



Introduction to Facilities Management

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Director of Facilities - Kent ISD

MSBO Board Member

March 19, 2024

Materials

Introduction to Facilities
Management/Introduction to
Operations Management

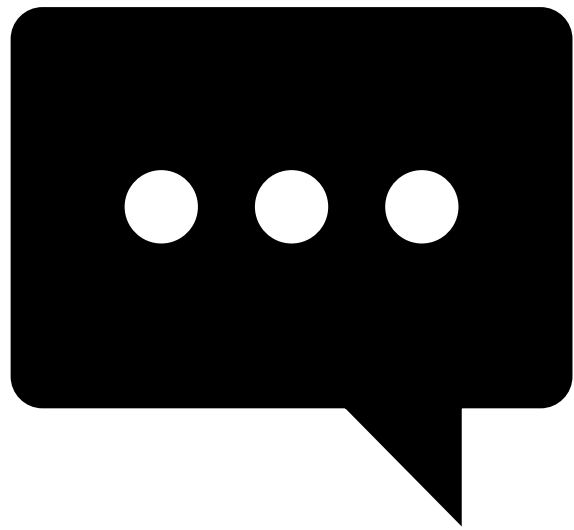
[https://www.msbo.org/msbo-
certification-class-materials/](https://www.msbo.org/msbo-certification-class-materials/)



Who Are We?

- ▶ Find out the following information about your partner:
 - ▶ Name
 - ▶ Position
 - ▶ Years of experience
 - ▶ Previous positions
 - ▶ Why are they here today?





What Are We
Talking About
Today?

Goals For Today's Session

- ▶ What is Facilities Management?
- ▶ How is Facilities Management unique in K-12?
- ▶ Trends in Facilities Management



Definitions

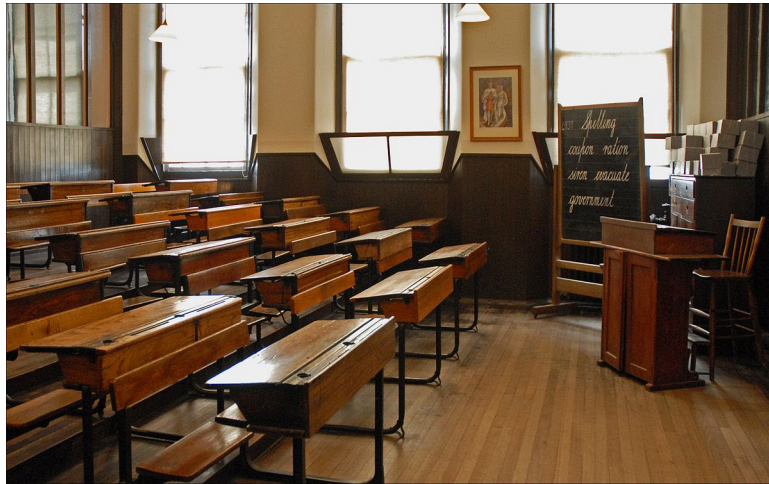
A profession that encompasses multiple disciplines to ensure functionality, comfort, safety and efficiency of the built environment by integrating people, place, process and technology.
(International Facilities Management Association)



According to Wikipedia:

FM is a professional management discipline focused upon the efficient and effective delivery of support services for the organizations that it serves. The International Organization of Standardization (ISO) defines facility management as the “organizational function which integrates people, place, process and technology within the built environment with the purpose of improving the quality of life of people and the productivity of the core business in conjunction with the auxiliary as well as the support services”

FMs contribute to the organization's bottom line through their responsibility for maintaining what are often an organization's largest and most valuable assets, such as property, buildings, equipment and other environments that house personnel, productivity, inventory and other elements of operation.



FACILITY MANAGER

NOUN

【Facility Manager】

Synonym:

tough,magician

Person who
recognizes problems
that you neither
knew existed
nor were able to
understand and
solve in a way
that exceeded any
imagination

fineart
america

Director of Facilities

Coordinator

Buildings & Grounds

Maintenance Supervisor

Director of Operations

Assistant Superintendent

Manager of Physical Plant

Executive Director

Facilities
Services

Facilities Manager

What about Facilities Management in Schools?

Typical Mission Statement:

To provide safe and healthy environments that are conducive to learning and support the educational mission of the district

Typical Focus Areas:

Maintenance - Grounds - Custodial - Project
Mgt - Utilities - Compliance - Event
Management - Athletics - Sustainability -
Contract Management - Staff Supervision -
Real Estate - Security - Budgets

Be Able To Show Your Value

- ▶ Students can't learn if basic needs aren't met
 - ▶ Safety
 - ▶ Comfort
 - ▶ Health
 - ▶ Food
- ▶ We ensure that conditions are suitable for learning and teaching



Beware of Pandemics!

- ▶ PPE
- ▶ Enhanced Cleaning Protocols
- ▶ Staffing
- ▶ HVAC
- ▶ Space Usage
- ▶ Food Service
- ▶ Transportation
- ▶ Security



And Don't Forget About Safety & Security

- ▶ Secured Vestibules
- ▶ Doors & Locks
- ▶ Cameras
- ▶ Card Access
- ▶ Alert Systems



Facilities Management in K-12

1. Impacting Operational Efficiencies

- What do you do and how do you do it?
- How quickly can you turnaround work orders?
- What is your process for prioritizing work?



2. Supporting Productivity of Facilities and Personnel

- How does your office contribute to the educational mission?
- In what ways can you help everyone in the district do their work more easily?

