



# SBDI

## School Bus Driver Instructor Training and Evaluation Course

NYS Education Department Certified

### Pre-Course Materials



#### Dear SBDI Candidate

As you prepare for the upcoming SBDI Candidate Training/Evaluation Course, here are some items of interest and things to keep in mind:

If you are nervous about the course, remember that approximately 1,400 people across New York State are presently approved by the State Education Department as SBDIs. It is a wonderful group of people! But rest assured, every single SBDI felt nervous as he or she prepared for their Course. It is an absolutely natural feeling. The structure and style of this course is designed to help you overcome your nervousness and gain confidence. Most actually enjoy this experience! If you know a local SBDI, talk to them about the course before-hand, it may help put your nerves at ease.

Enclosed are a number of items you should carefully review before the course. Included in this packet are:

- SBDI Application Checklist
- NYSED SBDI Data Sheet
- PIRP SBDI Application
- NYSED Certified SBDI Qualifications

If you are nervous, remember there are approximately 1,400 SBDIs in New York State! They've done it and so can you!



Please make arrangements to free yourself up from your many job responsibilities for the entire 5 days. Explain to your colleagues and supervisors that your attendance and focus are required for the entire course. Depending on a variety of factors, the class may run past the end times on any given day. Additionally, you will have homework every night. (Stay with me now!) The course requires intensive focus and energy, making it difficult to cover your job duties during the week. It may also be helpful to explain to your family that you will need their understanding and support during the course.

The Course is Pass/Fail. Candidates are evaluated throughout the course. As mentioned above, the course includes quizzes and a Final Exam. This is not said to be negative, but to be honest about the seriousness with which we take the SBDI Program. You will find SBDIs to be very proud of their personal achievement as well as in the achievement of the training program across the state.

Finally, you are encouraged to dress professionally but comfortably for the course. Please bring a sweater or jacket in case the room temperature isn't to your liking.

Please feel free to contact PTSI (800) 836-2210, to discuss any questions or concerns you have about the SBDI course. We are dedicated to your success in this program.

Sincerely,

*Joseph L. LaMarca*

Joseph L. LaMarca  
PTSI CEO

## PURPOSE OF THE SBDI COURSE

The primary purpose of the SBDI Training and Evaluation Course is to evaluate potential candidates for New York State SBDI certification. While training will occur, the primary purpose of this program is to evaluate individuals (you) who have qualified for this program by meeting pre-existing program qualifications. You will be expected to “present” during the course.

You will be evaluated for:

- Training design skills
- Presentation/Public speaking skills

Meeting NY State goals and objectives to provide the safest transportation available for children who ride to and from school each day on our state’s school buses is a primary goal of the program.

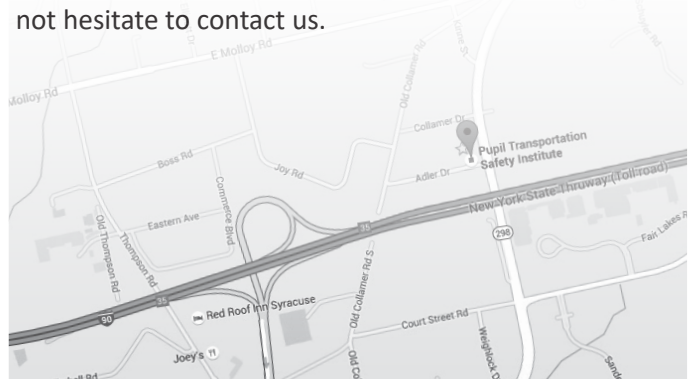
Program is pass/fail. Your active participation will be evaluated daily and is part of your final score. The candidate’s success in all aspects of this program will determine if the program instructor will recommend candidates for approval, and certification as a NYS School Bus Driver Instructor.

There is also a **post-session assignment** which the candidate will be responsible for after the course completion. Your instructor will provide additional information on the post-session assignment.

## LOGISTICS

SBDI Candidates lodging, food, parking, tolls and post-session expenses are not covered by the program.

To those not familiar with the area in and around the training location, consider arriving early in order to give yourself sufficient time to become familiar with the training location and its surroundings. If there is anything we can do to assist you with this, please do not hesitate to contact us.



## ATTENDANCE

Daily course times are as follows:

7:45am – sign in

8:00am – class begins

5:00pm – class concludes

Your attendance for the entire time period each day is required. Failure to be in attendance for the entire period may result in the candidate not being recommended for approval as a school bus driver instructor. We have heard from former candidates, who have attempted to attend this program and conduct business back home, and they have confessed the difficulty of that decision. Candidates should be prepared to concentrate all their efforts toward this program to be successful.



