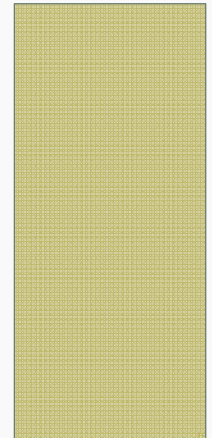


# FCMAT REPORT TRANSPORTATION

Presentation



# I. TRANSPORTATION FINANCE AND PURCHASING FINDINGS

- The District does not assign its costs appropriately to regular home-to-school transportation (HTS) and to severely disabled/orthopedically impaired transportation (SD/OI).
- The department had a Parts Controller position that was eliminated earlier in the year. Since that layoff, no one in the department has maintained the parts inventory, input work orders or invoiced for repairs to the maintenance and operations vehicles.

## I. FINDINGS (CONT.)

- Purchasing practices need to be formalized and reasonable controls need to be established.
- A new school transportation software system has been purchased and is being implemented.
- The district collects fees for pupil transportation. A very high percentage of student riders qualify for free or reduced price bus passes. The district should consider whether it is cost effective to continue to charge fees for pupil transportation.

## II. TRANSPORTATION FINANCE AND PURCHASING RECOMMENDATIONS

1. Appropriately separate and report costs to Resource 5410 and 5411. **Accomplished**
2. Evaluate the costs and challenges of transporting the contracted and parent-driven students on district buses. **Accomplished**
3. Immediately negotiate with the county office to determine if any SD/OI funding can be transferred to the district. **In Progress**
4. Consider reformulating the rate charged to field trips. **In Progress**
5. Resurrect the inventory data, work order input and associated reports. **In Progress (Staffing)**

## II. TRANSPORTATION FINANCE AND PURCHASING RECOMMENDATIONS (CONT.)

6. Invoice work orders for white fleet vehicles to appropriate departments. **In progress (Staffing)**
7. Include parts costs on work orders. **In progress (Staffing)**
8. Improve purchasing process and controls. **In progress (Staffing)**
9. Consider purchasing and implementing an electronic fuel monitoring system. **Accomplished**
10. Reconcile daily fuel usage to the pump's meter reading. **In Progress (Staffing)**

## II. TRANSPORTATION FINANCE AND PURCHASING RECOMMENDATIONS (CONT.)

11. Consider developing a paper log for drivers to record CNG fuel daily. **Not recommended**
12. Provide adequate training and support for the department's new software system. **In Progress**
13. Continue the data collection and annual reporting. **In Progress**
14. Determine whether fees for pupil transportation generate enough revenue to support their administration. **In Progress**
15. Ensure the fuel pumps are locked and secured at night. **Accomplished**

## III. STAFFING FINDINGS

- The district should consider creating a Director of Transportation position supported by an Operations Supervisor.
- One lead mechanic position should be eliminated.
- Driver Trainer positions should be reformatted.
- Bus Aides are hired by the Special Education Department.
- Recently supervisors and employees have met to discuss issues in an open forum.



