



**Adams County/Ohio Valley School District
TREASURER'S OFFICE
141 Lloyd Road
West Union, OH 45693-9237
Telephone: 937-544-5586
FAX: 937-544-3720**

Request Proposal for 2018-2019 School Bus/Van Driver Physicals

Please return proposals by March 9, 2018 by (12:00 NOON) to:

Adams County/Ohio Valley Local Schools
Attention: Brian G. Switzer
141 Lloyd Road
West Union, Ohio 45693
brian.switzer@ovsd.us
Phone: (937) 544-5586, Ext. 17200
Fax: (937) 544-3720

Physical Overview:

Physical examinations to be performed using Ohio Department of Education School Bus/Van Driver Medical Form T-8 (enclosed) including a urinalysis and hearing test. Also, requires completion of all necessary paperwork from doctor and/or staff, including follow-up on any clearance letters for drivers to pass physical. Additionally, all necessary medical supplies are expected.

Paperwork for the drivers that have passed the physical must be returned to our Transportation office within 48 hours of completion of the physical.

The Adams County/Ohio Valley Local School District must be notified within 48 hours if any driver has failed a physical. A copy of the physical along with an explanation of why they failed and what is required for them to pass the physical should be sent.

The fee for physicals being completed must be offered to the Adams County/Ohio Valley Local School District throughout the 2018-2019 (July 1, 2018 – June 30, 2019) school year.

Onsite physicals will be scheduled during May and the first week of June. After these scheduled dates, the drivers will be required to contact your office to schedule an appointment with you.

The physicals will be conducted on-site. The school district will provide the location for the physicals to be completed which will include:

1. A room will be provided for vital signs and other initial testing.
2. A private room, where the physical examination can be conducted respecting the driver's privacy.
3. A bathroom facility to obtain urine samples for the mandated urinalysis.

In addition to the annual on-site physicals for all drivers, the Adams County Ohio Valley Local School District will have a need for additional physicals to be performed throughout the year for new hires/employees. These new hires will be hired throughout the year at any given time between the contract year of July 1, 2016-June 30, 2017. Intermittent physicals may be scheduled on-site or at the vendor's facility depending upon the total number of employees/drivers in need of this service.

The Adams County/Ohio Valley Local School District will be responsible for:

1. Scheduling appointments at 10-15 minute intervals, starting at 8:00 a.m., on the date scheduled.
2. Notifying employees of appointment dates and times.
3. Providing clerical support to meet documentation needs of the District.

All proposals should include costs for the following additional services as well if possible:

1. Tuberculosis Testing
2. Drug Testing

All costs should be included per service. A breakdown is provided below for easy reference. In addition, Adams County/Ohio Valley Schools has in excess of 60 drivers and substitute drivers.

Physical (includes hearing and urinalysis)	\$
Tuberculosis Testing	\$
Drug Testing	\$
Breathalyzer Testing	\$

In conclusion, all billing must be itemized to include the name of the driver and date services are performed and must be completed and submitted for payment prior to **June 8, 2018**. Questions and/or concerns regarding this request for proposals can be directed to Brian G. Switzer at 937-544-5586 extension 17200 or Melissa Baker at 937-587-2761.

Sincerely,

Brian G. Switzer
Treasurer/CFO
Adams County/Ohio Valley Local Schools