

# LITTLETON PUBLIC SCHOOLS TRANSPORTATION SERVICES CENTER 2007-2008 ANNUAL REPORT



## *Board of Education*

Scott D. Murphy, Superintendent

## *Prepared by Transportation Services Center*

Kirk Madsen, Assistant Superintendent of Operations

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## MISSION STATEMENT

**TO EDUCATE STUDENTS FOR THE FUTURE BY CHALLENGING EVERY INDIVIDUAL  
TO CONTINUOUSLY LEARN, ACHIEVE, AND ACT WITH PURPOSE AND  
COMPASSION.**

## VISION STATEMENT

**LITTLETON PUBLIC SCHOOLS: EXCEPTIONAL COMMUNITY, EXTRAORDINARY  
LEARNING, EXPANDED OPPORTUNITY, AND SUCCESS FOR ALL STUDENTS**

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# **TRANSPORTATION SERVICES CENTER**

## **2007-2008 ANNUAL REPORT**

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### **Introduction**

The purpose of this report is to share pertinent information regarding Littleton Public Schools (LPS) Transportation Department. The intent is to provide data and effectively communicate how work of the transportation department blends with the strategic plan, vision, purpose, and mission statements of Littleton Public Schools.

In keeping with our mission statement to educate students for the future and to act with purpose and compassion, the transportation department focuses on improving operational efficiencies and providing the best possible service to support the shared beliefs of the strategic plan.

### **Goals of the Transportation Department**

- Create a positive atmosphere for student growth by providing highly skilled and caring drivers.
- Provide students with transportation services that enhance each day's learning experience.
- Support instructional and activity programs through transportation schedules that complement the learning process.
- Operate a safe, dependable, and cost-effective transportation system.

### **Strategies To Accomplish Goals**

- Continue providing quality driver training that emphasizes student management skills.
- Continue emphasizing defensive driving skills to ensure the safety of students in dense traffic.
- Purchase quality bus equipment and uphold high maintenance standards at reasonable costs.
- Communicate with parents and schools regarding busing concerns.



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## District Transportation Information

### Transportation Center

The Transportation Services Center is a full service fleet maintenance facility. Each of the 123 district vehicles is monitored by the Transportation Maintenance Techniques (TMT) software program, which tracks maintenance scheduling and repair costs for each piece of equipment. Fuel usage is interfaced with TMT to become part of each vehicle record. Routine servicing of each vehicle is conducted at specific intervals based on the number of miles, hours, or days in operation.

In addition to school buses, the department services and maintains transportation support vehicles, facilities, maintenance, security, and warehouse vehicles. Repair and maintenance is also provided for 29 additional pieces of district equipment such as tractors, sweepers, forklifts, compressors, trenchers, trailers, and school emergency backup generators.

The facility is a certified opacity (smoke density measurement) inspection station for diesel powered vehicles, administered by licensed staff mechanics. Mechanics also perform engine and transmission overhauls and minor body work, upholstery repair and window replacement. All work is done in-house in the six bay service area which is equipped with a full size automatic indoor bus wash.

The fleet consists of 75 school buses. Seventy-four buses are used to transport students. One bus has been converted to a roving hearing and vision test facility. The 74 buses in the fleet include 42 seventy-seven capacity passenger buses, 6 seventy-two capacity passenger buses, and 26 small buses of which eight are equipped to transport wheelchairs. Non-route buses are utilized for field trips, special programs, and substitution for route buses undergoing regular maintenance procedures. Buses vary from one to 15 years of age, with an average age of 6.8 years. All buses annually meet Colorado Department of Education inspection requirements.

The Transportation Services Center employs 54 school bus drivers, 3 benefited substitute drivers, 12 on-call substitute drivers, and six bus paraprofessionals to care for special needs students. Buses on daily routes, mid-day special programs, and field trips transported LPS students over 790,750 miles during the 2007-2008 school year. Daily routes covered 3,998 miles per day. Of the 6,125 students eligible for transportation, 61% or 3,745 students of general education programs and 384 students of special needs programs rode on October 1, 2007 (CDE count day).

