



Transportation: Contract Bus Routes

Background

KTCEA understands that it may cost effective to contract certain bus routes as part of its student transportation system. Local carriers may be available to provide service that meets the needs and expectations of parents, students and KTCEA.

Guidelines

Contracted transportation services will be managed and operated to the same standard as in-house services.

Contract opportunities will be made available to providers on an open, competitive bid basis.

#	Procedure	Roles & Responsibilities
1.	KTCEA will establish a process to retain external providers to serve certain bus routes which gives fair and equitable access to local providers. The process will include <ol style="list-style-type: none"> 1.1 advertising the services sought within the region. 1.2 clearly delineating the transportation routes sought, including specific terms, distances and schedules involved and provisions for possible route amendments. 1.3 clearly describing the selection process and timelines for response. 1.4 identifying the information required as part of a bid submission, such as but not limited to references, driver abstracts, driver experience. 1.5 performance standards and expectations. 	Transportation Manager, Contractors
2.	An existing contract may be renewed without a competitive process, subject to a performance review at the close of the contract year conducted by the Transportation Manager. <ol style="list-style-type: none"> 2.1 The review may consider parent complaints, incidence reports, accidents, delayed or disrupted service, school and student feedback. 2.2 The results of the review will be documented and signed by the contractor and the Transportation Manager. 2.3 Contract renewals will be signed by the Superintendent based on a recommendation by the Transportation Manager. 	Transportation Manager, Contractors
3.	Contractors shall meet, comply with and strictly adhere to all KTCEA Administrative Procedures, but with specific reference to AP 630A School Bus Safety – Drivers, AP 630B Student Transportation Safety Procedures.	Contractors

4.	Prospective contractors will be subject to an interview as part of the selection process.	Transportation Manager, Contractors
5.	Contractors will take direction from the Transportation Manager and the school principal, and will participate in activities and programs as provided for KTCEA drivers, including but not limited to: 5.1 training; 5.2 route evaluation procedures; 5.3 monthly meetings; 5.4 reporting requirements.	Transportation Manager, Contractors

Definitions:

Not applicable.

References:

- Student Transportation Regulation 250/98 (AR 197/2000) Traffic Safety Act
- School Bus Operation Regulation
- Alberta Rules of the Road
- Freedom of Information and Protection of Privacy Act

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.