

School Bus Driver, Attendant & Monitor Training Programs

Notice of Program Offering

NPO's ARE PROCESSED IN THE ORDER THEY ARE RECEIVED. NO EXCEPTIONS.

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 or MI 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 30 or by the number of participants your facility is approved to accommodate; however, even if your room is approved for more than 30, you must receive approval from NYSED or current vendor for class sizes over 30.

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: _____

NYSED Certified Instructor Information

(PLEASE FILL OUT ALL INFORMATION, OR YOUR FORM WILL BE RETURNED)

SBDI Number:	SBDI Name (First & Last):	Telephone Number:
SBDI Mailing Address (All paperwork will be mailed here):		
SBDI Email Address (All paperwork will be emailed here):		

NYDMV and NYSED Approved Facility Information

(PLEASE FILL OUT ALL INFORMATION, OR YOUR FORM WILL BE RETURNED)

Delivery Agency Number:	County of Facility:	Facility Name/Room Number:
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<p>Email or mail to: Pupil Transportation Safety Institute 10 Adler Drive, Suite 102 East Syracuse, NY 13057</p> <p>Questions? Phone: 800.836.2210 Email: info@ptsi.org</p>	Agency Use Only		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Course Number:</td> <td style="width: 50%;">Course Dates:</td> </tr> </table>	Course Number:	Course Dates:
Course Number:	Course Dates:		
	<p>The course number MUST be included on the NPC submitted at the end of the course and on any correspondence about this course. <i>Any participants trained without prior course approval do not meet regulatory requirements.</i></p>		

