

Business Services Office Memorandum

TO: See Distribution

FROM: Pamela Renaud, Transportation Coordinator

DATE: December 17, 2014

Re: **Student Transportation Minutes – November 21, 2014**

A meeting of East Hartford Public Schools and DATTCO, Inc.'s Student Transportation Committee was held on Friday, November 21 2014, in the Business Service Office, 1110 Main Street, East Hartford, CT. Mr. Mainuli called the meeting to order at 9:00 a.m.

PRESENT: Paul Mainuli, Director of Business Services
Pam Renaud, Transportation Coordinator
Kate Schroeder, DATTCO, Inc.
James McMellon, DATTCO, Inc.

Bus Operations Review

Mr. McMellon reported that DATTCO continues to look for suitable property in East Hartford to purchase for use as a bus yard. There is particular interest in the availability of the property on Burnham Avenue formerly used by First Student for their local operations.

A courtesy afternoon bus stop has been established to accommodate O'Connell students dismissed at 4:25 p.m. and who are walkers. This will continue during the winter months when it is dark at the school's later dismissal time.

It was noted that requests for stop changes have settled down. Parent no-shows, however, continue to be an issue. Per Ms. Schroeder, this is particularly problematic at O'Connell. Contact information for parents in eSchool needs to be kept up-to-date so that, when necessary, DATTCO staff is able to contact parents in no-show situations.

The bus video download process is in place and is working well. Online access to bus video is limited to principals, as well as some vice principals and security personnel.

Ms. Schroeder requested confirmation that out-of-town buses will operate on East Hartford's schedule for late openings due to weather conditions. Mr. Mainuli confirmed that all buses will operate on a 90-minute delay in accordance with East Hartford Public Schools' practice. This specifically affects Prince Tech buses, which operate on Hartford's two-hour delay schedule. Ms. Renaud will confirm this arrangement with Prince Tech staff.

Mr. Mainuli inquired about the winter athletics bus schedule and Ms. Shroeder confirmed that everything in that regard is in place for EHMS and EHHS.

Ms. Shroeder noted that fuel delivery for the bus yard generator has been set up on a separate ticket with the vendor as it is a taxable item.

Mr. Mainuli asked Mr. McMellon and Ms. Shroeder if CT Transit's current hiring campaign for busway operators has had any impact on East Hartford driver staffing. They reported that to their knowledge, no East Hartford drivers were considering leaving. Ms. Shroeder further reported that she had driver trainees nearly ready to test and awaiting DMV clearance, which would bring her to a full complement of drivers, including a 10% spare factor.

There being no further business to discuss, the Student Transportation Meeting was adjourned at 10:00 a.m.

The next Student Transportation Meeting is scheduled for Friday, December 19, 2014, at 9:00a.m.

Distribution: N. Quesnel
All Board Members
P. Mainuli
K. Schroeder
J. McMellon