

Annual School Transportation Department Activities

It is important for an administrator to know when transportation responsibilities need to be performed in order to be aware of the daily, weekly, monthly, or annual demands that will be placed on the department. Determining the needs of the district is the first step in establishing a department calendar. One way to do this is to review board agenda items for each month of the previous year, noting when particular items were presented to the board for consideration and action. This information can then be used to meet essential deadlines.

The outline that follows is an example of how major responsibilities can be organized into an annual calendar. Administrators can edit this list to meet their needs and fit the district's actual practice. The fiscal year for districts varies. Some activities may need to be shifted to align with the district's fiscal year (e.g., salary- and payroll-related activities).

June

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Request bus driver driving records from DPS and assess points for driving eligibility.
- Request bus drivers complete annual physical and have authorized staff member review for medical content and appropriate completion. REMINDER: All physical should be good for ONE-YEAR only.
- Compile, prepare and submit BARS report to immediate supervisor for review (Due to TEA electronically by July 1st)
- File completed appraisals and job description updates
- Complete processing of bus route transfers and reassignments for next year
- Update projected vacancy list for July and August
- Finalize enrollment projections for next year
- Finalize campus bell schedules for next year
- Review and update turn by turn route descriptions
- Update and revise employee handbook
- Review and update department operating procedures and forms
- Order work-site postings replacement for all facilities (lounge, mechanic shop, training room, etc.)
- Attend TAPT Conference
- Monitor employee turnover and exit interviews
- Monitor filled and unfilled positions
- Review and develop personnel policy recommendations and practices
- Create, file, maintain, and secure personnel records
- Establish, track, and monitor the performance of district transportation services to ensure safe, efficient, and effective operations.

Performance Indicators

Safety

Accidents or incidents per 100,000 miles
Student referrals per 1,000 students bused
Annual hours of training for each driver

Cost-Efficiency

Annual School Transportation Department Activities

Operations cost per mile-Regular
Operations cost per mile-Special
Cost Effectiveness
Operations cost per rider-Regular
Operations cost per rider-Special
Service Effectiveness
Route riders per mile-Regular
Route riders per mile-Special
Route riders per bus-Regular
Route riders per bus-Special
Service Quality
On-time performance
Maximum rider trip time
Complaints per 100,000 miles
Maintenance Performance
Miles between road calls or breakdowns
Percent preventive maintenance completed on time
Turnover time per bus repair

Source: Legislative Budget Board

July

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Request bus driver driving records from DPS and assess points for driving eligibility.
- Request bus drivers complete annual physical and have authorized staff member review for medical content and appropriate completion. REMINDER: All physical should be good for ONE-YEAR only.
- BARS (Bus Accident Reporting System) Due July 1st
http://ritter.tea.state.tx.us/school.finance/transportation/bars/bars_index.html
- School Transportation Route Services Report Due by July 1st The report must be transmitted via the FSP Payment System after the end of the school year and not later than July 1st. The FSP Payment System will normally be available for report data entry on June 1.
<http://www.tea.state.tx.us/index.aspx?id=646>
- Work with Campus PEIMS clerks in updating and coordinating route description data with student PEIMS file to help keep accurate reports that can be utilized for monthly official counts of eligible riders for TEA funding purposes
- Print new employee handbooks
- Prepare employee packet for beginning of school
- Begin substitute interviewing and selection
- Prepare welcome back letter
- Plan and schedule professional growth activities for the year, including training and professional association conferences
- Monitor employee turnover and exit interviews
- Monitor filled and unfilled positions

Annual School Transportation Department Activities

- REMINDER - Compile, compute, and submit the School Transportation Operations Report to immediate supervisor for review

Student Transportation Operations Report – This report is for reporting transportation operations information for the ***completed school year***. The report is to be filed after the end of the school year and no later than ***December 1***. The FSP Payment System opens October 1 for entering report data. (Report instructions are posted on the School Transportation website at <http://ritter.tea.state.tx.us/school.finance/transportation/index.html>.)

August

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Request bus driver driving records from DPS and assess points for driving eligibility.
- Request bus drivers complete annual physical and have authorized staff member review for medical content and appropriate completion. REMINDER: All physical should be good for ONE-YEAR only.
- Hold new employee (bus drivers, monitors) orientation and welcome back activities
- Conduct staff development for bus drivers, monitors and other transportation staff, including substitutes
- Distribute list of dates that Student Counts/Ridership will be collected/conducted for the year to all staff members, principals and administration
- Identify all bus drivers by month needed to attend re-certification classes with Region One ESC
- Review and adjust school bus routes to ensure efficiency
- Monitor employee turnover and exit interviews
- Monitor filled and unfilled positions
- Request staff training from HR office on salary, benefits, and leave administration
- Request staff training from HR Office on timelines and procedures to follow in regards to employee complaints and grievances
- REMINDER - Compile, compute, and submit the School Transportation Operations Report to immediate supervisor for review

Student Transportation Operations Report – This report is for reporting transportation operations information for the ***completed school year***. The report is to be filed after the end of the school year and no later than ***December 1***. The FSP Payment System opens October 1 for entering report data. (Report instructions are posted on the School Transportation website at <http://ritter.tea.state.tx.us/school.finance/transportation/index.html>.)

