

# Penn-Harris-Madison Transportation



# Overview

## 135 Square Miles covered daily (in 3+ tiers)

Avg 8,251 miles per day (over 1.4 million miles per year - not including trips/summer school/Mckinney Vento Act)

## 109 Route Combinations

510-550 Daily Routes (3 Tiers, middays, late arrival, early dismiss)

## Schools and Programs

16 Schools Served: 1 HS, 1 Alt, 3 MS, and 11 Elem

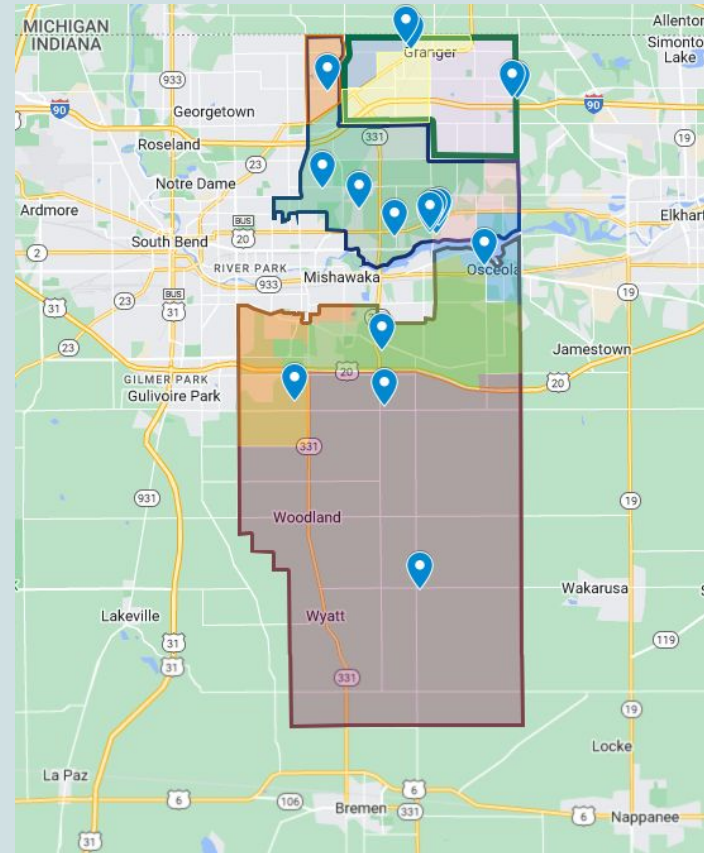
Exceptional Education

Young Adult Program/Work Experience

Elkhart Area Career Center

Penn Pals (*Bittersweet, Mary Frank, Elm Road, Elsie Rogers*)

Extra Curricular/Athletics/Field Trips





# Transportation Staff 2024/25 School Year



Drivers	Aides	Mechanics
109 Route Drivers	7 Bus Aides	6 Mechanics
6 Unassigned Drivers		
7 Sub Drivers		
9 On call Sub Drivers		

**\*4 individuals currently in CDL Training**

**ASK ME HOW YOU CAN BECOME A DRIVER  
WITH P-H-M!**

*"SAFETY IS OUR PRIORITY!"*

## Bus Operator Recruitment

### 15% Nationwide Decrease since 2019

Represents 16 Operators for PHM

***PHM has consistently been fully staffed!***

**Part Time Position - 180 Day, 5.4 Hours**

### Entry Level Driver Training

- IDOE mandated course for drivers
- Required prior to taking CDL Driving Test
- 3 Day on site course
- Locations vary monthly

### 2025 Bus Driver Pay Rates

Sub Bus Operator	\$25.25
Unassigned Bus Operator	\$26.25
Step 1 Bus Operator	\$27.25
Step 2 Bus Operator	\$28.25

# Student Statistics (Fall 2024)



Elementary School Enrollment	4713
Middle School Enrollment	2644
High School Enrollment	3413
Total Enrollment	10,770
Total Routed for Bussing	8,749

