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 forms identified below may be downloaded from the current vendor's website or the NYSED website.

APPROVED TEACHING ROOMS

1. All facilities for teaching the aforementioned 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 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. Each Notice of Program Offering (NPO) submitted for your Delivery Agency must be signed by 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. **Facilities <u>must</u> be renewed every two years.** This is a DMV and SED requirement. Submit a new Delivery Agency Application and select the option for "Delivery Agency Renewal". Write in your assigned Facility Number in the space provided.

CLASS SIZES

1. There are no class size minimums, however the maximum students allowed in any class is 35. Classes over 35 will only be approved in extreme <u>verifiable</u> emergencies. Contact NYSED for prior approval.

2. You may not have more students in a classroom than the classroom has been approved to accommodate. Rooms must be at least 200 square feet to be approved. (15 square feet, per person)

3. You will be asked to provide a simple diagram and description of the classroom. This should be a simple drawing of the layout of the room, its contents, entrances and exits. The diagram *MUST* include the square footage of the room.

NOTICE OF PROGRAM OFFERING (NPO)

A Notice of Program Offering (NPO) is the form submitted when you are ready to offer the basic or advanced driver course or the basic monitor attendant course. It can be downloaded from the current vendor's website, PTSI.

Guidelines for Notice of Program Offerings (NPO)

1. Need to be submitted *15 business days* prior to the start date of the course to the current vendor, Pupil Transportation Safety Institute (PTSI) (*40 business days* if offering PIRP). NPO's not submitted at least *15 business* days prior to the start date of the course may not be approved.

2. All NPO's must be typed.

3. You may not begin a course without receiving an assigned course number from PTSI. PTSI cannot issue certificates for courses that have not been approved. The vendor is not permitted to assign course numbers retroactively.

4. Accepted by mail and email only. Service by facsimile not accepted.

5. SBDI mailing address is where completion certificates will be sent.

6. Make sure Delivery Agency number is active prior to submission, or submit renewal with NPO.

7. Verify program schedule hours add up to 30 for basic bus driver course or 10 for advanced driver or basic monitor attendant course prior to submission. ***Non-Instructional break time does not count towards instructional time.***

8. When an NPO is approved, a COURSE NUMBER is assigned and returned via the e-mail address listed on the NPO. **DO NOT HOLD A COURSE UNLESS YOU HAVE A COURSE NUMBER.** Retain a copy for your records and future reference as this assigned number is needed to retrieve completion certificates at the conclusion of the course.

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 guidelines. 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 on the Notice of Program Offering 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. Break time *cannot* be included as instructional time.

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. This would reflect 9 total hours on your program schedule.

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 has been revised or amended.

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, PTSI.

3. Any driver course approved less than 40 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.

4. The ***NYDMV Point/Insurance Reduction Program Application*** you will need for class participants can be found on the vendor's website.

NOTICE OF PROGRAM COMPLETION (NPC'S)

When the course has concluded, a form known as the ***Notice of Program Completion*** is submitted to the vendor to retrieve completion certificates for all participants.

Guidelines for Notice of Completions (NPC's) must:

1. Submitted with a photo copy of CDL licenses for each driver listed for Basic or Advanced driver courses. (Please submit 6-8 licenses per page)

2. Submitted with a photo copy of state issued driver's license or state issued photo identification card for each participant on Basic Monitor/Attendant course. (Please submit 6-8 licenses per page)

3. Include the participant's home address. Training school or bus company addresses will not be accepted.

4. Must be mailed or emailed to the vendor. Forms that are faxed or printed will not be processed.

5. It will take the vendor, PTSI, 15 business days to process.

6. All Basic/Advanced Driver course and Basic Monitor/Attendant course instructional hours must be completed within **30 business days** of the date of the first class.

7. Make-up sessions for **all courses** must be conducted within **15 business days** of the completion date of the course.

8. Submission of the NPC must be within **45 business days** of the course start date. No certificates will be processed after that date. No exceptions.

9. It is the responsibility of all lead SBDI's and MI's to immediately upon receipt, give certificates of completion to the bus driver, monitor/attendant who has successfully completed their Basic or Advanced course. The certificate is the property of the bus driver, monitor/attendant and it is their responsibility to provide their employer with a copy.

10. If an instructor has an <u>NPC</u> more than 30 days overdue, no additional NPOs will be processed until the late NPCs have been submitted.

11. NPCs must be signed by the same SBDI that submitted the NPO.

12. Must include assigned course number from NPO. NPC's received without an assigned course number will be returned and certificates delayed.

13. Original certificates needing corrections must be mailed and received by our office before we can issue a new certificate. 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 **15 business days to process.**

14. Attendant/Monitor NPC's require the last 4 digits of the Attendant/Monitors Social Security Number. Driver Basic and Advanced Driver NPC's require the driver license number of each participant.

15. To cancel a course, write "CANCELLED" across an NPC with the approved course number, signature of SBDI, date and submit to the current vendor, PTSI.

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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. 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:

    See sample program schedule on next page

SAMPLE PROGRAM SCHEDULE

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!

This is not a very effective way to train monitor/attendants on their own.

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.

PROFESSIONAL DEVELOPMENT SEMINARS

1. All SBDI's are required to attend a professional development seminar (PDS) each year.

2. If an SBDI misses their annual PDS due to catastrophic incident/event in their life, they must file for a hardship waiver no later than July 1st of that year. If approved, the makeup session and assignment must be completed and returned to the vendor, PTSI no later than September 1st of that year.

3. To be considered for a hardship you must have experienced a catastrophic event defined as:
   - Death in the family unit:

     - Parent/Guardian/Foster Father or Mother, spouse/significant other, sibling, aunt, uncle, cousin.

   - Medical issues verified by a doctor statement which identifies the date of diagnosis, dates of on-going treatment and must specifically state the SBDI's inability to sit through a 6 hour class due to their medical condition.

   - In the case of a spouse's and/or child's medical condition that requires extensive care by an SBDI or MI, a letter from the primary care physician or the spouse/child must be submitted attesting to the fact that the SBDI/MI is required to provide fulltime supervised care of their spouse/child with estimated length of time periods the spouse/child could be unattended.

   - Letter, signed by their supervisor, on letterhead, which indicates the days worked in the months of April and May (or alternative months during which the PDS is scheduled) of the current year.

4. If an SBDI misses an annual PDS and does not complete a hardship waiver, they will be suspended from performing the duties of a SBDI for a period of one year. To recertify, the SBDI must complete the current year's hardship assignment and attend the next annual PDS. Once both have been completed, the SBDI will receive their new SBDI card.

5. If a SBDI misses more than one annual PDS (without hardship waiver) they will have to take the SBDI course over to recertify.

6. All newly certified SBDI's are required to attend a PDS each year after they become certified. If certification occurs before the PDS season, the new SBDI would be required to attend a PDS in the spring of that year to receive instruction on the refresher topics for the next school year. If certification occurs after the PDS season the SBDI is required to attend a PDS in the following year.