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9

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The following items will be discussed at a virtual and/or in-person meeting of the Standing Committee on Finance and Operations on Monday, July 11, 2022 at 5:00 p.m. in Room 410 of the Durkin Administration Building:

gb #0-33 - Mr. Foley/Mrs. Clancey/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To include a standing item for "Transportation Update" at each Finance and Operations committee meeting with information provided regarding the problems facing student transportation and improvements experienced.

gb #2-44 - Johnson/Clancey/Kamara/Mailman/McCullough/Novick (January 26, 2022)

Request that the Administration provide a pre and post Covid report regarding the timeliness and consistency of school bus routes to include:

- the number of bus drivers that are currently active and indicate how many are needed
- the number of bus drivers and monitors that are needed to be fully staffed and indicate the recruitment efforts being made and
- indicate what Human Resources is doing to help in this regard.

gb #2-109 - Mailman (March 22, 2022)

Request that the Administration provide the following transportation updates regarding to After School and Out-of-school providers:

- restoration of pre-existing bus stops at sites for the Spring 2022
- exploration of summer bus support for summer school and
- include SY23 providers and future transportation planning

gb 2-194 Novick June 8, 2022)

To review and update district transportation policies (EEA, EEAE, EEAEA, EEAE, EEAJ) to align with the Worcester Public Schools' method of providing transportation beginning in July 2022.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Monday, July 11, 2022

ITEM: Mr. Foley/Mrs. Clancey/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To include a standing item for "Transportation Update" at each Finance and Operations committee meeting with information provided regarding the problems facing student transportation and improvements experienced.

PRIOR ACTION:

1-16-20 - Referred to the Administration.

2-6-20 - SCHOOL COMMITTEE MEETING

aor #0-5 - Clerk

(January 29, 2020)

To consider approval of the Minutes of the School Committee Meeting of Thursday, January 16, 2020.

Mr. Foley made the following amendment to the minutes:

Request that referral for item gb #0-33 be referred to the Standing Committee on Finance and Operations instead of to the Administration.

On a voice vote, the amendment was approved.

4-12-21 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

Mr. Allen stated that the Administration meets weekly with representatives from Durham School Services to discuss the number of drivers that are available to the Worcester Public Schools. The number of buses needed will be based upon the number of students choosing to return to school or remaining remote.

Ms. McCullough wondered what the options would be in the event of a shortage.

Mr. Allen offered potential options which included:

- subcontracting drivers from other companies
- moving tiered school times around
- reducing the number of students who may be eligible for transportation

BACKUP: (Consider with gb 2-44 and gb 2-109)

Annex A (1 page) contains the July 2022 Monthly Transportation Update.

PRIOR ACTION (continued)

- 4-12-21 - Mr. Allen stated that all WPS owned buses have been used every
(continued) day since the start of the school year.
Miss Biancheria made the following motion:
Request that the Administration provide weekly transportation updates to include information from the Durham meetings and the status of Durham bus drivers.
On a roll call of 3-0, the motion was approved.
Mr. Foley made the following motion:
Request that the Administration and School Committee work with the City Solicitor to produce a notice of Breach of Contract letter to be sent to Durham School Services highlighting the Breach of Contract reaffirming the Worcester Public Schools' legal and financial rights and raising the imperative nature of the May 3, 2021 return to school and the need to have the full allotment of bus drivers in place by that time.
On a roll call of 2-1 (nay Miss Biancheria), the motion was approved.
On a roll call of 3-0, the item was held for additional updates.
- 4-15-21 - SCHOOL COMMITTEE MEETING - The School Committee approved the actions of the Standing Committee as amended.
Mr. Foley made the following motion:
Request that the Administration and School Committee work with the City Solicitor to produce a notice of Breach of Contract letter to be sent to Durham School Services highlighting the Breach of Contract reaffirming the Worcester Public Schools' legal and financial rights and raising the imperative nature of the May 3, 2021 return to school and the need to have the full allotment of bus drivers in place by that time.
On a roll call of 5-2 (nays Miss Biancheria and Mr. Monfredo), the motion was approved:
Mr. Foley requested a vote to reconsider the motion.
On a roll call of 2-5 (yeas Miss Biancheria and Mr. Monfredo), the motion for reconsideration was defeated.
- 10-26-21 - STANDING COMMITTEE ON FINANCE AND OPERATIONS
(Considered with gb #1-110)
Mr. Allen stated that there are drivers in training that are interested in 7D training. The Administration is discussing with AA transportation the continued use of their vans that were being used by the National Guard. This will allow the Worcester Public School's bus drivers to continue to drive the same routes as the National Guards.
Mr. Foley made the following motion:
Request that gb 1-110 be filed and that gb 0-33 be held.
On a roll call of 2-1 (absent Miss Biancheria), the motion was approved.
- 11-18-21 - SCHOOL COMMITTEE MEETING - The School Committee on a roll call of 6-1 (nay Miss Biancheria), approved the actions of the Standing Committee as stated.

