TRANSPORTATION SERVICES AGREEMENT

Evolve Program Student Transportation

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

and

TRIBE ON A QUEST, INC.

Effective Date: October 20, 2026

THIS TRANSPORTATION SERVICES AGREEMENT ("Agreement") is made and entered into as of October 20, 2026 ("Effective Date"), by and between **Susquehanna Township School District**, a Pennsylvania public school district with its administrative offices at 2579 Interstate Drive, Harrisburg, Pennsylvania 17110 ("District"), and **Tribe On A Quest, Inc.**, a Pennsylvania corporation with its principal office at 2218 North 3rd Street, Harrisburg, Pennsylvania 17110 ("Contractor" or "TOAQ"). The District and Contractor are each a "Party" and together the "Parties."

WHEREAS, the District operates or participates in the Evolve Program located at 1500 N. 3rd Street, Harrisburg, Pennsylvania 17102 ("Evolve Program"), and requires daily transportation for certain District students between Susquehanna Township High School, the Evolve Program, and the students' homes; and

WHEREAS, Contractor is in the business of providing student transportation services and is willing to provide such services under the terms of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises in this Agreement, and intending to be legally bound, the Parties agree as follows:

1. DEFINITIONS

1.1 "Run" means a single one-way trip with one or more Students on board.

1.2 "Midday Run" means the Run from Susquehanna Township High School to the Evolve Program.

1.3 "Afternoon Run" means the Run from the Evolve Program to the Students' home addresses approved by the District. Unless otherwise agreed to by Contractor, the Students' home addresses approved by the District can only be addresses located in Susquehanna Township.

1.4 "Service Day" means a day on which the District schedules transportation under this Agreement, as reflected in the District's school calendar and any written schedule changes.

1.5 "Flat Daily Fee" means the all-inclusive daily rate stated in Exhibit A.

1.6 "Students" means the District students assigned by the District to the Services, as listed on the rider roster provided by the District and updated from time to time.

2. SCOPE OF SERVICES

2.1 Contractor will provide the Midday Run and the Afternoon Run on each Service Day, using one vehicle with seating for at least seven (7) passengers, a qualified driver, and all fuel,

maintenance, and equipment necessary to perform the Services (the "Services"). The route, schedule, and addresses are described in Exhibit B.

2.2 Contractor will provide a substitute vehicle and qualified substitute driver whenever the regularly assigned vehicle or driver is unavailable, at no additional cost to the District.

2.3 Contractor will release each Student only at the approved drop-off address or to the Evolve Program. If a parent, guardian, or responsible adult is required at drop-off and is not present, the driver will contact Contractor's dispatch, which will contact the parent or guardian and then the District for instructions. If no one can be reached, Contractor will return the Student to a District-designated location.

2.4 The Services do not include a monitor or aide, a wheelchair-accessible vehicle, additional Runs, or field trips unless added by written amendment under Section 8.2.

2.5 **Service Area.** Students are picked up only at Susquehanna Township High School (Midday Run) and the Evolve Program (Afternoon Run). There are no home pickups. Every Student home drop-off address must be within the boundaries of Susquehanna Township School District. Any drop-off address outside the District's boundaries requires a written amendment under Section 8.2.

3. DISTRICT RESPONSIBILITIES

3.1 Before service begins and whenever changes occur, the District will provide Contractor with the rider roster; approved home drop-off addresses; parent or guardian names and contact information; any special needs, medical, or behavioral information necessary for safe transportation; the school calendar; and early-dismissal and closure schedules.

3.2 The District's primary contact for day-to-day transportation matters is listed in Exhibit C. The District will ensure that this contact, or a designated backup, is available during service hours, and will ensure Students are ready at the scheduled pickup times.

4. TERM AND RENEWAL

4.1 This Agreement and the Services begin on the Effective Date, October 20, 2026, or another date the Parties agree to in writing, and continue through June 30, 2027, unless terminated earlier under Section 19.

