



NEW YORK STATE EDUCATION DEPARTMENT SCHOOL TRANSPORTATION COURSE GUIDELINES

The following procedures guide the application, registration, and documentation of school bus Driver, Monitor, and Attendant Basic and Advanced Training as required in NYCRR 156.3

Electronic copies of all the forms identified below may be downloaded from this web site at: The current vendor's website or at the NYSED website.

APPROVED TEACHING ROOMS

1. All facilities for teaching the above courses must meet Delivery Agency requirements established in DMV Regulation Part 138 and be approved by the SED contractor. Rooms will be approved for up to 35 students. The approvals are based upon a written agreement between NYSED and DMV.
2. All rooms should have projection equipment (overhead, computer projection), class writing possibilities (blackboard, whiteboard, flipchart), "video" capability (TV/VCR/DVD or computer projection), and a surface for students to write on (desks, tables, clipboards).
3. Every room used **MUST** be registered. If several rooms have potential for use, submit applications for all of them to the current vendor to accommodate last minute demands or changes.
4. The form to register your site as a Delivery Agency and the instructors who will be authorized to use your site can be downloaded on the current vendor's website. This form is called a **Delivery Agency Application**. Pertinent information required includes overall room dimensions, measurements for anything that takes away from instructional space such as instructor office area, restrooms, refrigerators, cupboards, etc.– any space that is not available for instructional use.
5. If at any time you want to add another instructor to those connected with your site, simply submit a new form with the instructor updates.

6. All course NPO's submitted for your Delivery Agency must be signed by one (not more than one) of the SBDI's listed on the form.
7. Delivery Agency numbers will be in the form 111-11. If you have multiple facilities your numbers will be in the format xxx-01, xxx-02 xxx-03, etc.
8. **All facilities must be approved every two years.** This is a DMV and SED requirement. Facilities are approved for up to 30 students. Classes over 35 will only be approved in extreme verifiable emergencies. Contact NYSED for prior approval.

CLASS SIZES

1. There are no longer any class size minimums, however the maximum students allowed in any class is 35.
2. You may not have more students in a classroom than the classroom has been approved to accommodate. (15 square feet, per student)

COURSE SCHEDULES

1. Courses must follow the guidelines of the approved curriculum. Note that different course chapters or units are scheduled for different lengths, from 1 to 3 hours, and that courses require both classroom and on-bus time. Both learning environments must be incorporated as required. Course schedules are identified in the individual curriculum course guidance. Refer to your course materials for schedules.
2. Course segments do not have to be taught in their order in the curriculum, but may be adapted to class time and on-bus time availability. If a chapter or unit is designed for 2.5 hours, it can be split between two days as long the instructional time equals 2.5 hours. If access to a bus is limited, all the on-bus sections of a course can be scheduled together in 1 or 2 sessions to make scheduling easier.
3. Course schedules must identify all instructional and non-instructional (breaks, meals) time. Bus Driver Basic Courses must have at least 30 instructional hours and Bus Driver Advanced and Monitor/Attendant Basic Courses must have at least 10 instructional hours.
4. Any teaching segment longer than 2 hours must include a 15 minute break. Any course segment over 4 hours must also include a 30 minute meal break. These time increments are a minimum requirement. More breaks are encouraged.

5. The maximum instructional time in one day is 8 hours. For emergencies requiring a longer instructional day, contact NYSED for prior approval.
Example: A full-day course could be scheduled from 8 am to 5 pm with 15 minute morning and afternoon breaks and a 30 minute lunch.
6. If you have to change the schedule of a course after it has been approved, e-mail your approved copy of the NPO with the assigned course number with a new course schedule to the current vendor. Note on the schedule that it is revised.
7. Scheduling of Bus Driver and Monitor Attendant Courses together as a single class must meet specific additional scheduling guidelines. These guidelines are at the end of this document.

Point Insurance Reduction Program - PIRP

1. Only bus driver courses (not attendant/monitor) qualify for PIRP credit. Based upon DMV requirements distance learning courses do not qualify for PIRP at the present time. Questions should be directed to NYSED.
2. For a list of PIRP processing agencies contact the current vendor.
3. Any driver course approved less than 30 days before it starts cannot be approved for PIRP credit. This is part of the agreement between NYSED and DMV. The course may count for completion of the NYSED course requirement, but not be eligible for PIRP.

