2015-2016 School Bus Driver Trainer Inservice

TITLE OF LESSON: USING INTERNET RESOURCES FOR TRAINING

Objectives of Lesson: At the end of this lesson the student will be able to:

1. Name one website where you can find training opportunities, training materials, industry updates, transportation laws and rules.
2. Name one reason why it is important to keep WACs and RCWs up-to-date.
3. Name the website where the historical archive of transportation lesson plans from past 15 years can be found.
4. Identify where to find CDL updates, BTW DOL testing and Commercial Driver Guide,

Equipment for Lesson:

- Overhead screen, projector and computer for Power Point

Introduction:

Like many transportation departments across the state, your drivers count on you to keep them up-to-date on:

- Training
- District policy and procedures
- Administrative code (WAC)
- Laws (RCW), and
- Other industry news specific to student transportation.

It is also your responsibility to convey any changes to your transportation staff. Most updates are conveyed via internet and annual inservices.

Current and fresh material assists you in keeping your drivers highly trained, professional, safe, and the best you and they can be.

Just as it is important to keep proper training records, it is equally important to keep your training materials current and well organized.
Today we will focus on internet resources available to help you stay current. Let’s get started!

**Presentation:**

I. **Training Opportunities Using the Internet.**

There are many training opportunities available to you. Some of them require a little travel time but there are others at your fingertips via the internet.

We will start by touring the OSPI student transportation website to look at the wealth of information it has to offer.

A. **OSPI student transportation home page**

1. As you look at the transportation home page [http://www.k12.wa.us/transportation](http://www.k12.wa.us/transportation), notice the left column lists links to take you to various areas of interest.

2. This list includes
   - Instructor Training Programs,
   - Publications and Resources,
   - Regional Coordinators, and so on.

**TRAINER NOTE:** You will find a Resources Guide at the end of this lesson plan that lists the websites referenced throughout this presentation along with a link to each respective website.

B. **We will click the “Publications and Resources” link first.**

1. [http://www.k12.wa.us/Transportation/publications.aspx](http://www.k12.wa.us/Transportation/publications.aspx)
   
   This link takes you to the page where you will find these headings:
   - “Publications”,
   - “Bulletins/Memos” and
   - “Reports/Studies.”

2. Under the **Publications** heading
   - The “**Washington School Bus Driver Handbook**” is the first resource.
   - You can download the bus driver handbook and make additional copies for drivers as needed.
3. The blue box in the right column lists
   • professional “Associations” and
   • other important links including “Laws and Rules.”
   • All links in the blue box will take you off of the OSPI website
     and onto other websites.

C. Click “Washington Association for Pupil Transportation”
   1. “WAPT” has training opportunities that may be offered.
      http://www.wapt4u.org/
   2. Notice there are links in the drop down menu under “Resources”
      that give you information on various events around Washington
      State.
   3. Click on “Conferences”, and you will find information on the
      “WAPT State Conference.”
   4. Take some time to explore this website.

Now let’s go back to the blue box on the OSPI Publications and
Bulletins page.

D. National organization websites can be accessed under the
   “Associations” list. We will visit the home page of two of these sites.
   1. Information on what is happening in pupil transportation on the
      national scene can be found by clicking the
      National Association for Pupil Association (“NAPT”) link
      http://www.napt.org/
   2. The National Association of State Directors of Pupil Transportation
      Services (“NASDPTS”) http://www.nasdpts.org/ link
      also offers a wealth of information.
E. Answers to questions relating to all WACs and RCWs

Can be found on the OSPI Website in the blue box by using the “Laws and Rules” link also provided in the right column listed under “Links.”

1. Let’s click on that link and visit the site for a moment.
   http://www.leg.wa.gov/LawsAndAgencyRules/Pages/default.aspx

2. A box labeled “Quick Reference Links” on the right gives you options for searching RCWs or WACs. We have typed in 392-144. The drop down menu lists all sections of this WAC for you to select.

3. Click “Go” and you will be taken to the “Complete Chapter & Sections” page.

F. Let’s go back to “Publications and Bulletins/Memos”.

1. A new link has been added under the “Publications” heading for quick access to all RCWs and WACs pertaining only to student transportation.

2. You will find this link listed first as “Washington State Student Transportation RCWs and WACs.”
   http://www.k12.wa.us/Transportation/pubdocs/RCWsandWACsForStudentTransportation.pdf

3. Click on the link.
   You will be taken to the cover page of a 220-page document listing every RCW and WAC that deals with student transportation.
   • All additional pages include a link to each RCW or WAC listed.
   • You may print any or all of the 220 pages to create your own hard copy of student transportation RCWs and WACs or
   • You can bookmark this page on your computer for future reference.
G. Next we will go back and look for school bus instructor information on the OSPI Transportation homepage. http://www.k12.wa.us/transportation

1. Click the link on the left for “Instructor Training Programs.”
   You may also click “Instructor Training Programs” listed in the main section of the home page.
   http://www.k12.wa.us/Transportation/DriverInstructor/default.aspx

2. This link takes you to:
   a. Information on the training program and registration for your yearly inservice course.
   b. Also listed are the “Training Materials” for the current school Year (after the classes are complete in July)
   c. There is a link at the top of this list titled “Past Inservice Training Material.” Let’s check that out for a moment by clicking on the link.
      http://web3.esd112.org/regionaltrans/driver-instructor-inservice-classes/lesson-plans-library

3. This link takes you to a “Lesson Plans Library” page.
   a. This is an ESD112 website.
   b. Listed in the right column, you will find lesson plans for prior Driver Instructor Training Courses from 2000-2001 through 2013-2014
   c. Click on “Lesson Plans 2005-2006”
   d. You will find all the lesson plans from that year.

