

EVALUATION CRITERIA AND RUBRIC

- 1) Demonstration of ability to provide a sufficient number of vehicles including wheelchair buses and air- conditioned vehicles to meet the needs of ridership population. This should include a D.O.T. Operator's Profile Report demonstrating an acceptable passing grade for the entire fleet of vehicles of the prospective transporter.

Score: _____

Comments:

- 2) Demonstration of an organizational plan to accomplish this work which should include:

- a) the demonstration of an efficient routing system

- b) a policy for timely communication with parents/ caregivers pertaining to route #s, pick up and drop off times and changes c) a written complaint procedure outlining the manner by which complaints from parents, agencies or the County are addressed.

- c) demonstration of a GPS/tracking and communication system so that buses can be located in real time and communication can occur with drivers and aides

- d) demonstration of a designated staff person to act as a liaison between parents, provider agencies and the County

SCORE: _____

Comments:

- 3) Demonstration of a minimum of annual staff training that includes, but is not limited to, basic first aid provided by a certified CPR trainer, the special needs of children with developmental delays and their families, basic behavior management strategies, emergency procedures to include an annual simulation exercise, and proper methods of securing equipment and children for safe transport.

SCORE: _____

Comments:

- 4) Demonstration of thorough background check for all employees that come in contact with children specifically:

- a) all employees must be cleared through the NYS Central Register of Child Abuse and Maltreatment (SCR) and

- b) all employees must pass a pre-hire drug screening and

- c) transporter will conduct random, periodic drug testing

SCORE: _____

Comments:

5) Demonstration of any additional policies and procedures that will protect the safety and welfare of the children transported under the contract (safety policies, staff training, etc...)

SCORE: _____

Comments:

Rubric:

1 = does not demonstrate this criteria at all

2 = minimal demonstration of this criteria

3 = adequate demonstration of criteria

4 = above average demonstration of criteria

5 = excellent demonstration of this criteria