SCHOOL DISTRICT 46
SUNSHINE COAST

BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

OPERATIONS COMMITTEE AGENDA

Tuesday, June 23, 2020, 9:30 a.m.
https://www.youtube.com/user/SD46Schools

Active Travel Young People Sunshine Coast

School District 46

June 23, 2020

Vancouver CoastalHealth

Background

2018

- Town of Gibsons received an Active Communities Grant (MoH $, administered by VCH)
- Gibsons Active Travel for Kids project
- Cross-sectoral project committee (including SD)
- Gibsons & Elphinstone schools
- Final report approved by ToG Council (December 2018)

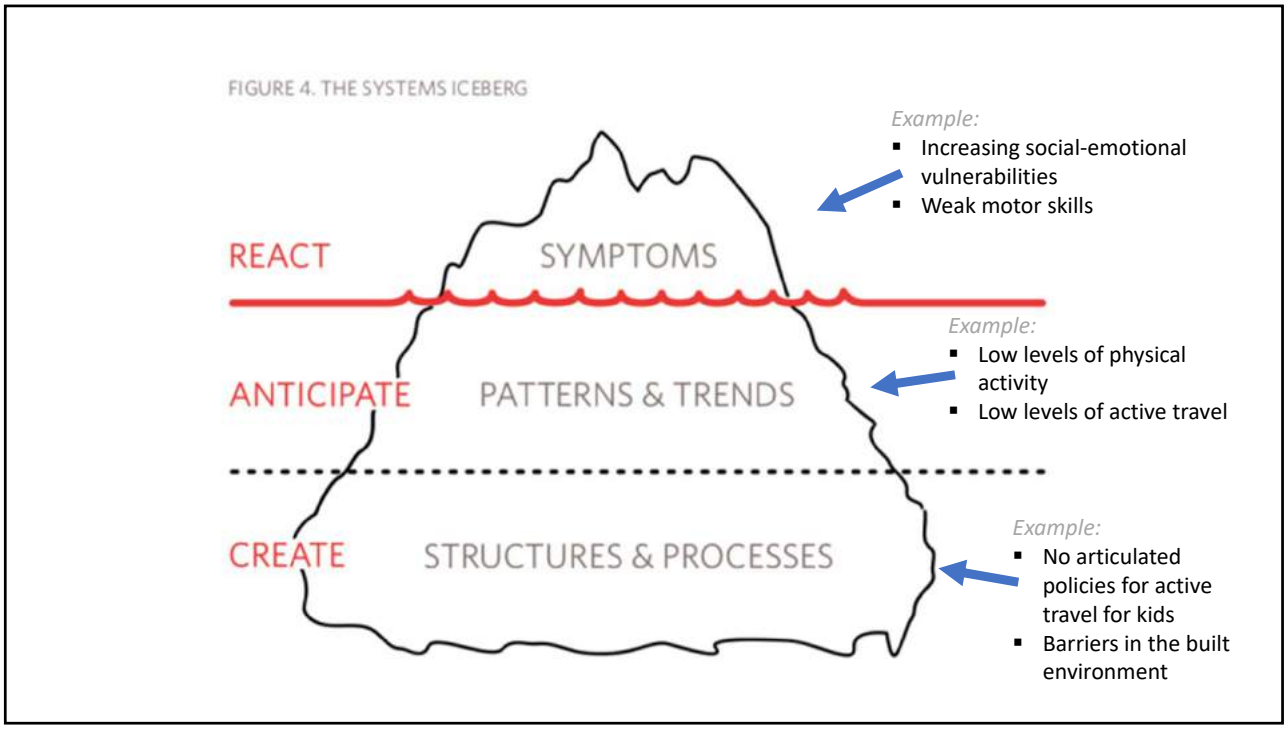
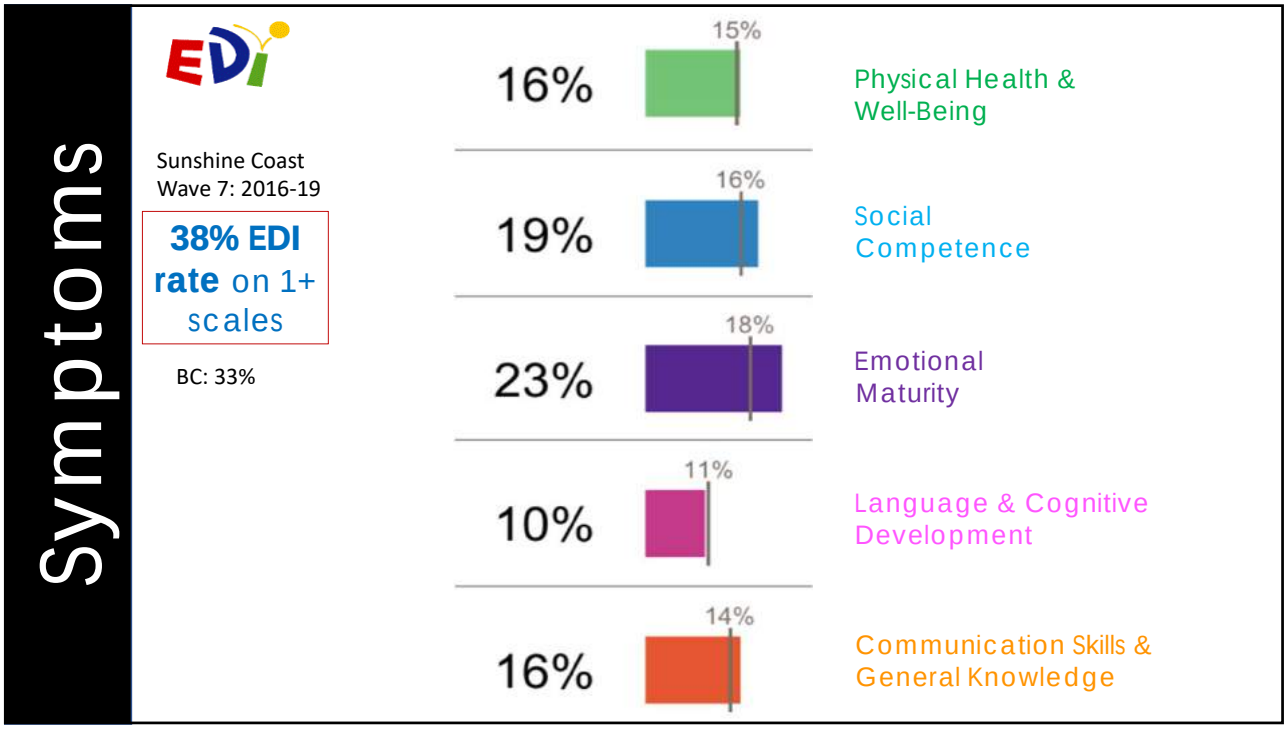
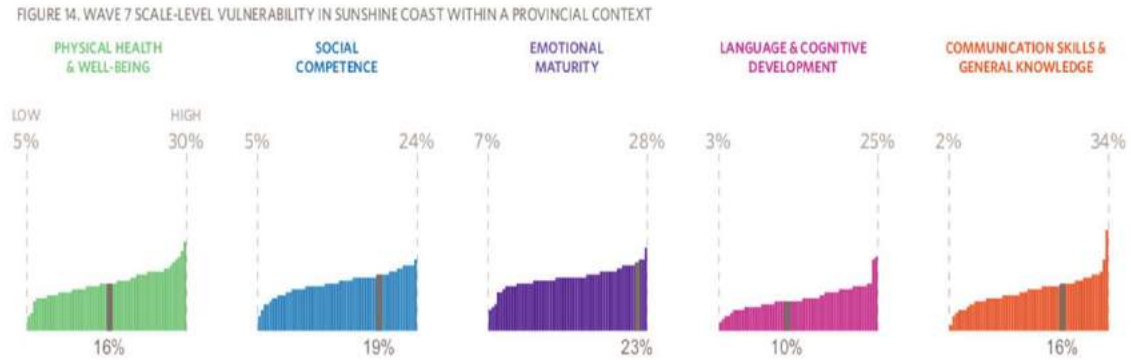


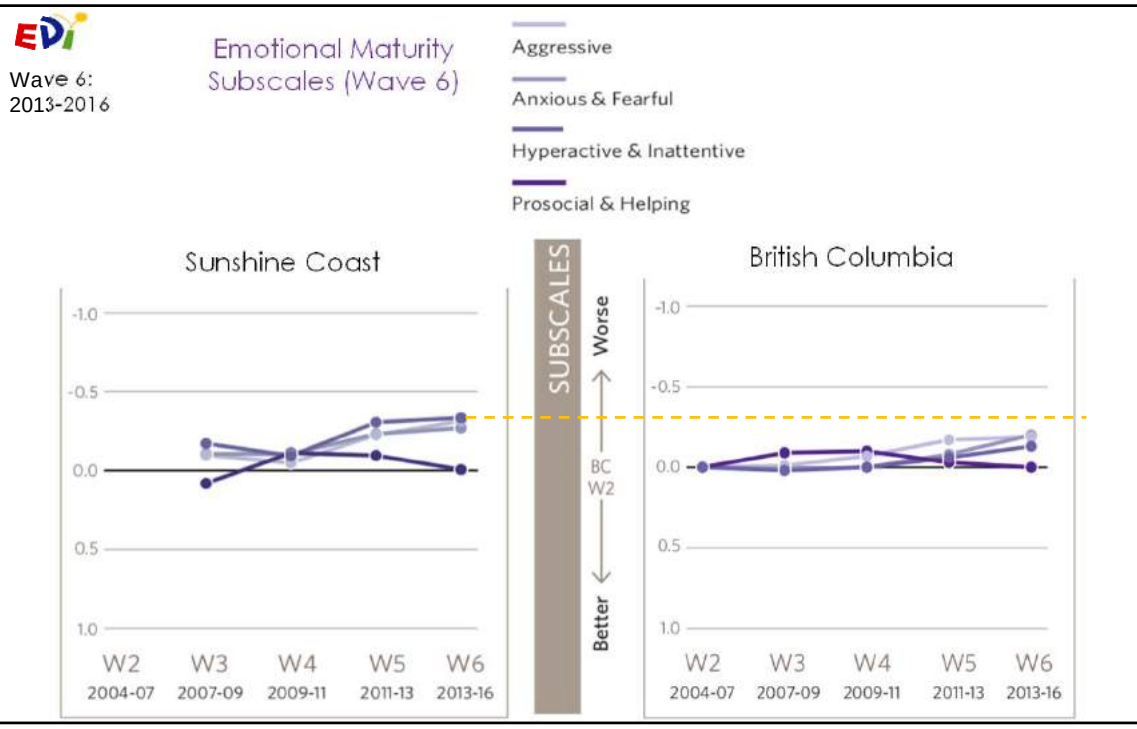
FIGURE 4. THE SYSTEMS ICEBERG
REACT
SYMPTOMS
ANTICIPATE
PATTERNS & TRENDS
CREATE
STRUCTURES & PROCESSES
Example:
Increasing social-emotional vulnerabilities
Weak motor skills
Example:
Low levels of physical activity
Low levels of active travel
Example:
No articulated policies for active travel for kids
Barriers in the built environment


