



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Jesse H. Ruiz
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

MEMORANDUM

Date: May 8, 2009

TO: Illinois School Bus Driver Training Instructor
FROM: Tim Imler, Division Administrator, Funding and Disbursement Services
SUBJECT: 2009 School Bus Driver Instructor's Annual Training

The 2009 School Bus Driver Instructor's Annual Training required by Section 1.515 of the 23 Illinois Administrative Code will be held at the following locations:

Monday, June 22, 2009 Peoria Sch. Dist. 150 Board Room 3202 North Wisconsin Peoria, IL 61603	Tuesday, July 28, 2009 Marquardt Dist. 15 Admin. Cntr. 1860 Glen Ellyn Road Glendale Heights, IL 60139	Thursday, July 30, 2009 Central Grade School Cafeteria 10421 North U.S. Highway 45 Effingham, IL 62401
--	--	--

All School Bus Driver Training Instructors **must attend one of the trainings held this summer** to be certified for the 2009-10 School Year. The tentative training agenda will be as follows:

8:00 – 8:30 a.m. Registration	11:00 a.m. Third Session
8:30 a.m. Opening Remarks	12:00 – 1:00 p.m. Lunch
9:00 a.m. First Session	1:00 – 1:30 p.m. Fourth Session
10:00 a.m. Second Session	1:30 – 3:30 p.m. Fifth Session

All applicants must pre-register for the training. The registration fee is \$25.00 and must be paid when you pre-register. The registration fee includes the cost for lunch (any special diets, please email those requests directly to Cinda Meneghetti at cmeneghe@isbe.net) and refreshments that will be provided on-site at each location. You must register via one of the following options:

Register by Mail – Participants may register by completing the enclosed registration form for the site you wish to attend and mailing it, with a check made out to the Professional Development Alliance or a copy of a purchase order, to Professional Development Alliance, 2705 McDonough Street, Joliet, IL 60436.

Register by Fax – Participants may register by completing the enclosed registration form for the site you wish to attend and faxing it, along with either a copy of a purchase order or Visa/MC information (card number, expiration date, and name on card) to John Salzer, 815-744-8396.

Register by Phone – Participants may register by calling John Salzer at 815-744-8337.

Register Online – Participants may register online at <http://www.pdaonline.org/registration>. On the resulting screen, click 'View a Calendar of Upcoming Workshops.' Select the session for which you wish to register and follow online instructions to complete the registration.

Registration deadline for the Peoria location will be June 8, 2009. Registration deadline for Glendale Heights and Effingham locations will be July 13, 2009. Late registrations will not be accepted in order to allow for adequate preparation for each of the trainings (materials, lunches, etc.).

IMPORTANT: Do not send your summer training registration form or fee to the Regional Office of Education. You must send your information to the Professional Development Alliance. In addition, do not send the 2009-10 *Illinois School Bus Driver Training Instructor Application* to the Regional Office of Education or have the Regional Superintendent sign the application until you complete the summer training.

After you complete the summer training, all instructors must have their application form signed by the appropriate Regional Superintendent with a copy of a current Basic First Aid card on file in the Regional Office of Education. All instructors will be entered on the electronic School Bus Driver Training Instructor's system by the appropriate Regional Office of Education. All instructors must meet all of the statutory requirements in 23 Illinois Administrative Code, Section 1.515 as stated below.

- The person must be at least 21 years of age.
- The person must hold or have held an Illinois School Bus Driver's Permit, hold a current teaching certificate endorsed for driver education, or have the approval of the regional superintendent as having had other direct involvement in school bus transportation.
- The person must provide evidence of having completed a course in first aid from the American Red Cross, the American Heart Association, or another national organization that is recognized by the Illinois Department of Public Health.
- First time applicants must have assisted a certified instructor in conducting an initial school bus driver training course and a refresher course; the person must also have taught each of these types of courses under the observation of a certified instructor and have received a satisfactory evaluation of overall teaching performance.

If you should have any questions or concerns, please do not hesitate to contact Cinda Meneghetti, 217-782-5256 or by email cmeneghe@isbe.net.