



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

<b>BOARD POLICY</b>	
<i>Policy Section</i> <b>TRANSPORTATION</b>	<i>Policy Number</i> <b>1002</b>
<i>Administrative Procedure Number</i> <b>AP-TRAN-1002</b>	<i>Page</i> <b>1 of 3</b>

## **POLICY TITLE**

Bus Operator Contracted Services

### **1.0 PURPOSE**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to supplying safe and effective transportation to students through the contracted services bus operators.

### **2.0 POLICY**

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to be responsible, accountable, and equitable in entering into contracted services with bus operators.

### **3.0 GUIDELINES**

3.1 The Peterborough Victoria Northumberland and Clarington Catholic District School Board shall enter into a formal written contract agreement with all school bus operators for the provision of transportation services. The term of the contract may be longer than one year.

The following items are to be addressed in the contract agreement:

- (a) payment to bus operators,
- (b) tendering of bus routes,
- (c) limitations on holding of bus contracts,
- (d) bus insurance,
- (e) inclement weather and strike action affecting bus contracts,

- (f) transfer of bus contracts,
  - (g) bus safety checks,
  - (h) vehicle/route inspections,
  - (i) student bus safety training,
  - (j) driver requirements (licensing, criminal background check, first aid and C.P.R. training),
  - (k) maximum age of vehicles, and
  - (l) two-way communication.
- 3.2 Discussions regarding whether or not to provide an increase to bus contracted rates will occur annually between the Transportation Authority and the Superintendent of Business and Finance during the annual budget review process. The Transportation Authority and Superintendent will, when requested, meet with representatives of all school bus operators serving the Board to receive input on the budget process prior to the submission of the transportation budget to the Board. Notwithstanding a meeting with administration, bus operators will have the right to address the Board at the public input stage of the annual budget process. In accordance with the Broader Public Sector Procurement directives, a competitive procurement process will be developed in order to secure transportation services for periods beginning with the 2013-2014 school year.
- 3.3 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. Any company currently exceeding the twenty-five percent (25%) limit, as of the date of approval of this Policy, shall be considered legal non-conforming and shall work to the twenty-five percent (25%) limit through attrition.
- 3.4 The transfer of bus contracts dealing with more than five (5) routes can only be approved by the full Board. The Superintendent of Business and Finance, or designate, shall submit a detailed report, including a recommendation to approve or deny the transfer request, to the Board for its review and decision.
- 3.5 The Administrative Procedure will reflect the philosophy of this Policy.

**4.0 TERMS AND DEFINITIONS**

**5.0 REFERENCES/RELATED DOCUMENTS**

**6.0 RELATED POLICIES**

Policy 1001, Student Eligibility  
Policy 1003, Route Operation  
Policy 1004, Safety and Conduct on School Buses  
Policy 1005, Accidents and Injuries on Buses  
Policy 1006, Student Safety

**7.0 RELATED FORMS**

**8.0 APPROVED BY BOARD**

October 24, 2006

**9.0 EFFECTIVE DATE**

May 22, 2012

**10.0 POLICY REVIEW DATE**

May 2017

**11.0 REVIEW BY**

Business and Finance Services  
Transportation Authority