## OTHER TRAINING TOPICS

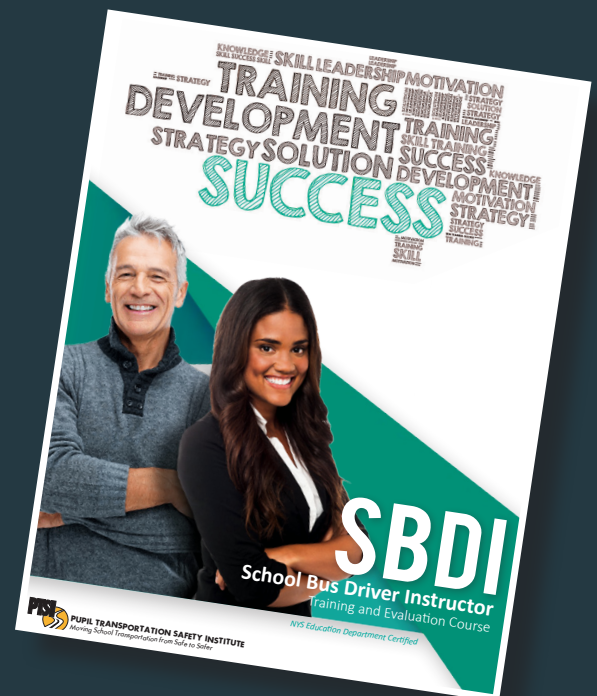
Some other training topics covered during the program are:

- Elements of a Presentation
- Lesson Outlines/Lesson Plans
- Effective Hooks
- Classroom Techniques
- Virtual Instruction
- Use of Visuals
- PowerPoint Skills
- Managing Your Audience
- Time Management for Presenters
- NYSED Responsibilities for SBDIs



### IN CLASS YOU WILL RECEIVE:

- SBDI Course Manual
- Most current SBSIOBSAAT document (digital)
- Basic Course for Monitors/Attendants (digital)
- Basic Course for Monitors/Attendants Workbook
- Advanced Course Driver Workbook
- NYS Basic Driver Course (digital link for download)
- Most current PDS (digital)
- NYS Pre-Service (PTSI)





## IN CONCLUSION

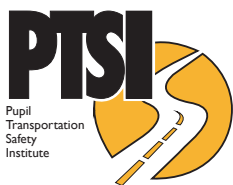
We know this may seem overwhelming to you at this point, but keep in mind that many SBDI Candidates have completed this training over the years and have found it to be an exhilarating, fun-filled experience they wouldn't trade for anything! This is your opportunity to grow... to expand your school transportation opportunities and make new friends, friendships that can last a lifetime!

PTSI is dedicated to improving school bus transportation safety for the children and to your success in this program. We view this program as a critical aspect of your goals and we take that responsibility seriously. New York State needs strong, well-qualified SBDIs who care about the safe transportation of our passengers. Instructors who demonstrate that caring attitude to the school transportation professionals they instruct, who truly have a passion for this industry, are responsible for training better school bus drivers and attendants.

PTSI firmly believes New York State's excellent safety record could not have been achieved, and continue to be built upon, without the high-caliber of school bus driver instructors who have dedicated themselves to enhancing school bus safety for the children of New York State.

Tell me and I forget.  
Teach me and I remember.  
Involve me and I learn.

*~ Benjamin Franklin*



*Moving School Transportation from Safe to Safer*

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# School Bus Driver Instructor Application Checklist

Please check off each step of the application process as you complete it. Be sure to bring this checklist to your first day of class. You cannot become a certified SBDI without all the required documents!

Name (Print) \_\_\_\_\_

Home Address \_\_\_\_\_

Street

City

State

Zip

Phone (daytime) (     )     -     \_\_\_\_\_

## Required Documentation

***You will need the following documentation in order to become certified.***

As a School Bus Driver Instructor, you may choose to be approved as a DMV approved “point/insurance reduction program” (PIRP) instructor, which is available in some NYSED training programs. Please be prepared to provide the following documents:

- ☐ Current abstract of driving record (MVR), no more than 30 days old (from the start date of the course), and includes data for the previous 3 years.
- ☐ Copy of your diploma, G.E.D., or a letter (or transcript) from your high school indicating when you graduated.  
***IMPORTANT: If your diploma is from outside the USA, be advised it will need to be translated, verified, and assessed as equivalent to an American diploma to become a certified instructor. The cost of the evaluation is the sole responsibility of the participant, and there will be no refunds to student participants whose diploma fails to meet USA standards. Early submission of international diplomas and verification documentation is recommended.***
- ☐ Completion Certificate of the Basic Course of Instruction for School Bus Drivers.
- ☐ Completion Certificate of an Advanced School Bus Driver Instruction Course or any other DMV approved Point Insurance Reduction Program (PIRP), such as the National Safety Council Defensive Driving Course, or the pre-licensing 5-hour course.
- ☐ Verification letter on letterhead, from your employer/supervisor, stating you are currently employed in pupil transportation.
- ☐ A copy of your current Driver’s license.
- ☐ A completed copy of the enclosed “NYS Education Department School Bus Driver Instructor Data Sheet–Resume.
- ☐ School Bus Driver Point Insurance Reduction Program (PIRP) Instructor Application
- ☐ Strongly recommended: Become familiar with PowerPoint™ using one of many online tutorials.

