

PUPIL TRANSPORTATION NEWS

KENTUCKY DEPARTMENT OF EDUCATION



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Reporting Due

It's that time of year again! Items are due to KDE for funding purposes. Please submit the forms, even if you don't have anything to report. We are doing our best to help you, the districts, ensure you are receiving all of the funding you deserve. Should you have any questions, please contact [Debra Vaughan](#) and she will be able to walk you through the steps.

May 31 - Kentucky School for the Deaf & Blind Daily Form Due

May 31 - Kentucky School for the Deaf & Blind Resident Form Due

June 30 - Transportation End of Year Form Due

June 30 - Vocational Transportation Mileage Form Due

July 8 - Certification of Transportation Mileage Due

August 1 - Bus Incident Reports due for prior fiscal year

Six Hour Updates

The [six hour updates](#) will be local time for each location. They will be held on June 6, June 8, June 10, June 22, June 23, July 7 and the STAK conference will count as the 6 hour update. Click here to view the [pupil transportation website](#) to see the locations.

Four Hour Updates

There are 17 locations for the [four hour updates](#). All start times are listed as local time. All planning to attend should check with their respective instructors prior to their training date.

Any transportation director who wishes to have a **new** inspector trained this summer should fill out the [online form](#) by July 1. If you have questions regarding this matter please contact: Dave. Mangum@education.ky.gov or (502) 564-5279 ext. 4422.

Driver Training Classes

There are still openings for the July Driver Trainer Instructor Workshops. If you are interested in sending a driver to the class, please sign up as soon as possible to ensure your spot is reserved.

[July 12-15, 2016](#)

[July 26-29, 2016](#)



Eight Hour Update Topic Ideas

Classroom

- Bus Danger Zone
- Evacuations (how to practice each type)
- First Aid
- Check the Door ONCE More!
- 702 KAR 5:080 Driver Responsibilities
- 702 KAR 5:080 Ridership List Required
- New Physical Forms
- In Case of a Fire - turn off ignition
- No tobacco on bus - driver, students, other
- No Child Left Behind
- Following Distances
- In Case of an Accident (who, what, where, when, why)

Behind the Wheel or in the Bus

- Vehicle @ Speed
- Evacuations on the bus with your drivers
- Pre-trip Inspections (maybe a contest)
- Backing and 2 point turn arounds
- Fire Extinguisher Training
- Mirror Grid Set Up and Use
- LAB Procedures
- Safe Start Procedures
- SAFE - Off Road Recovery Practice (safe location)
- Merging and Lane Changes

Defensive Driving

“If you are not close to something, you cannot hit it and it can’t hit you!”

Student Manual

KDE Communications staff is working on a student manual for driver training. It is hoped that it will be ready by fall. Once it is available, an email will go out to the directors and driver trainers. The information for the student manual has been taken directly from the Driver Trainer Manual.

Fuel Monitoring

In our travels we find that some districts are not properly accounting for their fuel. Most large districts have an electronic system in place to account for fuel. Many smaller districts use log books or simply use clipboards to keep up with fuel usage. Either method is acceptable. Districts that are not keeping up with fuel need to, if for no other reason, than to protect themselves and their districts from charges of pilferage.

There is a sample of a fuel log in the [School Bus Inspector Manual](#), page 34, which can be used in the absence of more sophisticated systems. Although somewhat primitive in its form, it will allow the district to account for the fuel used. It is not possible to determine the per mile cost of a given bus if this information is not logged. Please contact [Dave Mangum](#) if you have any questions.

School Bus Safety Training

Are you providing training each year for every student on school bus safety? To ensure you are staying in compliance, 702 KAR 5:030 (14) states that a district shall develop a plan providing all pupils instruction in school bus pupil safety each school year. This same section addresses the four evacuation drills that are required.

We find that most districts comply with this part of the regulation, but many forget or ignore the safety training requirement. Here are some ideas to help you next school year.

- Remember, there is no minimum amount of time that must be devoted to this training and there are no requirements as to who shall provide the training. KDE recommends driver trainers be involved in the development of the training and each district may choose to use them as the trainers, but do not have to do so.

- For students in elementary school, keep it simple. Provide a brief description of what to do and what not to do on and around the bus, such as stay away from the road, stay in their seat, hands and objects must stay in the bus, no eating or drinking on the bus. Use your imaginations and keep it interesting.
- For students in middle and high school, provide a prepared information sheet that can be shared by a home room teacher or other teacher, as well as a driver training. Emphasize the danger zone and how their behavior may effect that of others, especially younger children.
- Be sure to document all training. Have a principal sign off on a sheet the date of the training for your files. It only has to be done once each school year and can be combined with your regularly scheduled evacuation drills.

