

BOARD POLICY	
<i>Policy Section</i> TRANSPORTATION	<i>Policy Number</i> 1002
<i>Administrative Procedure Number</i> AP-TRAN-1002	<i>Page</i> 1 of 3

POLICY TITLE

Bus Operator Contracted Services

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to supplying safe and effective transportation to students through the contracted services bus operators.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to be responsible, accountable, and equitable in entering into contracted services with bus operators.

3.0 GUIDELINES

3.1 The Peterborough Victoria Northumberland and Clarington Catholic District School Board shall enter into a formal written contract agreement with all school bus operators for the provision of transportation services. The term of the contract may be longer than one year.

The following items are to be addressed in the contract agreement:

- (a) payment to bus operators,
- (b) tendering of bus routes,
- (c) limitations on holding of bus contracts,
- (d) bus insurance,
- (e) inclement weather and strike action affecting bus contracts,

- (f) transfer of bus contracts,
 - (g) bus safety checks,
 - (h) vehicle/route inspections,
 - (l) student bus safety training,
 - (j) driver requirements (licensing, criminal background check, first aid and C.P.R. training),
 - (k) maximum age of vehicles, and
 - (l) two-way communication.
- 3.2 Discussions regarding whether or not to provide an increase to bus contracted rates will occur annually between the Transportation Authority and the Superintendent of Business and Finance during the annual budget review process. The Transportation Authority and Superintendent will, when requested, meet with representatives of all school bus operators serving the Board to receive input on the budget process prior to the submission of the transportation budget to the Board. Notwithstanding a meeting with administration, bus operators will have the right to address the Board at the public input stage of the annual budget process. In accordance with the Broader Public Sector Procurement directives, a competitive procurement process will be developed in order to secure transportation services for periods beginning with the 2013-2014 school year.
- 3.3 It is an objective of the Board to achieve a limit on the number of bus routes to be serviced by one (1) operator at twenty-five percent (25%) of the total number of routes administered by the Board. Any company currently exceeding the twenty-five percent (25%) limit, as of the date of approval of this Policy, shall be considered legal non-conforming and shall work to the twenty-five percent (25%) limit through attrition.
- 3.4 The transfer of bus contracts dealing with more than five (5) routes can only be approved by the full Board. The Superintendent of Business and Finance, or designate, shall submit a detailed report, including a recommendation to approve or deny the transfer request, to the Board for its review and decision.
- 3.5 The Administrative Procedure will reflect the philosophy of this Policy.

4.0 TERMS AND DEFINITIONS

5.0 REFERENCES/RELATED DOCUMENTS

6.0 RELATED POLICIES

Policy 1001, Student Eligibility
Policy 1003, Route Operation
Policy 1004, Safety and Conduct on School Buses
Policy 1005, Accidents and Injuries on Buses
Policy 1006, Student Safety

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

October 24, 2006

9.0 EFFECTIVE DATE

May 22, 2012

10.0 POLICY REVIEW DATE

May 2017

11.0 REVIEW BY

Business and Finance Services
Transportation Authority