

CLOVIS UNIFIED SCHOOL DISTRICT

Transportation Department

Revised
November 2017

Community Funded Bus Run Chairperson Handbook



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Board Policy and Administrative Regulation - Highlights of #8301

The Clovis Unified Board Policy and Administrative Regulation #8301 refers to our Student Transportation program and addresses the Community Funded Bus Run (CFBR) program. Following are highlights for your use in developing a CFBR in your area. A full copy of Board Policy and Administrative Regulation #8301 can be found at www.clovisusd.k12.ca.us

If a community is inside the transportation radius, as established in Board Policy No. 8301, and raises sufficient funds to pay for the cost of operating a run, the District will provide the transportation. Ridership on a community funded run is subject to all CUSD transportation rules and regulations. The process of establishing a community funded transportation run is as follows:

Step One – Contact Director of Transportation to request analysis of special service run. A community request must be submitted 60 days before the start of the next school year.

1. Calculation of costs shall be for actual run and time mileage. Each run, regardless of the area it serves, will have an additional 10 minutes labor and 2.5 miles added to cover the costs of deadhead miles that occur during the run. “Deadhead miles” is defined as the miles accumulated for getting the bus to and from a particular area. Additionally, an administration fee of \$50 will be added to each run to cover the cost of extra staff time in the Foundation for Clovis Schools’ office that may be required to implement a CFBR.
2. Salaries and benefits shall be calculated on Step 9 of the School Bus Driver II Salary Schedule plus the applicable statutory payroll tax rates.
3. Mileage for the run shall be calculated on the current school site mileage reimbursement rate for bus operation only. The Director of Transportation along with the Transportation Router and Chairperson will determine appropriate stops.

Step Two – Approval of Governing Board to operate the requested community funded transportation run pending prepayment of the service run.

Step Three – On or before fourteen (14) calendar days prior to the start of the run, all funds must be deposited with the Foundation for Clovis Schools for the entire school year. The cost of the run will be based and prorated on the number of days operated.

Introduction

During the 2003-2004 school year, the Governing Board adopted changes to the District policy that govern the transportation department. An adjustment was made to the process used in measuring the distance between a school site and the home or residence of a student for the purpose of determining eligibility for transportation. Instead of using an actual walking path to measure the distance, a radius, or circle is drawn around a school site to determine eligibility for home-to-school transportation. For grades K to 6, transportation is provided for students living in excess of a 1 mile “radius zone” from the school site; and for grades 7 to 12, transportation is provided for students living in excess of a 2 ½ mile “radius zone” from the school site.

The Governing Board also directed the administration to develop policy and procedures allowing a community residing within a “radius zone” and who is not normally eligible for regular home-to-school transportation under these guidelines, an opportunity if the group is interested, to raise sufficient funds and purchase a bus run from their area. The group may elect to “purchase” the use of a District school bus to provide their home-to-school transportation. The procedure for providing transportation as indicated above will be identified as a “Community Funded Bus Run” (CFBR).

This handbook, along with the help from CFBR chair people, District staff members and Transportation personal, will help in organizing Community Funded Bus Runs. The District is willing and anxious to assist community members in organizing and procuring buses in areas not currently served by District bus services. The decision and responsibility to develop a CFBR is with the community to which the bus run will serve. A list of past chairpersons who would be willing to answer questions from parents who are considering undertaking the creation of a community run can be provided. This handbook has been developed by a committee of people and District staff who worked hard through the first year of establishing a CFBR in areas throughout our District. They have each learned from their experiences and have agreed to help in providing information and assistance in developing this handbook for the use of future chairpersons.

I would like to thank each of the committee members for their persistence, time and dedication in developing this handbook, working through the first year of our CFBR program and mostly their devotion to our student’s education process.

Community Chairperson

It is the responsibility of the community served to meet and organize efforts to develop and establish a program to implement a CFBR. Each community or area will need to select a chairperson to be the spokesperson for their area. The CFBR chairperson is a volunteer. The chairperson is responsible for all related work in establishing a CFBR, coordination of meetings and gatherings, collection of fees and payment for bus service to the "Foundation for Clovis School". The chairperson works as the liaison between the group and the school district. It is suggested that the chairperson be a parent of one of the students who will be riding the CFBR bus.

