

Lamorinda School Bus Transportation Agency
Regular Meeting AGENDA
DATE: September 10, 2019 TIME: 9:30 a.m.
City of Lafayette, 3675 Mt. Diablo Blvd., Lafayette CA
Conference Room 240 (Second Floor)

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) PUBLIC COMMENT – items not on the agenda
- 4) ADOPTION OF MINUTES – June 25, 2019
- 5) NEW BUSINESS
 - a) Introduction of new Program Aide, Debbie Harley
 - b) Update on Enrollment and Ridership for fall 2019
 - c) Moraga Parks & Rec Enrichment Program Update
 - d) First Student update on drivers and operations
 - e) Approve addendum to First Student
 - f) Recognition of outgoing Program Aide, Sue Graves
- 6) LATE BUS REPORTS – August 2019
- 7) REPRESENTATIVE FROM SUPERINTENDENT OF LAFAYETTE SCHOOL DISTRICT
- 8) CHAIR AND BOARD MEMBERS' REPORTS
- 9) WRITTEN COMMUNICATIONS Email from Julie Lloyd, 8/22/19
- 10) NEXT MEETING DATE - TBD
- 11) ADJOURNMENT

I, Whitney Simon, declare under penalty of perjury, that this agenda has been posted at least 72 hours in advance in the following locations: City of Lafayette Offices, 3675 Mt. Diablo Blvd., in the glass case downstairs, Lafayette, CA.

Whitney Simon, Program Manager

*Any writings or documents pertaining to an open session item provided to a majority of the LSBTA less than 72 hours prior to the meeting shall be made available for public inspection at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA during normal business hours. Agendas and packets are available for review by the public during regular Monday – Friday work hours at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA and on the website at www.lamorindaschoolbus.org Agendas and packets shall be made available at least 72 hours in advance of each meeting. Upon request this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the ADA Act of 1990 (42 U.S.D. Sec. 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Juliet Hansen, Program Manager, at 925-299-3216 at least 48 hours before the meeting if possible.

Lamorinda School Bus Transportation Agency

DRAFT MINUTES

City of Lafayette Offices
3675 Mt. Diablo Blvd., Rm. 240
Lafayette, CA 94549

Date: June 25, 2019
Time: 9:30 a.m.

Present: Chair Worth, Vice Chair Kendzierski and Board Members Mangold, Candell, Tuckerman, Hoxie, Korpus and Mike Anderson for Cam Burks.

Absent: Jon Nickens

Also Present: Henry Cooper, First Student; Juliet Hansen, Whitney Simon and Sue Graves, LSBP Staff.

1. Call to Order - Chair Worth called the meeting to order at 9:34 a.m.
2. Adoption of Agenda - Chair Worth requested to move item 5d to the end of the meeting. The agenda was adopted as amended M/S/C/U (Kendzierski/Candell).
3. Public Comment - None.
4. Approval of Minutes - The minutes of May 21, 2019 were approved as presented M/S/C/U (Kendzierski/Korpus)
5. New Business

- a. Introduction of new Program Manager, Whitney Simon

Chair Worth introduced the new Program Manager, Whitney Simon who started on June 17, 2019.

- b. Update on enrollment for Fall 2019

Ms. Simon reviewed the analysis of last year enrollment figures, five days prior to the close of early bird registration, with this year's enrollment. The number of riders registered increased by 78, from 509 riders, to 587. Of the 587 currently registered, 366 are scheduled for roundtrip and 165 for one-way service. This represents a slight decrease in roundtrip passes, down 8% from the prior year. It is unclear if this trend will continue. It was suggested that Ms. Simon provide regular updates to the board, as the next board meeting will not occur until one month after school starts, to which she agreed.

