

TAS

TRANSPORTATION ADVISORY SERVICES

STUDENT TRANSPORTATION PROGRAM REVIEW

FOR

PINE VALLEY CENTRAL SCHOOL DISTRICT



FINAL REPORT

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INTRODUCTION

Transportation Advisory Services (**TAS**) was engaged to perform an analysis of the student transportation program of the Pine Valley Central School District (hereinafter referred to as “District”). The purpose of this Study was to provide a third-party perspective on the operating efficiency of the current transportation system.

The District’s liaison for the project was Deanna Schettine, Business Administrator. Mark A. Walsh, CMC, served as the Project Leader for **TAS**.

An overview of all aspects of the transportation program was sought by the District. In this period of tight finances and declining revenues, savings that can be generated in support services free up monies to be used for educational purposes. The financial challenges created by tax caps coupled with escalating expenses and declining enrollments create a necessity for districts to examine historical practices, and to make tough decisions on service levels and past employment practices. Districts throughout the State are modifying the ways that things have “always been done”, with an eye toward better utilization of scarce education dollars.

As we describe in this report, the Pine Valley Central School District demonstrates a structural inability to be efficient given historical procedural restrictions coupled with limitations based on the existing labor agreement. We have provided recommendations that we believe are necessary to allow the District to properly utilize their financial resources. We are fully cognizant of the challenges of making significant changes; however, we also realize that a failure to address the issues identified herein will perpetuate unnecessary expenses while continuing practices which are not consistent with good fiduciary management procedures and/or industry standard safety procedures.

We believe it is important to note that students are transported home-to-school-to-home every day in a safe, reliable manner. By all appearances the District has employed high quality drivers and bus attendants who are respectful of both the students and the residents of the community.

STUDY PROFILE

The Pine Valley Central School District reported an enrollment of 605 students in District schools, plus an additional 30 UPK students. An

additional 26 students are transported by the District to various Amish schools. 14 students are transported to four special needs locations; 22 students are transported to BOCES for the CTE program; and 6 are transported to the BOCES Alternative Ed program.

Transportation is provided using a single-tier routing system to the District schools:

<u>SCHOOL</u>	<u>GRADES</u>	<u>BUILDING TIMES</u>	<u>LENGTH OF DAY</u>
Pine Valley Jr/Sr High School	7-12	7:40 – 2:50	7 hr 10 mins
Pine Valley Elementary School	UPK-6	7:50 – 3:00	7 hr 10 mins

District buildings are located on a single campus on Route 83 in South Dayton, NY. The physical layout of the campus, access roads, and bus arrival/departure areas facilitate routing efficiencies.

According to State Transportation Aid reports, the District encompasses 116.791 square miles. Based on the State’s transportation aid reports, the District receives a gross transportation aid rate of 90% and traveled 249,652 miles during the 2014-2015 school year.

Throughout this report we provide our perspectives and recommendations on a number of areas, including: the facility, labor issues, management procedures, policy, and service levels. In several areas we have endeavored to offer suggestions that would be made if the District was “starting fresh” in the design of a transportation program. However, the reality is that some recommendations contained in this report can be addressed by the District in the near-term while other changes may need to be considered “goals” and achieved over the longer term.

We commend the District for their willingness to conduct a third-party review of the program. We often caution districts... *“Don’t ask the question if you don’t want to hear the answer”*. The Pine Valley Central School District has been willing to be open and cooperative in our review of the District’s transportation services.

Hopefully, this report will provide the Administration with a thorough understanding of the issues, and insights on the pro’s and con’s of making the type of changes which would help the program continue to meet the community’s needs at the lowest possible cost.

In order to facilitate the review and use of this report, most of the sections have been presented using a “bullet” format. This allows a succinct presentation of the issues, and we believe enhances the ongoing use of the report as a resource for the Administration and District personnel.

Everyone involved was extremely cooperative and provided us with everything we requested. We would like to thank those individuals for their assistance in this study process.

METHODOLOGY

On December 14, 2015 **TAS** received a telephone inquiry from the Superintendent of Schools relative to the District's interest in an efficiency study of the District's transportation program. Subsequent to the call, on December 17, 2015 **TAS** mailed a detailed proposal and information package to the District.

Based on discussions with the District, and the interest in moving the study along given upcoming negotiations, **TAS** developed initial data collection documents and provided these to the District on January 4, 2016. These data collection instruments were designed to facilitate the gathering of background information.

On January 19, 2016 the District received the formal approval from the State Education Department specifying the eligibility of the study for transportation aid.

Subsequent to the proposal's acceptance, the following activities were undertaken as part of our analysis:

- 1) During January and February, 2016, the District submitted their responses to the data collection requests of **TAS**. The response was very thorough and compliant with the information request.
- 2) On January 23, 2016 **TAS** provided the Superintendent with a confidential memo detailing observations and recommendations relative to the labor agreement covering the Transportation Department employees.
- 3) Based upon discussions with the District, and recommendations from **TAS**, the District established interview schedules with key stakeholders. The following activities/interviews were conducted at the District on February 23rd and 24th, 2016:
 - ◆ Business Administrator
 - ◆ Head Driver
 - ◆ Elementary Principal
 - ◆ High School Principal
 - ◆ Athletic Director
 - ◆ Superintendent and Business Administrator via conference call

- ◆ An open meeting was held for any Transportation Department staff members that were interested in providing perspectives or recommendations. Eight persons attended the meeting.
 - ◆ A tour of the Transportation Facility
- 4) On February 25, 2016 **TAS** provided the Business Administrator with a focused memo detailing recommendations relative to the issue of extended warranties on new vehicles. This was issued prior to this report given the pending Board decisions on capital expenditures in the upcoming budget.
 - 5) Additional documents and analyses were provided by the District in response to questions raised during the analysis process. Throughout the review process, additional items were discussed or provided through the use of telephone conversations or email.

The District staff members were exceptionally responsive in providing all information requested in a thorough and timely fashion.

- 6) This document constitutes our written report to the District. A copy of this report is being provided to various District representatives, including Administrators and Board Members. A copy of the report should be provided to the State Education Department as supporting information for the District's request for transportation aid. This report is intended to serve as an advisory document and resource for the District, and as such it should be reviewed and evaluated by the District for its applicability to the circumstances at the time of review.
- 7) The following information was utilized as a part of our analysis of the District's transportation program:
 - Enrollment data
 - Line item financial reports and various budget documents
 - NYS Transportation Aid reports
 - Board Transportation Policies and Regulations
 - Labor Agreement pertaining to the Department staff members
 - Job Descriptions
 - Fleet listing
 - Bus Routing data and route descriptions

- Ridership information
- Attendance and overtime reports for District employees
- Detailed wage and benefit data for District employees
- DOT Operator Profile for District
- Miscellaneous District-prepared analyses and reports

TAS uses available information and its experience to estimate the potential costs and/or savings of particular transportation service arrangements described in this study. Although past experience can be an excellent basis for projections, TAS does not warrant that the costs or savings estimated herein will be realized if implemented.

EXECUTIVE SUMMARY

As stated in the Introduction section of this report, the comments contained herein pertain to those aspects of the engagement that are within the scope of the study as determined by the District.

PROCESS RECOMMENDATION

This report contains a number of recommendations. We suggest that the District request a review of the report in detail by the Head Driver, with the intention of summarizing the recommendations and responding with comments or changes. In those instances where the recommendations should move forward, the Head Driver should propose a timeline for implementation along with an estimate on the cost or potential savings. The Department should then be held accountable for the implementation.

In those instances where there is a disagreement with the suggestions or recommendations in this report, the Head Driver should document the disagreement and support the Department's position. Alternatively, a different approach to the same end could be recommended by the Department.

Recommendations pertaining to each section of this report are embodied in those sections. They are also included here in summary for easy reference. For a more definitive discussion of each topic, please refer to the section itself. **The following recommendations are not listed in any prioritized order.**

Section 4 – FACILITY

- The Transportation Facility provides the features and resources necessary to operate an efficient transportation program.
- The District should evaluate the temperature of the indoor bus storage area in order to save on utilities while protecting against excess frame deterioration.
- New indoor bus storage areas are no longer eligible for State Building Aid.
- The District should continue the practice of sharing fuel access with other municipal entities; however, there should be agreements in place at all times detailing the responsibilities of all parties.

- If the District considers any changes or additions to the facility in the future, other municipal entities should be consulted in order to evaluate their needs and interests in sharing.

Section 5 – FINANCIAL

- The Transportation Aid Output Report is a valuable document that should be reviewed annually to identify significant changes or deviations from historical numbers.
- Considerations of net aid should be taken into account when reviewing true transportation costs.
- The District should continually review service levels given the declining enrollment trend.
- Family benefit costs and legacy costs are not considered an aidable transportation expense. The District should consider alternatives to providing the non-aidable family benefits.
- The practice of sending two vehicles to some out-of-district sports events should be reviewed to determine if equipment storage could be achieved using the undercarriage storage area of the bus.
- All services provided between the Transportation Department and the Buildings and Grounds Department should be cross-invoiced.

Section 6 - FLEET

- The District should closely review the use of all spare buses. The current level, given the maintenance staffing and extra-curricular needs, appears to be appropriate.
- The fleet profile shows a below average age and average mileage as compared to other districts.
- The District should continue to move toward a 10 year fleet replacement program, being sensitive to historical repair costs.
- Work orders should include labor costs, and some historical repair costs should be developed in order to support vehicle replacement recommendations.
- Strobe lights could be considered on new buses.

Section 7 - LABOR

- The amount of paid time off should be addressed in future labor agreements.

- The issue of sub drivers must be addressed by the District.
- An effective attendance incentive program should be developed and funded through savings in paid time off benefits coupled with the wages saved by reducing sub drivers.
- The provision of family benefits to part-time employees should be modified during labor negotiations.
- A modified wage and benefit program, including the potential for a two-tier system, should be considered.
- The practice of excessive guaranteed time should be addressed.
- The rate paid to substitute drivers and monitors should be addressed.
- Drivers should not be allowed to leave their assigned runs to take trips.
- Run packages must be changed during the course of the school year, as required to maximize efficiency.
- The District must be vigilant in efforts to recruit drivers.
- The Head Driver should have the absolute right to assign drivers and monitors for special needs runs.

**Section 8 –
MAINTENANCE**

- The current staffing level of one full-time mechanic is insufficient for the District’s fleet size and profile.
- We fully support adding a part-time mechanic to the Department to help with workload while assisting in meeting OSHA mandates.
- The District has a sporadic history with DOT inspections.
- The District should consider fully utilizing a vehicle maintenance program, including tracking all labor and integrating a detailed inventory control process.
- Extended warranties should not be acquired this year.

**Section 9 –
MANAGEMENT**

- The current organizational structure of the Department is typical in the industry.

- The Head Driver will need to be sensitive to any time out of the building.

- Any new drivers should observe some of the routes.

- The student tracking system for late runs should be addressed.

**Section 10 –
POLICIES AND
PROCEDURES**

- The topic of specific walker distances, and transportation on private roads and property, should be formally addressed by the Board.

- The District can consider a Child Safety Zone policy if specific locations are identified with service needs.

- The District should implement a camera use policy for buses.

- The Board should discuss and consider the bus loading practices.

**Section 11 –
ROUTING**

- The District must have an unfettered ability to modify or adjust routes in order to maximize efficiency.

- Additional VersaTrans training should be provided to District staff members.

- A ridership audit should be conducted three times a year.

- The ridership data demonstrates that there is capacity on the buses to consolidate routes if there is sufficient run time to allow the additional students.

- The District should address the practice of right-side only pick-ups.

- In order to explore all aspects of modifying the bell times, the District should conduct a thorough review involving all parties.

FACILITY

LOCATION

- The District operates a transportation center located on the campus on Route 83 in South Dayton, NY.

The facility has a recently replaced in-ground lift, a flat work bay, 6 indoor bus storage bays, and two bays for buildings and grounds. Bus washing can be performed in the bus storage area of the facility.

The location of the facility, between the two schools, facilitates transportation services. Ingress and egress to the facility and the parking area are fine.

During a tour of the facility it appeared that the temperature in the bus storage area was higher than typically recommended. On the day of our tour, the indoor temperature was 56 degrees. We recommend that the District consult with their architect to request guidance on the proper temperature, as our understanding is that higher temperatures accelerate frame deterioration on the buses as road salt oxidizes. The moisture in the area from bus washing exacerbates the issue. Additionally, as buses come off runs, the ambient temperature will rise significantly due to the warm engines.

A topic of discussion during our interviews was an initial discussion about adding additional indoor storage areas for the buses. After verification with the State Education Department we identified for the District that the construction of new indoor bus parking areas was not an expense that would be eligible for building aid.

FUEL

- The District has 2,000 gallon above ground gasoline and diesel tanks. The fuel system is utilized by the South Dayton Fire Department and the Chautauqua County Sheriff. Although we strongly support this type of municipal sharing, we recommend that this arrangement be formalized with a written intermunicipal agreement between the parties.

- SHARING FACILITIES**
- Should the District consider architectural changes to the transportation facility in the future, we recommend that all area municipal entities be consulted in order to evaluate the potential for sharing services, including maintenance areas, additional fueling partners, and centralized parts purchasing. This intermunicipal sharing is consistent with the State's emphasis on sharing infrastructure between entities.

FINANCIAL

TRANSPORTATION AID

• As part of our study of the District's program, we reviewed the *Transportation Aid Output Report* (TRA) issued by the State Education Department. This detailed report identifies transportation related expenses, and is used as the basis for the calculation of transportation aid to the District.

Transportation aid is payable in the school year following the actual expense. Therefore, the transportation aid payable to the District during the 2015-2016 school year is based on actual expenses that occurred during the 2014-2015 school year. A copy of the *TRA* is included in the Appendix to this report.