Fleet dispatch activity takes place in the scheduling/dispatch hub. The office is open 11½ hours each school day, from 5:30 a.m. to 5:00 p.m. The 800-mhz digital radio system is capable of maintaining communication with all district vehicles. The system can reach south to Trinidad, north to Wyoming, east to Burlington, and west to Grand Junction. After-hours and weekend trips are monitored by the LPS security department and transportation staff using portable radios. All radio communications can be monitored by local law enforcement agencies.

Routing, field trips, scheduling, dispatch, payroll, accounting, parts control, and all other daily office duties are performed by four office personnel. All training and licensing is conducted by three driver trainers. The department is managed by the director of transportation and the vehicle service manager.

## TRANSPORTATION FINANCIAL INFORMATION

### Transportation Budget

The operating budget for transportation services is approximately 2.6 percent of the district's General Fund. Less state reimbursement, it's 2 percent of the district's General Fund. Increases in operating costs are due primarily to wage increases and the escalation of fuel prices.

| GENERAL OPERATING FUND EXPENSES SHOWING STATE REIMBURSEMENT |             |             |             |             |             |
|---|-------------|-------------|-------------|-------------|-------------|
|   | 2003-2004   | 2004-2005   | 2005-2006   | 2006-2007   | 2007-2008   |
| <b>Operating Expense</b>                                    | \$2,721,658 | \$2,893,314 | \$3,134,940 | \$3,342,419 | \$3,582,707 |
| <b>Less State Reimbursement</b>                             | -997,304    | -953,827    | -996,272    | -780,569    | -806,242    |
| <b>Net Operating Expense</b>                                | \$1,724,354 | \$1,939,487 | \$2,385,637 | \$2,035,698 | \$2,776,465 |

### Planned Vehicle Replacement Schedule

According to the planned vehicle replacement schedule, the district has committed approximately \$380,480 per year from the Capital Reserve Fund to purchase new buses and support service vehicles. The annual purchase of five school buses allows the age of the bus fleet to remain stable at an average of 6.8 years with no bus exceeding 15 years or 200,000 miles. The support service vehicles, once averaging 12.9 years, has been upgraded to an average age of 7.6 years through focused replacement efforts.

### Preventative Maintenance Schedule

Preventative maintenance is performed on all district vehicles according to the schedule of A service; 2,000 miles; B service; 3,500 or 7,000 miles (gas or diesel); C service; 30,000 miles. Opacity – yearly; emissions – 2 year cycle; State inspection – yearly; DOT inspections – yearly; air dryer – 1,000 days; air brake diaphragms – 550 days; power steering filter – 18,000 miles; transmission filter – 18,000 miles, spark plugs – 50,000 miles on newer vehicles; coolant filter – 540 days; and fuel filter – 12,000 miles, 4,000 miles on Cummins. These services are performed by four mechanics. Seat and glass repairs are performed by the utility mechanic.

| Fuel Costs                     | 2003-2004 | 2004-2005 | 2005-2006 | 2006-2007 | 2007-2008 |
|--------------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>Cost of Fuel</b>            | \$189,524 | \$251,373 | \$323,008 | \$332,058 | \$409,242 |
| <b>Total Gallons Purchased</b> | 150,254   | 147,539   | 148,539   | 148,532   | 142,413   |
| <b>% Used by School Buses</b>  | 85%       | 86.2%     | 86.5%     | 83.5%     | 83.8%     |

