



Illinois State Board of Education

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Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

MEMORANDUM

Date: May 7, 2012

TO: Regional Superintendent of Schools
Illinois School Bus Driver Training Instructor

FROM: Tim Imler, Division Administrator, Funding and Disbursement Services

SUBJECT: 2012 Annual Training for School Bus Driver Instructors

The 2012 Annual Training for School Bus Driver Instructors required by Section 1.515 of the 23 Illinois Administrative Code will be held at the following locations:

Monday, June 18, 2012
Timber Creek Inn & Suites
And Convention Center
3300 Drew Avenue
Sandwich, Illinois 60548

Thursday, June 28, 2012
Effingham High School
1301 West Grove
Effingham, Illinois 62401

All School Bus Driver Training Instructors **must attend one of the trainings held this summer** to be certified for the 2012-13 School Year. The **tentative** training agenda will be as follows:

8:00 – 8:30 a.m. <i>Registration</i>	12:15 – 1:15 p.m. Student Management
8:30 – 9:00 a.m. <i>Update on New Laws/Issues</i>	1:15–2:15 p.m. Missouri August 2010 Accident Report & Findings
9:00 – 10:00 a.m. Medical Declaration - SOS	2:15 – 2:30 p.m. <i>Break</i>
10:00 – 10:15 a.m. <i>Break</i>	2:30 – 4:00 p.m. IDOT
10:15 – 11:15 a.m. First Aid	
11:15 – 12:15 p.m. <i>Lunch</i>	

All applicants must pre-register for the Annual Instructor Training. The **registration fee is \$30.00** and must be paid when you pre-register. The registration fee includes the cost for lunch (any special diets, please email those requests directly to Cinda Meneghetti at cmeneghe@isbe.net) and refreshments that will be provided on-site at each location.

Register by Mail Only – Please send your registration form along with your payment (money order, certified check or personal check made out to ROE 3) to: ROE 3, 207 N. Second, Suite A, Greenville, IL 62246. If you should have any questions concerning *registration and payment*, please contact Regina Johnson at 618-664-0121.

Registration deadline for the Sandwich location will be on June 4, 2012. **Registration deadline** for the Effingham location will be on June 14, 2012. Late registrations will not be accepted in order to allow for adequate preparation for each of the trainings (materials, lunches, etc.).

May 2, 2012 Memorandum

The Registration Form and School Bus Driver Training Instructor application are enclosed for distribution to your present Certified Instructors and/or potential/future School Bus Driver Training Instructors.

IMPORTANT: Do not send your summer training registration form or fee to the Illinois State Board of Education. You must send your registration form and payment to ROE 3. In addition, do not send the *2012-13 Illinois School Bus Driver Training Instructor Application* to your Regional Office of Education or have the Regional Superintendent sign the application **until you complete the summer training.**

After you complete the summer training, all instructors must have their application form signed by the appropriate Regional Superintendent with a copy of a current Basic First Aid card **on file in the Regional Office of Education.** All instructors will be entered on the electronic School Bus Driver Training Instructor's system by the appropriate Regional Office of Education. All instructors must meet all of the statutory requirements in 23 Illinois Administrative Code, Section 1.515 as stated below.

- The person must be at least 21 years of age.
- The person must hold or have held an Illinois School Bus Driver's Permit, hold a current teaching certificate endorsed for driver education, or have the approval of the regional superintendent as having had other direct involvement in school bus transportation.
- The person must provide evidence of having completed a course in first aid from the American Red Cross, the American Heart Association, or another national organization that is recognized by the Illinois Department of Public Health.
- First time applicants must have assisted a certified instructor in conducting an initial school bus driver training course and a refresher course; the person must also have taught each of these types of courses under the observation of a certified instructor and have received a satisfactory evaluation of overall teaching performance.

If you should have any questions or concerns, please do not hesitate to contact Cinda Meneghetti, 217-782-5256 or by email cmeneghe@isbe.net.