Following is a summary of key items shown on the *TRA* for the past five years:

Transportation Aid Output Report (TRA)					
Operating Years					
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Annual Miles	295,666	310,098	304,001	265,275	249,652
Other Purpose Miles Ratio	1.40%	2.94%	7.14%	8.70%	7.01%
Non-Allowable Pupil Decimal	0.18%	0.00%	0.00%	0.00%	0.00%
Transportation Aid Rate	90.0%	90.0%	90.0%	90.0%	90.0%
Personal Services (Wages)	\$565,153	\$619,616	\$618,487	\$623,815	\$750,541
Benefits	\$213,507	\$254,179	\$219,284	\$219,378	\$257,562
Supplies & Materials	\$165,060	\$154,545	\$147,839	\$149,694	\$116,234
Contractual Expenses	\$51,372	\$61,201	\$70,406	\$79,570	\$78,145
Total Contract Expense	\$0	\$0	\$0	\$0	\$0
Operating Expense Summary	\$995,092	\$1,089,541	\$1,056,016	\$1,072,457	\$1,202,482
Trans Supervisors Office	\$63,941	\$74,511	\$77,390	\$96,545	\$86,969
Amortized Capital Expense	\$230,655	\$253,422	\$264,560	\$272,854	\$271,416
Sale of Equip & Insurance Recovery	-\$435	\$0	-\$3,549	-\$189	\$0
Gross Transportation Expense	\$1,289,253	\$1,417,474	\$1,394,417	\$1,441,667	\$1,560,867
Transportation Aid	\$1,145,268	\$1,244,034	\$1,140,494	\$1,182,974	\$1,320,176
Effective Aid Rate	88.8%	87.8%	81.8%	82.1%	84.6%
Enrollment (UPK-12)					
Includes Amish students who are transported by District	722	674	673	671	656
Gross Trans Expense per Student	\$1,785.67	\$2,103.08	\$2,071.94	\$2,148.54	\$2,379.37

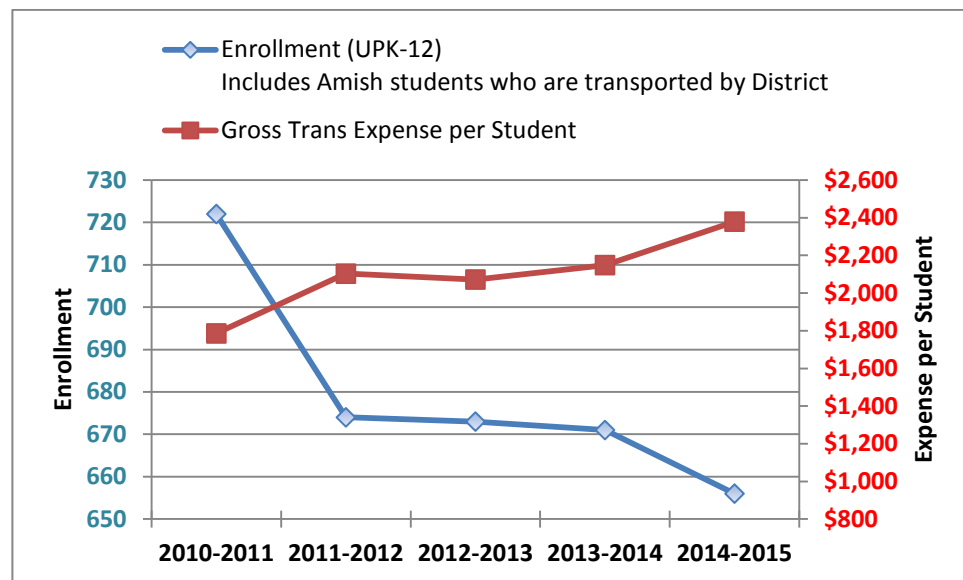
As shown, over the past five years the District's enrollment has been declining with a reported loss of 66 students during this time period (9.1%). As noted, the enrollment figures shown include Amish students who are transported by the District. During all but the 2012-2013 school year the transportation costs were continuing to increase. Although this may not seem logical given the reduced passenger load,

it's important to keep in mind that student locations are not centralized to the point that as student enrollments decrease, runs can necessarily be eliminated. A student may still live down a long road, and although fewer students may live on a road, the bus still needs to go pick up the student at the end of the road.

The enrollment over this period of time used for our calculations is shown below:

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
District Enrollment	662	613	619	608	597
UPK Students	33	36	26	33	33
Amish Transported	27	25	28	30	26
Total Reported	722	674	673	671	656

The relationship between enrollment and per student transportation costs can be shown graphically:



In this report we provide recommendations and observations relative to service levels and cost containment.

We believe that it's important to explore what is included within each category, and what it means to the District.

Annual Miles – This is fairly self-explanatory; however, it is important to understand the components of the Annual Mileage category.

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Route Miles	291,518	300,959	282,289	242,178	232,134
Summer School	2,573	2,745	0	0	0
Other Purpose (Trips)	1,575	6,394	21,712	23,097	17,518
Total Miles	295,666	310,098	304,001	265,275	249,652
Summer (4408)	7,205	7,739	8,037	7,968	7,736

- The *route miles* represent the home-to-school-to-home routes operated by the District. As shown, over the past two years the route miles have decreased. The route miles include the transportation of in-District students, plus any homeless students and out-of-District special needs students. Given the demographics of the District, there will be a point at which the route miles will hit a baseline as buses will be required to traverse the District regardless of the number of students being transported.
- The *summer school mileage* represents general education programs if the District provides services. Because these services are not State mandated, the summer mileage is part of the calculation used by the State to reduce the aidable transportation expenses.
- *Other purpose miles* represent trips such as athletic trips, and non-mandated summer transportation. We address the impact of these miles below in a discussion of the other purpose miles ratio. It should be noted that it appears during the 2010-2011 and 2011-2012 years there was a misclassification of mileage with other purpose miles included in the base route miles. Additionally, the mileage shown as “Summer School” should have been a part of the other purpose miles.
- On the table we show after the Total Miles a category referred to as *Summer (4408)* miles. These are program miles for special needs students that are eligible for special aid payments; therefore, they are removed from the total miles in the State Transportation Aid calculations.

Other Purpose Miles Ratio – Other purpose miles are “non-aidable” miles such as athletic trips and summer miles. This ratio is developed by dividing the total “other purpose” miles by the total miles. This is an important ratio (%) as it is used throughout the aid calculation to calculate a reduction in the amount of expense that is eligible for transportation aid. For example, the 7.01% ratio from last year is

multiplied by each expense category and the resulting dollar amount is reduced from the District's aidable expenses. Therefore, if the District spent \$100,000 on a certain expense category, the amount of aid paid would be calculated on only \$92,990 instead of the \$100,000.

The "other purpose" ratio can vary each year depending on the athletic trip mileage, the summer programs, and the total miles. If the athletic trip mileage stays the same each year, but the District reports less route mileage, the ratio would increase and more expense categories would be decreased. For example, as we discuss in the Routing section of this report, we believe that the District may be able to continue to consolidate runs and/or reduce mileage both through modified student loads and changes to the right-side only pick-up practice. This would result in fewer route miles, and if the athletic mileage stays the same, the other purpose miles ratio will increase.

Conversely, if the District is able to decrease athletic trip mileage, the level of "aidable" expenses will increase if the route miles stay the same. Given the significant impact on transportation aid, it is important that the District remain vigilant in the evaluation of athletic transportation in an effort to reduce mileage.

Non-Allowable Pupil Decimal – This is a ratio, similar to the "other purpose" ratio, that is used to reduce the amount of aidable expenses. The non-allowable pupil decimal represents the impact of students who are transported that are not eligible for Transportation Aid. These are students living within 1.5 miles of their school buildings. The decimal is based on student miles (eligible and non-eligible) and is calculated every three years.

For the five years shown in the table above, the District has reported a non-allowable pupil decimal of 0.18% to 0.00% (the number of students is statistically insignificant). Given the demographics of the District, and the location of school buildings removed from any dense population locations, the non-allowable pupil decimal is understandable.

Transportation Aid Rate – This is the Transportation Aid rate assigned by the State. It is based on four potential calculations as determined by the State, including: a district wealth factor, a State assigned ratio based on the overall transportation aid monies assigned by the State, or a multiple of operating aid. In the case of Pine Valley CSD, the transportation aid applied is based on the State's calculation of resident wealth. Depending on the level of aid, this would be

further adjusted based on a “sparsity factor” which recognizes districts where the density of population is lower than what the State considers to be the norm. In the case of Pine Valley, this was a factor as it helped to increase the aid to the maximum level. The State has a maximum Transportation Aid rate of 90% and a minimum Transportation Aid Rate is 6.5%. Based on the State’s calculations, the Pine Valley Central School District received a gross Transportation Aid rate of 90% for the past five reporting years.

Personal Services – These are reported wages for employees considered by the State to be eligible for transportation aid. This would include drivers, mechanics, office staff, and bus aides for students with special needs. Any bus aides who are employed by the district for discipline or other non-mandated reasons would not be included for aid purposes.

Benefits – This is the amount of benefits provided directly to transportation employees. It is very important to note that family benefits are not aidable, and therefore are not reported. Legacy costs are also not an aidable expense. Family benefits and legacy costs are considered to be a local taxpayer cost. As can be seen in the previous table, the Benefits category has fluctuated over the past five years... and this does not include family benefit costs or legacy costs.

For the 2014-2015 fiscal year, the District had \$98,132 of non-aidable family benefits. As we detail in the Labor portion of this report, any labor agreement changes that can be made to reduce these non-aided expenses – even increasing wages to compensate for the reduction in family benefits – would result in increased transportation aid. *For the purposes of an example only*, if this entire family benefit cost could be adjusted to a wage-related expense (consideration would need to be given to other wage and tax costs and compliance with the Affordable Care Act requirements), the District would receive an extra \$83,020 in transportation aid (at an effective aid rate of 84.6%).

Obviously, the District will not be able to transition all family benefits into some other category of employee compensation. However, any movement or adjustment can have a dramatic effect on the District’s aid income under the current Transportation Aid rules.

Supplies and Materials – This is fairly self-explanatory as this category is principally made up of fuel, parts and lubricants. The cost has varied over the past five years which is understandable given the impact of fuel prices on transportation.

Contractual Expenses – This category includes a number of items including outside repair of buses, insurance, utilities, physical exams, maintenance services, and more.

Total Contract Expense – This would be the value of any outside contracted services. The District has not used outside contractors for any services over the reporting period.

Operating Expense – This is the total operating expense reported on the State Aid forms. It does not include bus purchases or non-aidable family benefits.

Amortized Capital Expense – As the District purchases buses, the State amortizes this cost over a five year period. This does not represent the actual capital expenditure for the specific school year reported.

Sale of Equipment and Insurance Recovery – These are two categories representing monies received by the District which decrease the expenses reported for aid purposes.

Transportation Aid – This is the total Transportation Aid actually paid to the District after the non-aidable deductions mentioned above.

Effective Aid Rate – This is the effective, or actual, aid that the District receives after reducing the expenses due to the various deductions mandated by the State. This figure represents a more realistic picture of the transportation aid that the District receives.

**EXTRA TRIP
BUDGETS**

- Extra-curricular trips are expensive. As shown earlier, it is not only the actual operating expense, but also the negative impact on Transportation Aid.

The District has been sharing sports with the Gowanda CSD. This sharing has impacted the other purpose miles as the Pine Valley CSD has not been responsible for all transportation. However, it is our understanding that on some trips (football) the District transports the athletes on a bus while the coach drives a truck with the equipment. We strongly recommend that the District evaluate the ability to store the equipment in the undercarriage storage of a bus, thereby reducing the need for the truck and reducing the mileage and operating expenses associated with this practice. Additionally, we firmly believe

that the coach should be riding the bus with the athletes and not required to drive the equipment truck.

**BUILDINGS &
GROUNDS CHARGES**

- It is appropriate for charges to be assessed against both the Buildings and Grounds Department, and Transportation, depending on who is the recipient of the service. For instance, repairs performed on B&G vehicles should be charged to B&G while maintenance on the Transportation facility should be charged to Transportation.

The District does charge B&G for parts on vehicles being repaired, and a small portion of the maintenance mechanic is charged to Transportation.

FLEET

The District currently operates 25 student transportation vehicles. At the end of this section we have included a detailed fleet listing as of 1/2016. We have also included a Fleet Profile which shows the fleet by capacity and age, and a chart which demonstrates the number of vehicles by model year.

As shown on the Fleet Profile report, the District has 2 66-passenger buses, 2 wheelchair buses, and 2 20-passenger buses identified as spare buses. This creates a total of 6 spare buses and 19 route buses. Spares are used as a replacement during maintenance downtimes, DOT inspections, or supplemental vehicles should additional program demands occur such as after-school athletic trips.

Industry standards would typically have a spare ratio of approximately 15% to 20% of the route vehicles (3 to 4 vehicles). The ratio can vary depending on extra-curricular demands, varying capacities, and the age/mileage of the fleet (older/higher mileage fleets need more spare buses due to maintenance issues). As shown below, the District's fleet shows a lower average mileage, and a lower average age, than industry standards. The District has a spare ratio of 31.6%.

Based on interviews, the District requires up to 2 buses every day during PM dismissal times for the athletic transportation program. Additionally, as we mention in the Maintenance section of this report, the Department is currently understaffed according to industry standards. Both of these demands certainly create a spare bus need.

The District has also experienced a changing need over the years for the 20 passenger buses due to the requirements for out-of-district special needs transportation.

We recommend that the District track the specific usage of these spare vehicles to determine if any reduction in fleet could occur. Until such time as a greater understanding of the impact of changing maintenance staffing can be identified, we do not believe the number of spares should be reduced. The extra spare vehicles may be needed; however, it is important to verify this need. As a part of the spare bus evaluation, consideration should be given to any buses that could be removed from the route bus category due to the potential of reducing bus runs.

Districts occasionally mistakenly believe that spare buses are “free”, given that they have been paid for. However, these vehicles require mandated service and inspections, insurance, and space to park. Industry standards estimate that a spare vehicle costs \$2,500 to \$3,000 per year just to cover the labor, parts, and insurance expenses.

If the District determines that spare buses can be decreased, we suggest that it be done gradually with one or two more buses used as trade-ins (or sold) as new buses are purchased. For example, if the District is acquiring 3 new buses, 4 buses could be used as trades. As spare buses are removed from the fleet, it will be critically important for the District to maintain a consistent and aggressive fleet replacement program as mileage on route buses will increase if fewer vehicles are available to operate routes and long trips.

FLEET PROFILE

- As shown on the Fleet Listing, the current fleet shows an average mileage of 45,888 with an average age of 4.3 years. Both of these averages are slightly lower than the Statewide averages we have gathered over the years. We have historically found that the “average” fleet shows an average mileage of approximately 70,000 miles with an average age of approximately 5.5 years.

As can be seen on the Fleet Profile at the end of this section, over the past nine years the District has been relatively consistent in the fleet replacements. If the District was to commit to a 10 year replacement plan, there would be an average of 2.5 buses per year replaced. In order to achieve this type of consistent replacement, the District would alternate replacing two or three buses every other year. This obviously assumes that the total number of buses required does not change, there is not an operating issue with a bus that mandates early removal from the fleet, and that there is no increase in the requirements for special needs services.

We fully support a consistent fleet replacement program. As the District determines which buses to replace, a number of typical factors should be taken into consideration when developing a fleet replacement program. These factors are:

- ◆ Vehicle age
- ◆ Mileage
- ◆ Utilization
- ◆ Future District needs

- ◆ Historical repair costs (both parts and labor)
- ◆ Inspector recommendations
- ◆ Residual value

As we discuss in the Maintenance section of this report, the District is not utilizing any fleet maintenance software. When used effectively, this type of software can document historical repair costs for each bus, thus providing valuable information for fleet replacement projections.

Maintenance software tracks parts and labor costs which is very important in order to develop an accurate understanding of what a bus is really costing the District to operate. Buses should not be replaced solely on age or mileage. As we have all experienced with cars, it is possible to get a “lemon”. Buses also have maintenance histories and this should be closely reviewed before decisions are made on what vehicles to replace.

The District’s manual maintenance records do not currently track labor as a part of the vehicle repair cost. We recommend that this process be modified.

SAFETY EQUIPMENT • Given the demographics of the District, and based on interviews and concerns expressed, the District should consider the value of adding strobe lights to future bus purchases. The strobes have proven very effective in districts where traffic flowing east into the sunrise can obscure visibility, or where rolling hills on rural roads make visibility challenging.