3. Managing Risks to Personnel and Facilities

- ADA Compliance
- BFS & BCC
- Insurance - Loss Control
- Asbestos
- Water Quality & Stormwater



4. Mitigating Environmental Impact

- Sustainability Practices
- Energy Usage
- Recycling



5. Managing Space Usage

- Outside Groups Using District Space
- Who Accesses Your Buildings?
- Building Automation



6. Guaranteeing Compliance

- Code Crazy!
- Purchasing & Procurement
- Construction



7. Leveraging Security Issues

- How do you manage security vs code compliance? Door stops, magnets, etc.
- Physical security measures
- Staff Compliance



8. Budgets

- Doing more with less
- What do you prioritize?



9. Athletics & Events

- Expertise in maintaining unique spaces
- Cost recovery
- Who's the boss?



Metrics/Key Performance Indicators

- Costs Per Square Foot - Most Commonly Used
 - ✓ Custodial
 - ✓ Maintenance
 - ✓ Energy
 - ✓ Waste
- Cost per Student
- Staffing Numbers
- Work Orders
 - ✓ PM vs Reactive
 - ✓ Turnaround Time
 - ✓ Open vs Closed
- Custodial Scrutiny
 - ✓ Time on Task
 - ✓ Square Footage per Employee
 - ✓ Supply Costs



What Data Do You Have Available To You?

- Keep critical data with you at all times
- Be ready to be called on with little or no notice
 - Building Data
 - Site Data
 - Construction Data
 - Building Maps



Essential Management Skills

#1 - PEOPLE

#2 - PROBLEM SOLVING

#3 - TECHNICAL



People Skills - Do You Have Them?



Dealing With Difficult Staff

When your
boss asks for
proof you're
in hospital



Typical Areas of Responsibility

- Boiler Testing Certification (CDS-1)
- Pool Operations & Testing (CPO)
- Water Testing - Wells & Drinking Water
- Sewer Treatment System(s)
- Back Flow / Cross Connection Systems
- Fire & Life Safety Code Compliance
- ADA Compliance
- Lift Training & Certification
- Alternative Energy Systems
- Utility Procurement & Usage



Areas of Responsibility, Continued

- Global SDS Documentation
- Michigan Right To Know Law
- Asbestos Inspections & Documentation
- Indoor Air Quality
- MIOSHA Compliance
 - Lock Out/Tag Out Policy & Procedure
 - Confined Space Policy & Procedure
 - Personal Protective Equipment
- Emergency Management Planning - (EOP)



Areas of Responsibility, Continued

- Security Assessments
- Keys/Card Access Systems
- Environmental Cleanup and Response
- UST Program: Class A B & C
- Playground Safety Inspections
- Warehouse Inventory/Shipping & Receiving
- Courier - Bonded (Mail, Money, Records)
- Records Management/Shredding
- Traffic Management



Areas of Responsibility, Continued

- Insurance - Accidents/Injuries
- Contract Negotiations
- Early Childhood Licensing
- Trash/Recycling
- RFP's and Bids
- Auditoriums
- Service Contracts
- Asset Management
- Surplus/Property Disposal



Areas of Responsibility, Continued

- **Construction!**
 - Bureau of Construction Codes
 - Bureau of Fire Services
 - Architect Selection
 - CM or GC
- **Sinking Fund vs Bond Projects**
- **Grant-Funded Projects**
- **Contract Language**
- **Builder's Risk Insurance**



Areas of Responsibility, Continued

- **IPM - Integrated Pest Management**
- **Closing/Reopening of School Buildings**
- **Purchasing - Cooperatives/Consortiums**
- **Stormwater Management**
- **Turf Management**
- **Snow Removal**
- **Irrigation**
- **First Aid/AED's**
- **Cleaning/Disinfecting Protocols**
- **Bleacher Inspections**
- **Elevator Inspections**
- **Energy Management Systems**



Areas of Responsibility, Continued

- Hazardous/Bio Waste Removal
- Data Management & Security
- IT Integration & Cooperation
- Portable/Modular Classrooms
- Furniture Issues
- PA/Radio Systems
- Vehicle Fleet
- Bus Repairs
- Generators & UPS Units
- Lighting Systems
- Roofing
- Equipment Rental
- Local Authorities





BREAK

15 minutes



TIME
for a
BREAK



- MDE
- MSBO
- ADA
- ASHRAE
- LARA
- BFS
- BCC
- CDC
- EGLE
- EPA
- IFMA
- ASBO
- FEMA
- MSP
- MIOSHA



How Do I Keep It All Straight???

Current Trends & Future Outlook



Facility Manager

Sustainability

Part of vision, values, and branding

Usually requires high performance building systems and the skill sets to operate them

Environmentally friendlier supplies

Building Technology

Integration of systems

Predictive Maintenance

Must train and educate to
leverage value

Aging Buildings

Repair, Reuse, or Replace?

Facility Condition
Assessment

Facility Condition Index
(FCI)

Preparedness

Critical System Protection

Disasters

Security

Data Management

Advanced Technical
Knowledge

How to analyze and put
meaning to data

Broader skills and
advanced tools

Finding Top Talent

Who will fill these roles?
Recruitment?

Training - Huge ROI

What skills are we looking for?

Keep people happy - training,
mentoring, recognition

Elevating the Profession

Must convince admin of best interest to optimize performance of largest asset

Prepared, dress & speak the part

Follow through

Visibility

Business Acumen

Assess current capabilities - bolster weaknesses

Develop management & leadership skills

Improve public speaking & presentation skills

Learn the language of administration

Workplace Productivity

Link facilities and FM services to core business goals and strategies

Thermal & acoustical comfort & control of environment impact productivity

Understand organization's key business indicators

Total cost of operations

Changing Workplace

More collaborative spaces vs
health concerns


More remote work

Explore solutions for increasing
utilization of facilities



Where Do I Go To Get My Questions Answered?


