



The 2021 PDS for SBDs and MIs will be delivered in two parts. Both parts must be completed for recertification:

 **PART I: Pre-session Assignment — 8-12 minute video based on the instructional outline below provided by SED**

 **PART II: Completion of the Online PDS program**

PART I VIDEO INSTRUCTIONS

Pre-session Assignment

The purpose of this assignment is to assist in creating a safety drill video that you will be able to use with your students.

 **LENGTH OF VIDEO:**

The video must be **no less than 8 minutes** and **no more than 12 minutes** long.

VIDEO SETTING:

It does not have to be in a classroom setting, but something appropriate for students to see in the background.

- Well lit area
- Quiet
- May be recorded outside, as long as your audio is strong enough to be heard

PowerPoint SLIDES:

Optional, but if used, must be able to be seen along with the instructor in the video.

VOLUME:

Instructor must be able to be heard in the playback of the video. If the instructor cannot be heard, your video will be rejected, and you will be asked to repeat it.

USB THUMB DRIVE

Video must be saved to an USB thumb drive/flash drive.

- **USB will NOT be returned.**
- **Save a copy** in the case that it is lost in the mail or malfunctions and must be resent.
- **Video cannot be uploaded.**

USB

PART I VIDEO CONTENT OUTLINE

You are required to create and teach a "Safety Drill" in accordance with the content outline which is provided below – **only this outline is to be used:**

I. Mini Safety Drill Intro

- A. Explain why drills are important.
- B. Let students know you care about them.
- C. Deliver your "hook".

II. Bus Riding Rules

- A. Listen to instructions of driver.
- B. Stay seated while bus is in motion
- C. Face forward – feet out of the aisle.
- D. Keep your hands to yourself.

III. Emergency Exits

- A. Explain the use of Emergency Windows
- B. Explain when they would use Emergency Doors, including the service door.
- C. Explain when a roof hatch might be useful in an emergency and how to open it.

IV. Disabled Driver

- A. Tell students how to stop, secure and shut off the bus.
- B. Briefly explain how to use the two-way radio and why this is important.

V. Seatbelts

- A. Share with students what your school/company policy is regarding seatbelt use on the bus.
- B. Explain how to wear properly wear the seatbelt (low on the hip and snug).

VI. Conclusion

- A. Reconnect with your hook.
- B. Reinforce why safety drills are so important.

Use this outline ONLY

Questions: Please email Kathy@ptsi.org or call 800-836-2210 extension 301

PART II ONLINE PDS INSTRUCTIONS

An online program similar to last years will be hosted on PTSI's website. This program will provide the instructional tips and highlights of the three mandated cores to be used in 2021-2022 safety refreshers for drivers, attendants and monitors.

• NYSED REQUIRED DOCUMENTS:

At the conclusion of this program you will be asked to execute the NYSED required documents electronically.

• CERTIFICATE OF COMPLETION:

After successfully uploading the documents, you will gain access to a certificate of completion.

- Print the certificate and mail to PTSI along with your video on a USB thumb drive.



HOW DO I ACCESS THE ONLINE PDS PROGRAM?

Anytime after **April 1, 2021** go to the PTSI website **www.ptsi.org**. The PDS Program will be approximately 2 hours in duration.

www.ptsi.org on April 1

TIPS:

- Read all directions carefully, not following directions **WILL** delay your recertification.
- The entire program **MUST BE COMPLETED IN ONE SITTING**, you cannot log out mid-completion and log back in at a later time.
- This program will require a media player on your computer such as Media Player, Visio, etc.
- Each SBDI must create a log in profile using an **UNIQUE EMAIL** address which cannot be used twice.



Optional Added Video – NOT NECESSARY TO RE-CERTIFY DO NOT SEND THIS TO PTSI!

This creates an excellent opportunity to create a safety drill video to be used with your students! After your PDS is complete and you're re-certified you may want to add additional video footage of an evacuation practice and a safe load/unload demonstration which will result in a NYSED compliant safety drill instruction video to be used with your students. This is only an option and is not required to re-certify as an SBDI or MI. Do not send this portion of video to PTSI.

NOW WHAT?

WHAT TO DO AFTER COMPLETING BOTH PARTS I & II

Once you have put your instruction video on a USB thumb drive/ flash drive and have printed out the Online PDS certificate, **mail both to PTSI** at the attention of Kathleen Furneaux. MAIL ONLY please.

- YOUR MAILED SUBMISSION FOR RECERTIFICATION OF YOUR SBDI OR MI **MUST BE POSTMARKED NO LATER THAN JUNE 25, 2021**. Late entries will be denied recertification.

June 25, 2021

- **10 Adler Drive, Suite 102
East Syracuse, NY 13057**

- **PTSI will not acknowledge receipt of your mailed materials**, there simply are too many – if you wish to know if it arrived please send it registered mail.



WHERE ARE MY MATERIALS & CARD?

It is human nature to put tasks off until the last minute, however if you wait until the last minute to complete this recertification there a couple things to consider:

1. The later we receive your materials, the longer it will take to get your manual and new ID card.
2. PTSI will make every effort to review submissions in the order they are received, and perform the critique to be returned.
3. We recommend that you complete the recertification process as soon as possible and not wait until June 25, 2021 to send it.
4. If you are missing something or your video is rejected for any reason, you may not have enough time to react and meet the June 25, 2021 deadline.
5. After final approval, you should receive your manual and new ID card within 4-6 weeks from the date of your postmark.

4-6 weeks

WHAT ABOUT HARDSHIPS?

Hardships will only be granted in **verified catastrophic situations** supported by documentation.

Hardships must be requested via **email to Kathy@ptsi.org** no later than **June 25, 2021**.

Hardships will **NOT** be granted based on a lack of access to internet service, a computer or video Equipment.