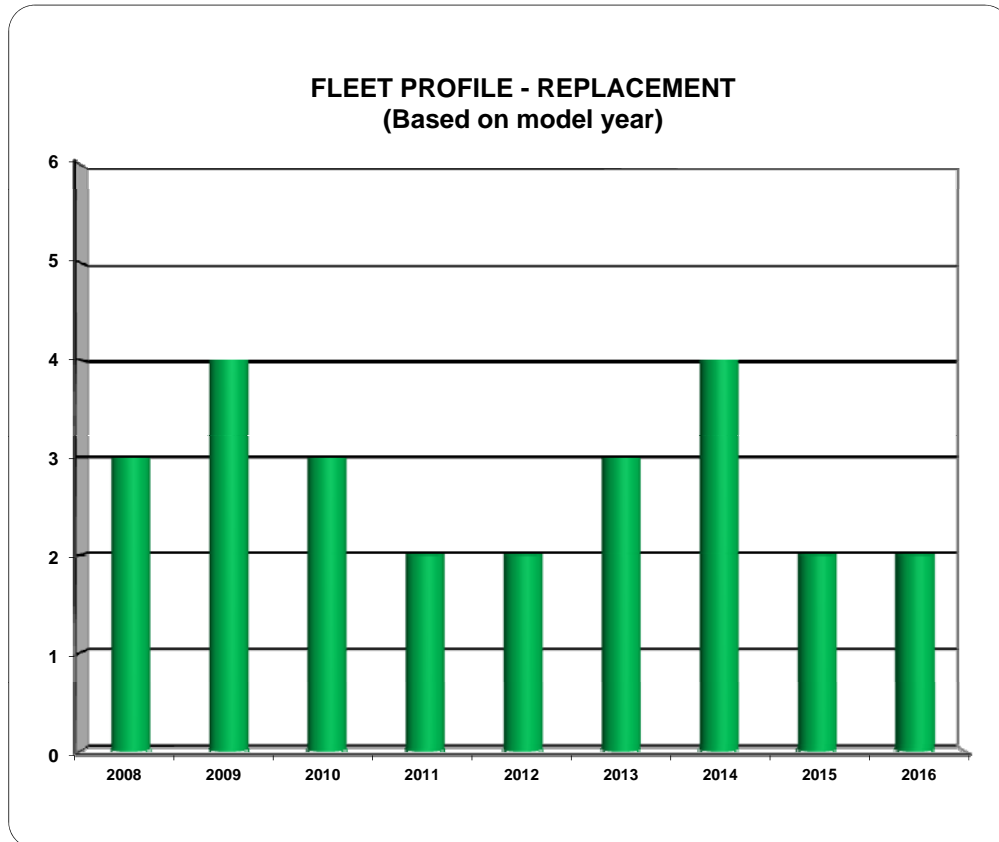
**TRANSPORTATION STUDY
FLEET LISTING**

DISTRICT:		Pine Valley CSD				
Fleet Listing as of:		1/2016				
BUS #	YEAR	CAPACITY	MAKE/MODEL	MILEAGE	USAGE	AGE
123	2008	42 + 3 W/C	Bluebird	59,081	Spare	8
124	2008	66	Bluebird	80,057	Spare	8
126	2009	66	IC	64,213	Spare	7
127	2009	66	IC	109,634	Route	7
128	2010	45 + 2 W/C	IC	36,484	Route	6
129	2010	45 + 2 W/C	IC	46,619	Spare	6
130	2009	20	Chevy	112,169	Route	7
131	2010	20	Chevy	107,025	Spare	6
132	2011	66	IC	34,337	Route	5
133	2011	66	IC	48,134	Route	5
134	2012	66	IC	36,229	Route	4
135	2012	66	IC	37,923	Route	4
136	2013	66	IC	28,918	Route	3
137	2013	66	IC	27,556	Route	3
138	2013	66	IC	37,337	Route	3
139	2014	66	IC	12,249	Route	2
140	2014	66	IC	12,014	Route	2
141	2014	66	IC	10,159	Route	2
142	2015	66	IC	7,950	Route	1
143	2015	66	IC	3,974	Route	1
144	2014	20	IC	14,775	Spare	2
145	2016	66	IC	1,211	Route	0
146	2016	66	IC	1,224	Route	0
10	2008	7	Dodge	123,833	Route	8
11	2009	7	Dodge	94,098	Route	7
Average mileage:			45,888			
Average age:			4.3			
Number of vehicles:			25			
NON-STUDENT VEHICLES						
VEH #	YEAR	CAPACITY	MAKE/MODEL	MILEAGE	USE	AGE
12	2009	7	Dodge	46,428		7
13	2012	7	Dodge	19,142		4
9	2005	7	Chrysler		B & G; Food Service	11

**PINE VALLEY CSD
FLEET PROFILE
1/2016**

	2008	2009	2010	2011	2012	2013	2014	2015	2016	TOTAL	Spares
66 pass	1	2		2	2	3	3	2	2	17	2
45 + 2 W/C			2							2	1
42 + 3 W/C	1									1	1
20 pass		1	1				1			3	2
7 pass	1	1								2	
Total	3	4	3	2	2	3	4	2	2	25	6
%	12%	16%	12%	8%	8%	12%	16%	8%	8%		

	2008	2009	2010	2011	2012	2013	2014	2015	2016	TOTAL
ROUTE	1	3	1	2	2	3	3	2	2	19
SPARE	2	1	2	0	0	0	1	0	0	6
TOTAL	3	4	3	2	2	3	4	2	2	25



LABOR

LABOR AGREEMENT

A critical element to any transportation program is labor. Quality drivers, aides, mechanics, and administrators are key team members in a successful transportation program.

It is important to note our perspective toward labor. It is critical that a District employ highly qualified drivers and monitors in sufficient numbers to meet the on-going needs of the District. At the same time, it is important that any agreements or procedures provide the District with the flexibility needed to adjust programs to change service levels with an accompanying change in labor costs. Most significantly, the labor agreement should support and facilitate the provision of quality services to the students and the education community.

We have reviewed the labor agreement between CSEA Local 807 and the District which expires 6/30/2016.

Although the agreement covers all support service staff members in the District, given the nature of this review, most of our comments will focus on the terms and conditions applicable to the drivers and monitors. We understand the critical and important nature of negotiations, and the difficulty to all parties in making significant changes to historical practices; yet we strongly believe that an agreement needs to be consistent with the goal of quality transportation services while understanding that the District has limited financial resources.

It should be noted that many decisions relative to benefits for transportation employees... especially given the very part-time nature of their jobs... were historically influenced by transportation aid. When a district is receiving 90% transportation aid on transportation expenditures, benefits may have been provided as the full cost was not experienced by the District. Unfortunately, not all employee benefits are really aidable, and we believe that there is a strong likelihood that transportation aid rates may continue to decrease in the future. Therefore, we believe that it is very important for districts to take a close look at the cost and effectiveness of benefits and procedures for part-time transportation employees.

Our comments only relate to drivers and monitors, and do not reflect any review for any of the other employee groups covered in any agreements.

- Paid time off – in various sections of the agreement the following paid time off benefits are detailed:

- Personal days – 3
- Sick days – 10
- Extended sick leave – if an employee has exceeded their accumulated 10 days they are eligible for another 20 days at ½ pay.
- Family leave – 2
- Bereavement – 5
- Snow days – as required
- Holidays – 14

Bus driving, and serving as a bus monitor, are part-time jobs. They are relatively unique functions in that an absent employee must be replaced by a sub. This not only creates the incremental cost for the substitute employee, but it impacts the quality of the service, given that the best transportation service has the same drivers and monitors on the same buses, every day. In this way, the staff members know the students; the students know what to expect from the drivers/monitors; and the drivers know what looks “right or wrong” along a route or at a stop.

As shown above, a driver could potentially have 15 paid days off in a school year (personal, family and sick) in situations where a substitute driver would be necessary. (This is not factoring in any of the ½ pay sick days which exacerbates the absenteeism problem.) In fact, for the 2014-2015 school year, drivers and monitors were absent for 283.5 days (sick; personal; family) – days which required subs. The 283.5 days for a 180 day school year means that an average of 1.6 employees were absent on each operating day. The use of sub drivers and monitors inflates labor costs while impacting the quality of the services. We suggest that absenteeism and paid days off should be addressed in future labor agreements.

In the case of Pine Valley CSD, there has been a shortage of qualified sub drivers and monitors. In those instances where subs are necessary, it has required the use of other staff members, including two custodians who drive on overtime. The use of these employees as drivers or monitors impact their other responsibilities, while creating incremental costs due to overtime.

ATTENDANCE INCENTIVE

- Staff members who are reliable, and who minimize the need for substitute employees, should be recognized and encouraged to continue

this process. Keep in mind that an employee who is absent is paid for the day, plus the District needs to employ another person to perform the transportation function.

We support an attendance program to reward and encourage “non-absenteeism”. From our experience, the most successful programs are ones where the eligibility and payment period are short and obtainable. Therefore, we recommend that you consider two month periods – if an employee is not absent for any reason for the two months, they would receive a “real” incentive payment. If an employee happened to miss a day or two during a period, they would only lose their qualification for that one period, and not the entire semester.

We believe attendance should be based on perfect attendance (excepting only jury duty and bereavement which are not in the control of the employee). Paid personal days should not be acceptable in an attendance incentive program as this absence requires the District to employ a sub driver for the day.

It's not uncommon for people to believe that we should not have to pay people to come to work. Although we fully understand this belief, the reality of transportation is that people are driven by wages and that decisions can sometimes be made to work... or not work... based on a personal motivation. If an attendance incentive reduces the need to incur the supplemental cost of a sub driver or monitor, and keeps the regular driver/monitor on the same route, the District will reduce costs and improve quality and student safety.

As the District evaluates an attendance incentive concept, we recommend that consideration be given to reducing the paid days off to fund the attendance incentive program while taking into consideration the cost reductions from the elimination of sub pay.

**HEALTH AND
DENTAL
INSURANCE**

- As mentioned in the Financial section of this report, the District is providing family health benefits which are not eligible for transportation aid reimbursement. Under the current labor agreement, the District will contribute 83.5% to 89% of the cost of health coverage for employees depending on their employment date.

As the District looks at the provision of benefits in the future, we recommend that consideration be given to the eligibility of certain benefits for transportation aid. Therefore, the District should consider providing a higher percentage of the cost of a single policy, but a lower percentage of the cost for the incremental family benefit costs. We understand that this would apply to transportation personnel only within

the bargaining unit; however, it would increase the transportation aid to the District.

In the Financial portion of this report we identified that last year the District experienced \$98,132 of incremental health insurance costs which were not eligible for transportation aid. If some of the family cost of health insurance could be allocated to the single portion of health insurance, the District would benefit from the increased transportation aid.

It should be noted that there are four or five employees who qualify for health benefits based on their total hours worked for the District with a few of those hours earned while working in the cafeteria. However, the cost of the health insurance is assigned to the Transportation Department.

Obviously, any changes to the provision of health benefits needs to be consistent with the mandates of the Affordable Care Act (ACA). Therefore, the District should consult with legal counsel or their benefit consultant before making any changes.

PAY BASIS

- For analysis purposes, the following calculations only apply to drivers. A similar process could be performed for monitors. The pay basis in transportation for drivers is predicated on a guarantee of four hours per day which includes 30 minutes for pre/post trip time for each run (total of 60 minutes per day). Although the current starting rate is \$16.39 per hour, the average driver makes \$19.25 per hour. In order to put the current compensation program into perspective, at the end of this section we have included an Effective Hourly Rate analysis. This analysis integrates the value of benefits, paid time off, and a guaranteed 183 days to demonstrate the effective hourly rate paid to part-time drivers.

What does this really mean and what is the value of understanding the effective compensation? The District has a definite need for drivers.

The District's current pay program offers a sub driver a rate of \$12.50 per hour. However, these drivers do not qualify for benefits or paid time off, and they typically can have one of the most challenging driving jobs in the District as they are required to drive routes which may not be familiar, with students that they may not know. We believe that a very good case could be made that sub drivers, who are also challenged by being "on-call", should be paid one of the highest hourly rates in the Districts.

As the District enters into future negotiations, we believe there should be consideration for establishing a two-tier wage and benefit program. One

tier would somewhat replicate the current program with an hourly rate and some level of benefits. The alternative tier would be based on a much higher hourly rate with minimal benefits, if any (consistent with any ACA requirements). In this way, the District could better compete in the marketplace for drivers by designing a program that actually meets their needs.

Given the Effective Hourly Rate analysis, the District could offer a part-time job on the new alternative tier with an hourly rate of almost \$30.00 per hour. Additionally, the entire labor cost would be eligible for transportation aid as opposed to the incremental health insurance cost which is not aidable.

**GUARANTEED
TIME**

- Drivers are guaranteed four hours per day, regardless of how long their actual driving time may be. As shown on the route analysis detailed in the Routing section of this report, most drivers actually drive for less than 2.25 hours per day. The District then provides the drivers with 15 minutes for pre trip time, and 15 minutes for post trip time, for each morning and afternoon run. This is a total pre/post trip time of 60 minutes per day. This far exceeds any industry standard that we have observed. Most districts allocated approximately 30 minutes per day.

As mentioned, most drivers only drive for 2.25 hours although they are paid for four hours. Although we fully understand that the District needs to pay the employees a sufficient wage to justify working, we do not accept the practice of paying people for time not worked. Additionally, we find it hard to believe that the drivers receive an extra hour of pay per week to clean their buses (section 7.3.1 of agreement) when they have only driven approximately 11.25 hours per week but are already paid for 20 hours. It would certainly appear that this incremental pay establishes a type of “double-dipping” given that drivers are already being paid for this time.

Bus monitors are also guaranteed 4 hours per day, even though they do not have the responsibility to pre or post trip their buses. This is highly unusual and we believe it is excessive pay.

From our understanding, even though the employees are being paid for their time in the AM and PM periods, they are not required to perform any additional services, or even stay at the District. This establishes a concern should a driver be injured during this paid time when they are not at the District. Could the driver file for worker’s compensation for any injury during this time? Does the District have any liability for this employee during paid time when they are not functioning on behalf of the District? If not, then why are they being paid for this time?

Based on our significant experience at reviewing transportation programs, and labor agreements, it would not be surprising to find that this type of pay program was established years ago given that most employees are residents of the District, and the District was receiving 90% transportation aid. However, as mentioned earlier, we are concerned that the method of distributing transportation aid may change in the future. Additionally, we firmly believe that the Board of Education has a fiduciary responsibility to effectively and fairly utilize taxpayer funds, and paying for time not-worked is not appropriate.

**SUBSTITUTE
DRIVERS**

- The District is currently paying sub drivers only \$12.50 per hour for a job that requires extensive training and licensing, drug and alcohol testing, and being available for “on-call” work. As mentioned earlier, we believe an excellent argument could be made for subs to be paid one of the highest hourly rates in the District.

The District needs sub drivers and monitors. This is a classic case of supply and demand with the supply of subs dwindling while the demand increases. In order to balance supply and demand, the price (wages) needs to increase.

We believe the District needs to increase both the sub driver rate and the monitor rate, and have the flexibility to continue to increase the rate until the market forces provide a sufficient number of qualified subs. Unfortunately, the District will be competing with other districts to hire and retain subs. Therefore, it is important that the District attempt to gather regional sub driver costs from other districts, keeping in mind that the payment for subs will not be a static amount as other districts will need to be just as flexible in finding and employing subs.

**DRIVERS
LEAVING
RUNS**

- It is our understanding that drivers have the right to leave their PM runs to take a trip. Drivers should not be allowed to leave their assigned runs to accept a trip. It is well recognized that the best quality, and safest, transportation programs are those where the same drivers are operating the same runs every day. The drivers get to know the students, and they know what looks “right” and “wrong” along the routes. Discipline issues also tend to decrease when there is a consistent driver on a route.

Additionally, if sub drivers then became eligible to operate trips, the increased opportunity for driving work at Pine Valley CSD would increase the number of persons willing to be sub drivers.

RUN PACKAGES

- Before the beginning of each school year, drivers select their runs for the upcoming school year. It should be clearly communicated that the runs are estimates based on the current routes, and that the routes can change during the course of the year. Drivers should be paid for the time that they actually work, with that work potentially fluctuating during the year depending on route changes.

Additionally, run movements and changes during the school year should not be allowed. Continuity on runs is very important for safety considerations and for the quality of the operation for the students. If an opening occurs during the school year, the Head Driver should have the right to assign that run for the remainder of the year.

DRIVER RECRUITMENT

- Finding and retaining drivers is an on-going challenge for most districts. Over the years we have seen several approaches which have been successful (in addition to the financial aspects mentioned in this section):

- Place “sandwich” boards in front of the school advertising the part-time bus driver job. Periodically change the message to attract attention.
- Place bus driver ads in any programs (sporting events; plays; etc).
- Provide flyers to students to take home.
- Place ads on the District’s website.
- Post a banner at School Board Meetings.
- Consider a referral bonus for employees who refer a candidate who accepts the job.
- Evaluate regional recruitment and training with other districts.

