



DATE: January 25, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services

GOVERNANCE POLICY: [Policy 405 – Budget Development and Transparency](#)
[Policy 500 - Transportation](#)

ADDITIONAL REFERENCE: [Administrative Procedure 550 - Contract Bus Service](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019
Assurance Domain - [Governance](#)

SUBJECT: Bus Contractor Agreement

PURPOSE:

For information.

BACKGROUND:

School bus operators are responsible for ensuring compliance with Division Policy and Administrative Procedures, as well as any relevant federal, provincial, and/or municipal legislation regarding student transportation and school bus operations. Contracts are awarded through an open and competitive selection process. With all current contracts set to expire on June 30, 2023, new Requests for Proposal (RFPs) for all routes are being issued to maintain continuity of service.

The Bus Contractor Student Transportation Agreement outlines clear roles and responsibilities for Administration and Contractors and is aligned with industry standards. These agreements are being reviewed in collaboration with the Sturgeon School Bus Contractors Association, with negotiations focused on:

- The duration of the contract and option to renew;
- Updated language to ensure Criminal Records Checks are required every 5 years;
- Language to clarify minimum insurance requirements; and
- An annual review of Schedule A to include a review of the pay rates, and language with reference to the fuel subsidy program.

To ensure that Agreements are in place for the 2023 - 2024 school year, the RFP process will begin February 2023 with all agreements executed by May 31, 2023.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.



ATTACHMENT(S):

1. Not applicable.