MAY 2007

With the 2006-2007 school year coming to a close, I want to repeat A BIG THANK YOU to all School Bus Drivers, SBD Instructors, and Director’s of Transportation for making sure Illinois children are transported to and from school safely!

The **2007 School Bus Driver Instructor’s Annual Training** required by Section 1.515 of the 23 Illinois Administrative Code will be held at the following locations:

**Tuesday, June 19, 2006**
Effingham High School  
1301 West Grove Street  
Effingham, IL 62401  
217-540-1503

**Thursday, June 21, 2006**
Heinemann Middle School  
750 Academic Drive  
Algonquin, IL 60102  
847-659-4300

**Wednesday, July 25, 2006**
Glenwood High School  
1501 East Plummer Blvd.  
Chatham, IL  62629  
217-483-6098

All School Bus Driver Training Instructors must attend one of the trainings held this summer to be certified for the 2007-08 School Year. The tentative training agenda will be as follows:

8:00 – Registration
8:30 – Opening Remarks
8:45 – 10:15 First Session–Operation Lifesaver (Railroad Safety)
10:15 – 10:30 Break
10:30 – 12:00 Second Session–Student Management

12:00 – 1:00 Lunch
1:00 – 2:15 Third Session – School Bus Permits and/or Pre-tripping
2:15 – 2:30 Break
2:30 – 3:30 Fourth Session –Danielle Dawn Smalley Foundation – Pipeline Dangers & Appropriate Safe Responses

All sessions will be required topics for Refresher courses for 2007-08 School Year (July 1, 2007 – June 30, 2008)
All applicants must pre-register for the training. The registration fee is $25.00 and must be paid when you pre-register. The registration fee includes the cost for lunch (any special diets, please email those requests directly to me at cmeneghe@isbe.net) and refreshments that will be provided on-site at each location. You must register via one of the following options:

**Register by Mail** – Participants may register by completing the registration form for the site you wish to attend and mailing it, with a check made out to the Professional Development Alliance or a copy of a purchase order, to Professional Development Alliance, 2705 McDonough Street, Joliet, IL 60436.

**Register by Fax** – Participants may register by completing the registration form for the site you wish to attend and faxing it, along with either a copy of a purchase order or Visa/MC information (card number, expiration date, and name on card) to John Salzer, 815-744-8396.

**Register by Phone** – Participants may register by calling John Salzer at 815-744-8337.

**Register Online** There will be NO on-line registering option due to the fact that a new system is being installed at that time.

Registration for the Effingham and Algonquin locations will close on May 31, 2007. Registration for the Chatham location will close on June 20, 2007. 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 can be obtained by emailing cmeneghe@isbe.net along with the hotel accommodations in each area.

**IMPORTANT:** Do not send your summer training registration form or fee to the Regional Office of Education. You must send your information to the Professional Development Alliance. In addition, do not send the 2007-08 Illinois School Bus Driver Training Instructor Application to the 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 new 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 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.
- First time applicants 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.
Annual Refresher Dates/Classes

Many of you have called to clarify when a school bus driver is required to take his/her annual refresher class. If you take the class on 1-15-07, you must take your next annual refresher class **ON or BEFORE 1-14-08**. It is illegal to drive a school bus if your annual refresher class is past due. The Illinois Secretary of State office will not renew your school bus driver permit if your refresher class has expired.

Retention of Records for School Bus Transportation

Please keep all records for 4 years including the present year. I have attached the retention of records policy below. I would advise to never dispose a record especially financial record, before it has been audited. As far as the school bus driver supervisor records, he or she will need to keep them for 5 years (4 years plus the present) in case of an accident, etc.

**RECORD RETENTION REQUIREMENTS**

**For Federal funds**, a grantee shall comply with Education Department General Administrative Regulations (EDGAR) 80.42, which generally requires that records be retained for three years after completing activities pertaining to grant funds or until all outstanding claims have been resolved.

**State Funds**

For State funds, a grantee shall retain records for three years from the final date for filing any claim for reimbursement or until all outstanding claims have been resolved. The State may recompute and adjust claims within six years from the final date for filing claims for reimbursement when there has been an adverse court or administrative agency decision on the merits affecting the tax revenue of the school district (105 Illinois Compiled Statutes [ILCS] 5/2-3.33).

All purchase orders, time and effort sheets and other supporting documentation **will be retained at the local level and must be available for review or audit any time within three years after termination of the project or until the local entity is notified in writing from the Illinois State Board of Education that the records are no longer needed for review or audit.** Records may be disposed of:

• after their individual retention period is complete,
• providing any local, state, and federal audit requirements have been met,
• as long as they are not needed for any litigation either pending or anticipated,
• if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

The responsibility for retention and destruction of records is shared between the Illinois State Board of Education and the Local Records Commission.

Prior to the destruction of any records following the three-year period, a fund recipient must contact the Local Records Commission, Illinois State Archives, Margaret Cross Norton Building, Illinois Secretary of State, Springfield, Illinois 62756 (217/782-7075).
In addition, from the FMCSA about record retention for alcohol testing of drivers

< 382.311 382.403 >

Subpart D - Handling Of Test Results, Record Retention and Confidentiality
§382.401 Retention of records.
(a) General requirement. Each employer shall maintain records of its alcohol misuse and controlled substances use prevention programs as provided in this section. The records shall be maintained in a secure location with controlled access.

How long should the School districts and/or school bus companies retain their pre-trip inspection documents?
The original must be retained for 180 days. A copy must be kept on the bus for 30 days. It is in the Administrative Code Rule, Title 92; Part 458, Section 458.1030(n) and (o) from the Illinois Vehicle Code.

Websites worth checking out:

http://www.americanschoolbuscouncil.com/

http://www.lovethebus.com/

If you are looking for an initial or refresher course for your school bus drivers and none are available in your area for whatever reason, there is an internet web site at www.iarss.org (Illinois Association of Regional Superintendents of Schools) and you will need to click on Bus Driver Training to look for a class nearest. YOUR Regional Office of Education (ROE) will need to be notified if you or any of your drivers will be taking a class in another area.

School Bus Driver Requirements can be found at:
http://www.ilga.gov/commission/jcar/admincode/092/09201035sections.html

Independent School Bus Drivers (those that are not employed currently, but want to keep their permits up to date) can contact “SAFE RIDE” at 217-782-7674 for information.

DID YOU KNOW FACT?

In 1927, Blue Bird Corporation builds some of the first all-steel bus bodies in the world, replacing the standard wooden construction. Source: School Bus Fleet – September 2006

QUOTE

Treat people as if they were what they ought to be and you will help them become what they are capable of becoming. - Johann Wolfgang Von Goethe
And, do you remember..................the Burma Shave signs along the roads many years ago?

PASSING SCHOOL ZONE
   TAKE IT SLOW
      LET OUR LITTLE
         SHAVERS GROW
            Burma Shave

Have a GREAT Summer!
Cinda Meneghetti
State Director of Pupil Transportation
cmeneghe@isbe.net
217-782-5256

If you have any information or subject you would like to see in the newsletter, please email me and let me know. Thank you!

REMEMBER.........................

Pupil safety is our first priority.........is it yours?