

Agenda: 1:03 p.m.

- Welcome and Introductions
 - Logistics/Sign In Sheet
 - Adopt minutes from last meeting (approved)
- SED File Review Webinar
- SED Guidelines for Transporting Oxygen on School Buses
- 2013 PDS & 2013-14 Refreshers
- Pre-Service Curriculum
- New RFP Suggestions
- Concerns from the field
- Next Meeting

Attendance:

- Lawrence Boylan
- Jeremy Bricks
- Russell Carrasquillo
- Paul Chevalier
- Michael Dellolio
- Kathy Furneaux
- Laura Green-Halley
- Bill Hoosty
- Pete James
- Linda Kleingardner
- Peter Lawrence
- Lorraine Misciagno
- Paul Overbaugh
- Robin Parks
- Paul Quinn-Mori
- James Rogan
- Mary Sansaricq
- Stephen Shadbolt
- Joe VanAiken
- Tyrone Worrell

SED File Review Webinar

- Over 180 attendees and it was a success. Pete James and Kathy Furneaux assisted and the webinar was posted within 4 hours of airing.
- The process began at the beginning of last year. The process has evolved thanks to NYAPT and changed to meet the needs of the majority of people. It still continues to evolve.
- Many operations have requested that NYSED come out and evaluate their programs.

SED Guidelines for Transporting Oxygen on School Buses

- National standards were consulted and the subcommittee worked well together. The Department of Health's information (NYS Law) needs to be included.
- Tank size was discussed but it was not resolved on the maximum tank size.
- Q-Straint has a very good product that can be easily adapted to non-track school buses.
- Staff training needs to be considered as far as being able to safely load, transport, and unload.
 - A question was asked about drivers and attendants who may require the availability of oxygen under ADA protections and where do we stand on this item for best practices? (We need to consider this as two members of the committee have had requests from an attendant and a bus driver...)
- Guidelines were created as a draft for the committee to review.
 - It was noted that the driver and attendant should be aware of the training requirements for transporting oxygen on school buses. Note: The administration of oxygen is above the scope of drivers and attendants and requires approximately 80 hours of CFR training to make sure the oxygen is properly administered. There are many factors that affect oxygen levels and proper medical training is necessary and outside the scope of these duties. (See Paul Mori for more details) The question was asked if we should specify who can require the use of oxygen (i.e. primary care physician, nurse, etc.)

- The American Red Cross has a 4-6 hour oxygen training class that might be helpful.
- Proper labeling of buses should be employed.
- The largest tank size considered for transport should be a *size E*. Note: If a student's IEP states the tank size in excess of this would require the tank to be transported separately or in another manner.
- Should quantities be specified on this best practice? Are multiple tanks beneficial for redundancy and ease of movement for high needs students with tracheotomies?
- Note: Transporting students with oxygen should require a nurse on the school bus.
- (Are we getting too involved with areas outside our concern?)
 - The school bus may not be the best fit for all circumstances and in particular, this circumstance.
 - Additionally, we need to be aware of non-conforming buses and the affects.
 - Multiple students with oxygen and multiple tanks will pose a serious challenge...
- Size of tanks and how to secure it are a must, other items need to be worked out.
 - Note: An item for consideration is when an oxygen tank is part of the person as being permanently attached to their chair, it should not be removed from their mobility device.
 - Oxygen can be transported in a padded bag with a seat belt if needed. However, testing is an issue.
 - Contact Larry Schneider on wheelchair and oxygen testing. (Ask Robin Parks for more details.)
 - Some additional guidance may be gained by interfacing with some dedicated ambulette companies for their regulations and best practices...
 - Are we using our yellow school buses in a way that they were not originally designed to be used? If so, we might want to consider the liability issues and look to farm this out to the ambulette professionals.

- We should consider contacting some of the states with existing guidelines and inquire about our questions and why or why not they chose to write their policies on this topic.
- NYS VESID should be contacted by Mary S. to make sure the IEP committees are aware of the need to interface with transportation departments when deciding on the needs for students with oxygen on their IEPs.
- More work needs to be done on this issue. Great strides have been made to date by the committee and they will continue to investigate options.

Pre-Service Curriculum

- PTSI has approached the NYSED about a curriculum for the Pre-Service to see if it meets the RFP standards.
- The curriculum was handed out to committee members and Ty will facilitate this process and Mary will locate the RFP and distribute to committee members.

