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# Transportation

**CBO Mentor Project**  
**January 2009**

# Your District's Billboard on Wheels





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# Home to School Funding

- 1982-83 - Reimbursement capped.
- 1995 – SB120 Costa, funding formula revised. Funding was distributed to districts with below-average reimbursement per unit of ADA.
- 1996 - AB2972 established a second formula.
- 1997 – AB1346 included a third formula.
- State wide average reimbursement is only 50%.



# Home to School Funding

## FEES FOR PUPIL TRANSPORTATION

- The governing board of any school district that provides for the transportation of pupils to and from school, in accordance with *Education Code* Section 39800, may require all or some of the parents and guardians to pay a portion of the transportation costs. Fee amounts are determined by the governing board and "shall be no greater than the statewide average nonsubsidized cost of providing this transportation to a pupil on a publicly owned or operated transit system." For the purpose of this section, "nonsubsidized cost" means actual operating costs less federal subventions.

### Maximum Rates

- The State Superintendent of Public Instruction (SSPI), in cooperation with the Department of Transportation, is required to determine the maximum amount of fees that parents or guardians may be charged for pupil transportation (*Education Code* Section 39807.5). The maximum rates apply to pupil transportation for regular day students, and students in regular full-time occupational training classes as provided by a regional occupational center or program.
- The maximum allowable rates below are expressed on a "cost per passenger trip" basis. The daily round trip pupil transportation cost is twice the cost per passenger trip rate.
- Cost per passenger trip:\$3.19 Daily round trip cost:\$6.38



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# Home to School Funding

## FEES FOR PUPIL TRANSPORTATION

- **Exclusions and Limitations**
- Program Advisory adopted by the State Board of Education on June 9, 1995, which specifically **addresses the school transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent**



# Transportation Encroachment

## Expenditures by Program

Home-to-School Transportation	\$6,013,613.11
Special Education Transportation	1,218,563.86
Co-Curricular/Athletic	<u>516,787.05</u>
TOTAL Expenditure	\$7,748,964.02

## Revenue by Source

Home-to-School State Aid	\$1,720,439.00
Special Education State Aid	540,605.00
Block Grant Used for Transportation	293,942.00
Other Categorical Aid Transfer to Transportation	475,174.00
Supplemental Grant Used for Transportation	788,324.00
Sanger Contract Reimbursement	179,064.00
Reimbursement for Fuel Sales to City	404,789.00
Golden Valley Contract Reimbursement	<u>32,775.00</u>
TOTAL Revenue	<u>\$4,435,112.00</u>

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**NET TRANSPORTATION ENCROACHMENT**

**\$3,313,852.02** <sup>Slide 6</sup>



# Terminal Inspection Satisfactory



- Minor deficiencies or defects may exist as long as public safety is not jeopardized.
- SHOP
  - Has effective preventative maintenance practices.
  - Vehicle records reflect compliance and clearly identify required inspections & services.
  - Vehicles are not operated in an “out-of-service” condition.
- DRIVERS
  - Perform & document daily vehicle inspections and defects.
  - Timekeeping records reflect “hours-of-service.”
  - Records reflect compliance with “DMV Pull Notice Program.”
  - Required proficiency records are on file.



# Terminal Inspection Unsatisfactory

- Evidence of widespread non-compliance with or showing disregard of regulatory requirements.
- SHOP
  - Violations of a deliberate or long-standing nature.
  - 20% or more of inspected vehicles placed “out-of-service.”
  - No maintenance records on file.
- Maintenance Program Discrepancies:
  - Violations that should have been corrected.
  - Records are not current.
  - Record entries are not consistent with vehicle condition.
  - Inspections or maintenance not performed.
  - Vehicle defects not promptly corrected.



# Terminal Inspection Unsatisfactory (continued)

- Drivers' Records (2 or more)
  - Drivers' timekeeping records reveal numerous hours of service violations.
  - Falsified driver's timekeeping records.
  - Failure to maintain driver's timekeeping records.
  - Failure to comply with the DMV Pull Notice Program.
  - Driver's timekeeping records not current.
  - Driver's timekeeping records not on file for six months.
  - Improperly prepared driver records.



# Terminal Inspection Conditional

- A “conditional” rated carrier is one that has been previously inspected, was rated unsatisfactory, and is NOT now unsatisfactory, but whose overall compliance cannot clearly be determined over time.
- This rating may only be assigned following an unsatisfactory rating and may not be assigned if unsatisfactory conditions exist.



