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“Preparing for an SED Records Review”

November 13, 2012

*Log on begins at 9 AM
Presentation begins at 10 AM*

SED Training Initiative

- No punitive action will be taken
- Not about what happened or did not happen in years past
- No reports generated, all information confidential
- Reviewers will interact with Transportation Professionals only
- About reducing liabilities and increasing safety for children

Random Record Reviews

- PTSI as the contractor for training database, will perform 6-10 random reviews annually.
- In addition, any verified complaints from the field will be investigated through file reviews.
- All reviews will be unannounced and will not begin until the spring of 2013.



Approvals & Qualifications

- ❑ Superintendent approval for employment for the Driver, Attendant and Monitor (156.3 c1) is placed in the file. (156.3 b1)
 - ❑ SED is looking for this to be placed in the file annually.
- ❑ Drivers have a current physical – no more than 4 weeks before the beginning of service as a new hire (156.3 b3ii)
 - ❑ No more than 13 month intervals from date of initial physical (156.3 b3iii)
- ❑ Monitors and Attendants – at the local district discretion must have a current physical –
 - ❑ If a physical is done – it must be preformed no more than 2 weeks before the beginning of service in each school year.

Personal References

- ❑ Three personal references pertaining to the moral character and reliability of the applicant must be in the file. (156.3 b6)

Physical Performance Tests

- ❑ Drivers, Attendants and Monitors must have a Physical Performance test (PPT) once every 2 years, or when absent from service 60 or more consecutive days, not to exceed 24 months under any conditions. (156.3 b3iii)
- ❑ PPT re-examination must not be given sooner than 3 days from date of failure.
 - ❑ SED will look for both the failure and the passing documentation in the file
 - ❑ SED will verify the 3 day delay in the re-test for all Drivers, Attendants and Monitors.
- ❑ All newly hired Drivers, Attendants and Monitors must have a PPT prior to transporting students.

Licenses & Fingerprinting



- ❑ All Drivers have CDLs with P and S Endorsements (156.3 b4)
- ❑ All Drivers, Attendants and Monitors are fingerprinted.
- ❑ Attendants and Monitors – Safe Schools Legislation (NYCRR 87.4 & 87.2hl)
- ❑ Electronically – print out a report

Basic & Advanced Courses for Drivers

- All Drivers, Attendants and Monitors have received **Basic** training within the first year of employment using a NYSED approved curriculum. (156.3 c5iii)
- **Advanced** School Bus Driver course is not mandated, but if given:
 - Must be performed by or under the direction of an SBDI or MI
 - An SED approved curriculum must be used

Documenting the Basic & Advanced

- ❑ SED gives official certificates for completion of the Basic and Advanced Courses.
- ❑ Certificates are the property of the Driver
- ❑ Copies of the certificates must be placed in each driver's file

Preservice Training

- ❑ All Drivers, Attendants and Monitors must have received 3-4 hours of Preservice training (including PJ's Law Preservice) (Part 5 §3650(2)) prior to transporting pupils using a NYSED approved curriculum. (156.3 b5i)
 - ❑ This may be done under the general supervision of an SBDI or MI.

Preservice Documentation

- ❑ Preservice : **currently SED will look for verification by documenting:**
 - ❑ Date, location and time
 - ❑ Sign-in sheet
 - ❑ Training handout
 - ❑ Outline of content or copies of slides
 - ❑ Name of instructor and guest speaker
 - ❑ Copy of current SBDI or MI card
- ❑ Look for changes in the documentation recommendations – under review

Document
Similar to
the Driver's
Refreshers

Refresher Training

- ❑ Drivers, Attendants and Monitors must receive 2 hours of Refresher training, at least twice a school year.
 - ❑ Between July 1st and October 31st
 - ❑ Between December 1st and May 1st (Mandate Relief 2010)
- ❑ 3 hours of the mandated refresher must be content provided to SBDIs in their annual recertification PDS.
- ❑ This training must be performed by or under the direction of an SBDI or MI
- ❑ Refresher training must include instruction relating to the special needs of a pupil with a disability for drivers who transport students with disabilities.

(156.3 b5iii)

Documenting Refresher Training

- ❑ Refreshers: SED will look for documentation which includes:
 - ❑ Date, location and time
 - ❑ Sign-in sheet
 - ❑ Training handout
 - ❑ Outline of content or copies of slides
 - ❑ Name of instructor and guest speaker
 - ❑ **Copy of current SBDI or MI card**

SBDI & MI Courses

- ❑ Courses of instruction to become an SBDI must be given by a Master Instructor using an approved SED curriculum.
- ❑ Master Instructor Courses are offered by SED at their discretion.

Documenting SBDI & MI Courses

- Once all required documents have been sent to the training database vendor:
 - SED will issue official certificates upon the successful completion of these courses.