Symptoms
EDI
Sunshine Coast
Wave 7: 2016-19
38% EDI rate on 1+ scales
BC: 33%
16%
15%
Physical Health & Well-Being
19%
16%
Social Competence
23%
18%
Emotional Maturity
10%
11%
Language & Cognitive Development
16%
14%
Communication Skills & General Knowledge

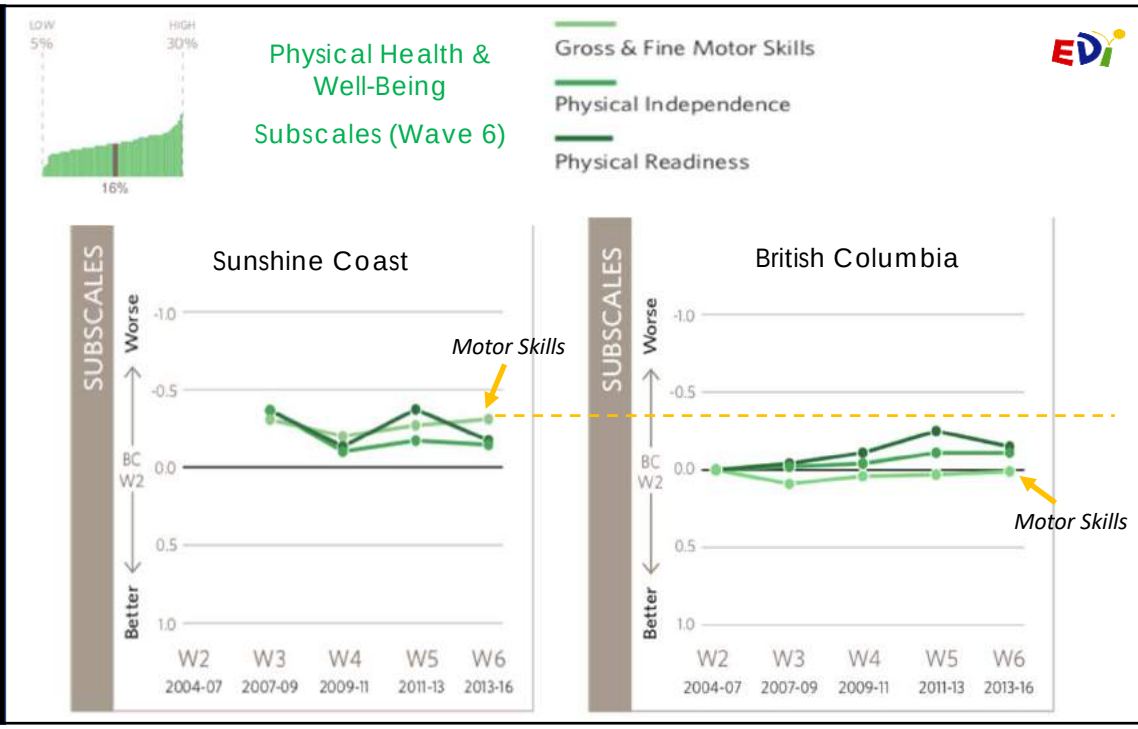
Symptoms



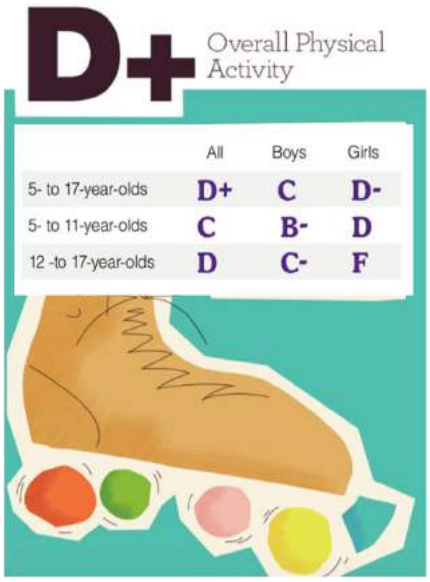
Symptoms



Symptoms



Patterns/Trends



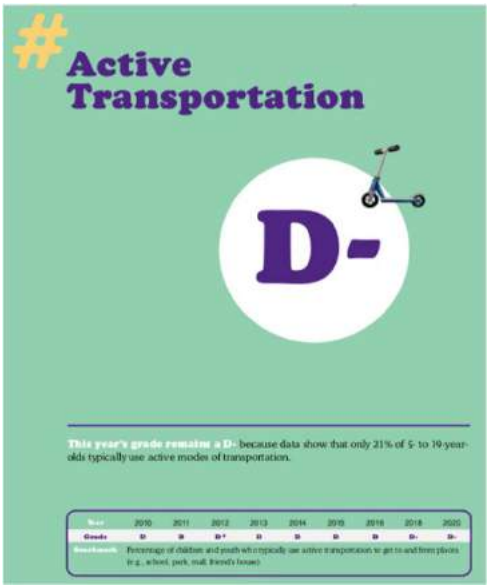
2020 Canadian Physical Activity Report Card

18%

of 12 to 17 year-olds in BC get the daily recommended amount of physical activity (2018, AHS)

Patterns/Trends

The Backseat



2020 Canadian Physical Activity Report Card

21%

of 5-19 year-olds in Canada typically use active modes of travel to get to school

63% use inactive modes

(Canadian Fitness & Lifestyle Research Institute, 2014-16)

Patterns/Trends

Sunshine Coast Middle Development Instrument 2019-2020

"How do you usually get to/from school?"

Gibsons Active Travel Project (2018)

TO School	FROM
Gibsons: 51% Elphin: 41%	41% 22%
Gibsons: 17% Elphin: 35%	22% 39%
Gibsons: n/a Elphin: 4%	n/a 9%
Walk, Scoot, Skate Gibsons: 29% Elphin: 15%	32% 25%
BIKE Gibsons: 3% Elphin: 2%	3% 1%

Mode	To School	From School	Preference
Car	*Gr4:* 43% *Gr7:* 42%	*Gr4:* 36% *Gr7:* 27%	*Gr4:* 29% *Gr7:* 36%
School bus	*Gr4:* 33% *Gr7:* 34%	*Gr4:* 40% *Gr7:* 45%	*Gr4:* 16% *Gr7:* 17%
Transit	*Gr4:* 0% *Gr7:* 0%	*Gr4:* 0% *Gr7:* 1%	*Gr4:* 3% *Gr7:* 0%
Walk	*Gr4:* 18% *Gr7:* 19%	*Gr4:* 19% *Gr7:* 22%	*Gr4:* 19% *Gr7:* 22%
Cycle, skate scoot, etc.	*Gr4:* 3% *Gr7:* 4%	*Gr4:* 3% *Gr7:* 4%	*Gr4:* 20% *Gr7:* 18%
Other	*Gr4:* 3% *Gr7:* 1%	*Gr4:* 3% *Gr7:* 1%	*Gr4:* 13% *Gr7:* 7%

Why it matters

1990 to 2006 (UK)

59%

Increase in emissions for school travel

The largest % increase of the carbon footprint for schools

Kids' Independent Mobility

- Higher levels of physical activity
- Better fitness
- Increased sociability
- Improved spatial skills (wayfinding, cog dev)
- Increased alertness (readiness to learn)
- Increased independence & self-reliance
- Improved mental well-being
- Higher sense of community belonging
- Reduced parent stress (reduces kid stress)
- Safer streets (school zones, traffic, cohesion)
- Reduced vehicle emissions (air, climate)

Structures & Processes

Transforming children's everyday journeys

Making active travel choices...

