



Staffing Guidelines

Best Practices

The SDE Student Transportation Section shall develop and maintain student transportation staffing guidelines designed to promote efficiency and cost containment. These guidelines shall be for informational purposes. School districts shall not be financially penalized when falling outside SDE staffing guidelines (*SISBO 2012*). The state averages are based on 15/16 data, if requirement occur, in regard to training, these percentages would increase.

STAFFING

The tasks associated with the successful operation of the local transportation department are many and varied. Depending on the size of the school district, many duties may be consolidated in a single position, or each position may have very specific duties. The leadership of a truly effective transportation department promotes career paths and succession plans that will ensure continuity and consistency of the operation (National School Bus Transportation Specifications and Procedures 2010).

ADMINISTRATIVE - DIRECTOR, MANAGER, SUPERVISOR AND/OR PRIVATE OPERATOR

This position is in charge of daily transportation functions. Duties are to plan, direct, coordinate and oversee all functions pertaining to the operation and maintenance of the district transportation department, including personnel, equipment and facilities. Prime concern is safe, efficient and economical transportation of students between home and school on a regular schedule and to other destinations, as required by the students' programs or school activities (National School Bus Transportation Specifications and Procedures 2010). State averages based on actual data gleaned from IBUS (inventory of fleet, and reimbursement claims). SDE student transportation section recommends district follow the following guideline:

- Fleet size 1-17 - Administrative position average of 32%
- Fleet size 18-34 - Administrative position average of 73%
- Fleet size 35+ - Administrative position average of 100%

INSTRUCTOR/TRAINER

Duties of this position include conducting training for potential new bus drivers and attendants, conducting training for veteran bus drivers and attendants and ensuring that training is completed according to federal, state and district requirements. (National School Bus Transportation Specifications and Procedures 2010) **Qualified driver trainer for each school district and with such duties as the board may prescribe; (Idaho Statue, 33-1511)**. State averages based on actual data, gleaned from IBUS (inventory of fleet and reimbursement claims). SDE student transportation section recommends district follow the following guideline:

- Fleet size 1-17 - Trainer position average of 12%
- Fleet size 18-34 - Trainer position average of 25%
- Fleet size 35-51 - Trainer position average of 65%
- Fleet size 35-51 - Trainer position average of 79%

TECHNICIAN

The technician has primary responsibility for maintaining and repairing all school buses as assigned. The national and state recommendation is approximately (1:15-20), one technician for 15 to 20 school buses. State averages based on actual data, gleaned from IBUS, (inventory of fleet, reimbursement claims). SDE student transportation section recommends district follow the following guideline:

- Fleet size 1-17 - Technician position average of 69% (average staff of 1 technician)
- Fleet size 18-34 - Technician position average of 96% (average staff of 1.25 technicians)
- Fleet size 35-51 - Technician position average of 98% (average staff of 2 technicians)
- Fleet size 52 + - Technician position average of 100% (average staff of 3.33 technicians)