- c. First Student update on drivers and operations

Mr. Cooper provided an update on safety and reported no significant safety issues for the months of May and June. He stated that First Student (FS) is still challenged by the driver shortage. FS had targeted the retiree demographic for drivers but have experienced some difficulty in getting some drivers to complete their certification. In addition, they are also recruiting for P/T drivers (a.m. or p.m. shifts.) They are still offering hiring bonuses and paid training. There is still a nationwide shortage. He is optimistic that we should be in good shape for drivers for the beginning of the school year, but there could be some drivers that leave over the summer. Mr. Cooper stated that all drivers are guaranteed 2.5 hours per day, but typically they complete a shift in 3 hours. First

Student is currently in contract negotiations with drivers, pay ranges from \$20-\$26/hr. Board member Hoxie asked if FS new rates would increase the wages and benefit packages for the drivers. Mr. Cooper replied that the new contract pricing covers new buses, wage increases and the increased cost of fuel.

d. Recognition of outgoing Program Manager, Juliet Hansen

The board recognized Ms. Hansen for her 23 years of service to the Lamorinda School Bus Program

6. Late Bus Report

The board reviewed the May late bus report; there is opportunity to improve the reporting. This year there were more combined routes than any other year. There were 2 drivers that were not invited back due to absenteeism.

7. Chair and Board Members' Report

Board member Hoxie advised that there is a possible re-districting that may take place for Sleepy Hollow and Wagner Ranch as Wagner Ranch is full.

Chair Worth advised the CCTA plans to add another bond measure for March 2020. This would provide additional funds for the Lamorinda School Bus program. These funds will be for additional services, not subsidies. Chair Worth also advised that a protected crossing is going to be installed on Moraga Way, near McDonnel Nursery.

8. Written Communications

a. Email from Limor Rozmarin, Orinda, May 30, 2019

Limor Rozmarin requested a discount, since one parent lives in El Sobrante, and her child would only use the RT fare 50% of the time. It was agreed that no exceptions to the current pricing schedule would be made, as there is no way to monitor how often the bus is being used. Sue Graves suggested the student could use the OIS route 11 bus that stops at Wagner Ranch.

b. Email from Tina Elliott, Orinda, June 20, 2019

The board acknowledged the letter, but noted the price increase is necessary due to the increased cost of student transportation

9. Next Meeting Date - The next meeting was set for Tuesday, September 10, 2019 at 9:30 a.m.

10. Adjournment - The meeting was adjourned at 11:04 a.m.

Respectfully Submitted,

Whitney Simon, Program Manager

LSBTA Meeting
September 10, 2019
Staff Report

Lamorinda School Bus Program
Staff Report

Date: September 03, 2019
To: Lamorinda School Bus Transportation Agency
From: Whitney Simon, Program Manager
Re: Update on Enrollment and Operations, Fall 2019-20

Background

At the end of last year FY 18-19, the school bus program finished with 1546 bus riders and collected \$637,887 in parent fees (annual bus passes); the LSBTA had budgeted \$610,060. This year to date, staff has collected \$710,418 in parent fees (current projection for continued monthly payments is \$252,725.00); the LSBTA budgeted \$871,200 by the end of the school year. Our current projections, which include monthly subscriptions, the LSBTA will exceed its goal for parent contributions in FY 19-20.

Last year the LSBTA operated twenty-two buses/routes serving twelve schools. The number of bus routes had to be reduced to 19, but the schools serviced remains the same as last year. Schools not served include Del Rey Elementary in Orinda, Happy Valley Elementary, Lafayette Elementary and Acalanes High School in Lafayette and Camino Pablo Elementary in Moraga.

School Enrollment and Round-Trip Equivalents

The program has 1332 students enrolled for annual bus passes as of September 3, 2019. Please see Table A for Enrollment by School. The program has 1064 round trip equivalent riders (RTEs). Two one-way riders equal one round trip equivalent (RTE). Please see Table B for Enrollment by Route. Routes that are tiered or where students ride together on the same bus are considered together.

Lafayette Routes

Lafayette has seven buses, which includes the Kindergartner runs. The highest ridership route is Stanley Route 22 and Burton Valley Route 25. Stanley Routes 23, serving Reliez Valley and Pleasant Hill Rd., is full in the a.m.; this is the only full route in Lafayette.

Moraga Routes

Moraga has four buses. The highest ridership route is Route 2 (JM/LP combo) & Route 5 (JM/RH combo), which also provides an early morning Campolindo run through Lafayette and Moraga.

