

Vendor Evaluation Template for School Districts

# How to use this template:

This template is designed to help K–12 school districts evaluate and compare GPS tracking vendors for school bus fleets. It includes standard evaluation categories and prompts to support informed decision-making as part of your vendor selection process.

You will see several sections, each formatted as follows:

\* \*Italicized Information:\* These sections provide context or suggestions for what to consider when reviewing each area. You may delete these once you’ve read them.

\* \[UPPER CASE PROMPTS IN BRACKETS]: These are sample placeholders to help guide your input. Replace or customize them based on your district’s specific needs.

\* Normal Placeholder Text: This is suggested phrasing or checklist content that can be kept, edited, or removed as needed.

Once you're ready to begin, delete this page and start using the checklist. Remember: every district’s needs are different—feel free to add or adjust sections to suit your project.

# Vendor Evaluation Template

This template is designed to help K–12 school districts evaluate and compare GPS tracking vendors for school bus fleets. It includes standard evaluation categories and prompts to support informed decision-making as part of your vendor selection process.

## Section 1: Core Features That Support Daily Operations

Evaluate whether the vendor offers essential tools needed for GPS tracking and transportation safety.

|  |  |  |  |
| --- | --- | --- | --- |
| **Features** | **Vendor A** | **Vendor B** | **Vendor C** |
| Real-time bus tracking  | [] | [] | [] |
| Advanced routing functionality | [] | [] | [] |
| Mobile app for parents  | [] | [] | [] |
| Mobile app for staff/admin  | [] | [] | [] |
| Student ridership tracking (RFID/scanning)  | [] | [] | [] |

## Section 2: Technology Compatibility & Integration Capabilities

Ensure the system integrates with your current tools and supports future scalability.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Vendor A** | **Vendor B** | **Vendor C** |
| Compatible with routing software  | [] | [] | [] |
| Integration with Student Information Systems (SIS) | [] | [] | [] |
| Integration with parent communication platforms  | [] | [] | [] |

## Section 3: Compliance and Data Privacy Standards

Review how the vendor addresses student data security and meets legal requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Standards** | **Vendor A** | **Vendor B** | **Vendor C** |
| Role-based access controls  | [] | [] | [] |
| Secure cloud storage & backups  | [] | [] | [] |
| Audit logs for system access  | [] | [] | [] |

## Section 4: Insights, Dashboards, and Reports

Check what type of analytics and reporting the system provides to improve fleet management.

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Features** | **Vendor A** | **Vendor B** | **Vendor C** |
| On-time performance reports  | [] | [] | [] |
| Route efficiency analysis  | [] | [] | [] |
| Vehicle usage and utilization  | [] | [] | [] |
| Driver performance summaries  | [] | [] | [] |
| Customizable reporting dashboard  | [] | [] | [] |

## Section 5: Training and Ongoing Support

Assess how well the vendor supports your district during setup and beyond.

|  |  |  |  |
| --- | --- | --- | --- |
| **Services** | **Vendor A** | **Vendor B** | **Vendor C** |
| Onboarding/training for staff  | [] | [] | [] |
| Ongoing technical support  | [] | [] | [] |
| Dedicated client services manager  | [] | [] | [] |
| Help desk hours align with school hours  | [] | [] | [] |

## Section 6: Hardware and Installation Requirements

Understand what equipment is included and how it's installed and maintained.

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Vendor A** | **Vendor B** | **Vendor C** |
| GPS hardware  | [] | [] | [] |
| Installation service provided  | [] | [] | [] |
| Hardware warranty details provided  | [] | [] | [] |

## Section 7: Pricing Structure and Terms

Compare transparent pricing, contract flexibility, and value for your investment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Consideration** | **Vendor A** | **Vendor B** | **Vendor C** |
| Transparent pricing  | [] | [] | [] |
| No hidden fees  | [] | [] | [] |
| Flexible contract terms  | [] | [] | [] |
| Scalable pricing for district size  |  |  |  |

## Section 8: Experience and References in K–12 Transportation

Ask for examples of success with other districts to gauge vendor reliability.

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoints** | **Vendor A** | **Vendor B** | **Vendor C** |
| References from other school districts  | [] | [] | [] |
| Case studies or testimonials are available  | [] | [] | [] |
| Online reviews or third-party feedback  | [] | [] | [] |

## Section 9: Notes and Next Steps

Use this section for your own reflections, key takeaways, or next action items.