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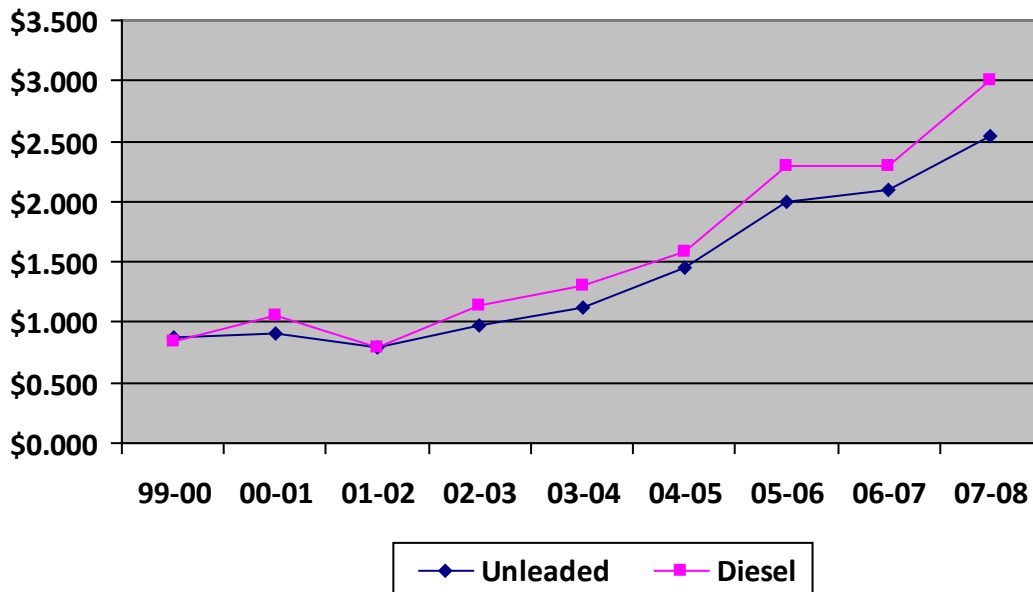
## Total Fuel and Fleet Maintenance Costs

The total cost of district fuel and fleet maintenance was \$1,074,485 during the 2007-2008 school year. This cost includes wages and benefits for the 7.5 service department personnel, plus cost of fuel, equipment, parts, and supplies in servicing all district owned equipment.

Diesel and unleaded fuel are stored in state-of-the-art underground tanks on-site. These tanks are encased in an outer shell to prevent fuel seepage, and are equipped with sensors to monitor inventory. The district purchased 142,413 gallons of diesel fuel and unleaded gasoline during 2007-2008 at a total cost of \$409,242.

Fuel prices continued to climb during the 2007-2008 school year. The range for diesel fuel went from 2.42 to 4.18 per gallon, for an average of \$3.01 per gallon. This is in contrast to 2006-2007 with diesel ranging from \$2.02 to 2.75 per gallon with the average of \$2.30 per gallon. Unleaded fuel ranged from \$2.18 to \$3.47 per gallon during 2007-2008 for an average of \$2.55 per gallon.

### Average Per Year Fuel Cost





**Cost Per Mile**

Total school bus miles represent route and field trip miles. In 2007-2008, the number of field trips ran were 2,676, totaling 81,539 miles, or 10.3% percent of the total miles traveled.

| <b>Year</b>      | <b>Total Miles</b> | <b>Cost Per Mile</b> | <b>Field Trip Miles</b> | <b>% Field Trips</b> |
|------------------|--------------------|----------------------|-------------------------|----------------------|
| <b>2003-2004</b> | 804,477            | \$3.38*              | 98,153                  | 12.2%                |
| <b>2004-2005</b> | 789,152            | \$3.67*              | 94,458                  | 12 %                 |
| <b>2005-2006</b> | 790,043            | \$3.97*              | 85,501                  | 10.8%                |
| <b>2006-2007</b> | 795,808            | \$4.20*              | 82,525                  | 10.4%                |
| <b>2007-2008</b> | 790,750            | \$4.53*              | 81,539                  | 10.3%                |

\*The gross cost per mile is the CDE-40 operating expenditures divided by the total miles driven from the Metropolitan Area Transportation Efficiency Study (MATES) report.

