

Transportation Department Systems Report September 23, 2025

System Description

Mission

The mission of the Mansfield ISD Transportation Department is to support student success by providing safe, reliable, and efficient transportation services. Our team carries out this mission by designing and executing well-planned routes that prioritize safety, minimize travel time, and ensure timely arrival to and from school.

We educate our staff on best practices in student safety, vehicle operation, and customer service to create a positive experience for every rider. By continuously evaluating routes and collaborating with families and campuses, we provide students with a transportation experience that embodies our district's commitment to excellence. Being the first person students and the community see each day places us in a very special place.

We know our work plays a vital role in preparing students to be college-, career, and life-ready.

Board policies that impact the day-to-day operation of our department:

*CNA(LEGAL) – Transportation Management: Student Transportation
Motor vehicle safety standards for school buses*

*CNA(LOCAL) – Transportation Management: Student Transportation
Additional Transportation Allotment provided by the State for hazardous or high-risk areas*

*CNB(LEGAL) – Transportation Management: District Vehicles
Purchasing / Leasing of School Buses*

*CNC(LEGAL) – Transportation Management: Transportation Safety
Loading, Unloading, Seatbelts, and Transporting Students*

*CNB(LOCAL) – Transportation Management: District Vehicles
Extracurricular Activities and Field Trips*

The number of students who are directly involved in the program:

Transportation has the privilege of serving over 12,000 student riders each day through our school bus services. Many of these students utilize transportation multiple times per day, reflecting the essential role it plays in their daily routines. In fact, every MISD student benefits from transportation services at some point during their academic journey—whether it's for extracurricular activities, field trips, or even on graduation day.

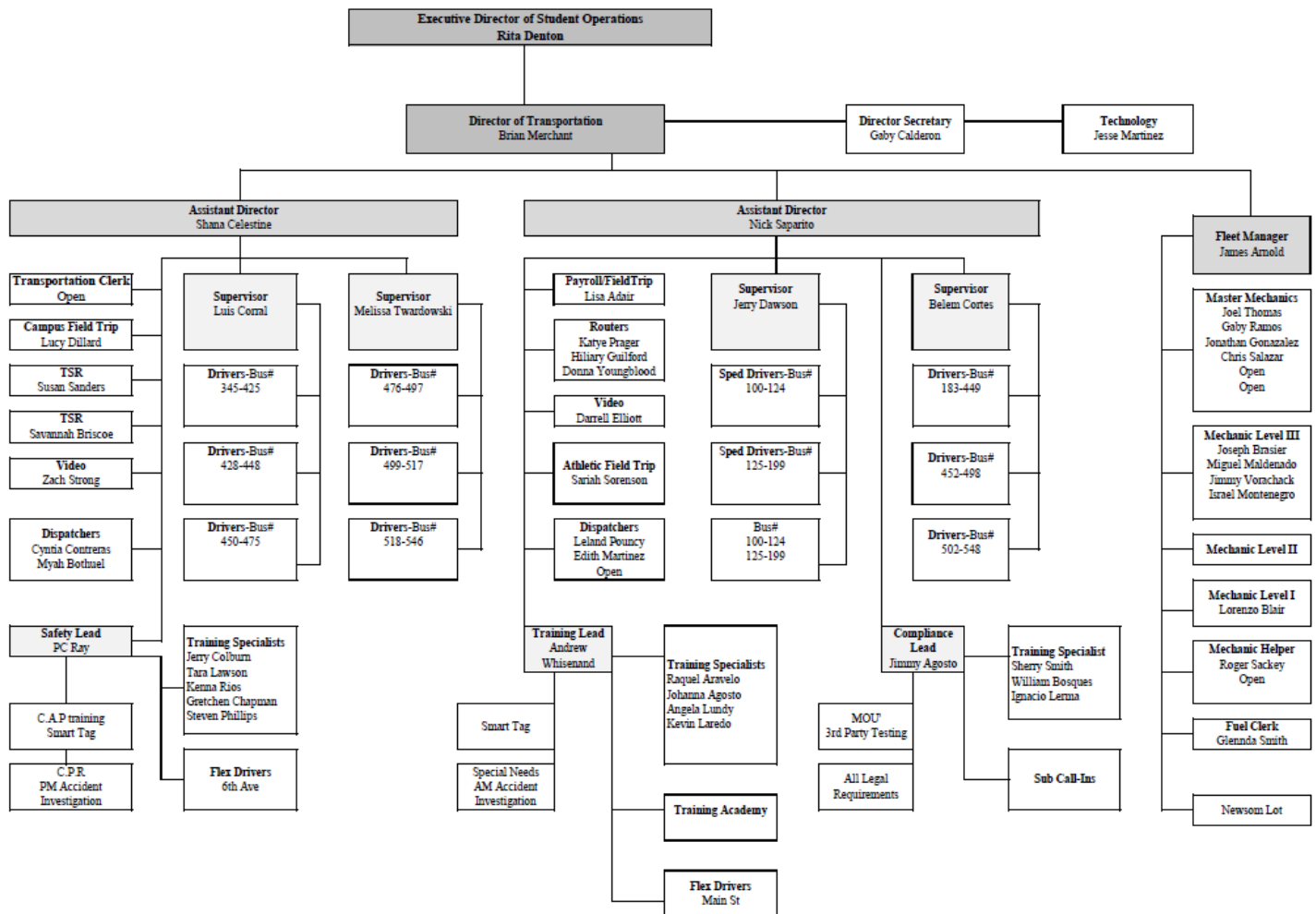
Transportation is not just a support service; it's a foundational part of the student experience in Mansfield ISD.

