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TO: MIs and SBDIs

FROM: Paul Overbaugh, State Director of Pupil Transportation

DATE: November 15, 2018

SUBJECT: SED Course changes and reminders

New York State seeks to be a leader in pupil transportation safety. As NYS School Bus Driving Instructors, you can be proud of our safety record and accomplishments in the pupil transportation industry. While we should be pleased with our progress, we should always strive to improve and fine tune our safety program. I am providing the following reminders and making the following changes in our guidance related to the instructional programs for school bus drivers, monitors and attendants.

**Basic Driver Course, Basic Attendant Monitor Course, Advanced Driver Course:**

All Notice of Program Offerings (NPO)

- Must be submitted 15 business days prior to the start date of the course to Pupil Transportation Safety Institute (PTSI) (40 business days prior if offering PIRP). NPO's not submitted at least 15 business days before the start date of the course may not be approved.
- All NPOs need to be typed.
- **You may not begin a course without receiving an assigned course number from PTSI.** PTSI cannot issue certificates for courses that have not been approved. The vendor is not permitted to assign course numbers retroactively.

All Notice of Program Completions (NPCs) must:

- For Basic Driver and Advanced Driver Courses, NPC must be submitted with a photo copy of CDL licenses for each driver listed. (Please submit 6-8 licenses per page)
- For Basic Attendant/Monitor Course, NPC must be submitted with either a photo copy of state issued driver's license or state issued photo identification card for each participant. (Please submit 6-8 licenses or identification cards per page.)
- Include the participant's home address. Training school or bus company addresses will not be accepted.
- NPCs must be typed and either mailed or emailed to PTSI. Forms that are faxed will not be processed.
- Please allow 15 business days to process NPC's.
- Instructional hours for Basic Driver, Basic Attendant/Monitor and Advanced Driver Courses must be completed within thirty (30) business days of the start date of the first class.

- Make-up sessions for all courses must be conducted within fifteen (15) business days of the completion date of the course.
- Submission of NPC must be within forty five (45) business days of the course start date. No certificates will be processed after that date.
- It is the responsibility of all lead SBDIs and MIs to, immediately upon receipt, give the certificate to the bus driver, monitor/attendant who has successfully completed their Basic or Advanced Course. The certificate is the property of the bus driver, monitor/attendant and it is their responsibility to provide their employer with a copy to comply with NYSED regulations.

### **Professional Development Seminars (PDS):**

- All SBDIs are required to attend a professional development seminar (PDS) each year.
- If an SBDI misses their annual PDS due to catastrophic incident/event in their life, they must file for a hardship waiver no later than July 1<sup>st</sup> of that year. If approved, the makeup session and assignment must be completed and returned to PTSI, no later than September 1<sup>st</sup> of that year.
- To be considered for a hardship you must have experienced a catastrophic event defined as:
  - Death in the family unit:
    - Parent/Guardian/Foster Father or Mother, spouse/significant other, sibling, aunt, uncle, cousin.
  - Medical issue verified by a doctor statement which identifies the date of diagnosis, dates of on-going treatment and must specifically state the SBDI's inability to sit through a 6 hour class due to their medical condition.
  - In the case of a spouse's and/or child's medical condition that requires extensive care by an SBDI or MI, a letter from the attending physician of the spouse must be submitted attesting to the fact that the SBDI/MI is required to provide fulltime supervised care of their spouse/child with estimated length of time periods the spouse/child could be unattended.
  - Letter, signed by their supervisor, on letterhead, which indicates the days worked in the months of April and May (or alternative months during which the PDS is scheduled) of the current year.
- If an SBDI misses an annual PDS and does not complete a hardship waiver, they will be suspended from performing the duties of a SBDI for a period of one year. To recertify, the SBDI must complete the current year's hardship assignment and attend the next annual PDS. Once both have been completed, the SBDI will receive their new SBDI card.
- If a SBDI misses more than one annual PDS (without a hardship waiver) they will have to take the SBDI course over to recertify.
- All newly certified SBDIs are required to attend a PDS each year after they become certified. If certification occurs before the PDS season, the new SBDI would be required to attend a PDS in the spring of that year to receive instruction on the refresher topics for the next school year. If certification occurs after the PDS season the SBDI is required to attend a PDS in the following year.