

Lamorinda School Bus Transportation Agency
Regular Meeting AGENDA
DATE: October 17, 2016 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 – October 3, 2016
- 5) OLD BUSINESS
 - a. **Update from First Student on Bus Operations and Bus Driver Shortage**
 - b. **Evaluation of Orinda Routes – Request for Signage and CHP Response**
Recommendation: 1. Shut down bus stops listed in September 13, 2016 letter from CHP by Thanksgiving break; Direct staff to develop RFP for transportation consultant to evaluate bus stops in Orinda, Lafayette and Moraga
- 6) CHAIR AND BOARD MEMBERS' REPORTS
- 7) WRITTEN COMMUNICATIONS
 - a. Letter from First Student to Parents on Route 16, 22 and 23 re: driver shortage, October 7, 2016.
- 8) NEXT MEETING DATE – November 7 or 14, 2016
- 9) ADJOURNMENT

I, Juliet Hansen, 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.

Juliet Hansen, 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

MINUTES

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

Date: October 3, 2016
Time: 9:30 a.m.

Present: Chair Tatzin, Vice Chair Metcalf, Board Members Gerson, Kendzierski, O'Donnell, Rossiter and Worth.

Also Present: John Olivares, Henry Cooper and Gary Hein, First Student; Juliet Hansen and Sue Graves, LSBP Staff.

1. Call to Order: The meeting was called to order at 9:35 a.m. by Vice Chair Metcalf.
2. Adoption of Agenda: The agenda was adopted with amendment, M/S/C/U (Worth/Gerson).
3. Public Comment: None.
4. Approval of Minutes: The minutes were adopted as presented, M/S/C/U (Worth/Gerson).
5. New Business

A. Update on Enrollment and Operations, Fall 2016-17

Ms. Hansen updated the Board on the current year's enrollment. There are several full routes in the system including Stanley Routes 22 & 23, Burton Valley 25 and JM/RH Route 5 in Moraga. Campo Route 14 is also full, but the new Campo 5 could use additional ridership. Staff along with First Student adjusted the Moraga Routes after the start of school so that the JM buses would arrive on time to school. First Student continues to suffer from a driver shortage which unfortunately continues to affect the smooth running of the program. There have also been a number of mechanical issues this year. Due to increase traffic along the Pleasant Hill and Reliez Valley corridor, the AM times were adjusted for Stanley Route 29.

Mr. Cooper addressed the driver shortage and mechanical issues. First Student continues to train new drivers and Los Angeles will be sending several drivers to the Concord yard. The mechanical issues have been more serious recently. Concord is fully staffed for mechanics. John Olivares indicated he has sent staff to the Concord yard to evaluate the shop.

B. Evaluation of Orinda Routes – Request for Signage and CHP Response

Over the summer a list of stops on Route 13 was sent to the CHP with a request for signage. Parents on Route 13 were alerted that stops were under review. Unfortunately, most of the stops on the list were not CHP approved due to lack of the required 200 foot sight distance in

either direction. Parents were informed of the changes prior to the start of school. In September staff received a CHP report on a second list of stops on Routes 10, 11, 12, 17 & 19. Once again most of the stops were not approved due to lack of sight distance. Ms. Hansen raised the two issues of how/when to cancel the stops and the need for an evaluation of the rest of Orinda. The Board created a subcommittee of Board Members Rossiter, Worth and Gerson to meet with legal staff and report back to the Board.

6. Late Bus Report: A short discussion was held on the late bus issue.
7. Chair's Report: None
8. Board Members Report: None
9. Written Communications: None
10. Next Meeting Date: October 17, 2016 at 9:30a.m.
11. Adjournment: The meeting was adjourned at 10:50 a.m.

Respectfully Submitted,

Sue Graves, Administrative Aide

LSBTA Meeting
October 17, 2016
Staff Report

Lamorinda School Bus Program
Staff Report

Date: October 14, 2016
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Evaluation of Orinda Routes

Background

At the last LSBTA meeting on October 3, 2016, the board formed a subcommittee to meet with legal staff regarding the CHP Report dated September 13, 2016.

Discussion

A subcommittee of staff, LSBTA attorney Mala Subramanian and board members Worth, Rossiter and Gerson convened on October 11, 2016. Board Member Gerson participated by phone.