Funding/Revenue Sources

1. **The State of Texas Foundation School Reimbursement Program: \$3,661,667**
2. **M.O.U Agreements for Training: \$10,600.00**

We are among a few transportation departments within the State that are able to produce revenue with our training staff assisting other districts without a training program.

Transportation Organizational Chart



- **Bus Drivers and Attendants are listed under the supervisors**
- **350 Total Transportation Employees**

System Requirements

Students eligible for transportation services in Mansfield ISD include those who reside two or more miles from their assigned campus, as defined by Texas Education Code §34.007, and those who live in areas designated as hazardous walking zones, per Texas Administrative Code §61.1016. Additionally, students with disabilities who have transportation listed in their Individualized Education Program (IEP) are entitled to transportation under the Individuals with Disabilities Education Act (IDEA), regardless of distance.

The district utilizes a fleet of standard school buses, specialized vehicles for students with mobility needs, and passenger white fleet vehicles where appropriate, in accordance with Texas Education Code §34.003, which outlines vehicle use based on student count and safety standards.

All Mansfield ISD bus drivers are required to hold a Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements, as mandated by Texas Transportation Code §521.022. Drivers must also pass a physical exam, undergo criminal background checks through the Texas Department of Public Safety (DPS) and FBI, and comply with federal drug and alcohol testing regulations under Title 49 CFR Part 382.

These requirements ensure that Mansfield ISD remains in full compliance with state and federal laws while prioritizing the safety and well-being of all students.

School Bus Drivers are required to have the following licenses, certifications, and qualifications:

1. Class B Commercial Driver's License that includes a Passenger and School Bus Endorsement.
2. Department of Transportation Physical (annual requirement)
3. Qualifying member of the Texas Clearing House for Commercial Drivers.
4. Attend and pass a 20-hour TEA Certification class.
 - a. Renewed every 3 years during an 8-hour class (online).
5. Less than 10 points on their Driver's License that relates to any moving violations from any type of vehicle.
6. Qualify and pass all requirements needed from the Mansfield Independent School District.

System Integrity

Key Processes

Regular Routing: "Regular eligible student" means a student who resides two or more miles from the student's campus of regular attendance, measured along the shortest route that may be traveled on public roads, and who is not classified as a student eligible for special education services; or is a homeless child or youth, as defined by 42 U.S.C. 11434a. Education Code 48.151(b)(1).

Hazardous Routing: We operate 82 hazardous routes in Mansfield ISD. We have a standardized evaluation tool to determine when walkways are too dangerous for students to walk to school. Factors that can lead to a walkway being too dangerous include railroad tracks, highways, construction on sidewalks, and high-speed roadways. A district may apply for and, on approval of the commissioner, receive an additional amount of up to 10 percent of its regular transportation allotment to be used for the transportation of children living within two miles of the school they attend who would be subject to hazardous traffic conditions or a high risk of violence if they walked to school. Education Code 48.151(d); 19 TAC 61.1016.

Special Education Routing: This process requires considering individual student requirements, school locations, special restrictions, and route duration limitations, often requiring special sequencing, smaller buses, and potentially using shuttle systems. Documentation of these transportation services within a student's Individualized Education Program (IEP) is crucial for legal and educational access.

