

Procedures for Selecting Independent School Bus Contractors

The Board of Education of Wicomico County will select Independent School Bus Contractors from the best qualified residents of Wicomico County. For this purpose, **resident** shall include a partnership or corporation which is majority owned by an individual or individuals residing in Wicomico County.

Procedures to become a school bus contractor will be continuously available on the WCBOE Website, wcboe.org. Also, a notice shall be placed in the county daily newspaper during the month of October for one day for two consecutive weeks, advertising to all interested parties the criteria for awarding school bus contracts and the procedure to become eligible for the award of future open school bus contracts.

Interested parties are to contact the Wicomico County Board of Education Procurement Office to obtain an application, a copy of the contract and procedures to select school bus contractors. Completed applications will be returned to the Procurement Office. Upon receiving the completed applications the Procurement Office will send questionnaires to listed references. When all reference questionnaires have been returned, the Procurement Office will notify the Supervisor of Transportation. The Supervisor of Transportation will meet with the applicant to review the role and expectations of a school bus contractor. Once the applicant has met with the Supervisor of Transportation, completed a tuberculosis screen and criminal background check, they are eligible for the award of a school bus contract. A list of eligible school bus contractors will be maintained by the Procurement Office.

When a school bus contract is available the list of eligible school bus contractors will be forwarded from the Procurement Office to the Supervisor of Transportation. All applications will be reviewed. If possible, a minimum of ten applicants, based on their proximity to the open route, will be selected for a second interview. Selected qualified applicants will be notified in writing that a school bus contract is available in their area. Interested qualified applicants are to contact the Procurement Office to schedule an interview. The interview committee will be facilitated by a Pupil Personnel Worker and will consist of at least five members:

Representative of the School Bus contractors Association
School administrator representing school served by open route
Pupil Personnel Worker and/or Special Education administrator
Transportation Specialist or Associate
Transportation Supervisor

Consideration will be given to the applicants based upon the following criteria:

- a. Ability to provide a primary and substitute WCBOE Certified School Bus Driver
- b. Ability to provide a certified school bus

- c. Completed Criminal Background check at applicants expense
- d. Completed tuberculosis test at applicants expense
- e. Date of initial application
- f. Date of last awarded contract of applicant
- g. Number or current WCBOE school bus contracts
- h. Past related experiences.
- i. Proximity to the route based on first a.m. stop and last p.m. stop
- j. Qualifications and abilities to perform the bus contract successfully, if awarded
- k. Quality and adequacy of performance of any past and/or present contract(s) of applicant
- l. References listed on application
- m. Relationship to current WCBOE employees

Upon completion of the interview process, the Supervisor of Transportation will provide the committee's written recommendation for the award of a school bus contract to the Assistant Superintendent of Pupil Services. The Superintendent of Wicomico County Board of Education will make the final recommendation to the Board of Education for approval.