



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Anthony Mendoza, CDPT
CC: Dr. Scott Warren
Date: October 24, 2024
Re: Transportation Snapshot

Employee Relations & Recruitment

Vacancies

- School Bus Driver (2)*
 - One resignation effective 12/20 (Yim)
 - One vacancy effective 10/16 (Coleman)
 - One resignation effective 10/31 (Campion)
 - *This number reflects the recent new hires (Aguilera, Biamonte, Shaw).
- Van Driver (0)
- Bus Monitor (1)

Driver & Monitor Appreciation Week

This week, we celebrated our school bus drivers, van drivers, and bus monitors, recognizing their dedication to our students and their commitment to safety. Their hard work ensures that students are transported safely every day, and we deeply appreciate their service.

We also want to extend a sincere thank you to the PTO for generously providing lunch on Tuesday, and to the school board and district administration for providing breakfast on Monday. Your support made this week extra special, and we are truly grateful.

Fleet Maintenance Unit

B15 - Down - Waiting for service door motor & driver seat belt buckle
B19 - Down - Brake pressure light
B2 - Down - Check Engine Light (3rd time we've had issues this month)
B3 - Down - Check Engine Light
B21 - Down - Rear brakes bad, brake lines cracked



Fleet Maintenance Continued...

Our Fleet Manager, Jerry Peterson, is exploring converting one of our vacant school bus driver positions into a hybrid role that combines both sub-driving and vehicle maintenance duties. At present, we are gathering data on school bus mechanic salaries and the necessary equipment for the role. The job description has already been developed.

Routing & Planning Division

At a previous board meeting, we were asked to explore the option of temporarily using an external company to provide drivers until we can fill our current vacancies. Last week, we met with First Student to discuss this possibility, and here is a summary of the meeting.

- **Scope:** We would be outsourcing 3-4 drivers - no buses.
- **Cost:** First Student currently charges \$400 per driver, per day
- **Driver Hours:** The minimum hours is 5 hours per day (per CBA)
- **Non-Compete Clause:** A non-competite clause would have to be in place.
- **Fingerprinting:** We have the option for them to redo the fingerprints of any assigned drivers.
- **Contract Terms:** We would agree on a specific contract length (they are willing to work with us on the length). They can start as soon as January.
- **Driver Consistency:** They will make an effort to assign the same driver every day. If a driver is absent, First Student will attempt to cover the absence with available personnel.
- **Safety Meetings/Training:** Their drivers can attend our Safety Meetings/Training, but we would be responsible for paying them during this time.
- They will send us a contract template to review.

Safety & Training Unit

The Safety & Training Supervisor position is still open. We currently have a driver, a former educator, undergoing training to become a school bus driver trainer. He is shadowing our current trainer as part of his preparation.

TRAINEE	*TRAINING STEP	TYPE	AS OF
Aguilera, Cesar	2.a	Bus Driver	10/23
Biamonte, Michael	2.a	Bus Driver	10/23
<i>Shaw, James</i>	<i>First Day - 11/11/24</i>	<i>Bus Driver</i>	<i>11/11</i>



***TRAINING STEPS**

1. Transporting Students with Special Needs (as required by D103)
 - a. First Aid & CPR Certification
 - b. Specifics on working with students with disabilities
 - i. Medical Concerns
 - ii. Behavior Concerns
2. Entry Level Driver Training (as required by the USDOT FMCSA)
 - a. Theory Class on:
 - i. Class B CDL Endorsement
 - ii. Passenger Endorsement
 - iii. School Bus Endorsement
3. 8-Hour Initial School Bus Training Class (as required by ISBE)
4. Written Tests (as required by the Illinois Secretary of State)
 - a. Passenger Endorsement
 - b. School Bus Endorsement
 - c. Class B CDL Endorsement
5. Entry Level Driver Training (as required by the USDOT FMCSA)
 - a. Class B Endorsement
 - i. Behind the Wheel Range Driving
 - ii. Behind the Wheel Public Road Driving
 - b. Passenger Endorsement
 - i. Behind the Wheel Range Driving
 - ii. Behind the Wheel Public Road Driving
 - c. School Bus Endorsement
 - i. Behind the Wheel Range Driving
 1. Pre-trip Inspection
 2. Parallel Parking
 3. Alley Dock Parking
 4. Offset Backing
 5. Straight Line Backing
 - ii. Behind the Wheel Public Road Driving
6. Driving Test (given by the Secretary of State Office)