

**AUTHORITY:** Act 94, P.A. 1979, as amended  
**COMPLETION:** Voluntary (To receive funds, eligible agencies must apply.)

**Direct questions regarding this form to (517) 373-6388.**

**2005-2006 APPLICATION  
 SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM  
 SECTION 74 OF THE STATE SCHOOL AID ACT**

*Renewal*       *New Applicant*

<b>APPLICANT</b>	Legal Name of ISD/College or University	District Code Number	Telephone (Area Code)
	Address	City	Zip Code
<b>CONTACT PERSON</b>	Name (please print)	Title	Telephone (Area Code)
	Address	City	Zip Code

**MAILING INSTRUCTIONS:** Send the **ORIGINAL and ONE COPY** of the application to: **Michigan Department of Education, ATTN: GRANTS ADMINISTRATION & COORDINATION, Grants Coordination & School Support, P.O. Box 30008, Lansing MI 48909**

**DUE DATE: JUNE 24, 2005**

**SECTION I: SPECIFIC INFORMATION**

The applicant is:

- 1. AN INTERMEDIATE SCHOOL DISTRICT** (Check only one as it applies to the grant):
- (a) Applying as an independent district
- (b) Serving as a fiscal agent for a consortium of Intermediate School Districts

**OR**

- 2. A STATE SUPPORTED COMMUNITY COLLEGE OR UNIVERSITY**
- Serving as a fiscal agent for a consortium of Intermediate School Districts (check box if applicable)

*Applicants serving as fiscal agents must include Section III, Certification for Participation in a Consortium (page 4) with authorized signatures for all participating intermediate school districts.*

**SECTION 74 OF THE STATE SCHOOL AID ACT  
SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM****SECTION II: INTERMEDIATE SCHOOL DISTRICT AND STATE SUPPORTED  
COLLEGE/UNIVERSITY ELIGIBILITY TO PROVIDE TRAINING FOR  
SCHOOL BUS DRIVERS AND SUPERVISORS**

**PURPOSE:** Section 74 of the State School Aid Act provides funds to assist intermediate school districts (ISDs) and state supported colleges and universities to provide school bus driver safety instruction or driver skills road tests, pursuant to Section 51 of the Pupil Transportation Act. The purpose of the school bus safety instruction and driver skills road tests is to promote safe, efficient pupil transportation programs, using Michigan Department of Education (MDE) approved curriculum to provide quality training programs.

**DEFINITIONS**

**Eligible Agencies** are defined as state supported colleges, universities, or ISDs

**Approved Agencies** are defined as those educational agencies eligible for Section 74 funding that have submitted an application and been approved by the MDE to conduct entry level, continuing education, and supervisor courses for pupil transportation personnel (PA 187, Section 51).

**Regional Consortium** is defined as a combination of two or more eligible ISDs, state supported colleges, and/or universities that have cooperatively agreed to designate one of its members to serve as the fiscal agent. The authorized representative of the designated fiscal agent for the consortium must be the superintendent of the intermediate school district. If a state supported college or university serves as the fiscal agent, the president may designate an authorized representative.

**ELIGIBILITY REQUIREMENTS, TERMS, AND CONDITIONS FOR PARTICIPATION**

- Each approved agency and/or consortium shall be responsible for all Beginning/Advanced School Bus Driver and Transportation Supervisor training for a designated ISD, as approved by MDE. An ISD may serve as its own fiscal agent, or may participate in a consortium, but not both. An ISD may participate in only one consortium.
- Beginning Bus Driver courses must be offered, at a minimum, every 90 days in order to accommodate newly hired bus drivers and substitutes. If there are insufficient numbers of new bus drivers to warrant a course offering every 90 days, it is the responsibility of the approved agency to make arrangements with an alternate approved agency to provide required training.
- **The Beginning Bus Driver Course must provide a minimum of 18 hours of instruction using the curriculum approved by the MDE. As part of the instruction, all drivers must have "hands-on experience," performing mirror adjustments, setting/lighting fuses, conducting bus evacuation drills, and loading and unloading passengers.**
- Each approved agency and/or consortium agrees to use curriculum and training materials approved by MDE in the training of school transportation personnel, and to provide a curriculum/training manual to each course participant. Duplication and printing cost of the approved curriculum/training manuals and purchase of videos and other applicable training materials and resources are considered allowable instructional expenses of the training agency.
- Each applicant functioning as the fiscal agent for a consortium of ISDs must provide information and secure the signature of an authorized representative from each ISD member in the consortium. By signing the Certificate for Participation in a Consortium (page 4), the participating eligible agency(ies) jointly certifies that the information contained in the application is correct and complete and that the participating eligible agency has authorized the fiscal agent to file this application on its behalf. An ISD may only participate in one consortium.
- Each approved agency and/or consortium agrees to participate collaboratively with MDE and other approved agencies on the development of standardized curriculum designed to improve the knowledge, safe practices, and skill level of pupil transportation personnel.

