

# 2016-18 Transportation Supervisors Continuing Education Program

## Six-hour Program

### “Preparing for the Future: Training Staff Trainers”

#### Part I: Three-hour Program

Training Cycle: 10/1/16 – 9/30/18



**T**raining **A**gency **A**ssociation of **M**ichigan



**Compiled & Edited**

**By**

**Howard “Mac” Dashney**

# Table of Contents

<b><u>Topic</u></b>	<b><u>Page</u></b>
<b>Introduction</b>	<b>i – vii</b>
Table of Contents	ii
Acknowledgments	iii
Legal Authority for Supervisors' CEP	v
Part I: Program Goals	v
Part I: Class Agenda	vi
Part I: Program and Presenter Introductions	vii
 <b>Program Presentations</b>	
<b>Latest Driver Licensing &amp; Certification Process</b>	<b>1</b>
Power Point Presentation	1-13
Mac's Interview with Ryan Smith, MDoS	1-3
 <b>Transporting Pre-school Students Safely &amp; Legally</b>	 <b>18</b>
Power Point Presentation	1-25
Mac's Interview with Karen Kubiak, NMCSA	1-3
 <b>Preparing for Special Education Transportation</b>	 <b>47</b>
Power Point Presentation	1-15
Mac's Interview with Katrina Morris, West Shore ESD	1-3
 <b>Pupil Transportation Legislation Review and Status</b>	 <b>66</b>
 <b>Part I: Three-hour Program Evaluation</b>	 <b>68</b>

## **Acknowledgements**

Without the advice, commitment, insight, and patience of TAAM Supervisors' Education Committee and Chairman, Bill Coaster, this project could not have been possible.

### **TAAM Supervisors' Education Committee**

Bill Coaster, Char-Em ISD, Chairperson

Angela McCoy, Ottawa Area ISD

Tom Moore, Washtenaw ISD

Kim Hooper, Wayne RESA

Lori Richardson, Oakland Schools

Chad Sexton, Genesee ISD

Donna Korzeniewski, Manistee ISD

Listed below are the people and organizations that gave of their expertise and time to ensure a quality program for all transportation supervisors.

### **Presenters**

Northeast Michigan Community Service Agency

Ms. Karen Kubiak

429 North State Street

Caro, Michigan 48723

(989) 672-6030

West Shore Education Service District

Ms. Katrina Morris

2130 West US-10

Ludington, Michigan 49431

(231) 757-3716

Michigan Department of State

Mr. Ryan Smith

7064 Crouner Drive

Lansing, Michigan 48918

(517) 636-5114

### **Wayne RESA Production Group**

Wayne RESA provided the production facilities and technical expertise to produce these classroom and online programs. Without its participation, the quality of the classroom and online educational programing would be much less. I wish to thank the following people for their expertise, encouragement, and support.

Ms. Kimberly Ingram, Executive Director of Information Technology

Mr. Jeff Gnagey, Producer/Director/Online Course Programmer

Mr. Bill Heldmyer, Producer/Director

Whenever I try to thank all the organizations that provided people and resources to produce this program, I invariably miss someone or an organization. Many organizations and people made this program a success; if I failed to acknowledge you, please accept my apology and heartfelt thanks for your effort.

**Legal Authority  
for  
School Bus Fleet Managers’  
Continuing Education Program**

**257.1851 School bus safety education**

Sec. 51

(2) The person or persons in charge of school bus operations at a school shall have, at a minimum, successfully completed the beginning school bus driver training program in his or her first year serving as the person or persons in charge of the operation. The person or persons in charge of school bus operations at a school shall successfully complete 6 hours of supervisory continuing education every 2 years after the successful completion of the beginning school bus driver training program. The continuing education course or courses shall be approved by the superintendent of public instruction and shall be provided by an approved educational agency.

**History:** 1990, Act 187, Eff. Aug. 15, 1990 ;-- Am. 2006, Act 108, Eff. Aug. 15, 2006 ;-- Am. 2010, Act 93, Imd. Eff. June 22, 2010

**2018 Transportation Supervisors’  
Continuing Education Program  
Six-hour Training Cycle**

Federal Motor Carrier Safety Administration (FMCSA) regulations effective in 2020 will require comprehensive training for beginning school bus drivers. Drivers must demonstrate proficiency in classroom, range, and behind-the-wheel training before taking an original CDL road test. The focus of this training cycle is to *prepare transportation supervisors and trainers for the future* driver-training requirements.

**Program Goals:**

1. *Identify* training topics
2. *Provide* access to training materials and resources
3. *Illustrate* training methods and techniques

**2018 Pupil Transportation Supervisors’  
Continuing Education Program  
Part I: Three-hour Class  
Agenda**

<u><b>Presenter</b></u>	<u><b>Topic</b></u>	<u><b>Organization</b></u>
Mr. Ryan Smith	<i>Latest Driver Licensing And Certification Process</i>	Michigan Department of State
Ms. Karen Kubiak	<i>Transporting Pre-school Students Safely &amp; Legally</i>	Northeast Michigan Community Service Agency
Ms. Katrina Morris	<i>Preparing for Special Education Transportation</i>	West Shore Education Service District

## **2018 Transportation Supervisors Continuing Education Program**

### **Part I: Welcome and Presenter Introductions**

Hello, my name is Mac Dashney.

Welcome to the 2018 Pupil Transportation Supervisors' Continuing Education Program. The theme for this cycle is "***Preparing for the Future: Training Staff Trainers.***" The full six-hour training program will provide training materials, resources, and techniques that can be used by transportation supervisors and trainers.

Part I presenters include three individuals with experience in preparing training materials, developing resources, and training staff.

Our first presenter is Ryan Smith. Ryan works for the Secretary of State in Driver Licensing. His expertise lies in commercial driver licensing laws, regulations, and rules. He will review existing CDL regulations, current commercial vehicle licensing activities, and future licensing activities.

Ryan, tell us about commercial licensing past, present, and future.

Our second presenter is Karen Kubiak, former Transportation Director – Northeast Michigan Community Service Agency. Karen managed Head Start transportation for twenty-two (22) counties in northeast Michigan. She trained and managed the training of pre-school bus drivers and aides and administered transportation contracts for schools providing pre-school transportation.

Karen, explain how to PRE-prepare drivers and aides to transport pre-school children safely.

Katrina Morris, Transportation Director – West Side Education Service District, is our third presenter. She will share with us her experience developing special education training materials, identifying resources, describing and illustrating training techniques.

Katrina, share with us your instruction, experience, and performance, your **IEP** for preparing special education drivers and aides.



*Latest Driver Licensing  
And  
Certification Process*

Presented by  
Mr. Ryan Smith  
Michigan Department of State



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Ruth Johnson, Secretary of State

## Latest Driver Licensing and Certification Processes

**Presented by: Ryan Smith**  
Michigan Department of State  
[SmithR14@michigan.gov](mailto:SmithR14@michigan.gov)  
Phone: 517-636-5114

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## Michigan Dept. of State (MDOS) CDL Help Desk

- Specialized unit within MDOS staffed by 9 individuals
- Assists the 375,000 CDL holders in the State of Michigan, other U.S. licensing agencies, law-enforcement, courts, employers and MDOS branch office staff.
- Fielded roughly 70,000 calls in 2017 pertaining to various CDL licensing and eligibility issues

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## Discussion Points

- Applying for a CDL
- Self and Medical Certification
- Nationally Certified Medical Examiners
- Endorsements and Restrictions
- Fraudulent Testing
- Fees
- Subscription Service
- Real ID
- Future Items
- FAQs
- Contact Information

3

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### Applying for a Commercial Learners Permit (CLP)

- Apply in person at any Michigan SOS Office
- Meet eligibility requirements
- Pass appropriate vision and written tests

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### Applying for a Commercial Learners Permit (CLP) II

- Written Tests**
  - General Knowledge
  - Passenger
  - School Bus
  - Airbrake ( if needed)
- Passing score of 80% or higher**

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### Medical and Physical Standards

For School Bus medical/physical requirements, contact:

**Michigan Department of Education**  
Office of School Support Services  
P.O. Box 30008  
Lansing, Michigan 48909  
Telephone: 517-373-6388  
Website: [www.Michigan.gov/mde](http://www.Michigan.gov/mde)

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### Applying for a license or ID? You will need the documents listed below.

**To ensure your application process is as smooth as possible, remember:**

- Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at [www.michigan.gov/dss](http://www.michigan.gov/dss) or call the Department of State Information Center at 800-255-4624 (T2-4624).
- Your first and last name and date of birth on your birth certificate and identification documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.
- A second document from group #2 may also be accepted as proof of identity.
  - Foreign documents must be translated.
  - Documents must be original or copies certified with a raised seal or stamp. Faded or photocopied documents will NOT be accepted.
- Foreign driver's licenses are proof of driving experience only. English translations must be provided if you do not have an International Driving Permit.
  - Documents are subject to departmental review and may require more than one day for approval. Additional information may be required. The department may retain images or copies of documents presented.

<h4>1 Your Social Security number or letter of ineligibility</h4> <p>Present a CDL if you are not an immigrant to a valid Social Security number or ineligibility.</p> <ul style="list-style-type: none"> <li>Valid Social Security card</li> <li>2 Form</li> <li>SA 1089 form or non-SA 1089 form</li> <li>Fee with copying your name and Social Security number.</li> <li>SA-1616 letter of ineligibility from the Social Security Administration. Upload this document with USCIS documents that show non-work authorized status.</li> </ul> <p><small>Note: If you are unable to provide one of the above documents as proof of your Social Security number, other documents that show your Social Security number may be presented but require review by the branch manager. Social Security number information will be verified. You may be required to correct your information with the Social Security Administration before your driver's license or ID card application can be processed.</small></p>	<h4>2 Legal presence</h4> <p>Present at least <b>ONE</b> of any of the documents from this column:</p> <ul style="list-style-type: none"> <li>Valid, unexpired U.S. passport or passport card</li> <li>Certified birth certificate with apostle or sealed and issued by a government unit of the U.S. or U.S. territory or possession office.</li> <li>Enhanced Michigan Driver's License or ID card.</li> <li>Consular Report of Birth Abroad issued by the U.S. Department of State (PS-200, PS-153 or PS-545).</li> </ul> <p><small>The following documents are subject to verification using the Information and Verification for Employment System (IVES). Approval may take longer than one day.</small></p> <ul style="list-style-type: none"> <li>Valid, unexpired Permanent Resident Card (I-551)</li> <li>Certificate of Naturalization (N-550, N-570 or N-578)</li> <li>Valid, unexpired foreign passport and U.S. Visa with H79 stamp or I-94 form.                     <ul style="list-style-type: none"> <li>H and M visas are not accepted.</li> <li>H visa holders must present a DS-3025 form.</li> </ul> </li> <li>Valid, unexpired Employment Authorization Card (I-766) presented with foreign passport and entry stamp.</li> </ul> <p><small>Note: If you do not have any of the above documents, other USCIS documents may be presented but require</small></p>	<h4>3 Identity verification</h4> <p>Present original documents to establish identity. <b>Identical third-party documents may be required.</b></p> <ul style="list-style-type: none"> <li>Valid U.S. state, U.S. territory, or Canadian driver's license or ID card. License or ID card expired for less than four years will be accepted.</li> <li>Marijuana license issued in the U.S.</li> <li>Domestic license issued in the U.S.</li> <li>U.S. court order for a name change.</li> <li>Employee photo ID issued by a federal or Michigan government agency.</li> <li>U.S. Customs and Border Protection Travel Document (Sailor Entry, DS70 or DS700).</li> <li>U.S. military ID card with photo (DD-2, DD-1379 or DD-CARD).</li> <li>U.S. military discharge or separation documents, such as a DD-214.</li> <li>That your ID card from a federally recognized Native American tribe.</li> <li>Michigan Department of Corrections prisoner ID card. (This document requires verification, which must occur within one day.)</li> <li>Michigan driver education certificate. (For applicants age 18 and younger.)</li> <li>Government issued adoption record.</li> <li>U.S. school records (School ID cards with name record of attendance).</li> <li>Real estate, diploma, transcript, yearbook, or other document to verify age 18 and date that has one of the above with them, a parent or guardian who present their own ID, license or ID card and sign for the form.</li> </ul> <p><small>Note: Identity verification may also be met if two of the following documents are presented: Foreign passport, I-96, Employment Authorization Card, Refugee Travel Document I-571 or immigrant visa. Valid, unexpired U.S. passport or passport card can serve as both proof of legal presence and identity.</small></p> <p><small>Note: If none of the documents listed show one available, other identity documents may be</small></p>	<h4>4 Proof of Michigan residency</h4> <p>Present at least <b>THREE</b> documents with your name and Michigan residence address.</p> <ul style="list-style-type: none"> <li>Utility bills or credit card statements within the last 90 days. (Electronic copies are acceptable.)</li> <li>Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.)</li> <li>Michigan high school, college or university report card or transcript.</li> <li>Marriage, lease or rental agreement, lease and rental agreements must include the landlord's telephone number.)</li> <li>Payroll or earnings statement issued with the name and address of the employer.</li> <li>Life, health, auto or home insurance policy.</li> <li>Federal, state or local government documents, such as receipts, licenses or accessories.</li> <li>Michigan title and registration. (The registration must show current residential address.)</li> <li>Other documents containing your name and address may be accepted with manager approval.</li> </ul> <p><small>Note: Michigan ID Issues are not acceptable residence or address.</small></p> <p><b>Documents needed:</b></p> <table border="0"> <tr><td>1. _____</td></tr> <tr><td>2. _____</td></tr> <tr><td>3. _____</td></tr> <tr><td>4. _____</td></tr> <tr><td>5. _____</td></tr> </table>	1. _____	2. _____	3. _____	4. _____	5. _____
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## Proof of Legal Presence

- All States are now required to capture electronic verification of legal presence per Federal requirements.
- Proof of legal presence does not need to be provided at subsequent renewals or upgrades once this information has been captured and notated on the driving record.
- There is an exception for Hazardous applicants who are required to provide this proof at every renewal.

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## Legal Presence Documents Part II

- Bring one of the documents listed below:
  - Certified birth certificate issued by a U.S. state, county or city
  - U.S. Passport or U.S. Passport Card
- If you were born outside of the U.S.:
  - Certificate of U.S. Citizenship
  - Certificate of U.S. Naturalization
  - Permanent Resident Card
  - Employment Authorization Card
- Check [www.michigan.gov/CDL](http://www.michigan.gov/CDL) for additional documents

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### Legal Presence Documents Part III

- Your first and last name and date of birth on your legal presence and identity documents should match.
- If your current or legal name is different from the name on your birth certificate or legal presence document, you must show proof of the name change, such as on a original marriage certificate, divorce degree or court order.

10

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### Skills Test

- Retain CLP for 14 Days Prior to Skills Test
- Schedule Two Business Days in Advance
- "Banked" Test Segments



11

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### Self-Certification of Commercial Driving Types

**Non-Excepted Interstate**

- Crosses state lines
- Medical Certificate required
- Must submit certificate to the Secretary of State



**Excepted Interstate**

- Crosses state lines
- Exempt from Medical Certificate requirements

12

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### Self-Certification of Commercial Driving Types II

**Non-Excepted Intrastate**

- Operated inside Michigan Only
- Medical Certificate Required
- Must carry Medical Certificate when driving
- Does **NOT** submit Medical Certificate to the Secretary of State
- Requires K- Restriction (CDL Intrastate Only)

**Excepted Intrastate**

- Operates inside Michigan only
- Exempt from Medical Certificate Requirements
- Requires K- Restriction (CDL Intrastate Only)



13

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**NATIONAL  
REGISTRY**  
OF CERTIFIED  
MEDICAL EXAMINERS  
[nationalregistry.fmcsa.dot.gov](http://nationalregistry.fmcsa.dot.gov)



<https://nationalregistry.fmcsa.dot.gov>

14

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### Form MCSA-5876

\*The only certificate accepted if issued on or after April 20<sup>th</sup>, 2016\*

Medical Examiner's Certificate

Medical Examiner's Organization: \_\_\_\_\_ Medical Examiner's Signature Number: \_\_\_\_\_ Date Certificate Issued: \_\_\_\_\_

Medical Examiner's Name (print name or title): \_\_\_\_\_  MD  Physician Assistant  Licensed Nurse Practitioner

Medical Examiner's Organization, Certificate, or Registration Number: \_\_\_\_\_  NRE  Registered Nurse  Other (provide below): \_\_\_\_\_

Medical Examiner's Signature: \_\_\_\_\_ State/Country Number: \_\_\_\_\_ Issuing State/Province: \_\_\_\_\_

Driver's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_ GP/ST: Applicant/Holder

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**Medical Examiner's Certificate Radio Boxes and Restrictions**

- Michigan school bus operators should receive a Medical Examiners Certificate with the 1<sup>st</sup> radio box checked.
- Michigan school bus operators will only receive a medical certificate with the 2<sup>nd</sup> radio box marked if they qualify only when accompanied by a Michigan State Police (MSP) issued diabetes waiver/variance card.
- Accompanied by "Diabetes" Waiver/Exemption will be written in the restriction field.

