

LESSON PLAN
2007–08 School Bus Driver Instructor’s Inservice

**TITLE OF LESSON: SCHOOL BUS DRIVER
INSTRUCTOR (SBDI) QUALIFICATIONS**

Objectives of Lesson: The student will be able to:

1. Name the three circumstances where the SBDI authorization will lapse.
2. Identify the medical requirements for maintaining a SBDI authorization.
3. State whether or not a SBDI must notify the state director if their authorization has lapsed.
4. State when a SBDI authorization is no longer considered lapsed.
5. State the effect of a lapsed authorization on a SBDI’s ability to verify school bus driver training and inservice completion.
6. Name the consequence for misrepresenting or concealing a material fact in obtaining a school bus driver authorization or a school bus driver instructor authorization.
7. Name the consequence for intentionally falsifying a school bus driver training record or a school bus driver instructor training record.
8. State the circumstance under which an SBDI authorization will expire.
9. Describe how a driver instructor can get an expired authorization reinstated.
10. Identify who is qualified to give inservice to a school bus driver instructor.

Equipment for Lesson (Handouts Only):

H-1 School Bus Driver Instructor Standards and Qualifications.

H-2 School Bus Driver Instructor Evaluation Question.

Introduction:

As you are aware, WAC 392-144 addresses school bus driver qualifications and requirements in great detail. Driver instructors are also included in WAC 392-144; however, in less detail. Because the Superintendent of Public Instruction (SPI) is authorized to set minimum standards and qualifications for driver instructors, this lesson includes clear information on how to obtain and maintain your school bus driver instructor’s authorization.

Your handout, which is titled *School Bus Driver Instructor Standards and Qualifications*, is written in the same format as WAC 392-144, School Bus Driver Qualifications. Language that is similar to the content presented today may eventually be adopted in WAC. Effective September 1, 2007, this is the document by which school bus driver instructor's authorizations will be administered. We will be reading the entire document and highlighting the changes as we go, so let's get started!

Presentation:

H-1

↓The first two sections, "*Purpose and authority*" and "*Employment*" are the same as the content of the first two sections in WAC 392-144.

Purpose and authority.

The purpose of this document is to set the minimum standards and qualifications for school bus driver instructors authorized by the Superintendent of Public Instruction and to determine the process for the denial, suspension or revocation of a school bus driver instructor's authorization. The authority for this document is WAC 392-144-030.

Employment.

These requirements shall not limit discharge, non-renewal of contracts, or other employment action by employers of school bus driver instructors.

Definitions.

↓Although there is no change in practice in the next section, paragraphs (2) and (3) are newly stated definitions, which provide clarification.

- (1) The definitions of the following terms used shall be found in WAC 392-144-020: school bus driver, school bus driver's authorization, school bus driver instructor's authorization, school bus driver annual inservice training course, school bus driver instructor's course, school bus driver instructor's annual inservice course.
- (2) The statewide driver training planning committee is established by the Superintendent of Public Instruction through the Director of Pupil Transportation (hereafter referred to as "The Director") to provide for the training of school bus driver instructors and development of training curriculum.
- (3) The annual school bus driver instructor inservice course is required to be taught by a regional transportation coordinator or one or more members of the statewide driver training planning committee.

Initial qualifications and training of school bus driver instructors (SBDI).

The qualifications necessary to become a SBDI are:

- (1) Verification of at least two (2) years of experience as an authorized school bus driver or similar experience accepted by the director.
- (2) Verification that the applicant meets all the requirements of WAC 392-144.
- (3) Provide a satisfactory current and complete school bus driver's abstract issued by the department of licensing, current to within 30 days of the application.

↑ (3) Note the timeline for the SBDI's abstract which is different from the 60-day timeline for school bus drivers.

- (4) Satisfactorily complete the school bus driver instructor's course.

Continuing qualifications for school bus driver instructors.

The following are required to be submitted to the director on an annual basis for continuation of the school bus driver instructor authorization:

- (1) Verification that the instructor continues to meet the requirements of WAC 392-144-102(1)–(4).

↑ (1) This refers to the continuing requirements for bus drivers in WAC 392-144-102.

- Notice that WAC 392-144-102(5) is no longer a requirement UNLESS you are also a school bus driver.
 - WAC 392-144-102(5) requires a school bus driver to continue to meet certain physical requirements and provide verification of holding a current and valid medical examiner's certificate.
- (2) Satisfactory completion of the school bus driver instructor's annual inservice training course.
 - (3) A disclosure of all crimes against children or other persons and all civil adjudications in a dependency action or in a domestic relation action and all disciplinary board final decisions of sexual abuse or exploitation or physical abuse as required by RCW 43.43.834(2) and disclosure of all convictions which may be grounds for denial, suspension, or revocation of authorization under WAC 392-144-103.
 - (4) A satisfactory current and complete school bus driver's abstract issued by the department of licensing, current to within 30 days of the school bus driver instructor's inservice application.

