



Evaluation Criteria for Bus Contractor Selection

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 valid driver's license?	Fixed	0 pts – no 5 pts – Class 5 (AB) 7 pts – Class 2 or 1 (AB) or 2 (SK) 10 pts – Class 2S or 1S (AB) or 2S (SK)	10	

Provide qualified primary driver?	Fixed	<p><u>First Aid</u> 10 pts = Certified 5 pts = Registered for First Aid Course</p> <p><u>S Endorsement</u> 10 pts = Certified 5 pts = Pre-Employment S Endorsement Course</p> <p><u>Class of License</u> 10 pts = Class 1 or 2 or 2S (SK) 5 pts = Class 4 4 pts = Class 5 0 pts = No License</p> <p><u>Regular Driver's Driver Abstract*</u> (Current within 6 months) 0 pts = 6+ demerits 5 pts = 1-5 demerits 10 pts = 0 demerits</p> <p><u>National Safety Code Training</u> (Current within current school year or certification still valid) 0 pts = no training 10 pts = completed required courses</p> <p><u>Years Driving a School Bus</u> 0 pts – 0yrs 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/ Vulnerable Sector 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> <p><u>Experience with Advertised Bus Route</u> 0 pts – no 5 pts – driver has been the spare driver (within last year) 7 pts – driver has been the regular driver (within last 5 years) 10 pts – driver is the current regular driver</p>	75	
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Applicant ability to provide spare driver?	Fixed	0 pts – no 5 pts – partial qualifications 10 pts – fully qualified	10	
Applicant provided positive character reference checks?	Fixed	0 pts – no 5 pts – Verbal (Minimum of 3–results must be positive) 10 pts – Written (Minimum of 3–results must be positive)	10	
Application complete/accurate	Fixed	0 pts – no 5 pts – delayed information (information did not arrive before criteria was evaluated). 7 pts – Information was obtained by checking in BTPS files but not submitted by contractor) 10 pts - yes	10	
Applicant able to provide the required age of bus?***	Fixed	0 pts –6 years or older 10 pts– own a bus less than 6 years old or concrete plans to purchase a bus that is less than 6 years old within 1 year. Evidence of purchase inquiry may be requested.	10	
Applicant able to provide the required size of bus?		0 pts – no (bus is smaller than advertised) 5 pts – unsure of bus size but commits to purchasing a bus of the appropriate size for the route 10 pts – yes	10	
Carrier Profile (within last 12 months)	Mandatory	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	5	
National Safety Code Compliant/Paperwork (based on monthly up-to-date reports)	Mandatory	0 pts – No Experience 5 pts – Compliant/Paperwork consistently complete -5 pts – Non-compliant/Paperwork consistently incomplete	5	
Director of Transportation Chosen References	Mandatory for Current Drivers/Contractors	0 pts – no experience Parents on Route Operated by Contractor/Driver Reference 5 pts – Positive Reference – 5 pts – Negative Reference Principal Reference 5 pts – Positive Reference --5 pts – Negative Reference	10	

Key Performance Indicators of Current Contractor/Driver	Mandatory for Current Drivers/Contractors	<p>0 pts – no experience (if has not been a contractor for the past 12 months)</p> <p>Attendance (past 12 months – does not include July/Aug)</p> <p>10 pts – 0 absences 5 pts – 1-3 absences -5 pts – 4-8 absences -10 pts – 8+ absences</p> <p>Breakdowns (past 12 months – does not include July/Aug)</p> <p>10 pts – 0 breakdowns 5 pts – 1-2 breakdowns -5 pts – 3-5 breakdowns -10 pts – 5+ breakdowns</p> <p>Substantiated Parent/Public Complaints (written/documented/emailed/investigations past 12 months)</p> <p>10 pts – 0 complaints 5 pts – 1-2 complaints -5 pts – 3-5 complaints -10 pts – 5+ complaints</p>	30	
		<p>Substantiated School Complaints (written/documented/emailed/investigations past 12 months)</p> <p>10 pts – 0 complaints 5 pts – 1-2 complaints -5 pts – 3-5 complaints -10 pts – 5+ complaints</p>	10	
		Total	220	

*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 less than 6 years of age within 1 year of the contract date, the route will be re-advertised if this was a determining factor.