

**MICHIGAN DEPARTMENT OF EDUCATION
PUPIL TRANSPORTATION ADVISORY COMMITTEE**

Thursday, February 17, 2011
State Board Room (4th Floor), John A. Hannah Building

**PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE MEETING
9:00 – 10:15 a.m. – Hannah Building – State Board Room**

The subcommittee meets prior to the regular meeting to review and discuss agenda items in preparation for the regular meeting. PTAC representatives are welcome to attend. Topics covered include:

- a) Curriculum and Training
- b) Management and Best Practices
- c) State and National Issues

**PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING
10:30 - 12:00 NOON – Hannah Building – State Board Room**

I. CALL TO ORDER

The meeting was called to order at 10:35 a.m. by Mary Ann Chartrand.

II. ROLL CALL AND RECOGNITION OF GUESTS

Michigan Department of:

Education:

- Mary Ann Chartrand
- Louis Burgess
- Ken Micklash

Transportation

- Angel Fandialan (Primary)
- Andrea Brush (Alternate)

State

- Carol Reagan (Primary)
- John Harris (Alternate)

Michigan Association for:

Pupil transportation

- Karen Losch (Primary)
- Mark Niewoonder (Alternate)

Michigan Association of:

School Business Officials

- Matthew Losch (Primary)
- Scott Little (Alternate)

School Administrators

- Steve Matthews (Primary)

School Boards

- Don Wotruba (Primary)

Public School Academies

- Dan Quisenberry

Intermediate School Administrators

- Kim Hooper (Primary)
- Lori Richardson (Alternate)

Non-Public Schools

- Brian Broderick (Primary)
- Barbara Stork (Alternate)

Michigan Education Association

- Arthur Przbilowicz (Primary)
- Joe Nazem (Alternate)

Michigan Head Start Association

- Jeremy Reuter (Primary)

Michigan PTA

- Donna Oser (Primary)

Michigan State Police

- Inspector Randy Coplin
- Sgt. Jill Bennett

Middle Cities Education Association

- Fred Clarke (Primary)
- Eddie Williams (for FC)

Representing:

Northern Michigan Directors

- William Coaster (Primary)

Rural Directors

- Kevin Doty (Primary)

Urban Directors

-

Suburban Directors

- Kerry Weishaupt (Primary)

Special Education Transportation Directors

- Darryl Dettloff (Primary)

School Bus Drivers

- Frank Brown (Primary)
- Penny Ruff (Alternate)
- Sue Britt

Private Contractors

- Kellie Dean (Primary)
- Brian Thrasher (Alternate)
- Duane Kooyers

Training Agency Association of Michigan

- Steve Osborne (Primary)
- Lori Richardson (Alternate)

Others

- Dale Goby
- Howard (Mac) Dashney

III. APPROVAL OF THE OCTOBER 10, 2010 MEETING MINUTES

Moved that the minutes be approved as presented.

Supported. Passed.

IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA

One item was proposed for addition to IX. B) Position paper on advertising on exterior of school buses.

Moved to approve the agenda as amended. Supported. Passed.

V. OPENING COMMENTS / ANNOUNCEMENTS / PRESENTATIONS

A. MDE Initiated (Micklash) – (15 minutes)

1. Pupil Transportation Count – Review MAPT survey results related to aligning pupil transportation count with fall student membership and special education counts.

- a. Ken Micklash reported on the MAPT survey results of districts' opinions on changing transportation count methods.
 - i. In favor 4 to 1 for changing the transportation count to align with the pupil count day.
 - ii. In favor 2 to 1 for keeping the five-day special education count.
- b. A proposal will be drafted and submitted for action to PTAC at the June meeting.
- 2. School Bus Inspections – Update
 - a. Inspector Randy Coplin of the Michigan State Police reviewed the school bus inspection program, including the reduction of funding for the inspections. The reduction resulted in having only four inspectors. They rely on data to determine which fleets should be inspected. Members discussed their concerns regarding buses not inspected having to be sidelined and ideas for going forward without a 100% inspection rate.
- 3. PTAC Membership Appointments – Update
 - a. Ken reviewed the process for making appointments to PTAC. We will begin having a rolling three-year membership cycle.
- 4. NASDPTS School Bus Stop Arm Spring 2011 survey
 - a. Ken Micklash explained that a Bus Stop Arm Survey is being requested by the National Association of Directors of Pupil Transportation Services (NASDPTS). The districts will be asked to do a one-day count of stop arm violations.
Moved that the Michigan Department of Education take a leadership role in supporting the NASDPTS in its proposed stop arm survey. Supported. Passed.

VI. PRELIMINARY RECOMMENDATIONS / ITEMS PRESENTED TO PTAC

- A. Curriculum and Training (Coaster) – (15 minutes)
 - 1. Supervisor Continuing Education – Update
 - a. Bill Coaster asked Mac Dashney to report on the recommendations for the next cycle of Supervisor Training. Mac summarized the information on pages 15-16 of the 2010 Transportation Supervisors' Continuing Education Program Preliminary Fund Report (Attachment A). Bill Coaster presented the Proposed Curriculum Products (Attachment B). This is how the next cycle is proposed to operate for the Transportation Supervisors' Continuing Education Program. A final draft will be presented to PTAC for action at the June meeting.
 - 2. Beginning School Bus Driver Curriculum, Unit IV – Vehicle Operations first draft
 - a. Ken Micklash announced that the revised Unit IV – Vehicle Operation draft is available for review.
 - 3. Beginning School Bus Driver Curriculum, Unit V – Collisions and Emergency Procedures first draft
 - a. Ken Micklash announced that the first draft of Unit V and the Addendum are available for review. If possible, Unit VII and Unit IX drafts will be sent out soon. Final approvals for whichever units are ready, will be presented to PTAC in June.

