

Henderson County Public Schools Transportation Review

Review Date: **September 12, 2017**

To: Ms. Marganna, Stanley, Superintendent

Cc: Ben Payne, Director of Transportation

Superintendent Stanley,

Henderson County Public Schools (HCPS) received a Review of the pupil transportation program by a team from the Kentucky Department of Education (KDE) on Tuesday, September 12, 2017.

I would like to commend the staff of HCPS Transportation for their helpfulness and willingness to work with us during our review. They were all cordial and professional in appearance and interested in running the most efficient and compliant program possible. Following is an area breakdown of what Mr. Wyatt and his team found during the review. If you have any questions or concerns please feel free to contact John Wyatt.

1. Driver Training Program

A review of 24 driver records was conducted to determine whether all laws and regulations regarding training were being followed. KDE found most records to be complete. There were a few missing items that are being addressed by the appropriate training staff. The deficiencies ranged from test not having a score indicating a passing grade to a couple of pre-employment items not being in the files. Most of these can be fixed rather easily and many were addressed while we were checking other records. HCPS is doing an overall good job in this area. Two records did not contain a criminal record check from the Kentucky State Police which is required by state statute.

Recommendation:

HCPS needs to be sure that all records are complete before submitting the data to KDE for certification. Continue current training practices.

2. Shop Operation & Maintenance

Monthly inspections are being conducted in a timely manner and meet state requirements. HCPS has four bays for bus maintenance. HCPS has a lot of older buses and the maintenance staff is to be commended for their efforts in maintaining a safe fleet. HCPS has a significant amount of obsolete inventory stored in a storage room that appears to be in need of a full inventory and

reorganization. The shop is clean and well organized with adequate equipment to perform necessary maintenance.

Recommendation:

The parts room is need of a full inventory and all obsolete parts should be disposed of properly. Shop operation should continue current practices. It is recommended that a fleet of this size have at least 5 working bays.

3. Recording Systems and Procedures

HCPS has transitioned to an electronic format for all maintenance records and this system seems to be working very efficiently. Some maintenance records are being filed based upon the driver and not the actual bus.

Recommendation:

Continue current practices with a minor adjustment in filing all bus records by bus number and not by the current driver. KDE recommends that the current school years records be adjusted to meet this standard.

4. School Bus Replacement

HCPS does not have a board policy for the routine replacement of bus inventory. Currently 25% of the fleet is out of depreciation. The state average is somewhere around 20%. Maintenance cost increase overall significantly as a bus gets older. Depreciation is paid for 14 years after a bus is put into service. Based upon the current years inventory

Recommendation:

HCPS should consider a board policy to ensure that replacement buses are bought on a regular schedule to ensure that all regular route buses are within the depreciation schedule.

5. Transportation Policy Manual

HCPS maintains a current policy manual that is available to all staff and the general public.

Recommendation:

Continue current practice.

6. Regulatory Requirements

All aspects of the HCPS transportation program were found to be operating within state requirements.

Recommendation:

Continue current practices.

7. Bus Appearance and Condition

All buses that were observed were clean and appeared to be in safe operating condition.

Recommendation:

Continue current practices.

8. School Loading and Unloading Observation

Not observed. All schools have separate lines for buses and cars.

Recommendation:

Continue current practices.

Henderson County is operating a very safe and efficient transportation program. The director and his staff are to be commended for the commitment to excellence that is demonstrated across the board in their attitudes, work ethic and dedication to the children of their community.