- ▶ MSBO Listserv
- ▶ MSBO Facilities Committee
- ▶ Professional Networks
- ▶ National Associations
- ▶ Vendor Partners
- ▶ Conferences/Workshops
- ▶ Trade Magazines
- ▶ Each Other



WHY DO I KEEP GETTING
ASKED HOW MANY PEOPLE
IT TAKES TO SCREW IN A
LIGHT BULB? FOR THE LAST
TIME, I DON'T WORK IN
FACILITIES MANAGEMENT.

Dan of the Day.com

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I'M A
FACILITY
MANAGER
• • • • NOT A • • • •
MAGICIAN

BUT I CAN SEE WHY YOU MIGHT BE CONFUSED

**NOT SURE IF I SHOULD
CALL AN ELECTRICIAN**

OR A PLUMBER

imgflip.com





TRUST ME...



**...I'M AN
ENGINEER.**

CAUTION

IF YOU THINK
OSHA IS A
SMALL TOWN
IN WISCONSIN
YOU'RE IN
TROUBLE

BRAD'S SIGNMARK DIV.® MS1134
1-800-635-7557 www.bradvsignmark.com





Thank You!

My email:

timperaino@kentisd.org

Finalize Credit for Attendance

New Process: The MSBO Evaluation is your record for attendance.

Please complete by March 21

- ✓ Receive an email from survey monkey for the MSBO evaluation. Your evaluation will be your record for attendance.
- ✓ Receive e-mail from MOECS-noreply@michigan.gov to fill out an evaluation for SCECHs.

- **Be back at 12:45 pm**





“Overview of Transportation Operations Management”

March 19, 2024

Materials

Introduction to Operations Management

[https://www.msbo.org/msbo-
certification-class-materials/](https://www.msbo.org/msbo-certification-class-materials/)

Penny Evert, CTD

- Transportation Director, Whitehall District Schools & North Muskegon Public Schools
- MAPT - President
- MSBO Transportation Committee Chair
- Contact Info:
 - PennyEvert@WhitehallSchools.net
 - 231-730-1926 cell



Presentation Goal

Provide an Overview of Transportation Operations Management

**This course is designed to provide you with a 30K foot view
of your role as a Transportation Director/Supervisor.**

- **Basic Transportation Management is the 50 foot view**
- **each of the other courses are the 10 foot view**

**Thus, while I'll be providing resources for your future
exploration, I won't be providing extensive details on any
specific topics.**

*****You will note some overlap of responsibilities with other district
departments.***

Expectations & Responsibilities of a Transportation Professional

- More than 50% of current programs & expectations of Transportation didn't exist 15 years ago.
- **CDL Commercial Drivers License:** Drug Alcohol Policy – Corporal Punishment Training, Random testing, Points & Personal Vehicle, Diabetes Waivers, License Classification/Endorsements, Accidents, MDE / DOT Physicals, ELDT, Clearinghouse, etc.
- Best Practices **not** implemented may cause lower levels of staff productivity and may reduce safety for staff, students and public, as well as increase liability for the school district/ISD.
- Lower levels of staff productivity causes inefficiencies in operations and ultimately will have a negative impact on budgeting and staffing controls.

Business Side of Running a School

▶ Pupil Transportation

- ▶ **Revised School Code Act 451 (1976)**
- ▶ **Public Act 187 (Sections 257.1801 – 257.1877) (1990)**
- ▶ **SE-4107, SE-4094 & SE-4159 Reports**
- ▶ **Instructional Programs / Departments/ Business Office**
- ▶ **Regulatory Compliance – Fueling (UST & Propane compliance), McKinney-Vento**
- ▶ **Construction, Renovation, Bonds, Food Service**
- ▶ **Opening/Closing Buildings: Redrawing Current School Boundaries**
- ▶ **IT – Technology Services: New Technology, Routing Software, Radios, Cameras**
- ▶ **Student Accounting - Medicaid**
- ▶ **Safety – Security: ALICE™, Proactive Response Training**
- ▶ **Purchasing / Procurement Department - RFP's**
- ▶ **Grant Writing**

Breakout Time!

You will be broken-out into groups in a moment. During the ten minutes of break-out discussion time, please refer to the previous slide bullet points to guide your conversation.

- ▶ **Revised School Code Act 451 (1976)**
- ▶ **Public Act 187 (Sections 257.1801 – 257.1877) (1990)**
- ▶ **SE-4107, SE-4094 & SE-4159 Reports**
- ▶ **Instructional Programs / Departments/ Business Office**
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- ▶ **Grant Writing**

ARE THERE ANY OF THESE RESPONSIBILITIES WITHIN WHICH YOU HAVE ALREADY EXPERIENCED OPERATING IN YOUR DISTRICT? IF SO, TELL ABOUT ONE, DESCRIBING THE SCENARIO AND OUTCOME.

**** Be prepared to share with the larger group when we reconvene.**

Transportation Manager

Skills, Experience & Attributes

- ❑ **Creative Communicator with a vision**
- ❑ **Leader , Motivator & Recruiter**
- ❑ **Facilitator & Initiator**
- ❑ **Organizer & Planner**
- ❑ **Detail Focused, Views Big Picture**
- ❑ **Adapts to Change** - Contracts, Laws, Codes, Policy, Rules, Regulations and Ordinances
- ❑ **Budget Estimator**
- ❑ **Monitor, Evaluate, Modify**

Skills to Interact with:

Superintendent / Board of Education, Directors, Teachers, Coaches, Food Service, Nurse, Staff, Students, Parents, Grand Parents, JQ Public, etc.

