

Converse County School

District #1

Operations Department

Transportation Plan



Dan Espeland, Superintendent

2016-2017

PLAN SIGNATURES

John Bartling

Operations Supervisor

2016-2017

Plan Year



DISCLAIMER

This comprehensive district plan was developed by the Wyoming Department of Education (WDE) in cooperation with AdvancED Wyoming to align state and federal plan requirements to a common framework. This document meets the requirements of both the WDE and AdvancED for district continuous improvement.

DISTRICT COMPREHENSIVE PLAN DIRECTIONS

Writing Plans

There are three domains: Teaching and Learning, Leadership Capacity and Resource Utilization. For each domain:

1. ASSESS NEEDS

- Read related research, evaluate student performance and stakeholder survey data, and self-evaluate using the AdvancED rubrics to rate the level of implementation for each indicator as needs improvement, acceptable, or effective practice, or 1, 2, 3, or 4.
- Indicators rated as **Level 4 on the AdvancED rubric are effective practices**. Indicators rated as **3 are acceptable**. Indicators rated as **1 or 2 are needs improvement**.

2. SUMMARY OF PRACTICES

- Districts may write summaries for any or all of the AdvancED indicators. The intent is that required plans are included in or attached as links to the summaries.

4. IMPROVEMENT PLANS

- The operations improvement plan is required for district continuous improvement work.

Plan Submission

- Post the plan on the district web site in .pdf format or provide a view-only link.

Representative Assistance

- The plan template is currently available from WDE in Google Docs and as an Adobe Acrobat Form. Plans can be converted to Microsoft Word. Plan templates can be developed in other collaborative formats if necessary.
- Plan [references](#) are provided in a separate document.

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TEACHING AND LEARNING

Standard 3: Teaching and Assessing for Learning

Family Engagement (3.8)

The system and all of its schools engage families in meaningful ways in their children’s education and keep them informed of their children’s learning progress. (District Rubric 3.8)	Acceptable
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YES	The district has submitted all “Every Student Counts” (Uniform Report) information. (Wyoming)
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Summary of Practices:

Our transportation department does a good job with communicating with families. We contact every family once a year to determine if the student needs school transportation and to assure that we have the proper locations of pickups and drop offs. We also provide bus schedules through our local paper and information placed on social media.

Professional Learning (3.11)

All staff members participate in a continuous program of professional learning. (District Rubric 3.11)	Acceptable
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YES	The district has developed and implemented a professional development plan that focuses on the development and implementation of standards and standards-based assessments, the instructional and student learning uses of technology, individual school improvement goals, assessed needs based on documented student results, and individual professional development goals. (Wyoming)
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YES	The district provides annual training to all school personnel concerning discrimination, confidentiality, and occupational exposure to bloodborne pathogens, seclusion and restraint, training in district policy against harassment, intimidation or bullying and anti-suicide. (Wyoming)
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Plans and Documents	<ul style="list-style-type: none">Professional Development Plan
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Summary of Practices:

Our department offers a minimum of 12 hours continued education every year for all members of our transportation department. One half of this training is selected specifically by our department to fulfill the requirements of DOT and to satisfy our district goals. Other trainings are safety, mechanical, and current industry best practice related.

Standard 5: Using Results for Continuous Improvement

Collecting, Analyzing and Applying Learning from a Range of Data Sources (5.2)

Professional and support staff continuously collect, analyze and apply learning from a range of data sources, including comparison and trend data about student learning, instruction, program evaluation, and organizational conditions that support learning. ([District Rubric 5.2](#))

Acceptable

YES

The district assesses all grade levels, parents, and staff regarding school mission and student learning, school safety, service provision, equity, and opportunity to learn every three years. The results are used for school improvement planning. (Wyoming)

Plans and Documents

- AdvancED Stakeholder Surveys

Summary of Practices:

The transportation department participates yearly in the WDE form 620A and 620B. Through this process we compile data of how many students we transport, how many miles we travel and the amount of transportation that was used for daily school transportation, field trips, and activity trips. It also tracks on that collection day if there were and stop arm violations. Our department also tracks daily how many conduct issues we have, how many stop arm violators, and any mechanical issues we have had. We also track any type of incident that may have taken place regardless of what the issue may have been.

Training Staff in the Interpretation and Use of Data (5.3)

Throughout the system professional and support staff are trained in the interpretation and use of data. ([District Rubric 5.3](#))

Acceptable

Summary of Practices:

Communicating District and School Performance (5.5)

System and school leaders monitor and communicate comprehensive information about student learning, school performance, and the achievement of system and school improvement goals to stakeholders.