# Athletic Trips

**2023 - 2024 School Year**

**Penn High School**

**496**

**Middle Schools**

**333**

**Total**

**829**



# Field Trips

**2023 - 2024 School Year**

**855**



# School Bus Maintenance and Inspection

## Annual and Semi Annual State Police Inspections

**100% PASSED!**

### Timeline

**February - 12 year old buses**

**May - Summer School Buses**

**July/August - Entire Fleet**

### PHM Fleet Includes:

**136 Buses**

**7 Special Purpose Buses**

### Current Status Report

Total Buses	Total Buses Inspected	Total Approved	% Approved	Total Ordered Repaired	% Ordered Repaired	Total Out of Service	% Out of Service
143	143	143	100	0	0	0	0

### Current Status Summary



Approved Rejected Out Of Service

# School Bus Maintenance and Inspection

## PHM Bus Maintenance Schedule

### 3,000 Miles

- *Inspect Bus*
- *Grease Chassis*
- *Check Camera System*
- *Test Drive*

### 15,000 Miles

- *All Fluids and Filters Changed (Oil, Fuel, Transmission)*
- *Inspect*
- *Grease Chassis*
- *Check Camera System*
- *Test Drive*

### Driver Input

- *Driver concerns are communicated via work orders*



# Bus Replacement Plan

**Follow state and federal recommendations  
(IC 20-40-18-9)**

**Currently buses are considered for replacement  
after 12 years**

**Purchasing on average 12 buses per year**

**3-Year Warranty on Chassis and Body, 10 Year  
Warranty on Engine**

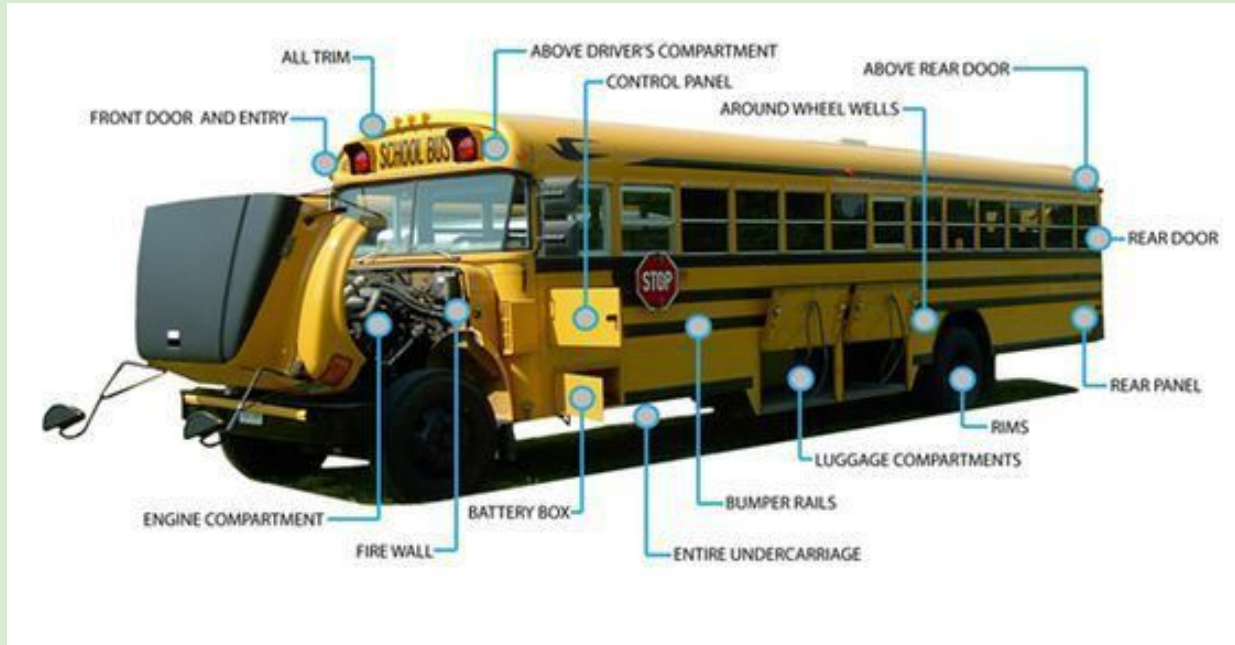
**New features include: 360 cameras, Stop Arm  
Cameras, Air Conditioning**



