

## **BEGINNING SCHOOL BUS DRIVER SAFETY EDUCATION PROGRAM OUTLINE**

The school bus driver safety education program has two major components--classroom and range. These components must be completed before a driver receives his/her safety education certification card.

**Classroom:        **Nine Instructional units are covered during the classroom phase:****

- |                                       |  |
|---------------------------------------|--|
| 1. Driver Role and Responsibility     | 6. Loading and Unloading Passengers    |
| 2. Vehicle Familiarization            | 7. Passenger Management                |
| 3. Vehicle Inspection                 | 8. Special Education                   |
| 4. Vehicle Operation                  | 9. Field Trips Traffic Control Devices |
| 5. Collision and Emergency Procedures |  |

**Range:**        The range portion is a "hands on" training experience for bus drivers. A driver performance profile, outlining driver knowledge and skills gained through the training program, will be sent to each driver's supervisor.

**Drivers will perform the following performance tasks:**

1. Use a fire extinguisher
2. Light a fusee
3. Evacuate a school bus
4. Identify the school bus's physical characteristics

### **TRAINING PROGRAM REGISTRATION**

A registration form must be completed for each driver attending a training program. **A registration form must be received by RTSI no later than three working days prior to the requested training program.** To assist in re-scheduling if your first priority training date is filled, please indicate the top two priority training dates on the registration form. Make copies of the registration form so you can use it for several drivers if needed during the training program schedule period.

If a driver will not be attending the training program for which s/he is registered, **Cancellation must be done, in writing, by email or by phone, at least three working days prior to the training session or the school will be billed a \$75 no show charge for that driver.** Supervisors will be notified by telephone if a driver does not attend all or part of the training program.

A training program may be cancelled if fewer than five people are registered for that session. Districts with drivers registered for such a session will be notified three working days prior to the cancelled session, and drivers will be re-scheduled for their second priority training session.

**KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY  
REGIONAL TRANSPORTATION AND SAFETY INSTITUTE**

**BEGINNING SCHOOL BUS DRIVER REGISTRATION FORM**

A registration form must be completed for each school bus driver attending a training session. Registration fee is **\$125 per driver**. Failure to cancel a minimum of 3 days prior to class will result in a **\$75 no-show charge**. Purchase orders and/or checks should be made payable to Kalamazoo RESA. You may contact Diane at (269) 385-1515 for additional information.

P.O Number: \_\_\_\_\_ Driver Hourly Rate of Pay for Training Programs \$ \_\_\_\_\_

**PRINT Applicant's Name:** \_\_\_\_\_

Chauffeur/Driver License Number: \_\_\_\_\_

Employing District: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Zip

Transportation Supervisor \_\_\_\_\_

Transportation Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_

**Prerequisite Training Certification must be included to issue a Course Enrollment Card.**

The course enrollment card that is issued will **expire 10 days after the training program for which they are scheduled to attend, not to exceed 90 days**. The driver can be issued one card in their career. Once a course enrollment cards had been created, the expiration date can not be altered. Please refer to Public Act 187, Section 51 effective August 15, 1990.

Do you wish to have a Course Enrollment Card for this driver?  NO  YES

Course Enrollment Cards (CEC) are created and mailed within 24 hours of the registrations arrival. Only check the box if you require a faxed Course Enrollment Card in addition to the mailed CEC.

**TRAINING DATE PREFERENCES**

1<sup>st</sup> Choice \_\_\_\_\_ (Dates) 2<sup>nd</sup> Choice \_\_\_\_\_ (Dates)

These materials were developed under a grant by the Michigan Department of Education. Submit this page with the Beginning School Bus Driver registration to request a Course Enrollment Card for your driver

# Prerequisite Training Certification

Entry-level school bus drivers must be taught to drive a school bus before enrolling in the beginning school bus driver course. No person will be issued a certificate of course enrollment until s/he has completed the school bus driver prerequisite training program. A copy of this prerequisite training certification shall be presented to the Regional Transportation and Safety Institute coordinator when an enrollment card is requested. This certification becomes a permanent part of the school bus driver's file.

## THE PUPIL TRANSPORTATION ACT Act 187 of 1990 (EXCERPT)

**257.1849 Age of driver; chauffeur's license, vehicle group designation, passenger vehicle endorsement, and school bus endorsement required; persons prohibited from operation of school bus; administration of commercial driver license skills test.**

Sec. 49.