Orinda Routes

Orinda has eight buses which each serve two schools, except for route 17 which serves 3. The highest ridership route is Route 17, for OIS. OIS Routes 19 is at capacity in the morning & afternoon; OIS 10 is full in the afternoon. The Orinda Library stop has been very popular, and we have 29 children who use this stop. As a result, we had to relocate all the Miner Rd. stops to Route 10. Both buses are quite full, but it seems to have addressed the issue. There was a complaint about speeding on Miner Rd. With the help of Amy Worth, Orinda

Public Works & the Orinda Police department, we were able to get temporary signage and motorcycle officer out to patrol the area.

First Student Operations

All routes have permanent drivers assigned as required by the transportation contract with First Student. School start-up went smoothly for most routes, but there were many challenges for OIS routes (particularly 16 & 17.) There are many stops on these routes, and the buses have been running behind their scheduled times. We've re-routed some of the stops, to make the routes more efficient. There have been many complaints regarding the afternoon drop-off times, as the routes are long, and some students aren't arriving home until after 4:30 P.M. Both JM and Stanley have had some complaints that the bus is not arriving to school at the scheduled time.

There was confusion with school starting a week earlier this year, and a few drivers had approved vacations on the books. Substitute drivers were used during the beginning of the school year, this caused a few issues with drivers not being as familiar with the routes. We will ensure that First Student is aware that Orinda schools start on August 13, 2020; Lafayette and Acalanes UHSD start August 11, 2020; Moraga's 2020 calendar has not been approved yet.

Both Donald Rheem & Los Perales elementary schools transitioned to their Early/Late Schedules for the K-2nd graders on Tuesday, September 3rd. The lists were not provided to the Lamorinda School Bus program until after 4 P.M on Friday, August 30th. The late start kids need to be routed, based on their assigned bus stop, for service that began on September 3rd, post Labor Day Holiday. This resulted in First Student's Operations Manager, Pamela Lee, and myself having to work over the weekend to ensure the parents had updated schedules for their students. I will submit a request to the Principals and the District that this information be provided to us no later than 2 days prior to the weekend, before the new service starts. I would like to extend my appreciation to First Student, and specifically to Pamela Lee, for their hard work and commitment to the program.

We have a child with epilepsy who rides OIS 15. They had alerted us that they had given instructions to the driver on how to administer his medication, should he have a seizure that lasted more than 3 minutes. Originally First Student was okay with the plan, then after further review with their Operations team, deemed that it was too much of a liability. The parents were very upset and stated their child was being discriminated against. I discussed with our attorney and she advised that they speak with the district about providing transportation. The parents met with the district and they are working on providing an aide to ride the bus with the child. I agreed to waive the bus fee for the aide. The district is working on locating a stop for the aide to board the bus, where they can leave their car. The parents seem happy with the solution.

Late Bus Report has not been received yet, as such liquidated damages have not been assessed. See Table C for Club Texting highlights and received parent communications.

Summary

The Lamorinda school bus has only seen a 10% drop in enrollment, compared to the 20% projection. It is essential that we correct any late issues to prevent bus pass cancellations. We have received numerous calls and emails, from families with late bus issues, stating this will be their only course of action should the issues not be fixed. Based on our current projections, the program will be able to meet its revenues goals in terms of parent contributions collected. Staff will continue to monitor route performance and ridership as well First Student operations.

Recommendation

Receive and file.

Table A
 Enrollment by School
 2018 - 2019 vs. 2019 - 2020

City	2018 - 2019*	2019 - 2020**	Difference	%
<u>Lafayette</u>				
BVE	203	153	-50	25%
SPR	64	53	-11	17%
STAN	237	234	-3	1%
<u>Moraga</u>				
CAMPO	52	33	-19	37%
*JM	169	160	-9	5%
*LP	27	29	2	-7%
*RH	71	73	2	-3%
<u>Orinda</u>				
GL	24	26	2	-8%
MIR	41	34	-7	17%
OIS	473	436	-37	8%
SH	92	67	-25	27%
WR	39	34	-5	13%

*Sept 19, 2018

** Sept 4, 2019

*** Combined Routes

Reporting School enrollment

Table B
 Enrollment by Route - Round Trip Equivalents
 2018 - 2019 vs. 2019 - 2020