- B. Management and Best Practices (Goby and Micklash) – (10 minutes)
 - 1. NHTSA / FMCSA Letter on Non-Conforming Vans
 - a. Ken Micklash reported on safety concerns regarding vans. Several organizations have posted letters or documents online. To see one from the National Highway Transportation Safety Administration (NHTSA), go to www.NHTSA.gov.
 - 2. School Bus Evacuation Drills – Consider as new advisory practice
 - a. See response for Item 3.
 - 3. Pre-Trip School Bus Inspections – Consider as new advisory practice
 - a. School Bus Evacuation Drills (Attachment C) and Pre-Trip School Bus Inspections (Attachment D) draft documents were reviewed. Comments were made regarding some modifications. Final drafts will be presented to PTAC for consideration at the June meeting.
- C. State and National Issues (Hooper and Goby) – (10 minutes)
 - 1. National Congress on School Transportation (NCST) -- Update
 - a. Status to Michigan changes to NCST
 - i. The new document is now available online: *School Transportation Specifications and Procedures*. Ken Micklash will convene the NCST Committee to discuss implications for Michigan and plans for the next cycle of the Congress.
 - b. Aligning MDE Cell Phone Usage Advisory Practice with FHSA Recommendation
 - i. Ken Micklash reported that no change in the current practice posted on the MDE website is needed. However, the MDE best practice speaks about personal cell phones and not cell phones in general.

VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER

- A. Curriculum and Training – No Items
- B. Management and Best Practices – No Items
- C. State and National Issues – No Items

VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK

- A. MDE Initiated
 - 1. To Curriculum and Training – No Items
 - 2. To Management and Best Practices – No Items
 - 3. To State and national Issues – No Items
- B. PTAC Initiated
 - 1. To Curriculum and Training – No Items
 - 2. To Management and Best Practices – No Items
 - 3. To State and national Issues – No Items

IX. OTHER ISSUES

- A. Upcoming meeting date for 2010-2011: June 9, 2011
- B. Position Paper on Advertising on the Exterior of Buses
 - 1. The position paper is available on the NASDPTS website. They oppose advertising on the outside of buses.

X. ADJOURNMENT

- A. The meeting adjourned at 12:05 p.m.

2010 Transportation Supervisors' Continuing Education Program

Preliminary Final Report

Presented to PTAC

Thursday, February 17, 2011

Table of Contents

Acknowledgements	3
Program Title	4
Program Philosophies and Goals	5
Class Schedule	6
2010 Program Schedule	7
2010 and 2008 Attendance Summaries	8 & 9
Classroom Evaluation	11 & 12
Classroom Objective Evaluation Information	13
Program Conclusions and Recommendations	15 & 16
Curriculum Development Timeline	17
Appendix A: Program Attendance Database	A1
Appendix B: Classroom Objective Evaluations	B1
Appendix C: Classroom Evaluations Written Comments	C1

Acknowledgements

Without the advice, commitment, insight, and patience of the TAAM liaisons, this project would not have been possible.

Mr. Bill Coaster, Northwest Michigan Training Consortium
Mr. Vince Weiler, Iosco RESA

It would be impossible to present this curriculum without the commitment of these highly qualified instructors.

Mr. Dale Goby, Goby & Associates
Mr. Kim Hooper, Wayne RESA
Mr. Steve Osborne, Macomb ISD
Mr. Nate Rowen, Lansing School District
Mr. Burr Smith, Ken ISD

Agency and organization staff provided their expertise and time so that the content of this curriculum would be accurate and appropriate.

Capital City International School Bus Sales

Mr. Bruce Nederveld, Owner

Mr. Tom Powers, Garage Manager

Dean Transportation and Management Services, Inc.

Mr. Duane Kooyers, Senior Corporate Instructor

Eaton Rapids Public Schools

Ms. Joy DeJongh, Transportation Director

Mr. Denny Huston, Mechanic

Mr. Dennis Mann, Mechanic

Federal Motor Carrier Safety Administration – Michigan Office

Mr. David Ford, FMCSA-Michigan

Lansing School District

Mr. Nate Rowen, Transportation Director

Mr. Larry Decker, Mechanic

Mr. Durwood Fletcher, Mechanic

Ms. Brezell Henderson, 3rd Grade Student

Macomb Intermediate School Transportation Department

Mr. Steve Osborne, Training Agency Director

Michigan Department of Education

Mr. Ken Micklash, Pupil Transportation Consultant

Michigan Department of State

Ms. Carol Reagan, Traffic Safety Specialist

Michigan Department of State Police

Sergeant Sharron Vancampen, School Bus Inspection Unit

Michigan Department of Transportation

Ms. Jean Ruestman, Transportation Specialist

Ms. Tina Hissong, Manager Rail Safety Section

Michigan Railroad Association

Mr. Bob Chaprnka, President

Midwest Transit Equipment, Inc.

Mr. Tim Chamness, Owner

Mr. John Kirk, School Bus Specialist

Thrun Law Firm, P.C.

