

Listed below are the responses from the Nichols Bus Service, Inc. staff:

Nichols

Question 1 Ed Thompson

Advertise, phone interview, if want as a candidate sit and discuss the job - if they appear qualified - application - see in bid packet - can't lie - need driving, criminal and medical disqualifiers - must agree to drug testing, fingerprinting and out of state if new by 5 years in state. See section 13, 14, & 15
start them with senior driver

DMV rules must read, speak and understand English to pass the test
How to keep drivers - oldest average 15-20 years - small company - family business - annual raises - support drivers – loan money, friendship etc. Drivers donate their time
Staffing trips etc - volunteers and seniority depending on the situation

Question 2 – Tammy

housed, maintained etc. at 27 North Main Street

Question 3 Tammy

Service - in manual - all vehicles 3000 miles or every 90 days
Brake inspection every time a bus comes into the yard
Datco will help us with needs

Question 4 - Ed

Expect all personnel to be respectful to everyone
Section 10 of bid sheet - Drivers must refer media or parents to supervisors or BOE -
Section 25 - Driver conduct, May 2011 newsletter - on attitude
Manual is in draft – can share it with employees if we want them to do so

Question 5 - Ed

Consequences - in bid procedure on violations, if complaint is filed

Question 6 - refer to Board of education

Question 7 - have set up an email account with Tammy - Check four times a day - Tammy will be available - Always reachable but not always immediately – Internet line being set up tomorrow

Final Comments – have already made changes having email, looking into a better direct line to superintendent's office, manuals for personnel
Nichols bus has served town of East Hampton for 60 years
Policy Manual

Listed below are the responses from the Nichols Bus Service, Inc. staff:

M&J

Question 1 -

Mr. Collins for all questions

Advertise, community - letter with kids, fliers in stores etc., referral process with drivers and if the new employee stays the referring driver gets a bonus for the referral, have dedicated activity buses and extra staff, retention - life insurance, bonuses for attendance etc.
retention rate 6-7 years

Drivers - Hispanic have to know English enough to get license (DMV rule) - have hispanic dispatcher in Windham -depends on the community

Question 2

[9 Young St.](#) -dispatch office with full time dispatcher and terminal manager and lot with fuel truck – maintenance in Old Saybrook or Windham,

Question 3 -

Maintenance - described – Type A -30 days 1500 miles, brakes every 12,000 miles - Type B 3000 miles or 90 days

Records done in a folder - plus computerized maintenance. program - weekly put mileage in and complete record is done by an employee full time - mileage reports

Question 4

Handbook - conduct, explained - see books which were provided

Every employee gets the manual – (note: manual states that respect and courtesy are required at all times)

Question 5 -

Packet - contact with the media - only Mr. Beebe or Mr. Collins - verbal, written or termination

Question 6

Report filled out - view cameras or if speeding then check GPS

Safety department checks stops

Local dispatcher handles parent complaints and then up to Mr. Collins, manager and Mr. Beebe, owner - then BOE if not satisfied

Question 7

Dispatcher and manager in office every day - report to BOE every day and same with complaints - to keep BOE administration informed – never want to blindside the administration

Final Comment - been in business for 40 years and that's what we do.

Discussion

Mrs B - very helpful to talk to both companies - need time to think and then best to go to whole board and then make decision as a whole board given the enormity of this decision.

Mrs. W - Need to share information with Board

List to share:

Comparisons

Minutes and answers to interview questions

Interview questions

Bid proposal/specifications

DMV Inspection Data Sheet

Athletic/Field trip financial data

Alternative

4. No other business was reviewed.

5. Adjournment

5.1 Meeting adjourned at 8:03pm. Motion by Ms. Barmasse, seconded by Ms.Wall.
Voted unanimously.