Transportation Advisory Council Minutes

Friday, November 15, 2013

Meeting held:

Littleton Education Service Center Board Room, 5776 Crocker, Littleton

Members attending:

Todd Coffin	Lake County RE-1 – Central
Carrie Steele-Collins	Crowley County RE1J – Southeast
Lonnie Douglass	Moffat School District - Northwest
Scott French	Littleton – Metropolitan
Jeff Fox	Poudre – North Central
Pascal Ginesta	Steamboat – Northwest
Mark Hotz	Monte Vista – Southwest
Nancy Clark-Lutz	Calhan – Pikes Peak
Cyndi Ness	Byers - Northeast
JoAnn Runge	Yuma – Northeast
Bob Peterson	Florence RE-2 – Pikes Peak
Clyde Pearson	Ignacio 11JT – Southwest
Ed Reichert	Montrose (First Student) – West Central)
Terry Ruddick	Thompson R-2J – North Central

Guests in attendance:

Jeff Clark	Eaton School District
Rob Draper	Littleton Public Schools
Matt Bryant	Poudre School District

Members not in attendance:

Nita Reske	Denver – Metropolitan

CDE Staff in attendance:

Brian Vasina	Senior Consultant
Jennifer Okes	Director of Public School Finance
Wendi Chapin	Transportation Supervisor

Transportation Advisory Council
November 15, 2013
Meeting Minutes

I. Call Meeting to Order

Wendi Chapin called the meeting to order at 9:03 AM. Roll call was taken to determine quorum status. Cyndi Ness arrived at 9:50 a.m. Nita Reske was absent. Quorum is present with 15 out of 16 members in attendance.

Wendi introduced two new members - Evalyn Parks, Salida (Central) and Lonnie Douglass, Moffat County (Northwest). The West Central and Southeast regions are the only regions with one representative. The West Central and Southeast regions need one more representative to complete the Council.

Wendi notified the committee that Mike Thompson, East Grand School District (Northwest), has expressed interest in participating on TAC. Wendi asked the committee for feedback on handling alternate committee members. TAC members suggested alternate members are welcome to attend the TAC meetings but attendance is not mandatory. Alternate members may fill member vacancies within their region as opportunity arises.

II. Approval of the September 20, 2013 Council minutes.

A motion was made by Clyde Pearson, 2nd by Todd Coffin to approve the September 20, 2013 minutes as presented. The motion was unanimously approved 15-0.

III. Approval of the Transportation Advisory Council Guidelines.

A motion was made by Mark Hotz, 2nd by Lonnie Douglass to approve the Transportation Advisory Council Guidelines as presented. The motion was unanimously approved 15-0.

IV. Approval of an alternate member amendment to the Transportation Advisory Council Guidelines.

A motion was made by Carrie Steele-Collins, 2nd by Nancy Clark-Lutz to add alternate member verbiage as per discussed to the Transportation Advisory Council Guidelines. The alternate member verbiage includes the definition and expectations of the member. The motion was unanimously approved 15-0.

V. Public Comments on the Minimum Standards.

No public comments were made during the allotted time period.

Wendi opened discussion on the Minimum Standard change originations. The Council stated validation of change, data driving research and safety concerns are the biggest forces that should initiate changes to the Minimum Standards.

Wendi requested each of the members to outline their outreach plans with the Minimum Standards. The results are:

Southwest – Clyde Pearson and Mark Hotz. Clyde met with 9 districts. Mark contacted a couple of districts via phone.

Central – Todd Coffin and Evalyn Parks. Todd was not able to complete any outreach in his region. Evalyn, being a new member, did not perform any outreach for Minimum Standards. Evalyn inquired and received input from the Council on what types of outreach techniques to use.

Metro – Scott French and Nita Reske (absent). Scott did not meet as a group. The MATES group held a meeting expressing monetary justification concerns on several proposed changes to the Minimum Standards.

Northwest – Pascal Ginesta and Lonnie Douglass. Pascal performed email outreach to several members of his region. Lonnie, being a new member, did not perform any outreach for Minimum Standards.

West Central – Ed Reichert. Ed was not able to provide a lot of outreach. Ed sent out email correspondence to a few districts.

Southeast – Carrie Steele-Collins. Carrie emailed most of her districts. She experienced challenges with some districts priority of transportation given other assigned job duties.

Northeast – JoAnn Runge and Cyndi Ness. Joann emailed the east half of her region with minimal feedback. Cyndi held a regional meeting in Limon with only 4 districts in attendance.

Pikes Peak – Nancy Clark-Lutz and Bob Peterson. Nancy and Bob stated their region has a transportation consortium that meets monthly. Nancy and Bob have obtained detailed feedback and provided insight to the consortium regarding the proposed changes at the last two meetings.

North Central – Jeff Fox and Terry Ruddick. Jeff and Terry divided the region for communication. Jeff emailed and held one regional meeting with good feedback. Terry held a meeting with 6 districts in attendance. Terry wants to figure out a way to communicate with the districts that were not in attendance.

