, NYC, Philadelphia, Baltimore, Washington DC and Jacksonville. We are currently working with visiting teams in our newest service location in Florida and North Carolina.</p>
	<p><u>Local/Home Teams</u> New York Yankees New York Mets Philadelphia Phillies Baltimore Orioles Washington Nationals</p>	<p><u>Visiting Teams</u> Academy services <i>all</i> MLB visiting teams in NYC, Philadelphia and Baltimore; most teams in Washington DC and Boston.</p>
	<p><u>Local/Home Teams</u> Boston Bruins New York Rangers Philadelphia Flyers Washington Capitals</p>	<p><u>Visiting Teams</u> Academy services <i>all</i> NHL visiting teams in Philadelphia and Washington DC; some teams in Boston and NYC.</p>
	<p><u>Local/Home Teams</u> New England Revolution New York Red Bulls Philadelphia Union DC United</p>	<p><u>Visiting Teams</u> Academy services <i>all</i> MLS visiting teams in New England, NYC, Philadelphia and Washington, DC and Orlando.</p>
	<p><u>NBA Local/Home Teams</u> New York Knicks Philadelphia 76ers Washington Wizards</p>	

References:

A. Financial and credit references.

Our financial references are as follows:

PNC Bank 2 Tower Center Blvd. E. Brunswick, NJ 08816 Acct# 8013096319 Lori Franzon, VP (732) 220-3552	Wells Fargo Bank, N.A. 190 River Road – 2nd Floor Summit, NJ 07901 Acct# 2000013488235 Susan Wright-Kail (908) 598-3210	Bank of America 750 Walnut Avenue Cranford, NJ 07016 Acct# 1866305 Peggy Murphy Senior VP (908) 709-5687
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Our Dun & Bradstreet is #09-1865933. We currently do not have a credit rating with them due to the fact that we are a privately owned company and are not required to report. The following is a list of credit references:

MCI Service Parts Inc. 1700 East Golf Road Schaumburg, IL 60173 (847) 285-2000 John Pettit	Atlantic Detroit Diesel Allison 180 Route 17 South P.O. Box 950 Lodi, NJ 07644 (201) 587-2613 Tim Meade	Marsh USA, Inc. 1255 23 rd Street N.W. Suite 400 Washington, D.C. 20037 (202) 263-7643 Matthew Swingle
Superior Distributors 4 Midland Avenue Elmwood Park, NJ 07407 (201) 797-9490 Angie Bonito	Prevost Car Inc. 2955-A Watt Street Ste-Foy Quebec Canada G1X3W11 (800) 803-0715	

14. EXHIBITS

1. Vehicle Amenities and Descriptions
2. Value Added Services
3. Academy Bus Contact Sheet
4. Certificate of Insurance
5. Substance Abuse Policy
6. Operators Training Manual
7. Preventive Maintenance and Inspection Forms
8. Fuel Surcharge
9. Audited Financials