[\(District Rubric 5.5\)](#)

Acceptable

Summary of Practices:

Every year our department reports to the District board of the improvements that we have made and new goals to provide positive growth within our department.

TEACHING AND LEARNING IMPROVEMENT PLAN

Goals: To implement data collections electronically that can be searched and sorted.

Objectives:

- Collect and compile stop arm violations.
- Collect and compile bus conduct information.
- Collect and compile repair and maintenance history.
- Collect and compile all other incident report history.

Strategies:

To create a searchable database for stop arm violations.

Activities:

- To retrieve and input past violations.
- To collect and input new violations.
- Create a new form with additional data.
- To train staff on how data should be submitted.

Strategies:

To create a searchable database for bus conduct information.

Activities:

- To retrieve and input past conduct information.
- To collect and input new behavior concerns.

Strategies:

To create a searchable database for repair and maintenance history.

Activities:

- To create a data collection document that will track in district and out of district service and repair needs.
- To train staff on how data should be submitted.
- To collect and input new data.

Strategies:

To create a searchable database for other incident reports.

Activities:

- To create a data collection document to track all other reportable incidents to include but not limited to: bus accidents, lost students, or other abnormal events.
- To train staff on how data should be submitted.
- To collect and input data.

Evaluation/Evidence (How will you know when the intervention is fully implemented?)

When our database is populated to a point that data can be searched and patterns and trends can be identified and used for improvements.

LEADERSHIP CAPACITY

Standard 1: Purpose and Direction

District Purpose Revision Process (1.1)

The system engages in a systematic, inclusive, and comprehensive process to review, revise, and communicate a system-wide purpose for student success. (District Rubric 1.1)	Acceptable
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Summary of Practices:

Transportation is a part of the districts TABS committee which meets monthly and shares improvements and concerns.

School Purpose Revision Process (1.2)

The system ensures that each school engages in a systematic, inclusive, and comprehensive process to review, revise, and communicate a school purpose for student success. (District Rubric 1.2)	Acceptable
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Summary of Practices:

The transportation department participates yearly at our district board dinner. We present to the board our progression from the past year and our goals of improvement for the coming year.

Culture Based on Shared Values and Beliefs (1.3)

<p>The school leadership and staff at all levels of the system commit to a culture that is based on shared values and beliefs about teaching and learning and supports challenging, equitable educational programs and learning experiences for all students that include achievement of learning, thinking, and life skills. (District Rubric 1.3)</p>	Acceptable
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Summary of Practices:

Transportation accommodates all trip requests that are submitted by school administrators unless there would be a safety concern. In that situation we would come up with a solution to substitute that trip with something comparable in learning value. In pertaining to our safe culture we accommodate all trips and pickup and drop off locations by assuring the locations are a safe and convenient as possible.

District Improvement Process (1.4)

<p>Leadership at all levels of the system implement a continuous improvement process that provides clear direction for improving conditions that support student learning. (District Rubric 1.4)</p>	Acceptable
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YES	<p>The district monitors the school improvement planning of its schools and coordinates activities that support implementation of those plans. (Wyoming)</p>
YES	<p>The district participates in the State Accountability System, assures participation of all district schools, and monitors and assists schools in improvement processes. (Wyoming)</p>
YES	<p>School improvement plans and communication plans are approved annually by the district and submitted to the state. (Wyoming)</p>

Plans and Documents	<ul style="list-style-type: none"> • District Improvement Plan for Accreditation
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Summary of Practices:

The transportation department is in continuous contact with all administrators to make sure that transportation is provided to all students that require it. Once a year these needs and routes are comprehensively evaluated. These locations are re-evaluated over the course of the year in a timely manner to assure the changing needs are met in a safe and efficient manner.

Standard 2: Governance and Leadership

Board Policies and Practices (2.1)

The governing body establishes policies and supports practices that ensure effective administration of the system and its schools. (District Rubric 2.1)	Acceptable
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YES	The district assures that up-to-date board of trustees’ policies, rules, and regulations, promulgated according to the requirement of the Wyoming Administrative Procedure Act have been developed and are available for public inspection. (Wyoming)
YES	The district has a process in place for reviewing home school curricula. (Wyoming)
YES	The district causes the flags of the United States of America and the State of Wyoming to be displayed when school is in session in, upon, or around each school building. (Wyoming)

Summary of Practices:

Transportation department meets with the district board sub committee throughout the year to assure consistent communication with our department.