McKinney-Vento: As a condition of receiving funds under the McKinney-Vento Homeless Assistance Act, a district shall adopt policies and practices to ensure that transportation is provided, at the request of the

parent or guardian (or in the case of an unaccompanied youth, at the request of the homeless liaison [see FFC]) to and from the school of origin 42 U.S.C. 11432(g)(1)(J)(iii)(I), (II) [See FDC].

Field Trips: We are thrilled to serve the students of Mansfield ISD when taking their field trips throughout the school year. The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District school buses for extracurricular activities and field trips. The regulations shall address any necessary charges to student groups for such uses, in accordance with applicable state rules.

Field trips are assigned on an alphabetical rotating basis. All trips will be assigned by the Field Trip Coordinator, and the department follows a standardized operating procedure to ensure equal opportunities for our staff.

Athletics: We provide shuttle transportation for students to and from the Natatorium and sport practice. Additionally, we supply buses for athletic events, including baseball, football, and tennis. Our fleet of 25 buses stationed at Newsom Stadium enables nearby campuses to avoid traveling to the district's two main transportation centers, improving efficiency and convenience.

Reunification Support: In the event of an emergency requiring the evacuation and reunification of a campus at the Performing Arts Center, district school buses would be promptly dispatched to the affected location. Trained district personnel would meet the buses upon arrival to manage the safe and orderly disbursement of students. Reliable transportation plays a critical role in ensuring swift, secure reunification, minimizing confusion, and maintaining clear communication between families and school staff during high-stress situations.

CTE Support: A well-coordinated transportation system is essential to ensuring equitable access to Career and Technical Education (CTE) opportunities across a school district. This system is designed to facilitate student travel between home campuses and Ben Barber Innovation Academy, industry partner sites, and off-campus learning experiences. The district receives reimbursement for the travel used for these programs.

Dual Credit: To ensure equitable access to advanced academic opportunities, the district operates a dedicated transportation system that supports students enrolled in dual credit courses. These courses, offered in partnership with other campuses or postsecondary institutions, often require students to travel beyond their home campus. The transportation system is designed to meet this need efficiently, safely, and in compliance with state regulations.

Specialized Routing – Schools of Choice: Schools of Choice are a wonderful opportunity for students to enhance their educational experience. This specialized school bus service enables the bus routes to cross over multiple campus boundaries and provide a valuable service for the parents and students. The district's transportation system includes a specialized routing model to support students attending Schools of Choice, such as STEM academies, Alpha Academy, P-Tech, and other non-zoned campuses. This system is designed to ensure that all students—regardless of where they live—have equitable access to the unique educational opportunities offered by these programs.

Mechanical Support: The mechanical shop is a critical component of a school district's transportation operation, responsible for the maintenance, repair, and safety compliance of the district's fleet of school buses and support vehicles. This system ensures that buses are road-ready, safe for student transport, and operating efficiently throughout the school year. We also incorporate and manage an expansive preventive maintenance program in the shop.

Recent Reports

- **TEA Route Services Report (Due in July each year)**
- **TEA Operations Report (Due in December each year)**

