

School Bus Driver Instructor (SBDI) Course

Overview

Conducted by the Pupil Transportation Unit (PTU), the School Bus Driver Instructor Course is “train the trainer” instruction providing experienced school bus drivers with techniques for teaching potential school bus drivers the basic principles of operating a school bus (i.e. driver role and responsibility; pupil relations; preventive maintenance; driving fundamentals; defensive driving; and accident prevention and emergencies). Upon successful completion of the three-phase (nine days in total) course, participants are equipped with skills necessary to train, evaluate, and endorse new school bus drivers, and conduct inservice sessions for currently certified school bus drivers. A course overview is presented below.

Prerequisites

- Class 1 or Class 2 driver’s licence
- School Bus Operator’s Certificate issued by PTU
- Minimum of one year school bus driving experience
- Driver’s abstract indicating three years of clear driving (i.e. no traffic violations or accidents with 50% or more responsibility)

Phase 1 Overview - Teaching Skills

Who Should Attend?

Anyone interested in developing school bus driver instructor skills. Successful completion of all Phase 1 sessions and assignments will ensure eligibility for Phase 2 – Program Development.

Objectives

Participants will learn and demonstrate skills related to the selection of instructional techniques, development of lesson plans, and how to effectively use the *School Bus Driver Instructor’s Manual*.

Benefits

Participants will be provided with opportunities to enhance teaching skills. Application of these skills will allow more effective delivery of local school bus driver training programs.

Content

Speaking in front of a group; organizing teaching materials; setting lesson objectives; establishing lesson outcomes; preparing and delivering a lesson plan; effective use of audio-visual aids.

Phase 2 Overview - Program Development

Who Should Attend?

Participants who have successfully completed Phase 1. Phase 2 provides continuing opportunities to develop school bus driver instructor skills. Successful completion of all Phase 2 sessions and assignments will ensure eligibility for Phase 3 which focuses on in-vehicle training and school bus driver evaluation and examination.

Objectives

Participants will learn and demonstrate skills related to the selection of instructional techniques and development and delivery of lesson plans, and how to effectively use the *School Bus Driver Instructor's Manual*.

Benefits

Participants will be involved in selecting instructional techniques and developing lesson plans to effectively teach a pre-service school bus driver training program.

Content

Developing a training program; determining training program requirements; using lessons plans in a training program; using effective teaching techniques; using the *School Bus Driver Instructor's Manual*; developing mini lessons to teach various topics; organizing a training program; using class participation as a teaching tool; evaluating a training program.

Phase 3 Overview - In-Vehicle Training; School Bus Driver Evaluation and Examination

Who Should Attend?

Participants who have successfully completed Phases 1 and 2, and who have the responsibility to deliver school bus driver instruction.

Objectives

To develop the participant's in-vehicle communication and management skills, and learn the requirements of evaluating and examining new school bus drivers.

Benefits

Participants will develop in-vehicle communication and management skills, and learn to effectively complete driver evaluations and examinations.

Content

Organizing and setting up a school bus roadeo; scoring of roadeo maneuvers, evaluating driving skills; completing a multiple-choice driver's test, road sign recognition test, and a school bus road test; conducting in-vehicle driver examinations; communicating directions to a driving student; explaining driving errors to students; evaluating effectiveness of training.

Certification

Participants who successfully complete all three phases of the Course and score at least 75% on a school bus driver's knowledge test, road sign recognition test, and off-road driving course will be recognized as certified School Bus Driver Instructors by Manitoba Education and Manitoba Public Insurance. Certificates of Completion will be issued by Manitoba Education.

Authority of the School Bus Driver Instructor

Definitions

- **Certified Instructor:** A person who successfully completes all three phases of the School Bus Driver Instructor Course is recognized as a Certified School Bus Driver Instructor (SBDI) by the Pupil Transportation Unit (PTU) and Manitoba Public Insurance (MPI).
- **Participant Instructor (not certified):** A person who successfully completes Phase 1 and Phase 2 of the School Bus Driver Instructor Course is recognized as a Participant Instructor.