**Bus Driver Wages**

All newly hired drivers start on Grade 7, Increment 1 at \$15.02 per hour. Drivers' wage expense runs approximately \$38,290 per week, which includes driving time, leaves, etc.

| <b>Year</b>      | <b>Starting Wage</b> | <b>Highest Wage</b> | <b>Average \$ per Hour</b> |
|------------------|----------------------|---------------------|----------------------------|
| <b>2003-2004</b> | \$13.44              | \$21.66             | \$17.29                    |
| <b>2004-2005</b> | \$13.72              | \$22.11             | \$17.92                    |
| <b>2005-2006</b> | \$13.94              | \$22.46             | \$18.20                    |
| <b>2006-2007</b> | \$14.35              | \$23.14             | \$18.75                    |
| <b>2007-2008</b> | \$15.02              | \$24.21             | \$19.62                    |



## **BUS DRIVERS**

Littleton Public Schools employs 54 regular route drivers, 3 benefited substitute drivers, and 12 part-time unbenefited substitute drivers.

All new drivers enter the salary schedule on Grade 7 after completion of training and obtaining their commercial drivers license. They are eligible to become a route driver as attrition creates an open route. Substitute drivers are on-call every school day, starting at 5:30 a.m. and are assigned to routes and field trips needing coverage. Some are trained to operate all equipment, including wheelchair-lift buses and must be able to drive any bus on any route.

Drivers bid their routes by seniority at the beginning of each school year or when a route becomes available. Drivers are scheduled 174 days per school year and are paid for five holidays. A regular route typically consists of a high school run, a middle school run, and early elementary run and a late elementary run both morning and afternoon. During 2007-2008, regular to-school and from-school transportation was provided for Highlands Ranch elementary and middle level students to LPS schools. The number of regular routes has remained fairly consistent since 1993 when routes were reduced by budget cuts.

Special needs routes are driven by drivers who have undergone additional training. Special needs routes fluctuate each year with program enrollment, and routes are scheduled accordingly. These routes have widely diverse schedules, each day consisting of different assignments for students. Many of these students attend programs outside of Littleton, therefore transportation is provided to locations in Jefferson County, Aurora, Denver or wherever these students are placed. Six full-time paraprofessionals assist the drivers with special needs students and their equipment.

Mid-day driving is for special needs, vocational education, preschool children, and at-risk students. These assignments are given to drivers, by seniority, in addition to their morning and afternoon routes. Mid-day assignments are widely diverse, with different schedules each day.

In addition to the above to-school and from-school routing, field trips are bid by drivers or assigned to substitute drivers. Field trips are scheduled all year, including non-school days, and throughout the summer. The majority of field trips are taken in the fall and spring months, usually requiring creative scheduling to cover all requests. There were over 2,676 field trips served during the 2007–2008 school year.

Regular routes average 6.71 hours per day, but over the course of the school year, drivers average between seven and eight hours per day due to mid-day, late runs, and field trips.

  
**METROPOLITAN AREA TRANSPORTATION EFFICIENCY STUDY (MATES)**  
**COMPARATIVE DATA**

In 1990, six metropolitan area school districts began a study of cost efficiencies and operation procedures of transportation departments. Over the past years other districts outside the metropolitan area have joined MATES and now there are 16 participating districts from northern Colorado to south of Colorado Springs.

The efforts of MATES have provided the groundwork for cooperative purchasing efforts in order to reduce costs. Cooperative purchasing efforts have resulted in joint purchases of fuel and batteries. MATES helped coordinate the Clean Yellow Fleets for Blue Skies grant with the Regional Air Quality Council.

Each year a study is completed to assess the effectiveness and operating efficiency of each transportation department. Comparison between districts can be somewhat difficult due to differences in size, enrollment, and miles traveled, yet the data has resulted in significant insight into the operation and efficiency of transportation departments. In the 2007– 2008 school year report, only 5 school districts participated in the MATES efficiency study. The 2006-2007 school year information from the Council of the Greater City Schools’ Transportation Performance Measurement of 23 large school districts across the nation, including Denver Public Schools, the median cost per transported student was \$1,120. The operating median cost per bus was \$72,326.