PRIOR ACTION (continued)

11-30-21 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

Mr. Allen provided information on the following:

- bus driver recruitment
- procurement of vehicles
- other updates

Bus Driver Recruitment

As of November 23, 2021, there were 27 people actively in training. Seven out of the 27 people in training acquired their 7D van license. These seven people are currently driving the bus routes that the National Guards had previously driven. The Commonwealth is conducting another 7D training class on December 4, 2021. Mr. Allen stated that updates will be provided at the December Standing Committee meeting.

Procurement of Vehicles

The district has awarded the bid of school buses as follows:

	<u>Vehicle Cost</u>	<u>Total Cost</u>
100 Type C Big Buses	\$99,580	\$9,958,000
38 Type A Mid-Size Bus	\$80,110	\$3,044,180
27 Type A Wheelchair Bus	\$84,030	<u>\$2,268,810</u>
Total Bid Award		\$15,270,990

Mr. Allen stated that the delivery of the vehicles is expected by June 1, 2022 and that the total bid was \$1,229,010 less than the amount included in the ESSER III application. He proposed that the ESSER savings could be used:

- to purchase additional school buses scheduled for regular replacement during the ESSER grant timeframe
- to purchase additional vehicles that may need to be expanded due to the possible change in walking radius or school start times.
- to apply the savings towards a higher capacity 7D van or
- for other district ESSER-eligible initiatives

Other Updates

- The recently signed Infrastructure Investment and Jobs Act will provide \$2.5 billion for new zero-emissions or electric school bus purchases and \$2.5 billion for low-emissions school buses. The Administration will explore the eligibility of applying for these funds for future school bus purchases.
- The Administration is exploring the feasibility of having a dedicated fuel location for up to 335 vehicles at or near the 115 Northeast Cutoff location.
- The Administration will provide the School Committee a 15-year vehicle replacement plan for all existing and newly purchased vehicles which will help to make informed decisions on future budgets and vehicle purchases.
- The Administration is preparing bid specifications for the purchase of 7D vans, which were approved in the ESSER III grant, and is expected to begin service for late FY23 or the FY24 school year.

PRIOR ACTION (continued)

11-30-21 - Mr. Foley asked how long the training takes before a person gets their CDL license.

Mr. Allen stated that due to the fact that the School Committee has approved the additional training Job Descriptions, it will help accelerate the training process.

Mr. Hennessey stated that in order to obtain a CDL license, a person has to have 28 hours of classroom time and 32 hours behind the wheel. Once a person receives their CDL learner's permit, he/she can start receiving their 32 training hours on the road.

Ms. Novick suggested that information regarding bus driver recruitment and the free training opportunities be placed on the Worcester Public Schools' social media platforms.

Mr. Foley made the following motion:

Request that the item be held.

On a roll call of 3-0, the motion was approved.