Certified Instructors

This certification authorizes the SBDI to provide:

- the minimum 24 hours of instruction to school bus driver trainees [as per Manitoba Regulation 465/88R, Section 18(1)(a)].
- the evaluation (road testing) of school bus driver trainees.
- the minimum eight hours of inservice training for current school bus drivers [as per Manitoba Regulation 465/88R, Section 18(1)(b)].
- re-evaluation (road testing) of existing school bus drivers.
- school bus ridership training for students [referred to in Manitoba Regulation 465/88R, Section 17].

The certified SBDI is authorized to provide school bus driver instruction consisting of classroom and in-vehicle training and testing. This may also include instruction to assist trainees as they prepare for MPI's Class 2 written knowledge test and the school bus knowledge test. Once the trainee has successfully passed both MPI written tests, they are issued an Authorized Instruction Licence. This licence allows the trainee to proceed with the on-road training.* Once the trainee is confident he/she is ready to undertake the road test with an MPI examiner, an appointment is made at an MPI outlet. Upon the trainee's successful completion of MPI's licencing requirements and completion of the minimum 24 hours of training, the SBDI will complete, sign, and forward a School Bus Driver Endorsement Form to PTU whereupon a School Bus Operator's Certificate is issued. The school division transportation supervisor must also sign this endorsement form. (References to "school division" include school districts and Education Authorities.) It is important that all documentation relating to a school bus driver's endorsement be kept in the driver's file.

Occasionally, trainees may currently hold a Class 1 or Class 2 driver's license. In these situations, trainees are required to complete a minimum 24 hours of school bus driver instruction (classroom and in-vehicle), be administered a school bus written knowledge test developed by the SBDI and/or the school division, and be evaluated on performing a pre-trip

inspection and road test. In these instances where the training and evaluation is done “in-house”, without MPI testing, two SBDI’s (or one SBDI and the school division transportation supervisor) are required to endorse the new school bus driver. One SBDI would perform the instruction and in-vehicle training, and the second person would perform the evaluation (road test). Once all requirements are satisfied, the SBDI and school division transportation supervisor will complete, sign, and forward a School Bus Driver Endorsement Form to PTU whereupon a School Bus Operator’s Certificate is issued. Again, it is important that all documentation relating to a school bus driver’s endorsement be kept in the driver’s file.

Participant Instructor (Not Certified)

It should be noted that Participant Instructors who have completed only Phase 1 and Phase 2 of the School Bus Driver Instructor Course do not have the authority to evaluate trainees (perform road tests) nor recommend school bus driver trainees for endorsement of a certificate from PTU. The endorsement form requesting issuing of a School Bus Operator’s Certificate must be signed by a Certified SBDI and the school division transportation supervisor.

Participant Instructors do have the authority, however, to provide the minimum 24 hours of instruction, eight hours of annual inservicing, and school bus ridership training in the schools.

MPI’s Driver Instructor Permit

While the School Bus Driver Instructor Course is primarily intended for school division employees to train within their home school divisions, a certified SBDI is also authorized to train in conjunction with, or for, neighboring or other school divisions.

MPI recognizes that SBDI’s currently employed by school divisions do not conduct training for financial compensation but rather as a duty assigned to them, and therefore, are not required to hold MPI’s Driver Instructor Permit. However, a SBDI who operates his/her own business or contracts to train, for profit, school bus drivers outside the school division setting, are required by MPI to hold this Permit. More information on obtaining this Permit can be obtained by contacting:

Manitoba Public Insurance – Training Permit Unit
200-175 Portage Avenue; Box 6300; Winnipeg MB R3C 4A4
Phone: 204-985-8063, 204-985-7928 or toll free 1-800-665-2410 (ext. 8063 or 7928)

* Notes:

- While the school bus is being driven by the trainee (with an Authorized Instruction Licence) and accompanied by the Instructor, other trainees are permitted to be on the bus; however, it is recommended this number be kept to a minimum.
- Under The Highway Traffic Act [Section 37(9)], use of the red and amber loading lights, stop arm, and crossing arm are prohibited for training purposes while the bus is on a public roadway.
- Additional information on the SBDI Course or other pupil transportation topics in Manitoba can be obtained by contacting PTU at 204-945-6900 or by accessing the website at www.edu.gov.mb.ca/k12/ptu.