

# 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

**Failure to follow the following procedures will mean that your courses will not be registered and attendees will not have met the regulatory requirements.** Electronic copies of all the forms identified below may be downloaded from this web site at: <http://www.ptsi.org>.

## APPROVED TEACHING ROOMS

1. All facilities for teaching the above courses must meet Delivery Agency requirements established in DMV Regulation Part 138 and be approved by **PTSI**. Rooms will be approved for 10-40 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). Some minor variation may be permitted for non-PIRP courses with prior approval.
3. Every room that you use **MUST** be registered. If there are a number of rooms that you will potentially be using, submit applications for all of them so you will be ready to handle any last minute changes.
4. The form to register your site as a Delivery Agency and the instructors who will be teaching at your site can be downloaded at the link above. Be sure to include overall room dimensions as well as 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. All course NPO's submitted for your Delivery Agency must be signed by one (not more than one) of the SBDI's listed on the form.
7. Starting 7/1/2007, all Delivery Agencies will be assigned new numbers which must be used for all courses. The first time you submit a course after this date, you will receive a

packet with the necessary forms. You do not need to submit your renewal before offering a course.

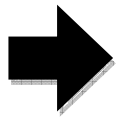
8. Delivery Agency numbers will be in the form 111-11. If you have multiple facilities your numbers will be in the format xxx-01, xxx-02 xxx-03, etc.
9. All facilities must be approved every two years. This is a DMV and SED requirement. **Facilities** are now approved for up to 40 students but **classes** over 35 will only be approved for special circumstances. Contact **PTSI** at 800-836-2210 for prior approval.

## NUMBER OF STUDENTS

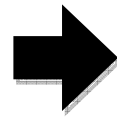
1. Holding a class for less than 6 students must only be done under unusual or emergency circumstances and prior approval must be granted based upon SED guidelines. **PTSI** at 800-836-2210 for approval.
2. You may not have more students in a classroom than it has been approved to accommodate.
3. Holding a class for over 35 and up to 40 students must only be done under unusual or emergency circumstances and if your room has an approved capacity for up to 40. You must receive prior approval from **PTSI**.

## 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 located as follows:
  - Bus Driver Basic Course, the schedule is on Page 6 of the Instructor's Guide.
  - Bus Driver Advanced Course, the schedule is on pages 19-27 of the Course Guide.
  - PTSI Monitor/Attendant Course, the schedule is on page 9 of the Introduction to the Instructors' Guide. Instructors using any other Monitor/Attendant course should check with the course developer.
2. Course segments do not have to be taught in their order in the curriculum, but may be adapted to 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 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.



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 requirements are a minimum requirement. More breaks are encouraged.



5. The maximum number of 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.*

6. If you have to change the schedule of a course after it has been approved, fax your approved copy of the NPO with the assigned course number with a new course schedule to **PTSI**; fax# (315) 475-5033. Note on the schedule that it is revised.
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.
8. Courses may be scheduled for any period of time up to one year.

## **PIRP**

1. Only bus driver courses (not attendant/monitor) qualify for PIRP credit. **Based upon DMV requirements distance learning courses may not qualify for PIRP at the present time.** Questions should be directed to NYSED.
2. For a list of PIRP processing agencies go to: <http://www.pts.org>.
3. Any driver course approved less than 30 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 basic course requirement, but not be eligible for PIRP.

## **FORM SUBMISSION**

1. All course NPO's must be submitted at least 30 days before the course begins.
2. If an instructor has an NPC more than 60 days overdue, no additional NPOs will be processed until the late NPCs have been submitted.
3. If you have an emergency and a course must be scheduled less than 30 days in advance, contact **PTSI** at 800-836-2210 to explain the situation.
4. All Notices of Program Offering (NPO), Notices of Program Completion (NPC), and Delivery Agency approval must use the forms on the **PTSI** web site as of January 01, 2010 at <http://www.pts.org>.

5. Any form with an earlier date, or any form that has been modified in any way will be returned and the course will not be approved.
6. All NPCs must be signed by the same SBDI that submitted the NPO.
7. When an NPO is received, a COURSE NUMBER will be assigned to it and will be written on the copy of the NPO that is returned with the certificates. **DO NOT HOLD A COURSE UNLESS YOU HAVE A COURSE NUMBER.**
8. You must enter the course number on the NPC to link it to the NPO.
9. Any NPC received without an assigned course number will be rejected. NPC's for make-ups will also use this course number, allowing us to correctly link it to the original course.
10. **Do not FAX the NPC.** Mail the original to **PTSI** so we have the most legible copy possible and **return any unused or voided certificates to PTSI.**
11. **DO NOT** send copies of any course evaluations, issued certificates, or student tests with the NPC
12. Monitor/attendant NPC's require only the last 4 digits of the Social Security Number.
13. You may keep certificates for students you expect to make up a missed session.
14. If you cancel a course, write **"CANCELLED"** across the approved NPO and return it **and the certificates** you received to **PTSI.**

### **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 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 and 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 the course(s) 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:

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! The bottom line is, this is not a very effective way to train monitors. 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.