



701.5AP Contractor Selection

ESTABLISHED: 2009.12.16
UPDATED: 2017.03.15 (2011.08.17)
REVIEWED: 2017.03.02 (2013.04.29)

LEGAL REFERENCE:

- Traffic Safety Act (Government of Alberta)
- Canadian Standards Association (D250 – D270)
- National Safety Code (Transport Canada)

CROSS REFERENCE:

- [701BP Student Transportation Services](#)
 - [701.6AP Bus Driver Qualifications](#)
 - [701.5AP Exhibit 1 Application for School Bus Service Contracts](#)
 - [701.5AP Exhibit 2 Evaluation Criteria for Bus Contractor Selection](#)
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PROCEDURES:

1. The Director of Transportation shall select a contract bus operator based on the Evaluation Criteria for Contractor Selection (701.5AP Exhibit 2).
2. The Director of Transportation shall bring a recommendation to the Board.
3. The board will approve by motion the successful applicant.
4. Contracts are for the provision of transportation services for Buffalo Trail Public Schools and are not specific to any one route. Routes may be changed from time to time as required.
5. Once approved by the Board the Director of Transportation shall notify all applicants as to the results of their application.
6. The Director of Transportation will provide the new contractor with the information required to meet all conditions of the agreement which will at minimum contain the following information:
 - 6.1 Terms of service delivery by the contractor. The Agreement will be for a term certain period with the conditions for renewal stated and shall constitute the contract for providing student transportation services at large.

- 6.2 The "schedule of rates" in which the contractor will be compensated. Rates shall be reviewed annually, and become part of the Agreement as Appendix C.
- 6.3 Termination clause.
- 6.4 Signature of the contractor, and the Board designate as per DGA Authorized Signatures.
- 6.5 The general terms, which will be reviewed every year by the Director of Transportation, with final approval from the Board.
- 6.6 Registry requirements with the following organizations:
 - 6.6.1 Workers' Compensation Board.
 - 6.6.2 National Safety Code and Alberta Transportation Compliance programs.
 - 6.6.3 Goods and Services Tax (GST) business number Failure to maintain good standing with such registries could lead to the termination of contracts with Buffalo Trail Public Schools Regional Division No. 28.
7. If a contractor wishes to purchase a bus of larger capacity or a newer bus (five years of age or less) than currently in place, the Board shall consider providing a three (3) year contract guarantee.
8. The Director of Transportation shall be responsible for all necessary communications/correspondence on behalf of the Board of Trustees of Buffalo Trail Public Schools.
9. The contract/agreement shall not be considered as transferable or assignable on the retirement or termination of the contractor. The contract/agreement also shall not be considered as transferable or assignable when there is a change in proprietorship.
 - 9.1 If a contractor wishes to add the name of a spouse they may do so by receiving approval from the Board. If approved, the contractor must sign an addendum to the contract and provide the necessary banking information.
 - 9.2 If a contractor wishes to change the existing contract to a company name (the company's owner is must be the same as the person holding the original contract) they may do so by receiving approval from the Board. If approved, the contractor must sign an addendum to the contract and provide the necessary banking information.
10. When a school bus route becomes available, the individual route shall be advertised publicly.