



Michigan School Business Officials



MICHIGAN SCHOOL
BUSINESS OFFICIALS | 2024

Transportation Pre Conference
April 23, 2024

Creative Operations

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Novi Community School District

Where we are now

- Driver Shortage
- New Training Obligations
- Aging Workforce
- More students being diagnosed with special needs
- Increasing behaviors with students in general
- Doing more with less

What are our options

- Transportation Network Companies are the emerging trend. These companies help primarily with center programs, McKinney-Vento, and special circumstance students
- Charter companies for field trips that leave before we complete student take home
- Taxis



Requirements

- Whatever option you choose, there are specific requirements that must be followed
- Criminal History – all drivers must complete the Criminal History Background Check, Fingerprints, Disclosure of Unprofessional Conduct
- Corporal Punishment training
- This information can be shared among districts
- The company must be on the approved list of TNC's with the State of Michigan

Michigan State Police & F.B.I. Clarification

MCL 380.1230a & MDE Letter

Synopsis of

Criminal History Record Information (CHRI)

Who requests it, for what purpose, and who can forward it?

Michigan School Code

MCL 380.1230a

A. Who requests CHRI?

- a. Board of a school district
- b. Board of an intermediate school district
- c. Governing board of a public-school academy
- d. Governing board of a nonpublic school

B. What is the purpose of the request?

- a. Hire an individual to work for LEA, ISD, PSA, or NPS
- b. Allow an individual to regularly and continuously work under contract for a particular school during that school year.
- c. Regularly and continuously working under contract means.
 - i. Work at school on a more than intermittent or sporadic basis for a LEA, ISD, PSA, or NPS
- d. Individuals working in what capacity
 - i. Food service
 - ii. Custodial service
 - iii. Transportation service
 - iv. Counseling service
 - v. Administrative service
 - vi. Instructional service
 - vii. Related or Auxiliary services – Special Education

Shall request the MDO&P to conduct criminal records check through the FBI on an applicant for, or an individual who is hired for, any full-time or part-time employment or who is assigned to regularly and continuously work under contract in any of its schools.
MCL 380.1230a (1)

Regular Education

- 1. Transportation is a related special education service

C. Who or what organization(s) are not mentioned in MCL 380.1230a?

- a. Contractors, management companies, or vendors providing services to a LEA, ISD, PSA, or NPS
- b. Owner or employee of an entity that has a contract with a LEA, ISD, PSA, or NPS

D. Sharing CHRI among LEAs, ISDs, PSAs, & NPSs

a. 380.1230a Part 5 – “If an applicant is being considered for employment by more than 1” (LEA, ISD, PSA, or NPS emphasis mine) ... “and if the applicant agrees in writing to allow a” (LEA, ISD, PSA, or NPS emphasis mine) ... “to share the results of the criminal records check with another” (LEA, ISD, PSA, or NPS emphasis mine) “then a” (LEA, ISD, PSA, or NPS emphasis mine) ... “may satisfy the requirements of subsection (1) by obtaining a copy of the results of the

criminal records check from another” (LEA, ISD, PSA, or NPS emphasis mine)

b. 380.1230a Part 4 – “For an applicant for a position as a substitute teacher or substitute bus driver, or for an individual who regularly and continuously works under contract in more than 1” (LEA, ISD, PSA, or NPS, emphasis is mine) ... “if the applicant or individual agrees in writing to allow a” (LEA, ISD, PSA, or NPS, emphasis mine) ... “to share the results of the criminal records check with another” (LEA, ISD, PSA, or NPS emphasis mine)... then instead of requesting a criminal records check” (the LEA, ISD, PSA, or NPS emphasis mine) ... “may use results received by another” (LEA, ISD, PSA, or NPA emphasis mine)

c. MCL 380.1230a does allow LEA, ISD, PSA, & NPS to share CHRI

A. How to use CHRI

a. 380.1230a Part 8 – “The results of a criminal records check under this section shall be used by a” (LEA, ISD, PSA, or NPS emphasis mine) ... “only for the purpose of evaluating an individual's qualifications for employment or assignment in the position for which he or she has applied or been assigned”

B. Because the entities mentioned in part C are not included in MCL 380.1230a they are not legally eligible to receive or pass on CHRI.

C. Definitions important to this law and its interpretation

- a. Contract¹ - a promise, or set of promises
- b. Contractor² - one who is a party to a contract; also, one who contracts to do the work for another

Vendor³ - seller; especially person who sells real property. The word seller is used more often to describe a personal property transaction.

¹ Law Dictionary, Third Edition, Steven H. Gifis, 1991, page 97

² Ibid, page 99

³ Ibid, page 517

TNC's

You can share criminal history information among districts. Drivers are printed through one district, then they can sign a release to share with other districts. Tom Korth at Oakland Schools created a form so we can easily share among districts.

This is extremely important if you are using a company that has the drivers pick their runs through the website. You want to be sure you are constantly monitoring this to be sure only approved drivers are signing to drive your students.



