

SCHOOL BUS SERVICE CONTRACT

GENERAL INFORMATION

“Student Safety is Our Goal” is the mantra of the Buffalo Trail Public Schools Transportation Department as devised by their contractors. The qualifications and requirements within this document are representative of this goal.

1. 701.5AP Contractor Selection <http://www.btps.ca/documents/general/701-5AP%20-%20Contractor%20Selection.pdf>
 - i. National Safety Code – Safety Fitness Certificate (403) 340-5444 or <https://www.transportation.alberta.ca/3110.htm>
 - ii. Log Book and Hours of Service will be provided if contract is awarded. Contractors have the option of being a federal or provincial carrier. Only federal carriers can transport outside of Alberta.
 - iii. Examples of Safety and Maintenance Plans can be provided.
- b. Workers Compensation Board – 1-866-922-9221 <https://www.wcb.ab.ca/about-wcb/contact-us.html>
- c. How to apply for a GST account - <https://www.canada.ca/en/revenue-agency.html>
2. Application For School Bus Service Contract <http://www.btps.ca/documents/general/701-5AP%20-%20Exhibit%201%20Application%20for%20School%20Bus%20Service%20Contract.pdf>
 - a. Ensure driver who the contractor is using has provided all documentation required under the contractor selection.
 - i. Driver Application
 - ii. Class of License
 - iii. Current Drivers abstract
 - iv. Current Functional Assessment
 - v. Current Criminal Record and Vulnerable Sector Check
 - vi. Written References
 - vii. National Safety Code Courses
 - viii. First Aid Certification
 - ix. S Endorsement Certification
 - x. Air Brake Endorsement (if applicable)

3. Bus Company Information to research when purchasing a school bus. The school bus must meet CSA D250 standards and Alberta Regulations. Please make sure your invoice certifies that the bus is CSA D250 and Alberta Regulations. Contractors need to be aware of their bus driver's qualifications, as their certification and knowledge will determine what type of school bus they are able and/or willing to drive.
 - The Bus Centre/Star Bus Sales: 1-800-661-5646
 - Kirkman Bus Sales: 1-888-381-3010
 - Western Canada Bus: 1-800-661-9316
 - Alberta Bus Sales: 780-892-3071
 - Rental Bus Sales: 780-619-1033
 - BusHub.co: 1-866-933-3135
4. Maps/Student Listings: Approximate mileage and best weighted load for the advertised bus route. Bus routes are compensated based on the route eligible distance (mileage) and total number of students (best weighted load).
 - a. Route Eligible Distance: Total daily mileage which includes the am and pm runs as well as the deadhead distance from the school to the first pick up/last drop off. See map included.
 - b. Best Weighted Load: Eligible students in grades K – 6 are given a weight of 1. Eligible students in grades 7-12 are given a weight of 1.5.
 - c. Distribution of students (grades) on the route can be provided.
5. Name of previous contractor/driver who would be willing to help them learn about the area and the bus route. (Previous contractor/driver would need to be ok with given out their name.)
6. Insurance Providers and mandatory coverage:
 - a. The Contractor must have the following insurance coverage under an insurer of their choice. The Contractor shall not change insurance companies or coverage without giving the Board written notice in advance of such changes.
 - b. Contractors with coverage other than Lloyd Saddle Insurance must have liability coverage for a **minimum of \$10 million. Contractors must ensure that within their coverage they have the proper endorsements that are mandatory when driving for a school division. These endorsements are as follows:**

SEF No. 6B	School Bus (Permission to carry passengers)
SEF No. 6C	Public Passenger School Bus (Some agencies will give special permission for such trips i.e. taking a hockey team to a game, without having this Endorsement. However, they must be informed that you are doing this or your coverage could be void).

SEF No. 22	Damage to Property of Passengers
Section A	Third Party Liability
Section B	Accident Benefits (As Required by Law)

- c. The Contractor may insure the Transportation Services provided under the Board's Master Automobile Policy and Umbrella Liability Policy, and the Board shall be at liberty to deduct the premiums for such insurance from any monies payable to the Contractor over the first four months of coverage in four equal payments.
 - d. The Contractor shall give the Board written confirmation of the required insurance coverage prior to the Contractor providing the Transportation Services.
 - e. Failure of the Contractor to have the required insurance coverage in effect at anytime shall result in this Agreement being terminated without notice and without penalty to the Board.
7. For more information please contact the Transportation Department at transportation@btps.ca or the Director of Transportation, Chrysti Mannix, at 780-806-2051 or Chrysti.mannix@btps.ca.
 8. Available Bus Routes can be found on the Careers Page of the BTPS website at <http://www.btps.ca/Bus%20Route%20Contractors.php>