## Considerations:

- Operational Cost
- Safety
- Reliability

# Procedural and Physical Safety Features of our Buses



# Procedural Safety

## Bus Expectations



## Students, please pay attention to the following bus expectations:

- **Safe Pick up/Drop off Procedures**
  - **10 minute rule** - Remember your bus could arrive 10 before or after scheduled stop times. So be ready at your bus stop.
  - **10 foot rule** - Stay 10 feet back from the bus until it comes to a complete stop.
  - Be sure to wait for your bus driver to signal when it is safe for you to cross the street.

## How to be a Safe Rider

<https://www.youtube.com/watch?v=DRp0Y0AQZT8>

## Students, please pay attention to the following bus expectations:

- **Safe Behavior on the Bus**
  - Be sure to remain seated during the duration of your ride.
  - Keep your voice level to a minimum. If the driver can hear your conversation, it is too loud. For safety purposes, remember they need to hear the radio and it should be quiet at railroad crossings.
  - No food or eating on bus. You may have refillable water bottles with water.

# Bus Evacuation Drills

## IDOE Required

- Within 45 days of each semester
- Two minutes or less
- Emergency Door/Service Door
- Driver Lead/Student Lead





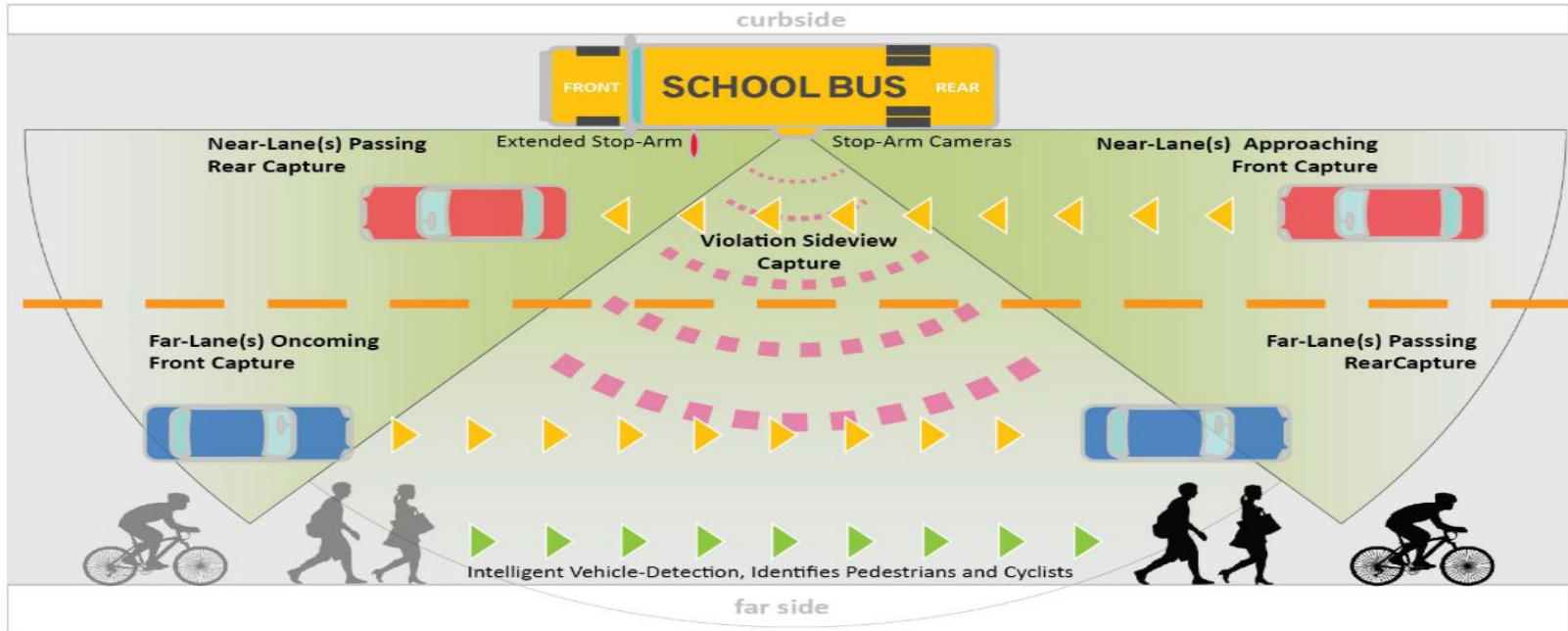
# Dual Stop Arms



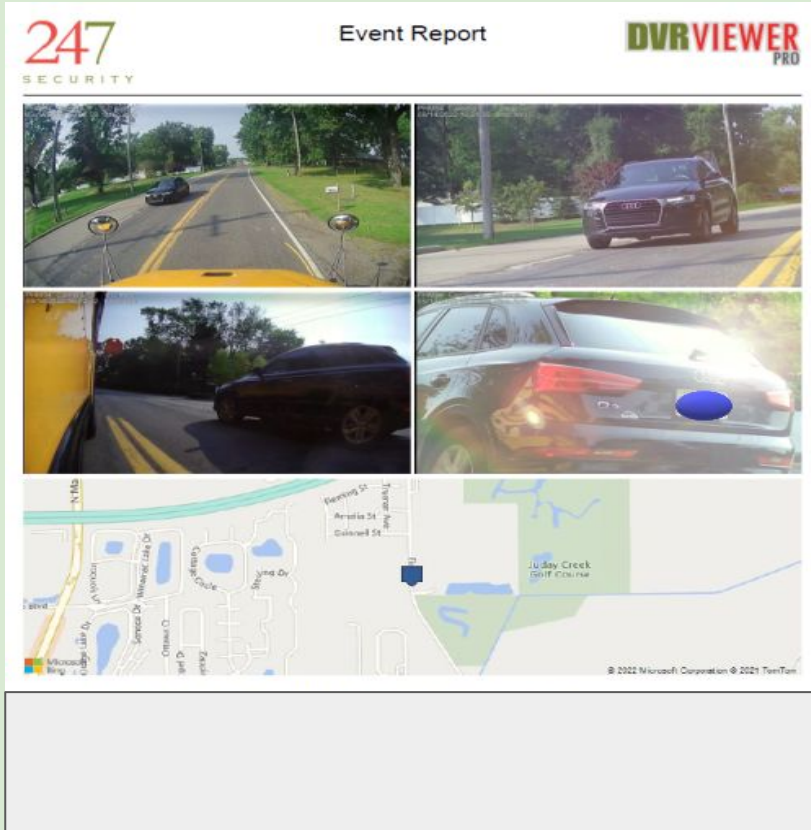


# Stop Arm Cameras on ALL P-H-M School Buses

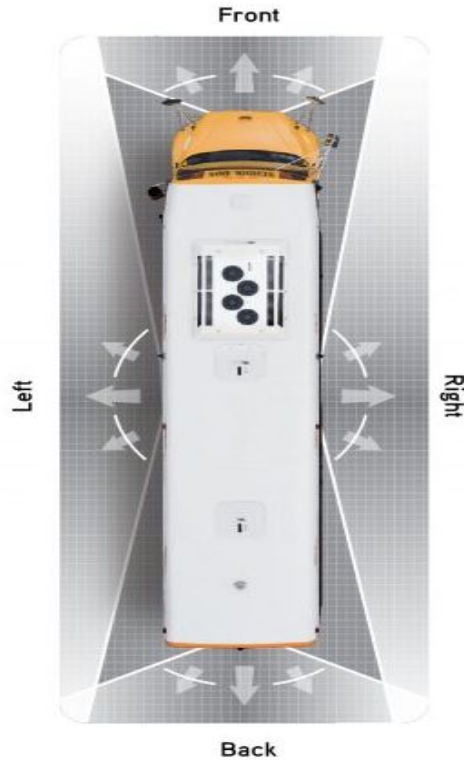
2023-2024 School Year	162 Stop Arm Violations Reported
2024-2025 School Year	58 Stop Arm Violations Reported



# Stop Arm Camera View



# 247 Camera System



Live Camera View Areas