City	Route	2018 - 2019 RTE's*	2019 - 2020 RTE's**	Difference
Lafayette	BVE 21/STAN 21	45	50	5
Lafayette	BVE 25/K1PM	73	52	-21
Lafayette	STAN 22	62.5	56.5	-6
Lafayette	STAN 23	62	58.5	-3.5
Lafayette	BVE 28	54.5	35	-19.5
Lafayette	STAN 29/K2PM	52	50.5	-1.5
Lafayette	SPR 27	48	40	-8
Moraga	JM/RH 5/Campo 5	56	67.5	11.5
Moraga	JM/RH/Campo 4	49	52	3
Moraga	JM/LP2*	47.5	59	11.5
Moraga	JM/RH3	46	52	6
Orinda	SH/OIS10	75.5	70	-5.5
Orinda	GL/15/OIS15	57.5	59	1.5
Orinda	WR11/OIS11	56	63.5	7.5
Orinda	WR12/OIS12	54.5	62	7.5
Orinda	OIS/MIR 16	38.5	45.5	7
Orinda	SH/OIS/MIR 17	65.5	76.5	11
Orinda	SH/OIS19	75.5	66.5	-9
Orinda	SH/OIS13	48.5	47.5	-1

1067***

1063.5

*Sept 19, 2018
 ** Sept 4, 2019
 ***Does not incl
 deleted routes

Actual RTE's 18-19	RTE's 19-20	Difference
1203	1063.5	-139.5

Table C

Club Texting Late notification/documentated parent contact

August 2019

Bus	Club Texting Messages Sent to Parents	Sent
LATE BUS 15	9/4/19 Glorietta 15 is running 6-8 minutes late. We do apologize for the inconve	9/4/2019 7:18
Late Bus 23	9/3/2019 Stan 23 will be 10 minutes late this am. We do apologize for the inconv	9/3/2019 7:28
Late Bus 23	9/3/2019 Stan 23 will be 10 minutes late this am. We do apologize for the inconv	9/3/2019 7:28
LATE BUS 16	8/29/19 OIS 16 IS RUNNING 4 MINUTES LATE.. WE APOLOGIZE FOR THE INCONVE	8/29/2019 8:00
SH Buses Late	Due to construction in the area, Rte 10/17/19, running appx 10 minutes late	8/21/2019 13:55
Late Bus	8/16/19 OIS 12 will be late to school/home. Pls expect a delay of 15-20 min dela	8/16/2019 15:37
Combined Bus	8/16/19 Stan 23 will be combined with 22 and 29. Pls expect a delay of 10-20 mir	8/16/2019 14:31
Combined Rte	8/16/19 OIS 11 will be combined with OIS 10, OIS 12 and OIS 13 this pm. 925-92f	8/16/2019 14:08
Combined Bus	8/16/19 WR 11 will be combined with WR 12 this pm. We anticipate a late bus o	8/16/2019 13:38
Late Bus	8/16/19 WR 12 will be approx 5-7 min late. We apologize for the inconvenience.	8/16/2019 7:02
OIS 11	8/15/19 OIS 11 will be approximately 10 minutes late due to traffic. We do apolo	8/15/2019 8:07
OIS 13	8/15/19 OIS 13 will be 5 minutes late due to construction on the road. We apolog	8/15/2019 8:00
OIS 15	8/14/2019 OIS 15 will be approximately 10 minutes late to school and home. We	8/14/2019 15:44
JM/RH 4	8/14/19 JM/RH 4 Will be 10 minutes late to school. We apologize for the inconve	8/14/2019 8:23
GL 1	8/14/19 /GL 15 may be delayed approx 15-20 late this am.. 925-976-0375 for upc	8/14/2019 7:10
LATE BUS 15	8/13/19 STANLEY 29 WAS 7 MINUTES LATE TO SCHOOL.	8/13/2019 15:28

