MEMORANDUM

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

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

SUBJECT: 2014 Annual Training for School Bus Driver Instructors

The 2014 Annual Training for School Bus Driver Instructors required by Section 1.515 of the 23 Illinois Administrative Code will be held at the following locations:

Monday, June 16, 2014
Woodruff Career & Technical Center
1800 NE Perry
Peoria, IL 61603

Monday, June 23, 2014
Peotone High School
605 West North St.
Peotone, IL 60468

Monday, June 30, 2014
Effingham High School
1301 W. Grove
Effingham, IL 62401

All School Bus Driver Training Instructors must attend one of the trainings held this summer to be certified for the 2014-15 School Year. The tentative training agenda will be as follows:

8:00 – 8:30 a.m. Registration
8:30 – 8:45 a.m. Opening remarks, Update on New Laws/Issues
8:45 – 10:00 a.m. How we train in the classroom
10:00 – 10:15 a.m. Break
10:15 – 11:30 a.m. Aggressive Driving
11:30 – 12:30 p.m. Working lunch with 2 training videos
12:30 – 1:45 p.m. Special Needs
1:45–2:00 p.m. Break
2:00-3:00 p.m. School Bus Evacuations
3:00 p.m. End of Annual Instructor’s Training

All applicants must pre-register for the Annual Instructor Training. The registration fee is $30.00 and must be paid when you pre-register. The registration fee includes the cost for lunch and refreshments that will be provided on-site at each location. For special dietary needs please email your requests directly to Michael Slife at mslife@isbe.net.
Register by Mail Only – Please send your registration form along with your payment (money order, certified check or personal check made out to ROE 3) to: ROE 3, 207 N. Second, Suite A, Greenville, Il 62246. If you should have any questions concerning registration and payment, please contact Regina Johnson at (618) 664-0121. Payment must be received to attend the class.

Registration deadline for the Peoria location will be on June 2, 2014. Registration deadline for the Chatham location will be on June 9, 2014. Registration deadline for the Effingham location will be on June 16, 2014. Late registrations will not be accepted in order to allow for adequate preparation for each of the trainings (materials, lunches, etc.).

The Registration Form and School Bus Driver Training Instructor application are enclosed for distribution to your present Certified Instructors and/or potential/future School Bus Driver Training Instructors.

IMPORTANT: Do not send your summer training registration form or fee to the Illinois State Board of Education. You must send your registration form and payment to ROE 3. In addition, do not send the 2014-15 Illinois School Bus Driver Training Instructor Application to your Regional Office of Education or have the Regional Superintendent sign the application until you complete the summer training.

After you complete the summer training, all instructors must have their application form signed by the appropriate Regional Superintendent with a copy of a current Basic First Aid card on file in the Regional Office of Education. All instructors will be entered on the electronic School Bus Driver Training Instructor’s system by the appropriate Regional Office of Education. All instructors must meet all of the statutory requirements in 23 Illinois Administrative Code, Section 1.515 as 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 Michael Slife, 217-782-5256 or by email mslife@isbe.net.