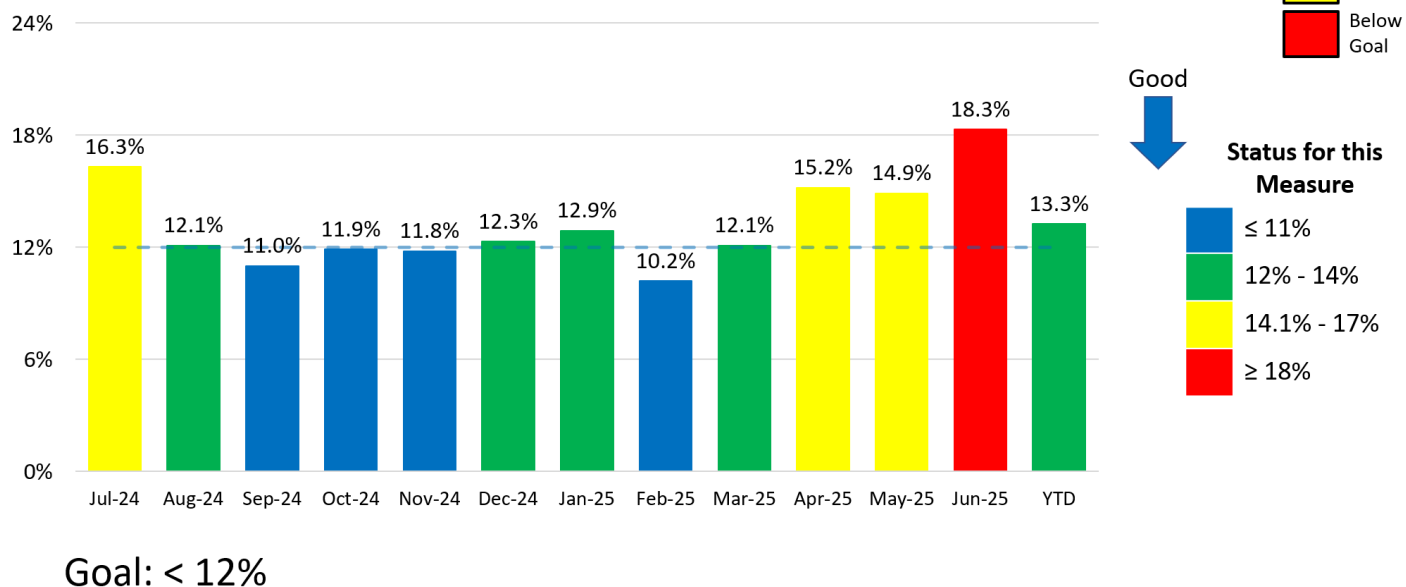
System Measures that Matter

- On-time pick-up and delivery of school bus riders.
- Fuel Purchases and prepared invoices for campuses, departments, and the city of Mansfield
- Workers' Compensation Medical Claims
- Employee Retention
- Employee Attendance Rates
- Down Buses
- Preventable School Bus Accidents
- Overtime Analysis
- Student Riders Utilizing Smart Tag Accountability System
- Air Conditioning Repair Rate
- Preventative Maintenance Rate
- Employee Satisfaction

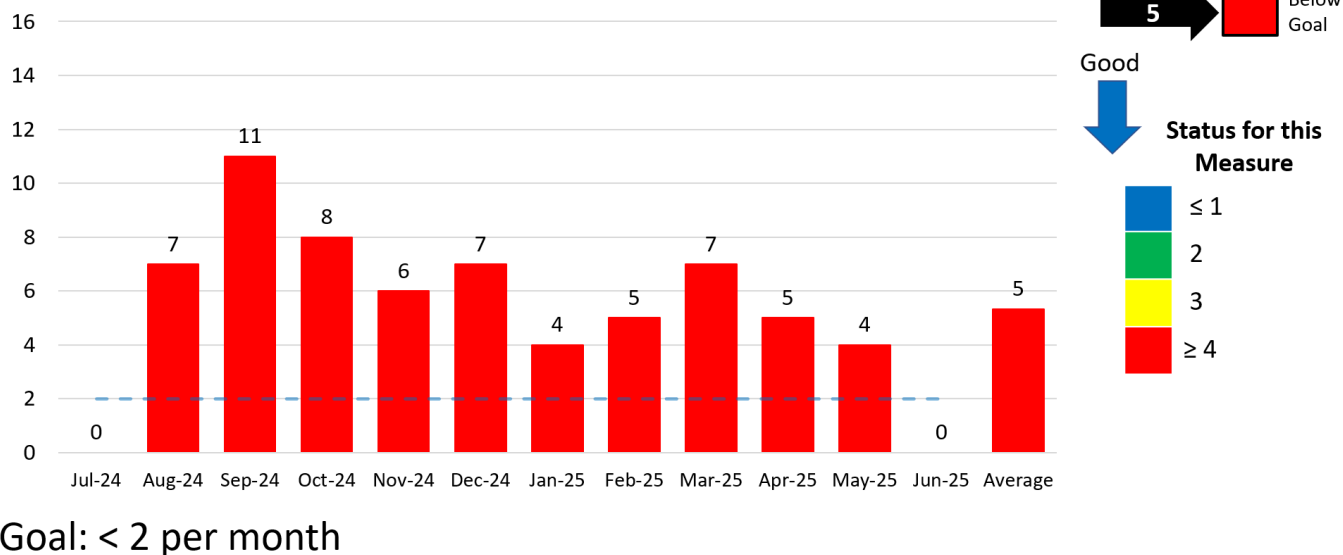
Department Scorecard

7.8 Transportation									
#	Key Strategic Measure	5 Year Goal	Base Line 2019-2020	Actual Data					Status
				21-22	22-23	23-24	24-25	25-26	
7.8.1	Reduce the number of buses that are out of service daily	< 12%	16.25	22.1%	18.6%	13.4%	13.30%		
7.8.2	Reduce the number of at-fault bus accidents	< 24	DNA	69	61	43	69		
7.8.3	Reduce the number of daily hours that non-route staff are required to drive routes	< 30	65.24	77	DNA	5	63		