Chairpersons will take on an enormous responsibility and ultimately volunteer a great number of hours to complete the task of developing and implementing a CFBR in their area. Chairpersons need to be dedicated and willing to work with other parents in securing transportation for students who would not be eligible for regular home-to-school transportation under BP8301. The chairperson will be responsible to maintain a roster of parents and students who will be utilizing the CFBR and maintain a record of all monies collected. The District will provide templates of these forms to assist the chairpersons. The chairperson will be the contact person for parents of a CFBR. The chairperson will also be the contact person for the District and Foundation for Clovis Schools. The chairperson must agree to have his/her telephone number distributed and publicized so that interested parents may reach him or her.

Information newsletters and articles from the group regarding CFBR should include the chairperson name, phone number and the hours that the chairperson is available for calls. Exact times for drop-off of funds may also be included. The chairperson may want to utilize an answering machine to help in providing information regarding the CFBR in their area. The chairperson will want to determine the exact process for bus passes, whether or not to allow late-comers, late fees, mid-year passes, and other related items. These decisions are up to each group. Chairperson will need to be available to attend and chair meetings related to CFBR's. Chairperson may involve others for assistance. Chairpersons will work with District staff and local media to help get the word out that their area is sponsoring a CFBR. Chairpersons can work with site Principals to include pertinent information regarding CFBR's on school marquees. Chairperson should contact site Principals to discuss adding flyer information about their CFBR in registration packets that are mailed to students. Posting signs in the community neighborhoods may be helpful to communicate information to parents and students.

Informational/School Site Level Meetings

The following are suggestions on how to ensure your CFBR gets up and running in a timely fashion. Informational meetings should take place during the month of March/April each year. This allows enough time to review, discuss and determine if an area would like to establish a CFBR for the following school year. Site Principals have agreed to provide meeting locations for community members to meet and organize efforts to develop a CFBR. Chairpersons should work closely with their site Principals. Informational meetings should include the chairperson for the area, parents that may be affected by changes to BP8301 and school district personnel.

These meetings are designed to provide information to students and parents who may be interested in home-to-school transportation but reside within the radius zones. Information on CFBR's should include transportation policies, radius zones for establishing transportation for specific schools and how cost is determined for a CFBR. These meetings can be held at elementary schools and intermediate/high schools when requested by a school or parent group.

Announcements of these meetings can be placed in the *CUSD Today*, the District newspaper (see list of District phone numbers for contact information), and school site newspapers or newsletters. Announcements should be made at elementary and intermediate/high schools that would utilize the proposed service. Announcements made by school sites should include the locations and times of meetings. Meetings may need to be held at more than one location. Parents can attend any of the meeting locations.

Chairperson for a CFBR can make presentations at school orientation night, seventh grade registration meetings, open house nights, parent/faculty meetings and/or PTC meetings. During open house events, the chairperson can set up an informational table providing handouts or flyers that explain the process and procedures for establishing a CFBR. These meetings provide an opportunity for explaining the process for establishing a CFBR and what the costs may be for a CFBR.

Once an area or community decides that it wants to purchase a CFBR from the District, school site level meetings should be conducted and completed during the month of May. These meetings will provide opportunities to collect deposits, establish a student list of riders, and collect student/parent information.

It is recommended that a *minimum* deposit of \$50 be required at this meeting from parents for each student planning to ride the CFBR. Checks or money orders must be made out to the “Foundation for Clovis Schools”. This will help the chairperson in obtaining an accurate number of students interested in using the CFBR. This will also provide the necessary information in determining the cost of the run. Once the numbers are finalized, the final cost for each student can be determined. Final payment should be made to the Foundation for Clovis Schools before the end of May.

Newsletters/Flyers

If your community decides to pursue the creation of a CFBR, one way to get the word out to other families in your area is through creating a flyer. If you decide to create an informational flyer to hand out in your area, here are some suggestions:

- Keep it simple- short paragraphs or bulleted lists help draw reader’s attention.
- Include at least one contact phone number or email on the flyer.
- Word your message in simple sentences.
- Include a cost estimate if you have one.
- Use a font size of at least 16, larger for any headlines or attention-getting text.