The committee recommends the following:

- Shut down selected stops listed by the CHP in its letter of September 13, 2016. In order to give parents time to find/adjust to new bus stops, the recommended deadline is Thanksgiving break (last day November 18);
- Direct staff to develop a RFP for a transportation consultant to evaluate bus stops in Orinda, Lafayette and Moraga (see draft Scope of Work attached).
- Direct staff to prepare a list of alternate bus stops to assist parents in locating another bus stop. The list will be available at the October 17 meeting.

Summary

The LSBTA formed a subcommittee to address the bus stops listed by the CHP in its letter of September 13, 2016. The subcommittee met with legal staff and made the recommendations listed above.

Recommendation

1. Shut down bus stops listed in September 13, 2016 letter from CHP by Thanksgiving break;
2. Direct staff to develop RFP for transportation consultant to evaluate bus stops in Orinda, Lafayette and Moraga.

DRAFT - School Bus Stop Safety Study - DRAFT

SCOPE OF WORK

Problem Identification

Evaluate existing school bus stops (approximately 500) on twenty-two bus routes in Orinda, Lafayette and Moraga. School districts include Acalanes Union High School District, Lafayette School District, Moraga School District, Orinda Union School District.

Review bus stops and measure sight distance. This work cannot be done by computer and requires extensive field work.

Identify safety issues including, but not limited to, sight distance, vegetation, lane width, walkability and parking.

Meetings

Meet with LSBTA, subcommittee, parents and other stakeholders such as district representatives as needed throughout the course of the study.

Develop Recommendations

Offer recommendations/alternatives including, but not limited to:

- Identify alternate bus stops
- Develop alternate bus routes with consolidated bus stops, if recommended; identify locations for parent parking
- Evaluate number of buses, size and capacity (funding for more buses may be available)
- Provide cost analysis of recommended changes
- Provide recommendations for evaluation/assessment of new bus stops in the future

Proposed Timeline

November 1, 2016	Distribute RFP with 30-day turnaround time for proposals.
December 1, 2016	Proposals Due
December 7, 2016	Interviews (if selected)
December 12, 2016	LSBTA meeting, award study to selected consultant
Dec. 13-16 2016	Kick off meetings with selected consultant
Jan – Feb 2016	Field Work, evaluate bus stops and develop recommendations
March 2016	1 st Report due to LSBTA with findings and recommendations
March – April 2016	LSBTA Meetings and Public Hearings
May 1, 2016	LSBTA adopts routes/bus stops and budget for 2017-18
May 15, 2016	LSBTA opens registration and advertises routes/bus stops for 2017-18

Transportation Planning / Bus Services Consultants for RFP Distribution

From Greg Marvel, Board President, SRVUSD and Bus Transportation Specialist

Tim Purvis, Poway Unified - tpurvis@powayusd.com
-- has his own consulting company focused on bus services



Paul Hultgren, Director

1329 W. Grand Ave, Suite 1A
Port Washington, WI 53074

Office: (262) 226-2862

E-mail: paul.hultgren@yellowbusnation.com

Paul Hultgren - paul.hultgren@yellowbusnation.com
414-698-6309

From Lisa Bobadilla – Transportation Planning Firms

Fehr & Peers

Attn: Ellen Poling
100 Pringle Ave, Suite 600
Walnut Creek, CA 94596
(925) 930-7100
e.poling@fehrandpeers.com

Toole Design Group

Attn: Brooke DuBose, AICP
Regional Office Director
2120 University Ave
Berkeley, CA 94704
(415) 308-5058
bdubose@tooledesign.com

CirclePoint

Attn: Scott Steinwert, President
1814 Franklin Street, Suite 1000
Oakland, CA 94612
510-285-6748
s.steinwert@circlepoint.com

Nelson Nygaard

Attn: Bonnie Nelson
116 New Montgomery, Suite 500
San Francisco, CA 94105
415-284-1544
info@nelsonnygaard.com

Alta Planning

100 Webster Street, Suite 300
Oakland, CA 94607

School Bus Consultants

Attn: Tim Ammon, Vice President
9710 Traville Gateway Dr. # 363
Rockville, MD 20850
888-518-3377
Tammon@schoolbusconsultants.com

From Kelly Zalewski - Marin Transit
kzalewski@marintransit.org

Mike Rea - mrea@westcountytransportation.org – not submitting
-- says he works with FCMAT a state Agency on consulting he does

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Contra Costa Area
5001 Blum Road
Martinez, CA 94553
(925) 646-4980
(800) 735-2929 (TT/TDD)
(800) 735-2922 (Voice)



September 13, 2016

File No.: 320.16370.18036

Juliet Hansen, Program Manager
Lamorinda School Bus Program/ City of Lafayette Public Art Committee
3675 Mt. Diablo Blvd., Suite 255
Lafayette, CA 94549

Re: Review of various school bus stops in the Orinda Hills.