- possible
- desirable
- inevitable

Structures & Processes

SD-Related Actions to Date

- 2019: Presentations on project results to Healthy Schools Table, DPAC, School Admin, Intergovernmental Liaison Committee
- 2019/2020 – Developed & convened cross sectoral "Tactical Team": SD, DPAC MCFD, RCMP, TG, DoS, MOTI, BC Transit, TRAC, VCH
- Local governments willing to consider prioritizing school zones for infrastructure upgrades
- RCMP willing to play a role – enforcement around schools; engagement with kids; reassurance of safe communities to the public
- BC Transit interested in seeing what its role could be
- SD was already doing: some bike skills training; Bike to School Week

- Some schools were already doing: Walking School Bus; safety around drop off/pick up zones; encouraging active travel in newsletters, etc.
- DPAC – considering a screening of the "Running Free" documentary
- Some interest from Kirsten Deasey (via StrongStarts) re: promoting independent mobility with younger age groups
- School Hands Up Survey
- School Infrastructure – e.g., bike racks
- Best Routes to School Maps – prototype with Davis Bay
- VCH/SD drafted a write-up for the March newsletter re: active travel, *with sign-off & noted acknowledgement from MCFD rep*
- VCH input into SD Transportation policy with suggestions on how to integrate active travel into the policy
- Potential $ re: active school travel - MOTI grants; SC Community Foundation

For consideration:

- More consistent support across schools and the SD
- Regular, ongoing awareness-raising, communication& skills building with staff, parents & kids re: importance of active travel
- Collaborate with local government re: infrastructure upgrades
- Integrate active travel into SD Transportation Policy
- Assess current state
- Revisit SD recommendations in the Gibsons Active Travel project report

SCHOOL DISTRICT 46
SUNSHINE COAST

TRANSPORTATION STRATEGIES (3.F.)

Operations Committee – June 26, 2020

ACTIVE TRANSPORTATION

T ake care on trails, Be Bear Aware

R ide your wheels safely – give way to pedestrians, use your Bell or Yell to pass

A lways be a predictable cyclist, and always wear your helmet - it's the law

V isible, reflective and colourful accessories keep you safe and be seen on rainy and dark days

E njoy the outside environment and get to know your home and school neighbourhood

L ook carefully and make eye contact with drivers before you cross roads and back lanes

S tay off the road well back from traffic at an intersection; trucks take more space to turn

M obility is for everyone; share the sidewalk, roadside and trails considerately

A ctive travel is healthy travel!

R emove an ear piece if you wear them, you need to hear clearly in quiet areas and in traffic

T ime walking together with family is time to unwind and share the day's news

View your BEST ROUTES MAP for all these options in your home and school neighbourhood

Walk to school

Walk the closest Best Route from home, or walk partway from a safe parking location.

Get to know your community for everyday activities year-round.

Visit the scrd.ca website for Be Bear Aware advice in their User-Friendly Trail Guide.

Cycle to school

Rain or shine, biking is fun!

Learn biking rules to stay safe – review Cycling Safety, for bike riders and car drivers, at the icbc.com website under the Road Safety tab.

Park and Walk 5 minutes or more to school

- Drive and park safely and lawfully.
- Abide by posted signage regulations.
- Be respectful of residents.
- Never block driveways or park on sidewalks.
- Help maintain good air quality by turning off the car engine when parked.

Benefits for students

BEING ACTIVE BUILDS HEALTHY BONES AND MINDS. Walking or biking all or partway to school is not only a great way to be healthy and keep moving but has also been shown to increase alertness and grades at school.

Care for our earth

VEHICLE EMISSIONS ARE THE LARGEST CAUSE OF POOR AIR QUALITY IN BC and are individual Canadians' greatest source of green house gas emissions. Every vehicle trip replaced by walking, biking or transit reduces our contribution to climate change.

Support and resources for safe, active trips on the Sunshine Coast:

Transportation Choices - Sunshine Coast (TraC)

Vancouver Coastal Health

Sunshine Coast Regional District

The BC Cycling Coalition:

Dedicated Action for School Health (DASH):

Best Routes to School

Best Routes to School are developed based on information received from the school community and municipality. They are chosen to use the safest road crossing points and to enable more people to walk and actively travel in their school neighbourhood.

Sunshine Coast School District 46

GIBSONS ELEMENTARY SCHOOL

ACTIVE TRANSPORTATION

NOVEMBER 2017 – CURRENT STATE ASSESSMENT

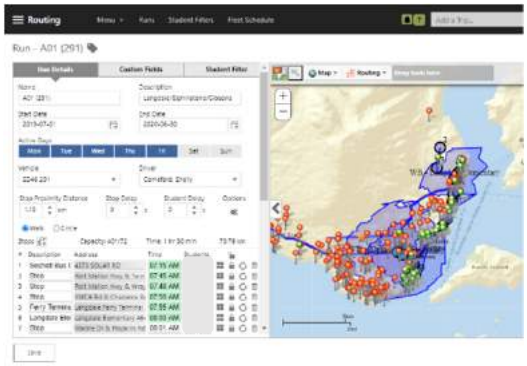
- Provides baseline measures to use to develop optimization strategies
- Linear nature of district lends itself to an efficient transportation network
- Average cost per km is $2.70, providing a high level of service at a reasonable cost
- Out of scope transportation (i.e. courtesy riders) may result in longer ride times for eligible riders

NOVEMBER 2017 - RECOMMENDATIONS

SERVICE DELIVERY PROJECT
Bus Route Optimization Project
Current State Assessment for School District 46

✓ **Process Review:**
- Establish a formal Student Bus Registration process for bus transportation.
- Review the catchment boundaries and decide if the walk limits will be enforced or continue as per past practice.

✓ **Oversight:**
- Train designated staff on use of bus registration software (Traversa)



NOVEMBER 2017 - RECOMMENDATIONS

SERVICE DELIVERY PROJECT
Bus Route Optimization Project
Current State Assessment for School District 46

✓ **Optimization:**
- Conduct a bell and fleet schedule study

✓ **Policy Recommendations:**
- Include walk to stop limits
- Include process to remove courtesy riders from a route
- Include process to extend a route
- Include process to request a new route


Title: Transportation of Students
Category: Facilities
Number: 4160

Rationale

Entitlement/Eligibility

A. Walk to School Limits

B. Registration for Ridership

C. Bus Routes

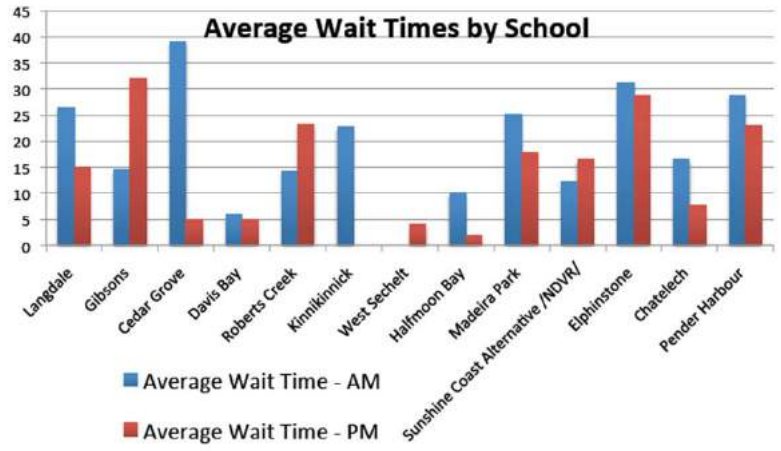
NOVEMBER 2017 – OPTIMIZATION

SERVICE DELIVERY PROJECT

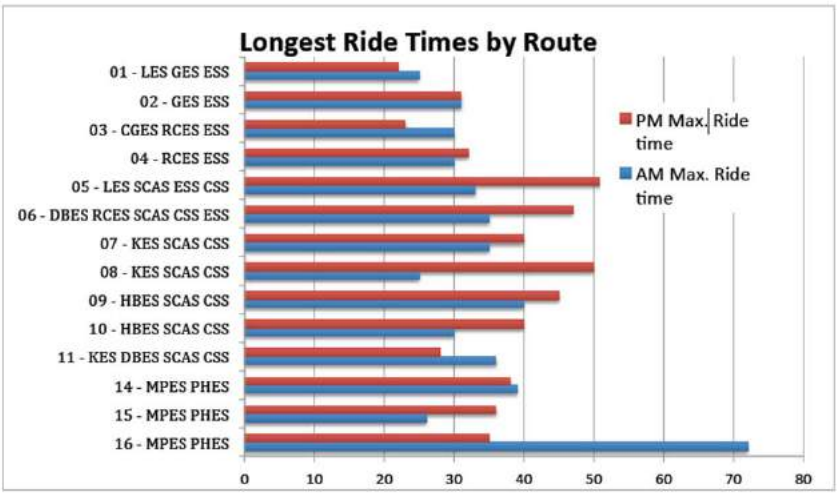
- "In the coming school year and beyond, the SD should conduct a full Bell Time / Fleet Schedule study. **There are instances where students are waiting for extended periods of time in the morning for school or in the afternoon for the bus departure.** This could produce better utilization of the bus fleet, and a shorter educational day for students."

AVERAGE WAIT TIMES BY SCHOOL

SERVICE DELIVERY PROJECT



LONGEST RIDE TIMES BY ROUTE



JULY 2018 – BUS ROUTE OPTIMIZATION REPORT

"School Bus Logistics is pleased to deliver this report for a bell schedule and bus route optimization analysis for your upcoming school year 2018-19. This report outlines findings for a comprehensive bell schedule analysis, bus route efficiencies, and a review of impacts of cross boundary student riders"

SCHOOL DISTRICT 46 - SUNSHINE COAST
Excellence in all we do!

WHAT'S NEXT?

