

**McCall-Donnelly School District
Student Transportation**

Bidder's Check List

Bid proposal to include, but not limited to the following:

Request for Proposals

Bidder Response to RFP

Bid Bond

Cost of Services to Include

Bidder Cost of Services

Contracts / Agreements

- Model Contract
- Agreement to Lease McCall-Donnelly Transportation Facilities

Bidder/Contractor Experience

List of Other School Districts Being Served

Outline of Experience in Pupil Transportation

Letters of Reference

Management & Personnel

Resume of Key Personnel Responsible for Operations in the District

Local Operations Staffing Plan

Copy of Employee Hiring/Application Packet

Explanation of Employee Benefit Package

Complete Copy of Employee Handbook

Driver Training/Safety

Detailed Information Regarding Bidder's Driver Training and Safety Programs

Risk Management Program

Drug & Alcohol Testing Program/Policies

Description of Student Safety Program

Preventative Maintenance

Detailed Description of Bidder's Maintenance Programs / Policies / Procedures

Radio Communications

Detailed Description of Bus Radio Communications System

Inclement Weather Plan

Routing

Detailed Description of all School Bus and Vehicles to be used in Performance of Contract
Number of Route, Special Needs, Pre-School, Activity and Spare Buses

Pupil Management

Driver Education and Training

Describe Use of Video Cameras On-Board Buses

Describe Overall Pupil Management Programs/Process

Describe Student / Bus Registration Program

Insurance

Detailed Information Regarding General Liability Insurance Including:

Name of Primary Insurance Company & A.M Best Rating

Limits of Coverage