

REGION 10 EDUCATION SERVICE CENTER

DATE: August 2010

TO: Superintendents
and
Transportation Directors

FROM: Lou Autry
School Bus Driver Safety Training
972/348-1326 phone
972/348-1327 fax
Email Address: Lou.Autry@Region10.org

SUBJECT: 2010 - 2011 School Bus Driver Safety Education Training

**PLEASE DISCARD ALL OLD FORMS -
New forms must be used and all information requested must be completed.**

Included in this packet:

- Page 1 - 2:
General information for the 2010 - 2011 school year and a few reminders
- Page 3:
A list of service related fees
- Page 4 - 5:
The calendar of training classes for School Bus Driver Safety Education Training for the 2010 - 2011 school year and 2011 summer
[20 hour certification and 8 hour re-certification classes are included]
- Page 6 - 7:
Forms: (1) Application for School Bus Driver Enrollment Certificate
(2) School Bus Driver Training Pre-registration Form

Please **discard all old forms**

New forms must be used and all information requested must be completed. [Information that will not change may be typed or printed on a master and copies made for future use.]

Make copies as necessary and distribute to appropriate personnel and departments within your district.

Reminder:

TRC § 521.022. RESTRICTIONS ON OPERATORS OF CERTAIN SCHOOL BUSES.

(e)A person may not operate a school bus for the transportation of students unless the person is certified in school bus safety education or has enrolled in a school bus safety education class under provisions adopted by the department. Effective on the date and under provisions determined by the department, a school bus operator must hold a card that states that the operator is enrolled in or has completed a driver-training course approved by the department in school bus safety education. The card indicating completion of the School Bus Driver Training in Texas course is valid for three years.

A Few Reminders

- All school bus drivers are required to have a valid Enrollment Certificate or Certification Card in their possession to transport students. [Merely faxing or sending forms to the Region 10 ESC School Bus Driver Safety Education Training office is not sufficient – a driver must have received a confirmation from Region 10 ESC and carry that certificate with them when transporting students.]
- Enrollment Certificate Applications do not register drivers for certification classes. District personnel must be sure applicants fulfill all prerequisites and all questions, blank lines and signatures must be completed before the application form is submitted. A copy of the driver's appropriate license is required to be sent with an Enrollment Application. An Enrollment Certificate Application is included in this packet.
- Enrollment Certificate: Is designed to allow districts to provide basic training and curriculum information (prerequisites on the application) to eligible drivers in order that the drivers may safely transport students until the certification course is completed.
- Is dated to expire at the end of the next available certification course, according to the published calendar.
- Can be issued to a driver during their "grace" period, which is one [1] calendar year following the expiration of their current certification card. Drivers are not legal to drive during their grace period unless they receive an Enrollment Certificate. Issuing the Enrollment Certificate waives the grace period and the driver must take a 20-hour certification course during the time the Enrollment Certificate is in effect.
- Transportation Directors are responsible for the registration and verification of their district's drivers in school bus driver safety education training classes. Registration is on a first come, first served basis. Please use the pre-registration form provided in this packet.
- Each driver must be pre-registered. Substitutions cannot be made for drivers that don't show up for class. Registration needs to be done well in advance [as soon as it can be determined which class the driver will attend]. Districts will be invoiced based on pre-registrations.
- To waive invoicing, cancellations must be received in the school bus driver safety training office five Region 10 ESC work days before the training class begins.
- It is the responsibility of the transportation director or their designee to verify all pre-registrations [@ 972/348-1326] prior to the first day of class or prior to the deadline for waiving the invoice [see paragraph above]. Walk-ins are not encouraged and are only allowed on a space available basis and are expected to pay the course fee [plus an additional \$25.00 late fee] at the time of attendance. Walk-ins will be turned away if registered numbers indicate the class is full.
- Drivers holding a current certification [20 hour or 8 hour] are encouraged to take the re-certification class within the 180 calendar days prior to the expiration date on their current card.
- Drivers that are incomplete in a training class [20 hour or 8 hour] must re-register and complete the curriculum they missed within 180 calendar days of beginning the original training unless their one [1] year grace period expires first at which time they are ineligible for the 8 hour re-certification training.
- Participants will not be allowed to attend class if children accompany them to the training.
- Guests are not allowed to attend class with participants.
- Participants who are off-task [use of cell phones included] during class will be dismissed for the day.

