

## **MEMORANDUM**

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

FROM: Andy Krupin,  
Director of Funding and Disbursements

DATE: April 18, 2024

SUBJECT: 2024 Annual (First Division and School Bus Driver) Instructor Training

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The Illinois State Board of Education is holding three live in person trainings this year. The annual Training for 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:

**Thursday, June 13, 2024**

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

**Friday, June 21, 2024**

Southeast High School  
Auditorium  
District 186  
2350 E Ash St  
Springfield, IL 62703

**Tuesday, June 25, 2024**

Oswego East High School  
Auditorium  
School District 308  
1525 Harvey Road  
Oswego, IL 60543

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

All school bus driver instructors who are recertifying for FY 2025 must attend the required training in person at one of the three locations listed above to be properly certified for the 2024-25 school year.

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 2025.

## **TENTATIVE AGENDA**

(Subject to change)

8:00 – 8:30 a.m.	Registration
8:30 – 9:00 a.m.	Opening Remarks
9:00 – 10:00 a.m.	Training
10:00 – 10:15 a.m.	Break
10:15 – 11:15 a.m.	Training
11:15 – 12:00 p.m.	Lunch Provided on Site
12:00 – 1:00 p.m.	Training
1:00 – 1:15 p.m.	Break
1:15 – 2:15 p.m.	Training
2:15 – 2:45 p.m.	Closing Remarks

\*\*\* End of Annual School Bus Driver Instructor Training \*\*\*

3:00 – 4:30 p.m. First Division School Bus Permit Holder Instructor Training

(For additional optional instructor training opportunities please see page 4)

The **registration fee for the *Illinois Professional School Bus Driver Instructor* (2<sup>nd</sup> Division) of \$50 must be paid when you preregister.** (The registration fee includes a box lunch. Please include any special dietary needs with your registration.) There is **registration fee for the *Illinois Professional First Division School Bus Permit Holder Instructor* for an additional \$10.**

- 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.
- 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 and all-electronic devices during the instruction time and the exam **is strictly prohibited**.
- The instructor must enforce that all exams are closed book.

### **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.

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

### **Online Registration**

Please click on this [link](#) if you wish to **register online**.

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 5, 2024**.
- The Training Registration form and the School Bus Driver Instructor application can be found at the following links:
  - [2024-2025 Illinois School Bus Driver Instructor Training Registration Form](#)
  - [2024-2025 Illinois School Bus Driver Instructor Application and Recertification Form](#)

**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 instructor training.

### **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 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, 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).

#### **ADDITIONAL TRAINING OPPORTUNITIES FOR INSTRUCTORS**

(Preregistration is required.)

#### **Annual Illinois School Bus Conference - June 18, 19 and 20, 2024 – Springfield**

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 18-20, 2024**. 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.

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)

Website: [www.ILAPT.net](http://www.ILAPT.net)

<https://ilapt.net/meetinginfo.php>