

## **Certification Requirements For Instructors of School Bus Driver Safety Training Region 4 Education Service Center (Region 4)**

### **Initial Certification Requirements:**

School Bus Driver Instructors who train within the auspices of the Region 4 area must meet the following requirements in order to be initially certified: (Note: Instructor candidates must submit a letter of interest from the Director of Transportation (or his immediate supervisor) on school district letterhead, indicating the candidate meets all the following qualifications and requirements and must provide substantiating documentation as outlined on page 3 of this document.)

- Hold a Texas Class B Commercial Driver License with P (Passenger), and S (School Bus) endorsements
- Have and maintain a driving record in compliance with the requirements of Texas Transportation Code 521.022
- Meet requirements as stated in Texas Administrative Code Title 37, Part I, Chapter 14, Subchapter C, Rule 14.31 – 14.36 that articulate the official adopted rules for an approved certification course for school bus driver safety training in Texas. (See the *Program Guide for School Bus Driver Safety Training in Texas, Section III, Program Standards* or online at [www.txdps.state.tx.us/schoolbus](http://www.txdps.state.tx.us/schoolbus))
- Be employed in *public school transportation* for a minimum of five years with no history of separation from employment for failure to meet district standards.
- Attend and satisfactorily complete the Region 4 School Bus Driver Instructor Training Workshop
- Serve as an assistant Instructor for a twenty (20) hour certification class, with satisfactory performance as recommended by a Region 4 certified supervising Instructor.
- Instruct a twenty (20) hour class with supervision/observation by a Region 4 certified Instructor, with satisfactory performance as recommended and documented by the certified supervising Instructor. (Student instructor may not participate in certification training in his or her district of employment.)

- Serve as an assistant Instructor with a Region 4 certified Instructor during an eight (8) hour re-certification class, with satisfactory performance as recommended and documented by the supervising Instructor.
- Instruct an eight (8) hour class with supervision/observation by a Region 4 certified Instructor, with satisfactory performance as recommended and documented by the supervising Instructor. (Student Instructor may not participate in certification training in his or her district of employment.)
- Complete in a satisfactory manner and provide documentation for two days of instruction designed to specifically address needs of students with disabilities in the transportation environment (No cost if taken at Region 4)

### **Certification Maintenance:**

Certified Instructors who train school bus drivers within the auspices of the Region 4 area must meet all requirements as listed above as well as the following criteria in order to maintain certification as a School Bus Driver Instructor:

- Have no history of separation from employment for failure to meet district standards
- Instruct one twenty (20) hour certification class and one eight (8) hour re-certification class within one year of initial certification date and each successive year thereafter
- Maintain consistent satisfactory evaluations from class participants
- Maintain satisfactory annual Observation as performed by Region 4 staff or designee
- Complete in a satisfactory manner a one day class on *Presentation Skills for Instructors of School Bus Driver Safety Training* at Region 4 every three years (No cost to Instructor or district)
- Complete in a satisfactory manner and provide documentation for a two day class designed specifically to address needs of students with disabilities in the transportation environment every three years (No cost to Instructor or district if taken at Region 4)

### **Revocation of Trainer Certification:**

Failure to meet and maintain all certification standards will result in loss of Instructor certification and privileges. Concerns about Instructor performance brought to the attention of the Region 4 Transportation Solutions Director will be promptly investigated. Such concerns may include, but not be limited to:

- Failure to follow the curriculum as stated in *Section III - Program Standards*, located in the *Program Guide for School Bus Driver Training in Texas* or online at [www.txdps.state.tx.us/schoolbus](http://www.txdps.state.tx.us/schoolbus) )
- Ineffective instructional techniques i.e., lack of planning, poorly executed lessons, disregard for time management and classroom organizational skills
- Unprofessional behavior, i.e. tardiness, disrespect, inappropriate language, indifference to student needs
- Failure to complete and turn in paperwork in a timely manner.
- Low ratings on annual Observation performed by Region 4 staff or designee.
- Other issues that reflect unacceptable Instructor performance and do not meet the standards for excellence and quality expected in a Region 4 sponsored learning environment

Following an observation and investigation, a report stating findings and recommendations will be issued to the Instructor, possibly including recommendation for retraining. Depending upon investigation findings, immediate revocation of certification may occur. Copies of the investigation report will be shared with the district transportation official who expressed the concern (if appropriate) and will remain on file at Region 4.

- Failure to satisfactorily address recommendations for improvement in a timely manner will result in loss of Instructor certification.

### **PLEASE PROVIDE A COPY OF THE FOLLOWING DOCUMENTATION:**

- Letter of recommendation on school district letterhead from the Transportation Director (Superintendent if applicant is a Transportation Director)
- Resume addressing Instructor requirements as required in Texas Transportation Code 521.022 and Texas Administrative code 14.33 including all supporting documentation
- Copy of Texas Commercial Driver License (front and back)
- Copy of current driving record
- Copy of current physical examination form
- Copy of current certification card
- The following verification form



I **(Print Name)** \_\_\_\_\_ have received a copy of the Region 4 Education Service Center "Certification Requirements for Instructors of School Bus Safety Training". My signature indicates I have read and understand the requirements to be an Instructor and the requirements to maintain my certification as an Instructor.