CDL Third Party Examiner Reimbursement Changes

There is a new process for CDL Third Party Examiner reimbursements. Please go to Reporting on the Pupil Transportation website to locate the form and instructions. These are to be emailed to [Debra Vaughan](#) on a quarterly basis.

2017 National School Bus Safety Week Theme: My Driver - My Safety Hero!

If you are planning on your School Bus Safety Week agenda for the 2017-18 school year, add the NAPT Poster contest into that agenda. There are monetary prizes at the national level. If you plan ahead, you may also be able to get local prizes from area businesses.

KDE would love to see more participation; there were not many entries in 2016. The 2017 themed posters can be done anytime from Sept 1, 2016 –May 1, 2017. You do not have to wait until May to complete them and send them in.

If you have a couple of people that enjoy working with students and helping them share their gift, don't be afraid to ask if they would like to talk to the schools so that each of the grades participate. Next year will be recognizing the school bus drivers. The 2017 theme will be "My Driver - My Safety Hero!"

Please contact [Elisa Hanley](#) if you have any questions.



2015 winning poster drawn by: Melia Lafleur, Grade 8 at Kapolei Middle School, Kapolei, Hawaii

Safety 1st

By Paula Allen

As we are all counting down to the close of 2015-16 school year ... it is time to GEAR UP for 2016-17!

Now is the time to use the 5 P's – Proper Planning Prevents Poor Performance.

National School Bus Safety Week (NSBSW) is the 3rd week in October, that's Oct 17-21, 2016. Now is the time to brainstorm and be ready to embrace this opportunity to address the importance of School Bus Safety in your community and schools. Student Transportation Association of KY (STAK), will offer a session at the conference in June full of ideas to

help you make this an exciting week. Jump ahead and go to the National Association for Pupil Transportation (NAPT) website and download info about the national theme for each year, a coloring contest and other ideas.

But you don't have to wait until October to talk School Bus Safety. Districts should plan now for community awareness projects, billboards and public service announcements that promote school bus safety when school starts. Don't forget those open houses that every school has before the first day of school. All are excellent opportunities to get the word out about school bus safety and the commitment each transportation employee has toward safety. Many people do not know the laws concerning school buses, let alone the fines for violation. Educate them.

It is all about keeping our students SAFE.



School Bus Dragging Posters

All districts should have received a set of posters pertaining to student draggings by school buses. If you have not received the posters, please contact [Elisa Hanley](#). Some were delivered by DPP's, others by STAK regional directors and the rest were mailed. There are some extras, so if you are coming to the conferences and need another one for your garage, break room or training room, let Elisa know which conference you will be attending. There is a limited number, so it will be first come first serve.

If you need several copies in different sizes, you can print them from the [PTSI website](#). These are great reminders for drivers and can also be a training tool during the eight hour updates.

Buster Bynum

The Buster Bynum winner will be announced during the STAK conference banquet. We appreciate all districts who participated.

2016 NAPT Poster Contest

We have received several posters this year. We appreciate the districts that have taken the time to spread the word. These kids do a fantastic job and we love seeing their artwork come in. All posters will be voted on during the KAPT and STAK conferences.

Conferences

KAPT Conference

June 20-22

Elisa Hanley and John Wyatt will be presenting at the KAPT conference. They will be discussing the driver shortage and sharing some resources. John Wyatt will be presenting on special needs and will be providing the six hour update. The four hour update also will be provided during this conference.

Please remember, conferences do count toward EILA credits. Per the [EILA Manual](#), attendance at education conferences of up to six hours per school year may be counted. The superintendent or designee must approve the instructional leader's participation in education-related conferences, and the instructional leader must provide verification of attendance at conferences to be filed with the local school district.

STAK Conference

June 25-28

Elisa Hanley and John Wyatt will be presenting at the STAK Conference this year. They will be conducting the new director's orientation on Saturday. John will be presenting with Sgt Michael Ross from Kentucky State Police regarding the CDL written test immediately after the director's orientation. Elisa and John also will be presenting on some of the Driver Training Manual changes that are coming up. They will be taking feedback from the attendees so that as the process goes forward, you can be assured you have been heard. Scott Rose will be presenting about T-Codes. He has a lot of great information and you will be able to get some common questions answered. There also will be technician classes during this conference.

Southeastern States Pupil Transportation Conference (SESPTC)

Elisa Hanley will be attending the SESPTC conference July 9-13. The conference will be held in Charleston, W.Va. The National Transportation Safety Board, National Highway Traffic Safety Administration, and the National Association of State Directors of Pupil Transportation Services will be on the panel to discuss seatbelts, stop arm cameras and other topics. If you are interested in attending, please go to the [SESPTC](#) website to register.

