

MICHIGAN DEPARTMENT OF EDUCATION

PUPIL TRANSPORTATION ADVISORY COMMITTEE

Thursday, February 6, 2014
State Board Room (4th Floor), John A. Hannah Building

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| <p>PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE MEETING 9:00 – 10:15 a.m. – Hannah Building – State Board Room</p> |
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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

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| <p>PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING 10:30 a.m. - 12:00 noon – Hannah Building – State Board Room</p> |
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I. CALL TO ORDER

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

II. ROLL CALL AND RECOGNITION OF GUESTS

All members and guests were asked to sign in. Guests included Meg Thomas Ackerman, Safe Routes to School; Mac Dashney, Transportation Consultant; Bill LaDue, Michigan State Police (MSP); Karen Losch, Excel Consultant Group; Matt Losch, Excel Consultant Group; Sgt. Mike McLaughlin, MSP; Tom Moore, Washtenaw Intermediate School District; and Jean Rustman, Michigan Department of Transportation (MDOT). Members in attendance included:

Michigan Department of:

Education:

Louis Burgess

Ken Micklash

Transportation

Angel Fandialan (Primary)

State

Carol Reagan (Primary)

Michigan Association of:

School Business Officials

Jill Segal (Primary)

Intermediate School Administrators

Kim Hooper (Primary)

Michigan PTA

Sandra York (Primary)

Michigan State Police

Inspector Randy Coplin (Primary)

Office of Great Start/Head Start Collaboration Office

Kaitlin Ferrick (Primary)

Representing:

Northern Michigan Directors

William Coaster (Primary)

Rural Directors

Kevin Doty (Primary)

Urban Directors

Carl Ingram (Primary)

Private Contractors

Fred Doelker (Alternate)

Dale Goby (Primary)

Others

Meg Thomas Ackerman, Safe Routes to School

Mac Dashney, Transportation Consultant

Bill LaDue, Michigan State Police

Karen Losch, Excel Consultant Group

Matt Losch, Excel Consultant Group

Sgt. Mike McLaughlin, Michigan State Police

Tom Moore, Washtenaw Intermediate School District

Jean Rustman, Michigan Department of Transportation

III. APPROVAL OF OCTOBER 10, 2013, MEETING MINUTES

Kim Hooper moved to approve minutes, seconded by Carl Ingram.
Motion passed.

IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA

Ken Micklash had several changes to the agenda.

William Coaster moved to approve the agenda as presented/amended,
seconded by Kim Hooper. Motion passed.

V. OPENING COMMENTS/ANNOUNCEMENTS/PRESENTATIONS

A. Michigan Department of Education (MDE) Initiated

1. Recognize representatives of various state departments, school districts, and organizations for their participation with the new transportation supervisor safety education training program – (William Coaster/Mac Dashney)

William Coaster and Mac Dashney thanked all involved with changes to the supervisor safety education training program.

William Coaster noted that recently he was asked to provide a reference for a previous employee that was applying for a position with the State of Colorado's Department of Education Pupil Transportation section. It was noted that Colorado has a very limited training requirement for supervisors. They hope to borrow the structure and material that has been developed

over the years by the Training Agency Association of Michigan. Michigan's method of delivering training to the field was recognized as a best practice.

Working with Wayne RESA technical resources, and under the direction of Mac Dashney, Michigan was able to gather the various experts to develop and record their portion of the training. In addition to filming the presentations, the trainers would identify questions to be answered in a Question and Answer session. The MSP, MDOT, and MDE all provided subject matter experts to make the recorded presentations. The filming of bus inspections is expected to make a big difference across the state in helping individual transportation supervisors understand the state's inspection program.

2. School Bus Inspection Status – Update –
(Inspector Randy Coplin)

Inspector Randy Coplin introduced Sgt. Mike McLaughlin and Bill LaDue. There was an update on the bus inspection status (behind schedule) and the plan to replace several inspectors. There is a plan in place to ensure that all bus inspections will be conducted as required. MSP has launched the Electronic Inspection System Portal. This new system is a web-based inspection system allowing inspectors to use an electronic device that will transmit results to a central database. This system will allow for reports and statewide sharing of inspection data. Data could be shared with the public (high level), local transportation units, and others as required. The system will allow for trends to be identified among certain makes of busses in the system. Discussion took place relating to potential uses of the system. Privacy concerns were discussed. There is no intent to provide fleet grades based on inspection results. There will be no cost of this system to districts. MSP is currently testing their system with intent to roll it out statewide for the start of the 2014-15 school year.

3. Provide comparative state total data as reported on recent SE-4094 Transportation Expenditure Reports – (Ken Micklash)

Item was removed from agenda and will be moved to later agenda.

VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED TO PTAC

A. Curriculum and Training (Coaster)

1. Supervisor Continuing Education – Update

This item was previously covered in V. A.

- B. State and National Issues (Micklash/Hooper/Richardson)
 - 1. School Bus Driver Mobile Device Usage Advisory Practice for initial presentation

This item was recommended by the PTAC subcommittee to be deleted from the agenda. Because the usage of mobile devices by CDL licensed drivers (including school bus drivers) is addressed in current state statute, an advisory practice was not recommended at this time.

- 2. National Congress on School Transportation – Update

In preparation for the 2015 National Conference on School Transportation, Michigan members will meet at the end of the PTAC meeting to review status of the Michigan delegation.

VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER

- A. Curriculum and Training (Richardson/Micklash)
 - 1. Beginning School Bus Driver Curriculum-Unit IV - Vehicle Operations

Unit IV was proposed to be adopted with changes noted. Fred Doelker moved to accept Unit IV with changes addressing school bus seating and texting/mobile phone usage, seconded by William Coaster. Motion passed. Click [here](#) to view the Beginning School Bus Driver Curriculum-Unit IV – Vehicle Operations.

- 2. School Bus Driver Continuing Education Curriculum - It's All About Student Safety and Security for 2015-2017 Certification

Kim Hooper moved to approve this curriculum, seconded by Jill Segal. Carol Reagan, Department of State, requested that the State's texting law be included in the unit. Motion passed with the requirement that references be added to the appropriate statute.

- B. Management and Best Practices (Micklash)
 - 1. Backing School Buses

This item was deferred. It will be addressed during the June 5, 2014, PTAC meeting.

2. Pre-school Child Restraint Systems

Dale Goby moved to approve this advisory practice with the inclusion of a few grammatical edits and adding reference to the National Highway Traffic Safety Administration's child restraint training modules, seconded by Carl Ingram. Motion passed. Click [here](#) to view the Pre-school Child Restraint Systems Advisory Practice and Guideline.

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, June 5, 2014

X. ADJOURNMENT

The meeting adjourned at 11:40 a.m.