MICHIGAN DEPARTMENT OF EDUCATION
PUPIL TRANSPORTATION ADVISORY COMMITTEE
Thursday, June 5, 2014
State Board Room (4th 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 10:32 a.m. by Louis Burgess.

II. ROLL CALL AND RECOGNITION OF GUESTS
All members and guests were asked to sign in. Guests included:
Dave Cornelius, Trainer, and Sam Crowl, State Coordinator, Michigan Operation Lifesaver; Mac Dashney, Transportation Consultant; and Sgt. Mike McLaughlin, Michigan State Police (MSP).

Michigan Department of:
   Education:
   □ Vacant - Director
   ☑ Louis Burgess
   ☑ Ken Micklash
   Transportation
   ☑ Angel Fandialan (Primary)
   □ Andrea Brush (Alternate)
   State
   ☑ Carol Reagan (Primary)
   □ John Harris (Alternate)

Michigan Association for:
   Pupil Transportation
   □ Gary Bubar (Primary)
   □ Mark Niewoonder (Alternate)

Michigan Association of:
   School Business Officials
   ☑ Jill Segal (Primary)
   □ Scott Little (Alternate)
   School Administrators
   □ Steve Matthews (Primary)
   □ Joseph Candela (Alternate)
School Boards
- Don Wotruba (Primary)
Public School Academies
- Dan Quisenberry (Primary)
Intermediate School Administrators
- Kim Hooper (Primary)
- Lori Richardson (Alternate)
Non-Public Schools
- Brian Broderick (Primary)
  - **Michigan Education Association**
    - Arthur Przbylowicz (Primary)
    - Joe Nazem (Alternate)
  - **Michigan Parent Teacher Association**
    - Sandra York (Primary)
    - Ruthann Jaquette (Alternate)
  - **Michigan State Police**
    - Inspector Randy Coplin (Primary)
    - Sgt. Jill Bennett (Alternate)
  - **Middle Cities Education Association**
    - Fred Clarke (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
- James Minnick (Primary)
- Mark Schrupp (Alternate)
- Carl Ingram (Primary)
Suburban Directors
- Karen Henning (Primary)
- Jamie Stottlemeyer (Alternate)
Special Education Transportation Directors
- Darryl Dettlof (Primary)
School Bus Drivers (1)
- Frank Brown (Primary)
School Bus Drivers (2)
- Sue Britt (Primary)
Private Contractors
- Kellie Dean (Primary)
- Fred Doelker (Alternate)
- Brian Thrasher (Alternate)
- Dale Goby (Primary)
  - **Training Agency Association of Michigan**
    - Lori Richardson (Primary)
    - John Savage (Alternate)
Other
- Dave Cornelius, Michigan Operation Lifesaver
- Sam Crowl, Michigan Operation Lifesaver
- Mac Dashney, Transportation Consultant
- Sgt. Mike McLaughlin, Michigan State Police
III. APPROVAL OF FEBRUARY 6, 2014, MEETING MINUTES
Meeting minutes from February 6, 2014, were approved as distributed.

IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA
Kim Hooper moved and Carl Ingram seconded to approve the agenda as presented. The motion passed.

V. OPENING COMMENTS/ANNOUNCEMENTS/PRESENTATIONS
A. Michigan Department of Education (MDE) Initiated
   1. Michigan Operation Lifesaver - (Dave Cornelius/Sam Crowl)

   Dave Cornelius introduced Sam Crowl, State Coordinator of Michigan Operation Lifesaver. Mr. Crowl stated that the mission of Operation Lifesaver is to achieve reductions in Michigan highway-rail intersection crashes and pedestrian trespassing incidents along the railways through “Education, Engineering, and Enforcement.” Their website is www.mi-ol.org. Operation Lifesaver conducts training sessions statewide, and training material is available on their website. Representatives from the Training Agency Association of Michigan (TAAM) noted that they have experience with both Sam and Dave presenting at various training events across the state.