**SECTION 74 OF THE STATE SCHOOL AID ACT  
SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM****SECTION II: (Continued)**

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- Each approved agency and/or consortium is responsible for the selection of instructors/trainers employed or contracted by its agency to provide the school bus safety courses. Approved agencies and/or consortiums are responsible for ensuring that instructors/trainers employed or contracted by their agencies have completed an instructor training course and possess the necessary experience to teach school bus safety courses. All approved agencies are expected to work cooperatively with MDE and other approved agencies to ensure that all instructors receive the training necessary to ensure that the objectives, outcomes, and course content of the MDE-approved curriculum are effectively taught and implemented.
- All trainers must successfully complete the Instructor Course for each course they will be teaching. An Instructor Qualification card will be issued to each instructor upon completion of the course.
- Each approved agency and/or consortium agrees to maintain records of all pupil transportation personnel trained with Section 74 State School Aid funding for a period of three (3) years following the school year in which training occurred, unless notified by the MDE to retain records for a longer period of time due to resolution of an audit or investigation.
- Each approved agency and/or consortium agrees to issue certificate of completion cards to each participant successfully completing approved courses.
- Each approved agency and/or consortium agrees to submit a clear and concise description of the proposed training plan for the 2005-2006 school year, including planned courses, projected dates, location(s), and the projected number of course participants per course, as an attachment to this application.
- Each approved agency and/or consortium agrees that no Section 74 State Aid funds will be used for purposes other than those defined in Section 74 of the State School Aid Act, this application, its criteria and instructions.
- Approved agencies agree to adhere to applicable state and/or federal procurement practices and standards, as are applicable, when contracting for the development of curriculum and other purchases using state and/or federal funds.

**DEPARTMENT STANDARDS AND CRITERIA FOR APPROVAL**

- For the purpose of computing compensation, an approved agency shall be reimbursed for the hourly rate allowed each school bus driver, not to exceed the hourly rate received for driving a school bus, and cost of instruction. The Department shall reimburse the approved agency to compensate the driver during the course of instruction. The payments shall be in an amount determined by the Department, not to exceed 75% of actual cost of instruction and driver compensation for each public or nonpublic school bus driver attending a course of instruction. Total funds allocated shall not exceed the amount annually appropriated for purposes of Section 74, subsection (2) of the State School Aid Act.
- MDE shall approve all curriculum prior to its use in school bus driver safety instruction, pursuant to Section 51 of the Pupil Transportation Act of 1990, PA 187, MCL 257.1851. The Pupil Transportation Advisory Committee shall review all proposed curriculum prior to Department approval.
- Each approved agency shall use the MDE-approved curriculum.
- Each approved agency shall assure that its instructors, that conduct the training for the purpose of this application, have six or less active points for moving traffic violations, as assessed by the Department of State.
- Each approved agency is expected to issue a certificate of completion, printed on card stock and formatted as directed by the Department. The certificate will have an MDE logo watermark. Certificates of completion will be provided only to those agencies and individuals approved by the Department to conduct a school bus driver safety education program.

**SECTION 74 OF THE STATE SCHOOL AID ACT  
SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM**

**SECTION III: CERTIFICATION FOR PARTICIPATION IN A CONSORTIUM**

**CERTIFICATION OF AGENCY DESIGNATED AS FISCAL AGENT FOR THIS PROJECT**

Legal Name of Agency	District Code	Name and Title of Authorized Representative	
Mailing Address (Street)		Signature	
City	Zip Code	Telephone (Area Code)	Date Signed
Name and Title of Contact Person		Mailing Address	

**CERTIFICATION OF PARTICIPATING DISTRICT**

Legal Name of Agency	District Code	Name and Title of Authorized Representative	
Mailing Address (Street)		Signature	
City	Zip Code	Telephone (Area Code)	Date Signed
Name and Title of Contact Person		Mailing Address	

**CERTIFICATION OF PARTICIPATING DISTRICT**

Legal Name of Agency	District Code	Name and Title of Authorized Representative	
Mailing Address (Street)		Signature	
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**SECTION 74 OF THE STATE SCHOOL AID ACT  
SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM**

**SECTION IV: ASSURANCES AND CERTIFICATIONS**

**Assurance Concerning Materials Developed with Funds Awarded Under this Grant**

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: "These materials were developed under a grant awarded by the Michigan Department of Education."

**Certification Regarding Nondiscrimination Under Federally and State Assisted Programs**

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

**Certification Regarding Title II of the Americans with Disabilities Act (ADA), P.L. 101-336, State and Local Government Services (for Title II applicants only)**

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities and services of public entities. Title II requires that "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

**Certification Regarding Title III of the Americans with Disabilities Act (ADA), P.L. 101-336, Public Accommodations and Commercial Facilities (for Title III applicants only)**

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title II of the ADA for the program or service for which it receives a grant.