SBDI & MI Documentation

- ❑ Copies of all SBDI and MI current cards must be on file
- ❑ Starting with this year's PDS, new cards are being issued annually at the PDS
- ❑ If you did not receive one, email a digital picture, along with your name and SBDI or MI number.
- ❑ If you attended a PDS this year, a card will be created and mailed to you.

Student Safety Drills

- ❑ Safety drill must include:
 - ❑ Appropriate riding behavior
 - ❑ Evacuating safely from the bus
 - ❑ Instruction regarding seatbelts
- ❑ A safety drill must be performed within 7 days of the first day of the school year.
- ❑ A second safety drill must be performed between November 1st and December 31st
- ❑ The third student safety drill must be held between March 1st and April 30th.

(Ed law 3623 156.3f-g)

Documenting the Student Safety Drills

- ❑ What was content of drill – what was told to students?
- ❑ Prove it happened...
- ❑ Recommended:
 - ❑ The safety drill “script” used for each safety drill must be on file
 - ❑ The drill form must be signed by someone who witnessed the drill.
 - ❑ All 3 drill forms (for the 3 drills) must be stapled to the drill “script” and placed in the file.

CPR Training for Attendants

- ❑ Attendants must receive CPR training prior to assuming duties serving a child with CPR as a required part of the student's IEP.
- ❑ SED only requires a certified CPR training course, such as the Red Cross, American Heart Association etc.

(8NYCRR 156.3 c4)

Documenting the CPR Training

- ❑ Place a copy of the training certification (if applicable) in the Attendant's file.
- ❑ Honor system...however, should an incident reveal that an Attendant did not receive the required CPR training – the school district's/contractor's liability is increased.

The Dignity Act

- The Dignity Act requires all school district personnel to have training to raise awareness and sensitivity to potential acts of discrimination and/or harassment directed at students. This provides students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

(§100.2 (ii) of Commissioner's Regulations)

More info at :

<http://www.p12.nysed.gov/dignityact/>

Dignity Act Training

- All school bus drivers, Attendants and Monitors must have Dignity Act Training annually.
- Document by placing in the file:
 - Sign in sheet, with date and location
 - Materials distributed
 - Name of instructor/speaker

Anti-Idling Policy

- ❑ The school district must have an anti-idling policy in place.
- ❑ The policy must be communicated to the drivers no later than 5 days after the first day of the school year.

(8 NYCRR 156.3 (h))

Documenting the Anti-Idling Policy and Communication

- ❑ A copy of the school district's anti-idling policy must be in the file.
- ❑ A copy of the communication to the driver's must be in the file and must include:
 - ❑ The content of the policy
 - ❑ The date
 - ❑ Clear expectations for the driver's anti-idling behaviors

Periodic Monitoring

- ❑ Periodically, the school representative (transportation supervisor or designee) must monitor driver compliance in NYS.
- ❑ SED recommends monitoring in September and January of each year.
- ❑ This will involve monitoring SED and DMV files.
- ❑ Document this by placing a statement in the file which identifies what records were monitored, the date the review was performed, by whom and the outcome of the review.

(156.3 f5)

SED File Checklist

- ☑ Superintendent's (Supervisor's) Approval SED Regulation 8 NYCRR 156.3 b1
- ☑ Current Physical (less than 13 months) SED Regulation 8 NYCRR 156.3 b3ii
- ☑ 3 Personal References SED Regulation 8 NYCRR 156.3 b6
- ☑ Physical Performance Test (every 2 years) SED Regulation 8 NYCRR 156.3 b3iii
- ☑ CDL with P and S endorsement SED Regulation 8 NYCRR 156.3 b4

- ☑ Fingerprints SED Regulation 8 NYCRR 87.4 and 87.2 hl
- ☑ Basic SED Approved course SED Regulation 8 NYCRR 156.3 c5iii

- ☑ Advanced SED Approved curriculum (recommended not required)
- ☑ Pre-service including PJ's Law 3-4 hour SED Approved curriculum SED Regulation 8 NYCRR 156.3 b5i and PJ's Law Ed Law Part 5 §3650(2)

- ☑ Refresher – two hours/twice a year SED Regulation 8 NYCRR 156.3 b5iii
- ☑ Student Safety Drills – 3 a year Ed Law 3623; SED Regulation 8 NYCRR 156.3f-g
- ☑ CPR Training SED Regulation 8 NYCRR 156.3c4
- ☑ The Dignity Act §100.2(jj) of the Commissioner's Regulation
- ☑ Anti-idling policy SED Regulation 156.3(h)
- ☑ Periodic Monitoring SED Regulation 8 NYCRR 156.3 f5

Questions?

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