16

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**Medical Examiner's Certificate Radio Boxes and Restrictions**

- Michigan does not recognize any school bus operation exemptions other than diabetes.
- Michigan school bus drivers who are operating under the Department of Education insulin grandfather cards or "Blue Cards", will also have the 2<sup>nd</sup> radio box marked as they are only valid to operate Intrastate. The very last restriction "Grandfathered from state requirements" is appropriate.

17

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**Medical Examiner's Certificate Radio Boxes and Restrictions**

- If a driver submits a Medical Examiners Certificate and the 2<sup>nd</sup> box is marked and they do not possess a diabetes waiver or Dept. of Education blue card, this means the examiner marked the box incorrectly.
  - Drivers in these cases will need to return to the Medical Examiner and request a corrected certificate with the 1<sup>st</sup> box marked since they qualify without any type of state waiver/variance.
- FMCSA is reaching out to ME's regarding the use of the 2<sup>nd</sup> box to eliminate the confusion.

18

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### Fraudulent Testing Preventatives

- Stronger Stand Against Cheating
- Written or Skills Tests
- Denied License for 60 Days
- Posted to Driving Record
- One Type of Test per Day

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### New Restriction Codes

- Appear on CLPs and Full CDLs
- Placed by Skills Test Examiners Electronically

**P K M O Z**  
**X E N V L**

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### **P** – No Passengers in CMV Bus

**IF...**

Driver has CLP with (P) Passenger Endorsement

or


(S) School Bus Endorsement

**THEN...**

(P) Restriction Required on CLP

and

Other passengers prohibited in vehicle (some exceptions)




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## K – Intrastate Only

**IF...**  
Driver certifies travel is Intrastate only

**THEN...**  
(K) CDL Restriction Required  
*and*  
May not operate CMV in Interstate Commerce



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## K - Intrastate Only

**Displays on Face of Photo License**

- Changes will Require
  - ✓ Branch Visit
  - ✓ Corrected License Application
  - ✓ Applicable Fees

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## E - No Manual Transmission

**IF...**  
Skills test is performed with automatic transmission

**THEN...**  
(E) CDL restriction required  
*and*  
Shall not drive CMV with manual transmission



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**M - No Class A Passenger Vehicle**

**IF...**  
Driver applies for (P) Passenger Endorsement  
*and*  
Performs Skills Test in Class B Passenger Vehicle

**THEN...**  
(M) CDL Restriction Required  
*and*  
May not operate Class A Passenger Vehicles

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**N - No Class A and B Passenger Vehicle**

**IF...**  
Driver applies for (P) Passenger Endorsement  
*and*  
Performs Skills Test in Class C Passenger Vehicle



**THEN...**  
(N) Restriction Code Required on CDL  
*and*  
Driver cannot operate Class A or Class B Passenger Vehicles

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**V - CDL Medical Variance**

**IF...**  
The State is notified by the FMCSA that a medical variance has been issued to the driver

**THEN...**  
The State must indicate using a restriction code "V" that there is information about the medical variance on the CDL record

27

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**Z - No Full Air Equipped CMV**  
**IF...**  
Applicant passes Air Brake Knowledge Test  
*and*  
Performs Skills Test in CMV with Partial Air Brakes

**THEN...**  
(Z) CDL Restriction Required  
*and*  
Driver cannot operate CMV with Full Air Brakes

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**L - No Air Brake Equipped CMV**  
**IF...**  
Applicant does not take or fails Air Brake Knowledge Test  
*or*  
Performs Skills Test with no air brakes

**THEN...**  
(L) Restriction Code Required on CDL  
*and*  
Driver cannot operate any CMV with air brakes

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**Licensing Fees**

OPERATOR	STANDARD	ENHANCED
Original	\$25	\$45
Renewal	\$18	\$38
Duplicate	\$9	\$24
Correction	\$9	\$24
Late Renewal	\$7	\$45
<b>CHAUFFEUR</b>		
Original	\$35	\$50
Renewal	\$35	\$43
Duplicate	\$18	\$33
Correction	\$18	\$33
Late Renewal		\$50
<b>CDL AND GROUP DESIGNATION</b>		<i>*To Add or Renew a CDL Designation or Endorsement [These fees apply to the enhanced license fees above]*</i>
Original	\$25	\$25
Renewal	\$25	\$25
Group Endorsement	\$5 each	\$5 each

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### Driving Record Subscription Service

- Provides an organization with the driving record or Motor Vehicle Report (MVR) of their employees on an annual basis; or whenever there are any violations, restrictions, suspensions, or revocations posted to the record.
- E-mail [commercialservices@Michigan.gov](mailto:commercialservices@Michigan.gov) for information on how to sign up.
- This MVR report must be maintained in the motor carrier's driver qualification file for each CDL licensed driver (Federal regulations 49 CFR 391.51(b)(7)(ii)).

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### Real ID

- Beginning Oct. 1, 2020, Michigan residents will need to present a REAL ID-compliant document to fly within the United States and enter certain federal facilities under federal law.
- CDL holders that have already had their legal presence documents verified by the Department of State automatically qualify for a Real ID.
- Visit our website at [www.Michigan.gov](http://www.Michigan.gov) and type "Real ID" in the search box for more information.
- An Enhanced Driver License or Passport will still be needed when crossing the U.S border.

32

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### Upcoming Changes

National Medical Registry II

- Doctors will upload medical information to federal site – no paper – should not impact
- Scheduled for 2018
- Possible extension



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## Upcoming Changes

**Entry Level Driver Training**  
Effective Feb, 2020

- Minimum Training Standards
  - First Time CDL Applicants and Upgrades
  - Class Time
  - Behind the wheel
  - Michigan is currently working on training curriculum

Final Rule At [www.fmcsa.dot.gov/registration/Commercial-drivers-license/eldt](http://www.fmcsa.dot.gov/registration/Commercial-drivers-license/eldt)

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 **Department of State**  
Ruth Johnson, Secretary of State

## Upcoming Changes

**Drug and Alcohol Clearing House**

Effective Date: January 4<sup>th</sup>, 2017,  
Compliance Date: January 6, 2020

- Establishes a database containing FMCSA drug and alcohol testing violations for CDL holders
  - Must be used by employers to check for violations on current and new employees
  - Must be checked by licensing agencies at the time of issuance and renewal or upgrade

Check AAMVA Legislative and Regulatory Alert for more information

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 **Department of State**  
Ruth Johnson, Secretary of State

## FAQs

**Q. Does the Department of State need the new skills test certificate for a driver returning from a medical leave as a result of a surgery?**

*A. No, the Department of State does not need the certificate. Under the Pupil Transportation Act, only the employer is required to make sure the driver is tested after becoming disqualified from operating a commercial motor vehicle.*

**Q. Does our mechanic need a "S" endorsement to test our bus after maintenance?**

*A. No, mechanics are only required to have a "P" endorsement as they are not operating a school bus with students on board.*

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 **Department of State**  
Ruth Johnson, Secretary of State

## FAQs

**Q. Can our employee drive our school bus alone to a road skills test while only having a commercial learners permit?**

*A. No, only a driver who holds a full privileged commercial license may operate a CMV without another licensed CDL holder with the appropriate class in the vehicle.*

**Q. Are we required to update our drivers new medical certificate with the Department of State?**

*A. No, it is the driver's responsibility to make sure they have a valid medical certificate on file with the Department of State at all times if certified to the Non-Excepted Interstate category.*

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 **Department of State**  
Ruth Johnson, Secretary of State

## Contact Information

CDL Help Desk  
517-322-5555  
[cdlhelpdesk@michigan.gov](mailto:cdlhelpdesk@michigan.gov)

Michigan Department of State Website  
[www.michigan.gov/sos](http://www.michigan.gov/sos)

Driver Testing Section  
517-241-6850  
[Drivered@Michigan.gov](mailto:Drivered@Michigan.gov)

Inventory Services Section (CDL Manuals)  
517-316-1621  
[SOSInvControl@michigan.gov](mailto:SOSInvControl@michigan.gov)

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**Mac's Interview  
with  
Ryan Smith,  
Michigan DoS**

1/26/18 2016-18 Trans Supers CEP Interview  
Questions & Answers 1

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**Ryan Smith, MDoS, Interview Q&A**

**Q1:** *You covered a broad range of topics and information. If transportation supervisors have additional questions or need specific information, whom would they contact and how may they do it?*

**A1:** *The Michigan Department of State (MDOS) has an entire unit of highly trained staff who are well versed in matters pertaining to a commercial driver license. Supervisors are encouraged to contact the CDL Help Desk at 517-322-5555 between the hours of 8:00-5:00 M-F and Wednesday until 7:00pm with any questions they may have. This is a public number but its only used for specialized CDL questions. The wait times are minimal compared to the main Department of State hotline. You may also email any questions to [cdlhelpdesk@michigan.gov](mailto:cdlhelpdesk@michigan.gov) where our staff will typically respond within 24 hours.*

1/26/18 2016-18 Trans Supers CEP Interview  
Questions & Answers 2

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**Ryan Smith, MDoS, Interview Q&A**

- **Q2:** *When drivers and or supervisors go to a SOS branch office for a license-related activity, what documents should they take with them?*
- **A2:** *The required documents may vary depending on the type of transaction the applicant wishes to complete. The most common documents customers should be prepared to provide are:*
  - Current Photo ID
  - Valid Birth Certificate or U.S. Passport
  - Marriage License, Divorce Decree or Court Order showing a name change
  - Social Security Card
  - DOT Medical Examiners Certificate
  - Two pieces of non-junk mail that shows your Michigan address.
- *Drivers may also contact the CDL Help Desk to find out what documents will be required for their transaction prior to visiting the branch office.*

1/26/18 2016-18 Trans Supers CEP Interview  
Questions & Answers 3

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**Ryan Smith, MDoS, Interview Q&A**

- **Q3:** *Determining how a school bus driver identifies his or her medical self-certification can be confusing. I have a three-part question.*
- **Q3a:** *What is the difference between INTRA- and INTER-state licenses?*
- **A3a:** *Intrastate is for commercial driving that only takes place inside the state where a commercial license has been issued and will also require a "K" restriction.*
- **Interstate** *is for any commercial driving where the load or passengers will be crossing state lines for ANY period of time.*

1/26/18 2016-18 Trans Supers CEP Interview Questions & Answers 4

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**Ryan Smith, MDoS, Interview Q&A**

- **Q3b:** *Which groups of school bus drivers can receive only INTRA-state licenses?*
- **A3b1:** *School bus drivers who have been issued a diabetes waiver by the Michigan State police or hold a Grandfather "Blue" card may only certify as Intrastate as these waivers are only valid inside the State of Michigan.*
- **A3b2:** *Commercial motor vehicle operators (school bus drivers) 18-20 years of age*

1/26/18 2016-18 Trans Supers CEP Interview Questions & Answers 5

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**Ryan Smith, MDoS, Interview Q&A**

- **Q3c:** *Why should fleet a manager talk with a driver before he or she declares a medical self-certification?*
- **A3c:** *Its very important to remember that even though your district may be paying for the training and licensing, in the end the license belongs to the driver. A commercial license will allow the holder to drive for purposes other than during their employment with you. It's a good idea to talk with the driver and explain that though they may never need to cross state lines when driving the school bus, they may need to self-certify as Interstate if they cross state lines commercially for different employment purposes. Also, keep in mind that if your drivers are taking passengers on field trips out of state, they will need to be certified as Interstate when doing so.*

1/26/18 2016-18 Trans Supers CEP Interview Questions & Answers 6

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**Ryan Smith, MDoS, Interview Q&A**

- **Q4:** *School bus drivers must comply with many regulations and standards. I have two questions.*
- **Q4a:** *What is the difference between driver license regulations and driver performance standards?*
- **A4a:** *Driver license regulations are the group of laws set by the Federal government and individual states that pertain to the issuance of a CDL and the driver's eligibility to operate a commercial motor vehicle. These types of regulations are enforced by local/state law-enforcement and the state's licensing agency.*
- *Performance standards are the rules and requirements placed upon the employer of a commercial license holder that requires them to make sure their driver is eligible to operate a commercial motor vehicle.*

1/26/18 2016-18 Trans Supers CEP Interview Questions & Answers 7

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**Ryan Smith, MDoS, Interview Q&A**

- **Q4b:** *What agency oversees driver license, and which oversees driver performance?*
- **A4b:** *In the State of Michigan, the MDOS is the entity that governs the issuance of a commercial driver license using the regulations adopted by the Federal Motor Carrier Safety Administration (FMCSA) and state laws found in the Michigan Vehicle Code.*
- *Performance regulations for school bus drivers are overseen by the Michigan Department of Education and the Michigan Pupil Transportation Act.*

1/26/18 2016-18 Trans Supers CEP Interview Questions & Answers 8

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**Ryan Smith, MDoS, Audience Q&A**

I am now going to open up for questions from transportation supervisors attending the program.

Please come down to one of the microphones at the end of each aisle and ask your question.

1/26/18 2016-18 Trans Supers CEP Interview Questions & Answers 9

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## CDL Drivers: U.S. Citizenship or Legal Presence Documentation Required

### Acceptable Proof of U.S. Citizenship:

Valid, unexpired U.S. passport or passport card

Original or certified copy of birth certificate issued

by a state, county, municipal authority, or outlying possession of the U.S. bearing an official seal.

Consular Report of Birth Abroad issued by the U.S.

Department of State (FS-240, DS-1350, or FS-545)

\*Certificate of Naturalization (N-550, N-570, or N-578)

\*Certificate of U.S. Citizenship (N-560 or N-561)

### Acceptable Proof of Legal Presence for Non-U.S. Citizenship:

\*Valid, unexpired Permanent Resident Card, issued by USCIS or INS (I-551)

\*Foreign passport with Machine Readable Immigrant visa with Temporary I-551 Language

\*Temporary I-551 stamp in valid unexpired Foreign passport or passport card

\*Employment Authorization Card (I-766) (*unexpired*)

\*Refugee Travel Document (I-571) (*valid, unexpired*) with stamped I-94

\*Foreign passport (*unexpired*) with an I-94 Arrival/Departure form

\*Foreign passport (*unexpired*) with an admission stamp and/or U.S. visa

\*Approved U.S. Department of Labor Certification with Foreign Passport (*unexpired*) with a port-of-entry stamp or U.S. visa (*unexpired*)

\*Currently expired USCIS documents accompanied by an I-797 receipt showing a request

in process to extend or adjust status may be accepted if the adjustment or change in status can

be verified by SAVE.

**Documents annotated with a (\*) must be verified in SAVE**

[MDoS - Legal Presence](#)  
[MDoS - CDL Group Designations and Endorsements](#)

***Transporting Pre-School Students  
Legally and Safely***

Ms. Karen Kubiak  
Northeast Michigan  
Community Service Agency

**Transporting Pre-School Students Legally and Safely**

Presented by  
Karen Kubiak

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 1

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**Why is Pre-school so important?**

And why are we transporting Preschoolers on School Buses?

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 2

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**Research Findings**

**High-Quality Pre-K:**  
Short- and long-term benefits for children & communities

- Especially for children living in poverty
- Compared to peers that do not have access to early learning programs

<https://www.wested.org/resources/early-childhood-investment-yields-big-payoff/>

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP

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Benefits of attending High-Quality Preschool		
In Elementary School	In Middle & High School	In Adulthood
<ul style="list-style-type: none"> <li>✓ Reduced readiness gap in Kindergarten</li> <li>✓ Higher math &amp; reading test scores</li> <li>✓ Greater language abilities</li> <li>✓ Less grade retention</li> <li>✓ Less need for special education &amp; remedial work</li> <li>✓ Improved nutrition &amp; health</li> <li>✓ Lower rate of child abuse &amp; neglect</li> </ul>	<ul style="list-style-type: none"> <li>✓ Lower teen pregnancy &amp; parenting rates</li> <li>✓ Higher math &amp; reading test scores</li> <li>✓ Lower dropout rates</li> <li>✓ Higher high school graduation rates</li> <li>✓ Lower rates of alcohol &amp; drug use</li> <li>✓ Fewer criminal acts</li> <li>✓ Lower incarceration rates</li> </ul>	<ul style="list-style-type: none"> <li>✓ Higher level of educational attainment</li> <li>✓ Higher rates of full-time employment</li> <li>✓ Higher earning rates</li> <li>✓ Increased tax base</li> <li>✓ Less dependence on welfare</li> <li>✓ Lower rates of alcohol &amp; drug use</li> <li>✓ Fewer criminal acts</li> <li>✓ Lower incarceration rates</li> </ul>

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## High Quality

- Simply investing in pre-K slots does not guarantee high individual and economic payouts
- Must meet high standards
- Demonstrate practices proven to positively affect children’s development and school success

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 5

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## High Quality

Michigan programs cost-free to eligible families:

State funded GSRP

Federally funded Head Start

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 6

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## Bad News

- 18% of Michigan’s kids subjected to 2 or more adverse childhood experiences, such as
  - Witnessing domestic abuse
  - Poverty
  - Living with adults who are substance abusers
  - More . . .

