

REQUEST FOR APPROVAL
2020-21 BUS DRIVER REFRESHER COURSE

Please email this form to Katie O'Dell (kodell@roe11.org) at the Regional Office of Education #11

School District Name: _____

Other Districts included in this request: _____

Date of Refresher Course: _____ Time of Refresher: _____

Location of the course: _____

Anticipated Attendance (**please limit to no more than 50**): _____

Contact Person: _____ Phone: _____

Please describe any additional topics you would like the instructor to discuss during the course (for example: bullying, communication with parents, etc):

If you plan to have a guest speaker present, please provide the following information
(*Please note, the speaker will have no more than 30 minutes for their presentation):

Name: _____

Title: _____

Topic(s) that will be covered _____

The Regional Office of Education will provide your district with an instructor.

District Superintendent/Transportation Director

Katie O'Dell, Transportation Coordinator

Assigned Instructor

School Bus Driver Refresher Information

All refreshers must be approved by the Regional Office of Education and in order to receive approval, please complete the enclosed *Request For Approval* form and return it to the office by **August 30, 2019**.

Combining Refresher Courses with Another District:

If you plan to combine your refresher course with another district, please only submit ONE request form listing the other districts that will be included. One district should serve as administrative agent submitting the request form, attendance records, and receiving any reimbursement monies. The Regional Office, along with certified bus driver instructors, ask that **no more than 50 drivers be present** in a refresher course. The instructors cannot be expected to conduct an effective training session when classes are too large to control or allow them to use effective teaching tools. More classes should be spread throughout the year to allow for smaller class sizes.

The Regional Office of Education will become an alternative site for school bus refresher courses at sites that cannot provide the following:

- Comfortable seating for all drivers
- SmartBoard or Screen/Projector with ample sound/speakers
- Laptop
- DVD player (if not built into the laptop)

Each instructor will be contacting the transportation director in advance of the training to double check that these items are available. If this is a problem, please contact me and we can make arrangements for the refresher to be held at the Regional Office.

Reimbursement from the Regional Office of Education:

The Regional Office will not reimburse school districts for refresher course expenses.

Fees for Refresher Course:

The fee for the 2-hour refresher course is **\$10.00 per driver** and the Regional Office of Education will bill each district/contractor at the end of the year for these fees. **NOTE:** Other regions may have a different collection procedure. A Certification Page with the course completion date will also be included with the bill for the bus drivers' individual files.

Refresher Course Guidelines:

All refresher courses should be **2 to 4 hours long** and the content to be covered should include basic first aid, railroad safety and any other topics that may have come up in your area. A school bus driver is not legal to drive if they do not take their annual refresher course within the allotted time period of 365 days (even though their permit may still be valid is this is an annual requirement and mandated by law located in the Illinois Vehicle Code). If the driver isn't driving and decides to wait 6 months or more after their annual refresher course date has expired, then the school bus driver must attend an initial class and stay for the entire 8 hours. Otherwise, if a driver is late, they cannot legally transport students until that requirement has been fulfilled.

Anyone arriving more than 15 minutes after the instructor has begun will not be allowed to sign the attendance sheet since the state requires at least 2 full hours of instructions for a refresher course.

Certified Bus Instructors/Guest Speakers:

All arrangements for a course instructor will be assigned through the Regional Office of Education. In the past, we have allowed guest speakers to fill a portion of the refresher course. Guest speakers will be limited to no more than 30 minutes for their presentation and must be approved by the Regional Office of Education. The school district/contractor must submit the speaker's information, as well as the topics, in detail, that the presenter plans to cover on the request for approval form.

After Completion of Course:

The district serving as administrative agent must submit the enclosed Illinois School Bus Driver Training Curriculum Attendance sheet (ISBE Form 42-46) signed by certified bus instructor to attest to the attendance of the individuals listed and the Illinois School Bus Driver Training Driver attendance sheet (for each individual driver attending the refresher) to the Regional Office of Education.