

## **Memo**

To: See Distribution

From: Paul Mainuli, Director of Business Services

Date: March 23, 2012

**Subject: Minutes from the Student Transportation Committee Meeting on 3/23/12**

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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, March 23, 2012 in the Business Services Office, 1110 Main Street, East Hartford, CT. Mr. Mainuli called the meeting to order at 9:00a.m.

**PRESENT** George Simons, Transportation Coordinator  
Paul Mainuli, Director of Business Services  
Mike McDaniel, First Student Bus Company  
Barbara Walz, First Student Bus Company

### **Status of Bus Schedules and Routes – FY 2011-12**

There were no bus schedule or route issues to report.

### **Status of Router Position**

Mr. McDaniel stated that training for the Routers was delayed due to an upgrade of the Versa Tran software and servers by First Student Corporation. He intends to reschedule the training once the upgrade is complete. Mr. McDaniel is planning to train multiple staff on the Versa Tran routing software. Mr. Simons asked that at least two staff be dedicated to handle the routing needs for the district.

### **Status of Bell Times and Bus Route Changes for FY 2012-13**

Mr. Mainuli stated that at this time there will be no changes to the bell times and bus routes for the K-12 schools. He did say that the district is reviewing the possibility of a full day, pre-school program at Willowbrook. This will place the school on a second tier schedule for student transportation. A decision on the full day schedule will be made later this spring.

He also said that no changes will be made for students receiving transportation to Choice schools in the district.

### **Other Business**

First Student currently has two bus drivers in training with a third licensed bus driver ready to be hired by the company.

First Student is beginning a process of swapping out older buses for newer vehicles. There are (20) newer vehicles that will be delivered to their bus yard this week. This vehicle replacement schedule will continue into the summer. GPS and video equipment will be removed from the older vehicles and installed in the newer ones. It will take approximately two weeks to outfit the newer vehicles with this equipment.

The spring bus schedule for athletics is in place.

Mr. Simons will contact CREC concerning the use of our school sites as pick-up areas for their programs.

There was no other business to discuss at the meeting.

The Student Transportation Meeting was adjourned at 9:35 p.m.

**The next Student Transportation Meeting is scheduled for Friday, April 27, 2012 at 9:00a.m.**

#### **Attachment**

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