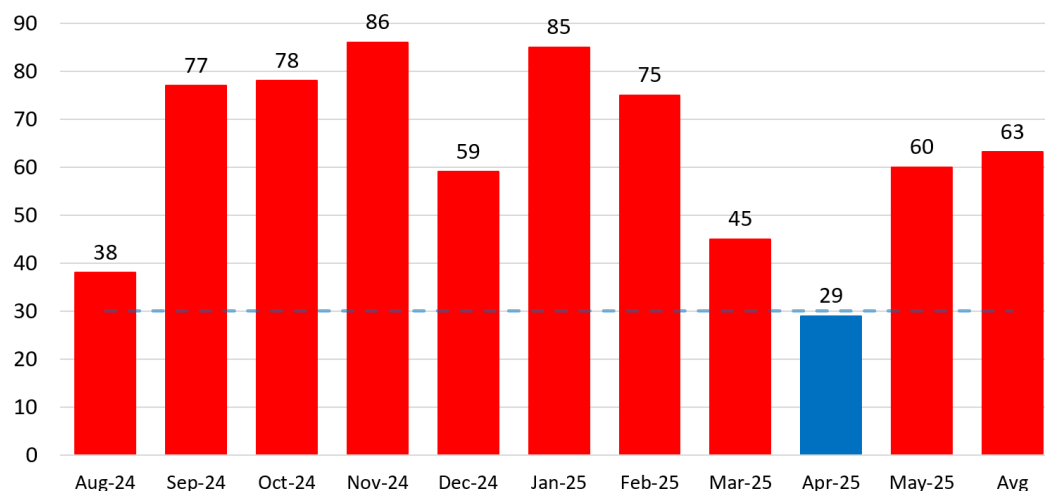
7.8.1 Transportation– Number of Buses that are Out of Service Daily



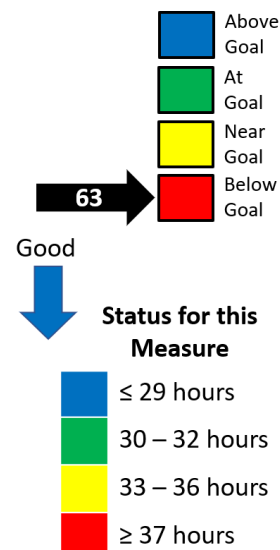
7.8.2 Transportation – Reduce Preventable Bus Accidents



7.8.3 Transportation – Average Daily Hours Non-Route Staff Drive or Attend on Buses



Goal: < 30 hours per day



System Performance

Strengths

- ❖ Newly purchased school buses from the approved 2025 bond program
 - 126 Regular Route Buses (77-Passenger PB110 - International)
 - 26 Special Needs Buses (53-Passenger PB110 - International with Wheelchair Lifts)
 - 3 Collins White Activity (9-Passenger Buses)
 - 5 White Activity Buses (77-Passenger PB110 - International - will be wrapped for athletics)
- ❖ Full Time - 8 Hour Schedules for all Full-time staff
- ❖ Annualized / Bi-Weekly Pay Option for Employees
- ❖ Training Staff / Department Staff
- ❖ Customer Service / Building Relationships

Opportunities for Improvement

- ❖ Communicating to stakeholders in additional languages
- ❖ Rebuilding the 6th Avenue Transportation Center (Approved in 2024 Bond Program)
- ❖ Improvements for Main St Transportation Center (Approved in 2024 Bond Program)
- ❖ Continuous Improvement Training for all Campuses with Smart Tag and Campus Portals
- ❖ Increase parent usage with the Smart Tag parent app
- ❖ Increase awareness of COA Accountability and Ownership for Success
- ❖ Reducing preventable accidents through enhanced safety training and corrective action programs.

