MEMORANDUM

Date: May 6, 2015

TO: Regional Superintendent of Schools
Illinois School Bus Driver Training Instructors

FROM: Tim Imler
Division Administrator
Division of Funding and Disbursement Services

SUBJECT: 2015 Annual Training for School Bus Driver Instructors

The 2015 Annual Training for School Bus Driver Instructors required per 23 Illinois Administrative Code, Part 1 Public Schools Evaluation, Recognition and Supervision, Section 1.515 Training of School Bus Driver Instructors will be held at:

Monday, June 15, 2015
Southeast High School
2350 East Ash St.
Springfield, IL 62703

The Illinois State Board of Education is holding only one live training this year which will be recorded and made available for instructors who are not able attend and view online after July 1. In order to be properly certified for the 2015-16 school year, all school bus driver instructors must do one of the following:

1. Attend the training in Springfield or

2. Watch the recorded training at a Regional Office of Education or one of the three Cook County Intermediate Service Centers.

If you plan to attend the training in Springfield, the tentative agenda is provided below:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:00 – 8:30 a.m.</td>
<td>Registration</td>
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<td>8:30 – 8:45 a.m.</td>
<td>Update</td>
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<td>8:45 – 9:45 a.m.</td>
<td>Mike Stier</td>
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<td>9:45 – 9:55 a.m.</td>
<td>Break</td>
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<td>9:55 – 11:00 a.m.</td>
<td>Barry Poole</td>
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<td>11:00 – 12:15 p.m.</td>
<td>Lunch</td>
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<td>12:15–1:15 p.m.</td>
<td>Diane Carter</td>
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<td>1:15-1:20 p.m.</td>
<td>Break</td>
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<tr>
<td>1:20-2:20 p.m.</td>
<td>Kimberly Renter</td>
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<tr>
<td>2:20-2:30 p.m.</td>
<td>Break</td>
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End of Annual Instructor’s Training

2:30 – 4:30 p.m. Basic First Aid Course for those who pre-registered with Joanne Ivory (see following information)
Instructor Training Only – No First Aid - $18

If you plan to attend the instructor training in Springfield or view the training online the registration fee is $18.00 and must be paid when you pre-register. The registration fee does not include lunch as this will be on your own. There are food options in the area and a map will be provided.

Online Training
If you choose the online training option, the $18 registration fee must be made and confirmed before you are allowed to view the training at your respective regional office. The online version will be videotaped at the Springfield training and will include all the same content as the class except for the Basic First Aid course. The online version will be ready shortly after July 1. No instructor may teach until they are properly certified by attending either the Springfield training or viewing the online version at any Regional Office or one of the Cook County Intermediate Service Centers. Instructors may review the training and accompanying Power Point presentations online at any time during the year.

Register by Mail Only
Please send your registration form along with your payment in the form of a money order, certified check or personal check made out to Regional Office of Education #3 (ROE 3):

ROE 3
207 N Second, Suite A
Greenville, IL 62246-1001

If you should have any questions concerning registration and payment, please contact Regina Johnson at (618) 664-0121.

Registration deadlines:
Registration deadline to attend the Springfield training is due on or before June 6, 2015.
Registration deadline for viewing the online training is June 15, 2015.

The Registration Form and School Bus Driver Training Instructor application are enclosed.

IMPORTANT: Do not send the training registration form or fee to the Illinois State Board of Education. Registration forms and payment must be sent to ROE 3. In addition, the 2015-16 Illinois School Bus Driver Training Instructor Application should not be presented to your Regional Office of Education or the Regional Superintendent to sign until you complete the summer training.
Basic First Aid Course – Joanne Ivory - $40

A Basic First Aid Course will be offered to all participants at the Springfield training from 2:30 p.m. to 4:30 p.m. If your Basic First Aid card will be expiring this year, you are encouraged to take this class. If interested, you must pre-register with Joanne Ivory at jlivory@sbcglobal.net. Please bring cash, money order, or a certified check for $40 payable to Joanne Ivory in order to attend the class. Joanne is a certified instructor in Basic First Aid through the National Safety Council. After completing the class, you will receive a card (proof of attendance) to comply with the Basic First Aid requirement needed for all Certified School Bus Driver Training Instructors.

If your Basic First Aid card is expiring this year and you are not able to attend the course offered in Springfield then you must take a first aid class from the American Red Cross, the American Heart Association, or another national organization that is recognized by the Illinois Department of Public Health.

Certification Procedures

After completing the summer training, all instructors must have their completed application form signed by the appropriate Regional Superintendent along with a copy of their current Basic First Aid card. All certified instructors will be entered on the electronic School Bus Driver Training Instructor’s system by the appropriate Regional Office of Education and must meet all of the statutory requirements in 23 Illinois Administrative Code, Section 1.515 stated below.

- The person must be at least 21 years of age.

- The person must hold or have held an Illinois School Bus Driver's Permit, hold a current teaching certificate endorsed for driver education, or have the approval of the regional superintendent as having had other direct involvement in school bus transportation.

- The person must provide a current, valid card as evidence of having completed a course in first aid from the American Red Cross, the American Heart Association, or another national organization that is recognized by the Illinois Department of Public Health.

- The person must have assisted a certified instructor in conducting an initial school bus driver training course and a refresher course; the person must also have taught each of these types of courses under the observation of a certified instructor and have received a satisfactory evaluation of overall teaching performance.

If you should have any questions or concerns, please do not hesitate to contact Mike Slife at (217) 782-5256 or by email mslife@isbe.net.
Directions to Southeast High School

From the North:
If you are coming into Springfield from the north, use I-55.  At exit 96B, take ramp right for IL-29 North toward South Grand Avenue.  Turn left onto Taylor Ave. in .8 miles.  Turn right onto E Ash Ave. in .5 miles and park in the lot in front of the school.

From the South:
If you are coming into Springfield from the south, use I-55.  At exit 94, take ramp right toward East Lake Dr/Stevenson Dr.  Turn right onto Adlai Stevenson Dr. in .2 miles.  Turn right onto Taylor Ave. in .7 miles then turn left onto E Ash St. in 1.5 miles and park in the lot in front of the school.

From the West:
If you are coming into Springfield from the west, use I-72.  I-72 merges with I-55N stay on for 3.8 miles.  At exit 94, take ramp right toward East Lake Dr/Stevenson Dr.  Turn right onto Adlai Stevenson Dr. in .2 miles.  Turn right onto Taylor Ave. in .7 miles then turn left onto E Ash St. in 1.5 miles and park in the lot in front of the school.

From the East:
If you are coming into Springfield from the east, use I-72.  At exit 103A, take the ramp right for I-72 West/US-36 towards Springfield.  At exit 96B, take ramp right for IL-29 North toward South Grand Avenue.  Turn left onto Taylor Ave. in .8 miles.  Turn right onto E Ash Ave. in .5 miles and park in the lot in front of the school.