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# The Real World

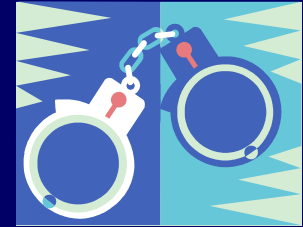
- **JACKSON, California (AP) -- For half an hour every day, the narrow streets near Jackson Elementary School are clogged with parents waiting in cars for their children, while 30 empty school buses sit idly in a dirt lot next door.**

# The Real World

- Amador County Unified School District, faced with civil complaints and potential criminal charges, sidelined its bus fleet two weeks ago after unsatisfactory state safety inspections. More than 2,000 students must now find other ways to get around in this sprawling rural county east of Sacramento.
- According to documents obtained by The Associated Press, the district is one of 167 organizations transporting children that have failed California Highway Patrol maintenance inspections since 2000



# Consequences



- 1<sup>st</sup> Time
  - Letter is sent to your Superintendent.
- 2<sup>nd</sup> Time
  - Letter to Superintendent & Board.
- 3<sup>rd</sup> Time
  - Superintendent may be arrested, put on probation and a criminal complaint will be filed.



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CLOVIS UNIFIED

JUN 5 2003



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# CHP 292 - Removal

- ❑ Any vehicle with defects that constitute an “Out of Service” condition.
- ❑ Failed to comply with mandatory inspection or maintenance intervals and has received prior documented notice that certificates will be removed for failure to comply.
- ❑ Any expired certificate.
- ❑ A certificated vehicle has been sold or disabled.



# Driver Hours - Amazing

<b>1</b> <b>D</b> <b>VanBindsburg</b> <b>en</b> <b>5 hrs</b> <b>6:00 – 8:30</b> <b>2:00 – 4:30</b>	<b>2</b> <b>L.Nolan</b> <b>6 hrs</b> <b>6:30 – 8:45</b> <b>12:30 – 4:00</b>	<b>3</b> <b>B Collins</b> <b>8 hrs</b> <b>6:15 – 10:15</b> <b>12:30 – 4:30</b>	<b>4</b> <b>MK Dau</b> <b>6 hrs</b> <b>6:15 – 8:45</b> <b>10:15 – 11:15</b> <b>2:00 – 4:15</b>	<b>5</b> <b>J</b> <b>Phanvongkha</b> <b>m</b> <b>4.5 hrs</b> <b>6:30 – 8:45</b> <b>2:15 – 4:30</b>
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<b>6</b> <b>P McNany</b> <b>7.5 hrs</b> <b>6:25 – 8:45</b> <b>11:15 – 12:15</b> <b>2:30 – 6:30</b>	<b>7</b> <b>R Olivas</b> <b>7 hrs</b> <b>6:30 – 8:45</b> <b>11:00 – 12:30</b> <b>2:30 – 5:45</b>	<b>8</b> <b>T Brugetti</b> <b>6 hrs</b> <b>6:30 – 8:45</b> <b>11:00 – 12:30</b> <b>2:15 – 4:30</b>	<b>9</b> <b>G Lizardo</b> <b>4.5 hrs</b> <b>6:10 – 8:30</b> <b>2:15 -4:15</b>	<b>10</b> <b>J Woytek</b> <b>7.5 hrs</b> <b>6:20 – 8:45</b> <b>11:00 – 12:20</b> <b>2:30 – 6:15</b>
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# Licensing Requirements

- ❑ Class B commercial drivers license
- ❑ California Special Certificate
- ❑ DOT/DL51 Medical Card
- ❑ First Aid Card (if so listed on Special Cert.)
- ❑ 10 hours of renewal training each year and 10 hours of specialized classroom training from CDE manual must be given in the last year of certificate validity.



# Driver Records

## New Drivers

- ❑ Obtain a DMV readout showing a new driver's current driving record.
- ❑ Retain copy of the driver's current DMV driving record, signed and dated, until receipt of the Pull Notice record.
- ❑ Test for controlled substance use prior to driving.
- ❑ Contact a new driver's previous employer(s) within 14 days of hiring to determine if during the previous two years the employee has had: alcohol test result 0.04 or greater; verified positive controlled substance test result; or a refusal to test.



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# Driver Records

## □ Pull Notice (PNP)

- Enroll all employees who may drive a district vehicle in the PNP.
- Check for a current pull notice record on file for each driver.
- Sign and date each pull notice.

## □ Hours of Service

- Maintain driver timekeeping records.
- Record compliance for hours of service requirements.

# Driver Records Proficiency

- Demonstrate ability to safely operate each different type of vehicle before operating the vehicle.
- Maintain a record of the different type of vehicles each driver is capable of operating proficiently.