# 247 Camera System

## OmniView360° with TruView

TruView Middle View, Facing Down



TruView Front View



TruView Back View



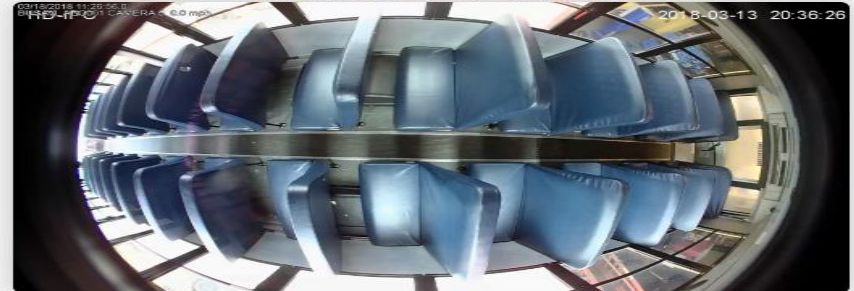
*OmniView360°'s TruView feature takes the areas of interest and de-curves the scene into a distortion-free natural image that is much easier for users to see and interpret events (as is the case with a standard image). With TruView, you get clearer, truer images; with the additional benefit of greater coverage—all on one camera.*

Standard 247 Camera, Back View



*Clear sharp images. Standard on all 247 Cameras. TruView images comparable to our standard cameras.*

OmniView360° Image, before TruView



*Even in its raw format, OmniView360° delivers a clear sharp view of virtually the entire bus.*