12-16-21 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as stated.

2-9-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

Mr. Allen provided information on the following:

- bus driver hiring and recruitment
- other support staff
- status of positions added
- positions to be added for FY23
- school bus vehicle procurement

Bus Driver Recruitment

As of January 28, 2022, the Worcester Public Schools has 36 people actively in training:

- 31 through MassHire / Night Life Program
- 2 Driver referrals
- 2 WPS Bus Monitor (1 through the Mass Hire/Night Life Program)
- 1 from the Civil Service List

Of these 36 people in training, 12 have also been trained and possess 7D van licenses and have been hired by the Worcester Public Schools, and have taken over the routes previously operated by National Guard drivers during October 2021. (The district is leasing 7D vans from AA Transportation for the remainder of the year).

Other Support Staff

The District-Operated Transportation Cost Analysis Report assumed four additional mechanics, one operations supervisor, one transportation liaison, and one Human Resources liaison. Additional supervisory trainers have recently been approved to enhance school, parent, and student customer experience.

Status of Positions Added

- Human Resources Liaison (to be called Transportation Personnel Supervisor): *The position is still open, and the Administration is currently accepting applications.*

PRIOR ACTION (continued)

2-9-22 (continued)

- Transportation Systems Coordinator: *The position is in the interview process.*
- Transportation Safety and Training Liaison (3): *Two of the positions have been filled with February start dates. The remaining position is still open, and the Administration is currently accepting applications*
- Transportation Safety Supervisor: *This position has been filled with a February start date.*

Positions to be added for FY23:

- Four Mechanics
- Operations Supervisor
- Transportation Liaison

Procurement of Vehicles

The district has awarded the bid of school buses as follows:

	<u>Vehicle Cost</u>	<u>Total Cost</u>
100 Type C Big Buses	\$99,580	\$9,958,000
38 Type A Mid-Size Bus	\$80,110	\$3,044,180
27 Type A Wheelchair Bus	\$84,030	<u>\$2,268,810</u>
Total Bid Award		\$15,270,990

School Committee Member Mailman asked if the Durham bus drivers have been offered positions to drive for the WPS.

Mr. Allen stated that he will provide an update at the next meeting regarding the civil service process of hiring bus drivers and 15 year replacement plan for all vehicles.

Vice-chair Kamara asked for an update on the MyStop App.

Mr. Freeman stated that the tablets were ordered and will arrive before the start of the next school year. The MyStop App will run off of the tablets and has the capability of tracking all the routes. Individuals will be able to download the App to their Androids or iPhones.

Chair Novick made the following motion:

Request that the item be held.

On a roll call of 3-0, the motion was approved.

3-17-22 - SCHOOL COMMITTEE MEETING - The School Committee on a roll call of 7-0, approved the action of the Standing Committee as stated.

4-11-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

Chair O'Connell-Novick opened the meeting by stating that the members of the Finance and Operations Standing Committee toured the Worcester Public Schools' Transportation Facility.

In the report Mr. Allen stated that the Durham bus driver availability continues to be approximately the same with thirty drivers fewer than what was contracted at the beginning of the year. The WPS has thirty-four people in training with thirty of them coming from the MassHire Night Life Program.

PRIOR ACTION (continued)

4-11-22 - The Information Technology Transportation Systems Coordinator is (continued) the only unfilled position. The FY23 Budget will reflect the addition along with four mechanics, a Transportation Personnel Supervisor and a Transportation Safety and Training Liaison.

Mr. Allen stated that all the busses are on order and provisions have been made within the contract for purchase of those busses and the supplemental lease of busses if any or all of the busses are not available for the first day of school. That is the result of supply chain issues that are happening across the country.

The contract with the dealer allows for accessing vehicles from their fleet as soon as June 1st. The district is working on a plan to make those vehicles accessible by May 1st.

