



OREGON DEPARTMENT OF EDUCATION  
Public Service Building, 255 Capitol Street NE, Salem, Oregon 97310  
Phone (503) 947-5600 • Fax (503) 378-5156 •

January 5, 2012

TO: Transportation Supervisors and Contract Managers

RE: Training for School Bus Driver Instructors

A series of workshops designed to qualify instructors for school bus driver training courses during 2012 has now been scheduled. All workshops will be held in Salem, Oregon. Dates and fees for the classes of instructor training are described in the enclosed flyer.

To protect the quality of instruction received by school bus drivers, it is important that both the local employer and the Department of Education evaluate all instructor candidates **before** and **during** training.

- First, local employers should recommend only those individuals possessing good general knowledge of pupil transportation, high levels of interest in pupil transportation safety, and the time and ability to be effective school bus driver trainers.
- Next, the department will evaluate on a "pass-fail" basis all participants during the course of their training. Simply attending does not guarantee passing the class.

If you have a qualified person you feel should receive this training, please complete the enclosed application and mail or fax it to the Oregon Department of Education. Applications for **Behind-the-Wheel training must be received no later than February 10, 2012**. Applications for other courses need to be returned by April 13, 2012. Any letters of recommendation you include may help in the selection process.

Workshop participants will be selected from the applications received this year. Prior applications will not be considered, so please be sure to apply again. Selected participants will receive a letter from this office confirming their acceptance with instructions for payment.

**Do not send tuition fees with your applications.**

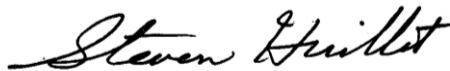
If it becomes necessary to limit the number of workshop participants, the qualification and/or experience of the applicant may provide the determining criteria in candidate selection. If class limitations are imposed, every effort will be made to provide instructors where most needed and to select the best qualified individuals. Applicants currently certified as Core and Advanced or Behind-the-Wheel Instructors may be given preference for additional training.

Lodging, meal and travel expenses incurred by an instructor candidate are the responsibility of the local employer or participant. Please remember, instructor training costs paid by a school district qualify for apportioned pupil transportation reimbursement in the same manner as other pupil transportation expenditures.

**Please note:** successful applicants in the Third Party Examiners class will be received into the program as inactive Examiners. Should a vacancy arise or justification be established between ODE and DMV, an inactive Examiner will be moved to active status.

If you have any questions please contact Janice Briggs at Pupil Transportation by e-mail at [Janice.Briggs@state.or.us](mailto:Janice.Briggs@state.or.us) or by telephone at (503) 947-5875.

Sincerely,



Steven Huillet, Director  
Pupil Transportation and Fingerprinting  
Office of Finance and Administration  
(503) 947-5873

Attachments

## 2012 SCHOOL BUS DRIVER INSTRUCTOR TRAINING

Oregon Department of Education  
Pupil Transportation Services  
Public Service Building  
255 Capitol Street NE  
Salem, OR 97310

All workshops will be held in Salem, Oregon.

- **Behind-the-Wheel** **5 days** **\$375.00**
  1. Begins 8:00 a.m. Monday, **March 26, 2012**
  2. Ends 5:00 p.m. Friday, **March 30, 2012**
  3. **Please NOTE special requirements for Behind-the-Wheel trainers** listed on the ODE applications, especially the two-year experience requirement and recent drive test.
  
- **Commercial Driver License-Third Party Examiner** **3 days** **\$329.00**
  1. Begins 8:00 a.m. on Monday, **June 25, 2012**
  2. Concludes at approximately 2:00 p.m. on Wednesday, **June 27, 2012**
  3. Requires prior School Bus Behind-the-Wheel Instructor Certification
  4. Must meet qualifications at the conclusion of the class
  5. **Please NOTE: new restrictions on Third Party Examiners being made active** are noted in the application letter.
  
- **Core and Advanced Programs** **5 days** **\$359.00**
  1. Session begins at 8:00 a.m. Monday, **July 9, 2012**
  2. Concludes at approximately 5:00 p.m. Friday, **July 13, 2012**
  3. Lunches are provided Monday, Tuesday and Friday only
  4. Will include Friday's Core Refresher & TSWSN Programs
  
- **Core Refresher and Transporting Students With Special Needs** **1 day** **\$89.00**
  1. Begins 8:00 a.m. Friday, **July 13, 2012**
  2. Lunches are provided
  3. Only for current Core Instructors

The Department of Education reserves the right to select the applicants to be trained and to assign an applicant to a workshop other than the one requested.

APPLICATIONS MUST BE RETURNED TO OREGON DEPARTMENT OF EDUCATION  
BY FEBRUARY 10, 2012 FOR BEHIND-THE-WHEEL  
AND APRIL 13, 2012 FOR ALL OTHERS

Office Only

BTW ( )  
CDL ( )  
Core 11 ( )  
Ref 15 ( )  
CDL:  
SB Cert:

APPLICATION FOR SCHOOL BUS DRIVER INSTRUCTOR TRAINING  
(Page 1 of 2)

Please Print Clearly

- Name \_\_\_\_\_  
(First) (M.I.) (Last)  
Preferred Name for Name Tag \_\_\_\_\_
- Home/Mailing Address  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip +) Home Phone:(\_\_\_\_\_)\_\_\_\_\_
- Employer \_\_\_\_\_  
School District \_\_\_\_\_  
Transportation mailing address: \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone: (\_\_\_\_\_)\_\_\_\_\_ Length at present employer \_\_\_\_\_
- What experience do you have in pupil transportation?  
\_\_\_\_\_
- Minimum two (2) years recent large vehicle driving experience including a minimum of one (1) year recent school bus driving.  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes how long have you held a CDL? \_\_\_\_\_ Years.
- List other experience or training you feel will be helpful.  
\_\_\_\_\_  
\_\_\_\_\_
- A Behind-the-Wheel test completed within the last 30 days is attached? (For Behind-the-Wheel applicants ONLY! **All Behind-the-Wheel applicants must submit a copy of a successful behind-the-wheel test they have taken within 30 days of application.**)  
Yes \_\_\_\_\_ No \_\_\_\_\_
- List certificates or licenses held (include Commercial Driver's License number).  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION FOR 2011 SCHOOL BUS DRIVER INSTRUCTOR TRAINING  
(Page 2 of 2)

9. I would like to attend the workshop or workshops checked below:

- |                          |  |                    |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Behind-the-Wheel                               | March 26 -30, 2012 |
| <input type="checkbox"/> | CDL, 3rd Party Examiner                        | June 25 - 27, 2012 |
| <input type="checkbox"/> | Core and Advanced Programs                     | July 9 - 13, 2012  |
| <input type="checkbox"/> | Core Refresher and Transporting Students/Needs | July 13, 2012      |

10. Signature of applicant \_\_\_\_\_

11. Recommending Supervisor \_\_\_\_\_  
(Signature)

Supervisors' Name: **Please Print** \_\_\_\_\_

Title \_\_\_\_\_

12. Basis for recommending this applicant (must be completed by supervisor).

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**Return all applications to:**

**DO NOT SEND MONEY**

Pupil Transportation Services  
Oregon Department of Education  
Public Service Building  
255 Capitol Street NE  
Salem, OR 97310

**Or fax to: (503) 378-5156**

NOTE: All applications received after the deadline date will be placed on an alternate space available status list. The Department of Education reserves the right to select and limit the applicants to be trained and to assign an applicant to a workshop other than the one requested.