

Agenda:

- **Meeting** started at 1:11 p.m.
- **Welcome and Introductions**
 - Logistics/Sign In Sheet
 - Recent losses from the field:
 - Pete Finn
 - Christine Sagendorf
 - Adopt minutes from last meeting (approved)
 - James Rogan made a motion to approve the minutes. Russell Carraquillo seconded the motion. The motion was approved unanimously approved
- **End of Terms on the Committee**
 - Pete James
 - Linda Kleingardner
 - Robin Parks
 - Stephen Shadbolt
 - Ty Worrell
- **SED Record Review**
 - Six (6) Record Reviews will occur beginning in the Summer of 2013
 - PTSI has the contract and will start the reviews this summer. NYSED will randomly choose six (6) locations and PTSI will show up and start the learning process. This is not a punitive audit, rather a process to inform operations in advance that they have been selected and these audits should be helpful for the operations to measure their performance and areas for improvement. This is not a "gotcha" audit, but geared to pick up on the educational component that the old NYSED audits used to provide. This is not a fine generating audit, education and compliance is the goal.
 - A guidance document may follow after the first go around with the lessons learned. Note: A document by the way of a PowerPoint presentation is on the NYSED website

http://www.p12.nysed.gov/schoolbus/SED_Audits/SED_Record_Reviews.pdf

- **First Student Pre-Service Review** – Kathy Furneaux
 - They have asked that their training program be reviewed by NYSED and
 - James Rogan made a motion to approve the made to approve adopting the program for their internal use. Pete James seconded it.
 - Discussion took place mentioning that this was not a new process and others have been approved. Note: Their pre-service is 40 hours long and the vote was 14 in favor, 3 opposed.
- **PDS Evaluation Form** – Kathy Furneaux
 - What information are we looking to collect from the form? We are collecting data and not doing anything with it. What changes need to be made? What are we seeking to capture from these evaluations???
 - The voice of the drivers, monitors/attendants, and mechanics voices are not being heard...
 - Data collection could be an issue...Survey Monkey can help with this.
 - Technology is a challenge for some SBDIs and they might be lost by a strictly Survey Monkey format...both mediums should be employed.
 - Should the evaluation be expanded? Let Kathy Furneaux know your thoughts via email or to Faye Stevens at PTSI.
 - MIs and SBDIs that are not performing as expected should be addressed for follow up mentoring.
 - There is not any provision in regulation to remove ineffective SBDIs and MIs...
 - We should look to investigate ways to improve the system to build-in accountability for our SBDIs and MIs. This is in line with the 2013 PDS theme of “Raising the Bar”
 - Training could strengthen and support these people.

- Perhaps reaching out to licensure groups to help us with raising the bar with these groups.
 - There is a perceived disconnect in some operations that are not qualified or knowledgeable to teach the operation. Should SBDIs be required to present at a neighboring operation to give them the opportunity to expand their reach and empowerment. This action could strengthen the program and delivery of instruction.
 - Perhaps this is an area for improvement for SBDIs...
 - Perhaps an advanced course for SBDIs should be offered in the future...
 - Exemplary SBDIs and MIs could assist in evaluation of SBDIs
 - We should look at changing the regulation pertaining to non-teaching SBDIs and offer a non-teaching SBDI option.
 - We need to be aware of the perception of SBDIs and MIs who speak of NYSED as “those guys” ...we as SBDIs and MIs are “those guys!” We all need to cherish the work we do to make student transportation safer and as professional as possible. We (transportation professionals) need to advocate for our profession with all of its rigor.
- **Curriculum Updates** – Time Tables are necessary to keep the curriculum up-to-date and also encourage vendors to participate with the RFP process.
 - Pre-Service (Updated 2012-13)
 - Basic Course (Pending RFP)
 - Bus Stop Safety and Defensive Driving need to be included in the program along with lessons from history.
 - We need to make sure that people can get through the curriculum in 30 hours...
 - Drivers and Instructor manuals is specified in the RFP, but we need to make sure drivers actually receive the manual and the costs of the manuals for each driver.
 - Smith System or similar should used in the Basic course
 - Passing motorists is an upcoming issue that should be addressed.