**2007-2008 MATES DATA**

| Category  | MATES School Range     | Average      | Littleton Public Schools |
|---|------------------------|--------------|--------------------------|
| Students K-12 Funded Pupil Count                        | 15,869–74,176          | 43,692       | 15,869                   |
| Square Miles  | 28–960                 | 328          | 28                       |
| CDE Miles Traveled                                      | 790,750–4,469,836      | 2,632,812    | 790,750                  |
| Annual Cost   | \$3,582,707–19,065,891 | \$11,111,172 | \$3,582,707              |
| Cost Per Mile, Total Miles                              | \$4.07–4.53            | \$4.27       | \$4.53                   |
| Cost Per Actual Transported Student                     | \$868–1,043            | \$955        | \$868                    |
| Special Needs Transportation Cost per Student           | \$769–9,046            | \$4,771      | \$4,464                  |
| Operating Cost Per Bus<br>(Based on 4 Districts)        | \$40,480–57,637        | \$47,750     | \$48,415                 |
| Average Age of Buses in Fleet<br>(Based on 4 Districts) | 6.6–10.05 years        | 8.24 years   | 6.8 years                |

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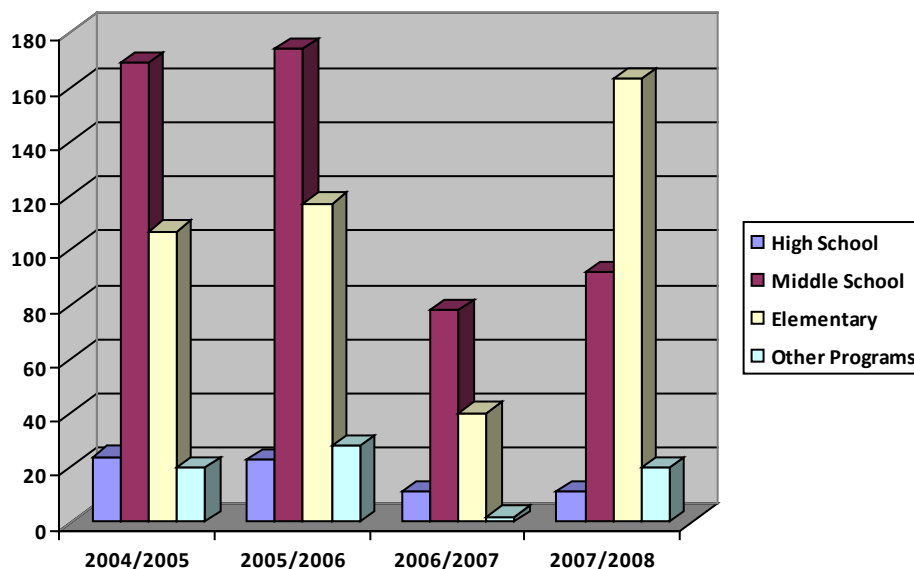
## STUDENT MANAGEMENT

Drivers annually review the district Student Code of Conduct, behavior guidelines, and discipline policies. Building administrators, transportation administrators, and drivers meet to address problems of student management and safety. Students receive a passenger safety class taught by driver trainers early in elementary school. In 2007-2008, 8 elementary schools, down from 10 the previous year, requested this presentation. Communication with parents is another important component of student management utilized by drivers and transportation staff.

Sixty digital video recorders are on buses. Students have been informed that their behavior is possibly being recorded. Cameras are mounted at the front and middle of the buses to monitor student behavior and insure student safety.

Incident reports are generated by the driver after the driver's attempt to correct student behavior problems prove unsuccessful. Once approved by the director of transportation, incident reports are submitted to the school administrator for disciplinary action. Strict enforcement of rules relating to disruptive behavior, fighting, and safety issues have been emphasized with the full support of the schools.

The director of transportation, the route manager and driver trainers work with drivers to identify situations that can be handled by effective communication without the intervention of the incident report to school administrators. Our review over the past couple years show fluctuation in the number of incident reports written. In 2006-2007 the transportation department implemented a new student management program, Crisis Prevention Intervention (CPI), focused on the behavior of middle school students. The following year, 2007-2008, the majority of the increase in reports written on elementary students was tied to 2 specific schools and the inexperience of some junior drivers. Our department has since enhanced the CPI program to better coordinate with the elementary schools on the recently introduced Positive Behavior Support (PBS) program.



