



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

**SCHOOL BUS DRIVER
ANNUAL IN-SERVICE TRAINING REQUIREMENTS**

The State Department of Education (SDE) has established annual in-service training requirements for persons licensed to operate SDE-owned school buses. This training is a mandatory requirement for all licensed school bus drivers and must be properly executed and documented in accordance with the policies and procedures as set forth by SDE.

I. In-service training requirements:

SDE, Office of Transportation, requires a minimum of ten hours of annual in-service training for all persons licensed to operate SDE-owned school buses.

The annual in-service training shall consist of five hours of SDE-required subject matter instruction and five hours of district-chosen subject matter instruction.

During the five-year licensing period, all school bus drivers must successfully complete fifty hours of in-service training to be eligible for licensing renewal. The fifty hours of in-service training will consist of twenty-five credit hours of state-mandated training and twenty-five credit hours of district choice training. (Exception: see Special Needs Driver's requirements). At the end of the five-year licensing period, no driver shall be approved for School Bus Commercial Driver's License renewal who has not completed the in-service training requirement.

Drivers will not be allowed to bank or carry forward hours above the ten-hour mandatory requirement in a given school year for the upcoming school year.

No person shall have the authority to suspend or exempt a driver from the in-service training requirements.

II. State-mandated annual instruction shall consist of the following:

A. School bus evacuation training – One credit hour of in-service.

1. Thirty minutes of classroom instruction.
2. Thirty minutes of hands-on practical application with passengers present.

B. School Bus Driving Procedures (Curriculum Module 4) – 4 credit hours of in-service instruction. Beginning with the 2003-04 school year and every two years thereafter, School Bus Driving Procedures (Curriculum Module 4) will be taught by a state-certified instructor. Instruction may be delivered in either of the following formats:

1. 4 hours of classroom instruction or,
2. 2 hours of classroom instruction and 2 hours of on-road practical driving instruction.

C. Basic Operations (Curriculum Module 2) – 4 credit hours of in-service instruction. Beginning with the 2004-05 school year and every two years thereafter, Basic Operations (Curriculum Module 2) will be taught by a state-certified instructor. Instruction may be delivered in either of the following formats:

1. 4 hours of classroom instruction or,
2. 2 hours of classroom instruction and 2 hours of on-road practical driving instruction.

D. Special Needs Drivers:

Special needs drivers and monitors possessing a School Bus CDL must complete four hours of Special Needs in-service training every two and one half years. Instructors delivering the Special Needs training must be SDE certified or a school district instructor who is recognized as a professional in the Special Needs area and is employed in the Special Needs profession or associated with the delivery of Special Needs services. The four hours of credit may be substituted in place of four hours of District Choice In-service requirement time.

III. District Choice annual instruction may consist of following:

A. The school district will have the option of choosing as in-service any combination of SDE developed curriculum modules, the National Highway Traffic Safety Administration's (NHTSA) School Bus Driver In-Service Safety Series, Lee Canter's Assertive Discipline For Bus Drivers, or District developed training materials. When an SDE developed curriculum module is used as district choice in-service, an SDE certified instructor must deliver the training.

1 SDE developed in-service training modules:

- a. Module 1, Driver Responsibilities, Laws and Regulations - 1 credit hour of in-service.
- b. Module 3, The Air Brake System – 1 credit hour of in-service.
- c. Module 5, Accidents and Other Emergencies – 4 credit hours of in-service.

- d. Module 6, The People Factor – 5 credit hours of in-service.
 - e. Module 7 (modified), Transporting Students with Special Needs – 1 credit hour of in-service.
 - f. In-Service Unit 1, Universal Precautions – 2 credit hours of in-service.
 - g. In-Service Unit 2, First Aid – 2 credit hours of in-service.
2. NHTSA developed School Bus Driver In-service Safety Series:
- a. Driver Attitude – 1 credit hour of in-service.
 - b. Student Management – 1 credit hour of in-service.
 - c. Vehicle Training – 1 credit hour of in-service.
 - d. Knowing Your Route – 1 credit hour of in-service
 - e. Transporting Infants and Toddlers – 1 credit hour of in-service.
3. Lee Canter’s Assertive Discipline For Bus Drivers – 5 credit hours of in-service.
- B. School District Developed In-Service Training Courses must be approved by the assigned SDE driver training instructor and must meet the following criteria in order for the driver to receive in-service training credit.
- 1. Request for District Choice In-Service Approval (SDE S-11 form
 - 2. Course outline with a summary of training objectives.
 - 3. A qualified instructor as outlined above must deliver training.
 - 4. A pre-determined number of in-service credit hour(s) for each course.

REQUIRED DOCUMENTATION FOR IN-SERVICE TRAINING

A Classroom Roster (SDE S4-C form) must be completed and submitted to the SDE for all in-service training classes in order for the drivers to receive in-service training credit.

- I. Classroom Rosters for State-mandated In-service Training must include the following:
 - A. The date of training
 - B. The location of training
 - C. The type of instruction
 - D. The name of the instructor
 - E. The instructor's State Instructor Number
 - F. The number of credit hours
 - G. The name of each driver
 - H. Each driver's signature
 - I. Each driver's license number

- II. Classroom Roster for District Choice In-service Training credit must include the following:
 - A. The date of training
 - B. The location of training
 - C. The name of the instructor
 - D. The type of instruction
 1. SDE Modules Credit would require the instructor's State Instructor Number and no course outline or instructor's qualifications.
 2. NHTSA Credit would require documentation of the instructor's qualifications and no course outline.
 3. The Assertive Discipline Series Credit would require documentation of the instructor's qualifications and no course outline.
 4. District Developed Training Credit must include a Request For District Choice In-Service Approval (SDE S-11 form) with the course outline, instructor job title, and qualifications (resume).

- E. The number of credit hours
- F. The name of each driver receiving instruction
- G. Each driver's signature
- H. Each driver's license number

Failure to Meet In-Service Training Requirements

Drivers not meeting the required ten hours of annual in-service training in a given school year will have until the end of the following school year to meet the in-service requirements, provided their license remains current. If, after a second consecutive school year, a driver possessing a current driver's license fail to obtain the required number of in-service credit hours, the driver will be disqualified from driving a state-owned school bus and will be required to re-enter the school bus driver training program as if they were a new driver. After completing the twenty-hour classroom school bus driver-training course, passing the school bus driver portion of the commercial driver road skills test, and the physical performance test, the driver will be re-authorized to drive a state-owned school bus.

Request for District Choice In-Service Approval

Name of School District _____ Name of School _____

Name of Supervisor _____ Supervisor Phone # _____

Date(s) of In-Service: Begin Date _____ End Date _____
M / D / Y M / D / Y

Time(s) of In-Service: Begin Time _____ End Time _____

Total # of District Choice In-Service Hours _____

AGENDA:

	Topic (Please print)	Instructor Name (Please print)	* Instructor Credentials (Please print)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

* Note: You may attach, rather than list, the instructor(s) credentials.

 Transportation Supervisor Name (Please print)

 Transportation Supervisor Signature

 Date (M / D / Y)

SDE Use Approved? Yes No If NO, Please give explanation on the lines provided below.

Driver Trainer Signature _____