4.2 This Agreement may be renewed for additional one (1) year terms, each running July 1 through June 30, by mutual written agreement of the Parties. The Parties will begin renewal discussions no later than April 1 of each year.

5. COMPENSATION

5.1 The District will pay Contractor the Flat Daily Fee stated in Exhibit A for each Service Day. The Flat Daily Fee is all-inclusive. It covers both Runs, vehicle cameras and GPS tracking, all mileage, the scheduled layover, routine waiting, fuel, maintenance, tolls, parking, standard safety equipment for the current Students, and substitute vehicles and drivers.

5.2 Contractor will not bill the District any mileage, waiting, fuel, equipment, or other additional charges for Services within the scope of this Agreement.

5.3 The Flat Daily Fee applies whether one or both Runs are operated on a Service Day and regardless of the number of Students riding that day.

5.4 For any renewal term, the Flat Daily Fee will increase by three percent (3%) over the rate in effect for the prior term, unless the Parties agree otherwise in writing.

5.5 The District is not required to guarantee any minimum number of Service Days beyond those it schedules.

6. INVOICING AND PAYMENT

6.1 Contractor will submit one invoice each month, by the fifth (5th) business day of the following month, for Services provided during the prior month.

6.2 Each invoice will list each Service Day billed, the Runs operated, the number of Students transported on each Run, any days billed as late cancellations under Section 7, and the total amount due. Student names will be provided in a separate attachment or by Student ID to protect confidentiality.

6.3 The District will pay each undisputed invoice within thirty (30) days after receipt, subject to the District's Board approval schedule. If the District disputes any part of an invoice, it will notify Contractor in writing within fifteen (15) days after receipt, identifying the disputed amount and the reason, and will pay the undisputed portion when due. The Parties will work in good faith to resolve disputed amounts promptly.

7. CANCELLATIONS, CLOSURES, AND ABSENCES

7.1 **Timely cancellation.** If the District cancels a Service Day, including for a school closure, weather, or program cancellation, by 9:00 a.m. on that day, the day will not be billed.

7.2 **Late cancellation.** If the District cancels a Service Day after 9:00 a.m., the District will pay the full Flat Daily Fee for that day.

7.3 **Schedule changes.** For early dismissals or other time changes, the District will give Contractor at least twenty-four (24) hours' notice when possible. Contractor will make reasonable efforts to accommodate shorter notice.

7.4 **Student absences.** Individual Student absences do not reduce the Flat Daily Fee. Parents, guardians, or the District should notify Contractor's dispatch of an absence as early as possible. If a Student is not present at the scheduled pickup at the high school or the Evolve Program, the driver will wait five (5) minutes, notify dispatch, and continue the Run. Dispatch will notify the District.

7.5 **Contractor non-performance.** The District will not be billed for any Service Day on which Contractor fails to provide the Services, except as caused by the District.

8. CHANGES IN SCOPE

8.1 The District may add, remove, or change Students and addresses within the vehicle's capacity and the service area described in Section 2.5 at no change to the Flat Daily Fee. The District will request these changes in writing, and Contractor will implement them within two (2) business days after receipt.

8.2 The following changes are outside the scope of this Agreement and require a written amendment, including any rate change, signed by both Parties before they take effect: a second vehicle or ridership above vehicle capacity; a Contractor-supplied monitor or aide; a wheelchair-accessible vehicle; additional Runs or field trips; a change in program location,

pickup school, or Run times that materially increases service time; or any home drop-off address outside the service area described in Section 2.5.

9. DRIVERS AND PERSONNEL

9.1 Every driver, and any monitor Contractor provides, will before transporting any Student: (a) hold a valid driver's license appropriate to the vehicle; (b) meet all applicable Pennsylvania school vehicle driver requirements, including physical examination requirements; (c) have current clearances under Act 34 (Pennsylvania State Police Criminal Record Check), Act 151 (Pennsylvania Child Abuse History Clearance), and Act 114 (FBI Fingerprint Criminal Background Check), and complete the Act 24 arrest/conviction report (PDE-6004); and (d) complete Act 126 child abuse recognition and reporting training within the required period.

