

School Bus Driver, Attendant & Monitor Training Programs

Notice of Program Offering

NPO's ARE PROCESSED IN THE ORDER THEY ARE RECEIVED. NO EXCEPTIONS.

Directions: Type all of the requested information. This is a two-page form—a completed Program Schedule must be submitted with this page. You must be a certified School Bus Driver Instructor or MI to submit this form and all instruction must be conducted in an approved teaching location.

1. Which SED Approved Curriculum are you teaching?

- Basic Driver Course
 Basic Attendant/Monitor Course*
 Advanced Driver Course

*For Monitor/Attendant Courses, you may only use NYSED approved course. List of approved courses is on NYSED Web site:

- Faye Stevens
 PTSI
 Dave Kennedy
 ES BOCES
 Other _____

Class size is limited to 35 or by the number of participants your facility is approved to accommodate; however, even if your room is approved for more than 35, you must receive approval from NYSED or current vendor for class sizes over 35.

2. Do you plan to offer NYDMV Point/Insurance Reduction credit? Yes No

Submit no less than 40 days before the start of the course. Note: NPOs not submitted at least 40 days before the start of the program cannot qualify for Point/Insurance Reduction (PIRP) approval. The Basic Course for Monitors and Attendants is not eligible for Point/Insurance Program credit from DMV.

3. Number of Participants expected: _____

NYSED Certified Instructor Information

(PLEASE FILL OUT ALL INFORMATION, OR YOUR FORM WILL BE RETURNED)

SBDI Number:	SBDI Name (First & Last):	Telephone Number:
SBDI Mailing Address (All paperwork will be mailed here):		
SBDI Email Address (All paperwork will be emailed here):		

NYDMV and NYSED Approved Facility Information

(PLEASE FILL OUT ALL INFORMATION, OR YOUR FORM WILL BE RETURNED)

Delivery Agency Number:	County of Facility:	Facility Name/Room Number:
-------------------------	---------------------	----------------------------

<p>Email or mail to: Pupil Transportation Safety Institute 10 Adler Drive, Suite 102 East Syracuse, NY 13057</p> <p>Questions? Phone: 800.836.2210 Email: info@ptsi.org</p>	Agency Use Only		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Course Number:</td> <td style="width: 50%;">Course Dates:</td> </tr> </table>	Course Number:	Course Dates:
Course Number:	Course Dates:		
	<p>The course number MUST be included on the NPC submitted at the end of the course and on any correspondence about this course. <i>Any participants trained without prior course approval do not meet regulatory requirements.</i></p>		

NPO Program Schedule

NPO's ARE PROCESSED IN THE ORDER THEY ARE RECEIVED. NO EXCEPTIONS.

Directions: Complete the following program schedule, including dates for make-up sessions. Hours of instructional and non-instructional time must be indicated. Indicate AM or PM for time information. Course completion certificates will not be issued until completion of the course and your NPC has been received.

- **Basic Driver Course MUST be a total of 30-hours minimum instructional time, NOT including breaks.**
- **Basic Monitor/Attendant Course MUST be a total of 10-hours minimum instructional time, NOT including breaks.**
- **Advanced Driver Course MUST be a total of 10-hours minimum instructional time, NOT including breaks.**

(NPO's will be returned if minimum hours are not met.)

Note: This document is being filed with a public officer and NYS Agency. It is a violation of Section 175.35 of the NYS Penal Code to file a fraudulent document with a public officer or agency. Said violation is a Class E Felony which is punishable by a maximum fine of \$5,000 (Section 80) and/or a prison sentence ranging from a minimum of one year or less to a maximum not to exceed four years (Section 70.00 [1E] and [4]).

Date:	Chapter/Session:	Instructional Time		Non-Instruction (Break) Time	
		From:	To:	From:	To:
Total Time:					

Instructor Signature:	SBDI/MI Number:	Date:
-----------------------	-----------------	-------