Ms. Lisa Swem, Attorney at Law

Program Title

360° Description, Explanation, Illustration, and Application

Of

"The Pupil Transportation Act"

PA-187 of 1990 as Amended 2006

Legal Resources for School Bus Fleet Managers

Presented February – September 2010

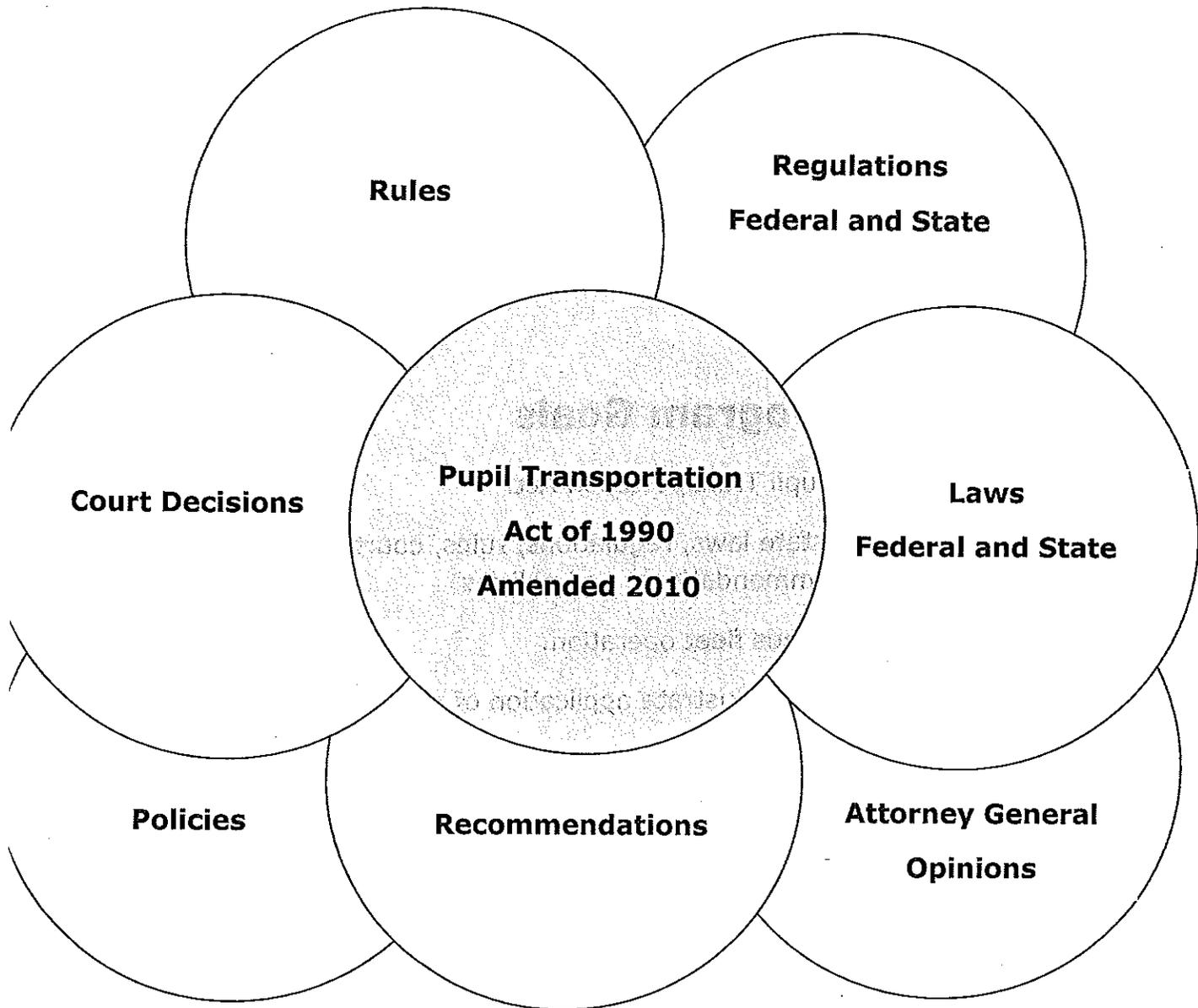
Program Philosophies (Universal Truths to Live By)

1. If you are told this or that is a law, regulation, or rule, your first response is to request a written copy of the requirement.
2. There is absolutely no reason to violate the law.
3. If you disagree with a law, regulation, or rule, take steps to change it.

Program Goals

1. Review all sections of the "Pupil Transportation Act."
2. Present related federal and state laws, regulations, rules, court decisions, attorney general opinions, recommendations, and policies
3. Relate each section to school bus fleet operation.
4. Present appropriate images that illustrate application of sections of the "Pupil Transportation Act."

Program Illustration



Class Schedule

<u>Time</u>	<u>Contact Minutes</u>	<u>Presentation Topics</u>
8:30-9:00	(:30)	Sign-in and Refreshments
9:00-9:25	(:25)	Program Introductions
9:25-10:10	(:45)	<u>Unit I</u> : Pupil Transportation Authority
10:10-10:25	(:15)	Break
10:25-11:25	(1:00)	<u>Unit II</u> : Vehicle Specification and Inspection
11:25-12:25	(1:00)	<u>Unit III</u> : School Bus Driver Licensing and Credentialing
12:25-1:10	(:45)	Lunch
1:10-2:40	(1:30)	Unit IV: School Bus Operating Standards Pupil loading and unloading, Railroad crossing, Eligible passengers, and Speed limits
2:40-3:25	(:45)	<u>Unit V</u> : Non-scholastic School Bus Operation
3:25-3:40	(:15)	Break
3:40-4:05	(:25)	<u>Unit VI</u> : School Bus Fleet Support and MDoE Advice
4:05-4:15	(:10)	Wrap-up and Evaluation
	360	Minutes of student-contact time
	75	Minutes non-contact time