- Review Route Optimization Report with Operations Committee in greater detail
- Consulting with school communities, students and families
- Determine impact on CSF transportation and cross-boundary riders
- Consider future increases in enrollment & impact on bussing

SERVICE DELIVERY PROJECT

Bus Route Optimization Project
Current State Assessment for School District 46

Nov 15, 2017

BRITISH COLUMBIA | Ministry of Education

Nov 15, 2017

Nicholas Weswick, Secretary-Treasurer
School District No. 46 (Sunshine Coast)
PO Box 220, 494 South Fletcher Road
Gibsons, BC V0N 1V0

Dear Mr. Weswick,

The BC Bus Route Optimization Project Team is pleased to deliver this report on the current state of school transportation for SD46, Sunshine Coast. The report details the findings of the existing to and from school bus routing, school bell times, student ridership, and some metrics, gathered with the use of the newly implemented Traversa software, for school transportation.

The goal of this report is to provide a current state assessment and baseline measures for the school district in order to generate discussion for optimization strategies. The baseline measures provided were gathered from district staff as well as information derived from modelling the current state school district routes in the newly implemented Traversa bus routing system.

We appreciate the assistance of you, your staff, and the contracted transportation staff, who worked with us, and helped verify the information in the system, that provided the background for this report. The input provided a valuable understanding of the current transportation operation. We look forward to the continuation of this support as we work with you to come up with options in improving and optimizing transportation services for families and students in your district.

Sincerely,

Dave Mell,

Project SME
Ministry of Education
Bus Route Optimization Project

Contents

Executive Summary

Background and Purpose of Report

School District 46 - Sunshine Coast has opted in to the first phase of the BC Ministry of Education Shared Services Bus Route Optimization Project. The project objectives were to:

- Provide on-boarding school districts with new Cloud based software services to efficiently manage and operate a student transportation system within their districts; and
- To develop a baseline set of measures for districts to inform districts of their current state and to assist the district in Identifying areas of suggested improvement, as well as a current state evaluation.

This purpose of this initial report is to provide a current state assessment and provide some general suggestions and recommendations to the district on areas of opportunity to improve service levels, gain efficiencies, and manage any areas of risk.

Key Observations

Contracted Service:

SD 46 is in the 4th year of a 5 year contract with Third Wave, to provide the following services: The Contract also has a clause for a 3 year extension option to the SD.

- Student transportation services for eligible students from SD 46 and CSF districts. This includes the provision of a fleet of buses and drivers to operate them based on district approved routes and schedules
- Management of fleet operations, student registration and routing logistics to meet required service levels
- Management of field trip transportation services to all schools within the district

Bus Fleet & Maintenance analysis:

SD 46 currently owns one special needs bus. This bus is routed and maintained by the Transportation contractor for the district and is used in conjunction with the Contractor's 17 buses, of which 2 are spares. The current buses in the contracted fleet are an average age of just under 7 years old and are all Type C 70-72 passenger with the exception of 1, Type A 18 passenger special needs bus. The district owned bus is a 2013 Type A 24 passenger.

Since SD 46 contracts out the majority of its bus transportation services, the contractor maintains their own fleet of buses. SD 46 owns one Special Needs Bus, and 5 School Activity Buses, these are maintained in the SD's maintenance garage.

Office staffing levels:

The contractor provides dispatch and office staff for transportation services, and handles most of the transportation related information for the SD. The Secretary Treasurer's office administers the contract, and manages the contractor.

One of the outcomes of this Traversa implementation is to enable the SD to have more visibility and control of the transportation system and operations, and ideally be able to work with the contractor to achieve the desired service levels and efficiencies in operations.

Internal Fleet Management:

This applies to the 1 special needs bus and 5 special activity buses owned by the SD. The special needs bus is subject to replacement under the current Ministry of Education Capital Plan which allows replacement in 2023.

The special activity buses are not covered under the Ministry Capital Plan, thus the SD should review best practices on fleet replacement and develop their own replacement plan. It is expected that the Fleet Management module in the Traversa suite will be a great asset for the SD to manage their fleet and preventative maintenance program.

Software systems:

Currently, the local contractor for Third Wave uses their own proprietary application and database to manage the student transportation services provided within the School district. This includes managing registered students and bus route assignments. This solution has not been properly kept up to date over the last 18 months, and only provides a historical database with support for an online registration process.

SD 46, as part of this bus route optimization project, now subscribes to Tyler Technologies' Traversa student transportation solution. Once fully implemented with training delivered, the SD will be able to adjust and refine school bus routing and manage field trips. In the future, the SD may also look at integrating student registration and fleet maintenance in the system as well.

One of the report recommendations is to address the reliance and dependency on the service provider's software system by making Traversa the source system for managing student records and assignment to bus routes as this is seen as a potential area of risk.

Key performance indicators:

SD 46 baseline information using the Traversa modelled current state is listed below. The project team expects to provide comparisons with other districts once all current state assessments for this phase are completed.

	BC In-house District	BC Contracted District	SD 46
Cost per bus overall	TBD	TBD	**$ 68,728**
Total Operations			**$2.70**
Cost / Registered			**$996**

Bell times review:

It is recommended that the SD undertake a formal bell time and fleet schedule study in the coming school year as we identified some students at some schools are arriving almost one hour prior to school start time. This adds a significant amount of time to a student's educational day and could also create an unnecessary cost of student supervision or a safety concern if no supervision is provided. Current bell times and fleet schedules can be initially reviewed in the attached tables. Further detailed reporting and analysis can be provided at the request of the SD.

Student ridership fees:

SD 46 does not charge ridership fees to their own students, however they provide services to SD 93 (CSF) within their bus routes. Currently the SD reports they are collecting $75,000 / yr. from the CSF for transporting 76 students. In our analysis, we have determined the cost to the SD within the existing contract is approximately $90,000. If SD 46 chooses not to provide this service to the CSF, they would likely realize an eventual savings of $90,000 once the existing bus runs and buses were reconfigured to remove these stops and students.

Other Comments:

The SD 46 contractor (Third Wave) has hired a local manager to administer the contract on its behalf. This manager was the previous contractor and owner, and still maintains the fleet and owns the facility the buses are housed at. This manager has a lot of valuable history and local knowledge that will need to be captured in Traversa once the SD has staff that are trained in proficiently operating and maintaining the software

The previous contractor / new manager still currently uses his own software database to maintain bus routes and student registrations for the contractor and SD. It is recommended that this practice transition to the Traversa software under the control of the SD. When this transition occurs, the SD will be in a much better place in terms of control over its own data and managing risks related to contract management and privacy compliance.

As part of implementation activity, the manager / contractor will need to learn to use Traversa on behalf of the school district to ensure this information is maintained properly in the correct system. It is recommended that the prime contractor and local manager are engaged early in implementation planning to set and discuss expectations aligned with contractual roles and responsibilities in order to effectively use the Traversa application going forward.

Project Background & Introduction

The Service Delivery Project (SDP) is a collaborative initiative between the Ministry of Education, school districts and other partners to find efficiencies and build capacity through the shared coordination and delivery of services across the 60 school districts in British Columbia (BC). The key objectives of the SDP are to:

- Find efficiencies
- Build sector capacity
- Implement effective and economical solutions
- Achieve service consistency

A project to implement bus route optimization software and services using a phased approach has been initiated. A number of voluntary school districts have been profiled and selected to participate in the first phase in order to realize operational efficiencies while creating a sustainable framework of expertise to support and provide capacity to school districts to more effectively deliver student transportation services.

Current State Assessment

SD46 Sunshine Coast operates on a linear coastline approximately 110 km long on BC's west coast. In most cases all residents live within 3km of the main highway that runs the coast.

There are approximately 3160 students enrolled in 19 education facilities, of which 1104 are transported to and from school on a fleet of 18 buses (17 contractor owned and 1 district owned special needs). The bus routes currently span 84 run segments (80 regular, 4 special needs).

Fleet Analysis

- 17 contractor owned buses (1 special needs, 2 spare, 14 regular)
- 1 district owned special needs bus
- 5 Special Activity buses

Software & Operational Processes:

SD 46 has not had or operated Transportation Routing Software until now. Any software utilized in the past was owned and operated by a former contractor.

Currently, the local contractor for Third Wave uses their own proprietary application and database to manage the student transportation services provided within the School district. This includes managing registered students and bus route assignments. This solution has not been properly kept up to date over the last 18 months, and only provides a historical database with support for an online registration process.

Moving forward we will assist the SD and potentially the Contractor staff with end user training and help them establish good processes for operating the Student Transportation software.

Staff Organization

Although the SD transportation services are contracted, it is recommended that the SD plays a more active role in managing these contracted services and controlling the Traversa software that will be implemented. The SD could also benefit from utilizing the Fleet Management module in Traversa to monitor and manage the servicing program of the 1 Special Needs bus and 5 Special Activity buses.

Policies and Administrative Procedures

Students residing in the Sunshine Coast School Board's jurisdiction, who are enrolled in a school within their designated catchment area (home school) are eligible for bus transportation as long as they reside at greater than the following distances from that school:
(a) Elementary Grades K-7: 2.0 km
(b) Secondary Grades 8-12: 3.2 km

Walk limit and catchment boundaries are largely not enforced by the district leading to a few bus runs being extended to provide service to almost any school in the district. For this to be accommodated the routes have some students arriving at schools almost 1 hour before bell time in the morning, adding extra length to the student's day.

