

## MICHIGAN DEPARTMENT OF EDUCATION

### PUPIL TRANSPORTATION ADVISORY COMMITTEE

Thursday, October 10, 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. 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. Guests included Mac Dashney, Transportation Consultant; Tom Moore, Washtenaw Intermediate School District; and Kyle Binkley, Tom Bryant, and Director Ramona Putnam, all from the Michigan Department of State (DOS). Members in attendance included:

###### **Michigan Department of:**

Education

Louis Burgess

Ken Micklash

Transportation

Angel Fandialan (Primary)

State

Carol Reagan (Primary)

###### **Michigan Association for:**

Pupil Transportation

Gary Bubar (Primary)

###### **Michigan Association of:**

School Business Officials

Jill Segal (Primary)

Intermediate School Administrators

Lori Richardson (Alternate)

###### **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)  
Private Contractors  
Fred Doelker (Alternate)  
Dale Goby (Primary)

**Training Agency Association of Michigan**

Lori Richardson (Primary)

**Others**

Mac Dashney, Transportation Consultant  
Tom Moore, Washtenaw Intermediate School District  
Kyle Binkley, Michigan Department of State  
Tom Bryant, Michigan Department of State  
Ramona Putnam, Michigan Department of State

**III. APPROVAL OF JUNE 6, 2013, MEETING MINUTES**

Fred Doelker noted that both he and Gary Bubar were present at the June 6, 2013, PTAC meeting. The meeting minutes were approved with those changes noted. Kevin Doty moved to approve minutes, as amended, seconded by Lori Richardson. Motion passed.

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

Ken Micklash made two additions to the agenda.

- A. Child restraint comments were added to section V of the agenda, as item 5.
- B. Backing up of school buses was added as an assignment for subcommittee work in section VIII, Sub-part A-2.

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

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

- A. Michigan Department of Education (MDE) Initiated
  - 1. Report on the adoption of federal mandated CDL skills testing – (Tom Bryant and Kyle Binkley)

Tom Bryant and Kyle Binkley of DOS reported on the adoption of federal mandated Commercial Driver's License (CDL) skills testing. Michigan has adopted the recommendation by the Federal Motor Carrier Safety Division and has commenced testing ahead of the national mandate of 2015. The updated skills test requires more space to do some of the tasks. This has resulted in changes in the available testing facilities, including the elimination of some testing sites. DOS works to

ensure there are sufficient testers to meet demand. There are 106 certified trainers in the state. PTAC members were concerned about the demand for training for CDL skills due to turnover among drivers.

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

Inspector Randy Coplin of the Michigan State Police (MSP) reported that they completed 100 percent of the inspections in Fiscal Year (FY) 2013. The new inspection cycle started on September 1, 2013. Inspector Randy Coplin handed out a copy of the new inspection manual; new copies are being prepared for distribution. MSP will institute a recognition program. Focus for FY 2014 will be to complete 100 percent of the required inspections.

3. Information regarding the Michigan Association of Pupil Transportation (MAPT) Fall Workshop – (Gary Bubar)

Gary Bubar of MAPT reported on the Special Education Driver's Road-E-O held on October 5, 2013, in Lansing. He also noted that the National Association of Pupil Transportation meeting will be held on October 21-24, 2013, in Grand Rapids.

4. Update related to the National Association of State Directors of Pupil Transportation Services (NASDPTS) fall meetings to be held on October 18, 2013, in Grand Rapids – (Ken Micklash)

Ken Micklash reported on the upcoming NASDPTS annual workshop. Michigan is serving as host and has teamed with MAPT to provide some welcome packets to the members travelling to Michigan. Ken also arranged for three presentations to be made during the annual meetings. These include the University of Michigan and Office of Highway Traffic Safety Crash Data Project, MSP presentation on bus inspections, and a presentation on CDL medical testing revisions which will occur in 2014.

5. Child Restraints – (Ken Micklash)

Concern was raised because it has become known that a "waiver" was provided by a Head Start agency to a pupil transportation provider to move children under the age of four without proper restraints. Concern was expressed over this practice. PTAC agreed to develop an advisory practice and provide a recommendation at the next PTAC meeting on this issue. Ken will coordinate this project.

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

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

#### **1. Supervisor Continuing Education – Update**

William Coaster reported that Part I of the supervisor training is being taught. There have been excellent reviews on the training which can be delivered on demand. The training module is recorded and available for easy access when supervisors have the time to take the training. Part II of the training has been under development. Under the lead of Mac Dashney, Michigan Department of Transportation and MDE have been working on the Part II training. Part II will include information on safe routes to school, bus inspections, and public school/public transport collaboration.

#### **2. Beginning School Bus Driver Safety Education Curriculum – Unit IV Cell Phone Revision and Unit Objectives – (Lori Richardson)**

Lori Richardson of Training Agency Association of Michigan (TAAM) provided an update. The objectives of the curriculum have been revised and re-phrased. It was noted that PA 36 on texting restrictions applies to all Commercial Drivers, including school bus drivers. This revision is also included in the curriculum training update. Click [here](#) to view the Federal Motor Carrier Safety Administration (FMCSA) Cellphone Prohibition FAQ.

#### **3. Continuing Education School Bus Driver Safety Education Curriculum – Update – (Ken Micklash)**

Ken Micklash provided a list of topics that are being covered in the upcoming training cycle. Gary Davis of the Eastern Upper Peninsula ISD is coordinating the development of this training program for TAAM and MDE.

### **B. State and National Issues (Micklash/Hooper)**

#### **1. National Congress on School Transportation – Update**

Michigan delegates will meet after the PTAC meeting to discuss the 2015 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 – Backing up of school buses - Backing practices for School Buses (Lori Richardson)

Training for loading/unloading is covered in Unit VI of the Beginning Bus Driver Safety Education Curriculum. There is no advisory practice on backing of school buses. Guidelines should be developed for approval at PTAC. Carl Ingram, Dale Goby, and Lori Richardson have agreed to meet with Ken Micklash to develop guidelines that can be incorporated into the MDE Advisory Practices.

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 6, 2014

**X. ADJOURNMENT**

The meeting adjourned at 11:40 a.m.