4. Go back to the “Lesson Plans Library” page.
   a. You will find a link titled “Inservice Training Topics Quick Reference.”
   b. You will find the “Inservice Training Topics History” listing all previous lesson plan topics compiled by year for your convenience.

ASK: How many of you have noticed these links and investigated this resource before today?
5. Travel back to the top of the “Lesson Plans Library” page and to the top right column.
   a. You will also find a link titled “Driver Instructor Training Course.”
   b. Click this link then scroll to the bottom of the page where you will find the heading “Instructor Materials.”
   c. The two links below will take you to the
      • “Instructor’s Guide” and also to the “Behind the Wheel Workbook” (BTW Workbook).
      This workbook is an excellent resource to update your training materials if you have not done so already.


ASK: What do you do to keep your training manual up to date?

II. Keep Your Training Materials Updated

A. The materials in your Instructor’s Guide were assembled to assist you in your training program.
   1. It is expected that trainers will update these basic course materials as well as all associated training materials.
   2. This includes videos and handout material.

B. Maintain any other materials that are handed out to driving staff or used as reference.
   1. The school bus driver handbook that was update in 2014 makes reference to WACs and RCWs.
   2. It is not only important for you to be updated; all bus drivers must be informed of the updates as well.

C. Changes can occur at any time.
   1. Your annual inservice provides changes that are significant or occur within a timeline that allows them to be included.
2. However, at any time throughout the school year changes that affect your material may happen. These changes are conveyed in the following ways:
   a. OSPI sends this information to Regional coordinators.
   b. Regional coordinators send this information via email distribution lists credentialed trainers in their respective ESD’s.
   c. You may also check with your Regional Coordinator or your ESD website for a list of available training videos to use that you may not already have in your training library.

III. Commercial Drivers Guide

This link will take you to the Department of Licensing Commercial Driver’s License (CDL) information page.
http://www.dol.wa.gov/driverslicense/cdl.html

A. Keep a current CDL Guide.
   1. Know the changes.
   2. Update any handouts.

B. Keep current on the BTW Test Requirements.
   1. Study guides
   2. Handouts and Diagrams

Summary:

Today we looked at and talked about the many resources available to assist you as driver trainers and where to find them. We visited the OSPI Pupil Transportation website where we found the wealth of information it has to offer including links to the following websites:
   • WAPT, NAPT, NASDPTS.
   • The ESD 112 Lesson Plan Library where we found the historical archive of transportation lesson plans for the past 14 years.
   • Links to the instructors Guide and BTW Workbook

We also visited the DOL website for
   • Changes
   • updates, and
   • a current copy of “Commercial Driver’s Guide”.
Keeping your material current and fresh assists you in keeping your drivers highly trained, professional, safe, and the best you and they can be.

Just as it is important to keep proper training records, it is equally important to keep your training materials current and well organized. Knowing where to easily find and access materials and resources will help you achieve this goal.

**Evaluation:**

**Questions:**

1. Name one website where you can find training opportunities, training materials, industry updates and transportation laws and rules. **S-33**
2. Name one reason why it is important to keep WACs and RWCs up-to-date. **S-34**
3. Name the website where the historical archive of transportation lesson plans from past 14 years can be found. **S-35**
4. Where can you find CDL updates, info on BTW DOL Testing and the Commercial Driver Guide? **S-36**

**Answers:**

1. OSPI Student Transportation Home Page.
2. Your drivers count on you to keep them up-to-date on training, WACs, RCWs, so they may continue to operate legally, professionally, safely.
3. ESD 112 website which can be accessed from the OSPI home page.
4. The DOL website under the “Commercial Driver’s License (CDL)” link.
**Resources:**

**List of website links**

OSPI Transportation Home Page
http://www.k12.wa.us/transportation

OSPI - Publications
http://www.k12.wa.us/Transportation/publications.aspx

OSPI – Driver Instructor
http://www.k12.wa.us/Transportation/DriverInstructor/default.aspx

ESD 112 – Driver Instructor Inservice
http://web3.esd112.org/regionaltrans/driver-instructor-inservice-classes/lesson-plans-library

Washington Association for Pupil Transportation
http://www.wapt4u.org/

National Association for Pupil Transportation
http://www.napt.org/

National Association of State Directors of Pupil Transportation
http://www.nasdpts.org/

ESD 112 – Lesson Plan Library
http://web3.esd112.org/regionaltrans/driver-instructor-inservice-classes/lesson-plans-library

ESD 112 – Behind the Wheel Handbook

ESD 112 – Driver Instructor’s Guide

Dept. of Licensing – CDL information
http://www.dol.wa.gov/driverslicense/cdl.html
Links to important statutes

RCW and WAC home page
http://www.leg.wa.gov/LawsAndAgencyRules/Pages/default.aspx

Student Transportation RCWs and WACs
http://www.k12.wa.us/Transportation/pubdocs/RCWsandWACsForStudentTransportation.pdf

Transportation—State allocation for operations

Transportation—Replacement and depreciation allocation

Transportation—Specifications for school buses

School bus driver qualifications
http://app.leg.wa.gov/wac/default.aspx?cite=392-144

Transportation—Operation rules

Student Transportation

Rules for design, marking, and mode of operating school buses
http://app.leg.wa.gov/RCW/default.aspx?cite=46.61.380

Special Education:

RULES FOR THE PROVISION OF SPECIAL EDUCATION
http://app.leg.wa.gov/wac/default.aspx?cite=392-172A

Transportation