The new Transportation Human Resources Coordinator will be working closely with the WPS Human Resources Department and the Chief Diversity Officer to continue the trend of diversity hiring within the department.

Mr. Allen stated that it would be beneficial to have the approval of the positions prior to the start of the school year, knowing that it will take time to go through the posting process.

Chair O'Connell-Novick made the following motion:

Request that School Committee approve the hiring process for the following additional transportation positions:

- Four Mechanics
- Operations Supervisor
- Transportation Liaison and
- whatever else the Transportation Department feels necessary to be prepared for the beginning of fiscal year 23.

On a roll call of 3-0, the motion was approved.

5-5-22 - SCHOOL COMMITTEE MEETING

The School Committee approved the action of the Standing Committee as amended:

Ms. Novick asked Mr. Allen if the Worcester Public Schools are competitive in regards to wages to attract drivers.

Mr. Allen stated that 28 drivers were offered positions during a civil service hiring event. The Administration has been looking at the local trends regarding the competitive pay rates for drivers and found that other districts are making adjustments to their rates. Therefore, he suggested that discussions take place in Executive Session regarding adjustments to increase the hourly rate for the Worcester Public School bus drivers.

Chair O'Connell-Novick made the following motion:

Request that School Committee approve the hiring process for the following additional transportation positions:

- Four Mechanics
- Operations Supervisor
- Transportation Liaison and
- whatever else the Transportation Department feels necessary to be prepared for the beginning of fiscal year 23.

On a roll call of 7-0, the motion was approved.

PRIOR ACTION (continued)5-11-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS
(consider with 2-44)

Mr. Allen provided the monthly update which remained consistent and included 36-38 drivers and 8 more potential drivers are enrolled in the MassHire program. He stated that approximately 20 Durham bus drivers have applied for positions. A hiring event was held last Thursday and the district is issuing hiring letters to 28 drivers. By June 1st the district will be receiving leased busses in preparation for summer school. He also stated that the Transportation Department has been invited to Tulsa, Oklahoma to view the busses being built.

A vehicle replacement cycle was provided in the backup which outlined future costs that may be incurred through the 2037 school year. ESSER funds were used in 2022 for the purchase of the busses, but by FY33 future Administrations will need to go back into the budget for vehicle replacement.

Chair O'Connell Novick asked for an update on the MyStop app.

Mr. Allen stated that a video is being created in multiple languages to include a step by step process.

Mr. Freeman stated that the department is also creating flyers in multiple languages on the process of accessing the MyStop app and that office staff will be available to provide assistance.

On a roll call of 3-0, the item was held for monthly reports.

6-2-22 - SCHOOL COMMITTEE MEETING

The School Committee approved the action of the Standing Committee as stated.

6-9-22 - STANDING COMMITTEE MEETING

Mr. Allen provided the monthly update on the Durham school bus driver availability, bus driver hiring status, vehicle procurement and other issues pertaining to the move towards district operated transportation. He stated that June is the last month to report on the Durham driver availability. As of June 1, 2022, 22 midsize bus driver job offers have been sent to candidates, 8 candidates have gone through the driver training program and have been hired. Job offers have been sent to:

- 14 midsize bus drivers currently working for Durham School Service.
- 6 full-size bus drivers
- 23 bus monitors

There are 32 drivers in training and a new nightlife class with 5 participants started on Tuesday, May 31, 2022.

The district will lease 35 full-size, 10 midsize, and 10 midsize wheelchair busses for summer school from DATTCO, Inc. Any additional buses needed in advance of the delivery of new school buses will be leased by DATTCO, Inc. The new school busses are expected to be delivered in time for the start of school and the mid-sized and wheelchair busses will be delivered by the fall.

