



TRANSPORTATION PLAN

2023-24

GOVERNING BOARD APPROVED
March 22, 2023

Samantha Bradshaw – Transportation Manager
Rebecca Oraboni – Director of Operations
VALLEJO CITY UNIFIED SCHOOL DISTRICT | 501 OREGON ST., VALLEJO, CA 94590

The Vallejo City Unified School District’s Transportation Department supports the academic achievement of our students through safe, timely and professional transportation services.

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**VALLEJO CITY UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT**

501 Oregon St Vallejo, Ca
Phone: 707-556-8880
Office Hours: 6:00AM to 5:00 PM

Samantha Bradshaw
Transportation Manager
sbradshaw@vcusd.org

Carolyn Reeves
Dispatcher/Scheduler
creeves@vcusd.org

Donyae Tilson
Lead Driver Trainer
dcarr@vcusd.org

Pauline Insigne-Nickens
Transportation Secretary
pinsignenickens@vcusd.org

Johnathan Pangelinan
Lead Mechanic
jpangelinan@vcusd.org

ABOUT THE DISTRICT

Vallejo City Unified School District (VCUSD, or “District”) educates nearly 10,000 students in transitional kindergarten to grade 12. Located in the northeast corner of the San Francisco Bay area, the district offers high-quality education and opportunities to the diverse population of students within the City of Vallejo.

Board of Education and Superintendent

President Christy Gardner

Vice President Dr. Latyna Young

Trustee John Fox

Trustee Carlos Flores

Trustee Glenn Amboy

Superintendent William Spalding

Our Schools

Vallejo City Unified School District includes seven child development centers/ preschools, 15 elementary schools, one middle school, two comprehensive high schools, one alternative high school, independent study programs, and one adult school.

Our Vision

To be the schools that are the pride of the community, the envy of the region, and the launch pad of bright and amazing futures and productive and fulfilling lives for all our Vallejo students.

Our Mission

To meet our students and families where they are and to provide a high-quality, rich educational experience that seeks to elevate each student's potential and connect to each student's passion providing a strong foundation for a productive and fulfilling future on the pathway of their choice.

Core Beliefs and Values

All students will learn in a safe, inclusive, and equitable environment that validates, respects, and honors their unique background, interest, and identities.

ABOUT THE TRANSPORTATION PLAN

In accordance with Education Code 39800.1, the transportation plan describes the District’s transportation services offered to our students and prioritized services for students in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive; pupils who are low income as determined by free or reduced price meal eligibility; students with disabilities; homeless children and youth pursuant to the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.).

The plan further describes how unduplicated students as defined in subdivision (b) of Section 42238.02, those classified as an English learner, eligible for a free or reduced price meal, or is a foster youth, are able to access available home-to-school transportation at no cost to pupils

The plan is to be developed in consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution districts and air quality management districts, parents, pupils, and other stakeholders, and is to be adopted by the Governing Board on or before April 1, 2023, and updated by April 1 of each year thereafter.

CURRENT DATA

Department staff consists of 1 manager, 1 secretary, 1 dispatcher/scheduler, 1 lead driver trainer, 1 lead mechanic, 3 mechanics, 1 vehicle maintenance monitor, and 25 bus drivers. The District school bus fleet consists of 29 buses: 3 fueled with gasoline, 8 fueled with diesel, and 18 fueled with natural gas. The total ridership capacity is 1,462 pupils: 4 buses seat 84, 7 seat 81, 2 seat 61, 6 seat 60, 2 seat 25, 1 seat 20, and 7 buses that support students with physical disabilities. Actual bus capacity may be less depending on particular service and routes.

The district currently transports 407 students daily from home to school, including 210 students with disabilities, 174 students living beyond current ridership boundaries, 19 overflow students, and 4 McKinney-Vento students; ridership in any one category can often fluctuate from day to day. No fees are charged to any student or family for daily ridership.

In addition, the district provides transportation services for school field trips and extracurricular programs such as athletics.

STUDENT RIDERSHIP ELIGIBILITY

Mandated Services

Pursuant to Board Policy 3541, the district shall provide home to school transportation services as needed for students with disabilities as specified in their individualized education plan (IEP) or section 504 plan; to McKinney-Vento students in accordance with the law, Board policy and administrative regulations; and to students if the distance between their school established bus stop and the school is beyond the minimum:

Grades K-5: 1.5 miles

Grades 6-8: 2.25 miles

Grades 9-12: although transportation services are not mandated for high school students, former District leadership directed the department to provide services to high school students living beyond 3 miles.

McKinney-Vento students, those who lack a fixed, regular, and adequate nighttime residence, are provided transportation services if their temporary residence is located outside of their assigned school walking boundaries. If existing demand for services exceeds capacity, a city bus pass will be provided free of charge through the Student Support Services Division.

