

WEST BONNER COUNTY SCHOOL DISTRICT #83



Facilities & Transportation Report

Ryan Carruth, Operations Director

June 18, 2025

WBCSD FACILITIES

Custodial Update:

- Safety Training for Custodians and Maintenance personnel has been changed to June 23, 2025 covering the following topics
 - Slips, Trips and Falls
 - Ladder Safety
 - Ergonomics & Lifting Technique
 - Workplace Safety
 - Heat Exhaustion
 - OSHA Hazard Communication & MSDS for Chemical Safety
- Team Cleaning and Summer Custodial projects have commenced. Our amazing team is working hard starting with refinishing the gym floors starting with the PRLHS, followed by PRE, and ending with PRJH
- After gym finishing team cleaning will begin in all of the buildings to include carpet extraction, floor polishing and deep cleaning in each classroom and school space.
- We are currently planning interior painting projects for the custodial crew once team cleaning wraps up sometime in mid-July. More details will follow in the next regular board meeting.

Maintenance Updates:

- 3 Year AHERA Reinspection was conducted 6/10/25 by Sam Bailey of Mountain Consulting. This brings our district into compliance with AHERA standards.
- Fire Alarm Inspection conducted 6/11-6/12 at all school buildings
- Annual Backflow Assembly inspections have been scheduled for July 8th with Scott Jinkens - McKinstry mechanical.
- Flush, strip, clean, inspect and service HS boilers scheduled with Atlas Boiler was scheduled for 6/11/25, but tech had to reschedule for next week.
- Fire extinguisher inspection scheduled with Sears Fire July 14-15, 2025
- I am in the process of organizing all as-builts, mechanical drawings and important building / systems drawings and working with Sewell Engineering to scan and create a digital library that the district can lean on moving forward.
- I took a drive to Spokane to secure the digital drawings from McKinstry that were done as a part of the 2019 engineering that took place in our district.

- Graduation Set up and Tear down
- Irrigation startup and troubleshooting
- Broken sprinkler heads
- Broken Freezer unit for the high school
- Repaired broken main line at the Junior High irrigation
- End of year teacher support
- Grounds Keeping and Mowing at all schools
- Moving furniture from Transportation department to Annex
- Day to Day routine maintenance and site coordination with numerous contractors on site within the array of projects we have in development.

Facilities Committee

The Facility Committee met on Wednesday June 11, 2025

- Updates on Capital Improvement Project Planning
- Updates from Junior High Task Force
 - Candy Turner is leading the Task Force
 - The group is exploring use cases for the building to create community engagement on creating a vision for the building.
- Updates from Junior High HVAC upgrade project planning
 - I am supporting the task force by exploring a mechanical systems upgrade project proposal with several Mechanical systems engineers.
 - I will support the Task Force as needed and continue to pursue pricing and project proposals which would support creating a healthy HVAC and building ecosystem to allow for student learning and community use of the building in the future.
- PRJH Grounds project enhancement plan
- Open Discussion

Recommendations from the Committee to the WBCSD Board of Trustees:

- Consider adoption / approval of the WBCSD 5 Year Prioritized Schedule of Capital Improvements.
- Move forward with working with Goins Road and Excavation on the PR Junior High


West Bonner County School District #83
Recommended Capital Improvements - HB 521 - Phase One
Submitted to Facilities Committee by Ryan Carruth - Operations Director on 3/12/2025
Updated 6/11/25