2010 Transportation Supervisors' Continuing Education Program Preliminary Final Report

Session #	Percentage of fleets completing CEP Probable* number of school bus fleets.	257.1851(2) Fit compliance		257.1851(2) Fit noncompliance		Classes completed	Classes completed	Classes completed	Classes completed	Attendance
		Average Class Size	Scheduled Instructor	Average Class Size	Scheduled Instructor					
826	33	649	24	177						100%
										787
										33
1	Friday, February 26, 2010	Mac Dashney	Mac Dashney	Mac Dashney	Mac Dashney	Mitch Virt Univ On-site training	Mitch Virt Univ Off-site internet access	Iosco RESA	NW Mich TC	13
2	Friday, February 26, 2010	Mac Dashney	Mac Dashney	Mac Dashney	Mac Dashney	Mitch Virt Univ Off-site internet access	Mitch Virt Univ Off-site internet access	Oakland Schools	Oakland Schools	12
3	Thursday, March 04, 2010	Steve Osborne	Steve Osborne	Steve Osborne	Steve Osborne	Macomb ISD	Macomb ISD	Macomb ISD	Macomb ISD	9
4	Wednesday, March 17, 2010	Burr Smith	Burr Smith	Burr Smith	Burr Smith	Kent ISD	Kent ISD	Kent ISD	Kent ISD	19
5	Monday, March 22, 2010	Burr Smith	Burr Smith	Burr Smith	Burr Smith	Kent ISD	Kent ISD	Kent ISD	Kent ISD	20
6	Tuesday, March 23, 2010	Steve Osborne	Steve Osborne	Steve Osborne	Steve Osborne	Saginaw ISD	Saginaw ISD	Saginaw ISD	Saginaw ISD	31
7	Wednesday, March 24, 2010	Mac Dashney	Mac Dashney	Mac Dashney	Mac Dashney	KRESA	KRESA	KRESA	KRESA	25
8	Thursday, April 01, 2010	Mac Dashney	Mac Dashney	Mac Dashney	Mac Dashney	Oakland Schools	Oakland Schools	Oakland Schools	Oakland Schools	29
9	Tuesday, April 13, 2010	Nate Rowen	Nate Rowen	Nate Rowen	Nate Rowen	Oakland Schools	Oakland Schools	Oakland Schools	Oakland Schools	40
10	Wednesday, May 05, 2010	Burr Smith	Burr Smith	Burr Smith	Burr Smith	Muskegon ISD	Muskegon ISD	Ottawa Area ISD	Ottawa Area ISD	22
11	Thursday, May 27, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	Wayne RESA	Wayne RESA	Wayne RESA	Wayne RESA	33
12	Tuesday, June 15, 2010	Dale Goby	Dale Goby	Dale Goby	Dale Goby	Mason-Lake ISD	Mason-Lake ISD	Wayne RESA	Wayne RESA	21
13	Tuesday, June 15, 2010	Nate Rowen	Nate Rowen	Nate Rowen	Nate Rowen	KRESA	KRESA	NW Mich TC	NW Mich TC	21
14	Wednesday, June 16, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	Tawas	Tawas	KRESA	KRESA	25
15	Thursday, June 17, 2010	Dale Goby	Dale Goby	Dale Goby	Dale Goby	St. Ignace Area School	St. Ignace Area School	Iosco RESA	Iosco RESA	19
16	Monday, June 21, 2010	Dale Goby	Dale Goby	Dale Goby	Dale Goby	Stanton	Stanton	Eastern U.P. ISD	Eastern U.P. ISD	31
17	Tuesday, June 22, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	Saginaw ISD	Saginaw ISD	Iosco RESA	Iosco RESA	24
18	Tuesday, June 22, 2010	Steve Osborne	Steve Osborne	Steve Osborne	Steve Osborne	Macomb ISD	Macomb ISD	Iosco RESA	Iosco RESA	22
19	Wednesday, June 23, 2010	Dale Goby	Dale Goby	Dale Goby	Dale Goby	Jackson ISD	Jackson ISD	Saginaw ISD	Saginaw ISD	12
20	Friday, June 25, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	TBA ISD	TBA ISD	Macomb ISD	Macomb ISD	33
21	Tuesday, June 29, 2010	Nate Rowen	Nate Rowen	Nate Rowen	Nate Rowen	Genesee ISD	Genesee ISD	Jackson ISD	Jackson ISD	22
22	Thursday, July 01, 2010	Mac Dashney	Mac Dashney	Mac Dashney	Mac Dashney	Wex-Mis ISD	Wex-Mis ISD	NW Mich TC	NW Mich TC	22
23	Friday, July 09, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	Washenaw ISD	Washenaw ISD	Genesee ISD	Genesee ISD	13
24	Wednesday, July 14, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	Wayne RESA	Wayne RESA	NW Mich TC	NW Mich TC	6
25	Tuesday, July 20, 2010	Dale Goby	Dale Goby	Dale Goby	Dale Goby	KRESA	KRESA	Washenaw ISD	Washenaw ISD	28
26	Wednesday, July 28, 2010	Steve Osborne	Steve Osborne	Steve Osborne	Steve Osborne	NMU University Center	NMU University Center	Wayne RESA	Wayne RESA	26
27	Thursday, July 29, 2010	Steve Osborne	Steve Osborne	Steve Osborne	Steve Osborne	NMU University Center	NMU University Center	KRESA	KRESA	31
28	Wednesday, August 11, 2010	Nate Rowen	Nate Rowen	Nate Rowen	Nate Rowen	Jackson ISD	Jackson ISD	NW Mich TC	NW Mich TC	26
29	Monday, August 16, 2010	Mac Dashney	Mac Dashney	Mac Dashney	Mac Dashney	St. Clair ISD	St. Clair ISD	Jackson ISD	Jackson ISD	14
30	Tuesday, August 17, 2010	Mac Dashney	Mac Dashney	Mac Dashney	Mac Dashney	On-line class	On-line class	St. Clair	St. Clair	23
31	Tuesday, September 21, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	Holt, Admin Bldg	Holt, Admin Bldg	NW Mich TC	NW Mich TC	2
32	Wednesday, September 22, 2010	Dale Goby	Dale Goby	Dale Goby	Dale Goby	Clare-Gladwin RESD	Clare-Gladwin RESD	Iosco RESA	Iosco RESA	32
33	Tuesday, September 28, 2010	Dale Goby	Dale Goby	Dale Goby	Dale Goby	KRESA	KRESA	NW Mich TC	NW Mich TC	18
34	Tuesday, September 28, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	Wayne RESA	Wayne RESA	KRESA	KRESA	30
35	Tuesday, September 28, 2010	Kim Hooper	Kim Hooper	Kim Hooper	Kim Hooper	Wayne RESA	Wayne RESA	Wayne RESA	Wayne RESA	32