Prioritized Optional Services

Transportation services beyond mandated services may be provided:

- Students meeting the criteria per EC 39800.1 outlined above, and
- Students meeting the criteria per EC 42238.02 outlined above, and
- Students who live within their walking distance when walking to school is determined by the Superintendent or designee to be unsafe due to a dangerous path of travel.

As the district unduplicated student percentage as defined by EC 39800.1 is approximately 80%, it is highly likely that most applications for services regardless of distance from school will be in the first tier priority group. Limiting capacity factors to prioritized optional services include routes and staffing.

Summary of Overall Ridership Eligibility

- I. Mandated Services:
 - A. Students with disabilities as specified with IEP or have a Section 504 Plan
 - B. Students living beyond minimum distance per Board policy
 - C. Students lacking permanent housing
 - D. Overflow students living beyond walking boundary from the assigned school

- II. Prioritized Optional Services (pending capacity):
 - E. Students in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive; pupils who are low income as determined by free or reduced price meal eligibility; students with disabilities; homeless children and youth pursuant to the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.).
 - F. Unduplicated students as defined in subdivision (b) of Section 42238.02, those classified as an English learner, eligible for a free or reduced price meal, or is a foster youth
 - G. Students lacking a safe walking path of travel
 - H. All other students

Application for Services

An application for services is available online and at the transportation office: 501 Oregon St. Applications must be submitted for all ridership requests except for those students qualifying for services based on disability or McKinney-Vento designation (families must still opt in). Upon application verification, applications shall be approved according to eligibility criteria outlined above.

If a student is determined to be eligible for services and a seat is not available, the student will be placed on a waitlist and notified as soon as a seat becomes available. Students on the waitlist will be prioritized according to mandated and prioritized optional eligibility and date submitted.

Bus Passes

All students eligible for transportation services will be issued a bus pass. The bus pass must be used each time they enter and exit the bus.

Students who do not qualify for transportation services through the District, or are denied as a result of bus capacity limitations are encouraged to contact SolTrans to obtain a youth pass. Students displaced from their home school and reassigned to another school due to overflow or program needs will be provided transportation services when their assigned school is not within walking distance. Transportation services are not provided to students who request a transfer to any school that is not their home school.

Additional Considerations

If a McKinney-Vento student does not meet district transportation requirements their temporary residence is located outside of their assigned school walking boundaries, they shall be provided a city bus pass by the Student Support Services Department free of charge.

Kindergarten students are required to have a designated person at the bus stop to receive them. If a designated person is not there she will be returned to their school of attendance where the parent will then be responsible for picking her up. Future transportation privileges may be suspended as a result.

The majority of Special Education students are provided door to school services. When a student is dropped at home, drivers do not leave until they observe the student entering the home. If no one is home to receive the student he will be returned to their school of attendance where the parent will then be responsible for picking him up. Future transportation privileges may be suspended as a result.

Students in grades 1 through 12 do not need a designated person to receive them at the bus stop and will be dropped off without an adult there to meet them.

BUS SAFETY and SAFETY SYSTEMS

The safety of our students is of paramount importance at all times. The District maintains on board state of the art safety systems and implements a variety of policies and procedures to ensure student safety while they are under the care and supervision of the transportation team.

Device App

Parents have access to the District transportation application (app) for their smart device. The app features all relevant general information, and provides parents with real time tracking of their child as he boards and exits the bus with his bus pass, and provides real time location information via the bus GPS system.

Wide Area Network (WAN) Radio Systems

Each bus is equipped with a radio system that provides instant two-way communications to the transportation office and emergency services.

Global Positioning Systems (GPS)

Each bus is equipped with a GPS system that provides constant location tracking.

Digital Audio / Video (A/V) Recording Systems

Each bus is equipped with a digital A/V recording system that provides constant A/V recording and retention capability.

Authority of the Driver

CCR Title 5 Section 14103 states: Pupils transported in a school bus or a school pupil activity bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the driver's authority shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in route between home and school or other destinations.”

Driver Training Program

The Vallejo City Unified School District has developed a robust School Bus Driver Training Program for candidates interested in working for our District. Qualified candidates who are obtaining their Class B license for the first time are offered paid training that includes a minimum of 20-hours of classroom instruction on the State Rules and Regulations for school bus driving and 20-hours of behind-the-wheel training. Through this training, all students will receive instruction to obtain their Class B license and their California Special Bus Driver's Certificate (School Bus Certification).

Each student must demonstrate proficiency in each skill level, complete their classroom instruction, obtain their First Aid Certificate, and pass their physical exam before testing with the California Highway Patrol (CHP).