FORM SUBMISSION

1. All SED course NPO's must be submitted before the course begins. **NPO's for PIRP eligible courses must be submitted no less than 30 days before the course begins – this is a DMV requirement.**
2. **If an instructor has an NPC more than 30 days overdue, no additional NPOs will be processed until the late NPCs have been submitted.**
3. All Notices of Program Offering (NPO), Notices of Program Completion (NPC), and Delivery Agency Approval forms will be available on the current vendor's website.
4. All NPCs must be signed by the same SBDI that submitted the NPO.
5. When an NPO is received, a COURSE NUMBER will be assigned to your NPO and returned via the e-mail address listed on the NPO. **DO NOT HOLD A COURSE UNLESS YOU HAVE A COURSE NUMBER. NPO's take 7 business days to process.** If you have not received a course number after one week, contact the current vendor.

6. You must enter the course number on the NPC to link it to the NPO.
7. Any NPC received without an assigned course number will be returned and certificates delayed until the vendor receives an NPC with the course number on it. NPC's for makeups will also use this course number, allowing it to be linked to the original course.
8. E-mail or mail the original NPC to the current vendor – please type the documents to guarantee certificate names are exactly as you submitted. Original certificates needing corrections must be mailed and received by our office before we can issue a new certificate. **NPC's take 7 business days to process.** Certificates will be mailed to the address of the SBDI listed on the corresponding NPO. Completed certificates can be faxed on request; however this process will still require **7 business days to process.**
9. DO NOT send copies of any course evaluations or student tests to the vendor with the NPC. Instructors are to keep these documents in their files.
10. All Attendant/monitor NPC's require only the last 4 digits of the Social Security Number. Driver Basic and Advanced Driver NPC's require the driver license number of each participant.
11. If you cancel a course, write "CANCELLED" across the approved NPO and return it to the current vendor within 30 days.

MERGED DRIVER AND MONITOR COURSES

There have been requests to hold merged Bus Driver Basic and Monitor/Attendant Basic Courses. The formats requested have included: all attendees receiving both a driver and a monitor certificate; drivers getting both but monitors only getting monitor; or drivers and monitors each getting only their respective certificate. These guidelines must be followed:

1. Approved room capacity may not be exceeded by the total number of students in both classes.
2. Only students receiving a bus driver certificate qualify for PIRP.
3. Both courses must be SED approved. Two NPO's must be submitted. Course material in both courses must be completed in full – this might well mean that the overall length of training will be longer than the minimum required hours for either course. Instructional materials, course handouts, on-bus and classroom time, and time for topics, chapters or sections are established by the respective course developers and may not be deleted or reduced from their approved format.
4. EXAMPLE: If you are teaching a PTSI Monitor Basic Course and a Bus Driver Basic, all participants receiving both certifications must receive the PTSI Trainee Workbook and the Basic Course Driver Handouts as well as SBSIOBSAAT and any other required documents.

5. The minimum NYSED Bus Driver Basic Course schedule and materials are established in the Instructor Manual and the instructional materials and handouts/workbooks for the Monitor/Attendant courses are established by the publisher of each course.

6. A course schedule must be submitted with the NPO that demonstrates that each student will complete the content of all sections of both courses for which they receive a certificate of completion. You will need to create this schedule as a separate document – it cannot be accomplished on the standard NPO. When a time block is being credited with covering the content of two courses at the same time, both sections must be scrutinized to be sure the content of both is being fully covered. The course schedule must indicate how the subjects, not just the units, from each course are being covered. One part of a sample course schedule that aligns the SED Driver Basic and the PTSI Monitor Course and that has monitors not getting driver certificates might in part look like this:

| Time | NYSED Driver Basic | Sections | PTSI Monitor Basic | Sections |
|---------------|---------------------------|-----------------------------|-----------------------------|-----------------|
| 8:00 – 9:45 | Chapter 5 - classroom | Classroom w/o 104F activity | Section 5 | 5.1, 5.2, 5.3 |
| 9:45 – 10:00 | Chapter 5 - classroom | 104F Exercise | Break – not relevant | |
| 10:30 – 10:45 | Break | | | |
| 10:45 – 11:15 | Chapter 5 – on bus | On bus Practice | Section 5 | 5.1, 5.2, 5.3 |
| 11:15 – 12:45 | Chapter 6 | All | Section 5 | 5.4, 5.5 |

In order to cover the driver content, the monitors have needed to be present for four hours and 45 minutes even though the same content is covered in significantly less time in the monitor Basic. Again, looking at the Section 1 of the PTSI Monitor Basic, we see that the content is a part of Chapter 1, 2, 3, and 10 in the NYSED Driver Basic covering 12.5 hours, 2.5 hours longer than required in total for monitors and there are still 4 Sections to teach! The bottom line is, this is not a very effective way to train monitors. However, if the goal is for all attendees to receive both certificates, it does make sense because most parts of the monitor courses are closely aligned with sections of the driver course as well.