



Procedures for Selecting Non-Public School Bus Contractors for St. Mary's County, Maryland

These procedures, with an effective date of **June 15, 2007**, provide standards and criteria for the selection of non-public school bus contractors who provide transportation of students to non-public schools within St. Mary's County, Maryland. If the Application is submitted on behalf of a business entity, a copy of all documents evidencing the formation of the entity and a list of all persons having a financial interest therein must be provided.

1. When a route/contract is available, it will be advertised for at least two (2) weeks, and procedures for submitting applications will be described in a public notice, a sample of which is shown below.

Legal Notice

The St. Mary's County Department of Public Works and Transportation, Transportation Office, is accepting Applications for a Non-Public School Bus Contract operating in St. Mary's County for the 2007/2008 school year. To obtain an Application, award criteria, and additional information, please contact the Transportation Office at 44829 St. Andrews Church Road, California, Maryland, or phone (301) 866-5328. Applications will be accepted up to 5:00 p.m., April 30, 2007.

2. The recruiting, processing and screening of Applications for bus contractors of the non-public transportation system is the responsibility of the St. Mary's County Transportation Supervisor.
3. Applications shall be made available with a copy of the criteria for the screening procedures that will be used by the St. Mary's County Department of Public Works and Transportation in selecting potential bus contractors. A sample **Contractor Application** is attached (Exhibit 1).
4. When a route/contract is available, all applications will be reviewed. Consideration will be given to the applicants based on the following criteria, which is further reflected in the **Application Evaluation Form** (Exhibit 2).
 - a. Qualifications and abilities to successfully operate a business (to include use of general computer/office machinery) and perform a bus contract if awarded.
 - b. Proximity of contractor/drivers to the route(s).
 - c. Department of Motor Vehicle record. Contractor shall include a copy of all driving records for all drivers with the Application. All applicants may be required to be fingerprinted and submit to a background check at their own expense.
 - d. Responses from references listed on Application. A minimum of at least three (3) business or personal references who can verify fitness to operate a school bus contract. The references will be contacted by the evaluator(s).

- e. Experience and adequacy of performance of any past and/or present transportation-related contract(s) of applicants. Must not have had a student transportation contract terminated for cause in the past.
 - f. Ability to provide or obtain sufficient buses and drivers (specify quantities and years of experience); and information showing the ability to store and maintain the buses.
 - g. Whether the Application is complete and was filed within the deadline established by the Transportation Division.
5. The St. Mary's County Department of Public Works & Transportation Director shall have the final authority to appoint a bus contractor and shall do so without regard to race, creed, sex, color, national origin, age, marital status, sexual orientation, religion or disability in matters affecting employment, admission to, or treatment in providing access to programs. A sample **Contractor Services Agreement** is attached (Exhibit 3).
 6. A contractor may return their Contractor Services Agreement, or the death or retirement of a contractor, may terminate a contract. A request may be made that a family member (spouse, children, or sibling) continue the Contract Agreement. The County will conduct a review of each separate case. The County may decide that the route/contract shall be served with a new and separate Agreement and awarded to another existing bus contractor pursuant to part four (4) of these procedures or that a new Agreement be awarded to the family member for the remaining life of the bus(es).
 7. Contractors who have a contract(s) with the St. Mary's County Transportation Division may be eligible for additional contracts awarded based on seniority or transfer of contracts.
 8. The contractor owns the bus and equipment, but will hold no negotiable rights for the bus route.
 9. Any contractor desiring to terminate his/her contract or sell or otherwise transfer his/her equipment or contract must advise the St. Mary's County Department of Public Works and Transportation, Transportation Division, in writing.
 10. All equipment used to satisfy the requirements of a bus contract must meet State of Maryland Motor Vehicle Administration and St. Mary's County Department of Public Works and Transportation regulations.
 11. In accordance with Maryland State law, buses shall be retired from service after twelve (12) years of operation. The contract will be renewed with the existing contractor annually for twelve (12) years providing the contractor has provided acceptable contract performance to the St. Mary's County Government.
 12. In the event of any emergency, the Director of Public Works and Transportation shall authorize the Transportation Manager to assign, on a temporary basis, such route(s) to another individual or business entity as necessary to ensure the safe and continuing transportation of students.
 13. Hourly rates, fringe percentage, fuel and maintenance factors, mileage, the per vehicle allowance (PVA), medical, telephone stipend, insurance and other miscellaneous expenses are established by the Board of County Commissioners for St. Mary's County based on recommendation from the Department of Public Works & Transportation.
 14. Contractors agree to post the established Rules & Regulations and abide by the provisions in the Handbook for Non-Public School Bus Transportation, as amended from time to time.
 15. Once a contract is offered, the contractor will have three (3) working days in which to accept the contract and fifteen (15) working days from the date of contract offering to put the bus and driver in place under the contract.
 16. The above procedures supersede prior documentation and memoranda regarding the selection process to include Policy Memorandum No. 89-3.