# Drug and Alcohol Testing

- Pre-employment
- Post-Accident
  - If driver is cited
- Reasonable Suspicion
  - Document behavior and accompany employee to testing facility
- Random
  - Just before/after work
  - Within 2 hours of random notification
  - 10% - alcohol
  - 50% - drugs
- Return-to-duty
- Follow-up
  - Six unannounced within 12 months
  - District policy on positive test results



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# School Bus Driver Substitutes

Clovis Unified School District is seeking licensed, ***(with appropriate commercial license and school bus certificate)*** School Bus Drivers for a substitute pool. This position(s) will be on-call at \$14.02 per hour. A current copy of DMV printout, # H-6 and CUSD application are required. Please see job description, additional requirements, and application online at [www.clovisusd.k12.ca.us](http://www.clovisusd.k12.ca.us) or at: Human Resources, Clovis Unified School District, 1450 Herndon Ave., Clovis, CA. 93611 by November 15th 2006 at 5:00 PM. AA/EOE



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# School Bus Driver Trainee

Are you interested in becoming a Certified School Bus Driver? Clovis USD is offering classroom instruction for qualified individuals for \$25. Applicants must bring their fee and a current DMV H-6 Driver Printout to the first class session. No experience necessary. Starting salary at Clovis USD is \$14/hr. Contact Renee at 327-9675 by 12/29/06 to reserve your spot or if you have any questions



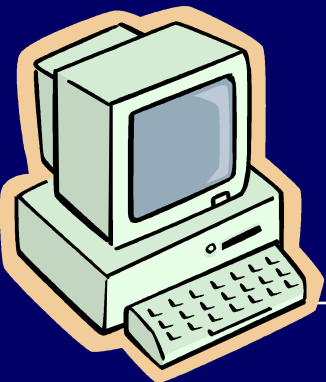
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# School Starting Time

- All Schools 8:00 AM to 3:00 PM
  - Principal and School choice
- Tiered Starting Times
  - Cost of Transportation Driven
    - Elementary vs. Secondary
    - Two Tiered
    - Three Tiered
  - Who rides what bus and with who?

# Computerized Routing

- ❑ Size of fleet and student population transported determine need for computerized routing.
- ❑ Hire project manager to oversee set up and training of personnel to maximize investment.
- ❑ Work with your Technology department to determine district needs and compatibility.
- ❑ Long range needs/expansion.



# Computerized Routing

Route ID: 77 Bus Number: 77  
Route Description: LOUISE HEFELE  
RunID: BEC.007  
Run Description: BUCHANAN HS & ALTA SIERRA INTERMEDIATE AM

Service ID	Stop Time	Description
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		Turn Left on N MINNEWAWA AVE
		Turn Right on W TEAGUE AVE
		Turn Left on N PEACH AVE
		Turn Left on VICTORY BLVD

BEC.000001	7:20 AM	SCHOOL: BUCHANAN
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RunID: DC.002  
Run Description: DRY CREEK AM

