



ADMINISTRATIVE PROCEDURE 556

CONTRACT BUS OPERATORS

Background

In order to provide students with a safe, effective and efficient transportation system, the Division establishes routes of operation for buses and decides on who will operate the routes.

Procedures

1. The Director – Transportation Services will determine whether bus routes will be Division-operated or Contract-operated routes.
 - 1.1 When the Director – Transportation Services decides that a bus route is to be operated as a Contract-operated route, the Contract Bus Operator shall be selected in the following manner.
 - 1.1.1 The Director - Transportation Services shall formally advertise the availability of the route and the conditions for the competition.
 - 1.1.2 The Director - Transportation Services shall determine the method of operating the route until the Contract Bus Operator is selected.
 - 1.1.3 After the closure of the competition, the Director - Transportation Services shall determine the successful applicant.
 - 1.2 Upon the resignation of a Contract Bus Operator, or the cancellation of a Contract Operation by the Division, the Director – Transportation Services shall determine whether the route shall remain Contract-operated or shall become a Division-operated route.
 - 1.3 Upon the resignation of a Contract Bus Operator, or the cancellation of the contract by the Division, the Division may buy the bus at an appraised price calculated as follows:
 - 1.3.1 The purchase price of the Contract bus from a Contract Bus Operator will be calculated as the average of the appraised value obtained by the bus owner from the company from which the bus was purchased and the appraised value obtained by the Director - Transportation Services from another bus company.
 - 1.3.2 The Contract Bus Operator is not legally obligated to sell the bus to the Division, nor is the Division legally obligated to buy the bus.

- 1.4 School bus routes are owned by the Division. Contract Bus Operators cannot buy them or sell them.
- 1.5 The Division maintains the right to establish or revise bus routes as deemed necessary. Bus routes will be established or revised as directed by the Director - Transportation Services.
- 1.6 An absentee Contract Bus Operator shall designate a responsible person acceptable to the Division in the area he/she serves to act as his/her agent.
- 1.7 In emergencies, Contract Bus Operators may rent a Division-owned bus, if available, at a rate determined by the Director - Transportation Services. An emergency situation is defined as a bus being out of service for a period not exceeding five (5) school days.

Reference: Section 60, 61, 113 School Act

Developed: November 2005
Amended: June 18, 2008
Amended: June 22, 2011