PRIOR ACTION (continued)

- 6-9-22 - The district's plan for a dedicated fueling location is being designed, but due to supply chain issues, it is not expected to be completed until 2023. Chair O'Connell Novick asked for an update on the MyStop app. Mr. Allen stated that the MyStop introductory brochure will be inserted into the envelop with the final report card. This brochure will also include the web site address and a QR code for them to download it to their phone. A link will be placed on the districts website with detailed instructions of how to download the MyStop app and how to claim your child/ren on the app. Mr. Freeman stated the brochure was sent out for translation and is expected to be back by June 13th or 14th. He also stated that there was a job fair at the DCU Center where 14 individuals signed up for bus driver training. There will be another drivers class during the summer and the Administration is still working with MassHire to set up additional classes. On a roll call of 2-0-1 (absent Ms. Mailman), the item was held for monthly reports.
- 6-16-22 - **SCHOOL COMMITTEE MEETING**
The School Committee approved the action of the Standing Committee as stated.

WORCESTER PUBLIC SCHOOLS
STUDENT TRANSPORTATION MONTHLY UPDATE
JULY 2022

Bus Driver Hiring and Recruitment

As of July 6, 2022, the staffing plans for the next school year:

Status as of July 6, 2022	<u>Full Size Bus Driver</u>	<u>Mid Size Bus Driver</u>	<u>Bus Monitors</u>
WPS Employees	14	42	38
From Durham	5	17	10
From Mass Hire	4	9	0
From Other		1	4
<i>*Drivers in the Hiring Process</i>	<i>33</i>	<i>25</i>	<i>36</i>
Total Employees (or in Process)	56	94	88
Total Planned Routes	101	95	95
The gap between Planned Routes	45	1	7
Budgeted Positions	118	112	112
The gap between Budgeted Positions	62	18	24

School Bus Vehicle Procurement

<u>Current Vehicle Fleet</u>	<u>Full Size Bus</u>	<u>Mid Size Bus</u>
WPS Buses	17	63
Leased Buses	31	23
New Buses	0	0
Total Vehicles as of 7/6/22	48	86

*The district is also purchasing 4 used wheelchair vehicles

A schedule for the expected delivery of new school bus purchases will be provided in an upcoming monthly update.

Fueling Location

The district's plan for a dedicated fueling location for WPS vehicles is under a design plan, but due to supply chain issues, it is not expected that this facility will be completed until the middle of the 2022-23 school year. Alternative plans to fuel the additional buses under the district-operated plan are being developed by the district Administration.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Monday, July 11, 2022

ITEM: Johnson/Clancey/Kamara/Mailman/McCullough/Novick (January 26, 2022)

Request that the Administration provide a pre and post Covid report regarding the timeliness and consistency of school bus routes to include:

- the number of bus drivers that are currently active and indicate how many are needed
- the number of bus drivers and monitors that are needed to be fully staffed and indicate the recruitment efforts being made and
- indicate what Human Resources is doing to help in this regard.

PRIOR ACTION:

2-3-22 - On a roll call of 7-0, the item was referred to the Standing Committee on Finance and Operations.

5-11-22 **STANDING COMMITTEE ON FINANCE AND OPERATIONS**
Mr. Allen provided the monthly update which remained consistent and included 36-38 drivers with 8 more potential drivers enrolled in the MassHire program. He stated that approximately 20 Durham bus drivers have applied for positions. A hiring event was held last Thursday and the district is issuing hiring letters to 28 drivers. By June 1st the district will be receiving leased busses in preparation for summer school. He also stated that the Transportation Department has been invited to Tulsa, Oklahoma to view the busses being built. A vehicle replacement cycle was provided in the backup which outlined future costs that may be incurred through the 2037 school year. ESSER funds were used in 2022 for the purchase of the busses, but by FY33 future Administrations will need to go back into the budget for vehicle replacement.
Chair O'Connell Novick asked for an update on the MyStop app. Mr. Allen stated that a video is being created in multiple languages to include a step by step process.
Mr. Freeman stated that the department is also creating flyers in multiple languages on the process of accessing the MyStop app and that office staff will be available to provide assistance.
On a roll call of 3-0, the item was held for monthly reports.