ITEM / LOCATION

NEED AND SOLUTION

ROM Estimate

PRIEST RIVER ELEMENTARY

HVAC Survey	<p>Conduct a detailed inspection of the building HVAC system and all HVAC equipment in the building to evaluate system performance and to identify all equipment and components in need of repairs or replacement to include all joints, seals, pumps, dampers, AHUs, UVs, air separators, sensors, mag coil starters, and valves. This information will inform WBCSD Facilities department in creating a replacement schedule / repair plan for all HVAC equipment.</p> <p>UPDATE - Site walks with JTL Engineering and Dumais Romans were conducted 5/28 & 5/29. JTL Bid received, D&R Bid should be in this week. JTL Bid shown below and provides insights regarding the value of this important project as we move towards a goal of becoming proactive and more efficient in our routine maintenance and replacement scheduling within our mechanical systems in the buildings.</p> <div data-bbox="418 1045 1291 1864" style="border: 1px solid black; padding: 10px;"> <div style="text-align: center;">  <p>JTLengineering MECHANICAL CONSULTING ENGINEERS</p> </div> <div style="display: flex; justify-content: space-between;"> <div> <p>Ryan Carruth West Bonner County School District</p> </div> <div> <p>May 12, 2025</p> </div> </div> <p>RE: MECHANICAL DESIGN SERVICES – PRIEST RIVER ELEMENTARY ENGINEERING SURVEY</p> <p>Ryan,</p> <p>We appreciate this opportunity to offer our engineering services for the Priest River Elementary project located in Priest River, Idaho. We propose to provide you with engineering review of the existing hydronic and HVAC systems and report of our findings and recommendations for current issues with the existing systems. The following describes our proposed scope of work and fees.</p> <p>SCOPE OF WORK</p> <p>Per your email dated 5/8/25 explaining the project we understand the scope of work is to provide engineering review of the existing systems including two site visits to review equipment/component installation, condition, age, and identify and inventory current issues. We will visually inspect equipment operation. Internal inspection of any equipment/components other than removable access panels will need to be contracted with a separate contractor for inspection. We will provide a report of our findings and including a inventoried list of equipment and replacement schedule for future work/replacement. At the conclusion of the report, coordination will be provided with a mechanical contractor to provide the school district with estimates of the most immediate needs. This proposal does not include any modeling of existing equipment for use of building mapping. Drafting and building modeling work will be performed in a separate contract.</p> <p>SERVICES INCLUDED IN CONTRACT</p> <p>General Design Services:</p> <ul style="list-style-type: none"> ▪ Attend (2) site visit to observe existing conditions. ▪ Review of existing drawings and provide recommendations for any system modifications/replacements. ▪ Confirm/record all past maintenance work on the system. ▪ Submit report outlining findings, recommendations, and maintenance schedule. <p>SERVICES EXCLUDED FROM CONTRACT</p> <p>General Design Services:</p> <ul style="list-style-type: none"> ▪ Preparation of a design drawings for revisions to systems. ▪ Any equipment/component internal inspection that requires removal of equipment/component. ▪ Scopes of work that are not identified in this proposal ▪ Changes to the design during project construction ▪ Project commissioning; and time interacting with commissioning agents. ▪ All permitting fees & utility connection fees </div>	<p>\$5,000</p> <p>JTL - \$5,580</p> <p>D & R - TBA</p>
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HVAC Replacements & Repairs	UPDATE - Based on the findings of the HVAC survey the recommendation is to repair and replace all components and equipment identified in the HVAC survey during the summer of 2025.	PRICE TBD
Unit Heaters - Phase 1 - West End / Annex	The remaining existing unit heaters located in the west end of the main building are original to building construction (+51 years old). They have been maintained and repaired extensively and have reached the end of their service life. The recommendation is to replace existing unit ventilators which are at the end of their service life in the west end annex. There are 3 Fan Coils and 4 Radiator Heaters in need of replacement.	\$240,000 \$35,000
Electric Unit Heaters - Phase 2 - Main Hallway	The electric unit heaters in the main hallway of the building are original to building construction and are well past their useful service life. These units have been repaired and maintained. With parts availability becoming very difficult for repairs the recommendation is to replace these heaters.	Bid TBA
HVAC Controls	Building heating equipment is controlled by 38 solid state direct digital controllers. Controllers are 26 years old, proprietary to the building automation system and regulate heating operations. Digital controllers are past their useful service life, are not supported by potential upgrades or actuator/valve compatibility. Several of the controllers have failed during the 2024-2025 school year and immediate replacement is necessary. UPDATE - Performance Evaluation conducted April 2025 by JCI. Proposal received from JCI for \$125,270. Currently working with other contractors to explore other controls solutions that would enable the district to move gradually away from the proprietary elements of Johnson Controls without having to replace all hardware in each building	\$60,000 Planning Phase Bid TBA
Gym Circulation Pump	The existing circulation pump located below the gymnasium is 30 years old and is past it's useful service life. The district purchased a replacement pump sometime in the last 3-5 years. Recommendation is to install the new circulation pump during the summer of 2025. UPDATE - Planning for July 2025 for installation.	\$2,000 Planning
Roof Repairs	Standing seam metal roof requires immediate attention. Flashing and valleys have been known to leak and resealing is needed. Ice dam removal resulted in some damage to a small section of roof over the eaves on the south side of the building. The roof at the joint between the breezeway and west annex produces leaks and must be addressed. Recommendation is to repair the roof as needed. UPDATE - We have put this one on hold as PRE roof was determined to be less critical than PRLHS and PLE. Seeking Facility committee discussion on 6/11/23. Planning to begin consideration for June 2026. Summer plan - Conduct routine maintenance of problem areas for short term viability until next summer.	\$80,000 On Hold