- ▶ **Federal & State Agencies: LARA, MIOSHA, MDHHS, MDE, MDEQ, EPA, MSP etc.**
- ▶ **Union Officials**
- ▶ **Special Education Advocates & Attorneys**
- ▶ **Contractors, Equipment, Vehicle & School Bus Manufacturers**
- ▶ **IT Technology & Infrastructure Designer / Engineers**
- ▶ **Police, Fire & Law Enforcement Specialists**
- ▶ **Insurance Agency Representatives**
- ▶ **Fire Marshall & Building Inspector**
- ▶ **Many Others:**

Operations

Supervisor – Manager – Director

Good Judgment comes from a lot of Experience. And most Experience comes from a lot of Poor Judgment!

Will Rogers



There are a lot of people that don't know what they don't know.

Donald Rumsfeld

Donald

“Just The Facts”

- ▶ Law, Regulations, Rules, Policy, Ordinance, Program, Best Practices, Procedure, Action - needs to be Implemented
- ▶ Written Plan: Program, Protocols, Guidelines, Expectations, Directions
- ▶ Budget: Estimations & Funding Reports
- ▶ Procuring: Equipment, Supplies, Permits, License or Certifications
- ▶ Staff Training: Explanation, Rules, Direction, Instruction, Procedures, Expectations, Guidance, Exercise etc.
- ▶ Implementation: Monitor, Support, Coaching, Evaluation, Adjust / Modify



Hiring Drivers & ELDT Requirements

Entry-Level Driver Training Requirements for CDL Applicants

The new Entry-Level Driver Training (ELDT) regulations require that all entry-level drivers of commercial motor vehicles (CMVs) receive training from a provider listed on [FMCSA's Training Provider Registry](#).

Beginning February 7, 2022, to be eligible to take required skills or knowledge tests, commercial driver's license (CDL) applicants must have completed applicable entry-level driver training from a registered training provider.

ELDT EXCEPTIONS. The ELDT regulations do not apply to individuals that are not required to have a CDL as outlined in 49 CFR part 383, or for whom the **state has waived the CDL skills test**.

If Then

| | |
|--|---|
| A driver holds a CLP that was issued before February 7, 2022... | The driver is not required to complete entry-level driver training, as long as the driver obtains a CDL before the CLP expires. |
| A driver was issued a CDL or an S, P, or H endorsement before February 7, 2022... | The driver is not required to complete entry-level driver training for the previously-issued license or endorsement, even if it has since lapsed. |
| A driver holds a CLP that was issued before February 7, 2022, but the CLP expires before the driver applies for his or her CDL... | The driver must complete the required entry-level driver training. |
| A driver obtains a CLP on or after February 7, 2022... | The driver must complete the required entry-level driver training. |
| A driver held a CDL prior to the compliance date, and applies for an upgrade to a higher class of CDL, or an S, P, or H endorsement for the first time on or after February 7, 2022... | The driver must complete the required entry-level driver training for the class of CDL to which the driver is upgrading or the endorsement(s) for which the driver is applying. |

ELDT EXCEPTIONS. The **ELDT** regulations do not apply to individuals that are not required to have a CDL as outlined in 49 CFR part 383, or for whom the state has waived the CDL skills test.

What must drivers do to meet the ELDT requirements?

Complete training with a registered training provider

Entry-level drivers must select a training provider that is listed on the Training Provider Registry. Only registered training providers will be able to submit certification of a driver's completion of entry-level driver training to the Training Provider Registry.

When am I eligible to take my CDL skills or knowledge test?

Training must be completed before taking a CDL skills test or, if the driver is applying for the H endorsement, the knowledge test.

If the State Driver Licensing Agency cannot electronically verify that these requirements are met, the State is not permitted to administer the CDL skills or knowledge test to the driver.

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If the State Driver Licensing Agency cannot electronically verify that these requirements are met, the State is not permitted to administer the CDL skills or knowledge test to the driver.



LEARN MORE AT:

<http://tpr.fmcsa.dot.gov>

or

scan the
code using
the camera
on your
smartphone.



1. Effective, Monday, February 7, 2022, Federal Motor Carrier Safety Administration regulations ([49 CFR 380 Subpart G](#) click hyperlink to access complete text) will require all drivers seeking an original Commercial Driver's License or a driver wanting to upgrade his/her CDL to complete an Entry-Level Driver Training program.
2. The ELDT program includes a Theory (classroom) and Behind-the Wheel (Range and Road) training components
3. Entities wanting to provide ELDT must register ([Training Provider Registry](#) click on hyperlink to register) with the FMCSA as a Training Provider. School bus fleets, public or private, should register as providing *Private Training* only to employees and *NOT* open to the public.
4. Entities wanting to be a TP may form a consortium with other school bus fleets to provide the ELDT.
5. The MDE's Training Association of Michigan has developed an online Theory training program. This will be offered to all Michigan's school bus fleets. |School bus fleets need not take on the extra work to put together its own theory training program.
6. Successfully completing the Theory training component requires an 80% or higher on a written test. The BTW Range and Road training will require an equivalent of 80% or higher proficiency.
7. Training Provider responsibilities include administering, managing, and carrying out the Theory and/or BTW components of the ELDT. Specific responsibilities are documenting and recording all trainee self-certifications; uploading Theory and or BTW scores within 2 business days of completion; documenting and recording instructor qualifications; developing and maintaining lesson plans for Theory and/or BTW training components; and retaining records for at least three years.