# Integrated Seating



**On all new buses since 2017**





# Routing Safety

**IC 9-21-12-20**

**Federal and State Highways**

Pick up/Drop Off Doorside

**Other Measures**

**Don't cross on busy PHM roads**

Examples include but are not limited to:  
Adams, Day, Grape, Main, Cleveland

**Board Policy 8600**

**Safety:** *Appropriate Safeguards (Onsite evals, Driver and parent communication, GPS Data)*

**Adequacy:** *Provide for all groups*

**Economy:** *Efficiency without sacrificing safety*

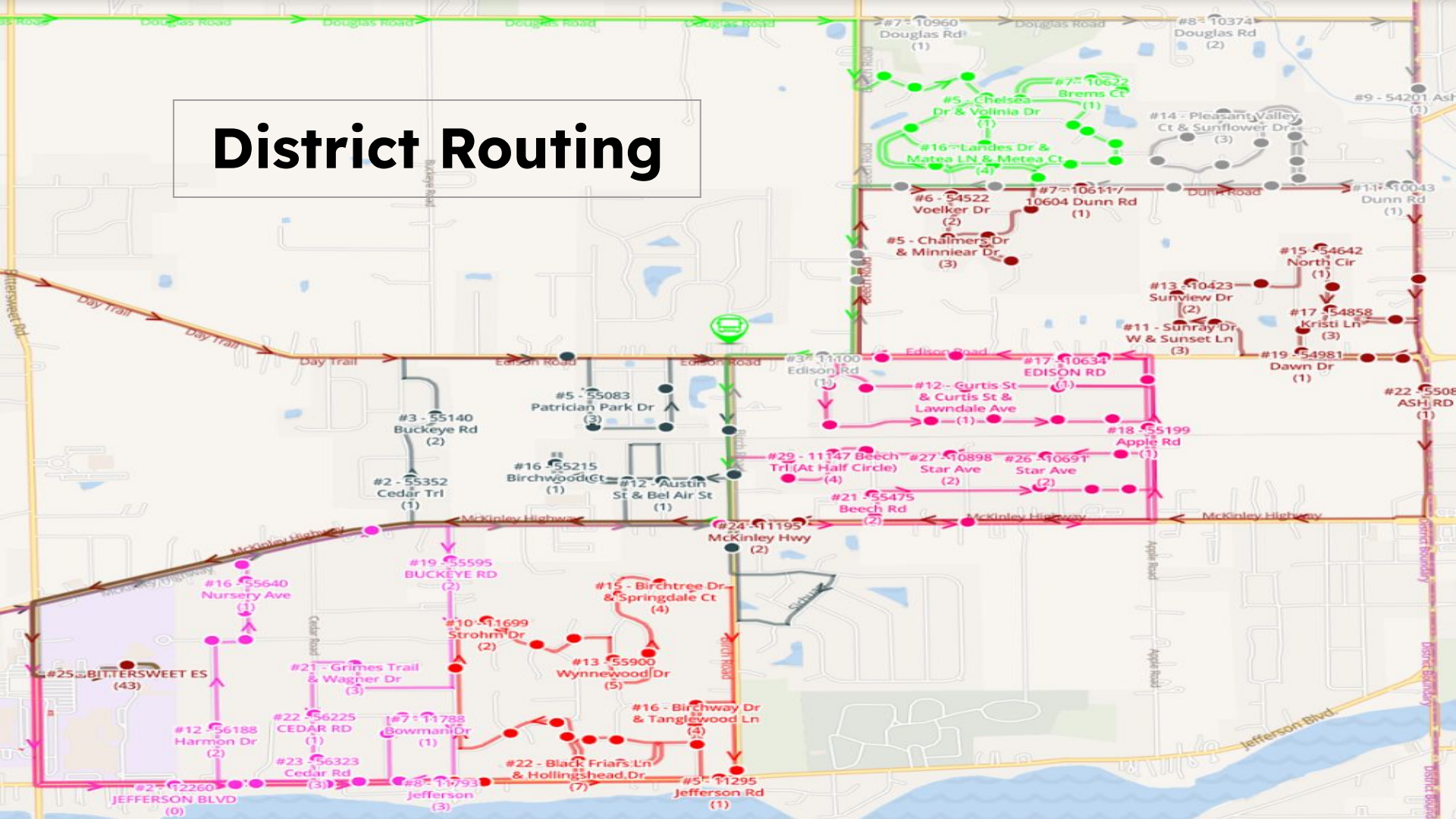
**Walking Guidelines to the Bus Stop**

**Elementary:** 150 Yards

**Secondary:** 300 Yards

**Cul-de-sacs:** Preferred 105 ft radius

# District Routing



# Routing Process

<b>Database</b>	<b>Roll students to next grade in EZRouting</b>
<b>Data Management</b>	<b>Import Kindergartners, Remove Graduated Students, Reroute 6th and 9th Graders</b>
<b>Review Process</b>	<b>Load Counts, Stop Locations, Routing Paths, New Students, Time Routes, Daily Imports</b>
<b>Package Routes</b>	<b>Review Tiers/Times, Package routes together</b>
<b>Exceptional Education</b>	<b>Review needs w/Ex Ed Department and make IEP based arrangements</b>

# Routing Review Procedures

<b>Bus Stop Review</b>	Allows parents to communicate concerns about assigned bus stop
<b>Alternate Site Request</b>	Allows parents to request second bus stop or non residents to get stop