In addition to flyers, check with your school principal about getting information in the site newsletter or on the school marquee. A simple announcement with a contact name and phone number for additional information is one more way to get the word out about your community funded route. School Principals have agreed to help promote CFBR’s by including articles in their newsletters. Chairpersons should contact the site Principal for further assistance in this matter.

Communication

It is the commitment of the Transportation Department that timely and accurate information be provided to groups interested in pursuing a community funded bus route. While the District does not bear responsibility for organizing community routes, members of the transportation staff can provide information to groups working to provide this transportation alternative.

Chairpersons will need to develop informational flyers and begin distributing them to schools sites, parents and neighborhoods in mid March. Flyers may be reissued as many times as deemed necessary. Information on bus service for the next school year should also be mailed directly to the student's home through school sites during April. Information should be attached to seventh grade information being mailed home to current sixth graders. Information should also be included in registration information that is picked up at school sites. Bus route information will be publicized and kept current on the District's website. Weekly school-to-home newsletters, with permission from the school principal, should also be utilized to communicate information on community funded bus routes and contact information for those interested in purchasing a CFBR from their area. Chairpersons can work with school sites to include a "link" on the schools website. This link could be used for an email account or for posting CFBR information.

Once information is available on an established CFBR, school sites should be advised and the information should be included in summer newsletters and registration packets. School sites should also post this information at their office location for parents and students to review prior to the start of school.

Determining Cost of Bus Run

Cost for a CFBR will be determined as indicated in Administrative Regulation 8301, use of the District's Edulog transportation routing software, and by the CFBR cost analysis spreadsheet (see "Run Cost Analysis" page #12). Run information will be entered into the Edulog system to determine exact mileage and time for the run. The run mileage and time will begin at the first stop, include any additional stops and then proceed to the school site. The run cost will also include the return run from the school site back to the stop(s). Once the actual mileage and time measurement is obtained, it will be transferred onto the CFBR "Run Cost Analysis" spreadsheet. The hourly cost will be calculated using Step 9 of the School Bus Driver II position and will include applicable statutory payroll tax rates. Mileage for the run will be calculated on the current school site mileage reimbursement rate for bus operation only.

All CFBR will have an additional 10 minutes labor and 2.5 miles added to each daily run to cover the cost of operation for "deadhead mileage". Deadhead mileage is defined as the mileage that is accumulated while getting the bus from the bus yard to the run area and back. The District cannot absorb "deadhead mileage" costs. In an attempt to make it as fair as possible for each of the groups, regardless of their run location, each CFBR will be charged the same amount of "deadhead" mileage no matter where the groups run starts and stops.

Each CFBR will have an **administrative fee of \$100** added to the cost of each run. This fee will help in covering additional costs for labor that the Foundation for Clovis Schools incurs during the beginning of each school year to process the checks and deposits for establishing a CFBR.

Collection of Funds

It is recommended that the chairperson collect a deposit of \$50 per student early during the informational meetings from those interested in riding the CFBR. Final per student cost can only be determined when the number of students utilizing the CFBR is determined. This may not be available until May. Once the final cost per student is determined based on the number riding a run, parents will have to be notified and the remaining money owed will need to be collected. Collection of fees and final commitment for a run should be made no later than the end of May of each year.

All payments should be made by money order, certified check or personal check only. Please be sure to include the student's name and CFBR area on payment. No cash should be accepted by the chairperson. The chairperson may want to publicize a schedule of days and/or times money will be accepted. The chairperson may want to work with a school site to establish a "drop box" for CFBR money. These boxes should be located inside a school site office and be closely supervised. Checks that are returned for insufficient funds are subject to a \$25 processing fee and/or a complete loss of the opportunity to utilize the CFBR. Refund requests for CFBR transportation will not be given.

When any amount of money is collected by a group, a signed receipt should be issued by the chairperson. Receipt books are not provided by the District. It is the responsibility of the community members to raise the funds and meet all of the requirements necessary to procure a CFBR through the District.

