

## PURPOSE STATEMENT

The Transportation Department provides safe, efficient, and reliable on-time to and from school transportation for all eligible students and provides school buses for all extra-curricular activities, with well-trained positive staff that satisfies the customer's expectations.

The Transportation Department ensures that safety is paramount. District buses that are approximately thirteen years old will be replaced annually by using the state depreciation payments. The replacement schedule reflects replacing around 5-6 buses yearly. Propane-fueled buses are replacing some of the diesel vehicles. The department selects/recommends bus drivers that meet all District, State, and Federal requirements. The department plans and organizes all bus driver training. Drivers are trained in student management, rules of the road, customer service, and a state-mandated curriculum. The department will be moving toward a district-wide student tracking and parent portal system that utilizes ID cards for students to tap on and off a bus and gives parents notifications when buses arrive at bus stops. All buses will be equipped with tablets and are currently equipped with video recorders and GPS (Global Positioning System).

## STAKEHOLDERS

The department serves the following: Preschool special ed; K-12 regular and special ed; Community Based Transition Program (CBT); Highly capable; McKinney Vento and Foster; Extended Learning Opportunity (ELO); Sports and Field Trips; Band; After school activities; Student administrative transfers; and shuttles between programs.

## CASE STATEMENT

Transportation supports all types of learning opportunities available to students. If a student has a way to school, they are more likely to attend. All students will have equal access to transportation services. One of the safest and most efficient modes of transportation is a yellow school bus.

## WHAT SPECIFIC BOARD-ADOPTED BENCHMARKS WILL BE INFLUENCED BY THIS WORK?

1. The annual percentage of Fund Balance maintained

## MEASURABLE GOALS

1. We will decrease overtime from 371 hours/month to 325 hours/month by the end of 2022 as measured by actual overtime per month.
2. We will decrease at-fault incidents/accidents from 8/year to 0/year by the end of 2022 as measured by actual incidents/accidents.
3. We will decrease absenteeism from 7.1% to 5% by the end of 2022 as measured by actual attendance.

# Pupil Transportation

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Operations

## SCOPE OF WORK

Inputs / Resources	Activities	Outputs / Outcomes
Routing Specialist	<ul style="list-style-type: none"> <li>-Develop and maintain all regular and special education bus stops, runs, routes, and schedules (160ish routes).</li> <li>-Communicate with parents, teachers, special education staff, school bus coordinators, principals, and others regarding the transportation of district and out of district students.</li> <li>-Work with the dispatcher and drivers to resolve problems with routes; revise driver routes as needed; maintain appropriate records.</li> <li>-Assist in monitoring routes for efficient scheduling of bus drivers' hours to minimize overtime costs; review and analysis bus reports and home-to-school times.</li> <li>-Respond to inquiries and requests for information from district staff, parents, and community members.</li> </ul>	<ul style="list-style-type: none"> <li>-Students receive an equitable ride to school safely, timely, and efficiently</li> <li>-Decrease student ride times</li> <li>-Decreased costs, of bus contractor/fuel/maintenance/mileage</li> <li>-Decrease driver overtime</li> <li>-Resolve routing time and school conflicts</li> </ul>
Bus Drivers	<ul style="list-style-type: none"> <li>-Drive school bus on scheduled routes and/or on all types of district approved activities inside and outside district boundaries (55 internal routes).</li> <li>-Service, inspect and cleans school buses and related equipment to ensure compliance with state and district regulations.</li> <li>-Maintain control of student passengers as related to safety; report unsafe acts or conditions which require the attention of any person other than driver.</li> <li>-Complete forms, records and reports to ensure compliance with state and district regulations.</li> <li>-Attend meetings and completes any training programs as required by the state and the district; maintains current knowledge of all laws and policies established by the state.</li> </ul>	<ul style="list-style-type: none"> <li>-Students receive an equitable ride to/from home and school safely, timely, and efficiently every day.</li> <li>-Buses defects found and documented.</li> <li>-Drivers maintain professional licenses.</li> <li>-Students have access to before and after school programs.</li> </ul>
Bus Monitors	<ul style="list-style-type: none"> <li>-Assist disabled students with boarding and disembarking from the bus.</li> <li>-Model and encourage appropriate bus riding behavior for students; correct inappropriate behavior; take measures to stop harmful behavior (i.e., properly restraining student or sitting next to student.)</li> <li>-Inform administrator and/or teachers concerning physical or behavioral problems of students.</li> </ul>	<ul style="list-style-type: none"> <li>-Students receive an equitable ride to/from home and school safely, timely, and efficiently every day.</li> <li>-Students remain safe and have direct care.</li> </ul>