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## ACCIDENT INFORMATION

All accidents in district-owned vehicles are reviewed by the Accident Review/Safety Committee, which is chaired by the lead trainer. Other representation includes personnel from risk management, property management, and bus drivers. Workers compensation claims and route/street hazards reported by drivers are also reviewed by the Accident Review/Safety Committee. Using criteria established by the National Safety Council, the committee determines if accidents were preventable or non-preventable. All school bus drivers experiencing an accident or incident go through immediate retraining by a driver trainer.

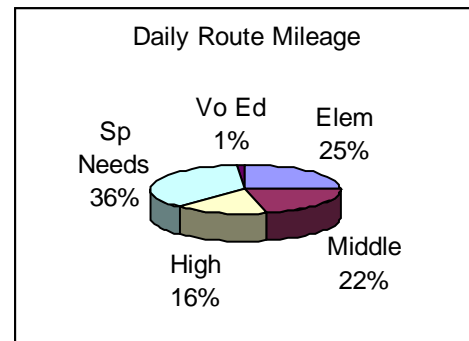
The district fleet, which includes buses, support vehicles and facility vehicles, traveled a total of 1,003,593 miles during the 2007-2008 school year. School buses traveled 790,750 miles experiencing 19 incidents (damage less than \$500) of which 11 were determined to be preventable and 8 were non-preventable. The majority of preventable accidents were the result of buses being in tight traffic situations on side streets, in school parking areas and negotiating tight turns in a 40-foot bus. These preventable accidents resulted in minimal damage, but were nonetheless subject to review by the Accident Review/Safety Committee. Any preventable accident results in the loss of an annual safety award to a driver at the end of the year plus review of the circumstances with a driver trainer.

### DAILY ROUTE MILEAGE BREAKDOWN

The average 6.71 hour daily school bus route consists of runs to a high school, middle school, early elementary school, and late elementary school. This schedule is repeated morning and afternoon taking 30 to 45 minutes for each school run. Routes are scheduled so that students complete their ride in less than one hour. In addition to morning and afternoon to/from school routes, other routes deliver students to vocational education and special needs destinations throughout the Denver metro area. Middle school activity and intramural buses are provided to transport children home when after-school activities are complete.

Drivers traveled 3,998 miles per day to deliver students to and from their educational sites.

|                      |                     |
|----------------------|---------------------|
| Elementary School    | 983 miles per day   |
| Middle School        | 868 miles per day   |
| High School          | 641 miles per day   |
| Special Needs        | 1,451 miles per day |
| Vocational Education | 55 miles per day    |





## TECHNOLOGY

All transportation department computers are running Microsoft Office, and are on the district network with access to the financial/payroll and Infinite Campus systems. This technology enables generation of the following information.

### Data

- Monthly budget data and summaries
- Monthly mileage data
- Personnel, training, and licensing data
- Daily payroll data for weekly reports and monthly payroll entry
- Student demographic data showing students by grid zone, school, route, special needs information, Individualized Education Program data, and projections based on redistricting proposals
- Mileage, hours, costs, and details of each field trip, with monthly field trip billing to schools
- Accident data pertaining to each district-owned vehicle
- Student discipline referral and bus incident reports
- Fleet maintenance, repair data and fuel
- Monthly fuel analysis and billing reports for fuel usage and van leasing
- State CDE-40 funding reimbursement report information, and state CDE-40 student data count information
- Maintenance of the Mapmaster database of all residential addresses in the district

### Documents

- Written instructions, with turning directions, for each route
- Daily operational forms
- Bus stop information for annual publication in local newspapers and district publications
- Emergency Action Plan for transportation drivers
- Driver Handbook
- Transportation Annual Report to the Board of Education
- Tornado drill information
- Student manifests for each route
- Departmental correspondence
- Field trip schedules and directions
- Evacuation drills
- MATES Report
- Student specific Health Care Action Plan for drivers
- Driver qualification files
- In-service agendas
- Commercial Driver's License Third Party Testers
- Snow Day Procedure booklet for district administration



## TRAINING PROGRAMS

Driver training is provided by three driver trainers who are Commercial Driver's License testing examiners, licensed by the State of Colorado. They are certified by the American Heart Association as CPR first aid instructors. Trainers drive routes on an as-needed basis.