VI. Discussion and Review of 301-25 Minimum Standards

The discussion and review of 301-25 Minimum Standards will entail a detailed review of each proposed change through member motion, discussion and vote.

A. Explanation of global changes made to the Minimum Standards:

The Minimum Standards document was reviewed by manufacturer engineers for duplication of Federal Motor Vehicle Safety Standards (FMVSS). All duplicated FMVSS standards were deleted. FMVSS references were also deleted.

The Minimum Standards document was reviewed and renumbered in sequential order upon alterations made to the document.

The Minimum Standards document was reviewed and amended by the CDE Legal and Communication divisions for clarity and language.

A rule will be added that any exemption to the Minimum Standards will require written approval from CDE.

Global changes were approved unanimously 15-0.

B. Proposed change: Amending 2251-R-4.03 manufactured years from 20 to 15 years.

A motion was made by Nancy Clark-Lutz, 2nd by Ed Reichert to discuss amending the manufactured years from 20 to 15. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was denied 2-13.

C. Proposed change: Amending 2251-R-5.02 school bus type definitions to equal federal definitions.

A motion was made by Lonnie Douglass, 2nd by Nancy Clark-Lutz to discuss amending the school bus type definitions to equal federal definitions. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

D. Proposed change: Reinstatement of the FMVSS references.

A motion was made by Evalyn Parks, 2nd by Terry Ruddick to reinstate the FMVSS rule references found in the Minimum Standards document. The motion does not reinstate duplicate FMVSS topics. The change was unanimously approved, 15-0.

E. Proposed change: Addition of exception 5.04(a)(6), use of white reflective tape on multifunction buses.

A motion was made by JoAnn Runge, 2nd by Evalyn Parks to discuss the use of white reflective tape on multifunction buses. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

F. Proposed change: Adding 2251-R-6.02 to align used bus dealers to meet minimum standards on used buses sold in Colorado.

A motion was made by Nancy Clark-Lutz, 2nd by Clyde Peterson to discuss additional reporting on used vehicle purchases sold in Colorado. The change was unanimously denied, 0-15.

G. Proposed change: Adding 2251-R-11.02 battery location to be centralized when using more than one battery on Type A buses.

A motion was made by Jeff Fox, 2nd by Carrie Steele-Collins to discuss the centralization of the location when using more than one battery on Type A buses be fitted on a tray. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

H. Proposed change: Adding 2251-R-11.03 battery cable length to be of a sufficient length

when batteries are located on a pull-out tray.

A motion was made by Terry Ruddick, 2nd by Lonnie Douglass to discuss the request of sufficient battery cable lengths when batteries are located on a pull-out tray. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

I. Proposed change: Adding 2251-R-11.04 to centrally locating an emergency shut off switch in the battery compartment.

A motion was made by Nancy Clark-Lutz, 2nd by Evalyn Parks to discuss the request of an emergency shut off switch located in the battery compartment area. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 0-15.

J. Proposed change: Adding 2251-R-14.01 listing the manufacturer's maximum designed capacity on the certificate plate.

A motion was made by Evalyn Parks, 2nd by Nancy Clark-Lutz to discuss the request of listing the manufacturer's maximum design capacity on the certificate plate. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

K. Proposed change: Amending 2251-R-15.01(c) rub rails color to only be black.

A motion was made by Pascal Ginesta, 2nd by Clyde Pearson to discuss the request of amending the rub rails color to only be black. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 0-15.

The committee commented during the discussion on this change that any exemption to the Minimum Standards should be in writing from CDE. Written documentation on Minimum Standard exemptions was addressed as a global change and integrated into 2251-R-1.00.

L. Proposed change: Adding 2251-R-16.07 construction standards meeting the Kentucky Pole Test.

A motion was made by Nancy Clark-Lutz, 2nd by Terry Ruddick to discuss the request of adding construction standards to meet the Kentucky Pole Test. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

M. Proposed change: Adding 2251-R-22.03(e) activating backup lamps when opening the rear emergency door.

A motion was made by Carrie Steele-Collins, 2nd by Evalyn Parks to discuss the request of activating backup lamps when opening the rear emergency door. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 0-15.

N. Proposed change: Adding 2251-R-22.03(f) side emergency exits should have 24" staging area and flip seats should not be accepted in the side emergency door exit staging area.

A motion was made by Clyde Pearson, 2nd by Mark Hotz to discuss the request of adding 24" staging area for side emergency exits and not allowing the use of flip seats with side emergency exits. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 0-15.

O. Proposed change: Amending 2251-R-23.02 to mount the first aid kit in full view.

A motion was made by Terry Ruddick, 2nd by Jeff Fox to discuss the request of amending first aid kits to be mounted in full view. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 0-15.

P. Proposed change: Adding 2251-R-23.05(d) one durable, full hand-held web cutter to the list of small vehicle emergency equipment.