(1) A person, whether or not licensed under the Michigan vehicle code Act No 300 of the Public Act of 1949, Being sections 257.1 to 257.923 of the Michigan Compiles Laws, who is 17 years of age or less shall not drive a school bus or pupil transportation vehicle.

**(2) A person shall not operate a school bus or pupil transportation vehicle used for the regularly scheduled transportation of passengers to and from school and home unless that person possesses a valid chauffeur's license, the appropriate vehicle group designation, and a passenger vehicle endorsement under section 312e of Act No. 300 of the Public Acts of 1949, being section 257.312e if the Michigan compiled Laws.**

(3) A person shall not operate a school bus or a school administrator or a person or entity under contract with a school to provide pupil transportation services shall not knowingly permit a person to operate a school bus for the transportation of pupils to and from school or school-related events if that person has 7 or more penalty points for moving violations on his or her driving record under section 320a of the Michigan vehicle code, 1949 PA 300, MCL 257.320a, or if the person has a restricted license due to a conviction for a violation of section 625 of the Michigan vehicle code, 1949 PA 300, MCL 257.625

This is to certify that \_\_\_\_\_ has completed  
(School Bus Driver Candidate)

the standardized lessons as outlined in the Michigan Department of Education's School Bus Driver Training Program, and in my judgment, is prepared to enter the Beginning School Bus Driver Course.

\_\_\_\_\_  
(Signature of Transportation Supervisor)

\_\_\_\_\_  
(Date)

Transportation Department 269.385-1515| 269.388-9385(Fax) | [dthompson@kresa.org](mailto:dthompson@kresa.org)

REGIONAL TRANSPORTATION AND SAFETY INSTITUTE  
BEGINNING SCHOOL BUS DRIVER COURSE SCHEDULE

2009-2010 Schedule

<u>Session</u>	<u>Location</u>	<u>Days</u>	<u>Times</u>
<b>8/12-14/09</b>	Kalamazoo RESA 1819 E Milham Road, Kalamazoo MI 49002	<b>Wednesday-Friday</b>	8 am.-4 pm.
<b>9/10-12/09</b>	Kalamazoo RESA 1819 E Milham Road, Kalamazoo MI 49002	<b>Thursday &amp; Friday Saturday</b>	7 am.-1:30 pm 8 am.-5 pm
<b>10/1-3/09</b>	Kalamazoo RESA 1819 E Milham Road, Kalamazoo MI 49002	<b>Thursday &amp; Friday Saturday</b>	7 am.-1:30 pm. 8 am.-5 pm
<b>11/12-14/09</b>	Van Buren ISD 490½ S. Paw Paw St., Lawrence MI 49064	<b>Thursday &amp; Friday Saturday</b>	7 am.-1:30 pm 8 am.-5 pm
<b>12/3-5/09</b>	Wayland Union Schools 851 Wildcat Drive, Wayland MI 49348	<b>Thursday &amp; Friday Saturday</b>	7 am.-1:30 pm. 8 am.-5 pm
<b>1/14-16/10</b>	Kalamazoo RESA 1819 E. Milham Road, Kalamazoo MI 49002	<b>Thursday &amp; Friday Saturday</b>	7 am.-1:30 pm. 8 am.-5 pm
<b>3/04-6/10</b>	Berrien RESA 711 St. Joseph Ave Berrien Springs MI 49103	<b>Thursday &amp; Friday Saturday</b>	7 am.-1:30 pm. 8 am.-5 pm
<b>4/15-17/10</b>	Kalamazoo RESA 1819 E. Milham Road, Kalamazoo MI 49002	<b>Thursday &amp; Friday Saturday</b>	7 am.-1:30 pm 8 am.-5 pm
<b>6/16-18/10</b>	Van Buren ISD 490½ S. Paw Paw St., Lawrence MI 49064	<b>Wednesday-Friday</b>	8 am.-4 pm.

**COST: \$125 per driver**

**Students must arrive promptly to class. Sign-in begins 15 minutes prior to the class time. Students should dress for daily outdoor activities. Classes meeting 7-1:30 have a 15-20 minute break period. Classes meeting 8-4 OR 8-5 have a one hour lunch break. Drivers must provide their own meal.**

For information or assistance call: Diane Thompson (269) 385-1515

## 2009 State Approved Six-Hour Continuing Education Bus Driver Training

### REGISTRATION

A registration form must be completed (no telephone reservations) and mailed, or faxed, from each school district. School bus drivers are required to participate in this advanced bus driver training. You may register your driver(s) to attend any session listed below. Classes are limited to 50 participants per section and filled on a first-come first-serve basis. You will be contacted if the site is no longer available. **Provide the drivers name, social security number, driver's license number and rate of pay.**

Missing information will delay processing the registration. The registration fee is **\$25** per person. Your district will be invoiced at the conclusion of the training schedule. You may submit a check with the registration. All checks should be made payable to Kalamazoo/RESA.

