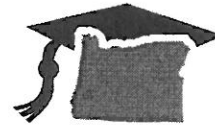




Oregon

Kate Brown, Governor



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Colt Gill

Director of the Oregon Department of Education

June 20, 2019

Paul Erlebach, Superintendent
Neah-Kah-Nie School District
PO Box 28
Rockaway Beach, OR 97136

Dear Superintendent Erlebach:

On March 8, 2019 the Pupil Transportation and Fingerprinting unit evaluated your district's transportation and related programs. The evaluation included a review of policies, plans, procedures, facilities and equipment. Enclosed you will find the results of the evaluation.

The evaluation report includes the following sections:

1. A cover sheet which has the score for each program area that was reviewed; comments may be included for one or more of the areas.
2. A detailed checklist for program areas other than driver files and vehicle inspections. This checklist shows the elements of each section and may also contain comments for each element.
3. A list of inspected school bus driver files, including elements that were inspected as part of each file.
4. A list of inspected activity driver files, including elements that were inspected as part of each file.
5. A list of inspected vehicles, which includes a score. Ten points are deducted for each out of service deficiency discovered on an inspection, and one point is deducted for each other deficiency.

This evaluation represents a snapshot of your program on the date of the evaluation. Unless specifically noted on the cover sheet, there is nothing that must be corrected immediately.

We are aware that some noted deficiencies may have already been corrected. Where possible, this has been indicated on the evaluation documentation although credit may not be given in the final scores because the goal of the evaluation is to identify areas where your transportation program may not be meeting state or federal regulations.

We wish to thank you for the excellent work and cooperation of your staff and the contractor staff during our visit. If you have any further questions about this evaluation, please do not hesitate to contact Craig Pruitt at craig.pruitt@ode.state.or.us or 503-947-5819.

Sincerely,

Candace Pelt, Ed.D.

Candace Pelt, Ed.D.

Assistant Superintendent

Office of Student Services

Enclosures

cc: Michele Aeder, Location Manager, First Student Neah-Kah-Nie location

District Information			
District Name	Neah-Kah-Nie		
Date of Inspection	3/8/2019		
Lead Inspector	Craig Pruitt		
Date of Last Inspection	11/1/2010		
District Statistics			
	Number	20%	Estimated Time
Buses	21	5	3.75
Drivers	16	4	1.00
Activity Drivers	29	6	1.02
Estimated Inspection Time:			3.85
Travel Information			
	Distance	Time	Estimated Time
From Salem	89	1.87	1.87
To/From [Hotel]			0.00
To Salem			0.00
Total Time for Visit:			5.72
Days Required:			1
Evaluation Results			
Overall Visit Grade:			88.45%
Revisit Date (if applicable):			

District Transportation Evaluation					
#	Section	Passed	Possible	Percentage	Comments
1	Transportation Related Policies	21	21	100%	
2	Supplemental Plan	11	11	100%	
3	Accident Reports	2	2	100%	
4	Evacuation Training	8	8	100%	
5	SPAB Use			N/A	
6	Temporary Drivers			N/A	
7	Federal Drug and Alcohol Testing	9	9	100%	
8	Criminal History Checks	11	13	85%	
9	Annual Vehicle Inspections	6	6	100%	
10	School Bus and School Activity Vehicle Use	2	3	67%	
11	Vehicle Maintenance	5	5	100%	
12	Daily Inspections of Vehicles	3	3	100%	
13	School Bus Driver Files	70	78	90%	
14	Activity Driver Files	72	96	75%	
15	Vehicle Operating Condition	99	125	79%	
#	Recommendations				

1 Activity vehicle should not be on the depreciation list. Does not meet the 51% use criteria.

District Compliance Checklist

1. Transportation Related Policies

(Check if not applicable)

Comments

District has student transportation policy	<input checked="" type="checkbox"/>	
Policy identifies if middle school students are secondary students if not transporting at one mile	<input checked="" type="checkbox"/>	
Policy meets current law	<input checked="" type="checkbox"/>	
Policy allows for all vehicles that are being used	<input checked="" type="checkbox"/>	
District has policy related to student conduct on school buses and school activity vehicles	<input checked="" type="checkbox"/>	
Policy includes definitions of suspension and expulsion	<input checked="" type="checkbox"/>	
Policy identifies specific applicable time limits for process	<input checked="" type="checkbox"/>	
Policy identifies criteria used for student suspension and expulsion form transportation services.	<input checked="" type="checkbox"/>	
Policy provides special provisions for students receiving services under IDEA, ORS 339.250, and ORS 343.363	<input checked="" type="checkbox"/>	
Policy appeals process allows appeals to the school board	<input checked="" type="checkbox"/>	
District and/or company has a drug and alcohol testing policy	<input checked="" type="checkbox"/>	
District has policy on driver examination and training	<input checked="" type="checkbox"/>	
District as a loading and unloading policy	<input checked="" type="checkbox"/>	
District has a school bus scheduling and routing policy	<input checked="" type="checkbox"/>	
District has a video cameras on transportation vehicles policy	<input checked="" type="checkbox"/>	
Total:		21