PRIEST RIVER LAMANNA HIGH

HVAC Coils	<p>There are 51 heating coils throughout the building which control heat from the boiler. These are original existing equipment - 31-43 years old. Coils are subject to decay from water chemistry and physical use. The district is currently conducting a coils conditions assessment used to determine a replacement schedule, rather than replace all coils at one time.</p> <p>UPDATE - Our coils assessment shows that complete coil replacement is not necessary nor a good use of funds at this time. Plan is for routine monitoring of coil condition and replace coils only as needed</p>	Decided not necessary at this time
HVAC Actuators and Valves	<p>The 51 heating coils, 14 air handlers with pump motor systems, and the three heating boilers are controlled with digital actuators and valves. Actuators and valves were replaced 25-26 years ago and are all beginning to fail requiring complete replacement.</p> <p>UPDATE - Relevant valve and DDC controls data has been collected and provided to Apollo. Change order is permissible without going back to bidding process. HVAC floor plans will be updated as a part of the project. Apollo mechanical onsite June 9th to spec job. Project start TBA late June.</p>	<p>\$130,000</p> <p>Planning change order w/ Apollo Mechanical</p>
HVAC Controls	<p>Building heating equipment is controlled by 61 each solid state direct digital controllers. Controllers are 21 years old and are proprietary to the building automation system and regulate all heating operations. Digital controllers have reached a life cycle of not being supported by future software upgrades and actuator compatibility.</p> <p>UPDATE - Performance Evaluation conducted April 2025 by JCI. Proposal received from JCI for \$132,400. Currently working with other contractors to explore controls solutions that would enable the district to move gradually away from the proprietary elements of Johnson Controls with use of new open source front end software without having to replace all hardware in each building</p>	<p>\$85,000</p> <p>PLANNING / R&D</p> <p>PRE will be first phase of Controls Upgrades</p>
HS Roof Replacement Project	<p>Bid was awarded to North Idaho Exteriors for Roof replacement project for Main Roof, Gym Roof and Industrial Arts Metal roof. Project began as scheduled on June 9th. Project competition date target for July 1, 2025.</p> <p>Original estimated costs were \$420,000. Bid was awarded to North Idaho Exteriors for \$323, 000.</p>	323,000
Asphalt Replacement Project	<p>Bid solicitation was sent to three contractors Woods Crushing, Selkirk Sealcoat and Interstate Concrete & Asphalt on May 29th. Bids dealing is June 16th 5:00 pm. Bids will be presented for selection at the June 18th regular meeting of the WBCSD Board of Trustees. We have received bids from two of the three contractors, awaiting the third bid.</p>	Bid Selection June 18th.
Parking Lot Sealcoat and Line Striping	<p>The North parking lot at PRLHS is in need of sealcoating and line striping. Currently in the planning phase seeking competitive price estimates. Formal bid procedures not needed per Idaho State code.</p>	<p>PLANNING</p> <p>Going out for bid.</p>

PRIEST LAKE ELEMENTARY

Roof Repairs	<p>The roof is a sloped metal roof that has a standard home owner grade metal roof which is nearing the end of it's useful life. This roof has four long valleys that in winter build up with snow and ice dams are common. The valleys take an unusual amount of abuse due to the increased snow and longer winter. The district has had to repair these valleys after each winter. The roof is 3/12 pitch.</p> <p>Approximately 4300 square feet of roof at PLE is in immediate need for replacement. This area covers dormer to dormer across the ridge line and requires IWS underlayment for panel reset, per code. A recent insurance claim was submitted and the district received approximately \$11,000 (after \$10,000 deductible) which is not sufficient to cover the entire projected cost of the replacement which is estimated at \$40,000.</p> <p>UPDATE - WBCSD have contracted with North Idaho Exteriors to conduct repairs of the Priest Lake Elementary roof. Currently materials will be delivered Tuesday and project will be completed by June 27, 2025.</p>	<p>\$48,600</p> <p>Insurance Payout after \$10,00 deductible = \$11,103.45</p> <p>Total cost to WBCSD = \$37,496.55</p>
Interior Painting	<p>Hallways have been painted in the last 4-6 years, but the classrooms need repainting. The recommendation is to have the WBCSD Custodial team perform the interior painting of classrooms during the summer of 2025.</p>	<p>\$5,000</p> <p>In planning as a part of summer custodial / maintenance</p>

