

Memo

To: See Distribution

From: Paul Mainuli, Director of Business Services

Date: January 25, 2013

Subject: Minutes from the Student Transportation Committee Meeting on 1/25/13

A meeting of East Hartford Public Schools and the First Student Bus Company's Student Transportation Committee was held on Friday, January 25, 2013 in the Business Services Office, 1110 Main Street, East Hartford, CT. Mr. Mainuli called the meeting to order at 9:05a.m.

PRESENT George Simons, Transportation Coordinator
Jared Whitcomb, First Student Bus Company
Paul Mainuli, Director of Business Services
Mike McDaniel, First Student Bus Company

Status of Bus Schedules and Routes – FY 2012-13

Mr. McDaniel stated that First Student is reviewing the bus routes for Type II Van #72 that serves Goodwin and Pitkin Schools. The vehicle continually runs late for its afternoon pick-up at Pitkin School. First Student expects to have a resolution to this late bus issue next week.

Mr. Whitcomb stated that a spare lift bus will be used until repairs can be completed on the one assigned to the district.

There were no other bus schedule or route issues to report by other members of the committee.

Bus Operations Study

Mr. McDaniel stated that First Student is developing multiple options to adjust bus routes and schedules in the district. First Student is developing the bus route options at the request of the district. The bus route options will include student transportation for an extended day program at the O'Connell/Barnes IB Campus. The bus route options will be reviewed by school administration before being presented to the Board for approval. We expect their report within the next few weeks.

Other Business

The committee agreed to develop bus accidents protocols for school principals and staff. The bus accident protocols will address the notification process when a vehicle is in an accident. The protocols will be distributed to school principals at their next meeting.

Mr. McDaniel will be transferring to the First Student bus operation in Fairfield, Connecticut. Mr. Whitcomb was assigned as interim until a permanent manager can be hired.

There was no other business to discuss at the meeting.

The Student Transportation Meeting was adjourned at 9:45a.m.

The next Student Transportation Meeting is scheduled for Friday, February 22, 2013 at 9:00a.m.

Distribution: N. Quesnel
All Board Members
G. Simons
M. McDaniel
J. Whitcomb