**SCHOOL BUS DRIVER SAFETY EDUCATION TRAINING
SERVICE RELATED FEES
Effective September 1, 2008**

Service Fee:	Description:
\$ 55.00	8 Hour School Bus Driver Safety Education Training Course [per participant] – includes training manual
\$ 105.00	20 Hour School Bus Driver Safety Education Training Course [per participant] – includes training manual
\$ 25.00	Additional fee for each walk-in participant / not pre-registered

[It is the responsibility of the district or transportation company to verify pre-registrations prior to each class in which they have participants registered]

**Region 10 ESC
School Bus Driver Safety Education
School Year 2010 2011 Training Schedule
20 Hour Certification Classes**

<u>LOCATION</u>	<u>DATES</u>	<u>TIMES</u>
Plano ISD - The Sockwell Center		
6301 Chapel Hill Blvd.	Sept 18, 25, 2010	8am - 5pm
Plano, TX	Lab: Oct 2, 2010	8am-12n
	Lab @ 600 Seabrook [Trans. Facility]	
Mabank ISD - Transportation Facility		
824 W Mason	Sept 11, 18, 2010	8am - 5pm
Hwy 175	Lab: Sept 25, 2010	8am-12n
Mabank, TX		
Sherman ISD - Piner Middle School		
402 W Pecan	Oct 9, 16, 2010	8am - 5pm
Sherman, TX	Lab: Oct 23, 2010	8am - 12n
	Lab @ Sherman ISD Trans. Srv. Cntr. 2701 Loy Lake Road, Sherman, TX	
Waxahachie ISD - Transportation Facility		
631 Solon Rd	Oct 30, Nov 6, 2010	8am-5pm
Waxahachie, TX	Lab: Nov 13, 2010	8am - 12n
Garland ISD - Technology Building		
410 Stadium Dr	Nov 30, Dec 02, 2010	6pm - 10pm
Garland, TX	Dec 7, 9, 2010	6pm - 10pm
	Lab: Dec 11, 2010	8am - 12n
	Lab @ Williams Stadium [Garland ISD]	
Region 10 ESC		
	Dec 4, 2010	8am - 5pm
904 Abrams Rd	Dec 6, 8, 2010	6pm - 10pm
Richardson, TX	Lab: Dec 11, 2010	1pm - 5pm
	Lab @ Williams Stadium [Garland ISD]	
Duncanville ISD - Duncanville High School		
[Main Building in the East Seminar Room] 900 W Camp Wisdom RD		
	Jan 22,29, 2011	8am - 5pm
Duncanville, TX	Lab: Feb 5, 2011	8am - 12n
Kaufman ISD - Kaufman High School Cafetorium		
3205 S Houston	Feb 5, 12, 2011	8am - 5pm
FM 1388	Lab: Feb 19, 2011	8am - 12n
Kaufman, TX		
Bonham ISD - Bonham High School		
1002 Warpath Dr	Mar 5, 26, 2011	8am - 5pm
Bonham, TX	Lab: Apr 2, 2011	8am - 12n
Greenville ISD - 6th Grade Center - Cafeteria		
3201 Stanford	April 2, 9, 2011	8am - 5pm
Greenville, TX	Lab: April 16, 2011	8am - 12n

**Region 10 ESC
School Bus Driver Safety Education
School Year 2010-2011 Training Schedule
8 Hour Re-Certification Classes**