Ms. Juliet Hansen:

This report is a response to First Student's request for the review of various stops that are part of the following school bus routes for Orinda Intermediate School and Sleepy Hollow Elementary: Various stops attached to Route 10, Route 11, Route 12, Route 13 and Route 19 have been submitted for review.

This report contains a list of the requested school bus stops for **Routes 10, 11, 12 and 19** specifically as well as the approval/disapproval status:

ROUTE 10

#258 LA ESPIRAL.

- **Distance of View east of stop – 274'**
- **Distance of View west of stop – 135'**
- **27' Lane Width (No Markings)**
- **Speed limit at this location – 15 MPH**
- **Attached pictures #1, #2**

Based on limited distance of view west of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

#2 LA VUELTA.

- **Distance of View south of stop – 185'**
- **Distance of View north of stop – 106'**
- **30' Lane Width (No Markings)**
- **Speed limit at this location – 25 MPH**
- **Attached pictures #3, #4**

This proposed bus stop is on a curve. The resident at #2 La Vuelta was contacted during the review of this stop and related that currently during the progress of a bus stop, while the red lights are activated and the "stop" sign is displayed, approaching vehicles will use her driveway to bypass the school bus. Based on limited distance of view from both north and south of the stop and the testimony by the current resident regarding motorist behavior, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

VAN TASSEL AT SUNNYSIDE.

- **Distance of View east of stop – 315'**
- **Distance of View west of stop – 115'**
- **Eastbound Lane Width – 15'**
- **Westbound Lane Width – 15'**
- **Speed limit at this location – 25 MPH**
- **Attached pictures #5, #6**

Based on limited distance of view west of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

TARRY AT SNOWBERRY.

- Distance of View east of stop – 184'
- Distance of View west of stop – 146'
- 30' Lane Width (No Markings)
- Speed limit at this location – 25 MPH
- Attached pictures #7, #8, #9

Based on limited distance of view from both east and west of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

ROUTE 11

101 CAMINO DON MIGUEL.

- Distance of View east of stop – 113'
- Distance of View west of stop – 88' (Toward Vista Del Mar)
- Distance of View South of the stop – 267' (Toward Camino Don Miguel)
- This location is a “three-way” intersection. The roadway is approximately 45' wide at its widest point.
- Speed limit at this location – 25 MPH
- Attached pictures #10, #11, #12

Based on limited distance of view from both east and west of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

HACIENDA AT ACACIA.

- Distance of View south of stop – 220'
- Distance of View north of stop – 253'
- 27' Lane Width (No Markings)
- Speed limit at this location – 25 MPH
- Attached pictures #13, #14

Based on distance of view from both north and south of the stop, and the fact that the 27' lane width appears to allow for sufficient clearance, this stop does not require CHP approval; however it must be authorized by school superintendent or equivalent.

ROUTE 12

CAMINO SOBRANTE AT LA ESPIRAL.

- Distance of View north of stop – 149' (Toward Camino Sobrante)
- Distance of View east of the stop – 152' (On La Espiral)
- Distance of View west of the stop – 110' (On La Espiral)
- 36' Lane Width (No Markings)
- Speed limit at this location – 25 MPH
- Attached pictures #15, #16, #17

Based on limited distance of view from north, east and west of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

CAMINO SOBRANTE AT EL SUENO.

- Distance of View south of stop – 175'
- Distance of View north of stop – 223'
- 30' Lane Width (No Markings)
- Speed limit at this location – 25 MPH
- Attached pictures #18, #19

Based on limited distance of view south of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

#128 CAMINO SOBRANTE.