↑ This repeats the same requirement as in initial qualifications, which requires that the SBDI's abstract be issued within 30 days of application.

Disqualifying conditions for school bus driver instructors.

A school bus driver instructor's authorization shall be suspended or revoked as a result of the following conditions:

- (1) Misrepresenting or concealing a material fact in obtaining a school bus driver authorization or a school bus driver's instructor authorization.

↑ This is the same requirement as in WAC 392-144-103 for bus drivers.

- (2) Intentionally falsifying a school bus driver training record or a school bus driver instructor training record.

↑ Falsification of training records can result in permanent revocation. Keep in mind that the 1799 report is considered a training record.

- (3) Having a driving license privilege suspended or revoked as a result of a moving violation as defined in WAC 308-104-160 within the preceding five years, having their commercial driver's license disqualified, suspended or revoked within the preceding five years; a certified copy of the disqualification, suspension or revocation order issued by the department of licensing being conclusive evidence of the disqualification, suspension or revocation.

↑ An authorization can be suspended or revoked for having a suspended or revoked license even if not transporting students.

- (4) Not meeting the requirements of WAC 392-144-103.

↑ WAC 392-144-103 refers to the disqualifying criteria for bus drivers

Authorization issuing procedures.

- (1) School bus driver instructor authorizations shall be issued by the director upon verification that the school bus driver instructor meets the requirements of this document and upon completion of the school bus driver instructor training course.
- (2) A school bus driver instructor's authorization shall continue in effect as long as the person continues to meet the requirements of this chapter or until the authorization is lapsed or suspended or revoked. An authorization is no longer valid if lapsed, suspended, or revoked.

↑ Lapsed, suspended, or revoked authorizations are addressed more specifically later in this document.

Lapse of Authorization.

- (1) A school bus driver instructor's authorization shall lapse effective the first day of September of any school year, unless the school bus driver instructor has successfully completed the school bus driver instructor's inservice for that school year.

↑ This section contains all new information on conditions that result in a lapsed school bus driver instructor's authorization. Notice the date by which you must complete your inservice to avoid having your authorization lapsed.

- (2) The authorization is considered reinstated upon successful completion of the school bus driver instructor's inservice **for each school year in which the authorization has lapsed.**

↑ Successful completion of a missed inservice is the **only** way to be reinstated.

Example:

Instructor #1 missed her 2007 inservice and it is September 3, 2007. She must now locate a state driver trainer instructor and complete the 2007 school bus driver instructor's inservice before her authorization is reinstated.

- (3) All costs associated with the inservice training for any special session of the school bus driver instructor inservice will be paid for by the school bus driver instructor requiring the special session.

↑ A school bus driver instructor's inservice can only be taught by a **member of the statewide driver training planning committee**. State committee trainers are allowed but not obligated to conduct other inservice trainings outside of the formal state schedule. Be prepared to pay for special arrangements. Keep in mind that the applicable state registration fee must be paid in addition to the state committee SBDI's hourly cost.

- (4) A school bus driver instructor's authorization shall lapse at any time the instructor does not meet the requirements of WAC 392-144-102(1)–(4).

↑ Again, the school bus driver instructor is not required to meet the physical requirements of a school bus driver unless they are transporting students.

- (5) A school bus driver instructor's authorization is no longer considered lapsed when the instructor meets all applicable school bus driver instructor requirements, unless the authorization has expired as noted in "Expiration of Authorization".
- (6) An instructor is not required to notify the superintendent of public instruction when the instructor's authorization is lapsed.
- (7) A school bus driver instructor with a lapsed authorization is not allowed to verify the successful completion of the school bus driver-training course or the school bus driver inservice.

↑ The Expiration of Authorization is explained under the next heading. There is no formal requirement for reporting to the state regarding your lapsed authorization, but there is one thing very important to remember: Verification of training records with a lapsed instructor authorization constitutes falsification of training records, which can result in permanent revocation of a SBDI authorization

Expiration of Authorization.

↓ This next section contains all new information and defines the point at which a lapsed authorization will expire. Here is an example:

Instructor #2 missed his 2007 and 2008 inservice and now it is September 1, 2008. His school bus driver instructor's authorization cannot be reinstated by making up the two missed inservices. He must now go through the school bus driver instructor's course in order to be reinstated and verify training records.

A school bus driver instructor's authorization shall expire effective the first day of September of the second year without successful completion of the school bus driver instructor's annual inservice. Reinstatement of a school bus driver instructor's authorization that has expired requires the successful completion of the school bus driver instructor-training course. A school bus driver instructor with an expired authorization cannot verify the successful completion of the school bus driver-training course or the school bus driver inservice.