<u>LOCATION</u>	<u>DATES</u>	<u>TIMES</u>
Plano ISD - The Sockwell Center		
6301 Chapel Hill Blvd.	Sept 11, 2010	8am - 5pm
Plano, TX		
Mabank ISD - Transportation Facility		
824 W Mason	Oct 2, 2010	8am - 5pm
Hwy 175		
Mabank, TX		
Sherman ISD - Piner Middle School		
402 W Pecan	Oct 16, 2010	8am - 5pm
Sherman, TX		
Waxahachie ISD - Transportation Facility		
631 Solon Rd	Nov 20, 2010	8am - 5pm
Waxahachie, TX		
Garland ISD - Technology Building		
410 Stadium Dr	Dec 4, 2010	8am - 5pm
Garland, TX		
Region 10 ESC		
904 Abrams Rd	Dec 6, 8, 2010	6pm - 10pm
Richardson, TX		
Duncanville ISD - Duncanville High School		
[Main Building in the East Seminar Room] 900 W Camp Wisdom Rd		
	Jan 8, 2011	8am - 5pm
Duncanville, TX		
Kaufman ISD - Kaufman High School Cafetorium		
3205 S Houston	Feb 12, 2011	8am - 5pm
FM 1388		
Kaufman, TX		
Bonham ISD - Bonham High School		
1002 Warpath Dr	Mar 5, 2011	8am - 5pm
Bonham, TX		
Plano ISD - The Sockwell Center		
6301 Chapel Hill Blvd.	Mar 26, 2011	8am - 5pm
Plano, TX		
Greenville ISD - 6th Grade Center - Cafeteria		
3201 Stanford	April 9, 2011	8am - 5pm
Greenville, TX		
Garland ISD - Technology Building		
410 Stadium Dr	May 3 & 4, 2011	9am - 1pm
Garland, TX		

**Region 10 ESC
School Bus Driver Safety Education
Summer 2011 Training Schedule
20 Hour Certification Classes**

**Region 10 ESC
School Bus Driver Safety Education
Summer 2011 Training Schedule
8 Hour Re-Certification Classes**

<u>LOCATION</u>	<u>DATES</u>	<u>TIMES</u>
Frisco ISD - Wakeland High School		
10700 Legacy Drive	June 13, 14, 2011	8am - 5pm
Frisco, TX	Lab: June 15, 2011	8am-12n
[Lab at 6900 Stadium Lane]		

Grand Prairie ISD - Transportation Facility		
514 Skyline	July 5, 6, 2011	8am - 5pm
Grand Prairie, TX	Lab: July 7, 2011	8am-12n

Ennis ISD - Ennis High School - Lecture Room Q102		
2301 Ensign Rd.	July 11, 12, 2011	8am - 5pm
Ennis, TX	Lab: July 13, 2011	8am-12n
[Lab at Stadium by the Jr High School]		

Region 10 ESC		
904 Abrams Rd.	July 18, 19, 20, 21, 2011	6 - 10pm
Richardson, TX	Lab: July 23, 2011	8am-12n
Lab @ Williams Stadium - Garland ISD		

Carrollton Farmers Branch ISD - Transportation Facility		
1505 Randolph Rd	July 25, 26, 27, 28, 2011	6-10pm
Carrollton, TX	Lab: July 30, 2011	8am-12n
Lab @ Standridge Stadium		

Forney ISD - Forney High School - Cafeteria		
800 Hwy [FM] 741 South	July 30, Aug 6, 2011	8am - 5pm
Forney, TX	Lab: August 13, 2011	8am - 12n

Sherman ISD - Transportation Service Center		
2701 Loy Lake Rd	August 1, 2, 2011	8am - 5pm
Sherman, TX	Lab: August 3, 2011	8am - 12n

<u>LOCATION</u>	<u>DATES</u>	<u>TIMES</u>
Mesquite ISD - Professional Development Center		
2600 Motley	June 4, 2011	8am - 5pm
Mesquite, TX		

Frisco ISD - Wakeland High School		
10700 Legacy Drive	June 10, 2011	8am - 5pm
Frisco, TX		

Duncanville ISD - Duncanville High School		
[Main Building in the East Seminar Room]		
900 W Camp Wisdom Rd	June 11, 2011	8am - 5pm
Duncanville, TX		

Carrollton Farmers Branch ISD - Transportation Facility		
1505 Randolph Rd	June 25, 2011	8am - 5pm
Carrollton, TX		

Allen ISD - Administration Building - Rooms 103-105		
612 E Bethany Dr	June 30, 2011	8am - 5pm
Allen, TX		

Grand Prairie ISD - Transportation Facility		
514 Skyline	July 6, 2011	8am - 5pm
Grand Prairie, TX		

