

AWARDING AND MAINTAINING BUS CONTRACTS

- A. New, Expired or Canceled Bus Contracts (Reference 14 Delaware Code, §2901)
- The term "new bus route" is to be defined as an additional run or series of runs that cannot be accomplished by buses currently under contract to the School District.
 - Award to any contractor whose bus contract was canceled under Board Policy No. 3403 Cancellation Procedure of Contracted School Bus Due to Decrease in Number of Students Being Transported.
1. Information concerning available bus routes:
 - (a) When a new, expired or canceled bus route becomes available, all contractors currently providing bus service to Milford School District shall be notified.
 - (b) All potential contractors who have previously submitted letters of application expressing a desire to affiliate with the Milford School District as a bus contractor shall be notified of the available new bus route(s).
 - (c) The new route shall be advertised by notice published in at least two Delaware newspapers of general circulation.
 2. Application Process:
 - (a) Any current or potential bus contractor interested in applying for a new bus route must complete and forward to the Secretary, Milford Board of Education, an application form which will require the following information:
 - (1) Proof of financial ability to acquire necessary equipment.
 - (2) Assurance that a fully licensed school bus driver is available at all times.
 - (3) Proof of insurability.

- (4) Current Contractors, both under contract or providing independent services to children of the Milford School District -- Any contractors with two or more letters of warning or reprimand in the past five years, issued by the superintendent are not eligible for consideration.
 - (5) Potential Contractors - The names, addresses and phone numbers of four business and personal references.
3. Procedure for Awarding Contracts:
- (a) All applications received from current or potential bus contractors will be reviewed by the administrative staff.
 - (b) Staff shall review each application, giving consideration to the following criteria:
 - (1) Criteria found in Section A No. 2 Application Process.
 - (2) Age of proposed replacement equipment and assurances that the equipment meets Delaware standards.
 - (3) Consideration of financial ability of the proposed contractor.
 - (4) Knowledge of district geography.
 - (c) Following staff review, each application will be categorized as "qualified" or "unqualified."
 - (d) Each applicant will receive written notice of the status of his/her application.
 - (e) Any application categorized as "unqualified" shall receive written notice of the rejection and shall be provided reasons why they are not acceptable to the District.
 - (f) Consideration will first be given to residents of Milford School District.
 - (g) If more than one application is categorized as "qualified," the contract will be awarded by lottery with all interested parties invited to be present.

B. Transfer of Transportation Contracts (Reference 14 Delaware Code §2908)

1. Transfers of public school transportation contracts shall comply with 14 Delaware Code, Section 2908, and procedures outlined by the State Board of

Education. No contract shall be deemed effectively transferred until said transfer is approved by the Milford Board of Education and the State Board of Education.

2. Requirements and Procedures

(a) Transfer of school bus contracts from one contractor to another party is permitted under the following conditions.

- (1) Proof of financial ability to acquire necessary equipment.
- (2) Proof of insurability.
- (3) Current Contractors, both under contract or providing independent services to children of the Milford School District -- Any contractors with two or more letters of warning or reprimand in the past five years, issued by the superintendent or assistant superintendent, are not eligible for consideration.
- (4) Potential Contractors - The names, addresses and phone numbers of four business and personal references.

C. Contractor Expectations and Responsibilities:

1. Compliance with the District Discipline Code for Bus Transportation
2. Compliance with Delaware Code and DDOE Transportation Regulations
3. Drivers may be excluded from driving a school bus in the district for failing to comply with requirements and policies of the Milford School District, DDOE regulations and/or Delaware Code.

Reference: 14 Delaware Code §2908

ADOPTED: 3/16/70; 5/17/71; 10/19/81; 9/26/88; 8/26/91; 6/26/95; 10/24/11