A motion was made by Terry Ruddick, 2nd by Ed Reichert to discuss the request of adding one durable, full hand-held web cutter to the list of small vehicle emergency equipment. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

Q. Proposed change: Adding 2251-R-23.05(e) one basic body fluid kit to the list of small vehicle emergency equipment.

A motion was made by Clyde Pearson, 2nd by Evalyn Parks to discuss the request of adding one basic body fluid kit to the list of small vehicle emergency equipment. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

R. Proposed change: Adding 2251-R-23.06 securely mounting emergency equipment in secured containers within small vehicles.

A motion was made by Carrie Steele-Collins, 2nd by JoAnn Runge to discuss the request of adding of securely mounting emergency equipment in containers in small vehicles. The motion was retracted by Carrie Steele-Collins, 2nd by JoAnn Runge.

A motion was made by Carrie Steele-Collins, 2nd by JoAnn Runge to discuss the request of adding, in list format, storage options for emergency equipment in small vehicles to be "in a container, or the trunk or the back" of small vehicles. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

S. Proposed change: Amending 2251-R-24.03 positioning of the regeneration switch to be "accessible" to the driver.

A motion was made by Clyde Pearson, 2nd by Nancy Clark-Lutz to discuss the request of amending the positioning of the regeneration switch to be accessible to the driver. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 0-15.

T. Proposed change: Amending 2251-R-26.05 to include yellow colored nosing on step treads.

A motion was made by Terry Ruddick, 2nd by Ed Reichert to discuss the request of including yellow colored nosing on step treads. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

U. Proposed change: Amending 2251-R-30.01(b) placing one of the two required heaters aft of the front barrier on the bus.

A motion was made by Clyde Pearson, 2nd by Terry Ruddick to discuss the request of placing one of the two required heaters aft of the front barrier on the bus. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 0-15.

V. Proposed change: Amending 2251-R-32.02 centralizing the placement of the school district name to the beltline only.

A motion was made by Nancy Clark-Lutz, 2nd by Carrie Steele-Collins to discuss the request of amending the placement of the school district name to one centralized location, the beltline. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 0-15.

W. Proposed change: Amending 2251-R-32.06 to include to option of allowing an LED message panel to present the "STOP" message on buses.

A motion was made by Nancy Clark-Lutz, 2nd by Evalyn Parks to discuss the request of including an LED message panel to present the "STOP" message on buses. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

X. Proposed change: Amending 2251-R-32.08(a)(1) to clarify that the location and securement of bus advertisement approval be in writing from CDE.

A motion was made by Carrie Steele-Collins, 2nd by Nancy Clark-Lutz to discuss the request of clarifying the location and securement of bus advertisement approval be written from CDE. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

Y. Proposed change: Amending 2251-R-32.08(a)(5) to clarify the placement of advertising should not interfere with the reflective tape on the bus.

A motion was made by Evalyn Parks, 2nd by Clyde Pearson to discuss the request of

clarifying the placement of advertising should not interfere with the reflective tape on the bus. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

Z. Proposed change: Amending 2251-R-37.05(a) to delete the size requirement on the front turn signal to meet federal and manufacturer's specifications.

A motion was made by Clyde Pearson, 2nd by Mark Hotz to discuss the request of deleting the size requirement on the front turn signal to meet federal and manufacturer's specifications. Type C buses need to be added to this rule change. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

AA. Proposed change: Amending 2251-R-37.05(b) to clarify that Type D buses should remain equipped with 7 inch diameter front turn signals.

A motion was made by Nancy Clark-Lutz, 2nd by Evalyn Parks to discuss the request of clarifying Type D buses should remain equipped with 7 inch diameter front turn signals. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

BB. Proposed change: Amending 2251-R-48.01 to identify the distance from the ground to the first step of the bus.

A motion was made by Terry Ruddick, 2nd by Evalyn Parks to discuss the request of identifying the distance from the ground to the first step of the bus. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

CC. Proposed change: Amending 2251-R-51.01 to identify a sun visor size requirement only.

A motion was made by Terry Ruddick, 2nd by Evalyn Parks to discuss the request of identifying a sun visor size requirement only. The proposed change does address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously approved, 15-0.

DD. Proposed change: Adding 2251-R-62.03 to include a second fire extinguisher to be secured in the lift area of Specially Equipped buses.

A motion was made by Pascal Ginesta, 2nd by Terry Ruddick to discuss the request of including a second, secured fire extinguisher in the lift area of Specially Equipped buses. The proposed change does not address the intended purposes of the Minimum Standards found in 2251-R-1.00. The change was unanimously denied, 15-0.

VII. Future Meetings

The Council reviewed the future meetings to be held.

VIII. Selection of Alternate Meeting Dates

March 2014 meeting will need to be rescheduled. The Council requested that alternate March dates be submitted to the members via email.

IX. Discussion of TAC Mission Statement

The TAC Mission Statement was not addressed at the meeting.

X. Adjournment

Ed Reichert made the motion to adjourn the meeting at 1:25 p.m., 2nd by Evalyn Parks. Motion carried unanimously.

Next meeting date and location will be determined.