SCHOOL BUS DRIVER REQUIREMENTS

These cards expire on September 30th of **ODD** years (2023)

MCL Section 388.1674 of Section 74 of the State School Aid Act

| | |
|---|------------------------|
| 1/97 STATE OF MICHIGAN DEPARTMENT OF EDUCATION ENROLLMENT CARD | |
| This is to certify that _____ is enrolled in a Michigan School Bus Driver Safety Education Course. Certificate Expires ten (10) days after course completion. | |
| ISSUE DATE | COMPLETION DATE |
| EXPIRATION DATE | INSTRUCTOR'S SIGNATURE |

| | |
|--|-----------------|
| 1/97 STATE OF MICHIGAN DEPARTMENT OF EDUCATION CERTIFICATE OF COURSE COMPLETION | |
| This is to certify that _____ satisfactorily completed a Michigan School Bus Driver Safety Education Course. | |
| COMPLETION DATE | VALID UNTIL |
| INSTRUCTOR'S SIGNATURE | TRAINING AGENCY |

| | |
|--|-----------------|
| 1/97 STATE OF MICHIGAN DEPARTMENT OF EDUCATION CERTIFICATE OF CONTINUING EDUCATION | |
| This certifies that _____ has satisfactorily completed a Michigan School Bus Driver Continuing Education Course. | |
| COMPLETION DATE | VALID UNTIL |
| INSTRUCTOR'S SIGNATURE | TRAINING AGENCY |

Medical Requirements

► School Bus drivers must meet the physical requirements under 49 CFR 391.41

► If medically qualified, certificate will be issued up to two years



U.S. Department of Transportation
Federal Motor Carrier Safety Administration



| MEDICAL EXAMINER'S CERTIFICATE | | |
|---|--|-------|
| I certify that I have examined _____ in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, I find this person is qualified; and, if applicable, only when: | | |
| <input type="checkbox"/> wearing corrective lenses | <input type="checkbox"/> driving within an exempt intracity zone (49 CFR 391.62) | |
| <input type="checkbox"/> wearing hearing aid | <input type="checkbox"/> accompanied by a Skill Performance Evaluation Certificate (SPE) | |
| <input type="checkbox"/> accompanied by a _____ waiver exemption | <input type="checkbox"/> Qualified by operation of 49 CFR 391.64 | |
| The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office. | | |
| SIGNATURE OF MEDICAL EXAMINER | TELEPHONE | DATE |
| MEDICAL EXAMINER'S NAME (PRINT) | <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Chiropractor <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Advanced Practice Nurse | |
| MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE | | |
| SIGNATURE OF DRIVER | DRIVER'S LICENSE NO. | STATE |
| ADDRESS OF DRIVER | | |
| MEDICAL CERTIFICATE EXPIRATION DATE | | |

Commercial Driver License Skills Test Required

- ▶ Has more than 1 conviction of any of the serious traffic violation defined in 49 CFR 383.51(b) while operating a commercial motor vehicle within the last 3 years
- ▶ ***Has been convicted of any motor vehicle traffic violations that have resulted in an accident while operating a commercial motor vehicle***
- ▶ MVC 257.1849

Commercial Driver License Skills Test Required Federal Regulation 49 CFR 383.51

Serious Traffic Violations

Driving a CMV without appropriate group designation(s) and endorsements

An accident where a person died

Reckless driving

Excessive speeding

Improper lane use

Following too closely

Any other serious traffic violation

**BREAK TIME! TAKE A 10 MINUTE BREAK TO
STRETCH AND REFRESH!**





Operations Management

- ▶ Training : New Driver(ELDT), BBDC, Mirror Standards, Wheelchair Securements,
- ▶ ROUTE TRAINING
 - ▶ Annual Start- up training, CPI, CPR
 - ▶ Any special needs training, 3 Mock Bus Evacuations annually
- ▶ Every employee, including New Hires, are given a detailed Policy & Procedure Manual and is REQUIRED to sign an acknowledgment of Receipt for the Table of Contents. Signed document is placed in their file.

Governmental Immunity

Are you covered under school district Governmental Immunity Protection?



What is Governmental Immunity?

Who is covered & what is covered?

Duty: AN OBLIGATION TO PERFORM
Breach of Duty: FAILURE TO PERFORM

- *Willful and Wanton Acts
- *Willful and Wanton Omissions

Governmental Immunity

❑ Operation of a School Bus

Governmental Employees are covered under the Tort Liability protections up to **Gross Negligence**. It does **NOT** protect against Criminal Actions or Violations



Managing the Scene of an Accident/Injury Investigation

- ❑ Depending on the severity of the accident will impact your next decisions to be made.

Do you have a plan?

- ❖ What needs to be done now? Another Bus?
- ❖ Your actions will be scrutinized.
- ❖ It will be on Social Media, IMMEDIATELY!!
- ❖ Don't make any unnecessary remarks.
- ❖ Make sure you keep the authorized people informed of the situation.
- ❖ EMS, parents & other family members, students and your driver.

Post-Accident Testing

Drivers are subject to federal drug and alcohol testing when they are involved in a motor vehicle accident which meets the thresholds defined by FMCSA. The chart below demonstrates the thresholds. It's important to note that federal testing is not authorized when the thresholds are not met at the scene.

Processing...

| Type of Accident Involved | Citation Issued to the CMV | Test Must Be Performed by |
|--|----------------------------|---------------------------|
| | Driver | Employer |
| Human Fatality | Yes | Yes |
| Human Fatality | No | Yes |
| Bodily Injury With Immediate Medical Treatment Away From the Scene | Yes | Yes |
| Bodily Injury With Immediate Medical Treatment Away From the Scene | No | No |
| Disabling Damage to Any Motor Vehicle Requiring Tow Away | Yes | Yes |
| Disabling Damage to Any Motor Vehicle Requiring Tow Away | No | No |

FMCSA
49 CFR
Part 40

Continuing Education Advisory Practices!!!!

