

# SMYRNA SCHOOL DISTRICT

## District Policy

**Article:** 3000 Business & Non-Instructional Operations

**Title:** Transportation Services Management Regulations for Selecting School Bus Contractor

**Policy #:** 3545

1. a. A school transportation contract may be transferred from a contractor to another party contingent upon approval of the local Board of Education. In the event that a transfer is proposed by the current contractor, the advertising requirement shall not apply.
  - b. A local Board of Education may disapprove the transfer of a transportation contract to another party only for just cause. Just cause shall be limited to the following criteria: financial stability, insurability, record of service in that or another school district, and personal and/or business resume including references.
  - c. If the school board decides to reject the prospective contractor, it shall notify that person of its decision and provide reasons why that person is not acceptable to the district. This discussion may be held in a closed session and the results and reasons shall be disclosed only with the approval of the proposed contractor. In the event that the district rejects the proposed contractor, the current contractor shall have the following options:
    - 1) continue to operate the bus,
    - 2) give up the contract at the end of the year or sooner if allowed by the district, or
    - 3) find a new contractor which will meet the criteria.
  - d. In the event that the bus associated with the transportation contract is less than seven years old and still on the depreciation schedule in the transportation formula, the district will require that the new contractor make an offer to purchase the bus of the current contractor at least at fair market value as described in a national publication. It shall not be mandatory for the current contractor to accept this offer.
  - e. No contract shall be deemed effectively transferred until said transfer is approved by the local Board of Education and the State Board of Education.
2. When a school bus contract becomes available for assignment, notice will be published in the News Journal, the Delaware State News, and the Smyrna/Clayton Sun Times.
  3. Applications must be filed with the district transportation supervisor by the date specified in the public notification. Standard school bus contract application forms may be obtained from the district transportation office.
  4. Applicants must be able to submit proof of financial ability to acquire a school bus which meets Delaware standards and complies with capacity and other requirements established by the transportation supervisor. The district will provide a listing of available school buses that meet state of Delaware specifications to all contract applicants.
  5. Applicants must be at least 18 years of age.
  6. Applicants must be able to assure that a fully licensed school bus driver is available at all times.
  7. Applicants must have satisfactorily completed the "school bus driver training program".
  8. Applicants must show proof of insurability.

9. Applicants must demonstrate a reasonable ability to follow detailed written instructions and the ability to record and report data accurately and in terms of specified instructions.
10. Applicants must provide at least two (2) references that will vouch for applicant's probable success as a bus driver/contractor.
11. Applicants must have a telephone in operation at applicant's residence.
12. Applicants must have a driving record deemed adequate by the Motor Vehicle Commissioner.
13. Applicants must not have been convicted of a crime involving alcohol, controlled dangerous substances, or the morals, safety or well-being of another individual.
14. Applicants must be knowledgeable of Smyrna School District geography.
15. Records of quality of service will be considered in the awarding of new or expired contracts, if the prospective contractor already holds or has held a district contract.
16. Smyrna School District will give priority to contractors who have had routes deleted due to reduction in the number of bus routes. This item applies only to contractors who have experienced loss of school bus contracts during the five-year period prior to public notification of available bus contracts.
17. Based on previously stated criteria, all applications on file with the district transportation supervisor shall be screened by the supervisor who will select applicants for further review.
18. Applications selected for further review will be evaluated by a selection committee composed of the district transportation supervisor, and the building principal or principals being served by that route.
  - a. The committee has established a rotation order for contractors presently holding bus contracts with the Smyrna School District. This order will be followed when new or available routes are offered. Should a contractor refuse the route offered, then the contract would be offered to the next contractor and the declining contractor's name will go to the bottom of the list.
  - b. If the contractor next in the rotation order has performed in a less than satisfactory manner, the committee could recommend to the Superintendent or his/her designee that the contract be offered to the next contractor on the list.
  - c. The Superintendent or his/her designee will make a final recommendation to the local board.