



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Tuesday, October 16, 2018

**Re:** Student To/From School Transportation Services Update

### **Background**

#### **Historical Philosophy of Transportation at Glenbrook**

In reviewing historical documents, the Board of Education first took action to establish a transportation policy in January 1973. At that time, the Board adopted a policy titled, "Student Transportation Between Home and School" which outlined a procedure for how student information should be shared with approved transportation providers. The Board discussion in 1973 emphasized that while the school district will identify approved transportation providers, any transportation agreement is "between the parents of the student and the bus company [and] will be a private contract" and that "tax monies shall not be expended for such transportation" (Minutes from January 8, 1973).

Since 1973, Board Policy 5070 has only been updated once. In November 1986 the policy was updated to incorporate references concerning student conduct on buses. The Board discussion at that time reinforced its philosophy regarding management of student transportation. "The fundamental provision of our policy on student transportation is contained in Section A of the policy, which states that the school district does not desire to operate a bus service. This has been the ongoing policy of our Boards of Education since the district was organized" (Board Packet Materials from November 24, 1986).

#### **Requirement to Provide Transportation**

Illinois School Code requires certain types of school districts to provide free transportation for those students "residing at a distance of one and one-half miles or more from any school to which they are assigned for attendance maintained within the district, except for those pupils for whom . . . adequate transportation for the public is available" (105 ILCS 5/29-3).

As a township high school district, Glenbrook High School District 225 is not required to provide free transportation services to students. It is important to note that while the District may choose to provide free transportation services, it is not eligible to receive reimbursement from the Illinois State Board of Education for those services, "provided for regular public . . . residing less than one and one-half miles from their assigned attendance center for which there is no safety hazard approv[ed] by the Department of Transportation" (23 Ill Admin Code, Section 120.40).

Illinois School Code (105 ILCS 5/14-1.02; 105 ILCS 5/14-13.01) and Illinois Administrative Code (23 Ill Admin Code, Section 226.750) requires that students eligible for special education with transportation services included in their IEP, be provided such services. Board Policy 7140 (Transportation for Special Education Students) states that , "it is the policy of the Board of Education . . . to pay for transportation for

special education students under [certain] terms and conditions". The terms and conditions stated include when a student's educational program is located in a school other than than the one the student would normally attend; when the the nature of the student's disability is such that special transportation is required; when the nature of the student's special program is such that special transportation is required.

### **Transportation Service Initiatives**

Through a review of historical documents provided to the Board of Education (e.g. transportation service bids results; student fee memos; minutes from meetings), the following timeline of transportation service initiatives was developed.

- **1998-1999 School Year**
  - Ryder Bus Company (now First Student) coordinated all administrative services (setting/collection of fees; preparation of bus passes; route design; manage concerns and questions from parents)
  - Students offered "virtually door-to-door service"
  - Offered bus passes based on type of service
    - Round trip
    - Round trip with activity
    - AM only
    - PM only
    - PM with activity
  - District responsible for subsidizing the cost of students receiving financial assistance
  
- **1999-2000 School Year**
  - Ryder no longer was willing to coordinate a full-service transportation system (described above), due to it not being profitable
  - The District needed to determine what services, if any, would be offered for the 1999-2000 school year
  - The Board of Education considered whether to offer free bus transportation, let the service expire and no longer offer transportation, or take over the responsibility of administering a program on behalf of the parents
    - Emphasized that it is the responsibility of parents to arrange for the transportation of their students to and from school
    - Recognized that although there is no legal requirement to provide student transportation, it is in the District's educational interest to ensure that all student have a means to and from school each day, especially for those students at lower income levels
    - Determined that the District would take over the responsibilities of administering the student transportation program, and would continue to provide similar services as Ryder provided
    - In lieu of substantially increasing bus pass fees to pay for all of the expenses related to the new system, the Board approved subsidizing transportation fees for all students riding the bus for one year (first time such fees were subsidized by the Board since the district was established), in the amount of \$318,000
  - Offered the same bus pass structure that was designed by Ryder, but assigned stops within 2-5 blocks of the student's residence