Research shows these experiences can have big impact on development of social-emotional skills, educational attainment, employment, earnings.

3/1/18 to 9/30/18 National Survey of Children’s Health  
2018 Transportation Supervisors CEP 10

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## Funding History

# Head Start



<https://eclkc.ohs.acf.hhs.gov/about-us/news/head-start-timeline>

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 11

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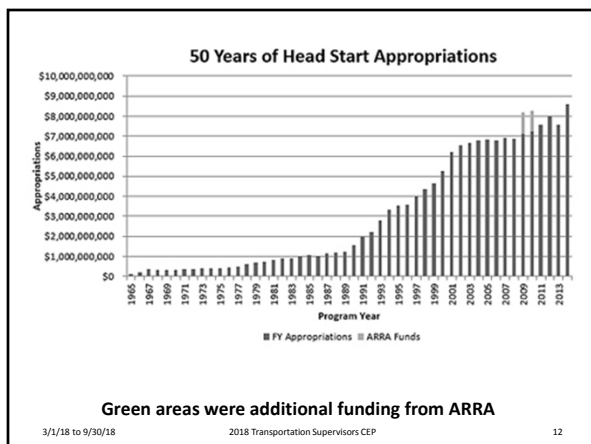
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**Head Start History** 

- 1964: President Johnson “War on Poverty”
- 1965: Project Head Start launched – 8 week summer program serving 560,000 children and families
- 1965-66: Based on success, funded for full school year
- 1967: Established Parent & Child Centers demonstration project, offering HS services to families with children birth to 3. Became Early Head Start, first funded in 1995
- 1968: Migrant Head Start began

**President Johnson 1964 - 1968**

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 13

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**Head Start History** 

- 1972: Expanded HS program opportunities for children with disabilities.
- 1973: Home Start 3-year demonstration program began to provide HS services to children & families in their homes. Became permanent program option called “Home Based”

**President Nixon 1969 - 1973**

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 14

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**Head Start History** 

- 1975: 10<sup>th</sup> Anniversary, first HS Performance Standards published with detail guidelines for serving children 3 to 5.
- 1978: Funding increase for first expansion
- 1979: Congress reauthorizes HS for 5 years, allows 20% funding increase each year in # of children & families served

**President Ford 1974 - 1976**  
**President Carter 1977 - 1980**

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 15

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**Head Start History** 

- 1982: Congress authorizes \$125M funding increase, adding 9,500 enrollment slots. Funded enrollment reaches 395,800 slots.
- 1984: Congress reauthorizes HS through FY 1986; second expansion, budget exceeds \$1B, number of children served since 1965 reaches 9,144,990
- 1985: 20<sup>th</sup> Anniversary
- 1986: HS reauthorized through FY 1990; low salaries get national attention
- 1988: Congress recognized important role of teachers & staff in lives of children and families they serve; appropriated \$50M+ for salary improvements

3/1/18 to 9/30/18 **President Reagan. 1981 - 1988** 16

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**Head Start History** 

- 1989: Congress appropriates \$50M for quality improvement
- 1990: HS Expansion & Quality Improvement Act, largest single funding increase in HS history.
- 1992 Funding increase of \$600 M to extend services to another 180,000 children & families; Head Start Improvement Act, Services to homeless children 3-year demonstration project.

3/1/18 to 9/30/18 **President Bush Sr. 1989 - 1992** 17

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**Head Start History** 

- 1994: Landmark Head Start reauthorization, creation of Early Head Start establishing services for pregnant women, infants and toddlers, expanded HS, requires revised PS. FY1995 appropriation \$3.53 B, services for 752,000 children
- 1995 First EHS grants awarded to 68 new programs; Fatherhood initiatives
- 1996: small FY1996 funding increase when most social service programs received drastic funding cuts.
- 1998: HS Performance Standards revised; Head Start Improvement Act passed; funding increases FY 1997 \$411M, FY1998 \$374M during era of level and reduced funding.
- 1999: Appropriated funding increase FY1999 \$311M, FY 2000 \$608M
- 2000: HS celebrates 35<sup>th</sup> Anniversary

3/1/18 to 9/30/18 **President Clinton. 1993 - 2000** 18

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**2001: HS issues nation's first official regulation of transportation of preschool children.**  
**Published 1/18/01 with full implementation 1/18/06**



- Head Start Transportation final rule
- Requires grantees to use either "school buses" or "allowable alternate vehicles"
- Ensure children are seated in height & weight appropriate child restraint systems
- Requires bus monitors
- Operator qualifications & training requirements
- Vehicle & pedestrian safety training for parents and children
- How to transport children with disabilities

3/1/18 to 9/30/18 **President Bush 2001 - 2008** 19

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**Allowable Alternate Vehicle (AAV)**

- Designed to carry 11 or more people including the driver
- Meets all Federal Motor Vehicle Safety Standards applicable to school buses except:
  - 49CFR 571.108: Lamps, Reflective Devices, and Associated Equipment
  - 49 CFR 571.131: School Pedestrian Safety Devices

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1305-2-terms>

<https://eclkc.ohs.acf.hhs.gov/transportation/article/school-bus-classifications>

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 20

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**Head Start History**



- 2002:
  - *Good Start, Grow Smart Program* to strengthen HS, Partner with States to improve Early Childhood Education, provide info to Teachers, Caregivers, and parents.
  - DHHS implemented national program to train 50,000 HS teacher in early literacy teaching techniques.
- 2003: Implementation of HS National Reporting System (NRS) and HS Child Outcomes Framework
- 2004: launch of pilot initiative *I AM Moving, I Am Learning (IM/IL)* to address childhood obesity
- 2005: 40<sup>th</sup> Anniversary

3/1/18 to 9/30/18 **President Bush 2001 - 2008** 21

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**2006: Waiver Option for Child Restraints and Bus Monitors**



- New regs were to take effect 1/18/06
- 12/30/05 Labor-HHS-Education bill signed
  - Extension granted until 6/30/06
  - Waiver option for child restraints & monitors
- 10/4/06 final rule published effective 11/1/06
- Expected most waivers requested to allow grantee to continue collaborative transportation arrangement, such as on school buses

**President Bush 2001 - 2008**

3/1/18 to 9/30/18

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**Head Start History**



- 2006:
  - Launch of Early Childhood Learning and Knowledge Center (ECLKC) website  
[eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)
  - \$4M funding opportunity to increase EHS services
- 2007: Improving Head Start for School Readiness Act
- 2008: Funding of HS higher education partnerships to support staff in attaining required degrees

**President Bush 2001 - 2008**

3/1/18 to 9/30/18

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**Head Start History**



- 2009:
  - American Recovery & Reinvestment Act (ARRA) provided \$2.1B to expand enrollment for 61,000+ children and families, quality improvement.
  - Classroom Assessment Scoring System (CLASS) becomes widespread
- 2010
  - National Centers on Training & Technical Assistance – 6 centers funded.
  - Early Learning Mentor & Coach grants awarded to improve staff qualifications & training.
- 2011
  - Designation Renewal System (DRS): HS Performance Standards amended to add \$1307 to improve quality by holding programs accountable for their performance, through competition. Grantees not meeting certain quality benchmarks compete for renewed funding and converts all continuous HS grants to five year grants by 2015
  - Parent, Family and Community Engagement (PFCE) Framework released

**President Obama 2009 - 2015**

3/1/18 to 9/30/18

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### Head Start History

- 2013
  - President’s Early Learning Initiative proposed series of new investments to establish continuum of high-quality early learning from birth to age 5, including preschool for all, funding for EHS-Child Care partnerships, and expanding home visiting program.
  - Sequestration – biggest funding cut in HS history – 5.27%, loss of 57,000 children/slots. Congress restored full funding in 2014.
- 2014 Early Head Start-Child Care (EHS-CC) Partnership Grants – Congress appropriated \$500M
- 2015
  - 50<sup>th</sup> Anniversary
  - President’s budget proposed to support all HS programs to operate for full school day and full school year, based on evidence from research strongly pointing to importance of full-day programs.

3/1/18 to 9/30/18 **President Obama 2009 - 2015** 25

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### Head Start History



3/1/18 to 9/30/18 **President Trump 2016 - ????** 26

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### Funding History



3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 27

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Fiscal Year	Funding	Slots	Change
1985 - 1986	\$1,000,000	694	
1989 - 1990	\$21,500,000	9,550	
1992 - 1993	\$32,917,700	13,164	
2012 - 2013	\$109,275,00	32,139	
2013 - 2014	\$174,275,000	48,075	+65,002,400 + 59.5%
2014 - 2015	\$239,275,000 Includes \$10 Million for transportation	63,248	+\$65,000,000
2015 - 2016	\$243,600,000 Includes \$10 Million for transportation	64,441	+4,325,000
2016 - 2017	\$243,600,000 Includes \$10 Million for transportation	64,441	

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## GSRP History

2013 – 2014 - \$65 Million increase

- Allowed at least 10,000 more low- and moderate- income 4-year-olds to attend high-quality, publicly funded preschool
- Biggest \$ expansion in the nation that year
- 4<sup>th</sup> largest % increase in nation
- \$40 Million to enroll more children immediately
- \$25 Million to enroll more as program geared up
- Increase per-student allotment from \$3,400 to \$3,625

3/1/18 to 9/30/18
2018 Transportation Supervisors CEP
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## GSRP History

Two factors kept many low-income families from taking advantage of program in past:

- Half-day: parents couldn't take time off work to pick them up
- No transportation: before expansion, few districts provided transportation

Providing transportation eliminated another roadblock many low-income families faced to enrollment

Beginning in 2014 – 2015 Additional \$65M including \$10M/year for GSRP Transportation

3/1/18 to 9/30/18
2018 Transportation Supervisors CEP
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**Michigan 2017**

**Governor Snyder's 21<sup>st</sup> Century  
Education Commission:**

**Study recommends universal access to  
preschool for all 4-year-olds, not just  
disadvantaged and poor ones**

<http://www.freep.com/story/news/local/michigan/2017/03/10/snyder-education-panel-free-preschool/99002926/>

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      31

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**Transporting Preschoolers  
is not going away**



**Likely it will expand**

**We need to do it safely for these young passengers.**

**To do that we must understand their physical and cognitive  
developmental levels and not treat them like older children.**

**Federal and state requirements for transporting preschoolers are  
in place for a reason: safety.**

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      32

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**Service Providers**

**Public School Buses**



**Public Transit Buses**



3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      33

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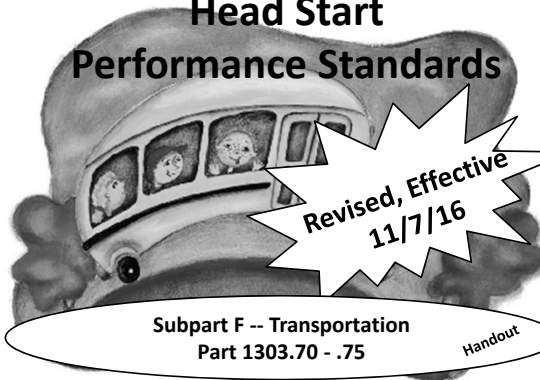
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**Head Start  
Performance Standards**



**Revised, Effective  
11/7/16**

**Subpart F -- Transportation  
Part 1303.70 - .75**

*Handout*

<https://eclkc.ohs.acf.hhs.gov/policy>

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 34

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**Head Start Act**

**Improving Head Start  
School Readiness Act of 2007**

- ❖ Reauthorized Head Start program
- ❖ Significant revisions to previous HS Act

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 35

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**New Head Start  
Program Performance Standards**

- ❖ Define minimum requirements and standards for Head Start and Early Head Start Services
- ❖ First holistic revision and complete reorganization since originally published in 1975
- ❖ Partial revision in 1998
- ❖ Effective starting November 2016 with additional compliance time for specific provisions

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-16-04>

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 36

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<b>Transportation – Subpart F</b>	
1303.70	Purpose
1303.71	Vehicles
1303.72	Vehicle operation
1303.73	Trip routing
1303.74	Safety procedures
1303.75	Children with disabilities
1302.47	Safety Practices
1305.2	Terms

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 37

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**1303.70 Purpose**

(a) Applicability

- Applies whether transportation provided on agency owned/leased vehicles or through arrangement with private or public provider

(b) Providing services

- Must make reasonable efforts to coordinate with other human service agencies to
  - Control costs
  - Improve quality & availability of services

(c) Waiver

- Agency may request waiver for specific provisions if would
  - create safety hazard
  - Results in significant disruption to program
  - Is in best interests of children involved.
- Cannot waive any FMVSS requirements

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 38

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**1303.71 Vehicles**

(a) Requires use of school buses or allowable alternative vehicles

- Equipped for use of height- and weight-appropriate child restraint systems
- Have reverse beepers

(b) Emergency equipment

- Emergency communication system
- Emergency safety equipment including seat belt cutter, charged fire extinguisher, first aid kit

(c) Auxiliary seating

- Built in by Mfg, Maintained, Inspected annually

(d) Child restraint systems – equipped as defined in part 1305

(e) New vehicle inspection

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 39

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**1305.2 Terms – Child Restraint System**

Means any device designed to restrain, seat, or position children that meets current requirements of FMVSS 213, Child Restraint Systems 49 CFR 571.213 for children in weight category established under the regulation,

or any device designed to restrain, seat, or position children,

other than a Type I seat belt as defined at 49 CFR 571.209, for children not in weight category currently established by 49 CFR 571.213

3/1/18 to 9/30/18

2018 Transportation Supervisors CEP

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**Child Safety Restraint Systems**

**Integrated**



Integrated seats can have passengers in seat behind.

3/1/18 to 9/30/18

**Vests / Cam Wrap Systems**



Cam-Wrap type seats require seat behind be left empty.

Every car seat has an expiration date, including Cam-Wrap type seats used on buses.

2018 Transportation Supervisors CEP

41

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**Child Safety Restraint Systems (CSRS)**

Who buckles and unbuckles the child, adjusts straps for different size children with or without bulky outerwear?

- Some children's fine motor skills and finger/hand muscles are not developed enough yet to buckle/unbuckle themselves
- What about the 'crotch' strap?

Length of stop – red light vs hazard light?

3/1/18 to 9/30/18

2018 Transportation Supervisors CEP

42

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**Seating & Child Management**

- Preferable to seat in first row or two behind driver
- Seat with older siblings
- Identify and provide older students as 'seat buddies'
- Build relationships

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      43

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**1303.72 Vehicle Operation**

(a) Safety

1. Each child in child restraint system appropriate for child's age, height, and weight
2. Baggage/other items in passenger compartment properly stored & secured; aisles clear, emergency exits unobstructed.
3. Up-to-date child rosters & lists of adults each child authorized to be released to, including alternates in case of emergency; no child left behind on vehicle at end of route.
4. At least one bus monitor on board with add'l provided as necessary

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      44

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**1303.72 Vehicle Operation**

(b) Driver qualifications

1. Have CDL for class operating
2. Meet physical, mental, and other requirements necessary to perform job

(c) Driver application review  
(in addition to 1302.90(b) – see handout on background checks – also applies to Bus Monitors)

1. Disclosure of all moving violations, regardless of penalty
2. Check of driving record
3. Check driver qualifies under applicable state or tribal training requirements
4. Medical exam before begins work

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      45

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**1303.72 Vehicle Operation**

(d) Driver training

1. Receives training prior to transporting any enrolled child & refresher training each year
  
2. Training must include classroom & behind-wheel instruction to enable driver to:
  - o Operate vehicle in safe & efficient manner
  - o Safely run fixed route
  - o Administer basic first aid in case of injury
  - o Handle emergency situations including bus evacuation, operate any special equipment (wheelchair lifts, assistance devices, occupant restraints)
  - o Conduct routine maintenance & safety checks of bus
  - o Maintain accurate records as necessary
  - o Must include instruction on transportation services for children with disabilities (topics listed in 1303.75)
  
3. Annual evaluation of each driver of bus used to provide such services must include on-board observation of road performance.

