Specification	Administrative Recommendation
1. Length of the agreement	5 years**, alternate for 7 years**
2. School Board transportation policies (typically state required distances or additional services offered like in Waunakee)	No changes to existing policies
3. Existing transportation practices (double routing systems based on school start and end times)	No changes to existing practices
4. Terminal location (required in district terminal or not)	Require in-district terminal **within** district boundaries, **alternate out-of-district terminal**
5. Technology (routing system, GPS tracking, cameras, student id badges, smartphone apps, etc.)	Require routing system, GPS tracking, front and back cameras, and smartphone app (MyRide K-12 if possible)
6. Average age of busses (higher numbers result in cost savings but more maintenance/safety issues)	10 year average, no route busses over 12 years old**, alternate 7 year average, no route busses over 10 years old**
7. Staffing in bus terminal (how many managers and admin assistant staff)	Require Terminal Manager, Operations Manager/HR, 1 Certified Mechanics, 1 Admin Assistant/Dispatch, Safety Trainer - part time
8. Fuel purchasing (either by district or contractor, and sometimes with cost protections for both sides)	Require fuel purchasing by contractor with a $3.75 fuel clause, **alternate for non-diesel busses**
9. Number of spare busses available (which has a huge impact on number of field trips and co-curricular trips)	12 spare busses, with oldest age as 15 years, and ability to obtain additional busses as requested
10. Driver recruitment/salary and benefits/training (which has a huge impact on the cost of the contract, and the quality of the drivers)	Require 2 hour minimum pay, require copy of pay schedule, require copy of benefits schedule, require copy of training/safety program
11. Capacity of busses	Require all regular route busses to have a minimum capacity of 76 , 2 wheelchair routes with a 38 +2 and 52+2 capacity