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**ADDITIONAL ASSURANCES---STATE PROGRAMS**

- a) The applicant will administer the program in accordance with the Revised School Code of 1995 and the State School Aid Act, in accordance with P.A. 187, Section 51, and in accordance with the approved application.
- b) The applicant will keep records and documentation sufficient to demonstrate compliance with the requirements of the Revised School Code of 1995 and the State School Aid Act and will provide such information to the State as may be required for fiscal audit and program evaluation.

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**SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL**

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**DATE**

**2005-2006 Application**

**SECTION 74 OF THE STATE SCHOOL AID ACT  
SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM**

**Section V: BUDGET SUMMARY**

**INSTRUCTIONS: Complete Budget Summary and enter the Projected Total Expenditures in the boxes below.**

LEGAL NAME OF APPLICANT									
RECIPIENT CODE	SOURCE CODE	PROJECT NUMBER	PROJECT TYPE	REGULAR	CARRYOVER	ENDING DATE M M D D Y Y	FY of Application Activity 2006		
1	2*	3*	4*	5*	6*	7*	8*	9*	
COURSE TYPE	PROJECTED NO. OF TRAINEES BY COURSE TYPE	PROJECTED NO. OF COURSES OFFERED	HOURS PER COURSE (BSBD @ min., 18 hrs)	ESTIMATED DRIVER / SUPV HOURLY RATE	ESTIMATED DRIVER WAGES TO BE PAID (Col 2A x Col 4 x Col 5)	ESTIMATED TRAINEE REIMBURSABLE COURSE COSTS**	PROJECTED TOTAL INSTRUCTIONAL COSTS (Page 7)	PROJECTED TOTAL EXPENSES (Sum of Columns 6-8)	
BSBD	A								
	B								
CEC	A		6						
	B								
SUPV	A		6						
	B								
<b>TOTALS</b>									

\* See Application Instructions

A = Trainees associated with reimbursable wages and course cost requirements of Section 51 of 1990 PA 187 (MCL 257.1851) and for whom the training agency is eligible for course costs under Section 74 of the State School Aid Act (MCL 388.1674)

B = Trainees NOT associated with reimbursable wages and course cost requirements of Section 51 but for whom the training agency is eligible for course costs under Section 74

\*\* Reimbursable Costs = Tuition received from Column 2 A trainees only. Section 74 allows for reimbursement up to 75% of course costs.

BUSINESS OFFICE REPRESENTATIVE (Type or Print)	SIGNATURE	DATE	PHONE
PROJECT CONTACT PERSON (Type or Print)	SIGNATURE	DATE	PHONE
MDE CONTACT PERSON: SUE HOWELL PHONE: (517) 373-6388			
APPROVED:	LOUIS G. BURGESS, Supervisor GRANTS ADMINISTRATION AND COORDINATION	SIGNATURE	DATE

**SECTION 74 SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM  
Projected Instructional Cost of Driver/Supervisor Instruction**

RECIPIENT CODE	LEGAL NAME OF APPLICANT						FISCAL YEAR 2006
COURSE TYPE	Salaries 1000	Benefits 2000	Purchased Services 3000-4000	Supplies & Materials 5000	Other Costs 7000	Total Costs	
<b>Beginning School Bus Driver Training</b>							
Administrative							
Instructor							
Other							
Total BSBD Instructional Costs							
<b>DEDUCT EXPECTED TUITION (Revenue)</b> ( )							
<b>Projected Cost of Beginning School Bus Driver Training</b>							
<b>Bus Driver Continuing Education</b>							
Administrative							
Instructor							
Other							
Total Driver CEC Instructional Costs							
<b>DEDUCT EXPECTED TUITION (Revenue)</b> ( )							
<b>Projected Cost of Bus Driver Continuing Education</b>							
<b>Supervisor Continuing Education</b>							
Administrative							
Instructor							
Other							
Total Supervisor Instructional Costs							
<b>DEDUCT EXPECTED TUITION (Revenue)</b> ( )							
<b>Projected Cost of Supervisor Continuing Education</b>							
<b>TOTAL - Projected Instructional Cost for All Training Courses</b> (transfer totals to Budget Summary, Column 8, on page 6)							

**2005-2006 APPLICATION**

**SECTION 74 OF THE STATE SCHOOL AID ACT  
SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM**

**SECTION VI: TRAINING PLAN**

**AGENCY:**

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<b>COURSE TITLE</b>	<b>DATE</b>	<b>LOCATION</b>	<b>PROJECTED NUMBER OF PARTICIPANTS</b>
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