



# Illinois State Board of Education

**Dr. Tony Sanders**, State Superintendent of Education  
**Dr. Steven Isoye**, Chair of the Board

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November 27, 2023

To: Regional Superintendent of Schools  
**Illinois First Division School Bus Driver Training Instructors**

From: Andy Krupin,  
Director of Funding and Disbursements

Subject: **December 2023 Annual Training for First Division School Bus Driver Instructors**

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The Illinois State Board of Education is holding one virtual live training this year. The annual Training for First Division School Bus Driver Instructors, which is required per 23 Illinois Administrative Code, Part 1 Public School Evaluation, Recognition and Supervision, Section 1.515, Training of School Bus Driver Instructors, will be held on:

**Monday, December 18, 2023**

Virtual Live Training  
9:30 am – 1:00 pm

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 2024. All First Division School Bus Driver Instructors are certifying for FY 2024 must attend the required training to be properly certified for the 2023-24 school year.

The **registration fee of \$10 must be paid when you preregister.**

- No instructors may teach until they are properly recertified within IWAS by attending the First Division training sessions 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**

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. (Use the [online link](#) if using a credit card.)

ROE 3  
School Bus Driver Instructor Training (First Division)  
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 First Division School Bus Driver Training Instructor application should not be presented to your ROE or the regional superintendent to sign until you have completed this 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 Illinois First Division School Bus Driver Certification Training is due on or before **December 13, 2023**.
- The Training Registration form and the School Bus Driver Instructor application can be found at the following links:
  - [Illinois 1st Division School Bus Driver Instructor Training Registration Form](#) or online registration click [here](#).
  - [Illinois 1st Division School Bus Driver Instructor Application and Recertification Form](#)

### **Certification Procedures**

All instructors must have their completed First Division 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 First Division 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](mailto:mstier@isbe.net).