

## School Bus Driver, Attendant & Monitor Training Programs Notice of Program Offering

**Directions:** Print or type all of the requested information. This is a two-page form—a completed Program Schedule must be submitted with this page. You must be a certified School Bus Driver Instructor to submit this form and all instruction must be conducted in an approved teaching location.

1. Which SED Approved Curriculum are you teaching?

- Basic Driver Course     
  Basic Attendant/Monitor Course     
  Advanced Driver Course

For Monitor/Attendant Courses, you may only use NYSED approved course. List of approved courses is on NYSED Web site:

- Faye Stevens,   
  PTSI,   
  Dave Kennedy,   
  ES BOCES,   
  Other \_\_\_\_\_

Class size is limited to 35 or by the number of participants your facility is approved to accommodate; however, even if your room is approved for more than 35, you must receive approval from NYSED or current vendor for class sizes over 35.

2. Do you plan to offer NYDMV Point/Insurance Reduction credit?     Yes     No

Submit no less than 30 days before the start of the course. Note: NPOs not submitted at least 30 days before the start of the program cannot qualify for Point/Insurance Reduction (PIRP) approval. The Basic Course for Monitors and Attendants is not eligible for Point/Insurance Program credit from DMV.

3. Number of Participants expected: \_\_\_\_\_ Number of Certificates requested: \_\_\_\_\_

### NYSED Certified Instructor Information

SBDI Number	SBDI Name (First & Last)	Telephone Number
SBDI Mailing Address (Paperwork)		

### NYDMV Approved Facility Information

Delivery Agency Number	County of Facility	Facility Name / Room Number
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**Fax or mail to:**

Pupil Transportation Safety Institute—PTSI  
 224 Harrison Street, Suite 300  
 Syracuse, NY 13202  
 Attn: Anne Page

**Questions?**

Phone (800) 836-2210 / (315) 475-1386  
 Email: Anne@ptsi.org  
 Fax: (315) 475-5033

### Agency Use Only

Course number:	Certificates sent:	Class Dates:
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The course number must be included on the NPC submitted at the end of the course and on any correspondence about this course. Any participants trained without prior course approval do not meet regulatory requirements. All unused or voided certificates must be returned with the NPC.