Cost Metrics & Financial Indicators

Financial Information				
7.41 - Transportation and Housing Admin		Budget 15/16	Actual 15/16	Budget 16/17
	Other Professionals	$21,100.00	$22,189.00	
	Employee Benefits	$5,845.00	$4,603.00	
Total 7.41		$26,945.00	$26,792.00	$-
7.70 Student Transportation				
	Support Staff	$10,766.00	$10,142.00	$11,246.00
	Sub salaries		$247.00	
	Employee Benefits	$2,982.00	$3,520.00	$3,115.00
Services and supplies				
	SERVICES - Contracted Services	$991,488.00	$1,025,947.00	$1,085,299.00
	TRAVEL - FIELD TRIPS	$30,840.00		
7.70 Totals		$1,036,076.00	$1,039,856.00	$1,099,660.00
Function 7 Totals		**$1,063,021.00**	**$1,066,648.00**	**$1,099,660.00**

Other Information	
Number of routes	16
Number of Regular buses	14
Number of spare buses	2
Estimated average age of buses	< 7 years per contract
Average daily hours per driver	
Estimated Total Km. driven per year (Incl. Special Needs Transportation)	**407132 km**
Avg. Cost per Km ($ / Km)	**$2.70 / km**

*The data in this report is reflective of the 2017/18 route and ridership. The budget for the 2017/18 includes the additional transportation funding so the budget for 2016/17 was used as it more closely reflects what the 2017/18 route costs should be.

Routing Efficiency

Understanding Routing Efficiency and Effectiveness

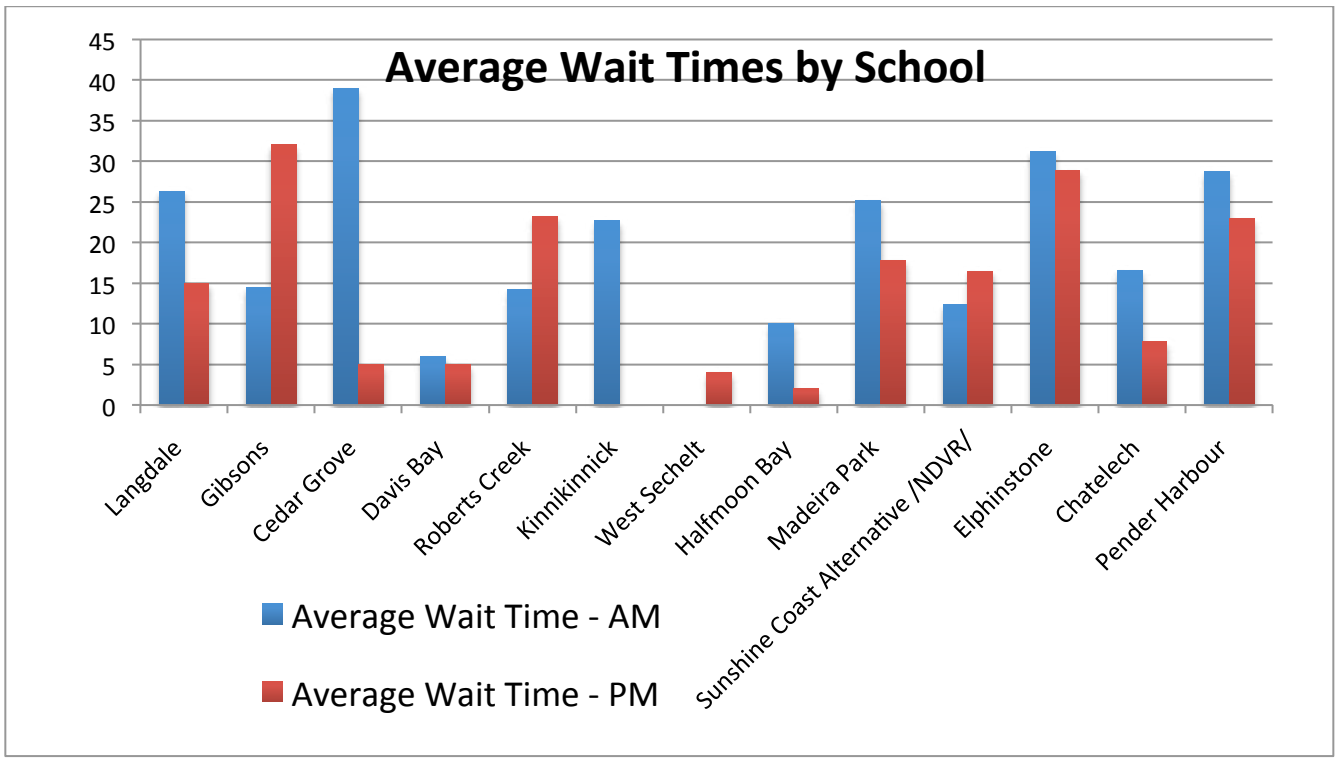
Efficiency is doing the most with the fewest resources. Effectiveness is providing services that meet or exceed an expected level of service which is generally defined by district policies and procedures and industry best practice. The main objective of efficiency in school transportation is to fill the bus and then reuse the bus as often as possible within a given bell time structure.

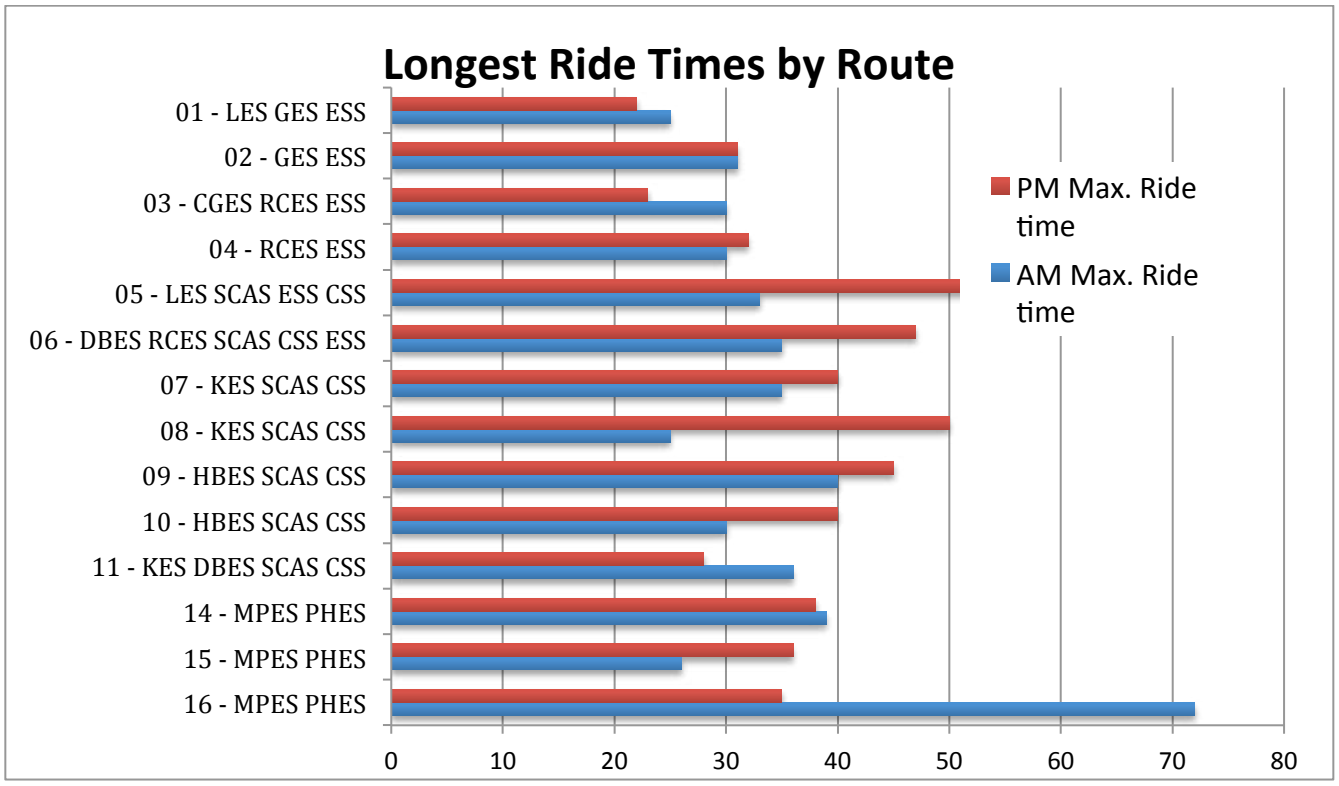
More and more, in recent years, key performance indicators are increasingly being utilized by the school bus industry to measure the performance of school transportation departments' efficiency and effectiveness. These indicators tell how well a district is providing transportation services and at what cost. SD 46 performance measures in our analyses have not yet been compared to industry standards as well as similar sized school transportation operations British Columbia or this project. As we move through this project, these indicators will provide guidance in areas where SD46 does well and where improvements can be recommended. The measures that we will use involve costs include all items in the transportation budget and are based on a 186-day school year. There are several performance indicators. They include;

- Cost per student
  - What the average cost is to the district per year to transport each student
- Cost per bus day and per year
  - What the average cost is to the district to operate a bus per day and per year
- Cost per kilometer
  - What the average cost is to the district per kilometer
- Capacity usage
  - This value provides an indication of how many available seats are scheduled to be filled through the route planning process. The greater the seats filled the more efficient the routing scheme
- Average ride times
  - This value provides an indication of both service quality and an indication of available capacity within the time structure. When this value is low in combination with low capacity it is an indication that buses are not being filled. When this value is high and capacity usage is low it is an indication that buses are traveling greater distances to try and fill the bus

SD 46 Baseline Metrics

	Regular – Elementary*	Regular - Combined	Special Needs	Total
Student Enrolment		**3160**		**3160**
Eligible Ridership				
Registered Ridership		**1089**	**15**	**1104**
Longest Wait Time AM		**55 min.**	**NA**	
Average Wait time AM		**20 min**		
Longest Wait Time PM		**72 min**		
Average Wait Time PM		**16 min**		
Longest Ride Time AM		**72 min.**	**40 min.**	
Longest Ride Time PM		**55 min**	**65 min**	
Number of Buses no spares		**14**	**2**	**16**
# of Buses / 100 Students		**1.3**	**13.3**	
Total Bus Capacity		**988**	**42**	**1030**
Total Utilization		**0.91**	**2.8**	**0.94**
Total Kms Driven / Year		**353233**	**53899**	**407132**
Cost / Km - operating				**$2.70**
Cost / Route				**$68,729**
Cost per Student				**$996**
Cost per Bus				**$68729**
Avg. Kms / route /day		**135**	**145**	**137**
Avg. Time / route /day				**2hr 13 min.**