Recommendations for Changes in System and/or Policy

1. Change the current routing system (Edulog) to Smart Routing. This will enable the student accountability system to function accurately for students, parents, campuses, and transportation.
2. Specialized routing, such as Schools of Choice and Special Needs, has a unique set of requirements and processes that differ from the traditional home-to-school system. This will change the way we build routes and assign students to bus stops for service. We recommend exploring additional leadership roles within our routing sector.

System Innovations

Recent Innovations

Smart Tag Implementation

The implementation of Smart Tag Technology within our school district has already proven to be a transformative step toward enhancing student safety, operational efficiency, and parent engagement. Currently, students use Smart Tags to check in and out of school buses during daily transportation, allowing for accurate tracking of ridership. This system provides parents with real-time notifications, offering peace of mind by confirming when their child has boarded or exited the bus. On the campus side, staff now have direct access to student transportation data, eliminating the need to contact transportation centers for updates, such as whether a student is on the bus. This streamlined access improves response times and supports better coordination between campuses and transportation services.

Bus drivers are also empowered with onboard student information, enabling them to make safer and more informed decisions during their routes. With visibility into who should be on the bus and where each student is headed, drivers can ensure accurate drop-offs and respond effectively in case of emergencies or route changes. From an operational standpoint, transportation administrators can monitor all vehicles in real time, track student movement, and communicate directly with individual buses or the entire fleet. This capability enhances coordination, supports rapid response to incidents, and improves overall service delivery.

Salary Annualization

Historically, transportation employees in the district did not receive paychecks during non-paid holiday breaks such as Thanksgiving, Christmas, and Spring Break. Additionally, inconsistent work assignments led to fluctuating biweekly paychecks, creating financial unpredictability for staff. As part of our commitment to being a destination district, we've introduced salary annualization to provide greater stability and equity for our transportation team.

Transportation is now a full-time operation, offering consistent 8-hour schedules to all full-time employees. This structure not only supports financial reliability but also creates an ideal opportunity for parents to work within the district while aligning their schedules with their children's school calendar. Employees now have the option to elect an annualized pay structure, receiving a steady monthly paycheck similar to teachers, regardless of school breaks. Alternatively, they may choose to remain on a

traditional hourly, biweekly pay cycle. This choice is offered at the beginning of each school year and is also extended to new hires during onboarding.

Salary annualization enhances employee retention, supports financial planning, and reinforces our district's reputation as a supportive and forward-thinking employer. It reflects our investment in the people who keep our schools running safely and efficiently every day.

Future Department Innovations:

1. Continue to increase staff training, especially for new hires.
 - a. Smart Tag System Orientation: Provide hands-on training for new staff on how to use Smart Tag devices, access student data, and respond to alerts.
 - b. Safety Protocols & Emergency Response: Conduct regular drills and workshops on handling emergencies, including bus evacuations, student accountability, and communication procedures.
 - c. Customer Service & Parent Communication: Train staff on professional communication with parents, especially when addressing concerns related to student transportation.
 - d. Technology Integration: Offer sessions on using GPS tracking, fleet messaging systems, and mobile apps to improve route efficiency and responsiveness.
 - e. Special Needs Transportation: Provide specialized training for transporting students with disabilities, including equipment handling and sensitivity awareness.
 - f. Ongoing Refresher Courses: Schedule quarterly or biannual refresher courses to keep all staff updated on system upgrades, policy changes, and best practices.
 - g. Mentorship & Peer Support: Pair new hires with experienced drivers or staff for shadowing and peer-led learning during their first weeks.
2. Consistent revision of routes to ensure efficiency and accuracy.
 - a. Establish a consistent process for analyzing late bus arrivals to identify patterns and address recurring delays.
 - b. Establish a process to examine buses that consistently arrive late at dismissal to determine root cause.
3. Continuous Improvement program for all staff
 - a. Valuable investment for staff retention
 - b. Celebrating successes and ramp-up goal achievements
 - c. Create consistency throughout the district on transportation systems and processes
 - d. Ensure customer service is always a priority
4. Expanding the scope of the Smart Tag Accountability System

Potential integrations include automated attendance, cafeteria and library systems, and even emergency response coordination. These enhancements would further unify student data across departments, reduce administrative burdens, and create a safer, more connected school environment. By continuing to invest in and evolve this technology, we position our district as a leader in student safety, operational excellence, and family engagement.