Discipline—Grounds for denial, suspension, or revocation of authorization— Emergency suspension—Appeals.

- (1) A school bus driver instructor's authorization may be suspended or revoked for conduct resulting in the suspension or revocation of a school bus driver authorization under WAC 392-144 (except for WAC 392-144-102(5)).
- (2) Emergency suspension. If the director finds that public health, safety, or welfare requires emergency action, and incorporates a finding to that effect in its order, emergency suspension of a school bus driver trainer authorization may be ordered pending proceedings for revocation or other action. In such cases, the director shall expedite all due process actions.
- (3) (a) Appeals. Any person desiring to appeal a denial, suspension, or revocation of a school bus driver instructor's authorization may do so to the director, in writing within 30 calendar days of the notice of denial, suspension, or revocation.
(b) The director shall have final decision-making authority.

↑ 3(b) In the future, if this document is adopted into WAC, appeal to an administrative law judge would be available.

School bus driver instructor—Reporting.

These reporting requirements are newly applied specifically to SBDI's.

- (1) Every authorized school bus driver instructor shall, within twenty calendar days, notify the director in writing of the filing of any criminal charge involving conduct listed in WAC 392-144-103 or of any disqualifying traffic convictions, or license disqualification, suspension, or revocation orders issued by the department of licensing.

- (2) The notification in writing shall identify the name of the authorized school bus driver instructor, the court in which the action is commenced, and the case number assigned to the action.
- (3) The failure of an authorized school bus driver instructor to comply with these requirements is an act of unprofessional conduct and constitutes grounds for suspension or revocation of the school bus driver instructor's authorization.

Summary:

As you can see, this new language directly addresses the school bus driver instructor's qualifications. Included are many qualifications we are already familiar with. In addition, the instructor's inservice must be completed by September 1 and is considered lapsed after that date until they secure instruction from a member of the state driver training committee. A school bus driver instructor with a lapsed authorization is not allowed to verify the successful completion of the school bus driver-training course or the school bus driver inservice. A section on Expiration of Authorization gives a final timeline of September 1 at the two-year mark after which instructors must re-complete the full driver instructor course to reinstate their instructor's authorization. We also learned that although a school bus driver instructor's authorization may be suspended or revoked for conduct resulting in the suspension or revocation of a school bus driver authorization under WAC 392-144, there is an exception that they do not have to meet the physical requirement in WAC 392-144-102(5). You are encouraged to keep a copy of this document where you can review it as often as necessary.

Evaluation:

H-2

<p>TRAINER'S NOTE</p>

<p>Conduct your evaluation as follows:</p>
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<p>Distribute H-2</p>

<p>Review the answers and have students take notes</p>
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Questions

1. Name three (3) circumstances where the SBDI authorization will lapse?
2. Is a SBDI who no longer meets the medical requirements for a school bus driver allowed to maintain their SBDI authorization?
3. Is a SBDI required to notify the state director if his or her authorization has lapsed?
4. When is a SBDI authorization no longer considered lapsed?
5. What is the effect of a lapsed authorization on a SBDI's ability to verify school bus driver training and inservice completion?
6. What is the consequence for misrepresenting or concealing a material fact in obtaining a school bus driver authorization or a SBDI authorization?
7. Name the consequence for intentionally falsifying a school bus driver training record or a school bus driver instructor training record?
8. State the circumstance under which an SBDI authorization will expire?
9. How does a SBDI get an expired authorization reinstated?
10. Who is qualified to give the school bus driver instructor inservice?

Answers

1. SBDI inservice is not complete prior to September 1, driver's license expired and or the first aid card has expired.
2. Yes, once an individual is an authorized SBDI, they do not have to continue to meet the requirements of WAC 392-144-102(5). District policy or contractual agreements may be more stringent.
3. No, an SBDI is not required to notify the Superintendent of Public Instruction when the instructor's authorization is lapsed.
4. A SBDI's authorization is no longer considered lapsed when the instructor meets all applicable school bus driver instructor requirements, unless the authorization has expired as noted in "Expiration of Authorization".
5. A SBDI with a lapsed authorization is not allowed to verify the successful completion of the school bus driver-training course or the school bus driver inservice.
6. A SBDI's authorization shall be suspended or revoked and will result in permanent revocation.
7. A SBDI's authorization shall be suspended or revoked and will result in permanent revocation.
8. A SBDI's authorization shall expire effective the first day of September of the second year without successful completion of the SBDI's annual inservice.
9. Reinstatement requires the successful completion of the SBDI training course.
10. A regional transportation coordinator or one or more members of the statewide driver training planning committee shall teach the annual SBDI inservice course.