

## **Memo**

To: See Distribution

From: Paul Mainuli, Director of Business Services

Date: May 17, 2013

### **Subject: Minutes from the Student Transportation Committee Meeting on 5/17/13**

A meeting of East Hartford Public Schools and the First Student Bus Company's Student Transportation Committee was held on Friday, May 17, 2013 in the Business Services Office, 1110 Main Street, East Hartford, CT. Mr. Mainuli called the meeting to order at 9:03a.m.

**PRESENT** George Simons, Transportation Coordinator  
Paul Mainuli, Director of Business Services  
Penny Manion, First Student Bus Company

### **Status of Bus Schedules and Routes – FY 2012-13**

Ms. Manion adjusted the bus routes to address the late arriving vehicle at Sunset Ridge School. Mr. Mainuli discussed the possibility of having to add a fifth Type II Van at Willowbrook School. The increasing number of preschool students identified as special education may require a new Type II Van be added to our fleet. The run times for the four, Type II Vans serving Willowbrook School are running over an hour. Mr. Simons will continue to monitor the daily run times for the vehicles.

Mr. Simons is working with the Special Education and Curriculum Departments to acquire the summer school student lists for the bus company. He will provide this information to the bus company as soon as it becomes available.

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

### **Status of Bus Operations Study**

Ms. Manion stated that First Student will bring their VersaTran application experts on site to redo the bus routes for the bus operation study. First Student will provide the district with a list of the current bus routes and a list of the new and improved bus routes with recommendations on how it will improve the overall efficiency of bus operations in the district. In addition, First Student will address, as part of the study, the following bus services that may adversely impact operations.

- Choice Program transportation for students attending Langford School, Pitkin School and Goodwin School
- Day Care transportation throughout the district

- Extended day programs at Sunset Ridge School and O'Connell/Barnes Schools
- Field Trips that lengthen the amount of time a school can remain out of the district
- Woodland Schools underutilization of Type I Buses
- Willowbrook Schools growing enrollment of special education students in conjunction with the opening of a pre-school program at Goodwin College.

Mr. Mainuli directed First Student to review all bus operations and develop recommendations that can be brought forward to the full Board. This is an important step in improving the efficiency of bus operations in the district. Mr. Mainuli offered support from district staff to assist in the analysis.

### **Other Business**

First Student is hiring a part time dispatcher to assist bus operations during the start up of the new school year.

Ms. Manion will follow-up with South Windsor on bus share options for the CREC Two Rivers Magnet School.

There was no other business to discuss at the meeting.

The Student Transportation Meeting was adjourned at 9:43a.m.

**The next Student Transportation Meeting is scheduled for Friday, June 7, 2013 at 9:00a.m.**

Distribution: N. Quesnel  
All Board Members  
G. Simons  
P. Manion  
J. Whitcomb