District Board Operations (2.2)

The governing body operates responsibly and functions effectively. (District Rubric 2.2)	Acceptable
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YES	<p>The board of trustees of the district adheres to the following Wyoming statutes:</p> <ul style="list-style-type: none"> ○ School Districts in General ○ Open Meeting Law ○ Ethics and Disclosure Act
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Summary of Practices:

The transportation department fully complies to all current regulations that are outlined in Wyoming State Statues Chapter 2 and Chapter 20. These guidelines are supported by district board policy.

Leadership Autonomy (2.3)

The governing body ensures that the leadership at all levels has the autonomy to meet goals for achievement and instruction and to manage day-to-day operations effectively. (District Rubric 2.3)	Acceptable
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Summary of Practices:

The transportation department's director is fully empowered to exercise authority and to manage day to day operations effectively.

Leaders and Staff Foster Culture (2.4)

Leadership and staff at all levels of the system foster a culture consistent with the system’s purpose and direction. (District Rubric 2.4)	Acceptable
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Summary of Practices:

The transportation department encourages input from all personnel to assure that all of the needs of transportation are being met in a safe and efficient manner. A member of transportation is available 24 hours a day to manage needs as they may arise.

Stakeholder Engagement (2.5)

Leadership engages stakeholders effectively in support of the system’s purpose and direction. (District Rubric 2.5)	Acceptable
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YES	The district has procedures for involving parents and community in decision making, implementation of standards, goal setting and planning for school improvement, and identification of budget priorities based on student performance standards. (Wyoming)
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Summary of Practices:

Transportation is engaged with most parents of students during the bus tag process to assure that the needs of both student and parents are being met. Also with transportation for field trips and or activity trips, the parents are involved with trip information to keep everyone informed of departure and arrivals times.

Leader and Staff Evaluation (2.6)

Leadership engages stakeholders effectively in support of the system’s purpose and direction. (District Rubric 2.6)	Acceptable
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YES	The district has a State Board of Education/WDE approved teacher performance evaluation system that was approved in 2011 or later. The system is used to formally evaluate the performance of each initial contract teacher at least twice annually and every continuing contract teacher at least once each year. (Wyoming)
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Summary of Practices:

The transportation department follows all district policies regarding employee evaluations. These evaluations are performed at a minimum of once a year, with the betterment of the employee’s performance in mind.

RESOURCE UTILIZATION

Standard 4: Resources and Support Systems

Staff Recruiting and Retention (4.1)

<p>The system engages in a systematic process to recruit, employ, and retain a sufficient number of qualified professional and support staff to fulfill their roles and responsibilities and support the purpose and direction of the system, individual schools, and educational programs. (District Rubric 4.1)</p>	Acceptable
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YES	The district complies with the Wyoming Teacher Employment Law. (Wyoming)
YES	The Professional Teaching Standards Board has issued certificates with necessary endorsements covering specific assignment(s) to each professional staff member. (Wyoming)
YES	The assignment of staff members in accordance with the certificates and endorsements as specified in the certification regulations set by the Professional Teaching Standards Board. (Wyoming)

Summary of Practices:

The transportation department adheres to all W.Y.D.O.T. and the Wyoming Department of Education’s drivers licensing, requirements, and regulations. The district provides competitive wages and a safe and positive work environment to retain the employees on staff.

Sufficient Resources (4.2)

<p>Instructional time, material resources, and fiscal resources are sufficient to support the purpose and direction of the system, individual schools, educational programs, and system operations. (District Rubric 4.2)</p>	Acceptable
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YES	<p>The district complies with the Wyoming State Board of Education’s definition of the minimum hours of student/teacher contact and minimum days per year</p> <ul style="list-style-type: none"> ○ All schools in the district operate on a regular calendar including at least 175 student contact days and at least 185 teacher days, or the district has received approval from the State Board of Education for any schools that operate on an alternative calendar
YES	On President’s Day, Veterans Day, Martin Luther King Jr. Day, Wyoming Equality Day, and general election day, the district’s schools are not dismissed except by order of the board of trustees of the district. Exercises to emphasize the significance of these days are optional to the schools. (Wyoming)
YES	<p>The following days are appropriately observed:</p> <ul style="list-style-type: none"> ○ Wyoming Day, December 10 of each year

	<ul style="list-style-type: none"> o Nellie T. Ross' birthday, November 29 of each year o Native American Day, the second Friday in May o Pearl Harbor Remembrance Day, December 7 of each year o The district will report immediately to the Department of Education any closures for such reasons as inclement weather, the permanent closing of a school, or the opening of new schools (Wyoming)
YES	The district maintains the student-teacher ratio within state guidelines

Summary of Practices:

Transportation is available to the district year round. We provide transportation for education throughout the year on an as requested basis.