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

Please provide the following information:

\_\_\_\_\_ Employer/District

\_\_\_\_\_ Mailing address

\_\_\_\_\_ Email Address

\_\_\_\_\_ Office Phone \_\_\_\_\_ Fax

\_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone

## **Texas Transportation Code 521.022**

### **RESTRICTIONS ON OPERATORS OF CERTAIN SCHOOL BUSES**

- (a) A person under 18 years of age may not operate a school bus for the transportation of students.
- (b) A person who is 18 years of age or older may not operate a school bus unless the person holds an appropriate class of driver's license for the vehicle being operated.
- (c) A person may not operate a school bus for the transportation of students unless the person meets the mental and physical capability requirements the department establishes by rule and has passed an examination approved by the department to determine the person's mental and physical capabilities to operate a school bus safely. A physician, advanced practice nurse, or physician assistant may conduct the examination. An ophthalmologist, optometrist, or therapeutic optometrist may conduct the part of the examination relating to the person's vision. Each school bus operator must pass the examination annually.
- (d) A person may not operate a school bus for the transportation of students unless the person's driving record is acceptable according to minimum standards adopted by the department. A check of the person's driving record shall be made with the department annually. The minimum standards adopted by the department must provide that a person's driving record is not acceptable if the person has been convicted of an offense under Section 49.04, 49.045, 49.07, or 49.08, Penal Code, within the 10-year period preceding the date of the check of the person's driving record.
- (e) A person may not operate a school bus for the transportation of students unless the person is certified in school bus safety education or has enrolled in a school bus safety education class under provisions adopted by the department. Effective on the date and under provisions determined by the department, a school bus operator must hold a card that states that the operator is enrolled in or has completed a driver training course approved by the department in school bus safety education. The card is valid for three years.
- (f) Before a person is employed to operate a school bus to transport students, the employer must obtain a criminal history record check. A

- school district, school, service center, or shared services arrangement, or a commercial transportation company under contract with a school district, that obtains information that a person has been convicted of a felony or misdemeanor involving moral turpitude may not employ the person to drive a school bus on which students are transported unless the employment is approved by the board of trustees of the school district or the board's designee.
- (g) This section does not affect the right of an otherwise qualified person with a hearing disability to be licensed, certified, and employed as a bus operator for vehicles used to transport hearing-impaired students.
- (h) This section does not apply to the operation of a vehicle owned by a public institution of higher education to transport students of a school district that operates within that institution if:
- (1) the person operating the vehicle is approved by the institution to operate the vehicle; and
  - (2) the transportation is for a special event, including a field trip.
    - (i) For purposes of this section, "school bus" includes a school activity bus as defined by Section 541.201.

Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 30.73(a), (b), eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1438, Sec. 7, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 663, Sec. 3, eff. June 18, 1999; Acts 1999, 76th Leg., ch. 786, Sec. 1, eff. June 18, 1999.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [923](#), Sec. 1, eff. September 1, 2007.

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<b><u>TITLE 37</u></b>	PUBLIC SAFETY AND CORRECTIONS
<b><u>PART 1</u></b>	TEXAS DEPARTMENT OF PUBLIC SAFETY
<b><u>CHAPTER 14</u></b>	SCHOOL BUS SAFETY STANDARDS
<b><u>SUBCHAPTER C</u></b>	SCHOOL BUS DRIVER SAFETY TRAINING PROGRAM
<b>RULE §14.33</b>	<b>School Bus Driver Safety Training Program Curriculum</b>

(a) The curriculum for the school bus driver safety training program will be developed by the department and approved by the director, or designee.

(b) The certification course shall include instruction in each of the ten units comprising the current Course Guide for School Bus Driver Training in Texas as developed by Southwest Texas Quality Institute (SWTQI) and approved by the department. At least four hours of each course shall be devoted to relevant and appropriate laboratory activities, and each unit shall be taught in accordance with the following class time allocations:

- (1) Introduction--1 hour;
- (2) Student Management--2.0 hours;
- (3) Know Your Bus--2.0 hours;
- (4) Traffic Regulations--1.5 hours;
- (5) Responsible Driving--4.0 hours;
- (6) Emergency Evacuation--2.0 hours;
- (7) First Aid--1.5 hours;
- (8) Procedures for Loading and Unloading Students--2.5 hours;
- (9) Special Needs Transportation--1.5 hours;
- (10) Awareness of the Effects of Alcohol and Other Drugs--1.5 hours;
- (11) Summary and Written Test--0.5 hours.

(c) The recertification course shall include safety training material developed by Texas Engineering Extension Service Transportation Training Division of the Texas AM University System, (TEEX) and approved by the department or Units II, IV, V, VIII, and X of the current Course Guide for School Bus Driver Training in Texas. If teaching Units II, IV, V, VIII, and X, at least one hour of instruction must be allocated to each of these five units, with any remaining or additional time devoted to other relevant and appropriate topics or activities.

(d) A test regarding course content will be administered to each trainee. A minimum score of 80% open book shall be required for satisfactory completion of both the twenty-hour certification course and the eight-hour recertification course.

(e) Any modifications to the School Bus Driver Safety Training Program curriculum shall not be implemented by the training agency without prior approval of the department.

**Source Note:** The provisions of this §14.33 adopted to be effective March 18, 2009, 34 TexReg 1876