Methacton Transportation Department

Proposed Operational and Organizational Structure

Areas of Need and Decision Points

- Routing Software
  - Needs- User friendly, strong support capabilities, cost effective, technologically relevant
  - Decision- Remain with current system or change
- Routing Services
  - Needs:
    - Initial review and route improvement project
    - Annual need of student data roll over from one grade to the next
    - Periodic review for efficiency and continuity
    - Daily Needs
  - Decision- who and for what and for how much
- Department Oversight
  - Needs- systems and processes to manage and oversee the transportation department
  - Decisions
    - Personnel/structure
    - Cost evaluation

Routing Software

- Presentations held on 12-20-16
  - Participants were district staff, First Student site manager and external transportation experts
- Four systems were presented
  - Criteria evaluated- initial implementation plans, training and support, reporting capabilities, mapping quality, abilities to pre-assign attendance zones and restrictions, interoperability.
  - Two finalists were discussed- TransFinder and Bus Boss (Orbit Software)
- Bus Boss Selected- Rationale
  - Comparable system functions
  - Cost efficiencies
  - Training options and corporate location

Routing Services

- Criteria for evaluation
  - Initial transition plans, routing support team, annual benchmarks, experience with public schools, student notification systems, plan for local input.
- Orbit Software selected for Major Routing Needs- Rationale
  - Orbit's project parameters and annual tasks
    - Initial analysis, route creation and final routes for 17-18
    - Annual roll-over and new student uploads
  - Local knowledge and history
- First Student selected for Daily Routing Needs- Rationale
  - Daily routing needs- new student additions, suggestions by our drivers, dispatchers and district administration all require local area knowledge.

Departmental Oversight

- Options considered- Transportation manager or third party
- Several operations considered for third party-
  - Transpar (School Bus Consultants) and the Montgomery County I.U. Transportation Department
- M.C.I.U. selected- Rationale
  - Support team and additional secretarial assistance as needed
  - Local knowledge and location
  - Long standing transportation relationship
  - Cost efficiencies

MCIU major duties and functions:

- ▶ Act as liaison between District and Contracted Transportation Provider

- ▶ Act as liaison between District and Software and Routing Services Vendor

- ▶ Monthly review of invoices

- ▶ Assist with State Reporting

- ▶ Administrative Support – provide guidance and oversight on transportation issues that may arise

- ▶ Audit Support – provide support when needed with district and state auditors. Also perform occasional internal audit of routes to assure consistency and efficiency

- ▶ Along with First Student- have the capability to make routing changes and updates

- ▶ Provide onsite presence

Next Steps:

- A meeting is being established between all parties
- Once Board approved:
  - Initial project duties assigned and timelines set
  - MCIU to manage the project
  - Orbit begins preliminary research and field work
- Late winter/early spring and into early summer
  - Analyses reports completed
  - Draft routes created and tested
  - Student data rolled over to 17-18 and adjustments made
  - Runs tested and final product well in advance of the start of school

Annual Cost Analysis for Year 1 and Beyond

	Year 1	Year 2 and beyond
▶ Routing Software- Bus Boss	$5,640.00	$5,640.00
▶ Routing Services- Orbit	$39,800.00	$8,100.00
▶ Initial analysis, route creation and set-up 17-18		
▶ Daily Routing Services- First Student	$15,600.00	$15,600.00
▶ Department Oversight- MCIU	$69,000.00	$69,000.00
▶ Total	$130,040.00	$98,340.00

❖ Annual calculations- actual costs will be prorated except for initial routing which should be completed by year's end

Questions?