Fully licensed school bus drivers are required to complete at least 10-hours of annual In-Service Training to maintain their California Special Bus Driver's Certificate (School Bus Certification). This training is offered to all bus drivers employed by the District on a routine schedule every month and available for the District's school bus drivers to schedule at will. All School Bus Drivers are required to maintain their First Aid Certification and complete their routine physical exams.

BUS STOP SAFETY

Unassigned Bus Stop

No student shall be allowed to utilize any designated bus stop other than the student's primary designated bus stop.

Bus Stop Behavior

Students at the bus stop are subject to the same rules as when riding the bus. Students identified as causing vandalism at the bus stop may lose their bus-riding privilege (See Student Bus Conduct)

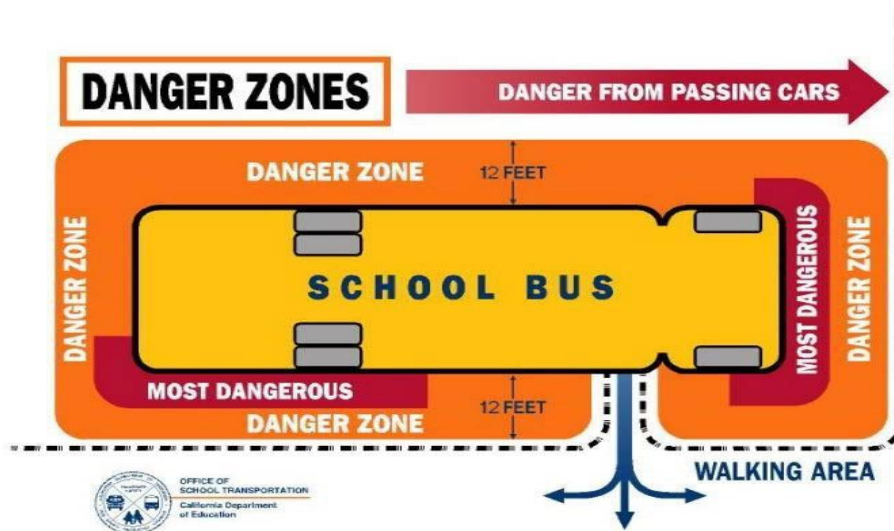
Bus Stop Warning Activation

School Bus drivers will activate red flashing lights and stop signal arms at all bus stops where pupils are loading or unloading from a school bus with the following exceptions:

- school bus loading zones on or adjacent to school grounds
- during activity trips
- where the school bus is disabled
- where pupils require assistance to board or leave the bus
- where the roadway surface is covered by snow and ice and requiring traffic to stop would create a hazard
- on a state highway with a posted speed of 55 mph or higher
- or any location determined by the District, with the approval of the California Highway Patrol, to present a traffic or safety hazard.

Danger Zones Around Buses

Students are cautioned against entering the Danger Zone, which is the area twelve feet around the school bus. Students exiting the bus should remain in the clear view of the bus driver. Students are expected to travel directly to their home from the bus stop.



Additional Safe Bus Operations

- A bus driver is prohibited from driving a school bus while using a wireless telephone or other devices.
- A school bus shall not be operated whenever the number of passengers exceeds the bus seating capacity.
- No unauthorized person may enter a school bus.
- The district maintains a comprehensive transportation safety plan. Written safety information shall be provided to parents/guardians of all students who ride the bus.
- Emergency bus evacuation drills shall be conducted annually.

STUDENT BUS CONDUCT

While under the care and supervision of drivers, students will be taught bus rules and other safe riding practices, including required emergency procedures.

District standards for students apply at all times when students are riding the school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited.
13. Upon reaching their destination, riders shall remain seated until the bus comes to a

complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.

14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take appropriate action.

Reporting and Progressive Discipline

Separately, while under the care and supervision of drivers, failure to follow safe conduct rules, drivers shall issue bus conduct referrals and implement progressive discipline procedures as follows:

- 1st Referral: Warning
- 2nd Referral: 1-Day Bus Suspension
- 3rd Referral: 3-Day Bus Suspension
- 4th Referral: 5-Day Bus Suspension
- 5th Referral: 10-Day Bus Suspension
- 6th Referral: Bus Suspension for balance of the year

Cause for Immediate Suspension from the Bus

The following egregious actions will result in immediate suspension from the bus for the balance of the year:

- A physical threat and action toward the driver or passengers.
- Destruction of school, driver or student's property.
- Bringing a weapon such as knives, clubs, guns or other weapons on board the bus or using objects such as umbrellas, canes, or crutches as weapons.
- Throwing objects at the bus or other vehicles while on the bus or after getting off the bus.