   2. School Bus Inspection Status – (Inspector Randy Coplin/Sgt. Mike McLaughlin)

   Sgt. Mike McLaughlin provided a school bus inspection update. There were 13,000 school busses inspected by the end of May. This is slightly behind schedule; however, MSP has a plan to ensure that all busses receive their inspection by the end of August. MSP is working to hire their full complement of inspectors. The automated school bus inspection project is still being piloted. MSP shared the Motion Computing Tablet that will be used by inspectors. Sgt. McLaughlin presented a prototype of a QR code/barcode sticker that will be placed on busses to allow citizens to be able to scan the code in order to receive some basic information on the school bus. There was discussion on the color, placement options, size, and durability of the proposed stickers. Inspector Randy Coplin stated that MSP would take into consideration the input provided by PTAC members.

   3. Illegal School Bus Passing Survey - (Ken Micklash)

   Ken Micklash reported the results that were sent to MDE. Some state results were forwarded directly to the national collection site by local transportation directors. The national survey results will be available on the National Association of State Directors of Pupil Transportation Services website once they are compiled.
4. PTAC Appointments (Ken Micklash)

Ken Micklash reported that appointments for several agencies will expire at the end of June. Letters will be sent requesting PTAC appointments for MSP, Michigan Association of Pupil Transportation, TAAM, Private Contractors, Michigan Association of Intermediate School Districts, Rural Transportation directors, and Special Education representatives. The appointments will be made for three year terms ending in June of 2017.

VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED TO PTAC
A. Curriculum and Training – No items

B. State and National Issues - (Micklash/Hooper/Richardson)
1. Prescription and Over the Counter Drug Administrative Procedure for School Bus Drivers – Website Resource

This item was presented as information only. No PTAC action was required. Ken Micklash distributed the Prescription and Over the Counter Drug Administrative Procedure form. This document was determined to be a human resource form. MSBO has an entire section of human resource related forms on their website. This document will be forwarded to MSBO with the request that they determine whether or not to include this in their resource section as a sample document for districts to use. Inspector Coplin, MSP, raised concerns about a couple of items which were included. Lori Richardson noted that the intent was to provide a tool for districts to use as they manage over the counter drug administration with their drivers.

2. National Congress on School Transportation (NCST) – Update

Following the PTAC meeting, Michigan representatives will attend a meeting to continue preparing for the 2015 NCST.

VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER
A. Curriculum and Training - (Richardson/Micklash/Coaster)
1. Beginning School Bus Driver Curriculum – Update

Lori Richardson announced that the final exam for the beginning school bus drivers safety education training program has been revised.

2. School Bus Continuing Education Curriculum - Update

This curriculum will be presented at the June 20, 2014, TAAM meeting. All supporting material and resources will be loaded on a thumb drive and distributed to all trained instructors.
3. Supervisor Continuing Education Update – (Coaster)

Bill Coaster reported that Part II of the supervisor training program is now available. This includes the school bus inspection unit, the Michigan Department of Transportation/MDE fee structure information, and safe routes to school. Wayne RESA has a catalog of TAAM related trainings that are available. Several members reported that the video done by MSP on conducting the bus inspection is receiving praise. Local transportation personnel are sharing the video with their mechanics and other support personnel.

B. Management and Best Practices (Micklash)
   1. Backing School Busses – Advisory Practice and Guideline

The advisory practice and guideline document referencing “Backing School Busses” was reviewed and updated in a sub-committee meeting prior to the PTAC session. Ken Micklash reviewed the recommended changes. The document with revisions was approved. Click here to view the advisory practice and guideline posted on the MDE website.

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 dates for 2014-2015
      • Thursday, October 2, 2014
      • Thursday, February 5, 2015
      • Thursday, June 4, 2015
Comments:
- Carl Ingram noted that he is experiencing delays in fingerprint processing and background checks. Delays of 1 – 1 ½ months have been common.
- Kim Hooper noted that there is a state-wide shortage of bus drivers. Indications are that this shortage will continue and could affect bus operations in the future.
- Carol Reagan requested that Michigan Operation Lifesaver personnel review the Secretary of State’s “What Every Driver Must Know” pamphlet. The material is updated regularly and Carol requested their review and comments.
- Dale Goby indicated that he felt PTAC should consider meeting more often.

X. ADJOURNMENT
   The meeting adjourned at 11:57 a.m.