

# MSBO 2013 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](mailto:tammon@mpsconsultant.com).

We are collecting information on both ISD and school district operations, so the first question you will be asked will direct you to the appropriate survey.

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

### 1. What type of entity do you represent?

- Local Education Agency / K-12 School district
- ISD, ESA, etc

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## 2. School District Operations

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.

**\* 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?

## 3. Transportation Policies

Please tell us about the policies you must operate within.

### 1. Please indicate which of the following policies and procedures have been formally documented and adopted by your school district. Check all that apply

- Eligibility for transportation services
- Walk to bus stop distances
- Maximum student ride times
- Accident and/or incident management
- Inclement weather management
- Student discipline
- Bus idling
- Bus stop location
- Alternative address transportation allowances (e.g., from daycare centers, joint custody)
- Use of cell phones and/or electronic devices
- Courtesy transportation

### 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

Other (please specify)

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## 3. 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)

## 4. 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"/>

## 4. Transportation Organizational Structure

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

**\*1. Does your district have an individual EXCLUSIVELY dedicated to manage transportation? Please answer yes if this person is responsible for functions such as developing bus routes, managing bus drivers, and establishing transportation budgets.**

- Yes
- No

## 5. Other Departments

**1. What other departments or functions does the individual responsible for transportation oversee?**

## 6.

**1. How many years of experience does the individual managing transportation operations have in transportation?**

	1 to 3	4 to 6	7 to 10	10 to 15	More than 15
Years of experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. Do you have a designated dispatcher position? Answer yes only if there is a person in your organization whose primary function is related to dispatch. If the answer is no, please describe who performs dispatch functions in the box below.**

- Yes
- No

If there is no designated dispatcher, who provides the dispatch function?

**3. Do you have a designated router position? Answer yes only if there is a person in your organization whose primary function is to develop bus routes. If the answer is no, please describe who performs the routing function in the box below.**

- Yes
- No

If there is no designated router, who develops the bus routes?

## 7. Transportation System Design

The following questions will gather information about how your transportation operation is designed.

### **\*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

## 8. 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%

**3. How has the proportion of your operation that is contracted changed since July 2009?**

- The contracted proportion of the operation has INCREASED since July 2009
- The contracted proportion of the operation has DECREASED since July 2009
- The contracted proportion of the operation has REMAINED THE SAME since July 2009

## 9. Regular Education Transportation Operations

**\*1. How many REGULAR EDUCATION students do you transport using the following service providers:**

District resources	<input type="text"/>
Contractor	<input type="text"/>
ISD	<input type="text"/>
Other	<input type="text"/>

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

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

High schools	<input type="text"/>
Middle/Junior High Schools	<input type="text"/>
Elementary schools	<input type="text"/>
Other schools (i.e., charter, non-public)	<input type="text"/>

**\*3. Do you use bus routing software to design your bus runs?**

- Yes
- No

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**\*4. 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.**

**5. Do you use any of the following techniques to design your bus runs and routes? Check all that apply:**

- Route pairing - Assigning bus runs together sequentially to a bus or bus route. Also called "tiering".
- Combination runs - A single bus run used to transport students from different schools to multiple school destinations.
- Shuttle runs - A bus run that loads students arriving from other buses at a common collection point or hub (usually a school), and takes them directly from that point to their destination school or schools.

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## 10. Special Education Transportation

Please provide the following information on how you provide transportation for special needs students.

### 1. How many SPECIAL EDUCATION students do you transport using the following service providers:

District resources	<input type="text"/>
Contractor	<input type="text"/>
ISD	<input type="text"/>
Parent	<input type="text"/>
Other	<input type="text"/>

### 2. What routing techniques are used to increase the efficiency of special needs services?

	Yes	No
Special needs students ride on regular education buses	<input type="radio"/>	<input type="radio"/>
Regular education students ride on designated special needs buses	<input type="radio"/>	<input type="radio"/>
Special needs students ride on buses with students from other school districts	<input type="radio"/>	<input type="radio"/>

### \*3. Does the transportation department have a formal role in evaluating transportation options or costs for special needs students?

- Yes  
 No

If yes, please briefly describe the role of transportation.

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## 11. Fleet Information

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

**\*1. Please provide the number of buses (a combined total of district owned and contractor owned buses, if appropriate) 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 2010 as the base year, therefore the formula would be:**

**2010 – Year of Purchase = 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. This should be a combined total of district owned and contractor owned if some or all of your operations are contracted.**

**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, 2010 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"/>

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## \*3. 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.

## 4. What percentage of your school district's buses are equipped with on-board cameras? Please count only buses where cameras are actually installed. Buses with dummy boxes but without permanent installations should not be included in your count.

	None	1 to 10%	11 to 25%	26 to 50%	51 to 75%	76 to 100%
Percent of fleet with cameras	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 5. What percentage of your school district's buses are equipped with GPS or AVL technology?