SPECIAL NEEDS ROUTE ASSIGNMENTS

- The Head Driver should have the absolute right to assign specific drivers and monitors to runs serving special needs students. Frequently students with special needs have emotional or physical issues that require, and benefit from, both continuity of care and specialized training. Having the same drivers and monitors on the same runs with the students, from one year to the next, provides the highest quality service with the safest environment for the students.

**PINE VALLEY CENTRAL SCHOOL DISTRICT
EFFECTIVE HOURLY RATE WORKSHEET – 15/16**

Employee: “Bus Driver” - 19 drivers. “Average” driver is paid for 4.6 hours per day. Average hourly rate is \$19.25. Average annual salary based on 183 day school year.

Average Wage for Home-to-School (183 days)		\$16,204.65
Annual Value of Fringe Benefits ⁽¹⁾	+	\$8,050.21
Annual Value of Paid Time Off ⁽²⁾	+	\$3,010.70
Annual Compensation	=	\$27,265.56
Annual # of driving hours (3.0/day for 183 days)*	÷	549 hours
Effective Hourly Rate for Driver	=	\$49.66

* Average driver drives for approximately 2.25 hours per day plus we included industry standard 30 minutes per day for pre/post trip checks (although District allows 60 minutes per day). Rounded to 3.0 hours for ease of analysis.

(1) FRINGE BENEFITS:

- Health/Dental/Life Insurance - \$ 5,552.21 (averaged for 19 drivers)
 - Retirement - \$ 2,498.00 – (average based on 13% of annual wage plus paid time off)
- TOTAL ANNUAL FRINGE COST - \$ 8,050.21 ⁽¹⁾**

(2) PAID TIME-OFF:

- Personal - # 3
 - Sick Days - # 10
 - Family Leave - # 2
 - Holidays - # 14
 - Snow Days - # 5
 - Bereavement - # 5
- TOTAL # OF DAYS - # 39**

CALCULATION OF PAID TIME OFF COST:

Total # of days from above list (excludes bereavement)		# 34
Daily Average Rate	x	\$ 88.55
Annual Value of Paid Time-Off	=	\$ 3,010.70

MAINTENANCE

STAFFING

- The Maintenance function is currently accomplished with one (1) full time equivalent mechanic who is scheduled to work from 7:00 am to 3:30 pm. The Head Driver also assists the mechanic periodically with a full time equivalency of .2. Therefore, the current maintenance staffing would be considered a 1.2 staffing level.

MECHANIC STAFFING LEVELS

- As noted in the Fleet section of this report, this staff maintains 25 route and spare buses. There are also three (3) non-student vehicles which are maintained. Given the lower maintenance requirements on these non-student vehicles, they are considered equivalent to ½ a bus. Therefore, for analysis purposes, the maintenance staff maintain 27 vehicles.

From an industry standard perspective, a fleet which is average age or better (average is 5.5 years while the District's is 4.3), average mileage or better (average is 70,000 while the District's is 45,888), maintained in a facility that allows reasonable efficiency, and have properly trained mechanics, should have a vehicle-to-mechanic ratio of approximately 18-to-1.

As mentioned, the program is being operated with 1.2 FTE mechanics. Based on the need to service 27 vehicles, this results in a vehicle-to-mechanic ratio of 22.5-to-1. We believe the maintenance staff in the District is understaffed. It is our understanding that the District is considering adding a .5 mechanic for the upcoming school year and we fully support this staffing increase. Assuming that this change would decrease the maintenance work performed by the Head Driver, the 1.5 staffing would result in a vehicle-to-mechanic ratio of 18:1.

In addition to moving toward a more appropriate maintenance workload, the District needs to be cognizant of OSHA requirements relative to maintenance being performed if no other person is located in the facility. If the Head Driver is not in the facility, there are significant functions that the mechanic should not be performing if he is alone in the building. The addition of the .5 mechanic will assist with this issue.

DOT INSPECTIONS

- Following is a history of Department of Transportation inspections for the District:

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Total # of inspections	58	59	62	57	57	56
# out-of-service vehicles	7	13	5	6	8	4
% out-of-service	12.1%	22.0%	8.1%	10.5%	14.0%	7.1%
DOT Passing Rate	87.9%	78.0%	91.9%	89.5%	86.0%	92.9%

New York State has established a goal of 90% passing for all programs. As can be seen in the above chart, the District has experienced a “spotty” record over the past six reporting periods. However, the latest period showed the District exceeding the State’s goal of 90%.

- As mentioned in the Fleet section of this report, the District is not currently tracking labor on work orders, and no historical repair cost record is maintained. Additionally, no on-going inventory control system is in place.

We recommend that the District fully implement an industry standard bus maintenance software program. The historical tracking will assist with fleet replacement while also providing excellent documentation to support the bus sale process. There are a number of excellent software programs available in the marketplace, and during our review we provided an initial list to the District.

EXTENDED WARRANTIES

- During our review, the District solicited our thoughts on the purchase of extended warranties. To that end, we provided the District with a focused memo addressing this topic.

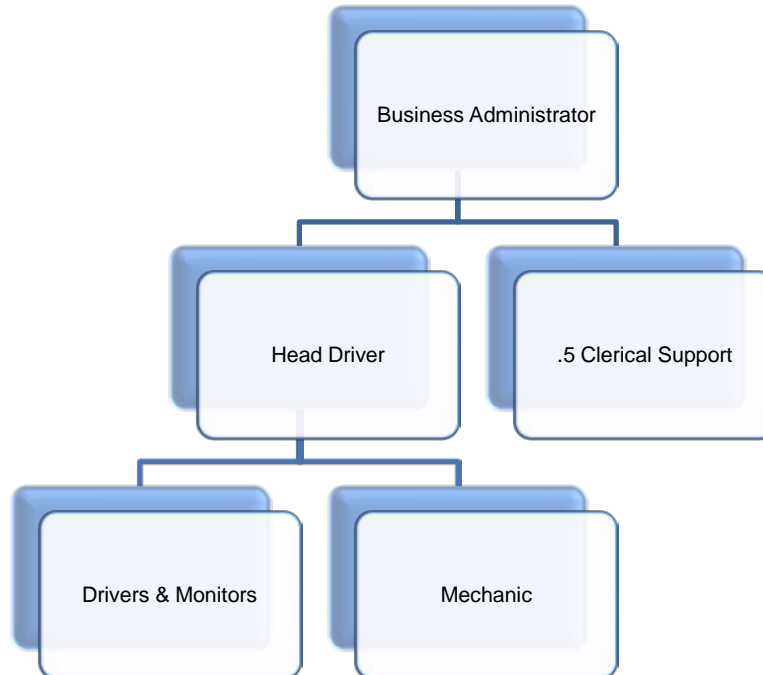
To summarize our thoughts – although we understand and appreciate the value of extended warranties, we do not believe that now is the time for the District to move in this direction. We believe the District should evaluate the impact of the incremental mechanic while developing a solid financial and experience track record of maintenance through the implementation of maintenance software.

Extended warranties may be appropriate in the future but that decision should be based on a solid information foundation.

MANAGEMENT

ORGANIZATION

- Following is the current structure of the Transportation Department:



The reporting structure shown above is normal in the industry. The part-time clerical support position is located in the Business Office and provides 19A data support, routing software support, and general office support to the Transportation Department.

The Head Driver is 19A certified. Mandated SBDI training is provided by contracting with outside parties.

MEETINGS

- The Head Driver is apparently actively involved in the New York Association for Pupil Transportation (NYAPT). Professional associations and peer group interactions can be excellent methods of improving skills and learning about industry changes.

Unfortunately, this type of activism in a small district needs to be balanced with the on-site needs of the District. As mentioned earlier, there may be OSHA issues if the mechanic is performing functions without another person in the building. If the Head Driver is absent from the District due to meeting attendance, this can create an issue. Therefore, it is important for both the Head Driver and the Administration to be very sensitive to time allocations where the Head Driver would not be in the District during active program operations.

TRAINING

- Although the District does not have a need to hire a significant number of drivers, we do recommend that any new drivers be employed for a few days to travel some of the existing routes in order to be acclimated to the District and the District's procedures. It may actually be beneficial to have these new drivers serve as roving sub monitors on some challenging runs both to offer additional student management support while learning the routes and the procedures.

LATE RUNS

- The District operates three to four late buses on a Monday through Thursday schedule with buses assigned to geographic areas. Although late buses are not mandated by State law, given the demographics of the District we understand the need for the service.

In the event of a catastrophic accident, it is critical that the District have a detailed record of riders for parent notifications. It appears that the Elementary Building maintains a listing of riders; however, it is unclear if the same level of control is in place at the Jr/Sr High School. We suggest that this be addressed by the District.

TRIP TICKETS

- The District utilizes a manual time sheet for recording driver work times on trips. Although we have no reason to believe this is not effective, we recommend that the District implement a trip ticket for all trips. This trip ticket would include at least the following:

- ✓ Date
- ✓ Requesting group/department – trip description
- ✓ Required bus capacity – estimated number of passengers
- ✓ Destination – any specific instructions for travel/directions
- ✓ Scheduled departure time
- ✓ Actual departure time with coach's initials
- ✓ Estimated return time
- ✓ Actual return time with coach's initials
- ✓ Mileage
- ✓ Comment field

This process provides valuable information to the Transportation Department while offering a verification of driver trip times. Additionally, should there be instances where the scheduled departure time varies considerably from the actual departure time, this should be addressed by the Administration as the departure time impacts driver pay levels.

POLICY AND PROCEDURES

An important issue in the operation and provision of student transportation services is the development, adoption and implementation of policy.

Policy identifies for the community the level of service to be provided to the residents while clarifying for the Administration and the Transportation Department the parameters to be utilized to offer equitable and safe services.

During the course of our review, we evaluated the following Board Policies:

5710	Transportation Program
5720	Scheduling and Routing
5730	Transportation of Students
5740	Use of Buses by Community Groups
5750	School Bus Safety Program
5751	Idling School Buses on School Grounds
5760	Qualifications of Bus Drivers
5761	Drug and Alcohol Testing for Employees

As we review the above policies, there is not a clear definition of service levels for students in the District. It appears from our interviews that the actual practice in the District is to provide transportation to almost all students. As we detailed in the Financial section of this report, the provision of services to students who live less than 1.5 miles results in a negative impact on the District's transportation aid.

Specifically, Districts are required to designate service levels (known as "walker distances") if these services are less than the State mandates of 2 miles for elementary students and 3 miles for secondary students. The eligibility for students is based on a pure mileage evaluation, and eligibility does not incorporate municipal lines or other boundaries.

We would expect the specific eligibility for transportation to be included in Policy #5720. However, the policy simply states that: "Transportation services shall be provided to meet the needs of the students of the District within specified limits and areas established by the Board of Education."

In addition to the typical walker distances for routes (if any), districts need to consider services on private or dead-end roads. If transportation is provided on private roads, or if buses enter private property, there should be a policy (or Administrative Regulation) detailing requirements such as minimum road conditions, landowner's written permission, insurance coverage, and more.

The establishment of the walker distances requires voter approval which very possibly occurred many years ago. At this point the specific voter approval cannot be identified. If the District intends to continue to provide services at levels that vary from the 2 and 3 mile levels, we recommend that legal counsel be consulted as to the recommended procedures to comply with the voter approval requirements.

Overall, although we believe the formal policies reflect a typical transportation program, it is important that the limits be enforced on a consistent basis throughout the school district. The *practices* of the District must be consistent with the *policies* of the District.

CHILD SAFETY ZONE

- The District has the option of adopting a Child Safety Zone policy and procedure to address those areas where services should be provided due to qualifying safety issues. We have included in the Appendix the general description of this process from the State Education Department, and the actual legislation (§3635-b). Commissioner's Regulation Part 191 provides a detailed description and protocol for evaluating and qualifying areas that are being considered for Child Safety Zone designations.

CAMERA PHONE POLICY

- The District has in place protocols for student use of camera phones in the school buildings. We recommend that procedures also be developed for the use of camera phones on buses. The use of a camera without another student's approval can result in privacy concerns, anxiety, anger and disruption on the buses. Additionally, the use of the flash during a nighttime trip can be extremely disruptive to the driver, and can result in a safety concern given that the driver may be distracted.

BUS LOADING PROCEDURES

- The District has been following a practice of assigning students to buses based on a loading factor of 3 students to a seat into the fourth grade, and only 2 students to a seat up through the 12th grade. We address this issue in more detail in the Routing section of this report.

However, given the cost impact of making this determination on the level of students assigned to a bus, we recommend that the District's student loading practice be addressed by the Board with the Transportation Department instructed on loading procedures through the development of an Administrative Regulation. In this way, the Transportation Department will be implementing the desires of the Board of Education both for service levels and related transportation costs.

ROUTING

VERSATRANS ROUTING SOFTWARE

- The District is utilizing VersaTrans routing software. This is a very capable software program with significant use in Upstate New York. It is our understanding that the data in VersaTrans is integrated with the District's student management system, PowerSchool.

In order to allow us to review the District's routing protocols as part of our study, the District provided us various reports based on the VersaTrans data. This data, along with the ridership data provided by the District, is the basis for our vehicle utilization and routing recommendations.

- Based on discussions, it is our understanding that the District was able to consolidate a route for the current school year. We commend the Department for this effort as the cost savings are important, coupled with the reduction in the number of drivers required.

It is very important to keep in mind that the Department staff members need the ability to make routing changes to maximize efficiency, without the artificial limitations of protecting employment or hours. The Department needs the right to add routes, delete routes, or consolidate routes, even during the school year. We believe the District has a fiduciary responsibility to be efficient.

- It does not appear that the staff in the Transportation Department have received sufficient training in the use and power of the VersaTrans routing software. Based on interviews, most training has been based on being self-taught with this time supplemented by webinars. We recommend that opportunities be sought to have hands-on training with either VersaTrans staff members, or at districts where the staff have extensive experience with the power of the program.

RIDERSHIP AUDIT

- As a part of the routing review, **TAS** requested that the District conduct a detailed ridership audit in order to gain better understanding of how many students were actually on the buses. The audit was performed during the week of 1/11/16-1/15/16 with the daily numbers average for the week. The results of the ridership audit are utilized in the Ridership Analysis report found at the end of this section.

The District should be conducting a ridership audit three times each year – fall, winter, and spring. Given the potential variations in ridership during the first few weeks of school, we recommend that the first audit not occur until mid-October. This audit is typically conducted over a five day period, and then actual ridership numbers are averaged for the five days. The audit covers all scheduled runs. On routes where ridership is consistently very low, route changes should be considered in an attempt to increase ridership through consolidation of routes. Routes should be developed based on actual ridership, not eligible or theoretical ridership.

As shown in the Analysis report, a number of analyses were developed by manipulating the routing data provided. We have included information on scheduled ridership, actual ridership, run times, mileage, and percentage comparisons to both bus capacities and scheduled students.

We fully understand the time and space aspects of routing. Runs can only be for a certain length of time, although there is no State “cap” on run length. During this run, only so many students can be transported if the bus is going to achieve its maximum occupancy. However, in order to maximize the efficiency of any route, a run should operate for the longest time practical and transport as many students as possible.

As mentioned in the Policy and Procedures section of this report, the District has been following a practice of only placing two students to a seat once they reach the 4th grade. Although it is not uncommon for districts to follow this practice for secondary students, it is very unusual to follow this process for students as low as 4th grade. If nothing else, we believe that making the “split” based on building grade levels should be considered.

However, we believe the District needs to address the philosophy behind the routing process. As shown on the Ridership Analysis, the large buses (66 passenger) have an average of only 40 students assigned to the runs. These same runs have an average of only 29 AM and 29 PM riders. Based on the actual usage, the assigned students could increase by almost 50% and still leave space on the buses.

