

Application for Approved Transportation Vendor Status

This document is intended to provide information on the capacity, skill, and experience of the Contractor. Applicants may supplement information requested with additional sheets, if required.

1. Submitted By:

Company Name:

Address:

Phone: _____ Fax: _____

E-Mail: _____ Cellular: _____

GST # _____ PST # _____

2. Legal Structure of Vendor:

Year Established: _____

Joint Venture Corporation Partnership Registered Sole
Proprietor

Other

Names and Titles of Officers, Partners, Principal:

3. Financial Information:

Bank Name:

Location:

Contact:

Phone: _____ Fax: _____

E-Mail: _____

Payment Terms: _____ Discount Structure: _____

Electronic Funds Transfer: _____

Do You Accept Purchase Orders: Yes No

Do You Accept Purchase Cards Yes No

Bonding Company: _____ Bonding Limit: \$ _____

Location:

Contact:

Phone: _____ Fax: _____

E-Mail: _____

Insurance Company:

Location:

Contact:

Phone: _____ Fax: _____

E-Mail: _____ Policy #: _____

Sample Invoice Included: Yes No (Sample invoice must be included for approval)

Certificate of Insurance included: Yes No (Certificate must be included for approval)

4. Business Practices:

Administrative Location(s):

Maintenance / Storage Facility Location(s):

CVOR #: _____ Date of Last Inspection: _____

CVOR Abstract Attached: Yes No (abstract must be included for approval)

Radio Frequency: _____

Bussing Contracts Service with other School Boards / Schools / Agencies:

Board/School Name:

Location:

Contact:

Phone: _____ Fax: _____

E-Mail: _____

Board/School Name:

Location:

Contact:

Phone: _____ Fax: _____

E-Mail: _____

Board/School Name:

Location:

Contact:

Phone: _____ Fax: _____

E-Mail: _____

5. A. Performance Standards - School Bus:

1. Insurance Coverage - Each respondent will be required to carry a minimum of ten (10) million dollars per vehicle, per accident passenger and road hazard liability insurance.
2. Radio Communication - Each vehicle must be equipped with a two-way radio connected to a base station at each vendors support location.
3. Seatbelts - All vehicles 48-passenger or higher, are not required to have seatbelts.
4. Age of Vehicles - Twelve (12) years maximum for 72 passenger or higher and ten (10) years maximum for all other vehicles.
5. First Aid Training - All drivers must have a current and valid First Aid Training Certificate and receive Epipen Training.
6. Seat Belt Cutters - All vehicles must be equipped with an appropriate number of seat belt cutters.
7. Childproof Locks - All vehicles, up to but not including sixteen-passenger, used on a regular basis, must be equipped with childproof locks.
8. The Board shall be given automatic permission from the vendor to examine the mechanical inspection records provided by the Ministry of Transportation and a copy of their driver-training manual.
9. All vehicles used by the Supplier in the provision of Transportation Services under the contract (including spare vehicles) shall be properly licensed, equipped, maintained and inspected with the applicable provisions of the Highway Traffic Act of Ontario, the Public Vehicles Act of Ontario and the Regulations made thereunder and all other applicable statutes, by-laws, regulations, and orders from all authorities and governments having jurisdiction over the transportation of students, as amended from time to time.
10. Wheelchair vehicles must meet safety standards as required under the Highway Traffic Act under Vehicles for the Transportation of Physically Disabled Passengers and as amended and conform to C.A.S. D 409 Standards.
11. All such vehicles shall conform to the most current C.S.A. D250 Standards for "School Buses", or with the CAN3-D409 C.S.A. Standards "Motor Vehicles for the Transportation of Physically Disabled Persons". A certificate of compliance with the Standards shall be supplied to the Board for its inspection for each of the vehicles to be utilized in the provision of Transportation Services.

12. The Board shall be entitled, at any time during the Term, to require delivery of a current, valid mechanical fitness certificate on any vehicle(s) at its sole discretion and at no cost to the Board.
13. The interior of the vehicle is to be maintained at all times in a clean and sanitary condition. The exterior of the vehicle should be washed periodically to present a clean appearance.
14. All vehicles shall be owned by the Respondent or shall be vehicles to which the Respondent shall be entitled to exclusive use and possession under chattel leases or conditional sales agreements from either the manufacturer thereof or a financial organization or institution involved in the financing thereof by the vendor.
15. Drivers shall have and maintain in good standing at all times an Ontario Class B or Class E School Purpose Vehicle driver's license and any additional license required by the Public Vehicle Act, the Highway Traffic Act (Ontario) and/or the Toronto Licensing Commission By-Laws. Drivers shall satisfy all governmental requirements, and be trained according to the Ministry of Transportation and Communications "Training Guidelines for Drivers of Transportation Services for Physically Disabled Persons".
16. Drivers must not smoke, eat, drink or use foul language while loading, unloading or transporting students in their vehicles. Smoking on any vehicle, at any time, is not permitted.
17. Drivers will under no circumstances strike or use undue physical force on any student.
18. Drivers shall not give students any sweets or toys.
19. Drivers shall not leave students unattended in the vehicle for unnecessary periods. The engine is to be turned off and the ignition key removed by the driver when leaving the vehicle and all proper precautions shall be taken to ensure that the vehicle cannot be set in motion.
20. Drivers must make sure the vehicle doors are closed and the safety locks are used at all times when the vehicle is in motion.
21. All drivers shall maintain listening radio contact with central dispatch at all times during the trip if possible.
22. At no time may the number of students in any vehicle exceed the manufacturer's specifications.
23. Under no circumstances shall students be required to stand.