Training is Key

**Bus Safety
**Bus Safety
**Bus Safety

Current & Updated
Information (Route
Sheets)

Use colors, if possible,
It stands out.

Team
approach/Mentoring
new drivers

Individual/Staff
meetings

Address potential stop
hazards immediately

Parent/School
Administration
communications



Operations Management

- ▶ Fleet Maintenance
- ▶ Preventative Schedules
- ▶ Summer Schedules
- ▶ Garage License
- ▶ Certified Mechanics
- ▶ Vehicles to Staff Ratio
- ▶ MSP Inspections
- ▶ Lock out / Tag Out Program
- ▶ SE -4107 (MEIS) Vehicle Inventory

<https://mdoe.state.mi.us/meis/login.aspx>

MI State Police Inspections

- ▶ Know your manual
 - ▶ <https://mischoolbus.michigan.gov/Home/GeneratePDFForm?q=lqSLzfzwzqiefMU9qb+J7vDEqrMP0+och%27>
- ▶ Keep your data updated
 - ▶ <https://mischoolbus.michigan.gov/>
- ▶ Know & utilize your VSI
- ▶ Work closely with your mechanic to address issues and replace buses too expensive to “make pass”



Operations The “Common” Purchases

- ▶ Bus replacement
- ▶ Service vehicles
- ▶ Garage Equipment
- ▶ White Fleet

| 6yr. Installment Purchase | | | | | | | | | | | | | | | |
|---|--|-----------|-----------|-----------|-----------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Special Education - 78-Passenger, Lift-Equipped & A/C Buses | | | | | | | | | | | | | | | |
| 7 Year Life Cycle | | | | | | | | | | | | | | | |
| Bus Quantity | Payment Increase: 4% Annually | 18-19 | 19-20 | 20-21 | 21-22 | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 |
| 10 | \$17,111 | \$171,110 | \$171,110 | \$171,110 | \$171,110 | \$171,110 | \$171,110 | \$171,110 | | | | | | | |
| 10 | \$17,795 | | \$177,954 | \$177,954 | \$177,954 | \$177,954 | \$177,954 | \$177,954 | \$177,954 | | | | | | |
| 10 | \$18,507 | | | \$185,073 | \$185,073 | \$185,073 | \$185,073 | \$185,073 | \$185,073 | \$185,073 | | | | | |
| 10 | \$19,248 | | | | \$192,475 | \$192,475 | \$192,475 | \$192,475 | \$192,475 | \$192,475 | \$192,475 | | | | |
| 10 | \$20,017 | | | | | \$200,174.50 | \$200,174 | \$200,174 | \$200,174 | \$200,174 | \$200,174 | \$200,174 | | | |
| 10 | \$20,818 | | | | | | \$208,181 | \$208,181 | \$208,181 | \$208,181 | \$208,181 | \$208,181 | \$208,181 | | |
| 10 | \$21,651 | | | | | | | \$216,509 | \$216,509 | \$216,509 | \$216,509 | \$216,509 | \$216,509 | \$216,509 | |
| 10 | \$22,517 | | | | | | | | \$225,169 | \$225,169 | \$225,169 | \$225,169 | \$225,169 | \$225,169 | \$225,169 |
| 10 | \$23,418 | | | | | | | | | \$234,176 | \$234,176 | \$234,176 | \$234,176 | \$234,176 | \$234,176 |
| 10 | \$24,354 | | | | | | | | | | \$243,543 | \$243,543 | \$243,543 | \$243,543 | \$243,543 |
| 10 | \$25,328 | | | | | | | | | | | \$253,285 | \$253,285 | \$253,285 | \$253,285 |
| 10 | \$26,342 | | | | | | | | | | | | \$263,416 | \$263,416 | \$263,416 |
| 10 | \$27,395 | | | | | | | | | | | | | \$273,953 | \$273,953 |
| 0 | \$28,491 | | | | | | | | | | | | | | \$0 |
| Total: | | \$171,110 | \$349,064 | \$534,137 | \$726,612 | \$926,787 | \$1,134,968 | \$1,351,477 | \$1,405,536 | \$1,461,758 | \$1,520,228 | \$1,581,037 | \$1,644,279 | \$1,710,050 | \$1,493,541 |

| Wayne-Westland 5yr. Installment Purchase | | | | | | | | | | | | | | | |
|---|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| Special Education - Lift-Equipped, AC equipped, 78 Passenger General Ed | | | | | | | | | | | | | | | |
| 10+ Year Life Cycle | | | | | | | | | | | | | | | |
| Bus Quantity | Payment Increase: 4% Annually | 16-17 | 17-18 | 18-19 | 19-20 | 20-21 | 21-22 | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 |
| 10 | \$17,111 | \$171,110 | \$171,110 | \$171,110 | \$171,110 | \$171,110 | \$171,110 | | | | | | | | |
| 10 | \$17,795 | | \$177,954 | \$177,954 | \$177,954 | \$177,954 | \$177,954 | \$177,954 | | | | | | | |
| 4 | \$18,507 | | | \$74,029 | \$74,029 | \$74,029 | \$74,029 | \$74,029 | \$74,029 | | | | | | |
| 0 | \$19,248 | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | | |
| 0 | \$20,017 | | | | | \$0.00 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | |
| 4 | \$20,818 | | | | | | \$83,273 | \$83,273 | \$83,273 | \$83,273 | \$83,273 | \$83,273 | | | |
| 4 | \$21,651 | | | | | | | \$86,603 | \$86,603 | \$86,603 | \$86,603 | \$86,603 | \$86,603 | | |
| 4 | \$22,517 | | | | | | | | \$90,068 | \$90,068 | \$90,068 | \$90,068 | \$90,068 | \$90,068 | |
| 4 | \$23,418 | | | | | | | | | \$93,670 | \$93,670 | \$93,670 | \$93,670 | \$93,670 | \$0 |
| 4 | \$24,354 | | | | | | | | | | \$97,417 | \$97,417 | \$97,417 | \$97,417 | \$97,417 |
| 10 | \$25,328 | | | | | | | | | | | \$253,285 | \$253,285 | \$253,285 | \$253,285 |
| 10 | \$26,342 | | | | | | | | | | | | \$263,416 | \$263,416 | \$263,416 |
| 10 | \$27,395 | | | | | | | | | | | | | \$273,953 | \$273,953 |
| 10 | \$28,491 | | | | | | | | | | | | | | \$284,911 |
| Total: | | \$171,110 | \$349,064 | \$423,093 | \$423,093 | \$423,093 | \$506,366 | \$421,860 | \$333,973 | \$353,614 | \$357,361 | \$610,645 | \$790,789 | \$978,138 | \$1,172,981 |