The registration should be submitted:

**(269) 388-9385 FAX**

**Kalamazoo RESA  
RTSI – Transportation Dept  
1819 East Milham Road  
Kalamazoo MI 49002  
attn: Diane Thompson**

**dthompson@kresa.org**

Confirmation letters will be sent to the supervisor upon receipt of your registration. Be sure to read it for last minute information on location, etc. Training location maps are available in the RTSI Spring brochure.

### CLASS INFORMATION

The class hours are **8 a.m. to 3 p.m.** with an hour for lunch (noon-1 p.m.) unless otherwise noted on the confirmation letter. You must provide your own lunch. Participants must attend the entire six-hour session to obtain a course completion card. Attendance will be taken at both a.m. and p.m. sessions.

### CANCELLATIONS

Confirmed registrations that are not canceled a minimum of three days prior to the class will result in a \$10 per driver fee. Kalamazoo/RESA may cancel classes seven days prior to the date of the class, if there are less than 15 drivers registered for the class.

For more information, call  
(269) 385-1515.

*List participants on the following form. Use a separate form for each class date. Include pay rates for SM-4890 submission*

<b>Allegan Co.</b>	<b>Branch Co.</b>	<b>Lewis Cass Co.</b>
<input type="checkbox"/> 7/7 Tech & Ed Center Allegan	<input type="checkbox"/> 7/8 Coldwater High School	<input type="checkbox"/> 7/15 Lewis Cass ISD
<input type="checkbox"/> 7/16 Wayland Union	<input type="checkbox"/> 7/22 Coldwater High School	
<b>Barry Co.</b>	<b>Calhoun Co.</b>	<b>St. Joseph Co.</b>
<input type="checkbox"/> 7/23 Hastings Middle School	<input type="checkbox"/> 7/13 Calhoun ISD	<input type="checkbox"/> 7/21 Three River's Community Schools
	<input type="checkbox"/> 7/28 Calhoun ISD	
<b>Berrien Co.</b>	<b>Kalamazoo Co.</b>	<b>Van Buren Co.</b>
<input type="checkbox"/> 7/9 Berrien RESA	<input type="checkbox"/> 7/6 K/RESA	<input type="checkbox"/> 7/13 Van Buren ISD
<input type="checkbox"/> 7/22 Lakeshore Schools	<input type="checkbox"/> 7/20 K/RESA	<input type="checkbox"/> 7/27 Van Buren ISD
<b>Purchase Order No.</b>		
<b>Supervisors Name:</b>		
<b>School District:</b>		
<b>Address:</b>		
<b>Phone :</b>		
<b>Fax No.:</b>		
<b>Submitted by:</b>		

## 2009 State Approved Six-Hour Continuing Education Bus Driver Training

Please type or legibly print the required information

	Driver Name	Commercial Driver	License Number	Training Date	Required for State Reimbursement Hourly Pay Rate
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

**All information must be submitted for the registration to be accepted.  
You can submit your own spreadsheet with the required information.  
Copy this page as often as needed to enroll your drivers into their preferred class date.**

# Kalamazoo Regional Educational Service Agency

## 2009 EATON PROVING GROUNDDEFENSIVE DRIVING PROGRAM

Kalamazoo Regional Educational Service Agency in cooperation with Eaton Corporation Proving Grounds, Marshall Michigan, has sponsored Defensive Driving training programs for school bus drivers since 1978. Drivers with one or more years of driving experience are eligible to participate. Fourteen sessions are scheduled beginning in May and ending in September with class beginning at 7:45 am. Drivers successfully completing this course are eligible to receive their 6-hour continuing education, Certificate of Continuing Education (CCE) card for the 10/1/09-9/30/11 training cycle *if they have not previously obtained a certificate from this program. Indicate with an (✓) on the "Requesting a CCE card" column of this registration if you want your driver to receive a Continuing Education Card.* If the column remains blank, no CCE card will be created. Attendance is limited to a maximum of 24 participants in each class. Districts are limited to no more than 12 drivers per class date.