9.2 Drivers will be at least twenty-one (21) years of age with at least three (3) years of licensed driving experience.

9.3 Contractor will maintain a drug and alcohol testing program that includes pre-employment, reasonable-suspicion, and post-accident testing.

9.4 The assigned and substitute drivers, with their contact information, are listed in Exhibit C. Contractor will provide the District with copies of each driver's required clearances and certifications before the driver transports Students, and will notify the District in writing before any driver is added or removed.

9.5 Contractor will notify the District within twenty-four (24) hours if any driver assigned to District Students is arrested or charged with any offense listed in 24 P.S. § 1-111, is cited for DUI, loses driving privileges, or is the subject of a report of suspected child abuse. Contractor will remove that driver from District service immediately.

9.6 Contractor will remove any driver from District service upon the District's reasonable written request.

9.7 Drivers will not use handheld phones while driving, use tobacco or vaping products in the vehicle or on school property, or use inappropriate language. Drivers will use appropriate, non-physical means to manage Student behavior.

9.8 Contractor will assign the same regular driver to the route whenever possible, for consistency and Student familiarity.

9.9 **Driver Safety Training.** Contractor will require every driver assigned to transport Students under this Agreement to successfully complete Compliance Solutions' online "Driver Safety: Vans with 15 or Fewer Passengers" course before transporting Students. Contractor will keep each driver's completion certificate on file and provide it to the District upon request. Drivers will also complete any additional training required by the District or by applicable law.

9.10 **Physical Examinations and TB Testing.** Before transporting Students, every driver must pass a physical examination and a tuberculosis (TB) test, and must repeat them at the intervals required by applicable law or District policy. These are at Contractor's expense. Contractor will keep the results on file and provide proof of completion to the District upon request.

9.11 **District Motor Vehicle Record Checks.** The District may obtain its own motor vehicle record (driving record) for any driver assigned to transport Students, before the driver begins service and at any time during the term. For each driver, Contractor will submit a copy of the driver's current driver's license and provide any other driver information the District needs for these checks. The District may disqualify any driver from District service based on the results.

10. VEHICLES

10.1 All vehicles will meet applicable Pennsylvania Vehicle Code and PennDOT standards for school vehicles, pass all required inspections, and be kept clean and in safe mechanical condition.

10.2 No vehicle will carry more passengers than its rated seating capacity, and every Student will use a seat belt or other required restraint.

10.3 Contractor will remove from service any vehicle that is unsafe or that the District reasonably determines does not meet this Agreement's requirements. The District may inspect vehicles used for District Students at reasonable times.

10.4 The vehicles assigned to the Services are described in Exhibit C. Before service begins, Contractor will provide the District with the seating capacity and most recent inspection date of each assigned vehicle. Contractor may use a different vehicle only after giving the District written notice with the same information and proof of insurance for that vehicle.

10.5 **Cameras and GPS.** Every vehicle used for the Services will be equipped with a working interior video camera and GPS tracking. Contractor will keep video recordings for at least ten (10) days and will provide recordings and GPS location and route information to the District upon request. Contractor will maintain this equipment at its own cost.

11. STUDENT SAFETY, CONDUCT, AND INCIDENTS

11.1 In an emergency, the driver will first call 911 and then notify Contractor's dispatch, which will notify the District immediately.

11.2 Contractor will report to the District on the same day any accident, injury, Student misconduct, or other incident involving District Students, and will provide a written incident report within one (1) business day.

11.3 Contractor will comply with the District's student conduct and transportation policies provided to Contractor in writing.

11.4 **Evacuation Drills.** Contractor's drivers will participate in vehicle evacuation drills twice each school year. The District will plan, schedule, and conduct the drills and give Contractor reasonable advance notice. Contractor will make its drivers and vehicles available for the drills.

