

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

Thursday, February 14, 2013  
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 10:30 a.m. by Louis Burgess.

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

Introductions were made of all attending the meeting. Guests included Linda Fech, Special Projects Coordinator with the Michigan State Police (MSP) Office of Highway Safety Planning; Patrick Bowman, University of Michigan; Sgt. Mike McLaughlin, MSP; Mac Dashney, Transportation Consultant; and Karen Losch, Excel Consultant Group.

**Michigan Department of:**

Education

Louis Burgess

Ken Micklash

State

John Harris (Alternate)

**Michigan Association for:**

Pupil Transportation

Gary Bubar (Primary)

**Michigan Association of:**

School Business Officials

Matthew Losch

Intermediate School Administrators

Kim Hooper (Primary)

**Michigan PTA**

Sandra York (Primary)

**Michigan State Police**

Inspector Randy Coplin (Primary)

**Representing:**

Northern Michigan Directors

William Coaster (Primary)

Rural Directors

Kevin Doty (Primary)  
Urban Directors  
Carl Ingram (Primary)  
Suburban Directors  
Karen Henning (Primary)  
Special Education Transportation Directors  
Darryl Dettloff (Primary)  
Private Contractors  
Fred Doelker (Alternate)

**Others**

Mac Dashney, Transportation Consultant  
Patrick Bowman, University of Michigan  
Linda Fech, Michigan State Police  
Karen Losch, Excel Consultant Group  
Sgt. Mike McLaughlin, Michigan State Police

**III. APPROVAL OF OCTOBER 4, 2012, MEETING MINUTES**

Kim Hooper moved to approve minutes as presented, seconded by Matt Losch. Motion passed.

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

One agenda modification was presented.

- A. Transportation of Students with Disabilities Conference, March 8, 2013, was added as issue IX. B. Kim Hooper will report on this issue.

John Harris moved to approve the agenda as presented/amended, seconded by Kevin Doty. Motion passed.

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

- A. Michigan Department of Education (MDE) Initiated  
1. School Bus Driver of the Year – Recognition (Ken Micklash)

Recognition was offered to Dawn Lemaster, Lake Orion Community Schools, who earned top placement in the nation in the Thomas Built Buses' 2012 Children's Choice School Bus Driver of the Year essay contest. Ken read a letter and certificate that will be awarded to Dawn. Ken will send the letter and certificate to Dale Goby, Transportation Director of Lake Orion Community Schools, for presentation to Dawn at a later date.

2. Michigan School Bus Traffic Crash Data and the MSP Crash Data Base System – (Linda Fech)

Linda Fech, Special Projects Coordinator with the Michigan State Police Office of Highway Safety Planning, presented information on Michigan School Bus Traffic Crash Data and the MSP Crash Data Base System. Linda, with support of Patrick Bowman from

the University of Michigan, demonstrated the systems capabilities.

3. 2012-2013 School Bus Inspection Program – Update  
(Sgt. Mike McLaughlin)

Sgt. Mike McLaughlin of the Michigan State Police School Bus Inspection Program provided a status update for 2012-2013 school bus inspection program. MSP intends to add two additional inspectors, allowing them to expand the inspection program in the Upper Peninsula. Job postings are moving through system. Future improvements include giving inspectors tablets and scanning hardware to automate much of the data input. These improvements will facilitate a searchable electronic database.

4. Michigan State Police Inspection Database

Ken Micklash reported that Lt. Steve Horwood has shared information with MDE related to an electronic automated school bus inspection program which is intended to be implemented next year. MDE is reviewing the potential usages of this system.

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

A. Curriculum and Training (Coaster/Micklash/Richardson)

1. Supervisor Continuing Education – Update

Bill Coaster and Mac Dashney provided an update related to the results of the supervisor safety education training program. Planning for the next round of training is underway. To view the *2010-2012 Transportation Supervisors' Continuing Education Program Preliminary Summary Outcome Report*, click [here](#).

2. Pupil Transportation Act, Section 51 – Update

Ken Micklash informed PTAC that the Pupil Transportation Act 187, Section 51 is being considered for amendment to include a specific beginning supervisor training program.

3. Beginning School Bus Driver Safety Education Training Program – Update

Lori Richardson, Oakland Schools, is updating Units four and six of the Beginning School Bus Driver Safety Education Training Program. These edits are due to recent law changes. When completed, the MDE website will be updated to include these revisions.

- B. State and National Issues (Micklash)
  - 1. Recommendation of New Members.

Ken Micklash proposed that Darryl Hofstra of Forest Hills Public Schools and Carl Ingram of Trinity Transportation, Inc. (alternate), serve as members for the next National Congress on School Transportation to be held May 2015.

- 2. National School Bus Stop Arm Violation Survey

Ken Micklash reported that the state will participate in this year's national survey. The survey will be conducted in Michigan, on a voluntary basis, on May 1, 2013. The Training Agency Association of Michigan and the Michigan Association for Pupil Transportation will help coordinate the survey.

**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. Sandra York, representing Michigan Parent-Teacher Association (PTA), requested articles for their publications aimed at parents regarding school bus safety. The PTA would publish them at appropriate times during the school year. Ken Micklash will coordinate this activity with the Michigan PTA.

B. Kim Hooper reported he will be attending the Students with Disabilities Conference on March 8, 2013. He requested other PTAC members that plan to attend to contact him.

C. The next meeting date is Thursday, June 6, 2013.

**X. ADJOURNMENT**

The meeting adjourned at 12:00 p.m.