AUTHORIZATION TO RELEASE CRIMINAL RECORDS CHECK

Pursuant to MCL 380.1230(5) I hereby authorize the release of results of my State of Michigan and FBI criminal records check to the following school district(s) now, or in the future:

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Avondale | <input type="checkbox"/> Holly | <input type="checkbox"/> Royal Oak |
| <input type="checkbox"/> Berkely | <input type="checkbox"/> Huron Valley | <input type="checkbox"/> Southfield |
| <input type="checkbox"/> Birmingham | <input type="checkbox"/> Lake Orion | <input type="checkbox"/> South Lyon |
| <input type="checkbox"/> Bloomfield Hills | <input type="checkbox"/> Lamphere | <input type="checkbox"/> Troy |
| <input type="checkbox"/> Brandon | <input type="checkbox"/> Madison | <input type="checkbox"/> Walled Lake |
| <input type="checkbox"/> Clarenceville | <input type="checkbox"/> Novi | <input type="checkbox"/> Waterford |
| <input type="checkbox"/> Clarkston | <input type="checkbox"/> Oak Park | <input type="checkbox"/> West Bloomfield |
| <input type="checkbox"/> Clawson | <input type="checkbox"/> Oxford | |
| <input type="checkbox"/> Farmington | <input type="checkbox"/> Pontiac | |
| <input type="checkbox"/> Ferndale | <input type="checkbox"/> Rochester | |
| <input type="checkbox"/> Hazel Park | | |

*Name (Print): _____

Alternate Name(s): _____

*Date of Birth: _____

*SSN (last 4 digits): _____

*Gender: _____ Female _____ Male

*Race: _____

*Phone: _____

*Email Address: _____

**Field must be complete to process request.*

Signature _____ Date _____

I RELEASE OAKLAND SCHOOLS, ALL DISTRICTS LISTED ABOVE, INDIVIDUAL BOARD MEMBERS, EMPLOYEES AND AGENTS, PAST AND PRESENT, FROM ANY AND ALL CLAIMS AND/OR LIABILITY WHATSOEVER FOR ANY DAMAGES OR CONSEQUENCES WHICH MAY RESULT FROM THE RELEASE OR LEGAL USE OF MY CRIMINAL HISTORY/RECORDS CHECK.



CONFIDENTIAL

AUTHORIZATION TO RELEASE CRIMINAL RECORDS CHECK

TO:

School District (Agency Name) _____

Contact Name _____

Address _____

City/State/Zip _____

Phone Number _____ Fax Number _____

Date Printed _____

*TCN # _____

*(*must be provided and is required to request and share Criminal History Record Information CHRI)*

Pursuant to MCL 380.1230(5) I hereby authorize the release of results of my State of Michigan and FBI criminal records check to:

OAKLAND SCHOOLS
2111 Pontiac Lake Road
Waterford, MI 48328

I RELEASE OAKLAND SCHOOLS, ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES AND AGENTS, PAST AND PRESENT, FROM ANY AND ALL CLAIMS AND/OR LIABILITY WHATSOEVER FOR ANY DAMAGES OR CONSEQUENCES WHICH MAY RESULT FROM THE PRE-EMPLOYMENT INVESTIGATION, INCLUDING THE CRIMINAL HISTORY/RECORDS CHECK, RELATED TO MY CONSIDERATION FOR EMPLOYMENT.

Name (Print) _____ Birthday (Month/Day/Year) _____

Signature _____ Date _____

||||

Charters and Taxis

<https://prod.accela.com/MICLEAR/GeneralProperty/PropertyLookUp.aspx?isLicense=Y&TabName=APO>

You need to be sure the company you are using is approved by the state.

You will also need to be sure any drivers transporting your students are fingerprinted. Work with your HR and any other department (athletics) to be sure they are aware of this requirement.

Licensed Professional Information:
Transportation Network Company 5801020130

Licensee Detail

Business Name:
HOPSKIPDRIVE, INC.

License Issue Date:
10/06/2023

License Expiration Date:
08/31/2024

License Status:
Active

DBA Name:
HopSkipDrive

Using Parents for Special Ed Transport

Parents can be a resource for transporting your special ed students. Be creative:

- We pay \$75 per day for parents to transport their student to a center program
- We pay \$25 per day for parents to transport their student to their in district school

Athletics and Field Trips

Most athletic trips go out before we have taken our elementary students home. This impacts our availability to transport athletics.

- Be sure you do a drivers license check if you are having coaches drive a 10 passenger van
- If there is space, double up trips
- Have a charter drop a trip and have your drivers pick it up

In General

Drivers have more challenges than ever before. We are seeing increasing behavior problems and lack of respect.

You need to arm your drivers with the tools they need to be successful. Treat them like the professionals they are. Have meaningful professional development. If your ISD offers professional development, be sure you are sending the drivers. Utilize the resources available to you.

If a driver comes to you with a problem or writes a student up, be sure you are helping them and following up with guidance.

Resources

https://docs.google.com/document/d/1yuYgG_3VKnhSdII7vUyzshLd8G3GAXKj/edit?usp=drive_link&ouid=110838050782606688429&rtpof=true&sd=true

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:65503dc1-3ad3-4a86-97e4-41680b93780f>

<https://aca-prod.accela.com/MICLEAR/GeneralProperty/PropertyLookUp.aspx?isLicensee=Y&TabName=APO>

<https://docs.google.com/document/d/1zcBCgImY5RvbXzKozh8ftVjigV6rOp9C/edit?usp=sharing&ouid=110838050782606688429&rtpof=true&sd=true>



Thank you

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