12. COMMUNICATION, REPORTING, AND DISTRICT PROCEDURES

12.1 Contractor will provide a dispatch contact who is available during all service hours, and will notify the District's transportation contact promptly of any delay of more than ten (10) minutes.

12.2 Contractor will provide the ridership, mileage, and vehicle information the District reasonably requests, including information needed for Pennsylvania Department of Education transportation reimbursement reporting.

12.3 **Monthly Mileage Report.** Contractor will submit a mileage report to the District each month, with the monthly invoice, using the format provided by the District.

12.4 **District Procedures and Orientation.** Before Services begin, the District's Director of Transportation will provide Contractor with orientation on, and written copies of, the District's procedures for: (a) monthly Pennsylvania Department of Education (PDE) transportation reporting; (b) early dismissals and weather-related delays and closures; and (c) vehicle accidents and Student incidents. Contractor will follow these procedures once they are provided in writing.

12.5 **Special Needs Training Acknowledgment.** Each driver will review and sign the District's special needs training acknowledgment before transporting Students. Contractor will keep the signed acknowledgments on file and provide copies to the District upon request.

12.6 **Monthly Records Review.** The District may conduct a monthly review of the Contractor records that support Contractor's monthly invoices, mileage reports, and PDE reporting information, at reasonable times and with reasonable advance notice.

13. INSURANCE

13.1 Throughout the term of this Agreement, Contractor will maintain the following insurance, issued by insurers authorized to do business in Pennsylvania with an A.M. Best rating of A- or better:

Coverage	Minimum Limit
Automobile Liability (any auto, including hired and non-owned)	$1,000,000 per accident
Commercial General Liability	$1,000,000 per occurrence / $2,000,000 aggregate
Sexual Abuse and Molestation (no exclusion for sexual misconduct claims)	$1,000,000 per occurrence
Workers' Compensation and Employer's Liability	As required by Pennsylvania law

13.2 **Additional Insureds.** Contractor will name **Susquehanna Township School District**, its Board of School Directors, officers, and employees as additional insureds on Contractor's automobile liability and general liability policies. This obligation is subject to insurer approval and available coverage.

13.3 **Certificates and Endorsements.** Before Services begin and upon each renewal, Contractor will provide the District with certificates of insurance and applicable additional insured endorsements documenting the required coverage. Contractor will give the District at least thirty (30) days' written notice before any required coverage is cancelled or materially reduced.

14. INDEMNIFICATION

14.1 Contractor will defend, indemnify, and hold harmless the District, its Board of School Directors, officers, employees, and agents from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising from bodily injury, death, or property damage caused by the acts or omissions of Contractor, its employees, or agents in performing this Agreement.

14.2 To the extent permitted by law, the District will be responsible for claims arising from the acts or omissions of the District and its employees. Nothing in this Agreement waives any immunity or limitation of liability available to the District under Pennsylvania law, including the Political Subdivision Tort Claims Act.

15. CONFIDENTIALITY, STUDENT RECORDS, AND RIGHT-TO-KNOW

15.1 Contractor will keep all Student information confidential, use it only to perform the Services, and comply with the Family Educational Rights and Privacy Act (FERPA) and applicable Pennsylvania law. Contractor will limit access to Student information to personnel who need it to perform the Services.

15.2 Upon expiration or termination of this Agreement, Contractor will return or securely destroy Student information, except as required to be retained by law.

15.3 Contractor acknowledges that the District is subject to the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., and will cooperate with the District in responding to any request for records related to this Agreement.

16. INDEPENDENT CONTRACTOR

Contractor is an independent contractor and not an employee, agent, or officer of the District. Contractor's drivers and personnel are Contractor's employees, and Contractor is solely responsible for their wages, payroll taxes, benefits, workers' compensation, training, and supervision.

