



DATE: April 15, 2022

MEMORANDUM

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

FROM: Andy Krupin
Director of Funding and Disbursement

SUBJECT: 2022 Annual Training for School Bus Driver Instructors

The Illinois State Board of Education is holding three live trainings this year. The annual Training for School Bus Driver Instructors, which is 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:

Friday, June 17, 2022
Effingham Jr. High School
School Unit District 40
600 South Henrietta St
Effingham, IL 62401

Monday, June 27, 2022
Oswego East High School
School District 308
1525 Harvey Road
Oswego, IL 60543

Wednesday, June 29, 2022
Riverton High School
Auditorium
CUSD #14
841 North Third Street
Riverton, IL 62561

Recordings of the trainings will be made available for new instructors to view if they begin the training process in mid-year. In addition, certified instructors will be able to review the recordings throughout fiscal year 2023. All school bus driver instructors who are recertifying for FY 2022 must attend the required training in person at one of the three locations listed above to be properly certified for the 2022-23 school year.

All Centers for Disease Control and Prevention/Illinois Department of Public Health/ISBE guidelines in place at the time of the trainings will be followed. This includes, but is not limited to, social distancing and the proper use of personal protective equipment.

TENTATIVE AGENDA

8 – 8:30 a.m.	Registration	11:15 – 12:30 p.m.	Lunch Provided on Site
8:30 – 9 a.m.	Opening Remarks	12:30 – 1:30 p.m.	Training
9 – 10 a.m.	Training	1:30 – 1:45 p.m.	Break
10 – 10:15 a.m.	Break	1:45 – 2:45 p.m.	Training
10:15 – 11:15 a.m.	Training	2:45 – 3:15 p.m.	Closing Remarks
		*** End of the Annual Instructor Training ***	

Additional Opportunities for Instructor Training

(See page 3 for more information.)

June 20-22, 2022 Reasonable Suspicion Drug and Alcohol Training & Annual Illinois School Bus Conference
– Springfield (Optional)

The **registration fee of \$35 must be paid when you preregister**. (The registration fee includes a box lunch. Please include any special dietary needs with your registration.)

- No instructors may teach until they are properly recertified within IWAS by attending one of the three training sessions in person and providing a valid First Aid Certificate to their Regional Office of Education (ROE).
- Instructors may review the training and PowerPoint presentations online at any time during the year.
- Instructors are responsible for all material handed out and the instructions and items that are discussed at the live training session.

Registration is 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, business check, or personal check made out to ROE 3. (Sorry, no credit cards accepted.)

ROE 3
School Bus Driver Instructor Training
210 South Webster
Taylorville, IL 62568

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 ROE or the regional superintendent to sign until you have completed the summer training.

If you should have any questions concerning **registration** and **payment**, please contact Sarah Huckstead at 217-824-4730.

Registration Deadlines:

- Registration deadline to attend the recertification training is due on or before **June 8**.
- The Training Registration form and the School Bus Driver Instructor application can be found at the following links:
 - [Illinois School Bus Driver Instructor Training Registration Form](#)
 - [Illinois School Bus Driver Instructor Application and Recertification Form](#)

Certification Procedures

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 Instructors system by the appropriate ROE and must meet all the statutory requirements in 23 Illinois Administrative Code, Section 1.515, which are listed 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. (Note that the practical portion of the first aid course must be in person; **a 100% online course is not acceptable.**)
- 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 Stier at 217-782-5256 or mstier@isbe.net.

ADDITIONAL TRAINING OPPORTUNITIES FOR INSTRUCTORS

(Preregistration is required.)

Illinois School Bus Conference

The Illinois Association for Pupil Transportation (IAPT) will be hosting the annual Illinois School Bus Conference at the Crowne Plaza Hotel and Conference Center in Springfield on June 20-22. Attendance at this conference is not a requirement for Illinois school bus driver instructors, but this is an excellent way for them to continue their education in the school bus field. It is recommended that the instructors attend the conference. The more our instructors continue to learn, stay current, and advance their knowledge in the school bus industry, the better our state instructors will be able to answer questions when they arise in the refresher or initial class.

Reasonable Suspicion Drug and Alcohol and Oral Fluid Collection Training with Dr. Donna Smith will be held from 2 – 4:45 p.m. on Monday, June 20.

Instructors interested in attending the annual Illinois School Bus Conference or the Reasonable Suspicion Drug and Alcohol and Oral Fluid Collection Training should contact IAPT directly for registration information:

Illinois Association for Pupil Transportation

Phone: 309-425-3702

Email: email@ilapt.net

Website: www.ILAPT.net

<https://ilapt.net/conference-information>