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 46

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**1303.72 Vehicle Operation**

(e) Bus monitor training

- Must occur before begins work
  
- Must include:
  - o Child boarding & exiting procedures
  - o How to use child restraint systems
  - o Completing required paperwork
  - o How to respond to emergencies & evacuation procedures
  - o How to use special equipment
  - o Child pick-up and release procedures,
  - o How to conduct pre- and post-trip bus checks
  
- Bus monitors subject to staff safety training requirements in 1302.47(b)(4)including CPR & first aid

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 47

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**1303.73 Trip Routing**

(a) Program must consider safety of children when plan fixed routes

(b) Program must also ensure:

1. Transit time must not exceed one hour unless no shorter route available or any alternative shorter route is either unsafe or impractical
  
2. Vehicles not loaded beyond max capacity at any time
  
3. Drivers do not back up or make U-turns, except when necessary for safety reasons or because of physical barriers
  
4. Stops located to minimize traffic disruptions & afford driver good view in front & behind bus
  
5. When possible, stops located to eliminate need for children to cross street or highway to board or leave bus
  
6. Either bus monitor or another adult escorts children across street to board or leave bus if curbside pick-up or drop-off impossible
  
7. Drivers use alternate routes in case of hazardous conditions that could affect safety of transported children.

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 48

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**1303.74 Safety Procedures**

(a) Children are taught:

- o Safe riding practices
- o Safety procedures for boarding & leaving bus & crossing street
- o Recognition of danger zones around vehicles
- o Emergency evacuation procedures, including participating in drill conducted on bus child will be riding

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      49

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Safety Education For Parents & Children


## Safe Riding Practices

**SCHOOL BUS RULES**

 Sit on your bottom

 Fasten seat belt

 Keep hands to yourself

 Use inside voice

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      50

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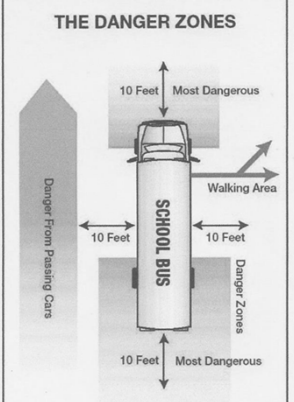
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Safety Education For Parents & Children

## Recognition of danger zones around bus

**THE DANGER ZONES**



10 Feet Most Dangerous

10 Feet Most Dangerous

10 Feet

10 Feet

10 Feet

10 Feet

Walking Area

Danger From Passing Cars

SCHOOL BUS

Danger Zones

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      51

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**1303.74 Safety Procedures**

(b) Program must ensure at least two bus evacuation drills in addition to one required under (a) of this section are conducted during the program year

3/1/18 to 9/30/18

2018 Transportation Supervisors CEP

52

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**Bus Evacuation Drills**

One at beginning of year



Two more during program year

3/1/18 to 9/30/18

2018 Transportation Supervisors CEP

53

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**Emergencies / Bus Evacuation Drills**

Rear Door – Sit & Scoot best for Preschoolers



3/1/18 to 9/30/18

2018 Transportation Supervisors CEP

54

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**1303.75 Children with Disabilities**

(a) Program must ensure buses adapted or designed for transportation of children with disabilities available as necessary

- When possible, children with disabilities must be transported in same buses used to transport other children enrolled in the HS program

(a) Program must ensure special transportation requirements in child's IEP followed, including special

- Pick-up & drop-off requirements
- Seating requirements
- Equipment needs
- Required assistance
- Necessary training for drivers & monitors

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 55

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**Michigan Licensing Rules for Child Care Centers**



**Effective 1/2/14**

**PART 4: Transportation Provisions**

[https://www.michigan.gov/documents/dhs/Child\\_Care\\_Center\\_Rules\\_419095\\_7.pdf](https://www.michigan.gov/documents/dhs/Child_Care_Center_Rules_419095_7.pdf)  
[https://www.michigan.gov/documents/dhs/Center-TA\\_Consultation-Manual-New-Rules-Draft\\_442196\\_7.pdf](https://www.michigan.gov/documents/dhs/Center-TA_Consultation-Manual-New-Rules-Draft_442196_7.pdf)

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 56

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**Transportation Provisions – Part 4**

400.8701 Definitions

400.8710 Transportation

400.8720 All motor vehicles

400.8730 Safety equipment in motor vehicles

400.8740 Manufacturer's rated seating capacity; restraint devices; safety belts

400.8760 Staff/volunteer-to-child ratio and supervision in transit

400.8770 Time limitation on child transit

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 57

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**Definitions**

**Child Passenger Restraint Device**

- Used to restrain child < 65 pounds
- Meets requirements of FMVSS #213
- Meets requirements of child seating systems 49 CFR §571

**Safety Belt**

- Automobile lap belt or lap-shoulder belt combination designed to restrain and protect passenger or driver of vehicle from injury.

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 58

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**Definitions**

**School Transportation**

- Transportation by public, non-public, or private school

**Transportation**

- Conveyance of children by means of a motor vehicle to or from a center and to and from all activities planned for children by or through the center.

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 59

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**400.8710 Transportation**

(1) If transportation other than public transportation or school transportation is provided, contracted, or sponsored by the center, all rules in this part apply.

(2) If public transportation or school transportation is used, then only the following rules apply:

- 400.8760 – Ratios
- 400.8770 – Time limit on child transit
- 400.8149 – Parent permission for transportation

(3) If a parent makes a private arrangement for the transportation of his or her child, not including arrangements made with the center, the rules in this part do not apply.

See Transportation Requirements for Child Care Centers at a Glance  
[http://www.michigan.gov/documents/lara/BCAL\\_PUB\\_789\\_1\\_16\\_512668\\_7.pdf](http://www.michigan.gov/documents/lara/BCAL_PUB_789_1_16_512668_7.pdf)  
 3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 60

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**400.8720 All Motor Vehicles**

- (1) All motor vehicles shall be in safe operating condition
- (2) All, except those in (3) shall be inspected annually by a mechanic
- (3) Multifunction school activity buses and school buses inspected annually by MSP
  - ❖ Copy of inspection kept on file at center

Centers encouraged to maintain record of repairs and routine maintenance with vehicle inspection.

3/1/18 to 9/30/18

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**400.8720 All Motor Vehicles**

- (4) Statement
  - ❖ Verifying all motor vehicles are in compliance with Michigan vehicles code safety equipment requirements
  - ❖ As defined in 1940 PA 300, MCL 257.683 to 257.714b
  - ❖ Shall be kept on file at the center

Self-certifying statement:  
Put on school letterhead, sign, date

3/1/18 to 9/30/18

62

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**Self-Certification of Transportation Provisions for Centers - Michigan**

SELF-CERTIFICATION OF TRANSPORTATION PROVISIONS FOR CENTERS

Michigan Department of Education  
Division of Child Development Services

Center Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**ALL MOTOR VEHICLES**

1. Do all motor vehicles in your center meet Michigan safety standards?  
 Yes  No

2. Do you have a record of all motor vehicles in your center?  
 Yes  No

3. Do you have a record of all motor vehicles in your center?  
 Yes  No

4. Do you have a record of all motor vehicles in your center?  
 Yes  No

5. Do you have a record of all motor vehicles in your center?  
 Yes  No

6. Do you have a record of all motor vehicles in your center?  
 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

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 Yes  No

81. Do you have a record of all motor vehicles in your center?  
 Yes  No

82. Do you have a record of all motor vehicles in your center?  
 Yes  No

83. Do you have a record of all motor vehicles in your center?  
 Yes  No

84. Do you have a record of all motor vehicles in your center?  
 Yes  No

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 Yes  No

86. Do you have a record of all motor vehicles in your center?  
 Yes  No

87. Do you have a record of all motor vehicles in your center?  
 Yes  No

88. Do you have a record of all motor vehicles in your center?  
 Yes  No

89. Do you have a record of all motor vehicles in your center?  
 Yes  No

90. Do you have a record of all motor vehicles in your center?  
 Yes  No

91. Do you have a record of all motor vehicles in your center?  
 Yes  No

92. Do you have a record of all motor vehicles in your center?  
 Yes  No

93. Do you have a record of all motor vehicles in your center?  
 Yes  No

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 Yes  No

95. Do you have a record of all motor vehicles in your center?  
 Yes  No

96. Do you have a record of all motor vehicles in your center?  
 Yes  No

97. Do you have a record of all motor vehicles in your center?  
 Yes  No

98. Do you have a record of all motor vehicles in your center?  
 Yes  No

99. Do you have a record of all motor vehicles in your center?  
 Yes  No

100. Do you have a record of all motor vehicles in your center?  
 Yes  No

[http://www.michigan.gov/documents/lara/BCAI-5044\\_12\\_15\\_fillable\\_508738\\_7.pdf](http://www.michigan.gov/documents/lara/BCAI-5044_12_15_fillable_508738_7.pdf)

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**Self-Certification of Transportation Provisions for Centers – MI & HS**

**SELF-CERTIFICATION OF TRANSPORTATION PROVISIONS FOR CENTERS**  
 Michigan Department of Transportation, Michigan Department of Education and Early Learning  
 Michigan Department of Health and Human Services, Michigan Department of Children & Youth Services  
 Michigan Department of Natural Resources

Center Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
 Address: \_\_\_\_\_

**ALL MOTOR VEHICLES**  
 Base MFLPLM Performance Standard 500.15

1. Are all motor vehicles used for transportation of children and staff properly maintained?  
 2. Are all motor vehicles used for transportation of children and staff properly maintained?  
 3. Are all motor vehicles used for transportation of children and staff properly maintained?  
 4. Are all motor vehicles used for transportation of children and staff properly maintained?  
 5. Are all motor vehicles used for transportation of children and staff properly maintained?  
 6. Are all motor vehicles used for transportation of children and staff properly maintained?  
 7. Are all motor vehicles used for transportation of children and staff properly maintained?  
 8. Are all motor vehicles used for transportation of children and staff properly maintained?  
 9. Are all motor vehicles used for transportation of children and staff properly maintained?  
 10. Are all motor vehicles used for transportation of children and staff properly maintained?

**SAFETY EQUIPMENT AND PROCEDURES**  
 Base MFLPLM Performance Standard 500.15

1. Are all motor vehicles used for transportation of children and staff properly maintained?  
 2. Are all motor vehicles used for transportation of children and staff properly maintained?  
 3. Are all motor vehicles used for transportation of children and staff properly maintained?

**VEHICLE OPERATORS**  
 Base MFLPLM Performance Standard 500.15

1. Are all motor vehicles used for transportation of children and staff properly maintained?  
 2. Are all motor vehicles used for transportation of children and staff properly maintained?  
 3. Are all motor vehicles used for transportation of children and staff properly maintained?

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 64

NEMCSA revision that includes additional federal Head Start requirements

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**Self-Certification of Transportation Provisions for Centers – MI & HS**

**SELF-CERTIFICATION OF TRANSPORTATION PROVISIONS FOR CENTERS**  
 Michigan Department of Transportation, Michigan Department of Education and Early Learning  
 Michigan Department of Health and Human Services, Michigan Department of Children & Youth Services  
 Michigan Department of Natural Resources

Center Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
 Address: \_\_\_\_\_

**ALL MOTOR VEHICLES**  
 Base MFLPLM Performance Standard 500.15

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 10. Are all motor vehicles used for transportation of children and staff properly maintained?

**SAFETY EQUIPMENT AND PROCEDURES**  
 Base MFLPLM Performance Standard 500.15

1. Are all motor vehicles used for transportation of children and staff properly maintained?  
 2. Are all motor vehicles used for transportation of children and staff properly maintained?  
 3. Are all motor vehicles used for transportation of children and staff properly maintained?

**VEHICLE OPERATORS**  
 Base MFLPLM Performance Standard 500.15

1. Are all motor vehicles used for transportation of children and staff properly maintained?  
 2. Are all motor vehicles used for transportation of children and staff properly maintained?  
 3. Are all motor vehicles used for transportation of children and staff properly maintained?

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 65

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**400.8720 All Motor Vehicles**

(5) Vans with seating capacity of 11 or more are prohibited.

(6) Multifunction school activity buses used for transporting children to and from school shall comply with all minimum safety specifications, except color, ID, and alternating flashing lights.

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 66

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**400.8720 All Motor Vehicles**

(7) Motor vehicle seats used by children, staff, and volunteers shall not face sideways

- ❖ Federal law prohibits side-facing seats except in public transit vehicles.

If a public transit bus is used that has side-facing seats, do not seat preschool students or staff in them !

(8) A truck shall not be used to transport children, except in the cab

- ❖ Michigan law prohibits passengers from riding in bed of a truck

(9) There shall be no loose or heavy objects in passenger compartment of any motor vehicle

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 67

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**400.8730 Safety Equipment**

(1) All vehicles used to transport students must have:

- ❖ Three bi-directional reflective triangles properly cased & stored in vehicle
- ❖ First aid kit securely stored in accessible location in driver's compartment

(2) Vehicles with seating capacity >10 must have in the driver's compartment:

- ❖ Three 15-minute fusees (flares) or approved battery operated substitute properly cased
- ❖ Mounted fire extinguisher (at least 2A-10BC) mounted in accessible location in driver's compartment
  - ✓ Has to be inspected & maintained per NFPA-10
  - ✓ Have tag with last inspection date & initials of person who inspected or serviced it

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 68

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**400.8740 Manufacturer's Rated Seating Capacity; Restraint Devices; Safety Belts**

(1) Each child transported shall be seated according to the manufacturer's rated seating capacity and properly restrained by a passenger restraint device as required by sections 710d and 710e of 1949 PA 300, MCL 257.721.d(1) and 257.710e(3) and (4).

(2) Passenger restraint devices as required by subrule (1) of this rule, are not required for children transported on a school bus or a multifunction school activity bus.

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 69

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**Child Safety Restraint Systems (CSRS)**

**Is** any device designed for use in motor vehicle to restrain, seat or position a child who weighs less than 65 pounds.

**Is not** a passenger lap seat belt or lap/shoulder belt

**Are** effective in reducing injury and death when properly used.

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      70

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**400.8740 Manufacturer’s Rated Seating Capacity; Restraint Devices; Safety Belts**

(3) Each restraint device shall be properly anchored to vehicle seat and used according to manufacturer’s specifications.

Prohibited – allowing 2 or more children to share seat belt or restraint device

(4) Driver and adult passengers shall be seated according to Mfg rated seating capacity & properly restrained by safety belts when bus in motion

(5) All safety belts & restraint devices used while transporting children & adults shall be in good working condition.

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      71

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**400.8750 Motor Vehicle Operator**

(1) Drivers transporting children shall:

- (a) Be 18
- (b) Have valid license & appropriate endorsements
- (c) Have personal driving record with not more than 6 active points
- (d) Have proof of valid automobile insurance & registration
- (e) Be familiar with contents of first aid kit
- (f) Be familiar with operation of fire extinguisher

(2) Documents kept on file at center:

- (a) Copy of each driver’s driving record
- (b) [Applies to volunteer drivers]
- (c) Copy of valid driver’s license.

(3) Drivers shall be provided with copy of child information card or comparable substitute for each child being transported in their motor vehicle.

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      72

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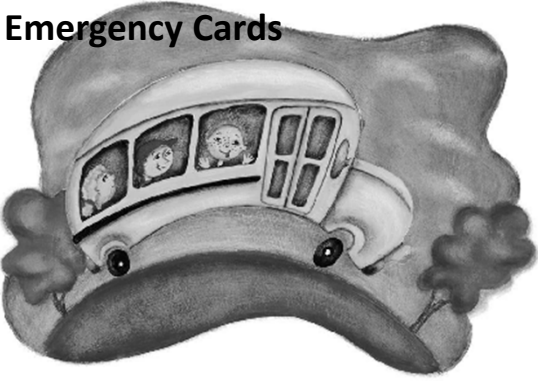
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## Emergency Cards



3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      73

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### Child Information Records (Emergency Cards)

**Must be carried on buses**

**Must be kept up-to-date**

**Recommendation:**  
Add child's picture to bus copy



**CHILD INFORMATION RECORD**  
State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all required information must be provided. If the information is not known or does not apply, indicate "N/A" in the required response. A blank field, although it may be left blank, is not an acceptable response.

