

# CTD

## Transportation Director

Established in 1998, the MSBO Voluntary Certification Program supports the ongoing professional development of school business officials. The program is a mark of distinction that reflects professional achievement and demonstrates a person's dedication to his/her profession.

### Benefits of Transportation Director Certification

The Transportation Director (CTD) certification:

1. provides access to information and training that is specific to Michigan law and regulation; and
2. provides a basis for advancing professionalism of Transportation Directors in Michigan schools.

### The CTD Program

MSBO certification courses provide a great deal of information in a short time. Most courses are "bulleted" information rather than in-depth training. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

Our recommended beginning course for Transportation Director Certification is Basic Transportation Issues in conjunction with MAPT. Although anyone may benefit from this or other individual certification courses, the full program is generally intended for Transportation Directors in their first 1-5 years of employment. However, any person employed in transportation who meets the stated requirements may receive Transportation Director Certification. There is no requirement for holding a particular position in a school district.

### Requirements

This program and the courses listed have been created and reviewed by the Professional Development Committee of MSBO. An applicant for certification must be a member of MSBO.

Read the reverse side of this sheet for brief descriptions of certification courses that are offered through MSBO, and MAPT. In some circumstances courses from other sources may be counted toward MSBO certification. *Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program continue to evaluate and make minor modifications as deemed appropriate.*



## MSBO Voluntary Certification Program

### MSBO's Certification Program Benefits:

- Provides access to information needed to succeed in your job
- Offers practical overviews of key areas of law, regulations and practices
- Identifies resources for in-depth and additional information that may be utilized at a later time
- Assures a quality curriculum is developed and monitored by the MSBO Professional Development Committee
- Uses experienced practitioners to teach classes
- Offers seminars at regular intervals and reasonable prices
- Uses adult learning principles and provides a learning environment where colleagues can share experiences and information

Go to [www.msbo.org](http://www.msbo.org) for more information about the MSBO Voluntary Certification Program for School Business Officials.

### Questions?

Contact Courtney Byam at 517.327.5937 or by e-mail at [cbyam@msbo.org](mailto:cbyam@msbo.org); or

Debbie Kopkau at 517.327.2587 or by e-mail at [dkopkau@msbo.org](mailto:dkopkau@msbo.org).

# Transportation Director (CTD) Course Descriptions

*Accident Investigation Procedures (3 hours):* Learn what to look for at the accident scene, what information to gather and 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 Administrative Issues (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 P.A. 187 along with all laws, rules, regulations and opinions. (Offered by MAPT)

*Effective Communications (3 hours):* Learn techniques and strategies to send clear messages, create credibility, and develop strategic communications programs that are effective for your school district.

*Human Resource for Transportation (formerly Human Resource Leadership) (6 hours):* Learn 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):* Understand the major state and federal employment laws that apply to public schools. Learn about collective bargaining, wage and hour, discrimination, COBRA, Family Medical Leave Act and other state and federal 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 Basic Transportation Administration Issues)

*Liability & 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 Basic Transportation Administration Issues)

*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):* Understand the educational process, culture of schools, major learning theories, teaching methodologies, school improvement, design of in-service programs, and the structure and function of the principalship. (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):* Learn the fundamentals of fleet maintenance for anyone responsible for or interested in shop operations. Topics 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):* Get insight on the basics of school bus specifications and what works. Learn what works best in different geographical areas and conditions. (Offered by MAPT)

*Wrap-up/Ethics (2 hours):* Celebrate completion of your certification program! Reflect on what you have learned and your role in the educational process and your school district. This class can be taken only if you are two classes or less from completing your certification (not counting the Wrap-Up/Ethics Session). (Offered by MSBO)

*Elective (3 hours):* Any class outside of your certification track or designated as such. (Offered by MAPT and MSBO)

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