- **2000-2001 School Year**
  - Entered into a new service agreement with Alltown
  - Subsidized transportation fees in the amount of \$302,952
- **2001-2002 School Year**
  - Changed bus pass structure to offer limited, tiered rates
    - Round trip under 1.5 miles; round trip over 1.5 miles
    - Paid in full by May 15th; paid in full after May 15th
    - All bus passes include access to activity buses
  - Subsidized transportation fees in the amount of \$309,161
- **2002-2003 School Year**
  - No changes, maintained previous practices
- **2003-2004 School Year**
  - Implemented an online bus pass application system (RevTrak)
  - Offered a \$25.00 discount for bus pass applications completed online
  - Offered a payment plan option for students receiving reduced benefits under the Student Financial Assistance Program (required credit card pre-authorized charges)
- **2004-2005 School Year**
  - No changes, maintained previous practices
- **2005-2006 School Year**
  - Performed a study of transportation service options, in conjunction with a review of school start time changes
    - Administered a student transportation survey to determine current use and satisfaction of parents; received almost 400 respondents
    - Determined that the service could be provided to 40-60% of current ridership (360-500 students) through implementation of (2) loops
      - First loop commencing at 6:45 AM (for students with early activities)
      - Second loop commencing between 7:15 - 7:30 AM
  - Eliminated bus service for students residing less than 1.5 miles from their school
  - Determined route structure and the number of buses based on bus pass applications paid-in-full by June 3rd
- **2006-2007 School Year**
  - Entered into a new service agreement with Laidlaw and First Student.
  - Implemented use of 84-passenger buses to alleviate the waiting list for seats on buses, and allow the District to offer service to more riders, without increasing costs
  - Offered one late activity bus at Glenbrook North, and one late activity bus at Glenbrook South
    - Second activity bus will be offered at Glenbrook South from September 11, 2006 - November 17, 2006 only
- **2007-2008 School Year**
  - No changes, maintained previous practices

- **2008-2009 School Year**
  - No changes, maintained previous practices
- **2009-2010 School Year**
  - Revised Board Policy Procedures 8230, providing a 50% reduction per family for the cost of a bus pass for families receiving reduced benefits under the Student Financial Assistance Program
- **2010-2011 School Year**
  - Offered a sibling discount of 50% for families with multiple bus riders
- **2011-2012 School Year**
  - No changes, maintained previous practices
- **2012-2013 School Year**
  - No changes, maintained previous practices
- **2013-2014 School Year**
  - No changes, maintained previous practices
- **2014-2015 School Year**
  - Modified the activity bus service
    - Glenbrook North - Offered (1) bus departing at 5:00 PM serving all of Northbrook
    - Glenbrook South - Offered (2) buses departing westbound at 4:45 PM, (1) bus departing eastbound
    - Glenbrook South - Offered (1) bus departing at 5:45 PM serving all of Glenview
- **2015-2016 School Year**
  - No changes, maintained previous practices
- **2016-2017 School Year**
  - No changes, maintained previous practices
- **2017-2018 School Year**
  - Implemented the VersaTrans Routing and Planning software solution to build routes based on available resources (number of buses), and bus applications received by June 2nd
    - Morning drop-off time range defined as 10-30 minutes before the start of school
    - Afternoon pick-up time range defined as 5-20 minutes after school
    - Student maximum time on bus defined as 35 minutes
    - Earliest pick-up time for Glenbrook North defined as 6:45 AM; Glenbrook South defined as 7:05 AM
  - Implemented the FirstView bus tracking and transportation communications service for parents and school personnel
  - Established that the late purchase surcharge (June 3rd and later) would be set as 20% of the regular individual rate
  - Eliminated the \$25.00 discount for bus pass applications completed online

- Transitioned responsibility for credit card processing charges to those families choosing to pay by credit card
- **2018-2019 School Year**
  - No changes, maintained previous practices

### **Historical Bus Pass Sales**

Since taking over the responsibility of coordinating administrative services for the student to/from transportation service during the 2000-2001 school year, the Business Services department has maintained a record of historical bus passes. In an effort to summarize the data, we have compiled several data points for review by the Board that encompass five (5) previous school years, as well as the current school year:

- Total Ridership by School
- Total Enrolment by School
- Ridership by School as a Percentage of Enrollment by School
- Total Ridership by Lunch Status
- Sibling Ridership

