



Illinois State Board of Education

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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

MEMORANDUM

Date: April 2, 2018

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

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

SUBJECT: 2018 Annual Training for School Bus Driver Instructors

The 2018 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 on:

Monday, June 18, 2018
East Peoria Community High School District 309
1401 E Washington Street
East Peoria, IL 61611

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 to attend to view online after July 23, 2018. In order to be properly certified for the 2018-19 school year, all school bus driver instructors must do one of the following:

1. Attend the training in person (highly recommended) in East Peoria **June 18, 2018** or,
2. Watch the recorded training at a Regional Office of Education or one of the three Cook County Intermediate Service Centers prior to teaching any classes for the 2018-19 school year and before **August 31, 2018**. (Deadline does not apply to new instructors after August 31, 2018)

If you plan to attend the training in East Peoria, the tentative agenda is provided below

8:00 – 8:30 a.m. *Registration*
 8:30 – 8:45 a.m. *Update*
 8:45 – 9:45 a.m.
 9:45 – 10:00 a.m. *Break*
 10:00 – 11:00 a.m.
 11:00 – 12:15 p.m. *Lunch on your own*
 12:15–1:15 p.m.
 1:15-1:30 p.m. *Break*
 1:30-2:30 p.m.
End of Annual Instructor’s Training

Additional Opportunities for Instructor Training (See page 3 for more information)

3:30 – 6:00 p.m. Reasonable Suspicion Training
Class - Embassy Suites (Optional)

June 19-21, 2018 Annual Illinois School Bus
Conference - Embassy Suites (Optional)

Instructor Training - \$20

If you plan to attend the instructor training in person at the East Peoria Community High School or view the training online, the **registration fee is \$20.00 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 **\$20 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 recorded at the training in East Peoria and will include all the same content as the class. The online version will be ready after July 23, 2018.

- No instructor may teach until they are properly certified by attending either the East Peoria training or viewing the online version at any Regional Office or one of the Cook County Intermediate Service Centers prior to **August 31, 2018**.
- Instructors may review the training and accompanying Power Point presentations online at any time during the year.
- **It is strongly recommended to attend in person, but it is advised that every ROE or ISC send at least one trainer to the class to pick up any important handouts, instructions or discussions that are not covered in the recorded version. Instructors who do not attend the training in person are responsible for all material handed out, instructions and items discussed.**

Register by Mail Only

Please send your **registration form only** (not your application) **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
School Bus Driver Instructor Training
101 N 4th St
Effingham IL 62401

If you should have any questions concerning *registration and payment*, please contact Jenny Hoeske at 217/342-4363.

Registration deadlines:

- Registration deadline to attend the East Peoria training is due on or before **June 4, 2018**.
- Registration deadline for viewing the online training is **June 11, 2018**.

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 for the class and payment must be sent to ROE 3. In addition, the *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.

Additional Opportunities for Instructor Training

The Illinois Association for Pupil Transportation (IAPT) will be offering ***Reasonable Suspicion Drug and Alcohol Training*** at the Embassy Suites, 100 Conference Center Dr., East Peoria, Illinois following the instructor training. It is just a few minutes from the East Peoria Community High School District 309. Although this is not a requirement for school bus driver instructors, it would be beneficial to attend. This training will increase instructor knowledge in the drug testing process as discussed in the curriculum.

Following the instructor training, IAPT is hosting the **Annual Illinois School Bus Conference, June 19-21, 2018** at the Embassy Suites, East Peoria, Illinois. Attendance is not a requirement for school bus driver instructors, but this conference is an excellent opportunity for instructors to continue their education in the school bus field. As instructors increase their knowledge in the school bus industry and stay current of emerging transportation issues, they will be better prepared to answer questions when they arise in the refresher or initial class.

If the instructor is interested in attending the *Reasonable Suspicion Training*, or the *Annual Illinois School Bus Conference*, please contact IAPT directly for registration information.

Illinois Association for Pupil Transportation
Phone: 224-637-6984 or 708-651-3124
Email: email@ilapt.net

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 about the instructor training, please contact Mike Stier at (217) 782-5256 or mstier@isbe.net.