### A Note From Your Instructor

Please do not wait until the day before class begins to start gathering your documents for the file!

Most candidates who drop out do so because they waited too long to start collecting documents – if you need help, please call me.

*Kathy*

PTSI Training Manager  
(800) 836.2210, ext 301

I acknowledge that I have read and understand all information listed on this checklist. It is my responsibility to make sure all documentation is presented prior to receiving my course completion certificate, which also includes payment to my training provider. Once you sign and date, please bring a copy with you on the first day of class, return to the lead instructor who will forward to PTSI at course completion.

\_\_\_\_\_  
SBDI Candidate Signature

\_\_\_\_\_  
Date

## NYSED ~ School Bus Driver Instructor Data Sheet

Name:	_____	SBDI #	_____
NYS CDL #:	_____	SS #	_____
Street Address:	_____	Phone #	_____
City:	_____	State: _____	Zip: _____
County:	_____		
Email:	_____		

### Employer Information *(Last 3 jobs—start with current employer and work back)*

Employer Name:	_____	Supervisor:	_____
Employer Address:	_____	City:	_____
Employer Phone #:	_____	State: _____	Zip: _____
Job Title:	_____		
Job Duties:	_____ _____ _____		

### Employer Information

Employer Name:	_____	Supervisor:	_____
Employer Address:	_____	City:	_____
Employer Phone #:	_____	State: _____	Zip: _____
Job Title:	_____		
Job Duties:	_____ _____ _____		

### Employer Information

Employer Name:	_____	Supervisor:	_____
Employer Address:	_____	City:	_____
Employer Phone #:	_____	State: _____	Zip: _____
Job Title:	_____		
Job Duties:	_____ _____ _____		

Title: \_\_\_\_\_

**New York State Education Department  
Certified School Bus Driver Instructor Qualifications**

**The School Bus Driver Instructor qualifications are found in the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), Title 8. Education Department, Chapter II, Subchapter J., Part 156. Transportation, Section 156.3. Safety Regulations for school bus drivers, monitors, attendants and pupils and Title 15. DMV Chapter 1, Subchapter J., Part 138 Motor Vehicle Accident Prevention Course**

153.3 (b) School bus driver and instructor qualifications (SED)

(v) ... To qualify for certification as a School Bus Driver Instructor individuals shall successfully complete a school bus driver instructor training and evaluation course taught by a certified master instructor. The course shall be approved by the commissioner upon the recommendation of the commissioner's school bus driver instructor advisory committee, ... Each person who applies for admission to this course shall:

- be **currently employed** by a public school district, board of cooperative educational services, nonpublic school or private contractor who is currently **providing pupil transportation services** for a public school district, nonpublic school or board of cooperative educational services.
- possess a **high school diploma or equivalent** diploma
- have completed the **basic course** of instruction in school bus safety practices.
- have completed the **advanced** school bus driver training course or a Department of Motor Vehicles approved Point/Insurance Reduction Program.

The SBDI course shall include but shall not be limited to the following content areas: planning and making presentations including lesson plans and objectives, school bus accident statistics and interpretation, effective communications, and evaluation.

To maintain certification, school bus driver instructors shall be required to attend the annual professional development seminar (PDS) approved by the commissioner upon the recommendation of the SBDI advisory committee, and taught by a certified master instructor.

Section 138.7. Qualifications for Instructors (DMV)

- (a) All instructor applications must be reviewed and approved by the sponsoring agency before the instructor may conduct a course which qualifies for point and insurance reduction benefits. The instructor must provide the Federal social security number to the sponsoring agency.
- (b) An instructor of a motor vehicle accident prevention course must:
  - (1) **have a driver's license** valid for operation in New York State
  - (2) have at least **three years of licensed driving experience**;
  - (3) Have no driver's **license suspension or revocation within the five years** prior to becoming an instructor (..) and **no alcohol related driving conviction within the seven years** prior to becoming an instructor
  - (4) Have a high school or equivalency diploma
  - (5) Be at least **19 years of age**
  - (6) Complete a sponsoring agency's instructor preparation course...
  - (7) Have **not been convicted within 10 years prior** to becoming an instructor of a **felony or crime involving violence, dishonesty, degeneracy, moral turpitude, deceit, or fraud,** including by not limited to theft, forgery, making false written statements, rape, perjury, fraud or bribery.