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Muskingum Valley ESC, 205 N. 7th Street, Zanesville, Ohio 43701

Phone: 1 (740) 452-4518 Fax: 1 (740) 455-6702

**Service Agreement**

**Between**

**Ridgedale Local Schools**

**And**

**Muskingum Valley Educational Service Center Governing Board (“MVESC”)**

This Contract is made and entered into by and between the Muskingum Valley Educational Service Center (“MVESC”) Governing Board and Ridgedale Local Schools, (“RLS”) Board of Education (collectively referred to as the “Parties”). When executed by the Parties, this Contract shall become effective as of the last signature date.

MVESC and RLS have agreed to collaboratively provide opportunities to successfully complete driver education and training (hereinafter referred to as “the Project”) through the MOV ESC Driving School which is owned by the MVESC. The purpose of this Contract is to set forth the terms and responsibilities agreed upon by the parties and the timing and rate of reimbursement for drivers’ education programming services provided by MOV ESC Driving School to RLS students.

**Term of Contract**

The term of this contract shall be for three (3) years commencing January 1, 2024, through July 31, 2027.

**Year 1- Set up & Operation of Program - Roles and Responsibilities**

* **Communication**
  + Both parties will communicate as needed about the implementation and progress of the project
  + Most of the communication about the Project will take place between the two primary contact people. However, communication may occur between other representatives of both parties as needed. The primary contact people for each party are:
  + MVESC - Primary Contact:
    - Name: Eastin Lewellen
    - Phone: 740-452-4518
    - Email: eastin.lewellen@mvesc.org
  + RLS **- Primary Contact:** 
    - **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Promotional materials will be provided by MOV ESC Driving School and will adhere to ODPS guidelines**.**
* **Vehicles** 
  + Vehiclesto be used for student driving instruction will be obtained by RLS directly or through MVESC and the cost shall be paid by RLS.
  + RLS will provide a vehicle for the purpose of driver education for the duration of the agreement.
* MVESC shall retrofit all vehicles for driver instruction use as needed. The cost for the retrofit shall be borne by RLS.
  + RLS shall be responsible for maintaining and paying for insurance to cover the vehicle(s) and passengers in the vehicle(s). MVESC shall be included as an insured. All vehicles used for driver education must have the insurance coverage amounts as defined in Ohio Administrative Code.
  + RLS shall be responsible and pay for vehicle maintenance including fuel, oil, tires, and other items needed to maintain vehicle safety and operation in accordance with Ohio Department of Public Safety regulations.
* **Staffing -** RLS **will** 
  + Recruit and identify individuals to recommend for hiring by MVESC to serve as driving instructors
  + Recommend to MVESC individuals to be trained and act as driving instructors and MVESC in its sole discretion will determine who to hire.
    - MVESC will provide for training necessary to obtain driving instructor certification
* Initial start-up fees and annual fees will be paid by RLS for all costs associated with the program including but not limited to: vehicle purchase, retrofitting and inspection, driver instructor training, background checks, assessments, evaluations, supervision, credit card fees, administrative fees, etc. The district will also pay for all maintenance, gas, vehicle insurance, and site coordinator stipends.
* **Staffing** MVESC will provide**:**
  + Certified instructors (depending on needs of district this will be between 1- 2 instructors)
  + Training needed to obtain certification as driving instructors
  + Ongoing Professional Development as needed
  + Orientation of certified driving instructors.
  + Assessments and evaluations of certified drivinginstructors will be conducted by MOVESC Driving School Personnel.
  + MVESC will cover the cost of background checks for all driving instructors if they are completed at either the MVESC or OVESC offices.
* **Administration of Program -** RLS **will provide:**
  + A person to be the site coordinator for the driving instruction program.
  + Recruitment of participants in the program.
  + Completion of paperwork needed for enrollment.
  + Preparation and completion of paperwork needed to meet state program requirements.
  + In-car driver training by a properly certified instructor in accordance with state standards
  + RLS will make available classroom or other appropriate space for MVESC to provide training to Driver Education instructors who will serve RLS or other districts as part of the consortium**.**

**Budget – Throughout Contract Term**

* RLS shall pay MVESC as follows:
  + Initial start-up fees for the Implementation year will be $49,500.00, which includes training and onboarding of driving instructor candidates, retrofitting and inspection of a vehicle, and all annual fees for the first year including credit card fees, administrative fees, training manager fees, supervision, evaluation, etc. as needed. The district will be responsible for the maintenance, gas, vehicle insurance and site coordinator stipend(s).
  + For years two (August 1, 2025) and three (August 1, 2026) the fee will be $15,000.00 per year, which will include credit card fees, administrative fees, supervision, evaluation, refresher courses for driving instructors, etc.
  + Travel and incidental expenses will be billed each year of the contract based on actual costs.
  + Implementation year and year two are covered under the CODE Grant.

**Modifications to this Contract:**

This Contract may be modified with supplemental written agreements signed and approved by the Boards of the parties and can be terminated in writing, in whole or in part, by consensus of the parties giving 90 days-notice prior to termination.

IN WITNESS THEREOF, the parties hereto have set their hands.

Ridgedale Local Schools Board of Education

By

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President (In his/her official capacity only) Date

And by.

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Superintendent (In his/her official capacity only) Date

And by

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Treasurer/CFO (In his/her official capacity only) Date

Muskingum Valley Educational Service Center

Governing Board By

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President (In his/her official capacity only) Date

And by.

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Superintendent (In her official capacity only) Date

And by

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Treasurer/CFO (In his/her official capacity only) Date