We understand that run times are an issue. Both the morning and afternoon runs average approximately one hour. However, included in this time is the arrival at the elementary building, and departure

from the bus, at 7:45 which somewhat artificially extends the run length. It is also important to keep in mind that this is the longest that any one person could be on the bus, and that the average ride time is probably about 30 to 35 minutes.

We have included in the Appendix a guideline from the State on the student loading of a bus. As shown in the guideline, a bus could theoretically be “overloaded” as the determinant should be the actual usage and not the theoretical usage.

We recommend that the District take another look at the method by which buses are routed. This does not mean which road, or what directions, but what the realistic ridership and riding times should be on the buses. Based on the excess capacities shown in the report, it would be conceivable that a run could be eliminated through consolidations.

**RIGHT SIDE ONLY
PICK-UP/DROP-OFF**

- Based on interviews, it appears that the District has adopted a practice of performing “right side only” pick-ups and drop-offs throughout the District. Over the years we have seen a few districts utilize this process. However, it typically is reserved for locations with very poor road conditions, high traffic flows and speeds, and poor sight lines.

Given the demographics of the District, we do not believe that this practice should be used throughout a large portion of the District. It inherently creates routing inefficiencies as bus routes are designed to use the right-side only process, thereby increasing run lengths. If there is a general concern about buses on some rural roads, some districts have installed strobe lights on the buses.

Students crossing roads is a standard practice that is part of the student training process. If the District determines that this process will change, we do recommend that communications be issued to the community notifying them of the change.

If the District moves toward a more focused and directed practice of right-side only pick-ups in specific locations, we suggest that these specific locations (or roads) be recommended by the Transportation Department and evaluated by the Administration. They can be included in an Administrative Regulation instructing the Department to route in the most economical method possible with the exception of the identified locations.

BELL TIMES

- As a part of the routing review, the District should look at the start time of the AM routes, and the bell times between the two buildings. Based on our personal observation, and comments received, some buses are arriving at the Elementary building before the allowed time to dismiss the riders, thereby being forced to keep the students on the bus. Of course, since the bus is on school grounds, it cannot idle to keep the heat on. Obviously, any changes to bell times must consider any limitations posed by the teacher labor agreement.

**PINE VALLEY CSD
RIDERSHIP ANALYSIS
RUN AUDIT - 1/11/16-1/15/16**

Bus #	Capacity	AM RUNS									PM RUNS								
		Scheduled	Sch to Cap	Actual	Act to Sch	Act to Cap	Run time	Min/Actual	Miles	Mile/Actual	Scheduled	Sch to Cap	Actual	Act to Sch	Act to Cap	Run time	Min/Actual	Miles	Mile/Actual
127	66	32	48.5%	32	100.0%	48.5%	90	2.81	42.73	1.34	32	48.5%	32	100.0%	48.5%	90	2.81	60.7	1.90
132	66	44	66.7%	28	63.6%	42.4%	58	2.07	16.12	0.58	44	66.7%	27	61.4%	40.9%	58	2.15	16.18	0.60
133	66	49	74.2%	25	51.0%	37.9%	55	2.20	20.53	0.82	49	74.2%	29	59.2%	43.9%	55	1.90	18.6	0.64
134	66	41	62.1%	35	85.4%	53.0%	55	1.57	17.49	0.50	41	62.1%	30	73.2%	45.5%	55	1.83	17.55	0.59
135	66	34	51.5%	23	67.6%	34.8%	65	2.83	20.53	0.89	34	51.5%	22	64.7%	33.3%	65	2.95	20.59	0.94
136	66	25	37.9%	20	80.0%	30.3%	65	3.25	24.05	1.20	25	37.9%	19	76.0%	28.8%	55	2.89	24.11	1.27
137	66	47	71.2%	28	59.6%	42.4%	55	1.96	12.67	0.45	47	71.2%	28	59.6%	42.4%	55	1.96	12.73	0.45
138	66	38	57.6%	28	73.7%	42.4%	80	2.86	26.86	0.96	38	57.6%	32	84.2%	48.5%	80	2.50	26.89	0.84
139	66	33	50.0%	24	72.7%	36.4%	53	2.21	14.38	0.60	33	50.0%	21	63.6%	31.8%	53	2.52	14.24	0.68
140	66	57	86.4%	49	86.0%	74.2%	60	1.22	21.53	0.44	57	86.4%	48	84.2%	72.7%	60	1.25	21.7	0.45
141	66	39	59.1%	31	79.5%	47.0%	55	1.77	15.81	0.51	39	59.1%	24	61.5%	36.4%	55	2.29	15.95	0.66
142	66	31	47.0%	19	61.3%	28.8%	55	2.89	23.59	1.24	31	47.0%	20	64.5%	30.3%	55	2.75	24.41	1.22
143	66	53	80.3%	43	81.1%	65.2%	65	1.51	20.46	0.48	53	80.3%	40	75.5%	60.6%	65	1.63	20.27	0.51
145	66	43	65.2%	29	67.4%	43.9%	60	2.07	20.09	0.69	43	65.2%	36	83.7%	54.5%	60	1.67	20.35	0.57
146	66	33	50.0%	22	66.7%	33.3%	53	2.41	18.65	0.85	33	50.0%	23	69.7%	34.8%	53	2.30	17.82	0.77
128*	47	28	59.6%	22	78.6%	46.8%	60	2.73	20.88	0.95	47	100.0%	25	53.2%	53.2%	60	2.40	17.89	0.72
130	20	11	55.0%	11	100.0%	55.0%	140	12.73	47.55	4.32	20	100.0%	9	45.0%	45.0%	140	15.56	48.19	5.35
10	7	2	28.6%	2	100.0%	28.6%	95	47.50	28.88	14.44	2	28.6%	2	100.0%	28.6%	95	47.50	28.91	14.46
11	7	2	28.6%	2	100.0%	28.6%	80	40.00	39.33	19.67	2	28.6%	2	100.0%	28.6%	80	40.00	39.33	19.67
Averages:		34	56.8%	25	77.6%	43.1%	68	7.19	23.80	2.68	35	61.3%	25	72.6%	42.5%	67.84	7.31	24.55	2.75
1) Monitors assigned to buses have been included as part of "scheduled" ridership.																			
2) % based on full bus capacity (children) and not reduced to 44 adults																			
66 PASSENGER BUS AVERAGES (eliminating Sped runs):																			
AM Avg Scheduled Ridership:		40																	
PM Avg Scheduled Ridership:		40																	
AM Avg Actual Ridership:		29																	
PM Avg Actual Ridership:		29																	
AM Run Time Average:		61.6																	
PM Run Time average:		60.9																	
AM Minutes per Actual Rider:		2.24																	
PM Minutes per Actual Rider:		2.23																	
AM Average Miles:		21.03																	
PM Average Miles:		22.14																	
AM Miles per Actual Rider:		0.77																	
PM Miles per Actual Rider:		0.81																	
AM Actual to Capacity		44.0%																	
PM Actual to Capacity		43.5%																	

APPENDIX

- TRANSPORTATION AID OUTPUT REPORT (TRA)
- DOT OPERATOR PROFILE
- OUT-OF-DISTRICT DESTINATION INFORMATION
- BUS USAGE SCHEMATIC
- RIDERSHIP ANALYSIS
- SED ROUTING RECOMMENDATIONS
- CHILD SAFETY ZONE LEGISLATION

District Name: PINE VALLEY CSD (SOUTH DAYTON)

State Aid: 2015-2016

District Code: 060601

Today's Date: 01/23/2016

Data as of: 01/23/2016 12:00 AM

TRANSPORTATION FORMULA AID OUTPUT REPORT
(TRA)

[Glossary](#)

ENTRIES 1 - 8 ARE USED TO CALCULATE THE
DEDUCTIONS FOR OTHER PURPOSE, BUSES LEASED TO
OTHERS AND NONRESIDENT TRANSPORTATION

RATIOS FOR COMPUTING NONAIDABLE EXPENDITURES

ANNUAL MILEAGE:

1	FOR REGULARLY SCHEDULED ROUTES (INCLUDING LATE TRIPS FROM SCHOOL TO HOME AND TO AND FROM BOCES PROGRAMS)	(FORM FT ENT 111)	232,134
2	FOR SERVICES CONTRACTED TO OTHERS, PURSUANT TO SECTION 1709(25)(H), ED LAW	(FORM FT ENT 113)	
3	FOR BUSES LEASED TO OTHERS FOR TRANSPORTATION OTHER THAN SEC 1709(25)(H)	(FORM FT ENT 112)	
4	TO TRANSPORT 4408 SUMMER PUPILS	(FORM FT ENT 114)	7,736
5	ANNUAL MILEAGE FOR OTHER PURPOSES EXCLUDING SUMMER SCHOOL	(FORM FT ENT 115A)	13,703
6	ANNUAL MILEAGE FOR DISTRICT OPERATED SUMMER SCHOOL PROGRAM (EXCLUDING 4408 AND BOCES SUMMER SCHOOL)	(FORM FT ENT 115B)	3,815
7	ANNUAL MILEAGE FOR OTHER PURPOSES INCLUDING SUMMER SCHOOL	(ENT 5 + ENT 6)	17,518
8	TOTAL ANNUAL MILEAGE - ALL PURPOSES EXCLUDING MILEAGE 4408 SUMMER PUPILS	(ENT 1 + ENT 2 + ENT 3 + ENT 7)	249,652
9	RATIO OTHER PURPOSES MILEAGE TO TOTAL INCLUDING SUMMER SCHOOL (ENTRY 9 IS USED IN ENTRY 89)	(ENT 7 / ENT 8)	0.0701
10	RATIO OTHER PURPOSES MILEAGE TO TOTAL EXCLUDING SUMMER SCHOOL	(ENT 5 / ENT 8)	0.0548
11	RATIO MILEAGE FOR BUSES LEASED TO OTHERS TO TOTAL (ENTRY 11 IS USED IN ENTRY 100)	(ENT 3 / ENT 8)	0.0000

12	NON-ALLOWABLE PUPIL DECIMAL	(IF FORM FT ENT 110A > 0, USE FORM FT ENT 110A, ELSE USE SCH P ENT 11)	0.0000
(THIS INFORMATION COMES FROM THE NON-ALLOWABLE DECIMAL WORKSHEET, IF THE DISTRICT IS REQUIRED TO FILE IN THAT AID YEAR, OTHERWISE PREVIOUS YEAR DECIMAL IS USED.)			
SELECTED TRANSPORTATION AID RATIO AND TRANSPORTATION AID:			
13	2012 ACTUAL VALUATION	(OSC)	181,106,947
14	2013-14 RESIDENT WEIGHTED AVERAGE DAILY ATTENDANCE (RWADA)	(2014-15 ATT ENT 96)	654
15	2012 ACTUAL VALUATION PER RWADA	(ENT 13 / ENT 14)	276,921
16	RWADA WEALTH RATIO	(ENT 15 / 680,400)	0.406
17	RWADA LOCAL SHARING RATIO	(ENT 16 * .460)	0.186
18	RWADA TRANSPORTATION RATIO	(1.010 - ENT 17, MIN = 0)	0.824
19	SELECTED SHARING RATIO FOR OPERATING AID	(GEN ENT 61)	0.87100
20	TRANSPORTATION ADJUSTED SHARING AID RATIO	(1.263 * ENT 19)	1.100
21	2013 RESIDENT PUBLIC AND NONPUBLIC SCHOOL ENROLLMENT		806
22	2012 ACTUAL VALUATION PER RESIDENT ENROLLMENT	(ENT 13 / ENT 21)	224,698
23	ENROLLMENT WEALTH RATIO (EWR)	(ENT 22 / 614,100)	0.365
24	EWR LOCAL SHARING RATIO	(ENT 23 * .460)	0.167
25	EWR TRANSPORTATION RATIO	(1.010 - ENT 24, MIN = 0)	0.843
26	SELECTED RATIO	(GREATER ENT 18, ENT 20 OR ENT 25, MIN = 0)	1.100
27	2013 PUBLIC SCHOOL ENROLLMENT		618
28	SQUARE MILES IN DISTRICT		116.791
29	2013 ENROLLMENT PER SQUARE MILE	(ENT 27 / ENT 28)	5.291
30	EXCESS ENROLLMENT PER SQUARE MILE	(21.000 - ENT 29, MIN = 0)	15.709
31	TRANSPORTATION SPARSITY FACTOR	(ENT 30 / 317.88)	0.049

32	STATE SHARE RATIO FOR TRANSPORTATION AID	(ENT 26 + ENT 31, MIN = .065, MAX = .900)	0.900
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CLICK [HERE](#) CAPITAL EXPENDITURES (BUS PURCHASE,
LEASE AND EQUIPMENT)

33 NOT USED

34 NOT USED

35 NOT USED

36 NOT USED

37 NOT USED

38 NOT USED

ASSUMED AIDABLE DEBT SERVICE FOR
TRANSPORTATION CAPITAL AID

39	2015-16 ASSUMED DEBT SERVICE FOR EQUIPMENT EXPENSE INCURRED BETWEEN 7/1/2009 AND 6/30/2014	(AMORTIZED 1112, 1213, 1314 AND 1415 SAMS SCH G ENTS 40)	3,386
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40	2015-16 ASSUMED DEBT SERVICE FOR EQUIPMENT EXPENSE INCURRED BETWEEN 7/1/2014 AND 6/30/2015	(AMORTIZED 1516 SAMS SCH G ENT 40)	374
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41	2015-16 ASSUMED DEBT SERVICE FOR COST OF BUSES PURCHASED BETWEEN 1/1/2010 AND 6/30/2014	(SA-16)	217,872
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CLICK [HERE](#) FOR ENTRY #41 AMORTIZATION DETAILS

42	2015-16 ASSUMED DEBT SERVICE FOR COST OF BUSES PURCHASED BETWEEN 7/1/2014 AND 6/30/2015	(SA-16)	49,784
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CLICK [HERE](#) FOR ENTRY #42 AMORTIZATION DETAILS

43	2015-16 ASSUMED DEBT SERVICE FOR COST OF BUS LEASES AND GARAGE RENTAL AGREEMENTS STARTING BETWEEN 7/1/2009 AND 6/30/2014	(EDUCATIONAL MANAGEMENT SERVICES)	0
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44	2015-16 ASSUMED DEBT SERVICE FOR COST OF BUS LEASES AND GARAGE RENTAL AGREEMENTS STARTING BETWEEN 7/1/2014 AND 6/30/2015	(EDUCATIONAL MANAGEMENT SERVICES)	0
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45 NOT USED

46 NOT USED

47 NOT USED

TRANSPORTATION CAPITAL EXPENSE DEDUCTIONS

48	DEDUCTION OTHER PURPOSES FOR ASSUMED DEBT SERVICE COST OF BUSES PURCHASED BETWEEN	(ENT 41 * ENT 10)	11,939
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1/1/2010 AND 6/30/2014

