

TEAM MEETING MINUTES

FCPS BUS FACILITY FEASIBILITY STUDY

MARCH 31, 2016

Attendees:

Steve Bolling
Mark Maggitti
Ruth Biser
Brad Ahalt
Todd Eudy
Tom Buckley
Tiana Haile
Pam Wein
Holly Nelson
Amanda Rhoderick

Field Trip Site 1: Baltimore County Public Schools

BCPS has a fleet of 899 buses with about 60 spares. They have eleven satellite facilities that are semi-autonomous. Major repairs and service come to the central facility in Cockeysville.

1. *Approximately how many square feet is the shop facility?*
2. *How many vehicles are serviced here?*
All A inspections are done here as well as body work and glass repair. There is a paint bay.
3. *Is the facility centrally located within the service district? Do you have other facilities?*
Have 5 satellite locations with buildings – Arbutus, Providence, North Point each with 4 bays. There are two facilities that are waterless sheds. Yearly inspections and smaller repairs are done at these locations.
4. *How many bays?* 12
 - a. *Is the layout pull through, chevron, or other?*
Don't use pull thru much because lift catches rear wheels.
 - b. *What is the size of each bay?*
 - c. *How did you decide on the number of bays?*
5. *Are certain bays or certain areas designated for specific tasks?*
Old wash facility did not have proper drainage(?). It is now used for quick service.
6. *Are there hose drops for air, oil, coolant, etc.*
7. *Are there lifts in the bays? In ground or wheel lifts?*
There are in ground lifts in each bay. In-door ventilation is available in some bays.
8. *Does the shop have wireless internet?*
Yes
9. *How do mechanics log onto and out of work orders?*
10. *Is there an area for pull ups or quick service?*
Old wash bay
11. *Is there a body shop area? Paint booth?*
Yes

12. *How is the shop area heated? Cooled?*
Oil Heat, no AC. Sprinklers will be added in new facility.
13. *How large is the parts room?*
There is a daily parts delivery shuttle to deliver parts to the satellite shops
- Is there multi level parts storage?*
Yes, 2 story
 - Is there a loading dock?*
yes
 - Is there room and racking for pallet storage?*
No pallet storage area. Tire storage is in an outside cage area.
14. *Is any of your work outsourced? What kinds?*
Food service trucks, electronic problems, automatic transmissions

Parking:

15. *How many fleet vehicles are domiciled here?*
53 buses run out of this facility. All lots have fueling and DEF.
There are 11 satellite parking sites. All vehicles are parked in fenced lots. There are no issues with vandalism on the lots.
16. *How many fleet parking spaces are there?*
17. *How many staff parking spaces are there?*
18. *Is there a designated space for visitor parking?*

Staff:

19. *How many mechanics? Supervisors? Admins? Parts room Techs? Work here*
Hours are 6:30 to 3
There are 67 total mechanics for all facilities. There are 9 mechanics for the 230 white fleet vehicles. There are 11 Mechanic Service Trucks, one for each service lot and one spare. Able to make most repairs except electronic. Mechanics own their own tools and are allotted \$120 for boots annually. There are 3 parts employees.
Dispatch is handled at each lot which consists of a routing assistant and dispatch supervisor for the 5 areas. Their hours are 6 to 5.
20. *Are there multiple shifts? If so, what are the hours?*
Satellite facilities have split shifts(?)
- What is the office layout? 30x30 sf area with 4 cubicles and waiting area.*
 - Can the shop be observed from the offices?*
No
 - How many restrooms?*
 - Are there showers and lockers for staff?*
1 men's and 1 women's restroom facilities
1 men's and 1 women's locker room facilities
 - Is there a break room? Yes – break and training*
 - Is there a kitchenette? Yes – fridge and microwave near conference room and in shop*

General:

22. *How many students are in your school district? How many are bussed?*
Total school enrollment is 221,000
23. *What is the annual mileage of your fleet?*
- When was your facility constructed? 1973 – central core with three wings; remote sites have been added gradually*
 - What kind of improvements in operations have you seen since opening your facility?*

They make their own seat covers, do almost all own glass repairs.

