

**JERMAINE V. FLEMING, Ed.D., ACTING CHIEF STRATEGY & OPERATIONS OFFICER  
OFFICE OF THE CHIEF STRATEGY & OPERATIONS OFFICER**

August 30, 2021

TO: All Principals

FROM: Jermaine V. Fleming, Ed.D.  
Acting Chief Strategy & Operations Officer

VIA: Valerie S. Wanza, Ph.D.  
Chief School Performance & Accountability Officer

SUBJECT: **2021/22 SCHOOL BUS LOADING/UNLOADING ZONE EVALUATIONS**



Annually, the District is required to evaluate each school's loading/unloading zone(s). The Student Transportation & Fleet Services Department will assist with evaluations. Enclosed is the "School Loading Zone Procedures/Evaluation Worksheet" with information and requirement. Below is an excerpt from "6A-3.0171 Basic Principles for Transportation of Students" that applies:

**6A-3.0171 2. Responsibilities of the school principal or other designated school staff:**

c. To plan and assign places for students to get on and off school buses at the school, and to ensure the safety of the loading/unloading zone and to provide supervision of students.

The **week of 9/20/21 – 9/24/2021** please ensure that a staff member, principal, or designee is on duty to supervise and sign the School Loading Zone Evaluation Worksheet for verification purposes. Upon completion of the worksheet, (1) retain a copy of form at your school for your records and (2) upload your worksheets to: <https://www.browardschools.com/Page/48541>. **Worksheets are due on Wednesday, October 4, 2021.**

**If you require assistance, please contact the appropriate transportation terminal office:**

TERMINAL	MANAGER	ROUTES	TELEPHONE
North/Satellite	Bloneva Fulmore	1000-1999	754-321-4000
Central	Kathy Matthews	2000-2999	754-321-4480
South	Lisa McBride	3000-3999	754-321-4100
Central West	Jacqueline Druses	4000-4999	754-321-4150
South West	Jacqueline Druses	5000-5999	754-321-8025

Your support in evaluating your school's bus loading/unloading zone(s) is greatly appreciated. Thank you in advance for your corporation.

VSM/JVF/RA:mt  
Attachment

c: Rolando Alvarez, Executive Director, Student Transportation & Fleet Services  
Kay Blake, Director, Student Transportation & Fleet Services  
Donte Collins, Director, Charter Schools Management  
Veda Hudge, Director, Office of Service Quality  
Directors, School Performance & Accountability  
Transportation Terminal Managers I & II