Ennis ISD - Ennis High School - Lecture Room Q102		
2301 Ensign Rd.	July 13, 2011	8am - 5pm
Ennis, TX		

Ennis ISD - Ennis High School - Lecture Room Q102		
2301 Ensign Rd.	July 14, 2011	8am - 5pm
Ennis, TX		

Region 10 ESC		
904 Abrams Rd.	July 20, 21, 2011	6 - 10pm
Richardson, TX		

Sherman ISD - Transportation Service Center		
2701 Loy Lake Rd	August 2, 2011	8am - 5pm
Sherman, TX		

Forney ISD - Forney High School - Cafeteria		
800 Hwy [FM] 741 South	August 6, 2011	8am - 5pm
Forney, TX		

Region 10 ESC		
904 Abrams Rd.	August 20, 2011	8am - 5pm
Richardson, TX		

REGION 10 EDUCATION SERVICE CENTER SCHOOL BUS DRIVER SAFETY TRAINING PRE-REGISTRATION FORM

Please check the appropriate class type:

8-Hour Re-Certification Course

Drivers previously certified outside of Region 10 must have a copy of their previous certification submitted when pre-registering for the re-certification course.

Title 37 Texas Administrative Code §§14.32 (B) the recertification safety training course, Texas School Bus Driver Safety Training Recertification Course, shall consist of a *minimum* of eight clock-hours of instruction. §§14.35 (e) Regardless of the reason, any course instruction missed must be completed by arrangement with the training agency. Except as approved by the training agency, all course requirements for certification must be completed within the 180-day period immediately following the start of instruction, otherwise no credit will be given for any class sessions previously attended. The entire course must be completed prior to awarding certification. For make-up information call 972.348.1326.

20-Hour Certification Course

Drivers should have their license to participate in the lab activities on the final day of the course.

Title 37 Texas Administrative Code §§14.32(3)(A) the initial certification training course, Course Guide for School Bus Driver Training in Texas, shall consist of a *minimum* of twenty clock-hours of instruction. §§14.35 (e) Regardless of the reason, any course instruction missed must be completed by arrangement with the training agency. Except as approved by the training agency, all course requirements for certification must be completed within the 180-day period immediately following the start of instruction, otherwise no credit will be given for any class sessions previously attended. The entire course must be completed prior to awarding certification.

[Please indicate the **location & date of class** for which drivers are being registered.]

TRAINING SITE: _____ DATE: _____

Participants must make-up any portion of the class that is missed due to being late or absent or off-task.

Please Print: [driver's license copies are not required when submitting just this form]

	Driver's Full Legal Name – as it appears on the driver's license			Driver's Date of Birth
[State] Driver's License Number	LAST,	FIRST	MIDDLE	[mm/dd/yyyy]
1. [] _____	_____	_____	_____	_____
2. [] _____	_____	_____	_____	_____
3. [] _____	_____	_____	_____	_____
4. [] _____	_____	_____	_____	_____
5. [] _____	_____	_____	_____	_____
6. [] _____	_____	_____	_____	_____
7. [] _____	_____	_____	_____	_____
8. [] _____	_____	_____	_____	_____
9. [] _____	_____	_____	_____	_____
10. [] _____	_____	_____	_____	_____

Information may be typed and the form sent as an attachment via email [either in Word or a pdf document]. Faxed forms must have a signature.

Authorized District Official: _____
Printed Name & Title Signature of Authorized District Official

School District Name: _____ **Co-Dist.# :** _____

Transportation Services Provided By: [] District [] Transportation Company Name: _____

Email Address: 1 _____ 2 _____
Primary Contact Secondary Contact: Email Address and Name

Area Code/Phone Number: [] _____ **Area Code/Fax Number:** [] _____

PLEASE FAX THIS COMPLETED FORM TO:

Lou Autry
Fax: 972/348-1327

OR EMAIL THIS COMPLETE FORM TO:

Lou.Autry@region10.org

OR CALL IF YOU HAVE QUESTIONS: Lou Autry @ 972.348.1326

OR MAIL TO:

Lou Autry
School Bus Driver Safety
Education Training
Region 10 ESC
904 Abrams Rd.
Richardson, TX 75081