Operations Management

- ▶ UST Program:
Class A, B & C
<https://www.michigan.gov/lara/bureau-list/bfs/storage-tanks/underground>
<https://www.epa.gov/ust/underground-storage-tank-ust-headquarters-contacts#states>
- ▶ Emergency Management Plan
- ▶ Chemical Spill Response Plan
- ▶ Environmental Cleanup and Response Plan
- ▶ Bulk Storage & Spill Containment / Response Plan



Operations Management

SE-4094 Transportation Expenditure Report

- **SE-4094**

*State Aid

Reimbursement

*ISD PA 18 Fund

Reimbursement

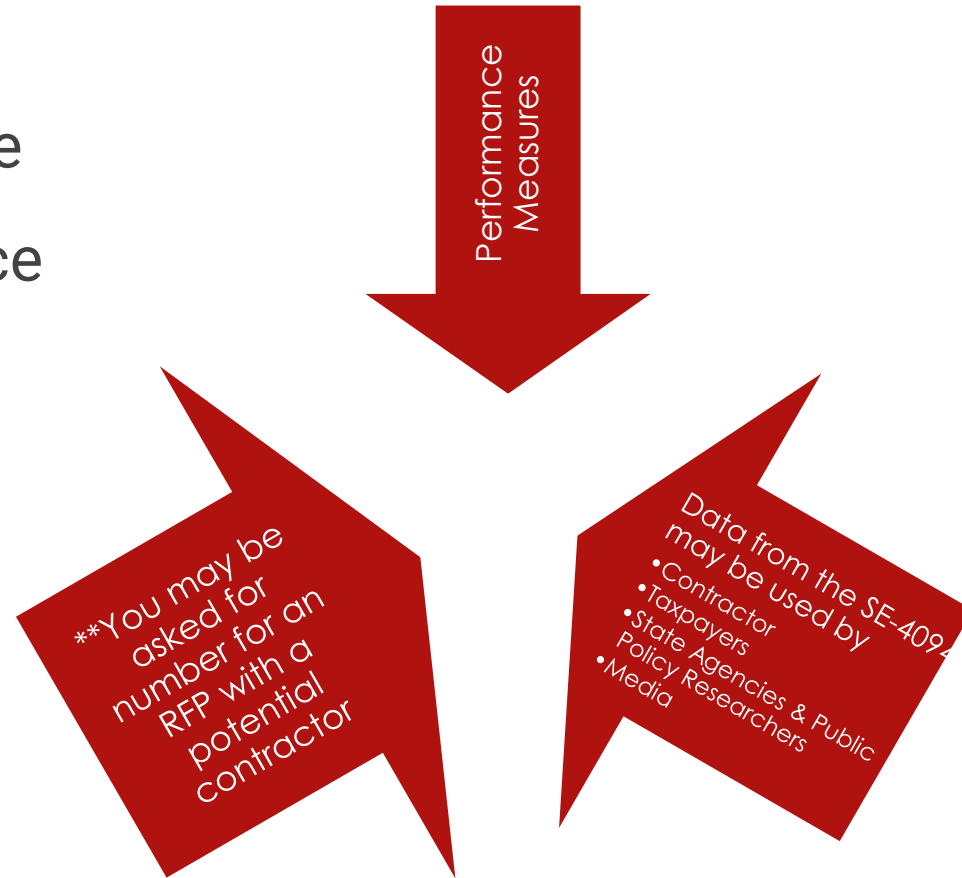
Why is Accuracy Important?

- Funding
- Operations Analysis
- Performance Measurements


The only transportation funding you get so make it count!


Operations Analysis

- Route Auditing
- Fleet Replacement Cycle
- Department Performance Measures
 - Cost Per Bus
 - Cost Per Student



Operations Management

[Home](#) [MDE Home](#) [Contact](#) [Login](#) 

 **Michigan Education Information System**
Michigan Department of Education

Welcome to the Michigan Education Information System (MEIS)

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) applications.

A MEIS user will need only one account which will allow access to multiple MDE applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#)

If you have a MEIS account and would like to adjust your account information, please login below.