CONSULTATION

- SOLTrans: Feb. 9, 2023, SCOE facilitated meeting for all local districts
- Bay Area Air Quality Management District: Feb. 9, 2023, SOE facilitated meeting for all local districts
- School Administrators: March 14, 2023, plan distributed to VSMA with feedback requested
- Parent Groups: District English Learner Advisory Council Mtg, Feb. 7, 2023; Community Advisory Committee for Special Education (CACSE), Feb. 16, 2023
- Student Group: March 10, 2023, draft plan and questionnaire distributed to all VHS, JBHS, JFHS, Leadership Academy students
- Classified Staff: CSEA Leadership Feb. 10 & March 10, 2023
- Certificated Staff: March 2, 2023, plan distributed to VEA with feedback requested

All feedback from District groups was constructive, some asked clarifying questions or had recommendations, others provided general support and positive acknowledgement of the

department and services such as safety systems, and others acknowledged challenges related to recruitment and retention and the ongoing impact to efficient services.

High school student feedback reflected what we see as our goal across all grade levels: although only 25% of respondents said they would ride if transportation services were available to them, they also expressed a need for expanded services to students and families in order to provide safe, reliable and timely transportation services.

Solano County Office of Education facilitated consultation with both SOLTrans and Bay Area Air Quality Management District (BAAQMD). BAAQMD provided general information but did not provide direct feedback to districts simply due to the volume of plans to review.

SOLTrans provided general information, the District submitted the draft plan for review as requested, but as of the time of this writing no direct feedback has been provided. Local routes are not optimized for student ridership - simply due to low demand and high cost.

CURRENT CHALLENGES

There are three primary challenges affecting the department and service to students and families:

1. Recruitment and retention of drivers and mechanics: like school districts throughout the state, maintaining bus driver and mechanic staffing levels is an ever increasing challenge. Bus driver attrition through retirement, while well deserved for the retiree, creates vacancies that are difficult to fill.
2. Frustration from families and staff due to department staffing and programming challenges creating service inefficiencies
3. While we have a relatively strong bus fleet due to two large grants in the last 10 years, efficiencies can be compromised due to the limitations of the fleet in deploying the right bus to serve the student and function of the route / trip. Example: Oftentimes we will see an 80 passenger bus used for routes that serve far fewer passengers.
4. Maintaining a fleet of buses and supporting a highly qualified and trained staff requires an appropriate and compliant facility which is costly - with rising costs and limited funds.. As a result, while the department performs in a compliant manner at all times, additional funds can ensure that we continue to do so in a far more efficient manner.

FINANCIAL DATA 2021-22

Revenue Calculation-Total

Total 2021-22 Transportation Expenses (Function 3600)- \$3,485,441.09

Less Capital Outlay (object 6XXX, Function- \$0

Less Non Agency Expenditures (Goal 7110, 7150, Function 3600)- \$0

Estimated 60% Reimbursement- \$2,091,264.65

Less 21-22 Transportation add-on (From LCFF Calculator)- 799,517.00

Total Revenue (Object 8590, Resource 0000) - \$ 1,291,747.65

Expenditures and Other Financing Uses

Classified Salaries: 2000-2999 \$ 1,801,791.87

Employee Benefits: 300-3999- \$ 832,907.33

Employee Benefits: 300-3999\$ \$ 832,907.33
Books and Supplies: 4000-4999 \$ 282,520.86
Services and Operating Expenses: 5000-5999 \$ 568,221.03
Capital Outlay: 6000-6999
Other Outgo: 7000-7999
Total Expenditures \$ 3,485,441.09

NEXT STEPS

1. State reimbursement funds will be strategically used to address the challenges identified above as well as those still to be determined:
 - a. Human Resources will be provided additional funding for recruitment of hard to fill driver and mechanic positions
 - b. Human Resources will review compensation and make recommendations as appropriate
 - c. District will expand services by adding additional drivers and mechanics as current labor market and funding allows
 - d. District will expand by adding support personnel to assist with anticipated ridership expansion and efficient field trip and other site based programming support ie. band and athletics
 - e. Funds will be utilized to purchase additional buses of appropriate size and configuration for routing efficiencies
 - f. A comprehensive review of the Oregon Street facility will be conducted to determine near / long term facility repairs and improvements to ensure a safe and compliant facility that supports efficient department operations
2. Board policies will be reviewed as necessary, and recommended revisions will be brought to the board for review, recommendations, and finally for adoption.
3. This is a living plan to be posted for information and ongoing feedback from parents and staff. It will be reviewed/revised at least annually, after consultation with all required groups as well as students.
4. District staff will develop a stronger partnership with SolTrans in an effort to optimize student ridership.