

## **Memo**

To: See Distribution

From: Paul Mainuli, Director of Business Services

Date: January 28, 2011

**Subject: Minutes from the Student Transportation Committee Meeting on 1/28/11**

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A meeting of East Hartford Public Schools and the First Student Bus Company's Student Transportation Committee was held on Friday, January 28, 2011 in the Business Services Office, 1110 Main Street, East Hartford, CT. Paul Mainuli called the meeting to order at 9:00 a.m.

**PRESENT** George Simons, Transportation Coordinator  
Paul Mainuli, Director of Business Services  
Mike McDaniel, First Student Bus Company  
Joe LeRoy, Acting Athletic Director  
Joanne LeBeau, Principal, Willowbrook School

### **Discussion of High School Athletics Bus Schedule**

Mr. LeRoy presented a list of recent occurrences that involved bus transportation for students to and from athletic events. Mr. LeRoy was concerned that buses were running late for scheduled games and drivers were arriving after athletic events. Mr. LeRoy and Mr. McDaniel agreed to put a procedure in place that would keep the high school coaches and bus company current with all scheduled activities. Mr. LeRoy will have high school staff contact the dispatcher at the bus company each day to review the athletic schedule for that day. The athletic department will also send e-mails each day to the bus company indicating start and pick-up times for events. Mr. LeRoy and Mr. McDaniel also agreed to share cell phone numbers so any transportation or scheduling issues can be addressed by them directly. Both agreed that these measures will improve communication between the bus company and the high school.

### **Discussion of Bus Operations for Winter Weather Conditions**

Mr. McDaniel assured the committee that the bus company has taken the necessary steps with staff and bus operations to make sure vehicles are cleared of snow and ready for transporting students each day.

### **Status of Bus Schedules and Routes for FY 2010-11 School Year**

Ms. LeBeau raised concerns over bus operations at Willowbrook School. There are two Type II vehicles that continually run late each day which creates issues for the students and staff. Mr. Simons stated that he would look into the matter to see if any changes can be made to the bus routes for the two vehicles in question. Ms. LeBeau also indicated that school delays due to inclement weather and teacher conference weeks were adversely affecting bus operations. She agreed to provide the committee with a schedule of early release days for March to see if any adjustment can be made to keep buses running on time.

There were no other bus schedule or route issues to report.

### **Discussion of Alleged Bus Incidents**

There were no bus incidents to report.

### **Other Business**

Mr. Mainuli stated that the First Student contract proposal will be brought to the Board's Finance and Audit Committee next week.

Mr. McDaniel stated that the bus company currently has seven bus drivers out on medical leave. He is recruiting spare drivers from other First Student bus operations to cover existing routes.

Mr. McDaniel said that First Student is looking to expand its operations in East Hartford. They are considering leasing a parking lot adjacent to the property.

There was no other business to discuss at the meeting.

The Student Transportation Meeting was adjourned at 10:20 a.m.

**The next Student Transportation Meeting is scheduled for Friday, February 25, 2011 at 9:00a.m.**

Distribution: M. Zito  
All Board Members  
G. Simons  
M. McDaniel