

## **MEMORANDUM**

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

FROM: Andy Krupin,  
Director of Funding and Disbursements

DATE: May 1, 2026

SUBJECT: 2026 Annual First Division & Second Division School Bus Driver Instructor  
Training

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The Illinois State Board of Education (ISBE) is holding three in-person trainings this year. The annual Training for School Bus Driver Instructors, which is required per 23 Illinois Administrative Code 1.515, will be held on:

**June 8, 2026**

Effingham Jr. High School  
Auditorium  
School Unit District 40  
600 S. Henrietta St.  
Effingham, IL 62401

**June 12, 2026**

St. Charles North  
High School  
Auditorium  
CUSD 303  
255 Red Gate Road  
St. Charles, IL 60175

**June 15, 2026**

Metamora High  
School Performing  
Arts Center  
Metamora Twp HS  
101 W. Madison St.  
Metamora, IL 61548

**All** instructors will be certified as ***Illinois Professional School Bus Driver Instructors*** (2<sup>nd</sup> Division) and can additionally elect to be certified as ***Illinois Professional First Division School Bus Permit Holder Instructors*** by attending the additional training session (refer to the registration form).

All school bus driver instructors who are recertifying for FY 2027 must attend the required training in person at one of the three locations listed above to be properly certified for the 2026-27 school year.

**Tentative Agenda**

(Subject to change)

8–8:30 a.m. Registration  
8:30–9 a.m. Opening Remarks  
9 a.m.–5 p.m. Training

For additional optional instructor training opportunities, refer to page 3.

## **Registration**

**The registration fee must be paid when you pre-register.** The registration fee includes a box lunch.

- Illinois Professional School Bus Driver Instructor & Illinois Professional First Division School Bus Permit Holder Instructor (**1<sup>st</sup> & 2<sup>nd</sup> Division**) – **\$50**
- Illinois Professional School Bus Driver Instructor only (**2<sup>nd</sup> Division**) – **\$40**

Registration is online only. Complete the [2026-27 Illinois School Bus Driver Instructor Training Registration form](#) or scan the QR code below. The deadline to register is **June 3, 2026**.



Questions concerning **registration** and **payment** should be directed to Sarah Huckstead at 217-824-4730.

**IMPORTANT:** Do not send the training registration form or fee to the Illinois State Board of Education. Registration for the training class is online only. The [Illinois School Bus Driver Training Instructor Application/Recertification Form](#) should not be presented to your Regional Office of Education (ROE) or the regional superintendent to sign until you have completed the summer instructor training.

## **Instructor Information**

- 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 ROE.
- Instructors are responsible for all materials handed out, including the instructions and items that are discussed at the in-person training session.
- Instructors are responsible for the safe keeping of the exam and all materials provided to them.
- The instructor must not teach the exam but teach the curriculum provided to them by ISBE.
- Instructors must maintain order and teach the materials provided during their classes.
- The instructor must enforce the requirement that the use of **any electronic devices** during the instruction time and the exam **is strictly prohibited**.
- The instructor must enforce that all exams are closed book.

### **Certification Procedures**

All instructors must have their completed application/recertification form signed by the appropriate regional superintendent, along with a copy of their current Basic First Aid card. All certified instructors will be entered into the electronic School Bus Driver Training Instructors system by the appropriate ROE and must meet all the statutory requirements in 23 Illinois Administrative Code 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 have any questions or concerns, contact Mike Stier at [mstier@isbe.net](mailto:mstier@isbe.net) or 217-782-5256.

### **Additional Training Opportunities for Instructors**

(Preregistration is required.)

#### **Annual Illinois School Bus Conference – June 16-18, 2026 in East Peoria**

The Illinois Association for Pupil Transportation (IAPT) will be hosting the annual Illinois School Bus Conference **June 16-18, 2026**, at the Embassy Suites by Hilton East Peoria Riverfront Hotel & Conference Center in East Peoria.

Attendance at this conference is not a requirement for Illinois school bus driver instructors, but it is recommended as this is an excellent way to continue their education in the school bus field. 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.

Instructors interested in attending the annual Illinois School Bus Conference should contact IAPT directly for registration information:

[Illinois Association for Pupil Transportation](#)

Phone: 309-425-3702

Email: [email@ilapt.net](mailto:email@ilapt.net)

[IAPT Future Meetings](#)