IDAHO HILL ELEMENTARY

Interior Painting	<p>The walls are a painted textured sheet rock, which have been touched up when the custodian deems necessary but they are in need of extensive patching and repainting. The recommendation is for extensive patching and complete repainting in 2025/2026.</p> <p>SEEKING FACILITY COMMITTEE DISCUSSION - 6/11/25 My assessment is this may not be necessary at this time. Should this be prioritized?</p>	<p>\$35,000</p> <p>On hold</p>
Domestic Hot Water Heaters	<p>There are 3 hot water heaters in the building. Two of the hot water heaters are aging out and need replacement. The recommendation is to replace these two hot water heaters in 2025/2026.</p> <p>UPDATE - We are currently looking at cost savings strategies by purchasing two hot water heaters and doing as much installation labor as we are qualified to do to cut down on contractor fee for final installation labor.</p>	<p>\$7,500</p> <p>In planning</p>

PRIEST RIVER JUNIOR HIGH

Ball Fields Renovation Project - Phase 1	<p>West Half - The ball fields on the west end of the junior high fields are bumpy and have become a safety concern. The district would like to use top soil (donated) to level the field and top dress it to dramatically improve the surface in the summer of 2025.</p> <p>UPDATE 6/11/25 - The WBCSD facility committee unanimously supported the decision to renovate the ball fields at PR Junior High.</p>	\$5,000
Ball Fields Renovation Project - Phase 2	<p>East Half / Football field - The ball fields on the west end of the junior high fields are bumpy and have become a safety concern. The irrigation system was poorly installed without swing joints and there are a number of failing sprinklers as a result. The district would like to level the surface (donated labor and materials), correct the irrigation (donated labor and materials), and roll sod to create a beautiful playing surface for our kids. They deserve it!</p> <p>Total cost of project would be \$200,000 - \$250,000 but thanks to the generous donations of materials and labor the district would see a savings up to \$200,000 on this project.</p> <p>UPDATE 6/11/25 - The WBCSD Facility committee unanimously supported the decision to renovate the ball fields at PR Junior High.</p>	\$47,500



3:20

LTE 13

HEUVEL, KATHLEEN A

COOK, AMBER LYNN

BASEMAP™

MARTIN, THOMAS M

VELTRI, JOAN L

MILLER, DAVID C & RHODA H



97°

W Jefferson Ave

96 yds

PHASE 2

104 yds

sp/18

10th St

10th St

10th St

ds

24 yds

27 yds

30 yds

72 yds

sp/75

2D

Sat

42 yds

Elev 2,115 ft



Planner



Saved



Layers



Tools

WBCSD TRANSPORTATION:

New Bus Arrival

Our new bus will be arriving to WBCSD in September.

Maintenance Updates

Currently we have several buses down needing significant repairs. An aging fleet continues to be evident in the parts costs needed to maintain our fleet. While it will be a good thing to be able to purchase one new bus the next two years - what's next? As I've shown with my Bus Depreciation strategy it will require more up front investment than one new bus per year to get the district back on track with the Bus Depreciation schedule if the district wants to envision a place where we are able to replenish our fleet with state funds from our Bus Depreciation allowance with no or minimal capital investment from the district. While we celebrate the victory which has enabled us to purchase one new bus for each of the next two school years - we are still falling short of the long term strategy which would enable this school district to never again have to go the community to ask for taxpayer support for the purchase of new buses. In a season of short term success let's not lose sight of this important long view strategic vision..

BUS	DIAGNOSTIC	PROJECTED COST
100	Needs replacement of Turbo	\$3,000
102	Needs new Fuel Injectors	\$7,000
121	Needs new High Fuel Pump	\$3,000
110	Glow Plugs replacement	\$1,000

State Inspection / Corrective Action Plan

I completed and submitted the Corrective action plan to the state on May 27, 2025. We received confirmation from the state department of student transportation and positive feedback about our plan for continuous improvement moving forward. Below you will find our corrective action plan - approved by the state. Charity and I will be working to complete all items on the CAP by late July in time to be adopted and approved by the Board of Trustees in the August board meeting.