- Distance of View east of stop – 138'
- Distance of View west of stop – 190'
- 30' Lane Width (No Markings)
- Speed limit at this location – 25 MPH
- Attached pictures #20, #21

Based on limited distance of view from both east and west of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

MINER RD. AT OAK ARBOR RD.

- Distance of View east of stop – 160'
- Distance of View west of stop – 233'
- Eastbound Lane Width – 11'
- Westbound Lane Width – 11'
- Speed limit at this location – 25 MPH
- Attached pictures #22, #23

Based on limited distance of view east of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

CAMINO DON MIGUEL AT SANTA LUCIA.

- Distance of View east of stop – 124'
- Distance of View west of stop – 143'
- Eastbound Lane Width – 18'
- Westbound Lane Width – 18'
- Speed limit at this location – 25 MPH
- Attached pictures #24, #25

Based on limited distance of view both east and west of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

ROUTE 19

#75 VAN TASSEL.

- Distance of View northeast of stop – 127'
- Distance of View southwest of stop – 262'
- Northeast Lane Width – 15'
- Southwest Lane Width – 15'
- Speed limit at this location – 25 MPH
- Attached pictures #26, #27

Based on limited distance of view northeast of the stop, it is determined that a school bus stop at this location would be unsafe. The CHP will not approve this stop.

Review of various school bus stops in the Orinda Hills
September 13, 2016

All of the bus stops reviewed in this report are not prohibited stops by definition per Title 13 CCR 1238 b; However each bus stop does meet the conditions of a proposed stop requiring CHP approval per California Vehicle Code section 22504 (c) (1).

Upon the conclusion of the review of the bus stops listed in this report, the following safety hazards were noted per California Vehicle Code section 22504(a) which states, "Upon any highway in unincorporated areas, a person shall not stop, park, or leave standing any vehicle whether attended or unattended, upon the roadway when it is practicable to stop, park or leave the vehicle off such portion of the highway, but in every event an unobstructed width of the highway opposite a standing vehicle shall be left for a free passage of other vehicles and a clear view of the stopped vehicle shall be available from a distance of 200 feet in each direction upon the highway".

It has been determined that the presence of a school bus at certain bus stops being reviewed in this report would cause either one of the following safety hazards:

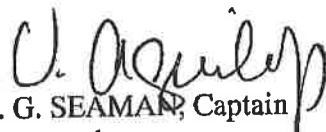
- 1.) An obstructed width of the highway adjacent to the school bus, not allowing the free passage of other vehicles, or
- 2.) There would not be a clear view of the school bus at a distance of 200 feet in either direction.

Every stop being reviewed in this report is absent the presents of sidewalks and in most areas there are little to no shoulders. This was factored into the review. Based on this factor, it is recommended children are transported to and from their respective bus stops and residences.

As part of this review, a check of collision history involving school buses that were reported within the last five years was conducted. A traffic collision involving a school bus was recorded on 2/25/16 on Camino Sobrante.

If there are any questions or concerns regarding this review, please contact Officer Jeff Davidson by telephone at (925) 646-4980 or by email at jdavidson@chp.ca.gov.

Sincerely,

FOR 
D. G. SEAMAN, Captain
Commander

Attachments



October 7, 2016

Dear Lamorinda Parents, Guardians and Students,

First Student, the service provider for the Lamorinda School Bus Program, would like to respond to your concerns regarding the bus service and to let you know what we are doing to address the issue.

Some background information - there is a severe, nationwide driver shortage, which is affecting all transportation providers' ability to recruit and retain top quality drivers. All Lamorinda drivers go through the State of California's mandated, rigorous driver training program required for drivers who transport school children. This training program is extensive and takes substantial time and effort to complete.

Since the beginning of the school year we have been experiencing some service challenges on several Lamorinda (and other) routes as a result of not having enough drivers and losing numerous drivers since August.

This unfortunate turn of events has forced us to temporarily make some adjustments and take other measures to minimize the service impact. We apologize for service disruptions and appreciate your patience and cooperation as we work on the solution.

In the short term, when available, we are bringing in drivers from other First Student locations to assist with the Lamorinda routes. We also expect to have some long term relief by late-October when additional drivers should be available to permanently replace the drivers that have been lost.

Thank you for your patience as we work through these challenges. We apologize for the inconvenience and thank you for supporting the Lamorinda School Bus program.

Sincerely,

Henry J. Cooper
Location Manager