

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

Thursday, October 4, 2012  
State Board Room, 4<sup>th</sup> 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. Pupil Transportation Advisory Committee (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 a.m. - 12:00 noon – Hannah Building – State Board Room

**I. CALL TO ORDER**

The meeting was called to order at 10:31 a.m. by Louis Burgess.

**II. ROLL CALL AND RECOGNITION OF GUESTS**

Introductions were made of all attending the meeting. Guests included Karen Losch, Excel Consultant Group and Sgt. Joe Austin, Michigan State Police (MSP). Kyle Guerrant, Director, Office of School Support Services, was introduced to PTAC.

**Michigan Department of:**

Education:

Kyle Guerrant  
Louis Burgess  
Ken Micklash

State

John Harris (Alternate)

**Michigan Association for:**

Pupil Transportation  
Gary Bubar (Primary)

**Michigan Association of:**

School Business Officials  
Matthew Losch (Primary)

**Representing:**

Northern Michigan Directors  
William Coaster (Primary)  
Rural Directors  
Kevin Doty (Primary)  
Urban Directors  
James Minnick (Primary)  
Carl Ingram (Primary)  
Suburban Directors  
Karen Henning (Alternate)

Special Education Transportation Directors  
Darryl Dettloff (Primary)  
Private Contractors  
Fred Doelker (Alternate)

**Others**

Karen Losch, Excel Consultant Group  
Sgt. Joe Austin, Michigan State Police  
Mac Dashney

**III. APPROVAL OF JUNE 7, 2012, MEETING MINUTES**

Matt Losch moved to approve minutes as presented, seconded by Fred Doelker. Motion passed.

**IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA**

Three agenda modifications were presented.

- A. The presentation order was updated to allow Sgt. Joe Austin to present first.
- B. The School Bus Inspection Update was postponed due to Inspector Randy Coplin's inability to attend this meeting.
- C. Underground Fuel Storage Tanks was added as issue V. 6. Gary Bubar will present information on this item.

Bill Coaster moved to approve the agenda as presented/amended, seconded by Darryl Dettloff. Motion passed.

**V. OPENING COMMENTS / ANNOUNCEMENTS / PRESENTATIONS**

- A. Michigan Department of Education (MDE) Initiated
  - 1. CDL Self-Certification - Update (John Harris)

John Harris updated PTAC on the implementation of the CDL self-certification process. An initial communication was sent out in January 2012 to encourage drivers to complete the self-certification of their CDL. A subsequent reminder went out to all drivers, even those that already had completed their certification. This caused confusion in the field. In the future, there will be more focused letters to CDL carriers; in addition, supervisors will be included in the notification. To date, 14,000 drivers have used the on-line self-certification. Mr. Harris highlighted the importance of keeping medical certifications up to date. To view the *Basic Explanation of the Self Certifications for CDL*, click [here](#). To view the *Four Certification Types of Driving*, click [here](#).

- 2. School Bus Inspections – Update (Inspector Randy Coplin)

The update was postponed due to Inspector Randy Coplin's inability to attend the meeting.

3. Motor Carrier Safety Appeal Board Medical Waiver Process – (Sgt. Joe Austin of Michigan State Police)

Sgt. Joe Austin updated the committee. A copy of the presentation will be emailed to all committee members and will also be posted on the MDE Pupil Transportation website. To view the presentation, click [here](#). The Motor Carrier Safety Appeal Board Medical Waiver Process is only open to school bus drivers that are insulin dependent. Sgt. Austin reviewed the waiver packet, common problems routinely found, and the waiver renewal process.

4. Michigan Association of Pupil Transportation (MAPT) Fall Workshop – (Gary Bubar)

Gary Bubar announced the MAPT Fall Workshop will be held October 18, 2012. The workshop will be a one-day membership symposium. There will be training on underground storage tank requirements for owner/operator certification, as well as a presentation on school bus crashes by Michigan State University staff.

5. National Association of State Directors of Pupil Transportation Services – Michigan representation – (Ken Micklash)

Ken Micklash will represent Michigan at this workshop to be held October 18-20, 2012, in Memphis, Tennessee.

6. Underground Fuel Storage Tanks - (Gary Bubar for Lori Richardson)

The Department of Environmental Quality is responsible for enforcing this 2007 legislation. Matt Losch noted that the requirements to operate fuel sites with underground storage will affect bus operations. He noted that after hours re-fueling of buses will be affected by the need for properly trained personnel on site. MAPT will host a two-hour training for Class C operators. Class C training is to include basic safety, shutdown, and spill response.

## **VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED TO PTAC**

- A. Curriculum and Training (Bill Coaster)
  1. Supervisor Continuing Education – Update

Bill Coaster and Mac Dashney presented updates. Recognition was given to several agencies for helping with the Supervisor Continuing Education training, including the Michigan Department of State, MSP, and MDE. An increasing number of drivers took advantage of the on-line training option provided through Michigan Virtual University. Mr. Dashney presented participation figures for the training; of 826 fleets, over 500 participated in the Supervisor Continuing Education training. Note that new supervisors are required to complete the beginning bus driver training. To view the *2012 Transportation Supervisors' Continuing Education Program and the 2014 Transportation Supervisors' CEP Training Cycle Program*, click [here](#).

- B. State and National Issues (Ken Micklash/Kim Hooper)
  - 1. National Congress on School Transportation – Update

Ken Micklash gave an update on the next National Congress on School Transportation (National Congress) to be held in 2015. In preparation for the 2015 meeting, MDE will seek to fill all seven positions and also hold meetings prior to the National Congress. Expected retirements of current membership indicates that there is a need to recruit qualified and interested members who will remain in the pupil transportation industry through 2020 to represent Michigan at the 2020 National Congress.

**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. Next meeting date is Thursday, February 14, 2013

**X. ADJOURNMENT**

The meeting adjourned at 12:00 p.m.