



Michigan Association for Pupil Transportation Voluntary Leadership Academy Program

Transportation Director/Supervisor

Includes: Transporting Students

Required Certification Class Hours: 66

Grandparenting Provision: Yes

Continuing Education Requirements:
90 hours over five years

Continuing Education Hours required can be met via:
Conference participation, workshops, specialized
workshops and college classes.



Transportation Director/Supervisor Courses:

- Basic Transportation Administration Issues (BTAI) (18 hours)
 - ♦ Laws, Rules and Regulations (4 hours)
 - ♦ Liability & Tort Law (3 hours)
- Managing Staff Training (3 hours)
- Transportation Facility Operations (Garage Operations) (6 hours)
- Special Needs Transportation (3 hours)
- Writing Bus Specifications (3 hours)
- Human Resource for Transportation (6 hours)
- Accident Investigation Procedures (3 hours)
- Public Relations and Internal Communications (3 hours)
- Labor Relations/Employment Law (6 hours)
- Principles of Education (3 hours)
- Elective (5 hours)

Total Certification class time is 66 hours within a three-calendar-year period.
Continuing Education hours are 90 hours within a five-calendar-year period.

Transportation Director Course Descriptions

Accident Investigation Procedures (3 hours): At the accident scene, learn what to look for, what information to gather, rules and regulations of reporting accidents, and how to analyze data. Understand how to respond to media both from routine inquiries and when suddenly faced with a television crew. (Offered by MSBO)

Basic Transportation Administration Issues-BTAI (18 hours): Three days of instruction designed to provide a new supervisor with the tools needed to perform their professional responsibilities. Key areas covered include successful management planning, scheduling, personnel records and issues, routes and routing, bus stop evaluations, benchmarking fleet operations, an overview of PA 187 along with all laws, rules, regulations and opinions. (Offered by MAPT)

Public Relations and Internal Communications (3 hours): This class will help you express yourself more effectively, have more influence with your colleagues and appear more confident in front of others. This is a highly practical and interactive course. In this workshop you'll have the opportunity to learn key techniques to enhance your communication skills. You'll learn techniques and strategies to send clear messages, create credibility, use body language effectively, and listen for understanding. This class allows you to build on your existing skills as you experiment and learn through practical experience. (You may take Public Relations and Internal Communications from MAPT or Effective Communications from MSBO)

Human Resource for Transportation (6 hours): This class is designed to provide supervisors with the knowledge of required driver qualification documentation to insure State and Federal compliance. Class time will cover required documentation in the following categories: The Pupil Transportation Act, Michigan Motor Vehicle Code, Federal Motor Carrier

Regulations, The Michigan School Code, and Safe School Legislation PA 130 of 2005. (Offered by MAPT)

Labor Relations/Employment Law (6 hours): Learn about the major state and federal employment laws that apply to public schools. Examine collective bargaining, wage and hour, discrimination, COBRA, Family Medical Leave Act, and federal and state retirement issues. (Offered by MSBO)

Laws, Rules and Regulations (4 hours): Become familiar with and know the difference between attorney general options, court precedents, laws, recommendations, regulations and rules to make these decisions. Preparation to deliver written reports and verbal briefings which demonstrate your ability to describe problems, propose resolutions and support those resolutions with specific documentation will be addressed. (Offered by MAPT. Must have taken BTAI class)

Liability and Tort Law (3 Hours): Terminology will be identified and defined. Laws most directly related to pupil transportation liability and tort issues will be reviewed. Application of those laws in a pupil transportation environment will be discussed. Michigan Court of Appeals decisions regarding specific pupil transportation liability situations will be presented and discussed. Supervisors will leave this session with information and strategies to minimize their districts, staff's and their own liability responsibility. (Offered by MAPT. Must have taken BTAI class)

Managing Staff Training (3 hours): Pupil transportation is a dynamic activity with important consequences for service providers and service users. System break-downs are infrequent but have catastrophic outcomes. Staff training is a key tool fleet managers can use to limit breakdowns and minimize their consequences. This class will address training questions and provide methods to answer them. (Offered by MAPT)

Principles of Education (3 hours): Provides an understanding of: the educational process, the culture of schools, major learning theories, teaching methodologies, school improvement, design of in-service programs, and the structure and function of the principal ship. (Offered by MSBO)

Special Needs Transportation (3 hours): ADA, IDEIA, IEP, FERPA and Section 504 – these laws impact all of us who transport students with special needs. Be prepared for the challenges and responsibilities of transporting students with special needs. This class will provide an understanding of these laws, behavior issues, wheelchair securement and the proper storing of equipment and supplies needed to transport special needs. We will also discuss how to properly secure a student in car seats and safety vests, "Star Seat" and other types of CSRS. Can a special needs student be suspended? What procedures must be followed to do so? What is a behavior management plan and how important is documentation. (Offered by MAPT)

Transportation Facility Operations (6 hours): This class will cover the fundamentals of fleet maintenance for anyone responsible for or interested in shop operations. Topics will include budgeting and recording keeping, vehicle purchasing factors and vehicle maintenance, benchmarking, state police inspections, MIOSHA, and OSHA and under-ground storage tanks. (Offered by MAPT)

Writing Bus Specifications (3 hours): This course is designed to provide insight on the basics of school bus specifications and what works. Special attention will be given on what works best in different geographical areas and conditions. (Offered by MAPT)

Elective (5 hours): Any class outside of your certification track or designated as such.

Total class time is 66 hours.
Continuing Education hours are
90 hours within a five-year period.