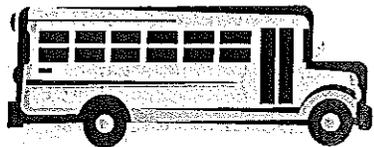
* MDoSP school bus inspection report

2006-08 Transportation Supervisors' Continuing Education Program Class and Instructor Schedule

80% 826 32	Percentage of fleets completing <i>Probable</i> number of school bus fleets.		257,185(2) compliance		Percent Classes completed Supervisors attending CEP		100% 814 32
	Classes		Average Class Size	659	Classes completed		
Session #	Program Date	Scheduled Instructor	Location	Training Agency	Topics	Attendance	
1	Monday, February 18, 2008	Mac Dashney	Jackson ISD	Jackson ISD	1,2,3,4	18	
2	Thursday, February 28, 2008	Mac Dashney	Washtenaw ISD	Washtenaw ISD	5,6,7,8	32	
3	Tuesday, March 11, 2008	Mac Dashney	Macomb ISD	Macomb	2,3,4,5	19	
4	Thursday, March 13, 2008	Dale Goby	Oakland Schools	Oakland Schools	6,7,8,1	37	
6	Monday, March 17, 2008	Nate Rowen	Jackson ISD	Jackson ISD	7,8,1,2	25	
5	Monday, March 17, 2008	Mac Dashney	Kalamazoo RESA	Kalamazoo RESA	3,4,5,6	32	
7	Monday, March 24, 2008	Mac Dashney	Kent ISD	Kent ISD	4,5,6,7	47	
8	Wednesday, March 26, 2008	Mac Dashney	Holt	Iosco RESA	8,1,2,3	25	
9	Monday, April 07, 2008	Mac Dashney	Wayne RESA	Wayne RESA	5,6,7,8	34	
10	Tuesday, April 08, 2008	Kim Hooper	Saginaw ISD	Saginaw ISD	1,2,3,4	26	
11	Thursday, April 10, 2008	Kim Hooper	Genesee ISD	Genesee ISD	6,7,8,1	22	
12	Wednesday, April 16, 2008	Instructor Team Meeting	Vehicle Maint Center	Lansing			
12	Tuesday, May 06, 2008	Kim Hooper	Saginaw ISD	Saginaw ISD	2,3,4,5	21	
13	Tuesday, June 10, 2008	Nate Rowen	Mason-Lake ISD	NWMTc	7,8,1,2	23	
14	Wednesday, June 11, 2008	Nate Rowen	Traverse Bay ISD	NWMTc	3,4,5,6	28	
15	Thursday, June 12, 2008	Nate Rowen	Wexford-Missaukee ISD	NWMTc	8,1,2,3	10	
16	Monday, June 16, 2008	Kim Hooper	E.U.P. ISD	E.U.P. ISD	4,5,6,7	20	
17	Wednesday, June 18, 2008	Kim Hooper	Greenville	Iosco RESA	2,3,4,5	18	
18	Wednesday, June 18, 2008	Nate Rowen	Kalamazoo RESA	Kalamazoo RESA	5,6,7,8	31	
19	Monday, June 23, 2008	Kim Hooper	Macomb ISD	Macomb	6,7,8,1	21	
20	Tuesday, June 24, 2008	Dale Goby	Genesee ISD	Genesee ISD	3,4,5,6	15	
21	Wednesday, June 25, 2008	Kim Hooper	Ottawa Area ISD	Ottawa Area ISD	7,8,1,2	39	
22	Tuesday, July 01, 2008	Dale Goby	Wayne RESA	Wayne RESA	4,5,6,7	26	
23	Wednesday, July 09, 2008	Instructor Team Meeting		MAPT Office			
24	Wednesday, July 23, 2008	Dale Goby	Kalamazoo RESA	Kalamazoo RESA	8,1,2,3	35	
25	Wednesday, July 23, 2008	Mac Dashney	Marquette	NMU	5,6,7,8	29	
26	Thursday, July 24, 2008	Mac Dashney	Marquette	NMU	1,2,3,4	37	
27	Wednesday, August 20, 2008	Nate Rowen	Clare-Gladwin ISD	NWMTc	6,7,8,1	23	
28	Wednesday, August 20, 2008	Kim Hooper	Tawas	Iosco RESA	2,3,4,5	26	
29	Tuesday, September 23, 2008	Mac Dashney	Lansing	Iosco RESA	1,2,3,4	9	
30	Wednesday, September 24, 2008	Dale Goby	Wayne RESA	Wayne RESA	7,8,1,2	36	
31	Thursday, September 25, 2008	Mac Dashney	COP-ISD	NWMTc	3,4,5,6	8	
32	Monday, September 29, 2008	Dale Goby	St. Claire ISD	St. Claire ISD	8,1,2,3,	23	
	Tuesday, September 30, 2008	Mac Dashney	Kalamazoo RESA	Kalamazoo RESA	4,5,6,7	19	
	Wednesday, October 01, 2008	Instructor Team Meeting	Spring Hill Suites	Lansing			
	Thursday & Friday, 10/16-17/08	Final Report To TAAM	Clare	Clare			