Child Information		Date of Birth/Date	
Child's Name	Child's Sex	Child's Date of Birth	Child's Age as of Birth
Parent/Legal Guardian's Name	Parent/Legal Guardian's Phone (Optional)	Parent/Legal Guardian's Name (Optional)	Parent/Legal Guardian's Phone (Optional)
Home Address (If not child's address)	Cell Phone	Home Address (If not child's address)	Cell Phone
Day	Evening	Day	Evening
Child's Address (Optional)	Child's Phone	Child's Address (Optional)	Child's Phone
Day	Evening	Day	Evening
Employer Name	Employer Phone	Employer Name	Employer Phone
Day	Evening	Day	Evening
Name of Child's Physician or Health Care Provider	Physician's or Health Care Provider's Phone Number		
Day	Evening		
Special Needs and Special Instructions (Check additional sheets, if necessary)			
<input type="checkbox"/> Allergic Reactions <input type="checkbox"/> Medication <input type="checkbox"/> Special Needs <input type="checkbox"/> Other (Specify)			

Michigan Department of Licensing and Regulatory Affairs (DLRA) is an equal opportunity employer. All employees and contractors of the Department of Licensing and Regulatory Affairs are required to complete this form. If you are unable to complete this form, please contact the Department of Licensing and Regulatory Affairs at 313-241-2700.

[https://www.michigan.gov/documents/lara/lara\\_BCAL-3731\\_Child\\_Information\\_Record\\_062315\\_492679\\_7.pdf](https://www.michigan.gov/documents/lara/lara_BCAL-3731_Child_Information_Record_062315_492679_7.pdf)

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## Update Child Information Card BCAL-3731

Old versions may be used until September 30, 2018

June 2017 version makes it optional to list second parent/legal guardian info.

- If second P/LG not listed, all info regarding that P/LG can be left blank
- If a previous version of card is used, the second P/LG info will now be considered optional.

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      75

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**Child Information Records  
(Emergency Cards)**

Children can only be released to:

- Staff person
- Parent/Guardian
- Other person designated on the card by the parent/guardian
- Person with ID listed on card

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      76

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**How old does a person have to be to release a child to?**



3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      77

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**Previous Performance Standard 1310.10**

(g) Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route.

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      78

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**Current Performance Standards and Licensing Rules**

HSPS Subpart F – Transportation  
**1303.72 Vehicle Operation**  
 (a) Safety: A program must ensure:  
 (3) Up-to-date child rosters and lists of the adults each child is authorized to be released to, including alternates in case of emergency, are maintained and no child is left behind, either at the classroom or on the vehicle at the end of the route;

**1303.73(b)(6):** Either a bus monitor or another adult escorts children across the street to board or leave the vehicle if curbside pick-up and drop off is impossible;

Childcare Licensing Part 4 – Transportation Provisions - R 400.8760  
 (3) When children are entering or leaving the motor vehicle, the following safety precautions shall be taken:  
 (a) The accompanying staff member, volunteer, or driver shall assure that the children are received by a staff member, parent, or other person as designated by the parent.

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 79

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**Who is an Adult?**

- Undefined in Performance Standards
- Some Transportation Providers have policy regarding age of person child can be released to, such as 16 or 18
- Head Start Grantee interprets the PS regs
- Most stringent should be followed between Transportation Provider & Grantee policies
- Put in written agreement

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 80

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**Who is an Adult?**

- Grantee completes Child Info Record/Emergency card with family, listing persons family designates as authorized release persons per policy.
- Grantee provides completed Child Info Records to Transportation Provider.
- Transportation Provider follows what is received in writing from Grantee

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 81

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**Child Information Records  
(Emergency Cards)**

**How does updated information get  
communicated to Bus Drivers & Aides?**

**There must be a local procedure  
and  
all staff need to know what it is !**

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 82

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**Daycare  
Staff  
Release  
Authorization  
Form**

**School  
Letterhead**

Daycare Staff Release Authorization

This form is used for Parents / Guardians to provide names of daycare staff you are authorizing your child(ren) to be released to:

Parent/Guardian Name \_\_\_\_\_ Request my child(ren) be released to the daycare staff

Issued below at \_\_\_\_\_ Name of Daycare

**CHILDREN**

Child's First and Last Name \_\_\_\_\_

Child's First and Last Name \_\_\_\_\_

Child's First and Last Name \_\_\_\_\_

**DAYCARE**


Daycare Staff authorized to receive my child(ren)

All staff      Only these staff (please print)

<small>First Name</small>	<small>Last Name</small>

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

File with Child Information Card 812 (90)



3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 83

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**400.8760 Staff/Volunteer-to-Child Ratio  
and Supervision in Transit**

(1) Ratio of staff/volunteers to children in transit, including children related to staff, licensee, or driver:

- (a) Infants & toddlers: 1 for 4 children, driver doesn't count
- (b) Preschoolers <3: 1 for 8 children, driver doesn't count
- (c) 3-year-olds: 1 for 10 children, driver may count
- (d) 4-year-olds: 1 for 12 children, driver may count
- (f) An additional staff/volunteer is not required if only 1 child under 36 months is transported.

(2) To count in staff/volunteer ratios, they shall be all of the following:

- (a) At least 16
- (b) Seated with children
- (c) Responsible for supervision of children

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 84

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**400.8760 Staff/Volunteer-to-Child Ratio and Supervision in Transit**

- (3) When children are entering or leaving motor vehicle, the following safety precautions shall be taken:
  - (a) Staff, volunteer, or driver shall assure children received by staff, parent, or other person designated by parent
  - (b) Children shall enter and leave motor vehicle from curbside unless vehicle is in protected parking area or driveway.
- (4) Children shall not be left unattended in motor vehicle
- (5) When children under school-age are entering or leaving motor vehicle, the children shall be carried or helped into and out of the motor vehicle.

3/1/18 to 9/30/18

2018 Transportation Supervisors CEP

85

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**Boarding & Deboarding**



**Children are never to come out to the bus by themselves!**

**Children are never to be released from the bus by themselves!**



3/1/18 to 9/30/18

2018 Transportation Supervisors CEP

86

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**Changes in Pick-up or Drop-off Locations**

**What is your policy?**

**Does it put preschool passengers at-risk?**

3/1/18 to 9/30/18

2018 Transportation Supervisors CEP

87

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## Bus Schedule Form

**NEMCSA Bus Schedule**

Program: \_\_\_\_\_ Child: \_\_\_\_\_

Reason for Change Request: \_\_\_\_\_

Permanent schedule  
 Temporary schedule effective \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Day	Pick Up Address	Drop Off Address
Monday		
Tuesday		
Wednesday		
Thursday		

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_

All schedules must be received by (noon, 3:00, etc.) the THURSDAY before the schedule is to be in effect. You will be notified by the end of the week as to whether or not your request can be accommodated.

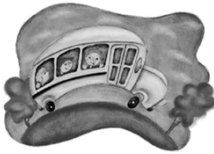
If you need to make changes during the week, you are welcome to cancel the bus and provide your own transportation.

Approval / Denial

Approved Proposed Transit: \_\_\_\_\_ Other: \_\_\_\_\_

Denied Reason: \_\_\_\_\_

NEMCSA Staff Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Site Parent/Head of Household \_\_\_\_\_ Submitting Staff Initials \_\_\_\_\_



3/1/18 to 9/30/18
2018 Transportation Supervisors CEP
88

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## Transportation Undeliverable Child Plan

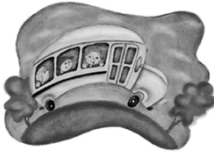
Where will child be taken?

Who will contact Parent/Guardian/other authorized release person?

Who will stay with child until someone comes to pick them up?

What happens if no one comes to get child?

**Is your plan in writing and communicated to all who need to know their role?**



3/1/18 to 9/30/18
2018 Transportation Supervisors CEP
89

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### 400.8770 Time Limit on Child Transit



\* For children under school-age, transportation routes shall be planned so that a child is not in motor vehicle longer than 1 continuous hour.

Technical Assistance: "Continuous" applies to one-way trip (from home to school or from school to home). It is expected that centers plan their transportation to assure that children under school age are not in motor vehicles for more than one continuous hour. Rest breaks during commutes exceeding one hour will not be permitted as a way to comply with this rule.

3/1/18 to 9/30/18
2018 Transportation Supervisors CEP
90

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**400.8710 Transportation**

(1) If transportation other than public transportation or school transportation is provided, contracted, or sponsored by the center, all rules in this part apply.

(2) If public transportation or school transportation is used, then only the following rules apply:  
 400.8760 – Ratios  
 400.8770 – Time limit on child transit  
 400.8149 – Parent permission for transportation

(3) If a parent makes a private arrangement for the transportation of his or her child, not including arrangements made with the center, the rules in this part do not apply.

See Transportation Requirements for Child Care Centers at a Glance  
[https://www.michigan.gov/documents/400/Trans\\_Reqs\\_Child\\_Care\\_Centers\\_Glance\\_401841\\_7.pdf](https://www.michigan.gov/documents/400/Trans_Reqs_Child_Care_Centers_Glance_401841_7.pdf)

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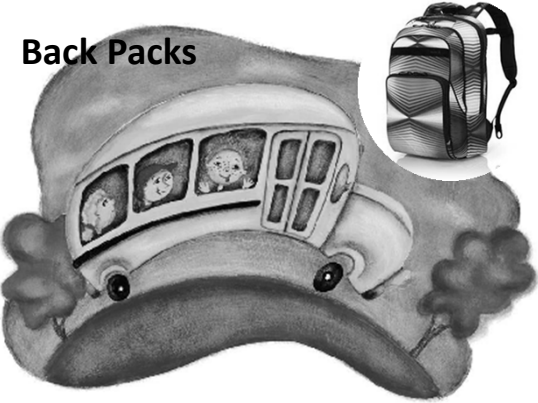
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**Back Packs**



3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      92

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**Back Packs**



- Children do wear backpacks when boarding or de-boarding the bus so they do not trip over dangling straps or stumble while dragging the backpack.
- If backpacks are too big or full for children to safely wear them, adults are to carry them.
- Children do not wear their backpacks while seated.
  - Potential back injuries
  - Safety Restraints cannot be secured properly

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      93

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**Back Packs**



**Learning to manage a backpack is a kindergarten readiness skill ☺**

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 94

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**Monitoring**



3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 95

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**On-Board Road Observation Findings**

- Group stops: preschoolers in K-12 crowds trying to get up/down bus steps, not helped on/off bus, not released to authorized person who, if present, could not get to bus door
- Parents/guardians sat in their cars and child went alone to or from bus
- Preschoolers crossing street/road unescorted
- Long ride time discoveries

3/1/18 to 9/30/18 2018 Transportation Supervisors CEP 96

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**No Child Left Behind  
On or Off the Bus !**



3/1/18 to 9/30/18      2018 Transportation Supervisors CEP

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**Questions?**



**Karen Kubiak**  
Cell 989-325-0158  
Email: [kubiakk159@gmail.com](mailto:kubiakk159@gmail.com)

3/1/18 to 9/30/18      2018 Transportation Supervisors CEP      98

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**Mac's Interview  
with  
Karen Kubiak,  
North East Michigan  
Community Service Agency**

1/26/18 2016 Trans Supers CEP Karen Kubiak Interview Q&A 1

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**Karen Kubiak, NEMCSA, Interview Q&A**

***Q1: What two (2) high quality, cost-free, pre-school programs allow pre-school children to ride school buses? What are their ages? What are their funding sources?***

***A1a: Great Start Readiness Program (GSRP), funded by State of Michigan, and open to 4 year olds.***

***A1b: Head Start program, funded by the federal government, and open to 3 to 5 year olds.***

1/26/18 2016 Trans Supers CEP Karen Kubiak Interview Q&A 2

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**Karen Kubiak, NEMCSA, Interview Q&A**

***Q2: What two (2) sets of regulations and rules govern pre-school transportation in Michigan?***

***A2a: Licensing Rules for Child Care Centers, Part 4 – Transportation Provisions, effective, January 2, 2014, are applicable to both GSRP and Head Start Transportation.***

***A2b: Head Start Performance Standards, Subpart F – Transportation, Revised effective November 7, 2016, are applicable to Head Start students.***

***A2c: When regulations differ between Michigan's Licensing Rules and Head Start Performance standards, the more stringent regulation prevails.***

1/26/18 2016 Trans Supers CEP Karen Kubiak Interview Q&A 3

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Karen Kubiak, NEMCSA, Interview Q&A

**Q3: Why are pre-school children transported on school buses?**

**A3a:** Research findings regarding high-quality preschool clearly show the short- and long-term benefits for children and communities, especially for children living in poverty, compared to peers that do not have access to high-quality early learning programs. Governor Snyder's 21<sup>st</sup> Century Education Commission study recommends universal access to preschool for all 4-year olds, not just disadvantaged and ones living in poverty.

**A3b:** Consistent attendance is necessary for all students, including preschoolers, to make progress in school. Without transportation services, many children eligible for free high-quality preschool programs would attend irregularly or not at all.

1/26/18

2016 Trans Supers CEP Karen Kubiak  
Interview Q&A

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Karen Kubiak, NEMCSA, Interview Q&A

**Q4: What are the differences between transporting preschool children and K-12 students on school buses?**

**A4a:** When transporting preschool children, we must understand their physical and cognitive development levels and not treat them like K-12 students.

**A4b:** Federal and state requirements for transporting preschool children are in place for a reason – Safety!

**A4c:** Preschool children must be helped getting on and off a school bus. Preschool children must be escorted when crossing a street or roadway getting to or from a school bus.

1/26/18

2016 Trans Supers CEP Karen Kubiak  
Interview Q&A

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Karen Kubiak, NEMCSA, Interview Q&A

**Q4: What are the differences between transporting preschool children and K-12 students on school buses?**

**A4d:** Bus drivers must have up-to-date child rosters and lists of authorized persons to whom each preschool child may be released.

**A4e:** Preschool children shall not ride on a school bus for more than one (1) hour. Michigan Technical Assistance clarifies that the one-hour limitation applies to a one-way trip (home to school and school to home). Rest breaks during routes exceeding one hour are NOT PERMITTED. Sitting on a school bus is INCLUDED in the one-hour commute. Transferring from one bus to another DOES NOT RESTART THE ONE-HOUR commute.

**A4f:** If there are MORE than 12 four-year-old preschoolers on a school bus, there must be an additional staff or volunteer, at least 16 years of age, seated with the children and responsible for supervision. For three (3) year olds, MORE than ten (10) preschoolers require an additional staff or volunteer seated with the children and responsible for supervision.

1/26/18

2016 Trans Supers CEP Karen Kubiak  
Interview Q&A

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***Karen Kubiak, NEMCSA  
Audience Q&A***

I am now going to open up for questions from transportation supervisors attending this program.

Please come down to one of the microphones at the end of each aisle and ask your question.

1/26/18

2016 Trans Supers CEP Karen Kubiak  
Interview Q&A

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**LICENSING RULES  
FOR  
CHILD CARE CENTERS**  
**Effective January 2, 2014**



**State of Michigan**  
**Department of Human Services**  
**Bureau of Children and Adult Licensing**  
[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

**PART 4. TRANSPORTATION PROVISIONS**

**R 400.8710 Transportation.**

Rule 710.

(2) If **public transportation or school transportation** is used, then only R 400.8760, 400.8770, and 400.8149 apply.

**History: Eff. Jan. 2, 2014**

**R 400.8740 Manufacturer's rated seating capacity; restraint devices; safety belts.**

Rule 740. (1) Each child transported shall be seated according to the manufacturer's rated seating capacity and properly restrained by a passenger restraint device as required by sections 710d and 710e of 1949 PA 300, MCL 257.710d(1) and 257.710e(3) and (4).

(2) **Passenger restraint devices, as required by sub-rule (1) of this rule, are not required for children transported on a school bus or a multifunction school activity bus.**

(3) Each restraint device shall be properly anchored to the vehicle seat and used according to the manufacturer's specifications. Allowing 2 or more children to share a seat belt or restraint device is prohibited.

(4) The driver of a motor vehicle and all adult passengers shall be seated according to the manufacturer's rated seating capacity and properly restrained by safety belts when the motor vehicle is in motion.

(5) All safety belts and restraint devices used while transporting children and adults shall be in good working condition.

**History: Eff. Jan. 2, 2014**

**R 400.8760 Staff/volunteer-to-child ratio and supervision in transit.**

Rule 760.(1) The ratio of staff/volunteers to children in transit, including children related to the staff member/volunteer, licensee, or driver, shall be based on the following provisions:

(a) For infants and toddlers, there shall be 1 staff member/volunteer for 4 children. The driver shall not count in the staff/volunteer to child ratio.

(b) For preschoolers under 3 years of age, there shall be 1 staff member/volunteer for 8 children. The driver shall not count in the staff/volunteer to child ratio.