Emails/Phone Calls - not addressed in Club Texting

8/13/19 - Route 4 late to JM

8/14/19 ois 17 5 kids not picked up @ Glorietta @ Martha

8/14/19 Driver passed kids at 83 Rheem - parents drove students

8/15/19 ois 17 5 kids not picked up @ Glorietta @ Martha

JM4 Arriving late to school

8/19/19 Stanley issue - combined bus - Mike Haas

8/19/19 route 4 missed stop at Calle La Mesa @ Corte Yolanda - supv drove

8/27/19 Email Michael Lane - repeatedly late 14/16 combo

8/27 /19 route 16 arriving past 2nd bell - multiple emails - no text sent

8/28/19 Route 23 arrived Stanley & Camino Diable 8:43 14 minutes late

8/29/19 Bus #16 14 MINUTES LATE PICK UP 8:18

**LAMORINDA SCHOOL BUS
TRANSPORTATION AGENCY**
Transportation Agreement

ADDENDUM NUMBER FOUR

The **LAMORINDA SCHOOL BUS TRANSPORTATION AGENCY** (“Agency”) and **FIRST STUDENT** (“Contractor”) mutually agree to amend the existing Contract for Furnishing School Bus Transportation, dated February 25, 2009, hereinafter referred to as “Contract”, as stated below:

1. Section A.2.c. of the Contract provides that the “Contract may be amended by mutual written agreement.”
2. The Parties entered into that certain Addendum Number One, that certain Addendum Number Two, and that certain Addendum Number Three for the purpose of amending the terms of the Contract. The Parties desire to further amend the Contract pursuant to this Addendum Number Four.
3. Exhibit A is hereby amended to replace the rates for “Other Transportation – Field trips, athletic trips, or any other school sponsored trips using buses assigned to regular morning or afternoon school runs” with the rates set forth in the attached “Exhibit A – Amended.”
4. This Addendum Number Four shall be effective as of September 1, 2019 and is agreed to by the Parties.
5. Except as amended by this Addendum Number Four, all other terms and conditions of the original Contract, Addendum Number One, Addendum Number Two and Addendum Number Three shall remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum Number Four as of the date written above.

FIRST STUDENT, INC.

LAMORINDA SCHOOL BUS
TRANSPORTATION AGENCY

BY: _____

BY: _____

ITS: _____

ITS: _____

NAME: _____

NAME: _____

DATE: _____

DATE: _____

EXHIBIT A

FIRST STUDENT PRICE PROPOSAL

[ATTACHED BEHIND THIS PAGE]



	REPLACE 12 VEHICLES WITH CONVENTIONALS IN YEAR 1 AND UP TO 12 ADDITIONAL IN YEAR 3							
Route Count	22	21	20	19	18	17	16	15
2019/20	\$544.47	\$544.47	\$552.23	\$552.23	\$556.80	\$556.80	\$561.36	\$561.36
2020/21	\$604.36	\$604.36	\$612.98	\$612.98	\$618.05	\$618.05	\$623.11	\$623.11
2021/22	\$622.49	\$622.49	\$631.37	\$631.37	\$636.59	\$636.59	\$641.80	\$641.80
2022/23	\$641.16	\$641.16	\$650.31	\$650.31	\$655.69	\$655.69	\$661.05	\$661.05
2023/24	\$660.39	\$660.39	\$669.82	\$669.82	\$675.36	\$675.36	\$680.88	\$680.88

Other Transportation - Field trips, athletic trips, or any other school sponsored trips using buses assigned to regular morning or afternoon school runs:

	Flat Rate (2 Hours)	Hourly Rate > 2 Hours
2019/20	\$280.00	\$69.00
2020/21	\$288.40	\$71.07
2021/22	\$297.05	\$73.20
2022/23	\$305.96	\$75.40
2023/24	\$315.14	\$77.66

From: [Julie Lloyd](#)
To: [Simon, Whitney](#)
Subject: Re: Special accommodation
Date: Thursday, August 22, 2019 10:12:19 AM

Ok Simon,

Thank you for explaining again I'm sure I'm not alone and it seems an unfair financial burden on single parent situation who can least afford it so perhaps you could put it to the board to make adjustments to how the bus pass system is set up If not this year in the future.