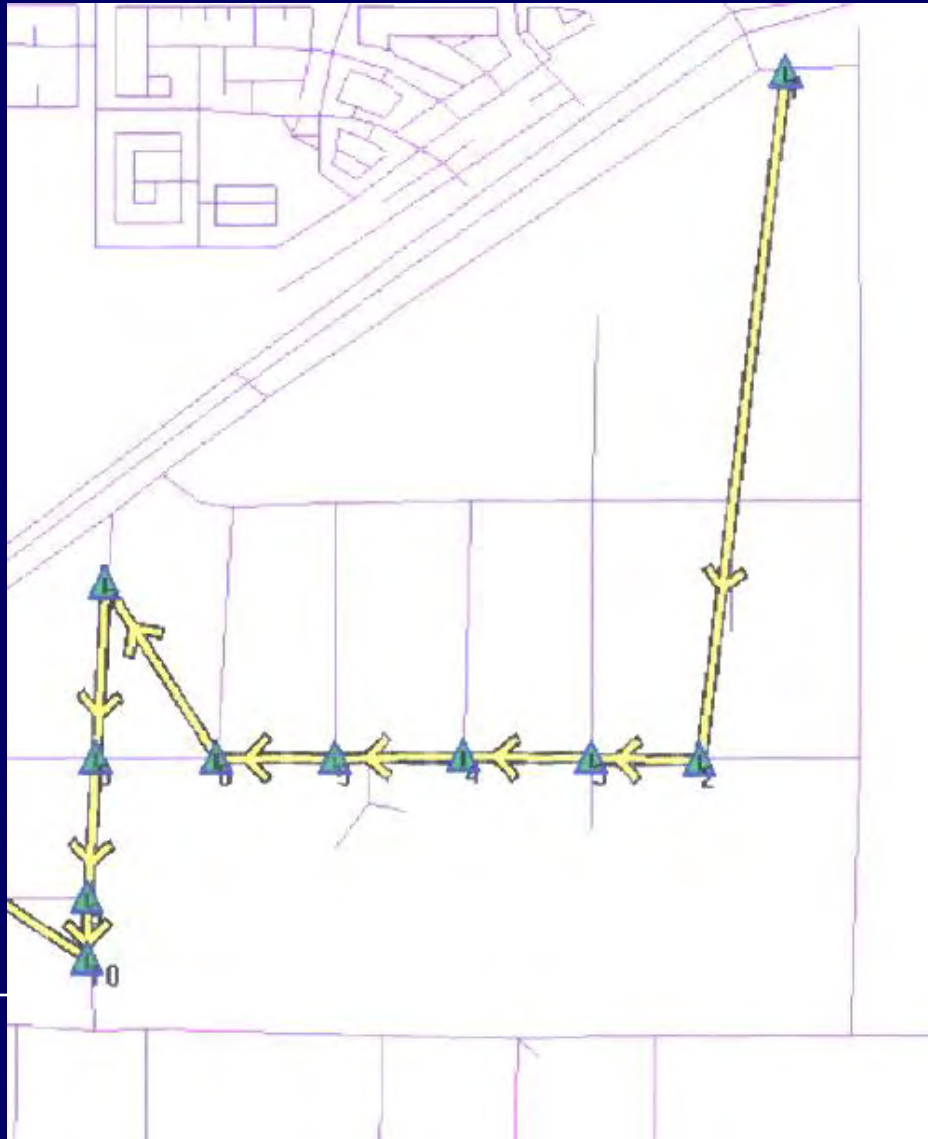
Service ID	Stop Time	Description
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BEC.000001	7:23 AM	Deadhead - SCHOOL: BUCHANAN
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		Proceed on VICTORY BLVD
		Turn Right on N MINNEWAWA AVE
		Turn Left on NEES AVE
		Turn Right on N CLOVIS AVE
		Turn Right on HERNDON AVE



# Computerized Routing



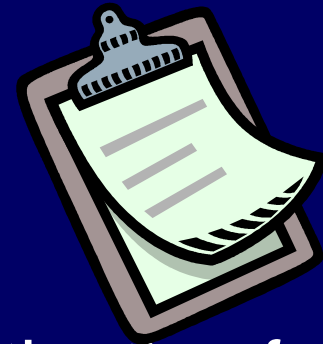
# Special Education

- ❑ Medical problems, Behavior issues
- ❑ Emergency contacts
- ❑ Curb to curb vs. door to door
- ❑ Child restraint seats
- ❑ Bus attendant (aides)
- ❑ Sanitation
- ❑ Wheel chairs
- ❑ Transportation representative at IEP meeting



**Special Education Transportation with and IEP is  
MANDATED not OPTIONAL**

# Accidents



- ❑ Accident Procedure/Investigation form in each vehicle.
- ❑ Keep an Accident Log at Transportation.
- ❑ Retrain the employee when the accident is chargeable.
- ❑ A school bus accident vs. a bus incident.
- ❑ Communication with district office, school site, & parents.

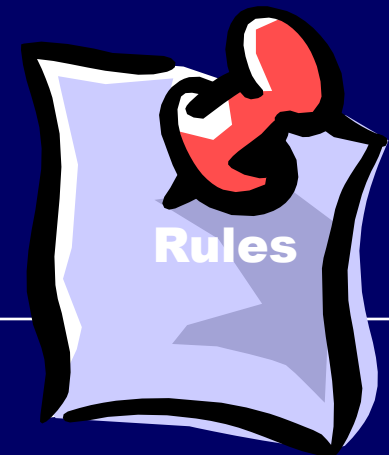
# Athletic Trips

- District policy for athletics
  - Buses
  - Parents
- Available buses after home to school routes
- Safety
  - Transporting equipment
  - Time limit on driver



# Bus Conduct Rules

- ❑ Bus conduct rules in student conduct code and district policies
- ❑ Enforceable
- ❑ Clearly and plainly written (translated)
- ❑ Post bus conduct rules in the bus





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# Evacuation Drills

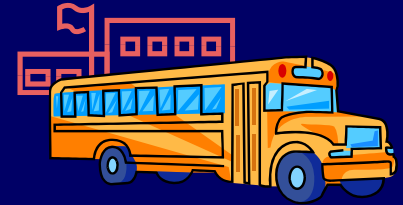
- Emergency contact information for students on field trips or with medical problems.
- Must be conducted at least once a year for all pupils in prekindergarten through grade 12.
- A copy of Bus Route Safety Laws and Principles may be obtained at:  
[www.cde.ca.gov/bus/resources.htm](http://www.cde.ca.gov/bus/resources.htm)

# Field Trips



- ❑ Cost of trip borne by school
- ❑ Policy on when to use charter service
- ❑ Insurance policies from other carriers whom you might use
- ❑ Home to school transportation is priority

# In-Lieu Payments



- Efficient way of transporting pupils who live in remote areas or for certain special education pupils.
- District may pay parents a sum not to exceed their actual cost.
- Verify attendance of students.