2. Supplemental Plan		(Check if not applicable) <input type="checkbox"/>
		Comments
District has an approved supplemental plan	<input checked="" type="checkbox"/>	
A copy of the plan is maintained locally	<input checked="" type="checkbox"/>	Contractor located later
A transportation report has been submitted for the previous school year	<input checked="" type="checkbox"/>	
The district is providing service to all students who reside in areas covered by the current supplemental plan	<input checked="" type="checkbox"/>	
If service is provided to students who reside within the mandatory transportation zone, are they identified on the transportation report and is the district reducing reimbursement accordingly	<input checked="" type="checkbox"/>	
Total:		11
3. Accident Reports		(Check if not applicable) <input type="checkbox"/>
		Comments
Accident reports have been filed as required	<input checked="" type="checkbox"/>	
Procedure is in place to report injuries that surface after accident reporting determination has been made.	<input checked="" type="checkbox"/>	
Total:		2
4. Evacuation Training		(Check if not applicable) <input type="checkbox"/>
		Comments
Drivers receive the required training instruction	<input checked="" type="checkbox"/>	
Regular riders receive instruction in the first six weeks of the school year	<input checked="" type="checkbox"/>	
Regular riders receive instruction in the first six weeks of the second half of the school year	<input checked="" type="checkbox"/>	
Non-riders receive instruction in the first half of the school year	<input checked="" type="checkbox"/>	
Special needs students receive training as outlined above, related to their needs	<input checked="" type="checkbox"/>	
Documentation present and adequate for the preceding four years	<input checked="" type="checkbox"/>	
Total:		8

5. SPAB Use		(Check if not applicable) <input checked="" type="checkbox"/>
		Comments
The district uses only approved SPAB carriers	<input type="checkbox"/>	
District has an approved list of SPAB drivers	<input type="checkbox"/>	
School has records that students being transported by SPAB carriers received the required safety instruction	<input type="checkbox"/>	
The district notifies parents of possible SPAB usage for trips	<input type="checkbox"/>	
Total:		0
6. Temporary Drivers		(Check if not applicable) <input checked="" type="checkbox"/>
Temporary drivers have been submitted and approved by ODE	<input type="checkbox"/>	Not used
Temporary drivers are tracked for the number of driving days	<input type="checkbox"/>	Not used
Total:		0
7. Federal Drug and Alcohol Testing		(Check if not applicable) <input type="checkbox"/>
		Comments
Pre-employment test results are on file	<input checked="" type="checkbox"/>	
Random test results are on file	<input checked="" type="checkbox"/>	
One or more person is trained on reasonable suspicion	<input checked="" type="checkbox"/>	
Positive tests are retained for 5 years	<input checked="" type="checkbox"/>	
Negative tests are retained for 1 year	<input checked="" type="checkbox"/>	
Certification of Drug and Alcohol Compliance on file with ODE	<input checked="" type="checkbox"/>	
Scientifically valid method of choosing random drivers or consortium procedure followed	<input checked="" type="checkbox"/>	
Total:		9

8. Criminal History Checks		(Check if not applicable) <input type="checkbox"/>
		Comments
District has a policy related to fingerprint collection and processing	<input checked="" type="checkbox"/>	
Policy identifies which contracted positions have direct, unsupervised contact with students	<input type="checkbox"/>	
Policy includes all contracted transportation personnel as having direct, unsupervised contact with students	<input type="checkbox"/>	Not specified
District tracks that fingerprints have been submitted to ODE	<input checked="" type="checkbox"/>	
District maintains a record of fingerprinting responses from ODE - Actual form not required	<input checked="" type="checkbox"/>	
Contractors are made aware of the results	<input checked="" type="checkbox"/>	
District has a policy relating to volunteers who have direct, unsupervised contact with students	<input checked="" type="checkbox"/>	N/A prior to 1/1/18
If choosing to conduct fingerprint based criminal history checks on volunteers, specific positions are identified as required to submit	<input checked="" type="checkbox"/>	N/A prior to 1/1/18
		Total: 8
9. Annual Vehicle Inspections		(Check if not applicable) <input type="checkbox"/>
		Comments
Annual vehicle inspection reports, Form 581-2255, are on file for each vehicle	<input checked="" type="checkbox"/>	
Annual certification reports are on file with ODE	<input checked="" type="checkbox"/>	
Annual school bus inspections are completed within the specified time	<input checked="" type="checkbox"/>	
School buses are maintained to meet Oregon minimum standards	<input checked="" type="checkbox"/>	
Bus and garage report is on file	<input checked="" type="checkbox"/>	
Inspectors of vehicles holds certification	<input checked="" type="checkbox"/>	
		Total: 6

10. School Bus and School Activity Vehicle Use		(Check if not applicable) <input type="checkbox"/>
		Comments
All vehicles on depreciation used 50% for reimbursable service	<input type="checkbox"/>	Activity vehicle on depreciation list, removed
Appropriate vehicles used for home to school service	<input checked="" type="checkbox"/>	
Vehicles for public use comply with appropriate statutes	<input checked="" type="checkbox"/>	
		Total: 2
11. Vehicle Maintenance		(Check if not applicable) <input type="checkbox"/>
		Comments
Records are kept on the maintenance of school buses and other transporting vehicles	<input checked="" type="checkbox"/>	
Records meet OAR 581-053-0070	<input checked="" type="checkbox"/>	
Maintenance personnel hold the correct CDL when appropriate	<input checked="" type="checkbox"/>	
Buses receive thorough inspections at regular service intervals	<input checked="" type="checkbox"/>	
Deficiencies identified by drivers are repaired in the appropriate time frame	<input checked="" type="checkbox"/>	
		Total: 5
12. Daily Inspections of Vehicles		(Check if not applicable) <input type="checkbox"/>
		Comments
Daily pre-trip inspections are being performed	<input checked="" type="checkbox"/>	
Daily inspections are documented and maintained in written or electronic form	<input checked="" type="checkbox"/>	
There is a process in place for drivers to report discrepancies	<input checked="" type="checkbox"/>	
		Total: 3