

TEAM MEETING MINUTES

FCPS BUS FACILITY FEASIBILITY STUDY

APRIL 14, 2016

Attendees:

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

1. Recap of vehicle facility tours

March 31, 2016

Baltimore County Public Schools Bus Garage – Ms. Nelson reviewed the information gathered from our tour. It was pointed out that while the main garage works from 6 to 3, the two satellite facilities are open until 5.

Baltimore Municipal Garage – This is a 14 Ac. Site.

April 7, 2016

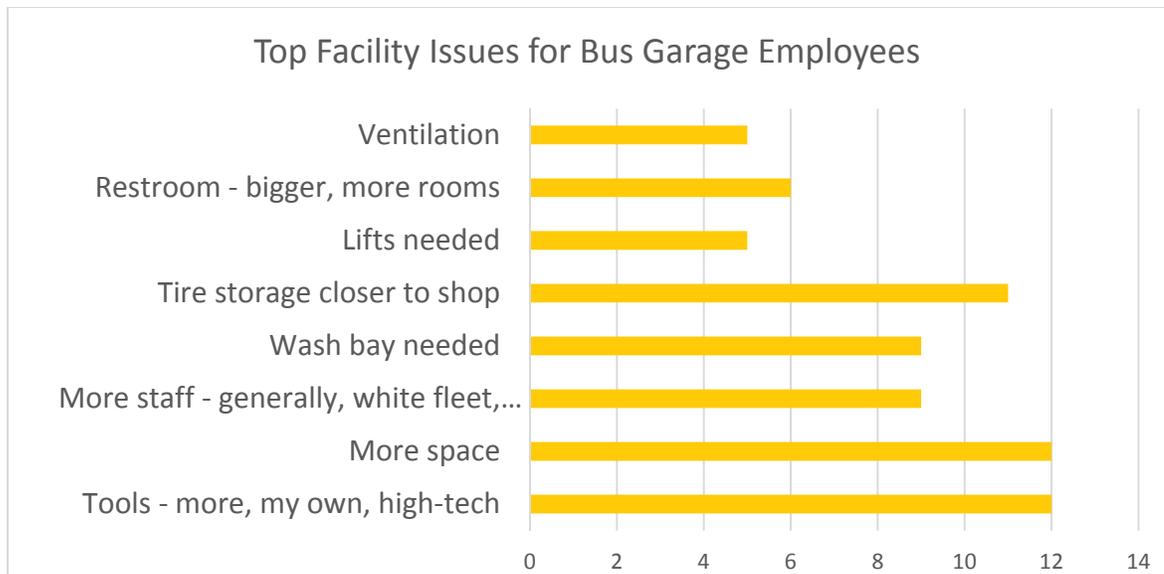
Washington County Public Schools Bus Garage
Potomac Mack Truck Dealership Garage

See meeting slides for photos from the facility tours and more details about the facilities.

2. Summary of information gathered from FCPS bus garage staff

Ms. Nelson interviewed 14 Transportation Department bus garage employees for input regarding the bus garage. Staff interviewed were mechanics, parts staff and office staff.

The top issues for the bus garage employees are shown in the following chart:



Mr. Eudy asked if there were any comments regarding shift work. Ms. Nelson said yes, some discussed their hours and breaks. Mr. Buckley asked if there were any who would like to have their own bay to work in. Ms. Nelson said she did not directly address this idea. However, there were some comments regarding issues with overlapping work. Shift work causes confusion in shared work. Several wanted more tools or their own tools. Ms. Pasierb asked were there any surprises. Ms. Nelson said not really, they seemed to be generally satisfied and are accepting of the issues with the facility. It was pointed out that some have been there so long, they don't know what a more modern facility would be like. Ms. Pasierb asked did they have any issues. Ms. Nelson stated the parts process is cumbersome and suggested some parts could be more available. Ms. Wein suggested more space to store parts might be helpful. Mr. Eudy asked were there any suggestions for other facilities around the county to make for better, quicker service. Ms. Nelson said there were some who commented on this idea.

3. Plan for Driver outreach

Ms. Nelson discussed methods of collecting responses from the bus drivers during bus inspections beginning April 19 and running thru May 5. Ms. Haile suggested some questions could be answered more quickly if there were some choices or ranges given for possible answers. Mr. Ahalt asked what kind of information are we trying to get from the drivers regarding the bus maintenance garage? Ms. Nelson said she wants to know how they feel about the effectiveness of the maintenance and how long it takes to make repairs, and would these issues be favorably affected if more locations were available. Mr. Bolling stated we need to address "customer service". Our customers are the drivers and the students. Ms. Pasierb asked what do we need from an improved bus facility – better fueling, training, servicing, parking, a break room, etc. Is this survey going to be just on paper? Ms. Nelson stated we are going to be using both paper and Chromebooks for the collection of the data. Ms. Haile added that the Chromebooks, using Google Forms will allow more immediate collection of the data. The data on the

paper forms will have to be entered before it can be analyzed. Mr. Buckley asked how many pads will be available. Ms. Haile said 6, 12 up to 30, if they are needed. Mr. Buckley said 6 with a couple of backups should be sufficient. Ms. Haile added that the pads need to be within the 50 ft. range of the mobile hot spot. We will need clipboards for the paper forms. Ms. Nelson said we will be flexible. There is also a link where they can complete the survey online. Mr. Punturiero or Mr. Buckley will email the drivers regarding the survey and the online link for their information. Ms. Nelson asked will there be some other drivers who could help. Mr. Buckley said there are probably some drivers who will be willing to help. However, we need to be mindful of overtime. Ms. Pasierb asked how many staff are needed. Ms. Nelson said probably 2 or 3.

4. Updates from steering committee meeting

Ms. Nelson reported on her meeting with the steering committee. She presented the steering committee with a list of suggested needs from the feasibility committee. The steering committee felt that the argument for more parts storage space was no longer valid since there is going to be a new storage facility provided. There was discussion of the need to present the conditions and needs in the best manner, supported by our data. These analyses would be a cost benefit analysis, the costs of maintaining the extended life buses, and the value of the increased efficiencies resulting from the new facility. Some comparison should also be made to address the decision to go from contracted to all FCPS owned buses, and the failure to address the support facilities for this decision.

5. Discuss data collected

Ms. Pasierb stated the committee needs to identify a clear need and solution and to quantify this information for the Board of Education. Student projections for the next 10 years are flat. There are only 1500 new students projected to be added over the next 10 years. The state is showing no in-migration, development is slow and birth projections are going down. We need to look at the Washington Council of Governments (COG) projections for growth in Frederick County, and compare this to other growth factors. Mr. Buckley stated we have been seeing an increase in special bus transportation services that are increasing faster than the general population. These services are for special needs and non-public transportation to and from other counties. These include transitional students who are maintained at their home schools, regardless of their domicile location.

Mr. Maggitti provided information to Ms. Nelson regarding the number of bus breakdowns per month. Except for September, there was an average of about 15 breakdowns per month which caused delays in service.

6. Initial discussion on facility specifications

Mr. Ahalt cited a North Carolina document he provided to Ms. Nelson regarding specifications for a bus garage facility. He noted pre-engineered buildings are easier to build and add on to, and are more economical. Mr. Buckley stated the most desirable facility would include administrative and parts storage within one building. Mr. Ahalt stated that new satellite facilities could be "all-inclusive" but that the facilities at Hayward Road could benefit most with a new garage, parts storage and parking; and update existing facilities, to meet the needs of the department.

7. Next steps

Ms. Nelson reviewed the committee's schedule and stated that it may need to be adjusted.