BACKUP: (Consider with gb 0-33 and gb 2-109)

PRIOR ACTION (continued)

6-2-22 SCHOOL COMMITTEE MEETNG
The School Committee approved the action of the Standing Committee as stated.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Monday, July 11, 2022

ITEM: Mailman (March 22, 2022)

Request that the Administration provide the following transportation updates regarding to After School and Out-of-school providers:

- restoration of pre-existing bus stops at sites for the Spring 2022
- exploration of summer bus support for summer school and
- include SY23 providers and future transportation planning

PRIOR ACTION:

4-7-22 - On a roll call of 7-0, the item was referred to the Standing Committee on Finance and Operations.

BACKUP: (consider with gb 0-33 and gb 2-44)

Annex A (1 page) contains the Administration's response to the item.

The Administration met with After School and Out-of-school providers in April 2022 to discuss the restoration of pre-existing bus stops at sites for Spring 2022, exploration of summer bus support for summer school, and include SY23 providers and future transportation planning.

The WPS practice of transportation of students to any of the After School and Out-of-school providers requires that a bus is already routed in the direction of the provider location and there is space available on the bus to accommodate student(s). Trips to pick up schools with a later dismissal time must not be affected by these additional stops. In these circumstances, the WPS will create a bus stop at/near the provider's location.

This practice of transportation resumed during the 2021-22 school year based on these criteria. It was agreed that the WPS would meet with the group again in late summer 2022 status in preparation of the 2022-23 school year.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Monday, July 11, 2022

ITEM: Novick (June 8, 2022)

To review and update district transportation policies (EEA, EEAE, EEAEA, EEAE, EEAJ) to align with the Worcester Public Schools' method of providing transportation beginning in July 2022.

PRIOR ACTION:

6-16-22 - On a voice vote, the item was referred to the Standing Committee on Finance and Operations.

BACKUP: Annex A (9 pages) contains a copy of the proposed changes.

Delete current policy

File: EEA – STUDENT TRANSPORTATION SERVICES

~~Free transportation is granted to pupils in grades kindergarten through 12 who reside two (2) miles or more from the school which they are entitled to attend. The legal obligation of the School Committee in this respect is limited to provision for transportation for elementary school children and the School Committee does have the right, if necessary, to charge for transportation or not provide transportation at the secondary level regardless of where students may live.~~

~~Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.~~

~~Exceptions to these guidelines apply particularly to students in grade K–6 who must travel in a hazardous area to and from school where a crossing guard is not available. These students will be transported regardless of the mileage limits listed.~~

~~All eligible K–12 students are expected to ride only the bus to which they are assigned both to and from school and be picked up and dropped off at their assigned bus stops. Students will be asked to walk to a common bus stop. In that situation, students in grades K–6 should be accompanied to the stop by a parent or guardian. The safety responsibility for escorting a child to and from the bus stop shall rest with the parents or guardians of the student involved. Parents or guardians of students are responsible for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus—and only at that time—does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. It is the responsibility of the parent/guardian to escort the child to and from the bus stop where there are no sidewalks, where sidewalks are only on one side, where the bus stop is on the opposite side of the street, or where the parent/guardian has other traffic concerns.~~

~~It is also expected that all students will be outside at the bus stop TEN minutes before the bus arrives. Bus drivers have been instructed NOT TO STOP if no child is waiting. Students should be visible and not in cars, stores or otherwise not easily seen by the school bus driver. For safety reasons, it is most important that a parent or guardian be at the bus stop to receive the homecoming child.~~

~~Students in kindergarten who are transported will receive an identification tag at their school to ensure that they are not discharged from the school bus without a parent/guardian being present. Students not released from the school bus because no parent/guardian is present will be taken to a designated school site to be picked up by a parent or guardian.~~

~~Students who are assigned a school bus pass through their secondary school are expected to carry the pass with them at all times when riding the school bus and to display it to the driver for inspection, if requested. Only students with valid passes will be permitted to ride the school bus.~~

~~Transportation eligibility is based solely on the student's home address and is only for the transportation between the student's home bus stop and the school he/she attends.~~

~~Additionally, transportation shall be provided at city expense for children whose Individualized Education Plan (IEP) requires such transportation.~~

Replace with:

File: EEA - STUDENT TRANSPORTATION SERVICES

The major purpose of the Worcester Public Schools' Transportation Department is to aid students in getting to and from school in an efficient, safe, and economical manner.

