

Transportation Consultant Meeting Notes

June 6, 2018

Attendees: Miranda Carson, Ryan Edwards, Jim Hamilton (Cassia CSD Transportation Supervisor), Dr. Ken Cox

The following topics were discussed briefly:

- the history of staffing and routes in the District
- how some things are done differently in Cassia County and changes that had been made there
- the location of schools in the District and their start times
- what routes the State reimburses
 - ridership on shuttles not reimbursed
 - ridership only counts to home school not an open enrollment school
 - the District can provide routes that are not reimbursable

The following areas of need were identified for the District:

1. District Safety Standards

- a. We need to establish how far we expect students to walk to a school or bus stop.
- b. Taken into account sidewalks, street traffic, the time it takes to get to school, etc.
- c. West Ada uses 0.4 miles for elementary and 0.7 miles for secondary students.
- d. We need to establish **Safety Busing Area Maps**. Descriptions of these are required by the State but we need map so that parents can see if they are in a bus area or not.
- e. We could consider a **District Transportation Safety Committee** to review routes, safety zones, procedures and guidelines as needed.

2. Parent Responsibility (Walk) Zones

- a. Once established it becomes the parent's responsibility to get students to the school or designated bus stop if they live within that zone.

3. Parent/Student Guidelines to be developed/revised and shared this fall covering:

- a. Where bus stops will be and how they were established.
- b. What is allowed on the bus – pets, musical instruments, etc.
- c. Appropriate behavior and consequences for inappropriate behavior on the bus.
- d. Students should be waiting for the bus, no going back if missed, etc.
- e. **Organizational/Management Chart** - Who to call to address missed buses, late buses, address changes, student discipline, etc.

4. Review/Revision of Existing Routes, including:

- a. Length of time on the road,
- b. Impact on school start and end times,
- c. Student transfers between schools (including open enrollment),
- d. Shuttle busses and those that we may not be getting reimbursed for.

5. Items for Review that we need to provide:

- a. District policies, do we have all those required by the State.
- b. Driver & Student/Parent Handbooks
- c. Bus procedures – safety, maintenance, training, etc.
- d. School Bell schedules (start and end times)
- e. Maps of the District, safety zones, attendance zones, routes

We are requesting a proposal for the following List of Services to be provided by the consultant. This proposal should include itemized time or cost estimates for each numbered item. Once the proposal is approved the District will receive an itemized invoice monthly which includes a progress update on the various services.

List of Services

1. **Implementation Timeline**
2. **District Transportation Policies** - Review and suggest revisions/additions to ensure compliance with State requirements.
3. **District Transportation Documentation** - Review and suggest revisions/additions to include:
 - a. District Safety Standards
 - b. Guidelines for parents – Bus Rider Handbook
 - c. Update Existing Driver’s Handbook
 - d. Management/Organization Chart as part of the guidelines for parents
4. **District Mapping** - Assist with choosing mapping software and in developing maps and digital boundaries for:
 - a. Attendance Zones
 - b. Safety Busing Zones
 - c. Parent Responsibility (Walk) Zones
5. **Bus Routes** - Assist the District in establishing:
 - a. Routing standards – walking distances, stop location guides, etc.
 - b. Revisions of current routes, transfers, shuttles, etc.
 - c. Utilization of our Bus Boss software
6. **District Transportation Budget** – review budget and reimbursement procedures.