* = Required

* Login Name:

* Password:

[Log In](#)

SE 4107 School Bus Inventory

Only allowable costs can be reported on the SE-4094 that are listed and certified for the black and yellow vehicles listed on the SE-4107 School Bus Inventory report

Operations Management

- ▶ Each district using black and yellow vehicles to transport pupils is required to update the SE-4107 annually and certify their fleet no later than June 30th of each school year

Amortization

Calculated based on type of bus

- Type I School Bus > 10,000 lbs.
 - 66 passengers or less
 - Amortized over 7 years
- Type I Premium Bus > 66 passengers
 - Amortized over 10 years
- Optional Amortization
 - Vehicles expected to exceed 100,000 miles within first four years of operation
 - Amortized over 4 years



Special Education

- ▶ SE- 4159 Specialized Transportation Log
- ▶ Aligns with Pupil Count Day
- ▶ Student ridership and route mileage is documented on the SE- 4159 SL and SE-4159 RL
- ▶ Students who have a current IEP requiring specialized transportation service and ride a special ed vehicle are eligible; including CBI, work experience, CTE, Non-Public, Head Start, non-resident, early four, etc.

Common Mistakes Made on the SE-4094

Don't forget

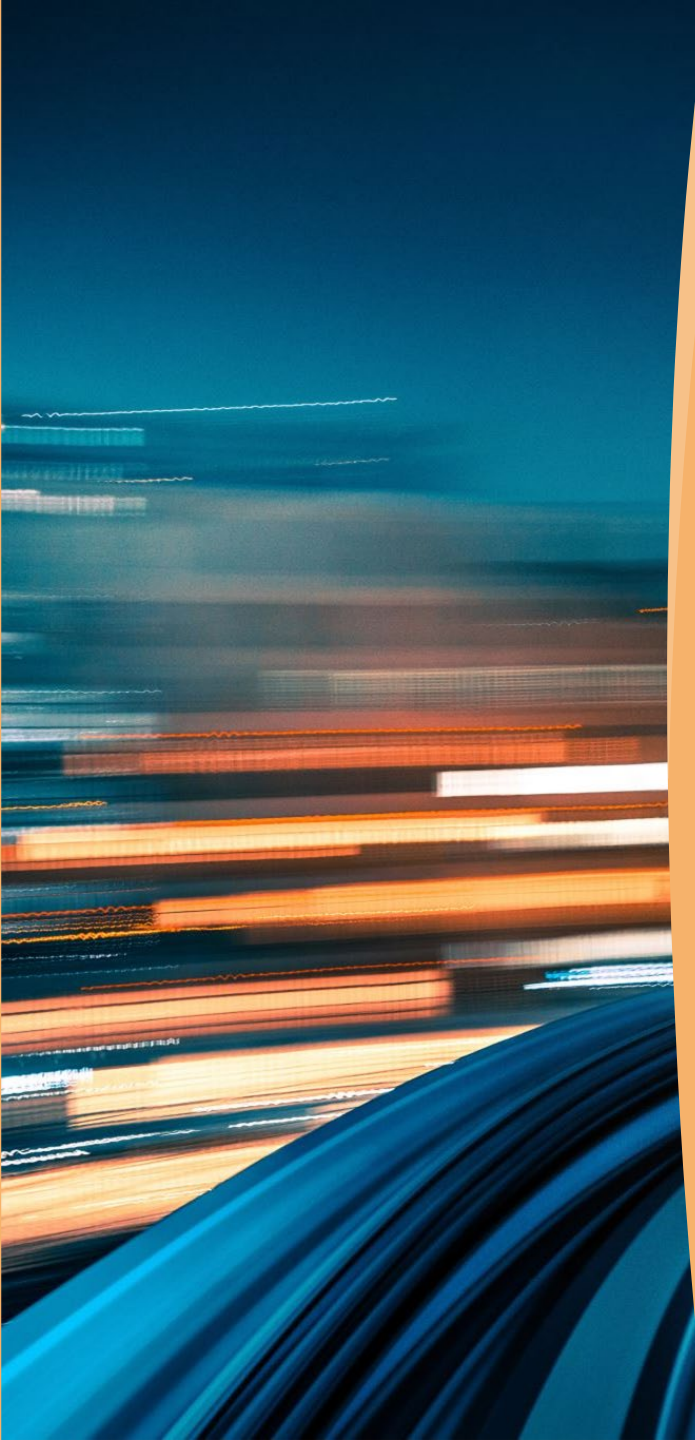
Inventory Part-time Personnel

Custodial Support

Substitute Clerical

Security guards

Prorate salaries for any person who splits their time between other departments and base their time spent on the transportation department



Food for thought

What does the
future of student
transportation look
like?

Operations Management

Support Information, Documentation and Contacts for Regulatory Compliance and many of the above Programs / Responsibilities may be found on the websites listed below:

MAPT Website: <https://mapt.org/>

MSBO Website: <https://www.msbo.org/>

MI Dept of Ed: <https://www.michigan.gov/mde/services/health-safety/pt>

PA 187: <http://legislature.mi.gov/doc.aspx?mcl-act-187-of-1990>

Revised School Code Act 451: <http://legislature.mi.gov/doc.aspx?mcl-451-1976-2-16>

US DOT: <https://www.transportation.gov/odapc/part40>

FMCSA: <https://tpr.fmcsa.dot.gov/>

Record Retention: <https://www.michigan.gov/dtmb/services/recordsmanagement/schedules/GSLocal>

**** Note:** These Presentation slides do not cover all areas associated with Operations/Facilities



Questions?

Enjoy the variety of duties of
“Operations Management”

Remember:
The school bus is the safest way for
our kids to get to and from school!

THANK YOU 😊

New Process: The MSBO Evaluation is
your record for attendance.

Please complete by March 21

Receive an email from survey monkey for
the MSBO evaluation. Your evaluation will
be your record for attendance.

Receive e-mail from MOECS-
noreply@michigan.gov to fill out an
evaluation for SCECHs.