

MICHIGAN DEPARTMENT OF EDUCATION

PUPIL TRANSPORTATION ADVISORY COMMITTEE (PTAC)

Thursday, June 2, 2016  
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. 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 10:30 a.m. by Louis Burgess.

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

All members and guests were asked to sign in. Members were introduced and guests included: Lisa Black, Macomb ISD; Patrick Bowman, University of Michigan; Howard "Mac" Dashney, Transportation Consultant; and Caleb Nightengale, Michigan Assn. of Non Public Schools. Members in attendance included:

**Michigan Department of:**

Education

Ken Micklash

Kevin Walters

Louis Burgess

Michigan State Police (MSP)

Sgt. Mike McLaughlin (Primary)

Transportation

Lisa Lubahn (Primary)

State

John Harris (Alternate)

**Michigan Assn. for Pupil Transportation (MAPT)**

Mark Niewoonder (Primary)

**Michigan Assn. of Intermediate School Administrators**

Kim Hooper (Primary)

**Michigan Assn. of School Business Officials**

Jill Segal (Primary)

**Office of Great Start/Head Start Collaboration Office**

Kaitlin Ferrick (Primary)

**Training Agency Assn. of Michigan**

Lori Richardson (Primary)

**Representing:**

Suburban Directors

Mary Delor (Primary)

Special Education Transportation Directors

Darryl Dettloff (Primary)

Private Contractors

Fred Doelker (Alternate)

**Others**

Lisa Black, Macomb ISD

Patrick Bowman, University of Michigan

Howard "Mac" Dashney, Transportation Consultant

Caleb Nightengale, Michigan Assn. of Non Public Schools

**III. APPROVAL OF February 4, 2016, MEETING MINUTES**

John Harris moved and Fred Doelker seconded to approve the minutes. The motion passed.

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

Kim Hooper moved and Lori Richardson seconded to approve the agenda. The motion passed.

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

**A. MDE Initiated (Micklash)**

1. Patrick Bowman, University of Michigan, provided an update related to school bus crash data. The site has been updated and new features have been added based on the last presentation to PTAC. Patrick reviewed the site and the manner in which to delve into the data. Crash data for 2015 will be uploaded soon. The demonstration was with data from 2014. Everyone was impressed with the rich detail available. The information is considered an excellent planning resource.
2. Sgt. Mike McLaughlin, MSP, reported 11,400 busses have been inspected as of today with 4,500 still yet to be inspected. A new bus inspector was hired effective June 6, 2016, and has been assigned to Flint area. The automated bus inspection system continues to be improved. Few complaints on the system have been received. Discussion resulted on the use of QR codes on the busses. There has not been much demand to know the data contained by scanning the code.
3. National Congress on School Transportation – Ken Micklash informed PTAC that the electronic document with 2015 congress

action has been posted online. Click on [2015 congress action](#) to view. All revisions are on-line.

4. Kaitlin Ferrick, MDE Headstart Collaboration, presented information relative to the drop off of preschool children. Kaitlin reviewed the rules regarding transportation of preschool children. More and more districts are transporting younger children. Transportation providers have varying practices related to the drop off and pick up of students. Kaitlin reviewed situations related to transportation provider's assuring that there be an adult present to receive children during the drop off procedure. Discussion resulted. A committee was formed consisting of: Lori Richardson, Kaitlin Ferrick, Mac Dashney and Ken Micklash. The committee is to draft language for a new MDE Advisory Practice and Guideline which can be used to provide school districts and transportation providers' guidance with this important procedure. They will also explore whether the safety education school bus driver training program can be modified to reinforce awareness of transportation procedures concerning pre-school children.
5. National Highway Traffic Safety Administration – Information related to six states with varying seatbelt laws on school buses was presented by Ken Micklash. The six states include: California, New York, New Jersey, Florida, Louisiana, and Texas. Language is different across the six states with the current laws providing these regulations.

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

- A. Curriculum and Training (Coaster/Richardson/Micklash)
  1. Supervisor Training Program – Update – Mac Dashney provided an update on the supervisor training program. He also suggested that representatives from the various state departments meet to review, discuss and plan for upcoming federal revisions related to pre-service CDL training that will be required by 2019. State department representatives agreed that this was a good idea.
  2. Beginning School Bus Driver Safety Education Curriculum – PTAC was informed of minor edits to Units I and IV of the Beginning School Bus Driver Safety Education Curriculum by members Richardson and Hooper. The revisions were needed due to recent law amendments.
  3. Continuing Education School Bus Driver Safety Education Curriculum - (No items)

B. State and National Issues – (No items)

**VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER**

A. Beginning School Bus Driver Safety Education Curriculum Revised Unit VI approval requested – Richardson  
Discussion took place on school bus stops regarding “merged into load/off load.” Recommendations for minor edits were submitted by Carol Reagan, Secretary of State; and Lisa Lubahn, Michigan Department of Transportation. Fred Doelker moved and John Harris seconded to approve the Revised Unit VI with revisions. The motion passed.

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. Meeting schedule for 2016-2017 is as follows:

October 6, 2016  
February 2, 2017  
June 1, 2017

**X. ADJOURNMENT**

The meeting was adjourned at 11:50 a.m. by Louis Burgess.