The Worcester Public Schools will provide student transportation services. The district will comply with all applicable laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, as applicable
6. Insurance coverage
7. Adherence to local regulations and directives for purchasing.

The Superintendent, through appropriate administrators, will be responsible for establishing bus schedules, routes, stops and all other matters relative to the transportation program.

LEGAL REFS.: M.G.L. 40-5; 71:7A; 71:68; 71B:5; 90:7b

—

New Policy to be added

File: EEAA – TRANSPORTATION ELIGIBILITY

Students will be eligible for transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.

The Worcester School Committee provides transportation to students in kindergarten through grade 12 who reside 2 miles or more from the school which they are entitled to attend. The legal obligation of the Worcester School Committee is limited to provision for transportation of elementary school students; the Committee has the right, if necessary, to charge for transportation or not to provide transportation for secondary students.

The mileage is measured by the shortest vehicle route between the nearest walkway or driveway of the school to the students' residence. Transportation eligibility is based solely on the students' home address and is only for transportation between the student's home bus stop and the school they are entitled to attend.

Transportation will also be provided for students whose individualized Education Plan requires such transportation.

The district may also offer transportation to students living closer than two miles to the school to which they are entitled to attend for reasons of safety at the superintendent's or their designee's discretion.

Families are responsible for transporting students attending under the Special Permission Process or through out-of-district school choice.

LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B-5; 76:12b

CROSS REFERENCE.: EEA, Student Transportation Services

Legal References moved to three separate lines



File: EEAE - SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted by properly licensed school bus drivers at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

LEGAL REFS.: M.G.L. [90:7b](#) as amended by Ch. 246 Acts of 1986

M.G.L. [90:1](#) et seq.; 713:2; 713:7L

Highway Safety Program Standard No. 17

CROSS REF.: [EB](#), Safety Program

Delete the first line, delete #2, #3, #5 and #6 and change remaining numbers to bullets

File: EEAEA - BUS DRIVER EXAMINATION AND TRAINING

The Superintendent reserves the right to approve or disapprove persons employed by bus contractors to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. No person under 18 years and only persons of high character will be allowed to operate school buses.
4. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
5. The contractor will furnish the Superintendent with a list of names of drivers and their safety records for the last three years.
6. The contractor will notify school officials as soon as possible of any change of bus drivers.

LEGAL REFS.: Highway Safety Program Standard No. 17 M.G.L. [90:7B](#); [90:8A](#); [90:8A ½](#)

Updated policy

File: EEAEA - BUS DRIVER EXAMINATION AND TRAINING

- Courteous and careful drivers will be required.
- Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.

LEGAL REFS.: Highway Safety Program Standard No. 17

M.G.L. [90:7B](#); [90:8A](#); [90:8A ½](#)

Delete the first sentence in paragraph 3.