49	DEDUCTION OTHER PURPOSES FOR ASSUMED DEBT SERVICE COST OF BUSES PURCHASED BETWEEN 7/1/2014 AND 6/30/2015	(ENT 42 * ENT 10)	2,728
50	NOT USED		
51	NOT USED		
52	DEDUCTION OTHER PURPOSES FOR ASSUMED DEBT SERVICE FOR COST OF BUS LEASES AND GARAGE RENTAL AGREEMENTS STARTING BETWEEN 7/1/2009 AND 6/30/2014	(ENT 43 * ENT 10)	0
53	DEDUCTION OTHER PURPOSES FOR ASSUMED DEBT SERVICE FOR COST OF BUS LEASES AND GARAGE RENTAL AGREEMENTS STARTING BETWEEN 7/1/2014 AND 6/30/2015	(ENT 44 * ENT 10)	
54	DEDUCTION OTHER PURPOSES FOR ASSUMED DEBT SERVICE FOR EQUIPMENT EXPENSE INCURRED BETWEEN 7/1/2009 AND 6/30/2014	(ENT 39 * ENT 10)	185
55	DEDUCTION OTHER PURPOSES FOR ASSUMED DEBT SERVICE FOR EQUIPMENT EXPENSE INCURRED BETWEEN 7/1/2014 AND 6/30/2015	(ENT 40 * ENT 10)	20
56	NOT USED		
57	NOT USED		
58	NOT USED		
59	DEDUCTION FOR NON-ALLOWABLE PUPILS FOR ASSUMED DEBT SERVICE FOR COST OF BUSES PURCHASED BETWEEN 1/1/2010 AND 6/30/2014	((ENT 41 - ENT 48) * ENT 12)	0
60	DEDUCTION FOR NON-ALLOWABLE PUPILS FOR ASSUMED DEBT SERVICE FOR COST OF BUSES PURCHASED BETWEEN 7/1/2014 AND 6/30/2015	((ENT 42 - ENT 49) * ENT 12)	0
61	NOT USED		
62	NOT USED		
63	DEDUCTION FOR NON-ALLOWABLE PUPILS FOR ASSUMED DEBT SERVICE FOR COST OF BUS LEASES AND GARAGE RENTAL AGREEMENTS STARTING BETWEEN 7/1/2009 AND 6/30/2014	((ENT 43 - ENT 52) * ENT 12)	0
64	DEDUCTION FOR NON-ALLOWABLE PUPILS FOR ASSUMED DEBT SERVICE FOR COST OF BUS LEASES AND GARAGE RENTAL AGREEMENTS STARTING BETWEEN 7/1/2014 AND 6/30/2015	((ENT 44 - ENT 53) * ENT 12)	0

65	DEDUCTION FOR NON-ALLOWABLE PUPILS FOR ASSUMED DEBT SERVICE FOR EQUIPMENT EXPENSE INCURRED BETWEEN 7/1/2009 AND 6/30/2014	((ENT 39 - ENT 54) * ENT 12)	0
66	DEDUCTION FOR NON-ALLOWABLE PUPILS FOR ASSUMED DEBT SERVICE FOR EQUIPMENT EXPENSE INCURRED BETWEEN 7/1/2014 AND 6/30/2015	((ENT 40 - ENT 55) * ENT 12)	0
67	NOT USED		
68	NOT USED		
69	NOT USED		
70	NOT USED		
71	NOT USED		
72	NOT USED		
SUMMARY: AIDABLE TRANSPORTATION CAPITAL EXPENSE			
73	2015-16 AIDABLE ASSUMED DEBT SERVICE FOR EQUIPMENT EXPENSE INCURRED BETWEEN 7/1/2009 AND 6/30/2014	(ENT 39 - (ENT 54 + ENT 65))	3,201
74	2015-16 AIDABLE ASSUMED DEBT SERVICE FOR EQUIPMENT EXPENSE INCURRED BETWEEN 7/1/2014 AND 6/30/2015	(ENT 40 - (ENT 55 + ENT 66))	354
75	2015-16 AIDABLE ASSUMED DEBT SERVICE FOR BUS PURCHASE EXPENSE INCURRED BETWEEN 1/1/2010 AND 6/30/2014	(ENT 41 - (ENT 48 + ENT 59))	205,933
76	2015-16 AIDABLE ASSUMED DEBT SERVICE FOR BUS PURCHASE EXPENSE INCURRED BETWEEN 7/1/2014 AND 6/30/2015	(ENT 42 - (ENT 49 + ENT 60))	47,056
77	2015-16 AIDABLE ASSUMED DEBT SERVICE FOR LEASE AND GARAGE RENTAL EXPENSE INCURRED BETWEEN 7/1/2009 AND 6/30/2014	(ENT 43 - (ENT 52 + ENT 63))	0
78	2015-16 AIDABLE ASSUMED DEBT SERVICE FOR LEASE AND GARAGE RENTAL EXPENSE INCURRED BETWEEN 7/1/2014 AND 6/30/2015	(ENT 44 - (ENT 53 + ENT 64))	0
79	TOTAL ASSUMED CAPITAL EXPENSE AIDABLE IN 2015-16	(SUM OF ENTS 73, 74, 75, 76, 77, 78)	256,544
OPERATING EXPENDITURES:			
80	PERSONAL SERVICES (LESS ASSISTANT DRIVER NON-DISABLED)	(ST-3 SCH A4C [A5510.16, A5530.16] ENT 300 + ENT 309 - FORM FT ENT 174)	750,541

81	EMPLOYEE BENEFITS (LESS ASSISTANT DRIVER NON-DISABLED)	(FORM FT ENT 117 - ENT 175)	257,562
82	SUPPLIES AND MATERIALS	(ST-3 SCH A4C [A5510.45, A5530.45] ENT 305 + ENT 312 MINUS ANY NONAIDABLE EXPENSES REPORTED ON SCHEDULE H)	116,234
83	CONTRACTUAL EXPENSES	(ST-3 SCH A4C [A5510.4, A5530.4, A5510.49] ENT 304 + ENT 311 + ENT 306 + ENT 307 - SCH I, ENT 17 MINUS ANY NONAIDABLE EXPENSES REPORTED ON SCHEDULE I)	78,145
84	EXPENSE FOR 2014-15 LEASE INCLUDED IN ENTRY 83	(SCH I ENT 1)	
85	TOTAL OPERATING EXPENDITURES FROM THE GENERAL FUND	(SUM OF ENTS 80 THRU 83 MINUS ENT 84)	1,202,482
86	EXPENSES FOR UNAPPROVED DISTRICT COMPUTERIZED ROUTING	(FORM FT ENT 120)	
87	DEDUCTION FOR NATIVE AMERICANS	(ST-3 SCH A3 [A2389] ENT 35)	0
88	TOTAL OPERATING EXPENDITURES	(ENT 85 - ENT 86 - ENT 87, MIN = 0)	1,202,482
89	DEDUCTION FOR ALL OTHER PURPOSES INCLUDING SUMMER SCHOOL	(ENT 9 * ENT 88)	84,293
90	DEDUCTION FOR ALL OTHER PURPOSES EXCLUDING SUMMER SCHOOL	(ENT 10 * ENT 88)	65,896
91	NET OPERATING EXPENDITURES EXCLUDING SUMMER SCHOOL	(ENT 88 - ENT 89, MIN = 0)	1,118,189
92	NET DISTRICT TRANSPORTATION OPERATING EXPENSE INCLUDING SUMMER SCHOOL	(ENT 88 - ENT 90, MIN = 0)	1,136,586
93	DISTRICT OPERATED NON-ALLOWABLE PUPIL DEDUCTION EXCLUDING SUMMER SCHOOL	(ENT 12 * ENT 91)	0

94	DISTRICT OPERATED NON-ALLOWABLE PUPIL DEDUCTION INCLUDING SUMMER SCHOOL	(ENT 12 * ENT 92)	0
95	DEDUCTION FOR REVENUES FROM CONTRACTED SERVICES PURSUANT TO SEC 1709(25)(H), ED LAW	(S-T3 SCH A3 [A2389] ENT 36)	0
96	REVENUES FROM BOCES INCLUDING SHUTTLE	(S-T3 SCH A3 [A2308] ENT 31)	0
97	REVENUES FOR TRANSPORTATION OTHER THAN SEC 1709(25)(H)	(ST-3 SCH A3 [A2304] ENT 29)	0
98	REVENUES FROM RENTAL OF BUSES	(ST-3 SCH A3 [A2440] ENT 46)	0
99	TOTAL REVENUES FROM RENTAL, BOCES SHUTTLE AND TRANSPORTATION OTHER THAN SEC 1709(25)(H)	(SUM OF ENTS 96 THRU 98)	0
100	DEDUCTION BASED ON MILEAGE	(ENT 11 * ENT 88)	0
101	SELECTED DEDUCTION	(GREATER OF ENT 99 OR ENT 100)	0
	(GREATER OF (RATIO MILEAGE FOR BUSES LEASED TO OTHERS AND NONRESIDENT TRANSPORTATION * TOTAL DISTRICT TRANSPORTATION OPERATING EXPENSE) OR THE ACTUAL REVENUES RECEIVED)		
102	RECEIPT FROM SALE OF TRANSPORTATION EQUIPMENT	(ST-3 SCH A3 [A2666] ENT 55)	0
103	RECEIPT OF INSURANCE RECOVERY	(ST-3 SCH A3 [A2680] ENT 57 + ST-3 SCH G2 [H2680] ENT 21)	0
104	REFUND OF PRIOR YEAR'S TRANSPORTATION EXPENSE	(ST-3 SCH A3 [A2702] ENT 65)	2,280
105	TOTAL DEDUCTIONS FROM NET EXPENDITURES INCLUDING SUMMER SCHOOL	(ENT 93 + ENT 95 + ENT 101 + ENT 104 + ((ENT 102 + ENT 103) * ((1 - ENT 9) * (1 - ENT12))))	2,280
106	TOTAL DEDUCTIONS FROM NET DISTRICT OPERATING EXPENDITURES EXCLUDING SUMMER SCHOOL	(ENT 94 + ENT 95 + ENT 101 + ENT 104 + ((ENT 102 + ENT 103) * ((1 - ENT 10) * (1 - ENT12))))	2,280
107	DISTRICT OPERATING EXPENSE APPROVED FOR AID EXCLUDING SUMMER SCHOOL	(ENT 91 - ENT 105)	1,115,909

108	DISTRICT OPERATING EXPENSE APPROVED FOR AID INCLUDING SUMMER SCHOOL	(ENT 92 - ENT 106)	1,134,306
109	SUMMER SCHOOL DISTRICT OPERATED EXPENSE APPROVED FOR AID	(ENT 108 - ENT 107)	18,397
	ENTRIES 110 - 133 ARE FOR CONTRACT BUSES		
	CONTRACT BUSES:		
	CONTRACT EXPENSES (INCLUDING BOCES TRANSPORTATION CONTRACTS FOR SHUTTLE):		
110	REGULAR ROUTES AND CHAPTER 173 PASS THRU (ENTRY 110 COMES FROM THE SCHEDULE J AND ONLY CONTRACTS APPROVED BY SED'S OFFICE OF EDUCATION MANAGEMENT SERVICES WILL BE AIDABLE)	(SCH J #996 + #999)	0
111	CONTRACT EXPENDITURES FOR SUMMER SCHOOL	(SCH J #997)	0
112	REGULAR ROUTES CHAPTER 173 AND SUMMER SCHOOL	(ENT 110 + ENT 111)	0
113	CONTRACT EXPENDITURES FOR OTHER PURPOSES EXCLUDING SUMMER SCHOOL	(SCH J #998)	0
114	CONTRACT EXPENDITURES FOR OTHER PURPOSES INCLUDING SUMMER SCHOOL	(ENT 113 + ENT 111)	0
	DEDUCTIONS FROM CONTRACT EXPENDITURES:		
115	DEDUCTIONS: TOTAL UNAPPROVED TRANSPORTATION CONTRACT EXPENSES (SCHEDULE J)	(FORM FT ENT 122)	0
116	DEDUCTIONS: EXPENSE IN EXCESS OF CONTRACT	(FORM FT ENT 123A)	
117	DEDUCTIONS: CONTRACTS NOT BID	(FORM FT ENT 123B)	
118	DEDUCTIONS: LATE FILED CONTRACTS	(FORM FT ENT 124A)	
119	DEDUCTIONS: AGREEMENT DATE AFTER START OF SERVICE	(FORM FT ENT 124B)	
120	DEDUCTIONS: OTHER DISTRICT REVENUES	(ST-3 SCH A3 [A2304] ENT 28)	0
121	DEDUCTIONS: REFUNDS FROM PRIOR YEARS EXPENSES - CONTRACTED TRANSPORTATION (INCLUDING BOCES)	(ST-3 SCH A3 [A2702] ENT 64)	0
122	DEDUCTIONS: REFUNDS FROM ADVERTISING	(ST-3 SCH A3 [A2770] ENT 71)	0
123	TOTAL EXPENSES FOR CONTRACT COMPUTERIZED ROUTING	(FORM FT ENT 125A)	

124	TOTAL EXPENSE COMPUTER BUS ROUTING LICENSE/SERVICE MAINTENANCE FEE	(FORM FT ENT 125B)	
125	EXPENSES FOR UNAPPROVED CONTRACT FOR COMPUTERIZED ROUTING	(FORM FT ENT 126)	
126	TOTAL CONTRACT DEDUCTION	(SUM OF ENTS 115 THRU 122 + ENT 125)	0
CONTRACT EXPENSE APPROVED FOR AID:			
127	TOTAL CONTRACT EXPENSES AFTER DEDUCTION EXCLUDING SUMMER SCHOOL	(ENT 110 + ENT 123 + ENT 124 - ENT 126)	0
128	TOTAL CONTRACT EXPENSES AFTER DEDUCTION INCLUDING SUMMER SCHOOL	(ENT 112 + ENT 123 + ENT 124 - ENT 126)	0
129	CONTRACT NON-ALLOWABLE PUPIL DEDUCTION EXCLUDING SUMMER SCHOOL	(ENT 12 * ENT 127)	0
130	CONTRACT NON-ALLOWABLE PUPIL DEDUCTION INCLUDING SUMMER SCHOOL	(ENT 12 * ENT 128)	0
131	CONTRACT EXPENSES APPROVED FOR AID EXCLUDING SUMMER SCHOOL	(ENT 127 - ENT 129)	0
132	CONTRACT EXPENSES APPROVED FOR AID INCLUDING SUMMER SCHOOL	(ENT 128 - ENT 130)	0
133	SUMMER SCHOOL CONTRACT EXPENSE APPROVED FOR AID	(ENT 132 - ENT 131)	0
ENTRIES 134 - 141 ARE FOR PUBLIC SERVICE CARRIERS			
PUBLIC SERVICE CARRIERS: (SCHEDULE K)			
134	PUBLIC SERVICE EXPENDITURES FOR ALLOWABLE PUPILS EXCLUDING SUMMER SCHOOL	(SCH K #302)	0
135	PUBLIC SERVICE EXPENDITURES FOR ALLOWABLE PUPILS INCLUDING SUMMER SCHOOL	(SCH K #302 + #310)	0
136	PUBLIC SERVICE EXPENDITURES FOR NON-ALLOWABLE PUPILS	(SCH K #303)	0
137	PUBLIC SERVICE EXPENDITURES ALL OTHER PURPOSES EXCLUDING SUMMER SCHOOL	(SCH K # 304)	0
138	PUBLIC SERVICE EXPENDITURES ALL OTHER PURPOSES INCLUDING SUMMER SCHOOL	(ENT 137 + SCH K #310)	0
139	PUBLIC SERVICE EXPENSE APPROVED FOR AID EXCLUDING SUMMER SCHOOL	(ENT 134)	0

