

ESD Transportation September Update 2023

September 1, 2023

August was a very busy month for our department.

- * The summer bus detailing crew completed the cleaning of buses inside and out and all the waxing.
- * All transportation staff participated in a BOTL (Buses On The Lookout) state training. This 4 hr training was presented to all Idaho school transportation staff to increase awareness about human trafficking and what to look for. It was pretty informational and a sensitive training.
- * We held 3 days of training in-house to prepare for the start of school. Drivers had a few hands-on skills driving through obstacles, reviewing emergency situations going over routes, and contacting all families.
- * All route drivers and bus attendants were present at the elementary open houses to meet and greet the students and parents. We tried something different this year and went inside the buildings instead of sitting out with the buses in the heat and fighting mosquitos. All of my staff involved said they were very appreciative of the move and requested we continue this practice in the future. Overall it was reported that this year they were able to meet more students and parents than in the past.
- * The secretary dispatcher and I attended both the elementary and secondary open houses.
- * I did place an order for 2 new 70-passenger school buses. They should arrive in late 2024 or early 2025. Production is running about 16-18 months out.
- * We should take delivery of our 4 new buses the week of September 11th. Once we get them onsite our mechanics have a few things to finalize and I order the new plates, so we should have them on routes by the end of September.
- * We continue to need bus drivers, we started the year understaffed and we are still in need of four or five more drivers. We have had 2 days so far where every single staff member has been driving and we had our calls transferred to the district office to be answered. (Thank you Kellie Thomas and Anjee Mattingly for helping us out!)

Submitted by: Shauna Davis

ESD Transportation August Update 2023

It has been a busy summer for our transportation department.

- * The bus detailing crew have been cleaning buses inside and out and waxing all summer.
- * The mechanics are busy with all of the school bus summer service work
- * Year end reports are due to the state. Every mile on each bus accounted for and documented.
- * Our 2 bus driver trainers, the secretary/dispatcher and myself attended the 3 day state conference in Boise. Our trainers get their annual state certification to be able to train our new staff and to training throughout the year with our existing staff.
- * Our 2 mechanics attended the state technicians conference in July for 3 days, held in Nampa. They reported there was some good information learned this session.
- * The secretary/dispatcher works on finalizing all our yearly logs and begins getting everything ready for the new school year.
- * We roll all of the students forward into the new years school routes which means some may move to different routes or no longer be eligible to ride.
This year has been more work for us due to the time changes in the schools and trying to ensure all buses can get to the schools by the new times. Drivers have been coming in doing test runs to help us out. Drivers will be calling everyone with bus new bus times if they have changed since last year. WE ask for patience the first 2 weeks while everyone settles into a new routine.
- * We continue to need bus drivers, we will be starting the year understaffed. We are in need of two to three more drivers.
- * We are still waiting on the delivery of our new buses. Once more they have been bumped back on the assembly line, now not expected to be completed until August 16-18, 2023 so we might see them by mid September.
- * Saving the best news for last: Emmett School District #221 Transportation Dept. was presented a plaque award for the **2023 Spot Inspection of the Year for Region 3. I am very Proud of my team!** The last time we received this award was in 2005.

Spot Inspection Definition: In accordance with Idaho Codes 33-1006, 33-1506 and 33-1511, the State Department of Education conducts random spot inspections of school district transportation systems throughout the school year. Accordingly, a State Department of Education, Student Transportation Specialist from region 3, Mr. Brandon Collar, will be in your school district on November 7-10, 2022, to perform a spot inspection of the administrative, fiscal and performance areas of your student transportation program. We will inspect approximately 25% of your school buses, driver personnel records, and vehicle maintenance records. Our transportation specialist will also be riding routes and reviewing continuous and interactive supervision at school loading zones. We will review reimbursement and mileage reporting documentation, as well as student rider count, safety busing, and routing procedures.

1. Payroll register and time sheets.
2. Vendor files.
3. A record, including source documents, of all route, field trip, and extracurricular miles for fiscal year 2021-22.
4. Reconciliation and coding methodology for reimbursable and non-reimbursable miles.
5. Buses need to be available for inspection along with a mechanic to assist with lights inspection, wheel removal (if requested), moving vehicle, etc.
6. Maintenance records for all of the district's school buses.
7. Pre-trip and post trip inspection documentation.
8. Bus driver personnel files and training records.
9. Page 2 Supporting Schools and Students to Achieve
9. List of bus routes, stops and a map showing locations, if available
10. Transportation Policies with date of board approval.
11. Safety Busing Areas with measurement device and date of board approval.

We received a 98% score.