

# TRANSPORTATION RE-ORGANIZATION

August 11, 2016

## OVERVIEW

### 1. Transportation Committee

Members were chosen by vote of their representative work group:

BUS DRIVERS – Karen Nelson

BUS AIDES – Danielle Rinaldi

SUBSTITUTE BUS DRIVERS – Chris Coffman

MECHANICS – Dave Bush

ADMINISTRATION – Sam Carper

### 2. Background

The Transportation Committee reviewed audit reports from the WVDE and feedback from the WVSSPA and Human Resources on potential changes to the transportation department to improve efficiency and function. Multiple meetings were held and the representatives took feedback from their constituents into the meetings. We are grateful for their professionalism, time and hard work.

### 3. Recommendations

**Recommendation I: Student discipline for bus behavior become the responsibility of the building principal.**

Timeline: August 17, 2016 implementation

Responsibility: Work group of Transportation Coordinator and 3 principals (elem, middle, high). The principals have created a draft for the process including reporting forms. Ralph Dinges will provide copies to the Transportation Committee and print copies will be placed at the bus garage for feedback from the bus drivers/aides. The DRAFT will be out for review for 2 weeks and the Transportation Committee will give feedback. August 29<sup>th</sup> deadline.

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**Recommendation II: Develop a protocol for response to bus accidents.**

Timeline: August 17, 2016 implementation

Responsibility: Work group of Transportation Supervisors and Transportation Committee. Transportation Supervisors will create the protocol and bring back to Transportation Committee

for review. Distribution of the packets of information to the bus drivers (red folders) to include incident reports and protocol. Include training of bus drivers on the new process.

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**Recommendation III: Contract the Versa Trans company to complete the programming necessary to allow parents to log on and track their child's bus in real time to reduce phone calls to administrative office.**

Timeline: August 17, 2016 implementation

Responsibility: Work group of Computer Operator and contracted employees. This feature already functions, we just need to get info out to parents. Staff will not change substitute busses in the system unless VersaTrans can provide an easy number swap system that allows us to change the bus number without clicking on each individual student.

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**Recommendation IV: Schools will input bus #s into WVEIS to export to School Messenger for robo calls.**

Timeline: August 17, 2016 implementation

Responsibility: School secretarial/attendance staff. All schools are provided with a bus transportation list. When entering and checking everyone's WVEIS info, the staff will input the bus number. This will allow the School Messenger system to pull a list by bus number and the transportation staff can robo call isolated to particular buses to notify parents of late buses.

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**Recommendation IV: Remove assignment of county vehicles from transportation to the central office. This duty will be assigned to the central office secretary for tracking.**

Timeline: August 17, 2016 implementation.

Responsibility: Central office secretary and Asst Supt of Operations. Vehicles will be parked at CO. Buzz will train Ms. Penny Shiley on the check-out process.

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**Recommendation V: Mandatory staff development for all bus drivers and aides on the Handbook & effective discipline techniques for students**

Timeline: August 7, 2016 implementation

Responsibility: Staff Dev Coordinator, Coordinator of Transportation. Conscious discipline has already been scheduled for bus aides.

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#### 4. Administration Reconfiguration

All of the proposed changes are **BOLDED**.

Coordinator of Transportation – Maintain 261 contract and supervisory responsibility for transportation program as currently configured. (8am-4pm). Responsible for scheduling Supervisor of Transportation positions so that one is always present. Currently supervises 142 staff directly and completes evaluations of all. **Proposed to split direct supervision with Coordinator of Mechanics (mechanic supervision only) and 2 Supervisors of Transportation.**

**Supervisor of Transportation (2)** – Convert current Bus Supervisor position to a Supervisor of Transportation position and add an additional Supervisor of Transportation. The position will be 240 days and scheduled over a summer split so that there is always a Supervisor of Transportation on duty when the Bus Garage is open. Job description attached.

5:00am – 1:00pm:

9:30am – 5:30pm:

Computer Operator / Bus Driver (261 day no change) – VersaTrans programming. Route programming. Position unchanged

Shop Foreman (261 day no change) – **Assignment of all spare buses and determination of whether spare buses are sufficiently clean to warrant return of original bus.**

Inventory Manager (referred to as “parts manager” in the building, but Inventory Manager is the state’s terminology for this service position) – Responsible for monitoring of GasBoy system and removal of this duty from Secretary III

Transportation Supervisors and Transportation Coordinator will check the time sheets/ mid-day/trip cards/supplemental pay/meal reimbursements of the employees they supervise.

Moving special education assignment from Secretary III to Supervisor of Transportation

Reclassify Chief Mechanic as Coordinator of Mechanics: Shift evaluation of all mechanics away from Coordinator of Transportation to Coordinator of Mechanics. \$1000 pay increase. This would require approval of the Re-classification Committee.

## 5. Lead Driver

4 Bus Drivers: \$700 Stipend for 5+ year to provide mentoring, support, resources and organization for ¼ of drivers and substitutes

## 6. Substitute Drivers

Recommendation I: Average annual overtime for Bus Operators, Mechanics and Administrators is currently \$353,942 over the past 4 years. Recommendation is to add 4 full-time “itinerant” bus-operator positions and assign them as full-time bus drivers whose “assigned routes” are as substitutes then eliminate ALL overtime at the bus garage. The four new bus driver positions would be classified as follows:

(1) Itinerant Bus Operator/Mechanic Assistant

(2) Itinerant Bus Operator /Clerk/Aide

(1) Itinerant Bus Operator /Custodian

**\*These are the only bus operator positions to be classified as “itinerant” at this time so that they may be assigned substitute routes daily.**

Timeline: August 17, 2016 implementation

Responsibility: Coordinator of Transportation and HR

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## 7. Long-term

With several of our schools at or above full capacity, we will be exploring re-districting in the coming year. This will likely result in many, if not all, transportation routes being reconfigured. The goal is to maintain ALL bus driver and aide positions, but to reconfigure routes to be more cost efficient. We are working with legal counsel to develop a “transfer” system that will allow all drivers/aides to transfer based on seniority rather than using a “RIF” system since there is no intention to reduce our workforce.