**Student To/From Transportation Services  
Historical Bus Pass Sales**

**Total Ridership by School**

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Glenbrook North	277	265	279	316	333	289
Glenbrook South	665	699	726	670	730	713
	<b>942</b>	<b>964</b>	<b>1005</b>	<b>986</b>	<b>1063</b>	<b>1002</b>

**Total Enrollment by School**

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Glenbrook North	2066	2087	2038	2049	2023	2058
Glenbrook South	2753	2736	2895	3026	3128	3140
	<b>4819</b>	<b>4823</b>	<b>4933</b>	<b>5075</b>	<b>5151</b>	<b>5198</b>

**Ridership by School as a % of Enrollment by School**

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
District-Wide	19.5%	20.0%	20.4%	19.4%	20.6%	19.3%
Glenbrook North	13.4%	12.7%	13.7%	15.4%	16.5%	14.0%
Glenbrook South	24.2%	25.5%	25.1%	22.1%	23.3%	22.7%

**Total Ridership by Lunch Status**

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Full Pay	419	436	490	471	539	535
Free	413	426	468	399	440	397
Reduced	110	102	47	116	84	70
	<b>942</b>	<b>964</b>	<b>1005</b>	<b>986</b>	<b>1063</b>	<b>1002</b>

**Sibling Ridership**

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Sibling Riders	48	43	20	48	78	89

**\*\* Scenario - Pairing Ability \*\***

**Student To/From School Transportation - FY2019-20 - Estimated Fixed Expenses**

	# of Routes	Daily Rate	Daily Cost	Annual Cost (178 School Days)
<b>Purchased Services</b>	AM To/From School Routes	26	\$83.04	\$ 384,302.64
	PM To/From School Routes	26	\$83.04	\$ 384,302.64
	Late Activity To/From School Routes	5	\$83.04	\$ 73,904.35
				<b>\$ 842,509.64</b>
		<b>Subtotal</b>	\$ 842,509.64	
<b>Contingency Budget for To/From School Transportation Expenses (1 AM/PM Route, 178 Days)</b>				\$ 29,561.74
<b>Total Student To/From School Transportation Estimated Purchased Services Expenses</b>				<b>\$ 872,071.38</b>

**Student To/From School Transportation Expense - FY2019-20 - Estimated Fee Calculation**

Total Number of Riders (Includes All Students Regardless of Payment Tier)	1,000	
Calculated Cost Per Rider (Total FY2019 Expenses / Total Number of Riders)	\$ 872.07	
Board Subsidy Per Rider to Minimize Fee Impact to Households	\$ 71.65	Total Cost \$ 71,650.00
<b>Cost Per Rider</b>	<b>\$ 800.42</b>	
<b>Cost Per Day of Transportation (Cost Per Rider / 178 School Days)</b>	<b>\$ 4.50</b>	

**\*\* Scenario - No Pairing Ability \*\***

**Student To/From School Transportation - FY2019-20 - Estimated Fixed Expenses**

	# of Routes	Daily Rate	Daily Cost	Annual Cost (178 School Days)
<b>Purchased Services</b>	AM To/From School Routes	26	\$166.08	\$ 768,618.24
	PM To/From School Routes	26	\$166.08	\$ 768,618.24
	Late Activity To/From School Routes	5	\$83.04	\$ 73,904.35
				<b><u>\$ 1,611,140.83</u></b>
			<b>Subtotal</b>	\$ 1,611,140.83
			<b>Contingency Budget for To/From School Transportation Expenses (1 AM/PM Route, 178 Days)</b>	\$ 59,124.48
			<b>Total Student To/From School Transportation Estimated Purchased Services Expenses</b>	<b><u>\$ 1,670,265.31</u></b>

**Student To/From School Transportation Expense - FY2019-20 - Estimated Fee Calculation**

Total Number of Riders (Includes All Students Regardless of Payment Tier)	1,000	
Calculated Cost Per Rider (Total FY2019 Expenses / Total Number of Riders)	\$ 1,670.27	
Board Subsidy Per Rider to Minimize Fee Impact to Households	\$ 71.65	Total Cost \$ 71,650.00
<b>Cost Per Rider</b>	<b>\$ 1,598.62</b>	
<b>Cost Per Day of Transportation (Cost Per Rider / 178 School Days)</b>	<b>\$ 8.98</b>	