Corrective Action Plan Template

Student Transportation Corrective Action

School District:	West Bonner County School District #83
What is the policy and/or procedure with a score below 70% constituting corrective action?	Driver's Files 67%
Where does the policy/procedure apply to?	<input type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Driver Files <input type="checkbox"/> Training <input type="checkbox"/> Route Evaluation <input type="checkbox"/> Safety Busing <input type="checkbox"/> Policies <input type="checkbox"/> Driver Training
Who in the organization or facility is responsible for the student transportation policy/procedures constituting corrective action? Please include each employee/position that completes tasks within the policy/procedure.	Ryan Carruth - Operations Director Charity Hinshaw - Transportation Supervisor

How will the policy/procedure be corrected?
Briefly describe the objective and list each detailed step in the correction process

The WBCSD Transportation Supervisor and Operations Director were both hired in May and August 2023 respectively. Prior to our new leadership team, there were gaps in the department's practices with Employee files and it was observed that records were not maintained pursuant to (Sections 33-1506, 33-1508 and 33-1509, Idaho Code and page(s) 70-71 in SISBO). While the new administration is not able to go back prior to 2023 to update records, our practice has been to maintain all records.

WBCSD Transportation Department plans to maintain all employee files pursuant to Sections 33-1506, 33-1508 and 33-1509, Idaho Code and page(s) 70-71 in SISBO to include the following:

- Copy of original application to drive school bus.
- Copy of Medical Examiner's Certificate, along with any applicable waivers.
- WBCSD will maintain the following Historical training records and said records will contain, at a minimum:
 - Accurate information certifying attendance and satisfactory completion of all state, or district and or company required training.
 - Details about all topic specific school bus drivers training supported by a training program agenda, including the number of hours of instruction, date of instruction, instructor and drivers signature.
 - Copy of SDE/Classroom Curriculum tests (11 total) with score of eighty percent (80%) or better including:
 - Classroom Training
 - Pre-Service
 - In-Service
 - Behind-the-Wheel Training
- WBCSD will maintain a copy of the current commercial driver's license for all drivers operating WBCSD school buses.
- WBCSD will maintain a copy of annual driving record checks in compliance with CDL licensing requirements.

	<ul style="list-style-type: none"> ● WBCSD will request each fiscal year a driving record check report from the Idaho (or neighboring state or both states, as applicable) State Transportation Department, Motor Vehicles Division, for those individuals who are going to drive a school bus during the current fiscal school year. ● WBCSD shall request a copy of a driver records check between July 1 and the first day of regular school (Section 33-701, Idaho Code) ● WBCSD will maintain a Copy of all annual driver and route evaluations. ● WBCSD will maintain driver evaluation for all new drivers before being allowed to drive a school bus loaded with students. ● WBCSD will maintain copies of a driver emergency evacuation drills shall be maintained for a period of three (3) years
<p>When will the correction be complete or the new policy/procedure implemented?</p>	<p>WBCSD plans to implement driver record retention practices pursuant to Sections 33-1506, 33-1508 and 33-1509, Idaho Code and page(s) 70-71 in SISBO immediately and maintain the best practice moving forward to be fully compliant with state compliance obligations.</p>
<p>Additional Notes:</p> <p>As a part of our continuous improvement plans and in accordance with the recommendations provided in our 2025 spot inspection WBCSD Transportation plans to have our local board of trustees review their written policy 8100 (Driver Training and Responsibility). Additionally, as we have since the hiring of our new transportation leadership team in 2023, we will continue to conduct and maintain records of all school bus training each fiscal year. WBCSD plans to continue to ensure that our school bus drivers complete at least ten (10) hours refresher each fiscal school year. This includes at least three (3) hours of preservice training before school begins in the fall. At least three (3) in service training sessions shall be provided during the school year. (Idaho Code 33-1508, and SISBO page 71-73).</p>	

