

TEAM MEETING MINUTES

FCPS BUS FACILITY FEASIBILITY STUDY

APRIL 7, 2016

Attendees:

Steve Bolling
Mark Maggitti
Ruth Biser
Ray Barnes
Fred Punturiero
Todd Eudy
Tom Buckley
Pam Wein
Holly Nelson
Amanda Rhoderick

Field Trip Site 3: Washington County Public Schools

1. *Approximately how many square feet is the shop facility?*
Site is 11.12 Acres
2. *How many vehicles are serviced here?*
160 buses – 10 mechanics; 75 contracted buses; 120 pickups/vans 25 cars 1 mechanic
3. *Is the facility centrally located within the service district? Do you have other facilities?*
No other facilities. This is the only bus facility.
4. *How many bays? 6 bays, 1 quick service bay, 1 wash bay*
 - a. *Is the layout pull through, chevron, or other?*
Pull in, back out. Quick Service bay and wash bay are pull through.
 - 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?*
1 quick service, lube bay; 1 automated wash bay
6. *Are there hose drops for air, oil, coolant, etc.?*
No
7. *Are there lifts in the bays? In ground or wheel lifts?*
1 lift in main garage, 1 lift in the oil bay. An engine hoist is installed, but unusable because of a design error.
8. *Does the shop have wireless internet?*
Yes, primarily diagnostics
9. *How do mechanics log onto and out of work orders?*
Yes, use laptops
10. *Is there an area for pull ups or quick service?*
1 oil change bay
11. *Is there a body shop area? Paint booth?*
Yes
12. *How is the shop area heated? Cooled?*
Yes, AC was recently added

13. *How large is the parts room?*
- a. *Is there multi level parts storage?*
2 story, no elevator
 - b. *Is there a loading dock?*
 - c. *Is there room and racking for pallet storage?*
Using a bay for some storage plus about 6 sea containers for parts storage. Also wooden shed for tire storage. Batteries and tires are kept at a certain number by contract delivery of a vendor.
14. *Is any of your work outsourced? What kinds?*

Parking:

15. *How many fleet vehicles are domiciled here?*
About 140. Some are parked at homes and there are two school sites where a few are parked.
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.*
8 plus two supervisors also do work.
20. *Are there multiple shifts? If so, what are the hours?*
6 a.m. to 5 p.m., staggered. Some come in 6-3, others 9-5.
21. *What is the office layout?*
- a. *Can the shop be observed from the offices?*
Yes.
22. *How many restrooms?*
1 men's
- b. *Are there showers and lockers for staff?*
Yes, 1 men's with shower
23. *Is there a break room?*
Meeting/conference room
- c. *Is there a kitchenette?*

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 facility?*

The facility was built in 1990. The structure is a pre-engineered building. An epoxy resin is applied to the floor annually. Oil and fluids are checked here. Drivers fuel vehicles here or at AC&T. Drivers add fluids when needed. One person oversees the gas pump and hands out supplies (Oil and fluids). Parts are tracked on paper.

Contractor buses are not serviced or repaired at the facility. The LEA is responsible for Type B inspections, but the owner of the bus is responsible for the Type A inspection and all maintenance and repairs.

Field Trip Site 2: Baltimore Mack Truck Dealership Shop in Hagerstown

New building moved in June 2015. Cost \$8.5 million. Built by Myers Building Systems, Inc., of Clear Spring, MD. Total of 10 Ac. 2 Ac gravel lot not currently used. Masonry wall to about 12 ft. pre-fabricated upper wall units to a total building height of about 30 ft. total. Used floor plan from Gainesville facility.

1. *Approximately how many square feet is the shop facility?*
Per newspaper article, *Herald Mail*, April 24, 2014, there is 32,500 sf.
2. *How many vehicles are serviced here?*
Since this is a dealership, primarily do warranty service.
3. *Is the facility centrally located within the service district? Do you have other facilities?*
Have dealerships in Gainesville, VA and Baltimore, MD
4. *How many bays?*
10 – includes wash bay and CNG bay.
 - a. *Is the layout pull through, chevron, or other?*
Pull in to central aisle.
 - 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?*
1 wash bay, one CNG bay
6. *Are there hose drops for air, oil, coolant, etc.*
Not yet, plan to install overhead for each bay in future
7. *Are there lifts in the bays? In ground or wheel lifts?*
No lifts. May install some in the future; currently techs don't like
8. *Does the shop have wireless internet?*
Yes, laptops are centralized but may give one to each tech in future.
9. *How do mechanics log onto and out of work orders?*
10. *Is there an area for pull ups or quick service?*
11. *Is there a body shop area? Paint booth?*
Body work is outsourced.
12. *How is the shop area heated? Cooled?*
Natural Gas heat. No AC
13. *How large is the parts room?*
Maybe 30x50 sf; overhead door allows delivery trucks to back in and/or be offloaded with forklift. Can stack pallets of items.
 - a. *Is there multi level parts storage?*
A second level of parts shelves can be added at a later date. There is a mezzanine level with some storage.
 - b. *Is there a loading dock?*
 - c. *Is there room and racking for pallet storage?*
Yes
14. *Is any of your work outsourced? What kinds?*
Body work is outsourced.

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.*
Currently 8 techs and 3 parts room techs.
20. *Are there multiple shifts? If so, what are the hours?*
Two shifts. Open 7 to 7
21. *What is the office layout?*
a. *Can the shop be observed from the offices?*
Can be observed from the driver waiting area
22. *How many restrooms?*
b. *Are there showers and lockers for staff?*
Two restrooms with lockers and showers
2. *Is there a break room? Yes*
a. *Is there a kitchenette? Yes*

General:

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

Machine Shop

Machine Shop is included. Do machine work for any/all types of vehicles, not just Mack. Includes wash room to clean parts before they go into the machine shop. Ceiling crane/hoist.

CNG Bay

Meets specifications to allow work on CNG vehicles.

Concrete work areas on outside of bays allows outside work without the heat of asphalt, or without damaging an asphalt surface.

No vending machines for shop supplies.

All drains enter a grease pit which is pumped annually.

Electric bay doors.

Field Trip Observations – Recommendations for Our Facilities

- Wash Bay
- Go as big with design as allowed, will use it all, and allows for expansion
- Be sure bays are long enough and wide enough
- Winch
- Computer/tablet at each bay
- Should we outsource tires? These shops do
- Mezzanine storage useful
- Compressed air in the structure's columns
- Sloped floors
- Eagles Nest office with view of shop bays