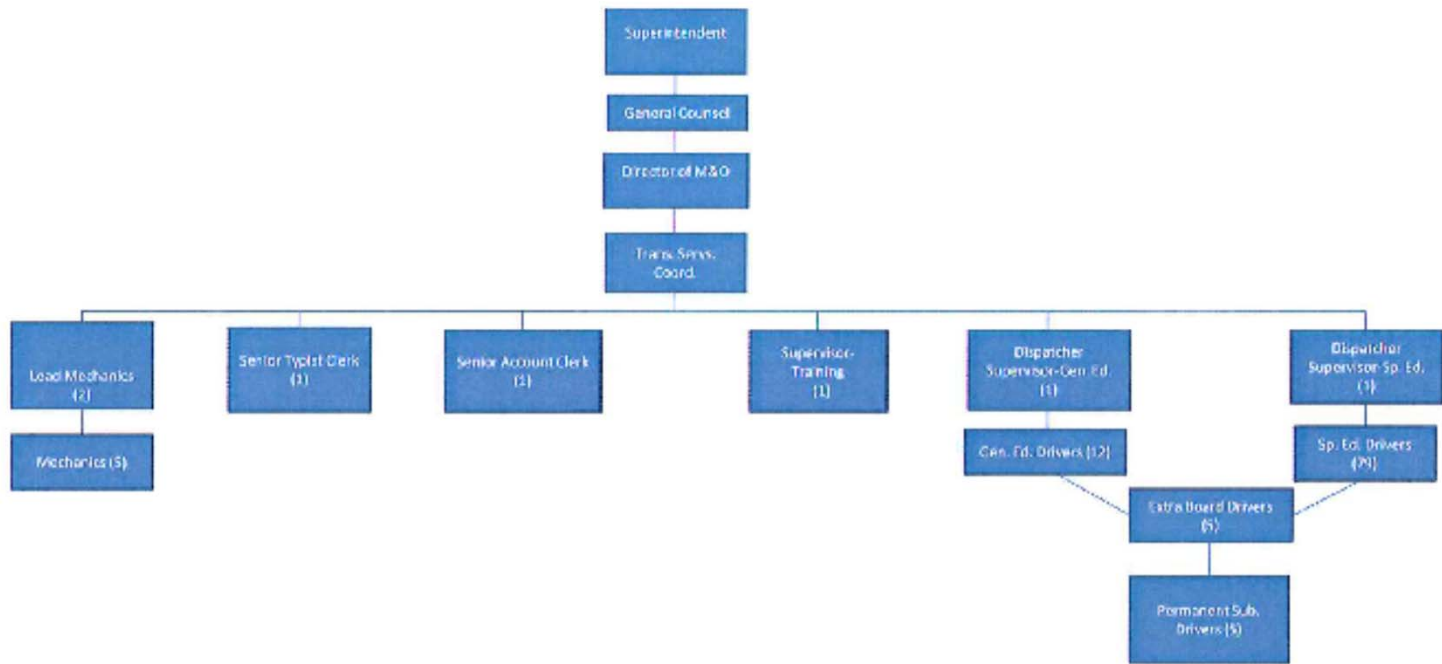
## IV. STAFFING RECOMMENDATIONS

1. Consider adopting the staffing model recommended by FCMAT. **In progress**
2. Consider reclassifying the driver instructors as bus drivers and utilizing them as instructors only when needed as appropriate through the collective bargaining process. **In Progress**
3. Bus aides should be hired, trained and evaluated by the Transportation Department. **Accomplished**
4. Continue meetings with employees. **On going**



## IV. STAFFING RECOMENDATIONS(CONT.)

5. Continue to work on developing a department handbook. **Accomplished**
6. Institute regular department staff meetings. **In progress (Staffing)**





## V. BUS DRIVER ROUTING AND SCHEDULING FINDINGS

- The district should consider limiting the number of NCLB students' school choices.
- The district should select the schools overflow students will attend to limit transportation options.
- Most districts through out the state transport approximately 10% of their special education population. MDUSD transports approximately 26% of their special education population.
- District's school site administrators should work with the transportation department to set bell times and coordinate scheduled routes.

## VI. BUS DRIVER ROUTING AND SCHEDULING RECOMENDATIONS

1. Review and amend board policy and administrative regulations to reflect the District's desired service level. **In Progress**
2. Limit the number of eligible schools that students can attend for NCLB and overflow reasons. **In Progress**
3. Strengthen contracts with outside transportation providers. **In Progress**

## VI. BUS DRIVER ROUTING AND SCHEDULING RECOMENDATIONS(CONT.)

4. Train special education staff members regarding the Individuals with Disabilities Education Act (IDEA), least-restrictive environment (LRE), IEPs and transportation need, improve transportation request forms and checklists, **Accomplished**

4 cont. and cluster stops for students who can reasonably get to their local school or a nearby bus stop. These changes should be clearly communicated to parents well in advance. **Under Consideration**

