

ADMINISTRATIVE PROCEDURES	
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ADMINISTRATIVE PROCEDURE TITLE

Bus Operator Contracted Services: General Provisions

1.0 ADMINISTRATIVE PROCEDURE

As a minimum, contract agreements shall address the following items:

1.1 Payment to Operators

Payment to operators, in consideration of transportation services provided, will be an amount determined as ten percent (10%) of the total contract price for each route. Payment will be made on or before the fifteenth (15th) day of each of the ten (10) months of the school year.

1.2 Tendering of Bus Routes

- (a) When new regular daily bus routes are required to be established, they may be open to public tender.
- (b) All transportation contracts shall be reviewed annually prior to 30 June.
- (c) After reviewing the contracts, Student Transportation Services officials shall advise the Board of contracts that will not automatically be renewed for the upcoming school year.
- (d) Existing contracts may be submitted for new tenders upon the following conditions:
 - (i) if the Board is dissatisfied with the services being received from the present operators, or
 - (ii) if there is a substantial change in bus routes due to population shifts, etc., and the Board wishes to reach a satisfactory agreement with the existing operator, or

- (iii) if it is considered that the Board is paying more than is justified for a particular route and is unable to agree on a satisfactory adjustment with the existing operator.

1.3 Limitations on Holding of Bus Contracts

- (a) 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, and a limit on the amount to be paid to any one (1) operator at twenty-five percent (25%) of total transportation costs. It is to be expected that this limit will be approached gradually through the process of attrition applied to the entire bussing system.
- (b) Approval will not be granted to award additional routes or transfer existing contracts to operators if it will result in any one (1) person or entity, or their affiliates, directly or indirectly holding contracts for more than twenty-five percent (25%) of the total number of routes administered by the Board, or which total more than twenty-five percent (25%) of total transportation costs. Notwithstanding the foregoing, the Board of Trustees, in its absolute discretion, may grant exceptions to this Policy in respect of any particular contract if it is of the view that it is in the best interests of the Board to do so.
- (c) If any one (1) person or entity, or their affiliates, presently doing business with this Board, directly or indirectly, holds contracts for more than twenty-five percent (25%) of the total number of routes administered by the Board, or which equal more than twenty-five percent (25%) of the total transportation costs of the Board, that person or entity and their affiliates will not be allowed to acquire new routes until they come within the requirements of Item 1.3 (b) above. Notwithstanding the foregoing, the Board of Trustees, in its absolute discretion, may grant exceptions to this Policy in respect of any particular contract if it is of the view that it is in the best interests of the Board to do so.

NOTE FOR CLARIFICATION: An example of an ultimate owner, major shareholder or holding company is if company X is purchased by company Y but still operates under the name of company X, and, if company X holds contract at or in excess of twenty-five percent (25%), company Y would not be allowed to acquire routes under the company Y name or under any other name. The contracts held by the holding company are deemed to be those of the parent company or major shareholder thereof.

1.4 Bus Insurance

- (a) A certificate of the insurance being carried by the contracted operator is to be filed with Student Transportation Services prior to the first day of operation in a given school year.
- (b) All contracts will contain a clause acceptable to legal counsel for the Board, administration, and the Chief Administrative Officer requiring the operator to maintain sufficient general public liability and property damage insurance with a reputable insurance company authorized to transact business in Ontario, against claims arising out of operation of a public vehicle according to the Public Vehicles Act and the Regulations thereunder, and which insurance shall name the Board as an additional named insured
- (c) The limits of insurance to be carried will be specified annually in the actual contract agreements and will reflect both Ministry requirements and industry recommended levels.

1.5 Inclement Weather and Board Strike Action Affecting Bus Contracts

- (a) When any bus route service is temporarily canceled by the Boards, including for inclement weather, the operator shall receive compensation in keeping with provisions contained within the annual Contract Agreement between Board and operator.
- (b) In the event of a Peterborough Victoria Northumberland and Clarington Catholic District School Board strike and/or lockout whereby transportation services are cancelled, payment shall be in accordance with the following

Number of Days Cancelled	Daily Rate
6 – 15 days	85% of the per diem
16 – 35 days	75% of the per diem
36 days & over	50% of the per diem

(per diem calculated by the annual rate divided by the number of school days in the school year)

- (c) In the event of an operator job action, no payment shall be made.