**(c) For 3-year-olds, there shall be 1 staff member/volunteer for 10 children. The driver may count in the staff/volunteer to child ratio.**

**(d) For 4-year-olds, there shall be 1 staff member/volunteer for 12 children. The driver may count in the staff/volunteer to child ratio.**

**(e) For school-agers, there shall be 1 staff member/volunteer for 18 children. The driver may count in the staff/volunteer to child ratio. This requirement does not apply when school-age children are transported to and from school on school transportation or are using public transportation.**

(f) An additional staff member/volunteer is not required if only 1 child under 36 months of age is transported.

(2) To count in the **staff member/volunteer** to child ratios, staff members or volunteers shall be all of the following:4

(a) At **least 16** years of age.

(b) Seated with the children.

(c) Responsible for the supervision of the children.

(3) When children are entering or leaving the motor vehicle, the following safety precautions shall be taken:

(a) The accompanying staff member, volunteer, or driver shall assure that the children are received by a staff member, parent, or other person as designated by the parent.

(b) Children shall enter and leave the motor vehicle from the curbside unless the vehicle is in a protected parking area or driveway.

(4) **Children shall not be left unattended in a motor vehicle.**

(5) When children under school-age are entering or leaving the motor vehicle, the children shall be carried or helped into and out of the motor vehicle.

**History: Eff. Jan. 2, 2014**

#### **R 400.8770 Time limitation on child transit.**

Rule 770. For **children under school-age, transportation routes shall be planned** so that a child is **not in the motor vehicle longer than 1 continuous hour.**

**History: Eff. Jan. 2, 2014**

#### **R 400.8149 Parent permission for transportation.**

Rule 149. (1) **Parent's written permission** shall be **obtained annually for routine transportation.**

(2) **Parent's written permission** for any **transportation not considered routine** shall be **obtained before each trip.**

(3) Permission for all transportation shall be kept on file at the center.

**History: Eff. Jan. 2, 2014**

# Head Start Regulations – Excerpts 45 CFR Part 1310 – Head Start Transportation

## § 1310.2 Applicability.

This rule applies to all Head Start and Early Head Start agencies, and their delegate agencies (hereafter, agency or agencies), including those that provide transportation services, with the exceptions provided in this section, regardless of whether such transportation is provided directly on agency owned or leased vehicles or through arrangement with a private or **public transportation provider**.

(c) Effective November 1, 2006, **an agency may request a waiver of specific requirements of this part**, except for the requirements of this paragraph. Requests for waivers must be made in writing to the responsible Health and Human Services (HHS) official, as part of an agency's annual application for financial assistance or amendment thereto, **based on good cause. "Good cause" for a waiver will exist when adherence to a requirement of this part would itself create a safety hazard in the circumstances faced by the agency, or when compliance with requirements related to child restraint systems** (Secs. 1310.11, 1310.15(a)) or bus monitors (Sec. 1310.15(c)) **will result in a significant disruption to the program and the agency demonstrates that waiving such requirements is in the best interest of the children involved**. In addition, the responsible HHS official shall have the authority to grant waivers of the requirements related to child restraint systems (Sec. 1310.11, 1310.15(a)) or bus monitors (Sec. 1310.15(c)) that are retroactive to October 1, 2006 during the

period from November 1, 2006 to October 30, 2007. The responsible HHS official is not authorized to waive any requirements of the Federal Motor Vehicle Safety Standards (FMVSS) made applicable to any class of vehicle under 49 CFR part 571. The responsible HHS official shall have the right to require such documentation as the official deems necessary in support of a request for a waiver. Approvals of waiver requests must be in writing, be signed by the responsible HHS official, and be based on good cause. [66 FR 5311, Jan. 18, 2001, as amended at 69 FR 2517, Jan. 16, 2004; 71 FR 58535, Oct. 4, 2006]

## § 1310.11 Child Restraint Systems.

(a) Effective **June 21, 2004**, each agency providing transportation services must ensure that each **vehicle used to transport children receiving such service is equipped for use of height- and weight-appropriate child safety restraint systems**. [69 FR 2517, Jan. 16, 2004, as amended at 71 FR 58535, Oct. 4, 2006]

## § 1310.15 Operation of vehicles.

Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:

(a) Effective **October 1, 2006**, on **a vehicle equipped for use of such devices**, any **child** enrolled in a Head Start or Early Head Start program **is seated in a child restraint system appropriate to the child's height and weight** while the vehicle is in motion.

(c) Effective **June 21, 2004**, **there is at least one bus monitor on board at all times**, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children with disabilities.

(d) Except for bus monitors who are assisting children, all vehicle occupants must be seated and wearing height- and weight- appropriate safety restraints while the vehicle is in motion. [66 FR 5311, Jan. 18, 2001, as amended at 69 FR 2517, Jan. 16, 2004; 71 FR 58535, Oct. 4, 2006]

**§ 1310.17 Driver and bus monitor training.**

(2) before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre-and post-trip vehicle check.

**Subpart C—Special Requirements**

**§ 1310.20 Trip routing.**

(b) The agency must also ensure that the following basic principles of trip routing are adhered to:

(1) The time a child is in transit to and from the Head Start or Early Head Start program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical.

[Head Start Program](#)  
[Performance Standards](#)

**PREPARING FOR SPECIAL  
EDUCATION TRANSPORTATION**

Katrina Morris  
[kmorris@wsesd.org](mailto:kmorris@wsesd.org)  
231-898-1553

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What is needed to transport special needs students?

- Communication between all parties
- Specific details pertaining to the student's IEP
- Type of transportation needed: w/c s/v h/c
- Equipment to be transported
- Whether student needs attendant
- Transportation restrictions
- Medications to be transported
- Health care procedures and protocols
- Administration of medications

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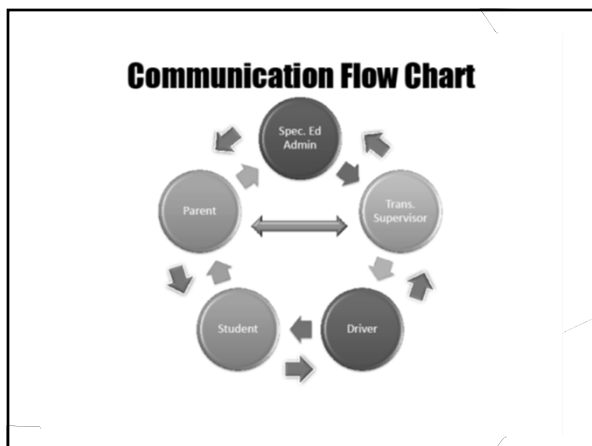
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## Communication is Key

- Transporting special needs students requires us to collect detailed information on each student.
- The following slides detail some of the forms we use to secure this information.
- You cannot transport students safely with only a name and address.

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## Emergency Contact Forms

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## Emergency Contact Forms (cont.)

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**GENERAL PERMISSION FOR FIELD TRIPS**  
2017-2018 SCHOOL YEAR

My child, \_\_\_\_\_ has permission to go on all field trips scheduled for the 2017-2018 school year, with students and staff from the (SCHOOL NAME)

By giving permission we are aware that my child will be transported on their trip one of four ways. It is a small passenger van driven by a (SCHOOL NAME) staff member who has met the training and licensing requirements, (1) LOCAL MASS TRANSIT as arranged by the (SCHOOL NAME), (2) an (SCHOOL NAME) school bus, and/or, (3) taxi and appropriate walk within the community.

(These are field trips within (YOUR School) Counts, and you will be notified of all such activities)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PHOTO RELEASE**

Permission is given to have my child, \_\_\_\_\_ photographed in connection with the activities of the (SCHOOL NAME) for the 2017-2018 school year.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL FIRST AID PERMISSION**

Child's Name: \_\_\_\_\_

Permission is given to administer preventative medications and/or first aid, General First Aid to my child, if needed, to include sunscreen, band-aids for minor cuts/burns, the use of an antiseptic wipe (such as Hydrocortisone) and/or the use of an antiseptic ointment, if necessary. The parent/guardian will be notified either by a written note or by phone.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**MEDICAL INFORMATION**

© Get the following information:

- Medical protocol from a doctor
  - If the student is on Diastat, Epi-Pen, Inhaler, Lorazepam or any other medication, you will need the following:
    - Doctor authorized action plan
    - Permission to administer medication
    - Daily/As Needed Medication Log Book
    - Student Seizure Activity Report
    - Healthcare Checklist

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**Examples of Doctor  
Authorized Action Plan**

WEST HAVEN EDUCATIONAL SERVICE DISTRICT  
1200 W. 30th St.  
West Haven, CT 06616  
Phone: (203) 792-2000  
FAX: (203) 792-3695

Child's Name: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address: \_\_\_\_\_  
Parent: \_\_\_\_\_ Email Phone: \_\_\_\_\_  
Visit From: \_\_\_\_\_ CSE Plan Page: \_\_\_\_\_

**EXEMPTION SPECIFIC TO SERVICES:**  
Low Blood Sugar \_\_\_\_\_ High Blood Sugar \_\_\_\_\_  
Seizure \_\_\_\_\_  
Asthma \_\_\_\_\_  
Epilepsy \_\_\_\_\_  
Other: \_\_\_\_\_  
Allergies: \_\_\_\_\_  
Head As needed: \_\_\_\_\_  
Diag: \_\_\_\_\_  
Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Physician's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

WEST HAVEN EDUCATIONAL SERVICE DISTRICT  
1200 W. 30th St.  
West Haven, CT 06616  
Phone: (203) 792-2000  
FAX: (203) 792-3695

Child's Name: \_\_\_\_\_ Sex: \_\_\_\_\_  
Address: \_\_\_\_\_  
Parent: \_\_\_\_\_ Email Phone: \_\_\_\_\_  
Visit From: \_\_\_\_\_ CSE Plan Page: \_\_\_\_\_

**EXEMPTION SPECIFIC TO SERVICES:**  
1. Low Blood Sugar \_\_\_\_\_ High Blood Sugar \_\_\_\_\_  
2. Seizure \_\_\_\_\_  
3. Asthma \_\_\_\_\_  
4. Allergies \_\_\_\_\_  
5. Head As needed \_\_\_\_\_  
6. Other: \_\_\_\_\_  
7. Allergies: \_\_\_\_\_  
8. Head As needed: \_\_\_\_\_  
9. Other: \_\_\_\_\_  
10. Allergies: \_\_\_\_\_  
11. Head As needed: \_\_\_\_\_  
12. Other: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Physician's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*PARENT OR EMERGENCY CONTACT WILL BE NOTIFIED\***

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### Examples of Doctor Authorized Action Plan (cont.)

**DIAGNOSIS OF THE CHILD BY CHILD PSYCHIATRIST/PSYCHOLOGIST**  
 This signature expires on 3/31/17

**DIRECTION OF THE CHILD BY CHILD PSYCHIATRIST/PSYCHOLOGIST**

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Please indicate Child Type: \_\_\_\_\_  
**EMERGENCY INFORMATION**  
 Parent/Guardian Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Family Primary Contact: \_\_\_\_\_ Name: \_\_\_\_\_  
 Second Family Contact: \_\_\_\_\_ Name: \_\_\_\_\_  
 Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DIAGNOSIS OF THE CHILD BY PHYSICIAN/PHYSICIAN ASSISTANT/PHYSICIAN NURSE**  
**WISCONSIN STATE LICENSE # \_\_\_\_\_**

**CALL 911 OR AN AMBULANCE!** Please attach "Signs of Anaphylaxis" and list any additional symptoms the child may possess:

**Daily Management Plan / On-Bus Medication**  
 This Signature Expires On \_\_\_\_\_  
 This Signature Expires On \_\_\_\_\_

**DAILY MANAGEMENT PLAN**  
 Child's Name: \_\_\_\_\_  
 Be sure of the following when giving:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Be sure to always:  
 \_\_\_\_\_  
 \_\_\_\_\_  
**INDICATIONS TO BE GIVEN TO A PERSON:**

NAME OF MEDICATION	DOSE/STRENGTH	WHEN TO GIVE

Side effects to be reported to health care provider:  
 \_\_\_\_\_  
 \_\_\_\_\_

Does the child have a medical alert? Yes \_\_\_\_\_ No \_\_\_\_\_  
 The child was an athlete before engaging in physical activity and \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
 Activity Restrictions (e.g., lifting weights, bending, safety during physical education):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check all that apply:  
 \_\_\_\_\_ I have indicated the child in the program may not take the indicated medications. Do not  
 give these medications to the child without my written permission.  
 \_\_\_\_\_ I am giving \_\_\_\_\_  
 \_\_\_\_\_ I am not providing consent that the child should not carry his/her indicated medication  
 in school (if applicable).  
 \_\_\_\_\_ I have consented to allow for transportation in the case of the medication, without their ability  
 to be in school.  
 \_\_\_\_\_ I have indicated the child in the program can eat a typical item water. Do not permit  
 hot food items.  
 \_\_\_\_\_ I have indicated the child in the program can eat a typical item water. Do not permit  
 hot food items.

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Healthcare Checklist

**HEALTH CARE AID CHECKLIST**

**Note:** It is the responsibility of the Health Care Aide (HCA) to verify and report to the appropriate authority any missing or altered medication or the medication health care aide. This checklist should be completed at the beginning of each day's work.

CHILD'S NAME	Medication	Mon-Fri	Tue-Fri	Wed-Fri	Thu-Fri	Sat-Fri	Sun-Fri

\_\_\_\_\_  
 HCA Signature  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 HCA Signature  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 HCA Signature  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 HCA Signature  
 Date: \_\_\_\_\_

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### Example of Permission to Administer Medication

**PERMISSION TO ADMINISTER MEDICATION**  
**Information Expires on 3/31/17**

WISCONSIN STATE LICENSE # \_\_\_\_\_  
 I have read and understand the following medication information:  
 \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This is a Prescription Medication \_\_\_\_\_ Non-Prescription Medication \_\_\_\_\_

INDICATIONS TO BE GIVEN TO A PERSON	DOSE/STRENGTH	WHEN TO GIVE

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Physician Signature  
 Phone Number: \_\_\_\_\_  
 Page Number: \_\_\_\_\_

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### Examples of Daily/As Needed Medication Log

Medication Chart  
STUDENT MEDICATION INFORMATION (STUDENT NAME)  
MEDICATION AND DOSAGE

Student Name	Medication	Prescribed Dosage, Time to be given			
Monday Date			Tuesday Date		
Given By			Given By		
Witness			Witness		
Time			Time		
Comments			Comments		
Wednesday Date			Thursday Date		
Given By			Given By		
Witness			Witness		
Time			Time		
Comments			Comments		
Friday Date			Medication Chart (As Needed)		
Given By					
Witness					
Time					
Comments					

DATE	TIME	PROVIDER	SITTING	STANDING	COMMENTS

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### Special Needs Transportation *Types of Equipment*

- ◎ Safety Vests
- ◎ Wheelchairs
- ◎ Integrated CE White Seats
- ◎ Oxygen Tank Holders

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### Safety Vest

- ◎ Under certain conditions the use of a safety vest may be required. The safety vest is useful for some students with special needs who have certain behaviors...  
(e.g. students who are aggressive towards others, refuse to remain seated when the bus is in motion, try to exit the vehicle when the bus is in motion, etc.)

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### Safety Vest

- Vests come in different types and sizes
- There are different accessories: Extension Zippers, Crotch Straps
- The use of the safety vest must be written in the IEP. If not, the use of the vest will violate the Restraint and Seclusion Act.
- Once the use of the vest has been added to the IEP, it must always be used to transport the student. The only way around this is to have the IEP changed.

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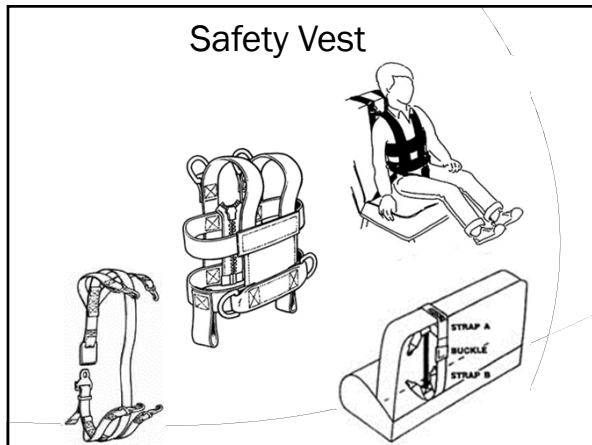
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### Safety Vest



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### Safety Vest Mounting Requirements

- NHTSA recommends that passengers behind occupants in Seat Mount be restrained with a seat belt or other restraint or the seat be unoccupied.
- Push button closure should face the seat back to prevent other passengers from unlatching
- Must be FMVSS213 approved
- Leave warning labels on all harness components
- It is recommended to replace safety vests and tethers every 5 years. If not frayed or excessively worn they can still be used.