PENN-HARRIS-MADISON SCHOOL CORPORATION  
Transportation Department, 3205 N. Home Street, Mishawaka, IN 46545  
574.258.9565 574.254.1561 FAX

**Request for Bus Stop Review**  
*(Please print all information)*

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Transportation Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Bus stop locations are based on the following criteria (as approved by the P-H-M Board of School Trustees):  
Elementary Students: Walk to bus stop = 150 yards; Call-to-stops = Only if over 150 yard distance w/ 100 foot turning radius and no backing up of school bus. Secondary Students: Walk to bus stop = 300 yards; Call-to-stops = Only if over 300 yard distance w/ 100 foot turning radius and no backing up of school bus.

Location of safety hazard (name of street or road): \_\_\_\_\_  
\_\_\_\_\_  
Describe the safety hazard/concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PLEASE ATTACH A SKETCH OR DIAGRAM OF THE LOCATION IN QUESTION IF NECESSARY

Parent/Guardian  
I hereby certify that the information provided in this request is correct to the best of my knowledge.

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_  
Date Sent to Transportation Department: \_\_\_\_\_ Date Rec'd by Transportation Department: \_\_\_\_\_  
The request has been Approved \_\_\_\_\_ Denied \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_ Signature of P-H-M Director of Transportation: \_\_\_\_\_  
To: 7-06

☐ **DAY CARE/SITTER/ALTERNATIVE INFORMATION** (Transportation is provided for students to and from a maximum of two locations: home and one other site within the boundaries of the school the student attends. Daily / monthly schedules, work/business locations cannot be accommodated):

AM PICK UP ADDRESS: \_\_\_\_\_

AM NEED? (ex. DAILY, M-W-F, INTERMITTENT, AS NEEDED) \_\_\_\_\_

PM DROP OFF ADDRESS: \_\_\_\_\_

PM NEED? (ex. DAILY, M-W-F, INTERMITTENT, AS NEEDED) \_\_\_\_\_

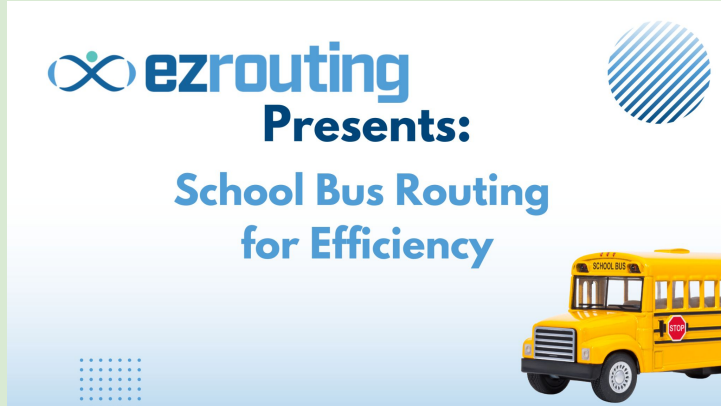
ALTERNATE CONTACT NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

☐ **INFO VERIFIED BY SCHOOL** \_\_\_\_\_ **DATE VERIFIED** \_\_\_\_\_

**SCHOOL PERSONNEL – PLEASE ADD INFORMATION TO STUDENT RECORD IN E-SCHOOL**

# Transportation Communication



## Parent Communication

EZRouting

Parent Square



*is now using*



ParentSquare

## Driver Tracking/Communication

GPS

Panic Buttons

Radio



# Important Transportation Features

## Here Comes The Bus App



**8,184 Active Accounts**

**Allows parents to track their child's bus**

**District Code: 76205**

## Parent Portal



**6,645 Accounts**

- **Allows parents to view current routing information**

# Questions?



# Exceptional Education

<b>Young Adult Program</b>
<b>Student IEPs</b>
<b>Late Arrivals/Early Dismiss</b>
<b>Low Population Bus</b>
<b>Special Equipment Needs</b>
<b>Bus Aides</b>