Kindly

Julie

Sent from my iPhone

On Aug 22, 2019, at 10:06 AM, Simon, Whitney <wsimon@ci.lafayette.ca.us> wrote:

Hi Julie –

I understand the situation, but unfortunately our passes don't work that way. As mentioned, we can't monitor when the passes are used. Again, I would suggest possibly using the one trip passes, perhaps for both directions. You would have to do the math to see if that makes sense for your situation. My rough calculations show that one trip passes, for your needs would equal \$120/mo (if you purchased PM passes to supplement your needs, that would an additional \$48/mo – which would be \$111/mo), so it would make more sense to register for Round Trip, which would equal \$94/mo. I apologize for the inconvenience, but we are not set up to accommodate riders who only need rides on certain days (except with one trip passes.)

Best,

Whitney Simon, Program Manager
Lamorinda School Bus Program
3675 Mt. Diablo Blvd., Suite 255
Lafayette, CA 94549

(925) 299-3216 ph (925) 283-2181 fx
lamorindaschoolbus.org

From: Julie Lloyd <julie@thelondoners.com>
Sent: Thursday, August 22, 2019 9:53 AM
To: Simon, Whitney <wsimon@ci.lafayette.ca.us>
Subject: Re: Special accommodation

Hi Simon,

sadly The children's father does not live on the bus route so we fall into that grey area Well I am paying for trips Ryan will never take in light of that may be a very simple solution would be that you issue as afternoon passes for the Monday and Tuesday afternoon is no way that we are never going to be using the Thursday and Friday mornings... does not make sense?

Please let me know if you could make an exception and that could work.

Kindly
Julie Lloyd

Sent from my iPhone

On Aug 22, 2019, at 9:40 AM, Simon, Whitney <wsimon@ci.lafayette.ca.us> wrote:

Hi Julie –

We do accommodate families with multiple households, by allowing them to use different routes on different days, but they need to sign up for either a RT pass or one way pass. We have many families that use this option. One way passes can only be used for AM or PM, depending on what's chosen. Perhaps using the one way passes might be a better alternative for you. Sorry for any inconvenience this causes.

Best,

Whitney Simon, Program Manager
Lamorinda School Bus Program
3675 Mt. Diablo Blvd., Suite 255
Lafayette, CA 94549
(925) 299-3216 ph (925) 283-2181 fx
lamorindaschoolbus.org

From: Julie Lloyd <julie@thelondoners.com>
Sent: Thursday, August 22, 2019 8:59 AM
To: Simon, Whitney <wsimon@ci.lafayette.ca.us>
Subject: Re: Special accommodation

Hi,

This seems rather biased towards married couples - and as divorce represents about 50% couples don't you think an accommodation should be made to identify days on passes that need this.
An Additional administration step I'm sure but I'm certain I'm not alone with this issue.

Please let me know

Kindly

Julie

Sent from my iPhone

On Aug 22, 2019, at 7:44 AM, Simon, Whitney
<wsimon@ci.lafayette.ca.us> wrote:

Hi Julie –

Thank you for your email. Unfortunately, we don't have the ability to have people use the bus pass on a part-time basis. There would be no way for us to monitor when they are being

used. Perhaps look at purchasing some one trip passes for the afternoon. They can be ordered on our website. Please let me know if you have any questions.

Best,

Whitney Simon, Program Manager
Lamorinda School Bus Program
3675 Mt. Diablo Blvd., Suite 255
Lafayette, CA 94549
(925) 299-3216 ph (925) 283-2181 fx
lamorindaschoolbus.org

From: Graves, Susan <SGraves@ci.lafayette.ca.us>
Sent: Thursday, August 22, 2019 7:05 AM
To: Simon, Whitney <wsimon@ci.lafayette.ca.us>
Subject: Fwd: Special accommodation

Susan Graves
Administrative Aide
Lamorinda School Bus Program

Begin forwarded message:

From: Julie Lloyd <julie@thelondoners.com>
Date: August 21, 2019 at 6:46:14 PM PDT
To: "sgraves@ci.lafayette.ca.us"
<sgraves@ci.lafayette.ca.us>
Subject: **Special accommodation**

Hello,

My son Ryan Lloyd is in 7th grade.
I purchased AM only buss pass for him this year
from Reliez valley/McGraw on route 22.

I was hoping you could make the special accommodation for Ryan to swap Thursday and Friday mornings for Monday and Tuesday afternoons?

He is with his dad Wednesday afternoon - Friday weekly so does not use the pass on those days.

Kindly

Julie Lloyd

Sent from my iPhone