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### Wheelchair and Student Securement Systems

- Types of chairs that are safe for transporting students
- Accessories for transporting students in wheelchairs
- Wheelchair Securement
- Transporting Oxygen Tanks

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### Know Your Passengers

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### SPECIAL NEEDS CATEGORIES

- CI -COGNITIVE IMPAIRMENT-
- EI -EMOTIONAL IMPAIRMENT-
- HI -HEARING IMPAIRMENT-
- VI -VISUAL IMPAIRMENT-
- AI -AUTISM-
- PI -PHYSICAL IMPAIRMENT (ORTHOPEDIC)
- OHI - PHYSICAL IMPAIRMENT (OTHER HEALTH)
- SLI -SPEECH & LANGUAGE IMPAIRMENT
- SXI -SEVER MULTIPLE IMPAIRMENT-
- TBI -TRAUMATIC BRAIN INJURY-
- SCI -SEVERE COGNITIVE IMPAIRMENT-
- MoCI -MODERATE COGNITIVE IMPAIRMENT-
- MiCI -MILD COGNITIVE IMPAIRMENT-

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### MiCI COMMON CHARACTERISTICS

- Cognitive Impairment- MiCI
- IQ = 50-70
- Typically acts 2-3 years younger than age
- Does not learn at same rate as others
- Requires little or no help from the driver, beyond monitoring

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### MoCI COMMON CHARACTERISTICS

- COGNITIVE IMPAIRMENT –MoCI
- IQ = 35-50
- Moderate impairment
- May have down syndrome
- Typically functions at ½ actual age
  - Often peaks at 14 and acts 6
- Find out from parent/ teacher how much responsibility the student can handle

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### MoCI Behavior Strategies

- Clearly state and demonstrate appropriate behavior and expectations
- Follow through on behavior expectations
- Incorporate positive reinforcement and praise
- Provide wait time for student to process
- Give a task or job to student for the bus ride
  - (e.g.) Help a younger student, hold on to a bag, look out the window for a certain building

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### SCI COMMON CHARACTERISTICS

- Cognitive impairment –SCI
- Great difficulty communicating
- Typically functions at a very young level
- Often has physical handicaps
- Needs care, understanding and patience
- May need special care in handling and seating

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### SCI BEHAVIOR STRATEGIES

- Clearly state and demonstrate expected behaviors
- Share expected behaviors through various methods, i.e. Verbal, visual, demonstration
- Facilitate positive practice of expected behaviors
- Use positive reinforcement and rewards
- Continuously monitor student growth in learning behaviors
- Provide time out opportunities
- Some behavior modification may be needed
- Follow through on behavior expectations
- Provide wait time for student to process directive

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### Severe Multiple Impairments- SXI Common Characteristics

- Requires assistance for daily living activities due to physical impairments
- Medically at risk due to health impairments
- Often totally dependent on others for self care
- Wide range of abilities ranging developmentally from one month to six years
- Significant difficulties with communication
- Difficulties in the areas of attention, memory and / or reasoning

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### SXI BEHAVIOR STRATEGIES

- Clearly state and demonstrate expected behaviors
- Share expected behaviors through various methods, i.e. Verbal, visual, demonstration
- Facilitate positive practice of expected behaviors
- Use positive reinforcement and rewards
- Continuously monitor student growth in learning behaviors
- Provide time out opportunities
- Some behavior modification may be needed
- Provide wait time for processing directive
- Follow through on behavior expectations

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### ASD COMMON CHARACTERISTICS

- Autism-ASD
- IQ = AVERAGE OR ABOVE
- Typical behaviors include rocking, yelling, and scratching
- Difficulty relating to others
- Difficulty relating to other things
- Student does best when things are the same (Routine)

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### AUTISM SOCIAL SKILLS

- Very little or no eye contact
- Resistance to being held or touched
- Lack of personal space
- Prefers to be alone or overly friendly
- Difficulty maintaining friendships
- Overly trusting or unable to be read
- Difficulty understanding the motives behind peoples actions

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### AUTISM SENSITIVITIES

- Difficulty with loud or sudden noises
- Short attention span
- May need to be alone to release tension or frustration
- Tends to tune out or break down when being reprimanded
- Resistance or inability to follow direction
- Becomes overwhelmed with too much verbal direction

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### AUTISM BEHAVIORS

- Obsessions with objects, ideas or desires
- Compulsive behavior patterns
- Unexpected movements
- Difficulty waiting their turn
- Transitioning from one activity to another can be difficult
- Quotes movies or video games

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### Autism Behavior Strategies

- Keep things routine
- Limit your words
- Increase visuals
- Provide wait time for processing directive
- Do not touch, unless student initiated
- Clearly state behavior expectations
- Follow through on behavior expectations
- Do not force student to respond verbally
- Be consistent

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### EI – Common Characteristics

- Emotional Impairment- EI
- Poor impulse control
- Low attention span
- Personal struggle with self control
- Problems getting along with others
- Poor communication skills
- Can be immature
- Covers up emotions
- Can be aggressive

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### EI Emotionally Impaired Behavioral Strategies

- Use positive reinforcement
- Do not place hands on student
- Solve problems privately not publicly
- Give 2 choices only, either/or
- Be able to follow through on either option
- Be firm, fair and flexible
- Be consistent
- Involve parents

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### Common Signs



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### Behavior Management

- Seek the help of the classroom staff
- Don't be afraid to ask for help
- We are an extension of the classroom
- If inappropriate or disruptive behaviors continue, ask for a behavior plan
- Be a part of the behavioral plan
- Make sure the bus team can follow the plan and take ownership of it
- Review the plan and make adjustments if needed- through the process established by the school district

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### Tips For Success When Presenting

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### Know Your Target Audience

- Know who you are addressing
- Change the presentation to cater to that audience
- Make sure the details presented are pertinent to the job they will be doing

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### Know Your Topic

- Be knowledgeable on the topics you are presenting
- Have detailed information to answer questions as they arise
- Have real life situations that you can relate to special needs transportation
- Don't be afraid to admit when you don't know the answer. It's better to get the right answer than to give the wrong one.
- Practice giving the presentation

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### Focus

- What do you want them to take away from the presentation regarding special needs transportation
- Drive home the points that are critical to their success
- Don't "Squirrel" (Stay on Topic)
- Be Passionate
- Be mindful of your hand gestures and body language

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### Be Interactive

- Bring hands on interactive materials to help demonstrate different aspects of special needs transportation
- Use the interactive materials to help break up the presentation
- Don't overload your audience with too much information. Break up the information into manageable sections

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## RESOURCES

- Oxygen Holder <http://sure-lok.com/products/go2/>
- Q'straint Securement Systems <https://www.qstraint.com/>
- Sure-lok Securement Systems <http://sure-lok.com/>
- Besi Securement Vest <http://www.besi-inc.com/securements.html>
- EZ-ON Securement Vest <http://ezonpro.com/>
- Star Safety Seats <https://www.safeguardseat.com/products/star/>
- UMTRI Wheelchair Crash Testing <http://wc-transportation-safety.umtri.umich.edu/crash-tested-product-lists/wheelchairs>

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**Mac's Interview  
with  
Katrina Morris,  
West Shore ESD**

1/26/18 2016-18 Trans Supers CEP Katrina Morris Interview Q&A 1

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**Katrina Morris, West Shore ESD, Interview  
Q&A**

***Q1:** During your presentation, you frequently refer to the relationship between school bus driver and special needs student. I have a three-part question. **WHY** is that relationship important? **WHAT** does it look like? **HOW** is it developed?*

***WHY** – Relationships are important because bus drivers are the first person and the last person that sees the student each and every day. We have an opportunity as bus drivers to make a positive impact on the student first thing in the morning and set the tone for the rest of their day.*

***WHAT/HOW** – What does it look like and how is it developed go hand in hand. First you need to learn about the student, their likes and dislikes. This is developed by taking an interest in them and investing your time in them, listen to them, acknowledge and try to understand where they are coming from or where they have been. **DO NOT JUDGE THEM.***

1/26/18 2016-18 Trans Supers CEP Katrina Morris Interview Q&A 2

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**Katrina Morris, West Shore ESD,  
Interview Q&A**

***Q2:** Special education is a complex and dynamic process; communication among all involved is critical to its success. This is another three-part question. **HOW** is pupil transportation in general and a school bus driver in particular information should transportation transmit? **WHEN** should information be conveyed to transportation and when should transportation communicate information to other education resources?*

***A2: HOW** – Information should be transmitted between all parties by having a standard set of documentation for every student. This includes, medications, medical action plans, health care plans, physician authorized permission to administer medication, emergency contact information, permission to administer first aid and CPR, list of all none allergies and details of the IEP pertaining to transportation. Have these above forms renewed yearly so you always have the most current and up to date information.*

***WHEN** – Information needs to be conveyed to transportation any time that there is a change. This could include, address change, medication change, change in their abilities, behavior changes, any change that affects the safe and efficient transportation of the student.*

1/26/18 2016-18 Trans Supers CEP Katrina Morris Interview Q&A 3

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Katrina Morris, West Shore ESD,  
Interview Q&A

**Q2:** *Special education is a complex and dynamic process; communication among all involved is critical to its success. This is another three-part question. HOW is pupil transportation in general and a school bus driver in particular information should transportation transmit? WHEN should information be conveyed to transportation and when should transportation communicate information to other education resources?*

**A2:** *WHEN – Information needs to be communicated to the other educational resources when the parent tells driver of a change, when the driver notices a change in behavior or when the driver notices a change in their home life.*

1/26/18 2016-18 Trans Supers CEP Katrina Morris 4  
Interview Q&A

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Katrina Morris, West Shore ESD,  
Interview Q&A

**Q3:** *During your presentation, you referred to an IEP as a legally binding document. First, review with the audience what do the letters IEP mean. What does this mean give an example how it might influence pupil transportation?*

**A3:** *IEP is an Individual Educational Plan that is a legal and binding agreement between, the parent and the school district. The IEP addresses all of the students' needs including transportation. An example might be if a student were to need a safety vest. This needs to be documented in the IEP and then followed by the transportation department. Once a need is established in the IEP, transportation departments are required to meet that need until the IEP is changed.*

1/26/18 2016-18 Trans Supers CEP Katrina Morris 5  
Interview Q&A

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Katrina Morris, West Shore ESD  
Interview Q&A

**Q4:** *We started this interview talking about the impact of relationships between drivers and students. What can drivers do to establish a positive relationship with the students they transport?*

**A4:** *Learn the students' impairment and the behavior strategies that accompany it. Communication between the classroom staff, parent, Special Ed department/building administrator and the transportation department is essential. Trust and consistency are paramount and they help to establish a positive relationship when dealing with behaviors.*

1/26/18 2016-18 Trans Supers CEP Katrina Morris 6  
Interview Q&A

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**Katrina Morris, West Shore ESD  
Interview Q&A**

***Q5: How does a driver use what you talked about to provide transportation for his or her students?***

***A5: Each point that we have talked about depends heavily on the other. Communication is the foundation that gives us the ability to provide safe and efficient transportation to our students. Remember, communication goes both ways, the driver needs to have a willingness to communicate, take direction and advice from all parties involved. You cannot provide safe and efficient transportation with only a name and an address.***

1/26/18 2016-18 Trans Supers CEP Katrina Morris Interview Q&A 7

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***Katrina Morris, West Shore ESD  
Audience Q&A***

I am now going to open up for questions from transportation supervisors attending this program.

Please come down to one of the microphones at the end of each aisle and ask your question.

1/26/18 2016-18 Trans Supers CEP Katrina Morris Interview Q&A 8

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## Medication Chart

**Student Name** \_\_\_\_\_

Medication	Prescribed Dosage	Time to be given

Monday	Date:

**Given By:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Tuesday	Date:

**Given By:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Wednesday	Date:

**Given By:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Thursday	Date:

**Given By:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Friday	Date:

**Given By:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Medication	Dosage	Amt. on hand/date	Amt. Received (+)/date	Amt. Sent out (-)/date	Amt. Admin. (-)	Amt. on hand/date

Witness/date: \_\_\_\_\_

Witness/date: \_\_\_\_\_

SCHOOL NAME  
SCHOOL ADDRESS  
PHONE  
FAX

**SCHOOL BASED CARE PLAN for the STUDENT with DIABETES**

*(This information expires on 6/30/18)*

**TO BE COMPLETED BY PARENT/GUARDIAN**

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Parent(s): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone/Pager: \_\_\_\_\_

**SYMPTOMS SPECIFIC TO STUDENT:**

Low Blood Sugar

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

High Blood Sugar

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PHYSICIAN:**

The following activities will require supervision and/or assistance for \_\_\_\_\_  
during the school day. **Please check all that apply:**

- |     |                        |   |
|-----|------------------------|---|
| ___ | May self test          |   |
| ___ | Blood glucose testing  | Daily at _____                          |
| ___ | Blood glucose testing  | As need/per symptoms                    |
| ___ | Target glucose range   | _____                                   |
| ___ | Low blood sugar range  | _____                                   |
| ___ | Intervention           | _____                                   |
| ___ | High blood sugar range | _____                                   |
| ___ | Intervention           | _____                                   |
| ___ | Ketone Checks          | If glucose levels over _____ mg/dl      |
| ___ | Administer Glucagon    | For following symptoms: _____           |
| ___ | Insulin administration | See attached schedule (attach schedule) |
| ___ | Snack                  | Daily at _____                          |
| ___ | Snack As needed        |   |

**Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Physician's Address: \_\_\_\_\_ Phone: \_\_\_\_\_



**SCHOOL NAME**  
**SCHOOL ADDRESS**  
**PHONE**  
**FAX**

**SCHOOL BASED CARE PLAN for STUDENT with SEIZURE DISORDER**

*(This information expires on 6/30/18)*

**TO BE COMPLETED BY PARENT/GUARDIAN**

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Parent(s): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone/Pager: \_\_\_\_\_

**SEIZURE INFORMATION**

1. What might trigger a seizure in your child? \_\_\_\_\_
2. Are there any warnings and/or behavior changes before the seizure occurs? YES NO  
If YES, please explain: \_\_\_\_\_
3. When was your child's last seizure? \_\_\_\_\_
4. Has there been any recent change in your child's seizure patterns? YES NO  
If YES, please explain: \_\_\_\_\_
5. How does your child react after a seizure is over? \_\_\_\_\_
6. How do other illnesses affect your child's seizure control? \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PHYSICIAN**

<i>Seizure Type</i>	<i>Length</i>	<i>Frequency</i>	<i>Description</i>

***EMERGENCY MEDICATION  
& DOSAGE***

***MINIMAL TIME INTERVAL  
BETWEEN DOSES***

***SPECIFIC INDICATION FOR  
USE & SPECIAL INSTRUCTIONS***

<b><i>EMERGENCY MEDICATION &amp; DOSAGE</i></b>	<b><i>MINIMAL TIME INTERVAL BETWEEN DOSES</i></b>	<b><i>SPECIFIC INDICATION FOR USE &amp; SPECIAL INSTRUCTIONS</i></b>

**SEIZURE ACTION PROTOCOL FOLLOWING USE OF EMERGENCY MEDICATION**

Call 911 to transport \_\_\_\_\_ Notify doctor \_\_\_\_\_  
Other \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*PARENT OR EMERGENCY CONTACT WILL BE NOTIFIED\***

**SCHOOL-BASED ASTHMA MANAGEMENT PLAN**

*(This information expires on 6/30/18)*

**THIS SECTION TO BE COMPLETED BY CHILD'S PARENT/GUARDIAN:**

Child Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Physical Education Days/Times: \_\_\_\_\_

**EMERGENCY INFORMATION**

Parent/Guardian Name(s): \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

First Priority Contact: Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Second Priority Contact: Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY CHILD'S DOCTOR:**

**WHAT TO DO IN AN ACUTE ASTHMA EPISODE:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**CALL 911 OR AN AMBULANCE IF:** Review attached "Signs of an Asthma Emergency" and list any additional symptoms the child may present with:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Daily Management Plan – On Reverse Side  
To Be Completed By The Child's Doctor**

Child's Name: \_\_\_\_\_

Be aware of the following asthma triggers:

\_\_\_\_\_  
\_\_\_\_\_

Severe Allergies:

\_\_\_\_\_  
\_\_\_\_\_

**MEDICATIONS TO BE GIVEN AT SCHOOL:**

<b>NAME OF MEDICATION</b>	<b>DOSAGE</b>	<b>WHEN TO USE</b>

Side effects to be reported to health care provided:

\_\_\_\_\_  
\_\_\_\_\_

Does this child have exercise-induced asthma?      **Yes** \_\_\_\_\_      **No** \_\_\_\_\_

This child uses an inhaler before engaging in physical exercise  
and if wheezing during physical activity.      **Yes** \_\_\_\_\_      **No** \_\_\_\_\_

Activity Restrictions (e.g., staying indoors for recess, limited activity during physical education):

\_\_\_\_\_  
\_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ I have instructed this child in the proper way to use his/her inhaler medications. It is my professional opinion that this child should be allowed to carry and use that medication by him/herself.