1.6 Transfer of Bus Contracts

- (a) In order to deal expeditiously with requests for transfer of school bus contracts, the Chairperson of the Board and the Director of Education, or designate, are authorized to grant such request up to a maximum involvement of five (5) routes, subject to Item 1.3 above.
 - (i) The Director of Education, or designate, shall ensure that the proposed new operator of the contract can provide the necessary service and is able to meet all other requirements pertaining to vehicle loading and safety for students. The Director of Education, or designate, shall also determine the ultimate owner, major shareholders, or holding company of the proposed new operator to ensure that it is known if this new operator has contracts with the Board under any other names.
 - (ii) The Director of Education, or designate, shall submit an information report to members of the Board following the granting of transfer of a contract.
- (b) Requests for transfers dealing with more than five (5) routes will be considered by the Board. The Director of Education, or designate, shall provide to the Board the information noted in Item 1.6 (a) (i) above for each route to be transferred.

1.7 Bus Safety Checks

- (a) The Chief Administrative Officer is empowered to require any operator to have the operator's vehicle or vehicles inspected by a certified mechanic of the Board's choice or by Ministry of Transportation officials, and, if there is indeed a fault, the cost of such check will be borne by the operator; if no fault is discovered the cost will be borne by the Board.
- (b) All vehicles used to transport students to and from school shall comply with the regulations as set down in the Highway Traffic Act and Public Vehicles Act and any other municipal and provincial laws/regulations governing their operation.

1.8 Vehicle/Route Inspections

The Board recognizes the need to maintain safe bus routes and to ensure compliance with Ministry of Education regulations. There is also a need to confirm/review distance claims, vehicle sizes, and compliance to Ministry of Transportation regulations as submitted by operators. A minimum of twenty percent (20%) of the Board's total bus routes and any new routes should be audited annually through field audits. These audits should focus on:

- (a) route efficiency;
- (b) distance claims by operators;
- (c) visual inspection of vehicle;
- (d) safety of pick-up and drop-off location;
- (e) driver skills; and
- (f) public vehicle licensing requirements.

1.9 Maximum Age of Vehicles

Operators shall not use vehicles for the transportation of students that have been in service for more than twelve (12) years without the annual approval of Student Transportation Services.

1.10 Two-way Communication

The operator shall, at his/her expense, purchase, arrange for, and provide all vehicles with two-way communication equipment as authorized by the Board. The equipment must:

- (a) be able to provide mobile-to-mobile communication as well as mobile-to-base;
- (b) be able to have dispatch and/or central monitoring from a location or several locations;
- (c) be able to communicate with a base from everywhere in the area where the operator generally operates for the Board, e.g., charter work for the Board and its schools;
- (d) be able to operate under adverse weather or other conditions, e.g., should hydro fail to the tower site, radio system should not be inoperative;
- (e) be as technically simple as possible;

- (f) be transferrable from one (1) vehicle to another in the event that a spare bus is being used, or spare buses be equipped with the same type of radios; and
- (g) have central monitoring with direct and continuous access to necessary parties to further rider safety or for dispatch of emergency services.

2.0 TERMS AND DEFINITIONS

2.1 TOTAL TRANSPORTATION COSTS

Total transportation costs are defined as the sum total of the costs of all transportation contracts for the previous school year as determined on 31 October of that school year.

3.0 REFERENCES/RELATED DOCUMENTS

Ontario Public Vehicles Act and Regulations thereunder
Ontario Highway Traffic Act and Regulations thereunder

4.0 RELATED ADMINISTRATIVE PROCEDURES

5.0 RELATED FORMS

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

October 2008

7.0 APPROVED BY BOARD

October 24, 2006

8.0 EFFECTIVE DATE

October 24, 2006

9.0 REVIEW BY

Student Transportation Services of Central Ontario

10.0 LAST REVISION DATE