Basic training modules include:

- Entry Level Driver Training
- Advanced Driver Training
- Over-The-Road Recertification
- Over-The-Road (OTR) Training
- Paraprofessional Training
- In-Service (required by the State of Colorado)
- Passenger Safety Program

Following is an overview of each of these training modules.

### **Entry Level Driver Training**

Entry level bus drivers receive up to 120 hours of field and classroom instruction. Subject matter includes behind the wheel training, defensive and winter driving, state and federal regulations, Board of Education policies, departmental procedures, loading and unloading passengers, transporting special needs students, student management, emergency first aid, safety training, and pre-trip inspections. New drivers are trained to meet all state and federal regulations and must obtain a Class B commercial driver's license with appropriate endorsements.

### **Advanced Driver Training**

The goal of advanced driver training is to teach driving skills that will enable vehicle operators to perform efficiently and safely, using techniques that reduce wear and tear on both the vehicle and the operator. This 32 hour course is designed to review vehicle components and operation, increase driving skills and driver confidence, increase operational safety, reduce vehicle maintenance costs, review student management and defensive driving techniques, and increase the cost-effectiveness of the department. Advanced driver training is mandatory for all first year drivers and is taught during the summer.

### **Over-The-Road Recertification**

Annual mandatory retesting is conducted for certified OTR drivers to maintain their OTR status.



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## **Over-The-Road Training**

Eighteen months experience is required to be eligible for OTR training. This is offered on an as needed basis. Using 77-passenger buses with retarders (backup braking systems) and automatic transmissions, this 32-hour class teaches vehicle operators to function in all types of driving situations, including adverse road and weather conditions. Once training is successfully completed, drivers are certified OTR and may bid on long distance trips.

## **Student Management**

Student management training focuses on Board policies, the Student Code of Conduct, and procedures in place to ensure safety on all buses. Drivers are encouraged to discuss the following topics with students; school bus rules, necessity of compliance with driver's requests, safety guidelines for getting on and off the bus and for riding the bus, assigned seating, bus evacuation procedures, and acceptable behavior at bus stops.

## **Passenger Safety Program**

Designed especially for kindergarten through third grade, this program is presented by driver trainers and is available to all elementary schools. The 30-60 minute program includes a video, a review of bus rules, safe riding practices, and a short ride on the bus.

## **Paraprofessional Training**

Paraprofessionals receive instruction regarding transportation of special needs students. Training is customized to reflect the needs of the passengers, including the following basic topics.

- Legislative background
- How to load, secure, and unload wheelchair students
- Emergency evacuation procedures
- Departmental procedures
- Assistive device familiarity
- Seizures and other medical emergencies
- Behavior alteration techniques

## **In-Service**

Drivers are required by state regulation to attend a minimum of six hours in-service training each year. All LPS drivers attend a back-to-school in-service program prior to the beginning of each school year. Time is devoted to topics regarding equipment or departmental procedural changes, updates on state and federal requirements, and other appropriate safety information. Drivers also equip the bus with safety equipment and perform a dry run of their assigned bus route before the first day of school. Additional in-service programs are scheduled throughout the year, as determined by the director of transportation.