Appendix A: Program Attendance Database

See page A1



2010 Supervisors' Continuing Education Program Class Evaluation

Training Program Date: _____ Instructor: _____

Training Program Site: _____

Sponsoring Training Agency: _____

Circle your response to each question/statement.

- 1) Is this the first training program you attended this year? **Yes** **No**

- 2) Program organization

Excellent					Poor
5	4	3	2	1	
- 3) The objectives of the program were:

Excellent					Poor
5	4	3	2	1	
- 4) The effectiveness of the program was:

Excellent					Poor
5	4	3	2	1	
- 5) The materials (handouts) were:

Excellent					Poor
5	4	3	2	1	
- 6) I consider this program to be:

Excellent					Poor
5	4	3	2	1	
- 7) This training program will change the way I carry out my work responsibilities
Yes **I do not know** **No**
- 8) This training program will positively impact my skills and/or knowledge in the area of pupil transportation
Yes **I don't know** **No**
- 9) Will you use the memory stick to access the provided resources? **Yes** **No** **I don't know**
- 9a) If yes, how often will you access the resources?
Daily **Weekly** **Monthly** **Annually**

Provide written responses.

- 10) What parts of the program were most valuable?

- 11) How do you feel about using the memory stick to access resources?

- 12) How do you think this type of training program will assist you in your job?

- 13) What other topics would you like to see in future training programs?

- 14) Make any comments you think are appropriate for this training program.

- 14(a) Taking supervisors' mandated six-hour continuing education classes on-line. There would be projects that each supervisor would have to complete and submit after taking the on-line class to receive the six-hour continuing education credit.

- 14(b) Offering the transportation supervisors' mandated six (6) hour continuing education program over several classes during a two-year period. For example, a 1.5 hour presentation, on-line or classroom, every six months or a three-hour on-line or classroom presentation once a year until the six hour requirement is satisfied.

Appendix B: Classroom Objective Evaluation page B1

Appendix C: Class Evaluations Written Comments page C1

Program Conclusions and Recommendations

Conclusions	Recommendations
<p><u>Classroom Evaluation:</u></p> <ol style="list-style-type: none"> 1. Purpose an opportunity for managers to describe their perceptions of the continuing education program (CEP). 2. Indicate managers' idea of the quality of instructors' presentations. 3. Provides methods for managers to identify what they think are their future CEP needs. 	<p><u>Classroom Evaluation:</u></p> <ol style="list-style-type: none"> 1. Determine if existing classroom evaluation form and methodology meets expectations. 2. Design an evaluation form and methodology linked to CEP objectives and obvious to managers completing it. 3. Structure evaluation form encourages managers to describe their needs for future CEPs.
<p><u>CEP Structure and Delivery:</u></p> <ol style="list-style-type: none"> 1. The last two CEP cycles have shown substantial improvement in managers' comfort, familiarity, and use of technology, e.g. computer use and skill and internet access and manipulation. 	<p><u>CEP Structure and Delivery:</u></p> <ol style="list-style-type: none"> 1. Continue to build upon managers' skill set by expanding application of technology in the method of curriculum presentation. 2. Continue to involve managers' use of technology by the way an instructor delivers learning activities.
<p><u>On-line Learning:</u></p> <ol style="list-style-type: none"> 1. Manager classroom evaluations indicated a substantial interest in participating in on-line distance learning. 2. Managers' were specific that on-line learning focuses on objective data and presentation of specific information. 3. There was unanimity among managers of the necessity to meet with colleagues and discuss ideas, issues, and share with the instructor and peers. 4. There is continuing pressures on school bus fleets' and training agencies' to hold the line on training expenses. 	<p><u>On-line Learning:</u></p> <ol style="list-style-type: none"> 1. Identify opportunities for a variety of computer assisted, internet access, and live distance learning methods to deliver CEP. 2. Split the six (6) hour CEP requirement into two presentation segments. 3. A two (2) hour segment would focus on specific and objective topics helpful for managers administer and direct their school bus fleets. 4. Deliver this program exclusively on-line. Use two deliver methodologies. One, prepare the program and embed it on the internet for managers' access at their decision. Second, deliver a live distance-learning program from a central transmission site to

