

**BUFFALO TRAIL PUBLIC SCHOOLS  
REGIONAL DIVISION NO. 28  
ADMINISTRATIVE PROCEDURES  
HANDBOOK**

**CODE:** EEB 1 Exhibit 2  
**TITLE:** EVALUATION CRITERIA FOR  
BUS CONTRACTOR SELECTION

**PAGE:** 1 of 3

**APPROVED:** 2008.01.16  
**AMENDED:** 2011.08.17  
**REVIEWED:**

**LEGAL REFERENCE:**

**CROSS-REFERENCE:** EEB 1 Contractor Selection Admin Procedures

CRITERIA	SCALE	ALLOCATION	MAX POINTS	SCORE
Applicant years driving a school bus?	Variable	0 pts – 0yrs 5 pts – 1-5yrs 7 pts – 6-10yrs 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	
Provide qualified primary driver?	Fixed	<u>First Aid</u> 10 pts = Certified 5 pts = Registered for First Aid Course  <u>S Endorsement</u> 10 pts = Certified 5 pts = Pre-Employment S Endorsement Course  <u>Class of License</u> 10 pts = Class 2 or 1 5 pts = Class 4 4 pts = Class 5 0 pts = No License  <u>Regular Driver's Driver Abstract*</u> (Current within 6 months) 0 pts = 6+ demerits 5 pts = 1-5 demerits 10 pts = 0 demerits  <u>Professional Development</u> (Current within current school year) 0 pts = no PD Hours 5 pts = 1-3 PD Hours 10 pts = 4-6 PD Hours  <u>Years Driving a School Bus</u> 0 pts – 0yrs	75	

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		<p>5 pts – 1-5yrs 7 pts – 6-10yrs 10 pts – 10+yrs</p> <p><u>Functional Assessment</u> 0 pts = No Functional Assessment 5 pts = 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>		
Applicant ability to provide spare driver?	Fixed	<p>0 pts – no 5 pts – partial qualifications 10 pts – fully qualified</p>	10	
Applicant provided positive character reference checks?	Fixed	<p>0 pts – no 5 pts – Verbal 8 pts – Written</p>	8	
Application complete/accurate	Fixed	<p>0 pts – no 5 pts – delayed information 10 pts - yes</p>	10	
Applicant able to provide the required age of bus?***	Age < 10 Age < 5 Years	<p>0 pts –older than 6 years 10 pts– concrete plans to purchase bus 5yrs or newer within 1 year</p>	10	
Applicant able to provide the required size of bus?		<p>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</p>	10	
Carrier Profile (within last 12 months)	Mandatory	<p>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</p>	<b>5</b>	
National Safety Code Review	Mandatory	<p>0 pts – No Experience 5 pts – Compliant -5 pts – Non-compliant</p>	<b>5</b>	

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Paper Work	Mandatory	0 pts – No Experience 5 pts – Consistently Complete -5 pts – Incomplete	<b>5</b>	
Director of Transportation Chosen References	Mandatory	0 pts – no experience  <u>Parents on Route Reference</u> 3 pts – Positive Reference -3 pts – Negative Reference  <u>Principal Reference</u> 3 pts – Positive Reference -3 pts – Negative Reference	<b>6</b>	
		<b>Total</b>	<b>192</b>	

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

\*\*ALL THINGS BEING EQUAL SENIORITY (LENGTH OF SERVICE WITH BTPS) WILL BE THE DETERMINING FACTOR

\*\*\*If contractor does not purchase a bus that is five years or newer within 1 year of the contract date, the route will be re-advertised if this was a determining factor.