Registration is by mail or fax only (no phone registrations). Class availability changes rapidly. It is recommended that you submit the completed registration form as soon as possible. You will receive a confirmation memo with your assigned training date and a map to the Eaton Proving Ground facility. You will be contacted if your class date(s) is no longer available. Eaton Proving Grounds is a secure facility, thus drivers will remain on the grounds during the training session. **Drivers must provide their own sack lunch and may be asked to provide picture identification.**

The fee for the 2009 program is \$70 for school personnel (bus drivers, mechanics, etc.). Registration for non-school personnel (i.e. , police, fire, and ambulance personnel, etc.) is \$80. **Your district will be billed at the end of each month. You can choose to submit payment in advance with a check payable to Kalamazoo/RESA and forwarding it to the address below. Failure to cancel by June 1, 2009** will result in being charged the full fee for the program. If you have any questions please contact Diane at (269) 385-1515 or email [dthompson@kresa.org](mailto:dthompson@kresa.org)

P.O. \_\_\_\_\_ Transportation Supervisor \_\_\_\_\_

(not required to register)

Employing District/Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Transportation Dept. Telephone(\_\_\_\_\_) \_\_\_\_\_ Fax No.(\_\_\_\_\_) \_\_\_\_\_

Contact Email address (optional) \_\_\_\_\_

**CLASSES FILL RAPIDLY.** Please indicate with a 1, 2, or 3, your first three preferences for dates when your drivers would be able to attend the training program. **Use a separate form for each group of drivers.** A confirmation letter and map will be mailed to your district. You will be contacted by phone or email if all three sessions are no longer available. Chose from the following training dates.

<b>May 16</b> <input type="checkbox"/>	<b>July 11</b> <input type="checkbox"/>	<b>Aug 15</b> <input type="checkbox"/>
<b>June 6</b> <input type="checkbox"/>	<b>July 18</b> <input type="checkbox"/>	<b>Aug 22</b> <input type="checkbox"/>
<b>June 20</b> <input type="checkbox"/>	<b>July 25</b> <input type="checkbox"/>	<b>Aug 29</b> <input type="checkbox"/>
<b>June 27</b> <input type="checkbox"/>	<b>Aug 1</b> <input type="checkbox"/>	<b>Sept 12</b> <input type="checkbox"/>
	<b>Aug 8</b> <input type="checkbox"/>	<b>Sept 19</b> <input type="checkbox"/>

● Group drivers by session preference

● Make as many copies of this form as needed

**LIST PARTICIPANTS AND ALL REQUESTED INFORMATION ON THE FOLLOWING CHART.**

# 2009 Eaton Proving Ground Registration

Print or type driver's name as you want it to appear on the completion card.  
 Use a separate form for each class date.  
 (Limited to 12 drivers per training date)

**Please (✓) the column if you are seeking a Continuing Education Course Completion Card (CCE), and therefore reimbursement consideration.**

District \_\_\_\_\_

Training Date \_\_\_\_\_

No.	Driver's Name	Last 4 digits of Social Security	Driver License No.	(✓) Requesting a CCE card	* Reimbursement Hourly Pay Rate
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

**\*The hourly rate is required for reimbursement purposes for those requesting a CCE from this training program.**

Kalamazoo RESA  
 Service Center- Transportation Department  
 1819 East Milham Ave, Portage MI 49002  
 269.385-1515, 269.388-9385(Fax) | dthompson@kresa.org



## **Weather related cancellation/delay of training program**

The decision to cancel or delay RTSI pupil transportation training activities will be made in concert with the training site host district decision to cancel or delay its program operation. It is the participating driver's responsibility to check, via the appropriate public media sources, for formal announcements concerning the canceling or delaying of the host district's school operation.

When the host district resumes operation, RTSI will also resume its training activities as long as the resumption is within RTSI's original training program schedule. Persons missing instructional time due to weather related cancellation by the training site host district would be re-scheduled by RTSI with no penalty to the participant or cost to the employing school district or organization.

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Effective September 2002

# Driver Program Cancellation Form

This form was developed in an effort to streamline enrollment cancellations in RTSI or Kalamazoo RESA transportation programs. Complete this form to **Remove** a driver or **Change** a program date for a driver who is currently enrolled in a transportation program. A confirmation letter will be sent for all program enrollment changes. You will be contacted by phone if your preferred class date is unavailable.