- Dealing with violent students should be addressed.
- Combine or bullet the list of 16 on page (2) with the list of 15 on page one (1).
- Include violence training with behavior management
- Include Cyberbullying and social media (Is this already covered by DASA?)
- Try to minimize repetition of chapters and fill in with more content.
- Mandated reporter information
- Change Driver's Log to Driver Vehicle Inspection Report (DVIR)
- Format of videos should be embedded into the program vs. separately available.
- The final product should try to create the chapters in equal time allotments for instructors to teach them in the same time equivalents (i.e. 30 hour program with 15, 2-hour classes, etc.).
- Advanced Course (Pending RFP)
 - New engine technologies can be an issue for keeping the curriculum current.
 - Drivers would benefit from a sharing alliance through the advanced course where veteran drivers can get together and learn together.
 - Allow instructors to choose three topics for round table discussion among veteran drivers. The RFP could have multiple choice options allowing for the program to choose three topics.
 - The final product should try to create the chapters in equal time allotments for instructors to teach them in the same time equivalents. They should be able to stand alone and be taught in any order, so chapter numbers might be better served by letters.
 - Please send Mary any suggestions you may have for the RFPs.

- Distance learning is in there as an option as other areas of education are using it successfully. This might not work for all people of subjects, it could be developed down the road.
 - There was opposition to the distance learning option as people fear for student success in our field.
 - We teach students in person traditionally, it works well for bus drivers.
 - Support for the option was voiced as a good retraining tool.
 - This could be an option to utilize access to experts outside of the operation.
 - Online learning could be used for optional courses (Advanced courses). Mandated courses should be platform taught.
- **Note: We need to email all guests the RFP for comments off of the sign-in sheet.**
- **Physical Performance Test (PPT) Guidelines**
 - A concern from a committee member were shared where an aid from his operation was overweight and winded approximately 150 yards away from the bus. The SBDI needed to wait for the aide to catch her breath. The SBDI was not sure on the amount of time that can elapse between performing the standards... She barely passed the test falling out of the bus on to her back and could not right herself on her own. Should there be a timeline? Should there be a mandated physical?
 - Physicals cannot be tied into any other standards where you can for a driver under ADA protections.
 - PPTs have a video that details how to perform the PPT and this video should be shown to all people prior to each test.
 - The demonstration video should be redone into an electronic format.

- The attendant/monitor regulations should be looked at since it has been a long time since they were last reviewed.
 - We might want to consider adding opening the entrance door for repetitive arm strength.
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- **SED Guidelines for Transporting Oxygen on School Buses –**
Linda Kleingardner
 - The oxygen on school buses is intended to be a guidance document as a best practice, not a mandate. This is a resource intended to provide guidance and help people in the field when they encounter a student who requires oxygen on the bus.
 - Note: “Recommendation” language should be changed to “Best Practice” or similar language to minimize guidance confusion compared to mandated use.
 - Remove “musts” and change to “should”
 - Note: This document needs to get through counsel before getting final approval.
- **Upcoming Master Instructor Class**
 - Currently, we have 28 active MIs across the State of 95 with the title. However, many of those MIs are no longer living...
 - There is a need for new MIs but there are concerns about coverage across the State. Ideally the Spring is the best time for this to occur.
 - However, this would currently occur with volunteer MIs.
 - MI candidates should be reviewed by a subcommittee or ad hoc of MIs.
- **Next Meeting**
 - TBA

Attendance:

- Lawrence Boylan
- Jeremy Bricks
- Russell Carrasquillo
- Nancy Delaney
- Michael Dellolio

- Kathy Furneaux
- Laura Green-Halley
- William Haight
- Bill Hoosty
- Pete James
- Linda Kleingardner
- Peter Lawrence
- Paul Overbaugh
- Robin Parks
- James Rogan
- Mary Sansaricq
- Stephen Shadbolt
- Gale Winsper

15 Guests

Adjournment at: 4:55 p.m.

Submitted by: Peter Lawrence