2013 PDS & 2013-14 Refreshers

- Discussions occurred in the past of having the PreService for the PDS refreshers. However, the database to house this information and providing the training manuals is a barrier.
- The carriers will need to print out the materials for the refreshers. The cost can be prohibitive for the State to print.
- Challenges can occur if we split the refresher in two sessions and getting in PJs and the 3 hour PreService class over two refreshers. The PreService class is challenging to complete in three hours...
- Run the materials from the PreService and not call it a PreService was voted on and the presentation could be tweaked to adjust for the time restraints along with a modified manual and post the complete manual on the website for all to access. Ted will be able to adapt this to a four hour program for the two refreshers. Note: PJs would need to be included in the four hours.
 - A concern was raised that we do not set the precedent for using the four hours as a means for future years as many

operations rely on the fourth hour for operational concerns, etc.

- We should also consider creating forms to aid the operators for NYSED file reviews.

RFPs: One has been posted and the prior older RFPs (5 years) are being drawn up as extensions. More to follow in the future.

- Curriculum development is out and delivery RFP will be out next week.

New RFP Suggestions (Need to choose 2) [It was suggested that a master schedule is established and updated regularly.]

- **Basic Course (unanimous)**
 - This course has not been updated in approximately 15 years.
 - A section should be added on distracted driving.
- Advanced Course (1)
 - This is in need of updating.
 - Perhaps updating this to include mentor training to improve their driving skills and those new drivers.
- Master Instructor Course (9)
 - A mixed method of delivery for these cohorts has occurred over the history of the MI program.
 - In the 2000 cohort, it was a two-year mentorship program with a one week instructional program.
 - There was no consistency over the years.
 - There may not be a need for MIs at this moment.
- **BTW Training Program (11) [Maybe: So You Want to Be a Bus Driver]**
 - It was suggested that NYSDMV offer a BTW course as it is a 19-A function.
 - Perhaps working in collaboration with NYSDMV on this topic would be helpful
- K-6 Student Curriculum ()
 - If this is not mandated it will not be used. Especially with the Common Core Standards, APPR, RTI, etc.
- Bus Safety Drill materials (3)

- Perhaps focusing on bus drills would be better by grade levels.
- Some areas of the State (NYC and Long Island) are not involved with the bus safety drills. It is a function of the teaching staff.

Concerns from the field

- Can we post the committee meeting schedule and minutes on the website?
 - The committee schedule and minutes can be posted and agenda (minutes to be determined.)
- *“Hazards, Harm, and Risk”* feedback
 - Offended by the video language with the swearing
 - Offended by the remarks of a girl with a tattooed on her breast and remarks to a counselor that she was having sex with seven gang members when she was 11 years old.
 - The committee should look to identify potentially offensive messages as a courtesy to hypersensitive members or drivers.
 - A disclaimer should be used and is appropriate for the training materials.
 - Certain materials may need to be removed if a topic is too close to their group...
- Basic/Advanced Course attendee requirement of 10 or more
 - Some people are concerned that if an operation has fewer drivers that need the requirement will not be in compliance...
 - There was not a limit on the past, but a six person limit was recently implied in the past. The numbers (six or more) is not realistic for many areas of the State.
 - PIRP maybe require 10 people to give the discount
 - Concerns for a limit are based on the integrity for the learner for one person classes.
 - Additionally, the cost to enter in one person or ten person is the same.
 - Some operations are only offering one to two people every week.

- Pete James made a motion to remove a minimum number of people required to host a Basic Course. Russell seconded the motion. **A recommendation was made to remove any minimum number. Kathy Furneaux will research if this affects the RFP from 2009.**
- Drivers “barely” passing PPT – Lawrence Boylan
 - A pass is a pass, if they meet the standards they pass if they do not, they should not pass.
 - If you are concerned with their test results, share the concern with your district/employer physician for follow-up if needed.
 - Digital copies can be made of SED paper work as long as they have access to the original
- Near Miss caught in the door and rolled out of the backpack
- The four week (30 day) initial physical requirement is not needed and should be changed in regulation (No one in the room could think of a good reason to keep this regulatory language. NYAPT)
- *Stop the Bus – Mr. Bus Driver* – Tyrone Worrell
 - Ty shared a song written by two drivers in the Syracuse area that was very effective and a possible area for future training ways to reach children.
 - This song would make a great video or posted to YouTube .
 - This would be a great way to reach kids.

Adjournment at: 5:00 p.m.

Next meeting on March 7, 2013

Submitted by: Peter Lawrence