Student Transportation Corrective Action

School District:	West Bonner County School District #83
What is the policy and/or procedure with a score below 70% constituting corrective action?	<p>Transportation Policies and Procedures 67%</p> <p>The District's student transportation policies were found to be missing. In compliance with 33-1501 through 33-1512, Idaho Code, the local board of trustees will establish and adopt a set of written policies governing the student transportation system, including policies for disabled students. Contracting school districts shall ensure compliance to written policies by student transportation contractors.</p>
Where does the policy/procedure apply to?	<ul style="list-style-type: none"> <input type="checkbox"/> Maintenance <input type="checkbox"/> Driver Files <input type="checkbox"/> Training <input type="checkbox"/> Route Evaluation <input type="checkbox"/> Safety Busing <input type="checkbox"/> Policies <input type="checkbox"/> Driver Training
Who in the organization or facility is responsible for the student transportation policy/procedures constituting corrective action? Please include each employee/position that completes tasks within the policy/procedure.	<p>Ryan Carruth - Operations Director</p> <p>Charity Hinshaw - Transportation Supervisor</p> <p>WBCSD Transportation department plans to review and update all district transportation policies as needed in order to become fully compliant with state compliance obligations</p>

How will the policy/procedure be corrected?
Briefly describe the objective and list each detailed step in the correction process

and as a part of our path towards continuous improvement to make our transportation operation safer and more efficient for the students of West Bonner County School District.

The following specific policies will be added or updated:

Policy 8110 - Safety Bussing

WBCSD plans to update policy 8110 (safety busing) to include a provision detailing the formation, composition and requirements of the "Safety Bussing Committee" in accordance with recommendations made during our IDE 2025 spot inspection

Policy 8100 - Transportation - Safety

Policy 8100 currently reads: *"The District shall provide each new school bus driver with a school bus driver training program before allowing him or her to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. Such training shall meet the requirements described in the Standards for Idaho School Buses and Operations. Documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.*

The Superintendent or designee shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs."

WBCSD plans to update policy 8100 to include provisions detailing the responsibilities of the district to conduct training sessions once per year for all school bus drivers covering the school district's transportation student management policy and procedures including the duties and responsibilities of students, teachers and drivers. A further review of the policy will be conducted to ensure that the policy is in concert with WBCSD written classroom policies as pursuant to (33-512, Idaho Code) (SISBO page 67-86).

Further updates to the policy will include language regarding WBCSD responsibility to ensure that all experienced school

bus drivers will complete at least ten (10) hours refresher each fiscal school year. And that at least three (3) hours of preservice training shall be provided before school begins in the fall. Additionally the district shall provide at least three (3) in service training sessions (Idaho Code 33-1508, and SISBO page 71-73).

**It should be noted that WBCSD Transportation has provided the amount of training covering specified topics as required by Idaho Code 33-1508, and has maintained adequate training records, since the new WBCSD transportation leadership team was hired in 2023.

Policy 8190 - Emergencies Inv. Transportation Vehicles

Policy 8190 will be updated to include a provision for when a bus has been removed from service during a State Department of Education inspection due to an unsafe condition, that the district will notify the State Department of Education on the appropriate form before the bus can be returned to service. When a bus is found to have deficiencies that are not life-threatening, it will be repaired within thirty (30) days and the State Department of Education notified on the appropriate form. If the deficiencies cannot be repaired within thirty (30) days, the bus must be removed from service until the deficiencies have been corrected or an extension granted (IDAPA 160.5).

Additionally, the policy will be updated to include:

Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the SDE within fifteen (15) days.

New Policy Addition - Evaluation of Drivers and Routes

WBCSD Transportation leadership team have conducted annual employee evaluations of all drivers and

	<p>transportation employees and maintained since being hired in 2023 and have maintained evaluation records on file.</p> <p>However, WBCSD does not have a formal policy and so WBCSD will create a policy addition to detail the requirements for annual bus driver and route evaluation and retention of related records.</p>
When will the correction be complete or the new policy/procedure implemented?	<p>WBCSD Transportation plans to create new policies and present them to the WBCSD Board of Trustees at the August 19, 2025 regular meeting of the board for approval and adoption.</p>
<p>Additional Notes:</p> <p>As a part of our continuous improvement plans and following the recommendations provided from our 2025 spot inspection WBCSD will be forming a safety busing committee. The committee will be comprised of district transportation professionals, county road and bridge personnel, law enforcement professionals, district safety professional, student advocates, and parent / PTA representatives from our community to participate in annual review of safety busing stops throughout the district and anytime a safety bus stop is deemed necessary to create a best practice in this area for the safe transportation of students in our district.</p>	