

## Administrative Procedure 805

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### STUDENT TRANSPORTATION CONTRACT SERVICES

#### Background

The Division believes that it may be appropriate to contract all or part of its student transportation services.

#### Procedures

1. The Director of Transportation Services has developed an application process (**Form 805-1**) and has established selection criteria in determining successful applicants for bus contracts (**Appendix 805-1**).
2. The Division is the sole owner of every bus route.
3. The Director of Transportation Services shall establish procedures for the advertising of all the school bus contract opportunities.
4. When an existing contract is due to expire, the current contractor may, subject to satisfactory service, be offered the Right of First Refusal of the new term contract.
5. When it is necessary to contract additional or replacement buses, the following shall apply:
  - 5.1 The Director of Transportation shall place an advertisement listing the Division's requirements in local papers circulated within the Division. This advertisement shall also be mailed to all bus operators currently under contract with the Division.
  - 5.2 All applicants for open contracts shall be required to provide the Division with the following information:
    - 5.2.1 References who may be contacted with regard to the character and ability of the proposed contract holder;
    - 5.2.2 Driver's abstract for the person intended to be the regular bus driver if the contract were awarded;
    - 5.2.3 Description of the bus that will be used if the contract were awarded. The description shall include the year, make and model of the bus; and
    - 5.2.4 All relevant information as to previous experience.



6. All applications received shall be reviewed and short-listed by the Director of Transportation. Short-listed and selection of bus contractors shall be conducted in accordance with the established criteria (**Appendix 805-1**).
7. Short-listed applicants will be interviewed by the Director of Transportation and appropriate Division personnel.
8. The Superintendent shall award the contractual agreements based upon appropriate selection criteria.

Reference: Education Act 59, 59.1, 222, 225 Traffic Safety Act School Bus Operation Regulation Student Transportation Regulation 96/2019		
	Date Approved:	April 1, 2021
	Reviewed or Revised:	Executive: April, 2021

References shall be updated as required and do not require additional approval.