Average Wait Times by School
45
40
35
30
25
20
15
10
5
0
Langdale
Gibsons
Cedar Grove
Davis Bay
Roberts Creek
Kinnikinnick
West Sechelt
Halfmoon Bay
Madeira Park
Sunshine Coast Alternative /NDVR/
Elphinstone
Chatelech
Pender Harbour
Average Wait Time - AM
Average Wait Time - PM


Longest Ride Times by Route
01 - LES GES ESS
02 - GES ESS
03 - CGES RCES ESS
04 - RCES ESS
05 - LES SCAS ESS CSS
06 - DBES RCES SCAS CSS ESS
07 - KES SCAS CSS
08 - KES SCAS CSS
09 - HBES SCAS CSS
10 - HBES SCAS CSS
11 - KES DBES SCAS CSS
14 - MPES PHES
15 - MPES PHES
16 - MPES PHES
0
10
20
30
40
50
60
70
80
PM Max. Ride time
AM Max. Ride time

Summary Comments:

SD 46 has a good set of policy and regulations for student transportation, however most of the entitlement and eligibility requirements are not enforced, and is left in the hands of the contracted drivers to either enforce or not.

The SD 46 contractor (Third Wave) has hired a local manager to administer the contract on its behalf. This manager was the previous contractor and owner, and still maintains the fleet and owns the facility the buses are housed at. This manager has a lot of valuable history and local knowledge that will need to be captured in Traversa once the SD has staff that are trained in proficiently operating and maintaining the software.

The previous contractor / new manager still currently uses his own software database to maintain bus routes and student registrations for the contractor and SD. It is recommended that this practice transition to the Traversa software under the control of the SD. When this transition occurs, the SD will be in a much better place in terms of control over its own data and managing risks related to contract management and privacy compliance.

It is our opinion that the SD should ensure they have staff that is fully trained to run and control the student transportation software in conjunction with the contractor, and collaborate on roles and responsibilities between the SD and the contractor within the Traversa software.. The SD should also work on developing their own student bus registration process, and provide the contractor the SD's Transportation needs to be dealt with in the Traversa routing software.

Conducting a Bell Time / Fleet Schedule Study in the next school year and applying some changes could easily result in an improved length of day for some students, and may also achieve further efficiencies or increased service levels along with eligibility criteria policy.

SD 46 cost / km of $2.70 is an average cost and may be considered good given the linear nature and geographic location of the SD. The district is providing a very high level of service to the students while maintain this cost per kilometer. The service is also commonly provided to students who are not normally eligible for the service based on current SD policy.

Recommendations:

Recommendations include both immediate, and longer-term items moving forward.

1. Process Review

   The district should work with the contractor to ensure that a full list of student riders is carried on each bus. This is a requirement of the Motor Vehicle Act Division 11.

   Establish a formal Student Bus Registration process for bus transportation. This should be in place for the next school year with the registration process taking place in mid to late June of 2018. This will enable the Sd and contactor to plan routes for 2018/19 school year over the summer.

   Review the catchment boundaries and decide if the walk limits will be enforced or continue as per past practice. If continuing per past practice there needs to be some policies in place on how to manage the system when full capacity is reached on a route.

2. Oversight

   Have designated SD staff fully trained in the use of Traversa to ensure the SD can have full control and utilization of the software if required. This will assist the SD in managing the transportation contractor and put the SD in a better situation to manage risk and compliance to policy by ensuring student and routing data is stored in a location that the SD fully controls and monitors.

   Train designated SD staff in the Traversa fleet maintenance system, the SD will then be able to monitor and track vehicle maintenance of the SD owned portion of the fleet.

   As part of implementation activity, the manager / contractor has been trained to use Traversa on behalf of the school district. This should ensure the information is maintained properly in the correct system. Once the SD and Contract staff are fully trained in Traversa, they should look at ensuring the Student Bus Registration process is managed and loaded into Traversa and used to provide the information on current and up to date routing needs.

3. Optimization

   In the coming school year and beyond, the SD should conduct a full Bell Time / Fleet Schedule study. There are instances where students are waiting for extended periods of time in the morning for school or in the afternoon for the bus departure. This could produce better utilization of the bus fleet, and a shorter educational day for students. SD staff and Contract Manager become more familiar with Traversa they should be able to produce and analyze reports (with the project SME assistance) to review the data and help with the study.

4. Policy Recommendations

   A. Current policy has walk distances from home to school. Consider including a walk distances from home to bus stop measured along the pathways or roads.

   B. As there is a process for accepting courtesy or out of catchment students for transportation there should also be a process for removing them. (When you do accept them do you add stops or change the route to do so? If not it should be stated.)

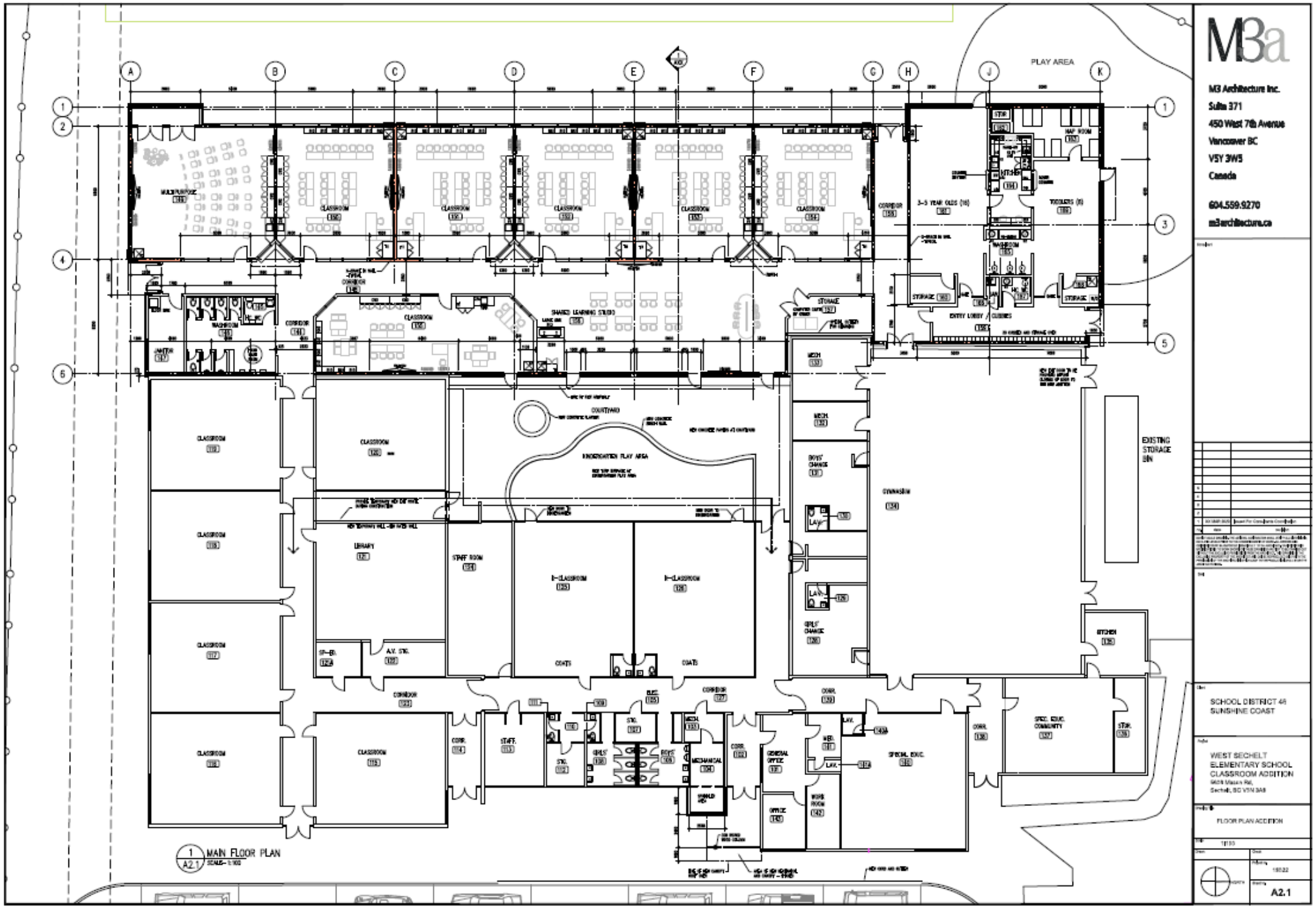
   C. There is no process for extending a route should it be requested. (Something like 4 or more students must be living farther than X km's and it must be safe to do so)