## VI. BUS DRIVER ROUTING AND SCHEDULING RECOMMENDATIONS (CONT.)

5. Invite a Transportation Department management employee to IEP meetings where transportation will be discussed, and consult the department regarding challenging situations or placements. **Accomplished**
6. Consult with the Transportation Department and shift bell times for bus route efficiency. **In Progress**
7. Consult with Transportation Department to better align early dismissal days to limit excessive transportation costs. **In Progress**
8. Generate bus driver route sheet directions with the routing software system. **In Progress**



## VII. BUS DRIVER TRAINING & SAFETY FINDINGS

- The district follows all laws and regulations relative to bus driver training and record documentation.
- The department should ensure that charter buses and drivers are properly certified.
- Drivers of non-school bus vehicles receive training in defensive driving and are enrolled in (DMV) pull notice program.

## VIII. BUS DRIVER TRAINING AND SAFETY RECOMMENDATIONS

1. Ensure that check rides with drivers occur at least once annually. **In Progress (Staffing)**
2. Lock training files when they are not in use. **Accomplished**
3. Update the transportation safety plan, and ensure it is located at each school site. **Accomplished**
4. Check SPAB certification of bus and driver for every charter bus trip. **In Progress (Staffing)**
5. Consider enrolling all individuals who transport students in district vehicles in a drug and alcohol testing program similar to school bus drivers. **In Progress**

## IX. BUS MAINTENANCE & VEHICLE REPLACEMENT FINDINGS

- The district consistently receives the highest grade, which is “satisfactory”, although recent findings indicate some lax practices relative to maintenance and adherence to regulations.
- All drug and alcohol testing is overseen by the transportation department.
- White fleet vehicles are not regularly inspected or maintained.
- The mechanic’s shop is well equipped but does not have the newest diagnostic equipment for its compressed natural gas (CNG) Vehicles.

## X. BUS MAINTENANCE AND VEHICLE REPLACEMENT RECOMENCATIONS

1. Ensure that school buses are inspected every 45 days or 3,000 miles, whichever comes first.

**Accomplished**

2. Maintain all support-fleet vehicles on a regular schedule, and maintain vehicles that transport students on the same schedule as school buses. **In**

**Progress**

3. Assign the Human Resources Department to administer the federal drug and alcohol testing program. **Under Consideration**

## X. BUS MAINTENANCE AND VEHICLE REPLACEMENT RECOMMENDATIONS (CONT.)

4. Assign one central supervisor to ensure that the district's vehicle maintenance, work flow, and related responsibilities are planned, assigned and completed. **In progress (staffing)**
5. Reinstigate use of the software program to maintain parts inventory, vehicle repair histories, and to generate useful reports and invoice other departments for parts and repairs. **In progress (Staffing)**
6. Secure the vehicle maintenance parts inventory area and control access. **Accomplished**
7. Track work orders that contain parts usage electronically to ensure inventory control and proper stock levels. **In Progress (Staffing)**

## X. BUS MAINTENANCE AND VEHICLE REPLACEMENT RECOMENDATIONS(CONT.)

8. Develop a comprehensive vehicle needs assessment and replacement plan and update the vehicle list. The district should also ensure it does not insure vehicles it no longer owns. **In Progress**
9. Determine whether it complies with DPF regulations **In Process**
10. Purchase diagnostic equipment for CNG buses. **Accomplished**
11. Wash buses regularly **In Process**

## XI. TRANSPORTATION FACILITY FINDINGS

- The transportation facility is adequately sized for this large of an operation.
- The Driver Training classroom is old and should be removed or replaced.



## XII. TRANSPORTATION FACILITY RECOMENINDATIONS

1. Institute an electronic fuel management and security system that can identify staff accessing fuel as well as gallons pumped and usage. **In progress**
2. Organize equipment and determine whether to surplus unused or out dated vehicles. **Accomplished**
3. Immediately replace the driver training room. **In Progress**