	None	1 to 10%	11 to 25%	26 to 50%	51 to 75%	76 to 100%
Percent of fleet with GPS or AVL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 12. Transportation Department Staffing

**1. 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 include technicians and 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"/>

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**2. 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

Pickups

Vans

Large trucks

Miscellaneous equipment

## 13. Driver Information Questions

MSBO is interested in providing its members with an understanding of the state of driver shortages around the state. The next several questions will be designed to assess specific concerns related to drivers.

### 1. Describe the status of your driver work force.

- No driver shortage
- Limited shortage that causes limited service disruptions (3 or fewer times per week routes require accommodation due to driver shortages)
- Significant shortage that causes frequent service disruptions (more than 5 times per week routes require accommodation due to driver shortages)

### 2. Do you measure any of the following to evaluate the your driver recruiting requirements?

- Driver conversion rate – how many drivers apply for a job versus how many are hired
- Driver turnover rate – the number of drivers who leave service in a given year divided by the total number of drivers required daily
- Absenteeism – the percent or number of drivers that do not appear for their routes daily
- Driver continuity – the average number of drivers assigned to a given route over a defined period of time
- Driver tenure – the average length of time a driver has been employed
- Other (please describe any other measures you use)

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## 14. ISD/ESA Operations

Please provide us with some basic information on your ISD/ESA. 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.

**\* 1. Please enter the name of your ISD/ESA.**

**\* 2. What is your ISD/ESA 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?

**\* 4. What types of services related to transportation does the ISD/ESA provide? Check all that apply.**

- Transporting special needs students
- Transporting Head Start or Early Intervention students
- Facilitating joint contracting for transportation services, but not actually providing the service
- Facilitating other joint purchasing efforts such as fuel, repair parts, technology, drivers, etc

Other (please describe any other transportation-related services you provide)

**\* 5. Since 2009, has the range of services you provide:**

- Expanded
- Contracted
- Remained approximately the same

15.

**1. Please describe what other services you have expanded into.**

## 16. ISD/ESA transportation operations

**\*1. How many individuals work directly in the provision of transportation services at the ISD/ESA? Please round to the nearest 0.5 FTE**

**\*2. Does your district have an individual EXCLUSIVELY dedicated to manage transportation? Please answer yes if this person is responsible for functions such as developing bus routes, managing bus drivers, and establishing transportation budgets.**

- Yes
- No

## 17. Other Departments

**1. What other departments or functions does the individual responsible for transportation oversee?**

## 18. Experience and Positions

**1. How many years of experience does the individual managing transportation operations have in transportation?**

	1 to 3	4 to 6	7 to 10	10 to 15	More than 15
Years of experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. Do you have a designated dispatcher position? Answer yes only if there is a person in your organization whose primary function is related to dispatch. If the answer is no, please describe who performs dispatch functions in the box below.**

- Yes
- No

If there is no designated dispatcher, who provides the dispatch function?

**3. Do you have a designated router position? Answer yes only if there is a person in your organization whose primary function is to develop bus routes. If the answer is no, please describe who performs the routing function in the box below.**

- Yes
- No

If there is no designated router, who develops the bus routes?

**\*4. How do you provide services?**

- The ISD/ESA owns the assets
- The ISD/ESA has contracted for the assets
- There is a mix of ISD/ESA assets and contracted assets

## 19. ISD Contracting

### 1. What percentage of your transportation operation is outsourced?

- Less than 10%
- 10 to 25%
- 26 to 50%
- 51 to 75%
- 76 to 99%
- 100%

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## 20. ISD/ESA Fleet Information

Please tell us about your school bus fleet.

**\*1. Please provide the number of buses (a combined total for ISD/ESA-owned and contractor owned) in each of the following age groupings. 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 2010 as the base year, therefore the formula would be:**

**2010 – Year of Purchase = 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. This should be a combined total of district owned and contractor owned if some or all of your operations are contracted.**

**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, 2010 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"/>

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### \*3. 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 provided should equal the sum total of rated passenger capacity for each vehicle used for transportation. Do not include spots available for wheelchair positions. The only value that should be included relates to the number of seating positions.**

**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.**

## 21. ISD Use of Technology

### 1. Do you use routing software to manage the bus routes?

Yes

No

### 2. What percentage of your school district's buses are equipped with on-board cameras? Please count only buses where cameras are actually installed. Buses with dummy boxes but without permanent installations should not be included in your count.

	None	1 to 10%	11 to 25%	26 to 50%	51 to 75%	76 to 100%
Percent of fleet with cameras	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 3. What percentage of your school district's buses are equipped with GPS or AVL technology?

	None	1 to 10%	11 to 25%	26 to 50%	51 to 75%	76 to 100%
Percent of fleet with GPS or AVL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 22. Thank you

Thank you for participating in the 2011 MSBO Transportation Survey. If you have questions about the survey please feel free to contact Scott Little at MSBO ([slittle@msbo.org](mailto:slittle@msbo.org)) or Tim Ammon from MPS ([tammon@mpsconsultant.com](mailto:tammon@mpsconsultant.com)).