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	<ul style="list-style-type: none"> <li>-Ensure that all students are always appropriately seat-belted; operate safety equipment on board bus in case of emergency (i.e., fire extinguisher); provides first-aid care as needed.</li> <li>-Monitor all students while on the bus, as instructed; follow guidelines for individual students' medical needs/conditions.</li> </ul>	
Dispatchers	<ul style="list-style-type: none"> <li>-Dispatch and control bus movements on runs and routes</li> <li>-Assign work to sub drivers</li> <li>-Act as primary contact with police, fire, and other applicable organizations</li> <li>-Provide assistance to bus routers; monitors and assesses special routes</li> <li>assists with ensuring conformity with applicable policies and programs</li> </ul>	<ul style="list-style-type: none"> <li>-Ensures all 55 routes are covered so students receive an equitable ride to/from home and school safely, timely, and efficiently every day.</li> <li>-Provide timely communication between parents, schools, and outside agencies.</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>-Provide general administrative assistance to the Transportation Department in the coordination and facilitation of a wide variety of assigned projects and designated areas of responsibilities in transportation operations.</li> <li>-Supervise, discipline, and evaluate assigned bus drivers and monitors.</li> <li>-Resolve problems and/or grievances.</li> <li>-Validate payroll/timekeeping and the work hours for the bus drivers and bus monitors for each pay period.</li> <li>-Ensure that the department complies with state laws and codes and District policies and regulations; assist in preparing required state reports.</li> <li>-Review drivers' route discrepancies.</li> <li>-Conduct regular safety meetings with bus drivers.</li> <li>-Coordinate staff efforts to ensure proper maintenance and appearance of the transportation fleet.</li> </ul>	<ul style="list-style-type: none"> <li>-Deliver transportation services to ensure students receive an equitable ride to/from home and school safely, timely, and efficiently every day.</li> <li>-Develop staff and maintain professionalism.</li> <li>-System benefits with higher student attendance.</li> <li>-Fleet remains in great condition</li> <li>-Department complies with all state laws, codes, and District policies.</li> <li>-Oversight is provided on contracted services.</li> </ul>
Transportation Support Specialist	<ul style="list-style-type: none"> <li>-Assist in performing dispatching duties.</li> <li>-Process field trip requests, enter data into databases and update information.</li> <li>-Communicate with teachers, athletic coordinators, school bus coordinators, principals, and others regarding transportation bus assignments, schedules, and trip information.</li> <li>-Verify and compute billing for trips; assist in payroll duties; communicate with employees to verify time and duties performed for pay adjustments.</li> </ul>	<ul style="list-style-type: none"> <li>-Assist and ensure all 55 routes are covered so students receive an equitable ride to/from home and school safely, timely, and efficiently every day.</li> <li>-Provide timely communication between parents, schools, and outside agencies.</li> <li>-Provide timely billing for internal and external accounts.</li> <li>-Provide timely service to schools for student's transportation ID cards.</li> </ul>

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	<ul style="list-style-type: none"> <li>-Determine student eligibility for electronic name badge; coordinate the distribution of student ID cards; work with school staff.</li> <li>-Monitor system for accuracy and implementation for the purpose of student safety.</li> </ul>	
25 Propane Busses 45 Diesel Buses 4 Gasoline Buses	<ul style="list-style-type: none"> <li>-Carry Students to school via 160 routes per year.</li> <li>-Regular Maintenance and care</li> </ul>	<ul style="list-style-type: none"> <li>-Students are delivered to school safely</li> <li>-WA State Patrol inspects twice annually, and pass with high marks</li> </ul>
Replace fully depreciated fleet	<ul style="list-style-type: none"> <li>-Reduce fleet operating costs</li> <li>-Add buses to fleet that meet operating needs (size, configuration).</li> </ul>	<ul style="list-style-type: none"> <li>-Students receive an equitable ride to school safely, timely, and efficiently every day</li> <li>-Replace aged fleet with higher efficiency buses</li> <li>-Efficient and cost-effective fleet</li> <li>-Decrease maintenance costs</li> <li>-Decrease fueling needs/costs</li> <li>-Decrease breakdowns.</li> </ul>

- **Barriers:** The unknown of COVID-19 and what transportation impacts, and what size groups will be allowed in school buildings as we navigate into the new school year.
- **How will you mitigate the negative impacts and address barriers?** Staying up to date with local, state, and national information.

## PROGRAM COST - BUDGET USE ONLY

<i>Fund Description</i>	<i>18-19 FTE</i>	<i>Salaries &amp; Benefits</i>	<i>Supplies</i>	<i>Contract Services</i>	<i>Travel</i>	<i>Capital Outlay</i>	<i>Total</i>
<b>Total</b>							