Safe, Clean and Healthy Environment (4.3)

The system maintains facilities, services, and equipment to provide a safe, clean, and healthy environment for all students and staff. (District Rubric 4.3)	Acceptable
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YES	The district ensures that students are educated in a safe environment that meets all building, health, safety, fire, and environmental codes and standards required by law for all public buildings. (Wyoming)
YES	The district has policies and procedures clearly in place to ensure that potential crisis situations are addressed. Crisis management plans are developed and are practiced on a regular basis. (Wyoming)
YES	The district ensures that eye protection is provided and used in compliance with state statutes. (Wyoming)
YES	The district ensures that all schools maintain on file written documentary proof of immunization or written immunization waiver for every student enrolled. The district monitors compliance with this requirement. (Wyoming)
YES	The district has developed and has on file the policy for required notification of pesticide application on or within school buildings. (Wyoming)
YES	The district meets all the requirements of the law for school bus standards, operators, and vehicle operation. (Wyoming)

Plans and Documents	<ul style="list-style-type: none"> • District Crisis Management Plan
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Summary of Practices:

The transportation department has invited the Occupational Safety and Health Administration for a voluntary inspection. Some deficiencies were identified and rectified to assure a safe and healthy work environment. All buses are inspected before trips to verify a safe operation. In addition to daily cleanings, we administer deep cleanings and sanitization anytime there are health concerns identified

by school nurses. We comply to bus evacuation drills as outlined by state statute. Our bus fleet is provided preventative maintenance schedules in intervals that exceed manufacturer's standards.

Strategic Resource Management (4.4)

<p>The system demonstrates strategic resource management that includes long-range planning in support of the purpose and direction of the system. (District Rubric 4.4)</p>	<p>Acceptable</p>
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<p>YES</p>	<p>The district assures that school funds are kept as prescribed by the Uniform Municipal fiscal Procedures Act and Wyoming School Budgeting, Accounting and Reporting Manual. (Wyoming)</p>
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<p>Plans and Documents</p>	<ul style="list-style-type: none"> • School District Facility Plan • Transportation Plan
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Summary of Practices:

The transportation department is continually vigilant of an aging fleet. We follow the guidelines for bus replacement as provided in the WDE 621 process. The replacement of fleet cars and suburbans are done on an as needed basis following a replacement procedure as agreed upon by transportation the district’s business manager.

Information Resources (4.5)

<p>The system provides, coordinates, and evaluates the effectiveness of information resources and related personnel to support educational programs throughout the system. (District Rubric 4.5)</p>	<p>Acceptable</p>
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Summary of Practices:

The transportation department utilizes powerschool for the placement and identification of students.

Technology Resources (4.6)

<p>The system provides a technology infrastructure and equipment to support the system’s teaching, learning, and operational needs. (District Rubric 4.6)</p>	<p>Acceptable</p>
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YES

The district has developed and implemented a technology plan that addressed professional development, curriculum integration, media services and network connectivity. (Wyoming)

Plans and Documents

- District Technology Plan

Summary of Practices:

Transportation utilizes many different sources of technology in support of our operational needs. Interior bus cameras are used to monitor student behavior and drivers performance. The GPS is used to monitor where the buses have traveled and the speeds in which they traveled. Outside cameras monitor stop arm violators and unsafe locations.

We monitor road conditions, and weather reports with a variety of weather reporting sites provided by WYDOT and other internet locations. Google earth provides images of locations where buses will travel and assist in determining safe locations and routes. The repair garage uses computers to decipher service needs.

Supports to Meet Physical, Social and Emotional Needs (4.7)

The system provides, coordinates, and evaluates the effectiveness of support systems to meet the physical, social, and emotional needs of the student population being served. ([District Rubric 4.7](#))

Acceptable

Summary of Practices:

Transportation uses information provided by interior cameras to monitor student behavior and to assure that bullying does not take place on student transportation. Through drivers training and behavior awareness, our drivers seek to be alert and aware of any bullying issues.