140	PUBLIC SERVICE EXPENSE APPROVED FOR AID INCLUDING SUMMER SCHOOL	(ENT 135)	0
141	SUMMER SCHOOL PUBLIC SERVICE EXPENDITURES APPROVED FOR AID	(ENT 140 - ENT 139)	0
	ENTRIES 142 - 151 ARE FOR TRANS SUPERVISOR'S OFFICE EXPENSES		
	EXPENDITURES FOR THE TRANSPORTATION SUPERVISOR'S OFFICE:		
142A	SALARIES FOR STAFF OF TRANSPORTATION SUPERVISOR'S OFFICE	(ST-3 SCH A4C [A5510.15, A5510.16] ENT 299 + ENT 301)	60,188
142B	EMPLOYEE BENEFITS FOR STAFF OF TRANSPORTATION SUPERVISOR'S OFFICE	(FORM FT ENT 118)	26,781
142C	EQUIPMENT TRANSPORTATION SUPERVISOR'S OFFICE	(SCH L ENT 42)	0
143	REVENUE FOR TRANSPORTATION SUPERVISOR OFFICE (INCLUDING REVENUE FOR SHARED TRANSPORTATION SUPERVISOR)	(ST-3 SCH A3 [A2389] ENT 34A)	
144	NOT USED		
145	TOTAL EXPENSE OF TRANSPORTATION SUPERVISOR'S OFFICE	(ENT 142A + ENT 142B + ENT 142C - ENT 143)	86,969
146	TOTAL DISTRICT OPERATED, CONTRACT AND PUBLIC SERVICE EXPENSE APPROVED FOR AID EXCLUDING SUMMER SCHOOL	(ENT 107 + ENT 131 + ENT 139)	1,115,909
147	TOTAL DISTRICT OPERATED, CONTRACT AND PUBLIC SERVICE EXPENSE APPROVED FOR AID INCLUDING SUMMER SCHOOL	(ENT 108 + ENT 132 + ENT 140)	1,134,306
148	TOTAL DISTRICT OPERATED, CONTRACT AND PUBLIC SERVICE EXPENSE	(ENT 85 + ENT 110 + ENT 114 + ENT 123 + ENT 124 + ENT 134 + ENT 136 + ENT 138)	1,202,482
149	EXPENSES OF TRANSPORTATION SUPERVISOR'S OFFICE APPROVED FOR AID EXCLUDING SUMMER SCHOOL	(ENT 145 * (ENT 146 / ENT 148))	80,707
150	EXPENSES OF TRANSPORTATION SUPERVISOR'S OFFICE APPROVED FOR AID INCLUDING SUMMER SCHOOL	(ENT 145 * (ENT 147 / ENT 148))	82,038
151	SUMMER SCHOOL EXPENSE OF TRANSPORTATION SUPERVISOR'S OFFICE APPROVED FOR AID	(ENT 150 - ENT 149)	1,331
	REGULAR TRANSPORTATION AID SUMMARY:		

152	DISTRICT OPERATED EXPENSE	(ENT 107)	1,115,909
153	CONTRACT BUSES	(ENT 131)	0
154	PUBLIC SERVICE BUSES	(ENT 139)	0
155	TRANSPORTATION SUPERVISOR'S OFFICE	(ENT 149)	80,707
156	MINUS CHAPTER 721 TRANSPORTATION EXPENSES FOR 2014-15 SCHOOL YEAR	(STAC)	
157	TOTAL NON-CAPITAL EXPENSES APPROVED FOR AID	(SUM (ENTS 152 THRU 155) - ENT 156)	1,196,616
158	TOTAL ASSUMED CAPITAL EXPENSE AIDABLE IN 2015-16	(SUM OF ENTS 73, 74, 75, 76, 77, 78)	256,544
159	TOTAL TRANSPORTATION EXPENSE APPROVED FOR AID	(ENT 157 + ENT 158)	1,453,160
160	CALCULATED TRANSPORTATION AID	(NYC ONLY)	
161	A. C. TRANSPORTATION DECISION AID RECOVERY	(NYC ONLY)	
162	TRANSPORTATION AID ELIGIBLE	(ENT 32 * ENT 159)	1,307,844
163	TRANSPORTATION AID AFTER NON-ALLOWABLE WORKSHEET CHECK		1,307,844
	SUMMER SCHOOL TRANSPORTATION AID SUMMARY		
164	SUMMER SCHOOL DISTRICT OPERATED EXPENSE	(ENT 109)	18,397
165	SUMMER SCHOOL CONTRACT BUSES	(ENT 133)	0
166	SUMMER SCHOOL PUBLIC SERVICE BUSES	(ENT 141)	0
167	SUMMER SCHOOL SUPERVISOR'S OFFICE APPROVED FOR AID	(ENT 151)	1,331
168	SUMMER SCHOOL PROGRAM TRANSPORTATION EXPENDITURES		
169	TOTAL SUMMER NON-CAPITAL EXPENDITURES APPROVED FOR AID	(ENT 164 + ENT 165 + ENT 166 + ENT 167 - ENT 168)	19,728
170	SUMMER TRANSPORTATION AID ELIGIBLE	(ENT 32 * ENT 169)	17,756
171	SUMMER TRANSPORTATION AID AFTER NON-ALLOWABLE WORKSHEET CHECK		17,756
172	PRORATION DECIMAL	(\$5,000,000 / STATE TOTAL)	0.69457

UNTIL ALL DISTRICT CLAIMS ARE PROCESSED FOR THE
NOVEMBER 15th DATABASE AN ESTIMATED DECIMAL
FROM THE SA1516 COMPUTER RUN IS USED TO
CALCULATE AID.

173	SUMMER TRANSPORTATION AID PAYABLE	(ENT 171 * ENT 172, ROUND)	12,332
174	TOTAL TRANSPORTATION AID INCLUDING SUMMER SCHOOL AFTER NON-ALLOWABLE WORKSHEET CHECK	(ENT 163 + ENT 173; FOR NYC ONLY: TRA ENT 163 + ENT 173 - TRA ENT 188)	1,320,176
GRAND TOTAL TRANSPORTATION EXPENDITURES:			
175	TOTAL DISTRICT OPERATED, CONTRACT AND PUBLIC SERVICE EXPENSE	(ENT 148)	1,202,482
176	TOTAL EXPENSE OF TRANSPORTATION SUPERVISOR'S OFFICE	(ENT 145)	86,969
177	GRAND TOTAL TRANSPORTATION EXPENDITURE	(ENT 175 + ENT 176)	1,289,451
178	NEW YORK CITY MTA EXPENDITURES	(FORM FT ENT 149)	
179	TOTAL 2015-16 AMORTIZED CAPITAL EXPENDITURES	(SUM OF ENTS 39, 40, 41, 42, 43, 44)	271,416
TOTAL TRANSPORTATION EXPENSE TO BE DEDUCTED IN CALCULATION OF AOE:			
180	TOTAL APPROVED BUS PURCHASE EXPENDITURES - GENERAL AND DEBT SERVICE FUNDS	ST-3 SCH A4C [A5510.21, AL9702.6, A9712.6, A9722.6, A9732.6, A9742.6, A9787.6] SUM ENTS (303, 360, 365, 371, 377, 382, 386) + ST-3 SCH A4C [A9702.7, A9712.7, A9722.7, A9732.7, A9742.7, A9787.7] SUM ENTS (393, 398, 404, 410, 416, 423) + ST-3 SCH F2 [V9702.6, V9712.6, V9722.6, V9732.6, V9742.6, V9787.6, V9702.7, V9712.7, V9722.7, V9732.7, V9742.7, V9787.7] SUM ENTS (12, 17, 23, 29, 34, 38, 45, 50,	753,807

56, 62, 68, 72)

181	GENERAL AND DEBT SERVICE FUNDS DEDUCTION FOR OTHER PURPOSES	((ENT 179 + ENT 180) * ENT 10)	56,182
182	SUMMER TRANSPORTATION EXPENSE DEDUCT	(ENT 169 * (1 - ENT 172))	6,025
183	DEDUCTIONS FOR ALL OTHER PURPOSES - GENERAL DEBT SERVICE FUNDS	(ENT 90 + ENT 113 + ENT 137 + ENT 181)	122,078
184	NET TRANSPORTATION EXPENSE TO BE DEDUCTED ON AOE OUTPUT REPORT	(ENT 177 + ENT 178 + ENT 180 - ENT 182 - ENT 183)	1,915,155
	NYC ONLY: TRANSPORTATION AID IN EXCESS OF MAXIMUM ALLOWABLE AID FOR TRANSPORTATION PROVIDED AFTER 4 P.M.		
185	REPORTED AFTER 4 P.M. TRANSPORTATION EXPENSES	(SCHEDULE J)	
186	MAXIMUM AID FOR AFTER 4 P.M.	(NYS EDUCATION LAW SECTION 3627 (4))	
187	MAXIMUM AIDABLE EXPENSE FOR TRANSPORTATION PROVIDED AFTER 4 P.M.	(ENT 186 / (1- ENT 12) / ENT 32)	0
188	AMOUNT FOR GEN REPORT TRANSPORTATION AID DEDUCT (SEE ENT 174)	(IF ENT 185 > ENT 187, (ENT 185 - ENT 187) * (1- ENT 12) * ENT 32 , 0)	0



Department of Transportation

ANDREW M. CUOMO
Governor

JOAN McDONALD
Commissioner

May 12, 2015

OPERATOR ID 2293

PINE VALLEY CENTRAL SCHOOL
ROUTE 83
SOUTH DAYTON NY 14138-

Dear Motor Carrier:

Enclosed is the annual New York State Department of Transportation Bus Inspection System Operator Profile that summarizes the results of vehicle inspections performed on your fleet by the Department during the last State Fiscal Year (April 1, 2014 to March 31, 2015). For regular inspections, the profile identifies the number and percentage of vehicles that passed or were placed Out-of-Service (OOS) due to one or more OOS defects. It is the Department's continued goal to have all operators pass at least 90% of their scheduled safety inspections. The current statewide average OOS rate is 6.1%.

We would like to congratulate those operators who have achieved the goal of a 90% or greater pass rate. Your commendable performance indicates a strong dedication to safety and a commitment to sound maintenance standards and practices.

Operators who have a passing rate of less than 90%, it is requested that your organization examine the enclosed profile inspection data and immediately update your maintenance program to reduce your OOS rate to satisfactory levels. The Regional Bus Inspection Program Supervisor is available to review the actions being taken and provide assistance, if necessary to address these serious concerns.

For those operators whose OOS rate is 25% or greater and fall under the Department's enforcement program, you will be contacted shortly to address your unacceptable poor performance. Actions may include civil penalties, unannounced vehicle inspections, denial of B & C privileges, compliance reviews or other regulatory enforcement.

Please visit <https://www.dot.ny.gov/divisions/operating/osss/bus> for program updates.

Sincerely,

Lawrence Scotto, Acting Director
Passenger Carrier Safety Bureau

Enclosures

cc: Regional Bus Program Supervisor

NYS DEPARTMENT OF TRANSPORTATION
 BUS INSPECTION SYSTEM
 OPERATOR PROFILE

***** PROFILE PERIOD: INSPECTION PERIOD:
 * OPERATOR # * 2014-04-01 THRU 2015-03-31 2014-04-21 THRU 2015-03-12
 * 2293 *
 * OOS 7.1 % * REGION : 05 TYPE(S) OF SERVICE: 1
 * PM 100.0 % *

INSP. SUMMARY	TOTAL	PASS	PCT
PINE VALLEY CENTRAL SCHOOL	REGULAR (TYPE 1)	56	52 92.9 %
ROUTE 83	REINSPECT (TYPE 2)	4	4 100.0 %
SOUTH DAYTON NY 14138-	INITIAL (TYPE 9)	0	0 0.0 %
	CRIT ITEM (TYPE 0)	0	0 0.0 %
TOTAL OF TYPES 0,1,2,9		60	
		PCT OF TOTAL 0,1,2,9	
	ACCIDENT (TYPE 3)	0	0.0 %
	TEMP. OOS (TYPE 4)	1	1.7 %
B+C PRIVILEGE CODE = GRANT	PERM. OOS (TYPE 5)	7	11.7 %
	FLEET (TYPE 6)	0	0.0 %
*****	NON-PRESENT (TYPE 7)	0	0.0 %
RESULTS OF REGULAR INSPECTIONS	OTHER (TYPE 8)	0	0.0 %
*****	TOTAL OF TYPES 3-8	8	

REGULAR INSPECTION DATA	TOT	PCT	DEFECT DATA
TOTAL INSP:	56		TOTAL DEFECTS: 23
TOTAL INSP PASSED:	52	92.9 %	TOTAL "A" DEFECTS: 4
TOTAL INSP W/"A" DEFECT:	4	7.1 %	TOTAL "B" DEFECTS: 18
TOTAL INSP W/"B" DEFECT:	16	28.6 %	TOTAL "C" DEFECTS: 1
TOTAL INSP W/"C" DEFECT:	1	1.8 %	TOTAL "OTHER" DEFECTS: 0
TOTAL INSP W/A, B, OR C:	21	37.5 %	TOTAL HWY OPN PROHIBITED: 0
TOTAL INSP W/NO DEFECTS:	35	62.5 %	AVERAGE DEFECTS/INSP: 0.4
TOTAL INSP OOS W/A DEFECT:	4	7.1 %	AVERAGE "A" DEFECTS/INSP: 0.1
TOTAL INSP OOS:	4	7.1 %	AVERAGE "B" DEFECTS/INSP: 0.3
			AVERAGE "C" DEFECTS/INSP: 0.0

ITEM	DEFECT SUMMARY - REGULAR INSPECTIONS DESCRIPTION	TOTAL
"A" DEFECTS:		
34.04	TIE-ROD ENDS & DRAG LINK	1
40.01	BRAKE SYSTEM VALVE(S)/TANKS	1
40.03	CHAMBERS/PUSH RODS/SLACK ADJUSTERS	1
52.06	EMERGENCY BRAKE STOPPING DISTANCE	1
"B" DEFECTS:		
19.03	SEAT PADDING	10
20.00	EMERGENCY DOOR	1
26.02	MARKER/TAIL/REFLECTORS	2
26.08	TAIL LIGHTS	1
30.00	SCHOOL SIGN & ILLUMINATION	1
37.02	EXHAUST HANGERS	1
45.02	OUTRIGGERS/BODY SUPPORTS	1
48.00	ELECTRICAL COMPONENTS	1

5/01/15

NYS DEPARTMENT OF TRANSPORTATION
BUS INSPECTION SYSTEM

PAGE 2

***** PROFILE PERIOD: INSPECTION PERIOD:
 * OPERATOR # * 2014-04-01 THRU 2015-03-31 2014-04-21 THRU 2015-03-12
 * 2293 *
 ***** REGION : 05 TYPE(S) OF SERVICE: 1

DEFECT SUMMARY - REGULAR INSPECTIONS (CONTINUED)

ITEM	DESCRIPTION	TOTAL
"C" DEFECTS:		
25.06	LIFT/RAMP MOUNTING	1
"INSPECTION POINTS NOT COUNTED AS DEFECTS"		
52.08	ROAD TEST/BRAKE TEST NOT PERFORMED DUE TO ROAD CONDITION	10
52.09	ROAD TEST/BRAKE TEST NOT PERFORMED DUE TO VEHICLE CONDITION	3

BUS INSPECTION SYSTEM

OPERATOR PROFILE - PREVENTATIVE MAINTENANCE SECTION

***** PROFILE PERIOD: INSPECTION PERIOD:
 * OPERATOR # * 2014-04-01 THRU 2015-03-31 2014-04-21 THRU 2015-03-12
 * 2293 *
 ***** REGION : 05

PINE VALLEY CENTRAL SCHOOL
 ROUTE 83
 SOUTH DAYTON NY 14138-

	NUMBER
NUMBER OF VEHICLES INSPECTED:	33
TOTAL NUMBER OF TYPE 1 INSPECTIONS:	56

SELECTED PM CODES SUMMARY SECTION

		PCT.
TOTAL INSP. WITH 1 OR MORE "A" PM DEFECTS:	2	3.6%
TOTAL INSP. WITH 1 OR MORE "B" PM DEFECTS:	4	7.1%
TOTAL INSP. WITH 1 OR MORE "C" PM DEFECTS:	0	0.0%
TOTAL INSP. WITH 3 OR MORE "A" PM DEFECTS:	0	0.0%
TOTAL INSP. WITH 3 OR MORE "B" PM DEFECTS:	0	0.0%
TOTAL INSP. WITH 3 OR MORE "C" PM DEFECTS:	0	0.0%
TOTAL "A" DEFECTS:	2	
TOTAL "B" DEFECTS:	4	
TOTAL "C" DEFECTS:	0	
TOTAL:	6	

