

Section <b>Finance</b>	Procedure Number <b>RCJTC AP.06.11.01</b>
Procedure Title <b>Transportation Operator Contract Procedure</b>	
Date <b>March 7, 2016</b>	Revised

**School Bus Operator**

The cost of operating joint transportation routes will be shared by the Boards on the basis of pupil seat occupancy. The calculation shall be in accordance with the Ministry of Education's weighting factors.

Information is reviewed for consistency in reporting year over year and for reflecting the changes that have been requested (bell change, vehicle addition or deletion).

Reviewed route information is then input into each transportation operator's "Contract Calculation" spreadsheet. This file is used to calculate the route costs, based on the current contract rates. These costs are then apportioned to each Board's account category based on the ridership percentage on each route.

After the information is input by RCJTC, it is then ready for review by the General Manager. Tests are conducted to review the year over year changes including measurement of total kilometre change within each operation allowing for planned changes. The overall regular route ridership is used to calculate each Board's total percentage for shared expenses.

Once completed, the value of all contracts including any projected cost increases and any added or deleted routes are calculated. This is used to compare to budget and the previous year actual costs. This gives a basic understanding of the amount of funding available for the current budget year after the costs of changes are factored.

**Taxi**

Taxi operators are under formal contract and are prorated per Board based on student ridership. Only days that students attend school are paid to the taxi operator.

Students on taxi routes are reviewed regularly for integration with any existing school bus routes.

**Municipal**

Municipal operators are under formal contract and are individual per Board based on student ridership.

*...Providing safe, efficient, effective transportation to our students*

Only days for which students attend are paid to the municipal operator.

Students on municipal routes are reviewed regularly for integration with any existing school bus routes.

### **Parent**

All parent costs and parent operators are under formal contract and are prorated per Board based on student ridership.

Only days for which students attend are paid to the parent.

Students on parent routes are reviewed regularly for integration with any existing school bus routes.

### **Related RCJTC Policies**

*P.06.11 Transportation Operator Contracts Policy*

### **Related RCJTC Administrative Procedures**

*AP.06.11.02 Transportation Operator Contract Requirements Procedure*

*AP.06.11.03 Transfer of Transportation Operator Contracts Procedure*

### **Related RCJTC Forms**