Employing District \_\_\_\_\_

District Phone Number \_\_\_\_\_ District Fax Number \_\_\_\_\_

Driver's Name \_\_\_\_\_  
Last First Middle Initial

Driver's Social Security No. last 4 digits: XXX-XX-\_\_\_\_\_

Please indicate enrollment change the above employee from the following program(s)

**"R" represents REMOVE "C" indicates CHANGE**

*Please circle the appropriate action*

**R C** Beginning School Bus Driver Training Program Preferred Class Date \_\_\_\_\_  
(A driver can receive one white Course Enrollment Card in their career.)

**R C** 6 Hour Advanced Continuing Education Course Preferred Class Date \_\_\_\_\_

**R C** Eaton Proving Ground Defensive Driving Course Preferred Class Date \_\_\_\_\_

**R C** C.D.L. Skills Test Appointment Preferred Skills Test Date \_\_\_\_\_

**Remove** Kalamazoo RESA Drug and Alcohol Consortium  
( Use Drug & Alcohol Testing Consortium form for changes)

Fax or mail this form to:

Kalamazoo RESA  
Diane Thompson - Transportation  
1819 East Milham Ave  
Kalamazoo MI 49002  
Phone (269) 385-1515  
**FAX (269) 388-9385**

\_\_\_\_\_  
**Transportation Supervisor's Signature - Date**

# Requirements for Becoming and Remaining a School Bus Driver

## Requirements

## Authorizing Agencies

	*M.D.E.	**M.D.S.	***DOT
Age (> 18 years )	X	X	
Medical (Annually)	X		
Drug & Alcohol Testing			X
Previous DOT Employer verification			X
License and Endorsement(s)			
Chauffeur (Drive for Pay)	X	X	
Group Designation (B or C)	X	X	
Passenger Endorsement (P S)	X	X	
Skills Test Examination (Road Test)			
Initial License	X	X	
Driver Record			
6 points or less in 24 months	X	X	
Criminal Record Check	X		
Driver Safety Education Course	X		
Enrollment - Drive (up to 90 days)			
Completion - Certification (renewal every 2 years with 6 hours of training required)			

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 \*M.D.S. (Michigan Department of State) Licenses school bus drivers and enforces CDL requirements.

\*\*M.D.E. (Michigan Department of Education) Certifies school bus drivers and enforces education and physical requirements.

\*\*\*DOT Department of Transportation (federal)

## RECOMMENDED HIRING PROCESS

1. **INTERVIEW DRIVER**  
Be sure to give the applicant all the facts concerning physical requirements, CDL knowledge test and CDL skills test requirements. THE DISTRICT MUST DO A DRIVER RECORD AND A CRIMINAL RECORD CHECK OF THE APPLICANT *BEFORE* HIRING.
2. **DRUG AND ALCOHOL TESTING**  
All school districts must provide pre-employment, random, post accident, reasonable suspicion, and return to duty drug and/or alcohol testing. A drug test only ( pre-employment tests) must be completed **before** the employee provides a safety-sensitive service to the district. *Driver's that have a CDL must sign the DOT Previous Employer testing information release. 49CFR part 40.25 before performing safety-sensitive duties.*
3. **PROVIDE APPLICANT WITH CDL MANUAL AND STUDY MATERIALS**  
The school should develop a CDL pre-test the applicant should take and pass before proceeding to the next step.
4. **SEND APPLICANT TO SECRETARY OF STATE FOR TIP/TOP**  
The applicant takes a vehicle class type and endorsement written tests and will be given a TIP/TOP. Drivers must have a chauffeur and CDL (B or C with a PS- possible airbrake) license to drive a school bus. This allows the applicant to drive the appropriate vehicle when accompanied by an appropriately licensed CDL driver. No passengers are allowed on the vehicle (257.1849 Sec 49 (2)).
5. **SEND APPLICANT FOR A PHYSICAL**  
Doctor of the school's choice, follow current guidelines, provide a wallet card to be signed and get a copy of the physical form for your file. This must be done annually for all drivers.
6. **APPLY FOR A SKILLS TEST**  
The Secretary of State can provide a list of Third Party Examiners. The skills test is described in Sections 10, 11, 12, and 13 of the Commercial Driver's License Manual available at the Secretary of State's office. Kalamazoo RESA offers Third Party Examiner services. Please view the C.D.L. Test Application form enclosed in this brochure.
7. **DO PREREQUISITE TRAINING**  
Be sure to complete both on the road and in the book training.
8. **ENROLL PERSON IN NEW BUS DRIVER TRAINING CLASS**  
Enrollment should be done as soon as prerequisite training is completed. Discuss with the driver the class dates to avoid a scheduling conflict. When enrolling the driver, you can request a course enrollment card (CEC) and submit a Prerequisite Training Certificate. The driver must have the appropriate endorsements on their license (257.1849 Sec 49 (2)) and a CEC before they can transport students. The course enrollment card is not transferable and will expire 10 days after the last date of the scheduled class, or within 90 days of enrollment (whichever occurs first).
9. **TAKE THE CDL SKILLS TEST**  
This will take about two hours to complete. You must send another driver with a CDL to accompany your applicant. The applicant is not licensed to drive the vehicle alone until the Secretary of State has applied the endorsements onto the license.
10. **GET CDL ENDORSEMENT ACTIVATED**  
Retain a copy of the Skills Test Certificate for the driver's file. Take the skills test certificate to the Secretary of State office and receive a C.D.L.
11. **RECEIVE COURSE COMPLETION CARD**  
Upon successful completion of the New Bus Driver training program, the district will receive the driver's course completion card. This card will expire 9/30 of the odd numbered year. A Continuing Education class must be taken prior to the expiration date to keep the driver's certification valid.
12. **CONTINUING EDUCATION**  
Each driver must complete 6 hours of additional training every two years. This training must meet the state approved curriculum and be taught by an approved education agency. Continuing Education Certification cards expire 9/30 of the odd numbered year. Drivers that fail to attend this class prior to 9/30 of the odd year are required to attend New Bus Driver Program to become certified. A Continuing Education card will be issued to upon completion of this advanced training. A driver may substitute the Eaton Proving Grounds program once in their career.