File: EEAEA-1 - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

The District shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The District will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

~~This program shall comply with the requirements of the Code of Federal Regulations, Title 49, Section 382 et seq.~~ The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

LEGAL REF.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)

49 C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing Programs

49 C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391 Qualification of Drivers

Delete entire policy

File: EEAEC – STUDENT CONDUCT ON SCHOOL BUSES

~~In view of the fact that a school bus is an extension of the classroom, the Worcester Public Schools shall require each student to conduct himself/herself in a manner consistent with the Code of Conduct and Safety and Behavior Rules for Pupils Riding School Buses as stated in the student handbook. School bus drivers have the authority and the responsibility to maintain good order while operating the bus. Additionally, bus drivers are instructed to inform the building principal about any student misconduct that creates an annoyance or distraction while driving. The building principal will inform the parents/guardians of the misconduct and request their cooperation in monitoring the child's behavior. Any student who becomes a disciplinary problem on the school bus may have riding privileges suspended on a temporary or permanent basis. In such cases, the parents/guardians of the child involved become responsible for seeing that the child gets to and from school safely. Worcester Public Schools' school buses may be equipped with cameras to create a video and audio record of each trip. This video and/or audio may be used to assist the school principal in determining what discipline, if any, is appropriate in cases of reported violations of safe riding practices. It may also be used as a tool to teach and reinforce safe riding practices for all students. As always, safety is of primary importance. At the bus stops and on the school bus, students are expected to be well behaved and cooperative at all times.~~

~~The following safety and behavior rules for pupils riding school buses are published as a guideline for students entitled to transportation by the Worcester Public Schools. A breach of these rules may result in loss of busing privileges.~~

- ~~1. Only pupils and school personnel assigned to the bus shall be allowed to ride in a school bus unless permission is granted by the Director of Transportation.~~
- ~~2. Students should be at the pick up point at the time designated and prepared to get on the bus with the least possible delay in order to keep the bus on schedule.~~
- ~~3. While at a bus pick up point, students must:~~
 - ~~• Conduct themselves in an orderly manner~~
 - ~~• Stay out of the street~~
 - ~~• Respect nearby private property rights~~
 - ~~• Remain at least ten (10) feet from the bus when it stops to pick up, and move toward the bus only when the door opens~~
- ~~4. Students should ride only the bus to which they are regularly assigned.~~
- ~~5. Students should take seats promptly after boarding the bus and remain in their seats while the bus is in motion.~~
- ~~6. Students shall not open or close windows or emergency doors except when asked to do so by the driver or the bus monitor. Students must keep arms and heads inside the bus.~~
- ~~7. While a passenger on a bus, a student must not:~~
 - ~~• Smoke~~
 - ~~• Throw any objects on the bus or out the windows~~

- ~~• Disturb the driver or other students~~
 - ~~• Litter~~
 - ~~• Make loud or unnecessary noises~~
 - ~~• Eat food or drink~~
 - ~~• Transport items which may endanger the health or safety of any other passengers~~
 - ~~• Damage or deface any part of the bus~~
- ~~8. Students must remain quiet when approaching a railroad crossing.~~
- ~~9. Students who exit from the bus should pass ten (10) feet in front of the bus and look in both directions before crossing.~~
- ~~10. In the event of a road emergency, students are to remain on the bus unless requested to leave by the driver of the bus.~~
- ~~11. After exiting the bus, students should enter the school directly for safety purposes.~~
- ~~12. A student who has been issued an identification card by school authorities should carry such card with him/her at all times and show it when requested.~~
- ~~13. Bus drivers/monitors must report violations of the above rules and regulations to the school official on Bus Conduct Forms. Riding the bus is a privilege that can be denied temporarily or permanently when the student's behavior.~~

Replace with:

File: EEAEC - STUDENT CONDUCT ON SCHOOL BUSES

The **Worcester** School Committee and **the staff of the Worcester Public Schools** share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal or their designee.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with **policies** approved by the School Committee.

NOTE: This is current policy JICC and should be aligned with the changes noted above.

New Policy to be added

File: EEAG – STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the written approval of the Superintendent of Schools.
2. The operator of the vehicle and all other non-student passengers over the age of 18 must have a current CORI on file with the district.
3. The owner of the vehicle being used in transporting students must have on file evidence with the Superintendent of personal liability insurance coverage of the vehicle in the amounts of \$100,000-\$300,000 or more.
4. The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.