17. COMPLIANCE WITH LAWS AND NONDISCRIMINATION

Contractor will comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania Public School Code, Pennsylvania Department of Education and PennDOT regulations, and applicable nondiscrimination laws, including the Pennsylvania Human Relations Act. Contractor will obtain and maintain all licenses and permits required to perform the Services.

18. FORCE MAJEURE

Neither Party is liable for failure to perform caused by events beyond its reasonable control, including severe weather, natural disaster, epidemic, government order, or civil unrest. The affected Party will notify the other promptly. The District will not be billed for any Service Day on which Contractor does not operate because of a force majeure event.

19. TERMINATION

19.1 Either Party may terminate this Agreement for convenience upon thirty (30) days' written notice to the other Party.

19.2 Either Party may terminate this Agreement for material breach if the breach is not cured within seven (7) days after written notice describing the breach. The District may suspend or terminate the Services immediately upon written notice if Contractor's performance presents an immediate risk to Student safety.

19.3 Upon termination or expiration, the District will pay Contractor for Services properly performed through the effective date of termination.

20. ASSIGNMENT AND SUBCONTRACTING

Contractor may not assign this Agreement or subcontract any part of the Services without the District's prior written consent.

21. NOTICES

Notices under this Agreement must be in writing and delivered by hand, certified mail (return receipt requested), or email with confirmation of receipt, to:

District: Kathy Ciaciulli, PCSBA, Chief Finance and Operations Officer, Susquehanna Township School District, 2579 Interstate Drive, Harrisburg, PA 17110; Phone: (717) 657-5100; Email: kciaciulli@hannasd.org

Contractor: Jessica Greene, Executive Director/Founder, Tribe On A Quest, Inc., 2218 North 3rd Street, Harrisburg, PA 17110; Phone: (717) 370-9640; Email: jgreene.tribeonaquestpa@gmail.com

22. GOVERNING LAW AND VENUE

This Agreement is governed by the laws of the Commonwealth of Pennsylvania. Any action arising under this Agreement will be brought in the Court of Common Pleas of Dauphin County, Pennsylvania.

23. GENERAL PROVISIONS

23.1 **Entire Agreement.** This Agreement, including Exhibits A, B, and C, is the entire agreement of the Parties regarding its subject matter and supersedes all prior proposals, negotiations, and understandings.

23.2 **Amendments.** This Agreement may be amended only by a written document signed by authorized representatives of both Parties.

23.3 **Order of precedence.** If there is a conflict between the body of this Agreement and an Exhibit, the body of this Agreement controls.

23.4 **Severability.** If any provision is found unenforceable, the remaining provisions remain in effect.

23.5 **Waiver.** A Party's failure to enforce any provision is not a waiver of that provision or of any later breach.

23.6 **Counterparts and electronic signatures.** This Agreement may be signed in counterparts and by electronic signature, each of which is an original and all of which together are one agreement.

23.7 **Board approval.** This Agreement is subject to approval by the District's Board of School Directors.

(Signature page follows.)

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have signed this Agreement by their duly authorized representatives as of the Effective Date.

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT	**TRIBE ON A QUEST, INC.**
_____	_____
Signature	Signature
Name: _____	Name: Jessica Greene
Title: President, Board of School Directors	Title: Executive Director/Founder
Date: _____	Date: _____
_____	_____
Attest: Board Secretary	Witness

EXHIBIT A

PRICING — 2026–2027 SCHOOL YEAR

to the Transportation Services Agreement between Susquehanna Township School District and Tribe On A Quest, Inc., effective October 20, 2026

Service	Rate	Billing Unit
Flat Daily Fee — Midday Run and Afternoon Run, all-inclusive	**$270.00**	Per Service Day

Included in the Flat Daily Fee: both daily Runs; one vehicle with seating for at least seven (7) passengers and a qualified driver; substitute vehicles and drivers; vehicle cameras and GPS tracking; all mileage; the scheduled layover between Runs; routine waiting, including delayed Evolve Program dismissals; fuel; maintenance; tolls and parking; standard safety equipment (car seats, boosters, safety vests) for current Students; and changes to Students and addresses within vehicle capacity and the service area described in Section 2.5. There are no additional mileage, waiting, fuel, equipment, or single-Run charges.