**Kalamazoo RESA**  
**Third Party Tester #519 CDL Skills Test Application Form**  
 269.385-1515, 269.388-9385 (Fax) [dthompson@kresa.org](mailto:dthompson@kresa.org)

\$100 group "A"                      \$85 group "B" and "C"    \$150 CDL Driver Evaluations \$60 "S" Pupil Transportation Vehicles	
<b style="color: red;">School Bus Drivers must provide:</b> Michigan Driver's license TIP ( B with PS or C with PS) Proof of insurance Medical Card (if available) A vehicle that passes the pre trip inspection	Kalamazoo RESA can not provide photocopies of the completed "Driver's Skills Test Certificate". The driver can provide a copy prior to going to the Secretary of State's office for processing. The district must retain a copy in the driver file per MCL 257.1853(2)
Purchase Order ( not required)	
Applicants name as it appears on TIP	
Driver's License No.	
Transportation Supervisor	
Employing School District	
Transportation Phone No.	
Preferred Date to test	

TO EXPEDITE YOUR REQUEST, PLEASE INDICATE YOUR PREFERENCES		
<b>Testing Site Location: Loy Norrix High School</b> 606 E. Kilgore Kalamazoo MI 49001	<b>Schoolcraft Community Schools</b> 629 E. Clay (lot off 14 <sup>th</sup> street) Schoolcraft MI 49087	<b>Either</b>
<b>Examiner Preference:    David</b>	<b>Kathy</b>	<b>Either</b>
<b>Kalamazoo RESA Office Use</b>		
Date CDL Application received _____ Date examiner was contacted _____		
Name of examiner assigned _____                      Contacted by: phone / voicemail / email / office		

## ADVANCED TRAINING PROGRAMS

The programs described here are for advanced drivers and can be delivered individually or in combination at any time. A local district, group of districts, or an intermediate school district may request training programs. The Department of Education has NOT approved these programs as credit toward the six-hour Continuing Education requirements. Specific information regarding planning an advanced training activity for your district is available by contacting Bill Dawson at (269) 385-1512, [bdawson@kresa.org](mailto:bdawson@kresa.org)

### 1. PROFESSIONAL DRIVER CONDUCT

This workshop is presented in a combination of classroom lecture, discussion, and video presentations. Goals and topics discussed are:

Appropriate physical touch	Sexual harassment issues on the bus
Michigan corporal punishment laws	Ways to break up a fight on the bus
Michigan child abuse and neglect laws	Handling the parent contact

### 2. SCHOOL BUS LOADING AND UNLOADING

During this program, legal and recommended school bus loading/unloading procedures are presented. Participants perform group activities that generate discussion about loading/unloading procedures. Local school bus stops are reviewed and discussed by program participants.

