



# Illinois State Board of Education

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**James T. Meeks**  
Chairman

**Tony Smith, Ph.D.**  
State Superintendent of Education

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## MEMORANDUM

**Date: April 19, 2016**

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

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

**SUBJECT:** 2016 Annual Training for School Bus Driver Instructors

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The 2016 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 13, 2016**  
Glenwood High School  
1501 E. Plummer Blvd  
Chatham, IL 62629

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 and can view the training online after July 13. In order to be properly certified for the 2016-17 school year, all school bus driver instructors must do one of the following:

1. Attend the training in Chatham or,
2. Watch the recorded training at a Regional Office of Education or one of the three Cook County Intermediate Service Centers.

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

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8:00 – 8:30 a.m. *Registration*  
8:30 – 8:45 a.m. *Update*  
8:45 – 9:45 a.m.  
9:45 – 9:55 a.m. *Break*  
9:55 – 11:00 a.m.  
11:00 – 12:15 p.m. *Lunch*  
12:15–1:15 p.m.  
1:15-1:20 p.m. *Break*  
1:20-2:30 p.m.

**End of Annual Instructor's Training**

### **Instructor Training - \$18**

If you plan to attend the instructor training in Chatham or view the training online the **registration fee is \$18.00 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 \$18 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 videotaped at the Chatham training and will include all the same content as the class. The online version will be ready around July 13. No instructor may teach until they are properly certified by attending either the Chatham training or viewing the online version at any Regional Office or one of the Cook County Intermediate Service Centers. Instructors may review the training and accompanying Power Point presentations online at any time during the year. **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 videos.**

#### **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  
207 N Second, Suite A  
Greenville, IL 62246-1001

If you should have any questions concerning *registration and payment*, please contact Regina Johnson at (618) 664-0121.

#### **Registration deadlines:**

Registration deadline to attend the Chatham training is due on or before June 3, 2016.

Registration deadline for viewing the online training is June 10, 2016.

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 forms and payment must be sent to ROE 3. In addition, the *2016-17 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.**

### **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, please do not hesitate to contact Mike Slife at (217) 782-5256 or by email [mslife@isbe.net](mailto:mslife@isbe.net).