Billing rules:

- One Flat Daily Fee is billed for each Service Day, whether one or both Runs operate and regardless of the number of Students riding.
- Service Days cancelled by the District by 9:00 a.m. are not billed.
- Service Days cancelled by the District after 9:00 a.m. are billed at the full Flat Daily Fee.
- Service Days on which Contractor fails to provide the Services are not billed.

Not included (requires a written amendment under Section 8.2): a second vehicle or ridership above capacity; a Contractor-supplied monitor or aide; a wheelchair-accessible vehicle; additional Runs or field trips; a change in program location, pickup school, or Run times that materially increases service time; or any home drop-off address outside the service area described in Section 2.5.

Renewal adjustment: For each renewal term, the Flat Daily Fee increases by three percent (3%), unless the Parties agree otherwise in writing.

EXHIBIT B

ROUTE AND SCHEDULE

to the Transportation Services Agreement between Susquehanna Township School District and Tribe On A Quest, Inc., effective October 20, 2026

Item	Detail
Students	Five (5) Students, per the District rider roster
Vehicle	One vehicle with seating for at least seven (7) passengers
Midday Run	Pick up at Susquehanna Township High School, at the entrance designated by the District, at 12:15 p.m., or such other time as the District designates in writing. Arrive at the Evolve Program, 1500 N. 3rd St., Harrisburg, PA 17102, by 12:30 p.m.
Afternoon Run	Pick up at the Evolve Program, 1500 N. 3rd St., Harrisburg, PA 17102, at 2:30 p.m. Drop off at the approved home addresses below, in the order set by Contractor's routing.
Service Days	District school days on which the Evolve Program operates, per the District calendar

Approved Afternoon Run drop-off addresses (the District will provide Student names separately and confidentially):

No.	Address
1	2324 Aspen Way, Harrisburg, PA 17110
2	3204 Citation Dr., Harrisburg, PA 17110
3	3608 Ridgeway Rd., Harrisburg, PA 17109
4	3300 Union Deposit Rd., #E206, Harrisburg, PA 17109
5	50 N. 34th St., Harrisburg, PA 17109

Contractor will provide the District and parents or guardians with estimated drop-off times before service begins. The District may update the Student and drop-off address information in this Exhibit by written notice under Section 8.1.

EXHIBIT C

CONTACTS, DRIVERS, AND VEHICLES

to the Transportation Services Agreement between Susquehanna Township School District and Tribe On A Quest, Inc., effective October 20, 2026

District contact:

Name and Title	Address, Phone, and Email	Role
Dyana Cooper Director of Transportation Susquehanna Township School District	2579 Interstate Dr. Harrisburg, PA 17110 (717) 657-5100, ext. 50162 DCooper@hannasd.org	Primary contact for daily transportation matters

Contractor contacts:

Name and Title	Phone and Email	Role
Jessica Greene Executive Director/Driver	(717) 370-9640 jgreene.tribeonaquestpa@gmail.com	Primary contact
Lucia Watkins Administrative Assistant	(717) 736-2639 info@tribeonaquestpa.org	Secondary contact

Assigned drivers:

Driver	Phone and Email	Role
Jackie Brown	(223) 336-3673 jabrown.tribe@gmail.com	Primary driver
Jessica Greene	(717) 370-9640 jgreene.tribeonaquestpa@gmail.com	Substitute driver

Assigned vehicles: Contractor will use its Chevrolet Express vans, insured under commercial automobile policy no. 01-CA-000006744-01 issued by Forge Insurance Company.

Contractor may update the driver information in this Exhibit by written notice under Section 9.4, and the vehicle information by written notice under Section 10.4. Each Party may update its own contact information by written notice to the other Party.