### 3. EMERGENCY SCHOOL BUS EVACUATION

Participants view specific evacuation procedures. Evacuation strategies and techniques are presented and discussed. Drivers will perform and be part of emergency evacuation activities.

### 4. PRE-TRIP INSPECTION

Recommended pre-trip inspection procedures will be presented. Drivers will view and discuss pre-trip inspection strategies. Individually or in small groups, all drivers will perform a school bus pre-trip inspection.

### 5. EMERGENCY PROCEDURES

Drivers will be presented procedures, strategies, and techniques for using fuseses, fire extinguishers, and reflective triangles. All legal requirements for the use of on-board emergency equipment will be discussed. Program participants will be given the opportunity to operate all emergency equipment.

### 6. TEAM BUILDING

This program provides drivers and supervisors with a sense of what a team is and how to develop, maintain, and/or improve the team concept among the pupil transportation staff. For best results this program should be presented to individual school districts. Preliminary planning between the local supervisor and the RTSI staff is a must when preparing for this training activity.

### 7. MIRROR USE

Very often drivers do not relate what they view in a school bus's mirrors to what they are to do to accomplish a task or how they are to control the school bus given visual feedback via the vehicle's mirrors. The purpose of this training program is to improve a driver's mirror use capability. Participating drivers will accomplish this through classroom orientation, presentation, and discussion and practical application.

## 8. MAP READING AND FIELD TRIPS

A variety of instructional activities are presented during this training program. Drivers will review local, county, state, and federal roadway markings and maps. Presentation, review, and discussion of maps will be part of training activities. Map reading skills and techniques will be outlined for participants. All drivers will be given map-reading problems to solve during the training program. In conjunction with map reading activities, a presentation about field trips will be made. Recommended field trip procedures will be outlined. Driver strategies to improve the field trip driving and riding tasks will be reviewed and discussed. Preliminary planning between the local supervisor and RTSI staff is a must for this training program.

## 9. LAWS, RULES, AND REGULATIONS

A review of current pupil transportation requirements and recommended pupil transportation procedures will be presented. Participants will learn the difference between laws and rules and policies and recommendations. It is hoped this training program will destroy some long-standing pupil transportation myths.

## 10. CDL TRAINING

This program offers a comprehensive review of the school bus driver's Commercial Drivers License requirement. The overview includes both the knowledge test and skill test requirements for new and experienced drivers.

## 11. ASSERTIVE DISCIPLINE FOR SCHOOL BUS DRIVERS

This program is a practical training program to teach bus drivers how to deal with discipline problems on their bus. This is a program that must be implemented on a district wide basis for successful outcomes. All people involved in dealing with discipline should be included in the training session.

## 12. SCHOOL BUS DRIVER PHYSICAL PERFORMANCE TEST

This program is fashioned after the New York State school bus driver Physical Requirements Test. The goal is to allow drivers to assess their ability to perform the functions of a school bus driver. Including: repeatedly open and close a manually operated bus entrance door, climb and descend bus steps, operate hand controls simultaneously and quickly, have a reaction time from throttle to brake, carry or drag individuals in a bus emergency evacuation, repeatedly depress clutch and/or brake pedals, and exit quickly oneself and students from an emergency door.

## 13. SPECIAL EDUCATION HIGHLIGHTS FOR THE REGULAR EDUCATION DRIVER

This program is designed to increase your regular education drivers' knowledge of the trends in special education transportation. The goal is to introduce the group to legislation that drives the special education programs from the initial Fourteenth Amendment of the US Constitution, Handicapped Children's Act, Individuals with Disabilities Act, and the Americans with Disabilities Act. Drivers will become aware of the increasing number of special education students in the regular education setting.

### ADDITIONAL ADVANCED TRAINING OPTIONS

1. Special Education Evacuation Procedures
2. How to Deal with Medically Fragile Students
3. Lifting/Positioning Techniques
4. Wheelchair Securements

Regional Transportation and Safety Institute  
Advisory Council

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Allegan	Katie Batenburg
Barry	Steve Colver
Barry	Paul Blacken
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Berrien	Yolanda Suarez
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Cass	Arden Withers
Kalamazoo	Kristy Mattern
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St. Joseph	Mackie Melson
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