	<p>many reception sites around the state.</p> <ol style="list-style-type: none"> 5. Use of internet to deliver a packaged learning program provides flexibility of access and reduces delivery cost. 6. Live distance learning allows for direct access to an instructor and interaction among students and instructor and students and students. One instructor can provide instruction from a central location to many reception sites. A facilitator needs to be present at each reception site to provide logistical support. Live distance learning does not involve the expenses of several instructors traveling to multiple sites. 7. The four (4) hour segment will be presented via internet access at the manager's decision and via scheduled live on-line distance learning programs.
<p><u>Traditional Presentation Methodology:</u></p> <ol style="list-style-type: none"> 1. There is still a need for traditional delivery of the CEP. 2. Not all instructional sites have the technology to access live on-line distance learning programs. 3. Some groups and locations prefer the traditional interaction of an instructor with student and student with student. 	<p><u>Traditional Presentation Methodology:</u></p> <ol style="list-style-type: none"> 1. A traditional four (4) hour classroom presentations will be scheduled beginning in February of 2012 and ending in September 2012. 2. This methodology will follow the current practice of program scheduling and manager registering for a specific date and time. 3. This will follow the past classroom structure and schedule. An instructor will present and interact with managers and manage the learning activities of those in attendance.

**Work Plan & Timeline for School Bus Fleet Managers' Continuing Education Program
Year One (2010-11)**

October - December	January - March	April - June	July - September	October - November	December - January	February - August	September - October
<p>PTAC Status report of current training program (10/10)</p> <p>TAAAM final status report to training agencies (10/10)</p> <p>Final report of results of training program just completed. Include conclusions and recommendations for future training activities based upon data collected from program evaluations.</p> <p>Communicate and interact with school bus drivers or school bus fleet managers, depending upon program being reviewed, to determine needs and wants for subsequent continuing education programs.</p> <p>TAAAM Board meeting (12/10) -- status report of CEP planning activities</p> <p>MDoE, MDoSP, & TAAAM meet (12/10) to review status of school bus fleets.</p> <p><u>TAAAM agencies update school bus fleet constituents.</u></p>	<p>PTAC meeting (2/11) present final report of 2010 CEP outcomes</p> <p>Identify curriculum/training topics suggested by fleet managers and contemporary topics that are important to the professional development of managers.</p> <p>TAAAM meeting (2/11) present curriculum ideas from 2008 CEP evaluations</p> <p>Determine topics that are common to managers based upon diversity of fleet size, operation, and management organization.</p> <p>Identify prospective professional development topics or changes to existing curriculum topics.</p> <p>Involve appropriate agency or organization staff to review topics.</p>	<p>TAAAM meeting (4/11): Executive Committee - (1) identify a continuing education development plan;</p> <p>(2) approve a proposal to develop a continuing education program for school bus fleet managers, and;</p> <p>(3) approve a curriculum concept outline.</p> <p>TAAAM Super Comm Mtg (5/11)</p> <p>PTAC meeting (6/11) present curriculum concept outline</p> <p>Identify curriculum activities, materials, and resources.</p> <p>Agencies/organizations review and or contribute activities, materials, resources.</p> <p>TAAAM meeting (6/11) review and approve final curriculum plan</p> <p>Mtg with MDoT (6/11). Purpose review curr. mat's & resources.</p> <p>Mtg with MDoS July 2011. Purpose review curr mat's & resources.</p>	<p>TAAAM meeting (8/11) first review of full CEP curriculum</p> <p>Prepare curriculum:</p> <ul style="list-style-type: none"> • Write objectives • Write strategies • Determine instructional activities & tasks • Identify equipment & materials • Prepare curriculum evaluation methods <p>Identify program instructors.</p> <p>Agency/organizations meet with curriculum development team. Purpose is final review of curriculum to insure content accuracy.</p> <p>(7/15 - 8/15) Presentation of two (2) hour segment 1 Supervisors' 2012 CEP MVU studios</p> <p>(7/15-12/15) Live on-line presentation of two (2) hour segment 1 Supervisors' 2012 CEP Central transmission site and several off-site reception sites</p>	<p>PTAC meeting (10/11) proposed education program for approval during PTAC meeting.</p> <p>Curriculum development team, MDoE and TAAAM publish curriculum materials for continuing education program.</p> <p>Develop program to train instructors to deliver the fleet managers' CEP</p> <p>MDoE, MDoSP, & TAAAM meet (11/11) to review status of school bus fleets. MDoSP provides 2008-09 list of school bus fleets inspected.</p> <p>TAAAM agencies update school bus fleet constituents. MDoE updates list of school bus fleets that must meet CEP legal requirements.</p>	<p>TAAAM meeting (12/11) TAAAM & MDoE put together and publish a training schedule for school bus fleet managers' professional development programs.</p> <p>TAAAM training agencies communicate and promote school bus fleet managers' training programs.</p> <p>TAAAM prepares and distributes CEP materials to all training agencies.</p>	<p>Train instructors to deliver the fleet managers' CEP</p> <p>PTAC meeting (2/12) presentation of CEP delivery plan & schedule</p> <p>TAAAM meeting (2/12) review CEP deliver plan</p> <p>Carry out school bus fleet managers' CEP (2/12 to 9/30/12): Convene CEP instructors' meetings</p> <ol style="list-style-type: none"> 1. April, 2012 2. July, 2012 3. October, 2012 <p>Present CEP status reports to TAAAM:</p> <ol style="list-style-type: none"> 1. April, 2012 2. July, 2012 3. August, 2012 4. October, 2012 	<p>Complete CEP training schedule</p> <p>Convene CEP instructors' final meeting</p> <p>Present End-of-Training status report to TAAAM (10/12)</p> <p>Present End-of-Training status briefing during PTAC meeting (10/12)</p> <p>Meet with TAAAM training agencies to review attendance at fleet managers' CEP training programs. Purpose is to determine an accurate count of school bus fleets in compliance with PA-187 of 1990 Section 1851(2).</p> <p>Present a CEP, final report to MDoE & PTAC (2/13)</p>