- Meet with immediate supervisor and principals to secure dates to conduct Emergency School Bus Evacuation Training for first and second semester

September

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)

Annual School Transportation Department Activities

- Distribute evaluation instruments to all staff for distribution and discussion
- Meet with principals regarding evaluation procedures of routes and arrival times;
- Distribute bus conduct parent notification
- Prepare department employee directory noting emergency contact numbers
- Conduct campus visits with administrators regarding procedures to be followed with discipline reports
- Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted **at least twice** during the school year on all routes on an official count day. The **first Wednesday of each month** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the **next regular school day** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.
- Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.

October

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)
- Audit all department personnel files for completeness of driving record, physical examination, alcohol/drug testing, etc.
- Schedule pre-retirement seminars with HR Office
- Collect, prepare and verify PEIMS student bus routing data with campus staff
- Prepare TEA Transportation Funding Report (Route Service Reports)
- Arrange for Emergency School Bus Evacuation Training with campus principals, administration, etc.
- Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted **at least twice** during the school year on all routes on an official count day. The **first Wednesday of each month** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the **next regular school day** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.
- Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.

November

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)

Annual School Transportation Department Activities

- Compile, compute, and submit the School Transportation Operations Report to immediate supervisor for review

Student Transportation Operations Report – This report is for reporting transportation operations information for the ***completed school year***. The report is to be filed after the end of the school year and no later than ***December 1***. The FSP Payment System opens October 1 for entering report data. (Report instructions are posted on the School Transportation website at <http://ritter.tea.state.tx.us/school.finance/transportation/index.html>.)

- Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted ***at least twice*** during the school year on all routes on an official count day. The ***first Wednesday of each month*** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the ***next regular school day*** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.

- Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.

December

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)
- Check mail during holiday break for unemployment filings that need to be forwarded to HS office for prompt processing
- Monitor employee turnover and exit interviews
- Monitor filled and unfilled positions
- Create, file, maintain, and secure personnel records
- Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted ***at least twice*** during the school year on all routes on an official count day. The ***first Wednesday of each month*** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the ***next regular school day*** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.
- Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.

January

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)
- Conduct new staff orientation

Annual School Transportation Department Activities

- Meet with supervisor to develop preliminary list of potential release of at-will staff
- Prepare preliminary enrollment and staffing projections
- Provide supervisor with a list of vacancies and recruiting schedule to immediate supervisor
- Establish vacation schedule for department
- Monitor employee turnover and exit interviews
- Monitor filled and unfilled positions
- Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted **at least twice** during the school year on all routes on an official count day. The **first Wednesday of each month** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the **next regular school day** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.
- Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.

February

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)
- Review documentation for at-will nonrenewal cases with immediate supervisor
- Inform immediate supervisor on at-will nonrenewal cases and assist with documentation as needed
- Submit recommendations for at-will staff renewal and nonrenewal
- Finalize staffing plans
- Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted **at least twice** during the school year on all routes on an official count day. The **first Wednesday of each month** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the **next regular school day** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.
- Attend TASBO Conference
- Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.

March

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)
- Discuss re-zoning plans, program transfers and reassignment requests with immediate supervisor and principals

Annual School Transportation Department Activities

- Prepare preliminary budget requests for department
- Check mail during Spring break for unemployment filings that need to be forwarded to HS office for prompt processing
- Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted ***at least twice*** during the school year on all routes on an official count day. The ***first Wednesday of each month*** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the ***next regular school day*** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.
- Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.

April

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)
- Distribute reminder to all staff to submit early notice of intent to resign before next school year
- Complete and submit preliminary budget recommendations to immediate supervisor
- Conduct Spring open enrollment for TRS Active Care (check TEA Web Site for dates)
- Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted ***at least twice*** during the school year on all routes on an official count day. The ***first Wednesday of each month*** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the ***next regular school day*** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.
- Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.

May

- Review, compile, and register bus drivers for Region One bus driver recertification classes one month prior to their expiration date
- Attend STAPT local meeting the 1st Wednesday of the month (check website for dates)
- Hold end of the year service awards & retirement banquet
- Monitor employee turnover and exit interviews
- Monitor filled and unfilled positions
- Compile, compute, and submit the School Transportation Route Services Report to immediate supervisor for review

Annual School Transportation Department Activities

School Transportation Route Services Report – This report is for reporting eligible mileage and ridership data for the ***completed school year***. The report is to be filed after the end of the school year and no later than ***July 1***. The FSP Payment System opens June 1 for entering report data. See section I regarding student rider eligibility requirements and section II regarding route service eligibility requirements. (Report instructions are posted on the School Transportation website at <http://ritter.tea.state.tx.us/school.finance/transportation/index.html>.)

■ Notify, remind campus staff to encourage ridership, and conduct Official Counts of Eligible Riders for TEA funding purposes: official counts of eligible riders must be conducted ***at least twice*** during the school year on all routes on an official count day. The ***first Wednesday of each month*** is designated as an official count day. If an official count is scheduled but not conducted because school is not in session or the route is not operated, the ***next regular school day*** may be used as the official count day for that month. Counts conducted on other than these days are not considered official counts.

■ Collect, compute, and compile pre- and post-trip odometer/mileage readings per route into Excel Spreadsheet for easy access on a monthly basis. This Data is to be used for TEA transportation funding reporting.