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March 18, 2020

- 1) OSBA operations
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#### 1) OSBA Operations

Along with many other businesses and schools, OSBA has altered its operations during this period of COVID-19 response. All of our employees are continuing to work and serve our members, but we are working from home. You can reach us by email or by phone the same way you always have.

If you have questions or needs, feel free to reach out to us. We will continue to strive to help you resolve transportation challenges and meet your needs.

#### 2) Changes in learning opportunities

We have rescheduled the April MTA classes. The new dates are May 6 and May 13. If you are enrolled in the MTA program, please contact Diana Paulins ([DPaulins@ohioschoolboards.org](mailto:DPaulins@ohioschoolboards.org)) and let her know which session you would like to attend.

We will also offer live-streaming of the class on May 6. If you would prefer to watch the class from your computer, please look for information on this opportunity as we get closer to the class date. This will also be recorded and posted on the class website, allowing you to watch it at a later date if that is more convenient.

Our annual T-report workshop has been rescheduled – and will be held on May 20.

This is a popular workshop for transportation staff and treasurers as we near the end of the school year. Our focus in the class is on collecting transportation data and understanding the mandated reporting process. This year in addition to the on-site attendance we are also offering live-streaming of the event. When you register for the event on OSBA's events page you can select your preference.

In the event that schools have not yet reopened by any of these dates, the live-streaming events will still be hosted.

#### 3) MVI inspections

We have heard from several districts with questions about MVI bus inspections. After contacting the patrol this morning, here is the answer that we were provided:

- MVI inspections are currently suspended through the end of this week.
- MVI inspectors will be contacting their assigned districts in the coming days. Beginning next Monday - if a district has staff on-site, and their campus is open to visitors, MVI annual fleet inspections will be completed.
- Should you have any questions please contact the OSHP post that you traditionally work with.

#### 4) Projects to consider during school closure

These are unprecedented times. When is the last time that transportation administrators had time to get desk work and other planning activities completed without regular phone and radio interruptions?

This could be the best opportunity ever to work on some of the management projects that are always getting pushed aside while we manage the grueling day-to-day activities that are part of the bus garage. The completion of these projects is sometimes all that it takes to move your department from good to great.

If you do not have your own wish list already hanging on your cork board, or a list of to-do's on your dry erase board, here are some projects to consider:

- Review your driver handbook and start working on updates.
- Review (or start) your emergency preparedness transportation manual. (It should be pretty easy to fill out the page for pandemic emergencies.)
- Start working on the T2 data collection for this school year. Not all of the costs and expenditures have been collected yet, but you could start looking at your fleet and routing assignments to determine special education vs. regular education ratios. Also take the opportunity to meet with the treasurer and review the posting of payments and expenditures by vendor.

### School Transportation Update

- Complete a compliance audit of your department. Review all of the various state codes and obligations and evaluate your district's procedures for those. If you are (or have been) an MTA student at OSBA, you have access to a chart that lists all of these items and that can be used for your evaluation.
- Complete a driver records audit. Check each driver's file (both public and private) for all required documents. Again, MTA students have access to a chart to help you with this process.

Most importantly, if you are working by yourself in a quiet place, take time to take breaks and interact with your peers. You can do this by phone or by email but make certain that you do not skip this step. None of us are accustomed to working alone and in quiet – you need the periodic contact with others to keep your perspective!

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