Routing assistants review video footage when there is a problem.

Parts sheet is used for mechanics to request parts

Don't use any extended life buses because they have to have more outsourced inspections

Use 70 contactor buses.

Last 30 minutes of day dedicated to cleaning shop space.

Field Trip Site 2: Baltimore City

Facility was built in 2008. Heery International was the architect. Whiting Turner did the design build. \$20 million building; \$7 million equipment

1. *Approximately how many square feet is the shop facility?*
2. *How many vehicles are serviced here?*
5600 vehicles, including mowers, are serviced here.
3. *Is the facility centrally located within the service district? Do you have other facilities?*
4. *How many bays?*
There are 70 to 75 bays.
 - a. *Is the layout pull through, chevron, or other?*
Pull thru. One wing has higher clearance for work on fire vehicles with ladders.
 - b. *What is the size of each bay?*
 - c. *How did you decide on the number of bays?*
5. *Are certain bays or certain areas designated for specific tasks?*
There are two quick service lanes. There is an area for smaller vehicles such as police cars and pickups.
6. *Are there hose drops for air, oil, coolant, etc.*
Yes – in every bay.
7. *Are there lifts in the bays? In ground or wheel lifts?*
Every bay has an in-ground lift
8. *Does the shop have wireless internet?*
Yes.
9. *How do mechanics log onto and out of work orders?*
10. *Is there an area for pull ups or quick service?*
Two bays are quick service
11. *Is there a body shop area? Paint booth? No – Had a machine shop, but the equipment was too expensive to maintain so it was reconfigured.*
12. *How is the shop area heated? Cooled?*
13. *How large is the parts room?*
 - a. *Is there multi level parts storage?*
 - b. *Is there a loading dock?*
 - c. *Is there room and racking for pallet storage?*
14. *Is any of your work outsourced? What kinds?*
Body work is sent out.

Parking:

15. *How many fleet vehicles are domiciled here?*

- 16. *How many fleet parking spaces are there?*
- 17. *How many staff parking spaces are there?*
- 18. *Is there a designated space for visitor parking?*

Staff:

- 19. *How many mechanics? Supervisors? Admins? Parts room Techs? Work here*
150 Mechanics - 4 parts room techs
- 20. *Are there multiple shifts? If so, what are the hours?*
Two shifts
- 21. *What is the office layout?*
 - a. *Can the shop be observed from the offices?*
Yes. There is a camera system that views all areas. Not a big issue with theft of parts.
- 22. *How many restrooms?*
 - b. *Are there showers and lockers for staff?*
Men's restroom with showers
Women's restroom with showers
- 23. *Is there a break room? Yes*
 - c. *Is there a kitchenette? Yes – has clerestory that leaks.*

General:

- 24. *How many students are in your school district? How many are bussed?*
- 25. *What is the annual mileage of your fleet?*
- 26. *When was your facility constructed?*
- 27. *What kind of improvements in operations have you seen since opening your new facility?*

Had an issue with sump pumps for in-ground lifts being cut from construction budget causing maintenance issues.

Looking at closing smaller facilities and building another centralized facility.

7 small facilities – 5 bays with 2 shifts

At this location they have 1 to 1.5 mechanics per bay

Have wash facility – one auto bay, one manual bay

Site had a lot of environmental remediation

Parking lot layout – have trouble with customers walking around

Had a grant for DPF cooker through MDE

No vending machines.

30 minutes at end of shift to clean and put away tools.

Field Trip Observations – Recommendations for Our Facilities

- Offices with a view of the shop
- Pull-down electric, hoses, etc.
- Lifts – with sump pumps
- Wash Bay
- Parts room in middle of shop
- Tire storage shed/room
- Customer service area
- Space between bays for tool boxes
- Break rooms close to shop
- Forklifts/safety equipment
- T or L shape with central office works well
- Doors on both sides
- Efficiency vs control for scattered vs centralized model.