

Transportation Responsibilities

Consortium Responsibilities:

1. Preliminary routes before school in August and again before ESY
2. Denise will send the transportation request form to the transportation director of the resident district for any students that require transportation to start after the start of the school year.
3. Consortium will set up a meeting at the beginning of the year with all consortium transportation directors to show the draft routes and help them work out the most cost effective routes for the whole consortium.
4. Provide a binder for each driver with Transportation logs, transportation request forms for each student needing transportation, Consortium calendar, ECSE calendar, all program/school start and end times. The driver should also put their route pick up and drop off times in this binder so a substitute driver would be able to drive their route without trouble.

District Transportation Director Responsibilities:

1. Attend the consortium transportation meeting in August to see the draft routes and assign the drivers in their districts the routes that they will need to drive.
2. Make sure that the drivers contact the parents with pick up and drop off times.
3. Contact the drivers assigned to routes for snow days/late starts.
4. Find substitute drivers to cover vacations/illnesses for regular school year and ESY routes.
5. Assign routes to any students that start after the August meeting date.
6. Work with the other districts' transportation directors to provide the most cost effective routes. We don't want two vans driving the same roads if possible.
7. Make sure that you have enough vans, car seats and booster seats for the students.
8. Have your drivers fill in the transportation logs required to bill MA and email them to Amy at the end of the month.