



Nothern Gateway  
Public Schools

## Evaluation Criteria for Bus Contractor Selection

**CROSS-REFERENCE:**

[Appendix 805-1 Student Transportation Contract Services](#)

CRITERIA	SCALE	ALLOCATION	MAX POINTS	SCORE
Applicant years driving a schoolbus?	Variable	0 pts – 0 yrs 5 pts – 1-5 yrs 7 pts - 6-10 yrs 10 pts - 10+yrs	10	
Applicant drove bus within the last 5 years (may be asked to provide reference).	Fixed	0 pts - no 5 pts - yes	5	
Applicant experience with advertised bus route.	Fixed	0 pts - no 5 pts - spare driver 7 pts - regular driver (within last 5 years) 10 pts - current regular driver	10	
Applicant valid driver's license?	Fixed	0 pts - no 5 pts - Class 5 10 pts - Class 2 or 1	10	

Applicant Provide qualified primary driver?	Fixed	<p><u>First Aid</u> 10 pts = Certified 5 pts = Registered for First Aid Course</p> <p><u>S Endorsement</u> 10 pts = Certified 5 pts • Pre-Employment S Endorsement Course</p> <p><u>Class of License</u> 10 pts = Class 1 or 2 5 pts = Class 4 4 pts = Class 5 0 pts = No license</p> <p>Regular Driver's Driver Abstract* (Current within 6 months) 0 pts = 6+ demerits 5 pts = 1-5 demerits 10 pts = 0 demerits</p> <p>Professional Development (Current within current school year) 0 pts = no PD Hours 5 pts = 1-3 PD Hours 10 pts = 4-6 PD Hours</p> <p>Years Driving a School Bus 0 pts 0 yrs 5 pts - 1-5 yrs 7 pts - 6-10 yrs 10 pts – 10+ yrs</p> <p><u>Functional Assessment</u> 0 pts = No Functional Assessment 5pts = Current Year Functional Assessment Completed</p> <p><u>Criminal Record Check*</u> 0 pts = Not Submitted 3 pts = Submitted with record (Director of Transportation to investigate further) 5 pts = Cleared but not current 10 pts = Cleared and Current</p>	75	
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Applicant ability to provide spare driver?	Fixed	<p>0pts - no 5 pts - <b>partial</b> qualifications 10 pts – fully qualified</p>	10	
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Applicant provided positive character reference checks?	Fixed	0 pts - no 5 pts - Verbal 8 pts - Written	8	
Application complete/accurate	Fixed	0 pts - no 5 pts - delayed information 10 pts - yes	10	
Applicant able to provide the required age of bus?	Age <10 <b>Age &lt;5</b> Years	0 pts - older than 6 years 10 pts - concrete plans to purchase bus 5 yrs or newer within 1 year	10	
Applicant able to provide the required <b>size</b> of bus?		0 pts - no 5 pts - unsure of bus size but commits to purchasing a bus of the appropriate size for the route 10 pts - yes	10	
Carrier Profile (within last 12 months)	Mandatory	0 pts - No Experience 5 pts - Clean -5 pts - Has Convictions -5 pts - Has Violations -5 pts - Has Out of Service (CVSA Inspections) -5 pts - Has Collisions	5	
National Safety Code Review	Mandatory	0 pts - No Experience 5 pts - Compliant -5 pts - Non-compliant	5	
Paperwork	Mandatory	0 pts - No Experience 5 pts - Consistently Complete -5 pts - Incomplete	5	
Director of Transportation Chosen References	Mandatory	0 pts - no experience  Parents on Route Reference 3 pts - Positive Reference -3 pts - Negative Reference  Principal Reference 3 pts - Positive Reference -3 pts - Negative Reference	6	
		Total	179	

\*NOTE: If 0 in any of these categories, eliminate from application process.