   D. There is no policy on how a new route is created if requested. (New subdivision, how many students etc.)

SCHOOL DISTRICT 46
SUNSHINE COAST

WEST SECHELT ELEMENTARY EXPANSION

Operations Committee – June 26, 2020



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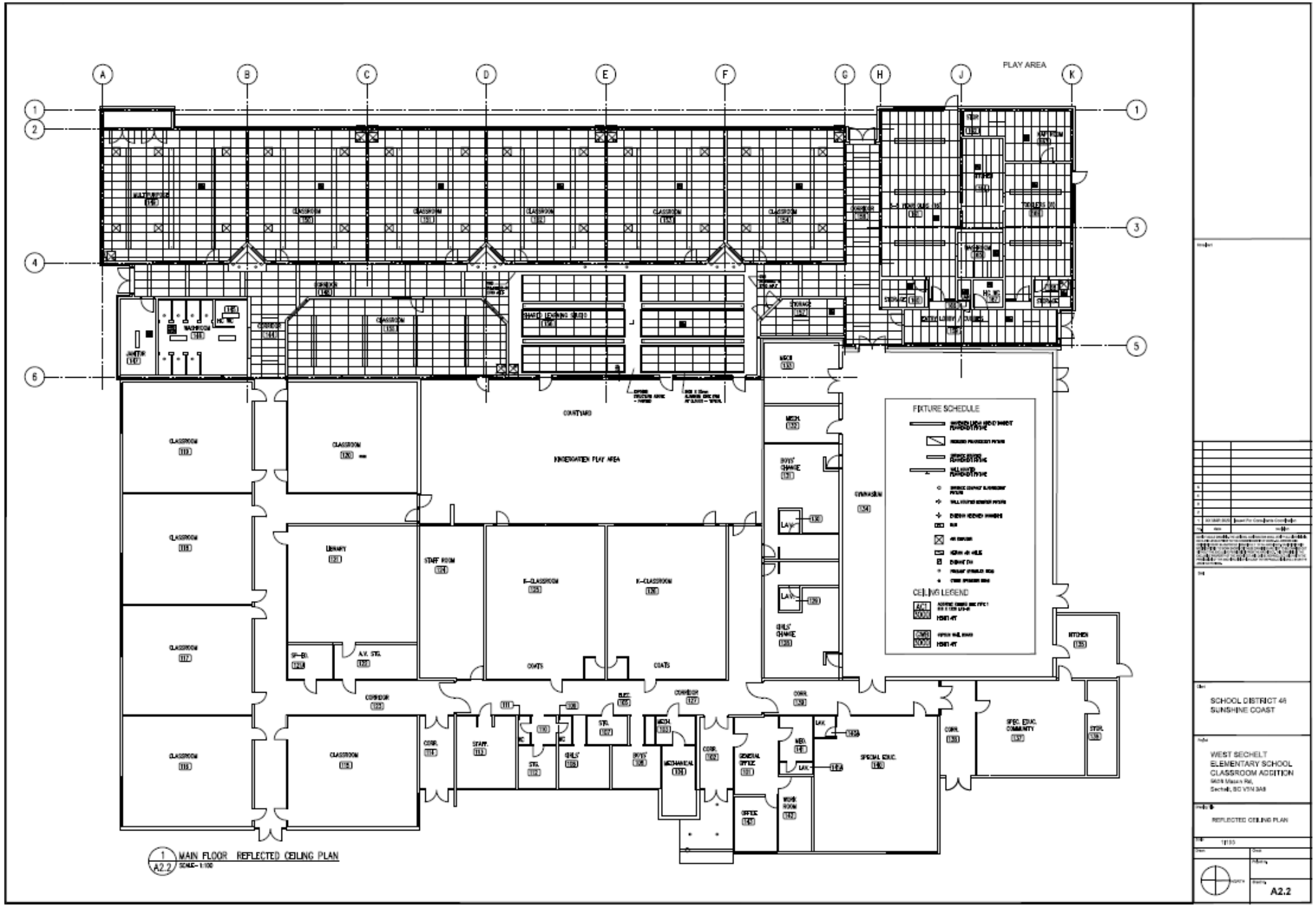
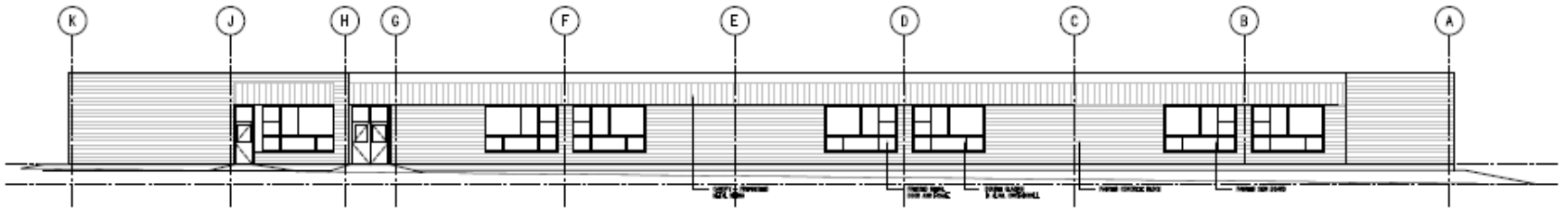
SCHOOL DISTRICT 46
SUNSHINE COAST

WEST SECHELT
ELEMENTARY SCHOOL
CLASSROOM ADDITION
5809 Mason Rd,
Sechelt, BC V0N 3A8

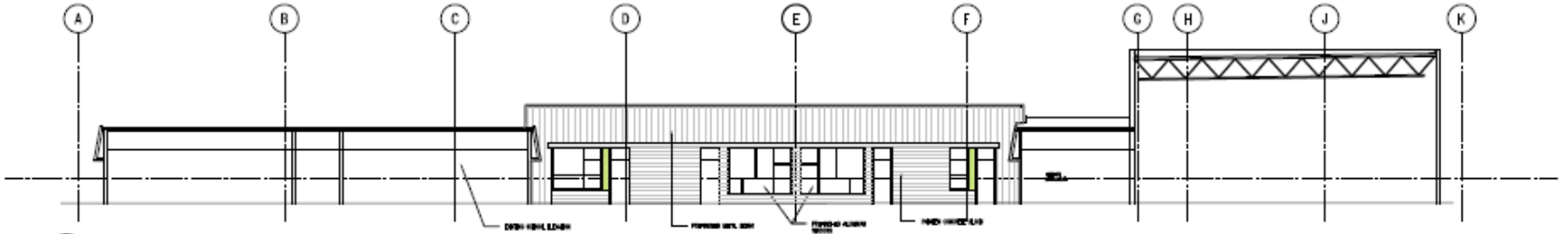
FLOOR PLAN ADDITION

A2.1


PLAY AREA
KINDERGARTEN PLAY AREA
COURTYARD
GYMNASIUM
FIXTURE SCHEDULE
CEILING LEGEND
SCHOOL DISTRICT 46
SUNSHINE COAST
WEST SECHELT
ELEMENTARY SCHOOL
CLASSROOM ADDITION
REFLECTED CEILING PLAN
A2.2
1 A2.2 MAIN FLOOR REFLECTED CEILING PLAN
SCALE: 1:100