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# Joint Powers Agencies

- The JPA is able to cross district boundaries, thus enabling more students to be transported on fewer buses.
- The JPA has the ability to improve service and cost effectiveness by combining districts' needs.



# Grants

- Areas for extra funding:
  - CNG, fuel cell, low sulfur diesel and electric fueled vehicles

Carl Moyer Clean Engine Incentive Program

[www.arb.ca.gov/html/fslist.htm](http://www.arb.ca.gov/html/fslist.htm)

Lower Emission School Bus Program

[www.arb.ca.gov/msprog/schoolbus/schoolbus.htm](http://www.arb.ca.gov/msprog/schoolbus/schoolbus.htm)

Local county air districts or basins

[www.arb.ca.gov/emisinv/maps/statemap/dismap.htm](http://www.arb.ca.gov/emisinv/maps/statemap/dismap.htm)

# Mandated Cost Reimbursement

- Pre-trip bus evacuation and safety speech
- Disaster training
- Expulsion hearings



# Non-conforming Vans



- ❑ Does not meet the same strict equipment standards for safety as school buses.
- ❑ Not maintained to the same standards as school buses.
- ❑ Not covered by district P&L insurance.

Are you operating any?

# Purchasing Buses



- ❑ Five year projection of needs in regular education and special education.
- ❑ Prepare bid specification (more than one manufacturer).
- ❑ Research financing options.
- ❑ Ask for references before making the final decision.
- ❑ Analyze cost of maintenance on older buses. Know when to replace.





# Preventative Maintenance for District Vehicles

- ❑ Food Services, Maintenance, delivery vehicles, Technology vans, Grounds, High School vehicles.
- ❑ Identify when vehicles should be inspected, lubricated and maintained.
- ❑ Defects noted, repairs made and charged back to user.
- ❑ Inventory of all district vehicles to include make, model, VIN, mileage, date of last inspection, and service records.
- ❑ District Logo / ID# / Registration / Insurance

# Unexpected Pleasures





# AB 1419

## Effective January 2003

- Personal Services Contracts permitted if (all):
  - “Overall” cost savings
    - Can’t include district overhead to run program (i.e., indirect cost rate).
    - Must include facility rental costs to contractor.
  - Services can’t be performed “satisfactorily” by employees.
  - Services are “incidental” to another contract for real/personal property (office equipment or computers on lease).



# AB 1419 (cont.)

## Effective January 2003

- Personal Services Contracts permitted if (all):
  - Goals of district can't be met through hiring of employees (ok to protect against conflict of interest, or provide independent opinion, i.e., audits).
  - Emergency “appointment” not to exceed 60 days.
  - Contractor provides equipment, material, facilities, or support district “could not feasibly” provide.
  - Services are urgent and normal hiring process would “frustrate their very purpose.”



# In House or Contracting Out Factors to Evaluate:

- ❑ Cost of operations – bid prior year routes, field trips, summer school, training miles to compare vendor to district costs.
- ❑ Implementation time for changes in bus routes/stops
- ❑ Field trips and athletic trips
- ❑ Special Education, Home to School
- ❑ Special Education, Non Public School
- ❑ Responsibility / liability for operations
- ❑ Safety – CHP accidents and student behavior
- ❑ Parent fees for transportation



# In House or Contracting Out Factors to Evaluate: (cont.)

- Comparable wages and benefits
- Capitol investment for buses and facilities
- Maintenance of other district vehicles
- Union contract provisions – negotiable
- Drivers Handbook – vendor discretion
- Availability of drivers
- Absences / Tardies
- Decision to contract out is negotiable – union will stall
- Check references and do site visits



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## CBO should:

- Establish/recommend service criteria (walking distances, parent fees, athletic/field trip)
- Evaluate costs
- Manage liability
- Protect assets
- Ensure student/staff safety
- Train employees
- Recommend delivery method (in-house or contract vendor)
- Keep the Superintendent and Board out of the news

# Remember This is Your District's Billboard on Wheels!