\_\_\_\_\_ It is my professional opinion that this child should not carry his/her inhaled medications or epi-pen by him/herself.

\_\_\_\_\_ Please contact my office for instructions in the use of the nebulizer, metered-dose inhaler, and/or epi-pen.

\_\_\_\_\_ I have instructed this child in the proper use of a peak flow meter. His/her personal best peak flow is: \_\_\_\_\_.

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

(SCHOOL LOGO OR LETTERHEAD)

**2017-2018**

**EMERGENCY INFORMATION**

**2017-2018**

STUDENT NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

ETHNICITY: American Indian or Alaska Native, Asian American, Black or African American

Native Hawaiian or Other Pacific Islander, White, Hispanic or Latino

GENDER: Male \_\_\_ Female \_\_\_ CELL PHONE: \_\_\_\_\_

STUDENTS HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PARENT E-MAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

**The student lives with:**

**Father/Stepfather Guardian/Foster Parent (circle one)**

NAME: \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Mother/Stepmother/Guardian/Foster Parent (circle one)**

NAME: \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**LEGAL GUARDIAN (IF APPLICABLE):** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_

EMERGENCY INFORMATION

**Please list at least One (1)** emergency contact person, in case you cannot be reached. Also please list anyone that may visit your child in school or pick them up from school when required. **Please circle yes or no.**

NAME	RELATION	HOME PHONE	CELL PHONE	VISIT	TRANSPORT
				YES/NO	YES/NO
				YES/NO	YES/NO
				YES/NO	YES/NO
				YES/NO	YES/NO

.....

LOCAL PHYSICIANS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

.....

**In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated and to follow his/her instructions. If it is impossible to contact the physician, the school may make whatever arrangements seem necessary to seek immediate medical assistance.**

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

.....

HEALTH/MEDICAL INSURANCE CARRIER: \_\_\_\_\_

MEDICAID NUMBER: \_\_\_\_\_

**\*\*ALLERGIES\*\***

**PLEASE BE SPECIFIC**

My child is allergic to the following medication, foods, insect bites, etc.

Foods (please list): \_\_\_\_\_

Medications (please list): \_\_\_\_\_

Animals (please list): \_\_\_\_\_

Other (please list): \_\_\_\_\_

**\*\*MEDICATIONS\*\***

***PLEASE LIST ALL MEDICATIONS (given at HOME and SCHOOL)***

My child takes the following medication(s):

MEDICAITONS	AMOUNT GIVEN	TIME(S) GIVEN

**\*\*MEDICAL INFORMATION\*\***

MEDICAL/HEALTH INFORMATION: (please check all that apply)

\_\_\_ Seizures      \_\_\_ Respiratory/Asthma      \_\_\_ Feeding Tube      \_\_\_ Trach

\_\_\_ Diabetes      \_\_\_ Glasses      \_\_\_ Hearing Aid      \_\_\_ Epi-Pen

\_\_\_ Tubes in Ears

\_\_\_ Other (please specify): \_\_\_\_\_

2017-2018 SCHOOL YEAR

STUDENT NAME: \_\_\_\_\_

EMERGENCY INFORMATION

PAGE 4

Please indicate ***at least one alternate/emergency location*** where your child can be left in the event we cannot contact/locate the parent/guardian:

- 1) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
- 2) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**PERMISSION**

The following person(s) have permission to meet my child at the bus in my absence (list other than parent/guardian). Please include brother(s)/sisters(s).


\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

All (SCHOOL NAME) transportation personnel are instructed not to leave a child without a parent/guardian, or responsible adult present. **WRITTEN PERMISSION** (annually) from the parent/guardian must be on file at the (SCHOOL NAME) if your child can be left unattended in your absence.

My child may be left unattended (no parent/guardian/responsible adult present) at the regular drop-off location during the 2017-2018 school year.

**CHILD MUST BE AT LEAST 14 YEARS OF AGE**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# HEALTH CARE BUS AIDE CHECKLIST

*Note: It is the responsibility of the Health Care Bus Aide to be aware of, and request/receive, the necessary training to meet the medical needs of the individual health care student.*

*This checklist should be completed at the time the student enters/exits the bus.*

(Circle One)

**Route:**      **a.m. Pick-Up**      **p.m. Pre Pick-Up**      **a.m. Pre Take-Home**      **p.m. Take-Home**

STUDENT NAME: \_\_\_\_\_

<i>Day</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
------------	---------------	----------------	------------------	-----------------	---------------

<i>Date</i>	_____	_____	_____	_____	_____
-------------	-------	-------	-------	-------	-------

Backpack/Bag <i>ON</i> w/Student	_____	_____	_____	_____	_____
-------------------------------------	-------	-------	-------	-------	-------

Diastat/Epipen/Inhaler	_____	_____	_____	_____	_____
------------------------	-------	-------	-------	-------	-------

In Bag - Check Expiration/Dosage/Amount    Expiration Date: \_\_\_\_\_

*Diastat:      Mg: \_\_\_\_\_ (Rx and dosage on tube should match)*

VNS Therapy Magnet	_____	_____	_____	_____	_____
-----------------------	-------	-------	-------	-------	-------

Suction Machine Charger	_____	_____	_____	_____	_____
Water	_____	_____	_____	_____	_____
Container Empty	_____	_____	_____	_____	_____

How Many X's Suctioned	_____	_____	_____	_____	_____
------------------------	-------	-------	-------	-------	-------

Ambu Bag	_____	_____	_____	_____	_____
----------	-------	-------	-------	-------	-------

Backpack/Bag <i>OFF</i> w/Student	_____	_____	_____	_____	_____
--------------------------------------	-------	-------	-------	-------	-------

Initials	_____	_____	_____	_____	_____
----------	-------	-------	-------	-------	-------

**\*\*TO BE TURNED IN WEEKLY\*\***

Bus Aide Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bus Aide Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bus Aide Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PERMISSION TO ADMINISTER MEDICATION**

**Information Expires on 6-30-18**

**SCHOOL NAME  
SCHOOL ADDRESS**

Phone:

Fax:

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**To be completed by parent/guardian:**

I request that (name of child) \_\_\_\_\_ receive the following medication at school,  
at \_\_\_\_\_ a.m./p.m., according to standard school policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the physician or authorized prescriber:**

This is a: Prescription Medication \_\_\_\_\_ Non Prescription Medication \_\_\_\_\_

<i>Name of Medication</i>	<i>Form of Medication (Tablet, Liquid, Etc.)</i>	<i>Dosage</i>	<i>Time of Day to be Given</i>

**This student is both capable and responsible for self-administering this medication:**

\_\_\_\_\_ No      \_\_\_\_\_ Yes-Supervised      \_\_\_\_\_ Yes-Unsupervised

**This student may carry this medication:** \_\_\_\_\_ No \_\_\_\_\_ Yes

**Please indicate if you have provided any additional information:**

\_\_\_\_\_ As an Attachment    \_\_\_\_\_ On the backside of this form

**Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_



SCHOOL NAME

**ADDRESS**  
**PHONE**

***VAGUS NERVE STIMULATOR ~ Individual Student Information***

VNS Therapy uses a medical device to stimulate the vagus nerve, which is in the left side of the neck. As a result, the number of seizures and/or the intensity of seizures can be reduced. VNS Therapy prevents seizures by sending regular, mild pulses of electrical energy through the vagus nerve to your brain. This is believed to condition your brain to react better to the interruptions of brain function that are common in seizure disorders.

The device is implanted in the chest. Two tiny wires from the device wrap around the vagus nerve. The handheld VNS Therapy Magnet lets you immediately activate therapy.

STUDENT NAME: \_\_\_\_\_

VNS Stimulator Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**YOU SHOULD KNOW THE LOCATION OF THE VNS THERAPY MAGNET**  
**AT ALL TIMES,**

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

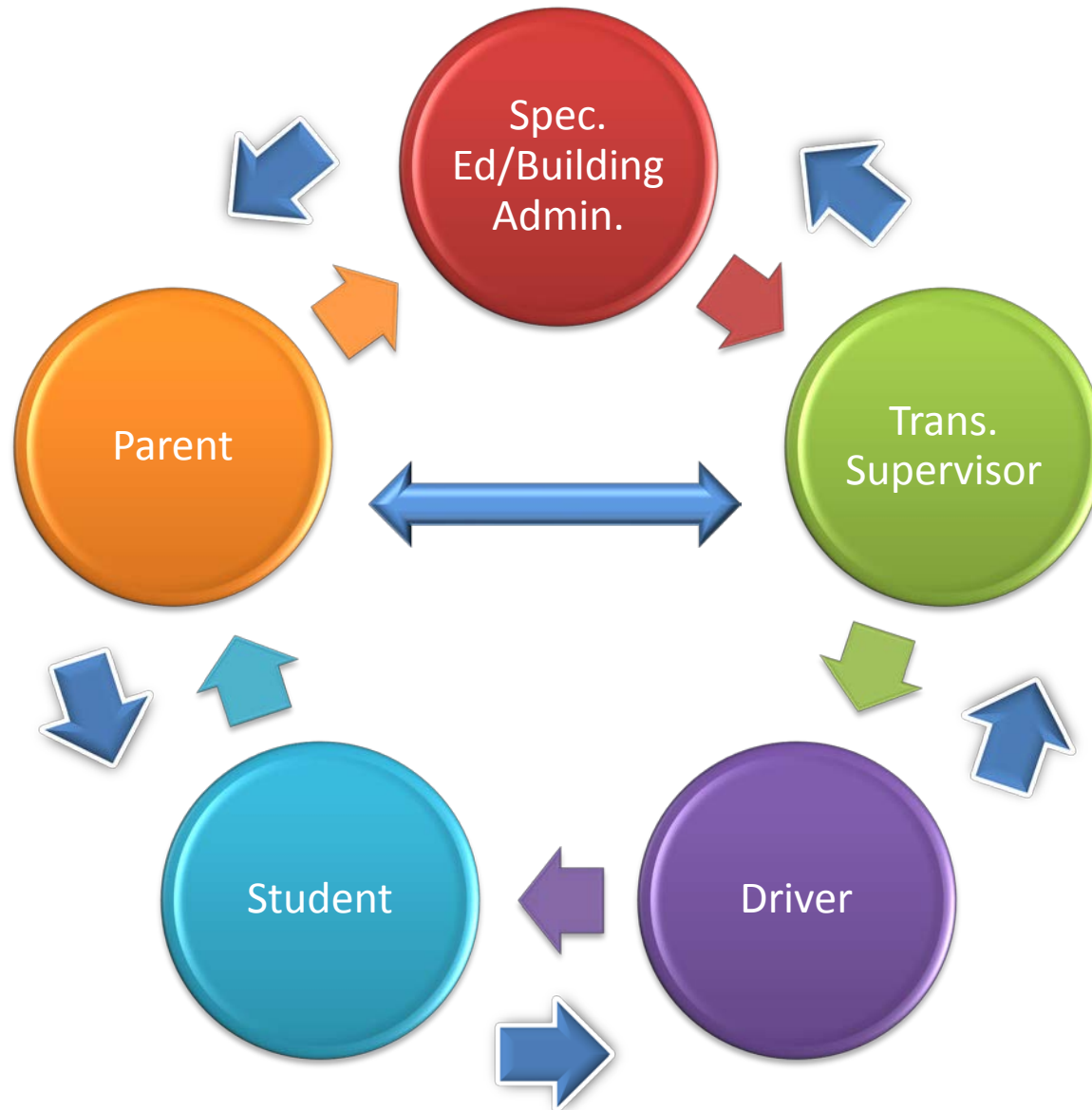
*Preparing for  
Special Education Transportation*

Ms. Katrina Morris  
West Shore Education Service District





# Communication Flow Chart



## Pupil Transportation Legislation Review and Status

Bill or Law NO.s And Text	Sponsor	Summary	Status
<a href="#">HB-4054</a> <a href="#">PA-233 of 2017</a> <a href="#">MCL 257.1812</a>	Rep Holly Hughes	Amend Pupil Transportation Act to allow a school bus to be equipped with flashing advisory signs on the rear and front of a school bus	Signed into law December 21, 2017 became effective December 21, 2017
<a href="#">SB-661</a> History <a href="#">Text of SB-661</a>	Sen Tom Casperson	The purposes of the initiative were to clean-up language, update changes, and insure agreement across PTA, MDE, MDOT, MI-Veh Codes.	Introduced 11/28/17 and referred to Senate Transportation Committee. There has been no other action on this bill to date.
<a href="#">SB-384</a> History <a href="#">Text of SB-384</a>	Sen Dale Zorn	Allow the use of sinking funds for the purchase of school buses.	Introduced 5/17/17, referred to Sen Finance Committee, and voted out of Finance Committee 6/8/17. Currently, it is held up on the Senate floor.
<a href="#">SB-885</a> History <a href="#">Text of SB-885</a>	Sen. Mike Shirkey	Allows public schools with YEAR AROUND schedules to start before Labor Day	Introduced 3/1/18, referred to Education Committee, no action to date
<a href="#">HB-5551</a> History <a href="#">Text of SB-5551</a>	Rep Adam Zemke	1) Transport all <b>“enrolled”</b> students living 1.5 miles or more from school 2) Transport <b>“enrolled”</b> students outside of district 3) PSA required to provide transportation to <b>“enrolled”</b> students 4) Districts relieved of requirement to	Introduced 2/13/18 and referred to Education Reform Committee



		transport resident non-public school students	
<a href="#">HB-5334</a> History <a href="#">Text of SB-5334</a>	Rep Aaron Miller	Miller's bill requires school bus drivers and aides to report suspected or actual child abuse.	Intro.12/6/17, referred to Comm. on Families, Children, and Seniors, and stalled in comm.
<a href="#">HB-4840</a> History <a href="#">Text of SB-4840</a>	Rep James Tedder	Rep. Tedder's bill amends the Michigan Vehicle Code to make highway segments with overhead pedestrian walkways subject to the Code's provisions regarding school zone speed limits.	Introduced 7/12/17, referred to Transportation and Infrastructure Committee, and reported out of committee 2/6/18. Stalled in the House
<a href="#">HB-5576</a> History <a href="#">Text of HB-5576</a>	Rep Tim Kelly	2018-19 State School Aid Act placeholders	Introduced 2/14/18 and referred to House Appropriations Committee.
<a href="#">SB-906</a> History <a href="#">Senate Fiscal Analysis</a>	Sen Jack Brandenburg	Private school bus contractor's sales tax exemption	Introduced 3/15/18 and referred to Senate Finance Committee
<a href="#">SB-907</a> History <a href="#">Senate Fiscal Analysis</a>	Sen Jack Brandenburg	Private school bus contractor's service tax exemption	Introduced 3/15/18 and referred to Senate Finance Committee

**2018 Transportation Supervisors’  
Continuing Education Program  
“Preparing for the Future:  
Training Staff Trainers”  
Part I: Three-hour Program  
Program Evaluation**

Program Date: \_\_\_\_\_ Program Location: \_\_\_\_\_

**Place an (x) next to the organization that best identifies your employer:**

Public School-K-12     Public School-ISD     Public School Academy  
 Private Parochial School     Private Non-denominational School     Contractor  
 Head Start Program     Day Care     Other: (indicate) \_\_\_\_\_

**Latest Driver Licensing & Certification Process: (Fill in the circle ● that is your response to each statement)**

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
1. Presentation was well organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Presenters were knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I understood what the presenters were saying.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The presenters’ topic is relevant to my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I learned something new from this presentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This will help me do my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Transporting Pre-school Students Safely & Legally: (Fill in the circle ● that is your response to each statement)**

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
7. Presentation was well organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Presenter was knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. I understood what the presenter was saying.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The presenter’s topic is relevant to my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I learned something new from this presentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. This will help me do my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Preparing for Spec. Ed. Transportation: (Fill in the circle ● that is your response to each statement)**

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
13. Presentation was well organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Presenter was knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. I understood what the presenter was saying.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. The presenter’s topic is relevant to my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. I learned something new from this presentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. This will help me do my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continue on the reverse side of this page.

**Please write any comments you have regarding the 2016 Transportation Supervisors' CEP presentations.**

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**Thank you for completing the Part I program evaluation. Your response helps us identify presenters and topics that help you do your job. Return this evaluation to your classroom instructor. If you took this class online, you need to complete the evaluation to get credit for the class.**