5. B. Performance Standards - Coach:

24. Insurance Coverage - Each respondent will be required to carry a minimum of ten (10) million dollars per vehicle, per accident passenger and road hazard liability insurance.
25. Radio Communication - Each vehicle must have some form of phone or communication device available to the driver
26. Age of Vehicles - Twelve (12) years maximum to be used for School Charter Work
27. First Aid Training - All drivers must have a current and valid First Aid Training Certificate and receive Epipen Training
28. The Board shall be given automatic permission from the vendor to examine the mechanical inspection records provided by the Ministry of Transportation and a copy of their driver-training manual.
29. All vehicles used by the Supplier in the provision of Transportation Services under the contract (including spare vehicles) shall be properly licensed, equipped, maintained and inspected with the applicable provisions of the Highway Traffic Act of Ontario, the Public Vehicles Act of Ontario and the Regulations made thereunder and all other applicable statutes, by-laws, regulations, and orders from all authorities and governments having jurisdiction over the transportation of students, as amended from time to time.
30. The Board shall be entitled, at any time during the Term, to require delivery of a current, valid mechanical fitness certificate on any vehicle(s) at its sole discretion and at no cost to the Board.
31. The interior of the vehicle is to be maintained at all times in a clean and sanitary condition. The exterior of the vehicle should be washed periodically to present a clean appearance.
32. All vehicles shall be owned by the Respondent or shall be vehicles to which the Respondent shall be entitled to exclusive use and possession under chattel leases or conditional sales agreements from either the manufacturer thereof or a financial organization or institution involved in the financing thereof by the vendor.
33. Drivers shall have and maintain in good standing at all times an Ontario Vehicle driver's license appropriately classed to drive Motor Coaches and any additional license required by the Public Vehicle Act, the Highway Traffic Act (Ontario) and/or the Toronto Licensing Commission By-Laws.

34. Drivers must not smoke, eat, drink or use foul language while loading, unloading or transporting students in their vehicles. Smoking on any vehicle, at any time, is not permitted.
35. Drivers will under no circumstances strike or use undue physical force on any student.
36. Drivers shall not give students any sweets or toys.
37. Drivers shall not leave students unattended in the vehicle for unnecessary periods. The engine is to be turned off and the ignition key removed by the driver when leaving the vehicle and all proper precautions shall be taken to ensure that the vehicle cannot be set in motion.
38. Drivers must make sure the vehicle doors are closed at all times when the vehicle is in motion.
39. At no time may the number of students in any vehicle exceed the manufacturer's specifications for seated capacity.
40. Under no circumstances shall students be required to stand.

6. Site Review:

Facility Audit performed by the School Board Safety Officer

Sample Bus Inspection by the School Board Safety Officer

DECLARATION

The vendor/applicant warrants that no employee of the Toronto Catholic District School Board or Toronto District School Board is, will or has become interested, directly or indirectly, in the provisions of supply, work, or business offered by the vendor/applicant to the Toronto Catholic District School Board or the Toronto District School Board, or in any portion of the profits thereof, or in any moneys to be derived therefrom.

Name of Person Signing: _____

Title of Person Signing: _____

Authorized Signature: _____

Date: _____

The vendor/applicant acknowledges being subject to Regulation 521/01, of the Education Act (Ontario) with respect to criminal background checks and offence declarations. ***If required by the Board***, the vendor/applicant covenants and agrees to assist the Board in complying with same by providing the Board or such other entity as the Board may designate, with a Criminal Background Check covering offences which would be revealed by a search of the automated Criminal Records Retrieval System maintained by the RCMP, together with an Offence Declaration in a Board approved form for every individual or employee of the vendor/applicant who may come into direct contact with pupils on a regular basis at a school site of the Board, prior to the occurrence of such direct contact and on or before September 1st each year thereafter with respect to the Offence Declarations. For the purpose of this form, the Board shall determine in its sole and unfettered discretion whether an individual or employee of the vendor/applicant may come into direct contact with pupils on a regular basis.

This information is collected as per the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and under the authority of the Education Act (Ontario). Use of this information will be governed by and in compliance with the provisions of MFIPPA. Should there be any proprietary and/or personal information contained herein that the applicant wishes to maintain as confidential, please indicate such in the space provided below.

FOR INTERNAL USE ONLY

Reference Check: Date _____	Reviewed by: _____	Sr. Manager, Materials Management
Corporate Check: Date _____	Approved by: _____	
Vendor Application: _____	Reviewed by: _____	TCDSB / TDSB Transportation Manager
	Approved by: _____	
Facility Audit: Date: _____	Pass/Fail _____	
Bus Audit: Date: _____	Pass/Fail _____	

DISCLAIMER

The completion and submission of this form does not result in automatic inclusion as a vendor of the Toronto Catholic District School Board or the Toronto District School Board, but rather will be used to notify applicant of potential opportunities that may arise.

This form will also be used to update current vendor information.