Payment to the "Foundation for Clovis Schools"

When a group has collected the required money to purchase a CFBR as determined by the Transportation Department, the Chairperson will need to contact Mr. Frank Hashimoto at the Foundation for Clovis Schools office at 327- 9734. An appointment with Mr. Hashimoto will need to be arranged to make your group's deposit. He works on Wednesday, Thursday and Friday from 8am to noon ONLY. The deposit will need to be made in your group's name. Once payment is made to

the Foundation, it is final. **No Refunds will be provided.** Payment of funds that are deposited into a group's account should be done no more than once per week to the Foundation. The Foundation will deposit group money into accounts set up specific for your group. The Foundation will issue receipts to the group for all money collected. Accounts in the group's name will be established and maintained as long as their CFBR is active. Account balances will be available from Mr. Hashimoto at the Foundation.

All CFBR monies are to be paid directly to the "Foundation for Clovis Schools" office. The Foundation office will be responsible for final payment to the district for the operational cost of a run. Payments for a CFBR should be made to the "Foundation for Clovis Schools" by money order, certified check or personal check only. **Cash will not be accepted for any reason.** Final payment for a CFBR should reach the Foundation office no later than June when possible.

The District will provide a sample spreadsheet log to be used to track all correspondences between the parents and chairperson. The spreadsheet includes space for the parents' name, address, phone number, students' name, school name the student will be attending, the type of payment, check number and the dollar amount of the check. The spreadsheet should be provided to Mr. Hashimoto at the Foundation electronically at the time a deposit is made to the Foundation. This will allow him to track payments and receipts by parents and students if needed.

Implementation of Run

The Director of Transportation will advise the Foundation of the total cost of a specific CFRB. The Foundation will confirm by way of electronic email to the Director of Transportation when a group has paid for their run in full. Information should be given to the Transportation Department before July 1 of each year. This will allow enough time for the transportation router to develop the runs and place them into the Districts routing system. After July 1, any runs would start two weeks after the final payment was received by the Foundation.

As stated in policy, "On or before fourteen (14) calendar days before the run begins, all funds must be deposited with Clovis Unified School District for the entire school year, before the services will begin. The cost of the run will be based and prorated on the number of days operated". The District may combine community runs to increase efficiency and cover more than one area when possible. Stop times may need to be adjusted to reflect the combination of runs.

Bus Passes/Student List

Students that have been issued student body ID cards from the school site will have a unique hole punched in their student body ID cards. This will be used for access to the CFBR in their area. For those students that do not have student body cards, a bus pass will be issued from the Transportation office. Bus passes will be given to the Chairperson for distribution to the students prior to the start of school. Passes may be handed out at a meeting or to student homes prior to the start of school. Students that are added to a run after the start of a run will be given their bus passes from the driver of the run. Bus drivers will have a current student list provided by the Transportation Department.

The Chairperson from each CFBR will provide the Director of Transportation an electronic list of the students for each bus run. Students that are added after a list is established will be added by the Transportation Department.

Adding Students after Run Starts

Parents who sign their child up after the run starts may be charged a late fee as determined by the group. This will encourage parents to sign up on time, which reduces overall work and per-student charge. Special considerations may be made for families who have recently moved into the area. Parents of late add-ons shall contact the chairperson, and the chairperson shall determine if there is room on the run to add the student. Students will be added only as space allows. There is no guarantee of placement on a CFBR. Chairperson shall be responsible for collecting money and ordering a bus pass for the add-on student. Chairpersons may contact the Transportation Department for assistance. Capacity of CFBR will be determined by the Transportation Department and Chairperson.

Student Behavior/Use of Bus Pass

The District rules that apply to regular home-to-school transportation will apply to all students using a CFBR. Students will follow all rules and regulations regardless of the type of bus run as detailed in BP8301. If a student is removed from the bus for a period of time or for the remainder of a school year due to disciplinary problems, the student's bus pass shall be suspended or revoked. Refunds will not be issued.

Bus passes are issued for the use of one student and are authorized for the student whose name appears on the bus pass only. If a bus pass is used by an unauthorized student, the pass will be confiscated and a written warning or referral will be issued to the student. Drivers should alert parents and chairpersons of the situation and of the student's involvement. If a second infraction occurs, the pass will be revoked. Refunds will not be issued.