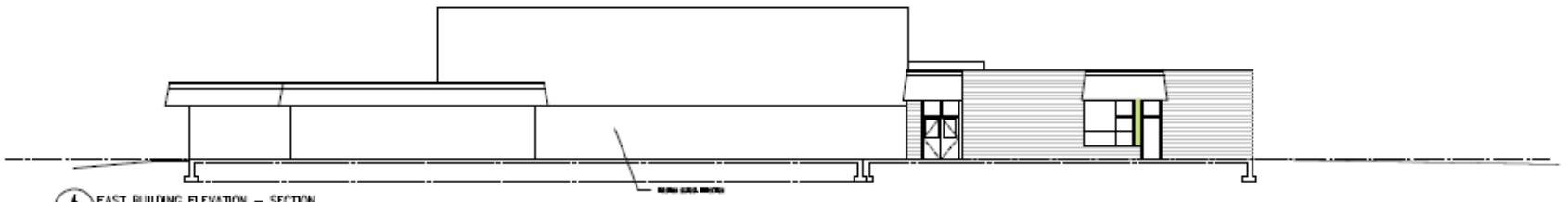


1 / A.XX WEST BUILDING ELEVATION
SCALE- 1:100



2 / A2.8 EAST BUILDING ELEVATION – SECTION
SCALE- 1:100

3 / A2.8 EAST BUILDING ELEVATION – SECTION
SCALE- 1:100



4 / A2.8 EAST BUILDING ELEVATION – SECTION
SCALE- 1:100

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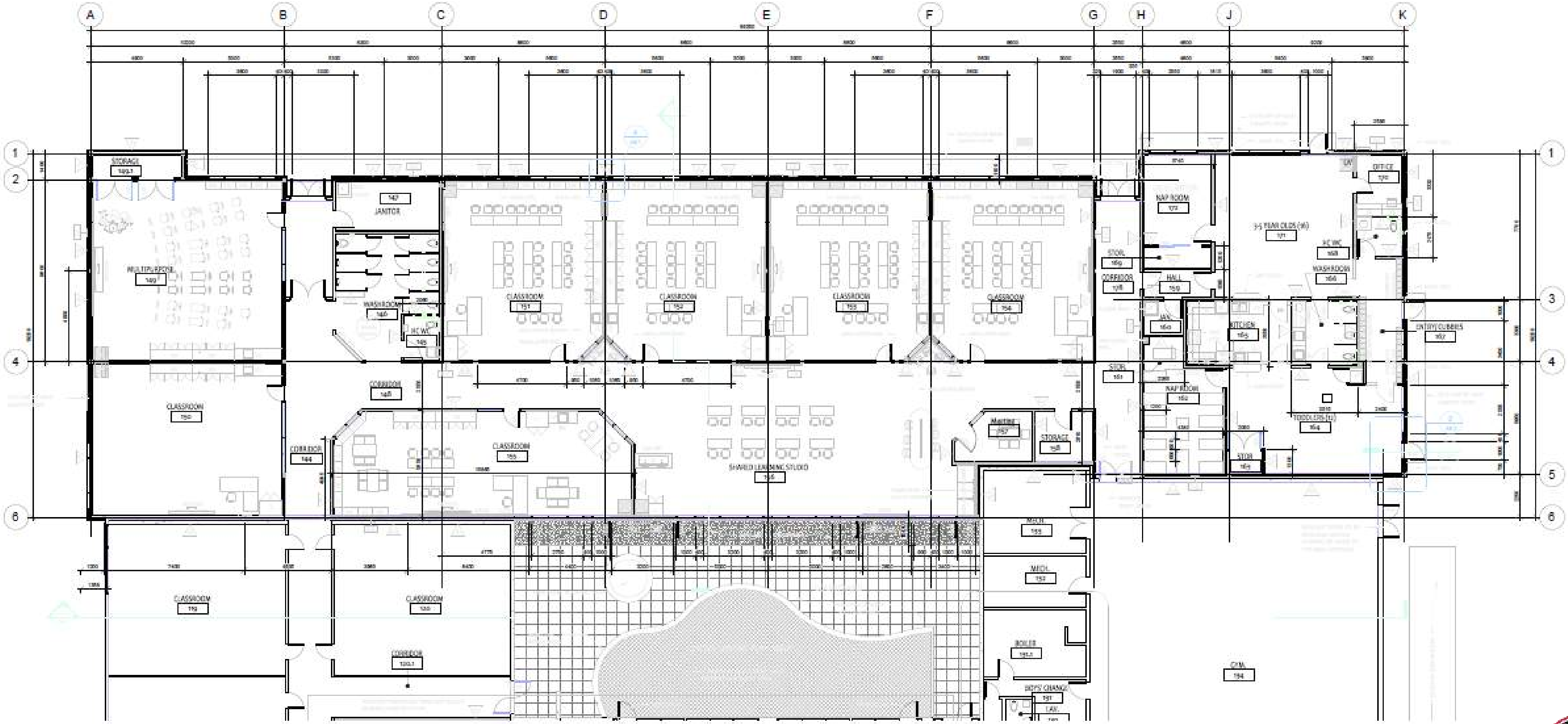
SCHOOL DISTRICT 46
SUNSHINE COAST

WEST SECHELT
ELEMENTARY SCHOOL
CLASSROOM ADDITION
5809 Mason Rd,
Sechelt, BC V0N 3A8

BUILDING ELEVATIONS

19022

A3.1



A
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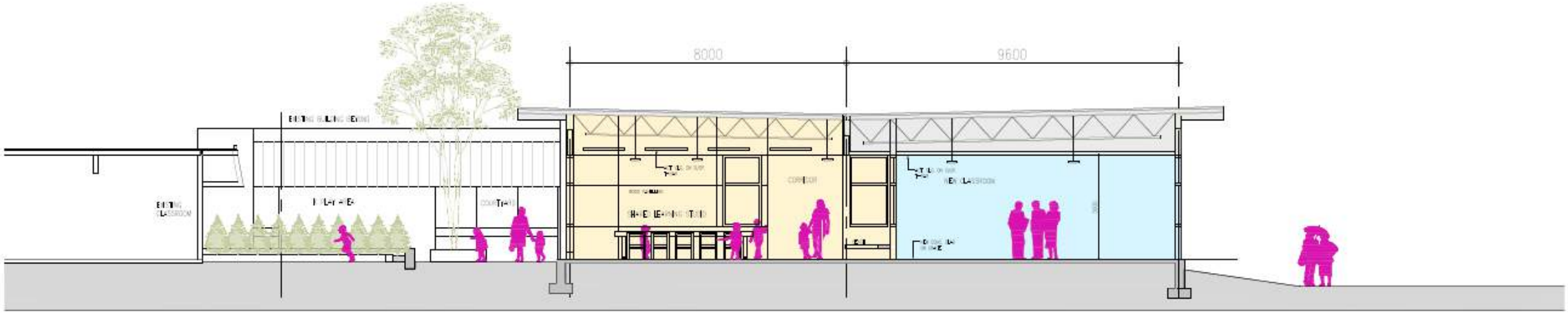
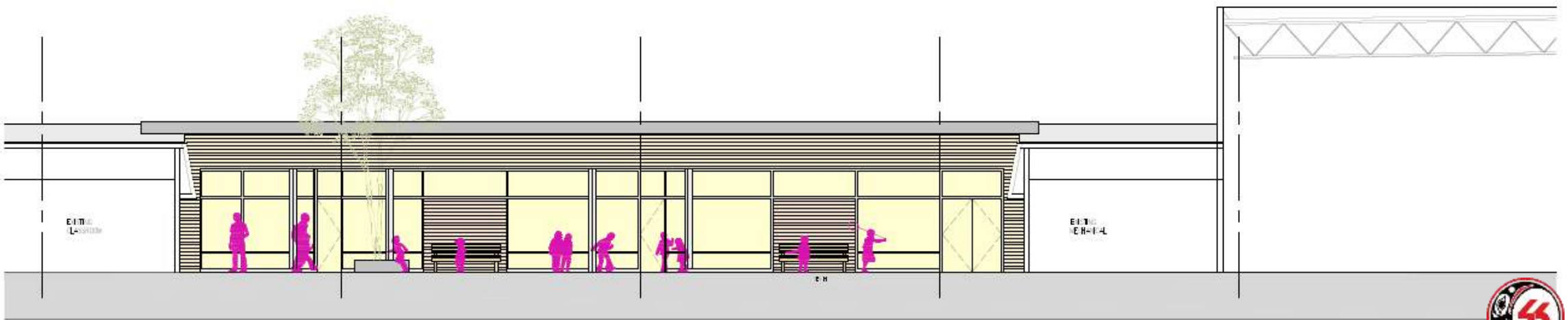
STORAGE
MULTIPURPOSE
JANITOR
WASHROOM
CLASSROOM
CORRIDOR
SHARED LEARNING STUDIO
STORAGE
NAP ROOM
HALL
KITCHEN
OFFICE
WASHROOM
ENTRY/CUBBIES
TODDLERS
MECH.
BOILER
BOYS' CHANGE
GYM



BUILDING SECTION AT NEW ADDITION



COUTYARD ELEVATION OF NEW ADDITION

REPORT TO THE OPERATIONS COMMITTEE

EMERGENCY PREPAREDNESS

Submitted by Director of Instruction Paul Bishop
Tuesday, June 23, 2020

INTRODUCTION

We believe that, "as one of major areas in which people gather, schools are places where emergency preparedness is critically important to the well-being of students and employees and to the confidence that parents feel in entrusting their children to the care of educators in BC schools."

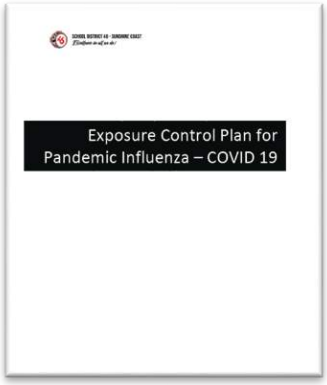
- *Emergency Planning Guide for Schools Districts and Authorities. 2015*

HIGHLIGHTS:

1) **Earthquake Equipment**:

All equipment is stored in metal bins at school sites for earthquake purposes. The bins are inspected regularly and a fund has been set aside to upgrade and improve earthquake equipment storage. Information specific to Emergency Preparedness can be found at the district site: https://sd46.bc.ca/district-information/board-of-education-and-governance/policies-bylaws-and-regulations/emergency-preparedness/

2) **Pandemic planning:**
The district has an "Exposure Control Plan for Pandemic Influenza-Covid 19" to help direct our response to staff health and safety, training and education around the issue. In addition, we have a wide variety of Safe Work Procedures documents to direct safe work practices. These documents are available for staff on our Engage! site.



NEXT STEPS:

- The storage of earthquake equipment is being reviewed to find the most effective way to safely keep materials on site in a way that they are easily accessible and stay ready for immediate use.
- Our Safe Work Practice documents continue to be updated as new information is relayed from BC School District School Safety Association members, the BC government Risk Management branch, the BCCDC and our local Medical Health Officers.

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May 20, 2020

File No.: 3220-North-718/TUP-2019-03

Dear Property Owner/Tenant:

Re: Notice of Application for a Temporary Use Permit at 718 North Road

This letter is to advise you that the Town has received a Temporary Use Permit application for the property at 718 North Road.

The Town of Gibsons Zoning Bylaw does not allow for individuals to live in Recreational Vehicles (RVs), therefore the property owner has applied for a Temporary Use Permit for an RV park with up to 12 RV pads which are to be rented on a month to month basis for a maximum of 3 years.

Before Council considers the application, the Town's procedures require that neighbouring property owners/tenants be notified of the application.

Please take notice that Council will consider the application on Tuesday, June 2, 2020, beginning at 7p.m.

You have two options to provide input:

1. Prior to the Council meeting: Written comments may be submitted to Katie Thomas, Planner, by noon on **June 1, 2020** in one of the following ways;

Email:	planning@gibsons.ca
Regular Mail:	P.O. Box 340, Gibsons, B.C., V0N 1V0
Drop off:	Gibsons' Town Hall, 474 South Fletcher Road, Gibsons, BC

2. At the Council meeting: Individuals may attend the online Council meeting and will be provided an opportunity to present verbal or written submissions. The Council meeting is scheduled for **June 2, 2020,** at **7:00 p.m.** and will be held electronically on Zoom. The link is as follows: https://us02web.zoom.us/webinar/register/WN_79RdutL2R7OixgEpRAxDSw. This link can also be found on the Town of Gibsons website. www.gibsons.ca/online-meetings .

A copy of the application and the staff report dated May 5, 2020 is available for review on the Town of Gibsons website at: www.gibsons.ca/current-development-applications

Sincerely,

TOWN OF GIBSONS