

MSBO Student Transportation Benchmarking Survey

1. Background Information

The survey is designed to minimize the amount of redundant effort required to compile and submit transportation information. Much of the information being requested is currently included in the SE-4094 and SE-4107 forms now being submitted to the State, and should require less than one hour to complete. Questions or concerns regarding the survey can be directed to Tim Ammon of MPS at 888-518-3377 extension 702 or to tammon@mpsconsultant.com.

Please provide us with some basic information on your school district. Note that this information will be used only to contact you in the event that there is a question about your information. Survey results will in no way identify any individual district.

Please note that all questions marked with an asterisk require answers for you to be able to continue on with the survey.

* 1. Please enter the name of your district.

* 2. What is your district number?

* 3. Please tell us about yourself. We will only use this information to validate the responses to the survey and address any questions.

What is your name?

What is your email address?

What is your phone number?

MSBO Student Transportation Benchmarking Survey

2. Transportation Policies

Please tell us about the policies you must operate within.

* 1. Do you have an idling policy?

Yes

No

If you answered yes, please briefly describe your policy

* 2. What are your planning guidelines for seating students on buses?

Three students per seat regardless of grade

Two students per seat regardless of grade

Three elementary or middle school students per seat; two high school students per seat

Three elementary students per seat; two high school or middle school students per seat

3. The following question is based on established guidelines or policies within your district. If you do not have an established guideline please leave the box empty.

Please indicate the maximum amount of time students can ride the bus by grade or student type as established in existing guidelines or policies. Please enter the value in minutes.

Elementary school students	<input type="text"/>
Middle School students	<input type="text"/>
High school students	<input type="text"/>
Out of district students	<input type="text"/>
Special needs students	<input type="text"/>

MSBO Student Transportation Benchmarking Survey

3. Transportation Operations

This section is designed to collect information on how you provide transportation services.

* 1. How do you provide transportation services?

Check all that apply.

- Using district owned buses
- Using contracted buses
- Using a mix of district owned and contracted buses

* 2. How many schools of each type do you transport to?

Include all in district and out of district schools for both regular and special needs students.

High schools	<input type="text"/>
Middle/Junior High Schools	<input type="text"/>
Elementary schools	<input type="text"/>

* 3. How many special needs programs do you transport to?

Include only center-based special needs locations.

* 4. How many out-of-district locations by each of the different types listed below do you transport to?

Non public students	<input type="text"/>
Charter schools	<input type="text"/>
Special needs	<input type="text"/>
Other	<input type="text"/>

* 5. Do you use bus routing software to design your bus runs?

Yes

No

MSBO Student Transportation Benchmarking Survey

- * 6. How many bus runs do you have for all regular education, special needs, and out of district programs?

This information must be calculated by the district. The total runs should include all runs throughout the day including morning, noon, and afternoon. However, this should not include any athletic runs or extracurricular runs. A bus run is considered an individual bus trip where students are picked up from one location and dropped off at one location. In the case of combination runs where students are picked up and delivered to one or more nearby schools, this should be counted as one (1) run.

Example 1: When a bus leaves the garage in the morning, picks up a load of high school students, and drops them off at their school that would equal one (1) run. When it departs the high school and picks up a load of middle school students and drops them off at school that would equal one (1) run. When it departs the middle school and picks up a load of elementary school students and drops them off at school that would also equal one (1) run. Therefore, this bus would have three (3) runs that are counted.

Example 2: A bus leaves the garage in the morning and picks up a load of high school students and a load of middle school students. It then drops the high school students off on one campus and the middle school students on another campus. This combination of schools would equal one (1) run.

- * 7. What is the rated capacity of your school bus fleet?

This information should include data on active route buses only from form SE-4107. The value included in the cell should equal the sum total of rated passenger capacity for each category of transportation.

For example: If a district has a total of 10 buses that are rated at 72 passengers each, the value entered in the cell would be 720.

MSBO Student Transportation Benchmarking Survey

* 8. What kind of bus routing structure do you have?

Kindergarten through high school students can ride together

High school and middle school ride together; elementary school rides by themselves

High school rides by themselves; middle school and elementary school ride together

High school, middle school, and elementary school all ride by themselves

Other (please describe your routing structure)

MSBO Student Transportation Benchmarking Survey

4. Contracting question

Please tell us about your outsourced program.

- * 1. In what year did you begin using a contractor to provide services? Please enter the value as a four digit year.

- * 2. What percentage of your transportation operation is outsourced?

Less than 10%

10 to 25%

25 to 50%

50 to 75%

75 to 99%

100%

MSBO Student Transportation Benchmarking Survey

5. Fleet Information

Please tell us about your school bus fleet and other district vehicles your staff maintains.

- * 1. Please provide the number of buses you have in each of the following age groups. Information only on buses that are active route buses should be included. Spare buses are not to be included.

In calculating the age of the vehicle subtract the current year from the year of purchase value (YOP) that is reported on the SE-4107 report for vehicle inventory. For this survey please use 2008 as the base year, therefore the formula would be:

$2008 - \text{Year of Purchase} = \text{Age group vehicle would be included in.}$

Less than 3 years old	<input type="text"/>
4 to 6 years old	<input type="text"/>
7 to 9 years old	<input type="text"/>
10 to 12 years old	<input type="text"/>
13 to 15 years old	<input type="text"/>
More than 15 years old	<input type="text"/>

- * 2. Please provide the number of buses you have in each of the following mileage groups.

Please provide information only on buses that are active route buses. Spare buses are not to be included. For purposes of reporting mileage, please utilize a meter reading taken between November 1, 2008 and today's date.

Less than 30,000 miles	<input type="text"/>
30,000 to 59,999 miles	<input type="text"/>
60,000 to 89,999 miles	<input type="text"/>
90,000 to 119,999 miles	<input type="text"/>
120,000 to 149,999 miles	<input type="text"/>
More than 150,000 miles	<input type="text"/>

MSBO Student Transportation Benchmarking Survey

3. Please indicate the number of full time equivalent positions you have for each of the following groups.

The data requested in this section is intended to address frequent questions regarding the appropriate size of maintenance staffing plans. Therefore, it is requested that each district review its fleet maintenance operation and provide information on the number of full time equivalent positions (defined as at least six (6) hours per day) in each of the following categories:

Technicians - For the purpose of this analysis, technicians are considered to be any staff member whose primary responsibility is the repair and maintenance of school buses and support equipment. Examples of FTE counts that include technicians, lead technicians who actually perform maintenance services, and mechanics helpers who may provide oil change services.

Parts staff – For the purpose of this analysis, parts staff are considered to be individuals whose primary responsibility is the procurement and management of vehicle maintenance inventory items. This may include fractional full-time equivalent positions for technicians who order their own parts, fractional portions of warehouse staff who manage central stores items, or individuals who have full time vehicle maintenance inventory management responsibilities.

Other maintenance staff – For the purpose of this analysis, other maintenance staff are considered to be individuals with responsibilities related to vehicle maintenance and management. This category would include individuals whose primary responsibility is to fuel vehicles and mechanics helpers who do not actually perform maintenance services.

Technicians	<input type="text"/>
Parts staff	<input type="text"/>
Other maintenance staff	<input type="text"/>

4. The data requested in this section is intended to identify additional maintenance services that are provided by school district fleet/equipment maintenance staff. Please tell us how many of the following vehicle types you maintain.

Automobiles	<input type="text"/>
Pickups	<input type="text"/>
Vans	<input type="text"/>
Large trucks	<input type="text"/>
Miscellaneous equipment	<input type="text"/>