Transportation Department Phone Numbers

Transportation Office-----	327-9700	(use option #4 for administration)
Sheryl Boe-----	327-9671	(Director of Transportation)
Sherry CallRichards-----	327-9677	(Transportation Router)
Rebecca Lamas-----	327-9670	(Secretary)

District Office Phone Numbers

District Office-----	327-9000	(Main Number)
Foundation for Clovis Schools-	327-9734	(Frank Hashimoto)
<i>CUSD Today</i> Newspaper-----	327-9094	(Susan Sawyer)
Assistant Superintendent, Business Services-----	327-9128	(Susan Rutledge)

Run Cost Analysis (Sample)

220031	Bus Drivers:		Rate	Hours	# of Days	# of Buses			
AM	Miramonte Elementary to RGE		17.51	0.75	181	1			\$2,376.98
PM	RGE to Fowler & Dakota Ave		17.51	0.75	181	1			\$2,376.98
	Deadhead Mileage Time		17.51	0.15	181	1			\$475.40
	Total Classified Salaries								
								TOTAL	\$5,229.36
									\$5,229.36
	Benefits:								
320200	PERS		9.124%					477.13	
331200	Social Security		6.200%					324.22	
332200	Medicare		1.450%					75.83	
340216	Disability		0.760%					39.74	
350200	SUI		0.500%					26.15	
360200	WorkersComp		2.090%					109.29	
370100	Retiree Contribution		4.000%					209.17	
380200	PERS Reduction		3.896%					203.74	
390203	Liability Insur		0.370%					19.35	
	Total Bus Driver Benefits								\$1,484.62
									\$1,484.62
	Total Salary & Benefits								\$6,713.98
									\$6,713.98
	Mileage Expenses:		Rate*	Miles	# of Days	# of Buses			
AM	Miramonte Elementary to RGE		1.50	4.41	181	1		1,197.32	
PM	RGE to Fowler & Dakota Ave		1.50	3.21	181	1		871.52	
	Deadhead Mileage		1.50	2.50	181	1		678.75	
	Total Mileage Expense								\$2,747.58
									\$2,747.58
									\$9,461.56
								Administrative Fee	\$100.00
								TOTAL COST	\$9,561.56

**Community Funded Bus Run
Application Form
2017-2018**

_____ (Bus Stop / Area) _____ (School)

(Please print legibly)

Parent/Guardian: _____

Address _____ City _____ Zip _____

Home Phone No.: _____ Work Phone No: _____

Signature: _____ Date: _____

Student Name (Last, First)	Grade	Amount

BUS PASSES ARE \$ _____ PER STUDENT

(Make checks and money orders payable to the "Foundations for Clovis Schools")

<i>Community Leader Use Only</i>			
Amount Paid _____	Check / MO Number # _____	Date _____	By _____

Sample Letter of Request for CFBR

{Insert Date}

Sheryl Boe, Director of Transportation
Clovis Unified School District
1490 Herndon Avenue
Clovis, CA 93611

SUBJECT: COMMUNITY FUNDED BUS RUN

Dear Mrs. Boe,

Please consider this letter our formal request to the Clovis Unified School District for providing a “Community Funded Transportation Run” as outlined in Board Policy #8301. This request is for school bus services from home to school to home for our area which resides within the radius zone or special pockets to {Insert School Attending}.

The area that we are requesting service from is {Insert Bus Stop Location} to {Insert School Attending} and back. It is our intent to have the Clovis Unified School District provide the service as outlined in your estimated cost document dated {Insert Date of Run Cost Sheet}. The total cost to operate the run as summarized has been set at {Insert Dollar Amount} for the 2017-18 school year. We understand that ridership on a community funded run is subject to all regular rules and regulations.

We now ask that the District administration process this request and submit it to the Governing Board for approval. Once approval is given by the Governing Board, we understand that the operation of this community funded transportation run is contingent upon the Foundation for Clovis Schools receiving full payment of the service run. Payment must be received on or before fourteen (14) calendar days before the run begins. All funds must be deposited with Clovis Unified School District for the entire school year before the services will begin.

Sincerely,