2012 Transportation Supervisors' Continuing Education Program Proposed Curriculum Products

1. Design and deliver **two-hour distance learning** program.
 - a. Deliver the program prior to the start of the 2011-12 school year.
 - b. The goal of the program will be to provide information to assist school bus fleet managers and staffs prepare for and start the new school year.
 - c. Base curriculum content on questions from supervisors and topics from 2010 CEP evaluations.
 - d. Some examples are:
 - i. School bus markings for a fleet created from multiple districts cooperative agreement.
 - ii. School bus stops in an intersection with a dead-end street.
 - iii. Positioning school bus stops to exchange or transfer students from one bus to another.
 - iv. When is it appropriate to use non-traditional school buses?
 - v. Review updates to school bus driver physical.
 - vi. Diabetic issues facing drivers and managers
 - vii. Review status of school bus inspection program.
 - viii. How to prepare for special needs transportation?
 - ix. Using public transit for pupil transportation, e.g. regular and special needs.
 - e. Panel of state department representatives, e.g. MDoE, MDoS, MDoT, and MDoSP, to respond to pre-determined questions and questions from managers in attendance.
 - i. Meet with prospective panel members to determine interest.
 - ii. Develop with panel members predetermined questions.
 - iii. Work with departments' representatives regarding their involvement with panel.
 - f. There will be **three modes of presenting** the distance-learning program.
 - i. Deliver one program through *Michigan Virtual University* (MVU).
 1. This program will contain a **live distance-learning** component to several classroom locations.
 2. Presentation taped at MVU studios.
 3. The possible schedule for the MVU two-hour (120 minute) presentation taping:
 - a. Sixty-five (65) minute presentation
 - b. Fifteen (15) minutes for Q&A from live audience
 - c. Ten (10) minute break and transition to panel presentation
 - d. Thirty (35) minute panel response to prepared questions and questions from live audience
 - e. Five (5) minute wrap-up
 - ii. MVU taping provides an **on-line copy of the presentation** for use during the 2011-12 school year and archive purposes for future personnel training.
 - iii. Deliver live distance learning presentations using *polycom technology*.
 1. Polycom technology allows for interactive presentations from a single transmission site to multiple reception sites throughout Michigan.
 2. Almost all ISDs and many local school districts have this technology.
 - a. Using this technology will increase the number of training sites.

- b. There will be more options and less travel for fleet managers accessing training programs.
 - 3. One instructor can access multiple training sites simultaneously.
 - 4. Facilitators will have to be at the off-site locations to:
 - a. Oversee registration and distribution of necessary materials.
 - b. Facilitate discussion and questions with the instructor.
 - 5. Use polycom technology to present make-up or catchall classes at the end of September for managers that missed scheduled two-hour (2) presentation.
- 2. Design and deliver **four-hour (4) instructional program.**
 - a. **Three delivery modes** used for this program.
 - i. **Traditional** classroom presentation
 - ii. Live distance-learning using **polycom technology**.
 - iii. **MVU** live distance presentation
 - 1. Allows for on-line access to CEP during training cycle
 - 2. Provides archive of 2012 CEP for future use by training agencies
 - b. Program connects with and works from topics presented during two-hour distance learning presentation.
 - c. Present challenges, issues, and or outcomes facing supervisors since the beginning of the school year.
 - d. Identify and illustrate successes and failures and describe best practices.
 - e. Discuss how fleets should move forward.
 - i. What can we do locally?
 - ii. What can we do regionally?
 - iii. What can we do statewide?
 - f. Individual fleets region grouping.
 - i. Geographically
 - ii. Fleet size
 - iii. Fleet type, e.g. reg. ed./spec. ed.; contractor; private; etc.
 - iv. ISD
 - g. Summarize and identify future activities for fleets, groups, statewide.

February 17, 2011

Presented to PTAC as a

Proposed addition to the MDE Advisory Practices and Guidelines

School Bus Evacuation Drills

In order to strengthen student safety for pupils that are transported on school buses, it is recommended that each local and intermediate school district develop policies and procedures recommending that every school bus driver conduct an emergency evacuation of pupils from the school bus at least (**three or two – to be determined**) times per year.

Student safety is a top priority of Michigan Department of Education. It is important for students to be aware of and understand school evacuation procedures for all educational settings, including the school bus. The Michigan Department of Education, upon the recommendation of the Pupil Transportation Advisory Committee, recommends the implementation of this practice for all pupil transportation providers.

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Proposed addition to the MDE Advisory Practices and Guidelines

Pre-trip School Bus Inspections

As a means of improving student safety for pupils transported on school buses, it is recommended that each local and intermediate school district develop policy or guidelines requiring every school bus driver to perform a pre-trip inspection of the school bus, document the activity, and report the condition of the school bus to the transportation supervisor in a timely manner.

Preventing school bus breakdowns assists with reducing driver frustrations and strengthens student safety. The school bus driver's primary concern should be for the safety of his/her passengers. Pre-trip vehicle inspections, when properly completed, reduces the potential for school bus breakdowns. The Michigan Department of Education, upon the recommendation of the Pupil Transportation Advisory Committee, recommends this procedure be implemented by all Michigan school districts that provide pupil transportation services.