

School Bus Driver Training Program Administrative Procedures



Purpose of Administrative Procedures


Administrative Procedures:

The safety of the school children is the paramount concern of the School Bus Driver Training Program.

These Procedures identify requirements under the program and provide clarification of operating procedures for its administration.

These procedures were designed to ensure statewide uniformity and compliance with standards for training of personnel.

Compliance with every aspect of the School Bus Driver Training Program is essential to the safety of school children.

Revised: January 2024

School Bus Driver Training Program Administrative Procedures

Title 75, 1509 (c) – SCHOOL BUS DRIVER TRAINING PROGRAM. – THE DEPARTMENT SHALL ESTABLISH STANDARDS FOR A BASIC COURSE AND A REFRESHER COURSE FOR SCHOOL BUS DRIVERS. THE COURSES SHALL BE CONDUCTED BY SCHOOL DISTRICTS OR GROUPS OF SCHOOL DISTRICTS OR ANY STATE OR FEDERAL TRANSPORTATION ASSOCIATION OF SCHOOL BUS OPERATORS DESIGNATED BY THE SCHOOL DISTRICT ON A CONTINUING BASIS, WITH THE COSTS AND RESPONSIBILITY FOR COMPLETION OF THE TRAINING TO BE BORNE BY THE SCHOOL DISTRICT OR PRIVATE OR PAROCHIAL SCHOOL FOR WHICH THE DRIVERS OPERATE.

I. **Overview**

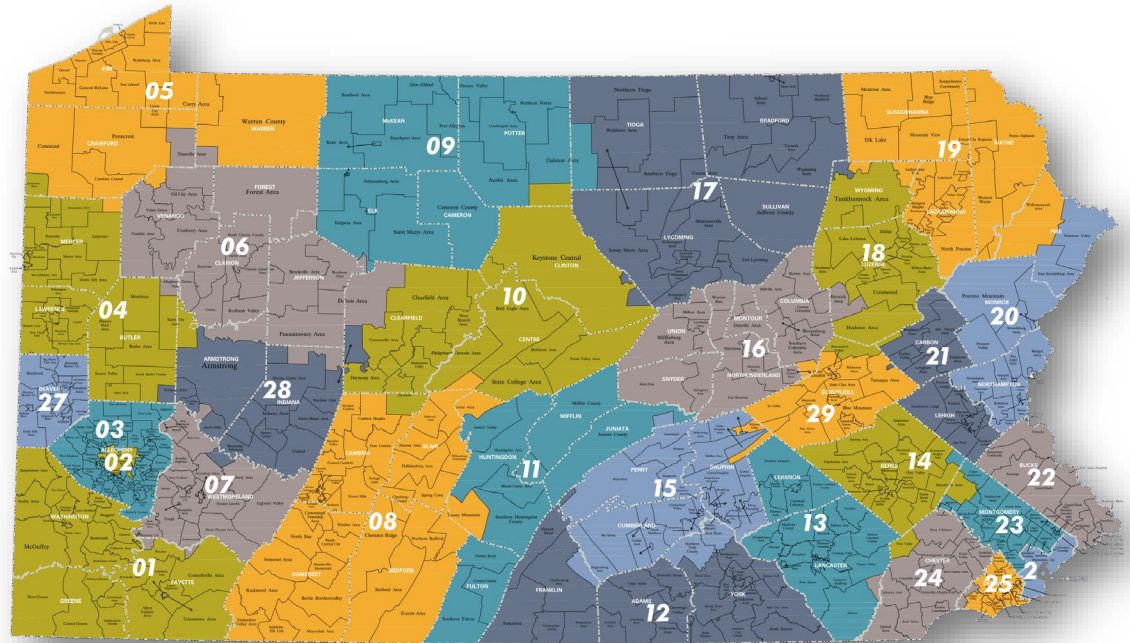
A. **Purpose:**
The safety of the school children is the paramount concern of the School Bus Driver Training Program. These Procedures identify requirements under the program and provide clarification of operating procedures for its administration. These procedures were designed to ensure statewide uniformity and compliance with standards for training of personnel. Compliance with every aspect of the School Bus Driver Training Program is essential to the safety of school children.