Billingsley Family Offers National 'Brandon Billingsley Memorial Continuing Education' Scholarship

During the 2015 NAPT Summit in Richmond, Va., Kristen Billingsley, owner of Heavy Duty Bus Parts/UltraLED announced the creation of the Brandon Billingsley Memorial Continuing Ed Scholarship. It is sponsored by the family in memory of her late husband, Brandon.

"Training and education were very important to Brandon," said Billingsley. "On behalf of the entire family, we're excited to support NAPT's Annual Summit in his honor."

Dedicated to supporting and developing world-class professionals who provide safe and efficient pupil transportation for our nation's children, NAPT is pleased to offer this benefit to members.

"With limited budgets, school districts are often challenged when it comes to supporting employees' continued education efforts," said NAPT Executive Director Mike Martin. "Together, NAPT and the Billingsley family are supporting the industry's professionals in their pursuit of professional growth."

The recipient of this scholarship will be awarded the following:

- Registration fee to attend the NAPT Summit held in the same year as applied for
- Hotel accommodations for up to five nights (generally Friday through Tuesday) as reserved by NAPT
- \$150 meal allowance for meals not covered by the conference (must provide receipts at end of conference)
- \$500 mileage/flight reimbursement with receipts

The application can be found on the [NAPT website](#).

Newsletter Sign Up

If you would like your driver trainers to receive this [newsletter](#), please provide them with the web address to sign up. This will need to be done annually in order to keep the list up to date. Please contact [Elisa Hanley](#) if you have any questions.

KUDOS to KDE Communications from Pupil Transportation

I wanted to make sure we recognize KDE Communications for their hard work and dedication to Pupil Transportation. You might ask what they have done, but behind the scenes they have done quite a bit. Not only do they handle media inquiries and help ensure the most accurate information is provided to the public, but they also have been very helpful in getting items to the districts. KDE Communications created the flyers, postcards and business cards for hiring, they have recently completed a project to provide districts with Tips for Parents and they are working on the design of the new school bus driver manual. That is no easy task and we want to publicly thank them as we could not do this without them.

School Bus Driver Recruitment and Retention in Bullitt County

By Staci Goedde, Director of Transportation for BCPS

Does your county have enough school bus drivers? I'm pretty sure it doesn't matter which county or even which state you are from, the answer would be "no."

Why is it so difficult to recruit and retain bus drivers? All of us can list many reasons: hours worked, only 10-month position, hourly wage, certification requirements, responsibility and student management are just to name a few. The bus drivers in Bullitt County are very fortunate that Keith Davis, the superintendent, recognized the need to support our bus drivers.

Bullitt County started the 2014-15 school year with nine routes without drivers and had to contract with common carrier companies to cover bus routes. Shortage of route drivers and no substitute drivers made daily transportation of students very difficult.

In the fall of 2014, Davis formed a working group which included six bus drivers, the director of transportation, director of finance, director of human resources, and the assistant superintendent of support services to assist him with specific ways to recruit and retain bus drivers. The committee met several times and in January 2015 Davis asked the board of education to approve the group's recommendations, which includes the following:

1. Raise bus driver pay by 50 cents per hour across the salary scales. This will make the starting wage \$15.34 per hour.
2. Longevity bonus for bus drivers starting at \$50.00 for five years and \$10.00/year thereafter to retirement.
3. Implementation of candidate ride-along, where drivers-in-training will be assigned to ride with an experienced driver to get a sense of what being a bus driver entails.
4. Recruitment bonus of \$100 to recruiting bus drivers upon hire of candidate as a sub driver.
5. Creation of five (5) full-time sub bus driver positions.
6. Accident avoidance bonus of \$50 paid twice per year to drivers who have no accidents.
7. Allowing drivers who do not have take-home privileges, to take buses home one weekend per month for cleaning.
8. Provision of consistent clothing with expectation of a professional and unified appearance. Five polo shirts with logo will be provided annually, along with a lightweight and heavy jacket as needed. All will be personalized with the driver's name.
9. Provision of up to four "teacher work days" off for bus drivers as paid bonuses for perfect attendance in previous period. Example: A driver will be off during the October work day for having absolutely perfect attendance during August and September.
10. Set up a driver mentoring program where the director will assign voluntary mentors to welcome new substitute drivers and full-time drivers, answer questions and "show them the ropes."
11. Implementation of Driver of the Month designation, one per area, to recognize outstanding service.

The total cost to be budgeted is approximately \$182,000 in additional expenditures per year for implementation.

This will be the first full year of implementation. Many of these approved recommendations, especially the hourly pay increase, have made recruiting easier. Our bus drivers appreciate the added incentives and the much needed attention to filling bus driver vacancies. Overall, the morale has been much more positive and more inviting to new applicants. We still have our ups and downs dealing with long term medical leave and daily absences, but overall it has greatly improved.

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