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## HIGHLIGHTS OF THE YEAR

- School Bus Safety Poster contest winners from Highland and Franklin Elementary schools recognized.
- Attendance at the national conference of Transporting Students with Disabilities.
- Additional special training for mechanics is on-going on Computer Program Training for Allison Transmission and Mercedes Benz Engines, CDE workshop, ABS brakes and International Harvester Corp. (IHC) engines.
- Clean School Bus USA Grant will continue for 1 more year. Successful completion of 7 pre-heaters on school buses through the Regional Air Quality Council (RAQC) grant program.
- Continued service to YMCA generated additional summer work for drivers.
- Successfully operated under-budget.
- Continued participation in MATES.
- Sixty eight applications were reviewed for driver and paraprofessional positions. Twenty three candidates interviewed, ten were hired.
- CDL skill tests were administered to twenty new drivers by Littleton Public Schools.
- Ten drivers were trained in the Advanced Driver Training Program and twenty-three were recertified as Over-the-Road drivers.
- Trained twenty four coaches and teachers to operate the fourteen passenger activity trip vehicles (ATVs).
- Continued contract with Skyview Weather for 24-hour forecasts. Skyview Weather provides district transportation and security with daily weather forecasts, and constant updated information 24-hours a day.
- Purchased 3 seventy-seven passenger buses, 1 fourteen passenger bus, 1 special needs bus, 2 4 x 4 trucks with snow plows, and 1 security vehicle.
- Continued modified work programs for employees with work related injuries in an effort to reduce workers' compensation costs.
- Actively participated in the district Emergency Plan/Safety Committee to help ensure the safety of students and staff.
- Continued the Crisis Prevention Intervention program as part of student management training.
- Continued annual transportation update of Infinite Campus transported student information for all buildings and school bus drivers.
- Continued success of joint specification and bid process for school buses with Jefferson County and Denver Public Schools to ensure best pricing for multiple years.
- Purchase of environmentally safe hot water parts washer.
- Visit International Harvester Corp. plant for production of Littleton School buses to review quality control.



## COMMITTEES AND EMPLOYEE RECOGNITION

### Committees

Following is a list of committees in which transportation employees participate:

- Pupil Transportation Safety Institute Board of Directors Vice President
- Jim Dale Memorial Fund through Colorado State Pupil Transportation Association (CSPTA)
- Legislative and Rules Update Committee through CSPTA
- Special Needs Committee through CSPTA
- Metropolitan Area Transportation Efficiency Study (MATES)
- Accident Review/Safety Committee (district committee)
- Classified Employees Advisory Council (district committee)
- Financial Advisory Committee (district committee)
- Insurance Committee (district committee)
- Drivers' Committee (transportation committee)
- Emergency Planning/Safety Committee (district administrative committee)
- Technology Committee through Colorado State Pupil Transportation Association.

### Employee Recognition Programs

Throughout the school year drivers are honored by special coffees and parties at the schools they serve. The transportation department honors employee achievement with a variety of activities.

- ***Perfect/Excellent Attendance Recognition*** – quarterly recognition is given to employees for outstanding attendance.
- ***Four Roses Letter*** - this letter can be completed by anyone in the department to thank a fellow employee for doing something special.
- ***Impromptu Banquets*** – throughout the year employees will stage a pot-luck to celebrate the first snowfall, the day before a holiday break, the first freeze, the second snowfall, weddings, new grandbabies, etc.



## **FUTURE PLANS**

The Transportation Services Center continuously plans for the future by collecting and analyzing data, reviewing policies and procedures, pursuing continuing educational topics for employees, and monitoring routes and schedules. The following are projects being developed or enhanced.

### **Continuing Education**

- Annual Crisis Prevention Intervention Training to strengthen drivers' student management skills
- Accident retraining
- Ergonomics of equipment for drivers and staff
- Annual CPR training
- Effective utilization of video equipment on school buses to enhance student safety and control
- Continued emphasis on defensive driving skills to deal with increasing traffic congestion
- Continued state and national training programs

### **Department Improvement Goals**

- Upgrade to DVR type audio/video equipment for buses.
- Support service technicians continued development through participation in CSPTA's Service Technicians Committee.
- Update and evaluate the vehicle replacement to meet the future needs of the district.
- Continue to monitor studies of alternative fuels including hybrid technology.
- Continue in the Clean School Bus USA Grant program to include B 5 bio-diesel and pre-heaters to reduce idle time.
- Further participation with neighboring districts in joint ventures of training, purchasing, sharing buses, and combining routes. MATE's districts have been working on cooperative purchases of vehicles, batteries, and fuel.
- Continue participation of schools in the Bus Orientation Program.
- Continue to seek route effectiveness to allow for reallocation of fleet to meet student transportation needs.
- Continue successful transportation program with the LPS/Douglas County Choice program.
- Additional team meetings with special needs' drivers and paraprofessionals to improve communication and service levels.
- Restructure of all routes district wide.