B. **Administration:**
The administration of the School Bus Driver Training Program is a function of the Pennsylvania Department of Transportation (the Department).

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Overview of Industry

- PA Instructor Coordinators: **133**
- PA Instructors: **2,500**
- PA School Bus Drivers: **42,769**



Citation- Admin. Procedures: Part II, (B)(3)

3. Conducts monthly Instructor Coordinator audits reviewing copies of the School Bus Drivers Training Report Form (DL-714) and the Instructor Training Log or equivalent document. **At least one of each document per year, back five years from the date of the audit will be required.** Every Instructor Coordinator will be audited at least one time in every two-year period.

Citation- Admin. Procedures: Part II, (B)(4)

4. Coordinates the development of curriculum and training materials for school bus drivers, Instructors, and Instructor Coordinators. The Commonwealth's officially approved curriculum is the Pennsylvania School Bus Driver's Manual (Pub. 117). Any additional resources used to supplement the Pennsylvania School Bus Driver's Manual (Pub. 117) must be approved by the School Bus Driver Training Coordinator.

Citation- Admin. Procedures: Part III, (B)(13)

13. Oversees classes to ensure the Pennsylvania School Bus Driver's Manual (Pub. 117) is the curriculum being taught and makes at least **five in-person classroom visits, annually**; or unless otherwise determined by the School Bus Driver Training Coordinator. If an instructor is newly appointed, an in-person visit must take place within **90 days** of their start-date. These visits shall be documented on an Instructor Log and must be provided to the School Bus Driver Training Coordinator upon request.

Citation- Admin. Procedures: Part III, (D)(2)

2. An Instructor Coordinator candidate(s) must currently be a certified State Instructor for at least 6 months.

Citation- Admin. Procedures: Part IV, (B)(3)

3. The Instructor must be present in the classroom at all times and teach the course in a professional manner as established in accordance with Department regulations, guidelines, policies, and manuals.

Instructor Responsibilities (Continued)

Citation- Admin. Procedures: Part IV, (B)(6)

6. Except as approved by the Department, Instructors shall teach at least 3 Units of the School Bus Driver Training Manual (Pub. 117) classroom theory and at least 6 hours of in-bus each year (Jan.-Dec.) or greater as otherwise required by the Instructor Coordinator to remain a Certified Instructor. Only training that can be documented on the School Bus Drivers Training Form (DL-714) or the Pennsylvania School Bus Driver Recertification Skills Test (DL-720) will be considered valid for yearly certification.

Citation- Admin. Procedures: Part IV, (B)(10)

10. Instructors may use another resource (person), only to supplement school bus training material that is mandated by the Department.

Citation- Admin. Procedures: Part IV, (C)(1)

A. Criteria

1. Holds a Pennsylvania Commercial Driver's License of the same (or higher) class as those being instructed and with all endorsements necessary to operate the Commercial Motor Vehicle (CMV) for which training is to be provided. The individual must have at least 2 years of experience driving a CMV requiring a CDL of the same (or higher) class and/or the same endorsement and meets all applicable State qualification requirements for CMV instructors. The individual must complete the twenty-hour new instructor course of instruction and have prior approval to attend the course from their Supervising Instructor Coordinator.

School Bus Safety Competitions

Citation- Admin. Procedures: Part IV, (F)(1)

1. A participant of a School Bus Driver Safety Competition, which is comparable to the State School Bus Driver Safety Competition, may receive 2 hours of credit toward the 3 hours of in-bus training, **during their recertification year**. A certificate documenting participation must accompany the Training Report Form (DL-714).



ANY QUESTIONS?