PREVENTATIVE CODES SUMMARY SECTION

ITEM	DESCRIPTION	TOTAL	PCT %
53.00	MAINTENANCE & RECORDS: OK	56	100.0

NUMBER OF PM CODES 5302 THRU 5309: 0
 NUMBER OF PM CODES (5300 THRU 5309) - 5301: 56

PM CODES PERCENTAGE
 5302 THRU 5309 / (5300 THRU 5309) - 5301 = 100.0 %

NYS DEPARTMENT OF TRANSPORTATION
 BUS INSPECTION SYSTEM
 OPERATOR PROFILE - DIESEL EMISSIONS SECTION

***** PROFILE PERIOD: INSPECTION PERIOD:
 * OPERATOR # * 2014-04-01 THRU 2015-03-31 2014-04-21 THRU 2015-03-12
 * 2293 *
 ***** REGION : 05

PINE VALLEY CENTRAL SCHOOL
 ROUTE 83
 SOUTH DAYTON NY 14138-

DIESEL SCHOOL BUSES	NUMBER OF VEHICLES	DIESEL TESTS PERFORMED	PASSED PCT.	FAILED PCT.
GVWR < 8501	0	0	0 0.0 %	0 0.0 %
8500 < GVWR < 18000	0	0	0 0.0 %	0 0.0 %
GVWR >= 18000	3	3	3 100.0 %	0 0.0 %

DIESEL NON SCHOOL BUSES	NUMBER OF VEHICLES	DIESEL TESTS PERFORMED	PASSED PCT.	FAILED PCT.
GVWR < 8501	0	0	0 0.0 %	0 0.0 %
8500 < GVWR < 18000	0	0	0 0.0 %	0 0.0 %
GVWR >= 18000	0	0	0 0.0 %	0 0.0 %



Pine Valley CSD Transportation Study
Out-of-School District Transportation Information

Name of School District:	Pine Valley CSD	Date:	
Name of Person Completing This Form:		Phone (xxx) xxx-xxxx:	
Title of Person Completing This Form:		Email:	

School Name of Out-of-District Location	Street Address of Out-of-District Location	City	OOD Location		No. of Students Transported				No. of Attendants		Type of Vehicle Used			Comments (i.e. name of districts sharing runs)	
			AM & PM Bell Times	Days of the Week Trans Provided M,T,W,TH,F,SA,SU,M-F	Charter	Homeless	Private / Parochial	Special Education	Whole Bus	1:1	Bus (Capacity)	Van	W/C		
Gustavus Adolphus Learning Center	200 Gustavus Avenue	Jamestown	8:30 - 2:30	M-F				2					x		
LoGuidice Educational Center	9520 Fredonia Stockton Road	Fredonia	9:00 - 2:25	M-F				2*	1			x (44)			
LoGuidice Educational Center	9520 Fredonia Stockton Road	Fredonia	9:00 - 2:25	M-F				9	2			x (12)			
Silver Creek Central School	Dickinson Street	Silver Creek	7:32 - 2:31	M-F				1	1				x		
					*30 (2-Spec Ed; 22-CTE; 6-Alt Ed) students ride in the morning; midday bus takes out 19 (CTE) and brings back 22 (CTE); afternoon run picks up 27 (2-Spec Ed; 19-CTE; 6-Alt Ed)										

**TRANSPORTATION STUDY
2015-2016 BUS USAGE**

Bus #	Capacity	AM RUN				PM RUN				AM+PM Total Time	MID-DAY WORK				Boces PM				
		Start time	End time	Elapsed Time	Mileage per day	Start time	End time	Elapsed Time	Mileage		Start time	End time	Elapsed Time	Route Description	Mileage	Start time	End time	Elapsed Time	Route Description
127	65	7:30	9:00	1:30	42.73	13:50	15:20	1:30	60.7	3:00			0:00				0:00		
130	20	6:45	9:05	2:20	47.55	13:30	15:50	2:20	48.19	4:40			0:00				0:00		
132	66	6:47	7:45	0:58	16.12	14:50	15:48	0:58	16.18	1:56			0:00				0:00		
133	66	6:50	7:45	0:55	20.53	14:50	15:45	0:55	18.6	1:50			0:00				0:00		
134	66	6:50	7:45	0:55	17.49	14:50	15:45	0:55	17.55	1:50			0:00				0:00		
135	66	6:40	7:45	1:05	20.53	14:50	15:55	1:05	20.59	2:10			0:00				0:00		
136	66	6:40	7:45	1:05	24.05	14:50	15:45	0:55	24.11	2:00			0:00				0:00		
137	66	6:50	7:45	0:55	12.67	14:50	15:45	0:55	12.73	1:50			0:00				0:00		
138	66	6:25	7:45	1:20	26.86	14:50	16:10	1:20	26.89	2:40			0:00				0:00		
139	66	6:52	7:45	0:53	14.38	14:50	15:43	0:53	14.24	1:46	11:25	12:25 PM	1:00	Pick up/Drop off CTE students	28.62	13:30	14:50	1:20	
140	66	6:45	7:45	1:00	21.53	14:50	15:50	1:00	21.7	2:00			0:00				0:00		
141	66	6:50	7:45	0:55	15.81	14:50	15:45	0:55	15.95	1:50			0:00				0:00		
142	66	6:50	7:45	0:55	23.59	14:50	15:45	0:55	24.41	1:50			0:00				0:00		
143	66	6:40	7:45	1:05	20.46	14:50	15:55	1:05	20.27	2:10			0:00				0:00		
145	65	6:45	7:45	1:00	20.09	14:50	15:50	1:00	20.35	2:00			0:00				0:00		
146	65	6:52	7:45	0:53	18.65	14:50	15:43	0:53	17.82	1:46			0:00				0:00		
10	7	7:30	9:05	1:35	28.88	13:40	15:15	1:35	28.91	3:10			0:00				0:00		
11	7	6:40	8:00	1:20	39.33	13:40	15:00	1:20	39.33	2:40			0:00				0:00		
										0:00								0:00	
Notes:																			
Times do not include pre/post trip.																			



Pupil Transportation

Better use of school buses. *Do you need a seat for every student?*

[Education Law section 3635-c](#) prohibits standing passengers except during the first ten days of school and in an emergency. This should not be interpreted as having a seat for every student regardless of actual ridership. In fact, numerous Commissioner's decisions have emphasized the responsibility and authority of boards of education to provide not only a safe, but an efficient transportation system. School officials should design routes and assign buses so that buses are used safely and efficiently. Whenever possible, buses should be filled to capacity. We encourage school districts to gather information on the capacity use of their transportation fleets. School districts should instruct drivers to take an actual count of pupils riding the bus periodically on each route and should maintain records in case of an appeal.

Some districts have a policy of holding an available seat for every potential rider. This policy goes against cost-effectiveness and gives the appearance of the under use of school buses. The Department encourages school districts to have an available seat only for those students who are expected to ride the bus. They may wish to survey parents on their intentions but in no case can a parent's response be seen as waiving their right to transportation for their child. It is advisable to have an additional 10 percent of the seats available in case of unanticipated riders, in relation to the district's own routing calculations based on the students transported (not the posted capacity). It is not prudent to have buses with 50 percent of the seats empty in order to accommodate every possible student. We encourage school districts to have a back up plan as part of their emergency management practices for pupil transportation in the event that a bus is filled beyond capacity.

See Commissioner's Decisions 14,444, 14,094, 13,355, 14,376, 14,015 and 13,680.



Pupil Transportation

Child Safety Zones

General Information

- School districts are not required to provide door-to-door transportation for any child, not even those in kindergarten. Pickup points can be established, for efficiency and economy reasons.
- Some school districts have adopted local policies of picking up all young children at their homes, but the law does not require such service.
- The distance between a pupil's home and a pickup point cannot exceed the distance used by the district for determining eligibility for transportation.
- The Commissioner of Education has held that parents are legally responsible for the safety of the children while walking between home and a pickup point.

Transportation in Child Safety Zones

- Section 3635-b of the Education Law authorizes a board of education, in its discretion, to provide transportation for children who reside within a child safety zone. Such transportation may be provided for children who would not otherwise be eligible because their most direct walking route to school will traverse a hazardous zone. However, a child safety zone can only be established using a point system to assess various hazards, in accordance with New York State Department of Transportation Regulations.
- It is important to remember that child safety zone transportation is not required by law. A board of education has complete discretion as to whether or not such transportation will be provided. In addition, voter approval of a separate proposition is required where such transportation will result in an additional cost to the school district.

Child Safety Zone Legislation [\[Ed Law 3635-b\]](#)

Child Safety Zone Application & Point System [\[17 NYCRR 191\]](#)



Pupil Transportation

§ 3635-b. Authorization to Provide Pupil Transportation in Child Safety Zones

Current through L.2005, chapter 766.

Historical Notes References Annotations

1. This section shall apply where the board of education or trustees of a common, central, central high school, union free school district, or city school district of a city with less than one hundred twenty-five thousand inhabitants adopts a resolution to make transportation in child safety zones available to resident pupils for a particular school year. Such resolution shall continue in effect for subsequent school years until the board adopts a resolution providing otherwise.

2. A board of education or board of trustees is authorized to adopt a resolution providing for pupil transportation in child safety zones, where applicable, of a proposition to expend money for such transportation presented pursuant to the provisions of subdivision nineteen of section two thousand twenty-one and section two thousand twenty-two of this chapter. Such transportation may be provided without regard to like circumstances based solely upon the fact that the pupil resides within two miles, in the case of a pupil in grade kindergarten through eight, and within three miles, in the case of a pupil in grade nine through twelve, from the school such pupil legally attends, notwithstanding the provisions of section thirty-six hundred thirty-five of this article. Such transportation may be provided upon the determination by the board that a hazardous zone exists which in the opinion of the board would be reasonably alleviated by the establishment of a child safety zone. For purposes of this section, child safety zone means a designated area of a school district, including at least one personal residence, within which children who reside at a lesser distance from the school they legally attend than the minimum transportation limit of the district will be provided transportation on the basis that their most direct walking route to school will traverse a hazardous zone.

3. The commissioner of transportation shall establish regulations for determination of a hazardous zone including, but not limited to, such factors as the existence or nonexistence of sidewalks or walkways, the type of road surface, width of road, footpath or sidewalk, the volume and average speed of traffic, density of population, the commercial, industrial or residential character of the area and the existence or nonexistence of traffic safety features such as traffic lights, street lights and traffic patrols. In preparing such regulations, the commissioner of transportation shall consult with the commissioners of education and motor vehicles and representatives from the state police who have traffic safety responsibilities. Such regulations shall be used by boards of education in determining whether a hazardous zone exists.

4. The board of education of any school district shall, upon written petition of a parent or other person in parental relation of a child residing within such district or of any representative authorized by such parent or other person in parental relation, signed by twenty-five qualified voters of the district or five percent of the number of voters who voted in the previous annual election of the members of the board of education, whichever is greater, make an investigation to determine whether a hazardous zone exists requiring the establishment of a child safety zone. Petitions shall

specify the geographic boundaries comprising the proposed hazardous zone and any child safety zone requested. Petitions and/or additional written requests from individual parents or persons in parental relation requesting designation of an area as a child safety zone in conjunction with any proposed or existing hazardous zone may be submitted provided that such petitions and/or requests shall not be submitted later than the first day of March preceding the school year for which transportation is requested. The school board shall make its determination before the board presents the budget for the school year for which transportation is requested. The parent or other person in parental relation of a child not residing in the district on the first day of March may submit a request within thirty days after establishing residence in the district, but in no event later than the first day of July of the school year for which transportation is requested and the board shall make its determination within thirty days of receipt of such request.

5. The board of education or board of trustees of any school district may directly, or by appointment of an advisory committee, make an investigation to determine if a hazardous zone exists within such district. Such investigation shall be made pursuant to the regulations of the commissioner of transportation and shall include consultation with state or local transportation authorities and the investigation of other, less costly, reasonable alternatives to the creation of a child safety zone. If, after such investigation, the board shall determine that a hazardous zone exists which can be reasonably alleviated, in the opinion of the board, only by establishing a child safety zone and providing transportation in and through such child safety zone, and that no reasonable, less costly alternatives to such transportation exist to alleviate the situation, the board may adopt a separate resolution to expend money for transportation in child safety zones at the annual district meeting.

6. Where the trustees or board of education determines after the annual district meeting is held that the designation of a new hazardous safety zone is needed as a result of a change in circumstances that was unknown to the board and not reasonably foreseeable at the time of the annual meeting, the trustees or board of education may call a special district meeting to vote on a proposition to expend money for transportation in child safety zones. The trustees or board of education shall establish procedures for submission of petitions and requests by individual parents or persons in parental relation for the designation of child safety zones in conjunction with the proposed hazardous zone.

7. Whenever a school board determines that a hazardous safety zone exists or that a child safety zone should be established, it shall notify the petitioner, each requestor of a child safety zone and any state or local entity with jurisdiction over roadways or property within such zone.

8. The board of education or board of trustees shall conduct a public hearing with appropriate public notice, upon the board's determination that a hazardous zone no longer exists or that the need for continuation of a child safety zone has been alleviated and that such designation is to be rescinded. Within twenty days after the public hearing, the board shall, by resolution, determine that a hazardous zone continues to exist or no longer exists and that the need for continuation of a child safety zone has or has not been alleviated and that the designation is or is not rescinded.

9. In the event that the school board determines that a hazardous zone does not exist, or that other, less costly, reasonable alternatives to the establishment of a child safety zone exist and may be used to alleviate the situation, it shall fully state the reasons for such determination in writing to the petitioner.

10. The cost of providing transportation, pursuant to the provisions of this section, shall be an

ordinary contingent expense and shall be included as an item of expense for purposes of determining the transportation quota of such district.

[11. Repealed.]

12. Nothing in this section shall be construed to impose a duty upon school boards to provide transportation services pursuant to this section nor shall any board of education or board of trustees be held liable for failure to provide transportation pursuant to this section. The determination that a hazardous zone exists or that a child safety zone has been established, and the petitions, investigatory materials and decision making documents created or reviewed in making such determination, shall not be admissible as evidence or used in civil litigation or any suit or action for damages, nor shall any school board members, school board trustee, school employee, governmental official or any other individual be compelled or permitted, whether by subpoena or other process, to testify in any such civil litigation regarding such determination. A school board member, trustee, school officer or employee shall have immunity from any civil or criminal liability that might otherwise be incurred or imposed as a result of the provisions of this section provided that such person shall have acted in good faith. For the purpose of any proceeding, civil or criminal, the good faith of any such person shall be presumed.

13. The commissioner shall submit a report on the status of pupil transportation in child safety zones to the governor, the speaker of the assembly, the temporary president of the senate, and the chairs of the assembly and senate standing education committees, prior to January first, two thousand one. The report shall, at a minimum, include the number of child safety zones established across the state and the total number of pupils transported per zone. The report shall also include the commissioner's recommendations for modification of the child safety zone provisions, including, but not limited to, the granting of state transportation aid for pupil transportation within such zones and the process by which child safety zones are established.

CREDIT(S)

(Added L.1992, c. 69, § 4; amended L.1992, c. 403, § 1; L.1999, c. 110, § 2, eff. June 22, 1999; L.2000, c. 60, pt. A, § 48, eff. May 15, 2000, deemed eff. May 1, 1992; L.2002, c. 536, § 1, eff. July 1, 2003; L.2004, c. 422, §§ 2, 3, eff. Sept. 14, 2004.)